

Add a Filter

This article explains how to add a filter without conditions. Typically, a filter without any conditions matches all records.

To create a new filter:

1. Go to **Configuration > Filters**. In the Administration application, go to **Users > Filters**.
2. Expand the **Filter** groups to select a specific group to which you want to add the filter.
3. Click **New**. The **New Filter** dialog appears.
4. Enter a **Name** and **Description**.
5. Select the filter type, then click **OK**.

The filter is available for assignment.