Adding 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. In the RiskVision application, 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 the general information:
    1. Enter **Name** and Description.
    2. Select the filter type and then click **OK**.

The filter is available for assignment.