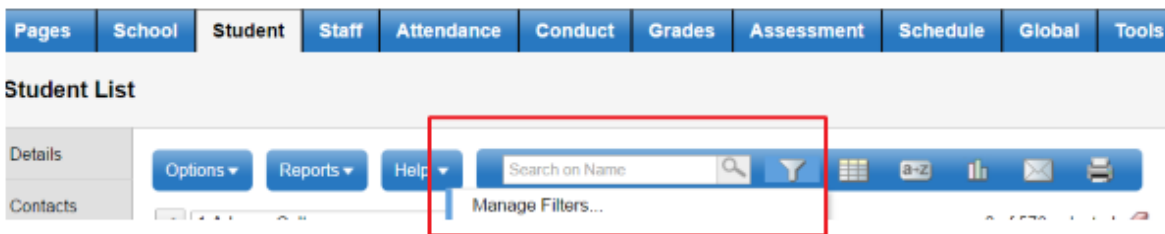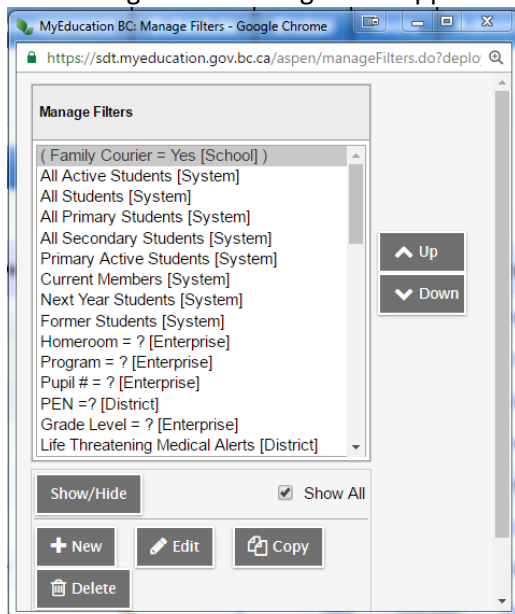# Filters

Using the Filter Menu

Use the Filter menu to determine the group of records that appears on the page, such as "All Active Students."

In the menu bar on any page, click the and select "Manage Filters" to do any of the following:
- Add a new filter
- Change the order of filters
- Edit a filter
- Copy an existing filter
- Delete a filter

The Manage Filters dialogue box appears

With this dialogue box open, you can do any of the following tasks:

Change the Order of Existing Filters

The top item in your list will always be your default filter for every time you open MyEdBC. Do not put a filter to the top of the list that asks for data (such as "Grade = ?"). Simply click on a filter you wish to move up or down and then move it by clicking on the **Up** and **Down** to move the filter to your desired spot. Click **Close** to save your changes.

Streamline Your List of Filters

There are many filters built at both the Enterprise and District level that you may never utilize in your position. To streamline your list of filters, click on those you do not want to see and then click on the **Hide** button. Click **Close** to save your changes.

Edit a Filter you Own

You can edit a filter that you own, but you cannot edit a filter that is owned by another user. The edits you make to a filter that you own will apply to all users who have access to it. Select the filter you wish to make changes to. The filter pick list will appear
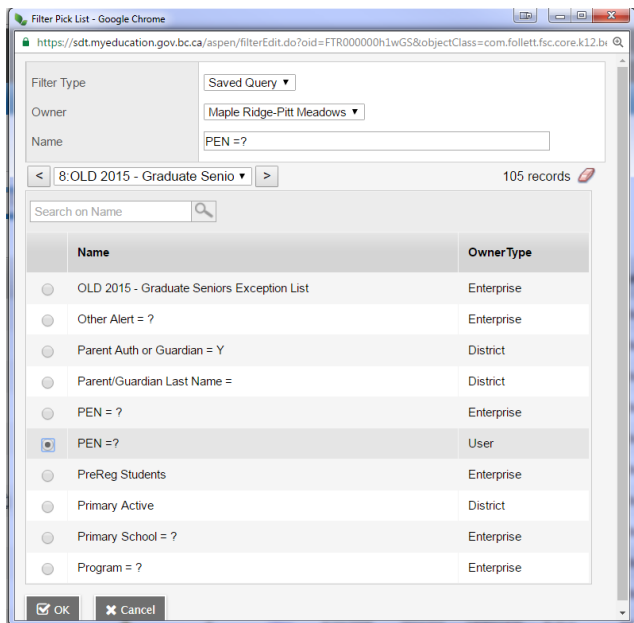
 Make any changes to the **Name, Owner and Filter type** if needed. Click OK. Move the order, if desired, by using the **Up** and **Down** buttons. Click **Close** to save your changes.

Delete a Filter

You can only delete a filter that you own. Deleting a filter will delete it from all users who have access to it. With the Manage Filters dialogue box open, highlight the name of the filter you want to delete. Click **Delete.** Click **Close** to save your changes.