

# How to use the filters ?

Useful links :

★ [Search & filters \(Action Button\)](#)

★ [Webinar](#)

**blocked URL** Filters hide superfluous data. So you can focus on what you want to see

In AGILAB you will have the possibility to perform several actions, reorganize the default view and customize

an interactive report by using the filters in the Actions button that appears to the right of the Go button on the Search bar.

The screenshot shows the AGILAB interface with a table of chemical references. The table has columns for Active, Status, CAS Number, Chemical Reference, and IUPAC Name. The 'Actions' dropdown menu is open, showing options like Columns, Filter, Data, Format, Chart, Group By, Pivot, Report, Download, Subscription, and Help.

	Active	Status	CAS Number	Chemical Reference	IUPAC Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	-	test mv 4	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	57-06-7	TEST BRIAC	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	27-27-0	AAAAA	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	-	test mv 18	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	-	test mv 19	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	18868-43-4	molybdenum diox	molybdenum
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	6106-24-7	sodium tartrate di	um (2R,3R)-2,3-dihydroxybutanedioate dihydrate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	2567-83-1	tetraethylammoniu	thylazanium perchlorate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	68-05-3	tetraethylammoniu	thylazanium iodide
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved	2650-17-1	xylene cyanol	n 4-(((1E)-4-((2-[4-(ethylamino)-3-methylphenyl]ethyl)imino)-3-methylcyclohexa-2,5-die

## Description of filters in the action button :

	Filters	Description
1	<b>Columns</b>	This button allows you to reorganize the table by default by hiding the unwanted columns and showing the desired columns
2	<b>Filter</b>	This button allows you to choose the column or row on which you are going to filter and to add the value we are looking for, in order to have the information easily,  Example: filter in the status column the approved chemical references so that the table only displays these results there
3	<b>Data</b>	This filter includes four buttons  <b>Sort</b> : Used to change the columns to sort on and determines whether to sort in ascending or descending order  <b>Aggregate</b> : Aggregates are mathematical computations performed against a column. Aggregates display after each control break and at the end of the report within the column they are defined  <b>Compute</b> : Enables you to add computed columns to your report. These can be mathematical computations or standard Oracle functions applied to existing columns  <b>Flashback</b> : A flashback query enables you to view the data as it existed at a previous point in time

4	<b>Format</b>	<p>This filter includes three buttons :</p> <p><b>Control break</b> : Used to create a break group on one or several columns</p> <p><b>Highlight</b> : You can choose by filter on columns by adding conditions and color codes (Example: I want all my status "in use" to be in red color)</p> <p><b>Rows per page</b> : You can choose how many rows to display on the table</p>
5	<b>Chart</b>	This filter makes it possible to filter and organize the information sought in the form of visuals : Bar, line, line with Area or Pie
6	<b>Group by</b>	You can define one Group By view per saved report. Once defined, you can switch between the group by and report views using view icons on the Search bar
7	<b>Pivot</b>	You can choose the pivot column and row column, and the functions in order to display the matrix
8	<b>Report</b>	<p>This filter includes two buttons :</p> <p><b>Save report</b> : Once you use the filters you want, you will be able to save this report so that you always have two versions: primary report (the default view) and the one you have created with and saved</p> <p><b>Reset</b> : Used to restore report to the default settings.</p>
9	<b>Download</b>	You will be able to download the view you see, according to the formats you want: CSV, HTML, EXCEL and PDF
10	<b>Subscription</b>	You will be able to fill in your email address and choose according to the frequency and the date, the sending of the report