



## How do I use the auto-filter rows?

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Every grid in SalesPad Cloud contains an auto-filter row that allows you to quickly sort through grid results. To reveal the auto-filter row, click the ellipses on the thin gray bar below the grid's column labels.



In the auto-filter row, each column has a filter unique to it. The type of filter varies depending on the column. Most filters are a text box where you can simply type in what you're looking for. Others contain checkboxes or date ranges.

For columns with numerical data, such as the Total column on the Sales Documents grid, the filter allows you to search for values based on certain criteria:

- Equals
- Is Approximately (displays matches that are within 10% of the entered value)
- Does Not Equal
- Is Not Approximately (displays matches that are within 10% of the entered value)
- Is Less Than
- Is Greater Than
- Is Between
- Is Not Between