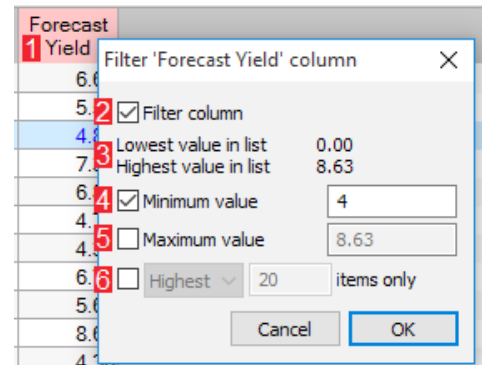


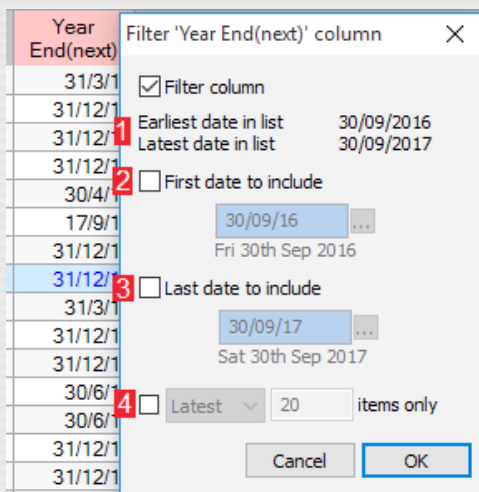
Numerical Column

1. Right-click on the column heading and select **Add column filter** OR middle-click on the column heading (mouse wheel click). The heading will change colour to indicate an active filter.
2. Check/Uncheck to enable/disable the filter
3. Displays the range in the current list. In the example no share in the list has a forecast yield below 0.00 or above 8.63
4. If you want to set a minimum value, enter it here. If left unchecked no lower limit is set.
5. If you want to set a maximum value, enter it here. If left unchecked no upper limit is set.
6. If selected, this option will limit the list of results to a fixed number.

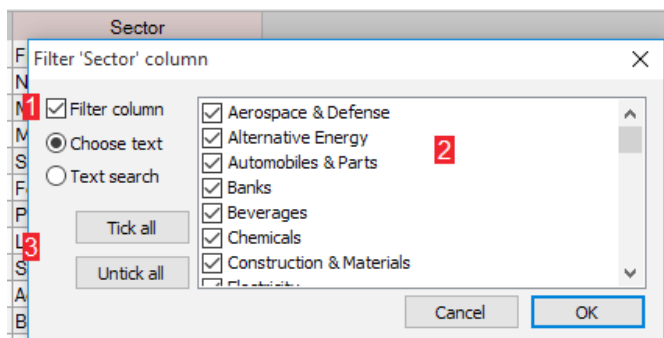


Date Column

1. This displays the list's range by showing the earliest and latest dates in the current list.
2. If you want to set a start date for the filter, set it here.
3. If you want to set an end date for the filter, set it here.
4. If selected, this option will only show either the latest or earliest fixed number of results.

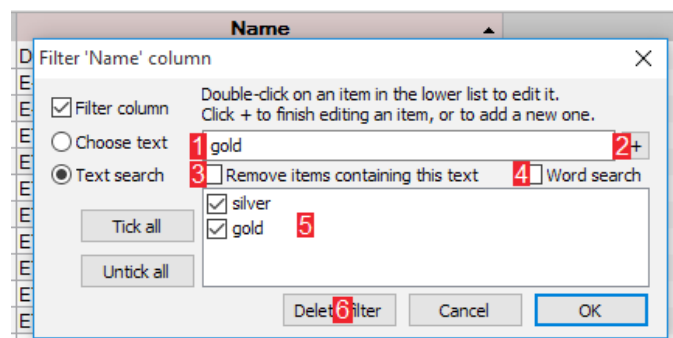


Text Column



There are two modes for filtering a text column:

1. Switches between modes. If a column has fixed text entries (e.g. *Sector*, *Exchange*) the **Choose Text** mode (above) will be selected by default, otherwise the **Text Search** mode (above right), which lets you search for a specified word or phrase, will be chosen instead.
2. All available text options for the column are listed. By default, they are all selected (ticked).
3. Use these buttons to deselect or select all the available text options.



1. Enter the word or phrase here. As you type, the column will be filtered to show you the effect.
2. Press the **+** button to add the search term to the list of saved options **[5]** for future use.
3. Check this option to exclude instruments matching the search term.
4. Check the **Word search** option to match only complete words.
5. The list of search terms saved from previous filters. This pane will only be displayed if search terms have been saved.
6. The **Delete filter** button will delete the filter and all saved keywords for the column.