

Configuring the filtration pane

On this page you will learn how to:

- [Set width for filter boxes](#)
- [Change the order of filters](#)
- [Rename the filter labels](#)
- [Hide the filter labels](#)
- [Disable the change saving](#)
- [Disable and enable filters on the filtration pane](#)
- [Disable filtration at start](#)
- [Enable filtration in the editor](#)
- [Hide the control buttons](#)
- [Change the filters displaying mode \(hide/change configuration\)](#)
- [Collapse / expand the filtration pane](#)

Read more:

- [Table filtration](#)
- [Sorting, freezing and other table viewing options](#)
- [Calculations in tables](#)

Set width for filter boxes

In the page view mode:

1. Locate the filter box which width you want to change.
2. Position the mouse pointer at the right border of the filter box, until the cursor changes.
3. Click and hold the left mouse button and drag the filter box border to the left or to the right.
4. Release the left mouse button when the width of the filter box is appropriate.
5. To save the modifications in the macro body, click the cogwheel icon and select **Save changes**.

In the macro browser:

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Click **Set width of filters**.
5. Enter the appropriate width in pixels for available filters.
6. Save the macro and the page.



You can change the box width for the following filter types:

- [Dropdown filter](#)
- [Free text filter](#)
- [Global filter](#)
- [Visual filter](#)
- [Hide columns selector](#)

Change the order of filters

In the page view mode:

1. Locate the filter box which position on the filtration pane you want to change.
2. Click and drag the filter box to the appropriate position on the filtration pane.
3. Release the left mouse button when complete.
4. To save the modifications in the macro body, click the cogwheel icon and select **Save changes**.

In the macro browser:

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Locate the filter type in which you want to change the order.

4. Drag the column label to the appropriate place in the filter box.
5. Save the macro and the page.

Rename the filter labels

In page view mode:

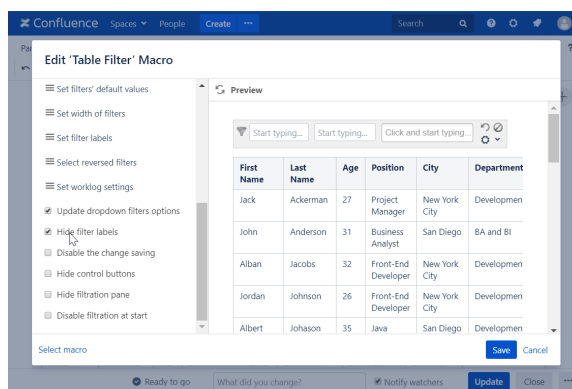
1. Open the page with the Table Filter macro.
2. On the filtration pane, locate the filter label you want to edit.
3. Double-click the label and enter a new title.

In the macro browser:

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Click **Set filter labels**.
5. Enter a new title for the filter label.
6. Save the macro and the page.

Hide the filter labels

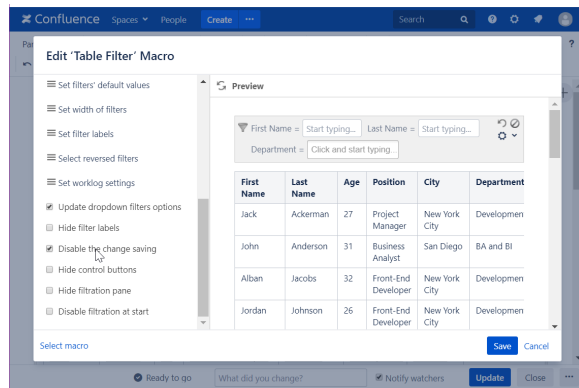
1. Switch the page to edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Locate and select the **Hide Filter Labels** option.
5. Save the macro and the page.



Disable the change saving

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Locate and select the **Disable the change saving** option.

5. Save the macro and the page.



Disable and enable filters on the filtration pane

Disabling:

1. Open the page with the Table Filter macro.
2. On the filtration pane, locate and click the **Disable all filters** icon.

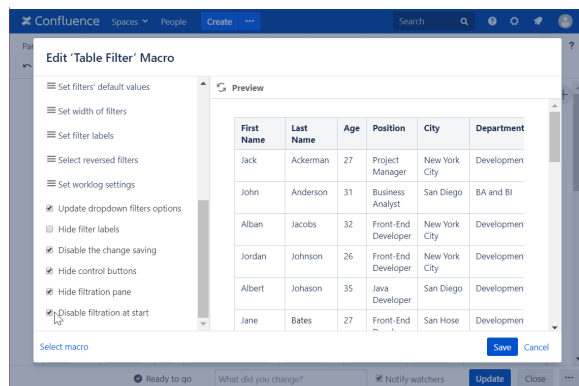
Filters are hidden on the filtration pane.

Enabling:

1. Open the page with the Table Filter macro.
2. On the filtration pane, locate and click the **Enable all filters** icon.

Disable filtration at start

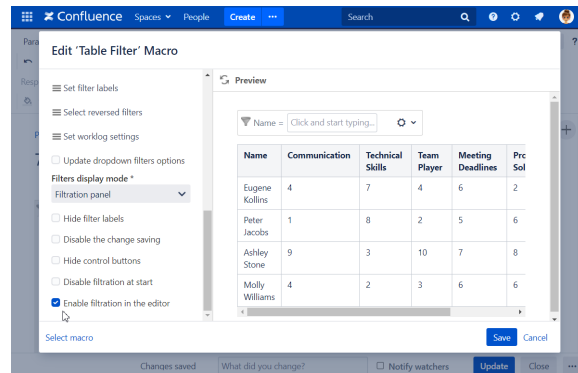
1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Locate and select the **Disable filtration at start** option.
5. Save the macro and the page.



Enable filtration in the editor

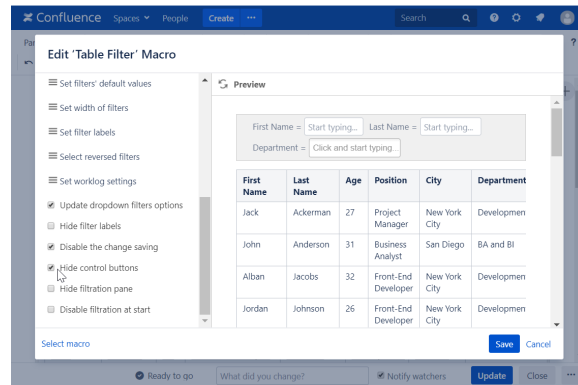
1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Locate and select the **Enable filtration in the editor** option.

5. Save the macro and the page.



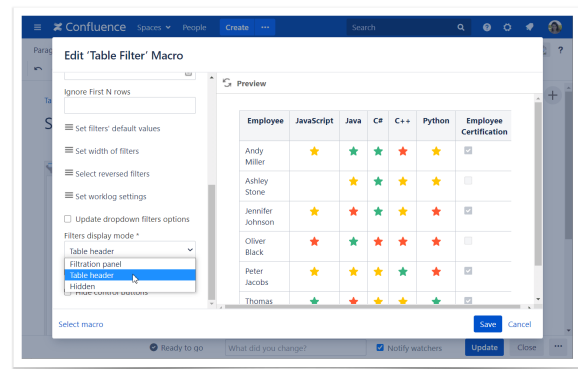
Hide the control buttons

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Locate and select the **Hide control buttons** option.
5. Save the macro and the page.



Change the filters displaying mode (hide /change configuration)

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filtration** tab.
4. Select the **Filters display mode** option:
 - Filtration panel
 - Table header
 - Hidden
5. Save the macro and the page.



Collapse / expand the filtration pane

To collapse the filtration pane:

1. Open the page with the Table Filter macro.
2. Point to the bottom part of the filtration pane.
3. Click the collapse bar.

The filtration pane will be hidden.

To expand the filtration pane:

1. Open the page with the Table Filter macro.
2. Point to the header of the table.
3. Click the expand bar.

The filtration pane will be expanded.

Watch the videos to learn more about managing filters in the page view mode and in the macro browser: