

Configuring 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 **Filters** tab.
4. Locate the filter box which width you want to change.
5. Position the mouse pointer at the right border of the filter box, until the cursor changes.
6. Click and hold the left mouse button and drag the filter box border to the left or to the right.
7. Release the left mouse button when the width of the filter box is appropriate.
8. 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. Switch to the **Filters** tab.
4. Locate the filter type in which you want to change the order.
5. Drag the column label to the appropriate place in the filter box.
6. 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:

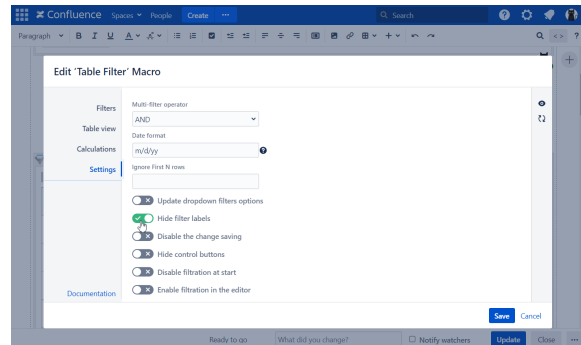
1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filters** tab.
4. Locate the filter label you want to rename.
5. Double-click the label and enter a new title.
6. Save the macro and the page.

Hide the applied filter

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Filters** tab.
4. Click on a eye icon to hide the filter from the filtration panel
5. Save the macro and the page.

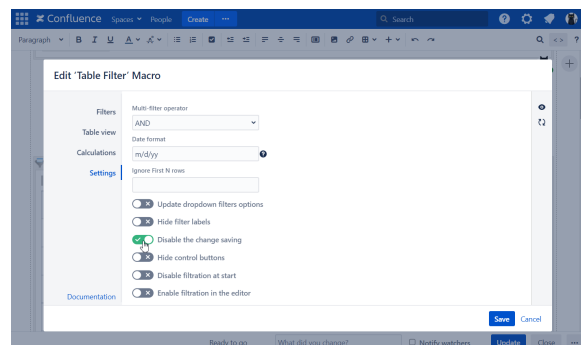
Hide the filter labels

1. Switch the page to edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Settings** tab.
4. Locate and tick the **Hide Filter Labels** slider.
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 **Settings** tab.
4. Locate and tick the **Disable the change saving** slider.
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 the cogwheel icon and click it.
3. Locate the **Disable all filters** and click it.

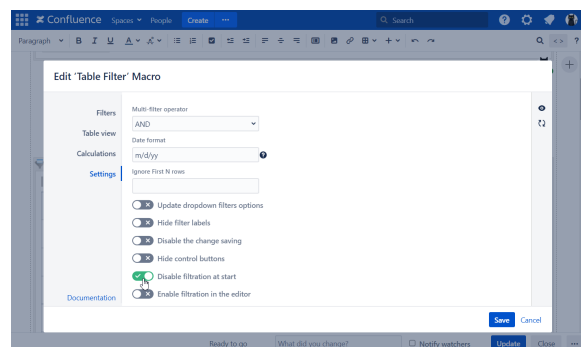
Filters are hidden on the filtration pane.

Enabling:

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

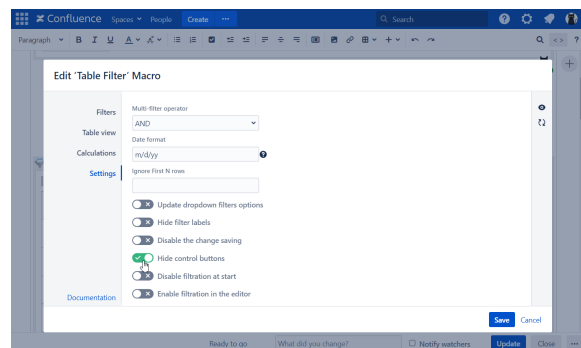
Disable filtration at start

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Settings** tab.
4. Locate and tick the **Disable filtration at start** slider.
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 **Settings** tab.
4. Locate and tick the **Hide control buttons** slider.
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 **Filters** tab.
4. Click one of the following options on the right to select the filters display mode:
 - **Filtration panel**
 - **Filters in header**
 - **Hidden filters**
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.

