



Filter

Instructions for Merlin Project

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Note for Merlin Project Express users



The following functions can only be found in [Merlin Project](#).

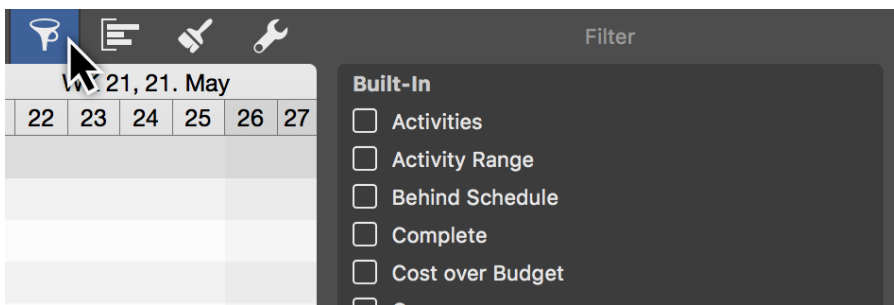
Filter

The function **Filter** allows information in the project to be **visible** according to different specifications. Other information is **hidden**. A multitude of **evaluation options** are created by filtering the contents in the project.

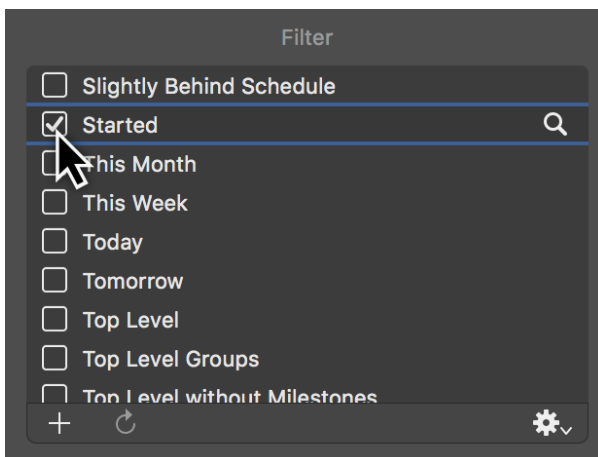


Filters help you to select certain **information** for large projects and to display **graphically** in the different **views**.

A mouse click on the **funnel** symbol opens the inspector with the **built-in filters**.

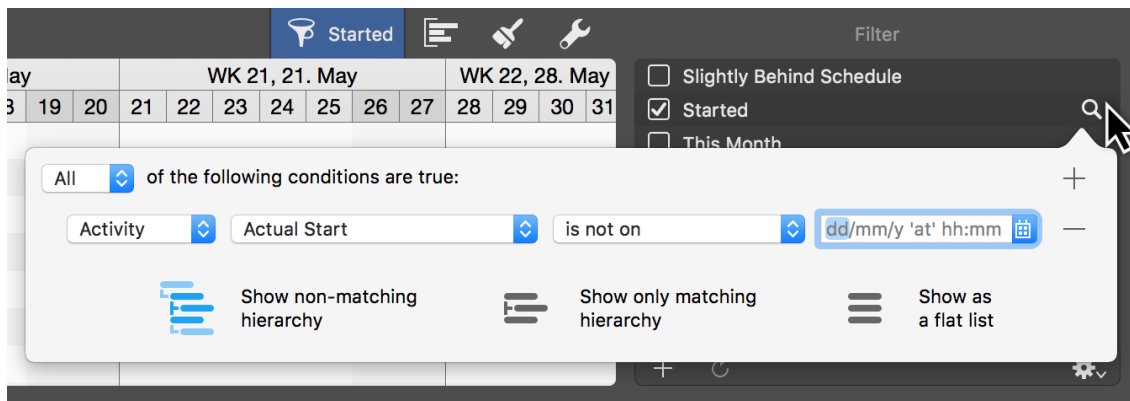


Set a check mark to the left of an entry in the **inspector** to activate the **filter**. The **contents** in the project are then automatically displayed by the activated **filter**.



An active filter is displayed and applied next to the **funnel** with its name until you click on the **funnel** again and uncheck the active filter in the inspector.

Adjust filter



Click on the **loupe** to the right of an entry, a dialog opens in which you can see and adjust the **conditions** for the active **filter**.

The **flip-down menus** contain information and values according to which you define the conditions for filtering your project.

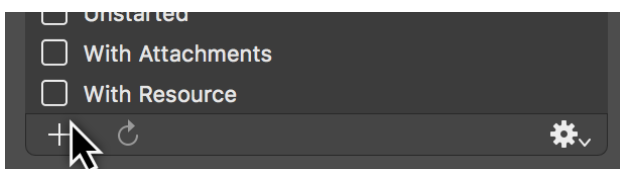
You control the display of **filtered results** with the **three** options listed below:

- **Display inapplicable hierarchy**
- **Show Only applicable hierarchy**
- **Display as flat list**

With a mouse click on the **Plus** you add **new conditions** for a filter. With **Minus** you remove **existing conditions** from the filter.

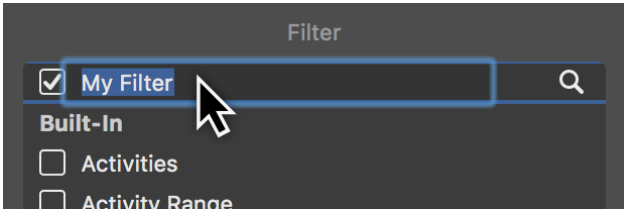
Create your own filters

Create and add **own filters** to the already **installed filters**. To do this, click on the **Plus** in the **filter list**.



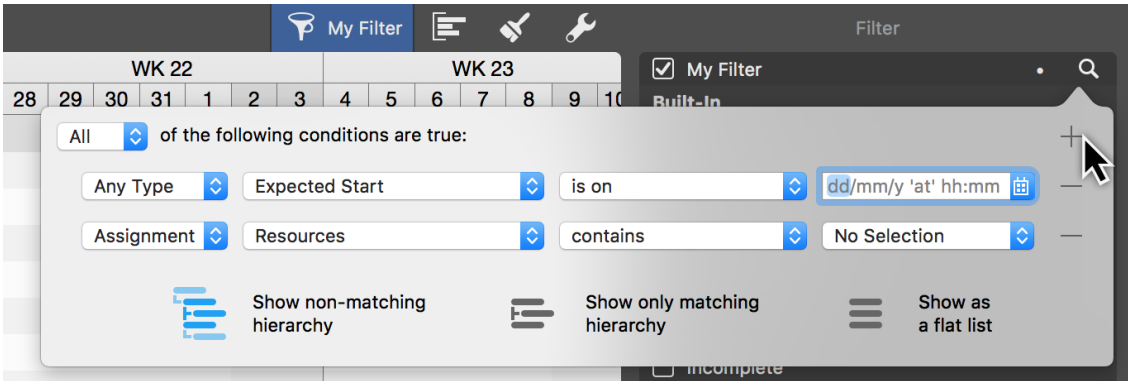
The category **Own** is created automatically. This allows the **self-created (own)** and **supplied (installed)** filters to be **differentiated** from each other.

Name your own filters uniquely, this helps for a **later use**.



Click on the **loupe** and create the **conditions** for the filter.

Use the **options** to **adjust** the filter in the **flip-down menus**. With a mouse click on the **Plus** you can add further **conditions** or remove the existing conditions with a mouse click on the **minus**.



With the **All** drop-down menu you can filter the conditions to **all** or also to **one** or **no** of the **set values**.

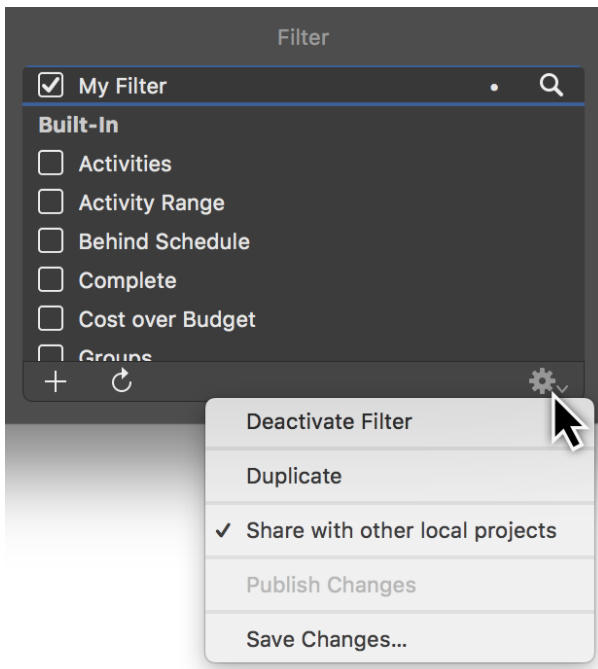
The **graphic display** of the filter is controlled with the three **display options** for **hierarchy** and **flat list**.



To delete your own filters from the list, click on a filter and press the **Delete** key.

Gearwheel menu

The gearwheel menu contains useful options for using the filters:



- **Disable filter** (*disables the active filter, like unchecking the filter*)
- **Duplicate** (*_makes a copy of an existing filter*)
- **Share with other local projects** (*_the filter is available in all projects on the local Mac*)
- **Publish changes** (*for shared filters, the changes are published for all local projects*)
- **Save changes** (*for shared filters, the changes are only saved in the current project and not published*)

Duplicate filter

Use this option to modify an **existing filter**. A **copy** will be made.

The **duplication** saves the manual setting of all **conditions** from the original filter.

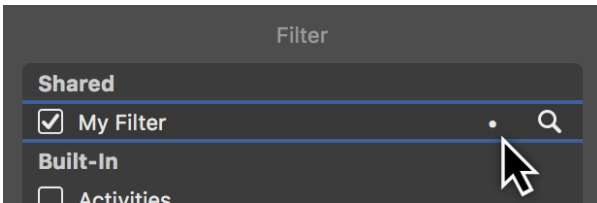
All **conditions** are adopted during duplication and can be adapted or extended.

The original filter remains unchanged.

Share filter locally

Use this option to have a filter on your Mac always available in all **local projects**.

If **changes** occur in a locally shared filter, a white **dot** appears next to the filter.

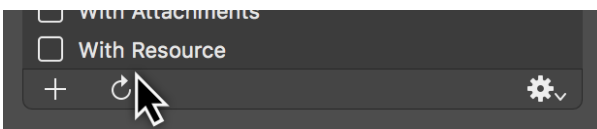


Use the options from the **Gears** menu to apply the changes:

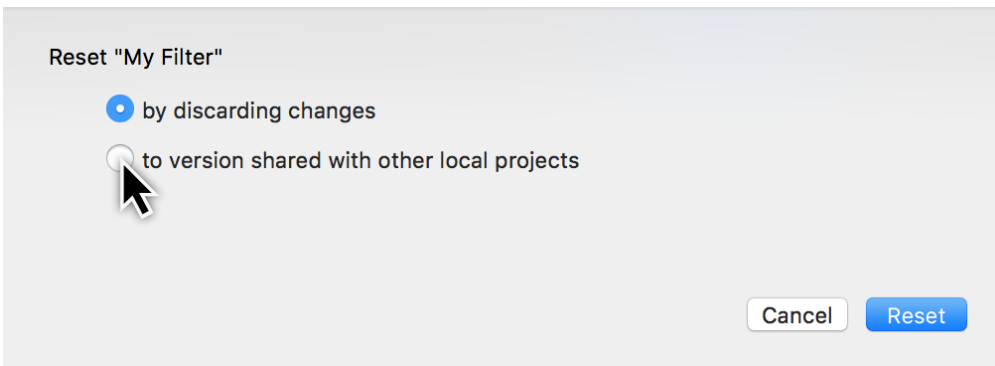
- **Publish changes**
- **Save changes**

Reset filter

Changes in a shared filter can be reset.



Click on the **rotated arrow**. A dialog appears in which you can undo the changes.



Reset the filter:

- **by discarding the changes**
- **to the version shared with other local projects**