

Quick Reference Guide

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Removing a Saved Default Filter

So you created and saved a filter option in a pick list (open sample pick list for example) and defined it as the **default** filter. Now every time you open up the pick list, the list is filtered, but you really want to see every item in the list again from now on. You need to remove your saved default filter. Here's how:

1. Right mouse click in the pick list.
2. Choose Filter.
3. Choose Load.
4. The Select Filter Window will open. Choose Delete.
5. Choose Yes, to delete the Default Filter
6. Click OK.

Note: If in step 3 above, you choose Remove or Clear, it will allow you to view the entire (unfiltered) list, but your previously defined default filter will still be in effect the next time you come back into the picklist.

Note on Last Modified Date:

This QRG is the 12/02/05 version. The Last modified date reflects a change to the design of the SSS database system.