

Filter Bar

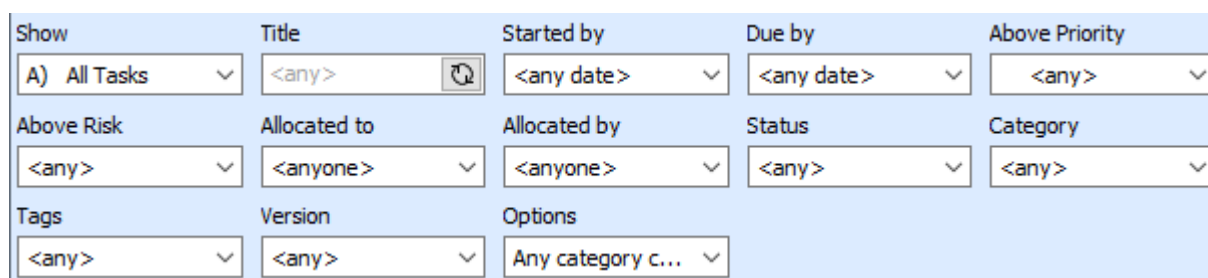
Filtering is one of ToDoList's most powerful features, allowing you to view only those tasks that interest you, defined by a specific set of task attributes.

The Filter Bar sits immediately below the Toolbar and offers the most convenient to this functionality.

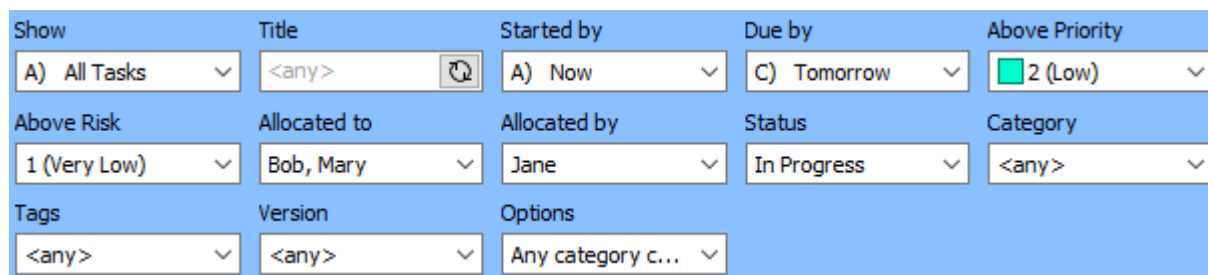
Note: The same functionality is also offered using the [Filter Tasks Dialog](#).

Note: You can hide the Filter Bar by deselecting '[Menu Bar > View Menu > Bar Visibility > Filter Bar](#)'.

This shows the Filter Bar in its default state (ie. with no filter currently active).

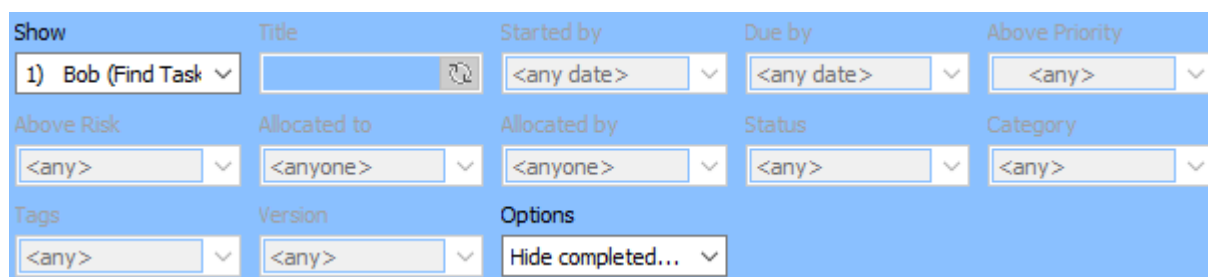


This shows the Filter Bar after specific values have been chosen in one or more of the filter fields.



Note: When a filter is active the background colour of the filter bar is shown darker as a reminder that you are only seeing a subset of your total tasklist.

This shows the Filter Bar when a custom filter has been applied via the [Find Tasks Dialog](#).

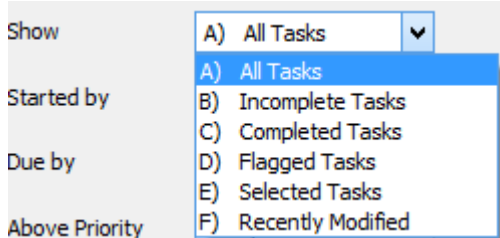


Note: All fields except the 'Options' droplist are disabled when a custom filter is active.

Show

This droplist provides a set of simple built-in filters for quickly transitioning between broad sets of tasks.

eg. from viewing **All** Tasks to just viewing **Incomplete** Tasks.



Title

Match any task having the specified text somewhere in its title. eg. Typing 'fix' would match with 'fix', 'suffix', 'fixed' and 'fixing'.

Note: You can also have this text matched against a task's comments or indeed any text attribute via the [Filtering Preferences](#).

Started By

Match any task whose Start Date falls *on or before* the specified date.

You have the choice of:

- Matching tasks against '<any date>'. This is the default.
 - Matching tasks against a specific date, eg. '10 June 2016'.
 - Matching tasks against a relative date, eg. 'Next 7 days'.
You can also specify a negative value here meaning 'previous' days.
 - Matching tasks against a pre-defined date, eg. 'End of Next Month'.
 - Matching only those tasks having '<no date>' at all.
-

Due By

Match any task whose Due Date falls *on or before* the specified date.

See 'Start Date' above for options.

Above Priority

Match any task whose Priority attribute *greater than or equal to* the specified value.

The exception is '<none>', which specifically matches tasks with no assigned Priority.

Above Risk

Match any task whose Risk attribute if *greater than or equal to* the specified value.

The exception is '<none>', which specifically matches tasks with no assigned Risk.

Allocated To

Matches any task whose 'Allocated To' matches any or all of the specified people.

Note: See the [Options](#) droplist for changing how multiple selected values are matched against tasks.

Allocated By

Matches any task whose 'Allocated By' matches **any** of the specified people.

Status

Matches any task whose 'Status' matches **any** of the specified values.

Category

Matches any task whose 'Categories' match any or all of the specified values.

Note: See the [Options](#) droplist for changing how multiple selected values are matched against tasks.

Versions

Matches any task whose 'Version' matches **any** of the specified values.

Tags

Matches any task whose 'Tags' match one or all of the specified values.

Note: See the [Options](#) droplist for changing how multiple selected values are matched against tasks.

Options

Any category can match

Any person can match

Any tag can match

When filtering against multiple-value attributes (Allocated To, Category, Tags) you can to have the matching operate in one of two ways:

- *Inclusively* (the default) where the task need only match one of the specified values
- *Exclusively* where the task must match the specified values exactly, ie. Having no more or less categories than those specified in the filter. This is generally a more rare requirement.

Hide collapsed tasks (List View)

This option allows the List View to hide any tasks which are hidden in the Tree View by virtue of having their parent tasks collapsed.

Hide completed tasks

This is an alternative to using the 'Show: B) Incomplete Tasks' described above especially when you want to use a different filter the 'Show' droplist.

Hide parent tasks (List View)

This option causes the List View to only display tasks which have no subtasks themselves ie. 'Leaf' tasks. Useful if you only use parent tasks as 'containers'.

Show all subtasks

By default, filtering operates on parent tasks and subtasks equally, however deep your task hierarchy reaches. This options causes the matching to display all subtasks for any parent task that matches, regardless of whether or not the subtasks themselves match.

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See also: [Application Main Window](#), [View Menu](#), [Filter Preferences](#), [Filter Tasks Dialog](#), [Find Tasks Dialog](#), [Attribute Visibility Dialog](#)

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