

View Filters

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All filters that you can use are available to you from the Filters tab, including the filters:

- You created.
- Your division owns. If you are a division administrator, you can edit these.
- Administrators shared with you.

The list includes the filter's name and owner.

You cannot edit shared filters. However, you can copy the filter to create a new one.

To view shared filters

1. Click the **Filters** tab.
2. In the left pane, click the **Find Filters** link. A window opens.
3. Click the **All** tab.
Tip: In addition, you can find subsets of filters in the other tabs, such as your filters and those owned by your division.
4. Click the filter you want to view. The window closes and the **Filters** tab shows the details for this filter.