

Delete a custom reader filter

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If you no longer need a custom filter, you can delete it. To delete a custom reader filter:

- 1. Click on your profile icon/name in the upper right.
- 2. Select Readers from the dropdown to access the Readers area of your account.
- 3. Open the filter dropdown in the upper left, and select the filter you'd like to delete.
- 4. Click the Edit Filter button to the right of the filter dropdown.

| Readers | Groups | Settings | | | | | | |
|--------------|----------------|----------------|-----------|------------------------|-----------|----------------|---------------|-----------|
| ⚠ You ha | ve readers wit | th pending acc | ess requ | ests. To fir | nd them i | in the table t | pelow, select | the "Pend |
| Active non-S | SSO readers in | Support ⊧ ∨ |) V | ² Edit Filt | ter | ¶ ∂ Cre | eate New Fil | ter |
| + Import | Readers from | n Spreadshee | et | + Ad | ld Single | e Reader | | |
| Seleo | ct the custo | m filter you' | d like to | o edit an | d click | the Edit Fi | lter button | |

- 5. Check the Delete Filter checkbox in the lower right.
- 6. Click the Update Filter button in the lower right to save your changes.

| lame: | Status: | Groups: | Site Access: |
|--------------------------------------|---------|-----------|---|
| Active non-SSO readers in Support KB | Active | No Groups | |
| | Deleted | | Instantion MP and |
| ast Active: | | | and the |
| No Filter \checkmark | | | |
|) un sés de | | | |
| Created: | | | |
| No Filter ~ | | | |
| Pending approval | | | |
| | | | |
| Include only SSO readers | | | Parameter Para |
| Exclude SSO readers | | | KnowledgeOwl Support |
| | | | ✓ Delete Filter <u>Cancel</u> Update Filter |

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