Creating a New Filter

You can create a new filter for the log displayed in the Log Viewer, by filling in the parameters in the customized form that XpoLog provides for this log.

A newly created filter is automatically saved in the system, and can be used at a later time, by simply selecting it from a list of saved filters.

To create a new filter:

1. In the Log Viewer toolbar, click the **Filter Menu** button, and in the menu that appears, click **New**.

    The Filter definition dialog box opens. A name is automatically generated for the filter.
2. In **Name**, type a meaningful name for the filter to replace the name automatically generated by the system.
3. Leave the **use search engine** checkbox selected; this indicates to the filter to use indexing, which expedites the search.
4. In **Description**, type a meaningful description for the filter.
5. In **Query**, type a search query using the simple and complex search syntax rules.
6. Under **Date and Time**, select the **Dates limit** option to show the log records that arrived before or after a specific date and time, or select the second option (dynamic) to show log records from a period of time relative to the time that the filter is run.
7. Under **Text**, in the textbox, type a numeric or character string, and from the dropdown list, indicate whether to search for records that **equals** / **not equals** (for numeric strings), or **contain** / **not contain** (for character strings) the text.
8. Select one of the following checkboxes:
    match whole word - only highlight words in records that are an exact match to the searched text, and do not highlight words that contain the searched text.
    case sensitive - only highlight words in records that are the same case as the searched text.
    regular expression - only highlight regular expressions in the records that match the searched text.
9. Repeat steps 7 and 8 for each search text (up to four).
10. Select one of the following options:
    search in all columns - to search for the text in all columns of the record
    search in these columns - to search in specific columns of the record; in this case, select a column to add, and click **Add** to place it under the **Only** list.
11. If you want Analytics to regard this filter as a predefined rule, set the severity of the filter rule to **Low**, **Medium**, or **High**. Otherwise, leave **none**.
12. Click **Save**.

    The filter is saved and run on the log.