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SQL Previewer

The **SQL Preview** tab shows the CREATE statement and necessary SQL statements of the database or schema object.



For some database or schema objects, you can use the below dropdown list to show the SQL which will be run when pressing  **Save** or  **Save As** button.

Table Viewer

Table Viewer displays the table data as a grid. Data can be displayed in three modes:  **Grid View**,  **Form View** and **Text/Blob/BFile View**.

The toolbars of Table Viewer provides the following functions for managing data:

- **Commit**

Make permanent all changes performed in the transaction.

Hint: The Commit button is visible only when **Auto Commit** is disabled under Option Settings.

Note: Available only for Oracle, SQLite and SQL Server.

- **Rollback**

Undo work done in the current transaction.

Hint: The Rollback button is visible only when **Auto Commit** is disabled under Option Settings.

Note: Available only for Oracle, SQLite and SQL Server.

- **Import Data**

Import data from TXT, CSV, XML, DBF, MS Excel, MS Access, ODBC and more.

- **Export Data**

Export data to MS Word, MS Excel, MS Access, TXT, DBF, HTML, SQL, RTF and more.

- [Filter Data](#)

Allow you to filter records by creating and applying filter criteria for the data grid.

- [Edit TEXT/BLOB/BFile](#)

Allow you to view and edit the content of TEXT, BLOB and BFile fields.

Note: Only Oracle supports BFile.

EMPLOYEES @HR (Basic Connection)

File Edit View Window Help

Commit Rollback Import Wizard Export Wizard Filter Wizard Grid View

EMPLOYEE_ID	FIRST_NAME	LAST_NAME	EMAIL	PHONE_NUMBER	HIRE_DATE	JOB_ID
100	Steven	King	SKING	515.123.4567	1987-06-17 00:00:00	AD_PRES
101	Neena	Kochhar	NKOCHHAR	515.123.4568	1989-09-21 00:00:00	AD_VP
102	Lex	De Haan	LDEHAAN	515.123.4569	1993-01-13 00:00:00	AD_VP
103	Alexander	Hunold	AHUNOLD	590.423.4567	1990-01-03 00:00:00	IT_PROG
104	Bruce	Ernst	BERNST	590.423.4568	1991-05-21 00:00:00	IT_PROG
105	David	Austin	DAUSTIN	590.423.4569	1997-06-25 00:00:00	IT_PROG
106	Valli	Pataballa	VPATABAL	590.423.4560	1998-02-05 00:00:00	IT_PROG
107	Diana	Lorentz	DLORENTZ	590.423.5567	1999-02-07 00:00:00	IT_PROG
108	Nancy	Greenberg	NGREENBE	515.124.4569	1994-08-17 00:00:00	FI_MGR
109	Daniel	Faviet	DFAVIET	515.124.4169	1994-08-16 00:00:00	FI_ACCC
110	John	Chen	JCHEN	515.124.4269	1997-09-28 00:00:00	FI_ACCC
111	Ismael	Sciarra	ISCIARRA	515.124.4369	1997-09-30 00:00:00	FI_ACCC
112	Jose Manuel	Urman	JMURMAN	515.124.4469	1998-03-07 00:00:00	FI_ACCC
113	Luis	Popp	LPOPP	515.124.4567	1999-12-07 00:00:00	FI_ACCC
114	Den	Raphaely	DRAPHEAL	515.127.4561	1994-12-07 00:00:00	PU_MAN
115	Alexander	Khoo	AKHOO	515.127.4562	1995-05-18 00:00:00	PU_CLER
116	Shelli	Baida	SBAIDA	515.127.4563	1997-12-24 00:00:00	PU_CLER
117	Sigal	Tobias	STOBIAS	515.127.4564	1997-07-24 00:00:00	PU_CLER
118	Guy	Himuro	GHIMURO	515.127.4565	1998-11-15 00:00:00	PU_CLER
119	Karen	Colmenares	KCOLMENA	515.127.4566	1999-08-10 00:00:00	PU_CLER
120	Matthew	Weiss	MWEISS	650.123.1234	1996-07-18 00:00:00	ST_MAN
121	Adam	Fripp	AFRIPP	650.123.2234	1997-04-10 00:00:00	ST_MAN

SELECT * FROM (SELECT "NAVICAT_TABLE",*, ROWNUM "NAVI Record 1 of 107 in Page 1

Data View

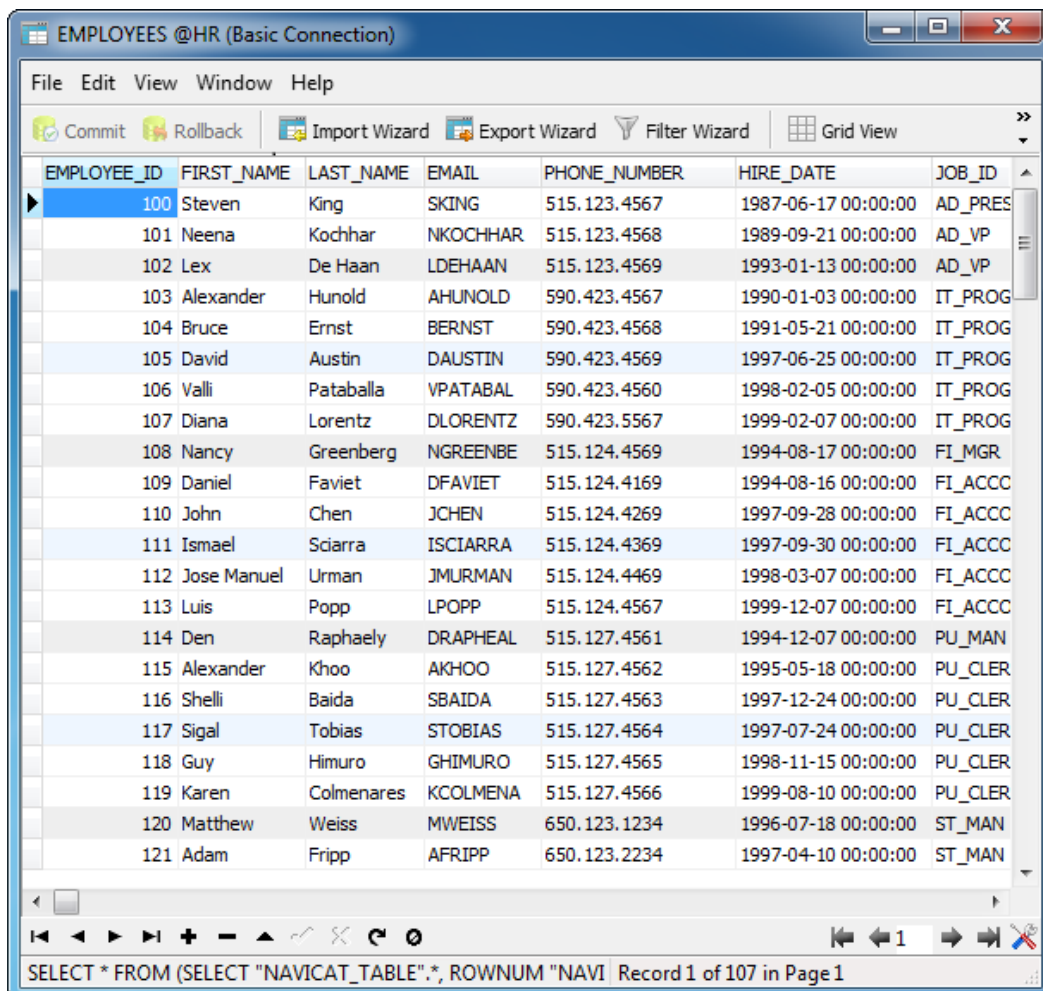
This topic shows you how you can view and edit data from tables in the simplest and the most direct way.

- [Grid View](#)
- [Form View](#)
- [Text/Blob/BFile View](#)

Grid View

The grid view allows you to view, update, insert, or delete data in a table. The popup menu of the grid provides the following additional functions: set the field value as Null/Empty String, use current field value as a filter, format grid view, and more.

- [Using Navigation Bar](#)
- [Editing Records](#)
- [Sorting and Finding Records](#)
- [Filtering Records](#)
- [Manipulating Raw Data](#) (Available only for MySQL, PostgreSQL, SQLite and SQL Server)
- [Formatting Table Grid](#)














EMPLOYEE_ID	FIRST_NAME	LAST_NAME	EMAIL	PHONE_NUMBER	HIRE_DATE	JOB_ID
100	Steven	King	SKING	515.123.4567	1987-06-17 00:00:00	AD_PRES
101	Neena	Kochhar	NKOCHHAR	515.123.4568	1989-09-21 00:00:00	AD_VP
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108	Nancy	Greenberg	NGREENBE	515.124.4569	1994-08-17 00:00:00	FI_MGR
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117	Sigal	Tobias	STOBIAS	515.127.4564	1997-07-24 00:00:00	PU_CLER
118	Guy	Himuro	GHIMURO	515.127.4565	1998-11-15 00:00:00	PU_CLER
119	Karen	Colmenares	KCOLMENA	515.127.4566	1999-08-10 00:00:00	PU_CLER
120	Matthew	Weiss	MWEISS	650.123.1234	1996-07-18 00:00:00	ST_MAN
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SELECT * FROM (SELECT "NAVICAT_TABLE".*, ROWNUM "NAVI" Record 1 of 107 in Page 1






Using Navigation Bar

Table Viewer provides a convenient way to navigate among the records/pages using **Record/Page Navigation Bar** buttons. All buttons are used to navigate left and right to the previous or the next records/pages.

Record Objects	Role
	First Record: allows moving to the first record.
	Previous Record: allows moving one record back (if there is one) from the current record.
	Next Record: allows moving one record ahead.
	Last Record: allows moving to the last record.
	Insert Record: used to enter a new record. At any point when you are working with your table in the grid view, click on this button to get a blank display for a record.
	Erase Record: used to delete an existing record.
	Edit Record: used to enter the edit mode.
	Update Record: used to apply the changes.
	Cancel Changes: used to removes all edits made to the current record.
	Refresh: used to refresh the table.
	Stop: used to stop when loading enormous data from server.

Note: The SQL statement shows under the Record Objects indicate any statement has just been executed.



Page Objects	Role
	First Page: allows moving to first page.
	Previous Page: allows moving to previous page.
	Next Page: allows moving to next page.
	Last Page: allows moving to last page.
Record a of b in Page c	Record/Page Indicator: displays the numbers representing the selected record and page. a. the selected record. b. number of records in the current page. c. the current page.
	Limit Record Setting: used to set number of records showing on each page.

Limit Record Setting

Use the **Limit Record Setting**  button to enter to the edit mode.

Limit Records

Check this option if you want to limit the number of records showed on each page. Otherwise, all records will be displayed in one single page.

records per page

Set the **records per page** value in the edit field. The number representing the number of records showed per page.

Note: This setting mode will take effect on current table only. To adjust the global settings, see Options.







Editing Records

The navigation bar allows you to switch the records quickly, insert, update or delete records. View data as a grid is most helpful for entering new records and editing old records in a table.


Add Record

To add a record

- Make sure that your cursor is situated in the first blank cell on the table, then enter the desired data. If you are adding the new record into an existing table, just simply click on an existing record and click the  from the navigation bar or press Ctrl+n to get a blank display for a record.
- Watch the graphics symbol in the record selectors box just to the left of your record. It will change from the arrowhead , which indicates that it is the current record, to , which indicates that you are editing this record.
- Just simply move to another record to save the record or click the  from the navigation bar.

Edit Record


To edit a record

- Select the record that you wish to edit by clicking in the specific field you want to change.
- Type in the new data for that field.
- Just simply move to another record, the new data will overwrite the previous data or click the  from the navigation bar.

Note: Close the table is another way to save the records.

Delete Record

To delete a record

- Select the record that you wish to delete.
- Just simply right-click and select **Delete Record** or click the  from the navigation bar.

Editing Records with Special Handling

To set **Empty String** for the cell, right-click the selected cell and select **Set to Empty String**.

To set **Null** value for the cell, right-click the selected cell and select **Set to NULL**.

To edit the text field record, just simply click **Show Memo In Grid** from the **View** toolbar.




Note: Available only for MySQL, Oracle and PostgreSQL.

CustNo	Company	Addr1
1221	Kauai Dive Shoppe	(WIDEMEMO)
1231	Unisco1	(WIDEMEMO)
1351	Sight Diver00	(WIDEMEMO)
1354	Cayman Divers World Unlimited	(WIDEMEMO)
1356	Tom Sawyer Diving Centre	(WIDEMEMO)

Hint: To view/edit the text field record in an ease way, see [Memo Editor](#).

To view images in the grid, just simply click **Show Image In Grid** from the **View** toolbar.

Note: Available only for MySQL, Oracle, PostgreSQL and SQL Server.

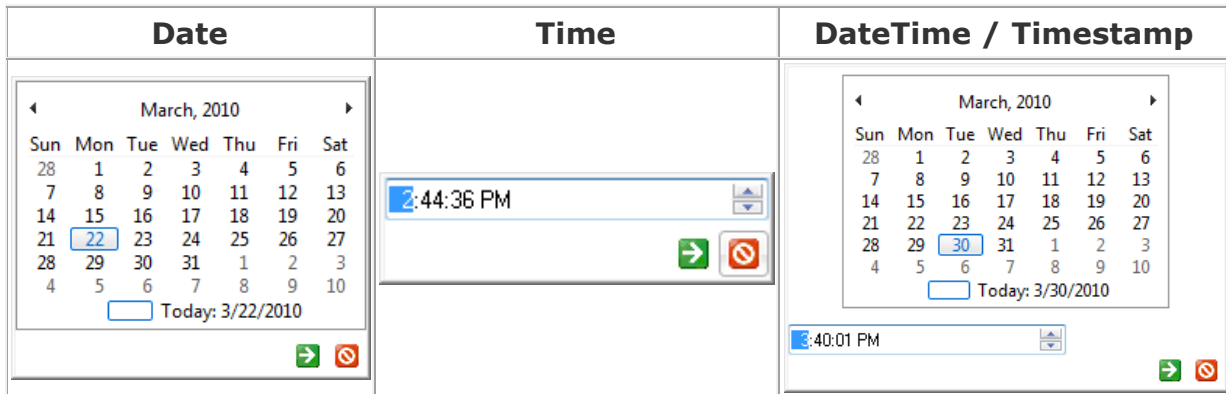
id	image
1	
2	
3	

Hint: To view/edit the image in an ease way, see [Image Editor](#).

To edit a **Date/Time** record, just simply click  or press Ctrl+Enter to open the editor for editing.

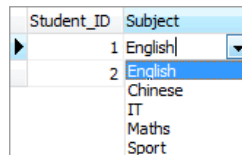
Note: Available only for MySQL, Oracle, PostgreSQL and SQL Server.

- Choose/enter the desired data. The editor used in cell is determined by the field type assigned to the column.



To edit a **Enum** record, just simply choose the record from the drop-down list.

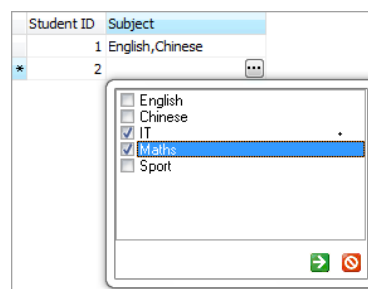
Note: Available only for MySQL.



To edit a **Set** record, just simply click  or press Ctrl+Enter to open the editor for editing.

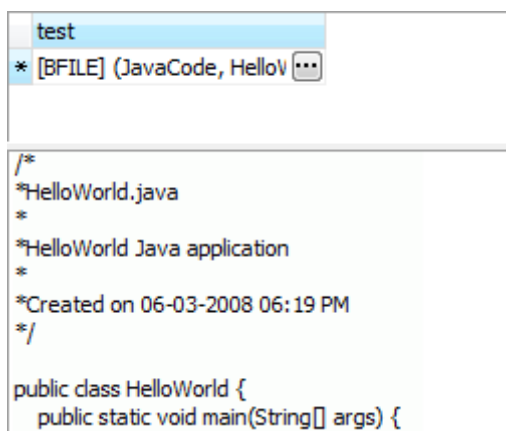
Note: Available only for MySQL.

- Select the record(s) from the list. To remove the records, uncheck them in the same way.



To view BFile content, just simply enables **Preview BFile** under the **View** menu.

Note: Available only for Oracle.



The screenshot shows a table with one row. The first column contains the text 'test'. The second column contains a BFile icon followed by the text '* [BFILE] (JavaCode, HelloV ...'. Below the table, the content of the BFile is displayed as a code block. The code is a Java class named 'HelloWorld' with a 'main' method. The code is enclosed in a multi-line comment block that includes the filename 'HelloWorld.java', the description 'HelloWorld Java application', and the creation date and time 'Created on 06-03-2008 06:19 PM'.

```
/*
 *HelloWorld.java
 *
 *HelloWorld Java application
 *
 *Created on 06-03-2008 06:19 PM
 */

public class HelloWorld {
    public static void main(String[] args) {
```


To generate UUID/GUID, right-click the selected cell and select **Generate UUID**.

Note: Available only for PostgreSQL and SQL Server.

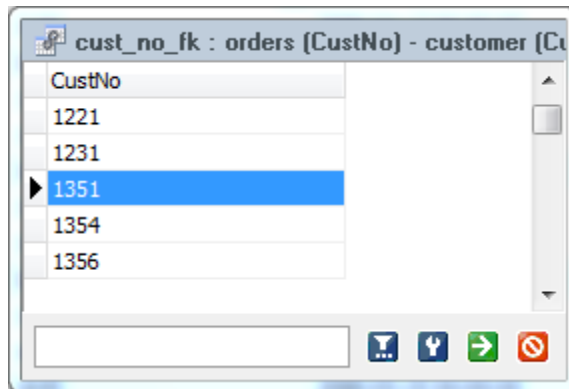
Editing Records with Foreign Key (Foreign Key Data Selection - Available only in Full Version)

Foreign Key Data Selection is a useful tool for letting you to get the available value from the reference table in an easy way. It allows you to show additional record(s) from the reference table and search for a particular record(s).


To include data to the record, just simply click  or press Ctrl+Enter to open the editor for editing.

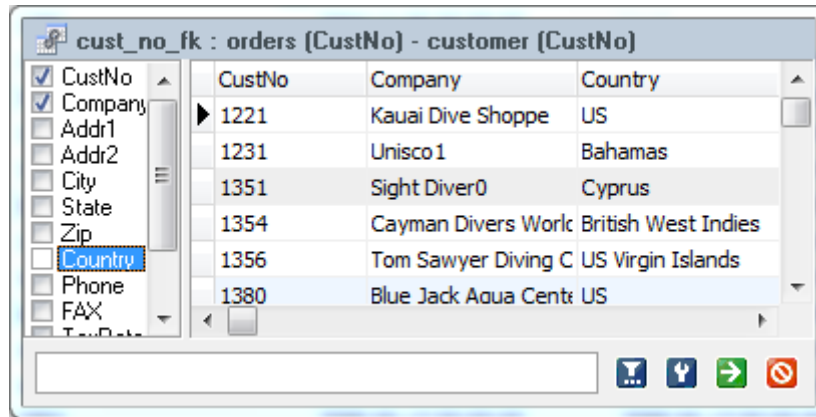
OrderNo	CustNo	SaleDate
1003	1351	2088-04-12 00:00:00
1004	2156	2088-04-17 00:00:00
▶ 1005	1356	 2088-04-20 00:00:00
1006	1380	2094-11-06 00:00:00

- Just simply double-click to select the desired data.



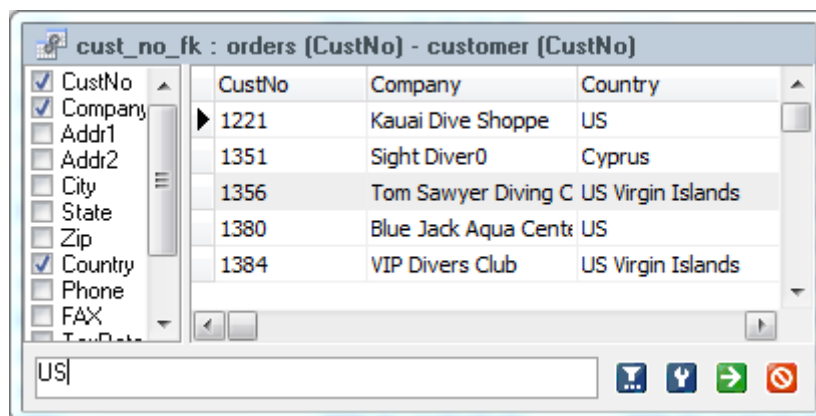
- Hint:**
1. By default, the number of records showed per page is **100**. To show all records, right-click anywhere on the grid and select **Show All**. To adjust the global settings, see Options.
 2. To refresh the record, right-click anywhere on the grid and select **Refresh** or press F5.

- Click  to open a panel on the left for showing a list of column name(s). Just simply click to show the additional column. To remove the column(s), uncheck them in the same way.



- Hint:**
- To set column in ascending or descending mode, right-click anywhere on the column and select **Sort** -> **Sort Ascending** / **Sort Descending**. Remember to remove all sorting before applying on another column.
 - To find for the text in the editor window, right-click anywhere on the grid and select **Find** or press Ctrl+F.

- Enter a value into the edit box and click  to filter for the particular record(s).



- Hint:** To remove the filter results, right-click anywhere on the grid and select **Show All**.

Copying/Pasting Data from/into Navicat

Data that being copied from Navicat goes into the windows clipboard with the fields delimited by tabs and the records delimited by carriage returns. It allows you to easily paste the clipboard contents into any application you want. Spreadsheet applications in general will notice the tab character between the fields and will neatly separate the clipboard data into rows and columns.


Copy Data from Navicat

To select data using **Keyboard Shortcuts**

Ctrl+A	Toggles the selection of all rows and columns in a data grid.
Shift+Up Arrow	Toggles the selection of rows as you move up in the data grid.
Shift+Down Arrow	Toggles the selection of rows in the data grid as you move down.

To select data using **Mouse Actions**

1. Highlighted the desired records by holding down the Ctrl key while clicking on each row.
2. Highlighted range of records by clicking the first row you want to select and holding down the Shift key together with moving your cursor to the last row you wish to select.


Note: After you have selected the desired records, just simply press Ctrl+C or right-click and select the  **Copy** from the popup menu.

Paste Data into Navicat

Data is copied into the clipboard will be arranged as below format:

1. Data is arranged into rows and column.
2. Rows and columns are delimited by carriage returns/tab respectively.
3. Columns in the clipboard have the same sequence as the columns in the data grid you have selected.



When pasting data into Navicat, you can replace the contents of current records and append the clipboard data into the table. To replace the contents of current records in a table, one must select the rows in the data grid whose contents must be replaced by the data in the clipboard.

Note: Just simply press Ctrl+V or right-click and select the  **Paste** from the popup menu. The paste action cannot be undone.


Sorting and Finding Records

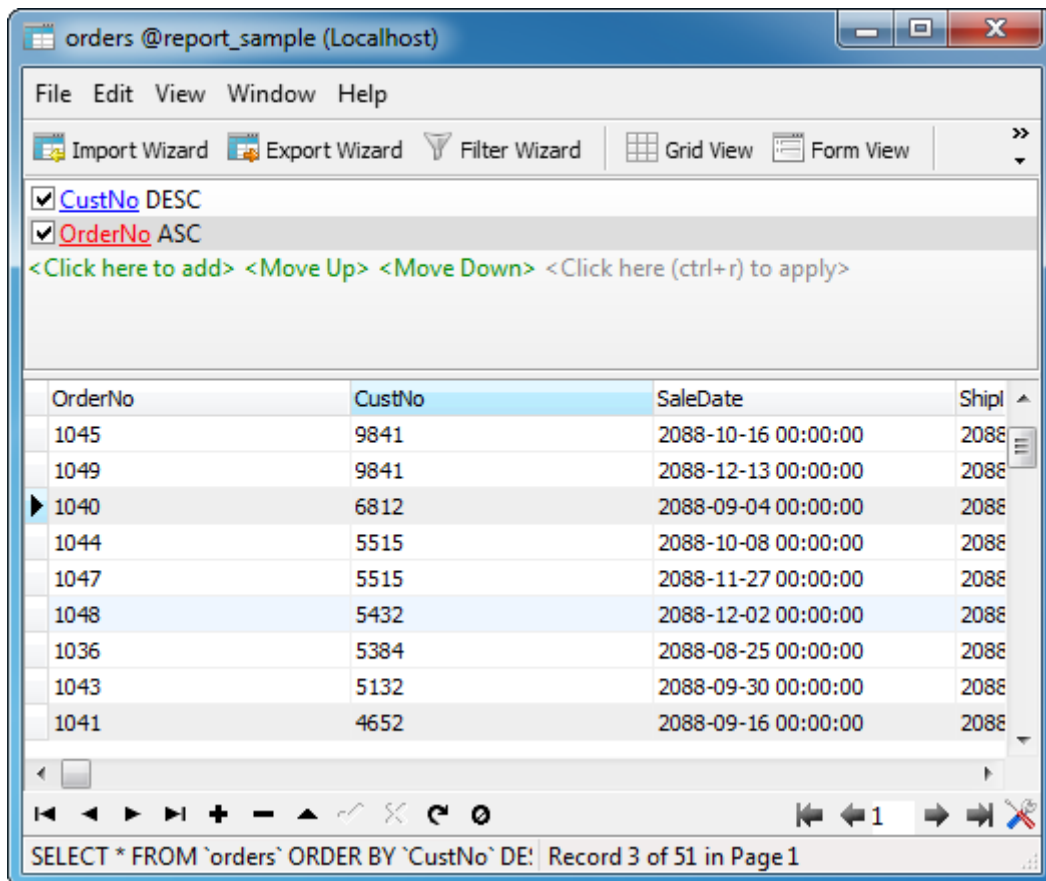
Sorting Records

Server stores records in the order they were added to the table. Sorting in Navicat is used to temporarily rearrange records, so that you can view or update them in a different sequence.


Click the column caption whose contents you want to sort by, right-click to select the  **Sort Ascending** or  **Sort Descending** mode from the popup menu or choose from the toolbar.

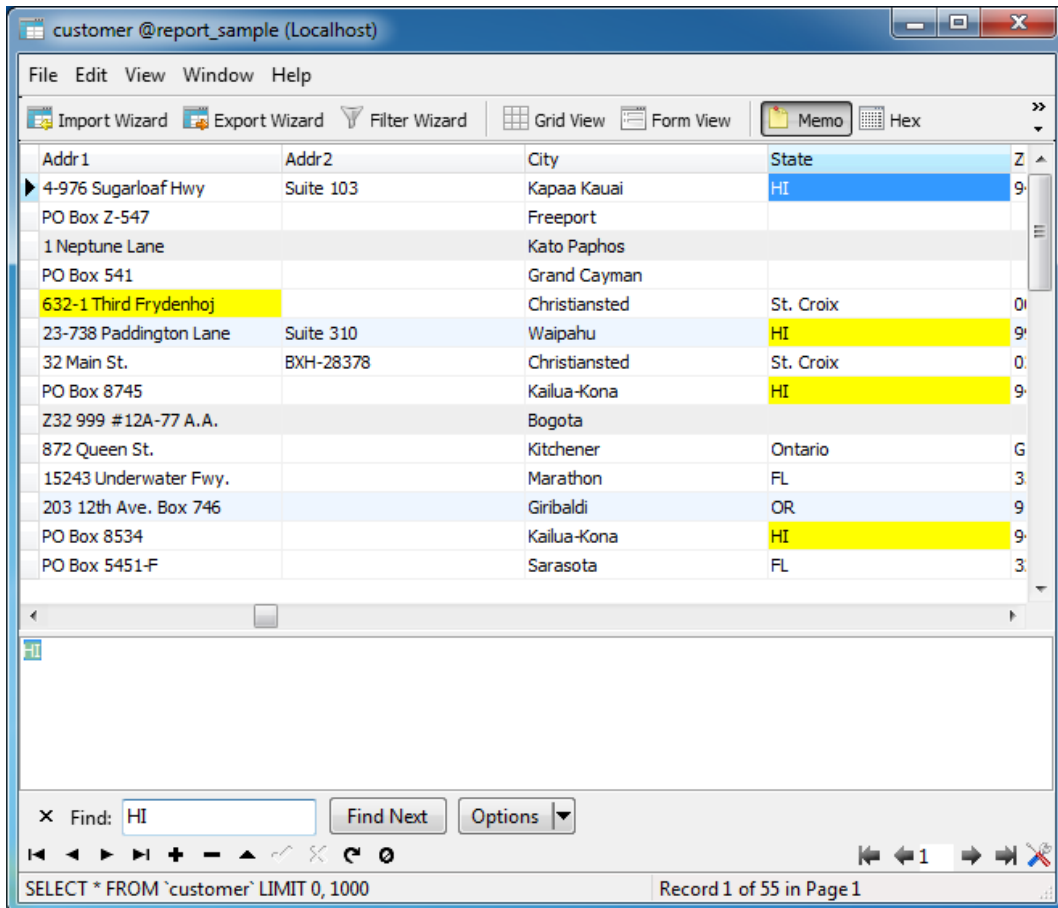
Hint: Remember to remove all sorting before applying on another column.

To sort by custom order of multi fields, right-click the grid to select the  **Custom Sort** mode from the popup menu or choose from the toolbar.



Finding Records

The **Find** Dialog is provided for quick searching for the text in the editor window. Just simply click **Edit** ->  **Find** from the menu or press Ctrl+F and enter a search string.



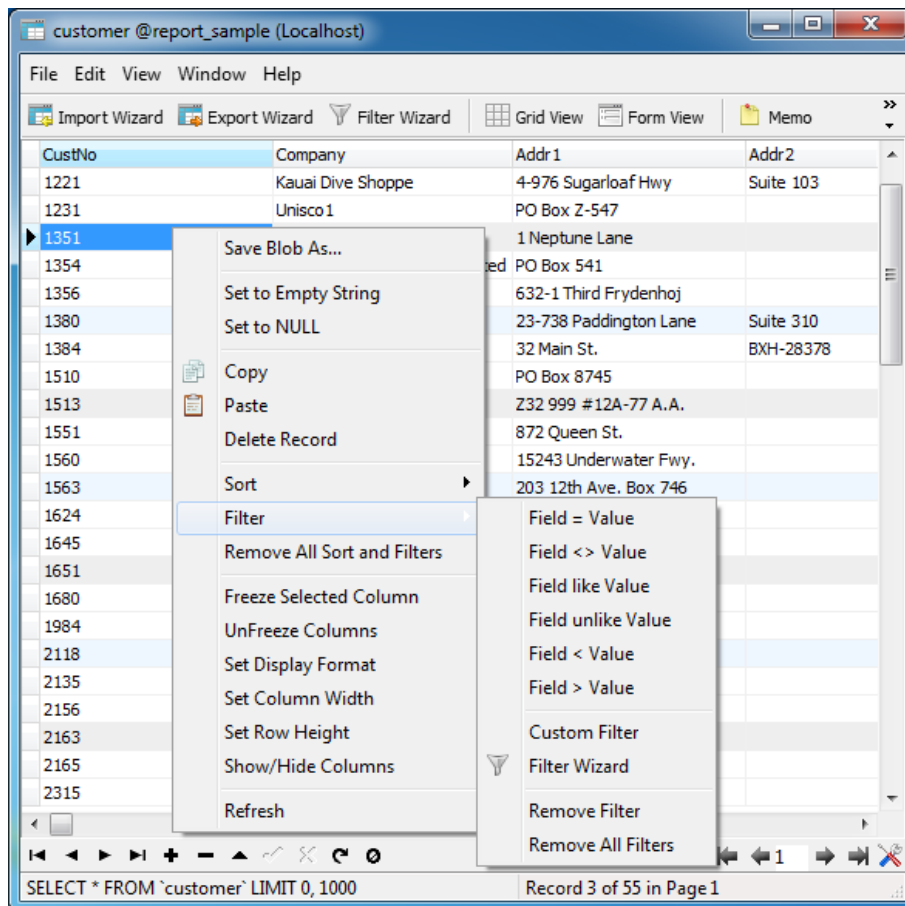
The search starts at the cursor's current position to the end of the file. There will not have differentiates when performing a uppercase or lowercase search.

To find for the next text, just simply select **Edit** -> **Find Next** or press F3.

Filtering Records (Available only in Full Version)

Use either of the following methods to filter the data in the grid:

- Right-click a field and select the **Filter** from the popup menu to filter records by the current value of the selected column.



- The **Custom Filter** Dialog is provided for quick building a simple filter. Just simply right-click a field and select the **Filter** -> **Custom Filter** from the popup menu. Use character '_' to represent any single symbol in the condition and use character '%' to represent any series of symbols in the condition.
- You can also customize your filter in a more complicated way by right-clicking a field and selecting the **Filter** -> **Filter Wizard** from the popup menu or clicking the **Filter Wizard** from the toolbar. The Filter Wizard becomes visible at the top of grid, where you can see the active filtering condition and easily enable or disable it by clicking a check box at the left.

Manipulating Raw Data (Available only for MySQL, PostgreSQL, SQLite and SQL Server)

Navicat normally recognize what user has input in grid as normal string, any special characters or functions would be processed as plain text (that is, its functionality would be skipped).

Editing data in **Raw Mode** provides an ease and direct method to apply server built-in function. To access the Raw Mode function, just simply select **View** -> **Raw Mode** from the menu.

CustNo	Company	Addr1
'1384'	'VIP Divers Club'	'32 Main St.'
'1510'	'Ocean Paradise'	'PO Box 8745'
'1513'	Concat('Fantastique', ' Aquatica')	'Z32 999 #12A-77 A.A.'
'1551'	'Marmot Divers Club'	'872 Queen St.'
'1560'	'The Depth Charge'	'15243 Underwater Fwy.'

Formatting Table Grid

Use the following methods to format the table grid:

Move Columns

1. Click on the column header and hold down the left mouse button.
2. Move the pointer until a double black line appears in the desired location.
3. Release the mouse and the column will move.

CustNo	Company	Addr1
1221	Kauai Dive Shoppe	4-976 Sugarloaf Hwy
1231	Unisco1	PO Box Z-547
1351	Sight Diver0	1 Neptune Lane
1354	Cayman Divers World Unlimited	PO Box 541
1356	Tom Sawyer Diving Centre	632-1 Third Frydenhoj
1380	Blue Jack Aqua Center	23-738 Paddington Lane
1384	VIP Divers Club	32 Main St.
1510	Ocean Paradise	PO Box 8745
1513	Fantastique Aquatica	Z32 999 #12A-77 A.A.

Freeze Selected Column

If there are many columns in the table and you want to freeze one or more columns to identify the record. Just simply right-click the column you want to freeze and select **Freeze Selected Column** or select **View -> Freeze Selected Column** from the menu.

The frozen column(s) will move to the leftmost position in the table grid. This action will locks the frozen column(s), preventing them from being edited.

To unfreeze the columns, just simply right-click anywhere on the table grid and select **Unfreeze Columns** or select **View -> Unfreeze Columns** from the menu.

Set Display Format

The **Set Display Format** Dialog is provided for you to customize format applied to exported data on the selected column. Just simply right-click the column you want to edit its format and select **Set Display Format...** or select **View -> Set Display Format...** from the menu. Edit the format style to adjust the result format in the way you need. For example: dd-mm-yyyy.

Hint: This action applies on the selected column only. To adjust the global settings, see Options.

Set Column Width

Click right border at top of column and drag either left or right.

or

Double-click right border at top of column to obtain the best fit for the column.

or

Right-click the column you want to set the column width with and select **Set Column Width...** or select **View -> Set Column Width...** from the menu. Specify width in the **Set Column Width** Dialog. The default value is 120.

Hint: The result only applies on the selected column. To adjust the global settings, see Options.

Set Row Height

Right-click anywhere on the table grid and select **Set Row Height...** or select **View -> Set Row Height...** from the menu. Specify row height in the **Set Row Height** Dialog. The default value is 17.

Hint: This action applies on the current table grid only. To adjust the global settings, see Options.

Show/Hide Columns

If there are many columns in the table and you want to hide some of them from the table grid. Just simply right-click anywhere on the table grid and select **Show/Hide Columns** or select **View -> Show/Hide Columns** from the menu. Select the columns that you would like to hide.

The hidden column(s) will disappear from the table grid.

To unhide the columns, just simply right-click anywhere on the table grid and select **Show/Hide Columns** or select **View -> Show/Hide Columns** from the menu. Select the columns that you would like to redisplay.

<input checked="" type="checkbox"/> CustNo	CustNo	Addr1
<input type="checkbox"/> Company	1221	4-976 Sugarloaf Hwy
<input checked="" type="checkbox"/> Addr1	1231	PO Box Z-547
<input checked="" type="checkbox"/> Addr2	1351	1 Neptune Lane
<input type="checkbox"/> City	1354	PO Box 541
<input type="checkbox"/> State	1356	632-1 Third Frydenhoj
<input checked="" type="checkbox"/> Zip	1380	23-738 Paddington Lane
<input checked="" type="checkbox"/> Country		

Show/Hide ROWID (Available only for Oracle and SQLite)

If you want to display or hide the rowid (address) of every row, right-click anywhere on the table grid and select **Show/Hide ROWID** or select **View -> Show/Hide ROWID** from the menu.

The column **ROWID** will be showed in the last column.

MIN_SALARY	MAX_SALARY	ROWID
20000	40000	AAARG3AAFAAAAC9AAA
15000	30000	AAARG3AAFAAAAC9AAB
3000	6000	AAARG3AAFAAAAC9AAC
8200	16000	AAARG3AAFAAAAC9AAD
4200	9000	AAARG3AAFAAAAC9AAE
8200	16000	AAARG3AAFAAAAC9AAF

Form View (Available only in Full Version)

The form view allows you to view, update, insert, or delete data as a form, which the current record is displayed: field name and its value. The popup menu of the form provides the following additional functions: set the field value as Null/Empty String, use current field value as a filter, format form view, and more.

The navigation bar allows you to switch the records quickly, insert, update or delete records.

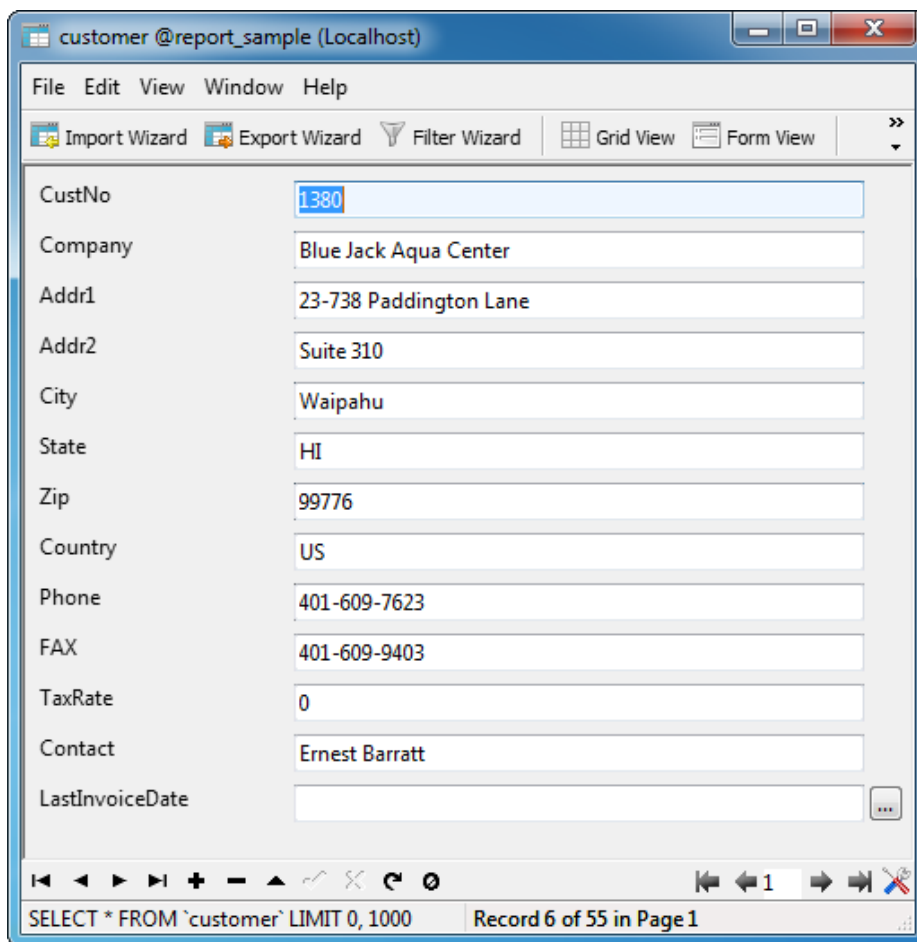
Related topic:

[Sorting and Finding Records](#)

[Filtering Records](#)

[Manipulating Raw Data](#)




[Formatting Table Grid](#)



Text/Blob/BFile View

Navicat provides Text/Blob/BFile Viewer and Editor to view and edit TEXT/BLOB/BFile fields content. The editor allows you to view, update, insert, or delete data in a table.

Note: Oracle BFile fields cannot be edited.

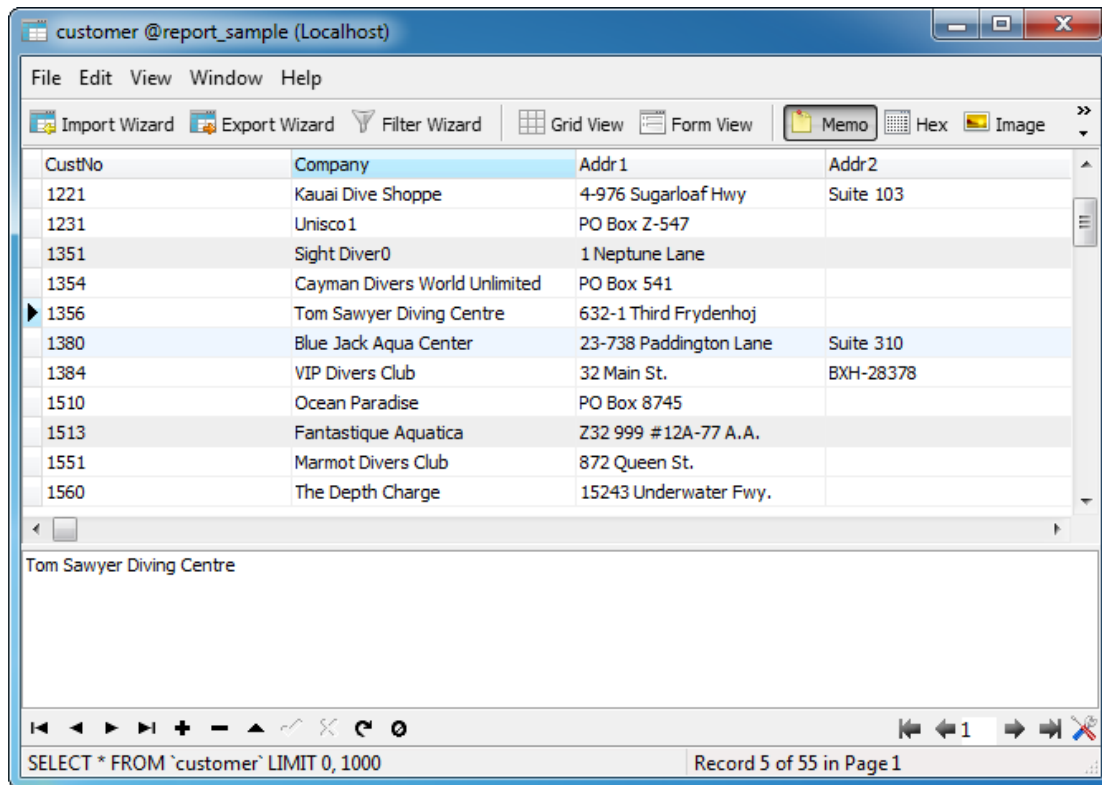
Click  **Memo**,  **Hex** and  **Image** from the toolbar to activate the appropriate viewer/editor.

- [Viewing/Editing Text/BFile field as Memo](#)
- [Viewing/Editing Text/Blob/BFile field as Hexadecimal](#)
- [Viewing/Editing Blob/BFile field as Graphical Image](#)

Viewing/Editing Text/BFile field as Memo

The **Memo** panel allows you to edit data as a simple text. Use the button on the navigation bar to update the changed records to the table.

Note: Oracle BFile fields cannot be edited.

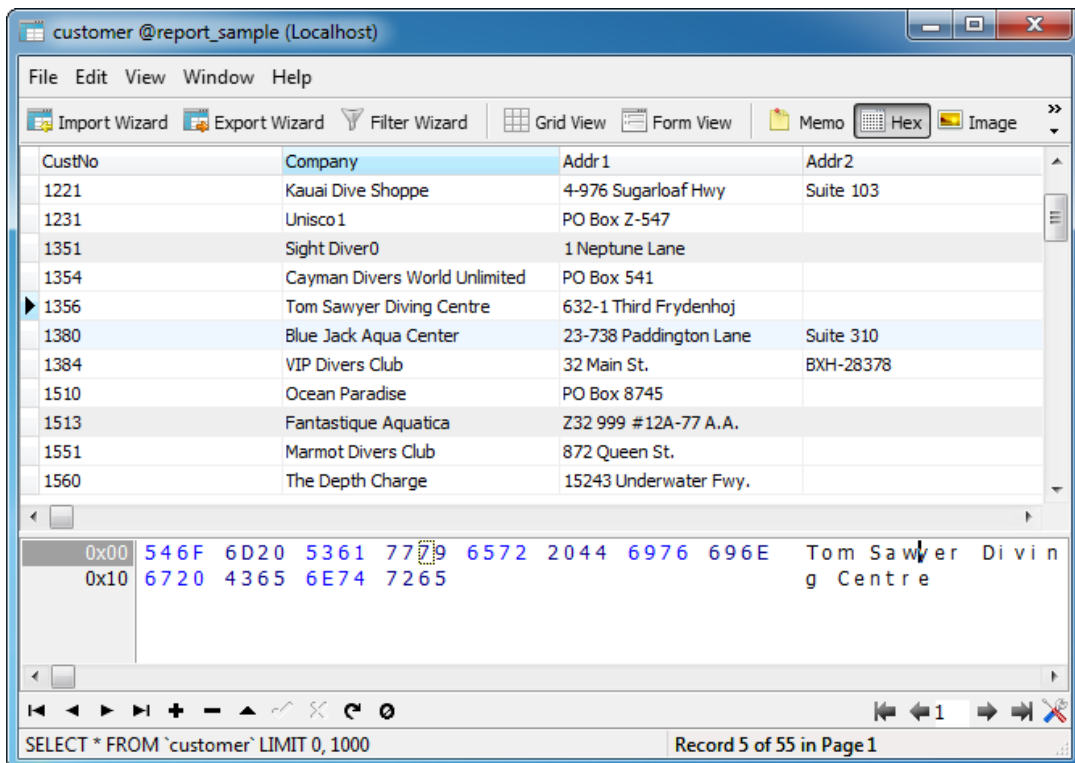


Viewing/Editing Text/Blob/BFile field as Hexadecimal




The **Hex** panel allows you to edit data in hexadecimal mode. Use the button on the navigation bar to update the changed records to the table.

Note: Use the **Insert** key on the keyboard to switch between Insert and Overwrite modes

Note: Oracle BFile fields cannot be edited.

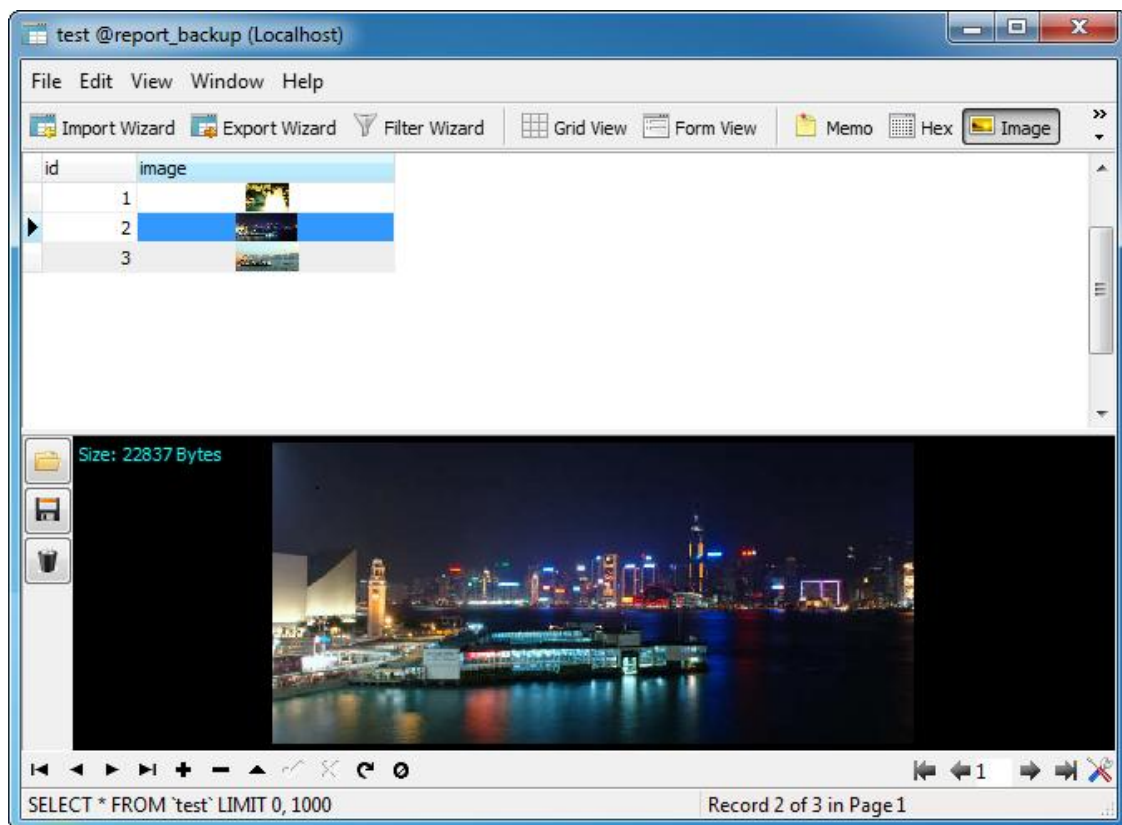


Viewing/Editing Blob/BFile field as Graphical Image

The **Image** panel allows you to show data as image. Use the  **Load**,  **Save to disk** and  **Clear** button to load/remove the image from a file, or save the image to a table.

Note: Oracle BFile fields cannot be edited.

You can also right-click a Blob field type and save to disk.




Filter Wizard (Available only in Full Version)

Filter Wizard allows you to facilitate creating and applying filter criteria that you specify for the table grid. Moreover, it allows you to save filter criteria as a profile for future use.

Click  **Filter Wizard** from the toolbar to activate the editor.

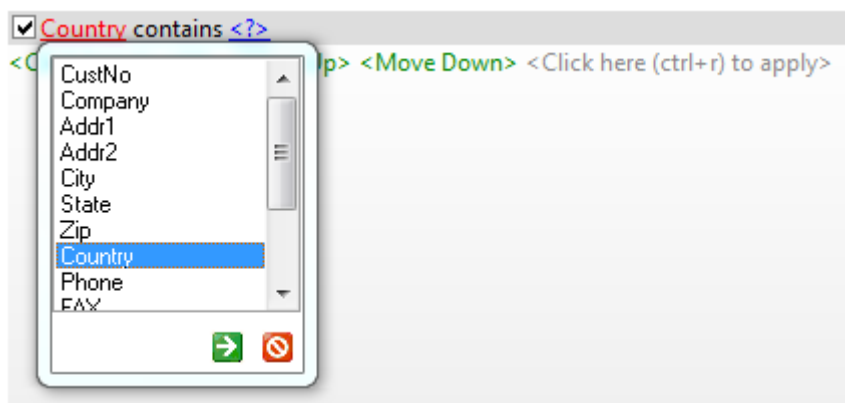
- [Adding New Filter Condition](#)
- [Setting Filter Criteria](#)
- [Setting Filter Operator](#)
- [Setting Filter Criteria Values](#)
- [Setting Filter Group](#)
- [Applying Filter Conditions](#)

Adding New Filter Condition

To add a new condition to the criteria, just simply click the **<Click here to add>** or right-click anywhere on the Filter Wizard and select the  **Add** from the popup menu.

Setting Filter Criteria

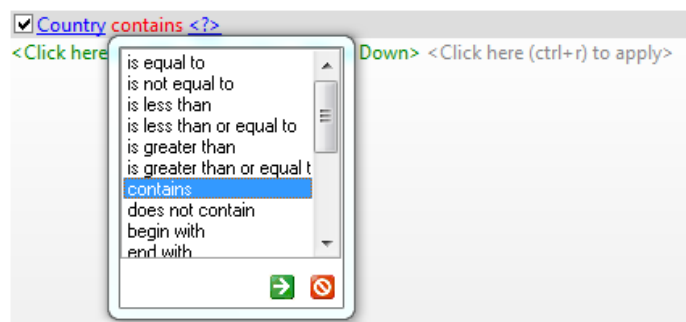
Suppose we need to select customers who come from **US**. This criteria is applied to the **Country** column. Click on the column box (next to the check box) and select **Country** item from the dropdown list which displaying all available column names.



Setting Filter Operator

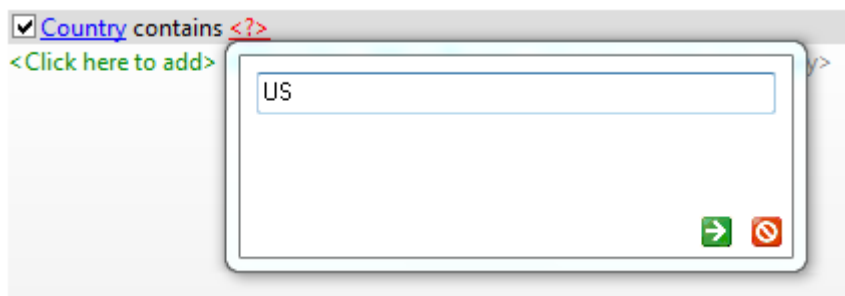
Click on the filter operator box (next to the column box) and select **contains** item from the dropdown list which displaying all available filter operators.

Filter Operator	Result
is equal to <?>	My_Field = 'your_value'
is not equal to <?>	My_Field <> 'your_value'
is less than <?>	My_Field < 'your_value'
is less than or equal to <?>	My_Field <= 'your_value'
is greater than <?>	My_Field > 'your_value'
is greater than or equal to <?>	My_Field >= 'your_value'
contain <?>	My_Field LIKE '%your_value%'
does not contain <?>	NOT (My_Field LIKE '%your_value%')
begin with <?>	My_Field LIKE 'your_value%'
end with <?>	My_Field LIKE '%your_value'
is null	My_Field IS NULL
is not null	My_Field IS NOT NULL
is empty	My_Field = ''
is not empty	My_Field <> ''
is between <?> <?>	((My_Field >= your_value1) and (My_Field <= your_value2))
is not between <?> <?>	NOT ((My_Field >= your_value1) and (My_Field <= your_value2))
is in list <?>	My_Field in ('aaa','bbb',...)
is not in list <?>	My_Field not in ('aaa','bbb',...)



Setting Filter Criteria Values

Click on the criteria values box (next to the filter operator box) to activate the appropriate editor and enter the criteria values (**US**). The editor used in criteria value boxes is determined by the editor type assigned to the corresponding column.

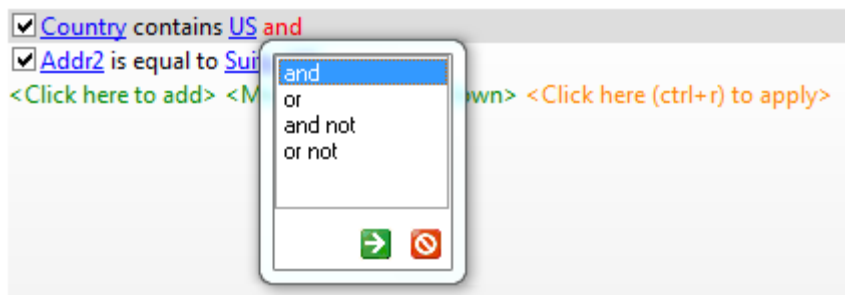


Setting Filter Group

To implement a complex filter condition combining two simple conditions, just simply click on the **<Click here to add>** under the existing condition you have just defined.

Suppose we need to select customers whose **Company** located in **Suite 103, US**. Apply **Addr2** on column box, **is equal to** on filter operator box and **Suite 103** on criteria values box under the existing condition.

Setting filter group operator for the combine conditions, just simply click on the filter group operator box (by default, it specifies **AND** operator) to activate the appropriate editor.



Applying Filter Conditions

Click the **<Click here (ctrl+r) to apply>** or press **Ctrl+r** to see the result of the filtering you made.

Hint: You are allowed to save filter criteria to and load them from the registry for future use. Just simply right-click on the Filter Wizard and select **Save Profile / Open Profile**.

