Filtering territories

Once you have territories added as a layer to your project you can use the **Territories Panel** to control the appearance of the layer, as well as the data associated with it. The following instructions will give you a step by step guide on how to filter the map and data within SKiN.

Before you begin

Before you start filtering your territories make sure that you have the data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:
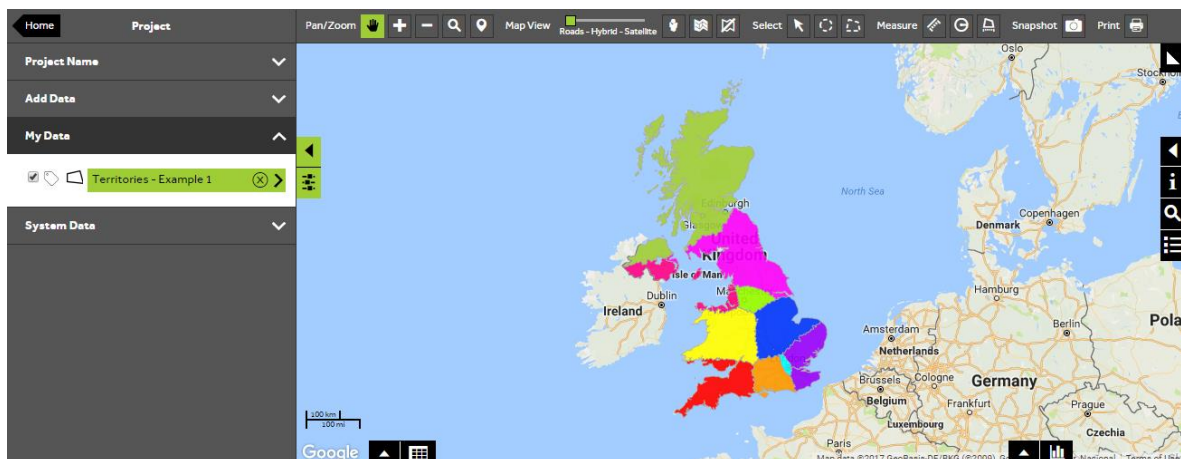
- Territories Steps - Create a Project
- Territories Steps – Import Data
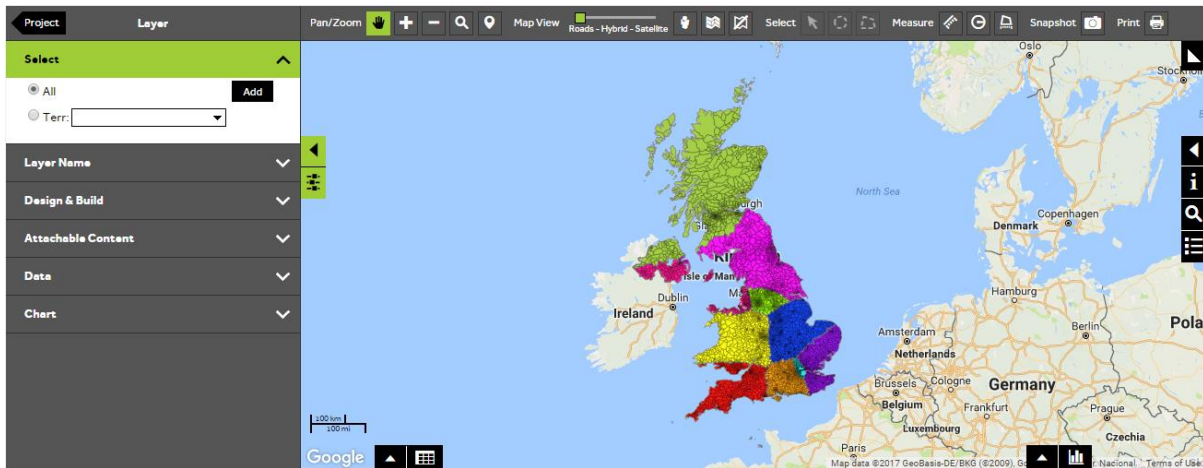
1 of 6   **Filter a territory layer**

- To filter your own data, **Open an existing project** and then **My Data**, click on the layer you wish to filter.

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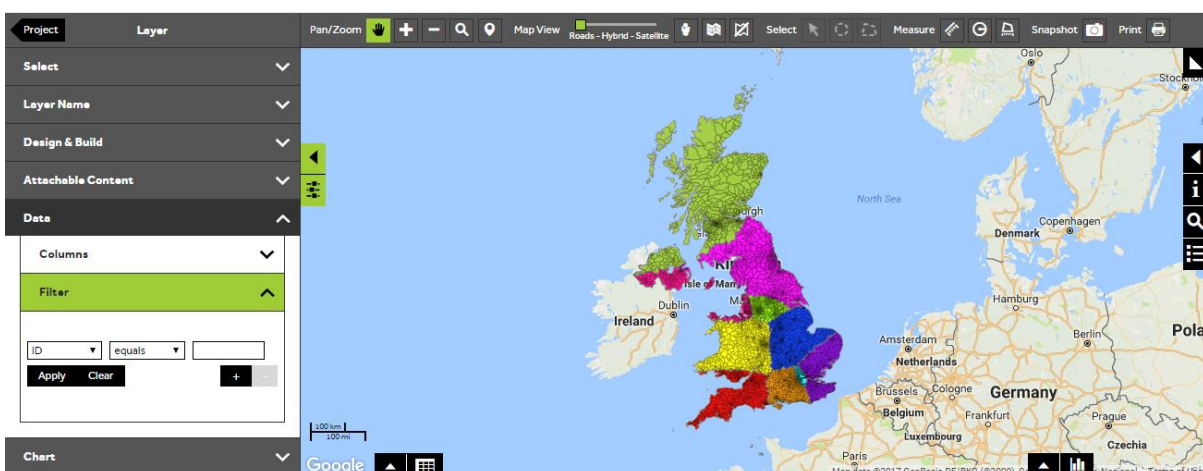
2 of 6   **Select all territories**

- To filter your data you need to firstly make sure that all territories are selected. Open the **Select** section of the panel and click on the **All** button if this is not currently selected.

3 of 6   **Edit the data**

- Within the layer editor panel select **Data**, from here you can control the data associated with your territories, expand the **Filter** selection panel.

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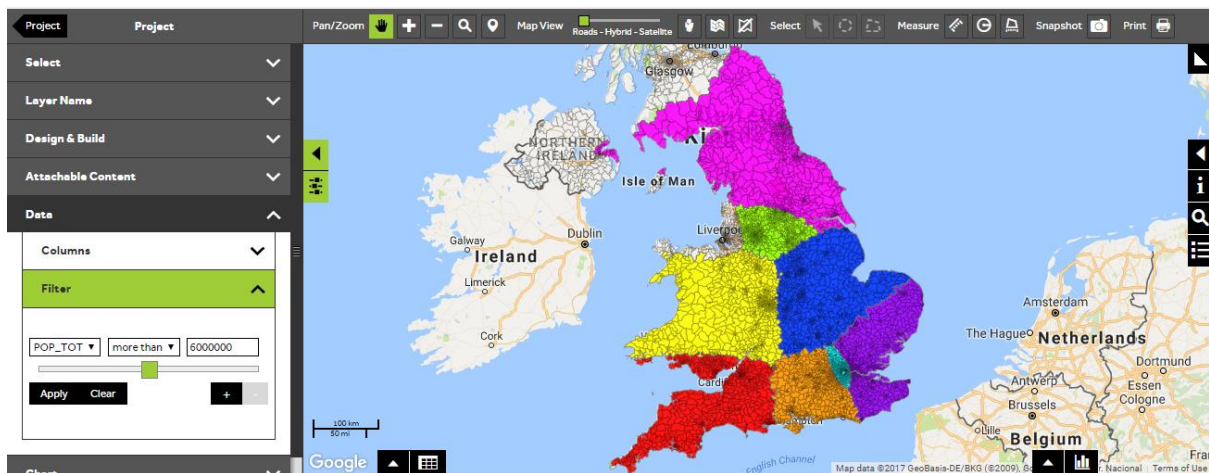
4 of 6 **Apply a filter**

- To apply a filter to your territories layer based on a column within you data choose the following:

    Column - select the column you wish to filter from the first dropdown box.
    Operation - select the type of filter operation you wish to apply. The operation options you have vary depending on the data type of the column that you have selected.
    Value - Enter a value to base your filter on. If your column is character you can start to type the first few letters of the required filter and then select an option from the dropdown list. If your column is numeric you can use the slider to select a value or type a value into the text box. If your column is a date, a calendar will be displayed when you click in the value box so that you can select a date.

    Click **Apply** once you have created your filter, then the map and the data view will automatically update. To check the features that match the filter criteria open the **Data View** by clicking on the data grid button at the bottom left of the map.

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5 of 6   **Create additional filters**

- You can add up to **5** filter criteria by pressing the **+** button and selecting an **AND** or **OR** operator from the dropdown box to combine the filters. Press **Apply** to apply the filter and show the results in the data view and on the map. To remove a filter line press the **–** button. To clear the filter so that all records are selected again, press the **Clear** button.

6 of 6   **Filter layer indicator**

- If you press the **Project** arrow to return to the **Project Panel**, and open the **My Data** section, there will be a **Filter** icon next to any layer that has a filter applied to it. This is a useful reminder if you save your project and open it at a later date.

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What do you want to do next?

You may wish to create a report for your territories or export them to a file, please refer to the following sections for further assistance:

- Refer to: **Territories Steps – Create Output - Report**
- Refer to: **Territories Steps – Create Output - Export**
- Contact: **Geoplan Support**

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