Customizing the Volumes List

The following actions are available to customize the view of the "Volumes" list:

- Hide/Show column
- Manage the number of items per page
- Sort the items in the list
- Filter the list

> **Tip**
> You can use these functions to search ("bubble up") for the necessary items in the list.

Hiding/Showing Columns | Sorting the List | Managing Items Per Page | Filtering the List

Hiding/Showing Columns

The columns can be hidden. Same as for the "Disk Safes" list. See Customizing the Disk Safes List.

Sorting the List

You can sort the "Volumes" list on the basis of a column content in ascending or descending order. Same as for the "Disk Safes" list. See Customizing the Disk Safes List.

Managing Items Per Page

Same as for the "Disk Safes" list. See Customizing the Disk Safes List.

Filtering the List

You can reduce the number of visible records in the "Volumes" list using Basic and Advanced List Filters.

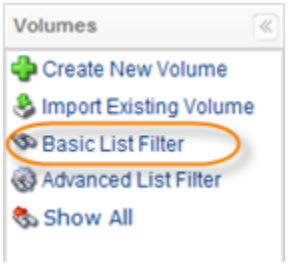
Filtered data displays only the records that meet criteria that you specify and hides records that you do not want displayed. Criteria are filter options you set to limit which records are included in the result view. You can use one or more filter options at once.

Basic List Filter

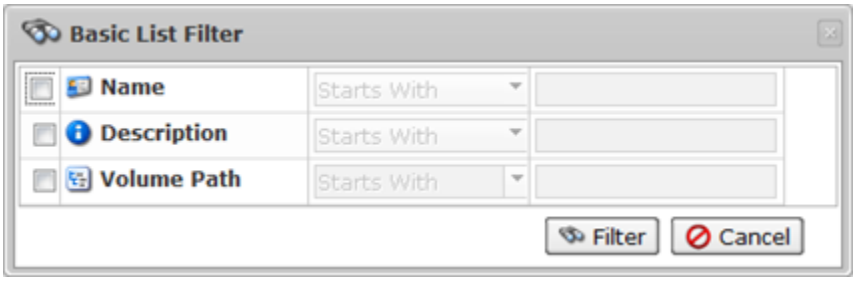
The Basic List Filter allows you to reduce the number of Volumes in the list using the most commonly used filter options.

Follow the instructions below to apply the Basic Filter.

1. Click on "Basic List Filter" in the Volumes menu.



2. The "Basic List Filter" window will open.



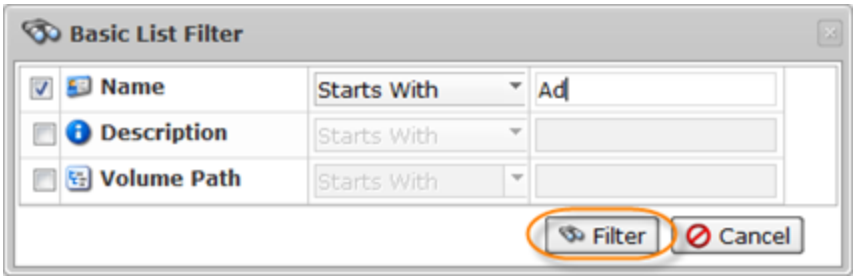
3. Define one or several filter options:

- Name - Select this checkbox to filter the list by the Volume Name.
- Description - Select this checkbox to filter the list by the Volume Description.
- Volume Path - Select this checkbox to filter the list by the Volume Path.

The following items are available in the drop-down list:

- Starts with - To filter by Name/Description that begins with a specific character(s). Type in the beginning characters of the Name/Description.
- Contains - To filter by Name/Description that has specific character(s) anywhere in the text. Type in characters that can be contained in the Name/Description.
- Ends with - To filter by Name/Description that ends with a specific character(s). Type in the ending characters of the Name/Description.

4. Click on "Filter" to apply the search filter.

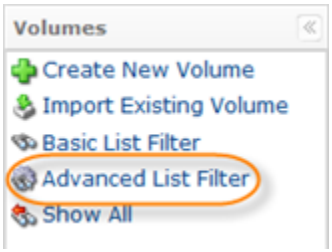


Advanced List Filter

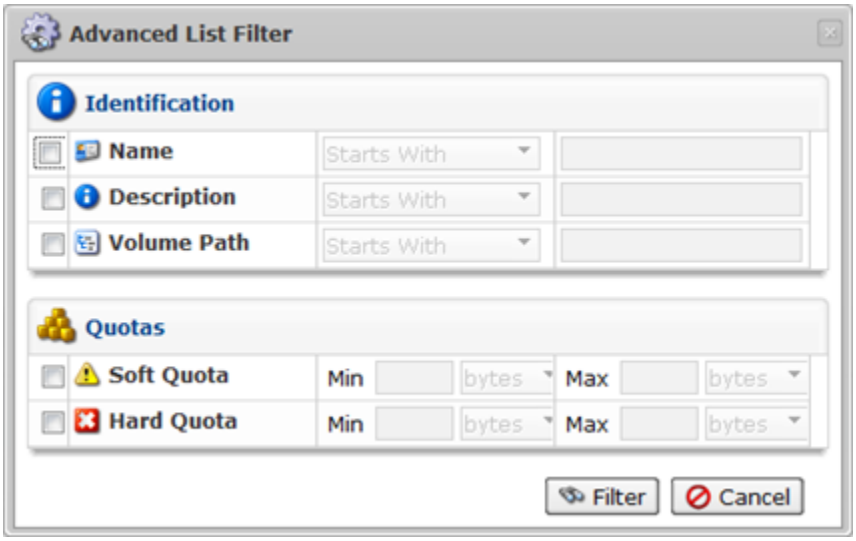
The Advanced List Filter allows you to reduce the number of Volumes in the list on the basis of all possible filter options.

Follow the instructions below to apply the Advanced Filter to the "Volumes" list.

1. Click on "Advanced List Filter" in the Volumes menu.



2. The "Advanced List Filter" window will open.



This window has the several blocks with filter options.

> **Tip**
> You can hide/open the filter options for every block by clicking on the header of the corresponding block.

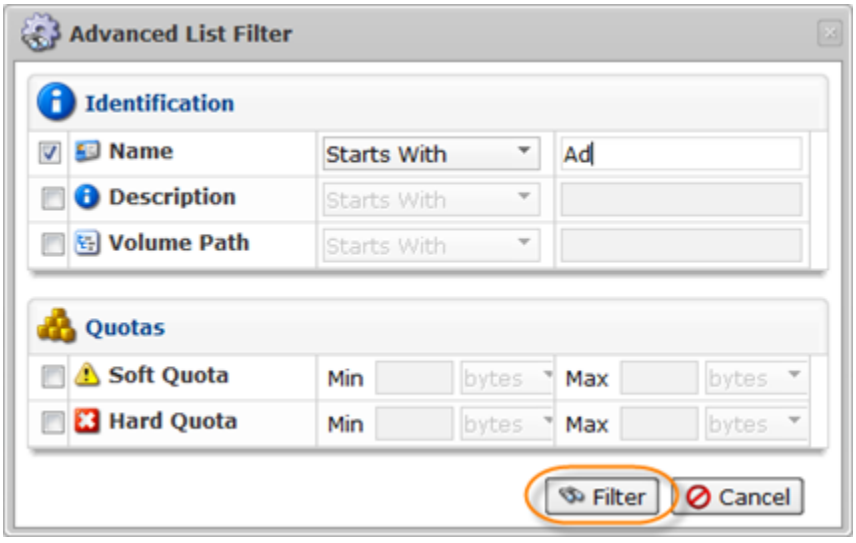
3. Define one or several filter options:

- Name - Select this checkbox to filter the list by the Volume Name.
- Description - Select this checkbox to filter the list by the Volume Description.
- Volume Path - Select this checkbox to filter the list by the Volume Path.
- Soft Quota - Select this checkbox to filter the list by the Soft Quota defined for the Volumes.
- Hard Quota - Select this checkbox to filter the list by the Hard Quota defined for the Volumes.

The following items are available in the drop-down list:

- Starts with - To filter by Name/Description that begins with a specific character(s). Type in the beginning characters of the Name/Description.
- Contains - To filter by Name/Description that has specific character(s) anywhere in the text. Type in characters that can be contained in the Name/Description.
- Ends with - To filter by Name/Description that ends with a specific character(s). Type in the ending characters of the Name/Description.
- Min...bytes (for Soft and Hard Quotas) - To filer by Soft or Hard Quota of the defined minimum size in bytes.
- Max...bytes (for Soft and Hard Quotas) - To filer by Soft or Hard Quota of the defined maximum size in bytes.

4. Click on "Filter" to apply the search filter.



Tip
Click the "Show all" link to see the whole list of Volumes. 