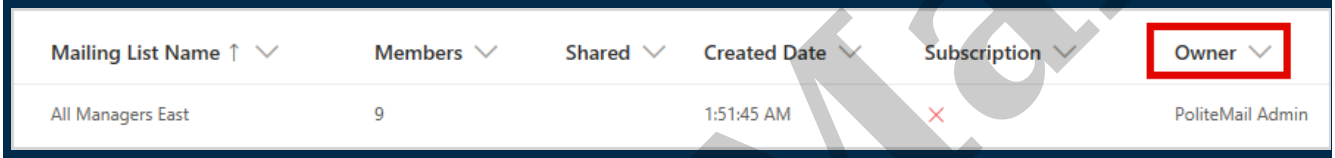
How do I narrow down the lists displayed on screen?

Last Modified on 11/25/2025 7:44 pm EST

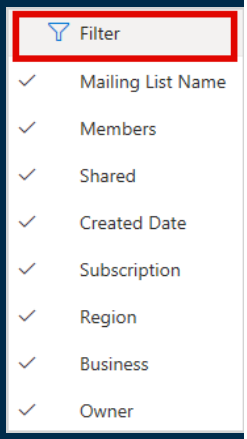
Narrowing Down a List

If you need to narrow down the lists displayed, there are a few options. You can filter the lists to only show lists that have been created by you or a particular user.

Click the arrow next to Owner.



Version 5.0: Click Filter and select the Owner you would like to filter by. You can add additional owners by clicking "Add filter." Click Apply. Your Lists will update to only show lists created by this specific user.



Version 4.9x: This version does not have a Filter option; however, you can change the All Users pull-down menu to only show lists that have been created by you or a particular user.

You can also use the Search tab to narrow your displayed options by name.

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