



# How to use filters

including and / or and saved filters

Filter data to quickly find and reuse specific results.

When working with filters, it is important to distinguish between three key concepts:

- Setting filter criteria (fields, conditions, and values)
- Applying AND / OR logic to combine conditions
- Reusing filters by saving them as Quick Filters

# 1 - Open the overview screen where you want to apply a filter

Neo Staff Portal
🔍

Map Satellite

Google

**Filters**

Departing This Week 0

Arriving This Week 0

In Transit 2

Tracking (240,674)

🏠 Filters

|   |  |                                      |                               |                          |                                    |   |   |
|---|--|--------------------------------------|-------------------------------|--------------------------|------------------------------------|---|---|
| 🏠 | <p><b>SHKFSI25110161</b><br/>HAIR BRUSH, 0 PKG, 0 KG</p> | <p><b>CNNGB</b><br/>Ningbo</p>       | <p>ETD<br/>29-Oct-25</p>      | <p>ETA<br/>07-Feb-26</p> | <p><b>NLR TM</b><br/>Rotterdam</p> | <p>Arrival at Final Discharge Port<br/>4 months ago</p> | ⋮ |
| 🏠 | <p><b>SHKFSI25110260</b><br/>VARIOUS HARMLESS G...</p>   | <p><b>CNY TN</b><br/>Yantian Pt</p>  | <p>ETD<br/>31-Oct-25</p>      | <p>ETA<br/>06-Dec-25</p> | <p><b>NLR TM</b><br/>Rotterdam</p> | <p>All Import Documents Received<br/>3 days ago</p>     | ⋮ |
| 🏠 | <p><b>SHKFSI25110254</b><br/>VARIOUS HARMLESS G...</p>   | <p><b>CNS ZP</b><br/>Shenzhen Pt</p> | <p>Departed<br/>13-Oct-25</p> | <p>ETA<br/>15-Dec-25</p> | <p><b>NLR TM</b><br/>Rotterdam</p> | <p>All Export Documents Received<br/>6 months ago</p>   | ⋮ |
| 🏠 | <p><b>SHKFSI25110086</b><br/>VARIOUS HARMLESS G...</p>   | <p><b>CNY TN</b><br/>Yantian Pt</p>  | <p>ETD<br/>31-Oct-25</p>      | <p>ETA<br/>06-Dec-25</p> | <p><b>NLR TM</b><br/>Rotterdam</p> |   | ⋮ |
| 🏠 | <p><b>SHKFSI25110427</b><br/>VARIOUS HARMLESS G...</p>   | <p><b>CNS HA</b><br/>Shanghai</p>    | <p>ETD<br/>02-Nov-25</p>      | <p>ETA<br/>09-Dec-25</p> | <p><b>NLR TM</b><br/>Rotterdam</p> |   | ⋮ |
| 🏠 | <p><b>SHKFSI25110072</b></p>                             | <p><b>CNS HA</b></p>                 | <p>Departed<br/>19-Oct-25</p> | <p>ETA<br/>03-Dec-25</p> | <p><b>NLR TM</b></p>               | <p>Departure from First Load Port</p>                   | ⋮ |

**Statistics**

**Airfreight Weight (kg)**

| Month     | Weight (kg) |
|-----------|-------------|
| May 2025  | 450,000     |
| Jun 2025  | 380,000     |
| Jul 2025  | 550,000     |
| Aug 2025  | 480,000     |
| Sept 2025 | 380,000     |
| Oct 2025  | 320,000     |
| Nov 2025  | 0           |
| Dec 2025  | 0           |
| Jan 2026  | 0           |
| Feb 2026  | 0           |
| Mar 2026  | 0           |
| Apr 2026  | 0           |

**FCL TEU**

| Month     | TEU  |
|-----------|------|
| May 2025  | 2200 |
| Jun 2025  | 1800 |
| Jul 2025  | 2000 |
| Aug 2025  | 2100 |
| Sept 2025 | 2000 |
| Oct 2025  | 1700 |
| Nov 2025  | 300  |
| Dec 2025  | 0    |
| Jan 2026  | 0    |
| Feb 2026  | 0    |
| Mar 2026  | 0    |
| Apr 2026  | 0    |

## 2 - Click 'Filter'

The screenshot displays the Neo Staff Portal interface. At the top left, the text "Neo Staff Portal" is visible. A search icon is in the top right corner. The main area features a map with "Map" and "Satellite" tabs. A "Filters" dialog box is open in the center, containing a dropdown menu with the text "--- Select filter ---", an "Add" button, and radio buttons for "And" and "Or". The dialog also has "Reset", "Clear", "Cancel", and "Apply" buttons. In the background, a "Filters" panel on the right shows "Departing This Week" with a count of 0. Below the map, a "Tracking (240,674)" section includes a "Filters" dropdown. A table of shipping records is visible, with columns for tracking ID, origin, destination, and status. The table includes the following entries:

| Tracking ID    | Origin           | Destination      | Status                            |
|----------------|------------------|------------------|-----------------------------------|
| SHKFSI25110086 | CNYTN Yantian Pt | NLR TM Rotterdam | ETD 31-Oct-25, ETA 06-Dec-25      |
| SHKFSI25110427 | CNSHA Shanghai   | NLR TM Rotterdam | ETD 02-Nov-25, ETA 09-Dec-25      |
| SHKFSI25110072 | CNSHA Shanghai   | NLR TM Rotterdam | Departed 19-Oct-25, ETA 03-Dec-25 |

At the bottom right, there is a line chart titled "FCL TEU" showing data from May 2025 to April 2026. The y-axis ranges from 0 to 2,500. The data points are approximately: May 2025 (2,200), Jun 2025 (1,800), Jul 2025 (2,100), Aug 2025 (2,100), Sept 2025 (2,100), Oct 2025 (1,800), Nov 2025 (400), Dec 2025 (100), Jan 2026 (100), Feb 2026 (100), Mar 2026 (100), Apr 2026 (100).

### 3 - Select a field (e.g. Status, Invoice Date, ETD)

The screenshot displays the Neo Staff Portal interface. At the top left, the text "Neo Staff Portal" is visible. A search bar is located in the top right corner. The main area features a map of the world with a red circle highlighting a location in China, labeled with the number "2". Below the map, there are "Map" and "Satellite" tabs. A "Filters" panel is open, showing a dropdown menu with the text "-- Select filter ---". The dropdown menu lists several filter options: "Actual Delivery", "Actual Pickup", "Arrival Date", "Booking Date", "Client Req. ETA", "Confirmation Date", "Consol CFS Availability", "Created time", and "CTO Available Date". The "Booking Date" option is currently selected. To the right of the dropdown menu, there are "And" and "Or" buttons. Below the dropdown menu, there are "Cancel" and "Apply" buttons. In the background, a table of shipping records is visible, with columns for tracking number, origin, destination, ETD, and ETA. The records include:

| Tracking Number | Origin           | Destination     | ETD                | ETA           |
|-----------------|------------------|-----------------|--------------------|---------------|
| SHKFSI25110086  | CNYTN Yantian Pt | NLRTM Rotterdam | 31-Oct-25          | 06-Dec-25     |
| SHKFSI25110427  | CNSHA Shanghai   | NLRTM Rotterdam | 02-Nov-25          | 09-Dec-25     |
| SHKFSI25110072  | CNSHA Shanghai   | NLRTM Rotterdam | Departed 19-Oct-25 | ETA 03-Dec-25 |

Below the table, there is a line graph titled "FCL TEU" showing data from May 2025 to Apr 2026. The y-axis ranges from 0 to 2,500. The graph shows a peak in May 2025, followed by a decline and then a sharp drop in late 2025.

#### 4 - Define the filter parameters

- Choose the condition (e.g. equals, contains, greater than)
- Enter or select a value

The screenshot displays the Neo Staff Portal interface. At the top left, the text "Neo Staff Portal" is visible. A search icon is in the top right. The main area features a map of the world with a red circle around a location in China, labeled with the number "2". Below the map, there are "Map" and "Satellite" tabs. A "Filters" panel on the right shows a list of filters, with "Departing This Week" having a count of "0". A "Filters" dialog box is open in the center, showing a dropdown menu for "Booking Date" with the condition "less than or equal" selected. The dialog also includes "And" and "Or" buttons, a "Reset" button, and a "Clear" button. Below the dialog, a table of shipping records is visible, with columns for tracking number, origin, ETD, ETA, and destination. The table includes records for SHKFSI25110086, SHKFSI25110427, and SHKFSI25110072. A line chart titled "FCL TEU" is located at the bottom right, showing data from May 2025 to April 2026.

| Tracking       | Origin           | ETD                | ETA           | Destination      |
|----------------|------------------|--------------------|---------------|------------------|
| SHKFSI25110086 | CNYTN Yantian Pt | 31-Oct-25          | 06-Dec-25     | NLR TM Rotterdam |
| SHKFSI25110427 | CNSHA Shanghai   | 02-Nov-25          | 09-Dec-25     | NLR TM Rotterdam |
| SHKFSI25110072 | CNSHA Shanghai   | Departed 19-Oct-25 | ETA 03-Dec-25 | NLR TM Rotterdam |

## 5 - Add additional filter rules if needed

Neo Staff Portal

Map Satellite

Filters

- Departing This Week 0
- 0
- 2

Tracking (240,674)

Filters

Reset Clear

Cancel Apply

Filters

- Booking Date is in this month
- And Departure Date was in the last 14 days
- And ETA is in this month
- And Add

SHKFSI HAIR BRUS

SHKFSI VARIOUS H...

SHKFSI VARIOUS HARMLESS G... Shenzhen Pt 15 Oct-25 15 Dec-25 Rotterdam 6 months ago

SHKFSI25110086 CNYTN Yantian Pt ETD 31-Oct-25 ETA 06-Dec-25 NLR TM Rotterdam

SHKFSI25110427 CNSHA Shanghai ETD 02-Nov-25 ETA 09-Dec-25 NLR TM Rotterdam

SHKFSI25110072 CNSHA Shanghai Departed 19-Oct-25 ETA 03-Dec-25 NLR TM Rotterdam Departure from First Load Port 6 months ago

FCL TEU

| Month     | FCL TEU |
|-----------|---------|
| May 2025  | 2200    |
| Jun 2025  | 1800    |
| Jul 2025  | 2100    |
| Aug 2025  | 2100    |
| Sept 2025 | 2000    |
| Oct 2025  | 1800    |
| Nov 2025  | 400     |
| Dec 2025  | 100     |
| Jan 2026  | 50      |
| Feb 2026  | 20      |
| Mar 2026  | 10      |
| Apr 2026  | 5       |

## 6 - Use group filters to combine multiple values within a single condition.

By clicking the arrow next to the Add button you can choose a a single filter or group filter.  
Select **group filter** to add multiple values within the same condition.

Tip: Use group filters when you want to combine multiple options for the same field instead of creating separate filters.  
The example below shows how you can easily search for containers with an ETA this week from Shanghai, Ningbo and Yantian.

### Filters And Or ×

⋮ ETA ⌵ is in this week ⌵ ×

⋮ Or 

⋮ Load Port ⌵ has ALL of these EXACT words ⌵ CNSHA , Shanghai ⌵ ×  
⋮ And Load Port ⌵ has ALL of these EXACT words ⌵ CNNBO , Ningbo ⌵ ×  
⋮ And Load Port ⌵ has ALL of these EXACT words ⌵ CNYTN , Yantian Pt ⌵ ×  
And Add ⌵

Or Add ⌵

Reset Clear Cancel Apply

## 7 - Choose how the rules are combined

- AND: all conditions must be true > narrows your results
- OR: at least one condition must be true > broadens your results

Tip: Use AND when you want precise results, and OR when you want to include alternatives

### Filters

And **Or** ×

|    |              |                |                  |                         |   |   |
|----|--------------|----------------|------------------|-------------------------|---|---|
| ⋮  | Booking Date | ⇅              | is in this month | ⇅                       | × |   |
| ⋮  | Or           | Departure Date | ⇅                | was in the last 14 days | ⇅ | × |
| ⋮  | Or           | ETA            | ⇅                | is in this month        | ⇅ | × |
| Or | Add          | ⇅              |                  |                         |   |   |

Reset Clear Cancel **Apply**

8 - Click Apply Filter, they are now visible in the overview screen

Neo Staff Portal

**Filters**

- Departing This Week: 0
- Arriving This Week: 0
- In Transit: 2

Tracking (1)

Filters

**SHKFSI26110666** **CNSHA** **Rotterdam** **NLR TM**

STC:PLUSH TOYS, 1775 ... Shanghai **Departed** 20-Feb-26 **ETA** 08-Apr-26 **All Export Documents Received** a month ago

|                                 |  |
|---------------------------------|--|
| <b>Job number:</b>              | SHKFSI26110666   |
| <b>House bill:</b>              | DC296010066  |
| <b>Total Packages:</b>          | 1775   |
| <b>Weight:</b>                  | 4272.5 KG  |
| <b>Service level:</b>           | HANDLING LOCALS  |
| <b>Goods description:</b>       | STC:PLUSH TOYS   |
| <b>Estimated Delivery Time:</b> | 20-Apr-26 00:00  |
| <b>Pickup Full Address:</b>     | NANJING DELTA TOYS & NOVELTY CO.,LTD, 3RD FR., BUILDING B3-1,GUANGYI TECHNOLOGY CENTER ,, NO.128 JIANGJUN ROAD , JIANGNING DISTRICT, NANJING 32 ., China |
| <b>Delivery Full Address:</b>   | TEXTAAFOAM BV, LA DEFENSE 11, TILBURG NB 5026 SC, Netherlands  |
| <b>Origin Port:</b>             | CNSHA  |
| <b>Destination port:</b>        | NLR TM   |

**Tracking History**

- All Export Documents Received** Mar 3, 2026 16:04
- All Import Documents Received** Mar 3, 2026 16:04
- 1st Transport Leg Arrival** SEA Arrival Terminal Singapore, SG Changed To: 02-Mar-26 Mar 2, 2026 00:00
- Departure from First Load Port** SEA Departure Terminal Shanghai, 31, CN Changed To: 20-Feb-26 Feb 20, 2026 00:00

**Statistics**

**Airfreight Weight (kg)**

| Month     | Airfreight Weight (kg) |
|-----------|------------------------|
| May 2025  | 450,000                |
| Jun 2025  | 400,000                |
| Jul 2025  | 550,000                |
| Aug 2025  | 500,000                |
| Sept 2025 | 400,000                |
| Oct 2025  | 350,000                |
| Nov 2025  | 300,000                |
| Dec 2025  | 0                      |
| Jan 2026  | 0                      |
| Feb 2026  | 0                      |
| Mar 2026  | 0                      |
| Apr 2026  | 0                      |

**FCL TEU**

| Month     | FCL TEU |
|-----------|---------|
| May 2025  | 2,200   |
| Jun 2025  | 1,800   |
| Jul 2025  | 2,100   |
| Aug 2025  | 2,100   |
| Sept 2025 | 2,100   |
| Oct 2025  | 1,800   |
| Nov 2025  | 1,500   |
| Dec 2025  | 500     |
| Jan 2026  | 0       |
| Feb 2026  | 0       |
| Mar 2026  | 0       |
| Apr 2026  | 0       |

# **Saving and using Quick Filters**

to reuse them quickly in the future

Tip! Use saved filters for:

- Frequently used searches
- Standard operational views
- Reducing repetitive manual filtering

# 1 - Click 'Save Filter' to save it as a 'Quick Filter'

Neo Staff Portal
🔍

### Filters

Departing This Week 0

Arriving This Week 0

In Transit 2

Tracking (1)
Search

Filters
Booking Date
Departure Date
ETA

SHKFSI26110666
CNSHA
Departed 20-Feb-26
ETA 08-Apr-26
NLR TM Rotterdam
All Export Documents Received a month ago

Filters  
 Save Current  
 Reset Current  
 Manage Filters

**Service level:** HANDLING LOCALS

**Goods description:** STC:PLUSH TOYS

**Estimated Delivery Time:** 20-Apr-26 00:00

**Pickup Full Address:** NANJING DELTA TOYS & NOVELTY CO.,LTD, 3RD FR., BUILDING B3-1,GUANGYI TECHNOLOGY CENTER ,, NO.128 JIANGJUN ROAD , JIANGNING DISTRICT, NANJING 32 ., China

**Delivery Full Address:** TEXTAAFOAM BV, LA DEFENSE 11, TILBURG NB 5026 SC, Netherlands

**Origin Port:** CNSHA

**Destination port:** NLR TM

### Tracking History

- **All Export Documents Received**  
Mar 3, 2026 16:04
- **All Import Documents Received**  
Mar 3, 2026 16:04
- **1st Transport Leg Arrival**  
SEA Arrival Terminal Singapore, SG Changed To: 02-Mar-26  
Mar 2, 2026 00:00
- **Departure from First Load Port**  
SEA Departure Terminal Shanghai, 31, CN Changed To: 20-Feb-26  
Feb 20, 2026 00:00

### Statistics

**Airfreight Weight (kg)**

| Month     | Weight (kg) |
|-----------|-------------|
| May 2025  | 450,000     |
| Jun 2025  | 380,000     |
| Jul 2025  | 550,000     |
| Aug 2025  | 480,000     |
| Sept 2025 | 380,000     |
| Oct 2025  | 320,000     |
| Nov 2025  | 300,000     |
| Dec 2025  | 0           |
| Jan 2026  | 0           |
| Feb 2026  | 0           |
| Mar 2026  | 0           |
| Apr 2026  | 0           |

**FCL TEU**

| Month     | TEU   |
|-----------|-------|
| May 2025  | 2,200 |
| Jun 2025  | 1,800 |
| Jul 2025  | 2,100 |
| Aug 2025  | 2,100 |
| Sept 2025 | 2,100 |
| Oct 2025  | 1,800 |
| Nov 2025  | 1,700 |
| Dec 2025  | 300   |
| Jan 2026  | 0     |
| Feb 2026  | 0     |
| Mar 2026  | 0     |
| Apr 2026  | 0     |

2 - Enter a name for the filter and click Save.

The screenshot displays the Neo Staff Portal interface. A 'Save Current' dialog box is centered on the screen, allowing the user to save a filter. The dialog box contains the following elements:


- Save Current** (Title)
- Filter Name\*** (Label)
- (Text input field)
- Publish for all users
- Include Columns
- Cancel** and **Save** (Buttons)

The background interface includes:

- Map:** A world map showing shipping routes and locations.
- Filters:** A sidebar with filters for 'Departing This Week' (0), 'Arriving This Week' (0), and 'In Transit' (2).
- Statistics:** Two charts: 'Airfreight Weight (kg)' (Bar chart) and 'FCL TEU' (Line chart).
- Tracking (1):** Details for job SHKFSI26110666, including origin port CNSHA and destination port NLRTM.

### 3 - Use saved Quick Filters by selecting your saved filter from the list via the dropdown filter-button

Neo Staff Portal
🔍



Map Satellite

Google Keyboard shortcuts Map data ©2026 Terms

**Filters**

Departing This Week 0

Arriving This Week 0

In Transit 2

Tracking - Booking - Departure - ETA (1)

Filters
Booking Date
Departure Date
ETA

**SHKFSI26110666** **CNSHA** Departed 20-Feb-26

**NLR TM** ETA 08-Apr-26 All Export Documents Received a month ago

Booking - Departure - ETA  
 Save Current  
 Reset Current  
 Manage Filters

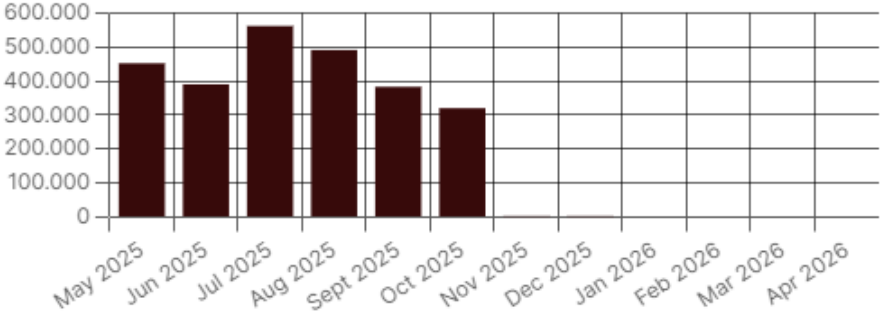
**SHKFSI26110666**  
 DC296010066  
 1775  
 4272.5 KG  
 HANDLING LOCALS  
 STC:PLUSH TOYS  
 Estimated Delivery Time: 20-Apr-26 00:00  
 Pickup Full Address: NANJING DELTA TOYS & NOVELTY CO.,LTD, 3RD FR., BUILDING B3-1,GUANGYI TECHNOLOGY CENTER ,, NO.128 JIANGJUN ROAD , JIANGNING DISTRICT, NANJING 32 ., China  
 Delivery Full Address: TEXTAAFOAM BV, LA DEFENSE 11, TILBURG NB 5026 SC, Netherlands  
 Origin Port: CNSHA  
 Destination port: NLR TM

**Tracking History**

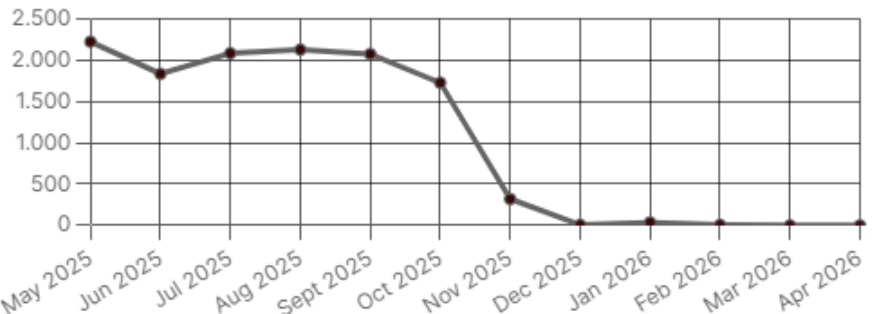
- **All Export Documents Received**  
Mar 3, 2026 16:04
- **All Import Documents Received**  
Mar 3, 2026 16:04
- **1st Transport Leg Arrival**  
SEA Arrival Terminal Singapore, SG Changed To: 02-Mar-26  
Mar 2, 2026 00:00
- **Departure from First Load Port**  
SEA Departure Terminal Shanghai, 31, CN Changed To: 20-Feb-26  
Feb 20, 2026 00:00

**Statistics**

Airfreight Weight (kg)



FCL TEU



#### 4 - Click 'Reset Current' to clear all current filter settings

Neo Staff Portal
🔍

Map Satellite

Tracking (240,521)

Search

Filters

Booking Date

Departure Date

ETA

**Filters**

- Departing This Week 0
- Arriving This Week 0
- In Transit 2

**Statistics**

**Airfreight Weight (kg)**

**FCL TEU**

Filters

- Booking - Departure - ETA
- Save Current
- Reset Current
- Manage Filters

|                |                                |                       |                  |                               |   |
|----------------|--------------------------------|-----------------------|------------------|-------------------------------|---|
| SHKFSI25110161 | 🇨🇳 <b>CNNGB</b><br>Ningbo      | ETD<br>29-Oct-25      | ETA<br>07-Feb-26 | 🇳🇱 <b>NLRMTM</b><br>Rotterdam | Arrival at Final Discharge Port<br>4 months ago |
| SHKFSI25110260 | 🇨🇳 <b>CNYTN</b><br>Yantian Pt  | ETD<br>31-Oct-25      | ETA<br>06-Dec-25 | 🇳🇱 <b>NLRMTM</b><br>Rotterdam | All Import Documents Received<br>3 days ago     |
| SHKFSI25110254 | 🇨🇳 <b>CNSZP</b><br>Shenzhen Pt | Departed<br>13-Oct-25 | ETA<br>15-Dec-25 | 🇳🇱 <b>NLRMTM</b><br>Rotterdam | All Export Documents Received<br>6 months ago   |
| SHKFSI25110086 | 🇨🇳 <b>CNYTN</b><br>Yantian Pt  | ETD<br>31-Oct-25      | ETA<br>06-Dec-25 | 🇳🇱 <b>NLRMTM</b><br>Rotterdam |   |
| SHKFSI25110427 | 🇨🇳 <b>CNSHA</b><br>Shanghai    | ETD<br>02-Nov-25      | ETA<br>09-Dec-25 | 🇳🇱 <b>NLRMTM</b><br>Rotterdam |   |
| SHKFSI25110072 | 🇨🇳 <b>CNSHA</b>                | Departed<br>19-Oct-25 | ETA<br>03-Dec-25 | 🇳🇱 <b>NLRMTM</b>              | Departure from First Load Port<br>6 months ago  |