

Active filter

- [Create a new active filter](#)
- [Apply an active filter](#)
- [Update an active filter](#)
- [Set an active filter as default](#)
- [Delete an active filter](#)

Active Filter

Lists of items can be filtered in order to refine the results you see.

The criteria you select to refine your search make up the **Active Filter**. This predefined set of selected criteria can be saved, updated, and set as default.

The feedback messages displayed under the Active filter list inform you on how you are using a certain filter.

Create a new active filter

It is possible to create as many filters as are necessary.

To create a filter:

1. Select the desired criteria from the available options in the **Search and filter** panel. The criteria you select are listed in the **Search results** panel at the top of the results list.
2. Click on the **Actions** button, then select **Create new filter**.
3. Type the desired filter name and click on **Create** to save the filter. Once saved, it is displayed in the **Active filter** drop-down list.

For more detailed information please see [Search Filter Index](#).

Apply an active filter

To apply a filter simply select it from the **Active filter** drop-down list. The search results are immediately filtered accordingly.

Update an active filter

When you remove or add criteria to your active filter, your changes are not saved for future use unless you update the filter.

To do so, click on the **Actions** button, then select **Update current filter**. Click **Yes** in the pop-up dialog to confirm the update.

Set an active filter as default

By default the results list is not filtered, it contains all items based on all Programmes, Calls and Rounds. You can change this by defining a default active filter.

To set a filter as default, click on the **Actions** button, then select **Set as default**. Your content will be filtered based on the default filter every time you come back to the page.

Delete an active filter

To delete a filter, select it from the **Active filter** drop-down list, then click on the **Delete** button. Click **Yes** in the pop-up dialog to confirm the deletion. The filter will disappear from your list.

For more detailed information please see [Search Filter Index](#)