

# Create a new 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](#).