



How to save a frequently used search

The example below, illustrates creating a filter for applications requiring fee payment.

Overview

The ability to create and save a filter is available in all dashboards.

There is no limit to the number of filters you can create. However, the more filters you save may impact the dashboard download speed.

Plan the order of your filters carefully before saving them, as the filter order cannot be changed once created.

Instructions

1. Select **Applications in Progress** tab in the homepage.
2. Filter the application list by **Status** *Payment Required*.
3. Click on **Manage Filters** and then **Save filters as**.
4. The **Save Filters** window shows. Provide a name for the filter, set as default (as applicable) and save.
5. The **MY FILTERS** shows with the filter/s saved.

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Application ID ↓	Location	Nature Of Development	Owner	Relevant Authority	Lodged	Status	Days Remaining
26002149	LOT 5 WAR MEMORIAL DR NORTH ADELAIDE SA 5006	Development details	User One	State Planning Commission	-	Payment required - Planning Consent	-

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To turn off the filter, click on the filter name, and the table will show all applications.