

How to save frequently used search

The example below, illustrates creating a **For Your Action** filter for referral requests not yet actioned.

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 **For Your Action** tab in the homepage.
2. Dashboard will default to **assigned to me only**. Change to **assigned to my Referral Body** to view all applications within your organisation.
3. Filter the application list by **Action**, for example; *Respond to Referral*.
4. Click on **Manage Filters** and then **Save filters as...**
5. The **Save Filters** window shows. Provide a name for the filter, set as default (as applicable) and save.
6. The **MY FILTERS** shows with the filter/s saved.

1. Select **FOR YOUR ACTION** tab.

2. Select **Assigned to my Referral Body**.

3. Select **Respond to Referral** under ACTION.

Application ID	Location	Nature of Development	Applicant	Requesting Authority	Response Type	Action	Allocated Action	Days Remaining	Action Days Lapsed
26002234	100 WILLIAM ST NORWOOD SA 5067	Proposed Development	Penny Public	State Planning Commission	Schedule 9 (3)(4) Future Road Widening Overlay	Respond to Referral	-	Paused	-

4. Click on **Save filters as...**

5. Provide a name for the filter, set as default, and save.

6. The **MY FILTERS** shows with the filter/s saved.

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