

How to save frequently used search

The example below, illustrates creating a filter for current Planning and Planning and Land Division applications.

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 **Assessment in Progress** tab in the homepage.
2. Dashboard will default to **assigned to me only**. Change to **assigned to my Council** (or equivalent) to view all applications within your organisation.
3. Filter the application list by one or more consent **Types**, for example; *PLDC* and *PC*.
4. To further refine the list of applications, filter by **Status**, for example; *under assessment*.
5. Click on **Manage Filters** and then **Save filters as**.
6. The **Save Filters** window shows. Provide a name for the filter, set as default (as applicable) and save.
7. The **MY FILTERS** shows with the filter/s saved.

FOR YOUR ACTION **ASSESSMENT IN PROGRESS** COMPLETED

☐ Assigned to me only ☒ Assigned to my Council

Search applications **SEARCH** TYPE | **PLDC, PC** ALLOCATED | Any STATUS | **Under Assessment**

Application ID	Location	Nature of Development	Applicant	Lodged	Type	Allocated	Status	Days Remaining	Days Remaining to Issue RFI
26002550	5 JAMES ST CAMPBELLTOWN SA 5074	Description of development	Penny Public	03/09/2026	PC	-	Under Assessment	(71 Days)	(6 Days)

STATUS | Under Assessment

Allocated Status

Clear filters

Save filters as...

Save Filters

Name *
Current applications - PC and PLDC 34/50

☒ Set as default

Type = PLDC, PC
Status = Under Assessment

CANCEL SAVE

FOR YOUR ACTION **ASSESSMENT IN PROGRESS** COMPLETED

☐ Assigned to me only ☒ Assigned to my Council

MY FILTERS **Current applications - PC and PLDC**

Search applications **SEARCH** TYPE | **PLDC, PC**

Application ID	Location	Nature of Development	Applicant
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To turn off the filter, click on the filter name, and the table will show all applications.