

# How to add a Filter step to a Zap in Zapier

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A Filter is an optional step in a Zap that allows you to control when a Zap is triggered. You can define rules that state whether the Zap Action should be performed. For example, if you have multiple Booking pages, you can define a filter that states the Zap should only be triggered on specific Booking pages. Another option is to create filters that state the Zap should only be triggered upon specific booking events (e.g. **Scheduled** and **Rescheduled**).

In this article, we will review two examples in which a Filter can be useful: filtering by booking lifecycle phase and by [Booking page](#). Filtering by booking lifecycle phase is useful if you only want specific types of lifecycle events to trigger your Zap.

## Filtering by booking lifecycle phase when using the Booking Lifecycle Event trigger

When using the **Booking Lifecycle Event trigger**, a Zap is triggered every time the status of one your bookings changes. The following statuses, or lifecycle events, can trigger a Zap: Scheduled, Rescheduled, Canceled, Completed, and No-show. [Learn more about lifecycle phases and activity states](#)

Without filtering, this trigger will create a new record every time a booking is canceled or completed. If you wish to prevent this, you should limit the trigger by filtering it. Below are the steps to set up this filter:

1. Log in to Zapier, go to **Zaps**, and click on the Zap you want to edit.
2. Add a Filter step by clicking on the **+** symbol on the left panel in the Zapier Editor (see Figure 1).

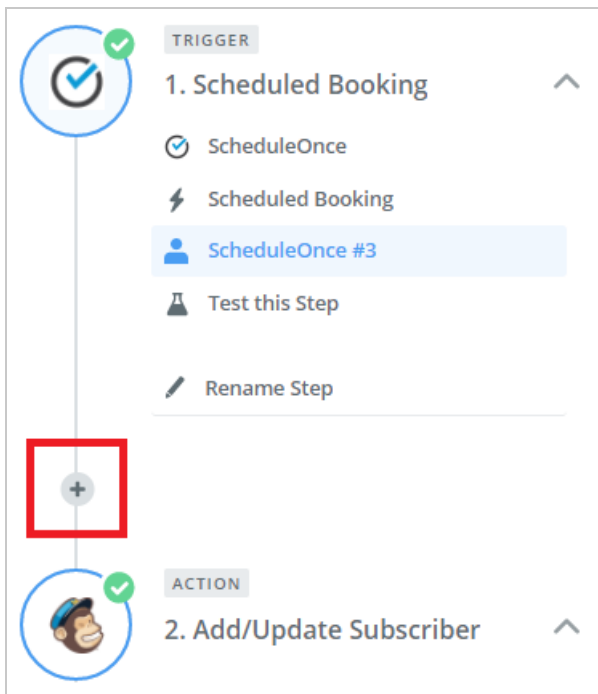


Figure 1: Add a Filter step

3. Click on the **Filter** button to add the Filter (see Figure 2).

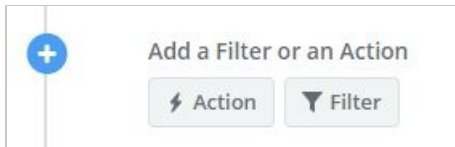


Figure 2: Click on the **Filter** button

4. Click **Save + Continue** (see Figure 3).

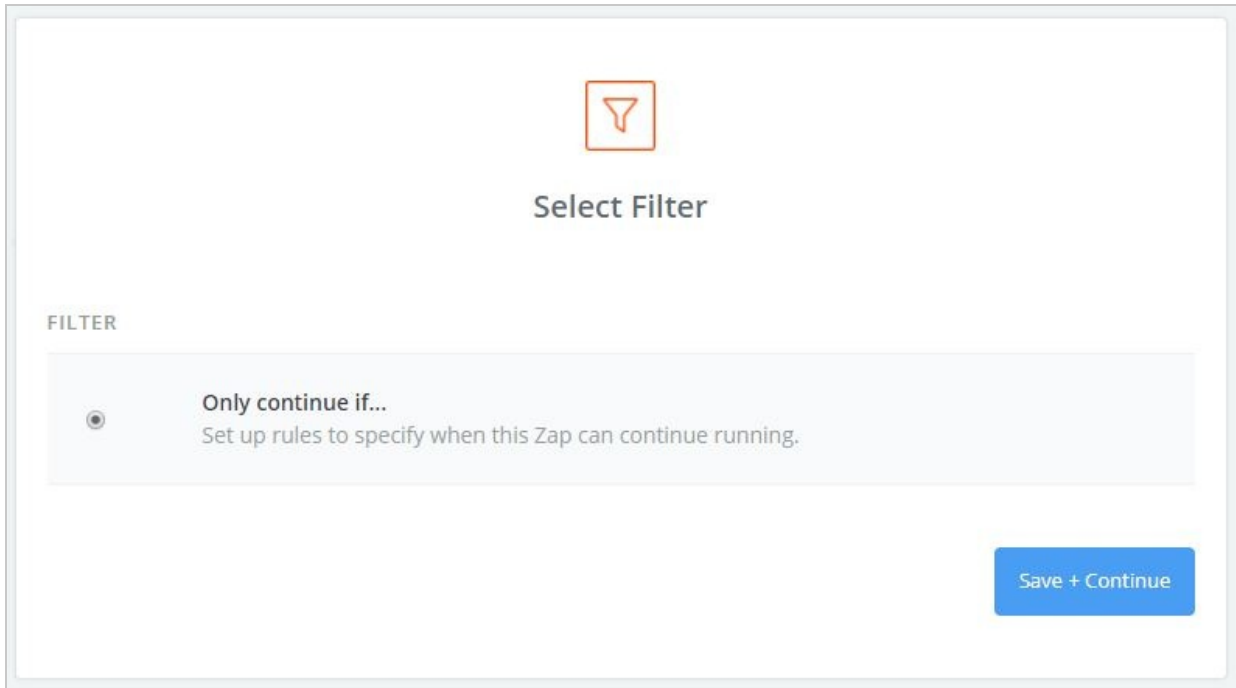



Figure 3: Click **Save + Continue**

5. Set up and test the Filter. A couple of examples are shown below.

1. **Example 1: Allow only the "Scheduled" event to trigger the Zap.**

Select the **Booking - Status** option in the 1st drop-down field. Select the **(Text) Exactly matches** option in the 2nd drop-down field and type "Scheduled" in the 3rd text field (see Figure 4).

 **Note:**

The **(Text) Exactly matches** filter is case-sensitive. Make sure you use a capital S for "Scheduled".

Filter Setup & Testing

Only continue if... (required)

1 Booking - Status (Text) Exactly matches Scheduled

+ AND

+ OR

Continue

Figure 4: Example 1: Allow only the **Scheduled** event to trigger the Zap

- Example 2: Allow both the "Scheduled" and "Rescheduled" events to trigger the Zap.** Repeat the steps in Example #1. Next, click on the **+ OR** button. In the new added row, select the **Booking - Status** option in the 1st drop-down field. Select the **(Text) Exactly matches** option in the 2nd drop-down field and type "Rescheduled" in the 3rd text field (see Figure 5).

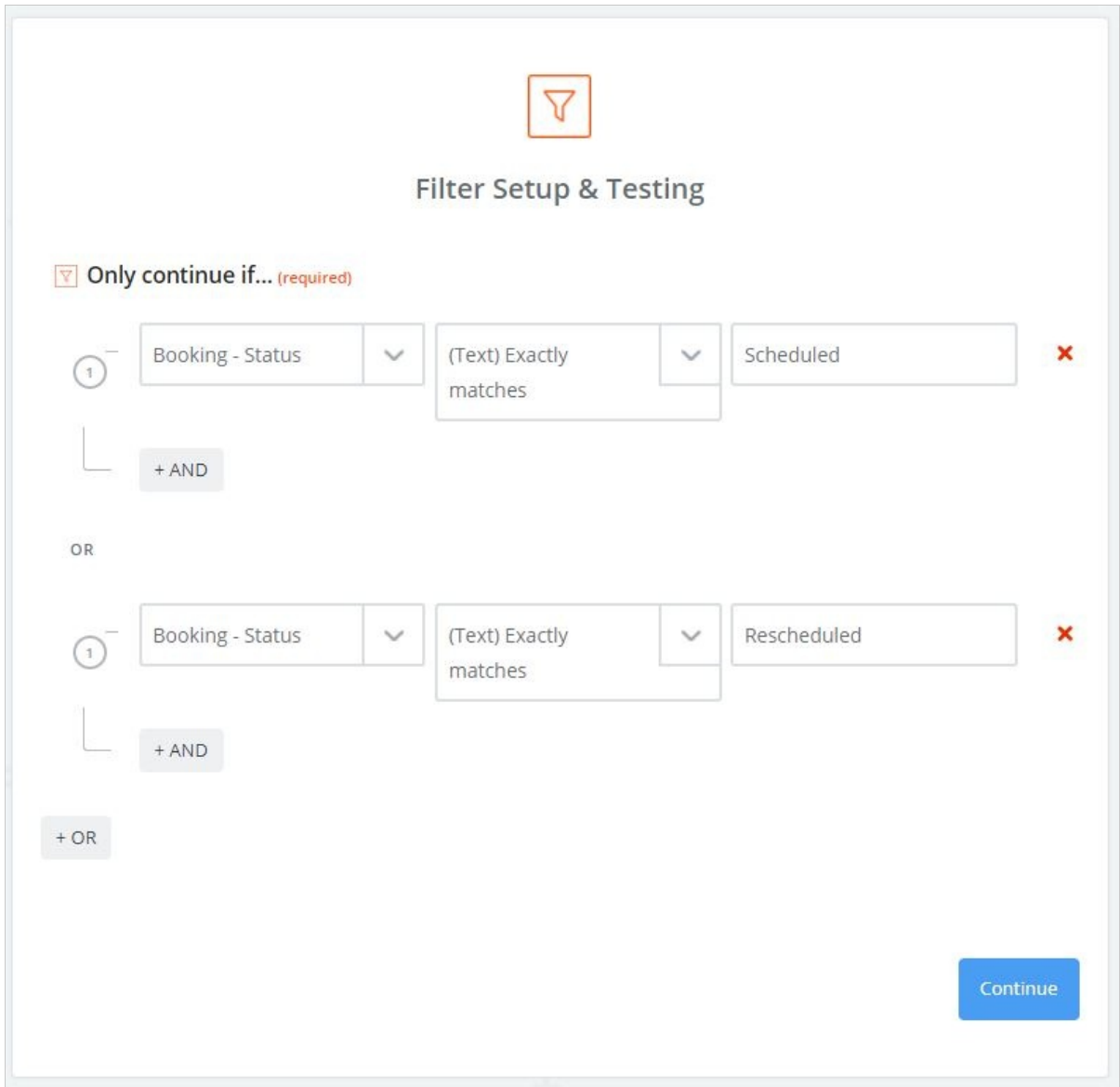


Figure 5: Example 2: Allow both the **Scheduled** and **Rescheduled** events to trigger the Zap

## Filtering by Booking page

When you have multiple Booking pages and you wish to track a specific Booking page, you will need to set up a Filter. Setting up this Filter is done the same way described in the section above. The difference is in the Filter definition.

### **Note:**

By default, you can only trigger Zaps from Booking pages you own. ScheduleOnce Administrators can be allowed to trigger Zaps from all Booking pages in the account by enabling a permission in the Administrator's profile. [Learn more about triggering Zaps from pages not under your ownership](#)

To define the Filter:

1. Select the **Booking page - Public link** option in the 1st drop-down field (see Figure 6).

**Note:**  
Always use the Booking page's public link because it is unique. Do not use the Public name or Internal label because they are only unique to your account.

2. Select the **(Text) Exactly matches** option in the 2nd drop-down field and type or paste the Booking page's public link (see Figure 6). The Booking page's public link can be copied from the [Overview section in the Booking page settings](#) in your ScheduleOnce account (see Figure 7).

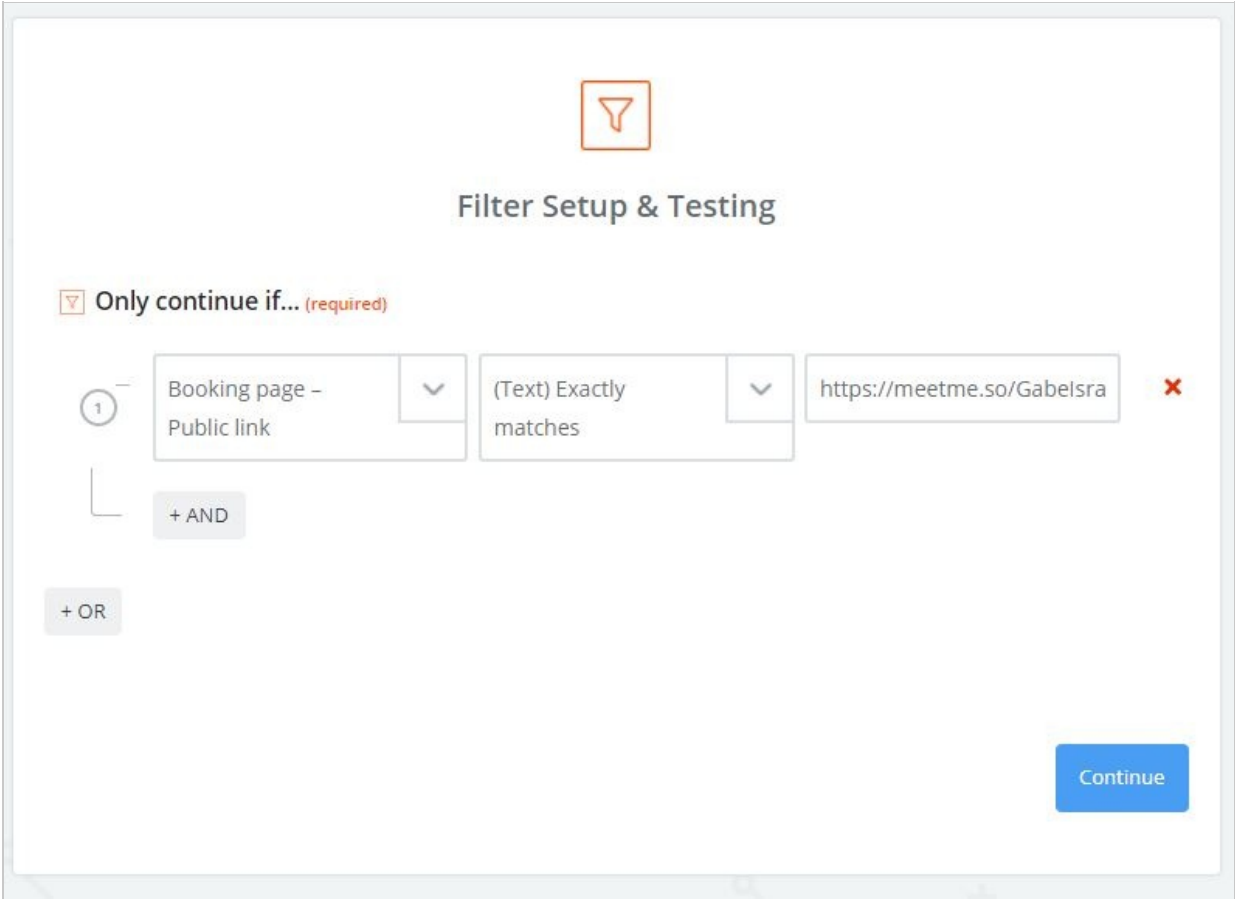


Figure 6: Filter setup

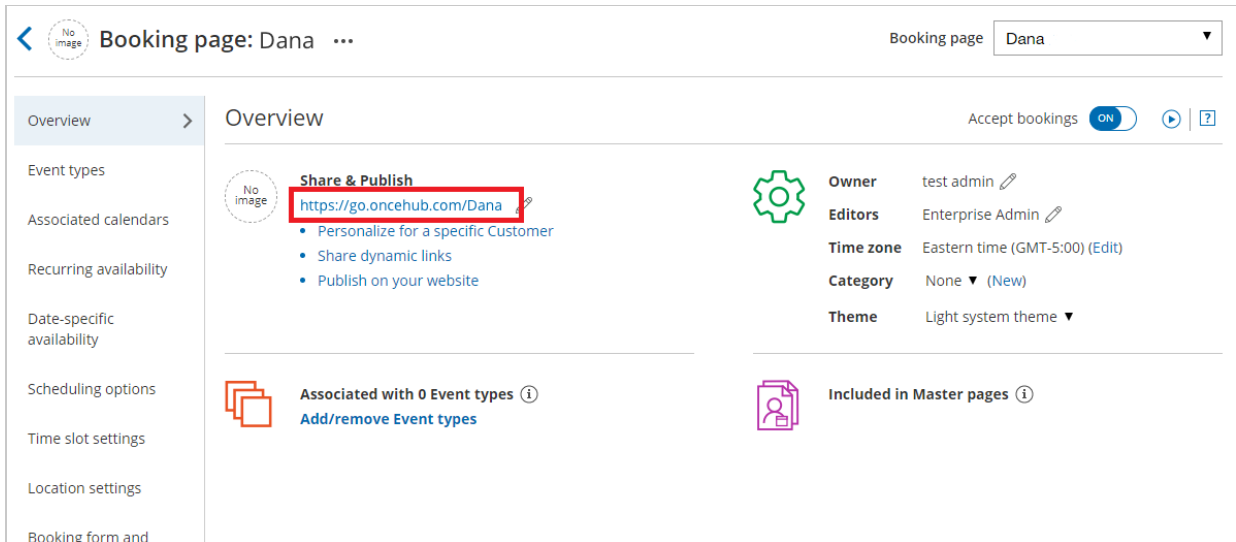


Figure 7: Overview section in the Booking page settings