

## Filtering the Activity stream

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Your [Activity stream](#) is a central hub where you can view and manage all your activities, sorted by the last updated date. These include Bookings, [Session packages](#), and Transactions.

There are four ways to filter the Activity stream: [Default filters](#), [Advanced filter options](#), [the Free text filter](#), or [Custom filters](#) which you create.

### Default filters

You can quickly filter your stream using ScheduleOnce's out-the-box [Default filters](#) to show **My upcoming meetings**, **My booking requests**, **My activity**, and **All activity**. (Figure 1).

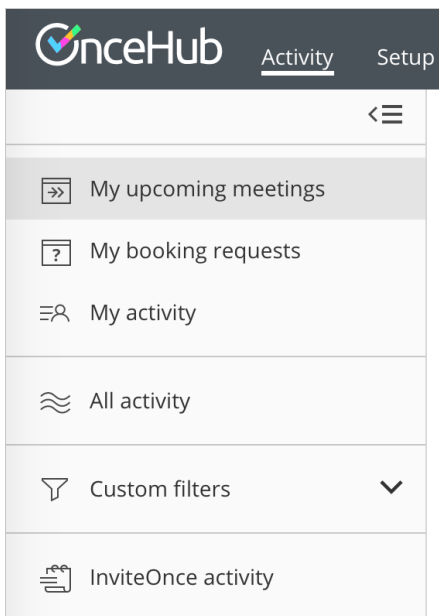


Figure 1: Default filters in the left sidebar

To use a Default filter, open the left sidebar and select it from the list. After you've selected your choice, the Activity stream will automatically update to show only relevant activities.

### Advanced filter options

[Advanced filter options](#) allow you to filter activities according to specific parameters. To view the list of parameters, click the filter box at the top of the Activity stream (Figure 1). You'll be presented with a list of [available filters](#) to choose from, including **My activity**, **Unread activities**, **Creation date**, **Last updated**, and **Activity type**. You can also access additional filter options by selecting **Bookings**, **Session packages**, or **Transactions**.

After you've selected a filter, you can further refine the results by selecting additional filters, or by using [the Free text filter](#).

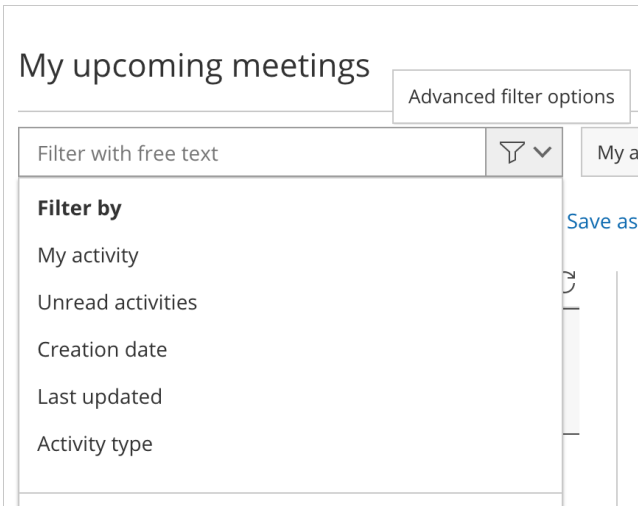


Figure 2: Advanced filter options box

## The Free text filter

The [Free text filter](#) allows you to find activities by typing in any information included in the activity details (Figure 3). For example, you could filter by using the name of a [Booking page Owner](#), a Customer's name, a Customer's email address, or an [Activity ID](#).

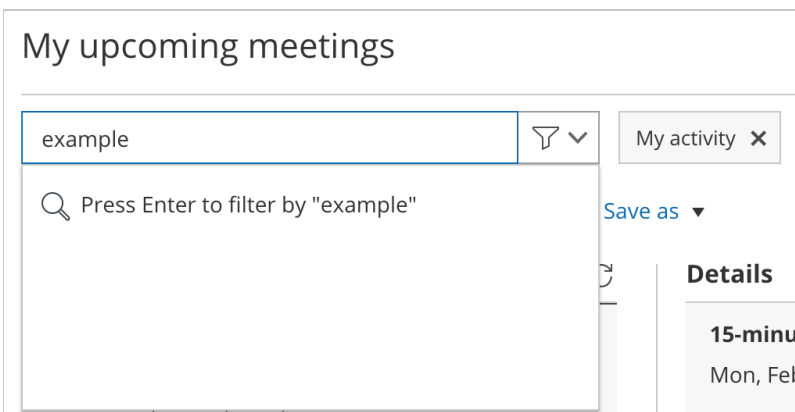


Figure 3: The Free text filter

Operators such as AND/OR can be used to refine your search. For example, you might want to look for two different activities based on [Booking IDs](#), or retrieve the bookings scheduled by two Customers. [Learn more about using operators with the Free text filter](#)

There is no limit to the number of Free text filters you can use to filter the Activity stream.

## Custom filters

You can also choose to save Custom filters that show specific activities that you may need to access often. There are a number of ways to create a Custom filter.

- Filter the Activity stream using the Free text filter, a collection of selected Advanced filter options, or both. Then, click **Save as**.
- Select a Default filter, then add additional Free text filters or Advanced filter options. Then, click **Save As** to create a new Custom filter.

- Edit an existing Custom filter by adding or removing filters, then click **Save**.

[Learn more about creating Custom filters](#)

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