

## Creating Custom filters

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If you often use a specific combination of filters to view activities in your [Activity stream](#), you can save the entire combination as a Custom filter for quick and convenient access.

Custom filters that you have created and saved will only show up in your account. They are not shared with other team members. When an activity is updated or a new activity is created, it will automatically be reflected in Custom filters if relevant.

In this article, you'll learn how to create Custom filters from the Activity stream.

### Possible filter combinations

Custom filters can be made up of any combination of [Advanced filter options](#), [Free text filters](#), and a [Default filter](#). Or, you can choose to save a single unique Free text filter as a Custom filter.

Using Custom filters enables you to have custom predefined views in your Activity stream. For example, you might want to quickly access all bookings created by a top prospect, or view all reassigned bookings.

#### Note :

Only one Default filter can be applied at a time, and only one Default filter can be saved as part of a Custom filter.

### Saving filters as a Custom filter

1. In the **Activity stream**, apply the [specific combination of filters](#) you require.
2. Then, click **Save as** (Figure 1).

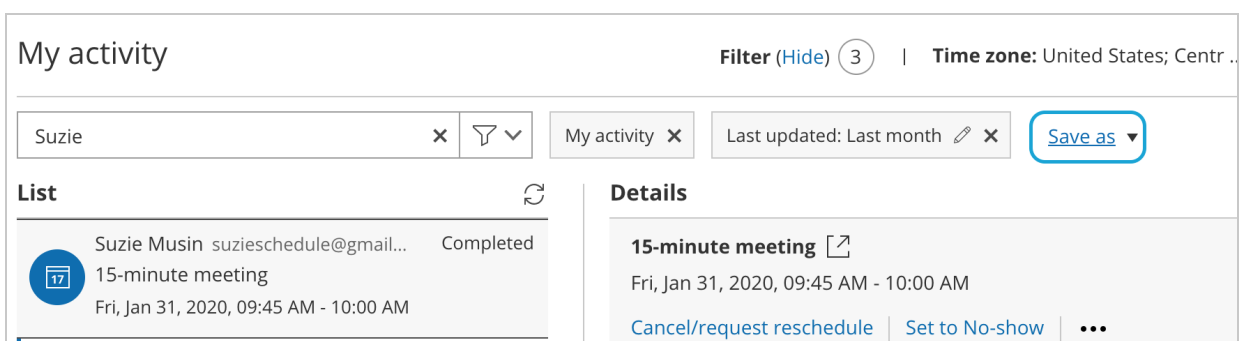


Figure 1: Click Save as to create a Custom filter

3. The **Save filter** pop-up appears. Enter a name for your Custom filter and click **Save new filter**.

### Accessing Custom filters

To access a saved Custom filter, open the left sidebar and select the saved filter from the **Custom filters** list (Figure 2).

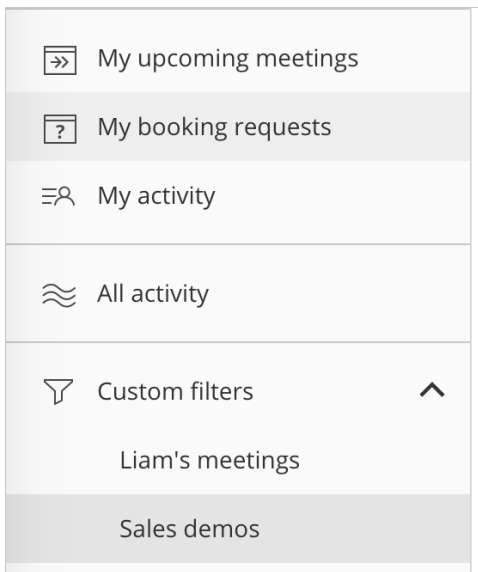


Figure 2: Access Custom filters

## Editing existing Custom filters

You can edit any existing Custom filter by following the steps below.

1. In **Custom filters** in the left sidebar, select the Custom filter you want to edit.
2. Then, add or remove the filters you require.
3. Click **Save** (Figure 3).

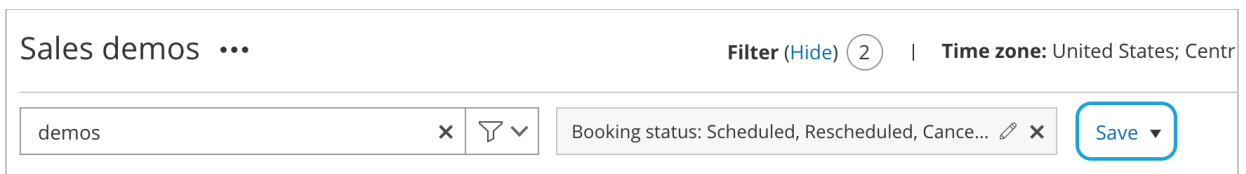


Figure 3: Click Save to save changes made to your Custom filter

4. If you want to save your adjusted filter as a new Custom filter, click the arrow next to **Save** and select **Save as**.
5. The **Save filter** pop-up appears. Enter a name for your Custom filter and click **Save new filter**.

You can also rename or delete any Custom filter. To do this, click action menu (three dots) next to the Custom filter name and select the relevant option from the menu (Figure 4).

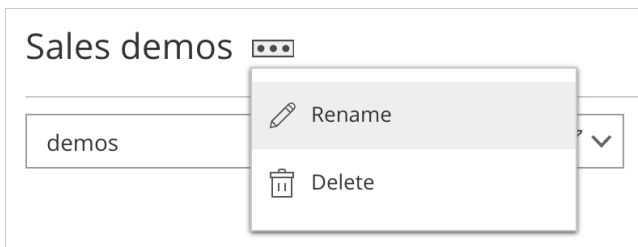


Figure 4: Rename or delete a Custom filter