Moving a Filter to a Different Filter Group

Requires

TARGETED SEARCH

Moving a Filter to a Different Filter Group

Prompt
Recategorizing an established filter.

Outcome
Although there is no direct way to move an existing filter into a different filter group, you can emulate this by deleting the filter from its original group and then recreating the filter in a different group.

Steps
Identify the filter you would like to move

Navigate to the Targeted Search Filters page and locate the filter you would like to move. Take note of both the filter's human-friendly name as well as its corresponding label.

It is especially important to remember the spelling of the label exactly as it appears here if any content on your site has already been labeled with it (i.e., if the value in the "Count" column is greater than zero).

Delete the filter

See Editing or Deleting Filters ORIGINAL if you need help.

Recreate the filter in a different filter group

Rebuild the filter in the filter group of your choosing, using the same filter name and label values you took note of before deleting the filter in the previous step. Refer to Creating Predefined Labels or Filters if you need help.

The value in the "Count" column for this new filter should match the previous filter's label count value, as long as the new label is spelled and formatted exactly like the previous one that was just deleted.

Note

Tip

Warning

Info

Related

- Creating Predefined Labels or Filters
- Editing or Deleting Filters
- Creating Filter Groups
- Preconfiguring a Search