Creating Filter Groups

Requires

TARGETED SEARCH

Creating Filter Groups

Prompt
Defining and configuring the groups that will hold all of your Targeted Search filters.

Outcome
As all Brikit Targeted Search filters are created and exist within filter groups, creating a filter group will be your first step toward defining a collection of custom filters or labels for use throughout your site.

Steps
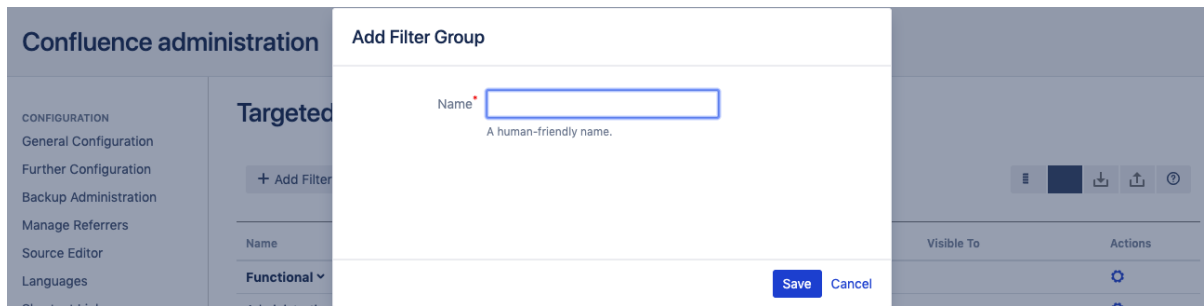**Think about what categories of filters or labels would be of help to your users.**

How should your filters/predefined labels be grouped together, both in the context of labeling content as well as filtering a list of search results? What kinds of categories would accurately and helpfully reflect the characteristics of the information on your site?

Another way to think about it: If you were to take each term in your site's taxonomy and ask, "What aspect of our organization does this word describe?", what concepts would emerge? How might your users want to filter search results? By team or project? Topic? Location?

An example could be an "Office Locations" filter group that will hold all of the predefined labels associated with an organization's different office locations. Content could then be labeled or tagged with filters belonging to this group (e.g., *Jupiter, Mars, Saturn, Venus*), which would then make it possible for users to narrow or broaden search results using the same filters (e.g., selecting the *Jupiter* filter on the Targeted Search advanced search page to only show pages that have the *jupiter* label.)

Create a filter group.

Navigate to the Targeted Search Filters page, click the **+Add Filter Group** button, and name the new group.

Configure the filter group.

- To populate this group with filters, see Creating Predefined Labels or Filters.
- To control where this filter group and its contents will appear on your site, see Setting Filter Group Visibility.
- To rename or remove this filter group, see Editing or Deleting Filter Groups.

Note

Tip

Warning

Info
Related

- Taxonomy
- Targeted Search Filters Page
- Targeted Search Advanced Search Page