

Importing and Exporting Search Filters

Requires

TARGETED SEARCH

Importing and Exporting Search Filters

Prompt

Upload or download a file containing all your Targeted Search filter groups, filters, and settings.

Outcome

If you are changing systems or simply creating a back-up of all your [Filter Groups](#) and [Filters](#), Targeted Search makes it easy to perform a simple export (and import) of all your filters.

Steps

Ensure you are a System Administrator

You must be a [system administrator](#) in order to access the Targeted Search 'back-end' Search Filters page where importing, exporting, and filter management is done.

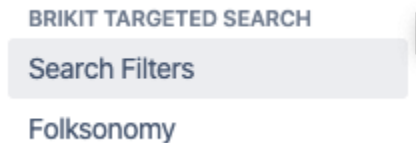
Navigate to the [Search Filters](#) page

There are two ways to access the Targeted Search Filters page.

- a. Navigate via the [Confluence Administration menu](#):

[Confluence header](#) Gear icon  [General Configuration](#) [Search Filters](#)

Located in the left-column sidebar, under **Brikit Targeted Search**



- b. Direct URL:

<your [Confluence base URL](#)>/plugins/targetedsearch/settings/configurefilters.action

To Import

Click the "Import Filters" button in the top tray of icons towards right-side of page.



You will be prompted to select the appropriate tab-delimited text (.tsv) file from your hard drive. The file does not need to be named `targeted-search-settings.tsv` but it must contain the correct headings and values in a tab-delimited format. Select the file and click 'Open'.

Please heed the warning below. Any previous filters and filter groups (and their settings) will be overwritten.

To Export

Click the "Export Filters" button in the top tray of icons towards right-side of page.



A tab-delimited text file called `targeted-search-settings.tsv` will be saved to your computer.

Note

Tip

Warning



Overwrite Settings

When importing, Targeted Search replaces all previous filter groups and filters in the system.

Info

Related

- [Targeted Search Filters Page](#)
- [Creating Filter Groups](#)
- [Editing or Deleting Filters](#)