Prioritize Display of a Filter Group or Filter

Requires Targeted search

Prioritize Display of a Filter Group or Filter

Prompt

Ensure that a filter group or filter shows at the beginning of a list.

Outcome

Edit a filter group or filter and select "promoted" to ensure it shows at the top of the list in your label application window or search panel.

Steps

Navigate to the Targeted Search Filters page

Confluence Gear Icon 💭 > General Configuration > "Brikit Targeted Search" > Search Filters

Edit the filter group or filter

Click the blue gear icon to the right of the filter group or filter you would like to promote. If clicking on a filter group, select "Edit filter category"; if a filter, select "Edit filter".

CONFIGURATION General Configuration	Targeted Search Filters							
Further Configuration Backup Administration	+ Add Filter C	er C Edit Filter Category						± ±
Source Editor	Name					Count	Visible To	Actions
Shortcut Links	Actions ~	Name	IT Group A human-friendly name.					0
External Gadgets	All	Label Prefix Promoted				1		0
Global Templates and Blueprints	News \ Blog		Wevercase alphanumeric characters and underscores (no spaces) to be prepended to filter labels.	es) to be	5		0	
Recommended Updates	Operations New					6		0
Email Mail Septers	Animals >							0
User Macros	IT Group ~							0
In-app Notifications	How To			Save	Cancel	2		0
Spam Prevention	IT News			itnews		3		0
PDF Export Language Support	Research Themes >							0
Configure Code Macro	Topic ~							0
Office Connector	Award & Grant Deadlines	5		award_gram	_deadlines	2		0
WebDAV Configuration	Official >		official					0
BRIKIT TARGETED SEARCH	Unofficial >		unofficial					0
Search Filters	Events			events		3		0
Folksonomy	Executive Update			executive_u	pdate	2		0
Configure	External Conferences			external_co	nferences	2		0

Check the "Promoted" box

Then click "Save" to exit the edit window. The filter group or filter is now prioritized for display. All of the remaining filters are accessible by clicking the "More Categories" button.



Promoted filter groups and filters take precedence over all other filter groups and filters when they are displayed in the search panel and label application window. If you have more than one filter group or filter checked with "promoted", then these are displayed in alphabetical order.

However, if you want to completely control the order in which filter groups are displayed, use the steps below.

Navigate to the Targeted Search Configuration page

Confluence Gear Icon 🔍 > General Configuration > "Brikit Targeted Search" > Configure

Edit the "Filter Category Order"

Click the pencil to edit this configuration option

Enter the names of the filter groups in the order to be displayed

The order of the names will correspond to how they are displayed. Click save and you are done. Note that any filter groups not entered will be accessible by the user by clicking "More Categories" or "Show More", depending on the interface.

Note

Tip

Warning

Info Related

- Promoted Filter Groups and Filters
- Creating Predefined Labels or Filters
- Promoting a Folksonomy Label into the Taxonomy