

Creating and Using a Filter Subcategories

Requires

TARGETED SEARCH

Creating and Using a Filter Subcategories

Prompt

Use filter subcategories to organize long lists of filters and ease browsing.

Outcome

Filters, filter groups, and filter subcategories can be used to represent naturally hierarchical filter sets, such as geographic regions, scientific taxons, and product version lists.

Steps

Create a filter group

Start with a **filter group** named with the broadest term to describe the set of filters within. This term will be the heading on display for all the filters that come under it, so it should be clear and distinct from other filter groups.

Optionally, add a filter prefix

A **filter prefix** can help organize filter label names (as opposed to the human-readable name). They also disambiguate filters used in other filter groups that have the same name but different meanings.

Create a 'parent' filter

The next 'level' down is a [filter](#). This filter acts as a "parent filter" that describes what subcategories and filters will come 'below' it. Additionally, this filter will be automatically applied to content whenever one of its lower level filters is applied, this ensures that 'parent filters' act as the broadest bucket of content and each level should retrieve narrower and narrower result sets.

Create a subcategory

To do so, click on the gear icon to the right of the filter and select "Add Subcategory". Like a filter group, you add a name and an optional filter prefix.

Add filters

Add as many filters as makes sense within this subcategory. If need be, create additional subcategories and filters by repeating the steps above. There is no limit to the number of nested levels.

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Create

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Backup Administration

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External Gadgets

Global Templates and Blueprints

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Email

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User Macros

In-app Notifications

Hipchat Integration

Spam Prevention

PDF Export Language Support

Configure Code Macro

BKMT TARGETED SEARCH

Search Filters

Folksonomy

Targeted Search Filters

+ Add Filter Category Collapse All Expand All

NamePromotedLabel ComponentsConfluence LabelCountVisible ToActions

Location ✓geo

Africaafricageo_africa0

EAC ✓eac

Kenyakenyaeac_kenya0

Rwanda✓rwandaeac_rwanda0

Ugandaugandaeac_uganda0

Americasamericageo_americas0

NorthAmerica ✓amer

Canadacanadaamer_canada0

Mexicomexicoamer_mexico0

USAusaamer_usa0

SouthAmerica ✓amer

Argentinaargentinaamer_argentina0

Brazilbrazilamer_brazil0

afrikaneaneo_afrikaneeo_afrikaneeo_afrikaneeo_afrika

Open the Search Panel

You will now see these filter groups, filters, and filter subcategories reflected in the search panel (see screenshot below), [label application window](#), and [inter active search macro](#).

Filters

EXPAND ALLCOLLAPSE ALL

Labels

Spaces

Result Type

Last modified

Contributor

Location

Africa

EAC

Kenya

Rwanda

Uganda

Americas

NorthAmerica

Canada

Mexico

USA

LESS FILTERS

SouthAmerica

Argentina

Brazil

AsiaPacific

MORE CATEGORIES

Search

CLEAR ALL

Search Tips

1. Search your recently viewed pages

2. Searching with terms:

"human resources"

has the exact phrase human resources

human resources

has the phrase human resources

human AND resources

has both of the terms human and resources

human OR resources

has at least one of the terms human or resources

human NOT resources

has the term human but not resources

title:human resources

has human resources in the title

hum*

matches human and hummingbird

human~

matches words spelled similarly to human

3. Searching with labels:

Default

has at least one label from each of the selected categories

All

has all selected labels

Any

has any selected label

Label your content

Now you can start labeling pages, blogposts, and attachments using these filters. You can also use any of these filters as a [cascading filter](#) to automatically apply it to a page and all of its child pages.

Note

Tip

Warning

Info

Related

- [Creating Predefined Labels or Filters](#)
- [Creating Filter Groups](#)
- [Applying and Removing Cascaded Filters](#)