

# 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.

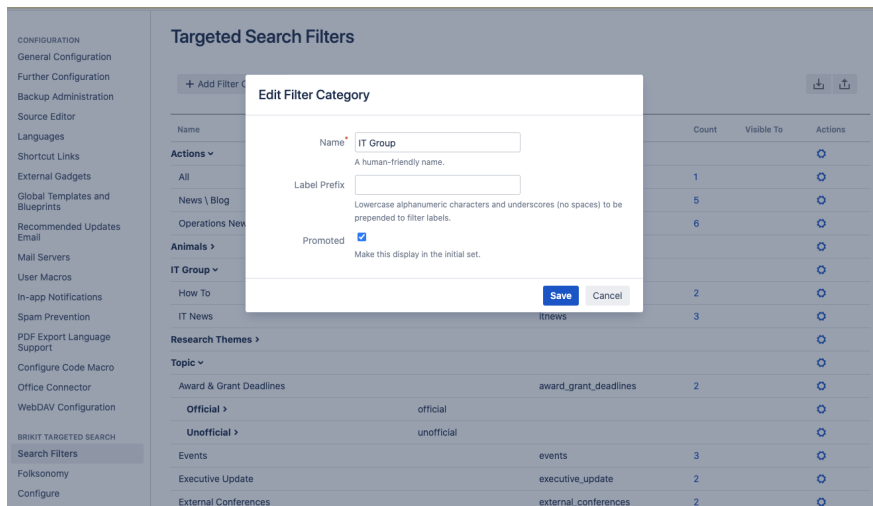
## Steps

### Navigate to the Targeted Search Filters page

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

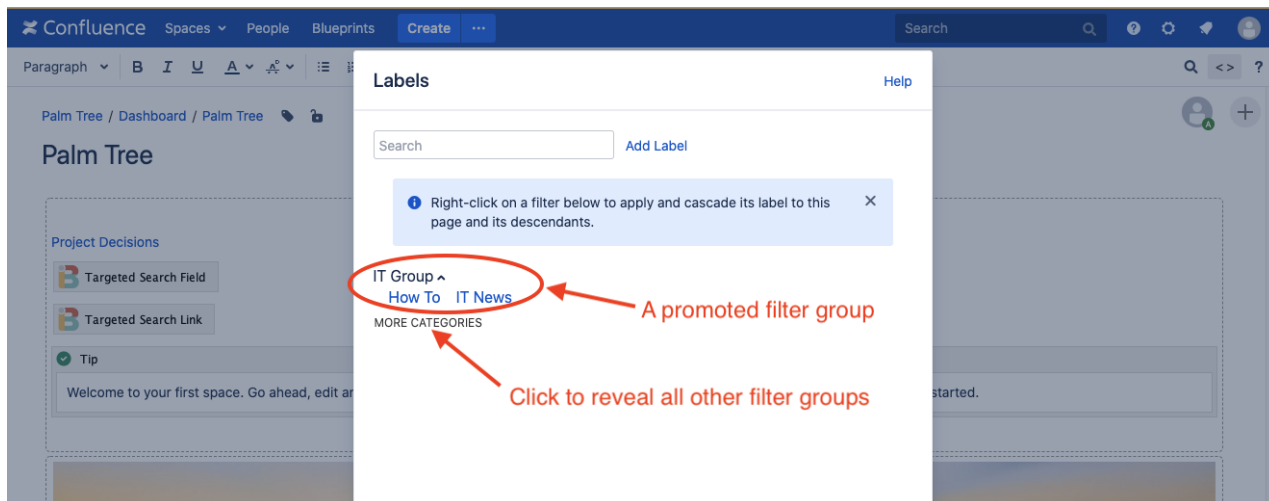
### Edit the filter group or filter

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".



### 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](#)