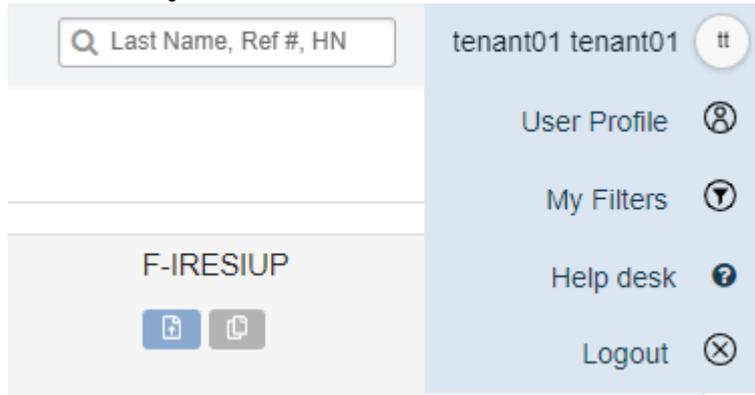


## How do I add a filter?

Rachel Carmickle - 2023-02-08 - [eRequest](#)

1. Navigate to your profile menu at the top right corner of eRequest

2. Select **My Filters**



3. Select **Add Filter**

The header for the 'User Filters' page, featuring a green circular icon with three horizontal lines and the text 'User Filters'.

Create and edit custom user filters

[+ Add Filter](#)

4.

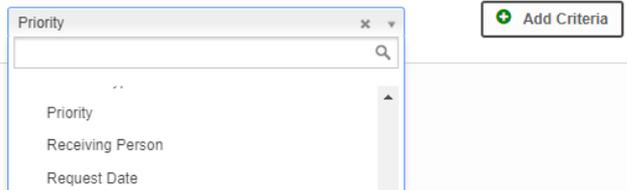
Create a Filter Name and select Criteria from the drop-down menu

The header for the 'User Filters' page, featuring a green circular icon with three horizontal lines and the text 'User Filters'.

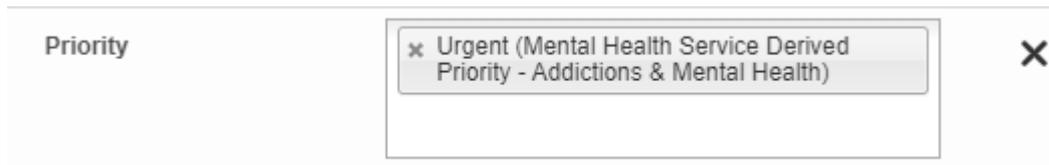
Create user filters by adding a name and filter conditions.

**Filter Name:**

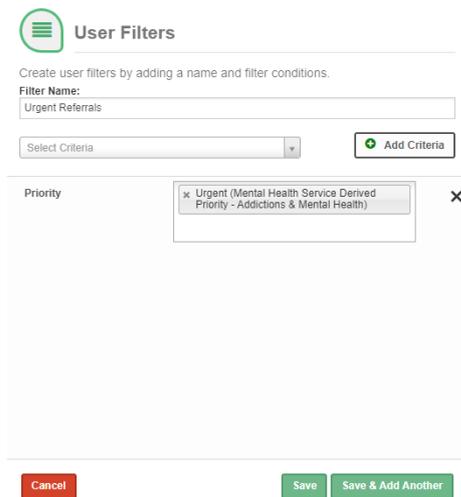
Urgent Referrals



5. Click Add Criteria, and in the box that appears below search for the specific criteria you wish to filter by and click it to select:



6. Then when ready click save or if you would like to create another filter click **Save & Add Another**



7. To turn on any of your user filters, select it from the Select Filter dropdown from any list view.

