

You now have the convenience of saving all of your filters on your calendar and grid views!

Follow the steps below to learn how to use this feature!

1. Apply the correct filters to your calendar or grid view, and when finished click **Save filter** at the bottom of the form:

Filter Filter X Search

### Configure Filter X

**Assigned to**  
Not filtered ▼

**Building**  
 Elementary School  High School  
 Middle School

**Custom fields**  
 Description  Number of passengers  
 Number of vehicles  Resolution

**Module**  
 Maintenance request  Planned maintenance  
 Transportation request

**Ownership**  
 Following  Internal  
 Mine  Outsourced

**Request type**  
Not filtered ▼

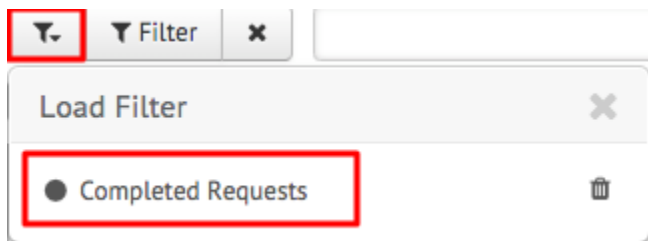
**Resource/location**  
Not filtered ▼

**Status**  
Completed X ▼

2. Name your Filter and click the check mark to save:



3. Once you have saved a filter, it will appear in your saved filter list:



You can save as many filter sets as you would like!