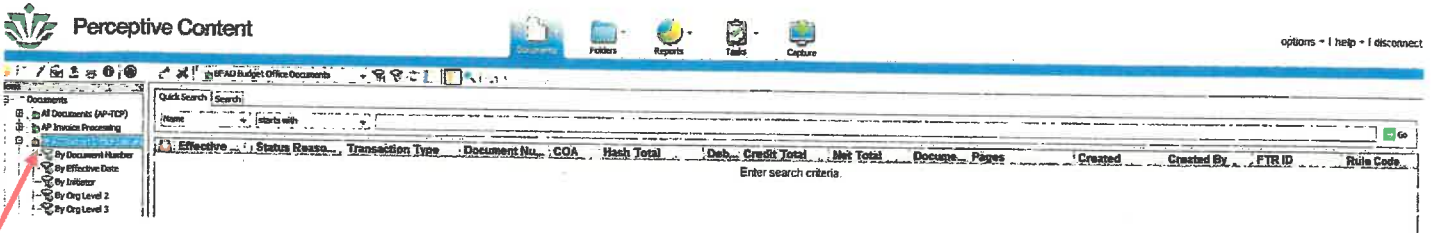
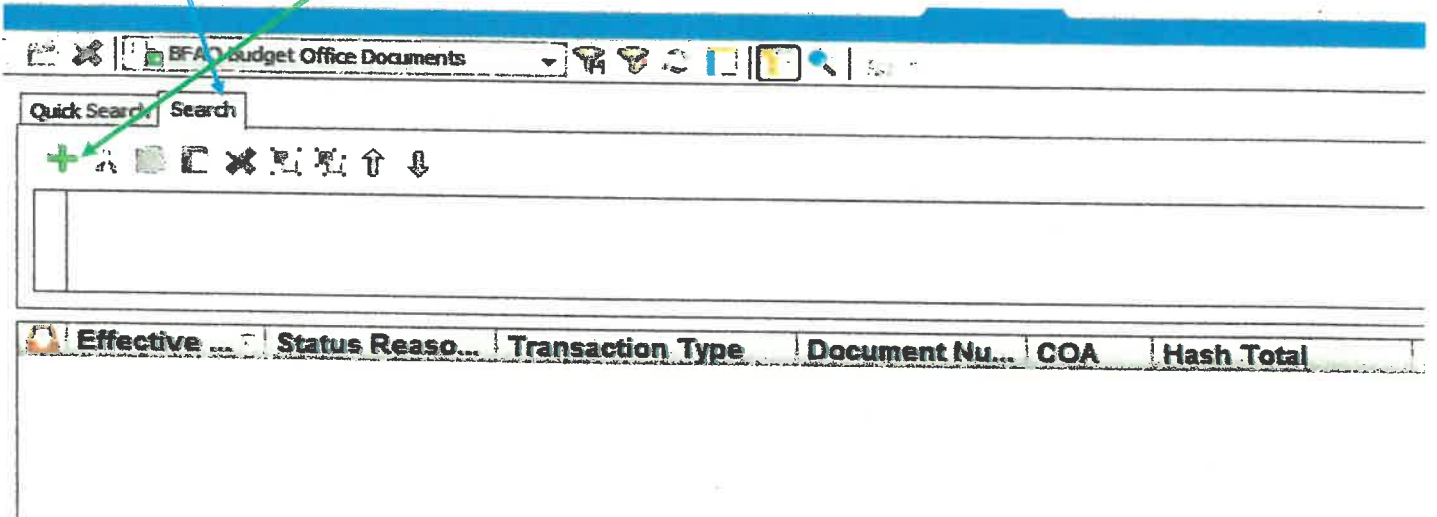


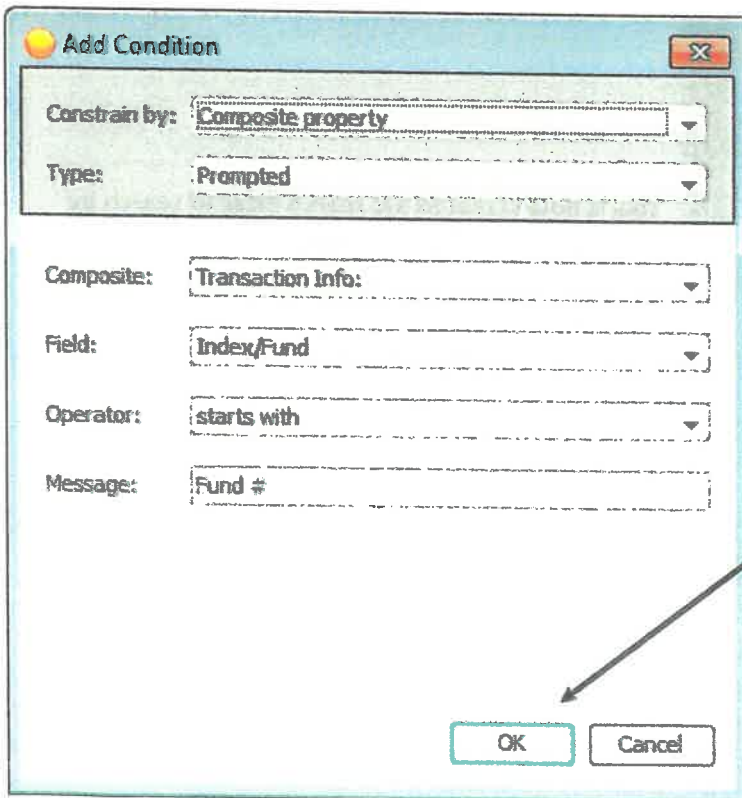
1) To create a new search filter, go to the option for which you want to create a search filter for.



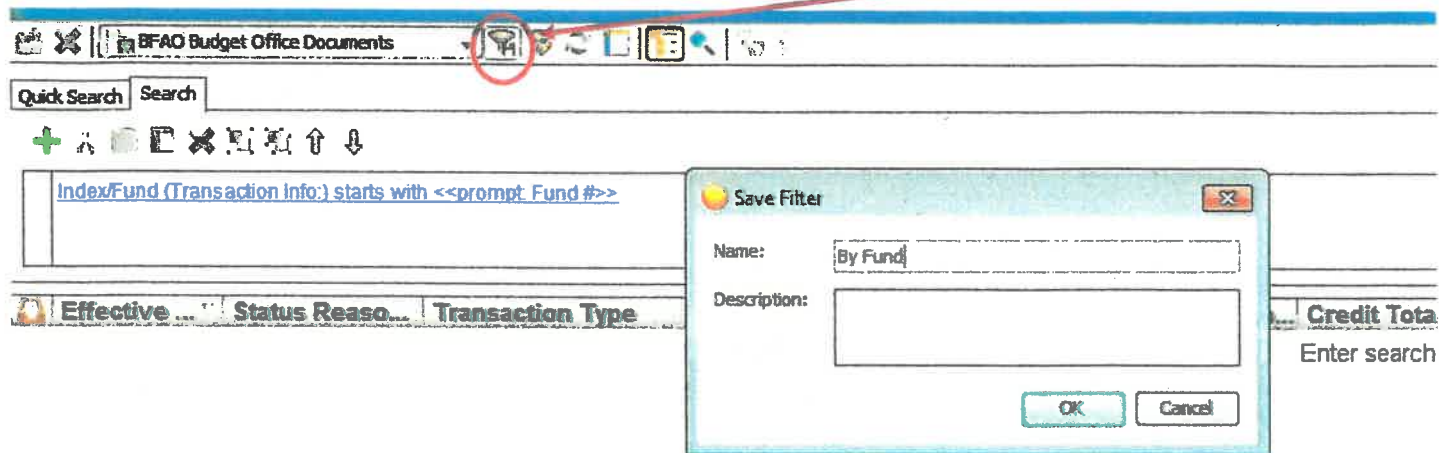
2) Click on **Search** and then on **+** to generate a dialogue box.



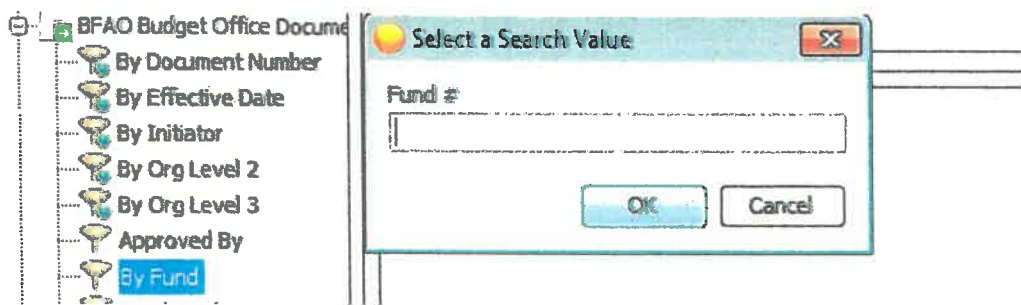
3) Change the drop-down boxes to match the picture. "Message" is the prompt that you are given when you click on your filter, you can have it say anything you want (Fund Number, Fund #, Fund No., etc.) When you are done, click "OK."



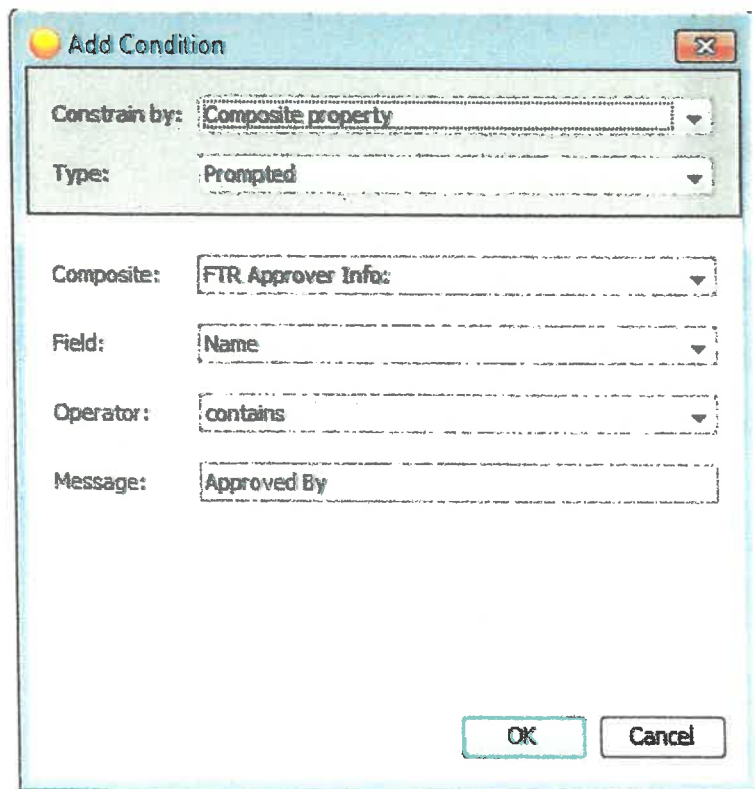
4) The search function is now written out in the space below. In order to save this filter click on the "Save Filter" button. Save your filter using a name that you will recognize. No description is necessary.



5) Upon pressing okay, your brand new search filter will pop up on the left and a dialog box will pop up automatically so you can test out your new filter.



Use steps 1 and 2 to create new filters. I personally added a filter to search by the approver of a document. I would be happy to answer any questions and if you need any help creating specific filters, please let me know!



This is how I created my search filter to search by the approver of the document.