

Create a search filter

🌐 Language: [Deutsch](#) · [English](#)

🔧 Create a search filter

Save frequently used search criteria as a personal search filter and reuse them.

HOW-TO

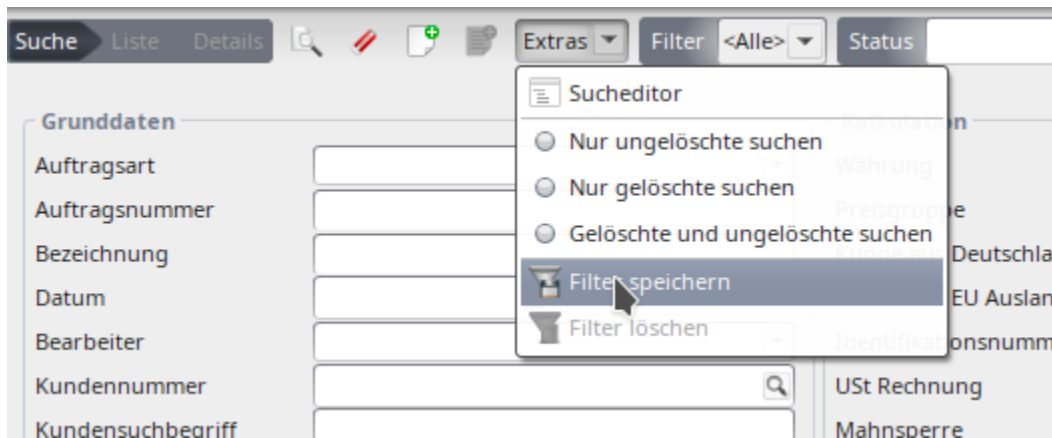
USER

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APPLIES TO NUCLOS 4.2026.X

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Search filter in the search form.

Create

1. Enter search criteria in the search form or editor.
2. Save via the save button (or *Extras* *Save filter*).
3. The filter appears in the combo box and can be reused.
4. Run the search via **Start search**.



Tip

From Nuclos 4.0 you can assign custom result-list views (column settings) to a filter.

Change & delete

Select a filter in the combo box, adjust criteria and save again – or remove it via the delete button.

Related pages

🔍 Search form

Enter criteria.

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🔧 Search editor

Complex formulas.

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