

Search filters

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

Search filters

Manage and authorize search filters – default filters, buttons, validity, editability and mandatory filters.

REFERENZ

ADMINISTRATOR

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APPLIES TO NUCLOS 4.2026.X

On this page

- [Management](#)
- [Permissions](#)
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Menu *Administration* *Search filters*. Here all saved search filters are managed and assigned to users or [user groups](#).

Management

Per filter: **name**, **description**, **business object** and the **search criterion** defined at creation. Further options:

- **Enabled by default**: the filter runs automatically for assigned users when the result list opens.
- **Button with icon**: also show the filter as a button above the result list.

Permissions

In the subforms you can assign users/groups:

- **Valid from/to**: availability period.
- **Editable?**: allows saving changes (groups do not allow editing by default – user rights take precedence).
- **Mandatory filter?**: always additionally applied with AND (even without an own search condition; several mandatory filters combined with AND). *Does not apply to super users.*



Re-initialize the client

For changed search filter settings to take effect, the client must be **re-initialized**.

Related pages



Search filters in task lists

Task list.

[Open](#)



User groups

Rights.

[Open](#)