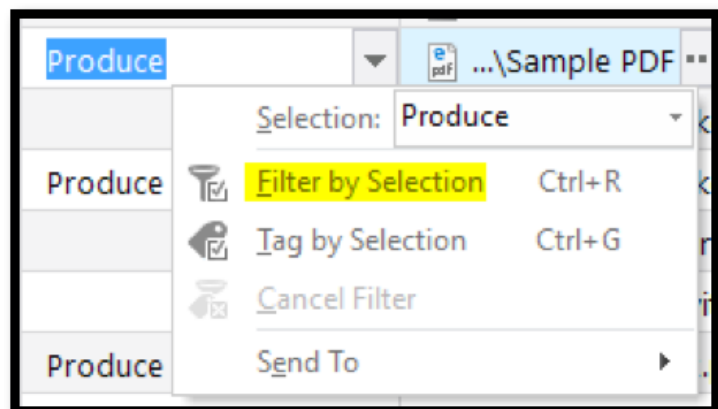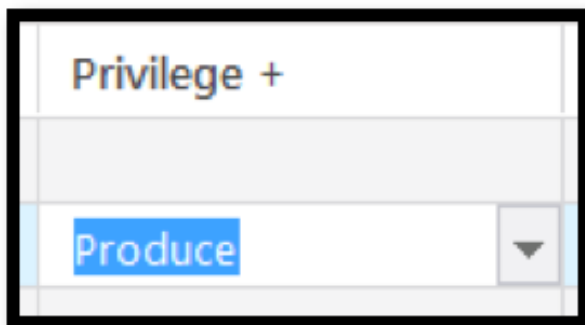# CASEMAP

Creating a Saved Filter in CaseMap

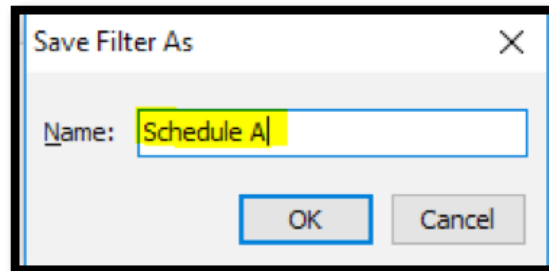Follow these simple steps to create a saved filter in CaseMap.

1. First, highlight the criterion by which you would like to filter your spreadsheet, then right-click and select Filter by Selection.

2. The spreadsheet records will now be filtered so that only those matching that criterion are visible. To save the filter, click the Save button on the right-hand side of the screen.

3. Enter a name for the filter in the Name box, and click OK.

4. Your filter is now saved and can be accessed from the Home tab. Click the Sort & Filter button and choose your saved filter from the My Saved Filters menu.