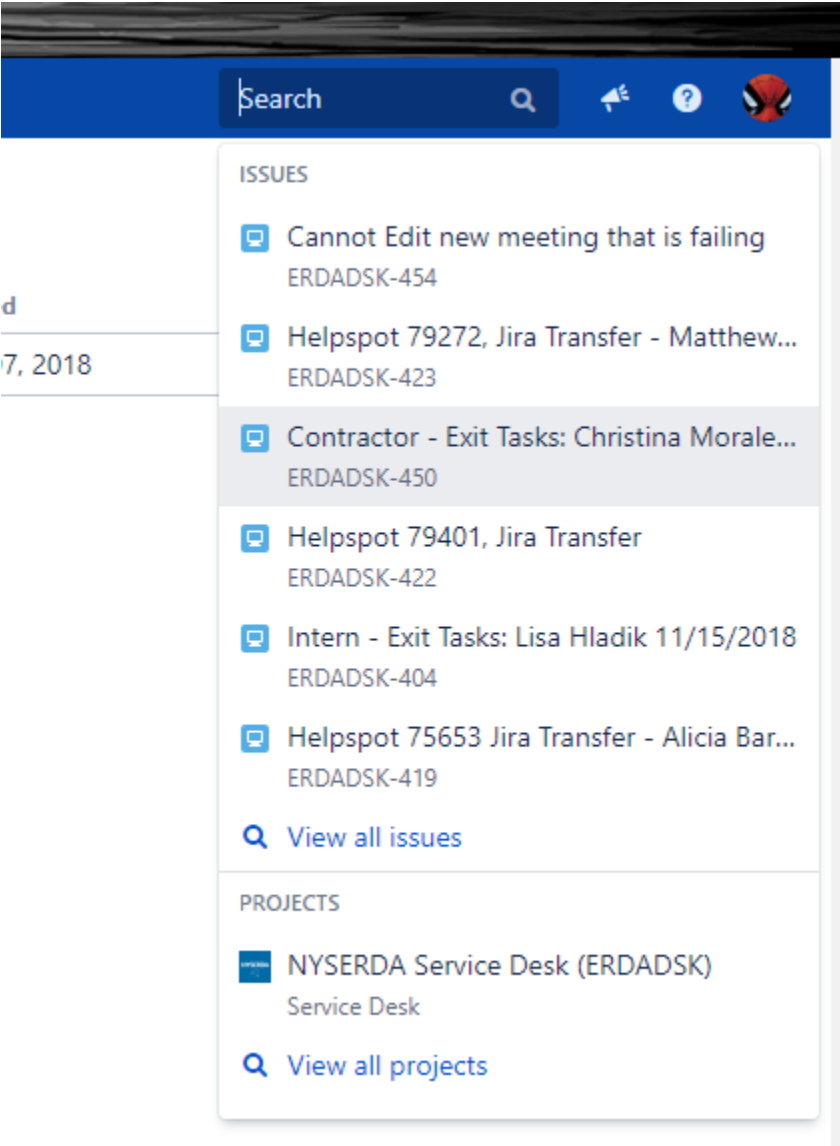# Jira Service Desk: Adding a Saved Filter

Jira Service Desk: Adding a Saved Filter

You can create and save custom filters when searching for tickets. As these are a function of the search feature, you can access them from the search window.

1   Click on search in top right corner.

2   In the search window click on **View all Issues.**

3   At this point you can define a custom search.

4   You can select multiple parameters in each field.

5   You can also add more fields under the more dropdown.

6   Finally, when you are done with your filter you have the option to save and name it.