NOTION HOW-TO

How to filter by two properties

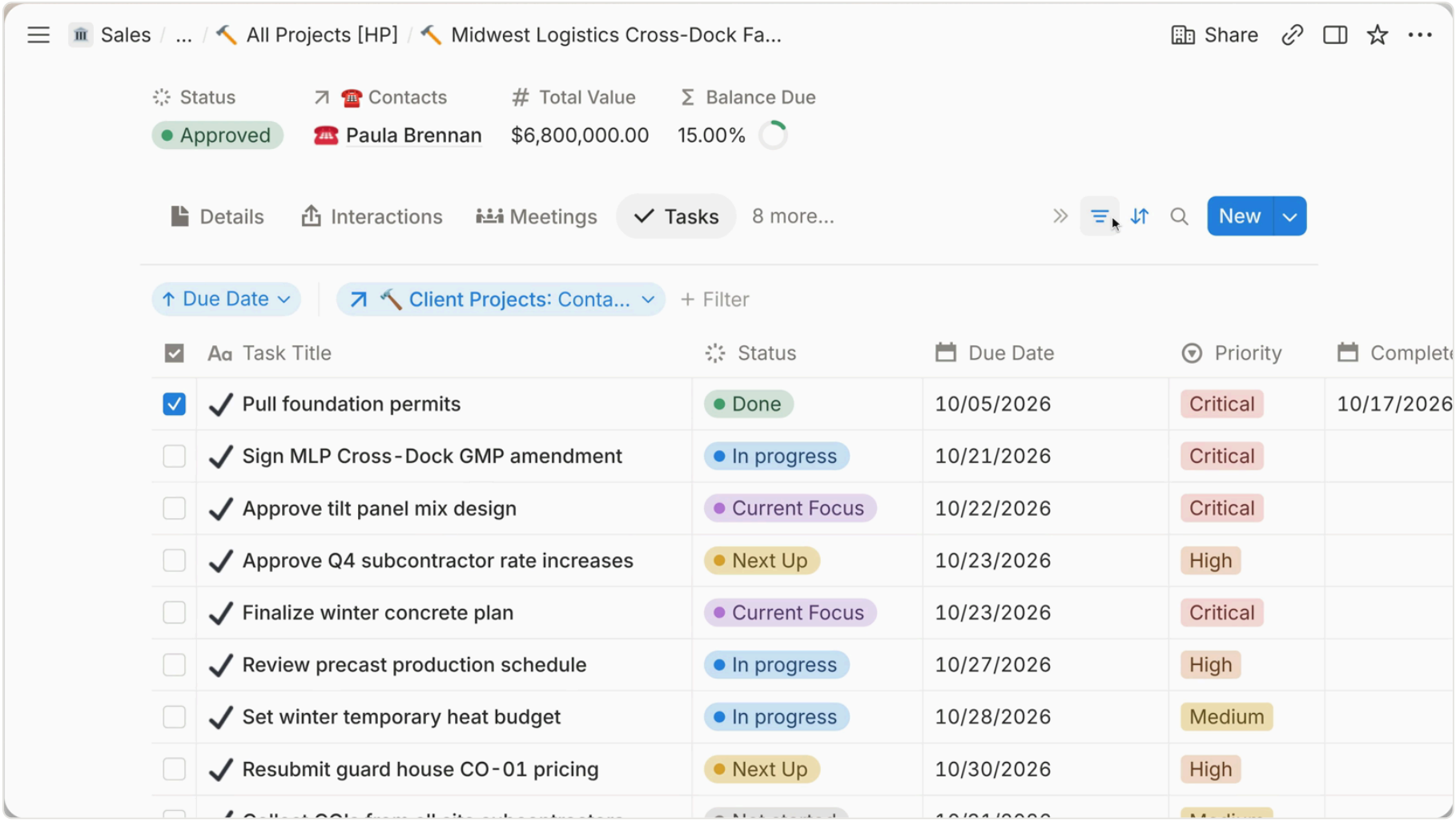
1. Click the funnel to open the filters
2. Click + Filter
3. Type Status and choose it
4. Tick In progress
5. Click + Filter
6. Type Priority and choose it
7. Add a second filter: type High, press Enter

7 steps. Watch the video or a step's GIF for the motion; this guide holds each step's result.

Step 1 of 7

Click the funnel to open the filters

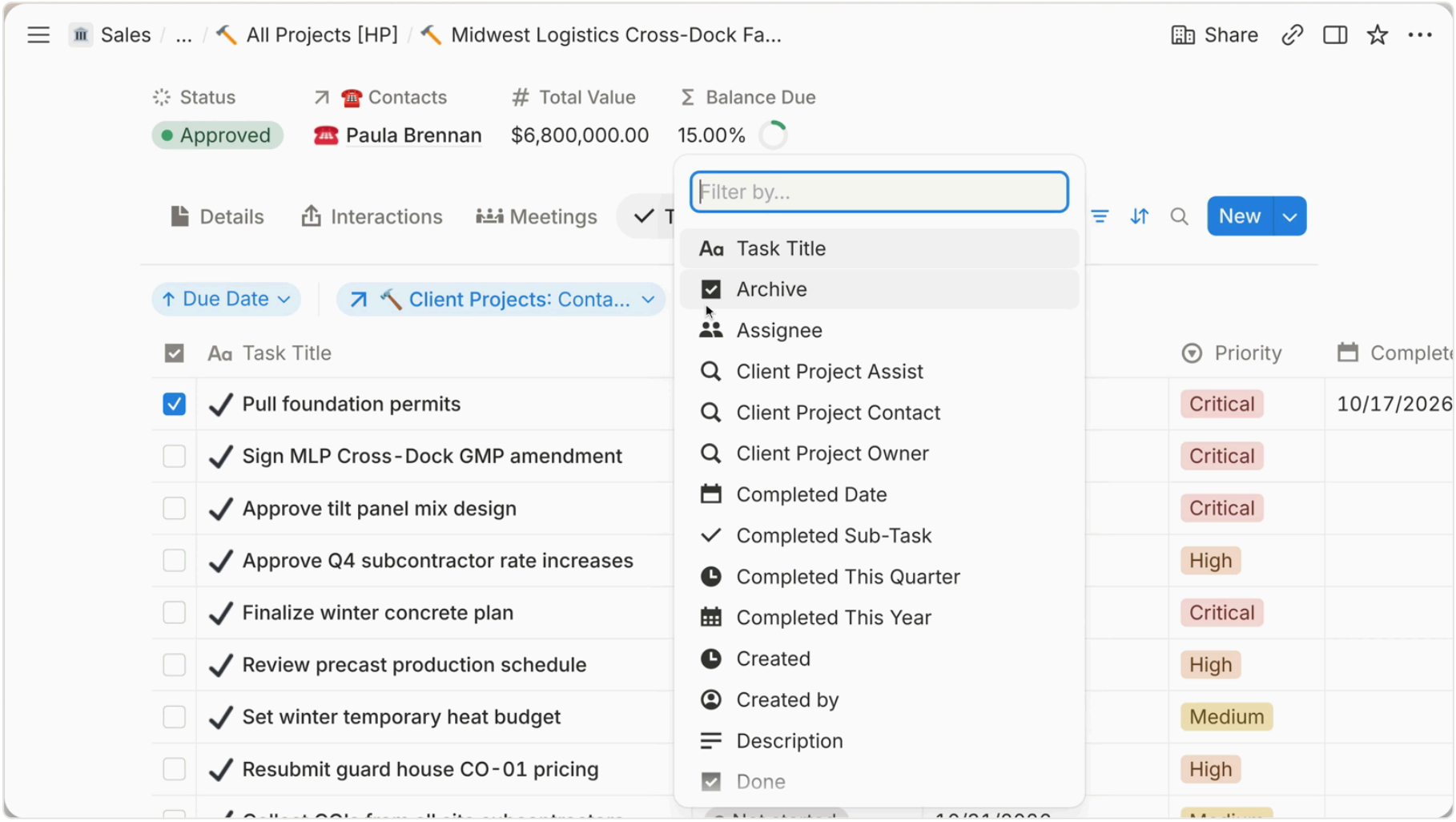
The filter bar opens under the view tabs.



Step 2 of 7

Click + Filter

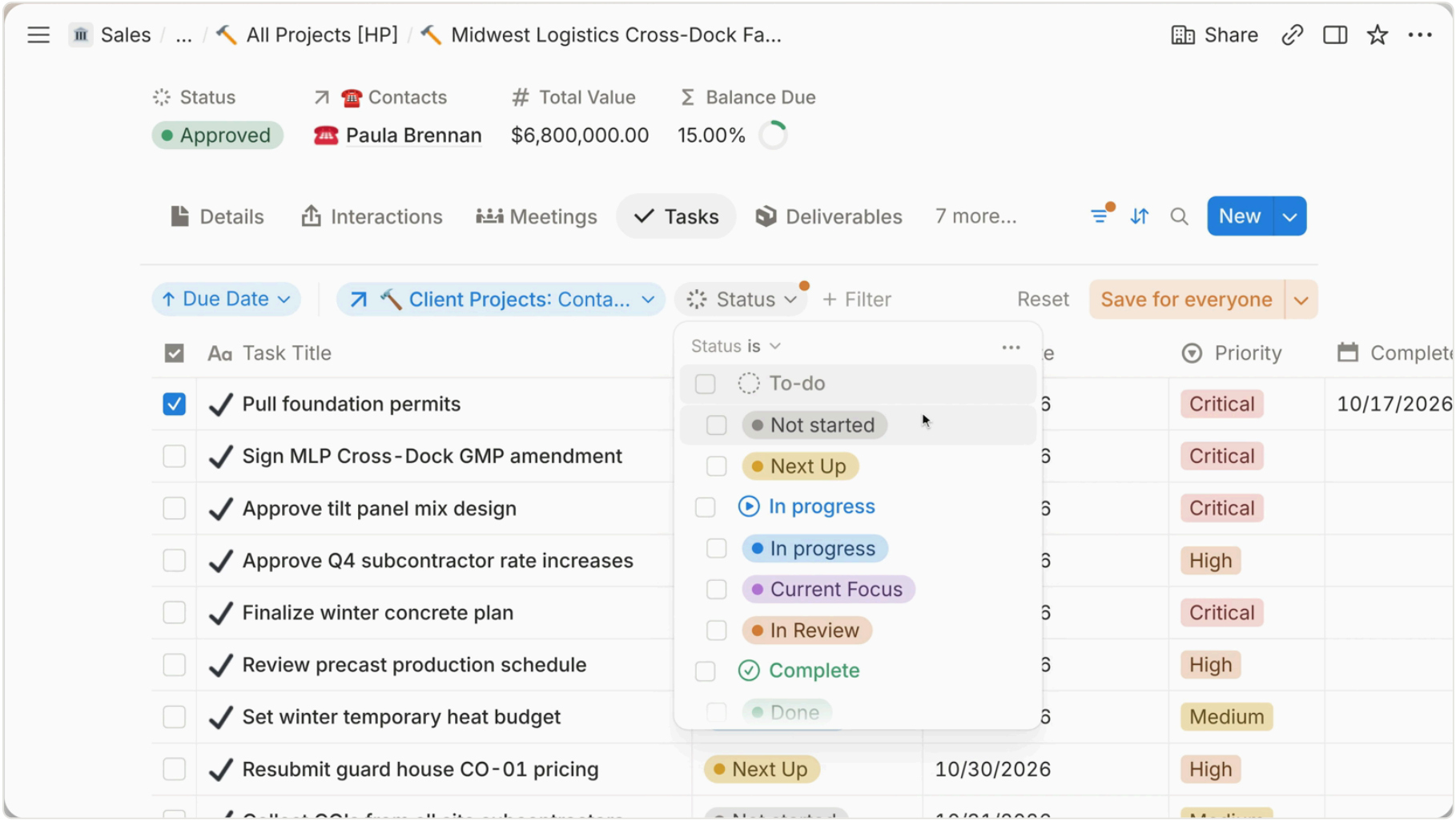
A list of the database's properties opens.



Step 3 of 7

Type Status and choose it

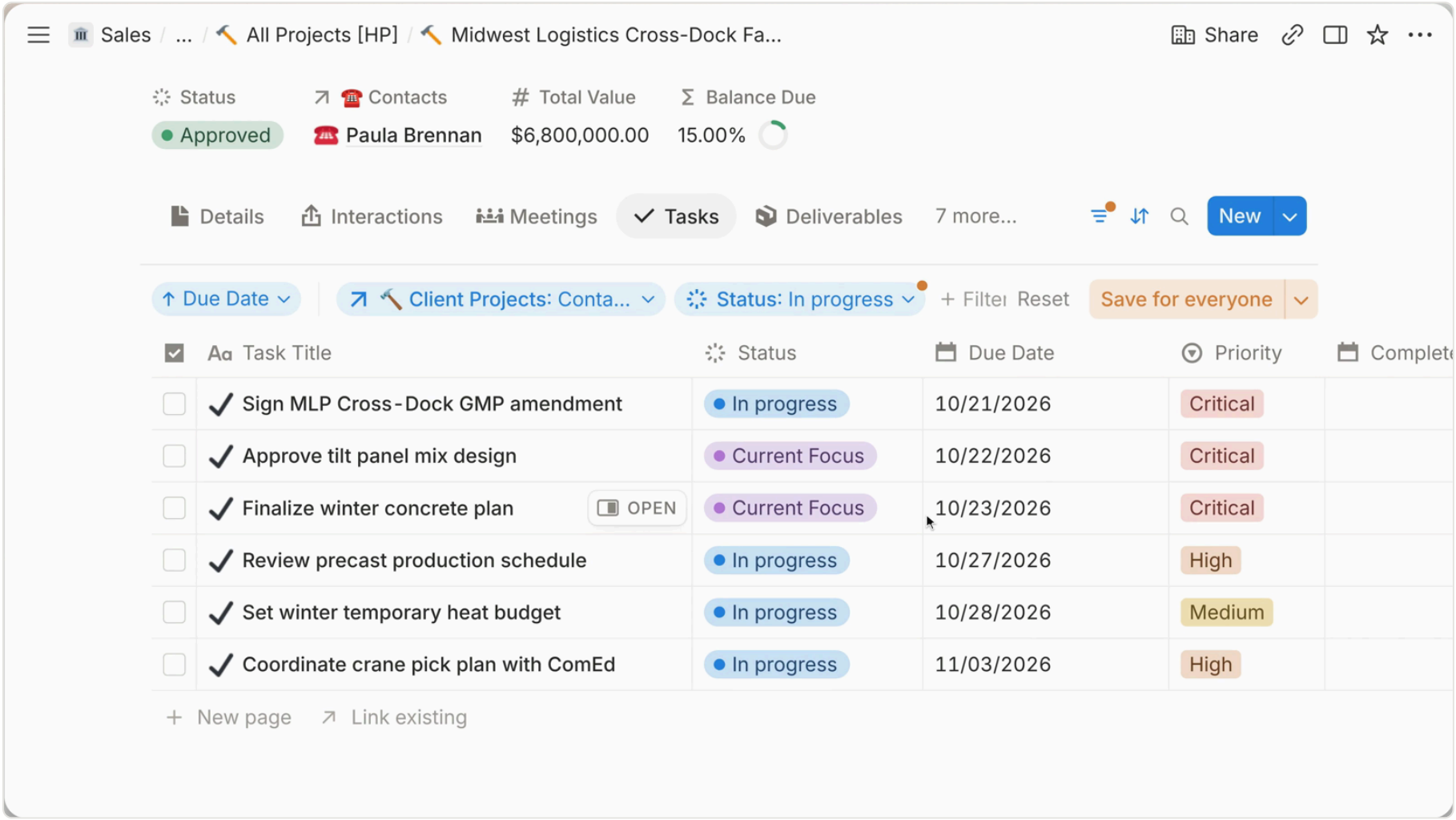
The Status options appear as a checklist.



Step 4 of 7

Tick In progress

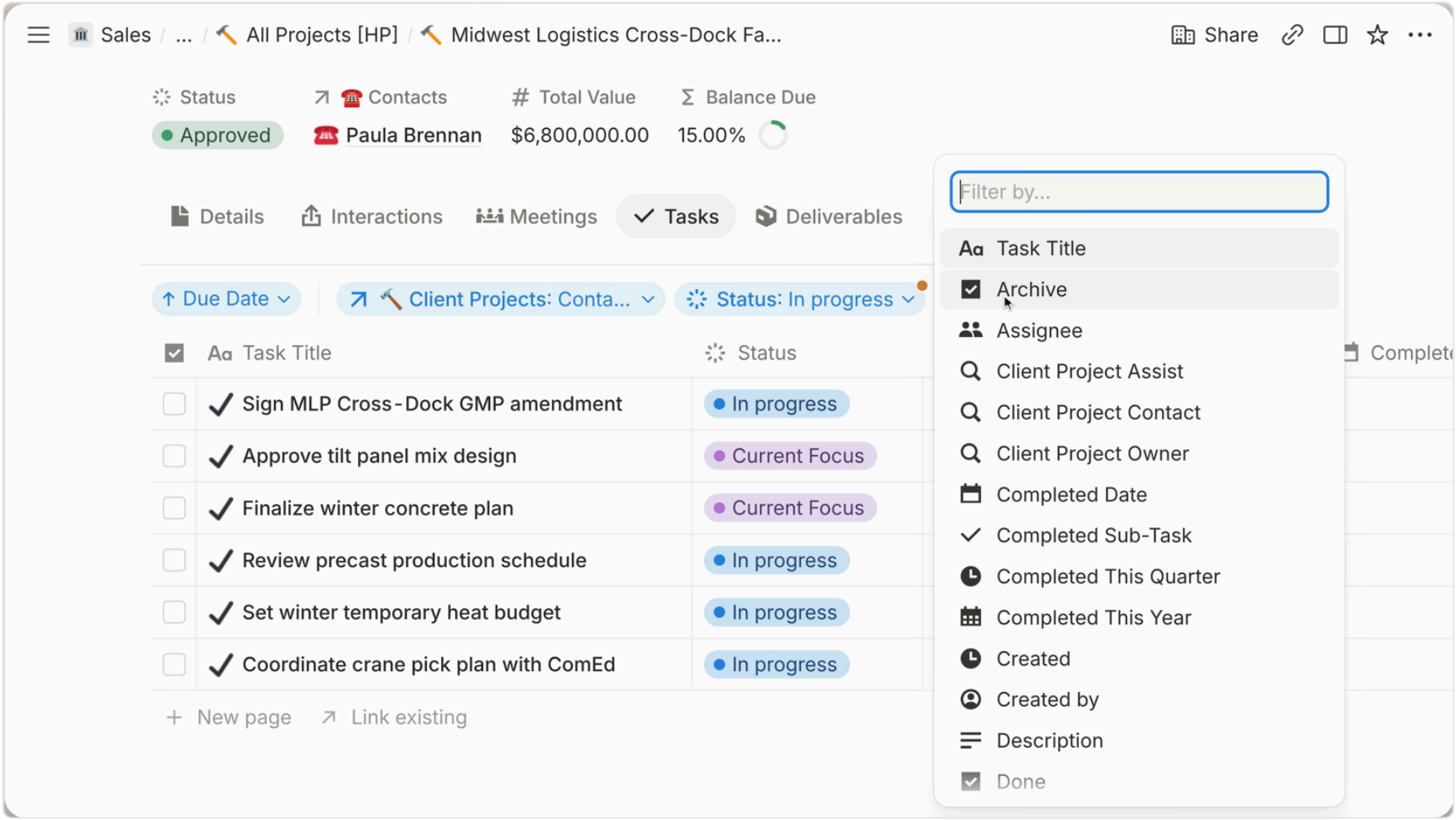
Only tasks in progress stay.



Step 5 of 7

Click + Filter

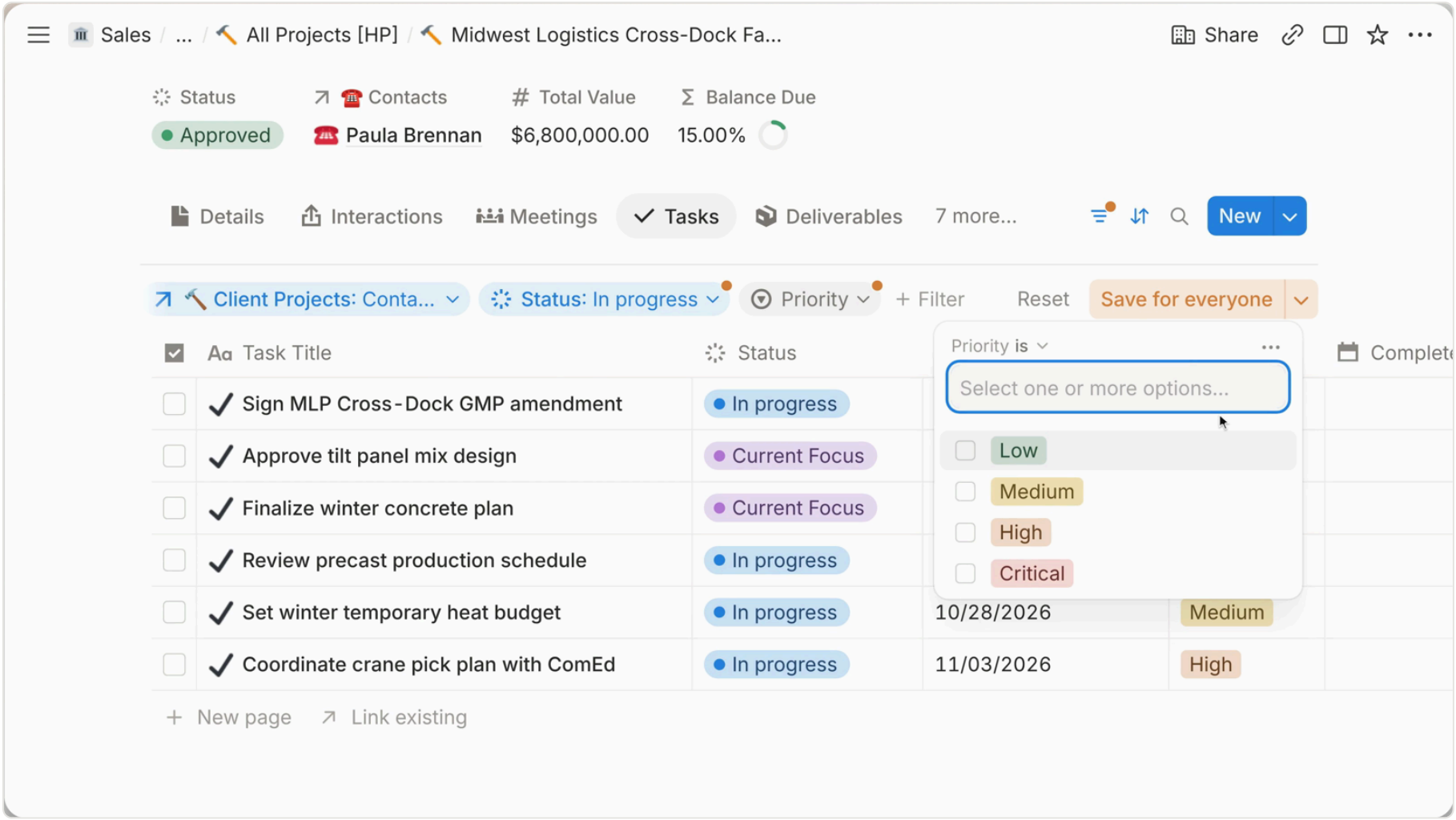
A list of the database's properties opens.



Step 6 of 7

Type Priority and choose it

The Priority options appear as a checklist.



Step 7 of 7

Add a second filter: type High, press Enter

Both filters apply together: tasks that are in progress and High priority.

