NOTION HOW-TO

How to filter database entries

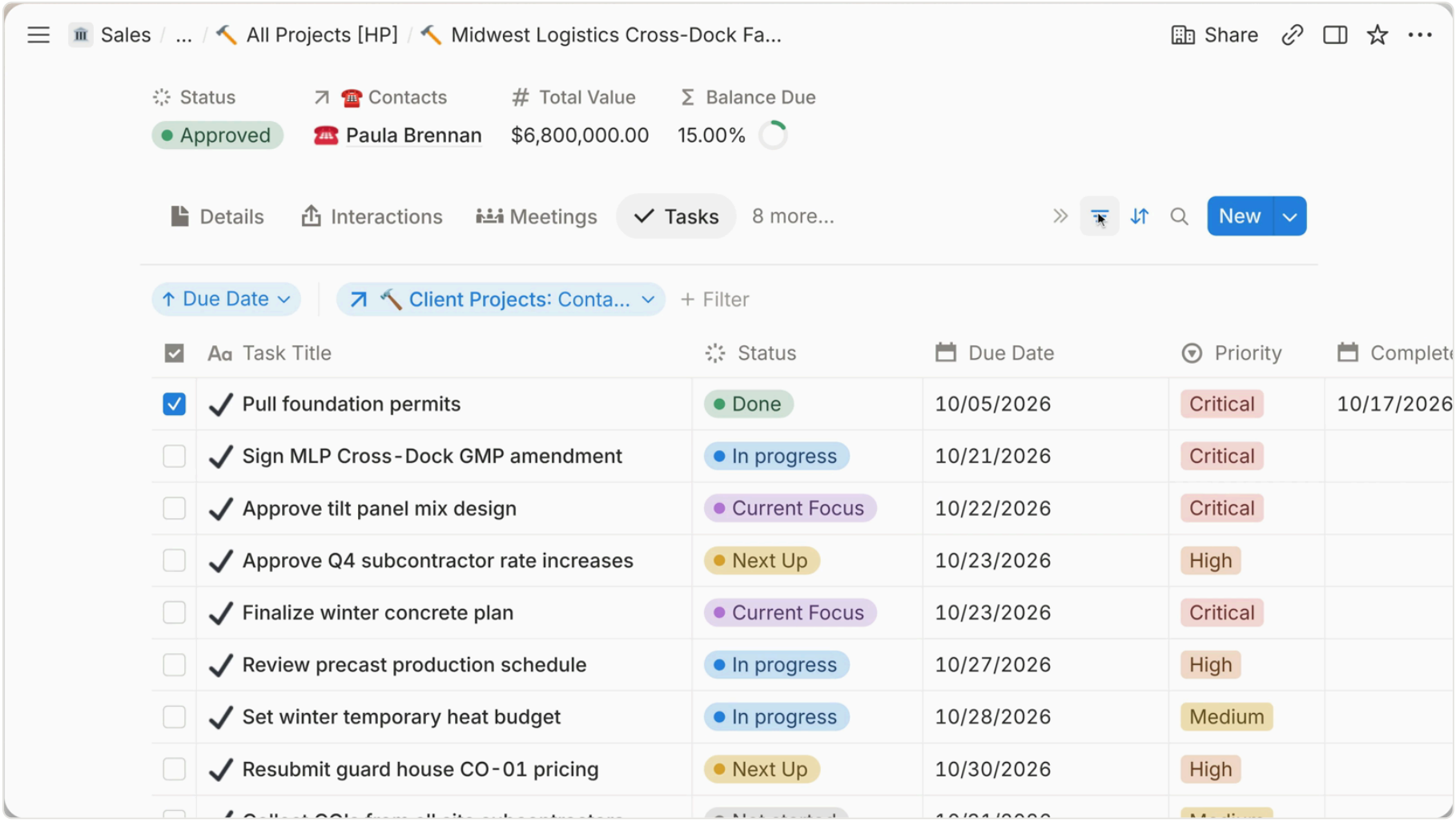
1. Click the funnel to open the filters
2. Click the filter that is already there
3. Choose the three dots, then Add to advanced filter
4. Click Add filter rule
5. Change the property to Priority
6. Pick the value: Critical

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

Step 1 of 6

Click the funnel to open the filters

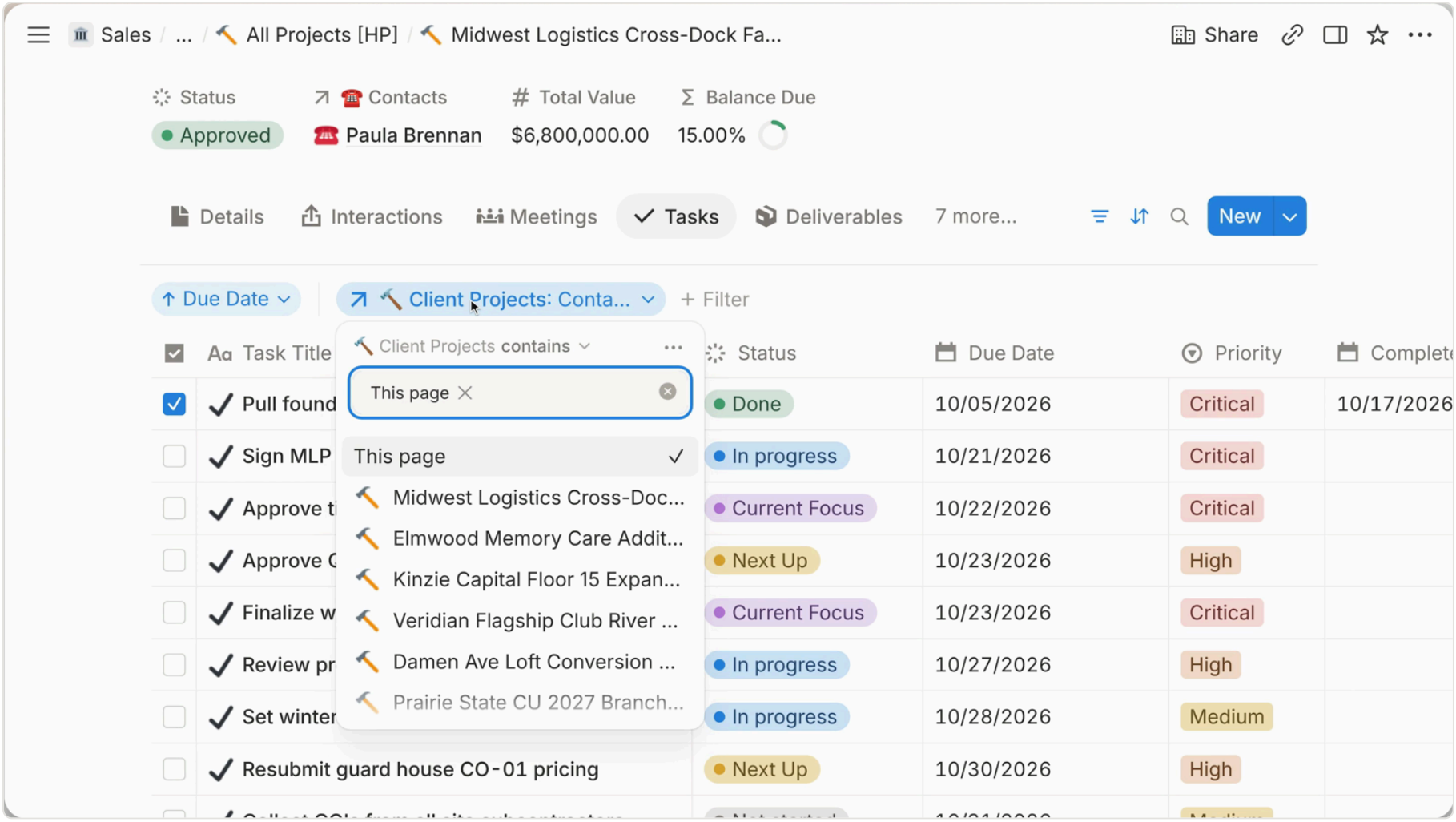
The funnel at the top right of the view opens the filter bar. This view already has one filter: it shows only this job's tasks.



Step 2 of 6

Click the filter that is already there

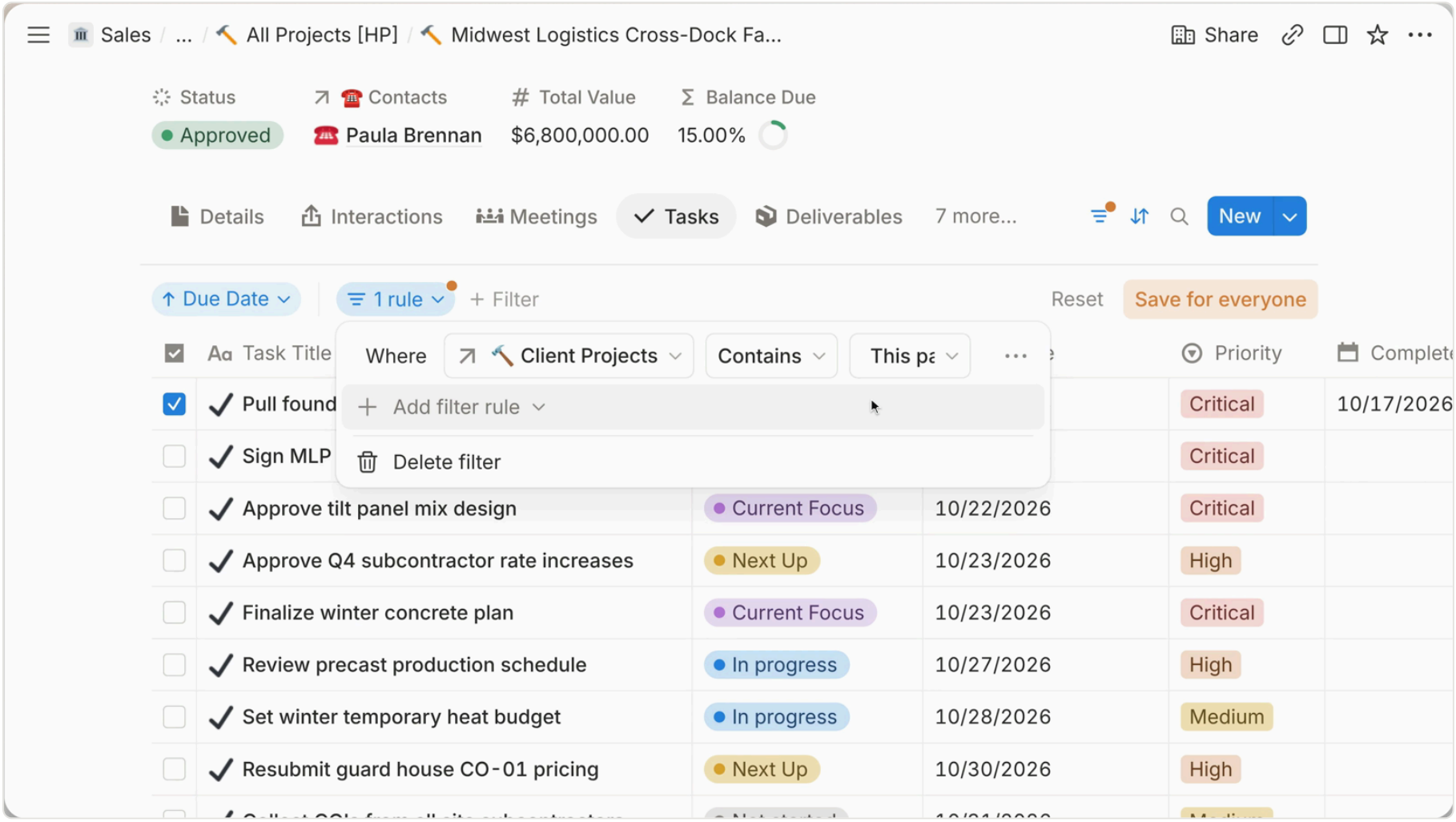
It keeps the table to this job.



Step 3 of 6

Choose the three dots, then Add to advanced filter

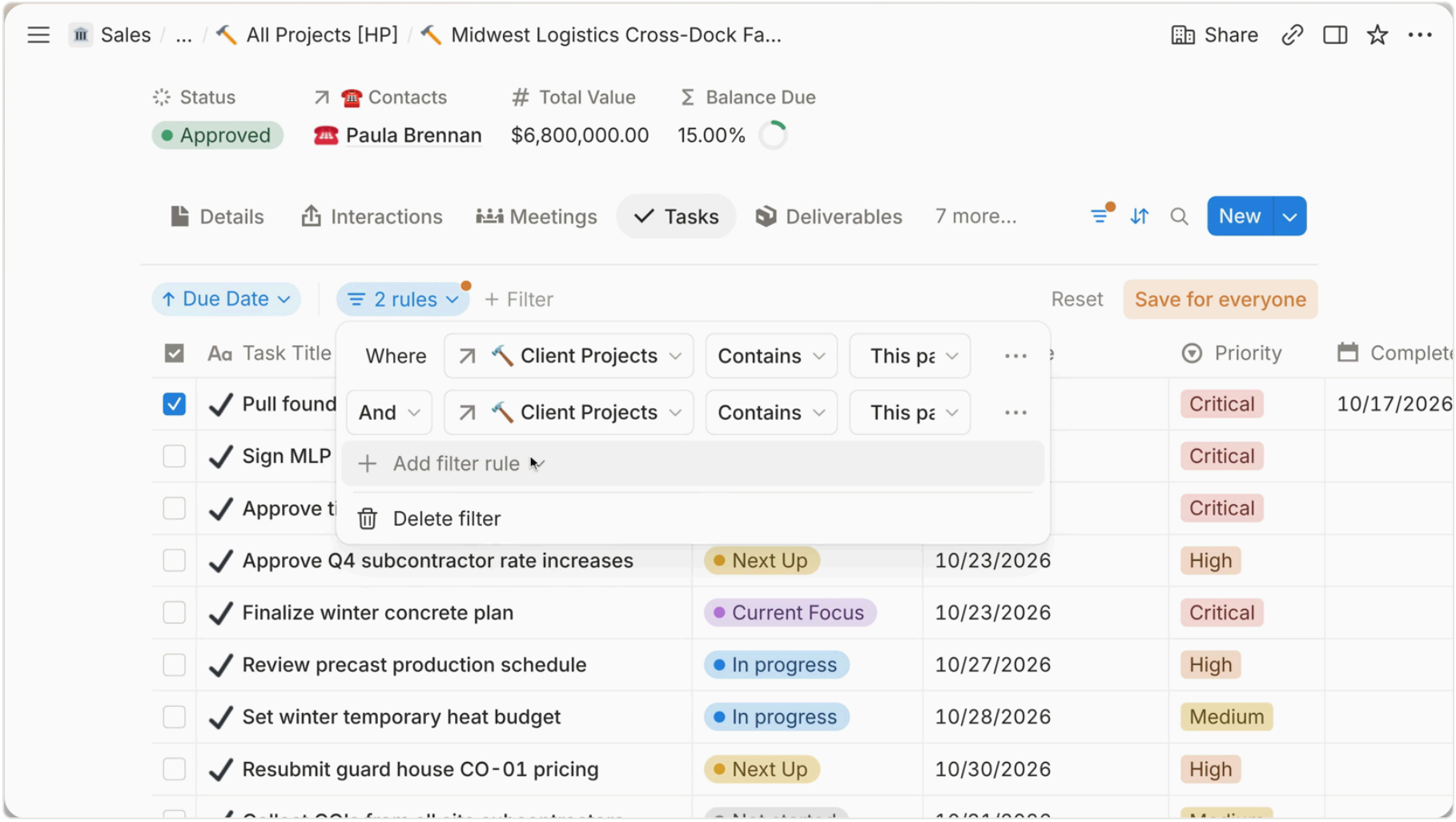
An advanced filter holds several rules together, so you can add to the one already there.



Step 4 of 6

Click Add filter rule

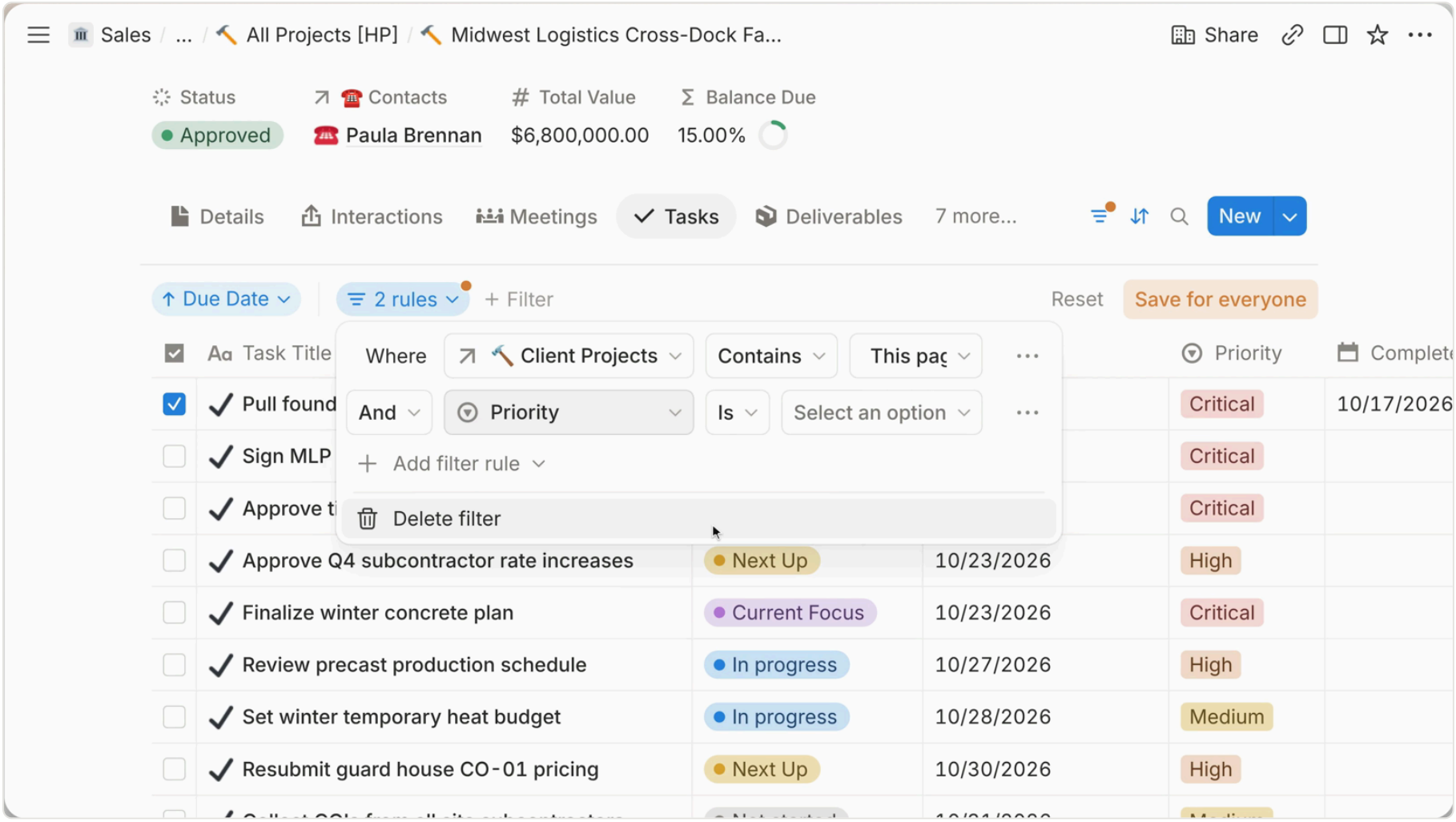
The new rule starts as a copy of the first one. Change it to what you need.



Step 5 of 6

Change the property to Priority

Type to search the properties, then pick Priority.



Step 6 of 6

Pick the value: Critical

Both rules apply: this job's tasks that are Critical. The filter is yours alone until you click Save for everyone.

