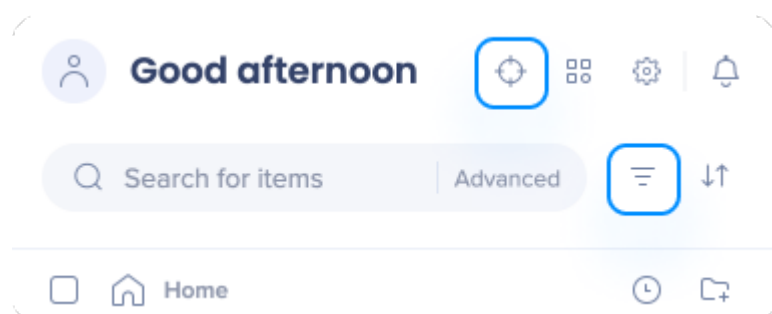


Editor Segments & Filters

Brief Overview

Segments and Filters can be created in the Editor to better organization and to manage the building experience.

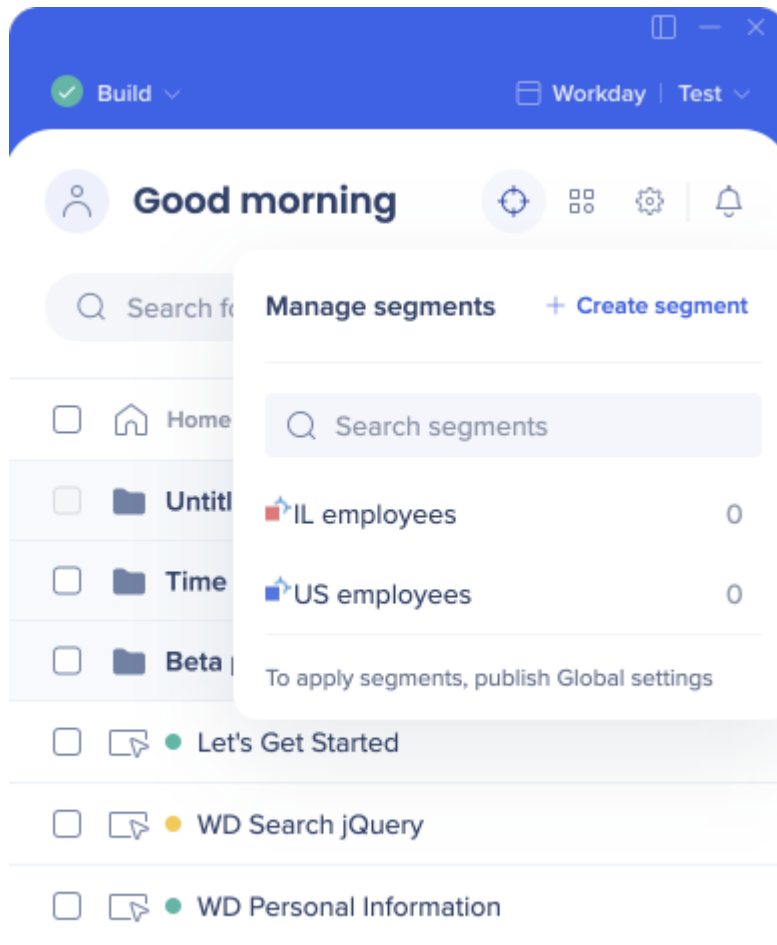
In the image of the Editor below the Segments icon can be seen on the left, and the Filters icon on the right.



Segments Management


How to Access Segments Management

- Click on the Segment icon to access Segments Management
- Here you will be able to add a new segment and view, edit, and delete existing segments



- After clicking the Plus icon you can create rules to define new segments

Segmentation ⓘ
Create a rule to define this Segment

Segment Title: 

Group Import Rules

Add Rule

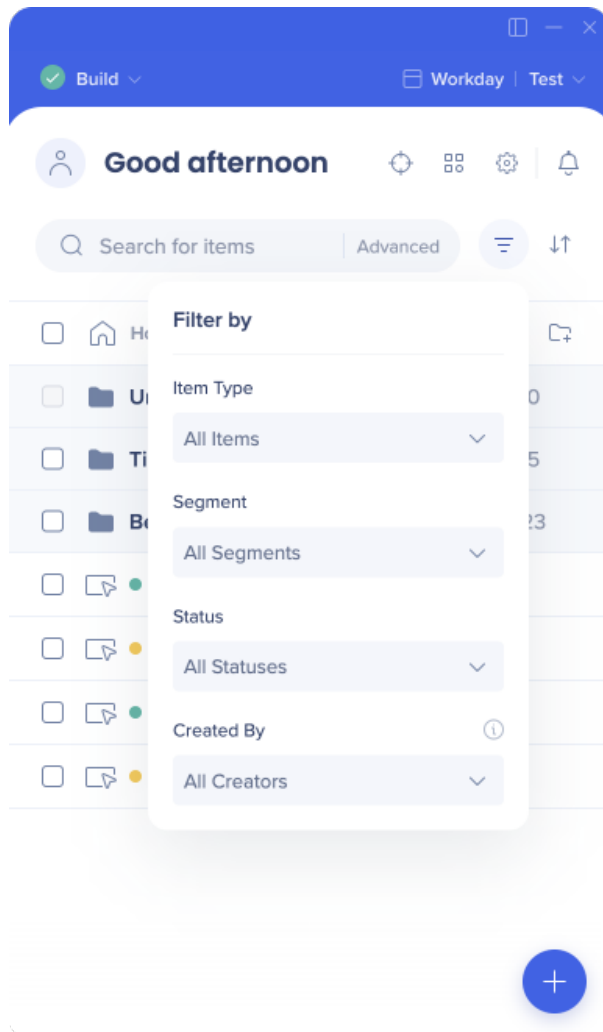
Current Statement: Cancel Done

To learn more about creating rules, view [this article on the Rule Engine](#).

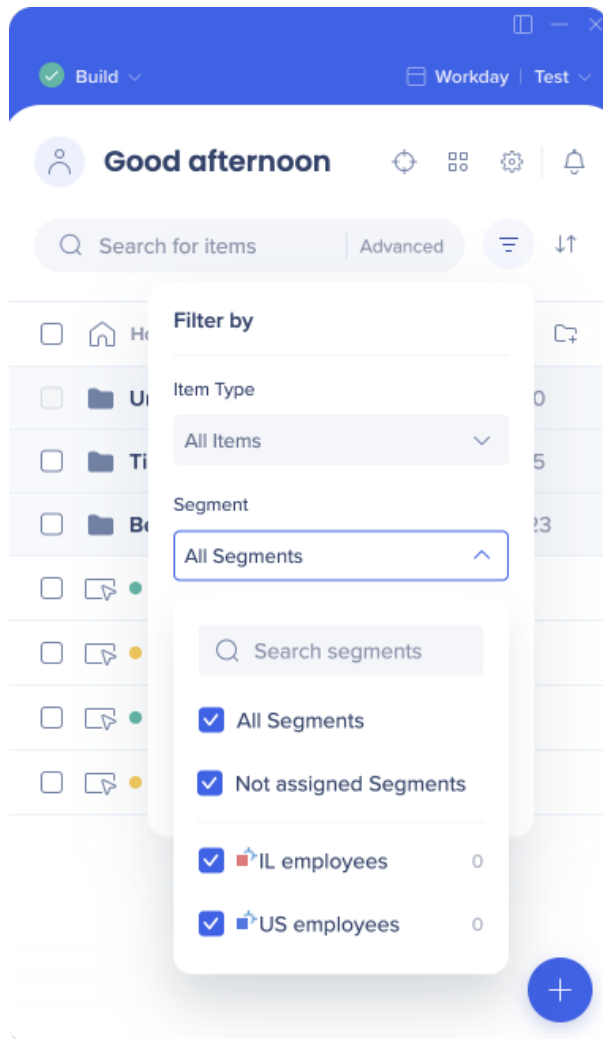
Filters Management

How to Access Editor Filters

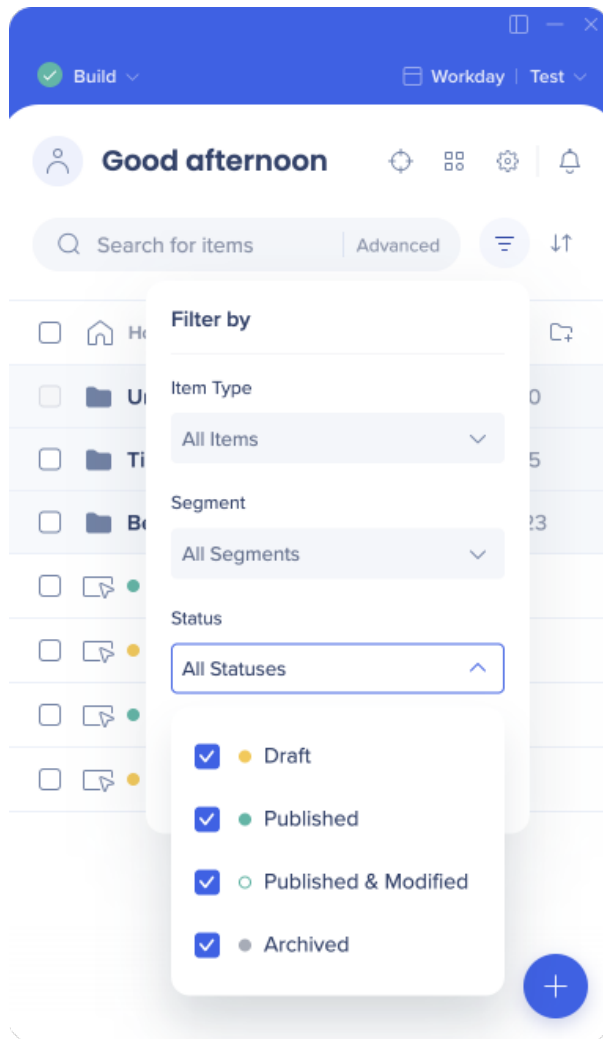
- Click on the Filter icon to access Filters Management
- Here you will be able to filter by segment and status type and view any saved filters created in [Grid View](#)



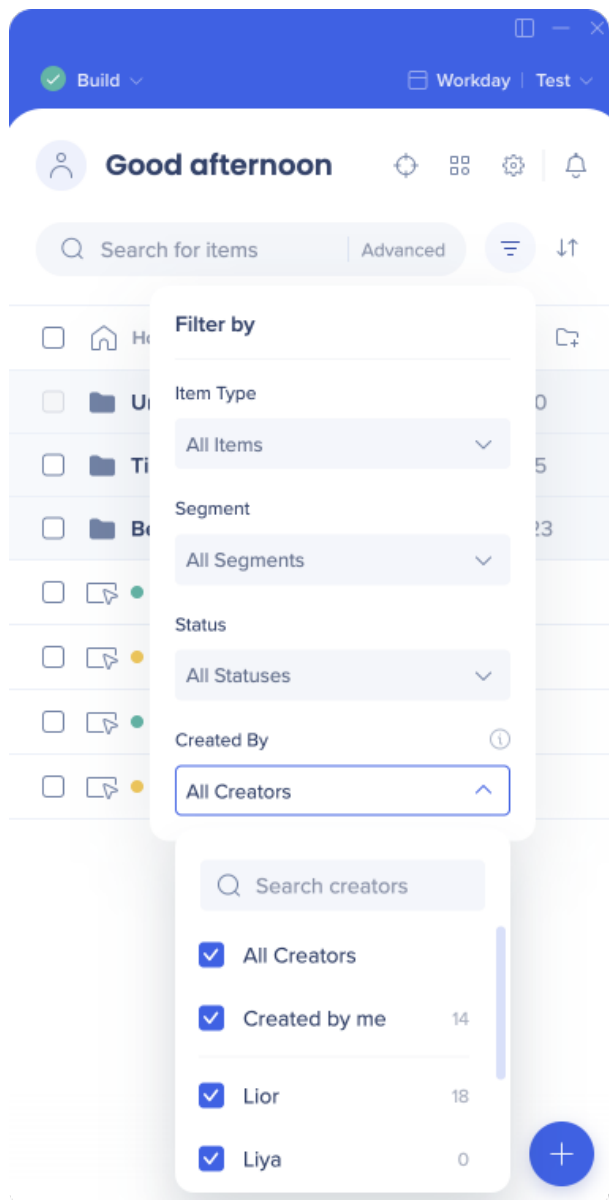
- The “Saved Filters” dropdown will show any filters that you have saved using [Grid View](#)
- By clicking on “All Segments” you will be able to search for a specific segment



- Status types are: Draft, Published, Published & Modified, and Archived



- “Created By” filter contains a list of all system users. It allows builders to easily and effectively narrow down results and find content



Limitations

1. The “Created By” filter will display the following as “Unknown”:

- Deactivated users (e.g. user no longer works at the company)
- User doesn’t have User Management permissions and the list of users is listed as “Unknown”
- Items copied in Backoffice
- Items duplicated prior to Aug 28, 2022
- Items created before 2020 (no activity log records)

2. Folders are not filtered, only the items in the folders