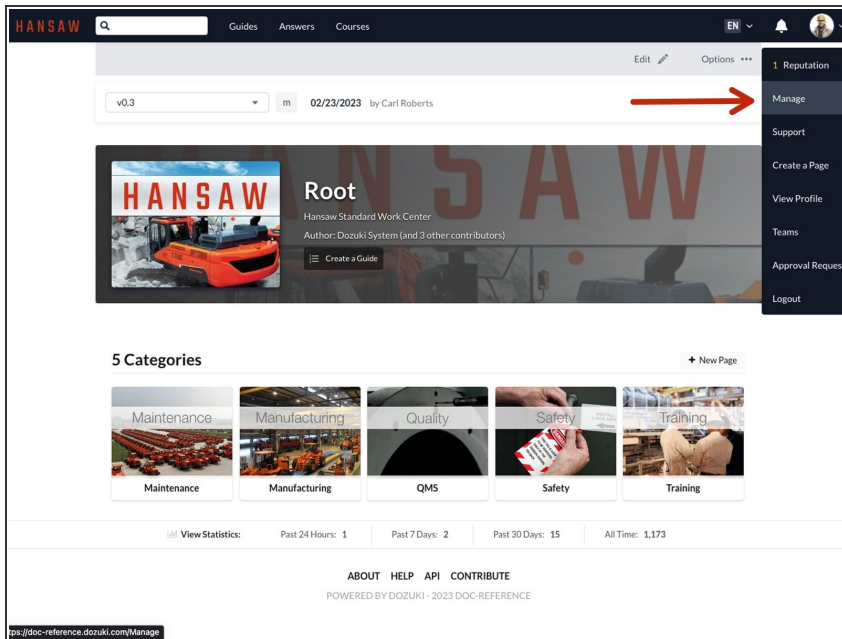DOZUKI

Default Search Filter

This guide will show you how to change the default search function settings by adjusting the Default Search Filter.

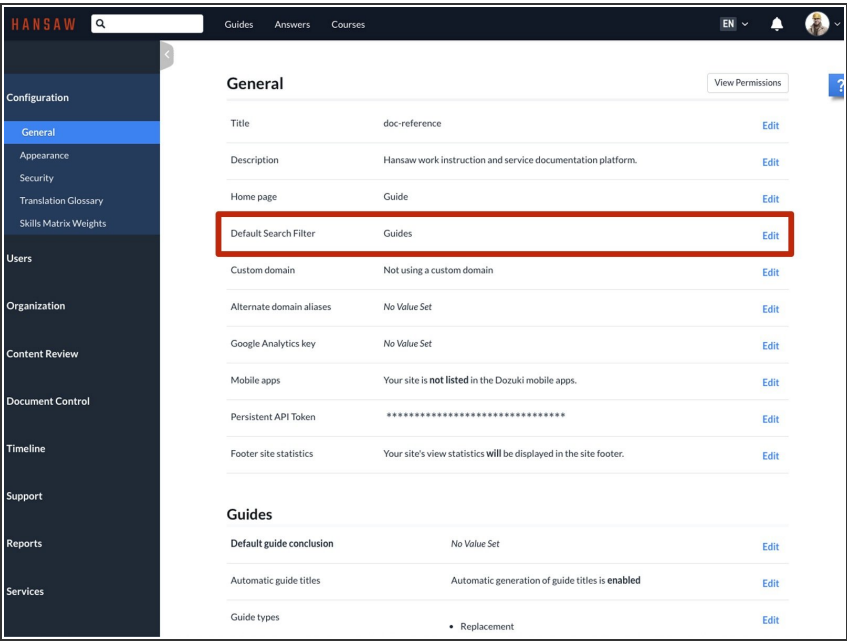Written By: Steve Miller

Step 1 — Default Search Filter

● Navigate to the Management Console by clicking on your avatar in the upper-right corner of your screen and selecting **Manage** from the drop-down menu.
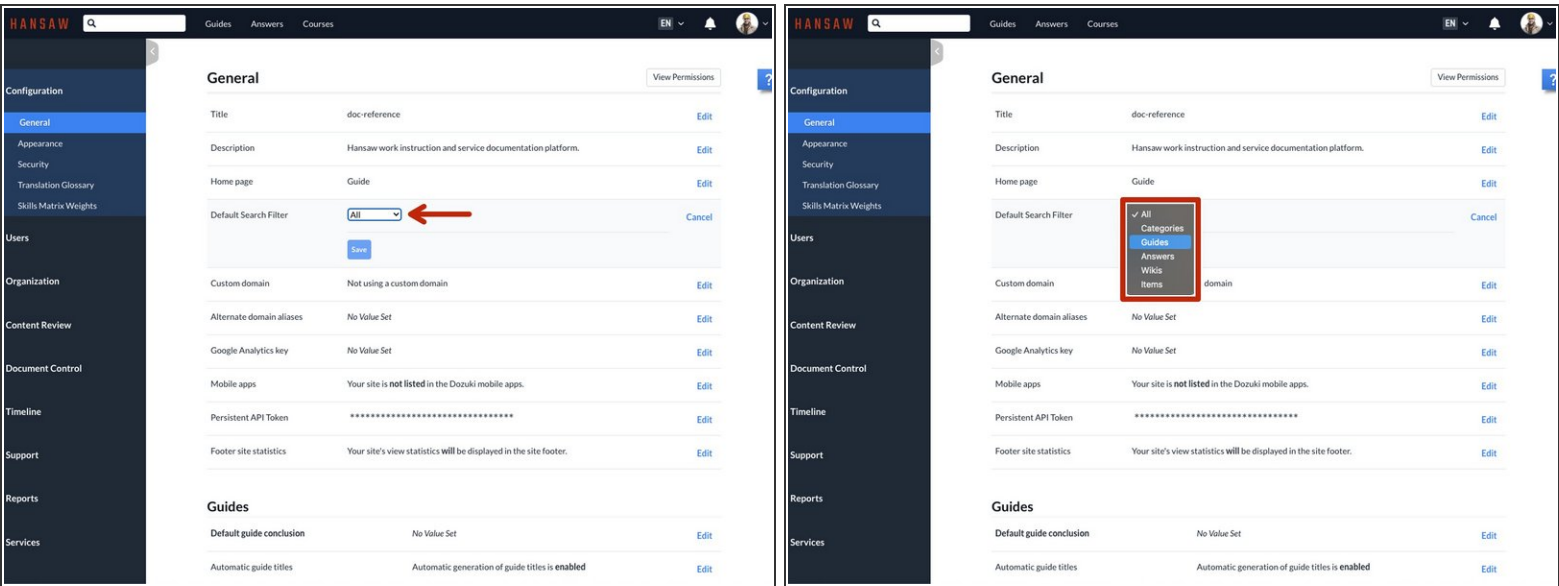
Step 2

ⓘ The "General" tab under the Configuration setting opens by default when you access the Management Console.
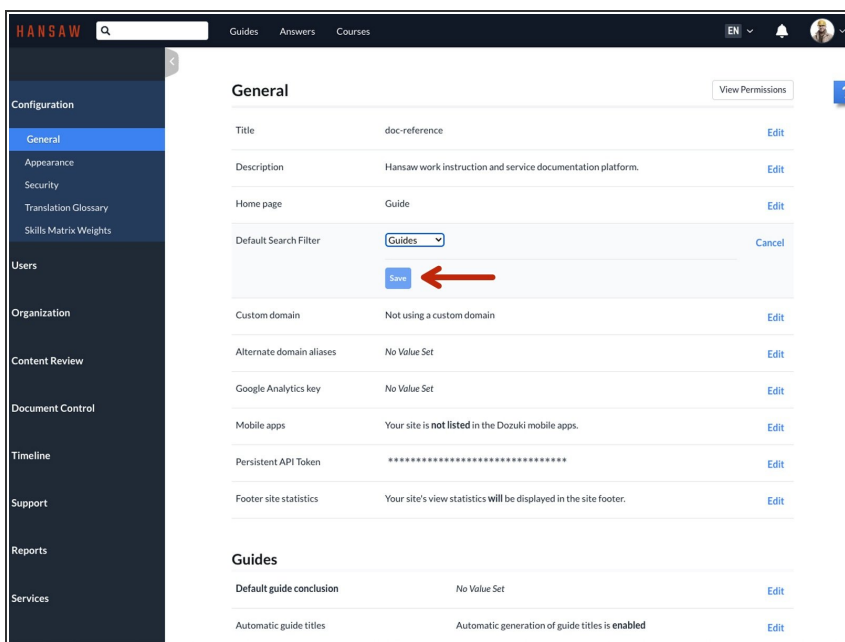
Step 3

● Click anywhere on the **Default Search Filter** row to edit the feature.
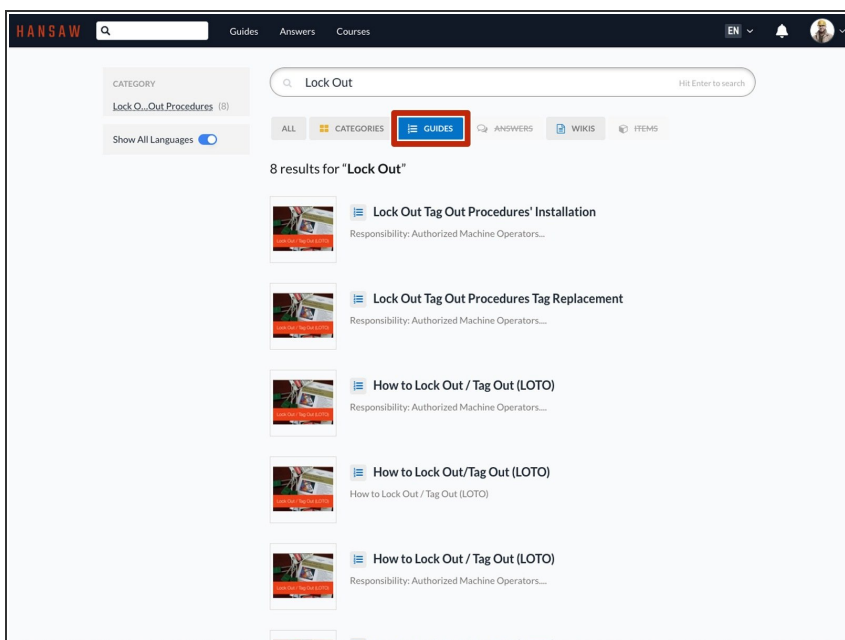
Step 4

● Use the dropdown menu to select the preferred page type.

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Step 5

- Click **Save.**

Step 6

- When you return to the search function, your search will be filtered by the page type that was saved in the Default Search Filter settings.