How to Set Up a Global User Saved Search Filter

https://campus.barracuda.com/doc/46891972/

Use Global User Saved Search filter to pre-filter all results before they are displayed to the end-user. For example, the Administrator can restrict all users to only view emails with the term "Confidential Financials" in the subject. This filter is global, applying to all user sessions.

Use the following steps to specify a Saved Search to automatically filter search results for all accounts with the role **User**.

1. Log in to the web interface, and go to the **BASIC > Search** page.
2. Click **Advanced**, enter the desired search criteria, and click **Save Search**.
3. Go to the **BASIC > Administration** page, and in the **Search Page Settings** section, select the desired Saved Search from the drop-down menu.
4. Click **Save**. The specified saved search is added to every user's default search filter.

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