How-To Filter and Run a Report

• Various Report Prompts allow users to filter results.
• Prompt Types
  • Multi-Select Search
  • Drop Down
  • Radio Button
  • Text Box (only some numeric value prompts)
• Some prompts have default selections.
• Depending on what kind of report you’re trying to view or run, select your filters accordingly in each section:

• Navigate between prompt/filters pages using “Next” and “Back.”
• After choosing your filters, run the output report with “Finish.”
• Click “Back to Prompts” to go back to filters page.