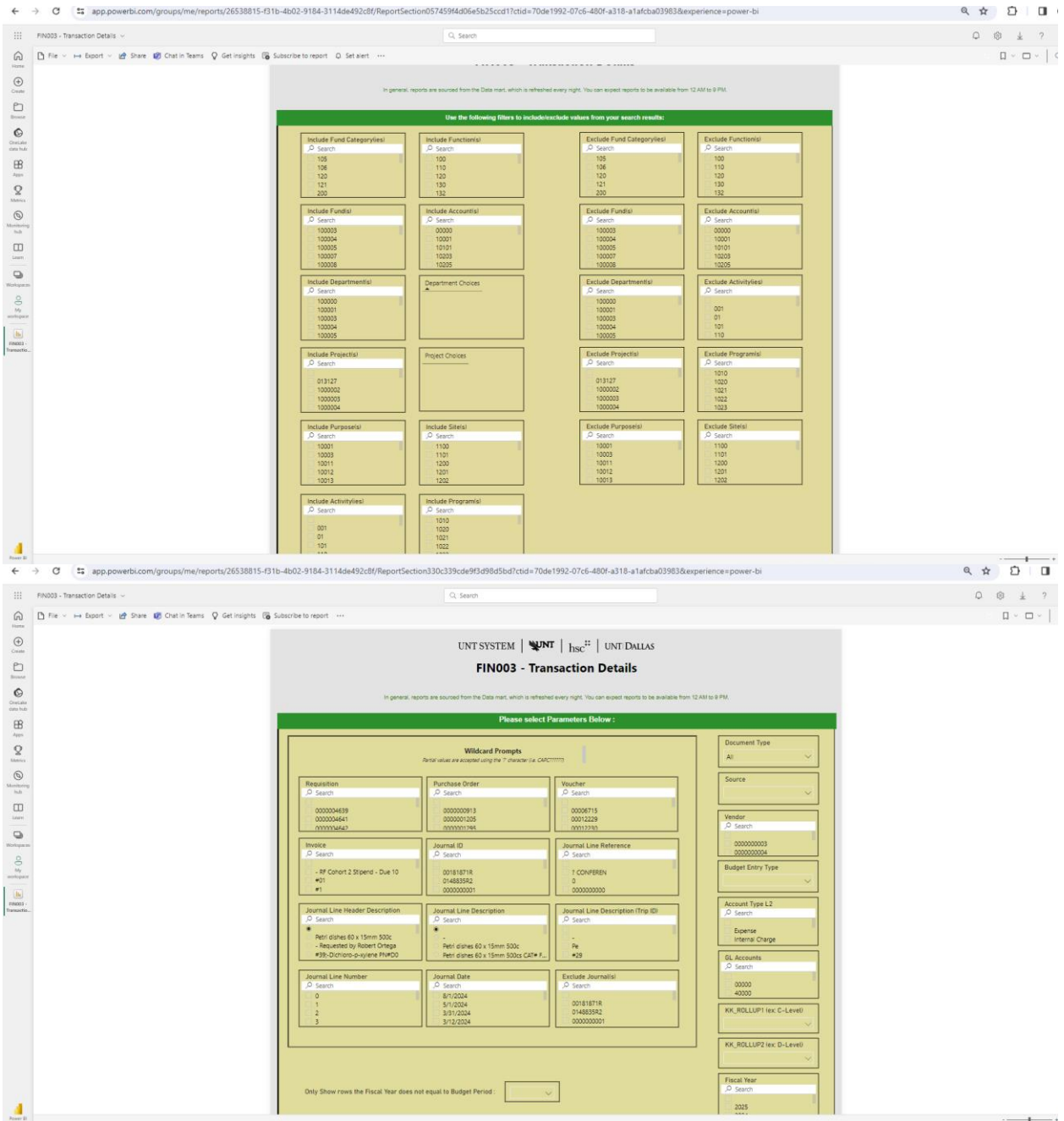# How-To Filter and Run a Report

- 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.