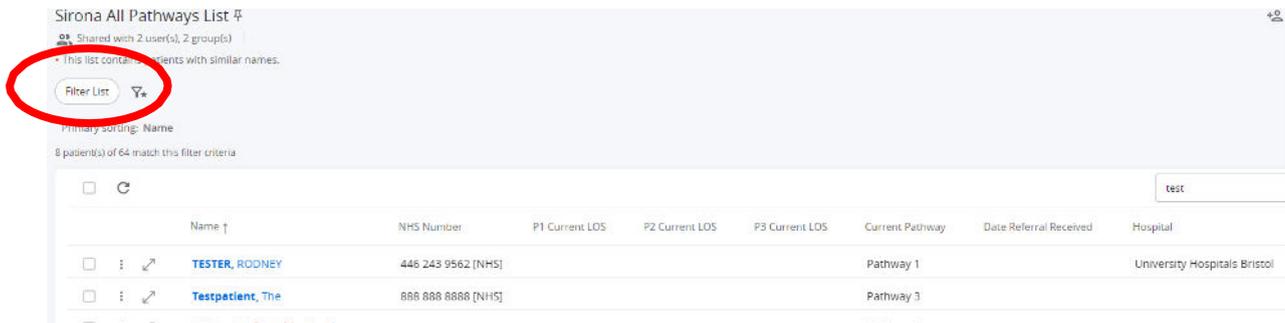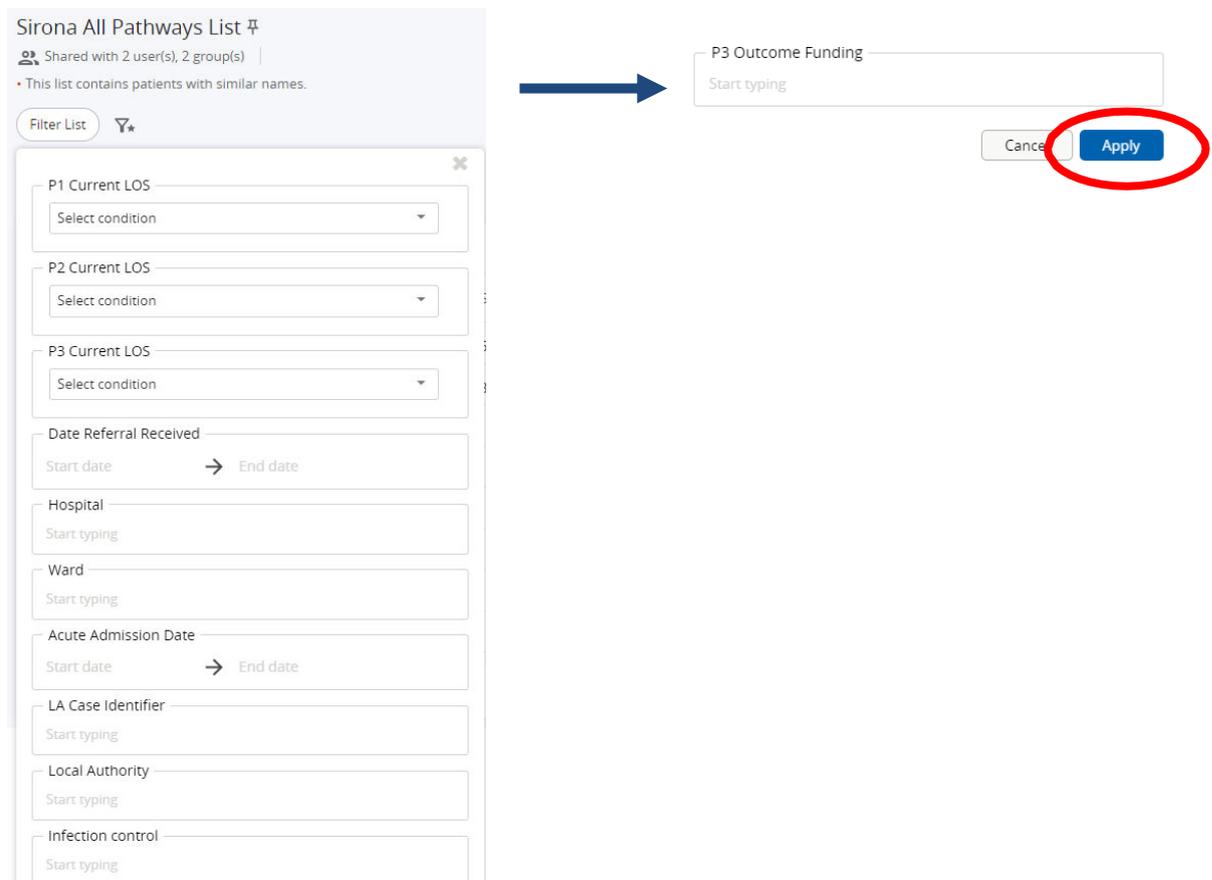## Quick Reference Guide – Filtering Lists

1. Locate the list you wish to filter. Click 'Filter List'.

2. Add any filters you wish to apply to the list & click 'Apply'.

3. To remove any filters click the 'X' next to the filter you wish to remove. Alternatively you can click 'Clear Filters' to clear all filters applied to the list.

For more information & support contact your local IT Helpdesk.