Using Filters

Quick Guide

1. Using Filters (edit) on Screens and Reports in NEO

Users can search data on screens and reports in NEO using a link at the top of the page called Filters (edit). Some screens open with the filters displaying by default, and some require clicking on the link to display the filters header.

Complete the following steps to use filters on screens in NEO:
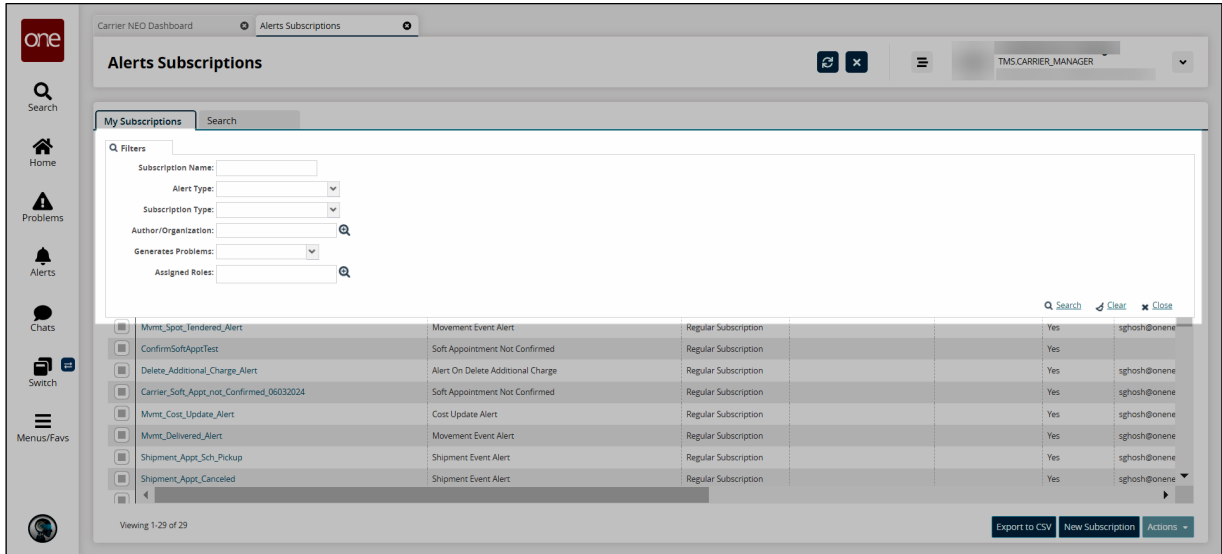
1. Open a screen or report.
    In the case below, the Alert Subscriptions page displays.
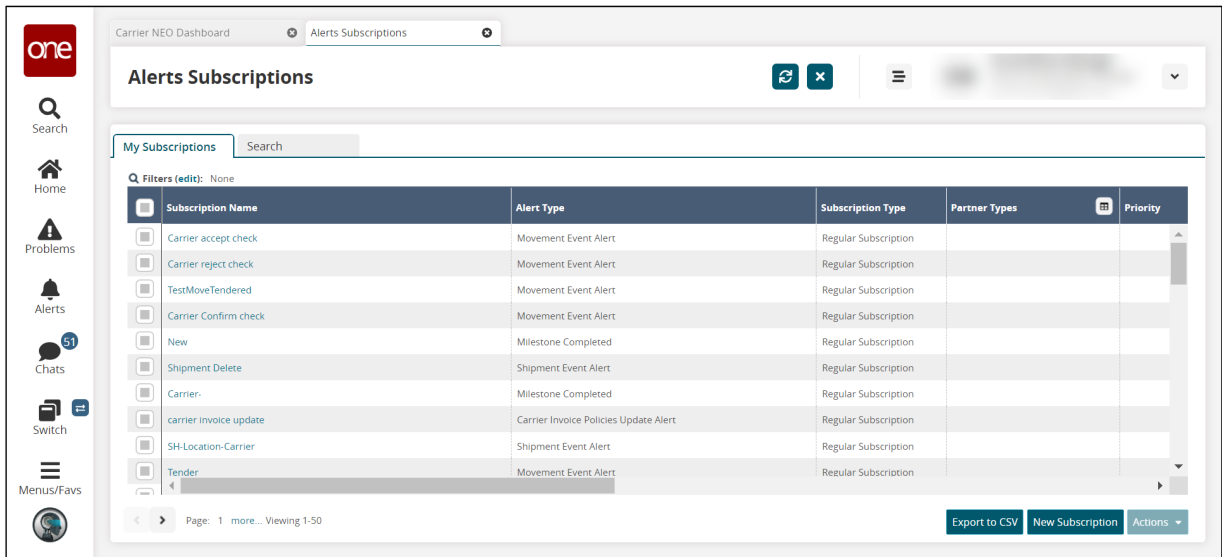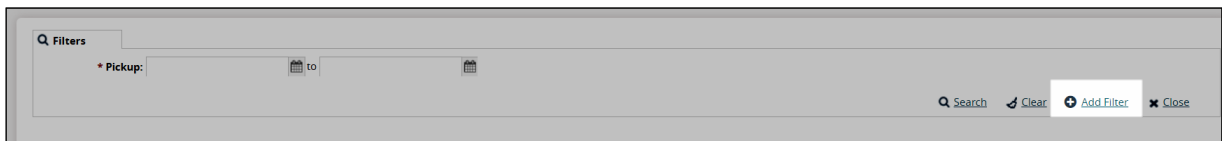

2. Click the **Filters (edit)** link
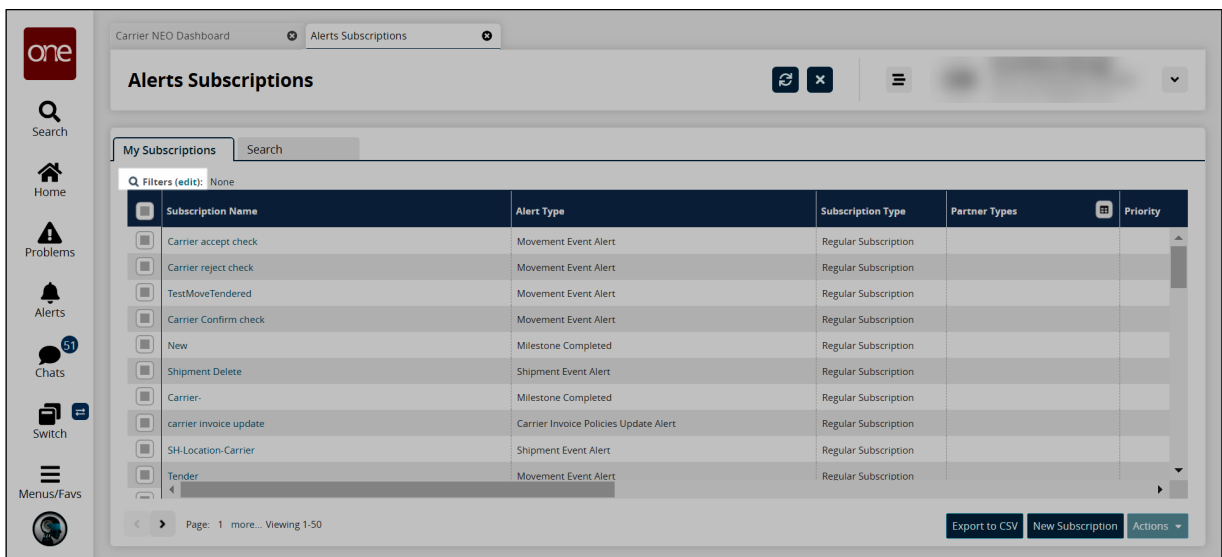
    The Filters header displays with filters applicable to the data on the screen or report.

Some Filter headers on reports may also include an Add Field link next to the Search link.

3. Click the **Add Filters** link.

   A list of fields available for that screen or report displays.

4. Click on one or more of the fields in the list.

   The fields display on the header with an X if you want to delete the field.

5. Enter values in the fields.

   Field types may include text boxes, dropdown lists, picker tools where users select from a popup, or checkboxes. Filter fields are typically described on the individual screen or report sections in the *NEO Online Help*.

6. Click the **Clear** link to remove any data from the fields.

7. Click the **Close** link to close the Filters header without performing a search.

8. Click the **Search** link.

   The search results display.