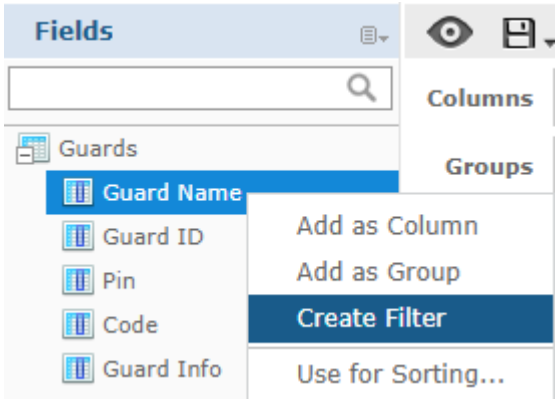
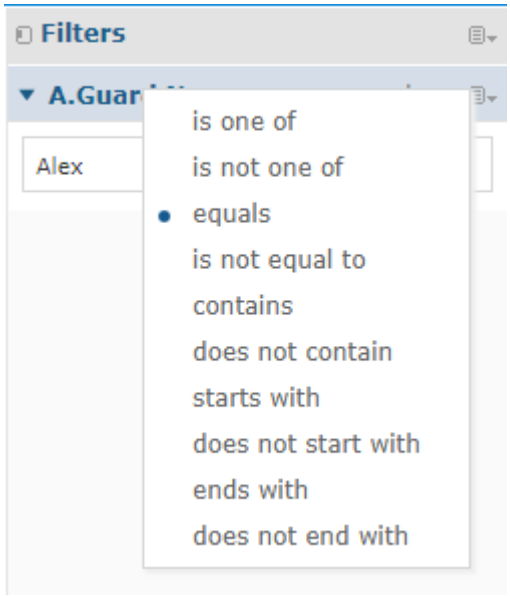
Filters

Right click on the field you want to use as a filter and select the “create filter” option:

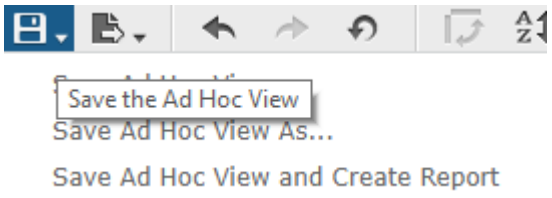


The filters will be shown on the right side of the screen where you will have access to multiple forms of filtering. Click on **Apply** to apply the changes in your report:



The changes will be applied immediately to your report and the new filtered data will be shown.

Add a title and visualize the result by selecting the “eye” icon to display the generated report before you save it. Click on the **Save** button and save your report using your very own template.



All your reports are stored in your **Repository**, a personal space where you

can control all your created content.