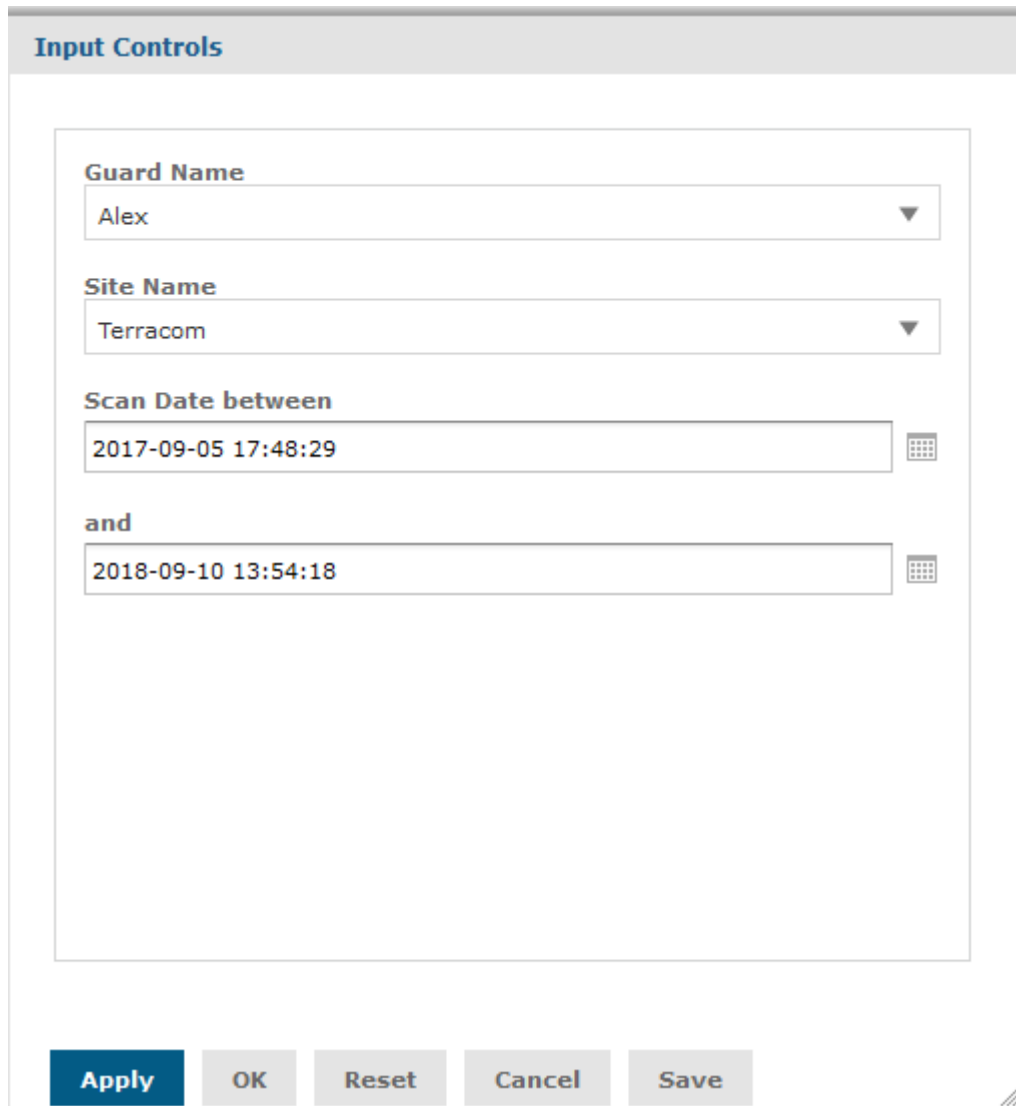


# Running a Report with Filters

When you have created a report using filters these filters will be available also when you select to view your report. To run the report using the filters you want simply go to the **Options** button on the top of the screen and open the **Filters** window.



The screenshot shows a window titled "Input Controls" with a light gray header. Inside, there are four filter controls: "Guard Name" with a dropdown menu showing "Alex", "Site Name" with a dropdown menu showing "Terracom", "Scan Date between" with two date-time input fields. The first field contains "2017-09-05 17:48:29" and the second contains "2018-09-10 13:54:18", with the word "and" centered between them. Each date field has a small calendar icon to its right. At the bottom of the window, there is a row of five buttons: "Apply" (dark blue with white text), "OK" (light gray), "Reset" (light gray), "Cancel" (light gray), and "Save" (light gray). A small double-slash icon is located at the bottom right corner of the window.

- Select the values of the filters you want to apply to your report and click on **Apply** to apply them.
- Select the **Save** option to save your filter options and have them as they are in future uses.