

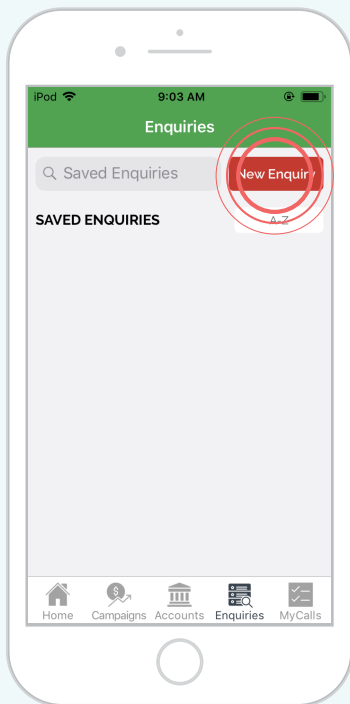
# How To Add Additional Filters To An Enquiry

Apple iOS

Adding filters allows you customize your enquiry report to only show or exclude certain accounts, transactions, products, or any other analysis field.

## 01 NEW ENQUIRY

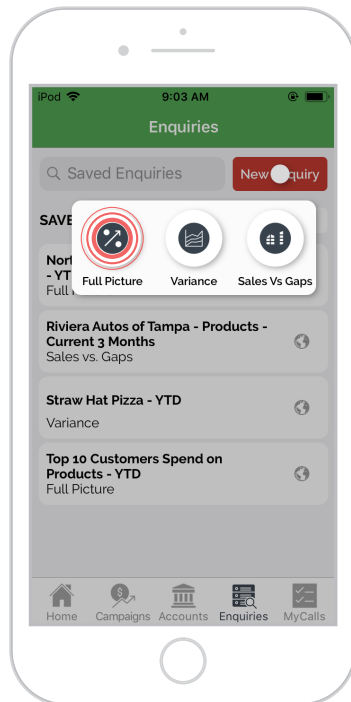
Tap New Enquiry at the top of the page.



## 02 REPORT TYPE

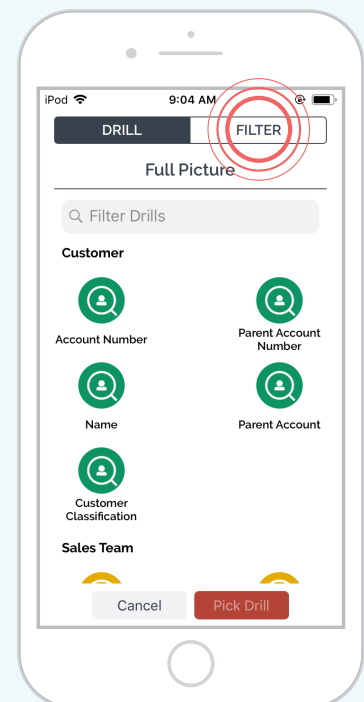
Select the report type you'd like to view.

For example, tap on Full Picture.



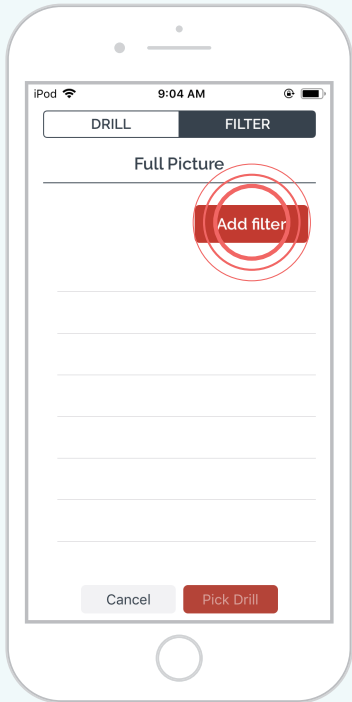
## 03 DRILL FILTER

At the top of the page, toggle the menu from Drill to Filter.



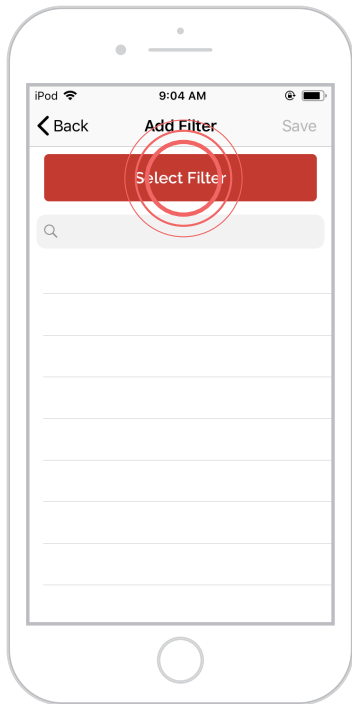
# 04 ADD FILTER

Tap Add Filter.



# 05 SELECT FILTER

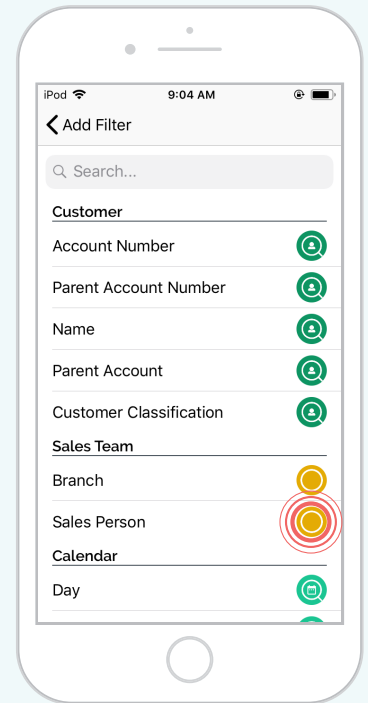
Tap Select Filter.



# 06 FILTER FIELD

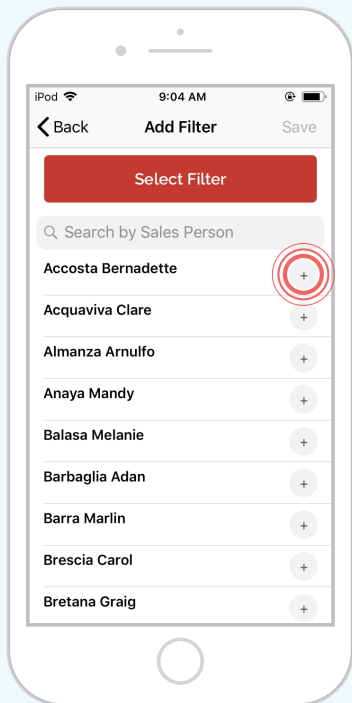
Choose the analysis field to filter by.

For example, tap on Sales Person.



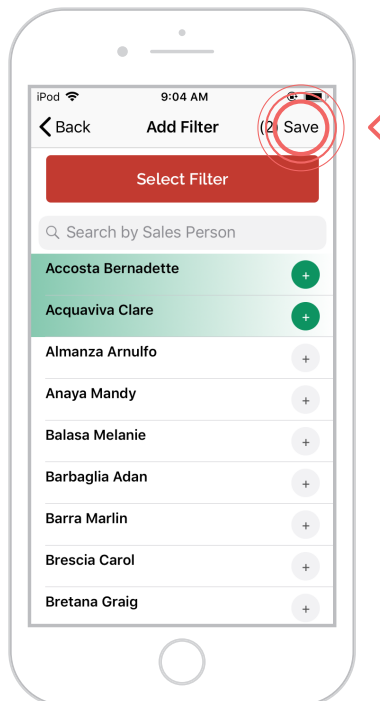
## 07 FILTER ITEMS

Search for the items to filter on, or scroll through the list, tapping on items to include in the filter.



## 08 SAVE FILTER

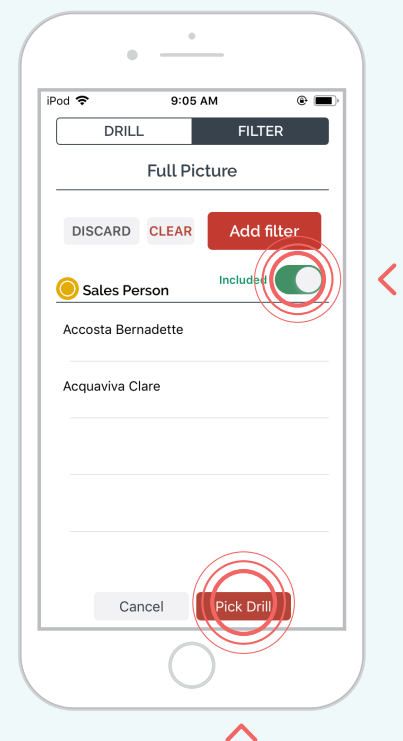
Click Save when all items have been selected.



## 09 ADD ANOTHER FILTER

Add an additional filter, or toggle to mark selected items as included or excluded from the report.

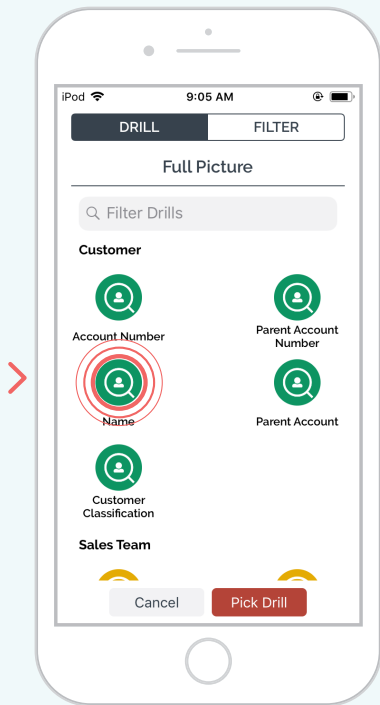
When the filter is complete, tap Pick Drill.



## 10 SELECT FILTER

Select a bubble to drill into the filtered report.

For example, tap on the Name bubble.



## 11 REVIEW REPORT

The report will appear.

