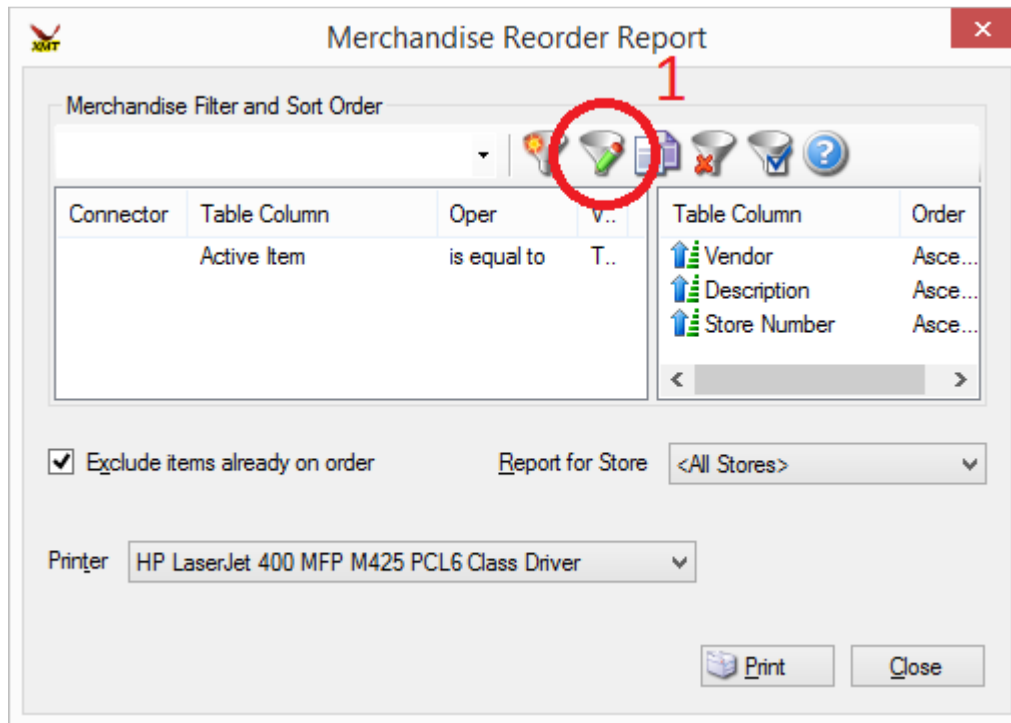
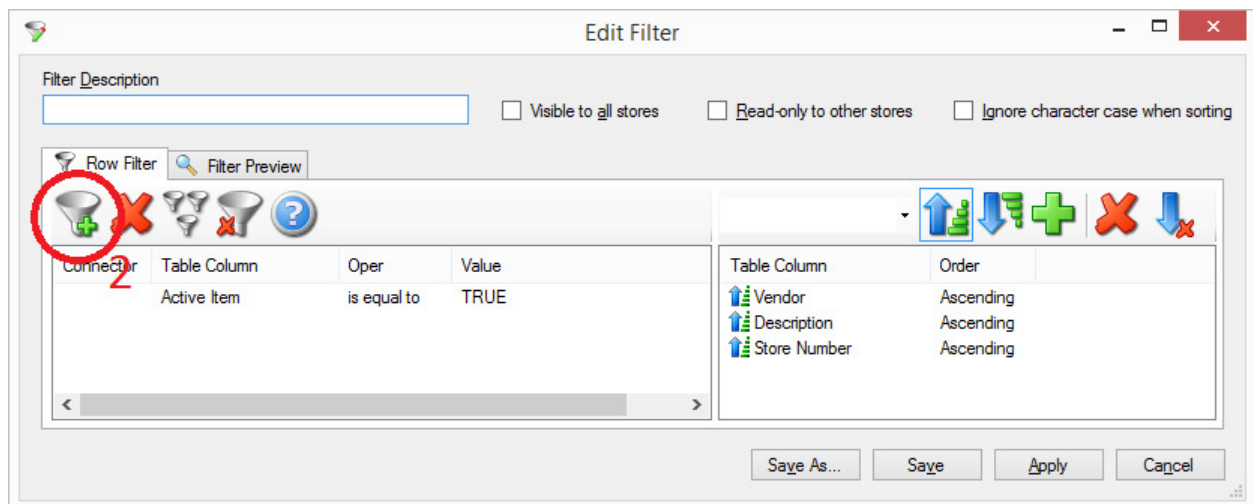


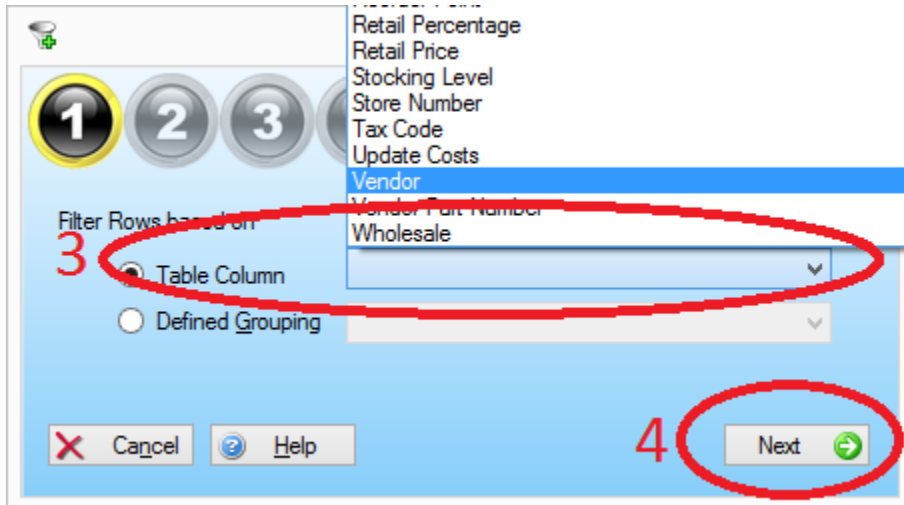
Simple Single Condition Filter



Step 1: Click the edit Filter Button.

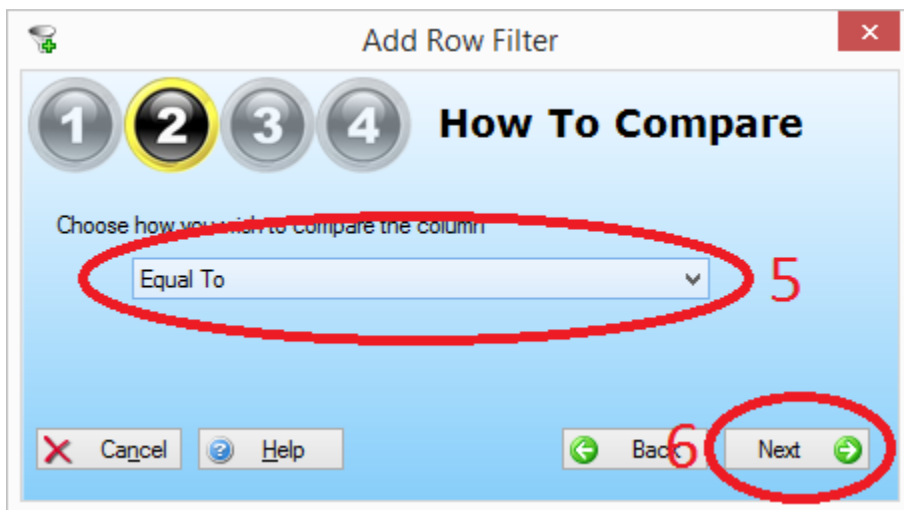


Step 2: Click the Add Condition Button.



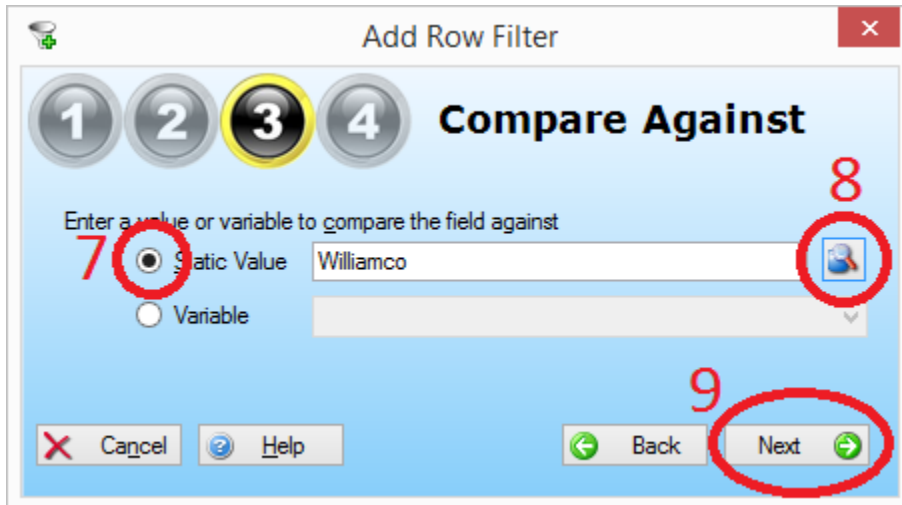
Step 3: Select the “Table Column” option, then pick the column you want to filter on from the drop-down.

Step 4: Click “Next” after selecting the column.



Step 5: Select “Equal To” from the drop-down.

Step 6: Click “Next”.



Step 7: Choose "Static Value".

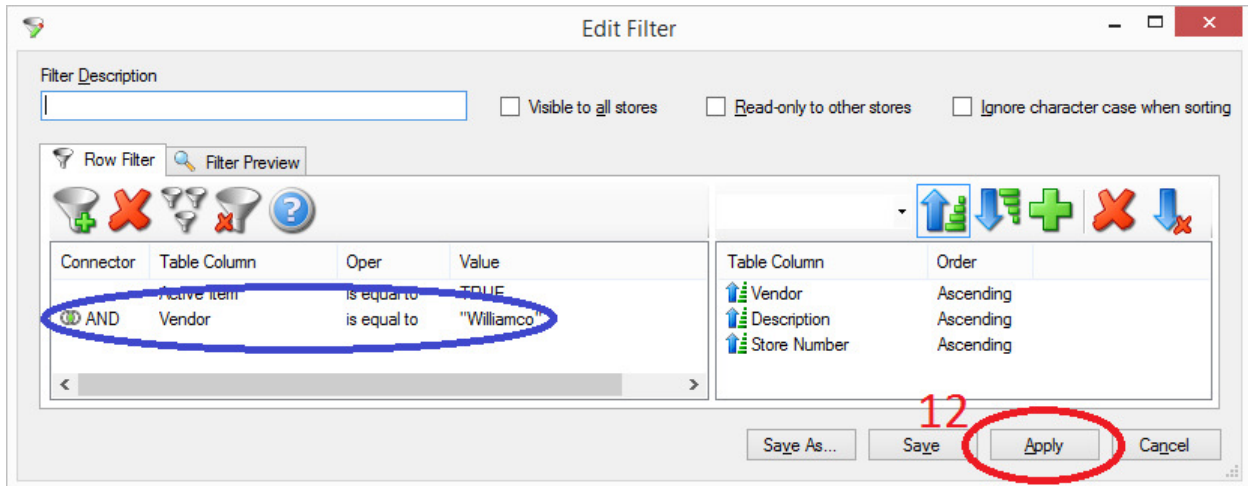
Step 8: Click the "Possible Values" button, and you will see a small window with a list of possible values for the column you selected in step #3. Click on the value you want then click the "OK" button under the values list.

Step 9: Click "Next".

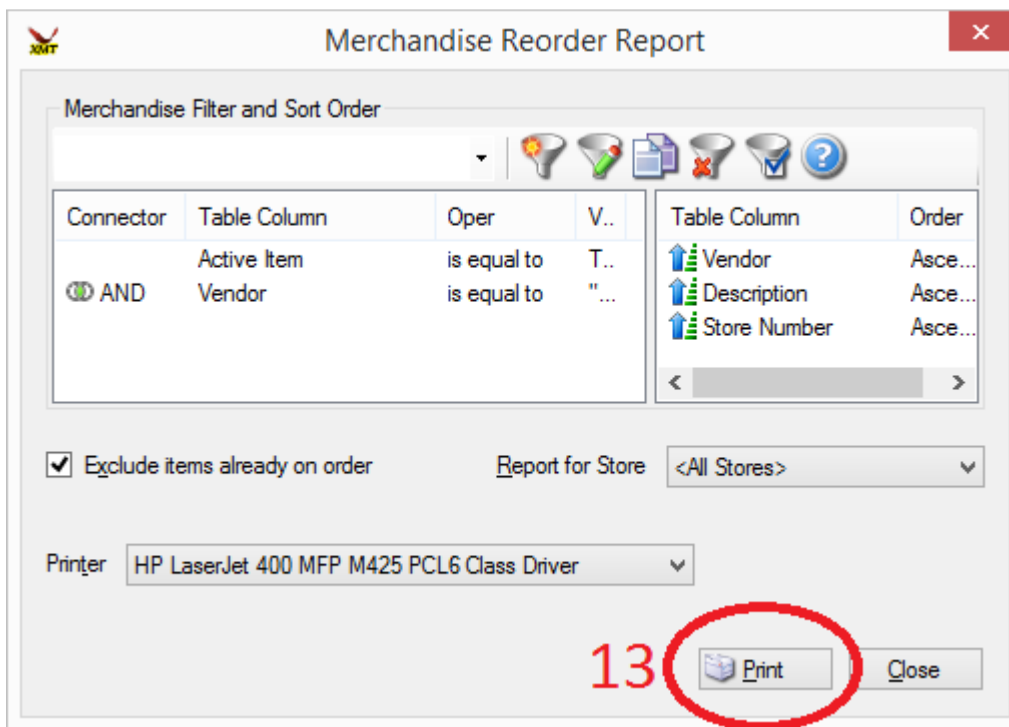


Step 10: Select "AND" as the connector option.

Step 11: Click "Add".



Step 12: You should see the filter you added in the left-hand list (blue circle in the example above). Click "Apply" to close the filter window.



Step 13: Click the "Print" button to produce the report using the filter you applied.