

## **Filter Results**

By default, you will see results for the current month. Use the Transaction Date filter in the upper right corner to change the date parameters.

						+	New	1	Jack Jensen	
	Transaction Date:					Jan 1, 2017 – Jan 31, 2017 🔻				>
	Date Range: This Quar					er	•			
r	01/0	01/01/2017				- 03/31/2017				
54	•	◀ January 2017				-	•	v		
L	Su	Мо	Tu	We	Th	Fr	Sa			
)1	25	26	27	28	29	30	31	Draft		
	1	2	3	4	5	6	7			
54	8	9	10	11	12	13	14	Draft		
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28			
	29	30	31	1	2	3	4			
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You may also filter the results in any column with the funnel icon. Tap the funnel to select the parameters, then tap **FILTER**.



If there are more than 1,000 results, a pop-up message will ask you to change the filter to narrow the results.

To remove a filter, tap the funnel icon again and select **CLEAR**.