Using Filters to find a Report

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You can use the following methods in the sections below to retrieve a specific report for viewing.

- Select the "Filter-by-Tags" dropdown and select a report tag (category) under which the report is categorized. Alternatively, you can type part of a name of a tag and all tags with the same string in their name are displayed.

  NOTE: You can repeat the process to filter the list by multiple tags.

  After the category is selected, a list of reports associated with the category (same string that you specified) is displayed under Report Name.

- Click in the Report Name field and type part of a name of a report that you want to find.

  📝   **Note:** The Report Name is case-sensitive. The list of reports will be filtered by reports with the same string in their name as what you typed.

- Select a specific date range for the report (if desired) by clicking in the Last Updated field which brings up a Date Range popup. Specify the data range in the popup box using the Date Calculator if Hour, Minute, Second granularity is required.

- The list of reports will be filtered by reports with the same string in their name as what you typed.

The screenshot below shows filter conditions used to display a report listing.

Figure 2-12: Filter Conditions for Report Listing