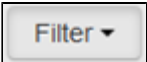


Record Attribute Filters

A number of predefined record attribute filters are available on the Manage Records page to assist you in locating records.

To filter the tables by a specific attribute:

1. Click the 'Filter' drop down button  shown at the top of the page.
2. A number of filter options will be shown in a menu.
3. Click the required filter.
4. Any records with that attribute will be returned.

