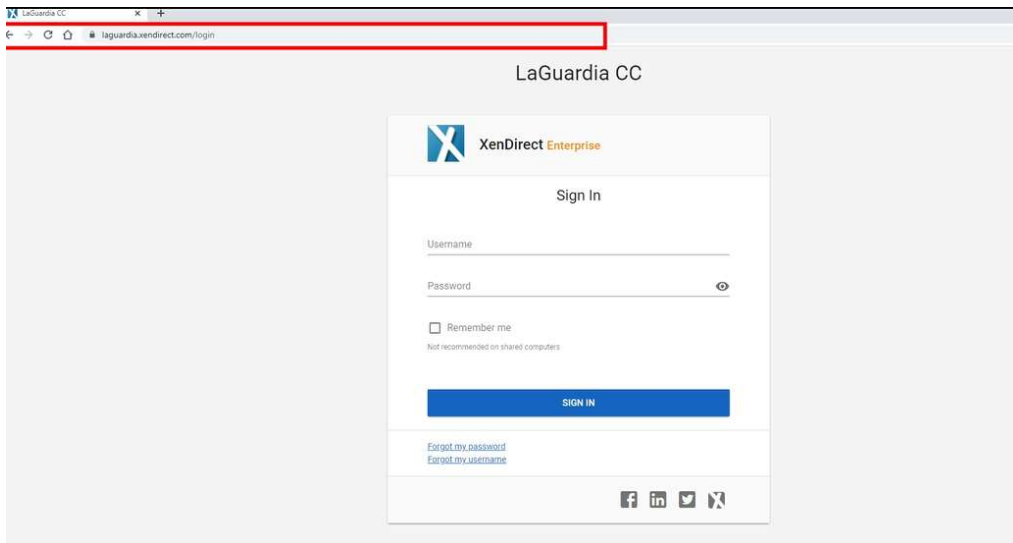




DARE TO DO MORE

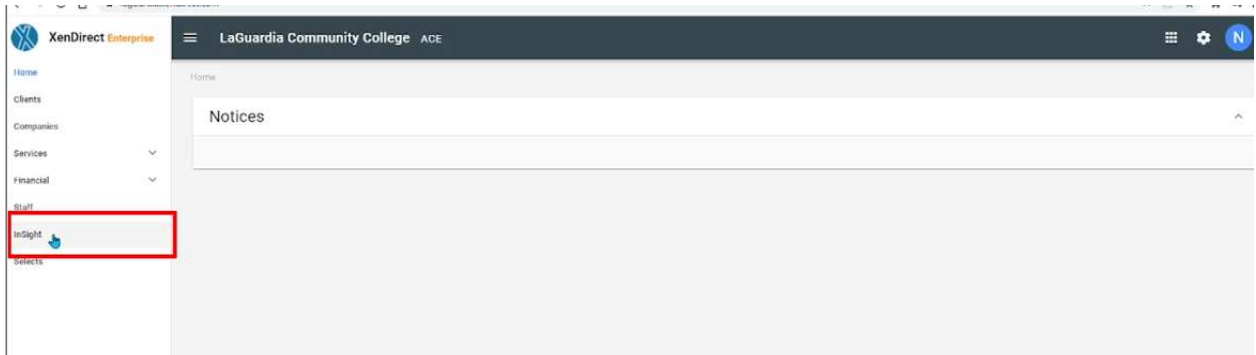
How to Use Filters on a Report

1. Please open your preferred web browser and go to the following URL:
<https://laguardia.xendirect.com/login>

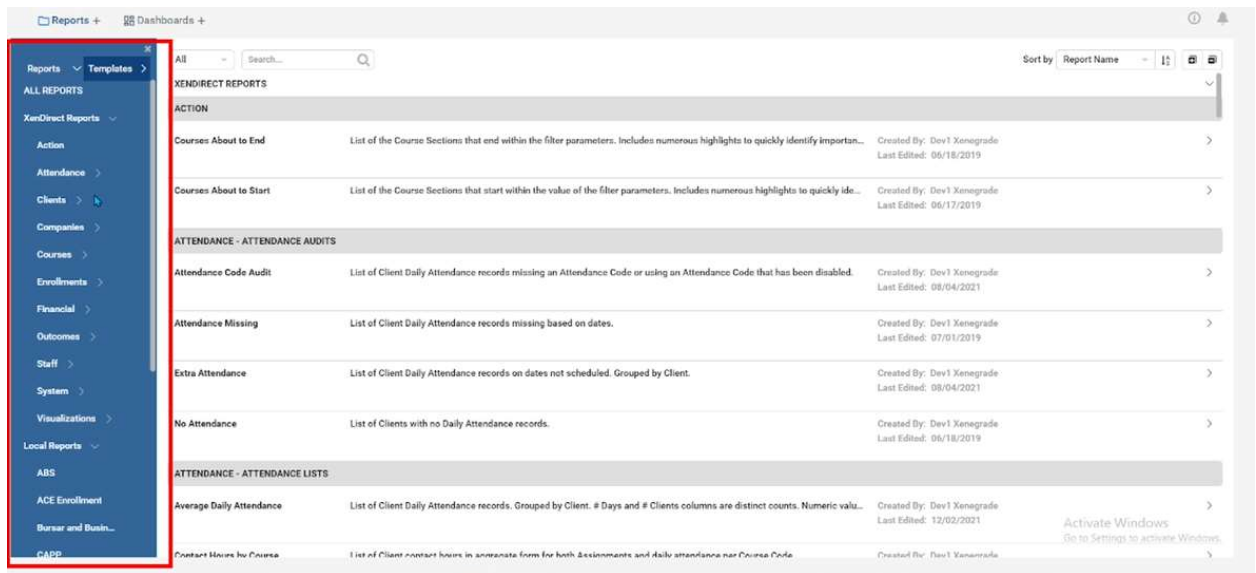


- a. If you do not have credentials please contact your program manager as they will provide credentials for you to login via e-mail.

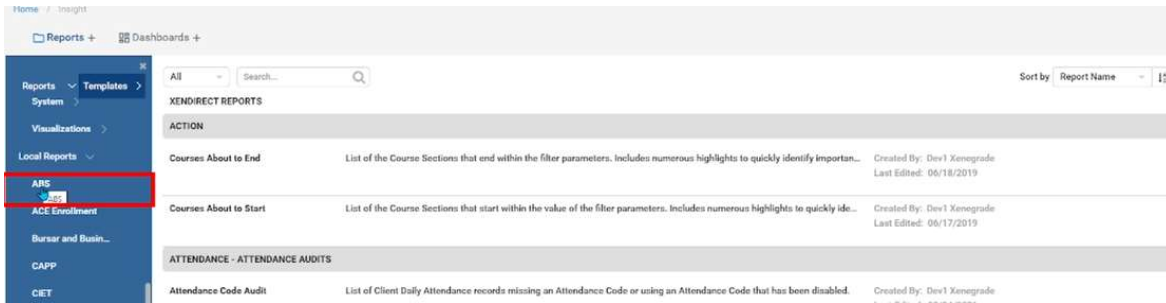
2. Once logged select **Insight** on the left side menu



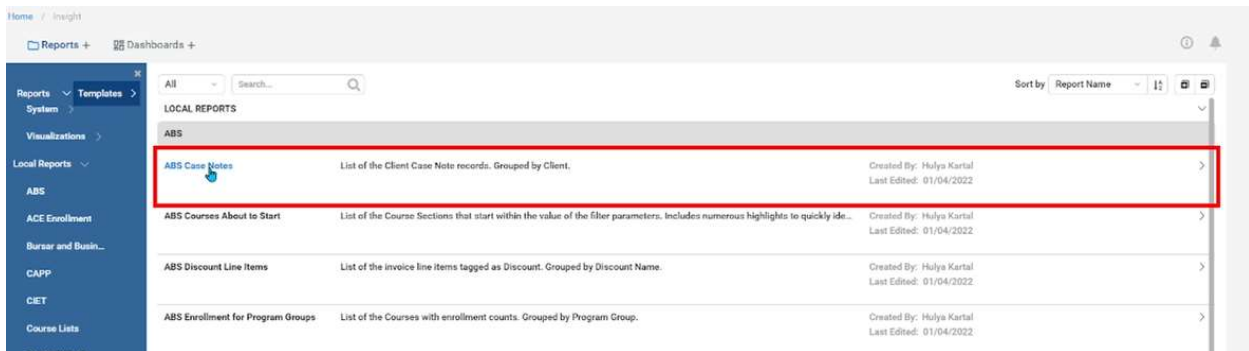
3. The left side will display a list of available reports according to your program.



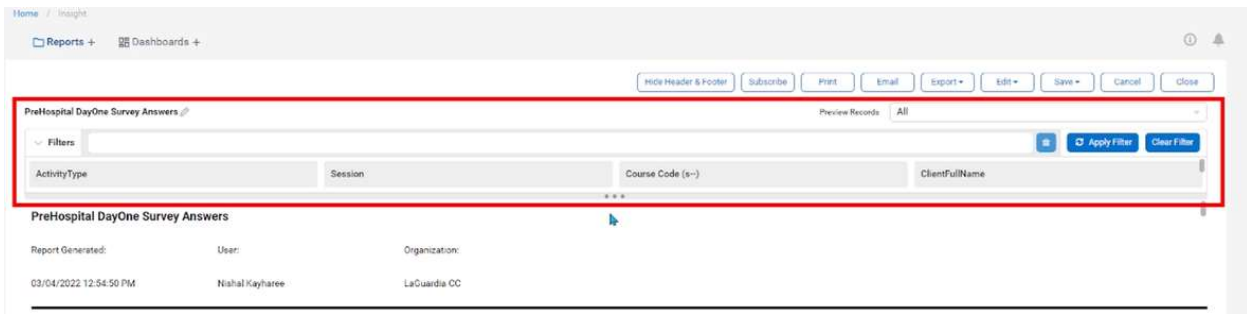
a. If you do not have access to a report please contact your program manager or director for access.



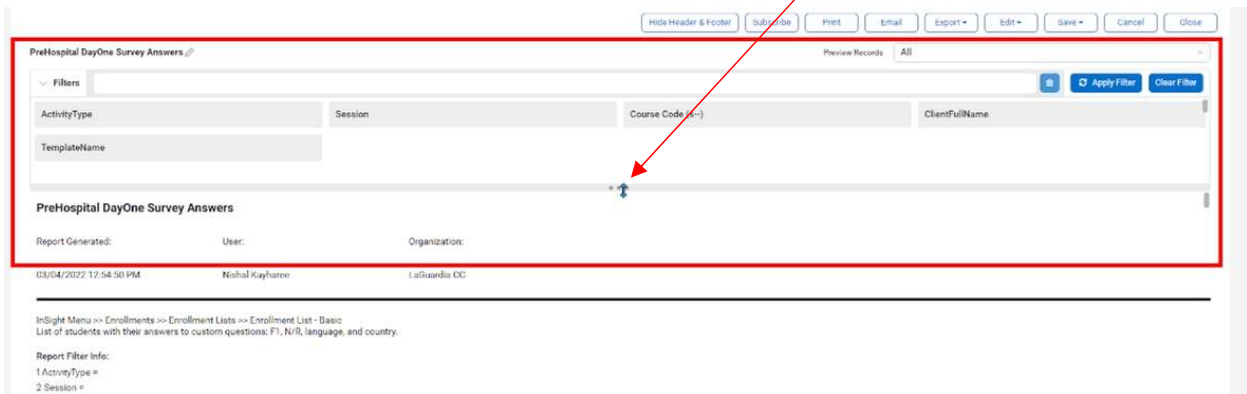
4. Select the report.



5. Once the report is opens under the title you will find the filter options.



6. Once you are able to see the filters there are three dots (...) under the initial filters and with the mouse you can drag to open additional filters.



a. You can use multiple filters to narrow your search.

7. Once you expand the filters you can use the additional filters and select **Apply Filter**.



a. If you would like to clear all the filter settings press **Clear Filter**.