

Filter Search Results

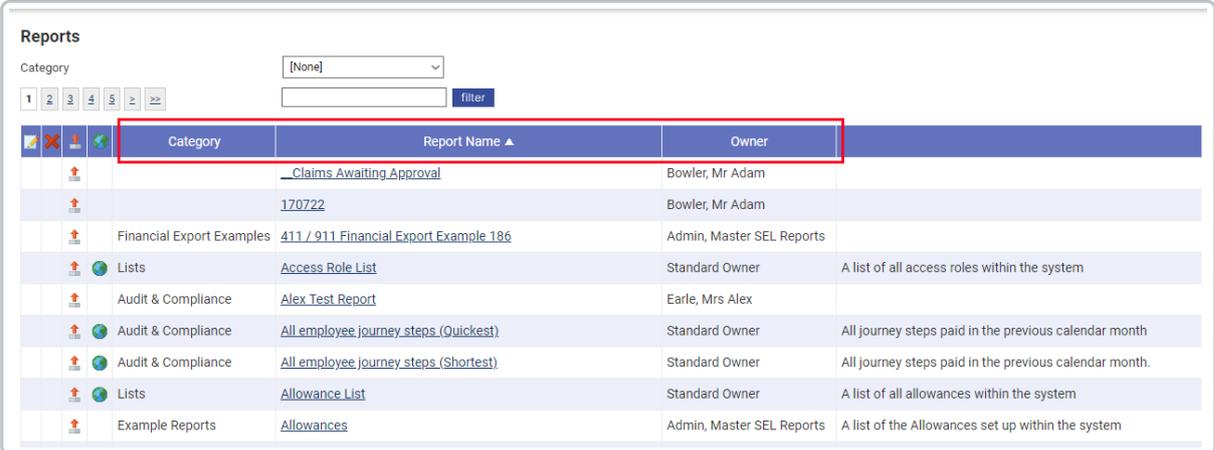
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Filter search results to get more precise results. Use the percent symbol % along with a keyword to filter.

1. Navigate to the page in which you want to filter.

Note: The filtering option is only available on some pages in Assure Expenses, such as Access Roles, Item Roles, Cost Codes, Currencies, Organisations, Expense Items, Departments, Expense Categories, Financial Exports, Audit Log, and others.

2. Click the column for which you want to filter the results.



The screenshot shows the 'Reports' page interface. At the top, there is a 'Category' dropdown menu set to '[None]' and a search box with a 'filter' button. Below this is a table with the following columns: Category, Report Name (with an upward arrow), and Owner. A red rectangular box highlights the 'Report Name' column header. The table contains several rows of report data, including 'Claims Awaiting Approval', '170722', 'Financial Export Examples', 'Access Role List', 'Alex Test Report', 'All employee journey steps (Quickest)', 'All employee journey steps (Shortest)', 'Allowance List', and 'Allowances'.

3. In the filter text box enter the % symbol and the keyword right next to it without leaving any space.



This screenshot shows the same 'Reports' page as the previous one, but with the search box containing the text '%Allowances'. The 'filter' button is still visible to the right of the search box. The table header is visible below, showing columns for Category, Report Name, Owner, and Description.

Note: If you want to filter search results with more than one keyword, leave space only between the subsequent words.

4. Click **filter**. Assure Expenses displays all results that contain the keyword you entered.

Reports

Category

[None]

%Allowances [filter](#)

   	Category	Report Name ▲	Owner	Description
	Example Reports	Allowances	Admin, Master SEL Reports	A list of the Allowances set up within the system
 	Lists	Expense Item Setup - Allowances	Standard Owner	A list of all the expense Items against which Allowances have been defined

[close](#)