

Filter Documents

Step	Task
1.	Click the Filter Documents button.
2.	Select the check box next to the filter you want to display, and enter the information in the filter's field.
3.	Click the OK button. NOTE: A light bulb icon displays indicating that a document filter is used.

Remove Document Filter

Step	Task
1.	Click the Filter Documents button.
2.	Clear the filter check box next to the filter that is being used.
3.	Click the OK button. NOTE: The light bulb icon is no longer visible.