Filter reports

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Learn how to put filters with input controls on a report.

**Filter a standard report with input controls**

You can filter the results of a standard report using input controls.

Note: To remove applied input controls, click **Reset**.

1. From the open report, click the **Input Controls button**.
2. Select the category and filter you want to apply (e.g., Circulation Event Branch Name > **Main Library**) from the Input Controls panel.
To select more than one filter in a category: Click the first filter, then hold CTRL and click the remaining filters you want to select.

Select more than one filter in a category - Example

3. Repeat step 2 to apply additional filters from different input controls.
4. Click OK. The report automatically updates the applied filter(s).