## **Clearing Filters**

To clear filters that have been selected, either:

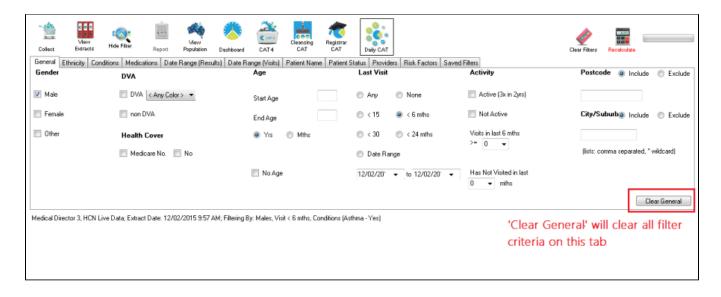
Click the 'Clear Filters' button in the top right hand corner of the screen, this will clear all currently selected filters.

- The 'Clear Filters' dialogue box will appear.
- The 'Clear all Filter Selections' will be pre-ticked. Click 'OK' to continue.



**Note:** This dialogue box may also be used to clear any Report Selections that have been made. Refer to the 'Cross Tabulation Report' section for details on this functionality.

Or you can click the 'Clear ...' button at the bottom right hand corner of each tab to clear only the filters for that tab.



Make sure you click 'Recalculate' when you have changed the filters.