## **Loading existing filters**

To load a saved filter

- Click the 'Saved Filters' tab
- · Click on the filter name required
- The 'Filtering By' details will be loaded into the other filter tabs and will display at the top of the Results panel
- The 'Recalculate button will turn red

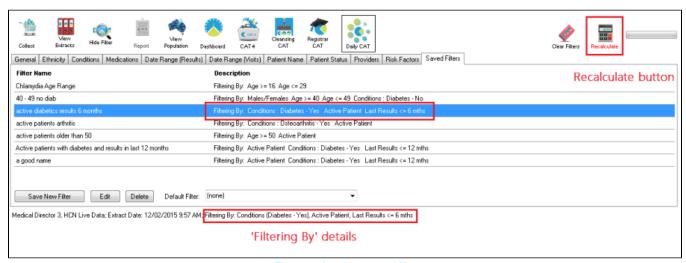


Figure 34: Loading a saved filter

Click the 'Recalculate' button to update the results pane.