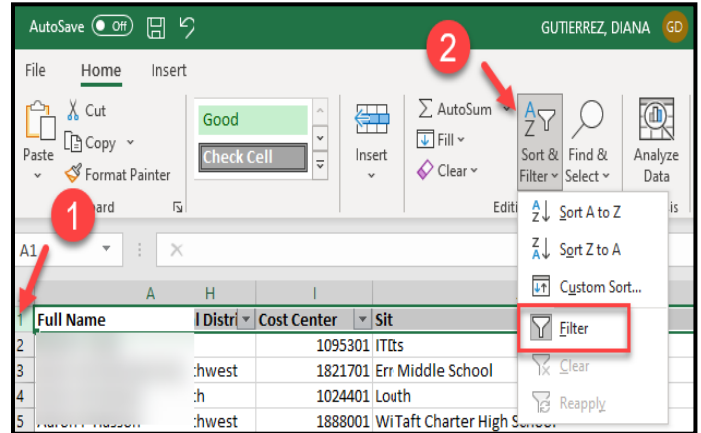# How to Add Filters to Reports?

Add Filters

1. Open excel report

2. Add filters to your report by clicking on row one which will highlight the entire row

3. Click on "**Sort & Filter**" and select "**filter**"

4. Click on the down arrow from the cell you would like to filter and select items you want to filter by

5. Click **OK** when done

Examples

Filter Examples:

→ If you want to see a report of matriculating students for elementary, filter by:
  - **Grade level** and select 5

→ If you want to see only Chromebooks at your school, filter by:
  - **Asset type** and select netbook

→ If you want to see devices in the Salvage Storage room, filter by:
  - **Asset Homeroom Location** and select salvage storage room

→ If you want to see devices purchased with Title I funds, filter by:
  - **Asset Funding Source** and select all that begin with the number 7
    ex. 7S046:CE-NCLB T1 Sch
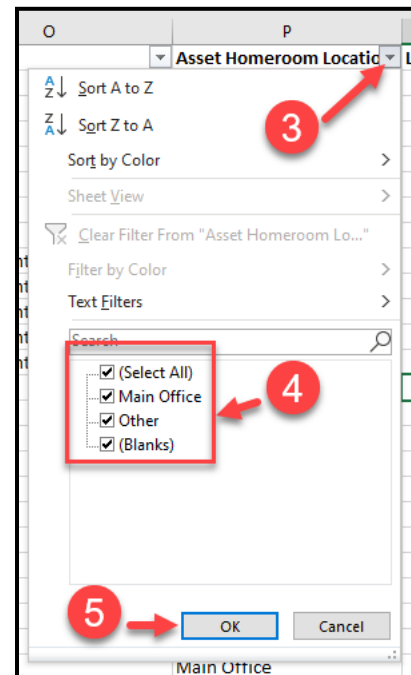
All asset management reports can be found at
https://achieve.lausd.net/Page/16850