Filtering the Templates Grid

- 1. Click the Inspections tab and navigate to the Templates feature.
- 2. Click the filter button above the templates grid.

	Building	٢	Inspections													dd Template		
=	Engines		Active Comp	leted Overdue	Schedul	ied Templates												
+	Create Work Order		Bearch Sart by															
			Search by keyword	phrase, etc.,		Last Modified ~										≒ Filter		
0%	Equipment																	
100	Preventive	8																
Ż	Inspections	L	12 Total Inspection	Templates												<pre>Papelof1 >>></pre>		
A	Incidents	L	D #	Template	Status	Type	Questions	Frequency	Start Date	Next Run	Properties	Created At	Last Modified	Last Modified By	Actions	+		

3. Filter by last modified, status, and dates created.

	Building	٢	Inspections													+ Add	Template
=	Engines		Active Complete	ed Overdue	Schedu	ied Templates											
+	+ Create Work Order		Search			Sort by	Ratus	Status		Created							
			Search by keyword, phr	rase, etc		Last Modified	3 selec	ed	-	MM/00/YYYY to	MM0DD/YYYY [3					🗮 Hide
0%	Equipment		Status (3)														
154	Preventive	1															
1	Inspections		12 Total Inspection Ter	mplates													Page 1 of 1 (>>)
\$	Incidents	L	1D #	Template	Status	Тура	Que	tions Fre	quancy	Start Date	Next Run	Properties	Created At	Last Modified	Last Modified By	Actions	+

4. View which filters have been applied to the inspection templates grid below the filters. To clear a filter, click the x.

