



### AN-331 Client, Zone and Area Filtering in Elite Reporter

#### ***In Brief***

*Ignore this facility if you only have a few centres – it is intended for clients with a lot of centres.*

If you are using Elite Reporter to manage a large number of centres, at reporting time you may want to filter the list to show just some of the centres. The advantage of this is that you can print all the data for one client that may be spread over many centres.

You can use the “client”, the “Zone” and the “Area” lists to filter with.

Note that filtering does not delete or change you system in any way other than restrict the list of centres that you choose from when you are reporting.

#### ***In Detail***

1. Use “Maintain...Client” and “Maintain...Zone” and “Maintain...Area” options to setup lists of these.
2. Use “Maintain...Centres” to set the client, zone and area that your centres belong to.
3. In the Centre Visits and other reports use the options for filtering to restrict the list of centres and to collate your printing.