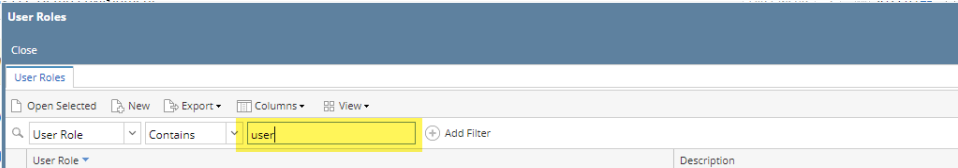


# How to filter record using Filter Grid

When using this method to filter records, the system will search for the record containing the keyword on the predefined grid columns only.

- 1. Open the **Search screen**. Refer to [Search](#).
- 2. Enter the keyword in the **Filter Grid field**.



- 3. Hit the **Enter** key on your keyboard.

