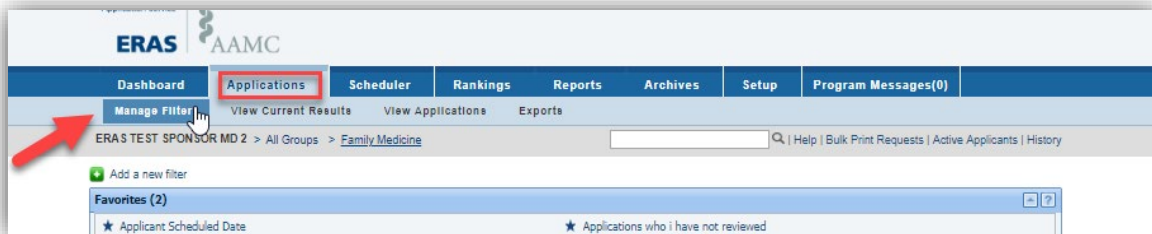
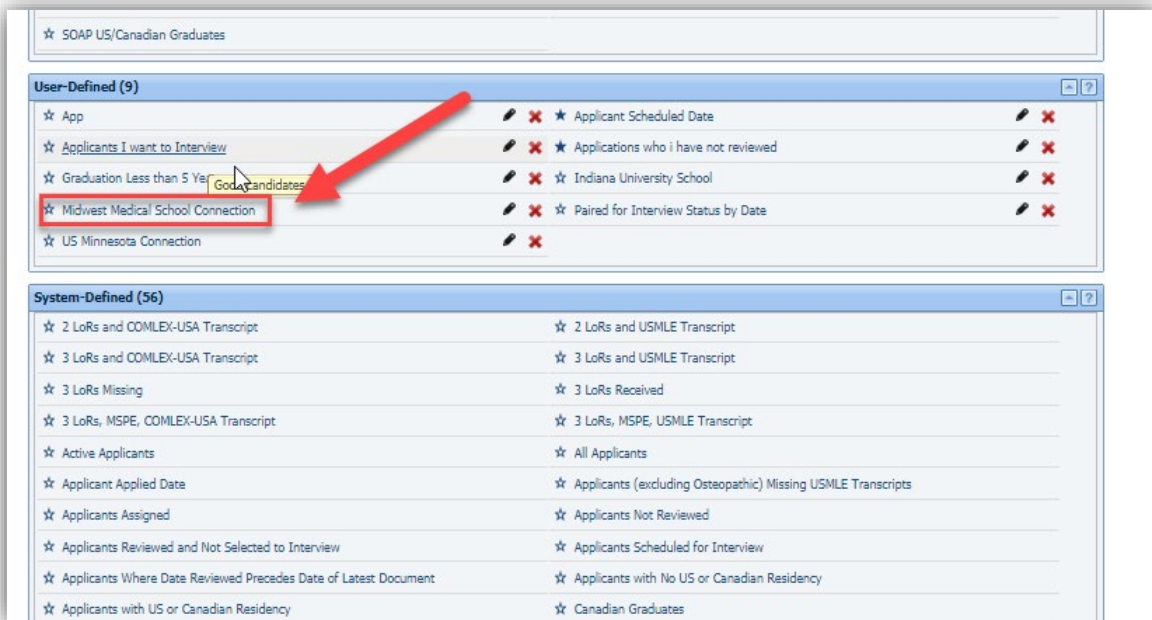


## 1. Navigate to *Manage Filters* on the Applications tab.



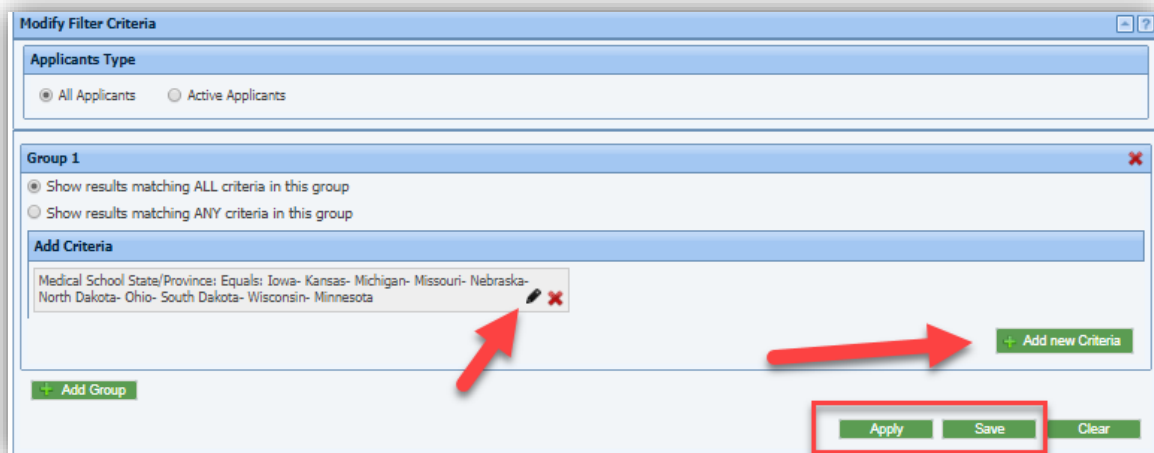
## 2. Locate the filter to modify and click on it to run.



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3. Expand the *Modify Filter Criteria* panel to view the criteria and click on either the pencil icon or *Add New Criteria* to make the necessary alterations to the filter.

4. Click *Save and Apply*.



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