

Add/Edit Filters

Click the Filters link (available on certain screens) to filter by specific Vendors, Sites, Customers, or Users.

Filters

Use the filters at the top of the screens (such as **Date Range** and **Type**) to narrow down your search.

Status

If you cannot find a record, check the Status to ensure you are viewing all of the records you

The screenshot shows the 'Manage Invoices' interface. At the top, there is a header with 'Manage Invoices' and the LINQ logo. Below the header, there are filter controls: 'Filters:' (with a link), 'Vendor: (All Vendors)', and 'Site: (All Sites)'. The main filter area includes a 'Select' dropdown with 'Date Range', 'From' and 'To' date pickers (mm/dd/y), 'Type' dropdown with 'Fund Management', and 'Invoice Status' dropdown with 'Unpaid'. There is also an '+ Add' button. An 'Add / Edit Filters' modal is open, showing a list of invoice numbers (1, 2544, 6546) on the left and filter options for 'Vendor' (All Vendors) and 'Site' (All Sites) on the right. A 'Clear All' link is at the bottom left of the modal, and a 'Done' button is at the bottom right. Callouts from the text boxes above point to the 'Filters' link, the main filter controls, and the modal.