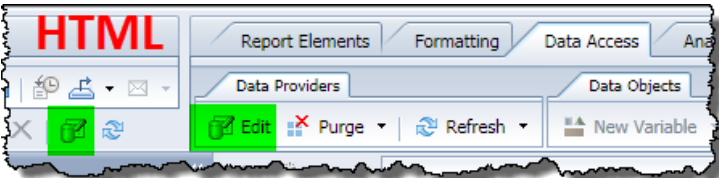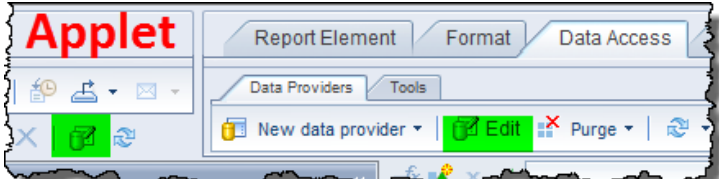# How to Add a Query Filter

Query filters limit the data retrieved from the data source and returned to the document. They allow you to retrieve only the data that you need to answer a specific business question and minimize the quantity of data returned to the document to optimize performance. There are two ways of creating query filters.

- **Quick Filter** – **Quick Filters** allow you to quickly define the values that you want to retrieve for a specific result object without launching the **Filter Editor**. By default, **Quick Filters** use the **Equal to** operator if you select a single value or the **In List** operator if you select multiple values.
- **Custom Filter** – You create custom query filters to limit document data to information corresponding to a specific business question or the business information needs of a specific group of users. Usually they would involve more than one object and launch the **Filter Editor**.

Filtering procedures are very similar in HTML and Applet modes so we will not differentiate here. You must however be in **Design** mode to create and edit the query filters.

Step-by-Step Instructions:	HINTS
Open the **Web Intelligence** document and report and switch to **Design** mode.	If your **Preferences** list **Applet**, you can be in **Design** or **Data** mode to edit.
Click either **Edit Data Provider** icon and the **Query Panel** displays**.**	One icon is located in the **Document** toolbar and the other is found under the **Data Access** tab > **Data Providers** subtab.
QUICK FILTER: • Highlight the **Object** that you want filtered and then click on the **Add Quick Filter** icon.	• The **Add Quick Filter** box displays • See **Figures 1 & 2**. • **NOTE: If you click on an object and the Quick Filter icon remains greyed out, it is because that particular object does NOT have a list of values defined. You will have to use a Custom Filter.**
• Select the required value(s) and click **OK**.	• By default, **Quick Filter** uses the **Equal to** operator if you select a single value or the **In List** operator if you select multiple values. • The new query filter is added to the **Query Filters** pane. (**Figure 3**)
CUSTOM FILTER: • Drag and drop the **Object** that you want filtered to the **Query**	See **Figure 4**.

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Filters pane.	
• Click the arrow next to the default operator (In List) and select a query operator from the list.	It makes most sense to use this option when your operator is NOT **In List** or **Equal to**, which are the defaults in **Quick Filters**! (**Figure 5**)
• Click the arrow next to the query filter to **Define Filter Type**.	• Filter types include **Constant**, **Value(s) from list**, **Prompt**, **Object from this query**, and **Result from another query**. (**Figure 6**) • Note that if you select **Prompt**, another small icon appears and you can set the properties of the prompt. Likewise, other selections offer the chance at further customization.
You can learn how to do increasingly complicated query filters by reading the FAQ section on queries.	

FIGURE 1. QUICK FILTER OPTION: Select the appropriate **Object** and then click the **Add Quick Filter** icon.
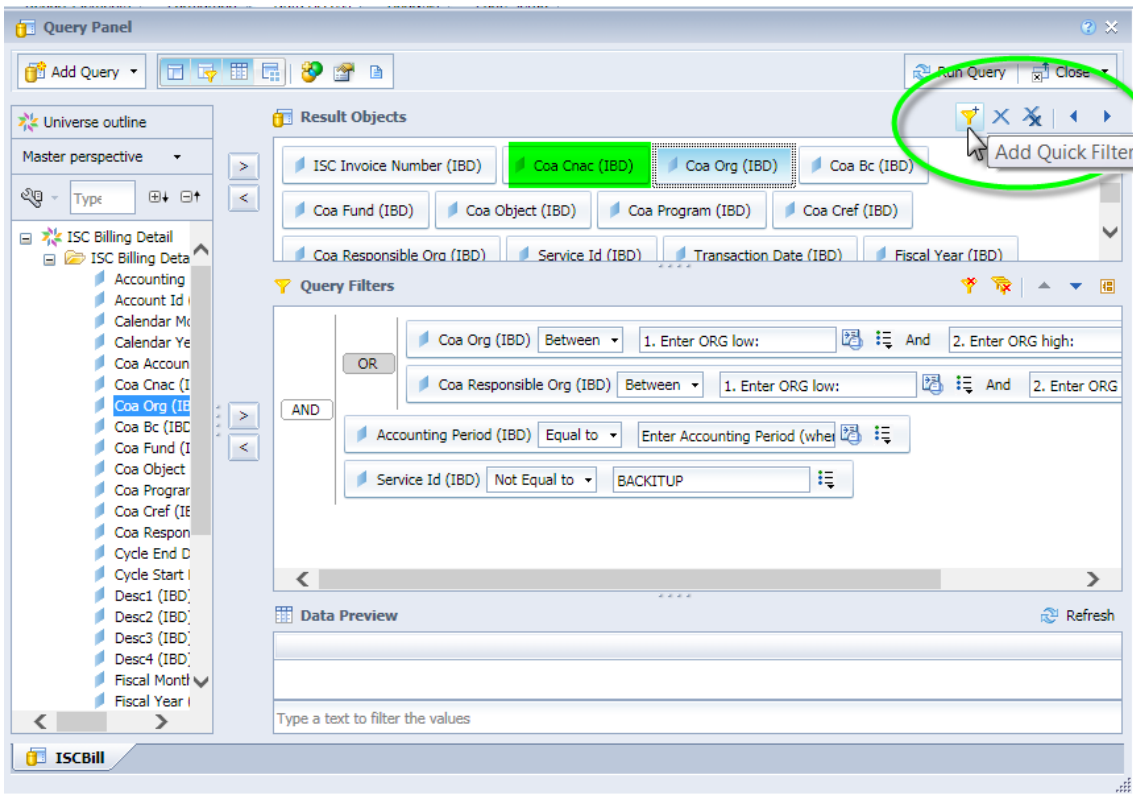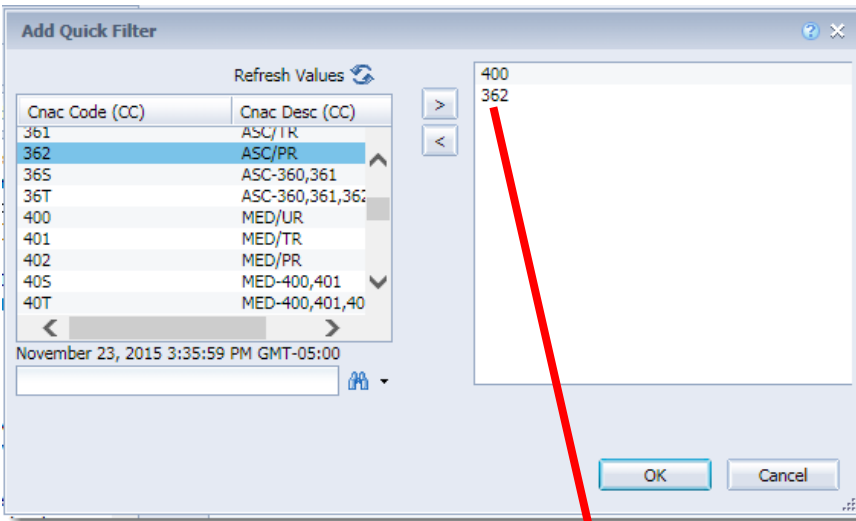
FIGURE 2. **QUICK FILTER OPTION**: select the value(s).
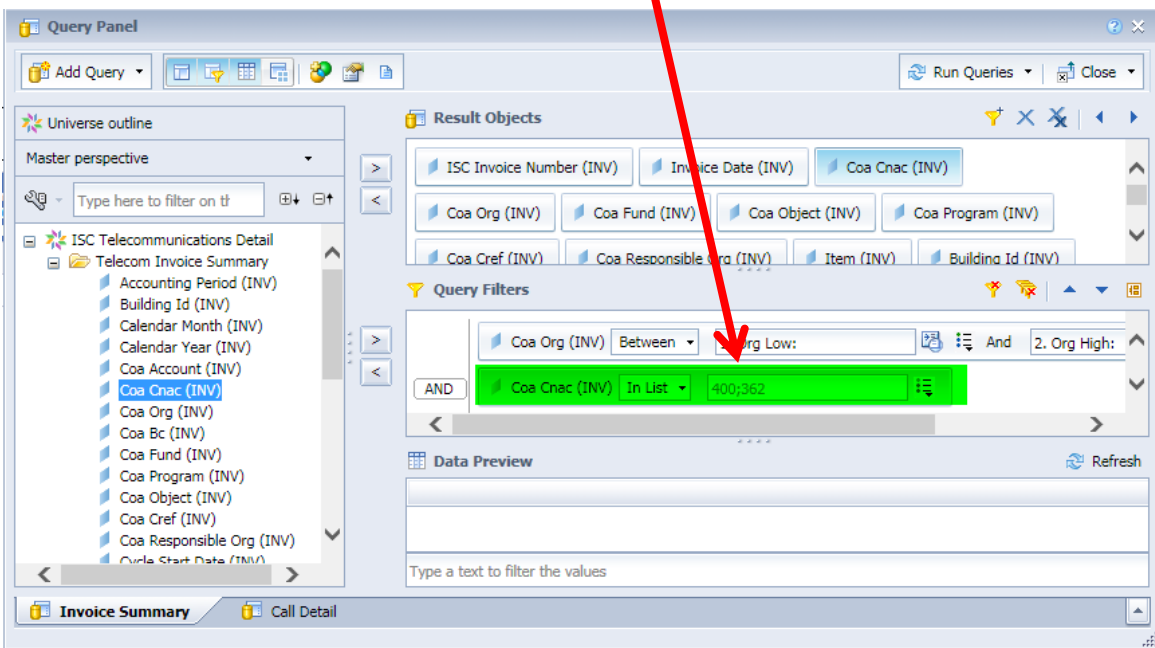
FIGURE 3. **QUICK FILTER OPTION:** Note how the values selected appear in the **Query Filters** pane.
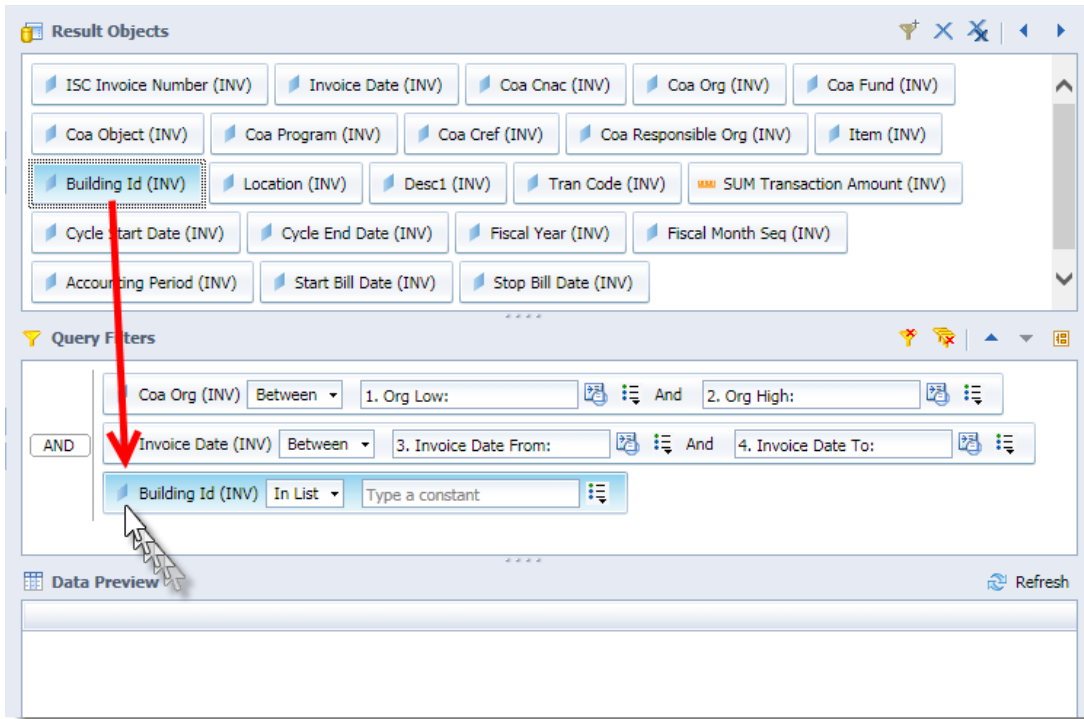
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FIGURE 4. CUSTOM FILTER: Select the appropriate **Object** and drag it to the **Query Filter** pane directly.
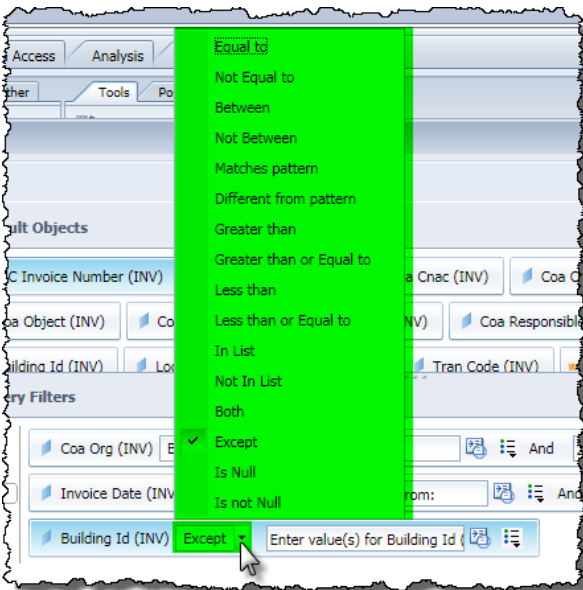

FIGURE 5. CUSTOM FILTER: Select the appropriate **operator** from the drop-down menu.
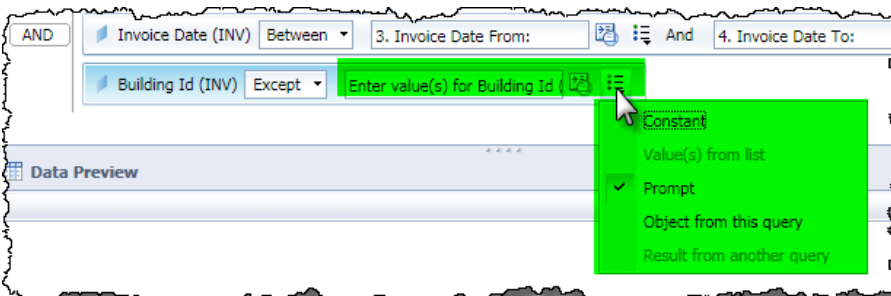

FIGURE 6. CUSTOM FILTER: Select the appropriate **filter type** from the drop-down menu.