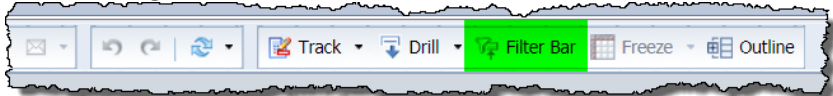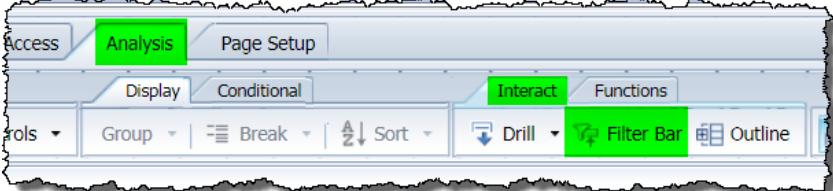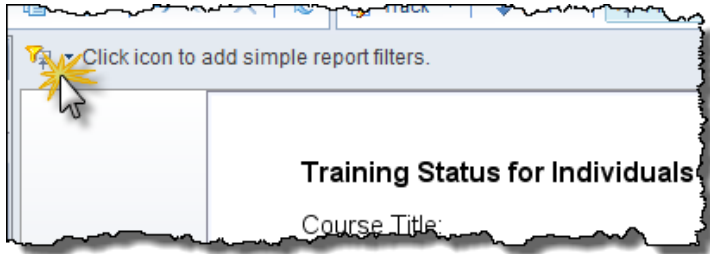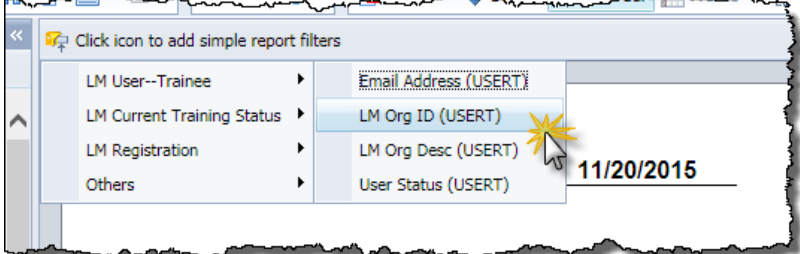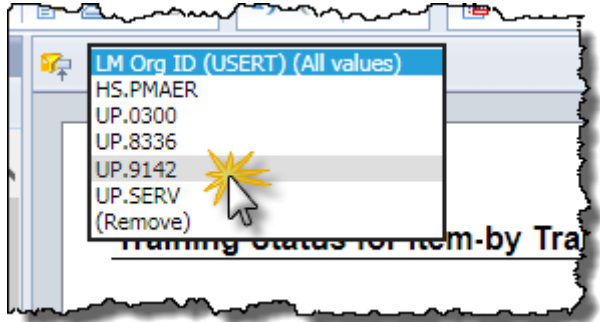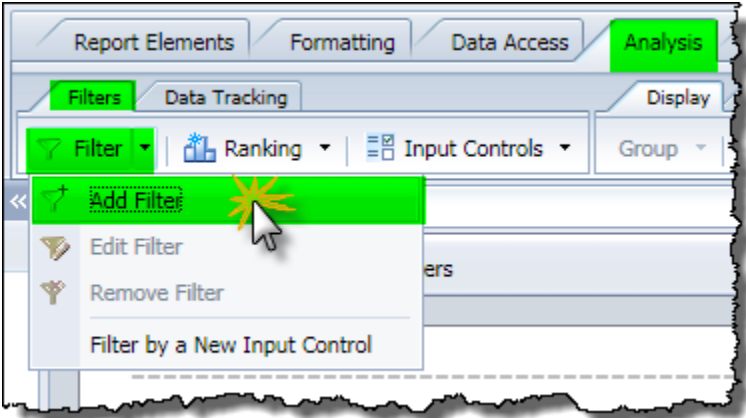# How to Add a Report Filter

Report filters can be applied to the entire report or to individual elements like sections, tables, or graphs. They limit the data displayed but not the data retrieved by the query from the data source. There are 2 types of report filters.

- **Simple** – These are quick and easy filters that can filter only on single values and are applied to a whole report, not an entire document or individual report elements.
- **Standard** – These are the most flexible type of report filter because they can use any filter operator and can filter on single values or lists of values.

Filtering procedures are very similar in HTML and Applet modes so we will not differentiate here.

Step-by-Step Instructions:	HINTS
Open the Web Intelligence document.	
SIMPLE REPORT FILTERS: • Click **Filter Bar.**	• In **Reading** mode, this will be in the toolbar. • In **Design** mode, this function will also be found in the **Analysis** tab > **Interact** sub-tab. • The **Report Filter toolbar** displays at the top of the **Report Panel**.
• Click the **Add Simple Report Filter** icon on the toolbar.	You can add multiple objects to the toolbar to create multiple simple filters. Note that you should refresh the report first so that the values can be listed for you to chose one.
• Select the object on which you want to filter from the menu (**LM Org ID (USERT)** in this example screenshot).	

• Select the value on which you want to filter (**UP.9142** in this example).	
	The report is immediately filtered to show only the value that you selected. To remove a simple filter, click on the values drop-down and select "(**Remove**)" at the very bottom of the list.
STANDARD REPORT FILTERS: • Click on **Analysis** tab > **Filters** sub-tab	
• Select **Add Filter** from the **Filter** drop-down.	
	The **Report Filter** dialog box displays.
• Click **Add Filter** in the **Report Filter** dialog box and the **Available Objects** dialog box opens. • Select the **Object** that you want to filter on and double click on it.	• See **Figure 1** for the **Report Filter** dialog box with the **Available Objects** dialog box displayed over it. • The **Report Filter** dialog box changes so that you can choose the operator (See **Figure 2**) and the value(s) (See **Figure 3**) that you wish to filter on.
• Select the operator and the value(s) and then click **OK** or **Apply**.	Figures 2 & 3.
• Check the drop-down menu under **Filter** and you'll see that **Edit Filter** and **Remove Filter** options have been activated.	

FIGURE 1. Add Filter and select **Object**.
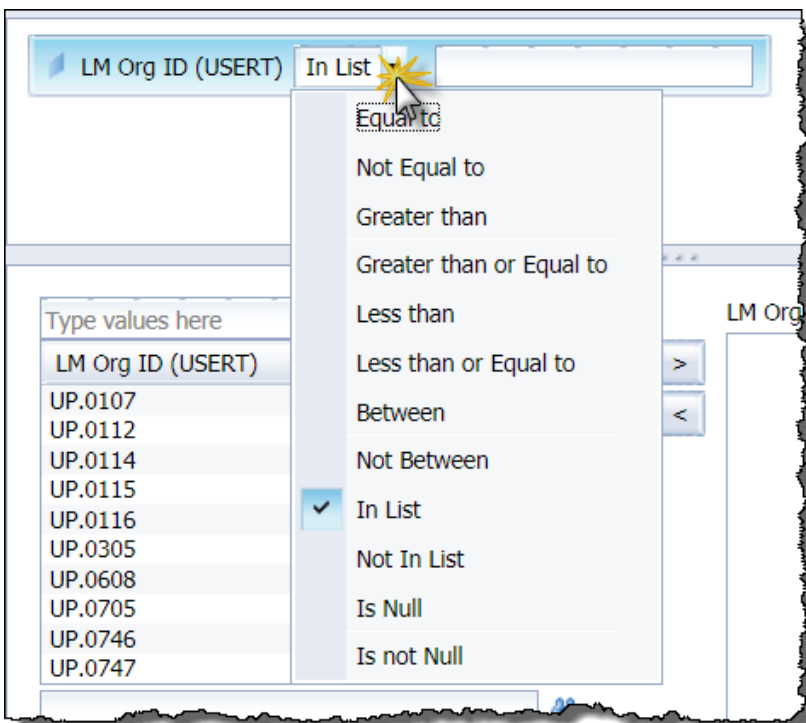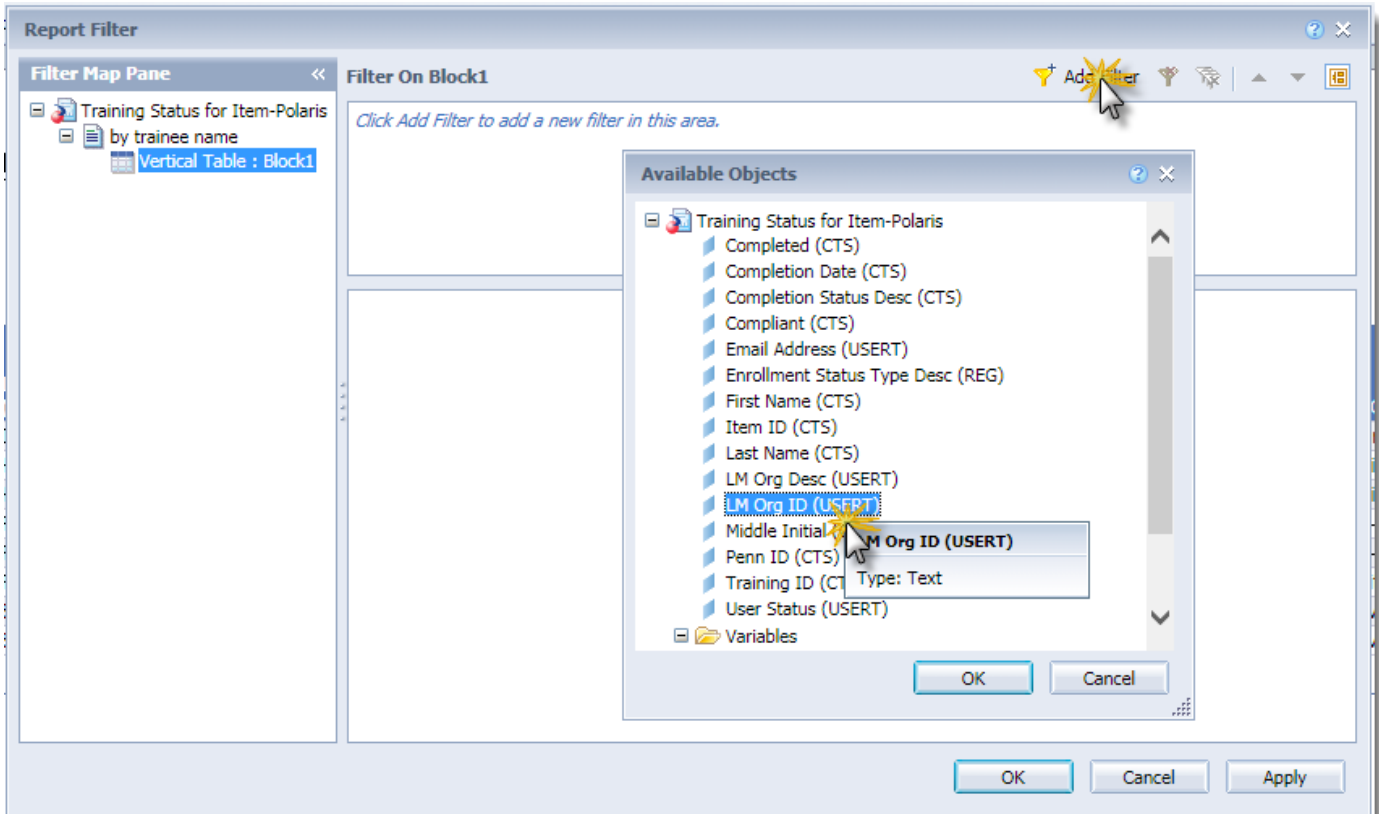

Figure 2: Select the appropriate filter operator.

Figure 3: The completed **Report Filter** dialog box, ready to click **Apply** and then **OK**.