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.

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<th>Step-by-Step Instructions:</th>
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**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.

- Select the object on which you want to filter from the menu (**LM Org ID (USERET)** in this example screenshot).
  - Note that you should refresh the report first so that the values can be listed for you to choose one.

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- 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.

- Check the drop-down menu under Filter and you’ll see that Edit Filter and Remove Filter options have been activated.

Figures 2 & 3.
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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.