

Filters Main Menu

This menu identifies filters applied on report; visual icon designates usage

OPTIONAL

REQUIRED

Usage

- Required
- Optional
- Disabled

Application

- Before auto aggregation
- After auto aggregation

Can be changed in the viewer

OK Cancel

Add ← [+] [×] [✎] → Edit

Delete

These 3 buttons allow you to add, delete, or edit filters

In conjunction with visual icon in front of filter

When filter is applied

Application:

- **Before auto aggregation:** Filter will be applied to individual records in the data source; every row will be checked and data will be filtered
- **After auto aggregation:** Filter will be applied after the query has grouped and summarized at the lowest level of detail

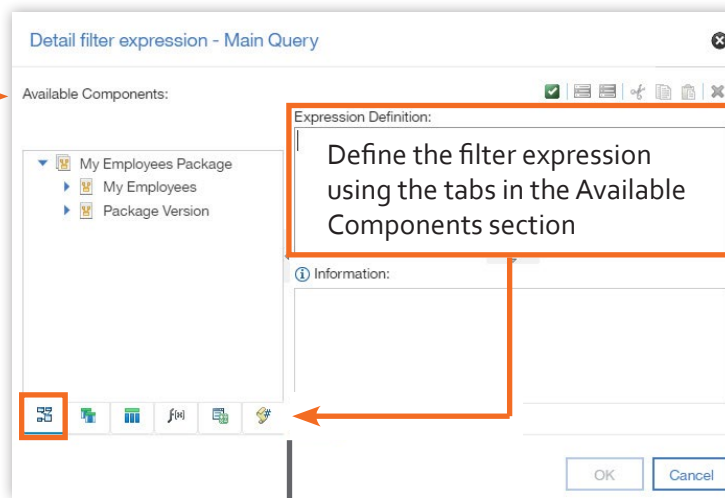
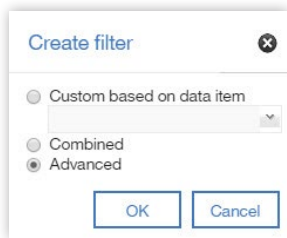
Usage:

- **Required:** Filter must be used before returning a report
- **Optional:** Filter may or may not be used to return a report



Add New Filter:

A. Advanced Option: Build on data **not** in column and uses advanced calculations



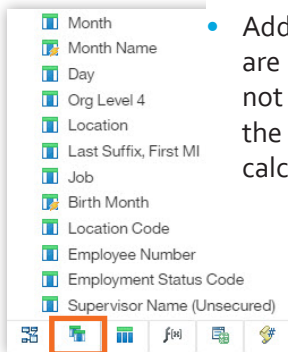
You can also type the filter expression directly in the box

Source:

- Add data items that are not shown in the report

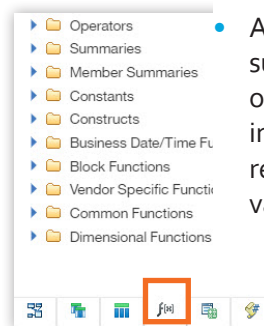
Data Items:

- Add data items that are in the report but not necessarily in the model (such as calculations)



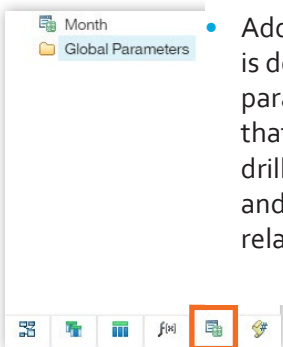
Functions:

- Add functions, summaries, and operators; can only insert ones that return a Boolean value (true or false)



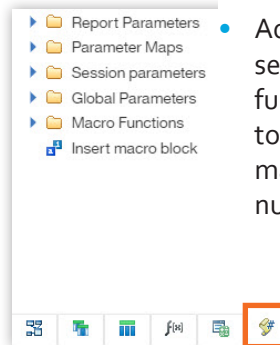
Parameters:

- Add a value that is derived from a parameter which is one that define prompts, drill-through reports, and master detail relationships



Macros:

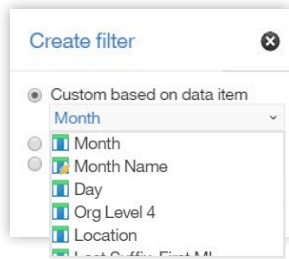
- Add an options (parameter maps, session parameters, or macro functions); Use Insert macro block to help get started with creating the macro expressions and will insert number signs in the expression



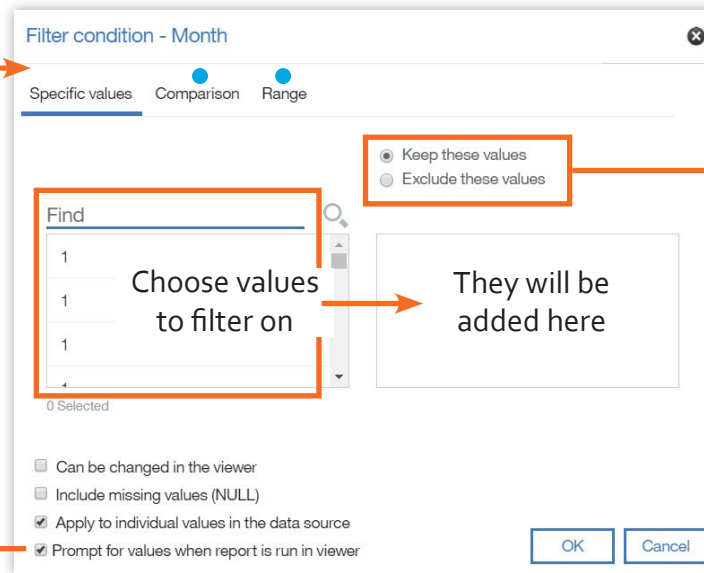


Add New Filter:

B. Custom Option: Build on data in column



- **Comparison or Range:** If filtering numeric values, choose to create a comparison filter or a range filter



Choose whether you are keeping the identified values or excluding them

If you want to add parameters so users are prompted when they run the report, check this box.



Edit Existing Filter:

Filters - Main Query

Detail Filters Summary Filters

[Birth Month] in (?Month?)
 [My Employees].[Employment Status Code] <> 'T'

Usage:
 Required
 Optional
 Disabled

1. Click on filter to edit
 2. Click the pencil icon

OK

Detail filter expression - Main Query

Available Components:

- My Employees Package
 - My Employees
 - Package Version

Expression Definition:
 [My Employees].[Employment Status Code] <> 'T'

3. Edit the filter expression using the tabs or type directly in the expression

Source:

- Add data items that are not shown in the report

Data Items:

- Add data items that are in the report but not necessarily in the model (such as calculations)

Month
 Month Name
 Day
 Org Level 4
 Location
 Last Suffix, First MI
 Job
 Birth Month
 Location Code
 Employee Number
 Employment Status Code
 Supervisor Name (Unsecured)

Source icon highlighted in orange.

Functions:

- Add functions, summaries, and operators; can only insert ones that return a Boolean value (true or false)

Operators
 Summaries
 Member Summaries
 Constants
 Constructs
 Business Date/Time Fu
 Block Functions
 Vendor Specific Functi
 Common Functions
 Dimensional Functions

Functions icon highlighted in orange.

Parameters:

- Add a value that is derived from a parameter which is one that define prompts, drill-through reports, and master detail relationships

Month
 Global Parameters

Parameters icon highlighted in orange.

Macros:

- Add an options (parameter maps, session parameters, or macro functions); Use Insert macro block to help get started with creating the macro expressions and will insert number signs in the expression

Report Parameters
 Parameter Maps
 Session parameters
 Global Parameters
 Macro Functions
 Insert macro block

Macros icon highlighted in orange.