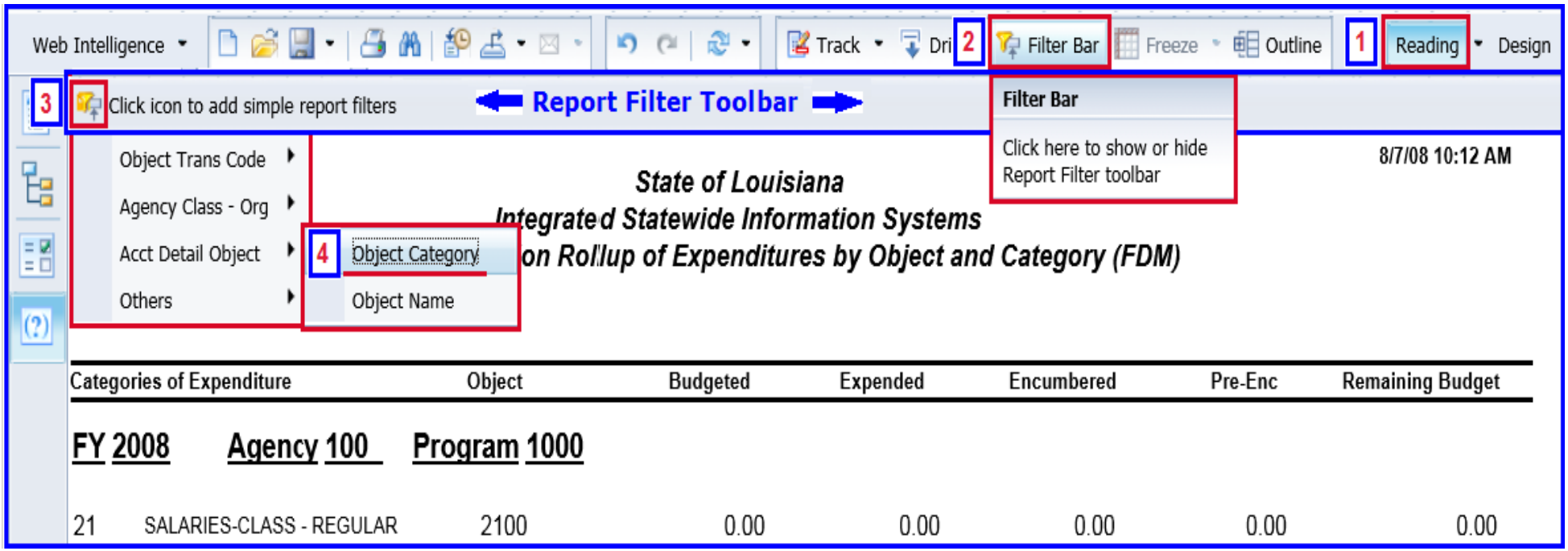
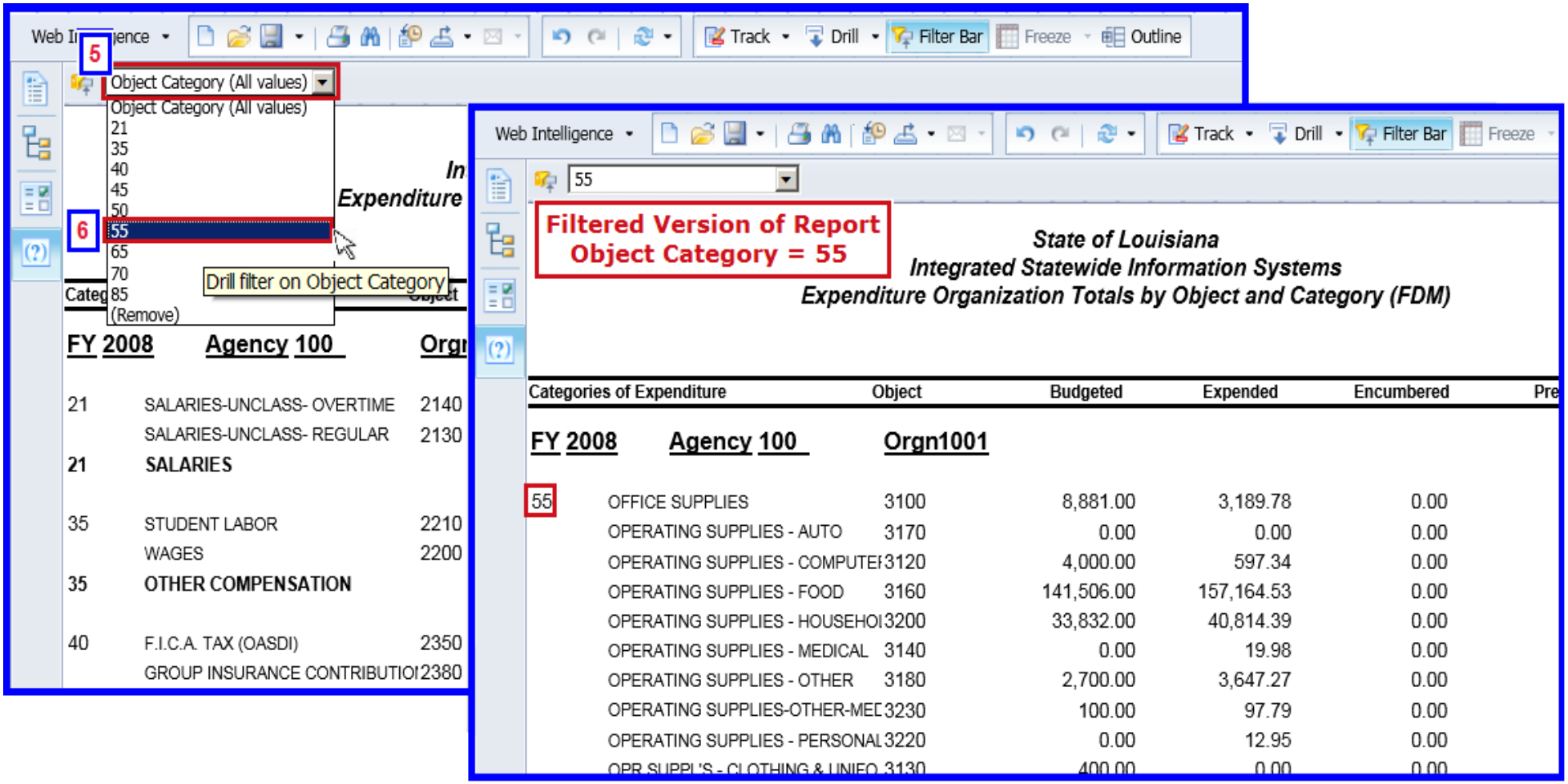
Filtering in Reading Mode

1 Click Reading if it is not highlighted. 2 Click Filter Bar. The **Report Filter Toolbar** will display above the report panel. 3 Click the filter 'Add a simple report filter' icon on the far left. The report filter classes will display in a dropdown menu. As you move the mouse over them, the result object filters will be displayed to the right. 4 Click one to select it. In this example Object Category is selected.



The selected filter(s) will then display on the tool bar with the default value of '(All values)'. 5 Click on the filter or on the down pointing arrowhead to display the available values. The first choice is always 'All values' and the last is always '(Remove)'. 6 Click a value to select it. In this example the value 55 is selected. The filtered version of the report will be displayed.

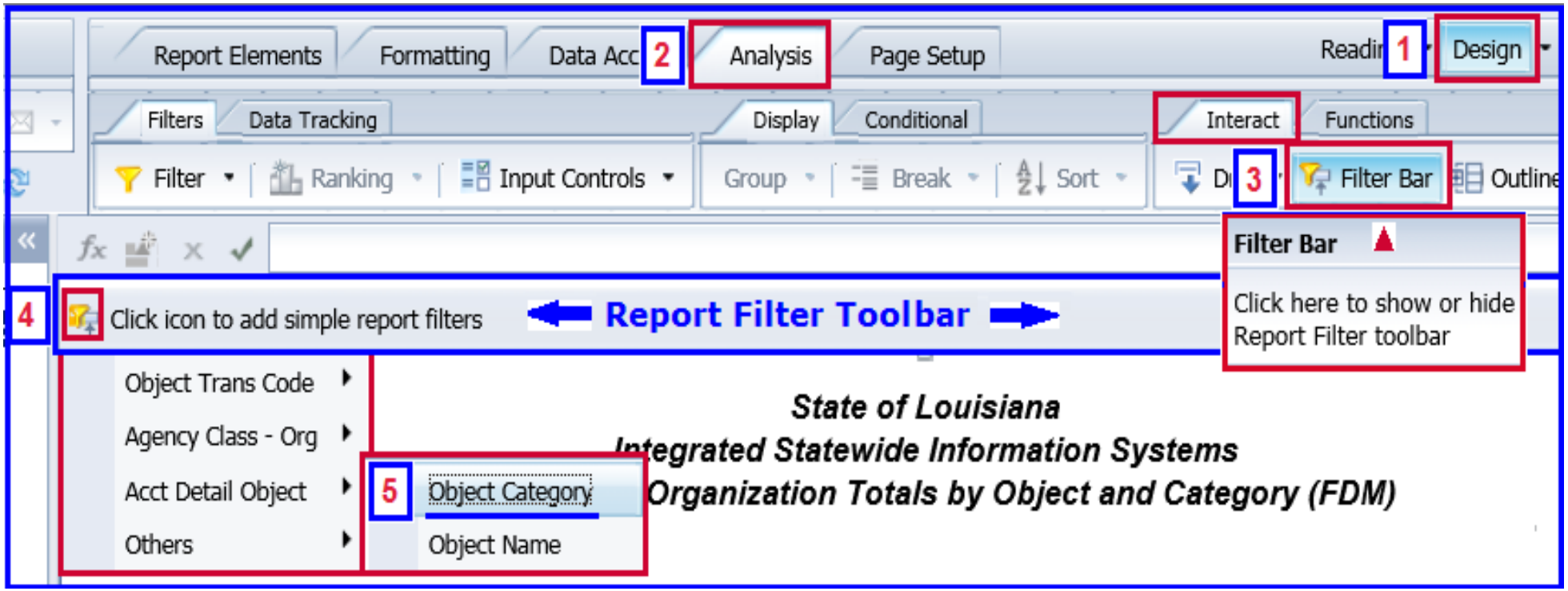


Filtering in Design Mode – Option 1.

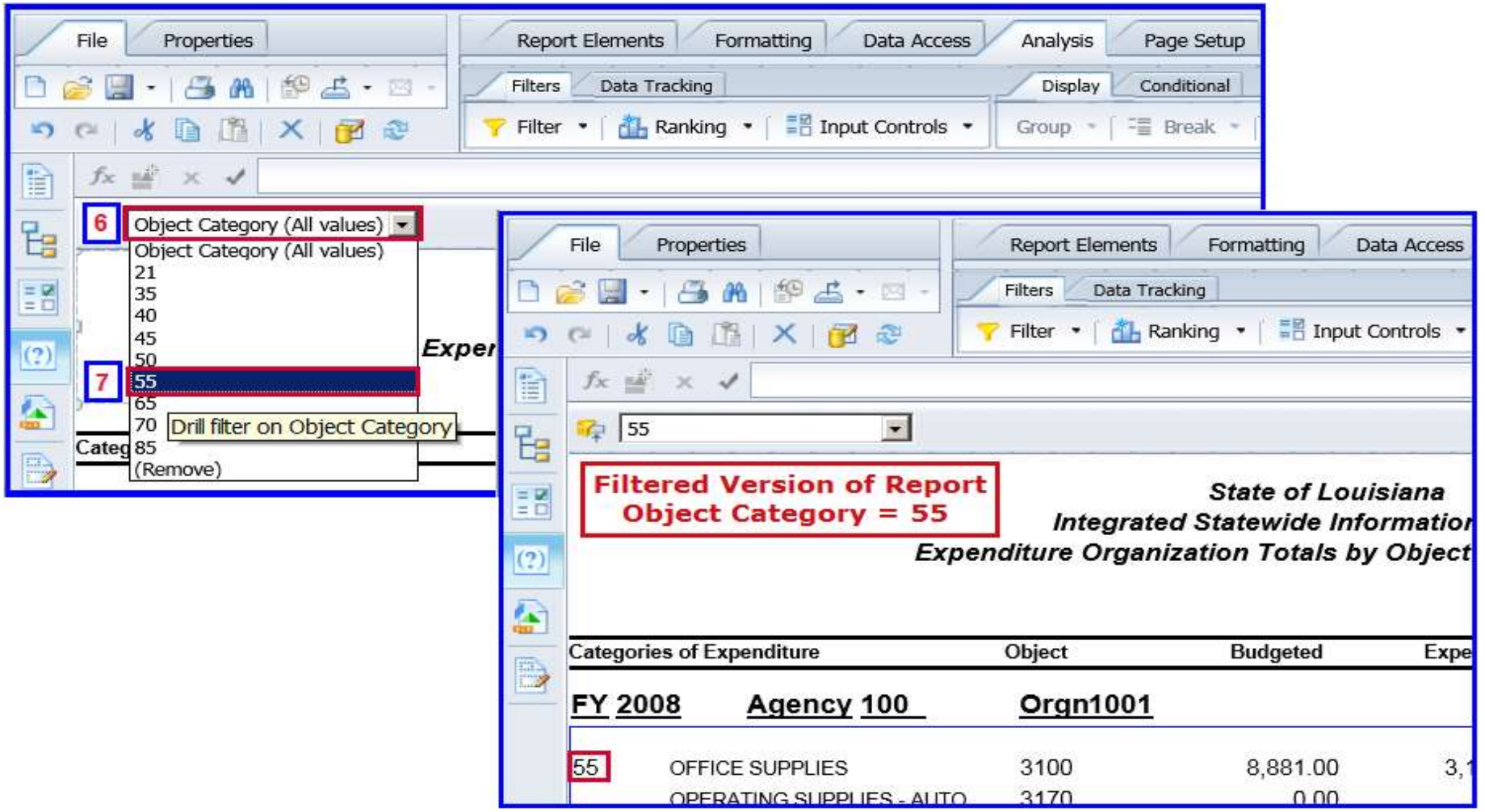
1 Click Design if it is not highlighted. 2 Click Analysis in the top row of tabs. In the second row of tabs under Interact, 3 click Filter Bar if it is not highlighted. The **Report Filter Toolbar** will display above the report panel.

4 Click the 'Add a simple report filter' icon on the far left. The report filter classes will display in a dropdown list. As you move the mouse over them, the result object filters will be displayed to the right. 5 Click one to select it.

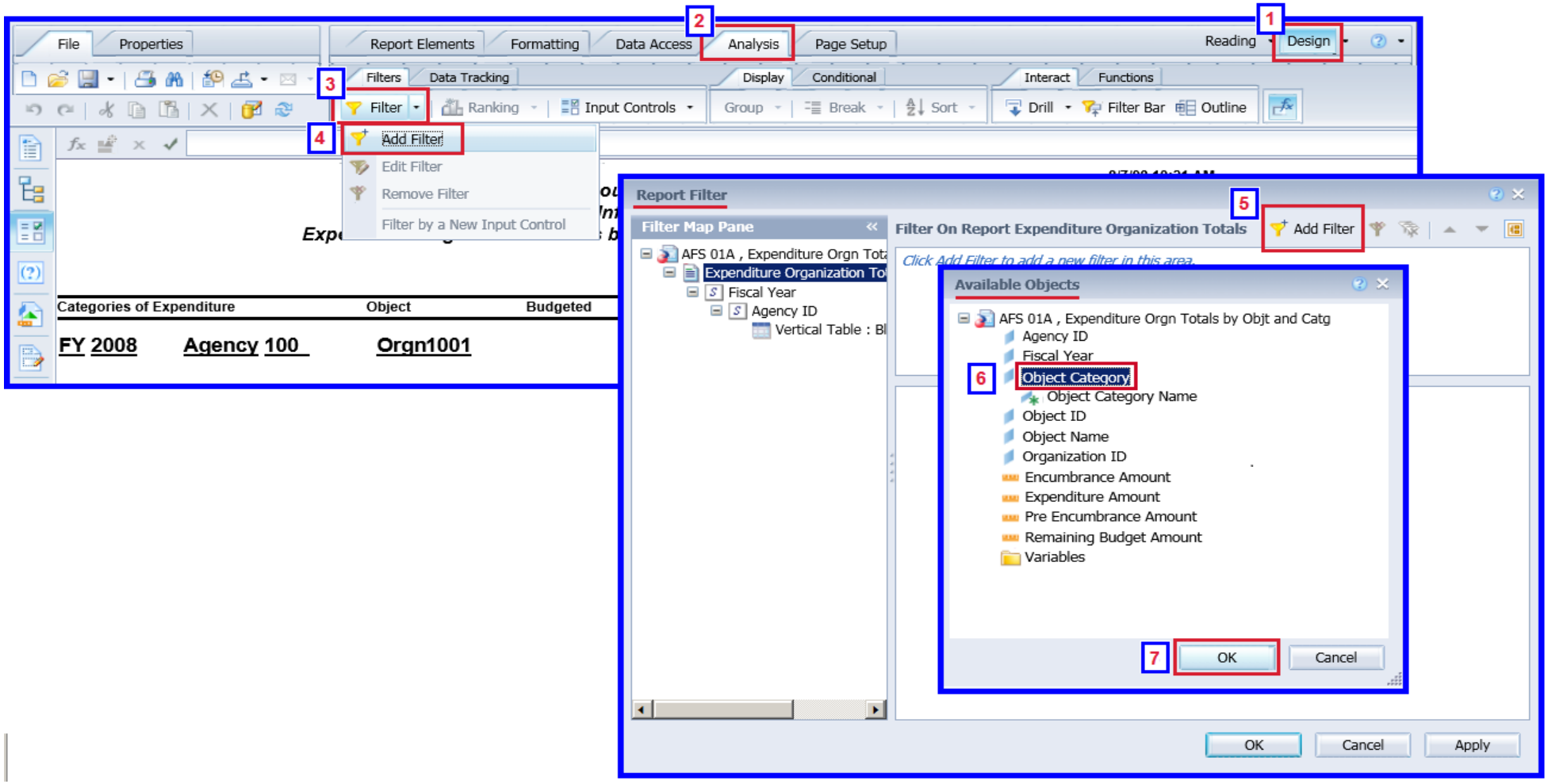
In this example Object Category is selected.



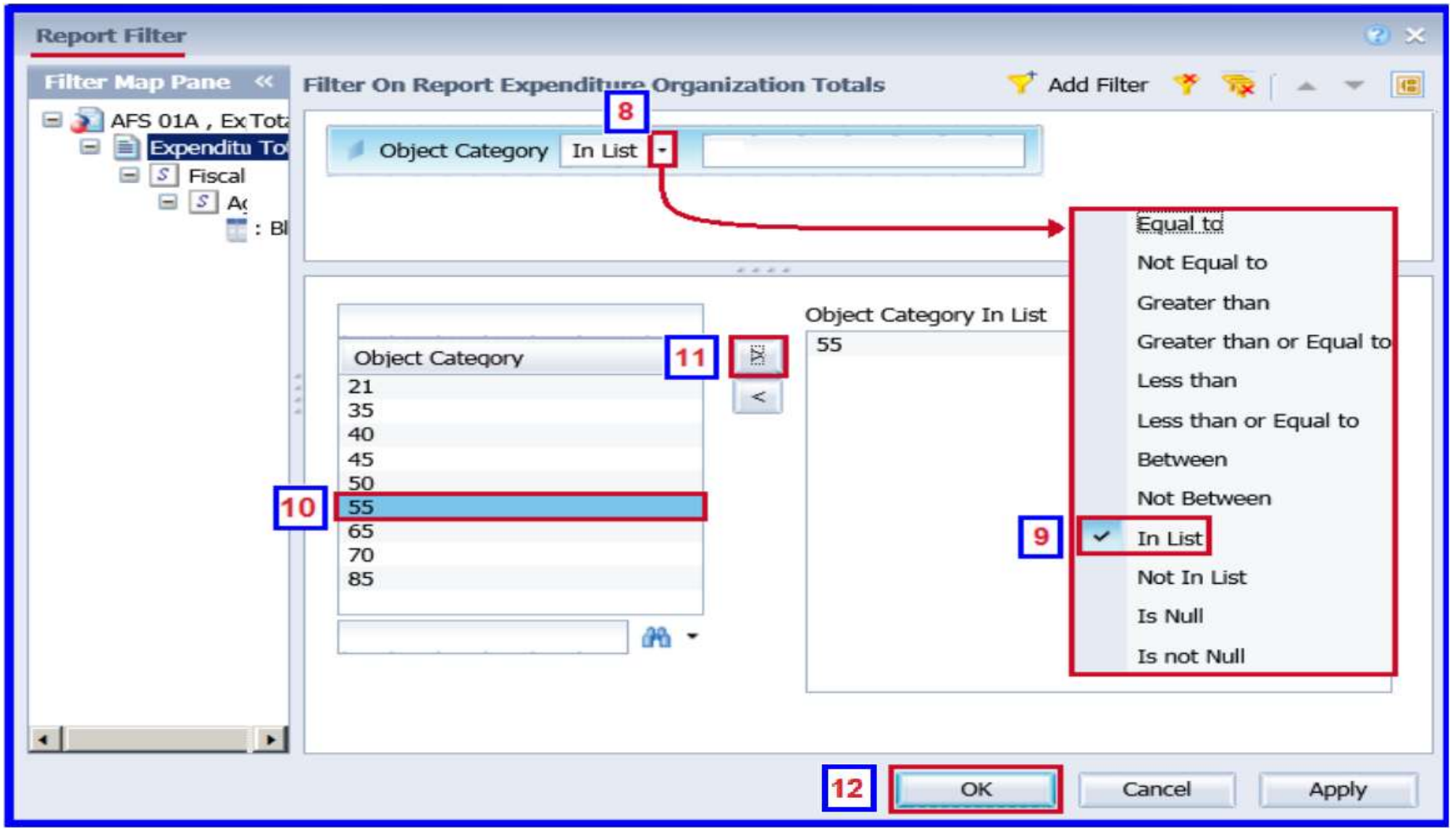
The selected filter(s) will then display on the tool bar with the default value of '(All values)'. 6 Click on the filter or on the down pointing arrowhead ▼ to display the available values. The first choice is always '(All values)' and the last is always '(Remove)'. 7 Click a value to select it. In this example the value 55 is selected. The filtered version of the report will be displayed.

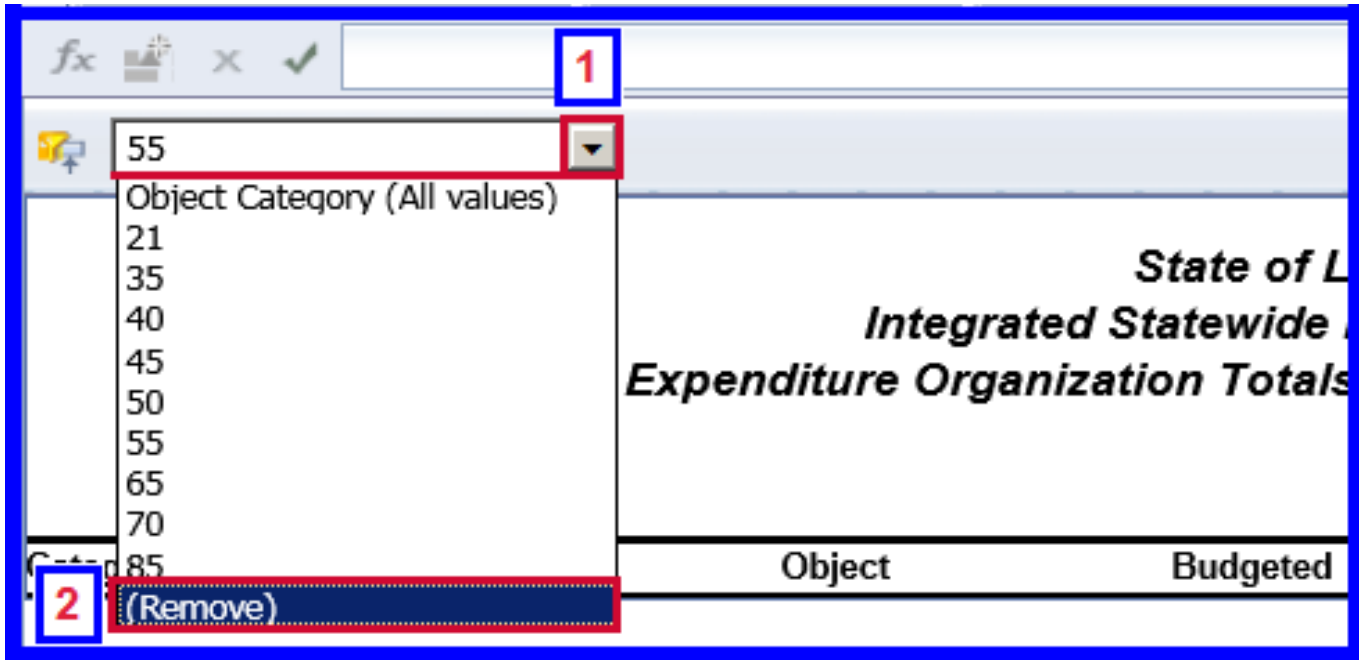


Filtering in <u>Design Mode</u> – Option 2. 1 Click Design if it is not highlighted. 2 Click Analysis in the top row of tabs. In the second row of tabs under Filters 3 click the down pointing arrowhead to the right of the Filter icon. From the dropdown menu 4 click Add Filter. In the Report Filter window that is displayed, 5 click Add Filter. In the Available Objects window that is displayed, 6 click the object to be filtered. In this example Object Category is selected. 7 Click OK.



The Report Filter window will display. 8 Click the down pointing arrowhead in the filter bar the dropdown menu of operators for the filter object/field will display. 9 Click one of the options. The default operator, In List, is used in this example. 10 Click the filter value. In this example, 55 is used. 11 Click the right pointing arrowhead button, >. 12 Click the OK button. The filtered version of the report will be displayed.



Removing a Filter

1 Click down pointing arrowhead to the right of the filter. In the drop down list, 2 click the last entry, (Remove).