

Filter Output

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Overview

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While on the [Design](#) step of a draft report with [User Prompt](#) filters you will have access to a range of options directly through the filter display. These allow you to change [filter settings](#), access [formatting options](#), and define [dependencies](#).

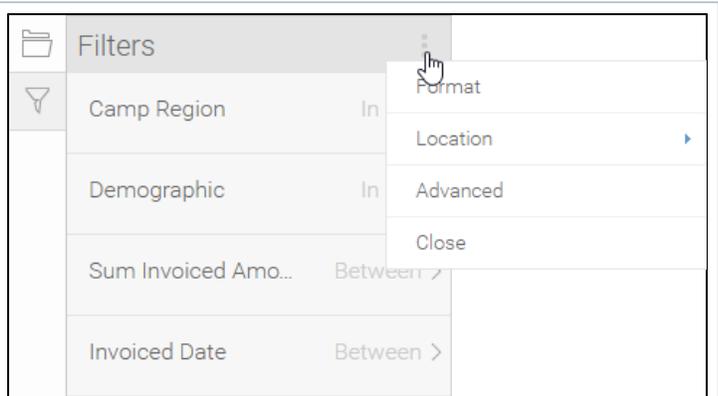
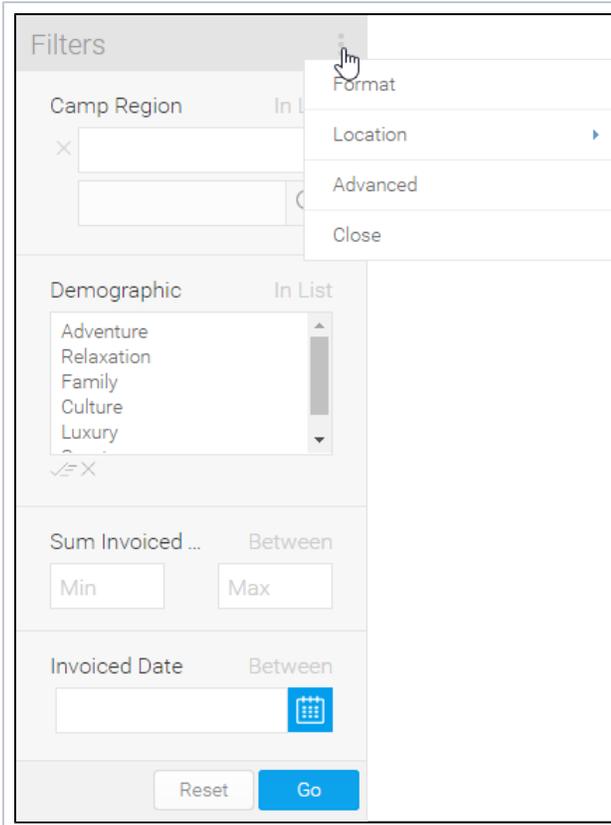
When the report is active you will be able to use the filters, and subsequently a range of functions available in the resulting breadcrumbs.

Draft Filters

Overall Filter Settings

If you want to make a change to the report's filters as a whole, you can access a range of options through the  menu at the top of the panel, no matter which layout you are using.

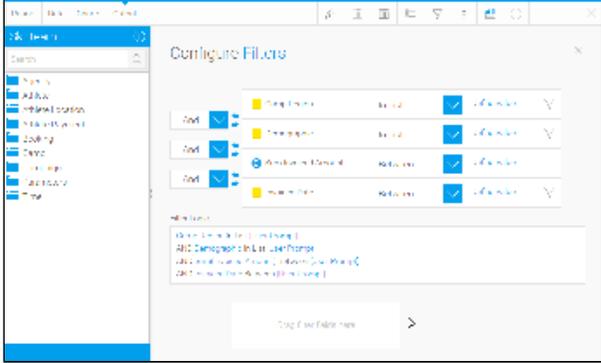
Top or Left	Left Side Nav
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Options

From this menu, you will be able to access the following options.

Option	Description
Format	<p>This option will allow you to open the general formatting options for the report filters.</p> <div data-bbox="272 1241 1073 1785" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div> <p>See Filter Formatting for more information.</p>

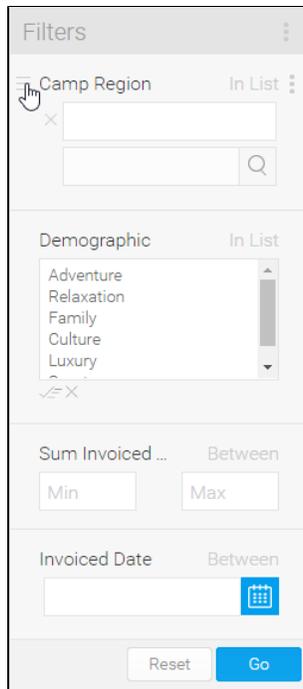
Location	<p>This option will allow you to change how the filter panel is displayed. You will have three possible options:</p> <ul style="list-style-type: none"> ○ Left - this will display the filters to the left of your report. ○ Top - this will display the filters directly above your report. ○ Left Side Nav - this will display the filters in the left side navigation panel.
Advanced	<p>This will allow you to open the advanced filter settings as an overlay, the same way you would on the Data step.</p>  <p>See Filter Settings for more information.</p>
Close	<p>This option allows you to collapse the filter panel, maximising the amount of room allocated to the display of your report. The filters can always be accessed again by clicking on the filter button.</p> 

Individual Filters

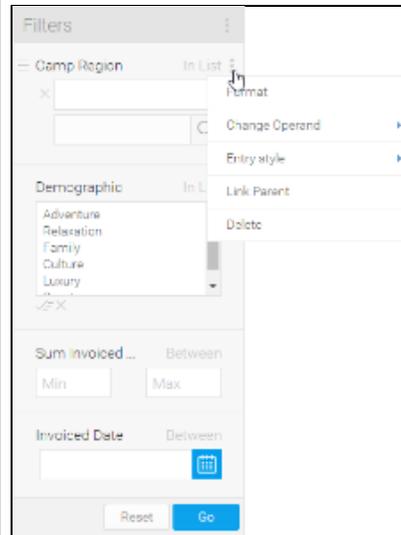
If you want to make a change to individual filters from the output step, you can do so through two menus:

Move	Options
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You can reorder filters by clicking and dragging the  icon.

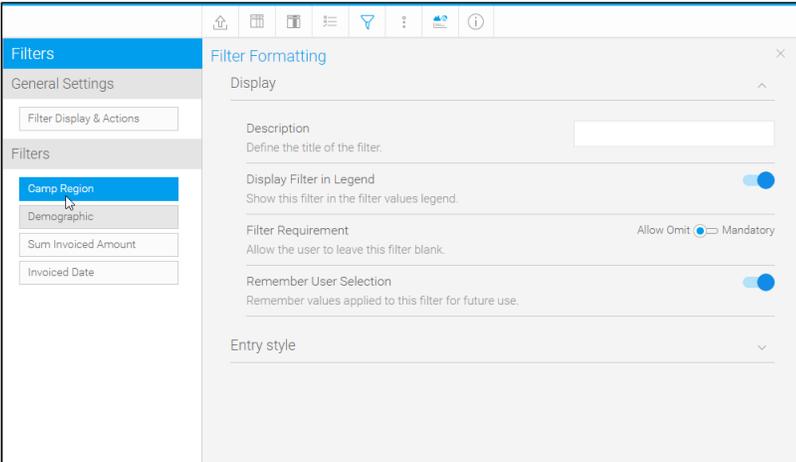


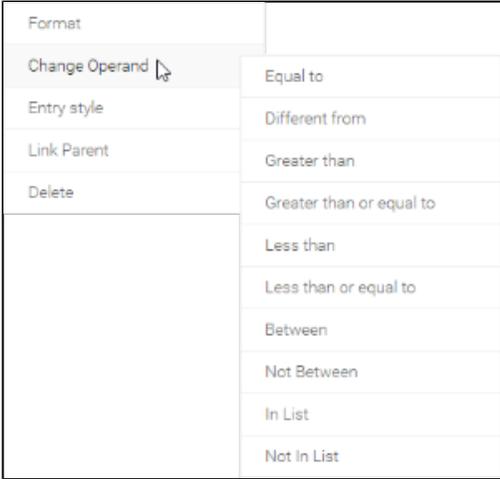
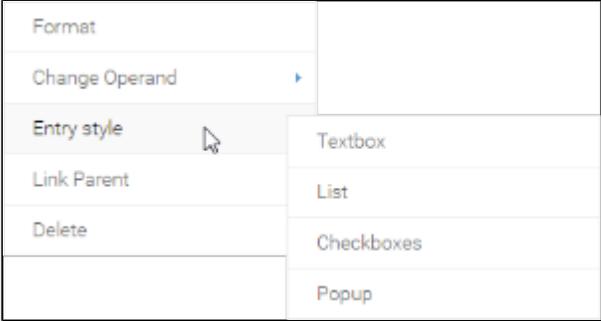
You can access options by clicking on the  icon.



Options

Depending on the type of field, each filter will have a selection of the following options available.

Option	Description
Format	<p>This option will allow you to open the formatting option for the selected report filter.</p>  <p>See Filter Formatting for more information.</p>

Change Operand	<p>This option will allow you to change the operand used by a specific filter.</p>  <p>See Filter Operators for more information.</p>
Entry Style	<p>This option will allow you to change the way the user selects values for the filter.</p> <p>Depending on the field and filter types, you will have a selection of the following:</p> <ul style="list-style-type: none"> ○ Date Picker - allows you to use a calendar to select date(s). ○ Textbox - allows the user to type individual values. ○ Drop Down - allows the user to select a single value from a cached list. ○ List - allows the user to select one or more values from a cached list. ○ Checkboxes - allows the user to select one or more values from a cached list in the form of checkboxes. ○ Radio Buttons - allows the user to select a single value from a cached list in the form of radio buttons. ○ Popup - allows the user to prompt for a list of values that they can select from.  <p>See Filter Formatting for more information.</p>
Link Parent	<p>This option allows you to link filters together to create a dependency.</p> <p>See Cached Dependent Filters for more information.</p>
Delete	<p>This option allows you to remove a filter from the report without having to return to the Data step.</p>

Active Filters

Breadcrumbs

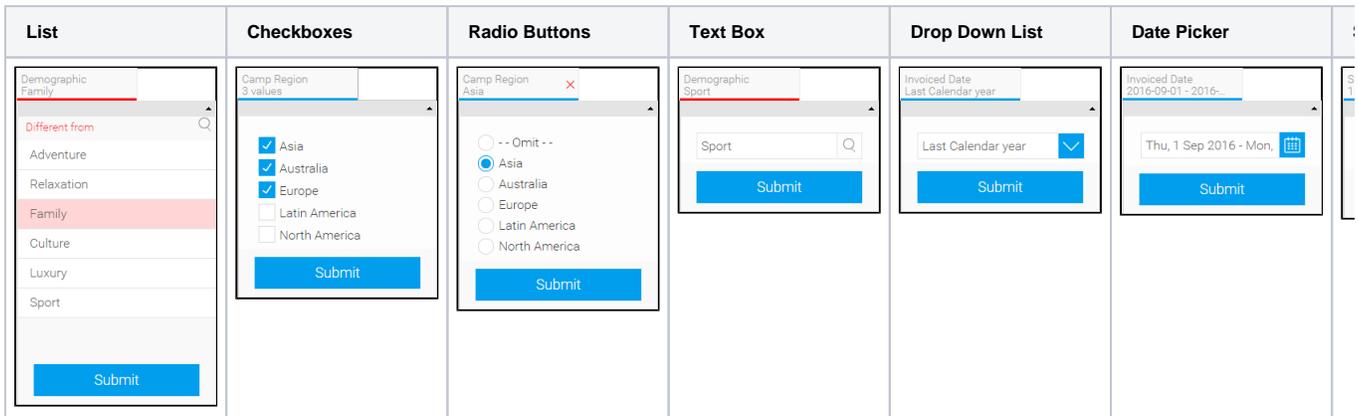
Once you have selected values and applied filters to your report, you will see breadcrumbs listed that describe you selections.



Clicking on one of the breadcrumbs will allow you to view, change, and clear the filter.

View & Change Values

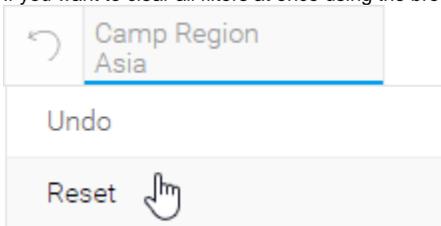
Once you've clicked on a breadcrumb, you will be able to see the currently selected value(s) and be able to change them.



Clear Values

There are two ways to clear filter values.

1. If you want to clear all filters at once using the breadcrumbs, you can click on the Undo/Reset button.



2. If you want to clear one filter, click on the X button on the breadcrumb.

