

Calculated Filters

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Overview

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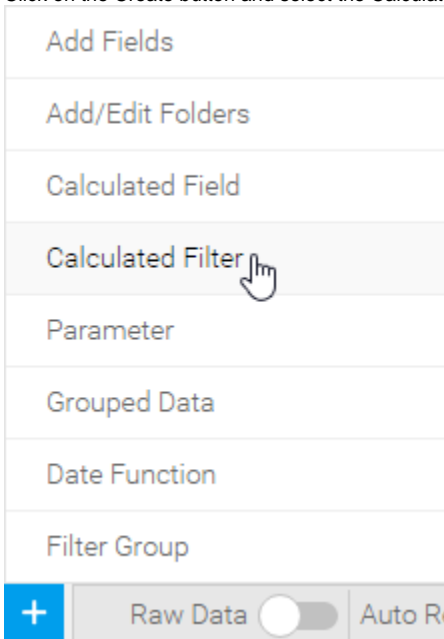
Pre-defined filters can be created to assist users with adding filters or conditions to their reports that ensure the data they require is easy to extract. The use of pre-defined filters is especially useful in instances where:

1. A common set of filters are used by report writers – such as location, or business unit; or
2. If there are particularly complex filters that can be built ahead of time and are commonly used.

Create New Filter

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1. Click on the Create button and select the Calculated Filter option.



2. Calculated Filters are built using a similar builder to a Calculated Field. You will now need to complete the following:
 - a. **Name:** provide a name for the filter field, to be used in the view and report builder.
 - b. **Field Folder:** select the folder you wish to place the filter into in the view.
 - c. **Filter Formula:** select the field you wish to filter and then use the operator, brackets, and or function buttons and text field to build your filter.

