

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](#).

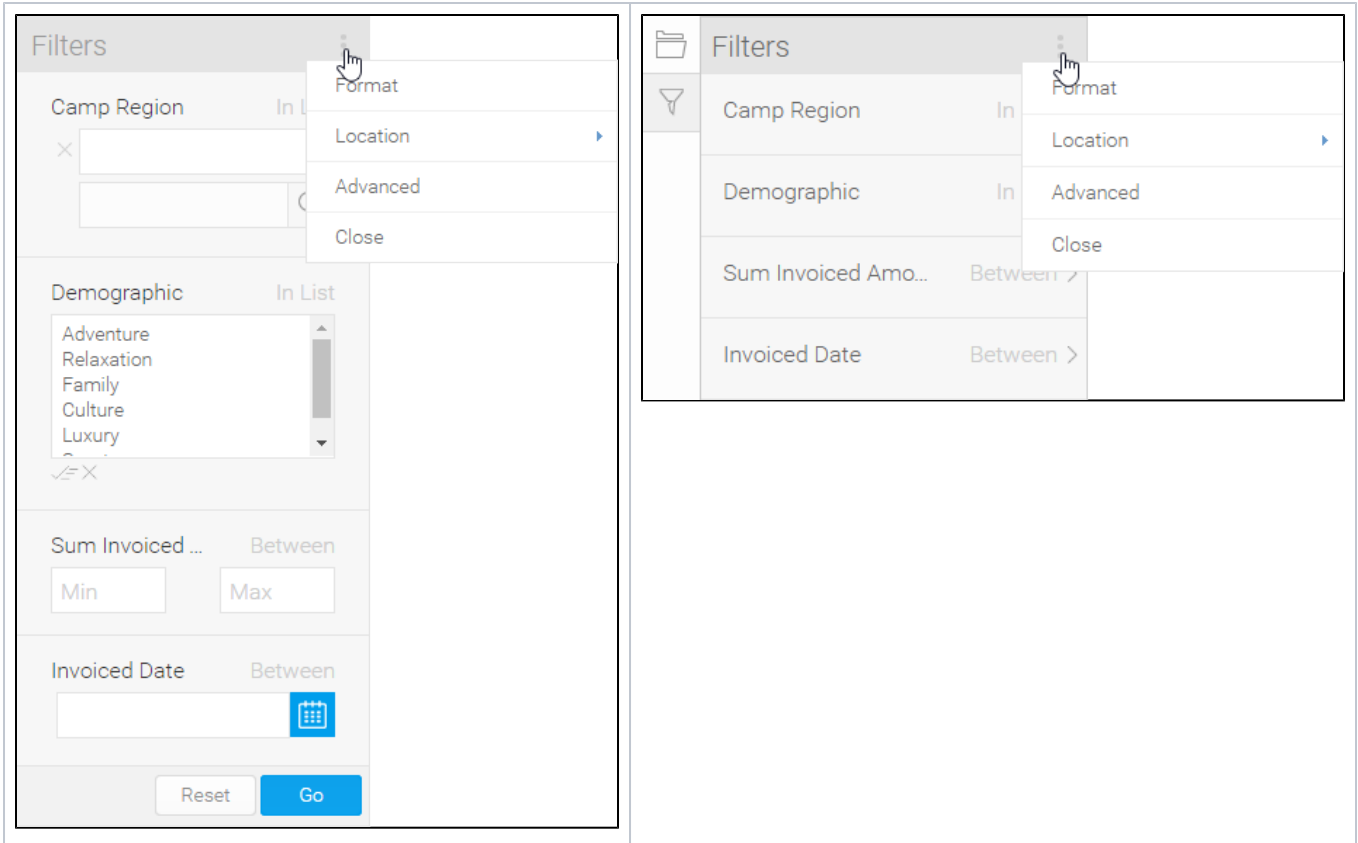
When the report is active you will be able to use the filters, and subsequently a range of functions available in the resulting breadcrumbs.

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.

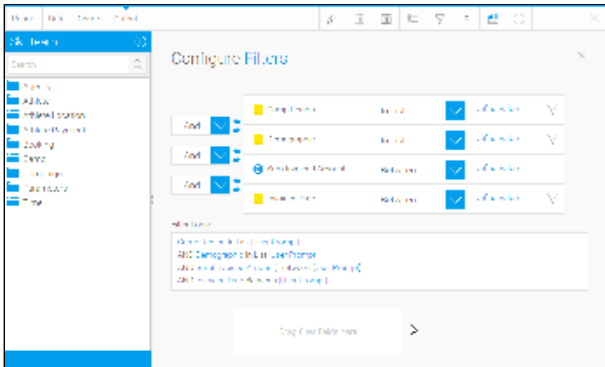
Top or Left	Left Side Nav
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Options

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

Option	Description
Format	This option will allow you to open the general formatting options for the report filters. Filters General Settings Filter Display & Actions Filters Camp Region Demographic Sum Invoiced Amount Invoiced Date Filter Formatting Format Filter Display Apply Link Location Apply Style Filter Width Display Filter Values Actions See Filter Formatting for more information.

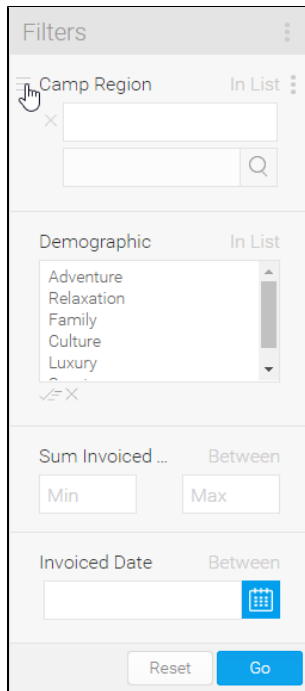
Location	This option will allow you to change how the filter panel is displayed. You will have three possible options: ◦ Left - this will display the filters to the left of your report. ◦ Top - this will display the filters directly above your report. ◦ Left Side Nav - this will display the filters in the left side navigation panel.
Advanced	This will allow you to open the advanced filter settings as an overlay, the same way you would on the Data step.  See Filter Settings for more information.
Close	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. 

Individual Filters

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

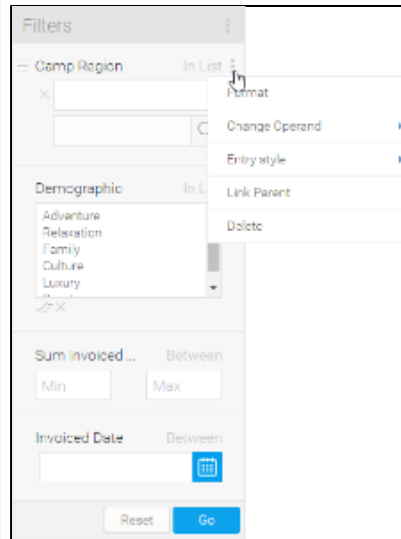
Move	Options
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You can reorder filters by clicking and dragging the  icon.



The screenshot shows a 'Filters' panel with a list of filters. The 'Camp Region' filter is at the top. A hand icon is shown clicking on the reorder icon (three horizontal lines) to the left of the filter name. Below it is a 'Demographic' filter with a list of options: Adventure, Relaxation, Family, Culture, and Luxury. At the bottom are 'Sum Invoiced ...' and 'Invoiced Date' filters, each with 'Between' range inputs (Min, Max) and a calendar icon. 'Reset' and 'Go' buttons are at the bottom.

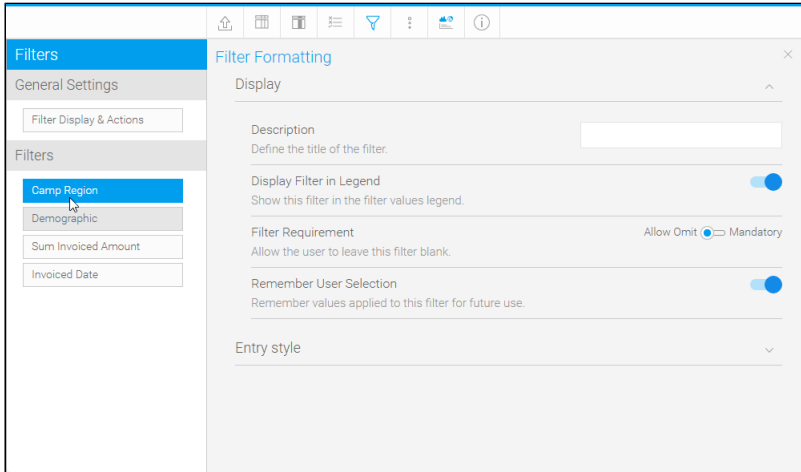
You can access options by clicking on the  icon.

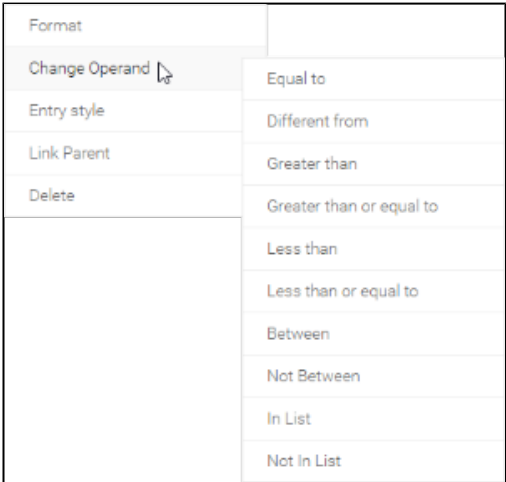
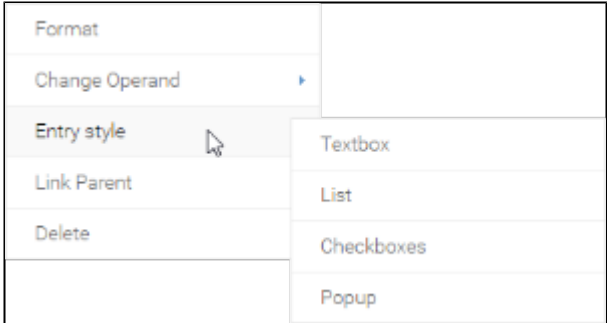


The screenshot shows the 'Filters' panel with the 'Camp Region' filter selected. A context menu is open, showing options: 'Format', 'Change Operand', 'Entry style', 'Link Parent', and 'Delete'. The 'Demographic' filter is visible below it. The 'Sum Invoiced ...' and 'Invoiced Date' filters are at the bottom, along with 'Reset' and 'Go' buttons.

Options

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

Option	Description
Format	This option will allow you to open the formatting option for the selected report filter.  The screenshot shows a 'Filter Formatting' dialog box. On the left is a 'Filters' list with 'Camp Region' selected. The main area is titled 'Display' and contains the following settings: Description: Define the title of the filter. (Text input field) Display Filter in Legend: Show this filter in the filter values legend. (Toggle switch, currently on) Filter Requirement: Allow the user to leave this filter blank. (Radio buttons: 'Allow Omit' is selected, 'Mandatory' is unselected) Remember User Selection: Remember values applied to this filter for future use. (Toggle switch, currently on) Entry style: (Dropdown menu) See Filter Formatting for more information.

Change Operand	This option will allow you to change the operand used by a specific filter.  See Filter Operators for more information.
Entry Style	This option will allow you to change the way the user selects values for the filter. Depending on the field and filter types, you will have a selection of the following: ◦ 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.  See Filter Formatting for more information.
Link Parent	This option allows you to link filters together to create a dependency. See Cached Dependent Filters for more information.
Delete	This option allows you to remove a filter from the report without having to return to the Data step.

Active Filters

Breadcrumbs

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

	Camp Region 3 values	Demographic Family	Sum Invoiced Amo... 1 - 100	Invoiced Date Last Calendar year
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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.

List	Checkboxes	Radio Buttons	Text Box	Drop Down List	Date Picker	:
Demographic Family Different from Adventure Relaxation Family Culture Luxury Sport Submit	Camp Region 3 values ☒ Asia ☒ Australia ☒ Europe ☐ Latin America ☐ North America Submit	Camp Region Asia ☐ -- Omit -- ☒ Asia ☐ Australia ☐ Europe ☐ Latin America ☐ North America Submit	Demographic Sport Sport Submit	Invoiced Date Last Calendar year Last Calendar year Submit	Invoiced Date 2016-09-01 - 2016-... Thu, 1 Sep 2016 - Mon, 1 Sep 2016 Submit	S 1

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.



Camp Region
Asia

Undo

Reset 

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

Invoiced Date
2016-09-01 - 2016-...

