

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](#).

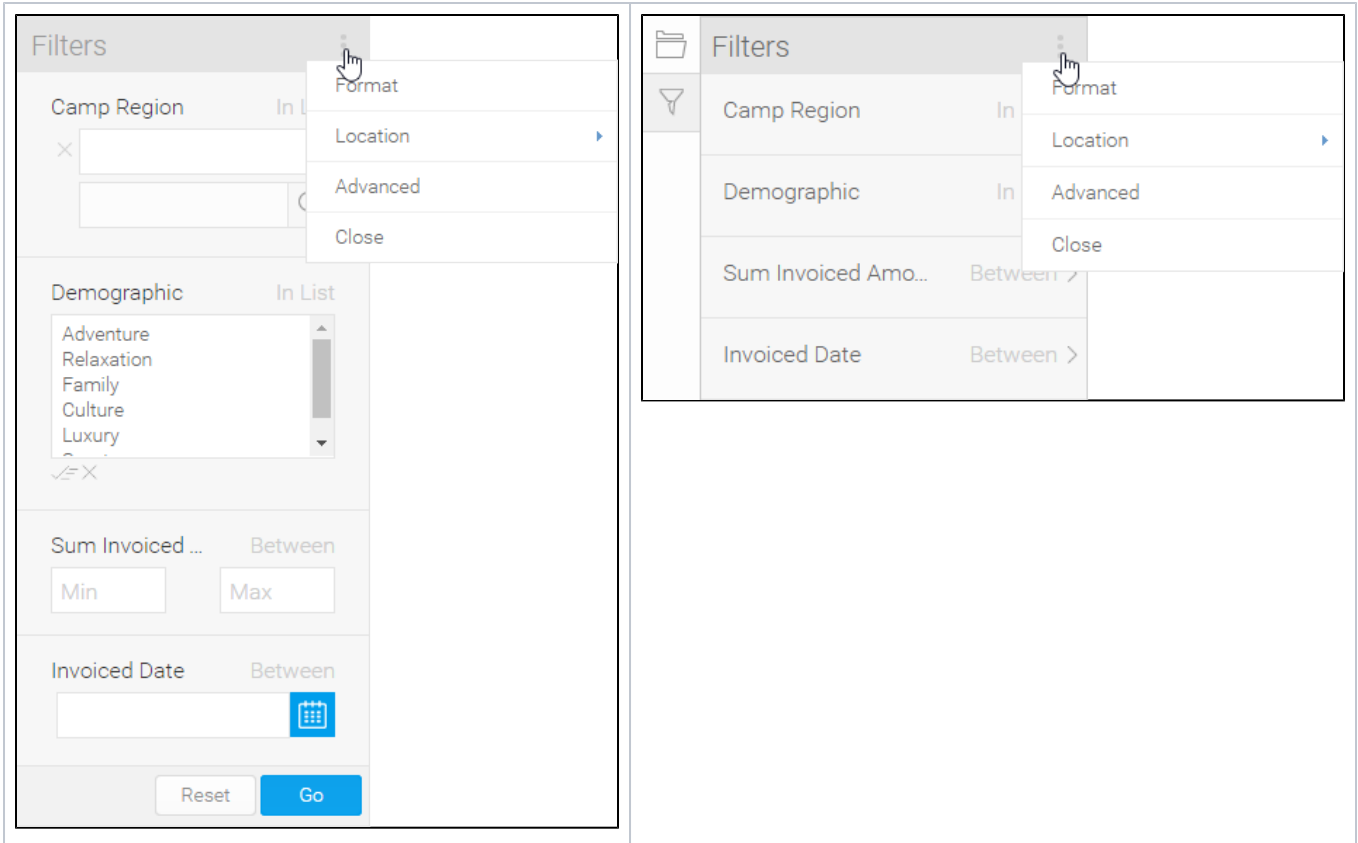
When the report is active you will be able to use the filters, and subsequently a range of functions available in the resulting breadcrumbs.

Draft Filters

Overall Filter Settings

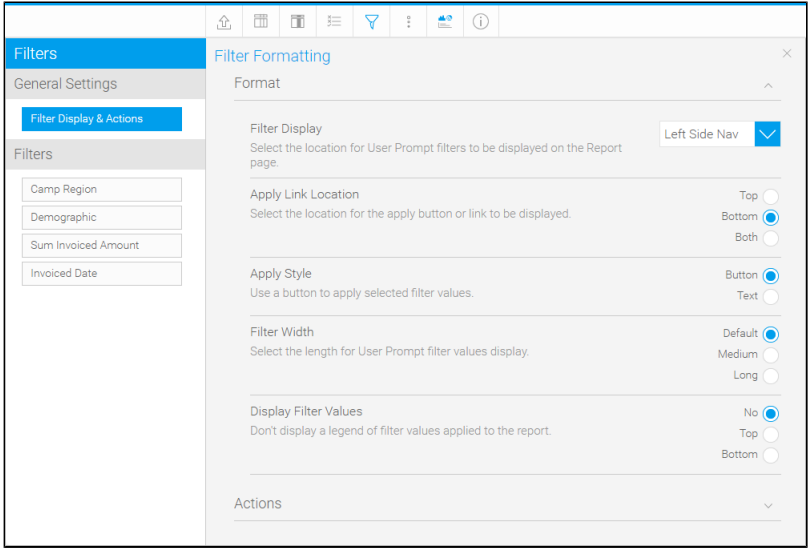
If you want to make a change to the report's filters as a whole, you can access a range of options through the  menu at the top of the panel, no matter which layout you are using.

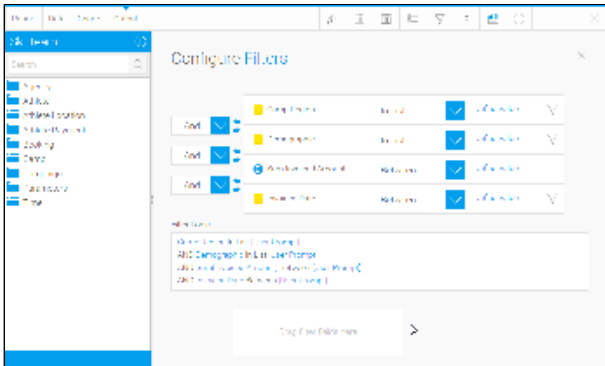

Top or Left	Left Side Nav
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Options

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>  <p>See Filter Formatting for more information.</p>

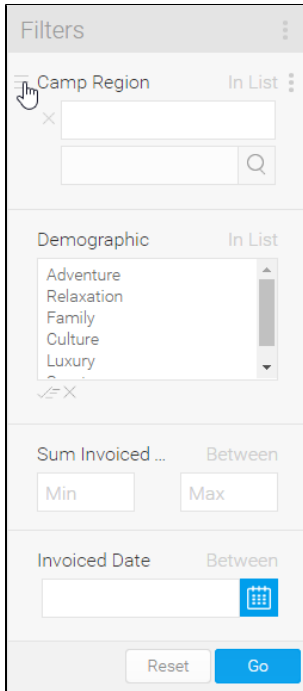
Location	<p>This option will allow you to change how the filter panel is displayed. You will have three possible options:</p> <ul style="list-style-type: none"> ○ Left - this will display the filters to the left of your report. ○ Top - this will display the filters directly above your report. ○ Left 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.</p> <p>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:

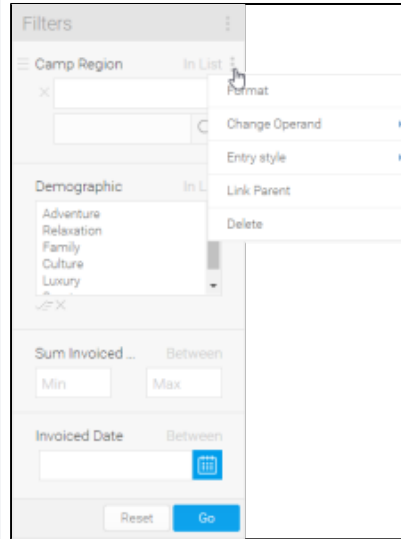
Move	Options
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You can reorder filters by clicking and dragging the  icon.



The screenshot shows a 'Filters' panel with a list of filters. The 'Camp Region' filter is selected, and a hand icon is shown dragging the three horizontal lines icon next to it. Below it, the 'Demographic' filter is visible with a list of options: Adventure, Relaxation, Family, Culture, and Luxury. At the bottom, there are filters for 'Sum Invoiced ...' and 'Invoiced Date', both with 'Between' operators and input fields for 'Min' and 'Max'. A 'Reset' button and a 'Go' button are at the bottom right.

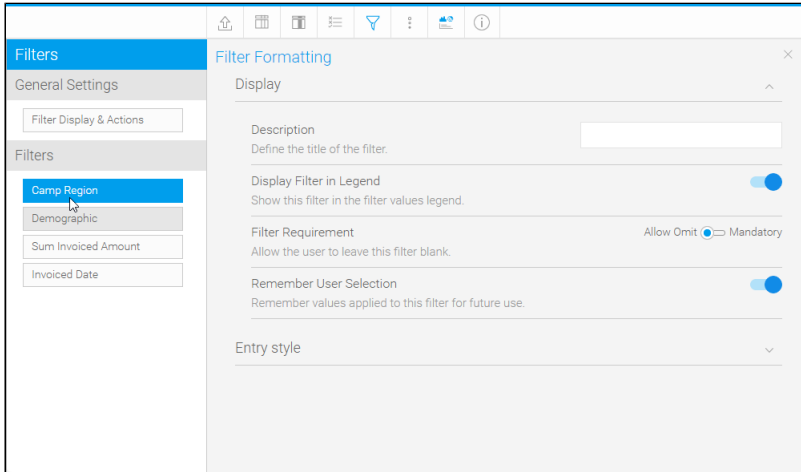
You can access options by clicking on the  icon.

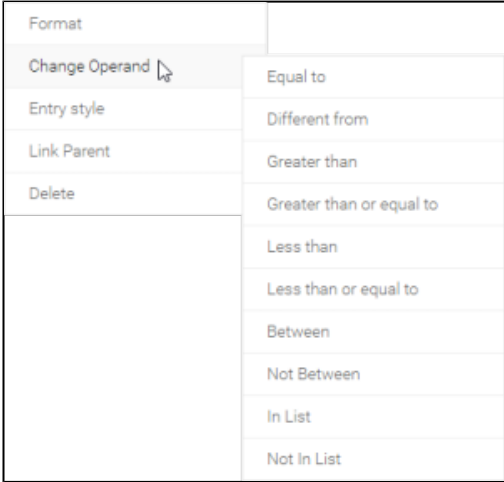
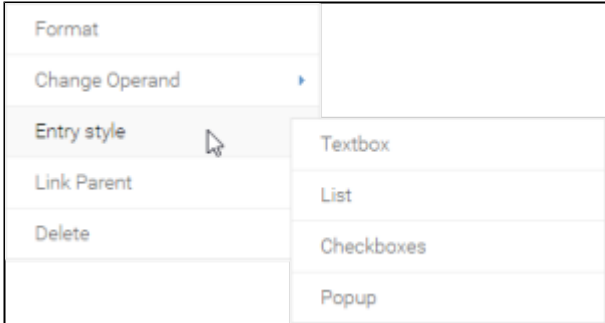


The screenshot shows the 'Filters' panel with the 'Camp Region' filter selected. A menu is open next to it, showing options: 'Format', 'Change Operand', 'Entry style', 'Link Parent', and 'Delete'. Below the menu, the 'Demographic' filter is visible with a list of options: Adventure, Relaxation, Family, Culture, and Luxury. At the bottom, there are filters for 'Sum Invoiced ...' and 'Invoiced Date', both with 'Between' operators and input fields for 'Min' and 'Max'. A 'Reset' button and a 'Go' button are at the bottom right.

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>The screenshot shows a 'Filter Formatting' dialog box for the 'Camp Region' filter. It has a left sidebar with 'General Settings' and 'Filters'. The 'Filters' section is expanded, showing 'Camp Region' selected. The main area has a 'Display' section with a 'Description' field, a 'Display Filter in Legend' toggle, a 'Filter Requirement' section with 'Allow Omit' and 'Mandatory' radio buttons, a 'Remember User Selection' toggle, and an 'Entry style' dropdown.</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.

	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
<div>Demographic Family</div> <div>Different from</div> <div>Adventure</div> <div>Relaxation</div> <div>Family</div> <div>Culture</div> <div>Luxury</div> <div>Sport</div> <div>Submit</div>	<div>Camp Region 3 values</div> <div><input checked="" type="checkbox"/> Asia</div> <div><input checked="" type="checkbox"/> Australia</div> <div><input checked="" type="checkbox"/> Europe</div> <div><input type="checkbox"/> Latin America</div> <div><input type="checkbox"/> North America</div> <div>Submit</div>	<div>Camp Region Asia</div> <div><input type="radio"/> -- Omit --</div> <div><input checked="" type="radio"/> Asia</div> <div><input type="radio"/> Australia</div> <div><input type="radio"/> Europe</div> <div><input type="radio"/> Latin America</div> <div><input type="radio"/> North America</div> <div>Submit</div>	<div>Demographic Sport</div> <div>Sport</div> <div>Submit</div>	<div>Invoiced Date Last Calendar year</div> <div>Last Calendar year</div> <div>Submit</div>	<div>Invoiced Date 2016-09-01 - 2016-...</div> <div>Thu, 1 Sep 2016 - Mon, ...</div> <div>Submit</div>

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-...

