

Filter Output

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Overview

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While on the [Output](#) 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](#).

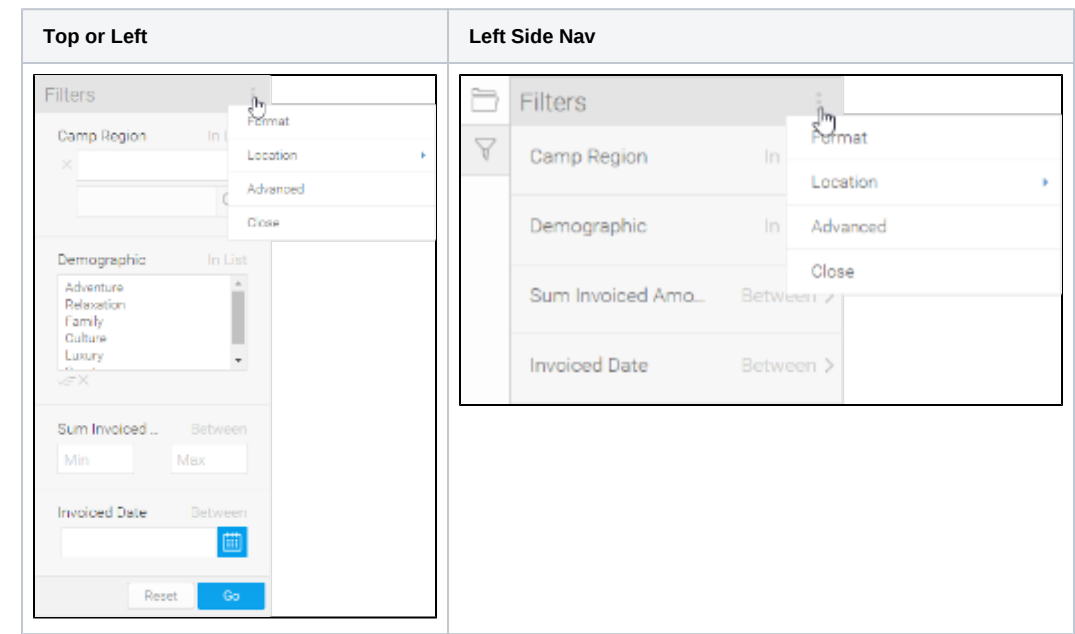
When the report is active you will be able to use the filters, and subsequently a range of functions available in the resulting breadcrumbs.

Draft Filters

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Overall Filter Settings

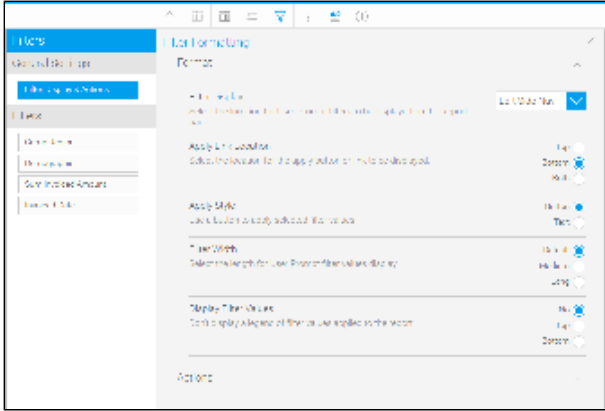
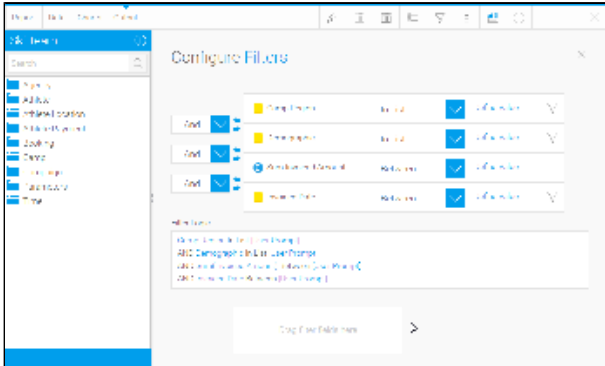
If you want to make a change to the report's filters as a whole, you can access a range of options through the  menu at the top of the panel, no matter which layout you are using.



Options

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

Option	Description
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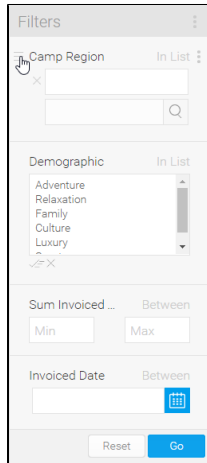
Format	This option will allow you to open the general formatting options for the report filters.  See Filter Formatting for more information.
Location	This option will allow you to change how the filter panel is displayed. You will have three possible options: ◦ Left - this will display the filters to 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:

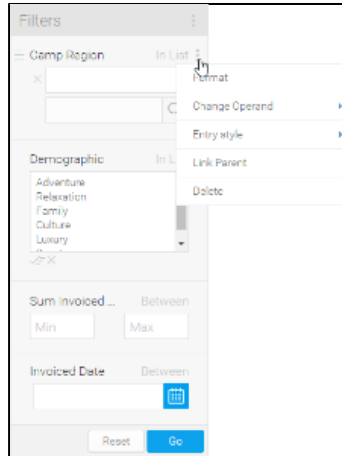
Move	Options
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You can reorder filters by clicking and dragging the  icon.



The screenshot shows a 'Filters' panel with a list of filters. The 'Camp Region' filter is at the top, and a mouse cursor is clicking on its handle icon (three horizontal lines) to reorder it. Below it are 'Demographic' and 'Sum Invoiced...' filters. At the bottom are 'Invoiced Date' and 'Reset'/'Go' buttons.

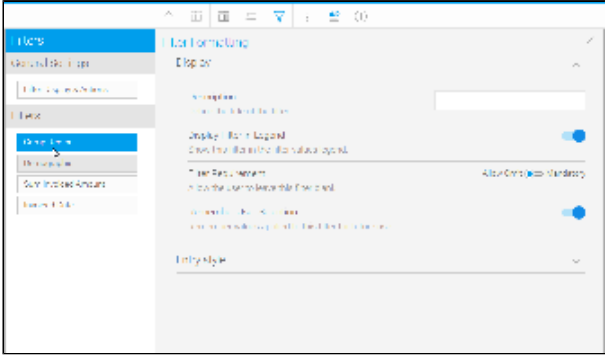
You can access options by clicking on the  icon.

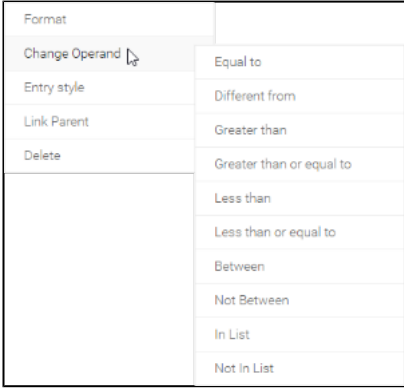
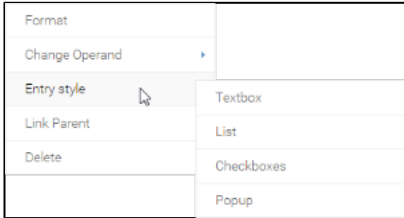


The screenshot shows the 'Filters' panel with the 'Camp Region' filter selected. A context menu is open, showing options: 'Format', 'Change Operand', 'Entry style', 'Link Parent', and 'Delete'. The 'Format' option is highlighted by the mouse cursor.

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

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

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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, Submit

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-...



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