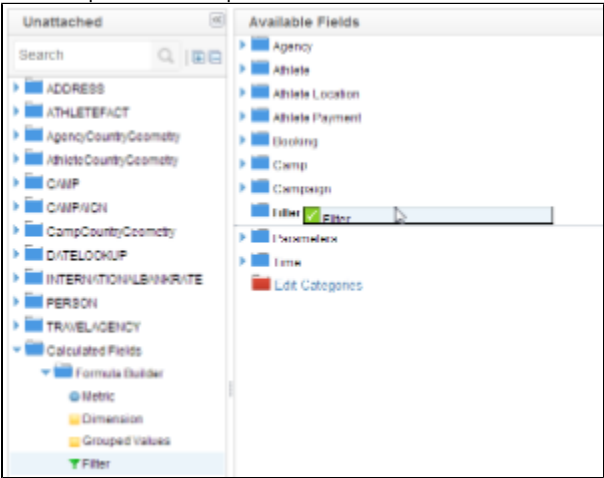# View Defined Calculated Filters

Overview

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

1. Filters can only be created using the formula builder. Like a standard calculated field select the filter options from the unattached fields list. Drag the filter option into the report folder list.

2. On dragging the field into your folder you will be presented with the filter formula builder.
3. Select the field you wish to filter and then use the operator, brackets, and or function buttons and text field to build your filter.

4. Click OK to save your filter and include it into your field list. The filter will be highlighted with a filter icon.

Filter Operators

When defining a filter initially set the operator drop down to the desired value. The options within the drop down will vary based upon the type of field that the filter is to be applied to.

Possible values for the operator include:

Operator	Description
Equal to	Equal to a single alphanumeric or string value
Greater than	Greater than a single alphanumeric or string value
Greater than or equal to	Greater than or equal to a single alphanumeric or string value
Less than	Less than a single alphanumeric or string value

Less than or equal to	Less than or equal to a single alphanumeric or string value
Different from	Not equal to or different from a single alphanumeric or string value
Between	Between variable 1 and variable 2 these will need to be legitimate parameters such as date, age etc.
Not Between	Not between variable 1 and variable 2 these will need to be legitimate parameters such as date, age etc.
In List	One or more alphanumeric or string values
Not In List	Two or more alphanumeric or string values
Is Null	Record contains no value for selected attribute. No Parameter can be set
Is Not Null	Record contains a value for selected attribute. No Parameter can be set
Like	Records that contain the same letter or letters.
Starts With	String starts with letter or letters
Ends With	String end with letter or letters