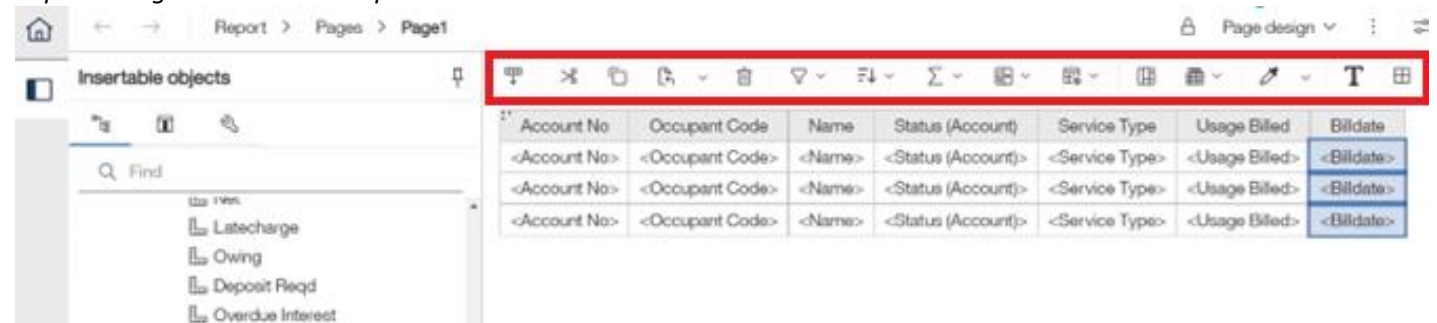


Filters

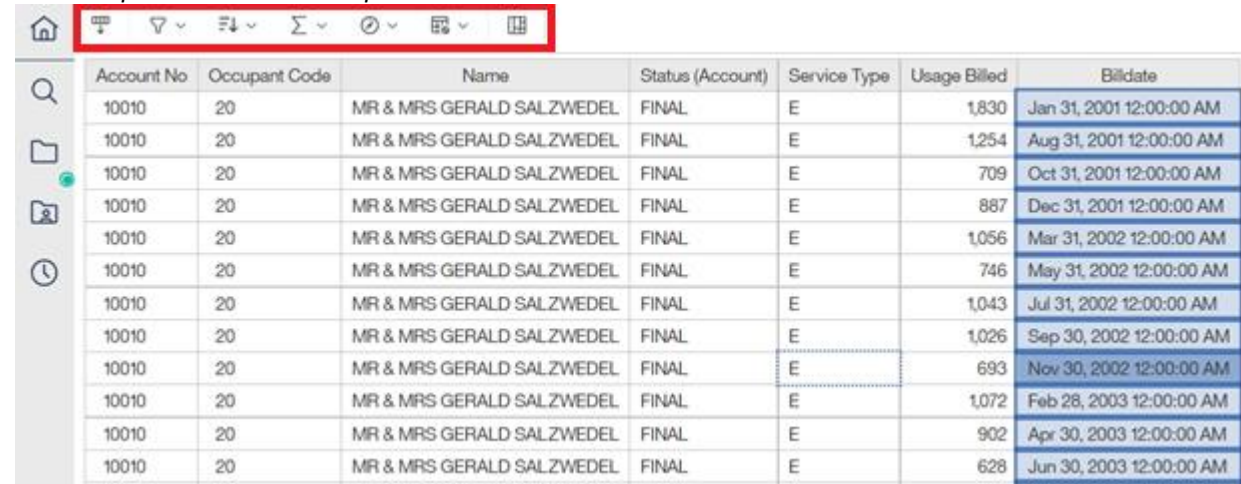
Filtering is possible at any point in the report creation process.

If a report is run in the HTML format, close the HTML report tab. Add the filters on the Report Design tab. This provides additional functionality on the options menu bar.

Report Design Tab view with options menu bar:



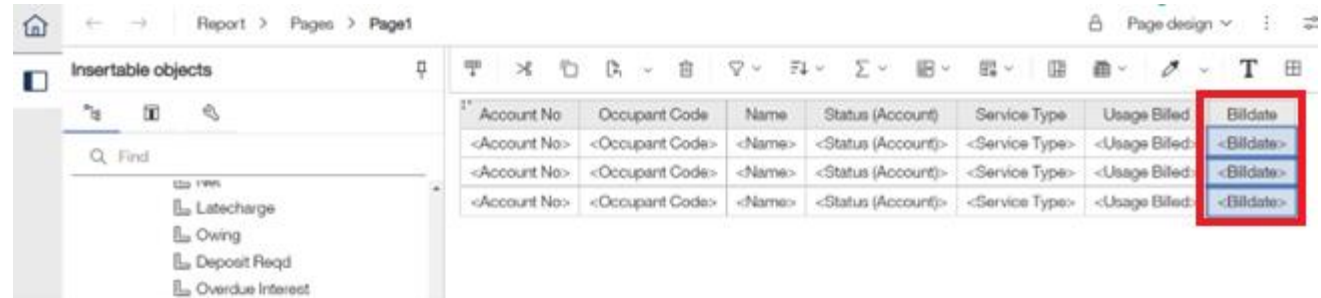
HTML Report Tab view with options menu bar:



Best Practice: The recommendation is to add/adjust filters on the original report design tab.

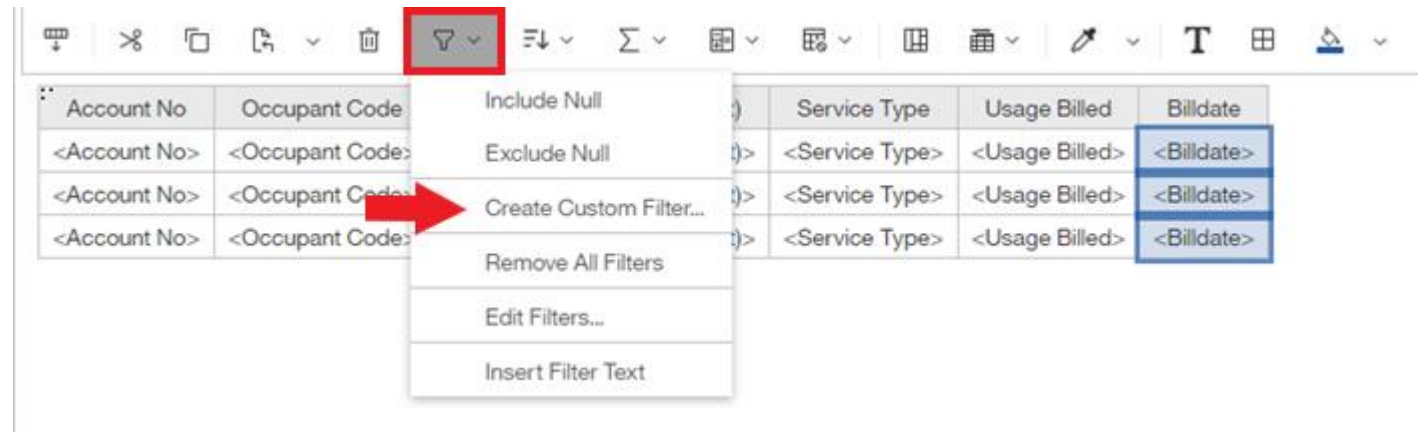
To add a filter:

1. Select the column to be filtered.



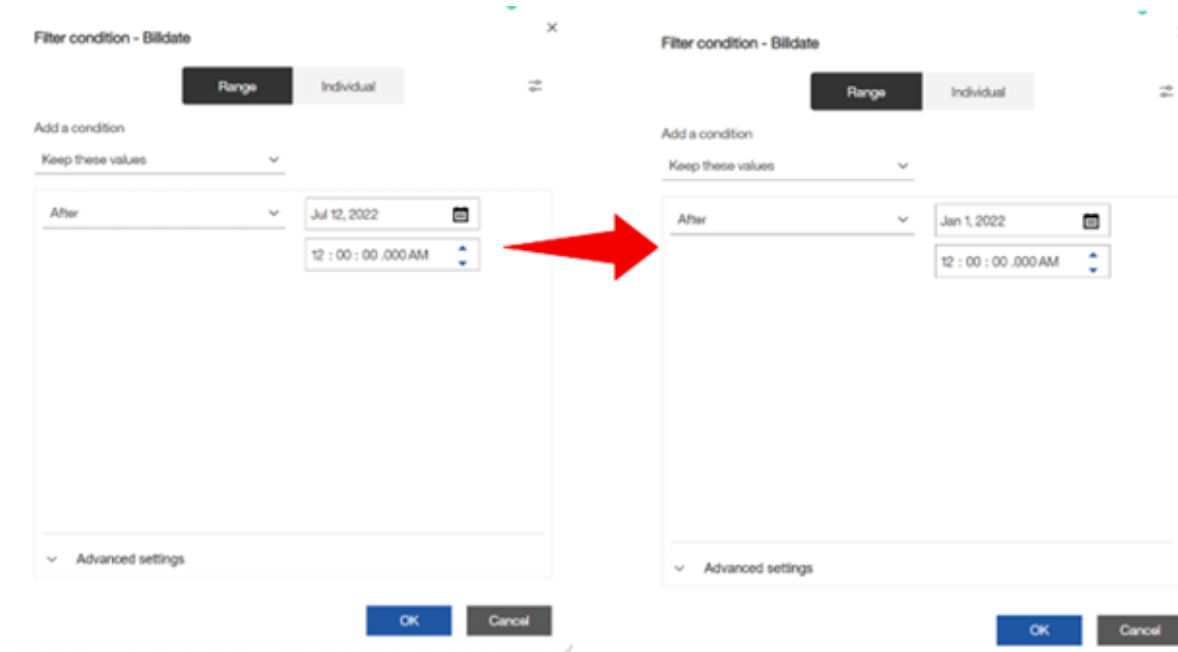
2. Click the **Filter** icon

3. Select **Create Custom Filter**



- Set the filter parameters.
- Click **OK** to save filter changes.

In the example shown, the date defaults to the current date. This was changed to January 1, 2022, to pull all dates since that time.



- Re-run the report to review the results.

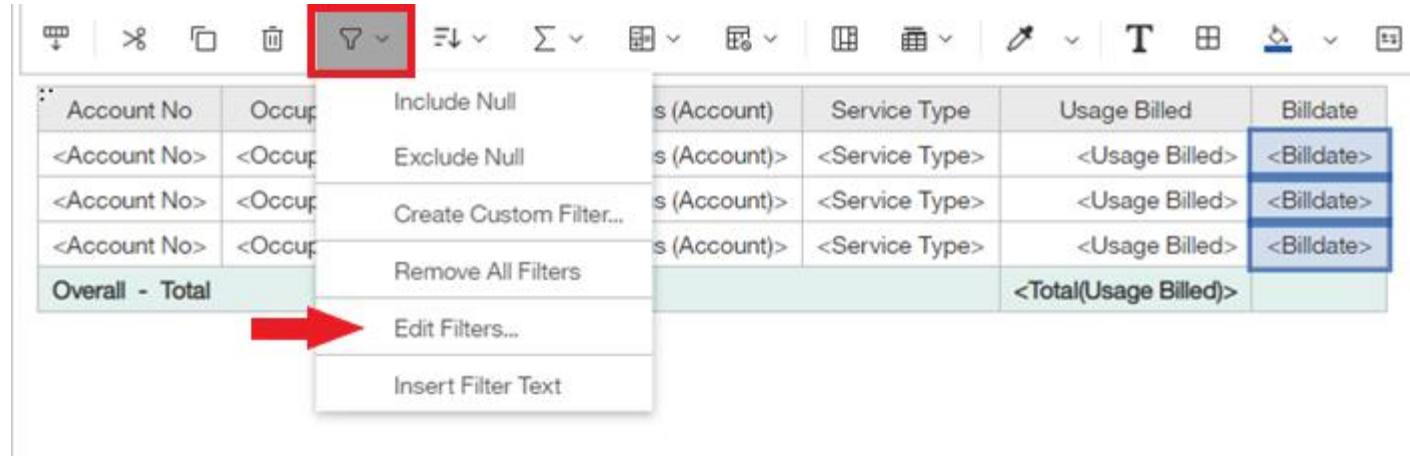
Account No	Occupant Code	Name	Status (Account)	Service Type	Usage Billed	Bildate
10010	21	LEONARD & V LIENKE & L SCHMIED	ACTIVE	E	605	Jan 8, 2022 12:00:00 AM
10010	21	LEONARD & V LIENKE & L SCHMIED	ACTIVE	E	738	Jun 8, 2022 12:00:00 AM
10010	21	LEONARD & V LIENKE & L SCHMIED	ACTIVE	S	639	Mar 8, 2022 12:00:00 AM
10010	21	LEONARD & V LIENKE & L SCHMIED	ACTIVE	S	612	May 8, 2022 12:00:00 AM
10010	21	LEONARD & V LIENKE & L SCHMIED	ACTIVE	S	587	Jul 8, 2022 12:00:00 AM
10010	21	LEONARD & V LIENKE & L SCHMIED	ACTIVE	W	851	Feb 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	E	2,355	Feb 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	S	459	Jan 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	S	486	Apr 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	S	691	Jun 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	W	489	Mar 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	W	507	May 8, 2022 12:00:00 AM
10030	21	JOSH & ASHLEY EHRKE	ACTIVE	W	421	Jul 8, 2022 12:00:00 AM
10040	20	ZION LUTHERAN CHURCH PARSONAGE	ACTIVE	S	561	Mar 8, 2022 12:00:00 AM

Filters may be set to initiate a prompt each time the report is run.

From the original design tab, choose the column to filter.

Click the **Filter** icon.

Select **Edit Filters** option.

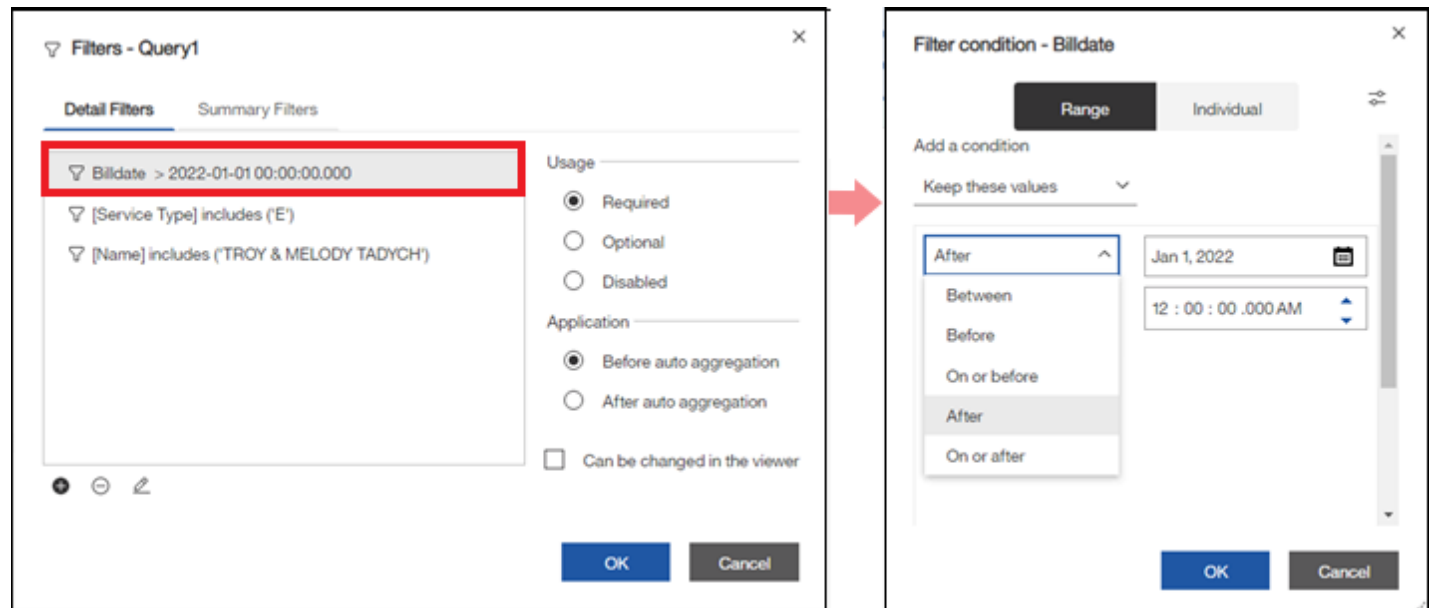


The Filters window appears.

Double-click the column to be filtered. This opens the column's filter conditions table .

Parameters of how the field functions may be changed.

*Note: **After** is the default, but other options exist.*



To have the filter prompt every time the report is run, click the **properties** icon in the upper right of the window from the Filter Condition table.

Filter condition - Billdate [Close]

Range Individual [Properties]

Add a condition

Keep these values [Dropdown]

After [Dropdown] Jan 1, 2022 [Calendar Icon]

12 : 00 : 00 .000 AM [Time Selector]

OK Cancel

The **Settings** table opens.

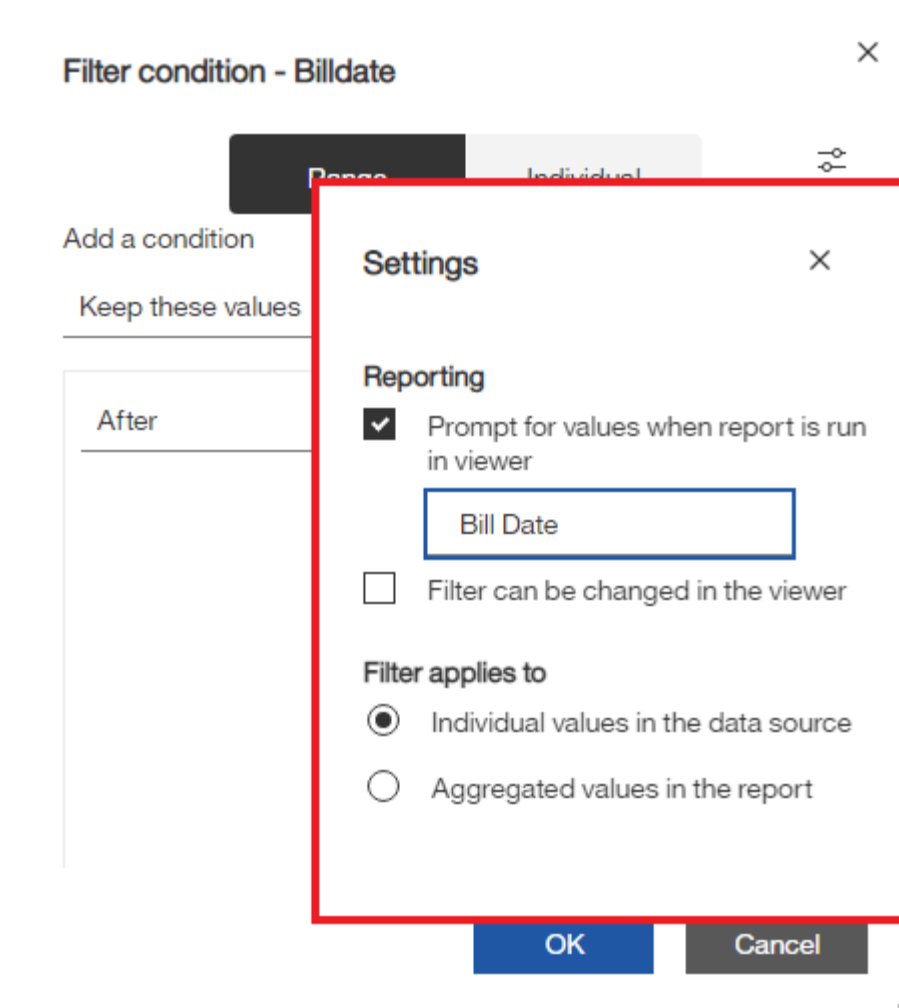
Check the **Prompt for values when report is run in viewer** box.

Name the Prompt.

Click the 'X' to close the Settings window.

Click **OK** to save the filter condition.

Click **OK** to save the filters query.



Re-run the report.

Cognos automatically initiates the prompts window prior to running the report.