

Filtering in Reading Mode

1 Click **Reading** if it is not highlighted. 2 Click **Filter Bar**. The **Report Filter Toolbar** will display above the report panel. 3 Click the filter 'Add a simple report filter' icon on the far left. The report filter classes will display in a dropdown menu. As you move the mouse over them, the result object filters will be displayed to the right. 4 Click one to select it. In this example **Object Category** is selected.

Web Intelligence | Filter Bar | Freeze | Outline | Reading | Design

3 Click icon to add simple report filters | Report Filter Toolbar

Filter Bar
Click here to show or hide Report Filter toolbar

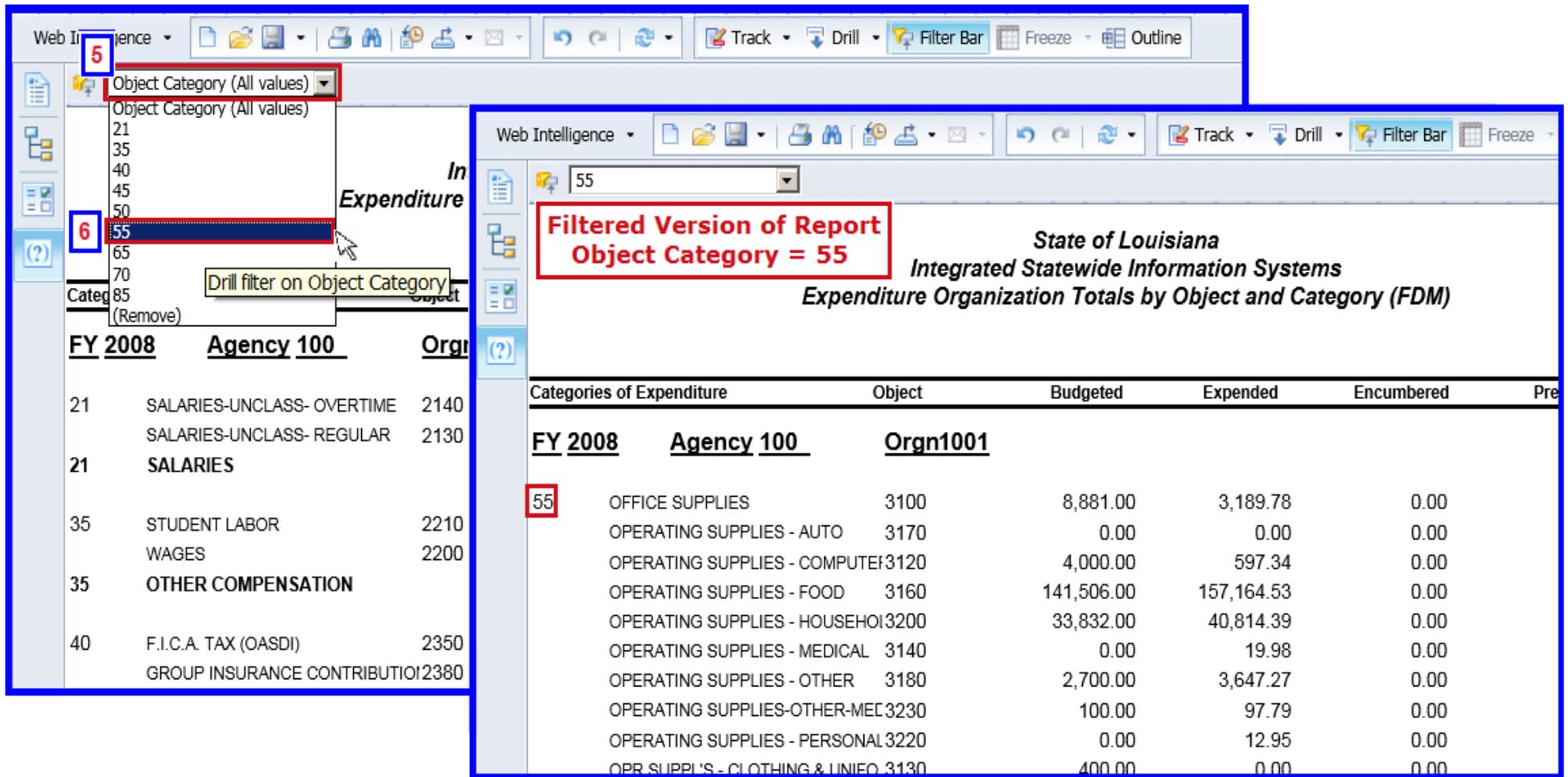
4 Object Category

Object Name

State of Louisiana
Integrated Statewide Information Systems
on Rollup of Expenditures by Object and Category (FDM)

Categories of Expenditure	Object	Budgeted	Expended	Encumbered	Pre-Enc	Remaining Budget
FY 2008	Agency 100	Program 1000				
21 SALARIES-CLASS - REGULAR	2100	0.00	0.00	0.00	0.00	0.00

The selected filter(s) will then display on the tool bar with the default value of '(All values)'. **5** Click on the filter or on the down pointing arrowhead  to display the available values. The first choice is always 'All values' and the last is always '(Remove)'. **6** Click a value to select it. In this example the value **55** is selected. The filtered version of the report will be displayed.



5 Object Category (All values)

6 55

Drill filter on Object Category

55

**Filtered Version of Report
Object Category = 55**

State of Louisiana
Integrated Statewide Information Systems
Expenditure Organization Totals by Object and Category (FDM)

Categories of Expenditure	Object	Budgeted	Expended	Encumbered	Pre
FY 2008	Agency 100	Orgn1001			
55	OFFICE SUPPLIES	3100	8,881.00	3,189.78	0.00
	OPERATING SUPPLIES - AUTO	3170	0.00	0.00	0.00
	OPERATING SUPPLIES - COMPUTE	3120	4,000.00	597.34	0.00
	OPERATING SUPPLIES - FOOD	3160	141,506.00	157,164.53	0.00
	OPERATING SUPPLIES - HOUSEHO	3200	33,832.00	40,814.39	0.00
	OPERATING SUPPLIES - MEDICAL	3140	0.00	19.98	0.00
	OPERATING SUPPLIES - OTHER	3180	2,700.00	3,647.27	0.00
	OPERATING SUPPLIES-OTHER-MEC	3230	100.00	97.79	0.00
	OPERATING SUPPLIES - PERSONAL	3220	0.00	12.95	0.00
	OPR SUPPL'S - CLOTHING & LINEN	3130	400.00	0.00	0.00

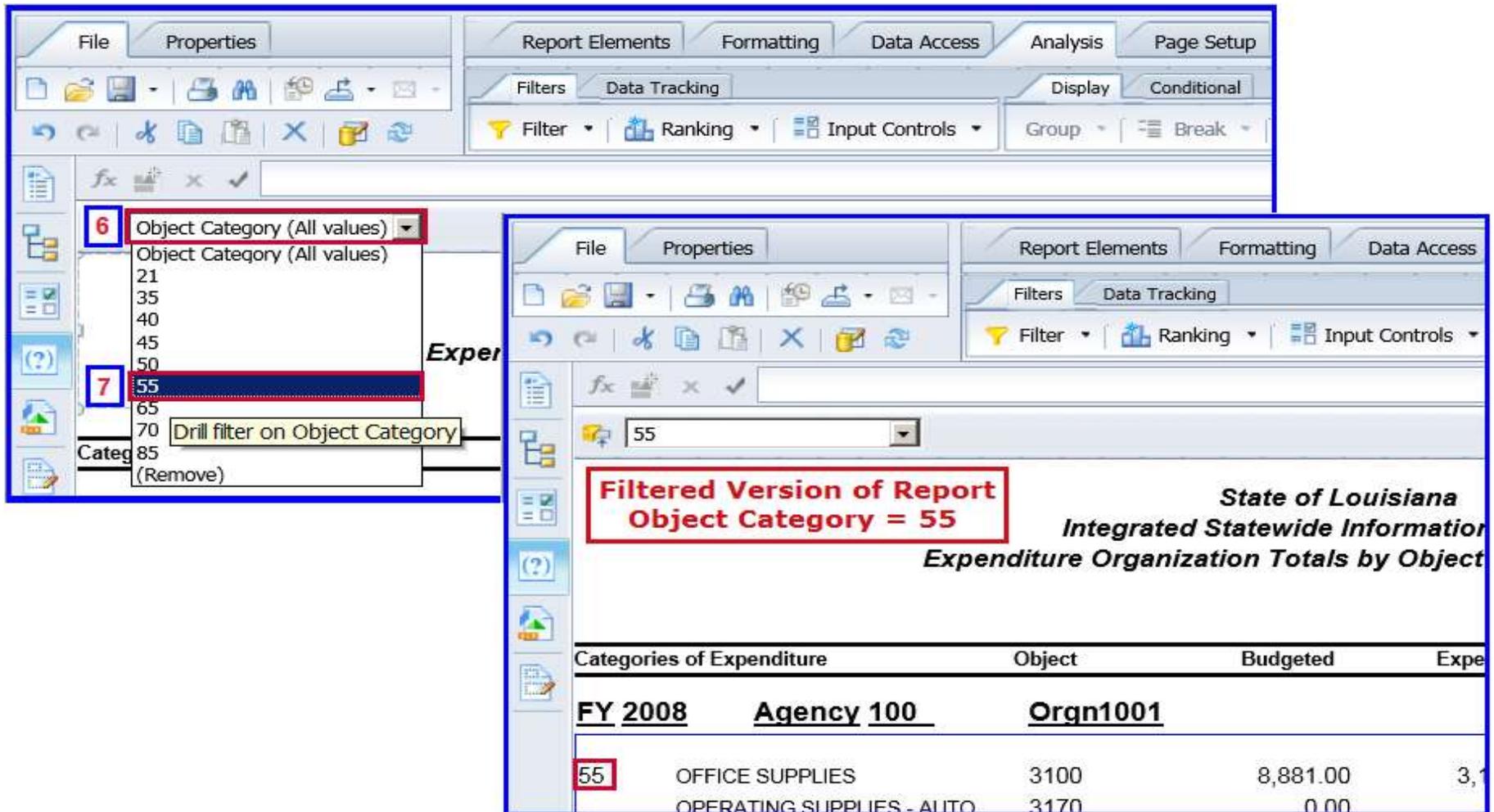
Filtering in Design Mode – Option 1.

- 1 Click **Design** if it is not highlighted.
- 2 Click **Analysis** in the top row of tabs. In the second row of tabs under **Interact**,
- 3 click **Filter Bar** if it is not highlighted. The **Report Filter Toolbar** will display above the report panel.
- 4 Click the 'Add a simple report filter' icon on the far left. The report filter classes will display in a dropdown list. As you move the mouse over them, the result object filters will be displayed to the right.
- 5 Click one to select it.

In this example **Object Category** is selected.

The screenshot displays the Business Objects software interface with several elements highlighted by red and blue boxes and numbered 1 through 5. At the top, the 'Design' tab is highlighted with a red box and number 1. Below it, the 'Analysis' tab is highlighted with a red box and number 2. In the second row of tabs, the 'Interact' tab is highlighted with a red box, and the 'Filter Bar' icon is highlighted with a red box and number 3. A blue box with number 4 highlights the 'Add a simple report filter' icon on the far left of the 'Report Filter Toolbar'. A dropdown menu is open below this icon, showing filter classes: 'Object Trans Code', 'Agency Class - Org', 'Acct Detail Object', and 'Others'. The 'Object Category' option is highlighted with a red box and number 5. The report title is 'State of Louisiana Integrated Statewide Information Systems Organization Totals by Object and Category (FDM)'. A tooltip for the 'Filter Bar' icon is visible, stating 'Click here to show or hide Report Filter toolbar'.

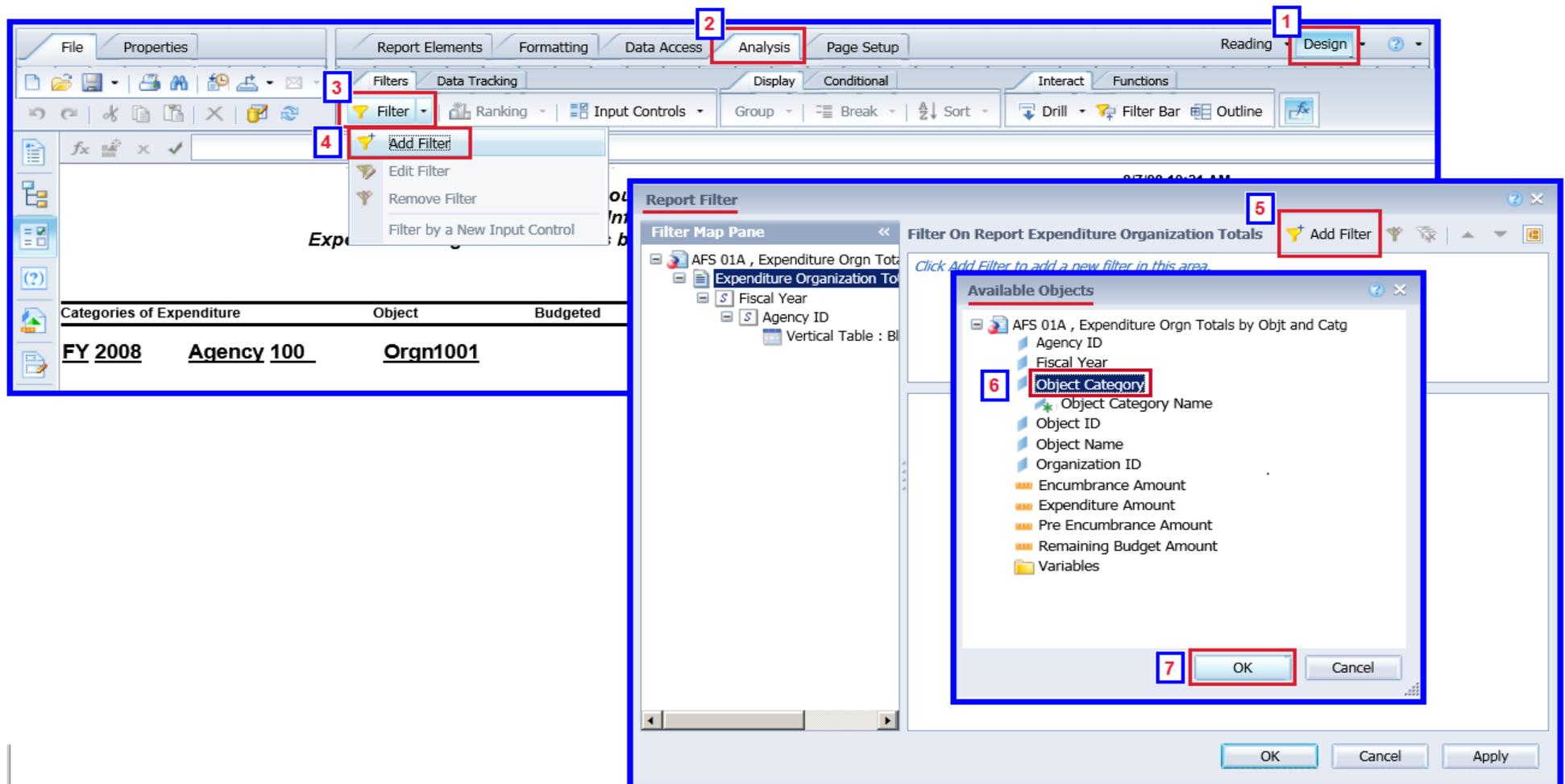
The selected filter(s) will then display on the tool bar with the default value of '(All values)'. **6** Click on the filter or on the down pointing arrowhead  to display the available values. The first choice is always '(All values)' and the last is always '(Remove)'. **7** Click a value to select it. In this example the value **55** is selected. The filtered version of the report will be displayed.



The screenshot illustrates the process of filtering a report in Business Objects. On the left, a dropdown menu for 'Object Category' is shown with the value '55' selected. A tooltip 'Drill filter on Object Category' is visible. On the right, the filtered report is displayed with the title 'State of Louisiana Integrated Statewide Information Expenditure Organization Totals by Object'. A red box highlights the text 'Filtered Version of Report Object Category = 55'. The report table below shows the filtered data.

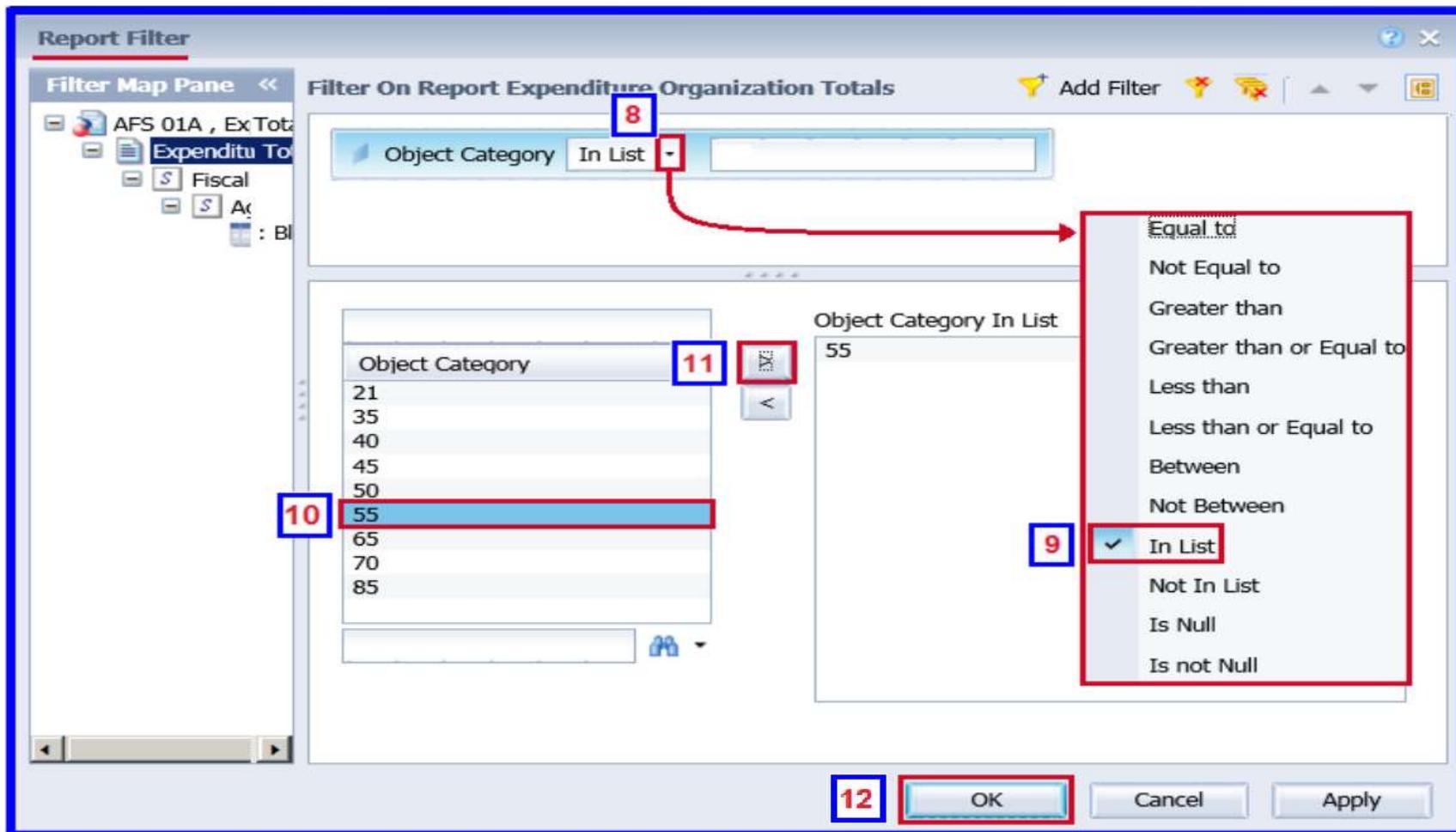
Categories of Expenditure	Object	Budgeted	Expe
FY 2008	Agency 100		
	Orgn1001		
55	OFFICE SUPPLIES	3100	8,881.00
	OPERATING SUPPLIES - AUTO	3170	0.00

Filtering in Design Mode – Option 2. 1 Click **Design** if it is not highlighted. 2 Click **Analysis** in the top row of tabs. In the second row of tabs under **Filters** 3 click the down pointing arrowhead ▼ to the right of the **Filter** icon. From the dropdown menu 4 click **Add Filter**. In the **Report Filter** window that is displayed, 5 click **Add Filter**. In the **Available Objects** window that is displayed, 6 click the object to be filtered. In this example **Object Category** is selected. 7 Click **OK**.



The **Report Filter** window will display. **8** Click the down pointing arrowhead in the filter bar the dropdown menu of operators for the filter object/field will display. **9** Click one of the options. The default operator, **In List**, is used in this example. **10** Click the filter value. In this example, **55** is used. **11** Click the right pointing arrowhead button, .

12 Click the button. The filtered version of the report will be displayed.



Removing a Filter

1 Click down pointing arrowhead ▼ to the right of the filter. In the drop down list, 2 click the last entry, (Remove).

