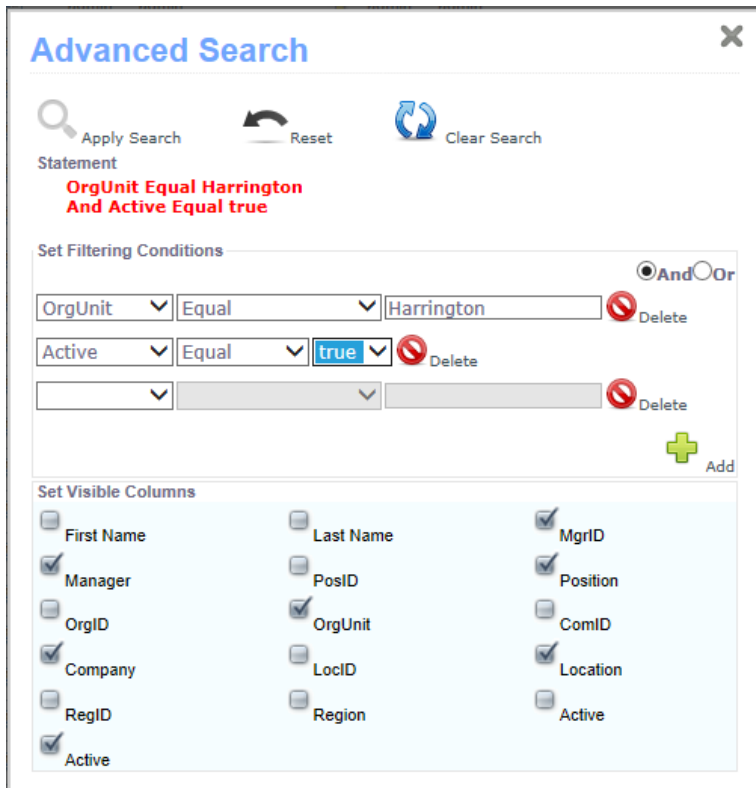


Applying Filters in Reports

The Advanced search is used to apply multiple filters on any given report.






The screenshot shows the 'Advanced Search' window with the following details:

- Statement:** OrgUnit Equal Harrington
And Active Equal true
- Set Filtering Conditions:**
 - Condition 1: OrgUnit Equal Harrington (Delete)
 - Condition 2: Active Equal true (Delete)
 - Condition 3: (Empty) (Delete)
- Set Visible Columns:**
 - First Name (unchecked)
 - Manager (checked)
 - OrgID (unchecked)
 - Company (checked)
 - RegID (unchecked)
 - Active (checked)
 - Last Name (unchecked)
 - PosID (unchecked)
 - OrgUnit (checked)
 - LocID (unchecked)
 - Region (unchecked)
 - MgrID (checked)
 - Position (checked)
 - ComID (unchecked)
 - Location (checked)
 - Active (unchecked)

Using the above criteria will display all the records of employees in the Harrington Org Unit which have active profiles.

To change the information displayed in a report, you can also use the Advanced search option.




Advanced Search ✕


 Apply Search
 Reset
 Clear Search

Statement

Set Filtering Conditions

And Or

<input type="text"/>	<input type="text"/>	<input type="text"/>	 Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Delete

 Add

Set Visible Columns

<input type="checkbox"/> First Name	<input type="checkbox"/> Last Name	<input checked="" type="checkbox"/> MgrID
<input checked="" type="checkbox"/> Manager	<input type="checkbox"/> PosID	<input checked="" type="checkbox"/> Position
<input type="checkbox"/> OrgID	<input checked="" type="checkbox"/> OrgUnit	<input type="checkbox"/> ComID
<input checked="" type="checkbox"/> Company	<input type="checkbox"/> LocID	<input checked="" type="checkbox"/> Location
<input type="checkbox"/> RegID	<input type="checkbox"/> Region	<input type="checkbox"/> Active
<input checked="" type="checkbox"/> Active		

You can modify the displayed columns by ticking and unticking next to the column name and then select the Apply Search icon. The report will then be refreshed based on your selections.

Selecting the Reset Icon will refresh the report with the standard pre-set options.

Selecting the Clear Search icon will allow you to change your filtering conditions.