Quick Reference Card – Business Objects Infoview
Filtering Data

IRIS
Integrated Resource
Information System

Process: Business Objects (BOBJ) Web Intelligence can be used to display a report. Reports can contain data from databases, such as Business Warehouse, Oracle, GRADS, Remedy, etc. Reports can contain data tables, graphs, charts, and sub-reports. The following steps will show you how to filter data in a report.

Note: For details on other BOBJ processes, please review the BOBJ Reporting QRCs or course manuals on the *myHelp* web site.

Role: Authorized Users	**Frequency:** When needed

Filtering Data in a Report

Click on the column heading you want to filter	
Click **Apply Filter**	
Select **Add Filter**	
Select the filter values by either: • Double-clicking on it in the left-side window • **Or** highlighting it and clicking on the **Add**	
Note: If the values are listed sequentially, you can highlight the top value, hold down the **CTRL** or **Shift** key, and click on the bottom value, before clicking on **Add**	
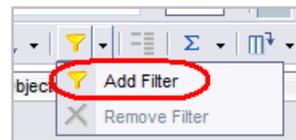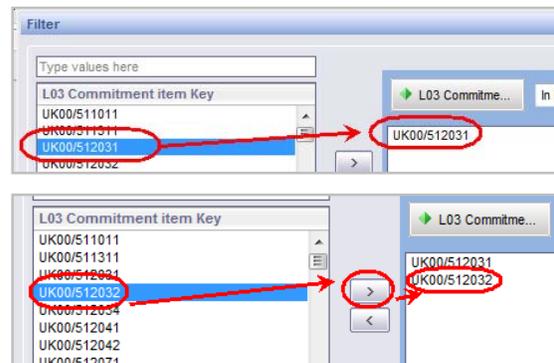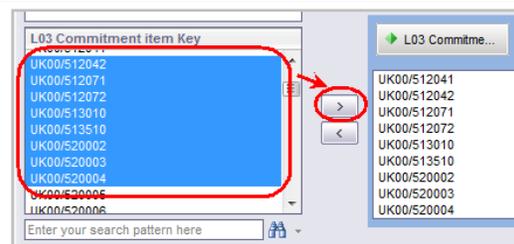
After selecting all the values on which you want to filter, click **OK**	
Note: The results will be displayed.	
To edit the filter, click **Apply Filter** and select **Edit Filter**	
To remove the filter, click **Apply Filter** and select **Remove Filter**	
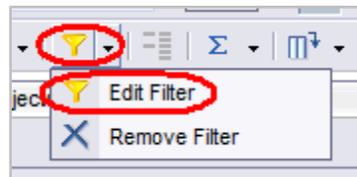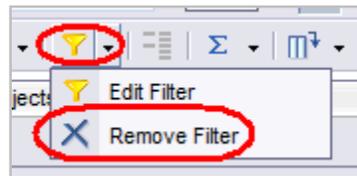
Exiting the Report and Business Objects

To select a different report, click **Document List**	
Note: If you have made any changes to the report, you will receive a system message. Click **OK** to continue without saving changes. Click **Cancel** to return to the document and save your changes.	
To exit the report and Business Objects, click **Log Out**	
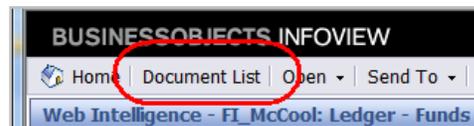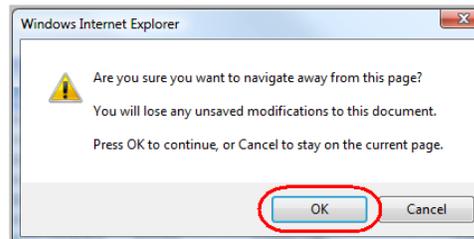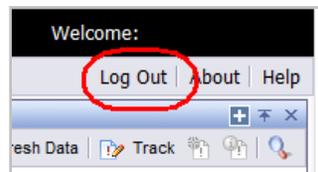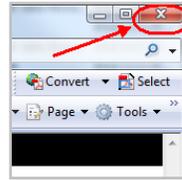
Click to close the window	
Click **Launch Pad** to return to the main *myUK* tab	