**Process:** Business Objects (BOBJ) Web Intelligence is used to display a report. Reports can contain data from databases, such as Business Warehouse, GRADS, HANA, PBF (Public Budget Formulation) 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 Business Object report processes, check out other BOBJ (Business Objects) QRCs or course manuals on the *myHelp* web site.

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

### Filtering Data in a Report

Open the Business Objects report by drilling down in the folders and double-clicking on the report.

Switch to **Design** Mode

Right-click on the column heading you want to filter

Select **Filter**

Select **Add Filter**
Select the filter values by either:

- Double-clicking on a value in the window

Or

- Highlight a value and select the Move button

**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 the Add button.

After selecting all the values you want to filter on, click OK.
Note: The results will be displayed in the report.

To Edit Filter
- Select the Analysis tab
- Select the Filter dropdown
- Select Edit Filter

Move values to the right or left using the Move buttons
Select OK to continue

To Remove Filter
- Select the Analysis tab
- Select the Filter dropdown
- Select Remove Filter
### Select Yes to continue

The report will return to its previous state

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### Exiting the Report and Business Objects

To exit the report and Business Objects, click **Log Off**

If you receive this message window:

- Select **Leave this page**

Click “X” to close the window

Select **Launch Pad** to return to the main **myUK** tab