

BW Report – Using Filters

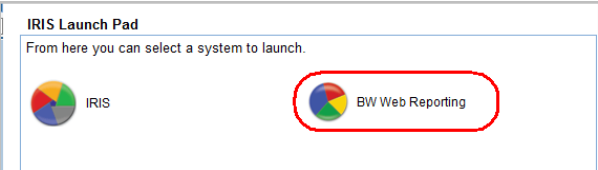
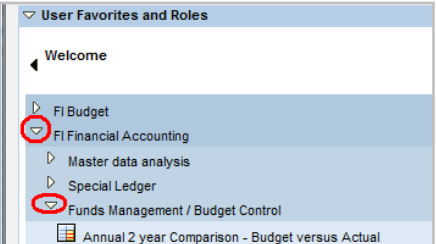
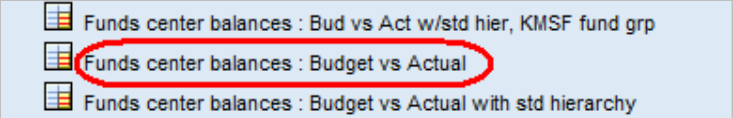


Process: Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can filter certain variables to design a very specific report. The techniques described may be used on any BW report. See related BW Web Reporting Quick Reference Cards (QRCs) for more information: **Entering Variables, Using Context Menus, Saving A View, Opening A Saved View**, and QRCs covering the details of various reports.

Role: Authorized Users

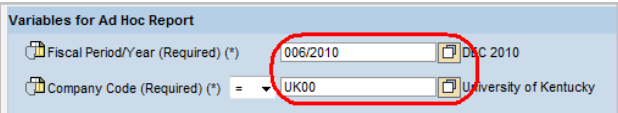
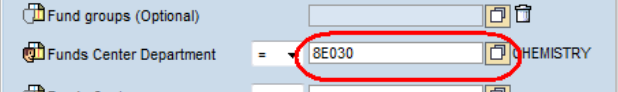
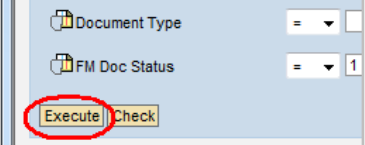
Frequency: When needed

Entering BW Web Reporting

<p>After logging into the myUK portal, click on the BW Web Reporting icon</p>	
<p>Click on the triangle next to the report group and any subsequent groups to get to the reports</p>	
<p>Click on the name of the report, <i>not</i> the icon to the left of it</p>	

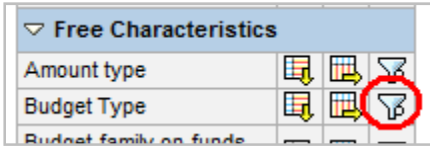
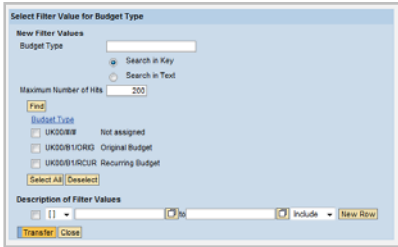
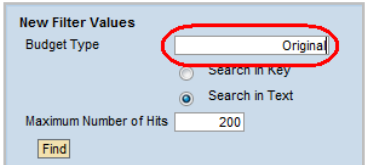
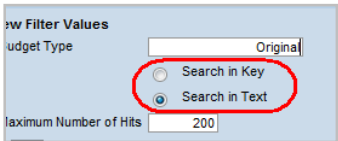
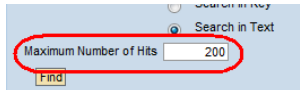
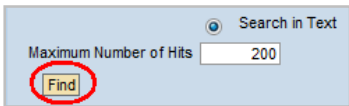
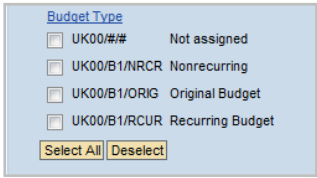
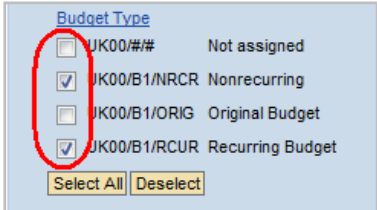
Entering Variables

Note: For details on entering variables, see the **Entering Variables** Quick Reference Card on *myHelp*.

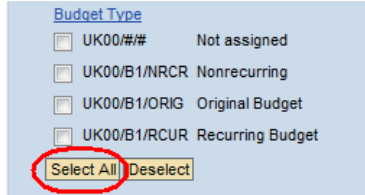
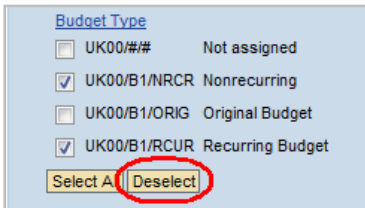
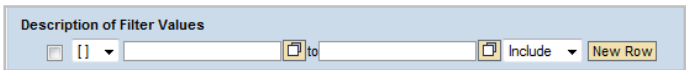

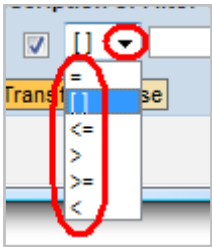


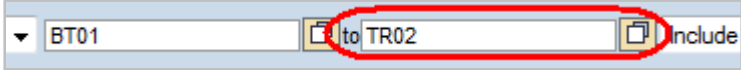

<p>Enter any required variables</p>	
<p>Enter any optional variables</p>	
<p>Click Execute</p>	

Using Filters

BW Report – Using Filters

<p>Click on the Filter icon to the right of the field name in the settings area.</p>	
<p>The Select Filter Value window will display.</p>	
<p>Find Area - use when the value list is long</p>	
<p>Enter value or partial value Note: The field is CASE SENSITIVE!</p>	
<p>Select either Search in Key or Search in Text</p>	
<p>Select maximum number of hits</p>	
<p>Click Find</p>	
<p>Value List Area – use when list of values is small</p>	
<p>Click desired values</p>	

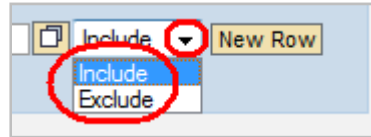
BW Report – Using Filters

<p>Can click Select All</p>																			
<p>If want to remove any selected values, click Deselect</p>																			
<p>Filter Values Area – use to enter a range of values</p>																			
<p>Click in Description of Filter Values</p>																			
<p>Select Operator</p> 	<table border="1"> <thead> <tr> <th>Symbol</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>=</td> <td>Equal to</td> </tr> <tr> <td>[]</td> <td>Range (From/To)</td> </tr> <tr> <td>< =</td> <td>Less than OR Equal to</td> </tr> <tr> <td>></td> <td>Greater than</td> </tr> <tr> <td>> =</td> <td>Greater than OR Equal to</td> </tr> <tr> <td><</td> <td>Less than</td> </tr> <tr> <td>*</td> <td>Wildcard</td> </tr> <tr> <td>< ></td> <td>Not equal to</td> </tr> </tbody> </table>	Symbol	Meaning	=	Equal to	[]	Range (From/To)	< =	Less than OR Equal to	>	Greater than	> =	Greater than OR Equal to	<	Less than	*	Wildcard	< >	Not equal to
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<p>Enter beginning value in From</p> <p>Note: Use Selection to select the values, if needed.</p> 																			
<p>Enter ending value in To</p>																			
<p>Click New Row to insert new row of values</p>																			

BW Report – Using Filters

Select **Include** or **Exclude** for the new row

Note: The new row can have a different operator.



Click **Transfer** to transfer filters to report

Note: The view of the report will change to show only data for the value you specified.

