Publish and manage state ad hoc filters

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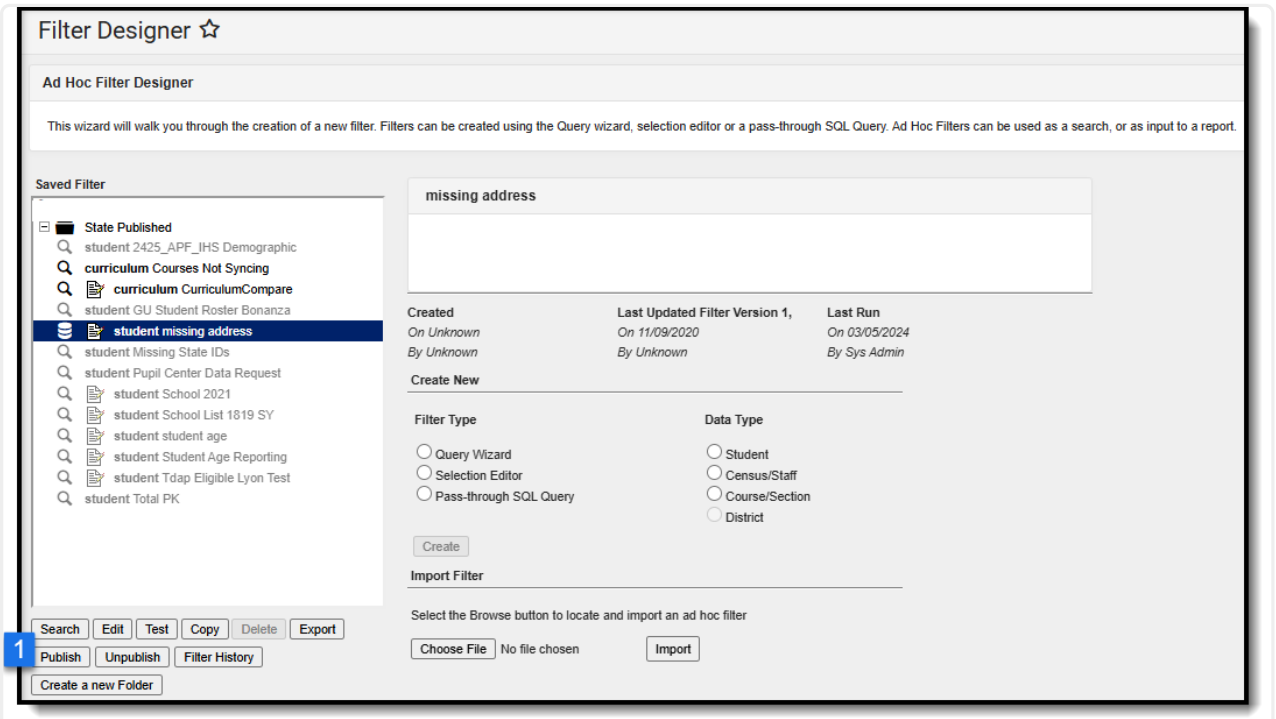
Path**:** Reporting > Ad hoc Reporting > Filter Designer

State Edition users can publish Ad hoc filters to districts connected through DIS, remove filters when they are no longer needed, and republish updated versions of filters. This guide explains how to publish, monitor, unpublish, and republish state-owned Ad hoc filters.



Publish state-owned filters to all districts.

Before you start

- The filter must already exist in Filter Designer.
- Districts must be connected to the State Edition through DIS.
- Published filters are delivered to the **State Published** folder (or **BIE Published** folder) in District Edition.
- Confirm you have the appropriate tool rights, including the Filter Designer, State-Owned Filters and Publish Filters.

Publish a state Ad hoc filter

1. Open **Filter Designer**.
2. Select the filter from the **Saved Filters** list.
3. Click **Publish** (1). The filter moves to the **State Published** folder and is made available for delivery to connected districts.

Impact

District users can access the published filter through the **State Published** folder and use it for reporting and other supported processes.

Additional tasks

View publication status

After publishing a filter, monitor its delivery status to confirm that districts have received it. Publication history provides visibility into filter delivery and helps identify districts that may not have received the filter.

1. Open the **State Published** folder.
2. Select the published filter.
3. Click **Filter History**.
4. Review the publishing status for each district. Click Refresh to display the most current status information.
5. Select **Show history for all versions** to view previous publication attempts.

Publication statuses include:

Status	Description
DELIVERED	The filter was successfully published to the district.
PENDING	The publishing process has started, but is not complete.
TIMEOUT	The filter was not delivered to the district. This may indicate the district is not properly synchronized with the State Edition through DIS.

Unpublish a state filter

Unpublish a filter when districts should no longer have access to it.

1. Open the **State Published** folder.
2. Select the published filter.
3. Click **Unpublish**. The filter displays in light gray, indicating it is no longer published.

District users can no longer view or generate the filter when it is not published. Users with access to state-published filters receive a notification via Process Alerts when the filter is unpublished.

Republish a state filter

Republish a previously unpublished filter or distribute updates made to an existing published filter. If a published filter has been edited since its last publication, an edit indicator appears next to the filter name until the updated version is republished.

1. Open **Filter Designer**.

2. Select the filter you want to republish.
3. Modify the filter as needed.
4. Click **Publish**.

The updated filter version has been delivered to the connected districts. District users receive a notification when a new version becomes available. The filter version is updated to reflect the republished changes.

What's next

- Review filter delivery results using **Filter History**.
- Copy state-published filters for local use in District Edition.
- Export filters for sharing between District and State Editions.
- Import exported filters into State Edition.