

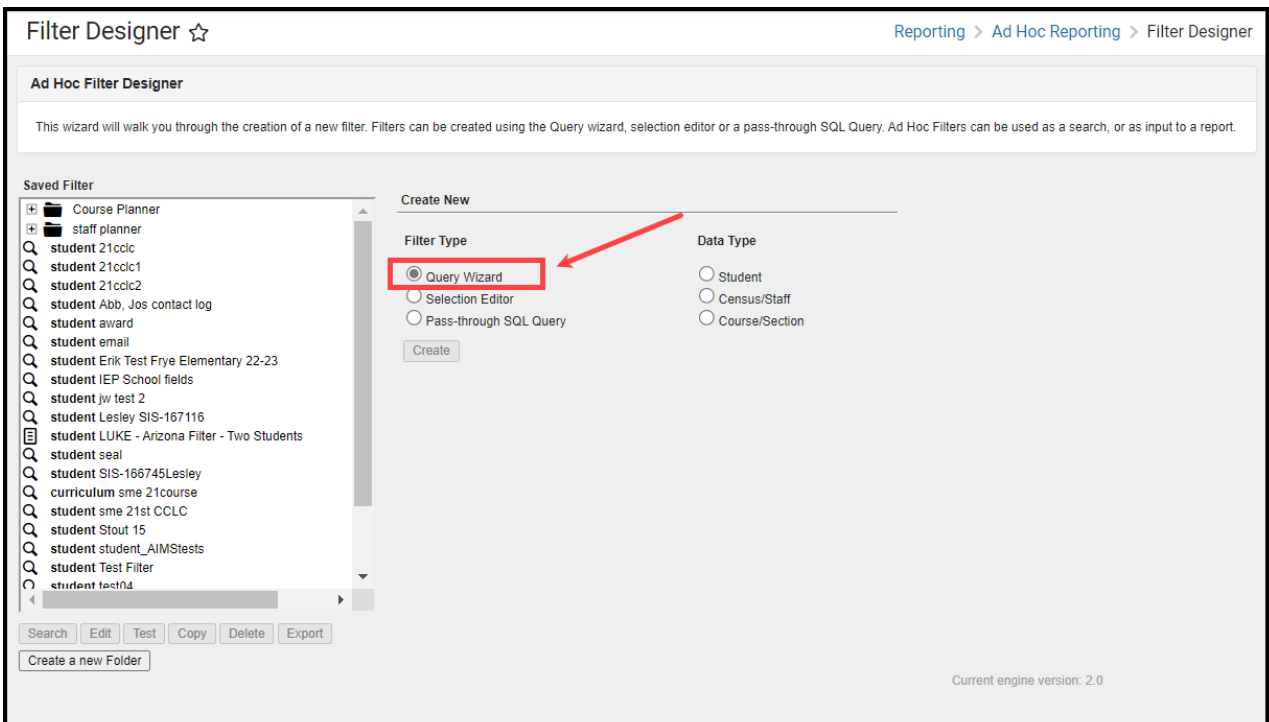
# Ad Hoc Filter Designer

Last Modified on 05/07/2024 2:25 pm CDT

[Query Wizard Features](#) | [Create a Filter](#) | [Manage Filters](#)

Tool Search: Filter Designer

In the Query Wizard, elements are organized in a straightforward pattern, so it is easy to select the elements needed. Filters can be designed with student information, census/staff information or course/section information. Queries for students and course/section data pulls results from the calendar selected in the Campus toolbar. Census/Staff data pulls results from the entire Campus database, regardless of the calendar selected.



Users need at least **Read** rights to the Filter Designer tool and at least **Add** rights for Query Wizard Filters in order to properly use this tool.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Unless using the [Data Warehouse](#), queries should be created in such a way to avoid large results. Generating large queries may cause performance issues.

An ad hoc row limit is set on the database at 5 million rows. Any query that returns more than this is shortened. A warning message displays when this occurs.

When generating large queries and the Ad hoc Row Limit is met:

- Select fewer fields to include in the query

- Add more filters (see [Functions](#)) to reduce the number of records
- Use direct SQL access

Filters including GPA fields may task the server. It is recommended that these queries be generated after normal school hours.

Filters built in the the Filter Designer display in HTML format. The HTML output allows for column sorting, filtering, grouping, and exporting to Excel or PDF.

sme dems Total Records: 23

[Simple HTML table](#)

Export to Excel | Export to PDF

Drag a column header and drop it here to group by that column

STUDENT.LASTNAME ^	STUDENT.FIRSTNAME ^	STUDENT.GENDER ^	STUDENT.BIRTHDATE ^
Anderson	Benjamin	M	05/21/2003
Anderson	Brooke	F	03/22/2001
Anderson	Bryn	F	11/14/2001
Anderson	Daniel	M	03/01/2002
Anderson	Ellie	F	04/25/2001
Anderson	Erin	F	03/08/2003
Anderson	Evan	M	07/11/1999
Anderson		F	04/16/2000
Anderson		F	04/03/2001
Anderson		M	05/01/2000

HTML Filter Display

To view the output in a simple HTML table, click the link at the top of the output. This displays the output without the ability to sort, group and organize the columns.

Query Wizard functionality allows users to easily create Ad hoc filters by organizing elements in a straightforward manner. Query Wizard filters are dynamic and always pull current information from the database based on the fields and filter options selected.

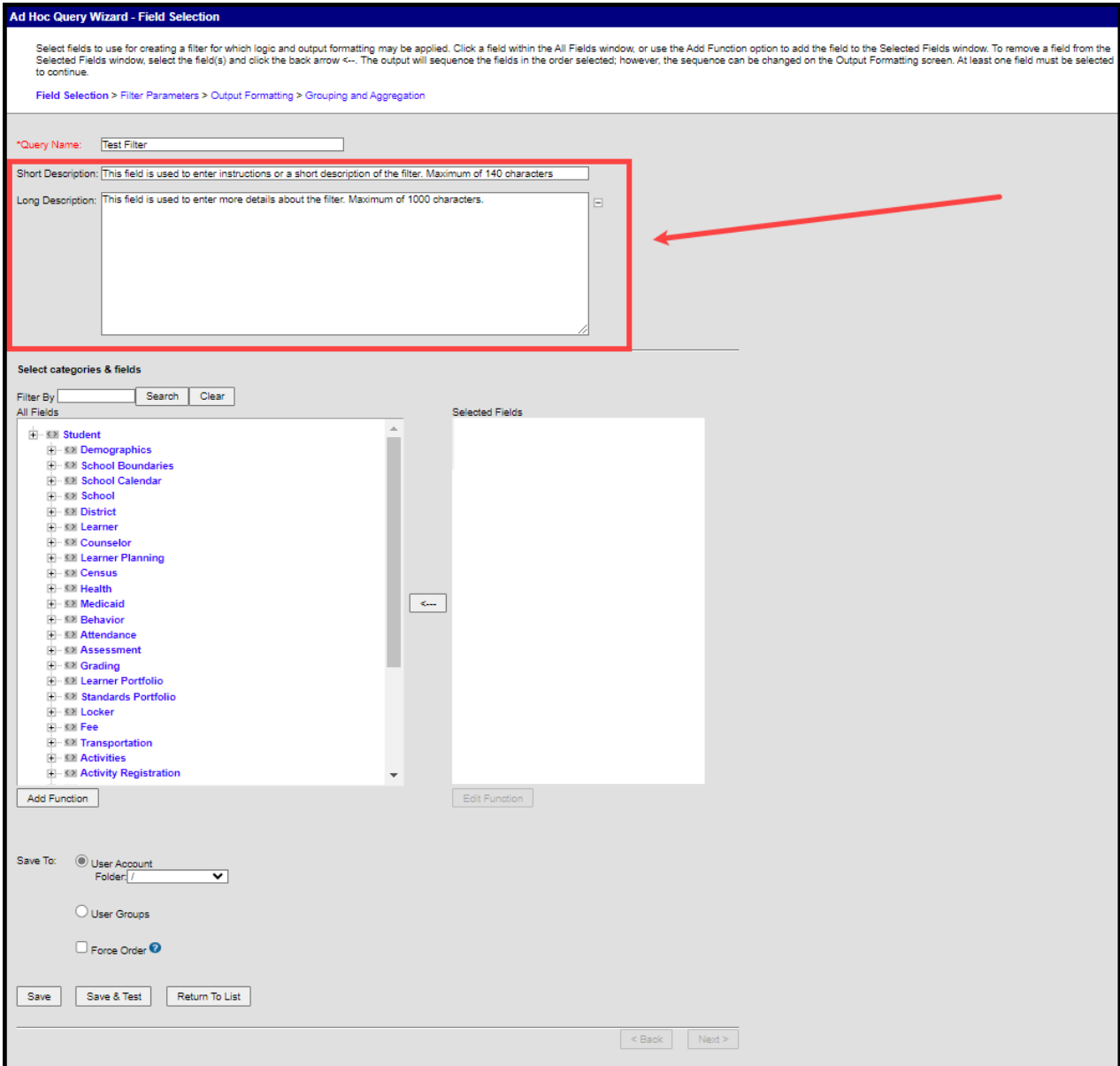
When using Custom Tab fields within Ad Hoc Query Wizard, all students are included in the results even if the student does not have a record within the custom dated tab. To exclude students without records for fields from a custom tab that is Table or List Element tab type, set the statusDate Operator to **IS NOT NULL**. When pulling in fields from a custom tab that is a Table or List Element tab type, Ad Hoc logic outputs every possible combination based on a specific date and time. The Table Tab Type stores specific times. The List Element Tab type always stores 12:00 AM. See the [Custom](#) article for more information.

## Query Wizard Features

[Short and Long Filter Descriptions](#) | [Filter Operators](#) | [Logical Expressions](#) | [Functions](#) | [Output Formatting](#) | [Grouping and Aggregation Descriptions](#)

# Short and Long Filter Descriptions

This provides additional information and context about the filter. It's displayed when a user selects that filter from the Saved Filters list and when the filter is being modified.



▶ [Click here to expand...](#)

## Filter Operators

Filter operators allow users to set specific parameters per field within a filter. These parameters uniquely filter each field while maintaining the filter as a whole.

\*Query Name:

Short Description:

Long Description:

---

**Filter the data**

ID	*Field	Operator	Value
1	sch.schoolID	<input type="text"/>	<input type="text"/>
2	sch.districtID	<input type="text"/>	<input type="text"/>
3	sch.number	<input type="text"/>	<input type="text"/>

Logical Expression (Optional):

If logical expression is left blank, all filters are applied.  
 Allowed symbols: AND OR NOT IN BETWEEN LIKE NOT LIKE SOUNDS LIKE CONTAINS STARTS WITH ENDS WITH  
 Example Syntax: (1 AND (2 OR 3) NOT IN (4 OR 5) BETWEEN 6 AND 7) SOUNDS LIKE 8 OR 9)

Save To:  User Account Folder:

User Groups

Force Order [?](#)

Users may apply multiple operators to the same field by clicking the **Add Filter** button and selecting a field. If a **Logical Expression** exists, all fields assigned an Operator must be included within the expression.

[▶ Click here to expand...](#)

## Logical Expressions

The Logical Expression field allows users to incorporate conditions between fields within a filter. This field effectively uses the OR, AND, and NOT conditions between fields and groups of fields.

- Only fields assigned an **Operator** are allowed to be included within logical expressions.
- Logical Expressions are created using the ID number associated with each field.

**Logical Expression (Optional):**  
 3 and ((5 and 6) and (10 or 11)) and (not 8 or 4)

If logical expression is left blank, all operators will be applied.  
 Allowed symbols: AND OR NOT ( ) IDs  
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

*Logical Expression with a Filter*

Logical expressions can be grouped using ( ) symbols and the ID number to define the order in which the tool should include or exclude a person. In the example above, the ( ) symbols indicate the tool should determine the student's End Date (5) and grade (6) and include these students depending on whether they are Asian (10) or White (11). This determination and group of students is then applied to the remaining parts of the logical expression.

Using ( ) symbols is especially useful when using the OR condition, as users can include or exclude people based on whether or not they meet the criteria for the fields included within a group of fields. For example, students with a State ID less than 1000 (8) or an End Status populated (4) are not included in the remaining calculation for the logical expression.

## Functions

Functions can be added to filters, which allow logic to be applied to field columns when the filter is generated via the Data Export tool. To add a function to a filter, select the **Add Function** button. The **Function Editor** appears in a new window.

**Filter Designer** ☆  
 Reporting > Ad Hoc Reporting > Filter Designer

Filter By  Search Clear

All Fields Selected Fields

**Function Editor** [Close]

The Function Editor allows the application of logic to columns that are output when the Ad Hoc Data Export tool is utilized. A constant function allows outputting a new column that is not based on any field selection - this will output the Constant Value entered for every record returned. The Concatenate function allows appending selected fields. The Coalesce function allows for returning alternate results if the first field would return a null. Both Concatenate and Coalesce will apply logic in the order the parameters are selected.

\*Name:

\*Function:

Constant value:  Add

Filter By  Search Clear

All Fields:

- Student
  - Demographics
    - personID
    - stateID
    - otherID
    - additionalID
    - edFID
    - studentNumber

Parameters:

*Add Function*

▶ [Click here to expand...](#)

# Output Formatting

The Output Formatting editor lets users control how each field is reported and displayed when exported.

\*Query Name:

Short Description:

Long Description:  +

---

**Format the output file/report**

Output distinct records

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.raceEthnicityDetermination <input checked="" type="checkbox"/>	1	1	Ascend <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
student.birthCountry <input checked="" type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
student.birthState <input checked="" type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save To:  User Account  
 Folder:

User Groups

Force Order [?](#)

▶ [Click here to expand...](#)

# Grouping and Aggregation Descriptions

Grouping and aggregation places results into groups and calculations can be performed on the results. Aggregations display at the bottom of each data group when extracting the data. These options are not available for fixed-width output formats.

\*Query Name:

Short Description:

Long Description:

---

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	<input type="text" value="sch.schoolID"/>	<input type="text" value="Ascending"/>
Tier 2	<input type="text"/>	<input type="text" value="Ascending"/>
Tier 3	<input type="text"/>	<input type="text" value="Ascending"/>
Tier 4	<input type="text"/>	<input type="text" value="Ascending"/>
Tier 5	<input type="text"/>	<input type="text" value="Ascending"/>

Aggregate/Sub Total by  Aggregate Type

Save To:  User Account  
Folder:

User Groups

Force Order [?](#)

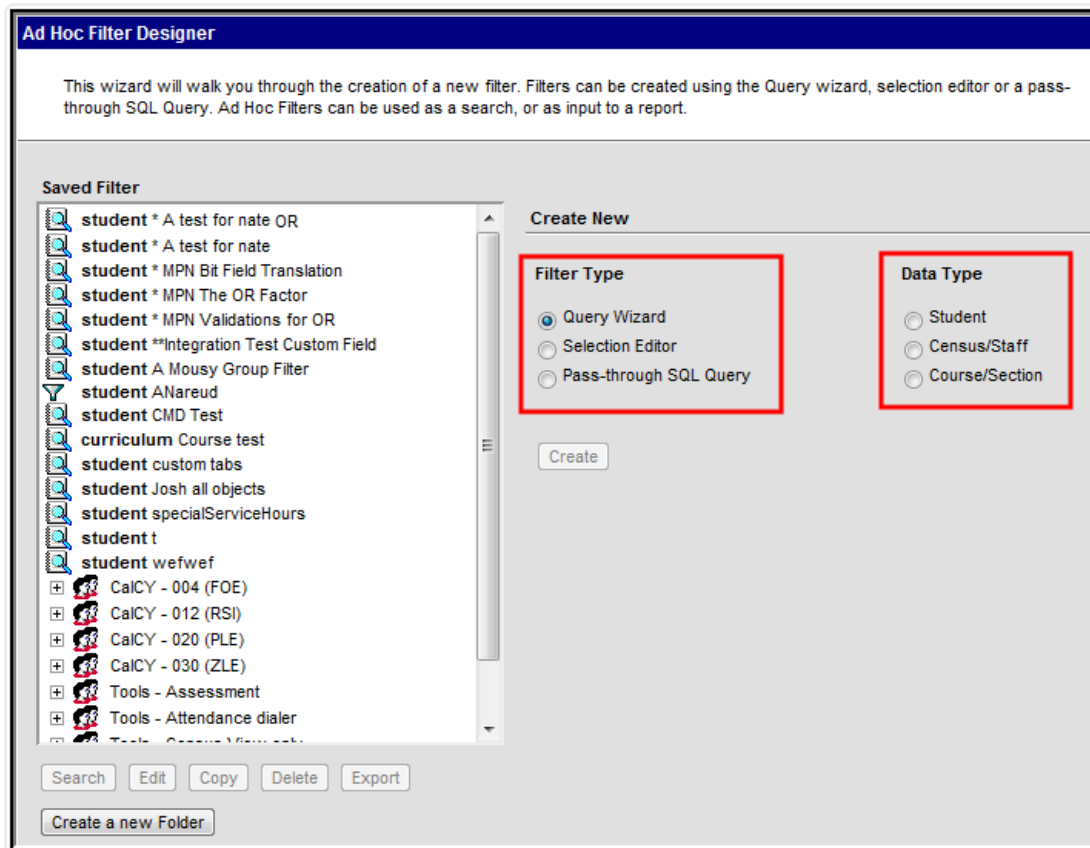
▶ [Click here to expand...](#)

## Create a Filter

The following is a basic workflow for creating a filter. See the [Query Wizard Features](#) for additional formatting and modification that can be done for more advanced filters.

### Step 1. Choose Filter and Data Type

1. Select the **Query Wizard** radio button.
2. Select a **Data Type**. This determines which fields are available for selection: **Student**, **Census/Staff**, or **Course/Section**.
3. Click the **Next** button. The screen displays a list of fields to select in order to create the filter.



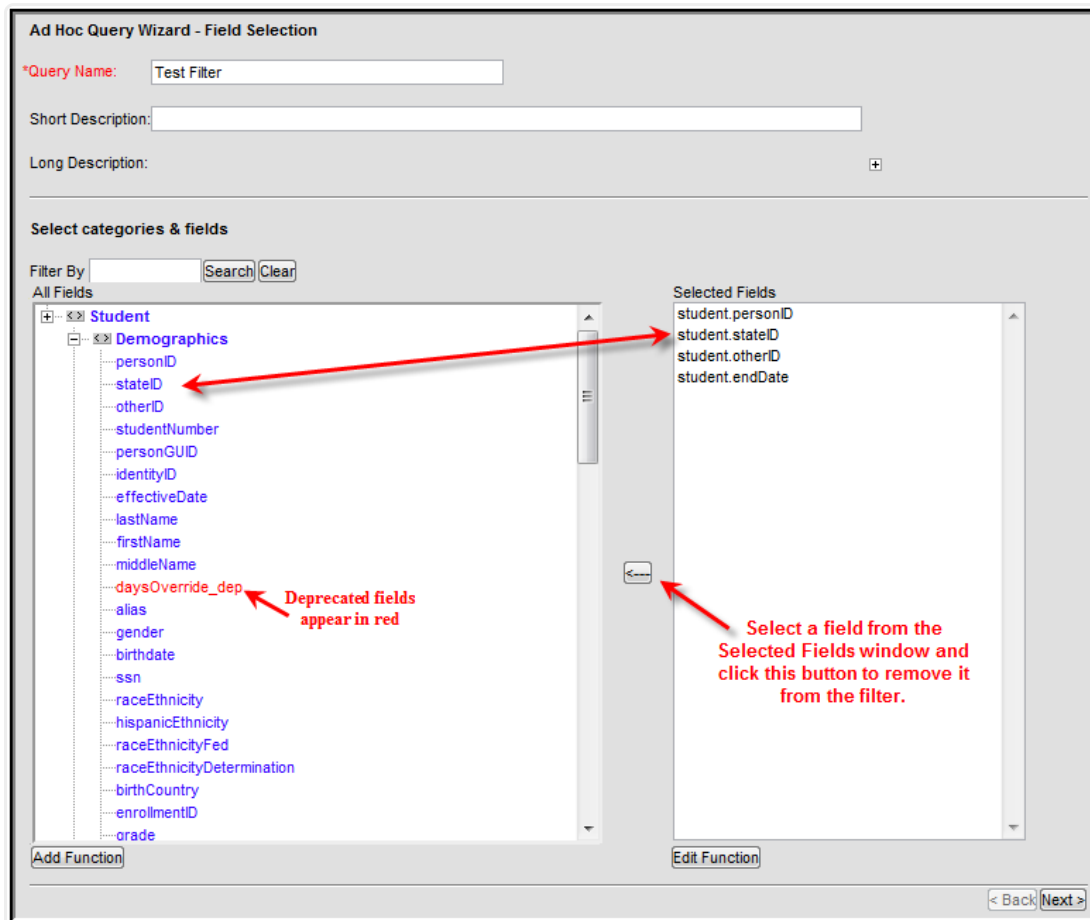
*Filter Type, Data Type Selection*

## Step 2. Select Categories and Fields

Campus fields are organized into specific categories relating to the Filter Data Type selected on the previous screen. Categories are organized in a hierarchy format, where selecting the (+) open available fields and additional subcategories within the category. Users may include Campus and user-created custom fields when building filters.

1. Enter a **Query Name** for the filter.
2. Enter a **Short** and or **Long Description** about the filter (if applicable).
3. Select the data elements from the **All Fields** list by clicking on them. The fields move to the Selected Fields list. To remove a field from the Selected Fields list, click on it to highlight it and click the left-pointing arrow button.
4. Select the **Add Function** button to add a function to the filter.
5. To search for a particular field, enter part of its name in the Filter By section and click the Search button. Select the appropriate options for the query. All fields that contain that name display in the All Fields list. To clear the selection, click the Clear button, and all available fields display again.
6. To save the filter right now without testing it or modifying any results of the selected fields, choose **Save** or **Save and Test**.
7. To continue, click the **Next** button to continue creating the filter, narrow returned results and sort the filter into the desired order.





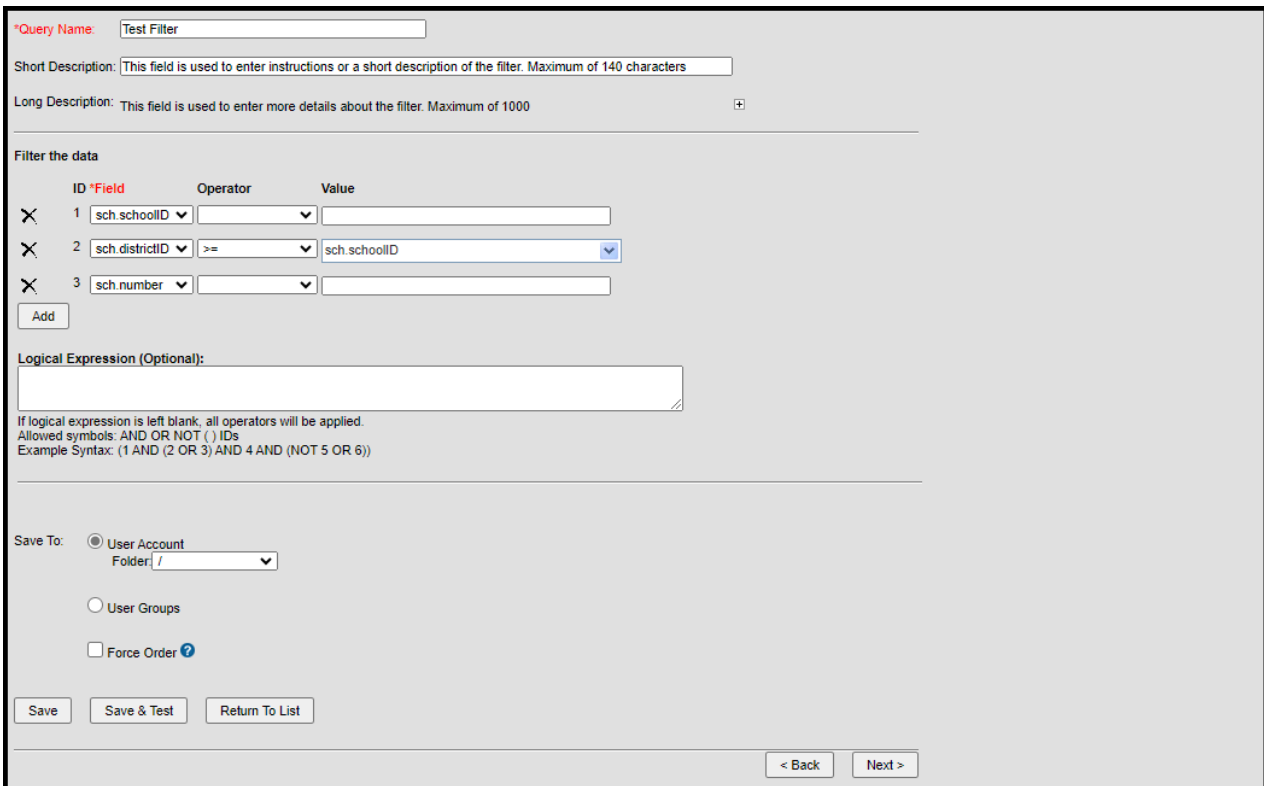
Adding/Removing Filter Fields

## Step 3. Enter Filter Parameters

Filter parameters allow users to define specific constraints for how each field is filtered within the filter. This tool allows users to filter very specific data within reports and other exported files.

1. Enter the **Query Name** and a **Short/Long Description** (if applicable).
2. Select the **Operator** for each Field. The available fields are based on the data elements selected in the previous Field Selection screen.
3. Enter the **Value** for each Operator. This is the value being used in conjunction with the Operator selected (*i.e.*, student.age > 5, where 5 is the value entered and the output is all students older than 5 years of age).
4. If a BETWEEN Operator was selected, fill in all appropriate fields.
5. Click the Add Filter button to apply multiple operators to the same field(s). Selecting this button adds an additional field area where users can select an already existing filter field and apply additional operators.
6. Enter a **Logical Expression**, if necessary.
7. For complicated filters that report data from several calendars and/or have many fields from many different areas, mark the **Force Order** checkbox. When marked, the database fields in the query are executed in a particular order to increase the filter's performance. When a filter takes several minutes to generate, try generating it again with this checkbox marked. Marking this on every filter is not recommended.

- To save the filter right now without testing it or modifying any results of the selected fields, choose **Save** or **Save and Test**.
- Select the **Next** button if output formatting and/or group data needs to be defined for the filter.



\*Query Name:

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
1	sch.schoolID		
2	sch.districtID	>=	sch.schoolID
3	sch.number		

Add

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
 Allowed symbols: AND OR NOT ( ) IDs  
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To:  User Account  
 Folder:

User Groups

Force Order ?

Save Save & Test Return To List

< Back Next >

## Step 4. Enter Output Formatting Values

- Enter the **Query Name** and a **Short/Long Description** (if applicable).
- If data should output in unduplicated records based on field values, mark the **Output distinct records** checkbox.
- If the field should appear in the filter output, verify the **Output** checkbox is marked. If it is not marked, the field does not display in the output but is used to filter data. For example, the field student.activeToday might be chosen to filter out inactive students (student.activeToday = 1), but the Output checkbox could be unselected so that field is not included in the output.
- Enter the **Sequence**. This number places the field in that order on the output.
- Enter a number in the **Sort** field. This determines the order in which fields are sorted.
- If a number was entered in the Sort field, determine how the field should be sorted by selecting a **Direction**. Data can be sorted by ascending or descending direction. If the Sequence and Sort fields are left blank, the fields display in the order selected and sort how the elements appear on the screen.
- Enter a **Column Header** for each field. This is the header that display in the column relating to the field. If no header is entered, the field name is used as the header for the column (*i.e.*, student.otherID displays a column name of student.otherID if no header is entered).
- Determine the field's **Alignment** on files exported via the Data Export tool.
- Select the **Formatting** of outputted field data. These options allow users to specify how data is reported in exported files.
- Enter the field **Length**. This field determines the maximum amount of characters the field

reports data before truncation. If data is exported using the Fixed Width format, each field with the Output checkbox checked must have a length value entered.

11. To save the filter right now without testing it or modifying any results of the selected fields, choose **Save** or **Save and Test**.
12. To continue, click the **Next** button to continue creating the filter, narrow returned results and sort the filter into the desired order.

**\*Query Name:**

**Short Description:**

**Long Description:**  +

---

**Format the output file/report**

Output distinct records

Field	Output	Seq	Sort	Direction	Column Header	Alignment	Formatting	Length
sch.schoolID	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	▼	<input type="text"/>	▼
sch.districtID	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	▼	<input type="text"/>	▼
sch.number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	▼	<input type="text"/>	▼	<input type="text"/>	▼

**Save To:**  User Account  
 Folder:

User Groups

Force Order ?

## Step 5. Define Data Filter Grouping, Calculations and Subtotals

The Grouping and Aggregation editor allows users to group fields into sections and report specific aggregates/sub-totals for each section.

1. Enter the **Query Name** and a **Short/Long Description** (if applicable).
2. Select each field to **Group By** for each tier. This field determines which fields are grouped into sections, allowing the field to have separate aggregate/sub-totals reported.
3. Select each tier **Group Order**. This determines how aggregate/sub-total data is reported for the tier.
4. Select the field and determine the **Aggregate/Sub Total by Aggregate Type**. Data within each group aggregates based on the field and Aggregate Type selected. See the table below for information about each available aggregate type

\*Query Name:

Short Description:

Long Description:

---

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	<input type="text" value="sch.schoolID"/>	<input type="text" value="Ascending"/>
Tier 2	<input type="text"/>	<input type="text" value="Ascending"/>
Tier 3	<input type="text"/>	<input type="text" value="Ascending"/>
Tier 4	<input type="text"/>	<input type="text" value="Ascending"/>
Tier 5	<input type="text"/>	<input type="text" value="Ascending"/>

Aggregate/Sub Total by  Aggregate Type

Save To:  User Account  
Folder:

User Groups

Force Order [?](#)

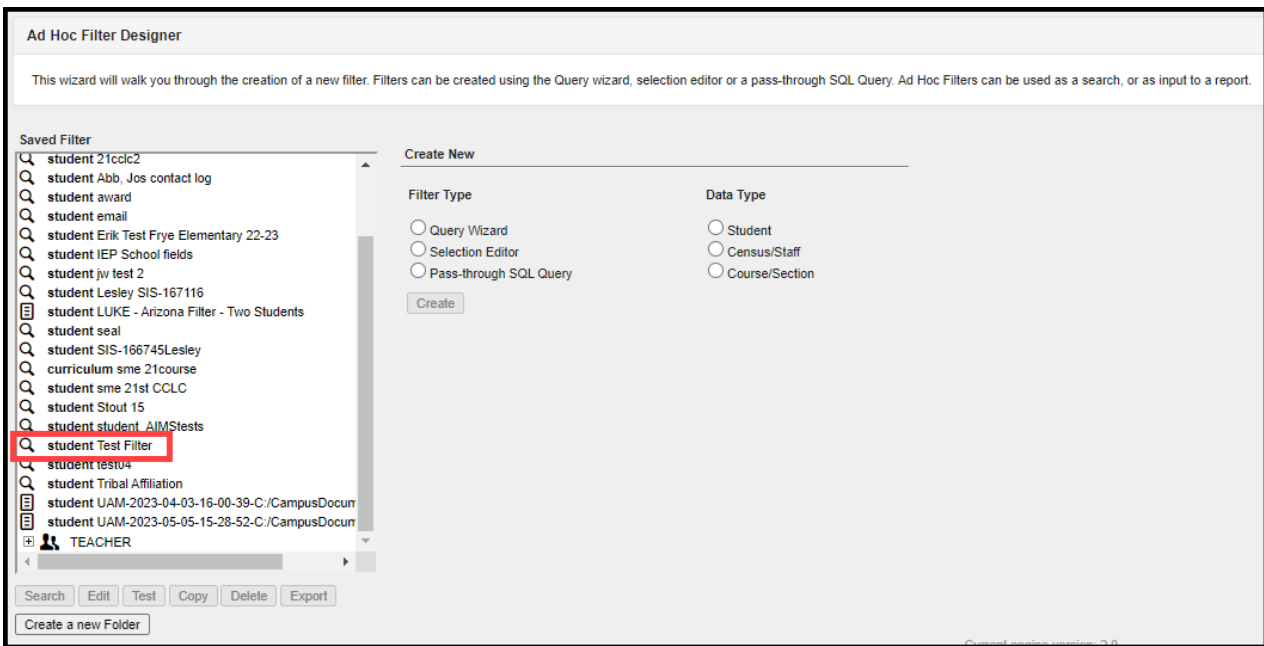
## Step 6. Save the Filter

To quickly save the filter, click the **Save** button. To quickly save and verify the filter's return data, click the Save and Test button. Both options save the filter and can be found in the Saved Filter list. The Save and Test option saves the filter and generates it in HTML format for a quick review of the selected fields and format. Users must have pop-ups enabled on the web browser in order to view Test results.

For more advanced save features, follow the procedures below.

1. Determine if the filter needs to be saved to a **User Account Folder**. If yes, choose that radio button and select the appropriate folder.
2. Determine if the filter needs to be available to particular User Groups. If yes, choose that radio button and select the appropriate user groups. If a filter is saved to more than one User Group, a separate copy is stored for each group. Each group can independently edit the filter without affecting another group's copy.
3. For complicated filters that report data from several calendars and/or have many fields from many different areas, mark the **Force Order** checkbox. When marked, the database fields in the query are executed in a particular order to increase the filter's performance. When a filter takes several minutes to generate, try generating it again with this checkbox marked. Marking this on every filter is not recommended.
4. Select the **Save** icon. The filter is now saved and can be selected from the **Saved Filter** list

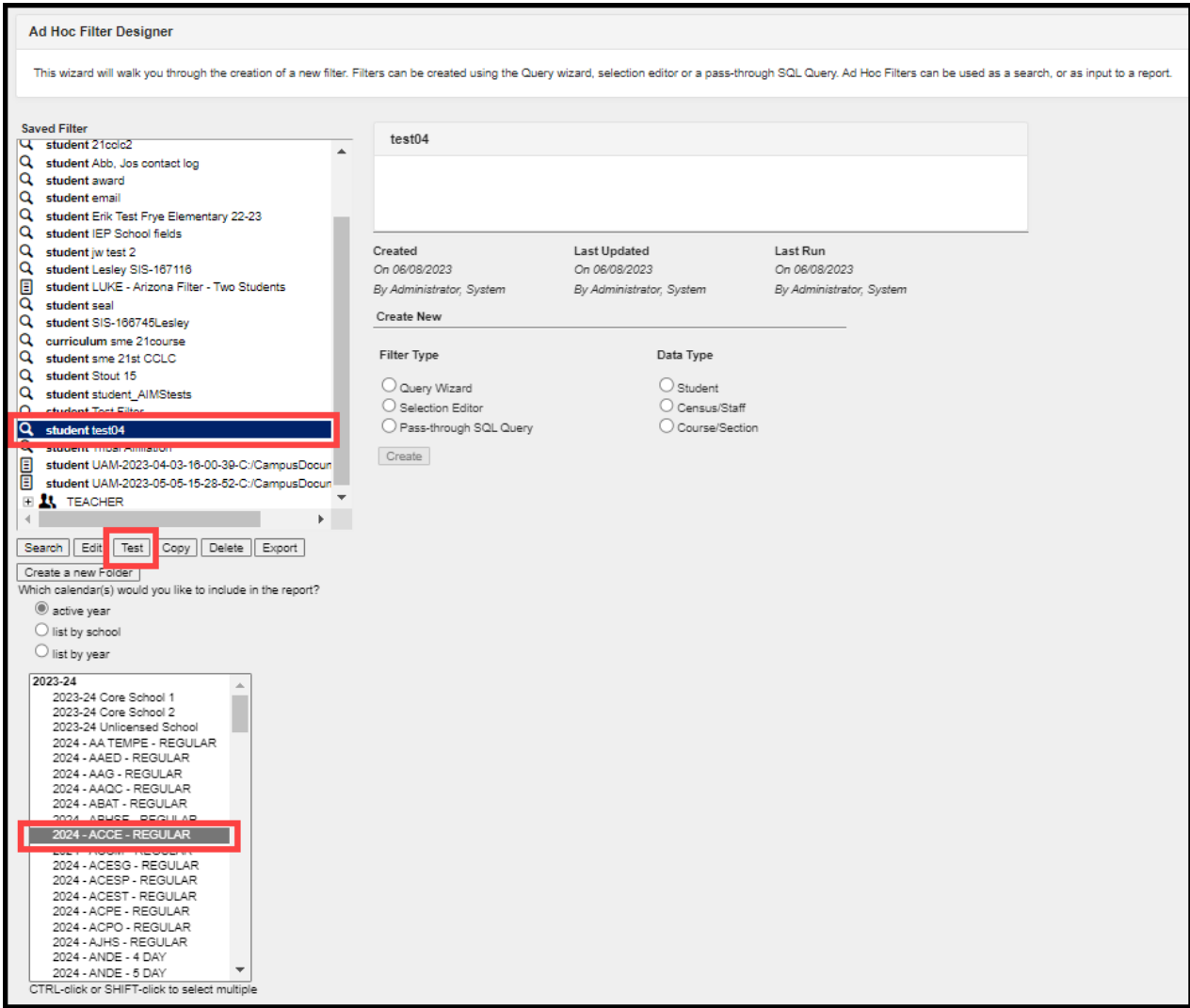
on the main page of the Filter Designer.



### To generate a saved filter:

1. Select the desired filter from the Saved Filter list.
2. Choose the appropriate Calendar.
3. Click the **Test** button. The filter will appear as a report in a separate window.

Calendars cannot be selected if the query is for Census/Staff Data Types. Only calendars to which the user is assigned calendar rights are available for selection.



# Manage Filters

[Save Filters to Folders](#) | 
 [Remove Fields from the Filter Parameters Editor](#) | 
 [Create Folders for Filters](#) | 
 [Add a Saved Query to a Folder](#) | 
 [Move Filters between Folders](#) | 
 [Copy Filters](#) | 
 [Delete Filters](#) | 
 [Modify a Query Created by Another User](#) | 
 [Test Saved Filters](#) | 
 [Last Updated, Last Run, and Last Run By Information](#)

## Save Filters to Folders

Ad hoc filters can be saved to specific folders created within the Filter Designer tool, User Accounts, or User Groups.

For complicated filters that report data from several calendars and/or have many fields from many different areas, mark the **Force Order** checkbox. When marked, the database fields in the query are executed in a particular order to increase the filter's performance. When a filter takes several minutes to generate, try generating it again with this checkbox marked. Marking this on every filter is not recommended.

\*Query Name:

Short Description:

Long Description:

---

**Filter the data**

ID	*Field	Operator	Value
1	<input type="text" value="sch.schoolID"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="sch.districtID"/>	<input type="text" value="&gt;="/>	<input type="text" value="sch.schoolID"/>
3	<input type="text" value="sch.number"/>	<input type="text"/>	<input type="text"/>

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
 Allowed symbols: AND OR NOT ( ) IDs  
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

---

Save To:  User Account  
 Folder:

User Groups

Force Order [?](#)

## Remove Fields from the Filter Parameters Editor

Fields can be removed from the Filter Parameters editor without being removed from the filter as a whole. This allows users to reduce the Filter Parameters editor to only those fields in which operators are assigned or only those fields in which the user wants to see.

Fields removed from the Filter Parameters editor are not removed from the filter; they are only the user's view of the editor.

\*Query Name:

Short Description:

Long Description:

---

Filter the data

ID	*Field	Operator	Value
1	<input type="text" value="sch.schoolID"/>	<input type="text"/>	<input type="text"/>
2	<input type="text" value="sch.districtID"/>	<input type="text" value="&gt;="/>	<input type="text" value="sch.schoolID"/>
3	<input type="text" value="sch.number"/>	<input type="text"/>	<input type="text"/>

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.  
 Allowed symbols: AND OR NOT ( ) IDs  
 Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

---

Save To:  User Account  
 Folder:

User Groups

Force Order [?](#)

Select the X next to each field to remove fields from the Filter Parameters Editor.

Removing a field from the list does not remove it from the filter output.

All fields not assigned an Operator were removed, and the field IDs were automatically renumbered. The Logical Expression automatically updates to match new field IDs.

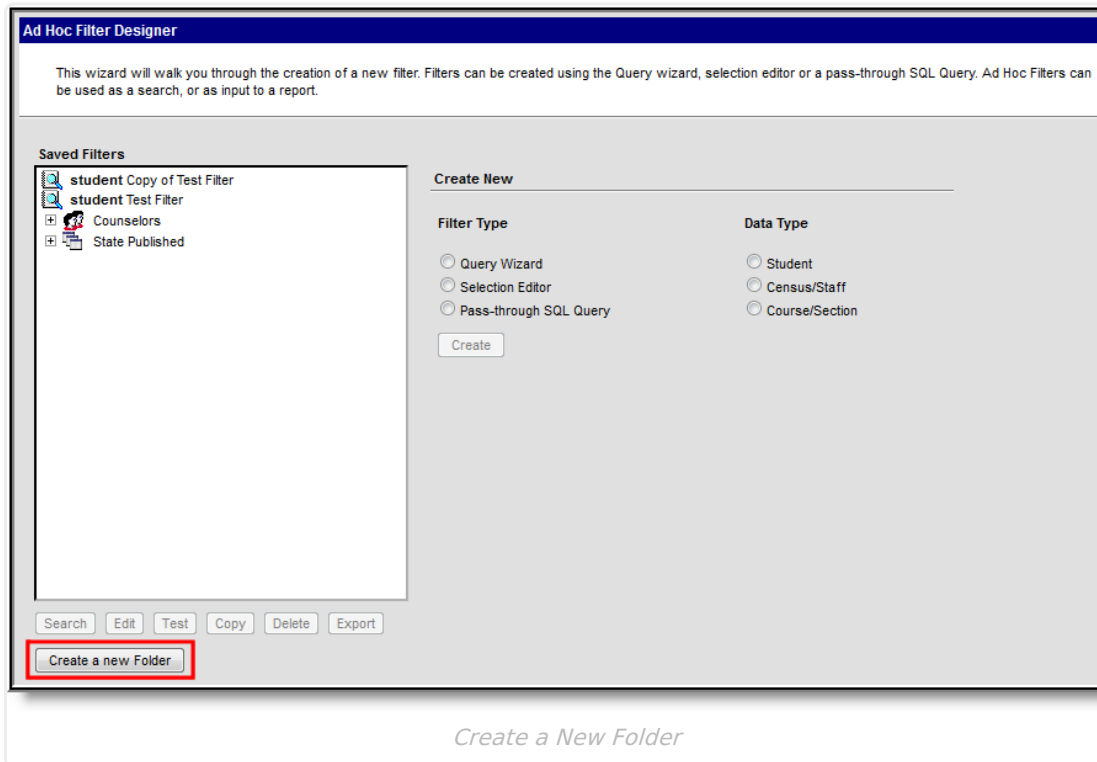
The Filter Designer tool allows users to create folders for organizing and storing Ad hoc filters. Folders can be organized in a hierarchy format, where sub-folders exist within parent folders. By creating folders, users can better manage large volumes of existing Ad hoc filters and group them in a logical order.

If a field in the query has been deactivated (displays in red), use the [Element Replacement Tool](#) to update the filter. This removes the deactivated field and adds the equivalent field to the filter.



## Create Folders for Filters

Folders allow users to better manage Ad hoc filters within the Filter Designer tool.



▶ [Click here to expand...](#)

## Add a Saved Query to a Folder

Once folders have been created, Ad hoc filters can now be assigned to those folders.

**Ad Hoc Query Wizard - Filter Parameters**

Query Name:

Short Description:

Long Description:

---

**Filter the data**

Field	Operator	Value
individual.lastName	=	Test
individual.studentNumber		
individual.staffNumber		
individual.staffStateID		

Save To:  User Account  
 Folder:

User Groups

*Saving an Ad hoc Filter to a Folder*

To assign an Ad hoc filter to a folder, click the **User Account** radio button and select the folder from the **Folder** field.

**Ad Hoc Query Wizard - Filter Parameters**

Query Name:

Short Description:

Long Description:

---

**Filter the data**

Field	Operator	Value
individual.lastName	=	Test
individual.studentNumber		
individual.staffNumber		
individual.staffStateID		

Save To:  User Account  
 Folder:

User Groups

- :Mary
- :Mary Testing
- :Nate Test
- :Nate Test 2
- :Nate Test 3
- :Parent Folder (Testing)
- :Child 1 (Testing)
- :Grandchild 1
- :Great Grandchild 1
- :Great Great Grandchild 1
- :Great Great Great Grandchild
- :Grandchild 2
- :Child 2 (Testing)
- :Child 3 (Testing)
- :Testing 1 2 3
- :Test Folder - Tim

*Selecting the Saved Folder*

In the example above, the Ad hoc filter is being assigned to the Test Folder - Tim folder.

**Ad Hoc Query Wizard - Filter Parameters**

Query Name:

Short Description:

Long Description:

---

**Filter the data**

Field	Operator	Value
individual.lastName	=	Test
individual.studentNumber		
individual.staffNumber		
individual.staffStateID		

Save To:  User Account  
Folder:

User Groups

*Saving the Ad hoc Filter to a Folder*

Once the folder is selected, the **Folder** field displays the folder name. Select the **Save** button to save the filter to the folder.

**Ad Hoc Filter Designer**

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query. Ad Hoc Filters can be used as a search, or as input to a report.

**Saved Filters**

- [-] Mary
- [-] Mary Testing
- [-] Nate Test
- [-] Parent Folder (Testing)
- [-] Testing 1 2 3
  - [-] Test Folder - Tim
    - person Test People
- student Aanenson, Jacqueline behavior
- person Federal Race Ethnicity
- student \* 0 SIS-17888
- student \* JJ percent
- student \* Mary Testing Enrollment History
- person \* Mary Testing SIS-35090
- student \*\*\* 000 Mary Neville
- student \*\*\* 001 Mary Neville
- person \*Between
- student \*GPA between
- student \*SIS-27122
- student .Fees
- student .HOV
- student 00 20416 test

Search Edit Test Copy Delete Export

Create a new Folder

**Copy of Test Filter**

This is a test filter. This is where a description appears.

Last Updated 05/04/2011

**Create New**

<input type="radio"/> Query Wizard	<input type="radio"/> Student
<input type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

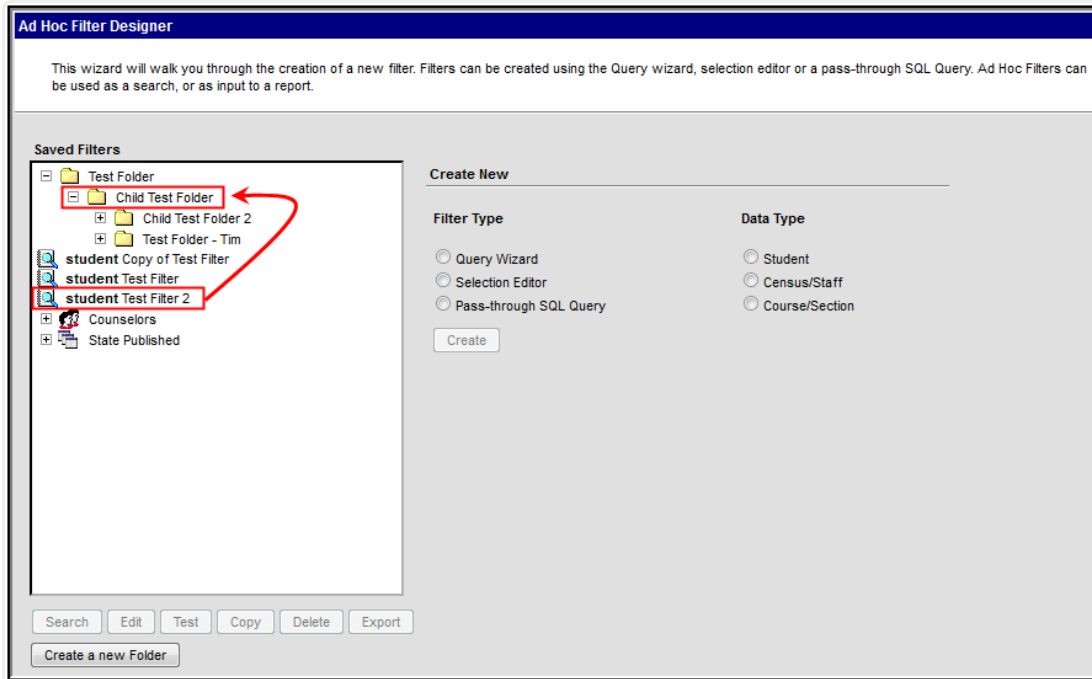
Create

*Viewing the Saved Filter in the Folder*

The Ad hoc filter - is now saved and accessible within the assigned folder.

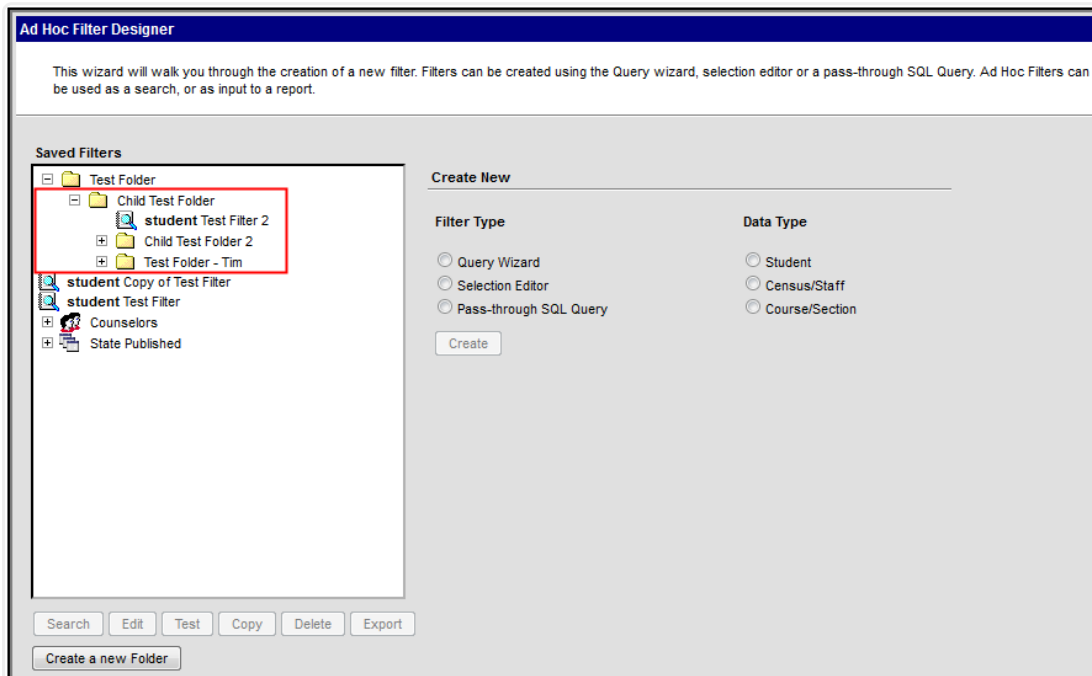
## Move Filters between Folders

Ad hoc filters can be easily moved and organized between folders.



*Moving an Ad hoc Filter to a Folder*

To move an Ad hoc filter into an existing folder, left-click, hold, and drag the filter into the designated folder. A pop-up message displays, asking the user to confirm the action. Select the **OK** button to move the Ad hoc filter.



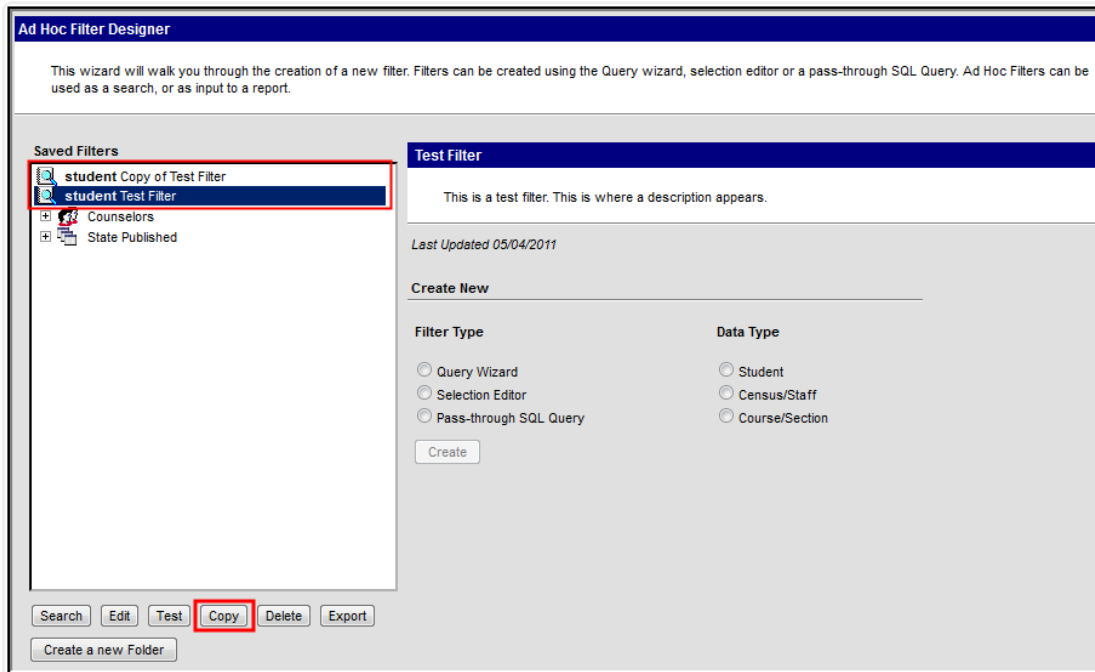
*Viewing a Moved Ad hoc Filter*

The moved filter now displays under the appropriate folder. This functionality moves filters in, out, and to another folder.

Existing filters can be easily copied if desired. This maintains the original version of the filter and lets users change a filter to add new fields and functions.

## Copy Filters

Filters can be copied for additional editing. Select a saved filter and click the **Copy** button. A pop-up message displays indicating the filter has been copied. Copied filters are named Copy of [Original Filter Name].

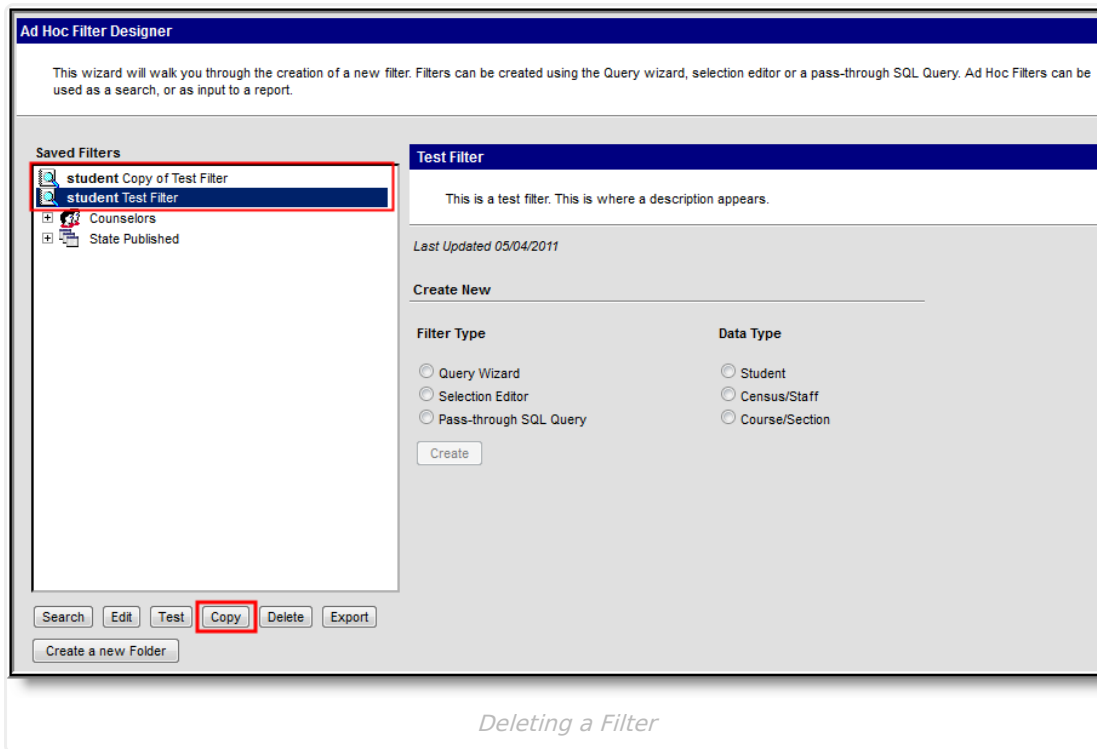


*Copied Filters*

## Delete Filters

A saved filter created by a user can also be deleted by that user. However, because filters can be shared with other users, only the person who created the filter can delete it.

District users cannot delete State-Published filters.



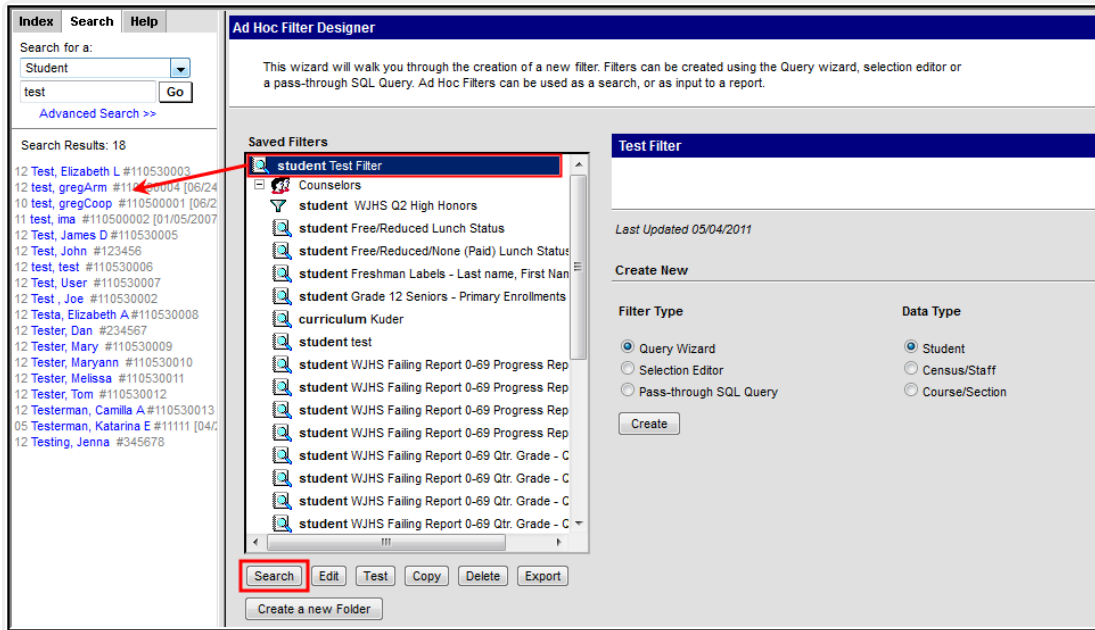
*Deleting a Filter*

Select a filter from the Saved Filters window and click the Delete button to delete it. A pop-up message confirms the deletion. You can also delete multiple filters by holding the **Ctrl** key, selecting each filter, and clicking the **Delete** button.

## Modify a Query Created by Another User

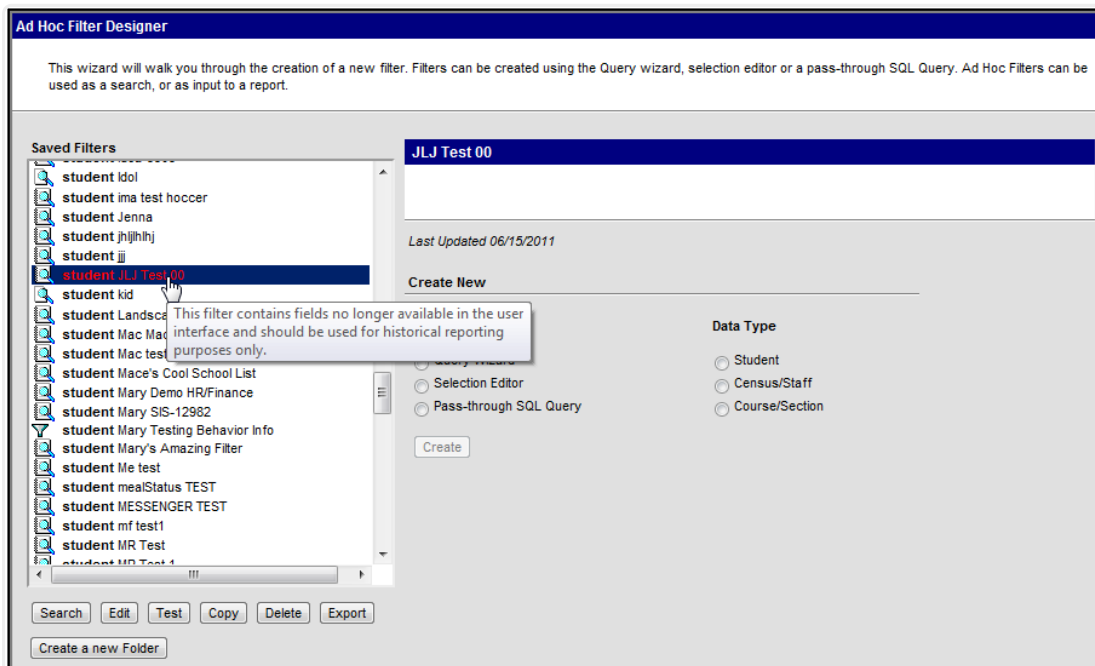
Saved filters can be edited anytime by selecting the filter and clicking the **Edit** button. This displays the filter so users can modify the selected fields and verify the operations and export options.

Search results on the Search tab can be populated with saved filters. When a saved filter is selected, click the **Search** button. Results returned in the filter displays in the Search tab.



*Searching with a Filter*

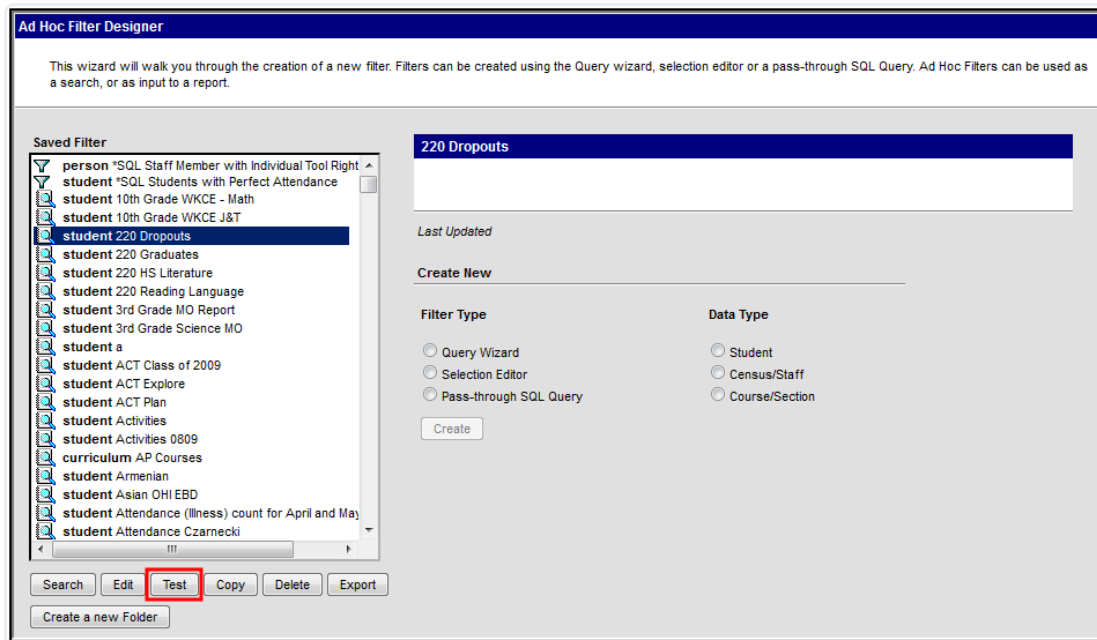
If a saved filter contains deprecated fields, the filter is highlighted in red within the Saved Filters window.



*Filter Containing Deprecated Fields*

## Test Saved Filters

Select the filter from the Saved Filter window to test an existing filter and click the **Test** button. A separate window displays, displaying filter results in HTML format.



*Testing an Existing Filter*

## Last Updated, Last Run, and Last Run By Information

Users can view the last time an existing filter was updated, the last time a test of the filter was run, and who ran the last test of the filter.

If the timestamp or user is unknown, a value of Unknown is reported.



**Saved Filter**

- person Number of Staff Members
- student \*grades
- student \*RH
- student 115077
- student 159741
- student abba
- student abboud
- student abboud,dylan
- person admin
- person Dustin-TEST STAFF
- student Fixed Neil test
- person last name = Hansen
- student Last name start a
- student LG test
- student Neil test
- student Nicks
- student oms a
- person oms Counselors
- person oms ja, a

Search Edit Test Copy Delete Export

Create a new Folder

**Number of Staff Members**

Last Updated 09/12/2018  
 Last Run 09/12/2018  
 Last Run By Tester, Charlie

Create New

Filter Type	Data Type
<input type="radio"/> Query Wizard	<input type="radio"/> Student
<input type="radio"/> Selection Editor	<input type="radio"/> Census/Staff
<input type="radio"/> Pass-through SQL Query	<input type="radio"/> Course/Section

Create

Example of a Filter Tracking Information