

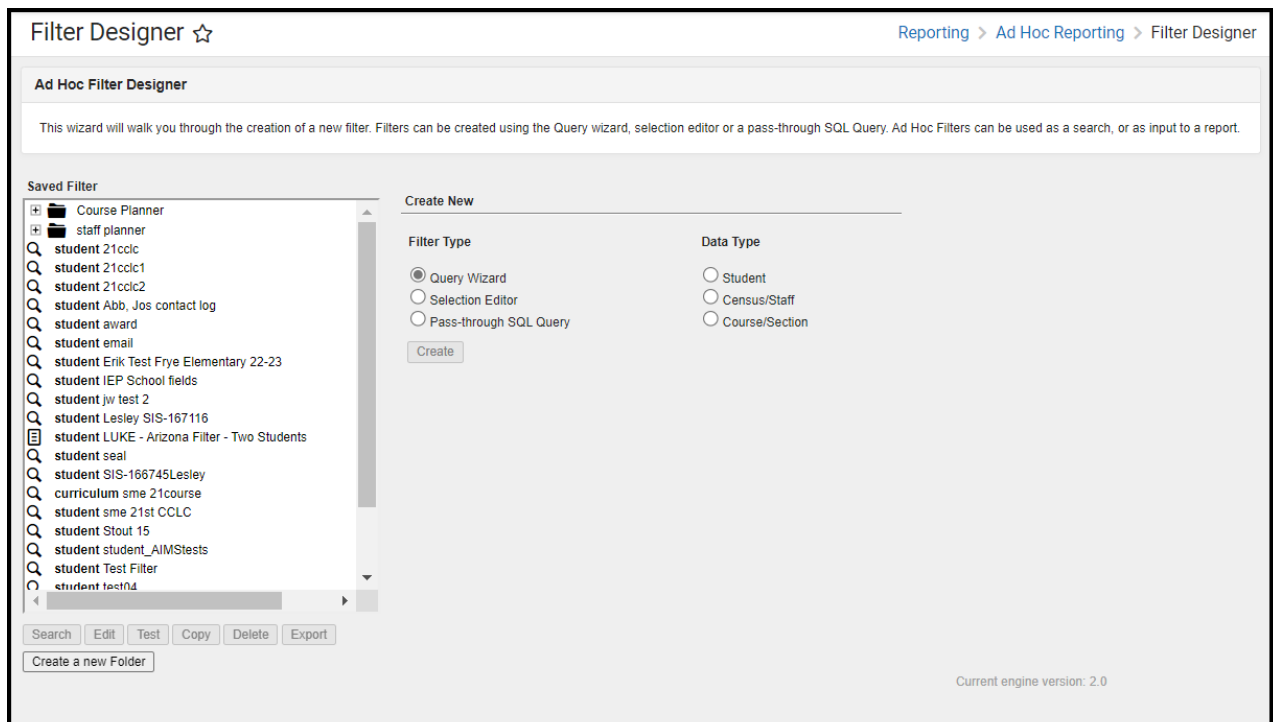
# Filter Designer

Last Modified on 05/14/2025 10:03 am CDT

## Tool Search: Filter Designer

The Filter Designer provides a tool for the end user to select certain fields located throughout the product and place them in one central report. It allows users to build reports three different ways:

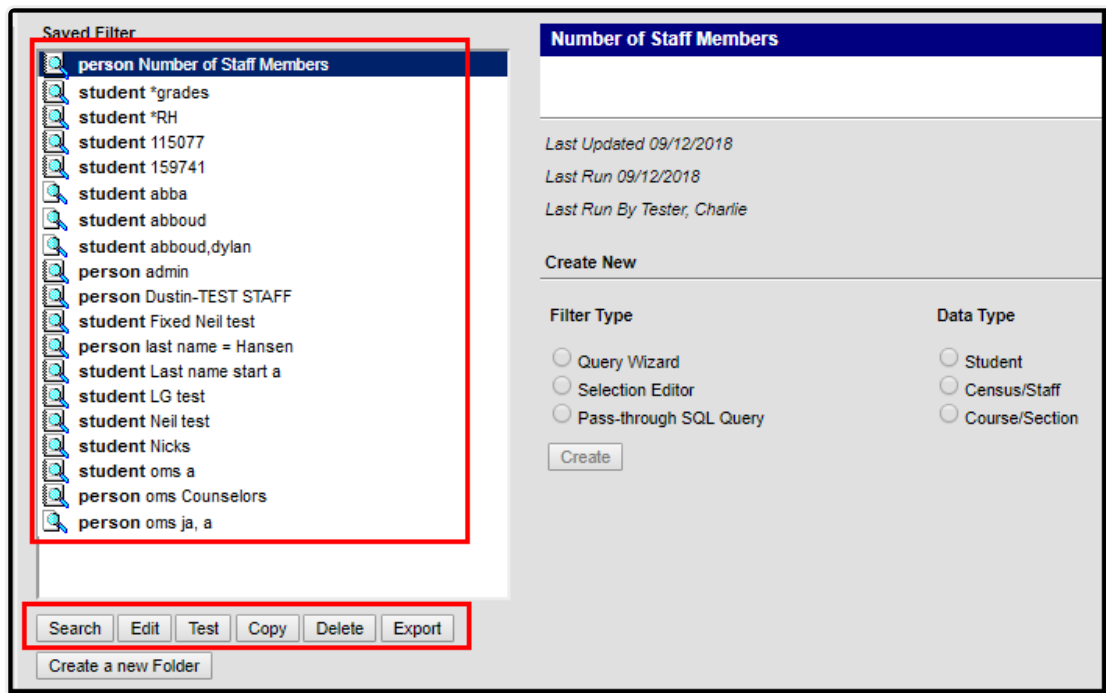
- The [Query Wizard](#) allows users to create a filter by selecting specific data fields from within the product.
- The [Selection Editor](#) allows users to manually select a group of students for whom a report can be run. This editor is for creating student filters only.
- A [Pass-Through SQL Query](#) allows users with basic SQL and Campus schema knowledge to build their own queries on student information.



Users can create filters and then link those filters to [Data Viewer](#) Reports, if desired.

Filters are a selection of data (student, census/staff, courses/section) used to generate other custom reports, report cards, mailing labels, etc. Reported schools and calendars are dependent upon the School and Calendar values selected in the Campus toolbar. A School value of *All Schools* means data is reported for the entire district.

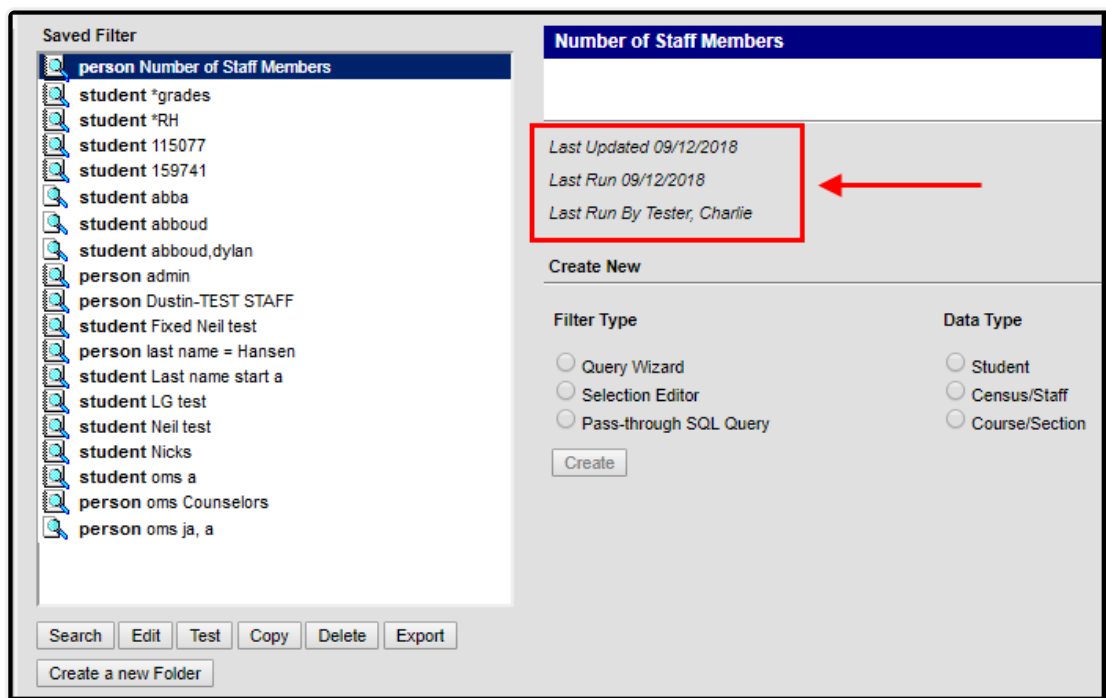
Filters that have been created previously and saved will appear in the Saved Filters box on the left-hand side of the screen. Icons are shown for the different filters created. When selected, users can choose to **Search**, **Edit**, **Test**, **Copy**, **Delete**, or **Export** the filter (see image below). See the [Manage Filters](#) article for more information about these options.



*Saved Filters and Tool Options*

Selecting an existing filter will also display the last time it was updated, the last time a test of the filter was run, and who ran the last test of the filter (see image below).

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



*Filter Tracking Information*

Several state reporting extracts can be generated using the Filter Designer, and reports can be made available to certain user groups to access these reports.

## Field Logic

The following logic is used when reporting NULL or field values of 0 within Ad hoc filters:

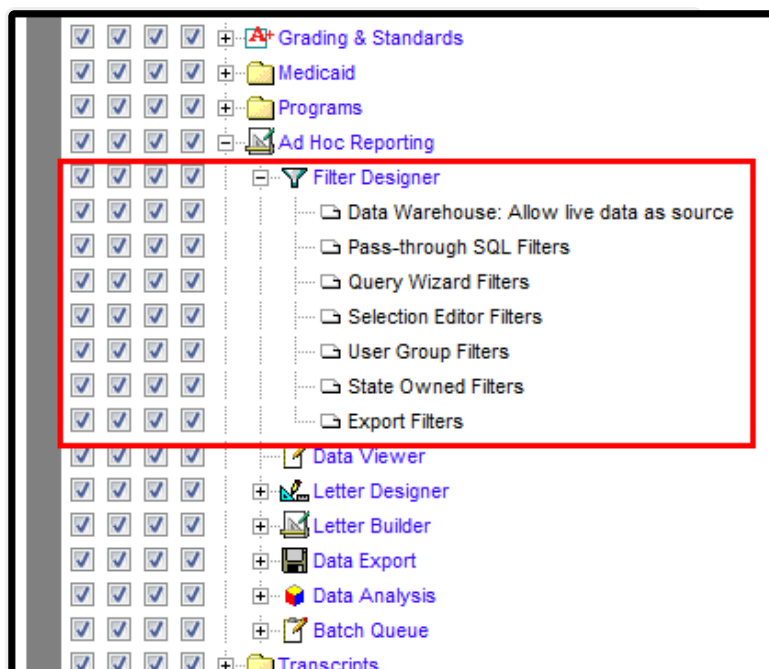
- Float fields = NULL will output as blank unless a default value exists within the Attribute/Dictionary.
- Float fields = 0 will output as a value of 0.
- Number fields = NULL will output as blank unless a default value exists within the Attribute/Dictionary.
- Number fields = 0 will output as 0.

### BIE SPECIFIC LOGIC:

- If an EnrollmentBIE field has a default value, a NULL field will report the default value when filtering data or exported via the [Data Export](#) tool.
  - This logic applies to all fields within the EnrollmentBIE table with the exception of foreign keys and End Year.

## Tool Rights

Users will need to following Tool Rights to access Filter Designer tools:



*Filter Designer Tool Rights*

In addition to these rights, the user may need **R** rights assigned to the following areas to allow full access to reporting on Student, Census/Staff or Course/Section filter data types:

- *Student Information > General > Summary > GUID*
- *Student Information > General > Summary > State ID*
- *Census > People > Demographics > GUID*
- *Census > People > Demographics > State ID*
- *SSN Rights*
- *Scheduling > Courses > Sections > Section*
- *Scheduling > Courses > Course*

For information concerning Ad hoc Reporting where the Data Warehouse is enabled, see the [Data Warehouse Settings](#) article.