

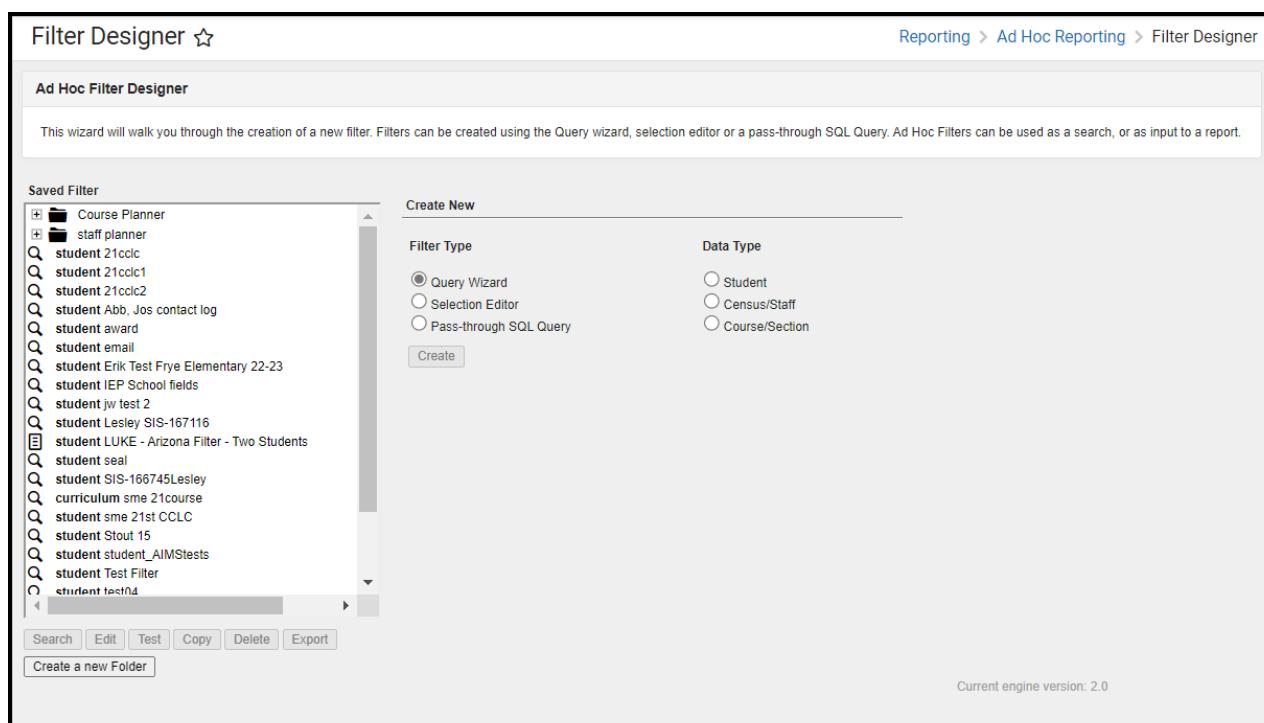
# Filter Designer

Last Modified on 02/02/2026 1:27 pm CST

## 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.



Filter Designer ☆

Reporting > Ad Hoc Reporting > Filter Designer

**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 Filter**

- Course Planner
- staff planner
- student 21cclc1
- student 21cclc2
- student Abb, Jos contact log
- student award
- student email
- student Erik Test Frys Elementary 22-23
- student IEP School fields
- student jw test 2
- student Lesley SIS-167116
- student LUKE - Arizona Filter - Two Students
- student seal
- student SIS-16745Lesley
- curriculum sme 21course
- student sme 21st CCLC
- student Stout 15
- student student\_AIMStests
- student Test Filter
- student test4

**Create New**

Filter Type	Data Type
<input checked="" 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

**Buttons:** Create, Search, Edit, Test, Copy, Delete, Export, Create a new Folder

Current engine version: 2.0

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 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

**Number of Staff Members**

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

**Create New**

<b>Filter Type</b>	<b>Data Type</b>
<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**

[Search](#) [Edit](#) [Test](#) [Copy](#) [Delete](#) [Export](#)

[Create a new Folder](#)

*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.

**Saved Filter**

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- student \*RH
- student 115077
- student 159741
- student abba
- student abboud
- student abboud,dylan
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**Create New**

<b>Filter Type</b>	<b>Data Type</b>
<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**

[Search](#) [Edit](#) [Test](#) [Copy](#) [Delete](#) [Export](#)

[Create a new Folder](#)

*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:

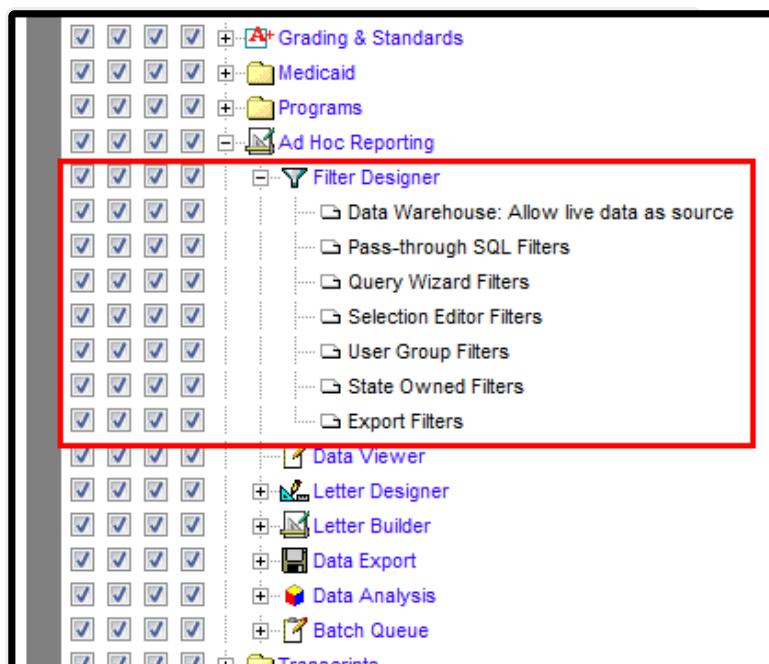
- Float fields = NULL will output as blank unless a default value exists within the Attribute/Dictionary.
- Float fields = 0 will output as a value of 0.
- Number fields = NULL will output as blank unless a default value exists within the Attribute/Dictionary.
- Number fields = 0 will output as 0.

### 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.