Access and copy a state-published Ad hoc filter

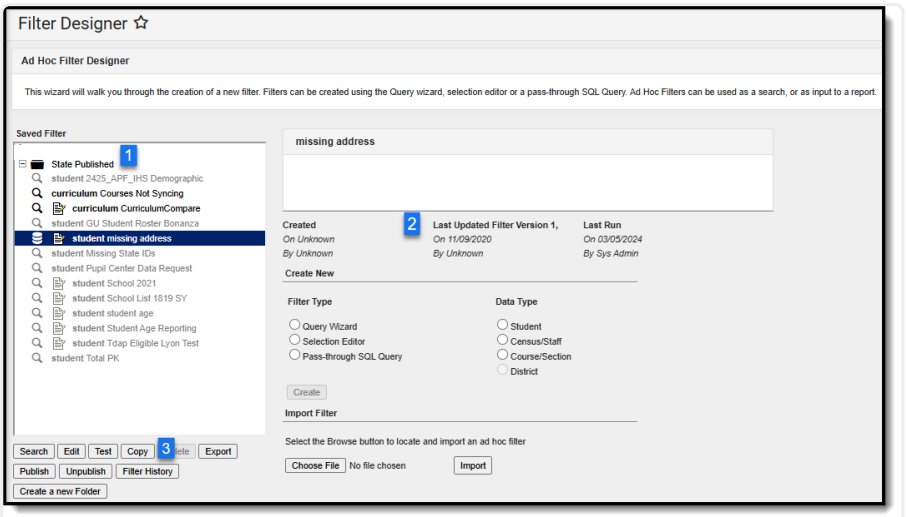
Last Modified on 10/27/2026 12:00 pm CDT

Path: Reporting > Ad Hoc Reporting > Filter Designer

District users can access filters published by the state through the **State Published** folder. This guide explains how to locate state-published filters, review filter information, and create a local copy for continued use.

Before you start

- The filter must have been published and delivered by the state.
- State-published filters are stored in the **State Published** folder.
- Confirm you have the appropriate tool rights.



View state-published filters, track filter versions, and create copies for customization without modifying the original filter.

Access a state-published filter

When a state-published filter is delivered to your district, a notification is sent to Process Alerts in the Message Center.

1. Open **Process Alerts** and select the notification for the published filter OR navigate directly to **Filter Designer**.
2. Open the **State Published** (1) folder.
3. Select the desired filter.

Impact

The filter is available for use in supported reporting and processing tools.

Review filter version information

State-published filters include version information that helps districts identify the most current filter.

1. Select a filter in the **State Published** folder.
2. Review the filter details (2).

Key fields include:

Field	Description
Filter Version	Identifies the version currently available for use.
Last Updated	Indicates when the current version was most recently published by the state.

Impact

Version information helps ensure users are working with the same filter version as the state and other districts.

Copy a state-published filter

Create a local copy when you want to retain a version of the filter that is independent of future state changes.

1. Open the **State Published** folder.
2. Select the filter you want to copy.
3. Click **Copy** (3).

The copied filter is added to your standard saved filters.

Impact

The copied filter becomes a local filter that can be edited, deleted, or exported as needed. Updates made to the state-published version are not applied to the copied filter. If the state later unpublishes the original filter, the copied version remains available.

What's next

- Use the filter in reporting processes.
- Modify the copied filter to meet local requirements.

- Export the copied filter for sharing or import it into another environment.
- Monitor Process Alerts for newly published or updated filter versions.