Import an Ad hoc filter

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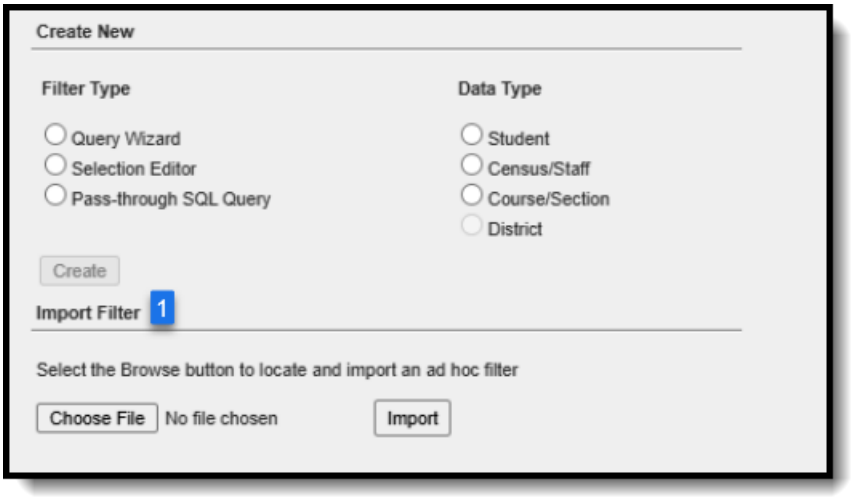
Path: Reporting > Ad Hoc Reporting > Filter Designer

State Edition users can import exported Ad hoc filters into Campus using the Import Filter functionality. This guide explains how to import an Ad hoc filter and make it available for use in the Filter Designer.

Before you start

- Obtain an exported Ad hoc filter file from a district or another State Edition environment.
- Import functionality is available only in State Editions of Campus.
- Confirm you have the appropriate tool rights to import filters.

Import an Ad hoc filter



1. Open **Filter Designer**.
2. Navigate down to the **Import Filter** (1) section.
3. Click **Choose File** and select the exported filter file from its saved location.
4. Verify the file path displays next to the **Browse** button.
5. Click **Import**.
6. A confirmation message appears when the filter is successfully imported and identifies it by name.

Impact

The imported filter appears in the **Saved Filters** window and can be edited, copied, deleted, or published as needed.

What's next

- Review and update the imported filter as needed.

- Publish the imported filter to connected districts.
- Copy the imported filter to create additional versions for different reporting needs.

Troubleshooting

If the filter does not import successfully:

- Verify you selected a valid exported Ad hoc filter file.
- Verify you have **Filter Designer > Import Filters** tool rights.
- If the file was modified after export, obtain a new export file before attempting the import again.