Creating Complex Filters

This guide will cover:

• How to create complex filters for an analysis.

Step One

Hover over the Open icon in the Global Header and locate the analysis then navigate to the Criteria tab. Or use the Catalog to locate the analysis and click the Edit button.
Step Two

From the Criteria tab, click on the **Create a Filter** icon.

![Create a Filter icon](image)

Step Three

Select an available column. If you would like to filter using a column that is not part of the analysis, select the **More Columns...** option.

![More Columns option](image)
**Step Four**

Use the **Operator** drop-down and **Value** selection to indicate how this filter will limit data. For example, the operator could be changed to "is between" to create a range between two values. The screenshot is demonstrating a range between specific academic admit terms (2158 = Fall Semester 2015; 2168 = Fall 2016).

*For more information about the new academic term code structure in Catalyst and CaRT, please visit [http://www.uc.edu/catalyst/term-structure.html](http://www.uc.edu/catalyst/term-structure.html)*

**Step Five**

Click **OK** and repeat steps 3 and 4 as necessary to add additional filters. As multiple filters are added, **Joins** (AND, OR) will begin to appear. Click on the **Joins** to change the indentation and join type which will affect the order of operations for how the system will process the filters.

In this example, the system will retrieve all students with an active academic plan of Chemistry-BS who have a cumulative GPA of 3.0 or higher OR all students with an active academic plan of Chemistry-AA who have a cumulative GPA of 2.7 or higher.
To edit a filter grouping, hover over the group you would like to edit. Click the **Edit Filter Group** icon to ungroup, delete, or duplicate a group. Notice the grey rectangle that borders the group being edited.

**Step Six**

Navigate to the Results tab to review the results of your analysis within the compound layout.

Don't forget to **Save** your analysis!

**Step Seven**

Use the **Preview** icon to see how your results will display or navigate back to the Catalog and use the **Open** button to run the report.

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You have now completed the steps for creating complex filters.