Business Objects Reporting – Filter

Purpose
This document explains how to filter data in the individual columns in Business Objects Reporting.

Trigger
Perform this procedure every time you want to filter data to be specific to your needs.

Process
To set filter:
1. Once the report has been run, right click the column that you want to filter.
2. Select Filter Members.

3. The pop-up will display all the items currently in the report.
4. Select the Items you only want to see in the report.
5. When you have made your selections, select OK and allow the report to refresh.

To remove filter:
1. Right click the column that contains the filter.
2. Select Remove Filter.

3. Give the report a moment to refresh and the filter is removed.

Contact Business Objects Support for questions: ucflexbw@ucmail.uc.edu