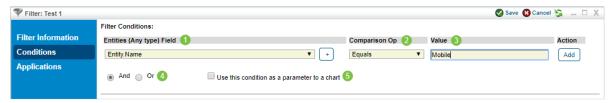
## **Modify Filter Conditions**

This article explains how to add or remove a condition. Changes are applied the next time a report is run or a dashboard is updated. The new settings are used and user access filters are applied the next time the user logs in.

## To add a condition:

- 1. Go to Configuration > Filters.
- 2. Expand the Filters tree.
- 3. Select a filter to open.
- 4. Click the Conditions tab.
- 5. Click Edit, then click Add.
- 6. Enter the Filter conditions as follows:



The Filter Conditions section.

- 1. Attribute: Select the field where you want to filter the records.
- 2. Operator: Select the type of operation you want to use to compare the attribute definition and value.
- 3. Value: Enter a string or number, or select from the dropdown list.
- 4. **Conjunctions**: Joins conditions to build an expression that is matched when returned true. Select the same type for all conditions in a filter. Matches filter to combine AND and OR expressions.
- 5. Use this condition as a parameter to a chart Allow all users to create reports that can drill down to the record level of this field.
- 7. Click Save.

The Matches Filter operator will not produce correct results if the filter it references is not found. If you must use the Matches Filter operator in the condition of a filter, create the filter to be set in the Matches Filter value first.

## To remove a condition:

- 1. Go to Configuration > Filters. In the Administration application, go to Users > Filters
- 2. Expand the Filters tree.
- 3. Select a filter to open.

- 4. Click the **Conditions** tab.
- 5. Click  $\mathbf{Edit}$ , then click the  $\mathbf{Delete}\ \mathbf{X}$  icon next to the condition.
- 6. Click Save.