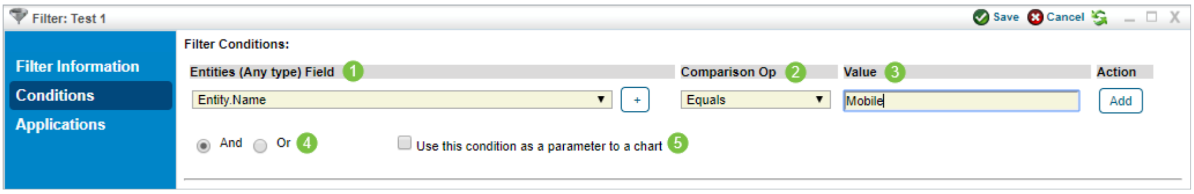
Modifying Filter Conditions

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 **Edit**, then click the **Delete X** icon next to the condition.
6. Click **Save**.