

How to use Advanced Report Filtering (QRG)

How to use Advanced Report Filtering (QRG)

Advanced Report Filtering

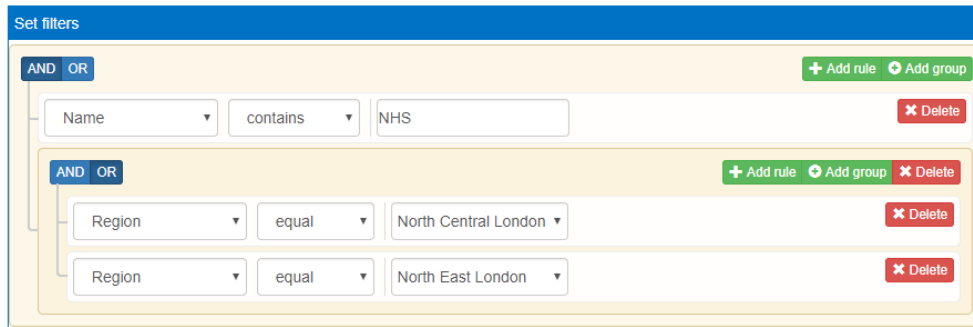
You can filter reports to show specific groups of data using single and multi-level filters together with both AND and OR operands.

- Each level can be
 - Either AND or/or OR
 - AND means that all conditions must be true
 - OR means that any condition can be true
 - Contain either single or grouped rules
- Single rule permits
 - Selection of a field
 - Selection of an operator
 - Operators are based on the type of field selected as outlined in the table below.
 - Entering of a value (or values) for that operator
- Group rules permit
 - Fully nested 'levels' so can be exactly as defined for above.
- Operators

	Date	Dropdown	Text	Number
Between	X			X
Not Between	X			X
Equal	X	X	X	X
Not Equal	X	X	X	X
Less	X			X
Less or Equal	X			X
Greater	X			X
Greater or Equal	X			X
Begins With			X	
Ends With			X	
Contains			X	

How to use Advanced Report Filtering (QRG)

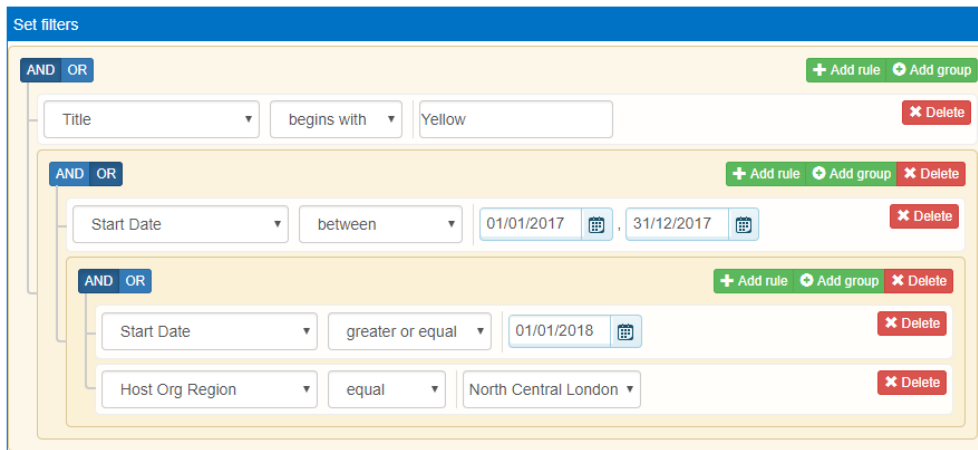
Example 1 - to filter for an organisation with NHS in the title AND based in North Central or North East London the filter below would be applied.



The screenshot shows the 'Set filters' interface. The main filter is 'Name contains NHS'. Below it, there is a group of filters linked with 'AND'. The group contains two filters: 'Region equal North Central London' and 'Region equal North East London'. Each filter has a 'Delete' button.

Example 2 – Filter for an ISA with

- Title starting with Yellow AND
- Either
 - Started last year OR
 - Started this year AND is in North Central London



The screenshot shows the 'Set filters' interface. The main filter is 'Title begins with Yellow'. Below it, there is a group of filters linked with 'AND'. The group contains two filters: 'Start Date between 01/01/2017 and 31/12/2017' and a sub-group linked with 'AND'. The sub-group contains two filters: 'Start Date greater or equal 01/01/2018' and 'Host Org Region equal North Central London'. Each filter has a 'Delete' button.