



# Modify Query Filters

ACE Reports Videos

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U.S. Customs and  
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## INTRODUCTION

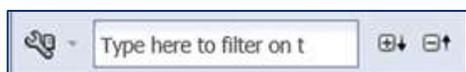
Use query filters to limit and focus the data results for a report. Query filters are the set of criteria the data must match for it to be retrieved from the data warehouse. Create custom filters by adding data objects from the **Universe outline** to the **Query Filters** panel and customizing the operator, values, and filter type. Any object in the **Universe outline** can be included as either a result object or as a query filter.



**NOTE:** Select the **Remove All**  icon to remove any current filters in the query.

### MODIFY QUERY FILTERS

1. Open a report and select the **Design** button.
2. In the **File** tab, select the **Edit Data Providers** icon.
5. In the **Universe outline** panel, type an object in the search text field to find a data object. Data objects matching the search will display.



6. Drag and drop the object selected into the **Query Filters** panel.
7. In the **Query Filters** panel, for the new data object:
  - a. Select the **In List** drop-down arrow  and select an operator.
  - b. In the **Type a constant** box,  type a value for the filter.

OR

In the **Define Filter Type** drop-down , select **Value(s) from list**, **Prompt**, or **Object from this query** for other methods of selecting filter values.



**IMPORTANT:** The **Constant** operand is case sensitive.

10. In the **Close** drop-down menu, select **Apply Changes and Close**.
11. Select the **Save** icon.
12. Select the **Refresh All** icon to run the report.

## SET FILTER PROMPTS

1. In the **File** tab, select the **Edit Data Providers**  icon.
2. In the **Query Panel**, in the **Define Filter Type** drop-down , select **Prompt**.  
The **Prompt Properties** button displays.
3. Select the **Prompt Properties** button.
4. In the **Prompt Properties** dialog box:
  - a. Select or deselect any applicable prompt settings.
  - b. Select the **OK** button.
5. In the **Close** drop-down menu, select **Apply Changes and Close**.
6. Select the **Save** icon.
7. Select the **Refresh All** icon to run the report.



**NOTE:** A green check mark next to a prompt indicates that the report can be run with or without an input value. When **Optional Prompt** is selected in the properties for a filter, inputting a value for that prompt is optional.