Pasting a List of Values into Filters

ACE Reports Videos

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INTRODUCTION

A list of values can be pasted into a query filter field in the Query Panel by using a semi-colon (;) delimiter to separate the listed values. Before pasting a list of values from another source, such as a spreadsheet, the Microsoft Word Find and Replace feature can be used to correctly format the list.

PASTING A LIST OF VALUES INTO FILTERS

1. In a blank Microsoft Word document, paste the list of values to convert for use in a Reports filter.

2. In the Microsoft Word document, in the Home ribbon, select the Replace button.

3. In the Find and Replace dialog box, in the Replace tab:
   a. In the Find what: field, type ^p
   b. In the Replace with: field, type a semicolon.
   c. Select the Replace All button.

   All line returns in the document are replaced by semicolons.

4. If necessary, delete any additional semicolons inserted, including a semicolon at the end of the list.
5. Copy the formatted list of values.
6. In the ACE Reports Query Panel, Query Filters pane for the report, paste the list of values in the values field of filter object with the In List operator.

7. In the Close drop-down menu, select Apply Changes and Close.
8. Save the report.