



Add Input Controls

ACE Reports Video

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U.S. Customs and
Border Protection



INTRODUCTION

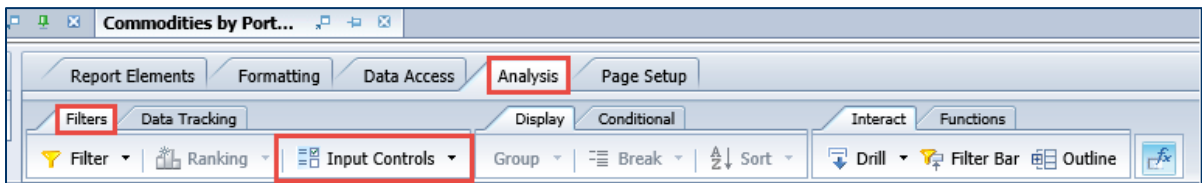
Use Input Controls to apply filters to a report to analyze the data. Input Controls dynamically change the filters during analysis. For example, an Input Control for an HTS number helps analyze the data on a single commodity or group of commodities at a time.



TIP: Using Input Controls you can select multiple values at once, if an option is selected in the **Multiple Selections** section.

ADD AN INPUT CONTROL

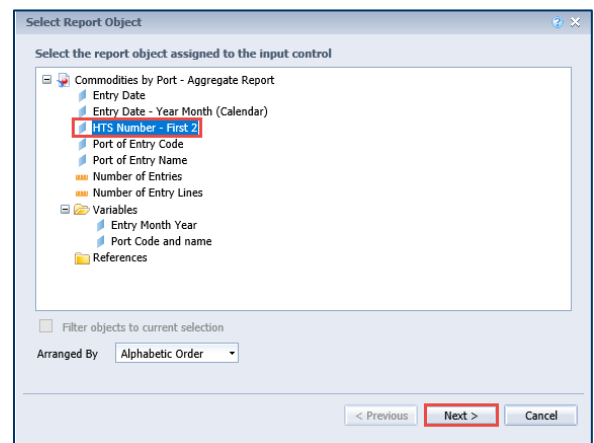
1. Open a report.
2. Select **Design** mode.
3. Select the **Analysis** tab.
4. In the **Filters** sub-tab, select the **Input Controls** button.



5. In the **Select Report Object** dialog box:
 - a. Select a data object.
 - b. Select the **Next >** button.



NOTE: Select a data object in a report table before selecting **Input Controls** to populate the **Select Report Object** dialog box with that data object.

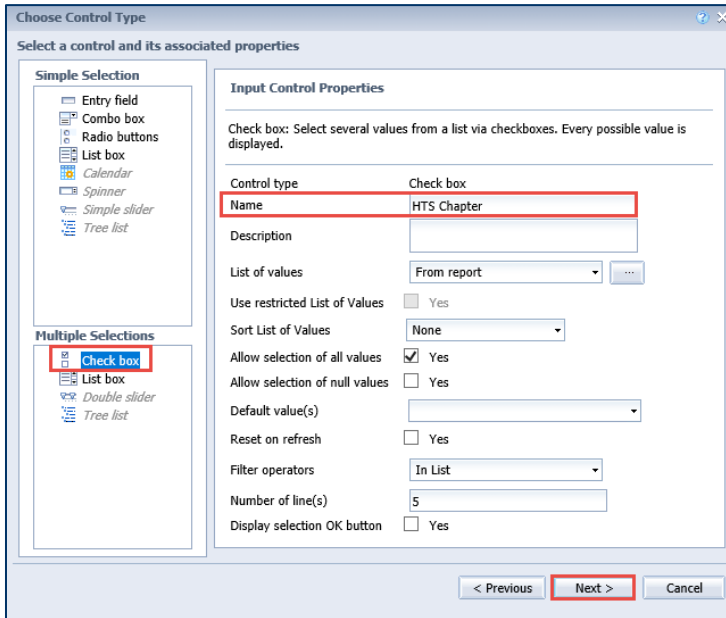


6. In the **Choose Control Type** dialog box:
 - a. In the **Simple Selection** or **Multiple Selections** section, select the desired input control.
 - b. In the **Input Control Properties** section, adjust values as appropriate.

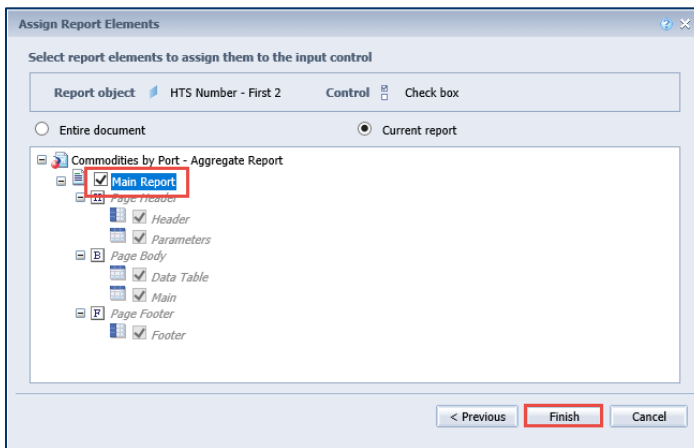


NOTE: It is recommended to name the input control.

c. Select the **Next >** button.



7. In the **Assign Report Elements** dialog box:
- a. Select an element the Input control will apply to.
 - b. Select the **Finish** button.



IMPORTANT: Use the **Assign Report Elements** dialog box to select which tables, charts, or tabs the input control will filter.

8. On the **Navigation** (left) menu, select the **Input Controls** button to view available input controls.