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.

![Add Input Controls](image)

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

![Assign Report Elements](image)

**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.