



# Creating a Filter

- Go to the **Ad Hoc View Panel** and right click on the field you want to use as a filter for your report. Click on **Create Filter** and you will see a new filter appearing in the **Filter Panel** on the right side of your report. If you already have created a filter the new filter you will create will be displayed below the old one.
- Use the fields in the filter to change its value. Depending on the datatype of the field you have selected the filter maybe multi-select, single-select or text input.
- Click on the  icon and select **Minimize All Filters** or **Maximize All Filters** to do the corresponding actions.
- Click on the  icon and select the **Remove All Filters** option to remove the filters.
- Click on the ▼ icon in order to hide the filter's details and on the ► icon to display them again.
- Click on the **Select All** checkbox to select all values that are available in the dataset.