Filter reports

Learn how to put filters with input controls on a report.

Filter a standard report with input controls

You can filter the results of a standard report using input controls.

Note: To remove applied input controls, click Reset.

1. From the open report, click the Input Controls button.
2. Select the category and filter you want to apply (e.g., Circulation Event Branch Name > Main Library) from the Input Controls panel.
To select more than one filter in a category: Click the first filter, then hold CTRL and click the remaining filters you want to select.

Select more than one filter in a category - Example

3. Repeat step 2 to apply additional filters from different input controls.

4. Click OK. The report automatically updates the applied filter(s).