



Add Dynamic Dates

ACE Reports

April 2024



U.S. Customs and
Border Protection




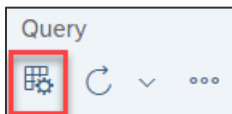
INTRODUCTION

Report query filters include options to refine the search parameters associated with it. These parameter options define the constraints of the data search for the data object and define how user input is entered when the query is run.

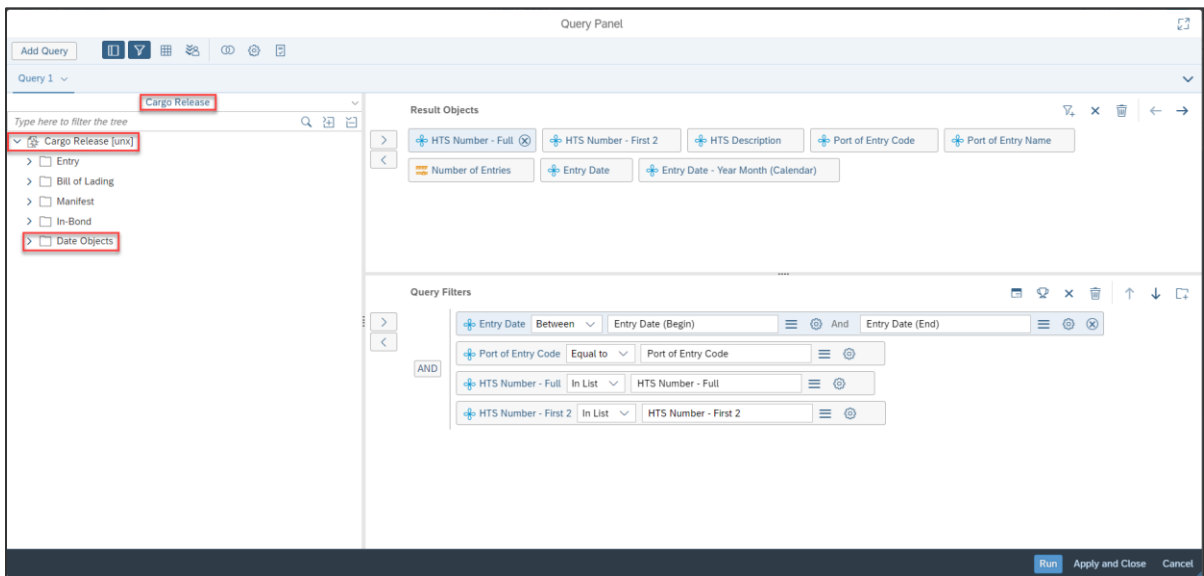
The values of date filter objects can be set using a constant value or user prompt value. However, these methods are inefficient for recurring scheduled reports where the date range needs to update for each instance. For these reports, a dynamic date range that automatically adjusts based on the report run date is available.

ADD DYNAMIC DATES TO A QUERY

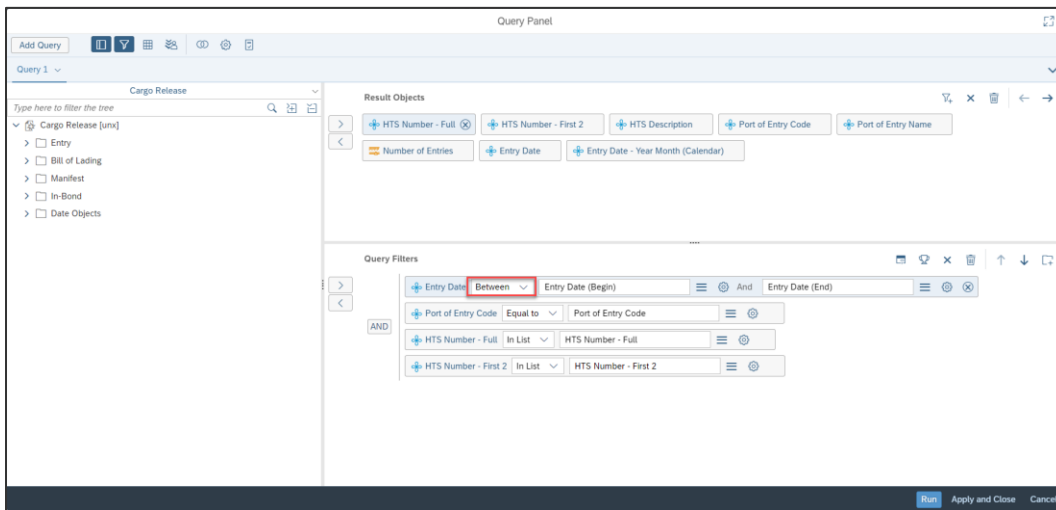
1. Open a report that contains a date range.
2. Select the **Design** mode.
3. In **Design** mode, in the **Query** tab, select the **Edit** icon  .



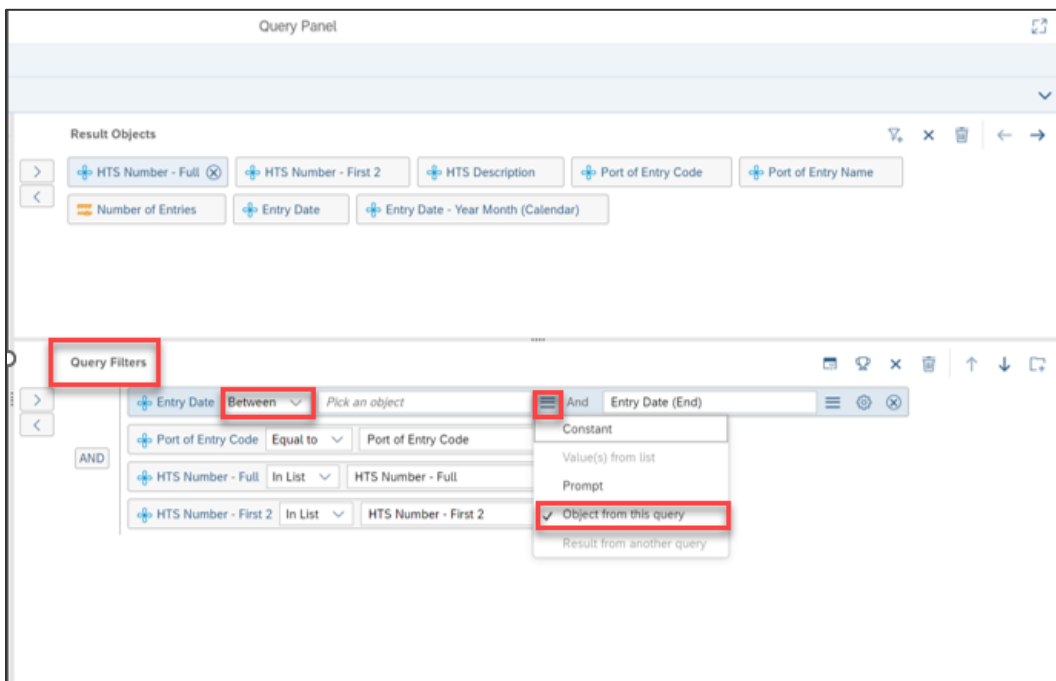
The **Query Panel** displays.



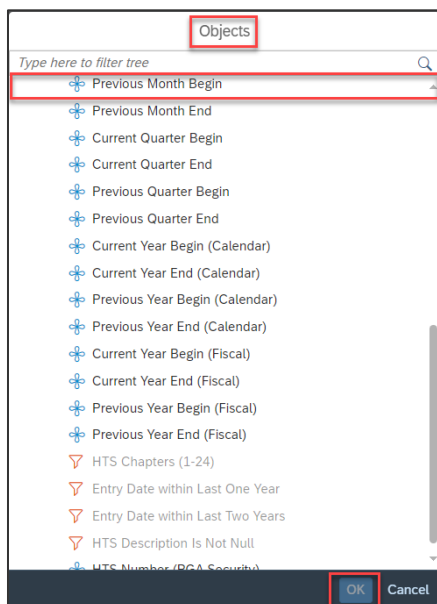
4. In the **Query Filters** pane, in the desired date object, select **Between** as the operator to create a dynamic filter.



5. In the first date object field, select the **Click to Define filter type** icon  , and select **Object from this query**.

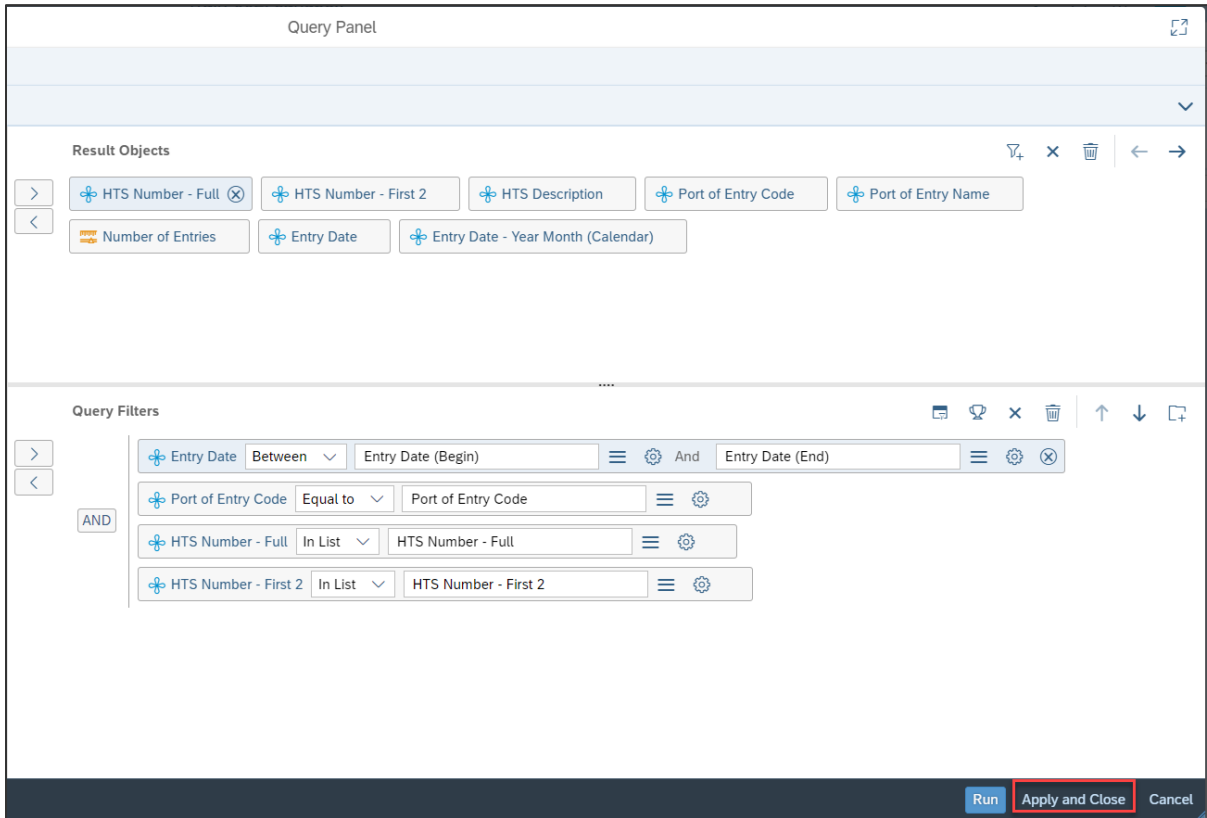


6. In the **Objects** dialog box:
 - a. If required, expand the **Date Objects** folder.
 - b. Select a date object.
 - c. Select the **OK** button.



7. Repeat Steps 5 and 6 for the second date field.

8. Select the **Apply and Close** button.



The screenshot shows a 'Query Panel' window. At the top, it says 'Query Panel' with a refresh icon. Below that is a 'Result Objects' section with a search icon, a close icon, a trash icon, and navigation arrows. It contains several filter buttons: '>' and '<' on the left, and 'HTS Number - Full', 'HTS Number - First 2', 'HTS Description', 'Port of Entry Code', 'Port of Entry Name', 'Number of Entries', 'Entry Date', and 'Entry Date - Year Month (Calendar)'. Below this is a 'Query Filters' section with a search icon, a refresh icon, a close icon, a trash icon, and navigation arrows. It contains a list of filters: 'Entry Date' with a 'Between' dropdown and 'Entry Date (Begin)' and 'Entry Date (End)' input fields; 'Port of Entry Code' with an 'Equal to' dropdown and 'Port of Entry Code' input field; 'HTS Number - Full' with an 'In List' dropdown and 'HTS Number - Full' input field; and 'HTS Number - First 2' with an 'In List' dropdown and 'HTS Number - First 2' input field. At the bottom right, there are three buttons: 'Run', 'Apply and Close' (highlighted with a red box), and 'Cancel'.

9. **Save**  the report.

10. **Refresh**  the report.

11. In the **Prompts** pane, enter any additional required prompt information, and select the **Run** button.