



Modifying Query Filters

ACE Reports

April 2024



U.S. Customs and
Border Protection




INTRODUCTION

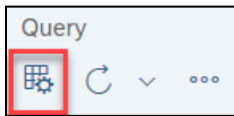
Use **Query Filters** to limit and focus the data results for a report. Query filters are the set of criteria the data must match for it to be retrieved from the data warehouse. Create custom filters by adding data objects from the **Universe** outline to the **Query Filters** panel and customizing the operator, values, and filter type. Any object in the Universe outline can be included as either a result object or as a query filter.



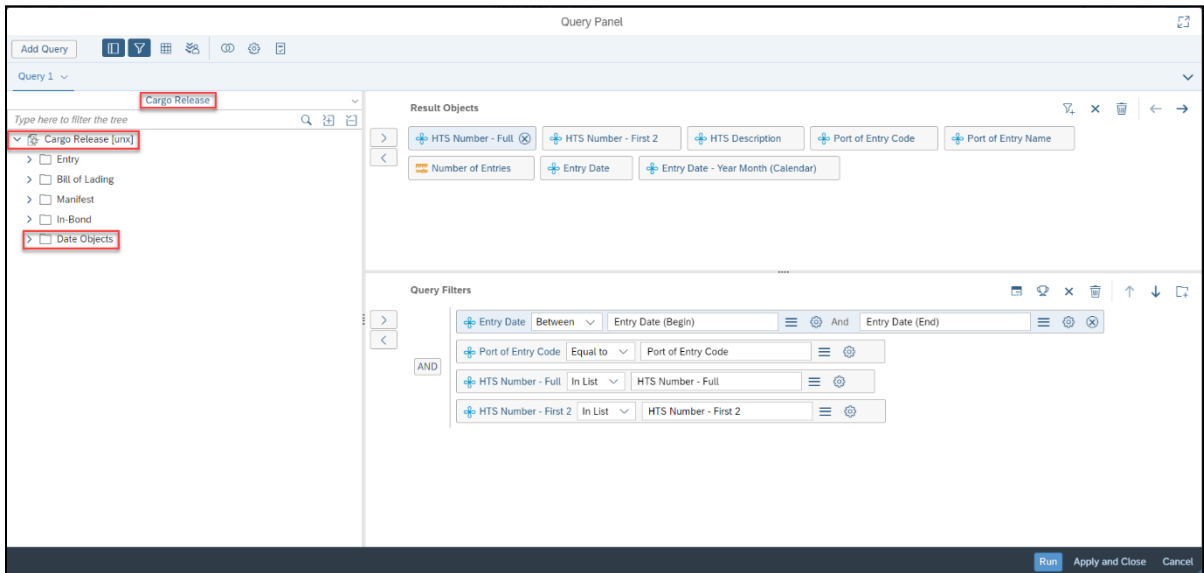
NOTE: Objects from multiple universes can be included in the same report using the **Add Query** feature. This is an advanced concept not covered in this QRC.

MODIFYING QUERY FILTERS

1. Open a **Report**.
2. Select **Design** mode.
3. In **Design** mode, in the **Query** tab, select the **Edit** icon .



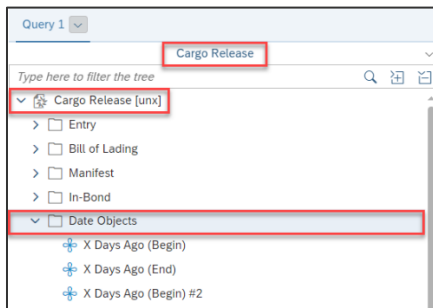
The **Query Panel** displays.



4. In the universe outline menu, expand the folder(s) to display available object(s).



NOTE: You can also search for an object by typing text in the **Type here to filter the tree** field and selecting the magnifying glass button.




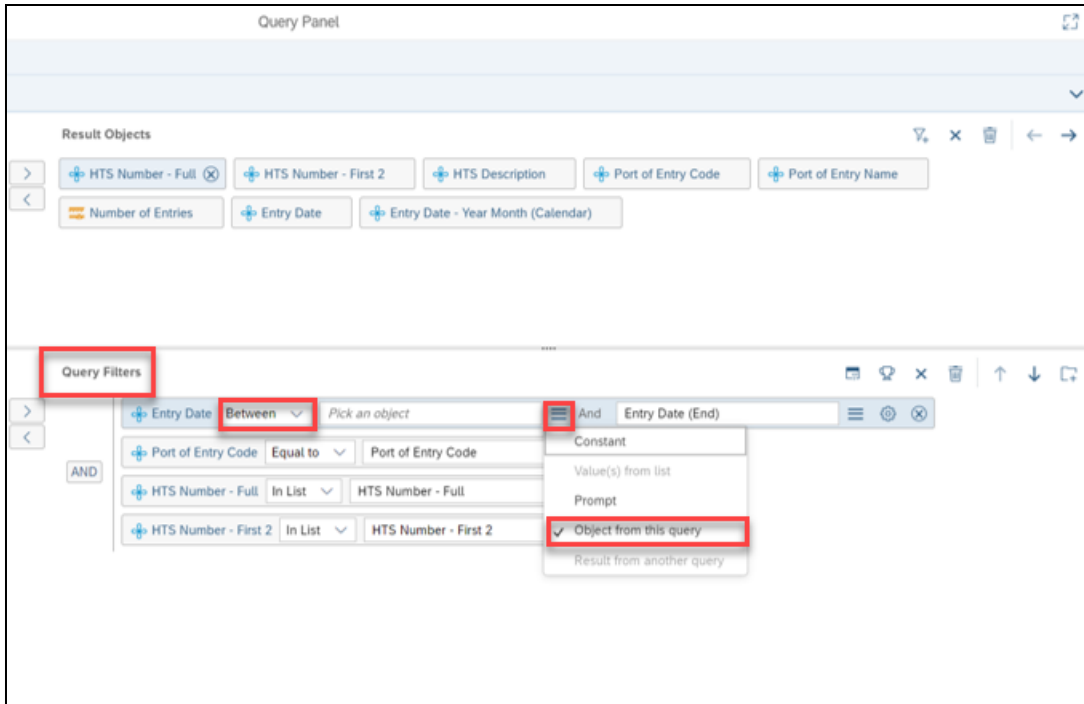
5. Drag and drop a data object from the universe outline menu pane to the **Query Filters** pane.





NOTE: You can select multiple objects by pressing the CTRL key while selecting objects.

6. Repeat Steps 4 and 5, as needed.

7. In **Query Filters**, as necessary:
 - a. In the operator drop-down, select an operator.
 - b. Select the **Click to Define filter type** button  and choose an operand filter type.
 - c. If **Constant** is selected as an operand filter type, in the **Type a constant** field, type any required data.
 - d. If **Object from this query** is selected as an operand filter type, select an object in the **Objects** dialog box.



8. Select **Apply and Close**.
9. **Save**  the report.
10. **Refresh**  the report.