BW Based Reports (cont.)

Using the Filter Function

1. Right mouse click on a column heading or active field, and in the resulting window, click on the Filter option.

2. Click on the Select Filter Value option.
3. In the Select values for… window (name varies by column selected for the filter):

- Click on the **box to the left of a value** under the *All* section to select that as the **desired filter value** (more than one may be selected).

- Click on the **Add** button to add the value as a filter selection under the **Selections** section on the right side of the screen.

- To remove a filter, click on the **box to the left of a value** under the **Selections** section and click on the **Remove** button.

- When all values for the filter are selected, click on the **OK** button.

**Note:** Use the **Back One Navigation Step** or **Back to Start** options to undo the action if desired or repeat steps above to remove the filters.