



Filter

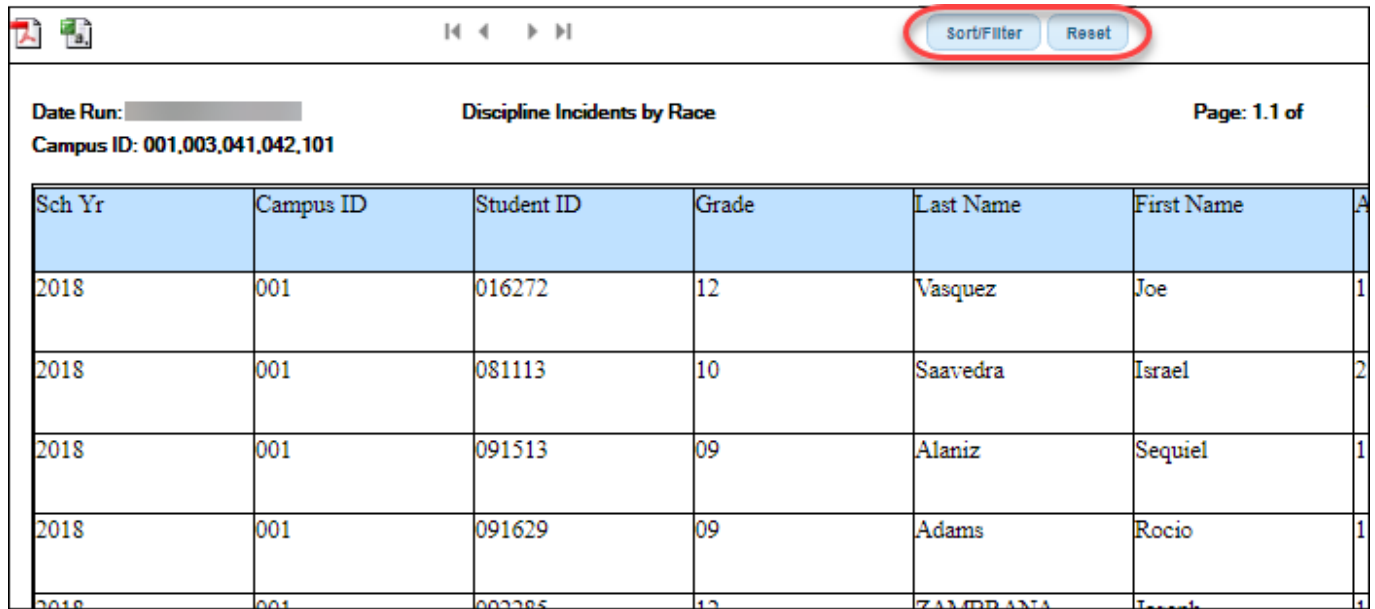
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Some reports can be sorted and/or filtered once they are generated. The **Sort/Filter** button is displayed at the top of the report if the feature is available for the report.

A **Reset** button will be displayed next to the **Sort/Filter** button.

Some reports may only have a **Sort** button. Other reports may only have a **Filter** button.





Sch Yr	Campus ID	Student ID	Grade	Last Name	First Name	
2018	001	016272	12	Vasquez	Joe	1
2018	001	081113	10	Saavedra	Israel	2
2018	001	091513	09	Alaniz	Sequiel	1
2018	001	091629	09	Adams	Rocio	1
2018	001	002205	12	ZAMBRANA	Isabel	1

Sort

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.

(Left grid) Columns Available for Sorting	Click the field by which you want to sort, and then click  . The field moves to the right grid. Continue moving fields to the right grid as needed.
(Right grid) Sort Columns	<p>You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.</p> <ul style="list-style-type: none"> • In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. • To remove a field from the sort, select the field, and then click  to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

Click **Cancel** to close the window without re-sorting.

To restore the report to the original view, click **Reset** on the report page.

Filter

Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. Click **Filter Criteria** to expand the **Filter Criteria** section.

The screenshot shows a 'Sort/Filter' dialog box overlaid on a report window. The report window title is 'Discipline/Attendance Suspension Discrepancies' and 'Program ID: SDS1700'. The dialog box has a close button (X) in the top right. It contains two sections: 'Sort Criteria' (collapsed) and 'Filter Criteria' (expanded). Below these sections are buttons for 'Add Criterion' and 'Delete Selected'. A table with columns 'Column', 'Operator', 'Value', and 'Logical' is visible. The 'Column' column has two rows: 'Attendance Date (YYYYMMDD)' and 'Campus ID'. The 'Operator' column has '=' for both. The 'Value' column has empty text boxes. The 'Logical' column has 'AND' for the first row. At the bottom are 'OK' and 'Cancel' buttons.

If the report does not allow sorting, the **Filter** button is displayed instead of the **Sort/Filter** button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

Column	Select a field by which to filter the data. The drop down lists the columns that appear on the report.
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Operator	Select an operator. = Equals ≠ Not equals > Greater than ≥ Greater than or equal to < Less than ≤ Less than or equal to
Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date. Note: When filtering report data by date, you must use the following formats: <ul style="list-style-type: none"> • If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format. • If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format. • If the date is displayed in the MM/YY format, the filter value must be in the YYYYMM format.

Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row. <ul style="list-style-type: none"> • Using the AND operator limits search results, because the program looks only for records that contain both criterion. • Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
Delete Selected	Delete selected row. Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click **Cancel** to close the dialog box without applying a filter.

NOTE: Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting *Equals* in the **Operator** field and *Yes* in the **Value** field, no data is displayed; however, if you select *1* in the **Value** field, the At Risk data is displayed.

To restore the report to the original view, click **Reset** on the report page.



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