

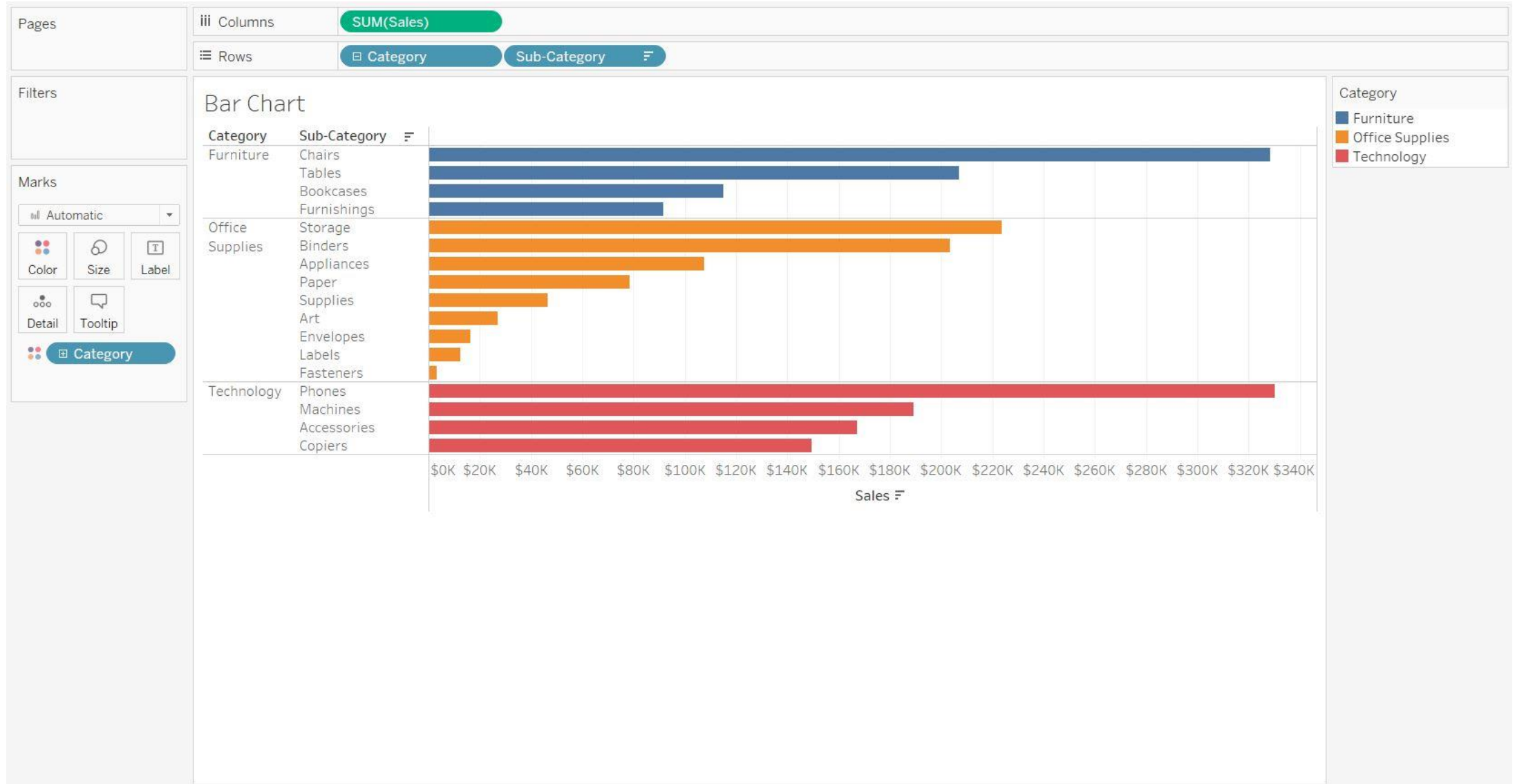
# METHODS TO ADD BASIC FILTERS TO A VIEW

**Option I:** Dimension Filters

**Option II:** Measure Filters

# OPTION I – DIMENSION FILTERS

**STEP 1:** Assume that we have a Bar Chart view of Sales Vs Category & Sub-Category



# OPTION I – DIMENSION FILTERS

**STEP 2:** Drag and drop the Dimension to be used as a filter to the Filters shelf  
e.g.: **Sub-Category**



## OPTION I – DIMENSION FILTERS

**STEP 3: "Filter[Sub-Category]"** dialog box will appear

There are multiple options by which we can configure the Filter e.g.:

General, Wildcard, Condition and Top

For this example, we will make use of the **General** option

Click **OK**

The screenshot shows the 'Filter [Sub-Category]' dialog box with the 'General' tab selected. The 'Select from list' radio button is chosen. A list of 17 sub-categories is displayed, all of which are checked: Accessories, Appliances, Art, Binders, Bookcases, Chairs, Copiers, Envelopes, Fasteners, Furnishings, and Labels. Below the list are buttons for 'All' and 'None', and an 'Exclude' checkbox. A summary section at the bottom shows the field as '[Sub-Category]', the selection as 'Selected 17 of 17 values', and the wildcard, condition, and limit as 'All', 'None', and 'None' respectively. The 'OK' button is highlighted.

Filter [Sub-Category]

General Wildcard Condition Top

☒ Select from list ☐ Custom value list ☐ Use all

Enter search text:

- ☒ Accessories
- ☒ Appliances
- ☒ Art
- ☒ Binders
- ☒ Bookcases
- ☒ Chairs
- ☒ Copiers
- ☒ Envelopes
- ☒ Fasteners
- ☒ Furnishings
- ☒ Labels

All None ☐ Exclude

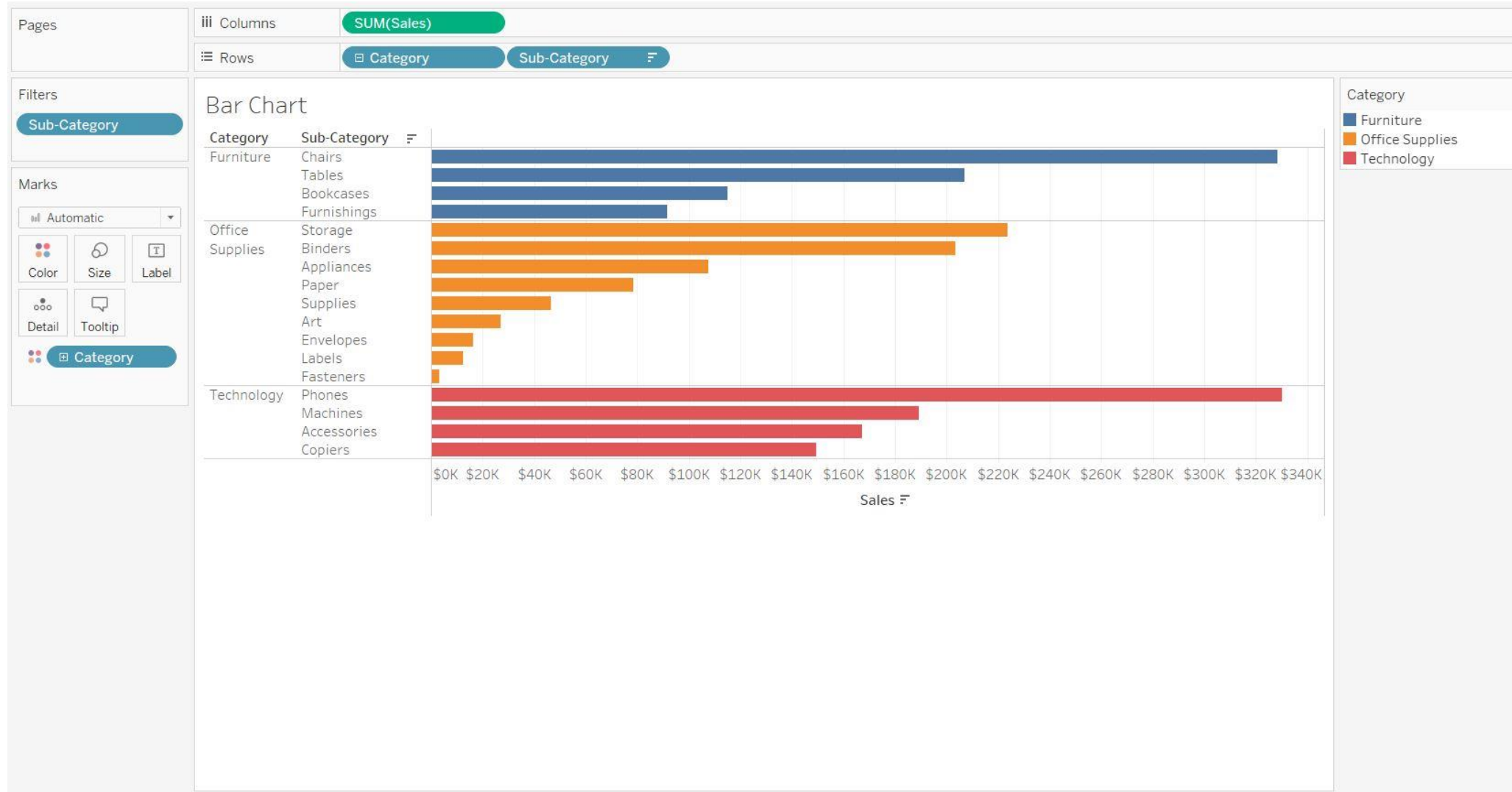
Summary

Field: [Sub-Category]  
Selection: Selected 17 of 17 values  
Wildcard: All  
Condition: None  
Limit: None

Reset OK Cancel Apply

# OPTION I – DIMENSION FILTERS

**STEP 4:** Ensure that the **Sub-Category** is now present in the **Filters** shelf



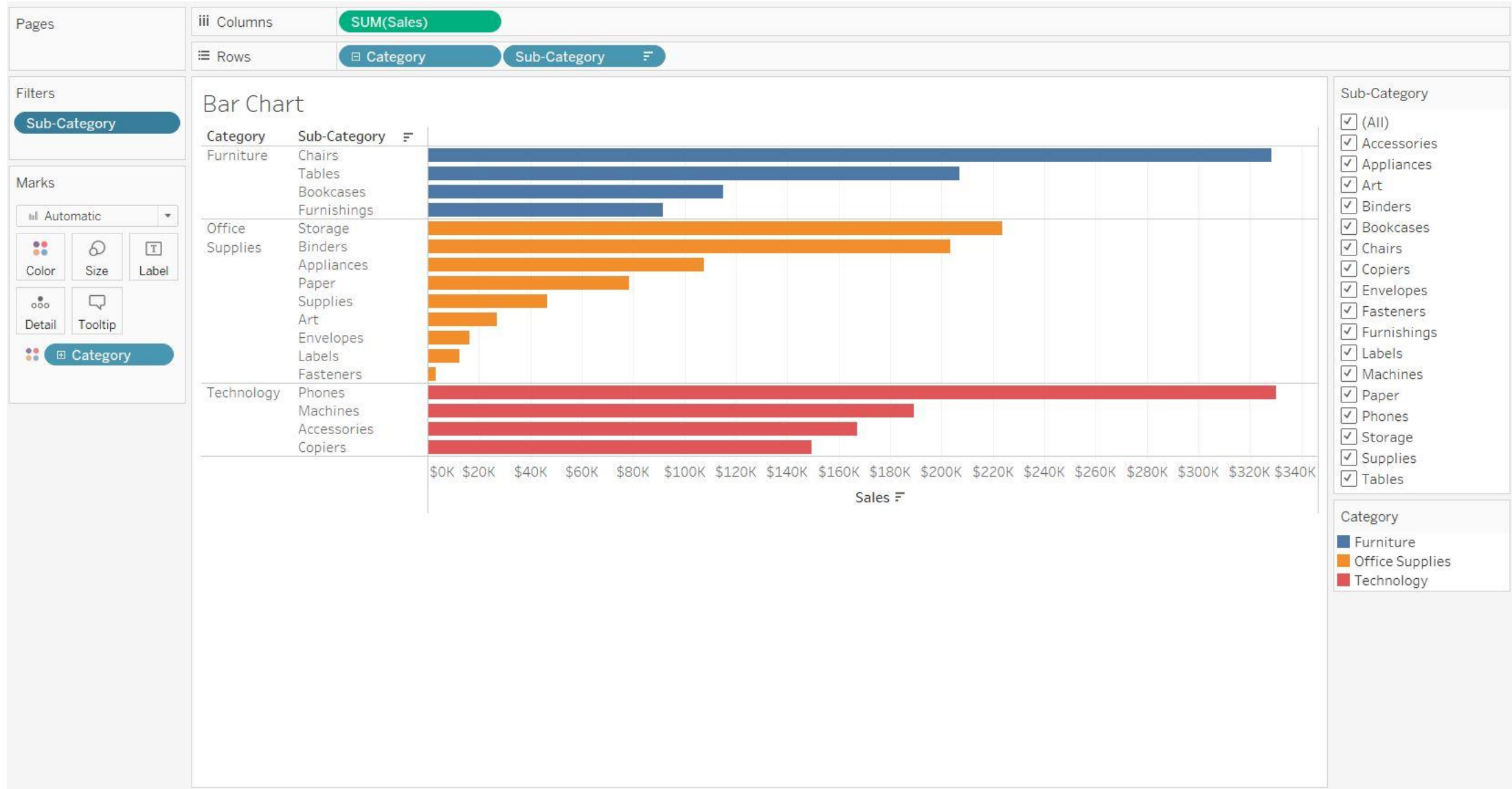
# OPTION I – DIMENSION FILTERS

## STEP 5: Right-click on **Sub-Category** and select **Show Filter**



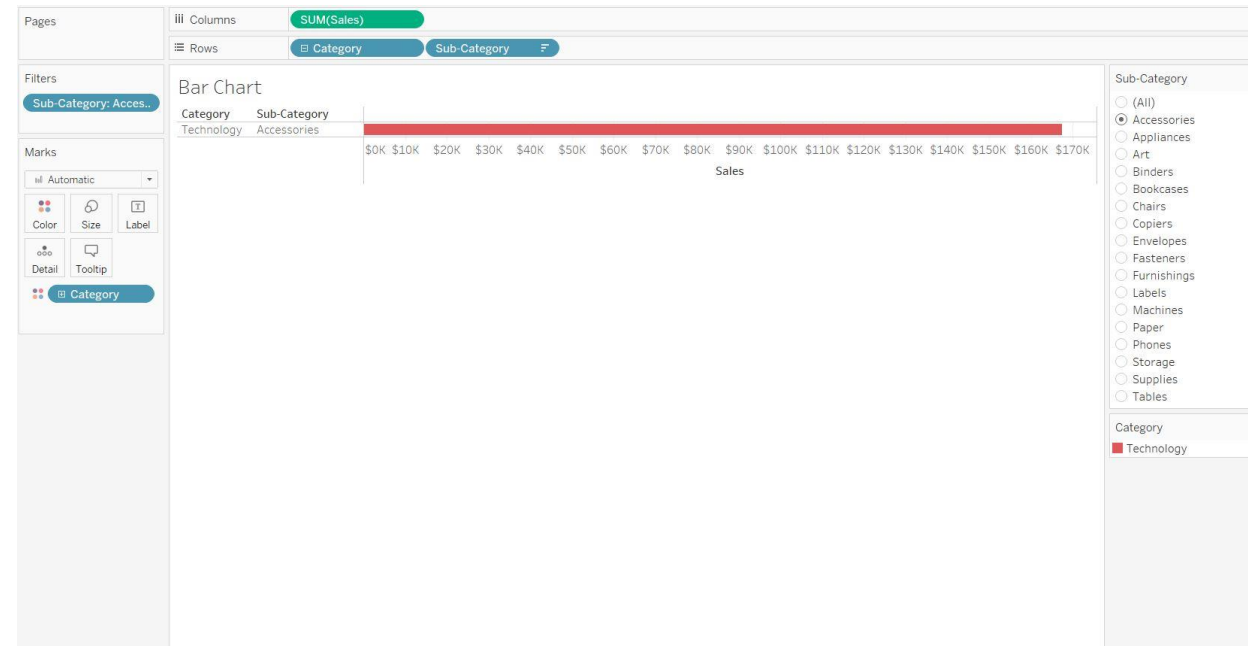
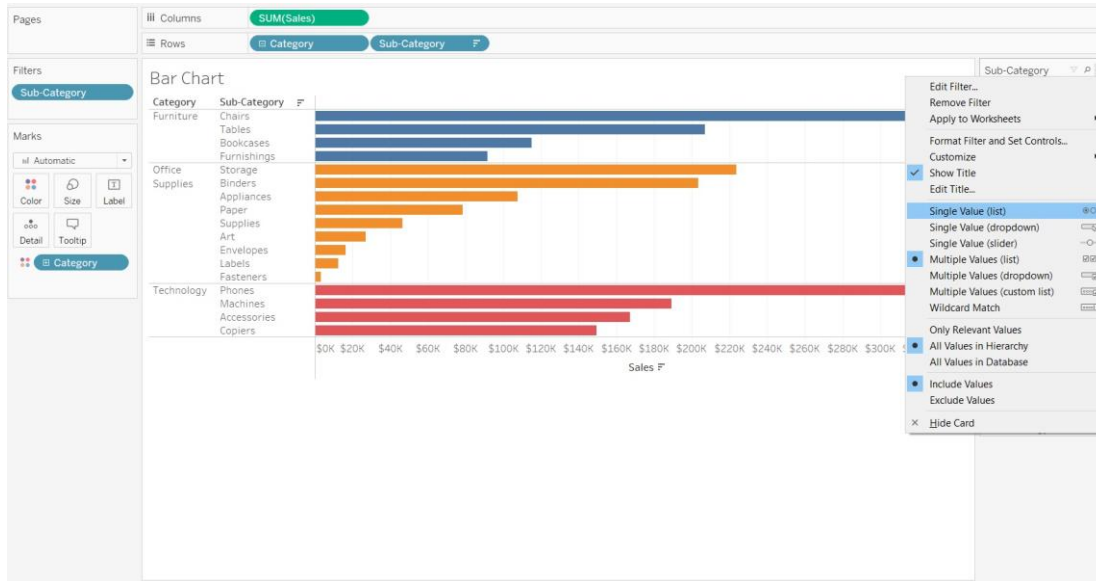
# OPTION I – DIMENSION FILTERS

**STEP 6:** Ensure that the **Sub-Category Filter** is now visible in Top Right side of the view



# OPTION I – DIMENSION FILTERS

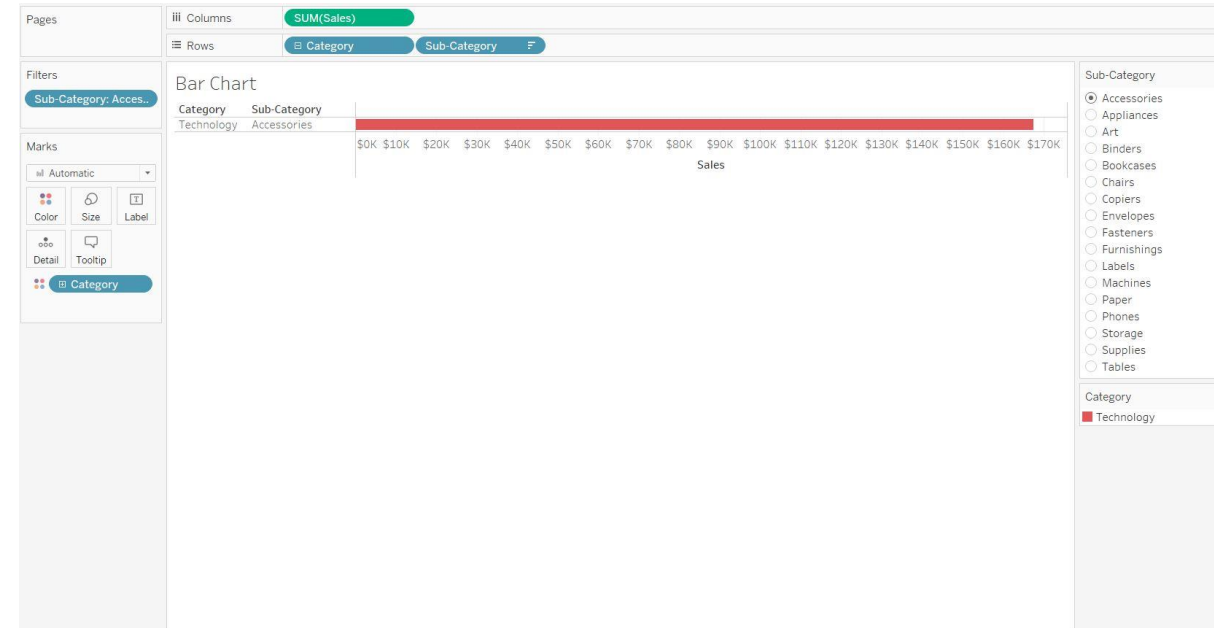
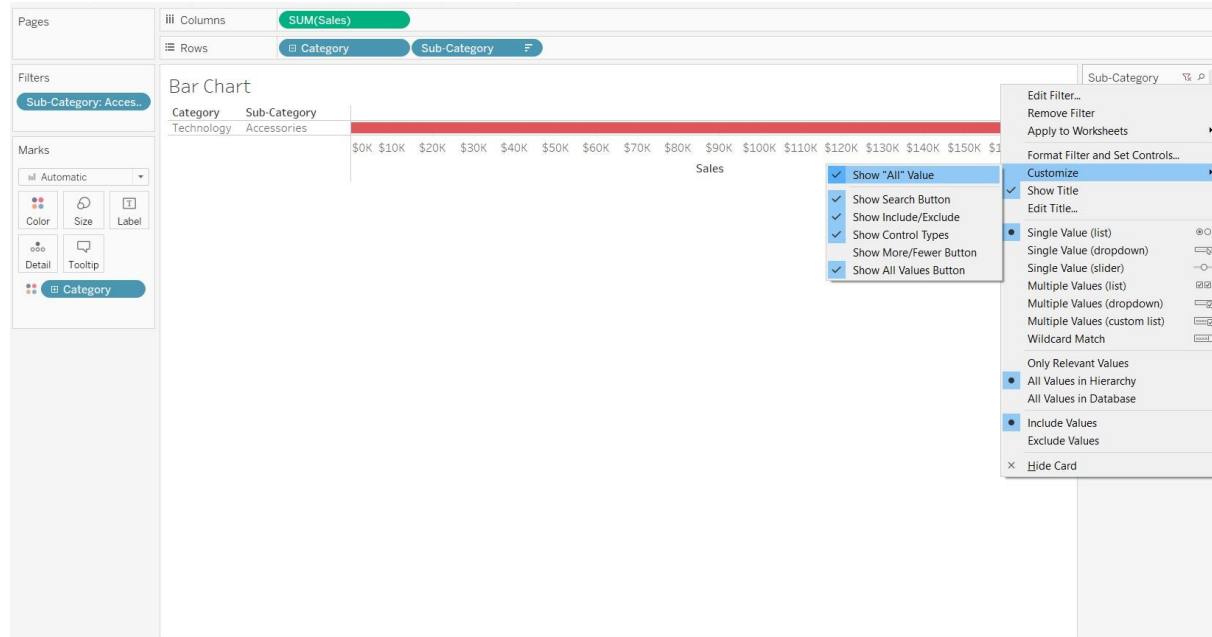
**STEP 7:** We can change the Filter type by clicking on drop-down and selecting the required filter mode option  
e.g.: **Single Value (list)**





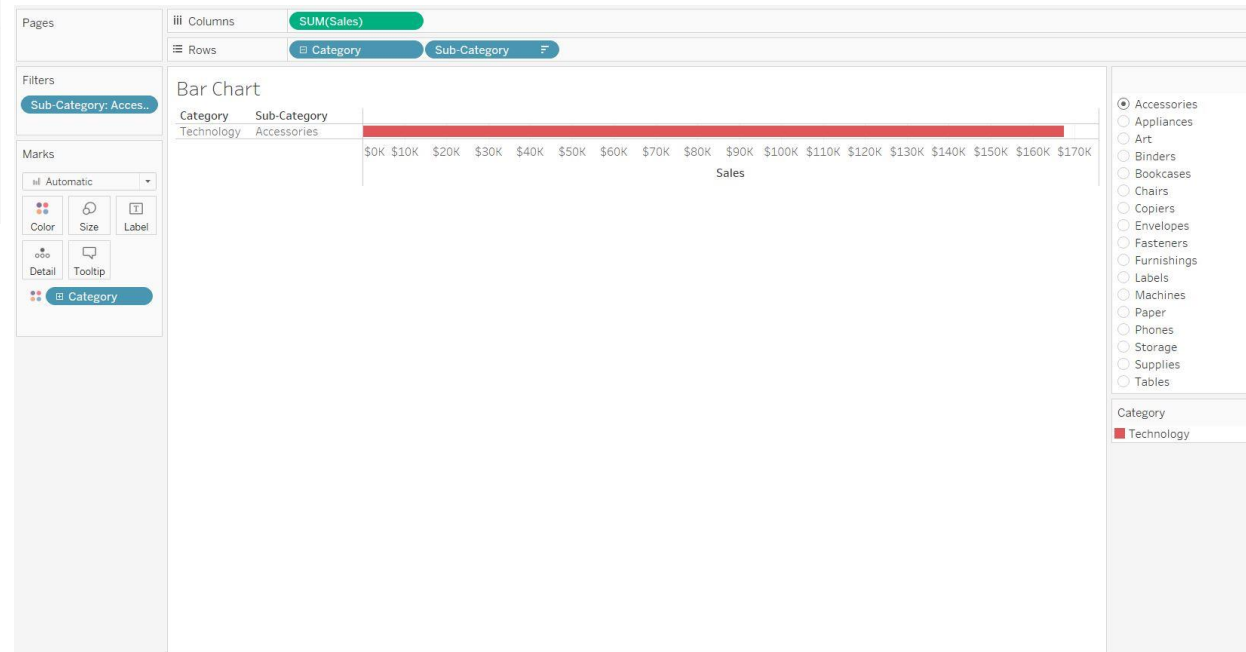
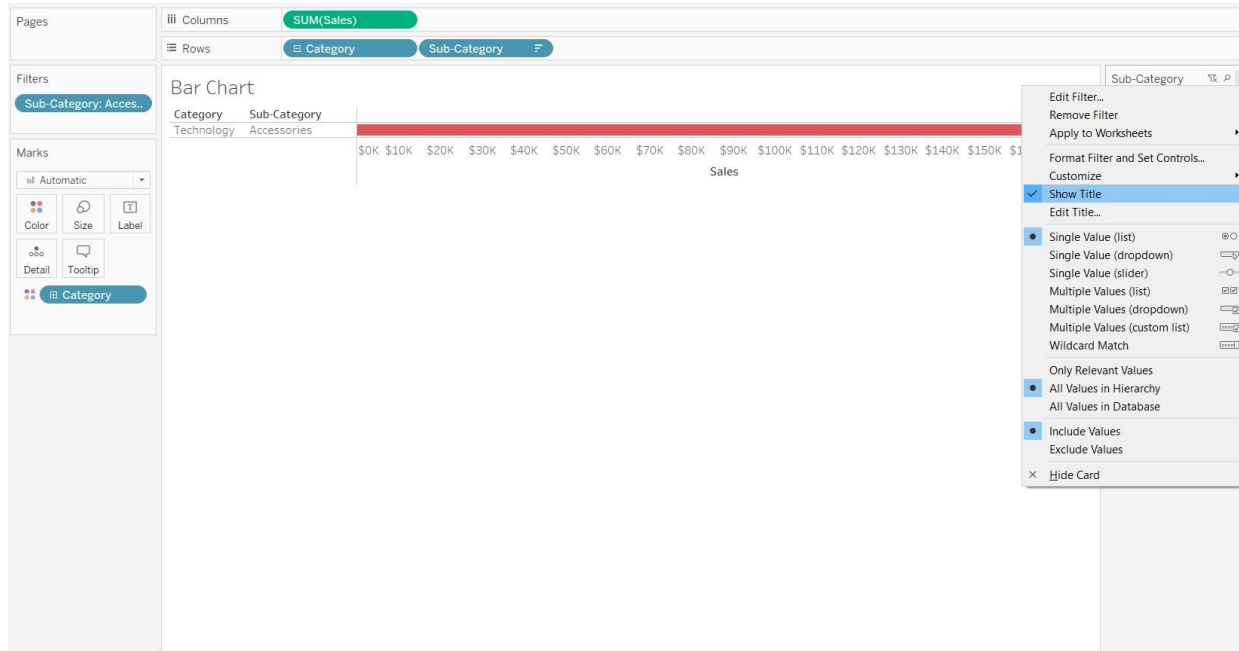
# OPTION I – DIMENSION FILTERS

**STEP 8:** If required we can also remove the "All" option  
**Customize --> Deselect the Show "All" Value**



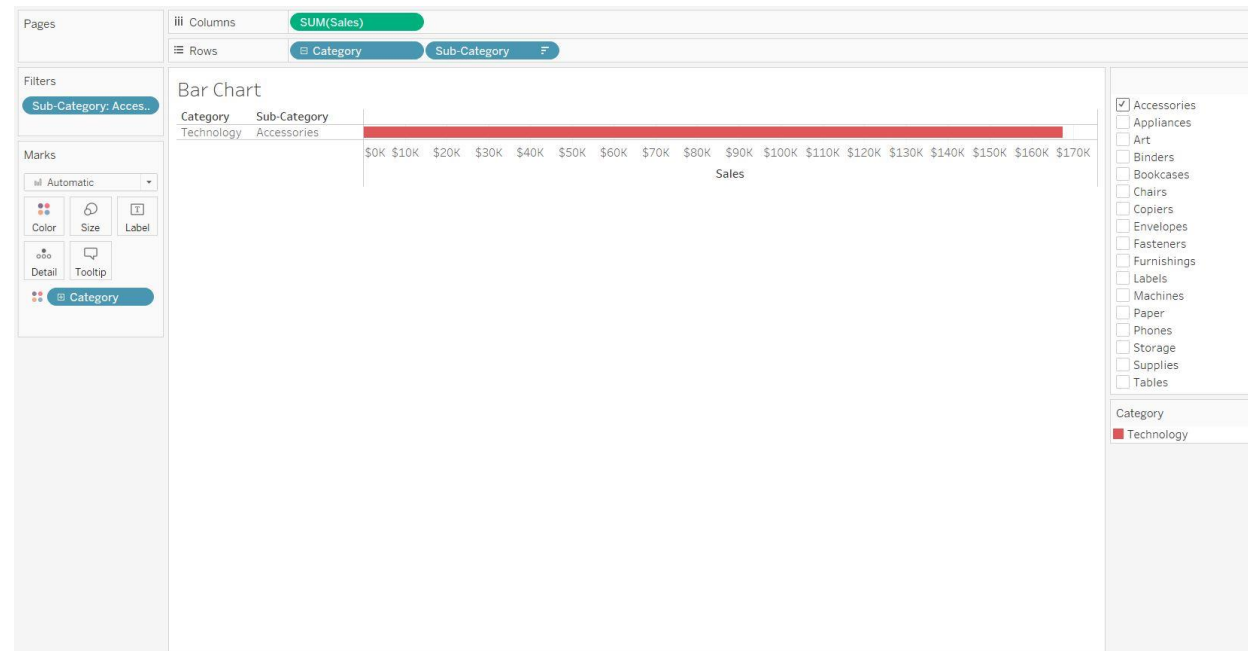
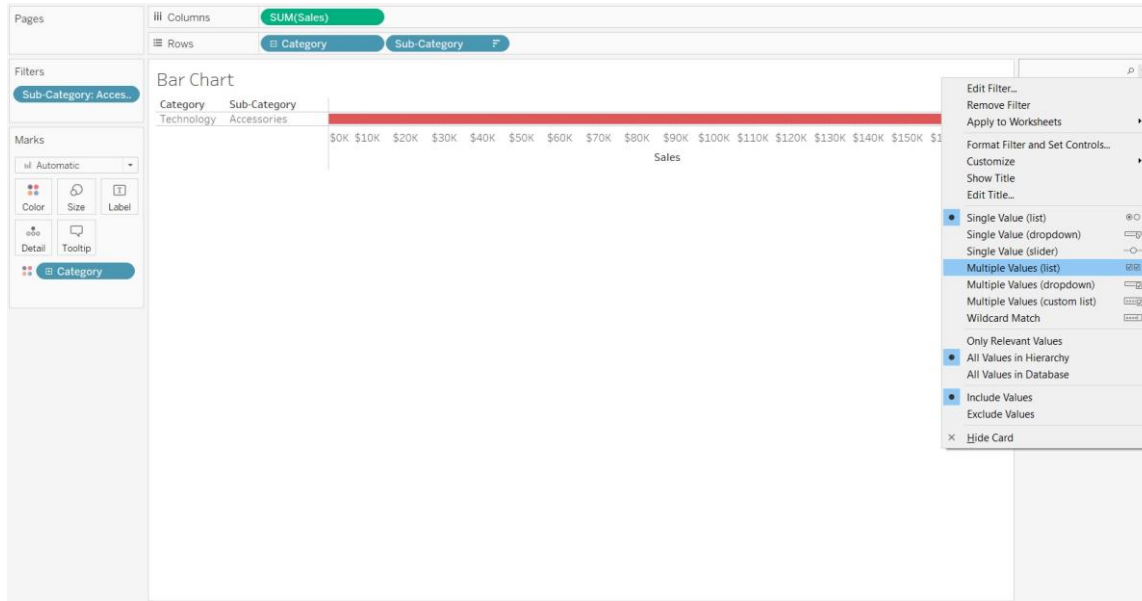
# OPTION I – DIMENSION FILTERS

**STEP 9:** If required we can also remove the Title  
Deselect **Show Title**



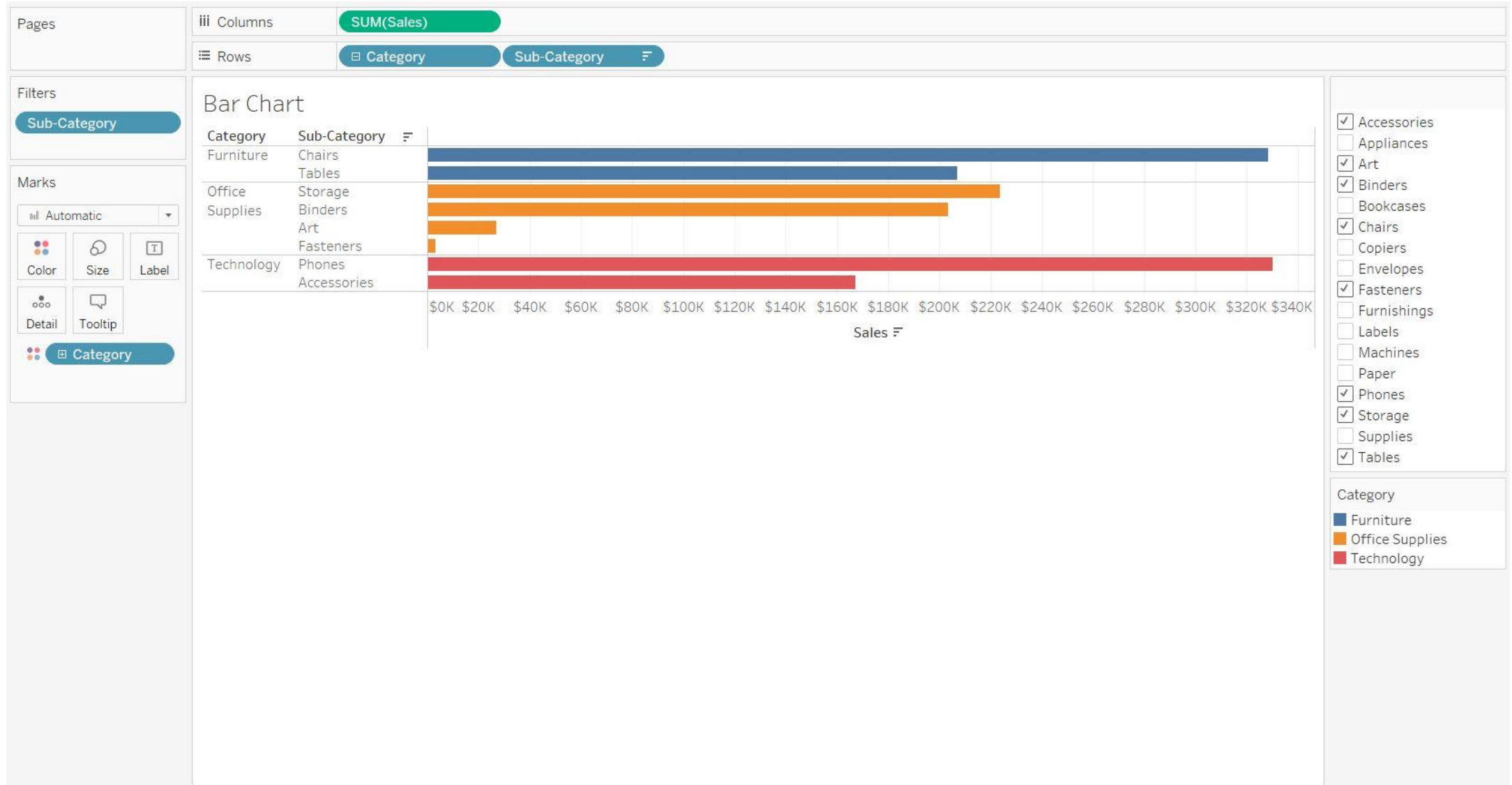
# OPTION I – DIMENSION FILTERS

## STEP 10: Revert to Multiple Values (list)



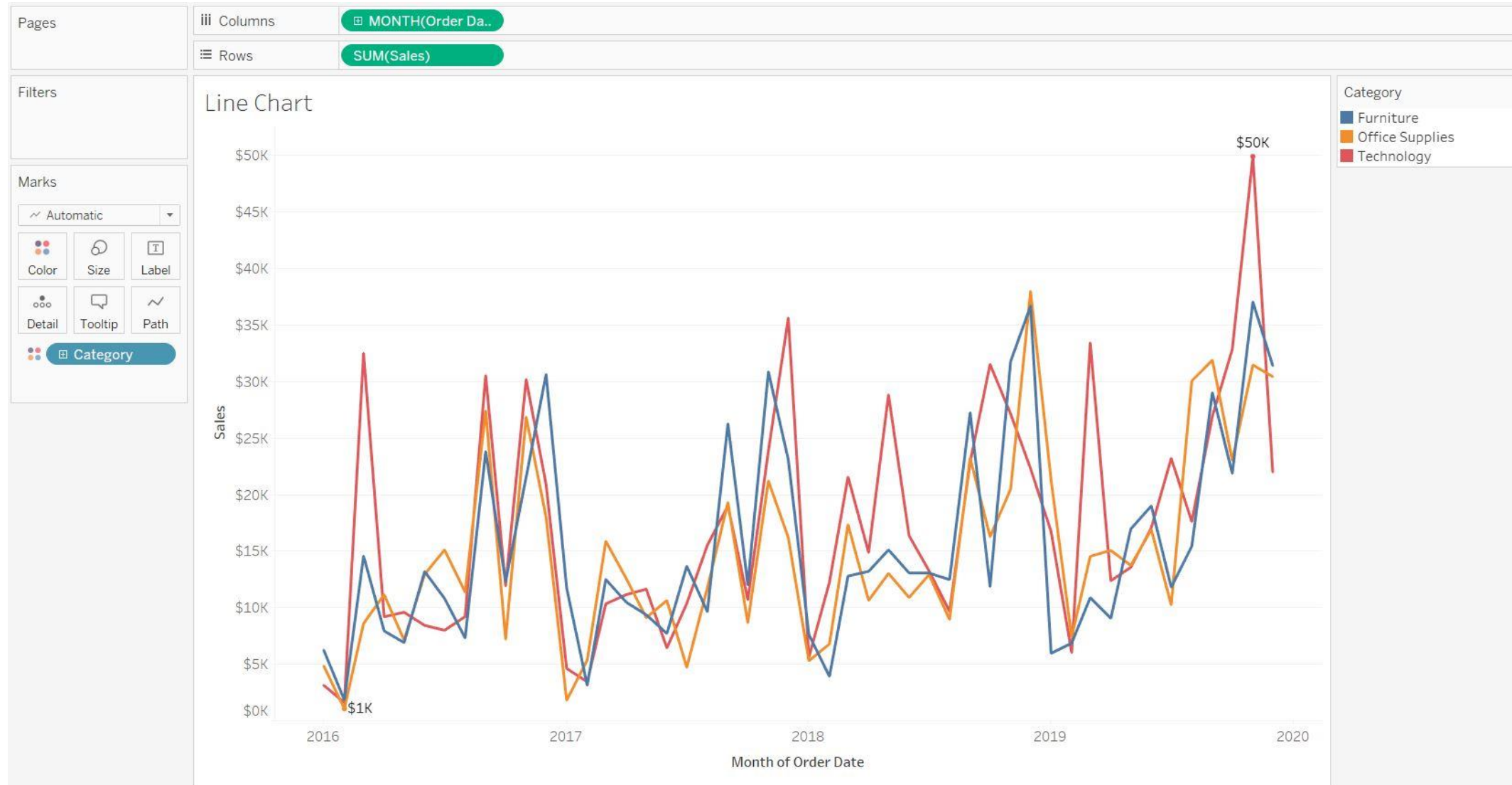
# OPTION I – DIMENSION FILTERS

**STEP 11:** If required multiple members can be selected



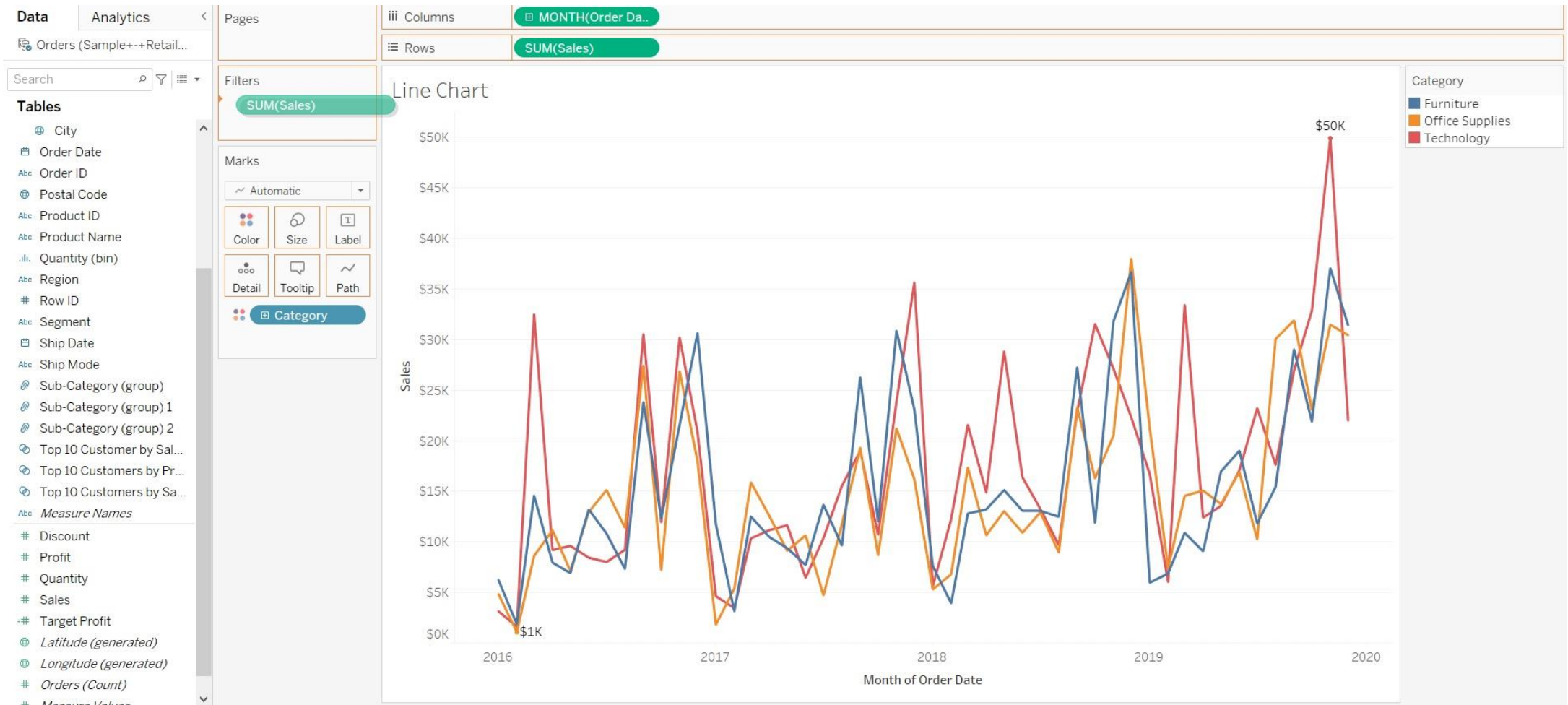
## OPTION II – MEASURE FILTERS

**STEP 1:** Assume that we have a Line Chart view of Sales Vs Order Date



## OPTION II – MEASURE FILTERS

**STEP 2:** Drag and drop the Measure to be used as a filter to the **Filters** shelf  
e.g.: **Sales**

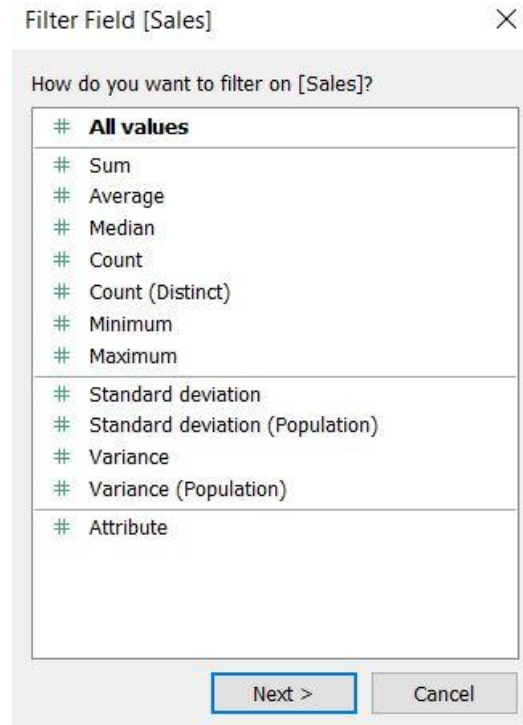


## OPTION II – MEASURE FILTERS

**STEP 3: "Filter Field [Sales]"** dialog box will appear

There are multiple methods by which we can configure the Filter  
e.g.: Sum, Average etc.

Click **Next**



## OPTION II – MEASURE FILTERS

**STEP 4:** For measures we can choose from the various filter modes  
Range of Values, At Least, At Most, Special  
For this example, we will use **Range of Values** (default option)  
Click **OK**

Filter [Sales] ✕

☒ Range of values ☐ At least ☐ At most ☐ Special

Range of values

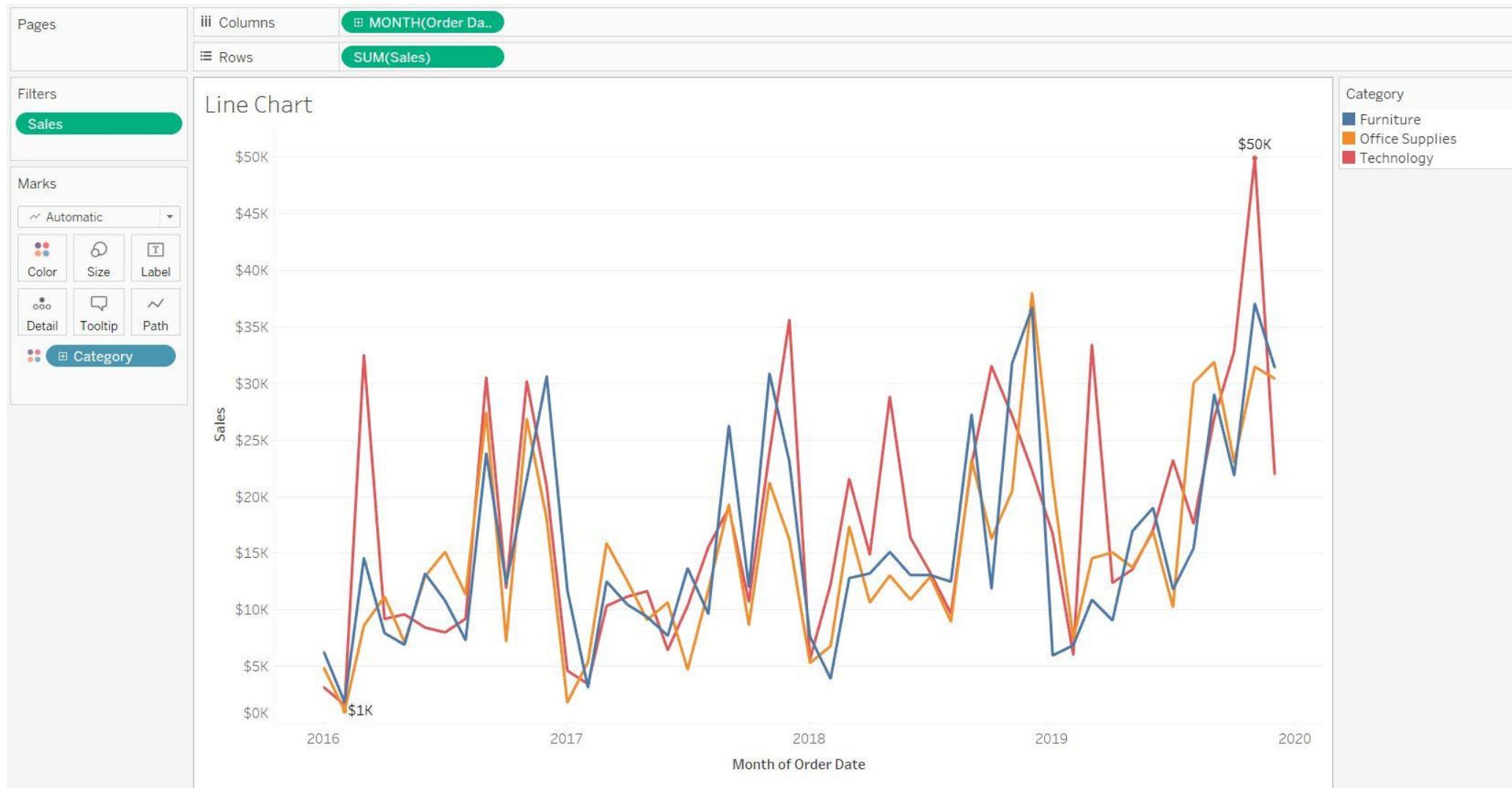
\$0K \$23K

Show: Only Relevant Values ▾ ☐ Include Null Values



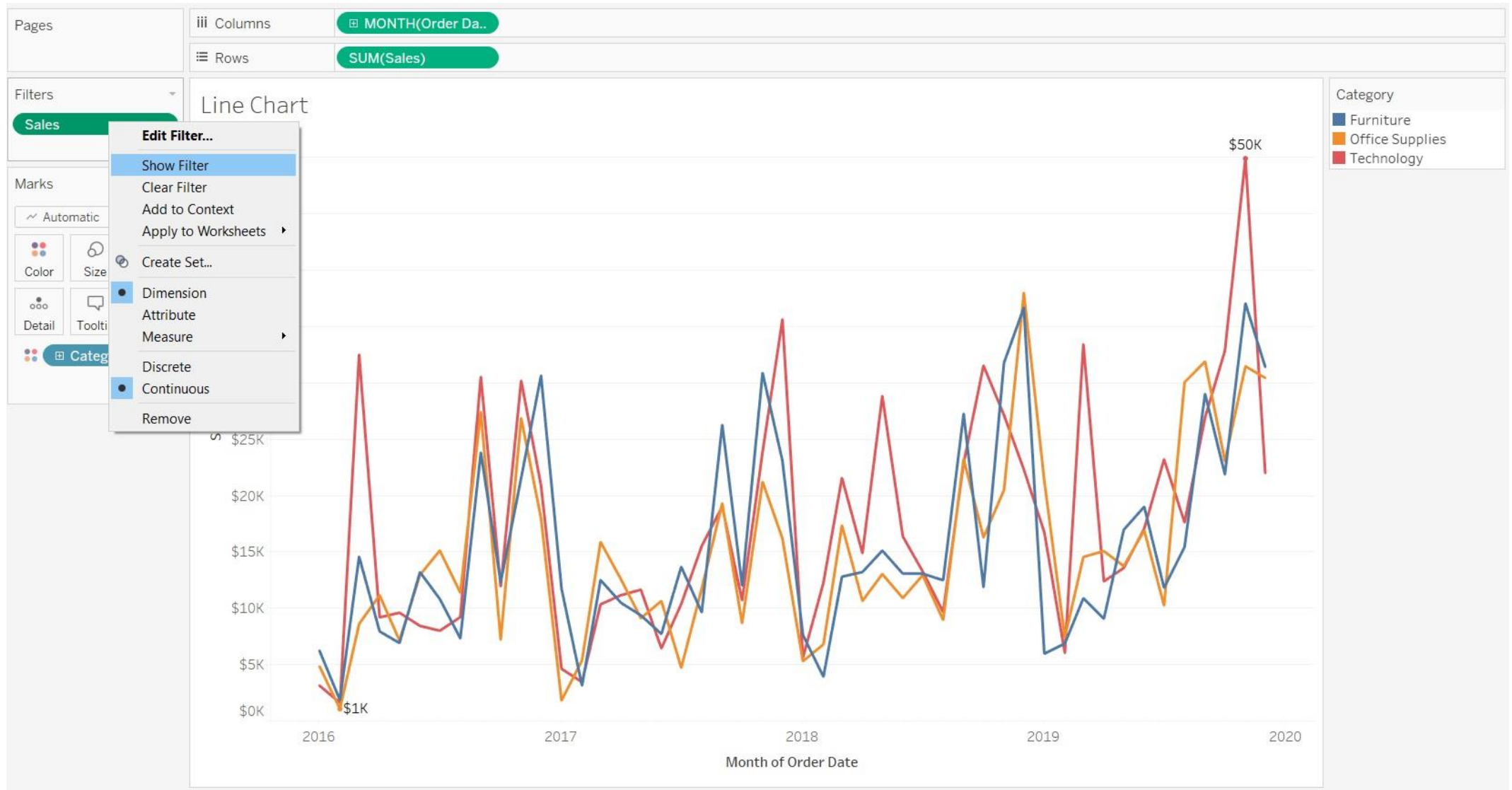
## OPTION II – MEASURE FILTERS

**STEP 5:** Ensure that the **Sales** is now present in the **Filters** shelf



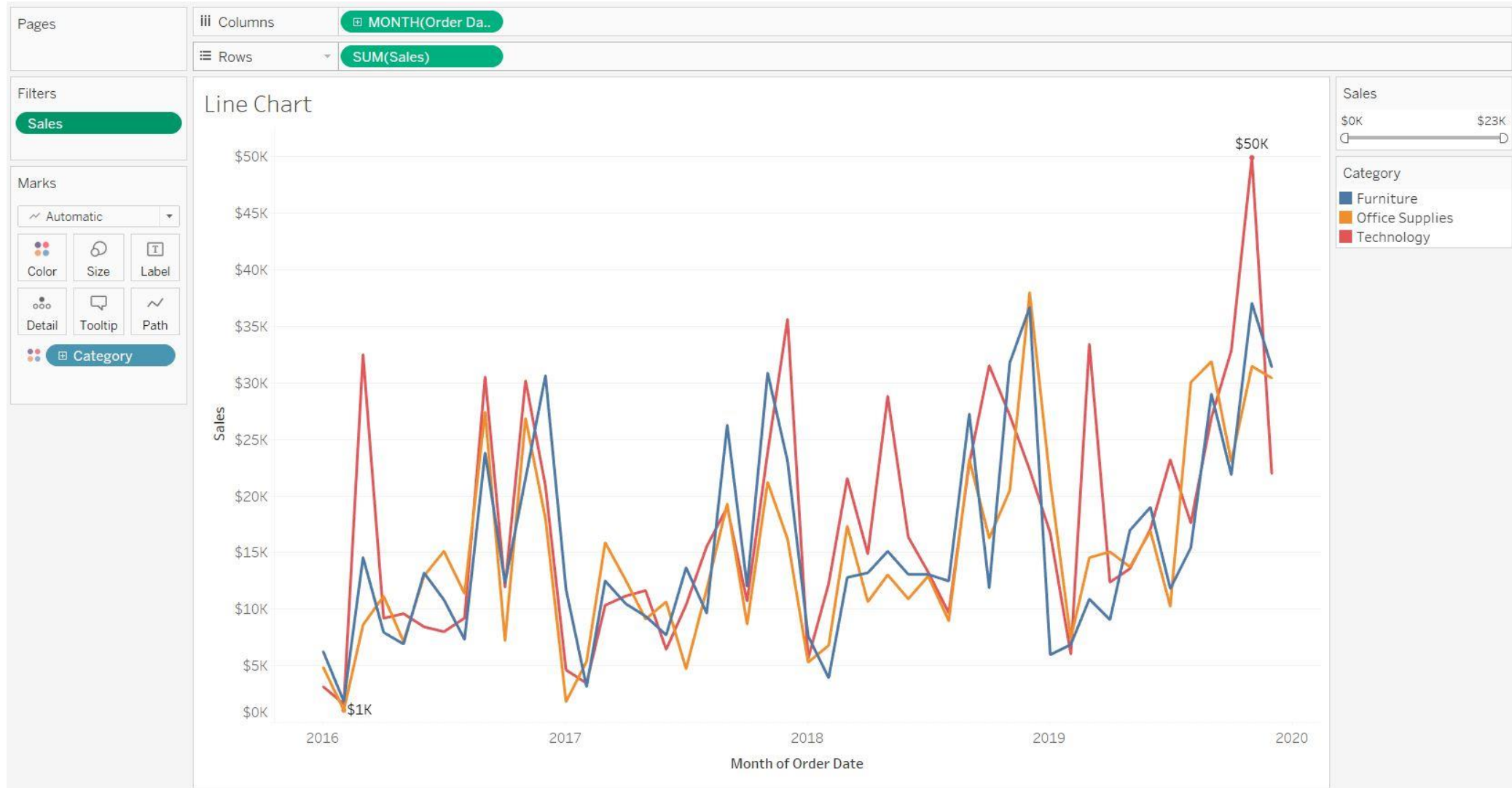
# OPTION II – MEASURE FILTERS

## STEP 6: Right-click on **Sales** and select **Show Filter**



## OPTION II – MEASURE FILTERS

**STEP 7:** Ensure that the **Sales Filter** is now visible in Top Right side of the view



## OPTION II – MEASURE FILTERS

**STEP 8:** We can change the position of slider in Filter and the view will be updated accordingly

