

View Custom Report [Example Optional Sub-Filter Prompt](#) ...

Report Name Example Optional Sub-Filter Prompt

Report Type Advanced

Data Source [All Active Employees](#)

Data Source Type Standard

Primary Business Object [Employee](#)

Additional Info

Columns

Sort

Filter

Subfilter

Prompts

Output

Share

Advanced

3 items

Business Object	Field	Format	Options
Employee	<input checked="" type="checkbox"/> Worker		
<input checked="" type="checkbox"/> Benefit Elections	<input checked="" type="checkbox"/> Benefit Coverage Type		
<input checked="" type="checkbox"/> Benefit Elections	<input checked="" type="checkbox"/> Benefit Plan		

Columns

Sort

Filter

Subfilter

Prompts

Output

Share

Advanced

Sort and Group

Field	Sort Direction	Display Headers	Summarize Detail Rows	Display Subtotals	Group Name Override
No Data					

Grouping and Totaling Options

Enable Outlining based on Grouping

Include Group Name in Headers and Subtotals

Include "Total" label in Subtotals

Display Grand Totals

Sub Level Sort

Sort Criteria

Business Object ☒ Benefit Elections

2 items

Field	Sort Direction
<input checked="" type="checkbox"/> Benefit Coverage Type	Alphabetical - Ascending
<input checked="" type="checkbox"/> Benefit Plan	Alphabetical - Ascending

Columns

Sort

Filter

Subfilter

Prompts

Output

Share

Advanced

Specify the filter condition that should be used for the report

And/Or	(Field	Operator	Comparison Type	Comparison Value)
And		<input checked="" type="checkbox"/> Company	in the selection list	Prompt the user for the value	Default Prompt	

Condition as Text Company in the selection list from user input

ColumnsSortFilterSubfilterPromptsOutputShareAdvanced

Sub Level Filter

Business Object [Benefit Elections](#)

2 items

And/Or	(Field	Operator	Comparison Type	Comparison Value)
And		Currently Enrolled	equal to	Value specified in this filter	Yes	
And		Benefit Coverage Type	in the selection list	Prompt the user for the value and ignore the filter condition if the value is blank	Default Prompt	

Condition as Text Currently Enrolled equal to Y And Benefit Coverage Type in the selection list from user input

ColumnsSortFilterSubfilterPromptsOutputShareAdvanced

Specify the prompt defaults that should be used

Prompt Instructions

Instructions (empty)

Runtime Date Prompts

Effective Date Use date and time at runtime ...

Entry Date Use date and time at runtime

Display Prompt Values in Subtitle Yes

Prompt Defaults

2 items

Field	Prompt Qualifier	Label for Prompt	Default Type	Default Value	Required	Do Not Prompt at Runtime	Do Not Include in Subtitle
Company	Default Prompt		No default value		Yes		
Benefit Coverage Type	Default Prompt	Benefit Coverage Types or blank for ALL	No default value				