The Student Data Warehouse allows you to filter data in order to find more specific information. There are two types of filters: calendar and drop down menu/search.

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Processing steps

Calendar Filter

The calendar filter allows you to filter by a single date or range of dates.

Step 1:
Type in a date in the following format: mm/dd/yyyy (i.e. 01/05/2017).

Or click on the calendar icon (📅) on the left to view the calendar.

Screen shots

![Calendar Filter Example](image_url)
### Processing steps | Screen shots
---|---
**Step 2:** Select the starting date of your date range. Then click OK.

![Select Date Screen Shot](image1)

**Step 3:** Click Apply to apply your filter or add additional filter criteria.

![Apply Filter Screen Shot](image2)

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**Processing steps** | **Screen shots**
---|---
**Drop Down Menu/Search Filter**
The drop-down menu/search filter allows you to select from a drop-down list of values and/or search for values.

Selecting from Drop-Down Menu

**Step 1:** Click on the drop-down menu.
### Processing steps | Screen shots
---|---
**Step 2:**
Select the value that you wish to use.

If All Column Values is already selected, you can uncheck it and then select individual values.

You can select multiple values by placing a checkmark next to each value you want to select.

**Step 3:**
Click Apply to apply your filter or add additional filter criteria.

### Processing steps | Screen shots
---|---
**Searching for Values**

**Step 1:**
Click on the drop-down menu.

**Step 2:**
Click the More/Search option at the bottom.

*Depending on how many values are available, this option may be called either “More/Search” or just “Search”*
### Processing steps

#### Step 3:
You now have several options for searching and selecting values.

You can use the search function to search for one or more values to add those to your criteria.

You can have the system show you all the available values, browse the list, and add those values to your criteria as you browse.

View the instructions below to see how to do both of these and the pros/cons of each.

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>Step 3:</strong> You now have several options for searching and selecting values.</td>
<td><img src="image1.png" alt="Search for a value" /> <img src="image2.png" alt="Show all values in the list &amp; then browse list" /></td>
</tr>
</tbody>
</table>

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### Processing steps

#### Searching for Values

Searching for values allows you to quickly find and add the values you want to your report.

**Step 1:** To search for a value, first choose the type of search you wish to use.

Available search types are:
- Starts
- Contains
- Ends
- is LIKE (pattern match)

**Step 2:** Enter your search criteria and click Search.

⚠️ Note the Match Case flag. If you aren’t sure of the case of the name of the value, you may want to uncheck this box. (i.e. if you enter “Biological Sciences” and the value is “Biological sciences” then the system will not find a match if this box is checked.)
Using Filters in Data Warehouse

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<tr>
<td><strong>Step 3:</strong></td>
<td></td>
</tr>
<tr>
<td>A list of search results appears.</td>
<td><img src="image" alt="Select Values" /></td>
</tr>
</tbody>
</table>

### Selecting a Single Value

**Step 1:**
To select a single value from the list on the left, click on it.

**Step 2:**
Then click on the Move arrow icon ( ) to move it to the Selected column.
### Processing steps

**Step 3:** The value now appears in the Selected column.

Click **OK** if you are done setting up this filter.

### Processing steps

Selecting Multiple Consecutive Values

**Step 1:**
Select a range of consecutive values by holding down the Shift key as you click on the first value in the range.

Continue to hold the Shift key as you click on the last value in the range.

**Step 2:**
Then click on the Move arrow icon (➡️) to move the selected values to the Selected column.
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<tr>
<td><strong>Step 3:</strong> The value now appears in the Selected column. Click <strong>OK</strong> if you are done setting up this filter.</td>
<td>![Screen shot showing filter setup process]</td>
</tr>
</tbody>
</table>

<table>
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<tr>
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<tbody>
<tr>
<td><strong>Selecting Multiple Non-Consecutive Values</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Step 1:</strong> Select multiple values that are not consecutive by holding down the CTRL key (or the Command key if you are a Mac user) as you click on the first value. Continue to hold down the CTRL or Command key as you select each subsequent value.</td>
<td>![Screen shot showing selecting multiple values]</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Then click on the Move arrow icon ( ) to move the selected values to the Selected column.</td>
<td>![Screen shot showing moving selected values]</td>
</tr>
</tbody>
</table>
### Processing steps

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<tr>
<td><strong>Step 3:</strong> The value now appears in the Selected column. Click <strong>OK</strong> if you are done setting up this filter.</td>
<td><img src="image" alt="Select Values" /></td>
</tr>
</tbody>
</table>

### Processing steps

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<tr>
<td><strong>Selecting All Available Values</strong></td>
<td><img src="image" alt="Select Values" /></td>
</tr>
</tbody>
</table>

**Step 1:** Before selecting all values, you will want to ensure that all the available values are showing. In the example on the right, you can see that there are more available choices.

Click **More** to show more choices.

*You may have to click **More** several times to get all available choices.*

**Step 2:** Once the More button no longer appears, all available choices should be showing.

Then click on the Move All arrow icon ( ) to move the selected values to the Selected column.
Using Filters in Data Warehouse

### Processing steps

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<tr>
<td><strong>Step 3:</strong> The value now appears in the Selected column. Click <strong>OK</strong> if you are done setting up this filter.</td>
<td><img src="image1" alt="Screen shot" /></td>
</tr>
</tbody>
</table>

### Removing Values from Selected Column

**Step 1:** To remove one or more values from the Selected column, click on the value or values that you want to remove. You can use the Shift or Ctrl/Command key to select multiple values.

**Step 2:** Once your values are selected, click on the Remove arrow icon ( ).

![Screen shot](image2)
## Using Filters in Data Warehouse

### Processing steps

#### Step 3:
The values that you remove now appear in the Available column.

Click **OK** if you are done setting up this filter.

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<tbody>
<tr>
<td><strong>Step 3:</strong></td>
<td><img src="image1.png" alt="Screen shot" /></td>
</tr>
<tr>
<td>The values that you remove now appear in the Available column.</td>
<td></td>
</tr>
<tr>
<td>Click <strong>OK</strong> if you are done setting up this filter.</td>
<td></td>
</tr>
</tbody>
</table>

### Processing steps

#### Removing All Values from Selected Column

**Step 1:**
To remove all values from the Selected column, click the Remove All arrow icon ())->

**Step 2:**
The Selected column is now empty.

Click **OK** if you are done setting up this filter.

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<tr>
<td><strong>Removing All Values from Selected Column</strong></td>
<td><img src="image2.png" alt="Screen shot" /></td>
</tr>
<tr>
<td><strong>Step 1:</strong> To remove all values from the Selected column, click the Remove All arrow icon ( )-&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>Step 2:</strong> The Selected column is now empty.</td>
<td></td>
</tr>
<tr>
<td>Click <strong>OK</strong> if you are done setting up this filter.</td>
<td></td>
</tr>
</tbody>
</table>
### Clearing Your Filters

There are two options to clear all of your filters: clear your customization and the reset button.

**Clear My Customization**  
This option automatically removes your filters/customizations and applies the default settings to the report.

**Step 1:**  
To clear out your current filter criteria, click the Page Options icon ( ).

**Step 2:**  
Select **Clear My Customization**.

**Step 3:**  
All of your filter criteria is automatically removed and your results are returned to the default for that Page.
### Processing steps

#### Reset

Reset allows you to go back to the last settings you applied or to the default settings for the report. However, you must click Apply for these changes to take effect.

**Step 1:**
Click Reset.

**Step 2:**
Choose the type of reset you wish to perform:
- **Reset to last applied values**: resets to the last filter that you applied.
- **Reset to default values**: resets to the default settings for the report.
- **Clear all**: clears all filters on the report.

**Step 3:**
Click **Apply** to apply the changes.

The filters will have altered to show you what filters will be applied when you click **Apply**.

### Screen shots

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<tr>
<td><strong>Reset</strong></td>
<td><img src="image" alt="Screen shot of reset options" /></td>
</tr>
<tr>
<td><strong>Step 1</strong>:</td>
<td><img src="image" alt="Image of click reset step" /></td>
</tr>
<tr>
<td><strong>Step 2</strong>:</td>
<td><img src="image" alt="Screen shot of reset type options" /></td>
</tr>
<tr>
<td><strong>Step 3</strong>:</td>
<td><img src="image" alt="Screen shot of apply step" /></td>
</tr>
</tbody>
</table>