

Filter Tutorial


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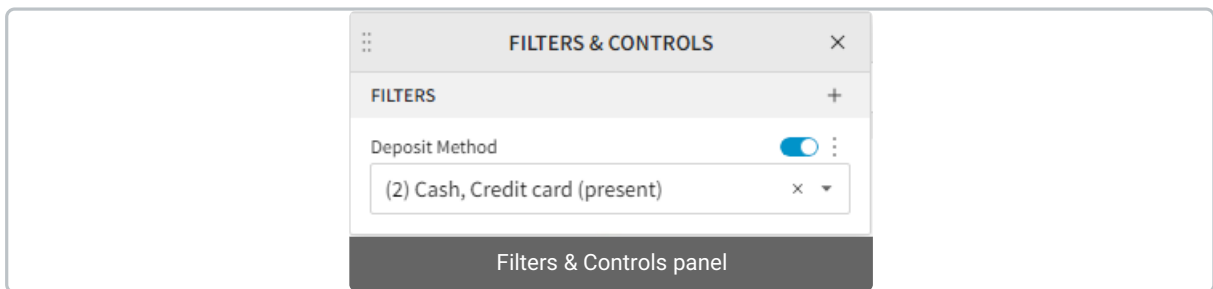
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
Filter Tutorial

Path: Tools > Reporting

Follow these steps to add a filter to a data element:

1. Click the **Filters**  button.
2. Click the **+** button on the left of the panel.



3. Select the column from the data source to filter. You can search the column by typing its name.
4. Depending on the type of the column, the filter options are as follows:
 - **Number**: Enter the fields for min and max to set their minimum and maximum values respectively.
 - **Text**: Select the values from a checkbox list.
 - **Date**: Select the date range by picking a start and end date.
5. Press **Enter** or click outside the field.
6. After creating a filter, you can perform the following actions:
 - Disable the filter by clicking the toggle button .
 - Move the **Filters and Controls** panel dragging the **Move**  button.
 - Change the filter type by clicking the **Options**  button > **Change filter type**. Depending on the type of the column, the filter options are as follows:
 - **Number**:
 - **Number Range**: Enter the fields for min and max to set their minimum and maximum values respectively.
 - **List**: Select the values from a checkbox list.
 - **Top N**: Enter the number of highest rated values to include by:
 - **Top N**: Highest N values.
 - **Bottom N**: Lowest N values.
 - **Top percentile**: Values on the highest N percent.
 - **Bottom percentile**: Values on the lowest N percent.
 - **Text**:
 - **List**: Select the values from a checkbox list.
 - **Text Match**: Compares the column with the entered value by:
 - **Equal to**: Perfect matches only.
 - **Not equal to**: All but perfect matches.
 - **Contains**: All that contain the entered value.
 - **Does not contain**: All that do not contain the entered value.
 - **Starts with**: All that start with the entered value.

- **Does not start with:** All that do not start with the entered value.
- **Ends with:** All that end with the entered value.
- **Does not end with:** All that don't end with the entered value.
- **Like:** All that match the pattern where _ replaces a single character and % replaces any number of characters including none. For example: a_e would allow words like are, ale, ate, or ace. a%e would accept all the previous but also advance, amaze, or ae.
- **Not Like:** All that don't match the pattern.
- **Matches RegExp:** All that match the regular expression. Regular expressions are patterns like the ones used for **Like** and **Not like** but far more specific. You can learn more about them at [Sigma's documentation on RegExpMatch](#) or with a hands-on approach on [RegExp](#).
- **Does not match RegExp:** All that do not match the regular expression.
- **Top N:** Enter the number of first values, sorted alphabetically, to include by:
 - **Top N:** First N texts.
 - **Bottom N:** Last N texts.
 - **Top percentile:** Texts on the first N percent.
 - **Bottom percentile:** Texts on the last N percent.
- **Date**
 - **List:** Select the dates from the data source from a checkbox list.
 - **Date Range:**
 - **Between:** Select the date and time range by picking a start and end date.
 - **On:** Select a date from the calendar.
 - **Before:** Select date and time as the upper limit for the filter.
 - **After:** Select a date and time as the lower limit for the filter.
 - **Last:** Filter by a date range relative to the present day by entering a number and a time unit. For example: The last 3 months.
Time units include:
 - Years
 - Quarters
 - Months
 - Weeks starting Sunday
 - Weeks starting Monday
 - Days
 - Hours
 - Minutes
 - **Next:** Filter by a date range relative to the present day by entering a number and a time unit. For example: The next 2 quarters. Time units are listed above.
 - **Current:** Filter by a current date range relative to the present day by selecting the current time unit. For example: The current week. Time units are listed above.
 - **Custom:** Filter by a custom date range using fixed (from a calendar) or relative dates (the current date plus or minus a number of time units.)
 - **Top N:** Enter the number of highest rated dates to include by:
 - **Top N:** Closest N dates.
 - **Bottom N:** Farthest N dates.
 - **Top percentile:** Dates on the closest N percent.
 - **Bottom percentile:** Dates the farthest N percent.
- Change the ranking function for the rows clicking **Ranking function** (Top N only):
 - **Rank:** Ranks rows sorting alphabetically or numerically. Identical values are ranked identically.
 - **RankDense:** Ranks rows sorting alphabetically or numerically. Identical values are ranked sequentially.
 - **Row number:** Ranks rows as they are fetched.
- Choose to include or ignore empty rows by clicking **Include Nulls**.
- Delete your filter by clicking **Delete filter**.