

# Adding or Editing a Filter to a Report in Report Builder 3.0

These instructions are to be used in the following Situations.

- Adding a new filter to an existing SSRS report in Report Builder 3.0.
- Editing the filter on an existing SSRS report in Report Builder 3.0.

1. Getting here: Login to WITS and click on the SSRS Reports Link.

16.2.6

WITS Idaho-Mountain

User: SSRS, DHW | Location: IDHW, DBH, Region 7

SSRS Reports Snapshot

Home Page

Agency Contacts

Agency

Group List

Clinical Dashboard

Client List

System Administration

Reports

Change Facility

Current Agency: IDHW, DBH, Region 7

Current Facility:

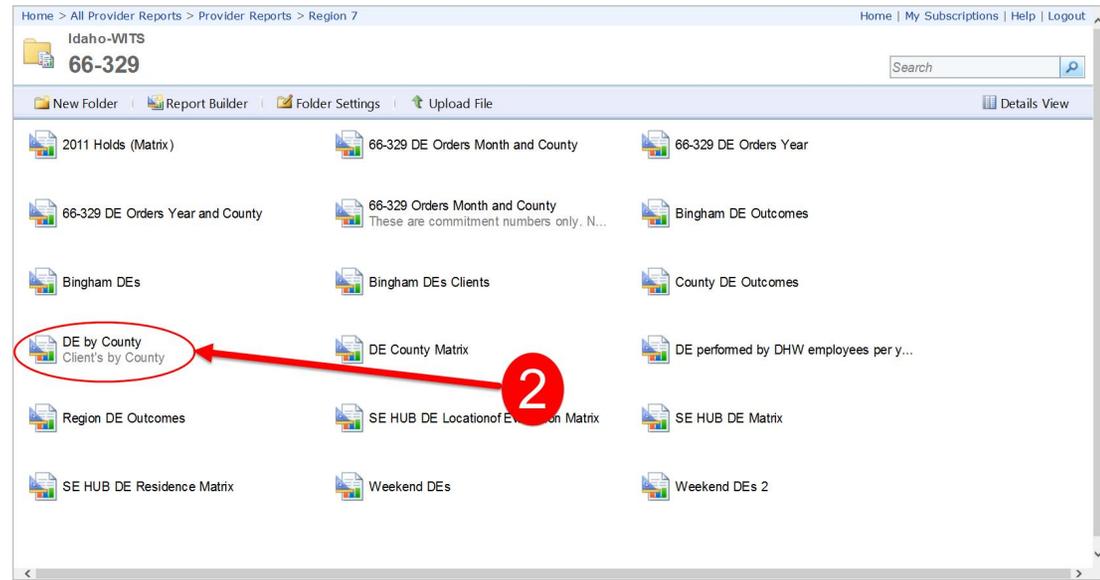
New Agency: IDHW, DBH, Region 7

New Facility:

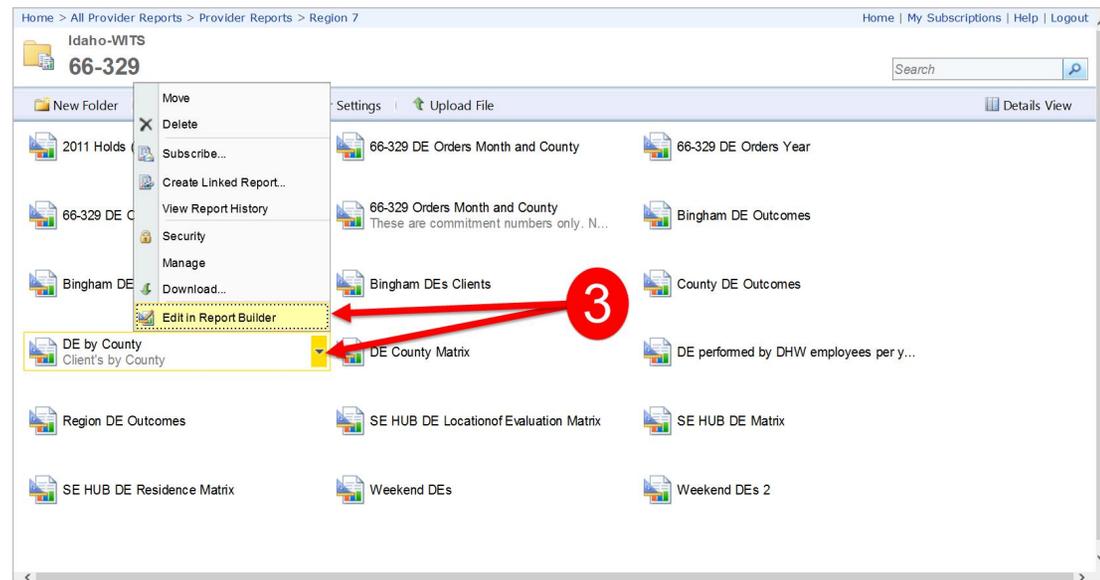
Cancel Go

1

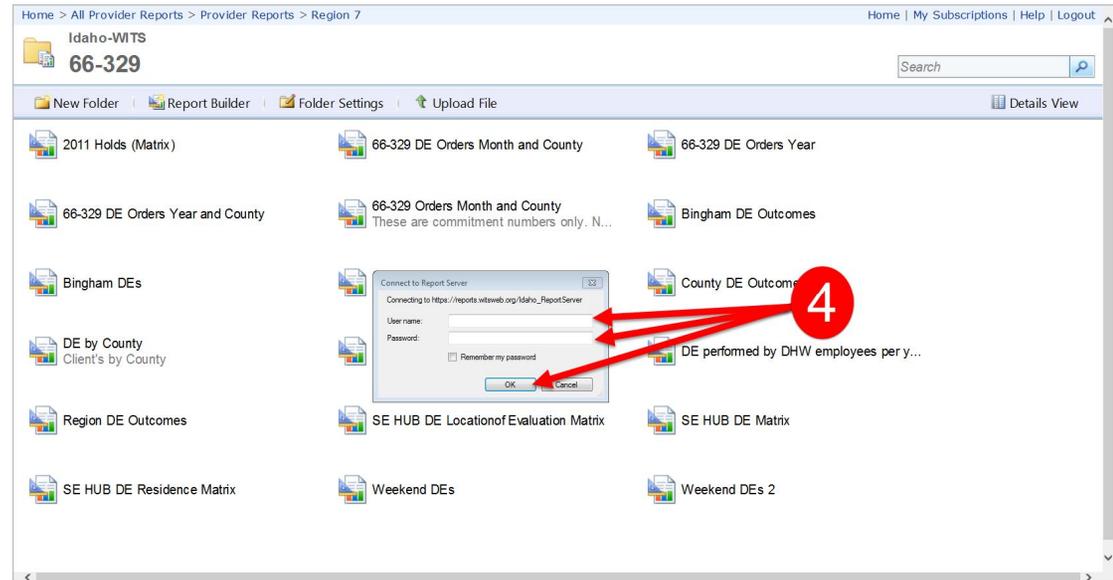
2. Select the report that you wish to modify.



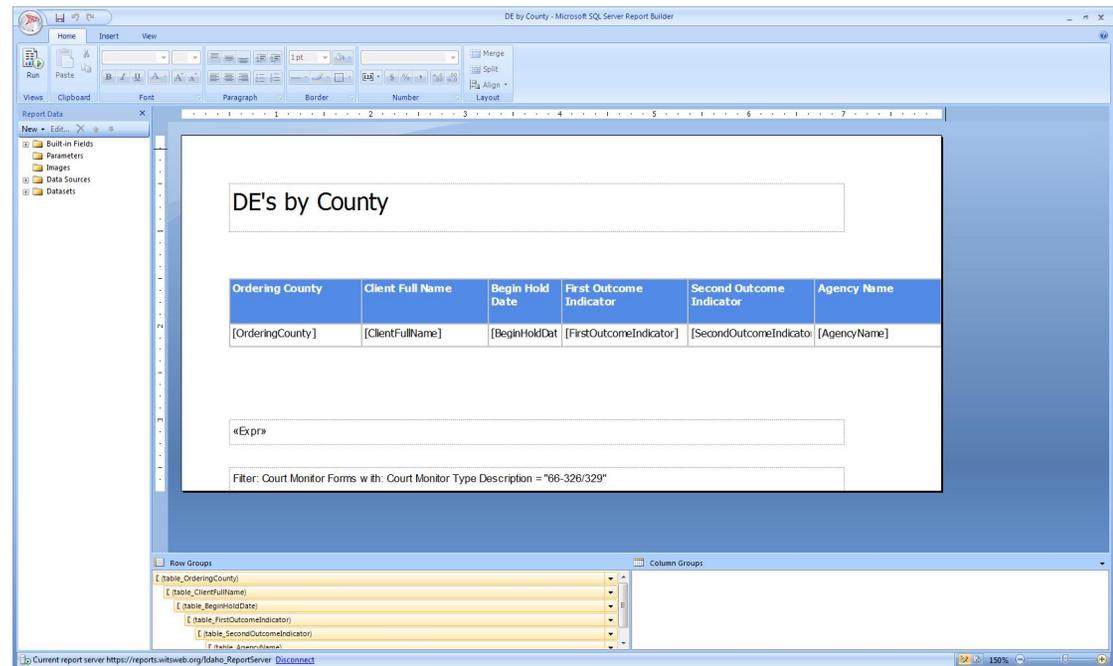
3. Put the cursor over the report name, click on the dropdown and click on Edit in Report Builder.



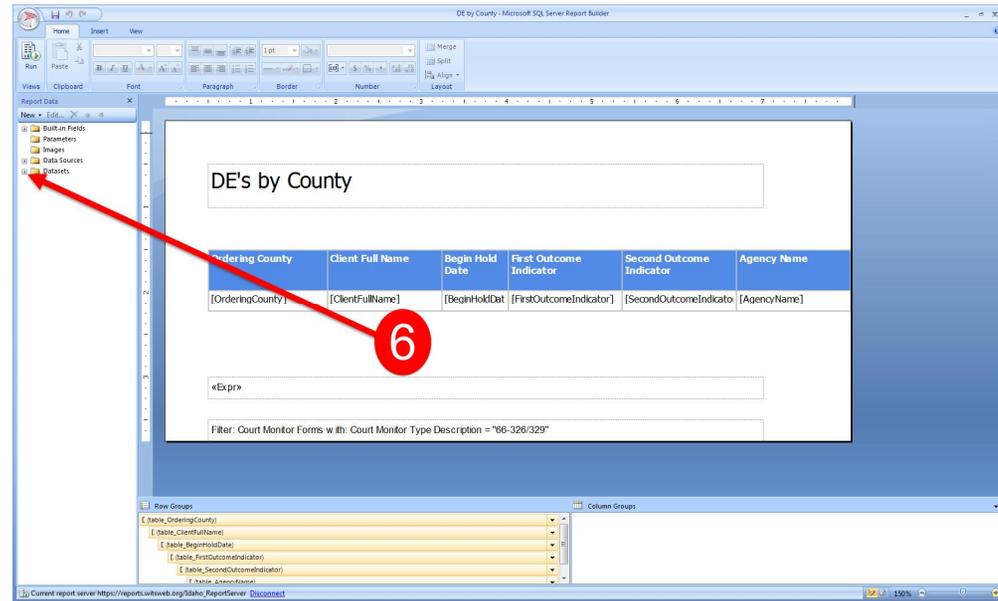
- When Connect to Report Server displays, enter User name: and Password: and click OK.



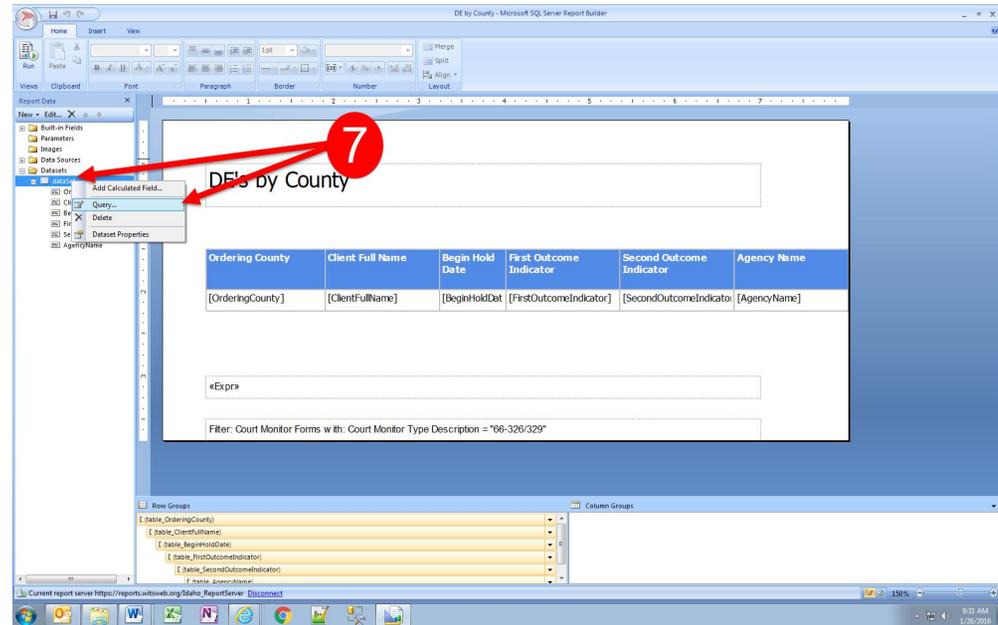
- Report will open in Report Builder 3.0 in Design View.



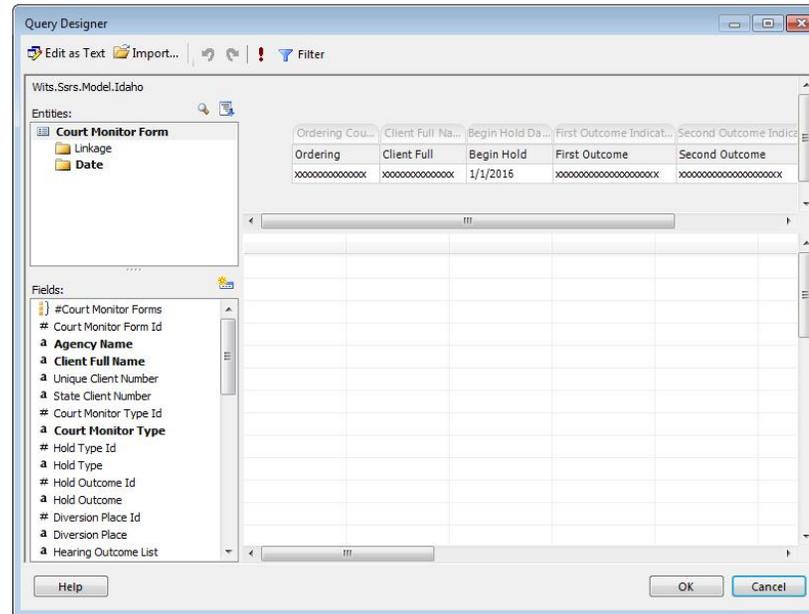
6. Expand the Datasets.



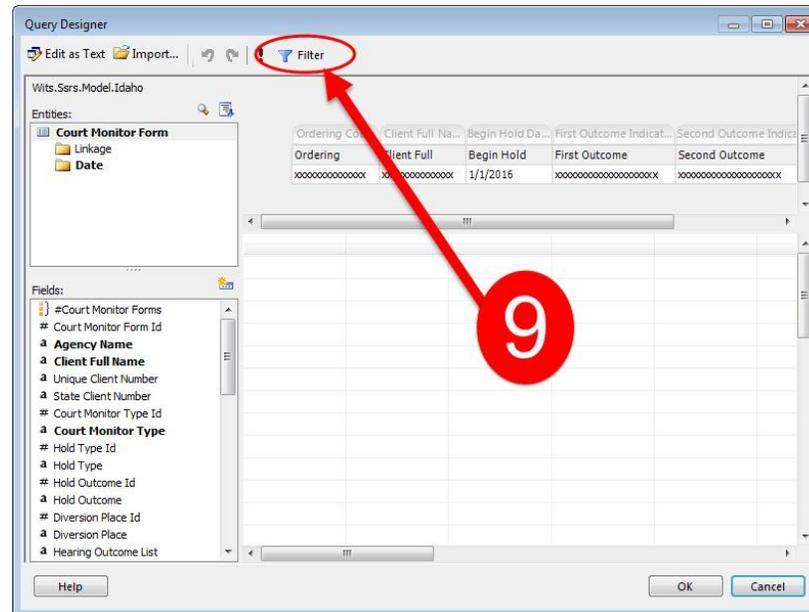
7. Right click on dataSet and Query...



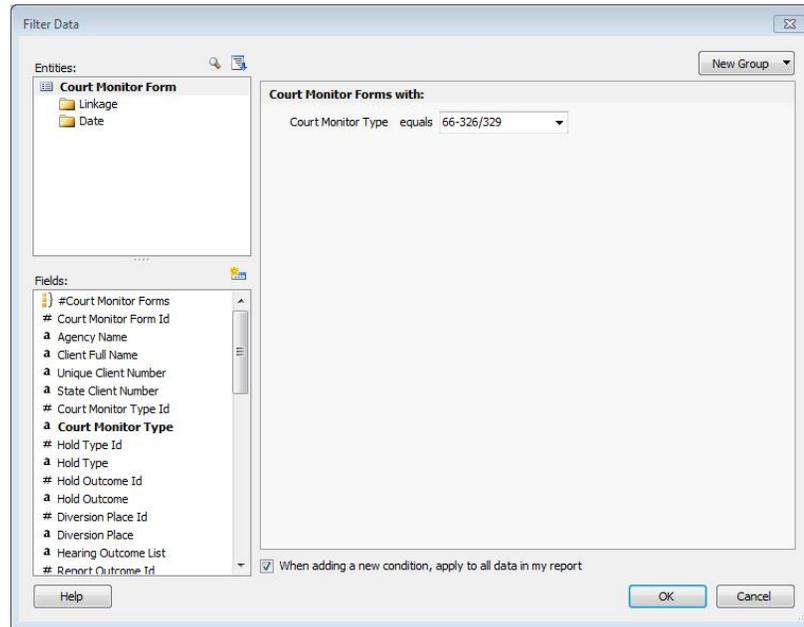
8. Query Designer is displayed.



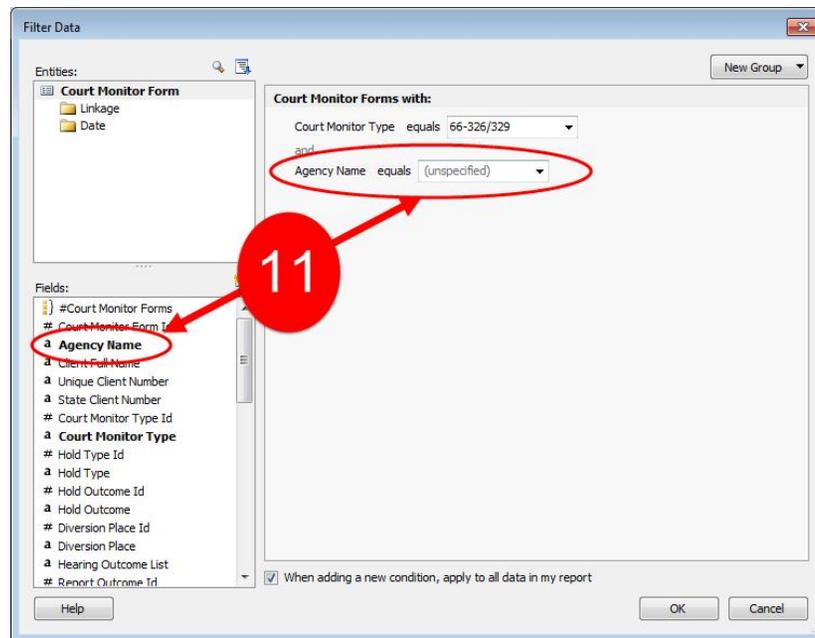
9. Click on Filter.



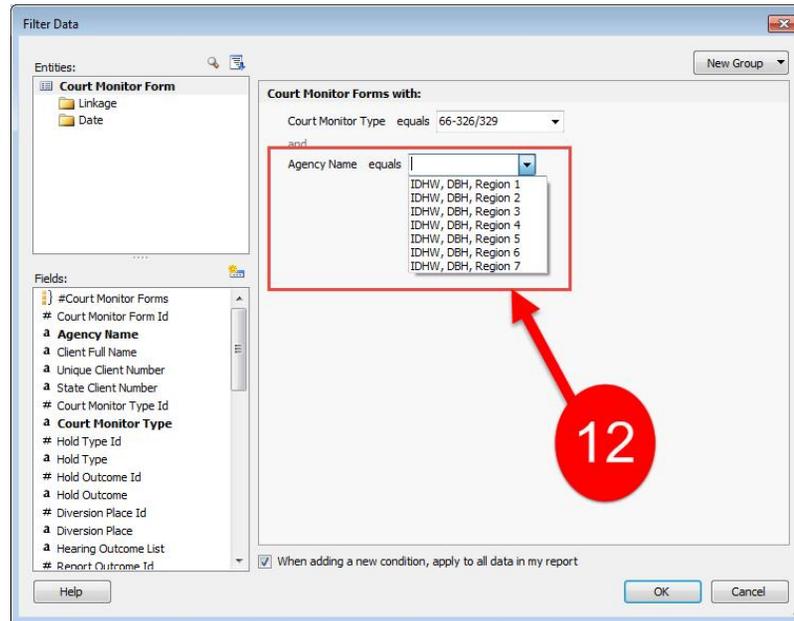
10. Filter Data screen is displayed.



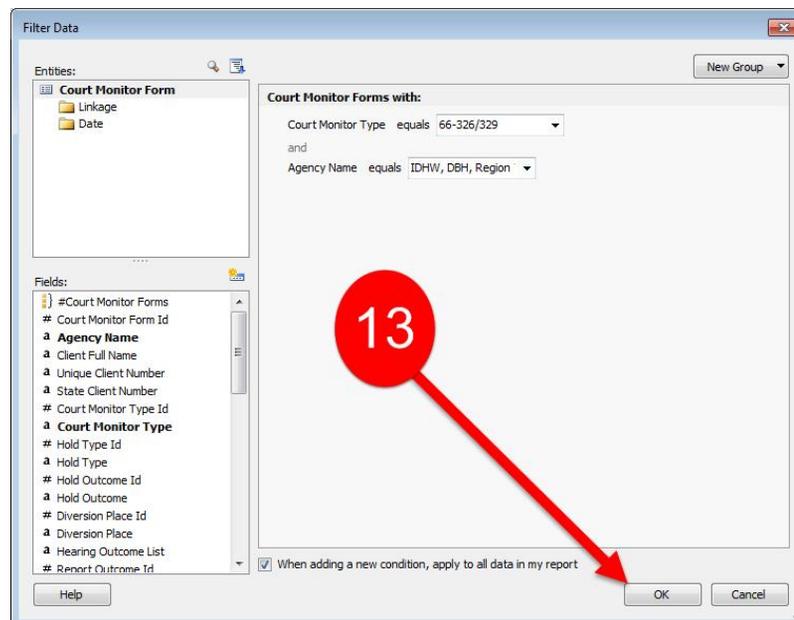
11. Locate desired value to filter by under the Fields section and select it by either dragging it to the filter or double click on the field. The field will be added to the filter.



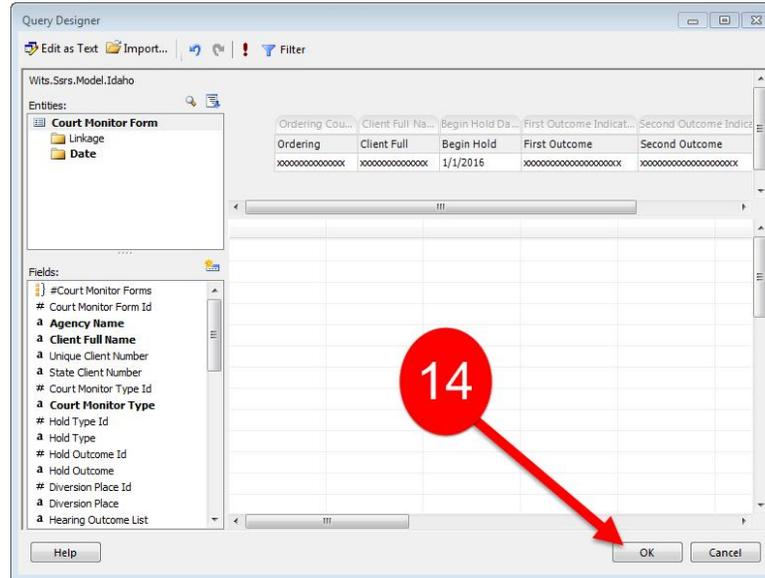
12. Select the desired value for which the report will be filtered.



13. When all desired filters have been added, click OK.



14. Click OK, the Query Designer will.



15. The Design View will display. Click Run to execute the report and verify that the report is returning the desired results.

