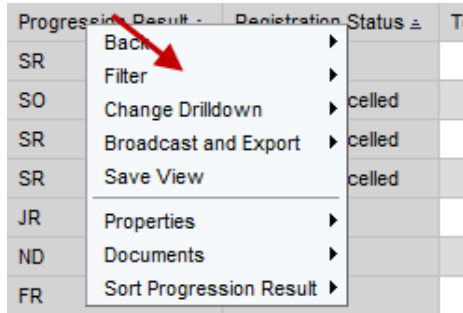


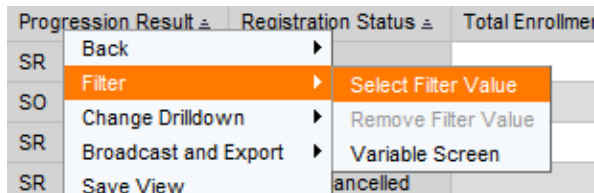
Filtering Your Business Warehouse (BW) Report

Filtering enables you to make informed decisions based on specific data sets. Users have two options for filtering their results. The following steps will guide you through each process.

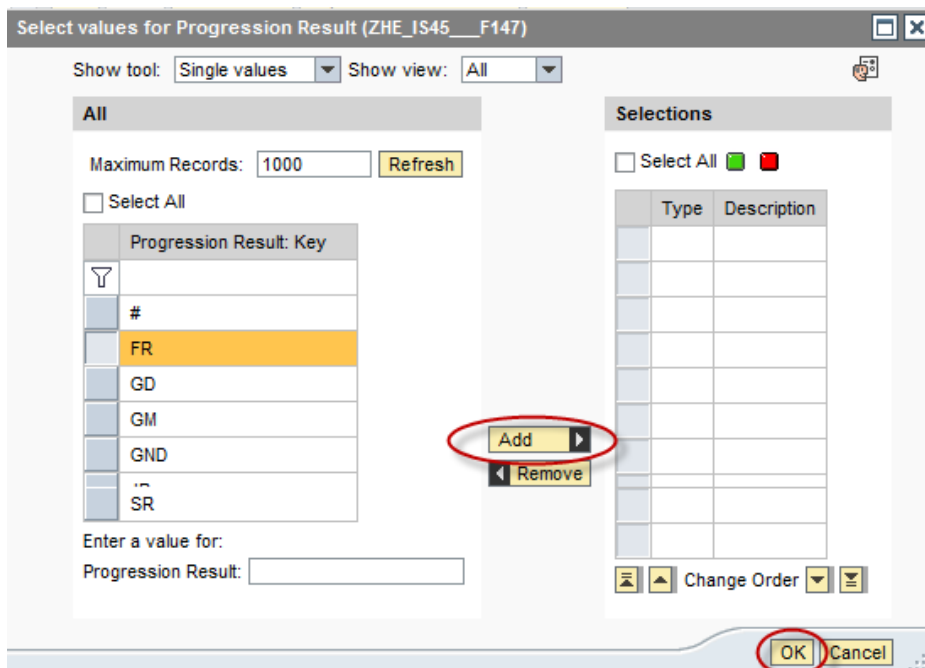
1. Right-click on the characteristic you wish to filter to display the BW context menu.



2. Hover your mouse over Filter, and then click **Select Filter Value**.



3. The "Select Values" dialog box is displayed. Highlight the value(s) that should be displayed. Click **Add**, and then **OK**.

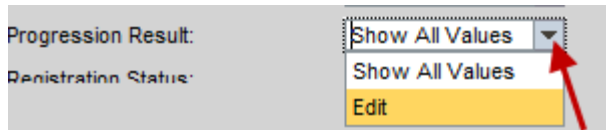


Filtering Your BW Report – Option Two

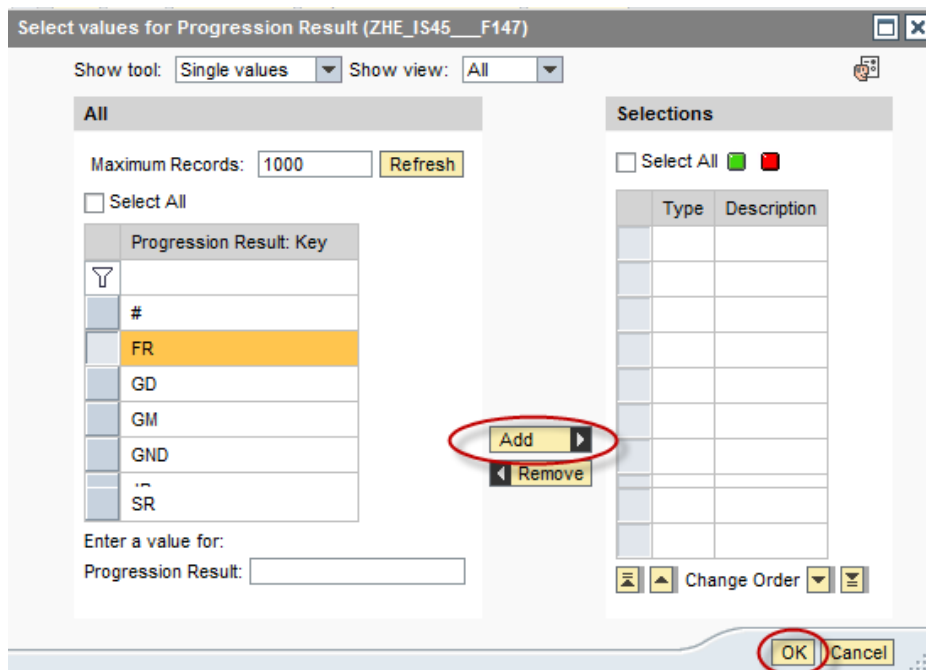
1. Click the **Filter** button.



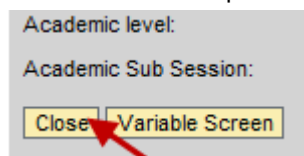
2. After scrolling through the filter area to locate the characteristic that needs filtered, click the drop-down button and then click **Edit**.



3. The "Select Values" dialog box is displayed. Highlight the value(s) that should be displayed. Click **Add**, and then **OK**.



4. Click **Close** to collapse the filter options.



NOTE: Any filter can be removed by right-clicking on the characteristic and selecting **Filter > Remove Filter Value**.