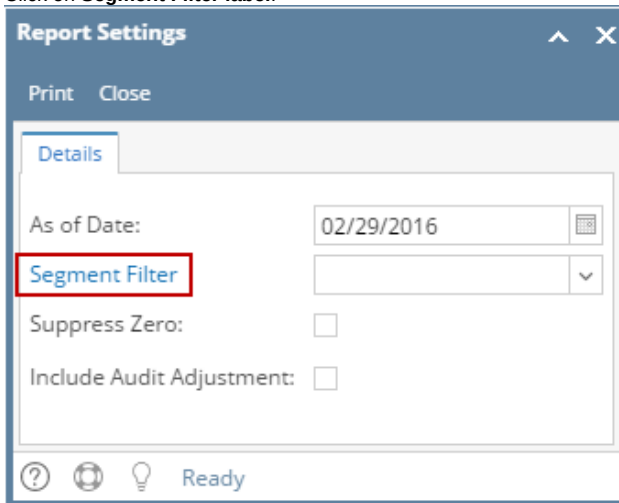


How to Add Segment Filter from Report Settings

The following will guide you on how to add Segment Filter from Column Designer.

1. Open a Report Settings screen. See [How to open Report Settings screen](#).
2. The **Segment Filter Group** screen will be opened.
3. Click on **Segment Filter** label.



The screenshot shows the 'Report Settings' window with the 'Details' tab selected. The 'As of Date' is 02/29/2016. The 'Segment Filter' field is highlighted with a red rectangle. Below it are checkboxes for 'Suppress Zero' and 'Include Audit Adjustment'. The status bar at the bottom shows 'Ready'.

4. The **Segment Filter Group** screen will be opened.
 - a. If Segment Filter field is blank, clicking the Segment Filter Group label will open a new Segment Filter Group.
 - b. If Segment Filter field has selected record, clicking the Segment Filter Group label will open the Segment Filter Group showing the selected record.
5. Add and configure Segment Filter Group. Use the **Quick Filter grid**. Select the **Segment Codes** and click **Apply** button. The segment/s selected will be carried over to the grid at the right.



You can select to add single, multiple or all segments in one configuration. If you intend to configure the column to select All segments, instead of having to select all the segment codes for the selected segment name, you will have to leave it blank. Both will have the same result.

Example 1:

Segment Filter Group - 1000

New Save Search Delete Undo Close

Details

Group Name: 1000

Quick Filter

Type: Location + Apply

Filter: 1000

Segment Code

1000

2000

X Remove Layout Filter Records (F3)

Segment	Segment Code	Join
☐	1000	Or
☐		

Example 2:

Segment Filter Group - 2000

New Save Search Delete Undo Close

Details

Group Name: 2000

Quick Filter

Type: Location + Apply

Filter: 2000

Segment Code

1000

2000

X Remove Layout Filter Records (F3)

Segment	Segment Code	Join
☐	2000	Or
☐		

Example 3:

Segment Filter Group - Both

New Save Search Delete Undo Close

Details

Group Name: Both

Quick Filter

Type: Location + Apply

Filter: Both

Segment Code

1000

2000

X Remove Layout Filter Records (F3)

Segment	Segment Code	Join
☐	1000	Or
☐	2000	Or
☐		

6. Save and close the **Segment Filter Group** screen.
7. You will be back to the **Report Settings** screen.

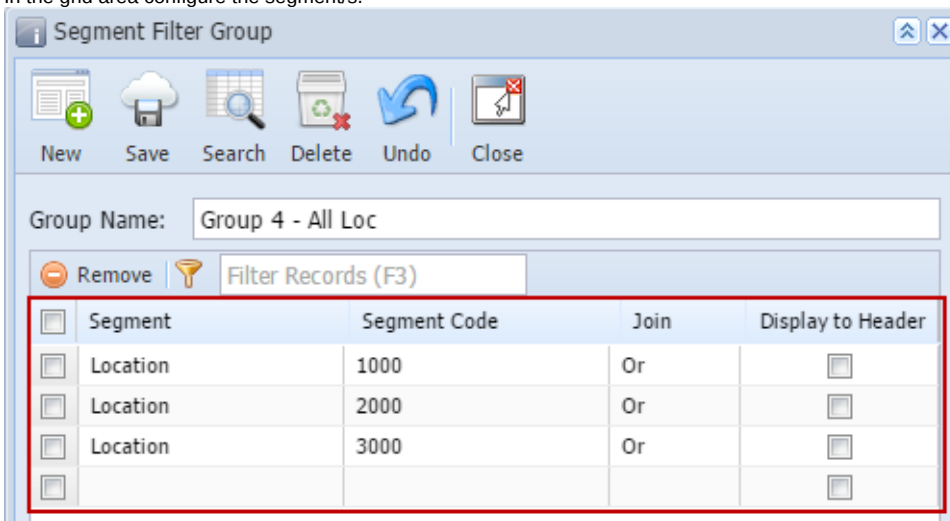
Segment Filter Group screen can be opened from:

- Column Designer > Segment Filter field in the grid > click ellipsis button
- Report Builder > click Generate toolbar button > Segment Filter field in the Report Settings > click ellipsis button. See also [How to Use Segment Filter field in the Report Settings](#) screen.

Follow these steps below to configure Segment Filter Group screen.

1. In the **Group Name** field enter a name for the Segment Filter Group.

2. In the grid area configure the segment/s.



Segment Filter Group

New Save Search Delete Undo Close

Group Name: Group 4 - All Loc

Remove Filter Records (F3)

☐	Segment	Segment Code	Join	Display to Header
☐	Location	1000	Or	☐
☐	Location	2000	Or	☐
☐	Location	3000	Or	☐
☐				☐

3. Save the record. You can click the **Save toolbar button** to save it. In case you miss to click this button and you click the **Close toolbar button**, i21 will prompt you if you would like to save it before closing the screen.