

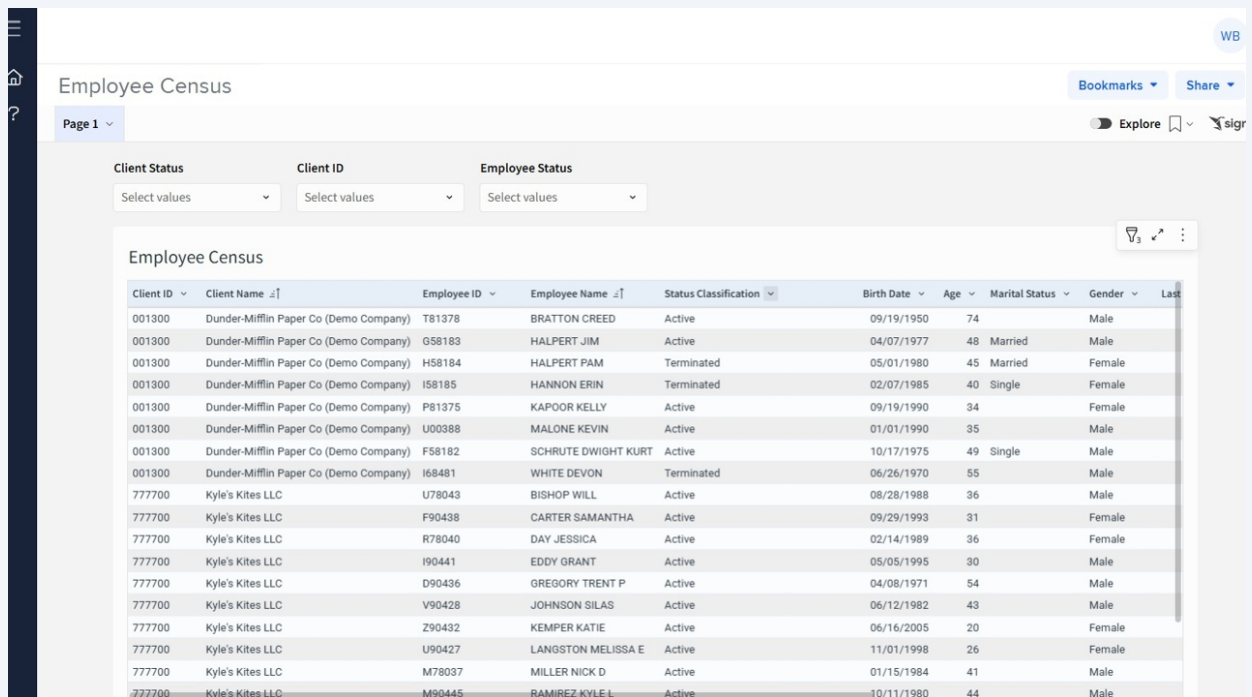
Filters & Page Controls

This guide provides a step-by-step process for utilizing the Page Control and Filter functionality available in Report Center. By following these instructions, users can efficiently manage and analyze their workforce data, ensuring they have access to relevant information for decision-making.



NOTE: The Report Center functionality detailed in this guide requires "Explorer" level access in Report Center.

1 Open any Report Center Workbook of your choosing.



Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age	Marital Status	Gender	Last
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	74		Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	48	Married	Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	45	Married	Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	I58185	HANNON ERIN	Terminated	02/07/1985	40	Single	Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	34		Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	35		Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	49	Single	Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	I68481	WHITE DEVON	Terminated	06/26/1970	55		Male	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	36		Male	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	31		Female	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	36		Female	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	30		Male	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	54		Male	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	43		Male	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	20		Female	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	26		Female	
777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	41		Male	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	44		Male	

2 Toggle into "Explore" mode.

The screenshot shows a Tableau dashboard titled "Employee Census". At the top right, there are buttons for "Bookmarks", "Share", and "WB". Below these, there is a "Page 1" dropdown and a "sigma" icon. The main content area features three filter boxes: "Client Status", "Client ID", and "Employee Status", each with a "Select values" dropdown. Below the filters is a table titled "Employee Census" with the following columns: Client ID, Client Name, Employee ID, Employee Name, Status Classification, Birth Date, Age, Marital Status, Gender, and Last. The table contains 20 rows of employee data.

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age	Marital Status	Gender	Last
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	74		Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	48	Married	Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	45	Married	Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	I58185	HANNON ERIN	Terminated	02/07/1985	40	Single	Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	34		Female	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	35		Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUETE DWIGHT KURT	Active	10/17/1975	49	Single	Male	
001300	Dunder-Mifflin Paper Co (Demo Company)	I68481	WHITE DEVON	Terminated	06/26/1970	55		Male	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	36		Male	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	31		Female	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	36		Female	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	30		Male	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	54		Male	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	43		Male	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	20		Female	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	26		Female	
777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	41		Male	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	44		Male	

Utilizing Default Page Controls

3 The section below contains your "Page Control" filters.

Page Controls are filter elements that are prominently displayed at the top of a Report Center workbook for ease of access.

Optional: Page Controls can be configured to function as a "master filter" that targets multiple report elements within a workbook. When configured properly, filtering within the Page Control section of a workbook will apply the same filters across all associated tables, charts, etc. displayed within the Workbook.

The screenshot shows a Power BI report titled "Employee Census". At the top, there are navigation and utility buttons: "Bookmarks", "Share", "Explore", and a search icon. Below these, a "Page 1" dropdown is visible. A section titled "Page Controls" is highlighted with an orange box and contains three dropdown menus: "Client Status", "Client ID", and "Employee Status", each with "Select values" as the current selection. Below the filters is a table titled "Employee Census" with the following columns: Client ID, Client Name, Employee ID, Employee Name, Status Classification, Birth Date, and Age. The table contains 20 rows of employee data.

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	
001300	Dunder-Mifflin Paper Co (Demo Company)	IS8185	HANNON ERIN	Terminated	02/07/1985	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	
001300	Dunder-Mifflin Paper Co (Demo Company)	I68481	WHITE DEVON	Terminated	06/26/1970	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	

4 To apply a Page Control filter, click the dropdown to see the available values.

Employee Census

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	
001300	Dunder-Mifflin Paper Co (Demo Company)	I58185	HANNON ERIN	Terminated	02/07/1985	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	
001300	Dunder-Mifflin Paper Co (Demo Company)	I68481	WHITE DEVON	Terminated	06/26/1970	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	

5 In this example, we are filtering for employees in an "Active" status.

Employee Census

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	H58184	HALPERT PAM	Terminated	05/01/1980	
001300	Dunder-Mifflin Paper Co (Demo Company)	I58185	HANNON ERIN	Terminated	02/07/1985	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	
001300	Dunder-Mifflin Paper Co (Demo Company)	I68481	WHITE DEVON	Terminated	06/26/1970	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	

6 Note that the report has now been filtered for only "Active" employees.

Employee Census

Client Status Client ID Employee Stat

Select values Select values Active (A)

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	
777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	
777700	Kyle's Kites LLC	T78042	SCHMIDT WINSTON	Active	03/15/1985	
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active	08/19/1999	

SETTINGS TARGETS (1) SYNC

Value source
Page 1 - Employee Census

Source column
Status Classification

Set display column
EE status class display

- Allow multiple selection
- Exclude values
- Show expanded list
- Show null option
- Show clear button
- Show All option
- Show search box
- Show histogram
- Required

i Some Report Center Workbooks have required Page Control filters that must be completed prior to Report Center returning data. These fields will be annotated with an asterisk (*).

Adding & Viewing Element-Level Filters

i Explorer level users also have the ability to manually apply filters at the element level (i.e. within a specific table, chart, etc.).

These element-level filters can be elevated to new "Page Controls", which will be detailed in the "Adding New Page Control Filters" section below.

7 Within any Report Center Workbook, toggle into "Explore" mode.

8

Hover over the right corner of any element that you would like to add a filter to, then click the "Filters" icon.

The screenshot shows the 'Employee Census' table with columns: Client ID, Client Name, Employee ID, Employee Name, Status Classification, Birth Date, and Age. The 'Employee Status' filter is set to 'Active (A)'. A 'Filters' icon is circled in the top right corner of the table area.

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	
777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	
777700	Kyle's Kites LLC	T78042	SCHMIDT WINSTON	Active	03/15/1985	

9

Within the "Filters & controls" pop up, click on the "+" icon in the "Filters" section.

The screenshot shows the 'Employee Census' table with the 'Filters & controls' pop-up open. The pop-up has two sections: 'FILTERS' (containing 'No existing filters') and 'CONTROLS' (containing 'Employee Status' with a dropdown set to 'Active (A)', 'Client Status' with a dropdown set to 'Select values', and 'Client ID' with a dropdown set to 'Select values'). A '+' icon is highlighted in the 'Filters' section.

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED	Active	09/19/1950	
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM	Active	04/07/1977	
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY	Active	09/19/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN	Active	01/01/1990	
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT	Active	10/17/1975	
777700	Kyle's Kites LLC	U78043	BISHOP WILL	Active	08/28/1988	
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA	Active	09/29/1993	
777700	Kyle's Kites LLC	R78040	DAY JESSICA	Active	02/14/1989	
777700	Kyle's Kites LLC	I90441	EDDY GRANT	Active	05/05/1995	
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P	Active	04/08/1971	
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS	Active	06/12/1982	
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	
777700	Kyle's Kites LLC	M78037	MILLER NICK D	Active	01/15/1984	
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L	Active	10/11/1980	
777700	Kyle's Kites LLC	T78042	SCHMIDT WINSTON	Active	03/15/1985	

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A list of all the available columns/data points within your report element will display.

In this example, we will filter the Employee Census report based on the age of our employees, so we will click on the "Age" field.

The screenshot shows a software interface for an "Employee Census" report. At the top, there are filters for "Client Status", "Client ID", and "Employee Status" (set to "Active (A)"). Below the filters is a table with columns: "Client ID", "Client Name", "Employee ID", and "Employee Name". The table lists 15 employees, with the first four from "Dunder-Mifflin Paper Co (Demo Company)" and the rest from "Kyle's Kites LLC".

A "Select column" dropdown menu is open over the table, listing various data points. The "Age" field is highlighted with an orange circle. Other fields in the list include Client ID, Client Name, Employee ID, Employee Name, Status Classification, Birth Date, Marital Status, Gender, Last Hire Date, Original Hire Date, Termination Date, Annual Pay Rate, Client-ID display, and EE status class display.

On the right side of the interface, there is a "Properties" panel with tabs for "Properties", "Format", and "Actions". Under "DATA SOURCE", it shows "EMPLOYEE + 1". Under "GROUPINGS", it says "Drag and drop columns from the Columns tab to create groupings". There are also "Columns" and "Metrics" tabs, with "ADD COLUMN" and a search icon visible.

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In doing so, a range selection filter is added to our available filters.

Within range-selection filters, you may enter a minimum value (in this case, to return all employees at or over a certain age), a maximum value (in this case, to return employees at or under a certain age), or both a minimum and maximum value (in this case, to return all employees within a specific age range).

The screenshot shows a data table titled "Employee Census" with columns for Client ID, Client Name, Employee ID, and Employee Name. A "Filters & controls" panel is open over the table, showing a filter for "Age". The "Age" filter has a "min" input field and a "max" input field, both of which are highlighted with an orange circle. The "Employee Status" filter is set to "Active (A)".

Client ID	Client Name	Employee ID	Employee Name
001300	Dunder-Mifflin Paper Co (Demo Company)	T81378	BRATTON CREED
001300	Dunder-Mifflin Paper Co (Demo Company)	G58183	HALPERT JIM
001300	Dunder-Mifflin Paper Co (Demo Company)	P81375	KAPOOR KELLY
001300	Dunder-Mifflin Paper Co (Demo Company)	U00388	MALONE KEVIN
001300	Dunder-Mifflin Paper Co (Demo Company)	F58182	SCHRUTE DWIGHT KURT
777700	Kyle's Kites LLC	U78043	BISHOP WILL
777700	Kyle's Kites LLC	F90438	CARTER SAMANTHA
777700	Kyle's Kites LLC	R78040	DAY JESSICA
777700	Kyle's Kites LLC	I90441	EDDY GRANT
777700	Kyle's Kites LLC	D90436	GREGORY TRENT P
777700	Kyle's Kites LLC	V90428	JOHNSON SILAS
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E
777700	Kyle's Kites LLC	M78037	MILLER NICK D
777700	Kyle's Kites LLC	M90445	RAMIREZ KYLE L
777700	Kyle's Kites LLC	T78042	SCHMIDT WINSTON
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN

12

For the purposes of this example, we are filter to show all employees age of 26 or below, so we will enter "26" into the "Max" field, strike "tab" on the keyboard, then click the "X" to close the "Filters & controls" pop up.

Employee Census

Client ID	Client Name	Employee ID	Employee Name	Status Classification
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active

Filters & controls

FILTERS

Age min - 26

CONTROLS

Employee Status: Active (A)

Client Status: Select values

Client ID: Select values

13

In doing so, we can see our workbook has now been filtered for employees age 26 and below.

Employee Census

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age	Marital Status
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	20	
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	26	
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active	08/19/1999	25	

SUMMARY 3 rows - 13 columns



Note that in this example, we now have applied multi-level filtering to the "Employee Census" table. We have both a Page Control filter applied ("Active" employees) and an element-level filter applied (Age 26 and below).

Adding New Page Control Filters



There may be situations in which you would like to elevate field-level filters so that they display at the top of a given workbook along with the Page Control filters.

To do so, the filter you would like to elevate must first be added as an element-level filter following the methodology described in the previous section.

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Continuing our "Age" filter example from above, let's elevate the "Age" element-level filter so that it displays as a page control.

To do so, click back into the "Filters" icon in the upper right corner of the report element.

The screenshot shows a report interface for 'Employee Census'. At the top, there are filters for 'Client Status', 'Client ID', and 'Employee Status' (set to 'Active (A)'). The main table displays the following data:

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age	Marital Status
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	20	F
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	26	F
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active	08/19/1999	25	M

On the right side, there is a 'Filters' icon (a funnel) highlighted with an orange circle. Below the table, there is a 'Columns' panel with a list of fields: Client ID, Client Name, Employee ID, Employee Name, Status Classification, Birth Date, Age, Marital Status, Gender, Last Hire Date, Original Hire Date, and Termination Date.

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Next to the filter that you would like to elevate to a Page Control, click on the three vertical dots next to the On/Off toggle.

The screenshot shows the Sigma BI interface for a table named 'Employee Census'. At the top, there are filters for 'Client Status', 'Client ID', and 'Employee Status'. The 'Employee Status' filter is set to 'Active (A)'. A 'Filters & controls' panel is open, showing a list of filters and controls. The 'Age' filter is selected, and the three vertical dots next to its toggle are circled in orange. The table data is as follows:

Client ID	Client Name	Employee ID	Employee Name	Status Classification
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active

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Within the menu options, click "Convert to page control"

The screenshot shows the Sigma BI interface for a table named 'Employee Census'. At the top, there are filters for 'Client Status', 'Client ID', and 'Employee Status'. The 'Employee Status' filter is set to 'Active (A)'. A 'Filters & controls' panel is open, showing a list of filters and controls. The 'Age' filter is selected, and the 'Convert to page control' option in the menu is circled in orange. The table data is as follows:

Client ID	Client Name	Employee ID	Employee Name	Status Classification
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active

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In clicking "Convert to page control", the "Age" filter now displays at the top of the report along with the other active Page Controls.

The screenshot displays the 'Employee Census' report interface. At the top, there are filters for 'Client Status', 'Client ID', and 'Employee Status'. The 'Age' filter is highlighted with an orange circle. Below the filters is a table with the following data:

Client ID	Client Name	Employee ID	Employee Name	Status Classification	Birth Date	Age	Marital Status
777700	Kyle's Kites LLC	Z90432	KEMPER KATIE	Active	06/16/2005	20	F
777700	Kyle's Kites LLC	U90427	LANGSTON MELISSA E	Active	11/01/1998	26	F
777700	Kyle's Kites LLC	X90430	WILSON JUSTIN	Active	08/19/1999	25	M

The right sidebar shows the 'Age' control properties, including 'Control type' set to 'Number range'.



Creating new views of reports is particularly useful when you will be working in the report often and/or you need to be able to run a report with the exact same parameters in the future.

After editing the workbook to your liking, be sure to save your edits as a new "Bookmark" so that you can easily reload this version of the report in the future. See our "Report Center Bookmarks" How To Guide for more information.