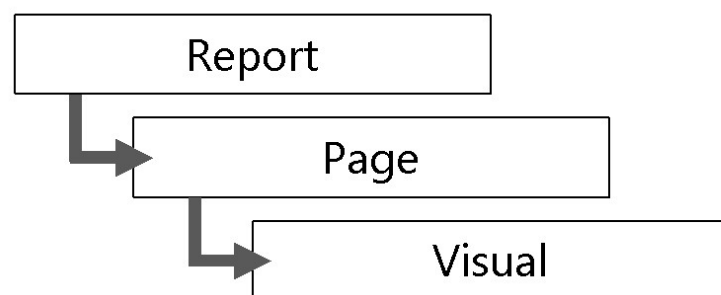


Developing Reports

Add Filters and Slicers

- Filters can be placed either in the **filters pane** – or as **slicers** on a report page
- Filters can be applied at *three levels*:



- Filters combine using **AND**, with each additional filter *adding more restrictions*

Visual-level



Page-level



Report-level

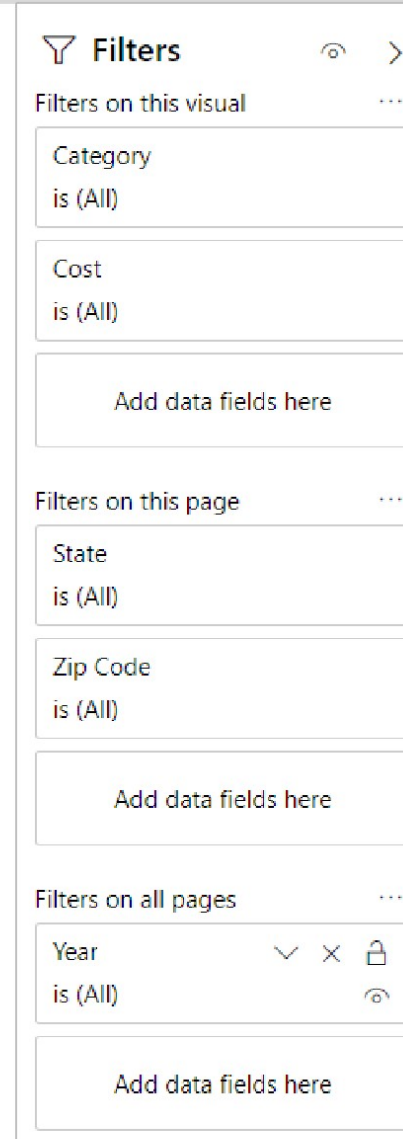


A screenshot of the Power BI 'Filters' pane. The pane is titled 'Filters' and has three sections: 'Filters on this visual', 'Filters on this page', and 'Filters on all pages'. Each section contains a filter card. The 'Filters on this visual' section has two cards: 'Category is (All)' and 'Cost is (All)'. The 'Filters on this page' section has two cards: 'State is (All)' and 'Zip Code is (All)'. The 'Filters on all pages' section has one card: 'Year is (All)'. Each card has a plus icon on the right. Below each section is a button that says 'Add data fields here'.

Developing Reports

Add Filters and Slicers ► Filters pane

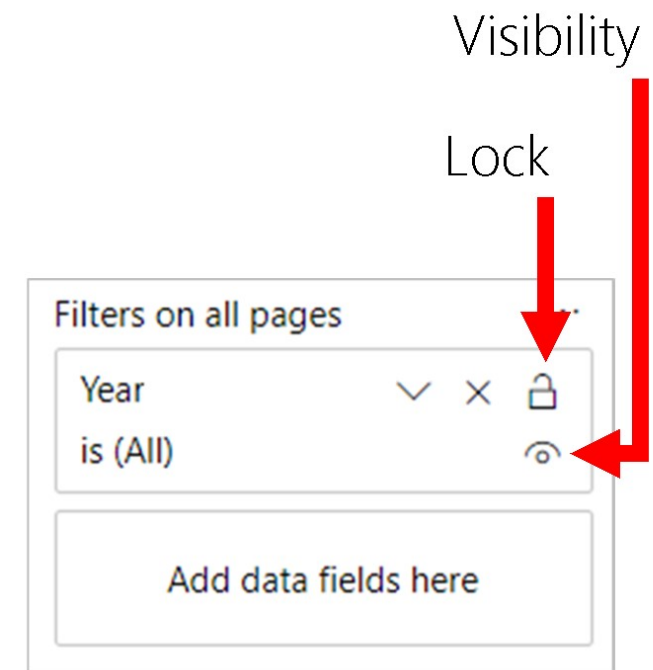
- Commonly, the **Filters Pane** provides a *list of fields* for user interaction – to filter at the *visual, page, or report scope*
 - The pane can be *expanded* and *collapsed* during view-time
- Filters provide different user experiences based on the *field data type*:
 - **Text:** Basic, advanced, top N
 - **Number:** Basic, advanced
 - **DateTime:** Basic, advanced, relative



Developing Reports

Add Filters and Slicers ► Filters pane ► Configuration

- Filters can also be configured to *remove user interactions*:
 - **Locked** – where users cannot *edit* or *remove* the filter
 - **Hidden** – where users cannot *see the filter* in the report experience
- **Other filter configurations:**
 - Rename
 - Sort alphabetically¹
 - Sort manually (drag-and-drop)¹

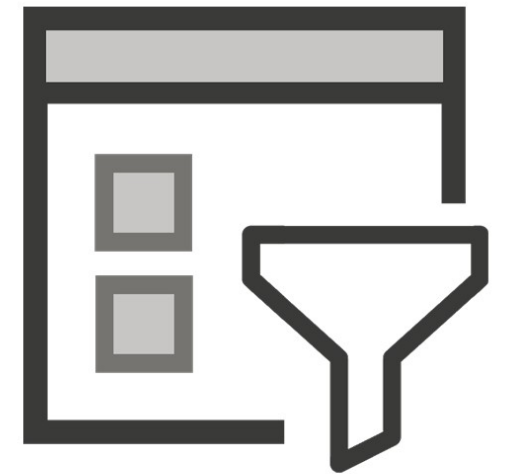


1: Sorting applies to fields placed in the *visual, page, or report* wells respectively

Developing Reports

Add Filters and Slicers ► Slicers

- **Slicers** are interactive filters that can be added to a report page – and enable users to filter visuals
- Provide different user experiences based on the *field data type*:
 - **Text:** Dropdown, list
 - **Number:** Slider range (after, before, between), dropdown, list
 - **DateTime:** Slider range, dropdown, list, relative date/time
- *Hierarchies* and/or *multiple fields* are supported in the dropdown and list slicer types



Developing Reports

Add Filters and Slicers ► Slicers ► Configuration

- Slicers can also be configured to not filter select visuals – this is accessed through the “**Edit Interactions**” toggle
- The **Sync Slicers** pane allows slicers to filter across multiple report pages¹
- **Other slicer configurations (dropdown/list types only):**
 - Enable *single-select* or *multi-select* (without control key)
 - Add an “*All Items*” button²



Edit Interactions



Sync Slicers

1: Sync Slicers will be covered in **Module 2**

2: Allows user to apply an “*everything except*” set of filters