Running Department Specific Reports

Reporting Overview

There are three options for selecting a department filter (the Segment and Initiative prompts work in exactly the same way):

1. by Tree Node
2. by Specific Department
3. Leaving the DEPARTMENT SELECTION blank (will filter based on the user's Department security)

OPTION 1: Filter by a Department Tree Node

Step 1

Select an “L# - *” value from the Department Filter prompt (most people will only have a single “L# - *” value in their dropdown)

![DEPARTMENT SELECTION](image)

Step 2

Choose a Node/Rollup from the Department Rollup filter and click the “arrow” to move it to the “Selected Value:” box. (This can be done for multiple values)

![DEPARTMENT SELECTION](image)
OPTION 2: Filter by Specific Departments

Step 1

Select "SPECIFIC DEPARTMENT(S)" from the Department Filter prompt

Step 2

Enter a value in the Department prompt and click the “arrow” to move the value to the “Selected Values:” box on the right (multiple values can be entered)