

Results: Input Controls Webinar

Meet Your Trainer

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Learning Objective

After completing this training, Report Writers will understand how to use Input Controls to adjust the data displayed by reports.

Agenda

Overview

Common Uses

Adding Input Controls

Using Input Controls

Overview

Overview

- Filters data within select cells, tables, report tabs, or entire report
- Applied to data after Query Filters
- Visible to viewers
- Interactive – Can be adjusted by viewers

Common Uses

Common Uses

Used to allow viewer a flexible selection of data subsets

Examples:

- Demographic value
- Roster/class
- Program

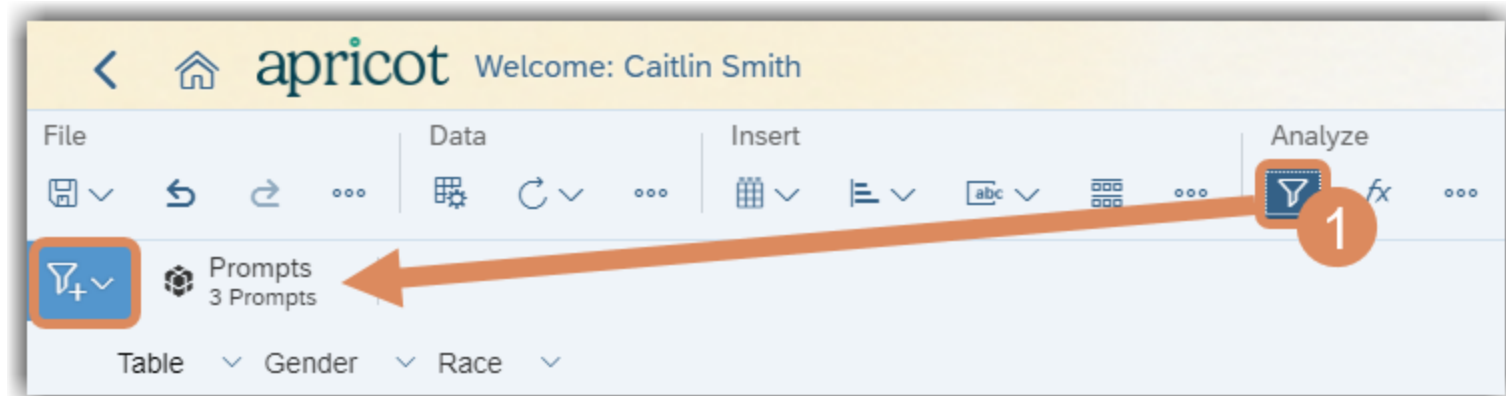
Adding Input Controls

Steps to Configure Input Control

1. Confirm filter bar is enabled
2. Click filter icon and select +New Input Control
3. Determine object to use and adjust settings
4. Repeat Steps 2 & 3 to filter for any additional objects

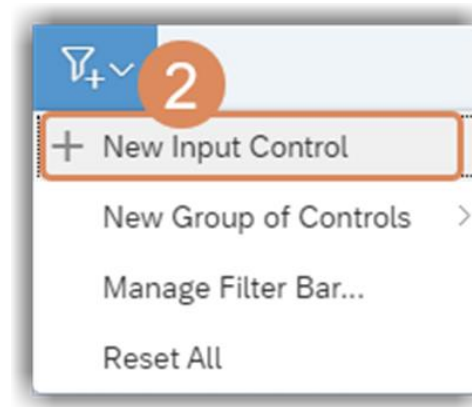
Add Input Controls

Enable Filter Bar



Add Input Controls

Select New Input Control



Add Input Controls

Configure Control

Select Object

Set Name and Description

Select Target Area (current report or full d

Choose Type (List, Multi-List, etc.)

New Control *

Object: Gender_8
Name: Gender
Description: Select one or more gender values, or Null to pull a list of participants missing a gender value.

Current target

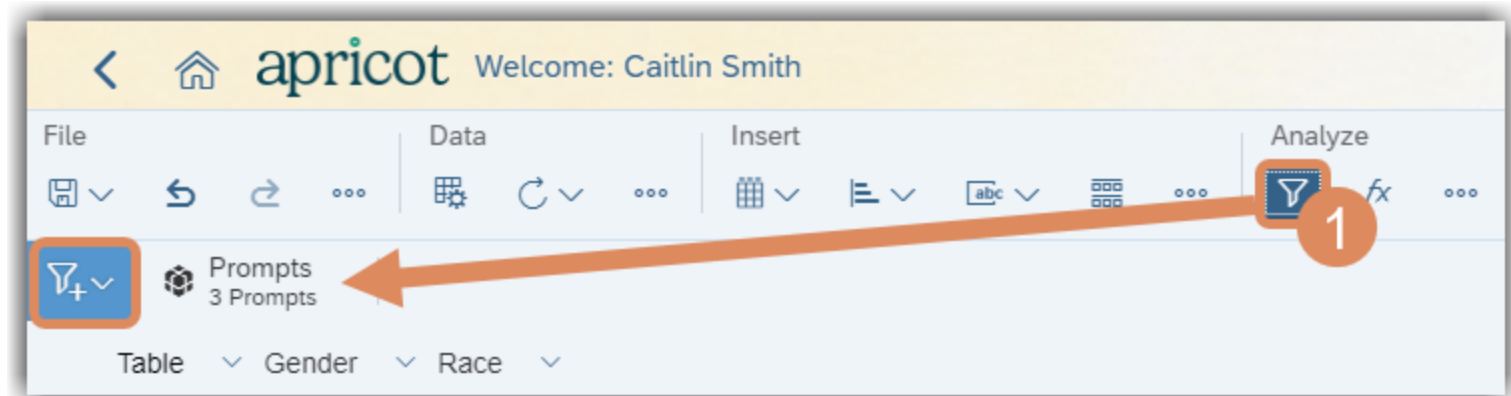
Document
 Current report
 Table
 Header
 Body
 Block 1
 Footer

Type: Multi-List
Operator: In List
User restricted list of values: OFF (+ Select values)
Sort list of values: None
Allow selection of all values: ON
Allow selection of null values: OFF
Reset on refresh: OFF
Default value(s):

3
OK Cancel

Add Input Controls

Enable Filter Bar



Using Input Controls

Content

Select the Input Control on the Filter Bar

Check the values to filter by

The image shows a filter bar interface with two main sections: "Select Goal Status" and "Select Goal Category(s)".

- Select Goal Status:** This section is currently set to "All Values". It features a search input field with the placeholder text "Search" and a magnifying glass icon. Below the search field is a list of four status options, each with a checked checkbox:
 - All
 - Abandoned
 - Complete
 - In progress
- Select Goal Category(s):** This section is currently set to "Employment (2 more)". It features a gear icon and a "on" label.

At the bottom of the filter bar, there is a "Reset" button and an "OK" button. The "Reset" button has a checked checkbox icon next to the text "All".

Additional Resources

Additional Training Opportunities

- Knowledge Base Articles – Search in Chat
- On-demand Videos in our [Bonterra Academy](#)
- Free Webinars & Recordings
- Boot Camps - Intensive Multiday Trainings that Cover the Basics
- Labs - 2 hr Live Trainings on Specific Topics and Capabilities



Build confidence and knowledge
in our software.

Customer Support

Reach out to our Customer Support Team with Questions or Concerns.

Weekdays 7am – 7pm CST via chat or through email: apricot@bonterratech.com

Q & A

- Ask questions about functionality covered in this training
- Ask trainer to redo a demo
- Ask real-life application questions
- Or sign off and we will see you in the next training!



Thank you for attending!

We hope to see you
in future trainings.