Results: Input Controls Webinar

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Meet Your Trainer

Jaime Ransom

Senior Training Specialist

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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.

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Agenda

Overview

Common Uses

Adding Input Controls

Using Input Controls

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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

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Common Uses

Common Uses

Used to allow viewer a flexible selection of data subsets

Examples:

- Demographic value

- Roster/class
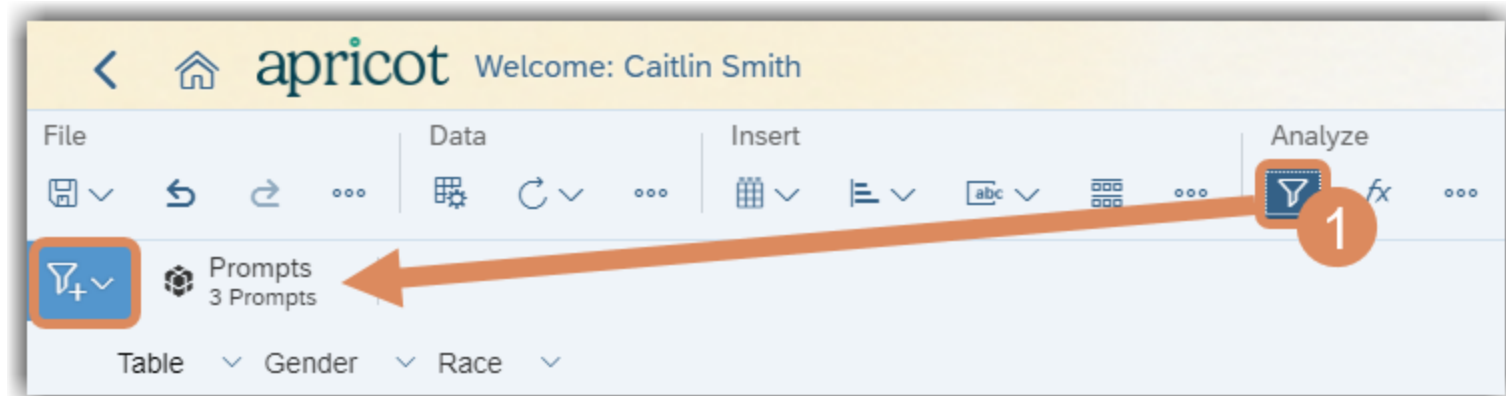
- Program

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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

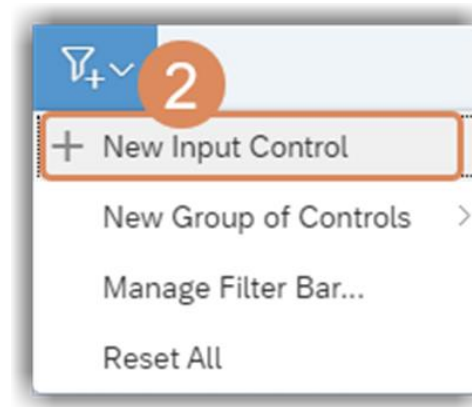4. Repeat Steps 2 & 3 to filter for any additional objects

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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.)

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Add Input Controls

Enable Filter Bar
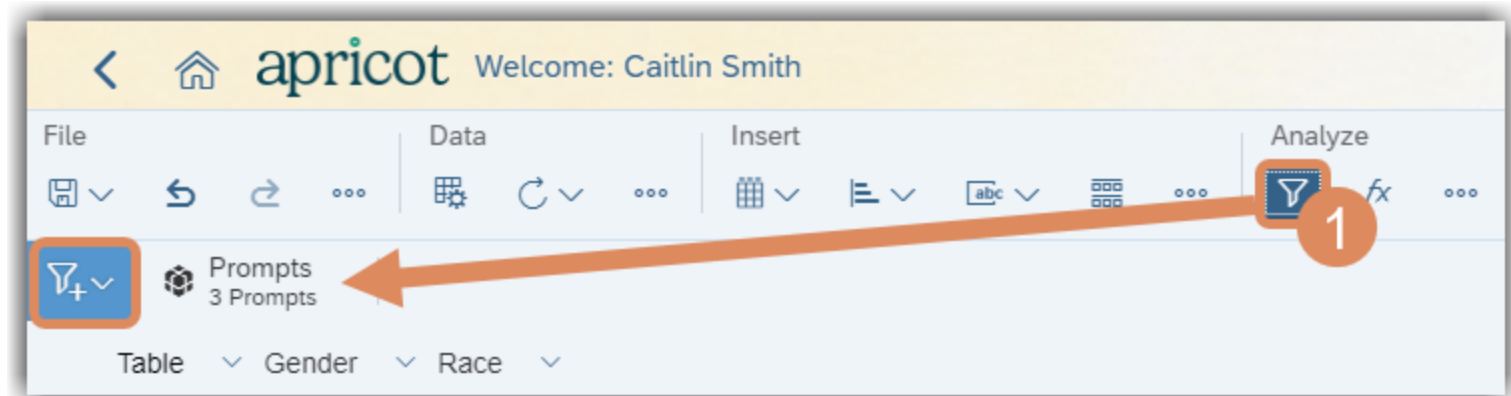
Using Input Controls

Content

Select the Input Control on the Filter Bar

Check the values to filter by

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.

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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

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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!

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Thank you for attending!

We hope to see you
in future trainings.

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