Data Miner Techniques

List Filters

Select one or multiple values from a pre-populated list to limit the records retrieved, such as limiting a list of expenditures to those that occurred during a specified fiscal year.

Selecting a single entry from a drop-down list

In the EBO AP Expenditure Detail dashboard, you want to retrieve expenditures that occurred in just one fiscal year, 2014.

- Click the drop-down arrow to access the list of Fiscal Year choices.
- Click only the year 2014.

Results
The only records retrieved are for expenditures that occurred in FY 2014.

Selecting multiple entries from a drop-down list with checkboxes

In the EBO Suppliers dashboard, you want to retrieve records of all suppliers that are classified as either EMPLOYEE or IN (Individual).

- Click the drop-down arrow to access the list of Supplier Type choices.
- Check one or more boxes in the list:
  - Check the box to the left of EMPLOYEE.
  - Check the box to the left of IN.

Results
The only records retrieved are for suppliers classified as Employee or IN.