



Dhiva - User Filters

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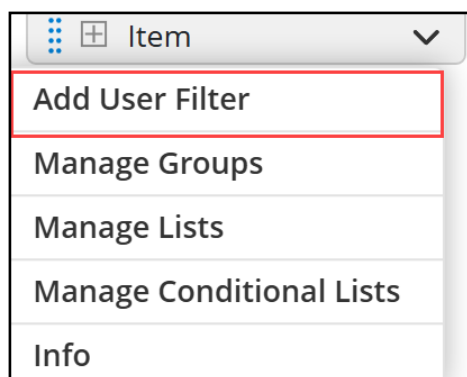
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Creating a User Filter

User Filters can be applied on a Report or Storyboard, enabling users to easily slice and dice the data for a custom view. User Filters can be applied at any point while creating/running assets. A User Filter on a Storyboard behaves similarly to a User Filter in a Report. The main difference is that the User Filter can apply to all or select Dashboards, and they are added via the Options menu in a Storyboard.

The example below explains adding a User Filter on an Attribute/Artifact, but User Filters can also be applied on Stubs and Measure Groups using similar steps via the dropdown on the respective folder in the left-hand panel. In order for the “Add User Filter” option to become available for Stubs, be sure that a Stub is first placed on rows/columns/pages.

1. Click the desired Attribute, List, or Group from the left panel and select the Add User Filter option from the dropdown List. User Filters can also be added for Measure Groups or Measure parameters.



2. Select the desired **User Filter Display and Functionality** options and click **Done**.

Note: Using the **Control Type** setting in this window will change the appearance of the User Filter. We are keeping the default selection of Dropdown in these examples, but User Filters can be a selection list, dropdown list, or text search.

Filter Actions And Appearance

Control Type

☐ List Box

☒ Dropdown

☐ No List Search

Mandatory

☐

Single Select

☒

Display Filter Values in Report Title

☒

Generate Report on Selection

☐

Display In Top User Filter Panel

☒

Enable Cascade Filtering

☒

Select User Filter Values

☐

Display User Filter Name as

Item

Auto

Cancel

DONE

3. The User Filter (indicated as UF) will now appear on the right-hand side of the page. Here, the user can use the dropdown box (the default option, else whichever Control Type was selected in the Filter Actions and Appearance window in the previous step) to modify User Filter(s) to be applied to the data. Notice that the User Filter is also listed in the Filters area. Users may modify or delete the User Filter here by clicking the down arrow and selecting the corresponding option from the dropdown menu.

FILTERS

Week

UF Item

Filters:

Modify

Rename

Remove User Filter

Info

ROWS

Store State

Store City

COLUMNS

Measures

PAGES

UF Item

Select Item

STOR

STORE CITY

UNIT VOLUME-C

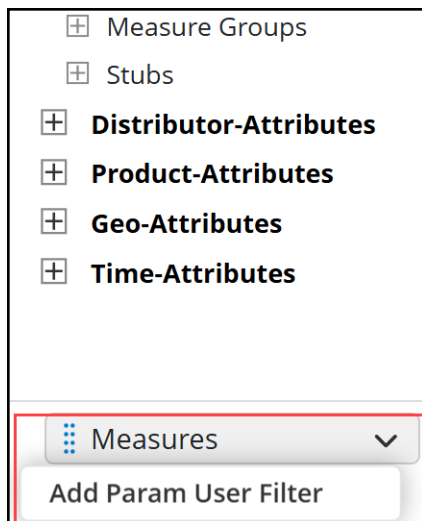
URR-1W

If selection(s) are made from User Filter menus, the data will reflect the applied User Filter(s) once regenerated.

User Filters for Measures

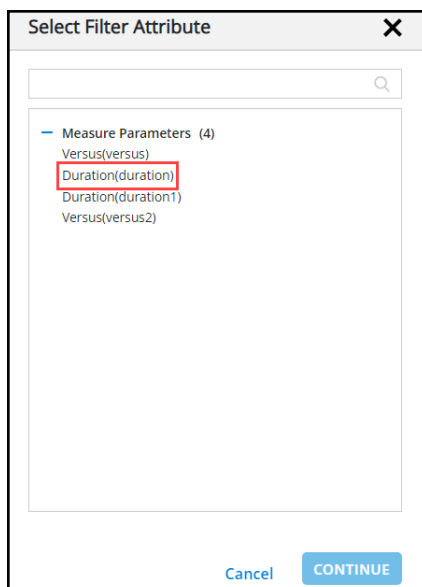
Users also have the ability to add a User Filter for Measure Durations and Versus Periods. This enables users to select the duration and/or versus period across the Measures on a Report.

1. Click on **Measures** in the lower left corner of the page.
2. Select **Add Param User Filter** from the dropdown list that appears.



3. Click the + symbol to expand the list of **Measure Parameters**. Select the option **Duration(duration)**.

Each different numbered “duration” and “versus” in this Attribute list represents a different set of duration/versus options. We typically recommend selecting the base duration(duration) and versus(versus) as shown here because they have all duration/versus options respectively.



4. Select the desired Measures for the Report.

Best Practices Recommendation: Measures should all be defined with the same duration when adding a Duration User Filter. Upon selecting a Duration from the User Filter, all metrics will refresh and populate with the selected Duration applied.

FILTERS

Week

UF Duration(du...)

ROWS

PAGES

COLUMNS

Measures

Filters: Week: Relative (05/10/2025);

UF Duration(duration)_Demo Mfg
Select Duration(duratio...)

UNIT VOLUME-CURR-1W	UNIT VOLUME-PP-1W	\$ VOLUME-CURR-1W
211,965,360.6	208,307,991.8	\$620,260,062.66

5. Select the **13W** option from the Duration User Filter dropdown menu.

FILTERS

Week

UF Duration(du...)

ROWS

PAGES

COLUMNS

Measures

Filters: Week: Relative (05/10/2025); Duration(duration)_Demo Mfg: 13W;

UF Duration(duration)_Demo Mfg
13W

UNIT VOLUME-CURR-13W	UNIT VOLUME-PP-13W	\$ VOLUME-CURR-13W
2,367,125,373.7	2,420,585,702.2	\$6,919,695,535.79

Note: Users can also create a Measure **Versus** User Filter to change the lookbacks of all the Measures on the Report. The process of adding it to the Report would be identical, but the user would instead select a **Versus** option. In addition, this User Filter would function like the **Duration** User Filter in the example above.

Week

UF

Duration(du...

UF

Versus(versu...

ROWS

COLUMNS

Measures

PAGES

Filters: Week: Relative (05/10/2025); Duration(duration)_Demo Mfg: 13W;

UF

Duration(duration)_Demo Mfg

13W

UF

Versus(versus)_Demo Mfg

Select Versus(versus)_D...

UNIT VOLUME-CURR-13W

UNIT VOLUME-PP-13W

\$ VOLUME-CURR-13W

2,367,125,373.7

2,420,585,702.2

\$6,919,695,535.79

%CHG vs PP

%CHG vs YAGO

CHG vs PP

CURR

Week

UF

Duration(du...

UF

Versus(versu...

ROWS

COLUMNS

Measures

PAGES

Filters: Week: Relative (05/10/2025); Versus(versus)_Demo Mfg: CHG vs PP; Duration(duration)_Demo Mfg: 13W;

UF

Duration(duration)_Demo Mfg

13W

UF

Versus(versus)_Demo Mfg

CHG vs PP

UNIT VOLUME-CHG VS PP-DURATION-1W

UNIT VOLUME-CHG VS PP-DURATION-1W(1)

\$ VOLUME-CHG VS PP-DURATION-1W

3,657,368.8

3,657,368.8

\$5,892,830.61

After selecting an option from the User Filter dropdown menu, the selection will be reflected in the Filters line as shown above.

