

# BIG HAIRY DOG FEATURE OF THE MONTH



THE INDUSTRY LEADER IN  
RETAIL PRO SALES & SUPPORT

## EDITING REPORT FILTERS

### *Version 9*

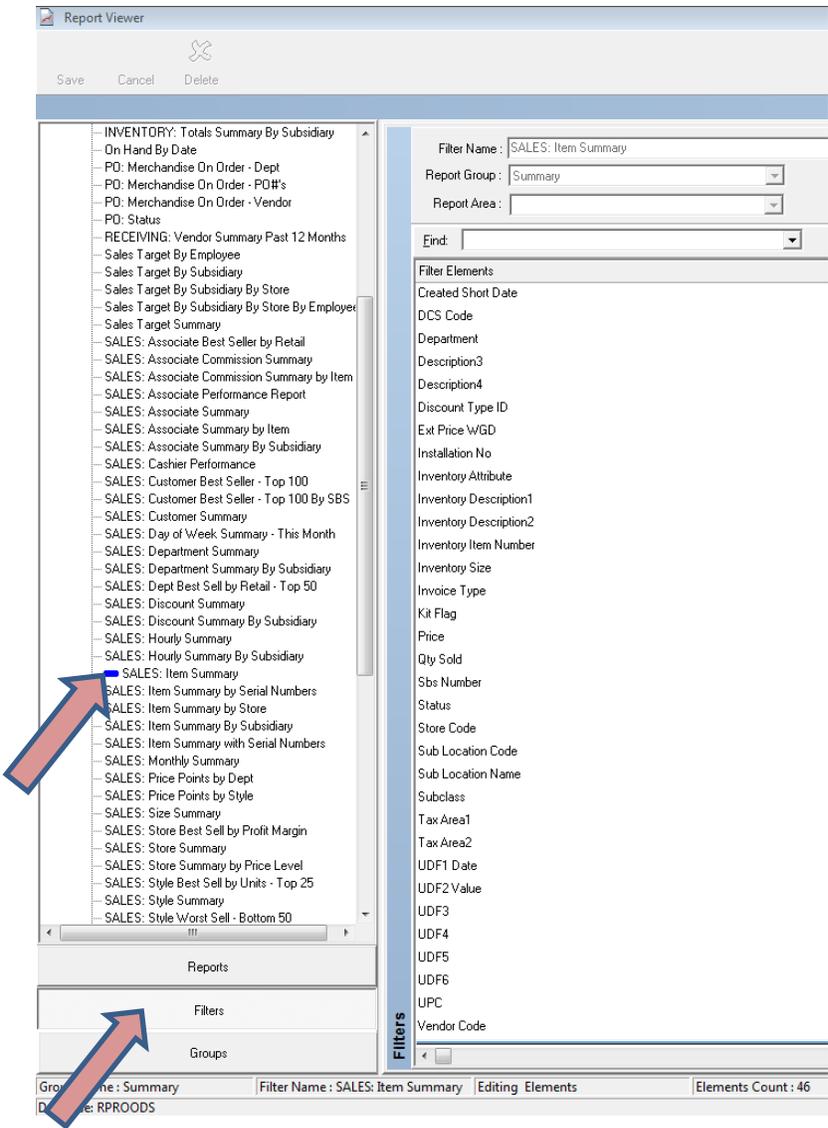
<https://youtu.be/oc7zFb5W5UU>

In Retail Pro Version 9 you can edit and save report filters, eliminating the need to always enter filter parameters for reports that are regularly ran for the same criteria. After saving an edited report filter, the filter can be changed at time of running the report. For example, if you always run an item summary report at the end of day, and you edit the report filter to default to 'today' as the date range, when you run the report you can change the date to 'yesterday' before running the report to view yesterday's item summary. After viewing the report and closing, then next time you run the report it will default to 'today' again.

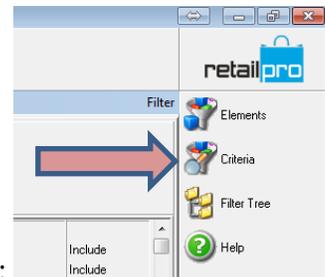
Our example below will demonstrate how to edit the filter for 'SALES: Item Summary' report for a date range of 'today'.

NOTE: If multiple people access the report, register a copy before following these steps.

1. Starting from the main screen in Retail Pro Report, select Reports, then select the report you wish to edit the filter for. Next, click on Filters from below the report tree:



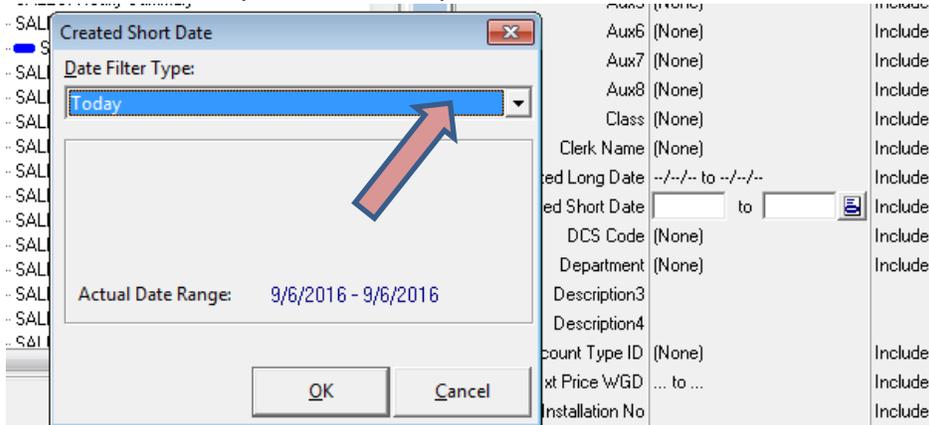
2. Then click on Criteria from the right side, below the Retail Pro button:



3. Next, find the Created Short Date filter and select the "Range Box" on the right:



4. Then select “Today” from the drop down box:



5. Select OK, then Save, Yes to confirm, and finally OK to acknowledge the save.

6. Finally, click on Reports from below the report tree to change the screen back to your reports. Select and run the Item Summary report and you will see the Created Short Date is now default to today's date:

