



Cancer Prevention  
and Control Section

# Michigan WISEWOMAN Program

## BusinessObjects Version 4.3 Manual

If you are having difficulty accessing this document using screen reading software, please reach out to the State of Michigan's Cancer Prevention and Control Section at [MDHHS-MIWISEWOMAN@Michigan.gov](mailto:MDHHS-MIWISEWOMAN@Michigan.gov).

Each local agency is only able to access its own program data.

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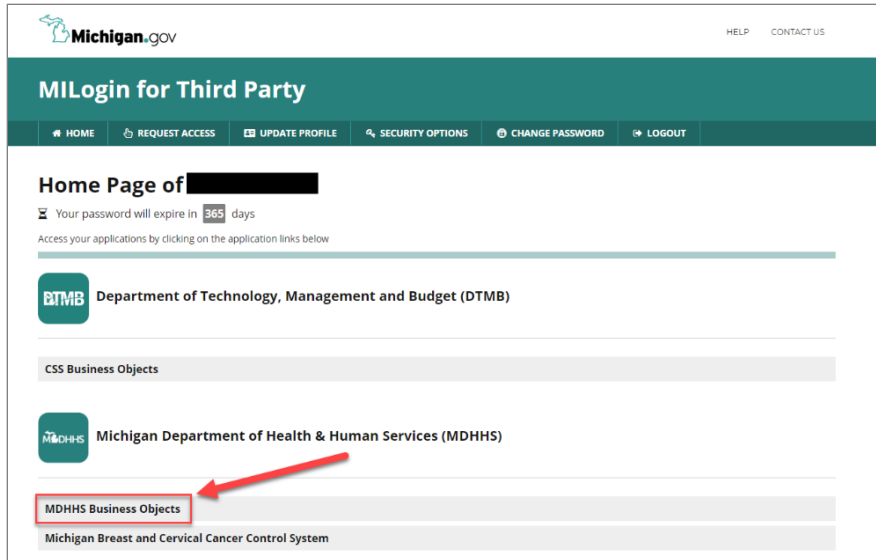
## Introduction to BusinessObjects

Business Objects is a reporting tool that allows State of Michigan WISEWOMAN staff and local agency users to access real time data in the **WISEWOMAN module of the Michigan Breast and Cervical Cancer Control Navigation System (MBCIS)** through a secured internet connection. To access Business Objects the user will log on through the State of Michigan (SOM) MILogin.

Prior to accessing Business Objects, the user must complete the Business Objects Application User Agreement Form. If the user does not have access to BusinessObjects, send an email to ([MDHHS-MBCIS@michigan.gov](mailto:MDHHS-MBCIS@michigan.gov)) requesting a user agreement form. This form is renewed annually to maintain access to the application.

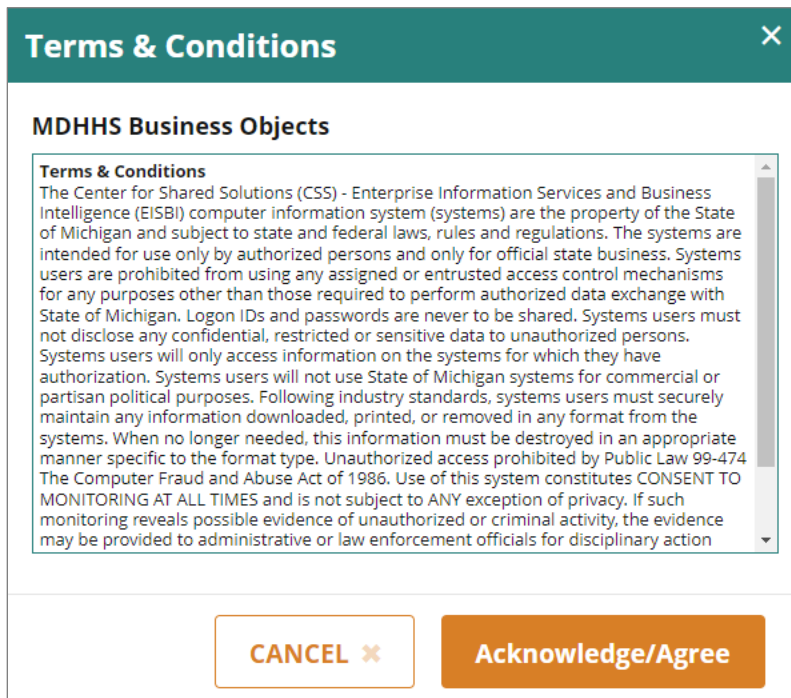
# Accessing the Application

On the MILogin for Third Party homepage, navigate to “MDHHS Business Objects.”



## More Than One Application:

If one or more applications appear, select “MDHHS Business Objects” in the lower left corner.

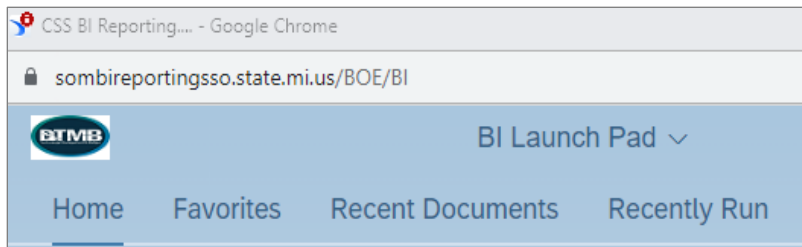


## Terms & Conditions:

The *Terms & Conditions* for user agreement should appear. When ready, select “Acknowledge/Agree” in the lower right corner.

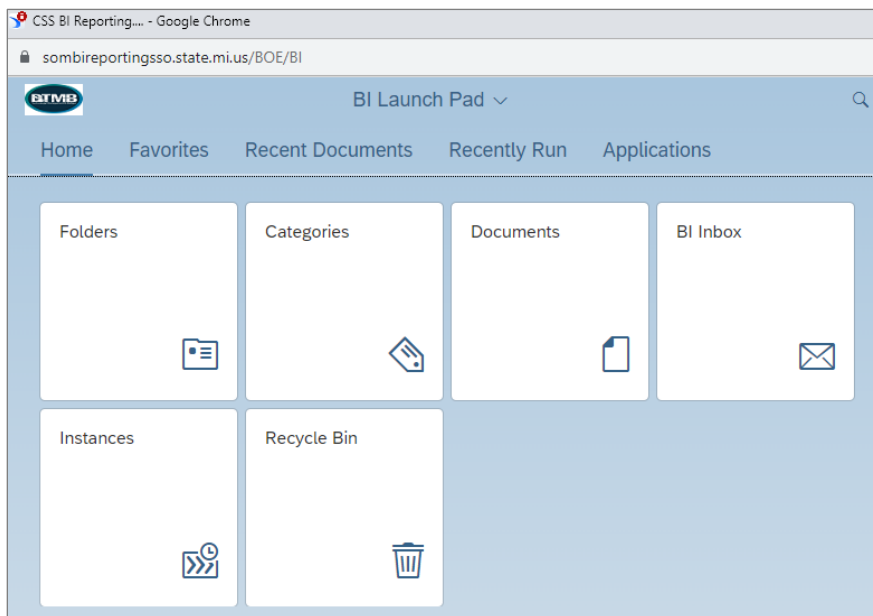
## BusinessObjects Navigation

The Business Intelligence Launchpad has five tabs allowing the user to navigate to different parts of the application: **Home**, **Favorites**, **Recent Documents**, **Recently Run**, and **Applications**. When logging in, the launch pad will display recent documents, the documents the user has designated as favorites, and the recently executed documents that align with regularly scheduled ones.



### Home Tab:

The **Home** tab consists of six tiles: **Folders**, **Categories**, **Documents**, **BI Inbox**, **Instances**, and **Recycle Bin**.

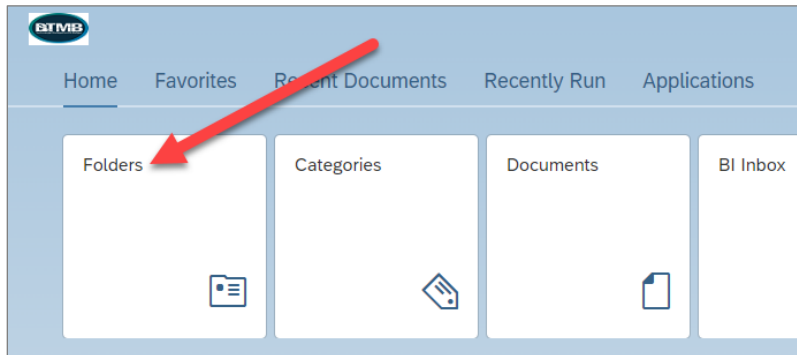
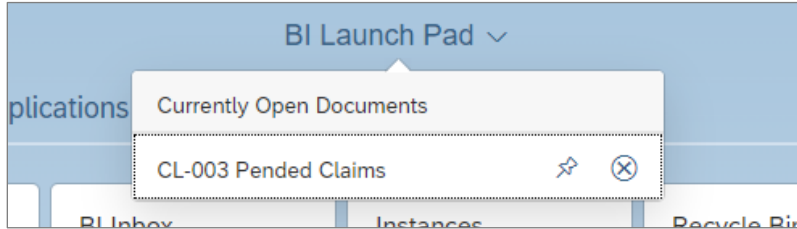


### Folders Tile:

For BusinessObjects users, the primary focus area is the **Folders** tile. Within the **Folders** tile, the user can explore the MBCIS reports.

## Home Page - BI Launch Pad

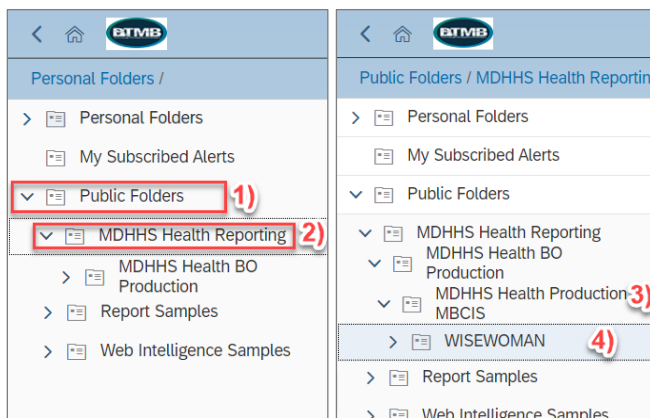
The BI Launchpad will display whichever document/report the user currently has open.



### WISEWOMAN Reports:

To access the WISEWOMAN reports, select the **folders** link on the home page. These reports are up-to-date reports per MBCIS data entry.

To navigate through folders and access different reports, select the **∨** and **>** icons.



### Follow these steps to access the WISEWOMAN reports:

1. Select the arrow next to **“Public Folders.”**
2. Select the arrow next to **“MDHHS Health Reporting,”** then select the arrow next to **“MDHHS Health BO Production.”**
3. Select the arrow next to **MDHHS.”** Health Production **MBCIS.”**
4. Select the word **WISEWOMAN.”**

# Overview of Business Objects Reports

Inside the WISEWOMAN folder are the various reports containing information that has been entered into MBCIS.

**Reminder:** The data in the reports are only as good as the data entered in MBCIS.

Title	Favorites	Type	Description	Last Updated
WW-001 Screeni...		Web Intelligence	WISEWOMAN Screening (Cholest...	Dec 9, 2022 11:18 AM
WW-002 Health I...		Web Intelligence	WISEWOMAN Health Intake respo...	Dec 9, 2022 11:26 AM
WW-003 Caseloa...		Web Intelligence	PM3 (WISEWOMAN Caseload Re...	Dec 9, 2022 11:23 AM
WW-004 RTC co...		Web Intelligence	PM6 (% of Participants who have ...	Dec 9, 2022 11:33 AM
WW-005 Contact...		Web Intelligence	PM5 (Percent of Participants who ...	Dec 9, 2022 11:31 AM
WW-006 Contact...		Web Intelligence	PM6 (% of Participants who have ...	Jul 29, 2022 9:18 AM
WW-007 Contact...		Web Intelligence	PM7 (% of participants enrolled in...	Dec 9, 2022 11:35 AM
WW-008 WW Par...		Web Intelligence	PM8 (% of Participants with High ...	Dec 9, 2022 11:43 AM
WW-009 WW Par...		Web Intelligence	PM9 (% of Participants with High ...	Dec 9, 2022 11:46 AM
WW-010 Contact...		Web Intelligence	RM-A (% of participants who have...	Dec 9, 2022 11:48 AM
WW-011 Contact...		Web Intelligence	RM-B (% of participants who have...	Dec 12, 2022 1:12 PM
WW-012 Client C...		Web Intelligence	WISEWOMAN Clients listing with ...	Dec 12, 2022 8:38 AM
WW-013 Case M...		Web Intelligence	WISEWOMAN Case Management ...	Dec 12, 2022 1:11 PM
WW-014 Particip...		Web Intelligence	WISEWOMAN Participant Agreeem...	Dec 12, 2022 1:10 PM
WW-015 Particip...		Web Intelligence	WISEWOMAN Participant HC and ...	Dec 12, 2022 1:10 PM
WW-016 Outcom...		Web Intelligence	WISEWOMAN Health Improve...	Dec 12, 2022 1:09 PM
WW-017 RRC & ...		Web Intelligence	A summary of the responses to th...	Dec 12, 2022 1:08 PM

Title	Favorites	Type	Description
WW-001 Screenin...		Web Intelligence	WISEWOMAN S
WW-002 Health in...		Web Intelligence	WISEWOMAN H
WW-003 Caseloa...		Web Intelligence	PM3 (WISEWON
WW-004 RTC co...		Web Intelligence	PM6 (% of Part
WW-005 Contact...		Web Intelligence	PM5 (Percent of
WW-006 Contact...		Web Intelligence	PM6 (% of Part
WW-007 Contact...		Web Intelligence	PM7 (% of part
WW-008 WW Part...		Web Intelligence	PM8 (% of Part
WW-009 WW Part...		Web Intelligence	PM9 (% of Part
WW-010 Contact...		Web Intelligence	RM-A (% of part
WW-011 Contact...		Web Intelligence	RM-B (% of part
WW-012 Client C...		Web Intelligence	WISEWOMAN C
WW-013 Case Ma...		Web Intelligence	WISEWOMAN C
WW-014 Participa...		Web Intelligence	WISEWOMAN P
WW-015 Participa...		Web Intelligence	WISEWOMAN P

## View Full Report Titles:

Columns can be adjusted to view the full report title by moving the cursor between the column titles.

MDHHS Health BO Production / MDHHS Health Production MBCIS / WISEWOMAN /

<input type="checkbox"/>	Title	Favorites	Type	Description
<input type="checkbox"/>	WW-001 Screening Details		Web Intelligence	WISEWOMAN Screening (Cholesterol,
<input type="checkbox"/>	WW-002 Health Intake		Web Intelligence	WISEWOMAN Health Intake responses
<input type="checkbox"/>	WW-003 Caseload (PM3)		Web Intelligence	PM3 (WISEWOMAN Caseload Report)
<input type="checkbox"/>	WW-004 RTC complete (PM4)		Web Intelligence	PM6 (% of Participants who have com
<input type="checkbox"/>	WW-005 Contacts (PM5)		Web Intelligence	PM5 (Percent of Participants who have
<input type="checkbox"/>	WW-006 Contacts (PM6)		Web Intelligence	PM6 (% of Participants who have com
<input type="checkbox"/>	WW-007 Contacts (PM7)		Web Intelligence	PM7 (% of participants enrolled in hea
<input type="checkbox"/>	WW-008 WW Participants with High BP (PM8)		Web Intelligence	PM8 (% of Participants with High BP a
<input type="checkbox"/>	WW-009 WW Participants with High BP (PM9)		Web Intelligence	PM9 (% of Participants with High BP a
<input type="checkbox"/>	WW-010 Contacts (RM-A)		Web Intelligence	RM-A (% of participants who have con
<input type="checkbox"/>	WW-011 Contacts (RM-B)		Web Intelligence	RM-B (% of participants who have con
<input type="checkbox"/>	WW-012 Client Contact List		Web Intelligence	WISEWOMAN Clients listing with addre
<input type="checkbox"/>	WW-013 Case Management List		Web Intelligence	WISEWOMAN Case Management case
<input type="checkbox"/>	WW-014 Participant Agreement Details		Web Intelligence	WISEWOMAN Participant Agreement D
<input type="checkbox"/>	WW-015 Participant Contacts		Web Intelligence	WISEWOMAN Participant HC and LSP

**Read More:**

The user can also adjust the **Description** column to read more of the report description.

MDHHS Health BO Production / MDHHS Health Production MBCIS / WISEWOMAN /

<input type="checkbox"/>	Title	Favorites	Type	Description
<input checked="" type="checkbox"/>	WW-001 Screening Details	★	Web Intel...	WISEWOMAN Screening (Chole
<input type="checkbox"/>	WW-002 Health Intake		Web Intel...	WISEWOMAN Health Intake res
<input type="checkbox"/>	WW-003 Caseload (PM3)		Web Intel...	PM3 (WISEWOMAN Caseload F
<input type="checkbox"/>	WW-004 RTC complete (PM4)		Web Intel...	PM6 (% of Participants who ha
<input type="checkbox"/>	WW-005 Contacts (PM5)		Web Intel...	PM5 (Percent of Participants w
<input type="checkbox"/>	WW-006 Contacts (PM6)		Web Intel...	PM6 (% of Participants who ha
<input type="checkbox"/>	WW-007 Contacts (PM7)		Web Intel...	PM7 (% of participants enroll
<input type="checkbox"/>	WW-008 WW Participants with High BP (PM8)		Web Intel...	PM8 (% of Participants with Hig
<input type="checkbox"/>	WW-009 WW Participants with High BP (PM9)		Web Intel...	PM9 (% of Participants with Hig
<input type="checkbox"/>	WW-010 Contacts (RM-A)		Web Intel...	RM-A (% of participants who ha
<input type="checkbox"/>	WW-011 Contacts (RM-B)		Web Intel...	RM-B (% of participants who ha
<input type="checkbox"/>	WW-012 Client Contact List		Web Intel...	WISEWOMAN Clients listing wit

**Mark Favorite Reports:**

The user can select a report as a favorite by navigating the **Favorites** column next to the desired report title.

Home Favorites Recent Documents Recently Run Applications

Folders

Categories

Documents

BI Inbox

Instances

**Favorites**

WW-001 Screening Details

Dec 9, 2022 11:18 AM

**Viewing Favorite Reports:**

Upon returning to home page, the user now has easy access to the favorite report(s), as seen in the image on the left.

Below, are some highlights from a few of the reports available to the WISEWOMAN agencies that may be of interest:

1. WW-001 Screening Details
2. WW-002 Health Intake
3. WW-003 Caseload (PM3)
4. WW-18 Fasting Lipids Required

<input type="checkbox"/>	Title	Favorites	Type	Description
<input type="checkbox"/>	WW-001 Screening Details		Web Inte...	WISEWOMAN Screening (Cholesterol, BP and Di
<input type="checkbox"/>	WW-002 Health Intake		Web Inte...	WISEWOMAN Health Intake responses for all par
<input type="checkbox"/>	WW-003 Caseload (PM3)		Web Inte...	PM3 (WISEWOMAN Caseload Report by Facility,
<input type="checkbox"/>	WW-004 RTC complete (PM4)		Web Inte...	PM6 (% of Participants who have completed a P
<input type="checkbox"/>	WW-005 Contacts (PM5)		Web Inte...	PM5 (Percent of Participants who have complete
<input type="checkbox"/>	WW-006 Contacts (PM6)		Web Inte...	PM6 (% of Participants who have completed a P
<input type="checkbox"/>	WW-007 Contacts (PM7)		Web Inte...	PM7 (% of participants enrolled in health coachir
<input type="checkbox"/>	WW-008 WW Participants with ...		Web Inte...	PM8 (% of Participants with High BP at screening
<input type="checkbox"/>	WW-009 WW Participants with ...		Web Inte...	PM9 (% of Participants with High BP at screening
<input type="checkbox"/>	WW-010 Contacts (RM-A)		Web Inte...	RM-A (% of participants who have completed HC
<input type="checkbox"/>	WW-011 Contacts (RM-B)		Web Inte...	RM-B (% of participants who have completed HC
<input type="checkbox"/>	WW-012 Client Contact List		Web Inte...	WISEWOMAN Clients listing with address, email .
<input type="checkbox"/>	WW-013 Case Management List		Web Inte...	WISEWOMAN Case Management case listing wit
<input type="checkbox"/>	WW-014 Participant Agreeemen...		Web Inte...	WISEWOMAN Participant Agreement Details

### Accessing Reports:

To access the report, select the report title in the leftmost column.

<input type="checkbox"/>	WW-015 Participant Contacts		Web Inte...	WISEWOMAN Pa
<input type="checkbox"/>	WW-016 Outcome Tracking		Web Inte...	WISEWOMAN He
<input type="checkbox"/>	WW-017 RRC & Referrals Resulting from Screening		Web Inte...	A summary of the
<input type="checkbox"/>	WW-018 Fasting Lipids Required		Web Inte...	Women listed on

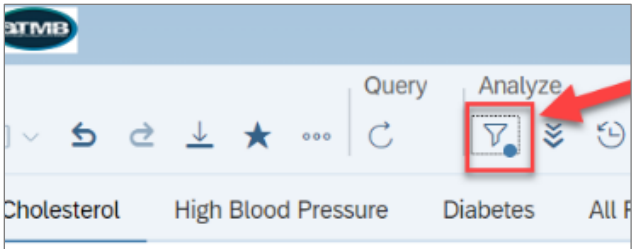
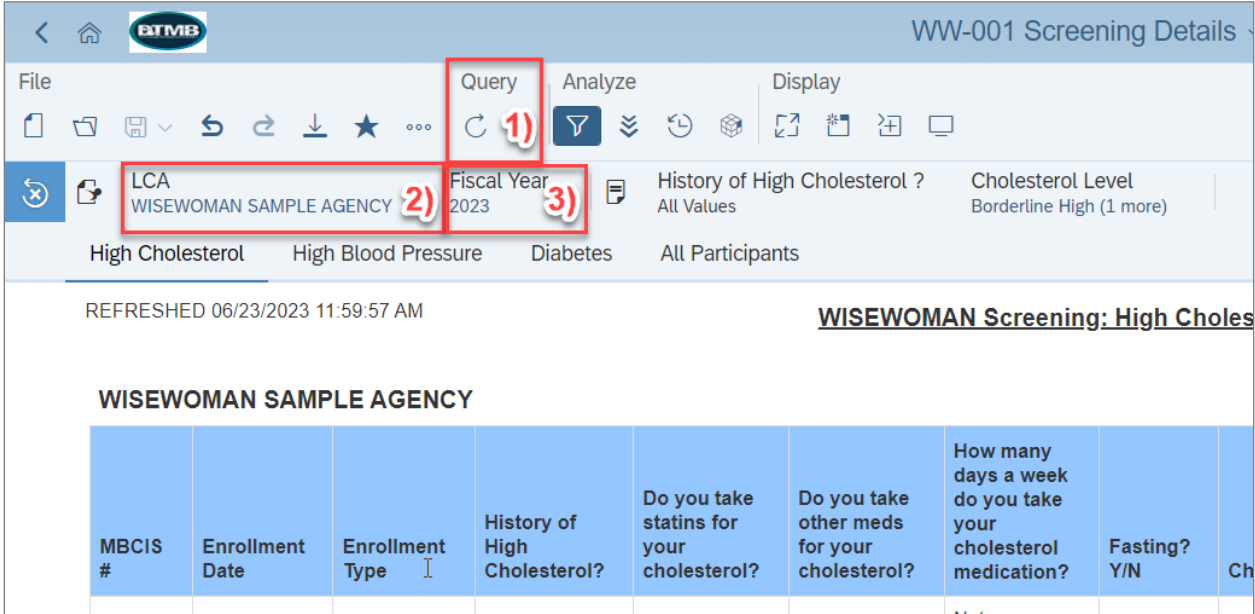
### Scrolling:

Users may need to scroll down to see the reports near the bottom of the window.

# Document Reporting Features

“WW-001 Screening Details” document/report is open and being viewed:

- 1. The button under **Query** is to refresh the data to ensure user has the most up-to-date report. Sometimes the report opens with no data and user should refresh the report.
- 2. Select the **LCA** of interest in the submenu bar at the top of the window; select “OK.”
- 3. Select the **Fiscal Year** of interest in the submenu bar at the top of the window; select “OK.”



### Additional Information:

If the user cannot perform steps 2) and 3) above, they may need to select the highlighted button under **Analyze** in the upper menu bar (see image on the left) to display the dropdown menus for LCA and Fiscal Year.

**(Screening Detail Report continued)**

4. Note the options highlighted in the image below allow the viewer to switch between measures of interest. These are different tabs of the same report.
5. Report may have multiple pages of data. These pages can be accessed by bringing the cursor to the bottom of the window.

REFRESHED 06/23/2023 11:59:57 AM

**WISEWOMAN Screening: High Cholesterol**

**WISEWOMAN SAMPLE AGENCY**

MBCIS #	Enrollment Date	Enrollment Type	History of High Cholesterol?	Do you take statins for your cholesterol?	Do you take other meds for your cholesterol?	How many days a week do you take your cholesterol medication?	Fasting? Y/N	Cholesterol	Cholesterol Level	HDL	HDL Level
	11/7/2022	Baseline	No	No	No	Not Applicable	Yes	214	Borderline High	56	Desira
	3/7/2023	Returning	Yes	Yes	Yes	7 Days	Yes	208	Borderline High	71	Very Desira
	5/11/2023	Baseline	Yes	Yes	No	None	Yes	258	HIGH	76	Very Desira
	1/9/2023	Follow-up		No	No	Not Applicable	Yes	227	Borderline High	49	Desira
	3/30/2023	Follow-up		No	No	Not Applicable	Yes	257	HIGH	78	Very Desira
	5/16/2023	Baseline	Yes	No	Yes	7 Days	Yes	241	HIGH	51	Desira
	4/10/2023	Baseline	No	No	No	Not Applicable	Yes	270	HIGH	49	Desira

Count: Go To 1 of 1

**(Screening Detail Report continued)**

6. For each tab of the report, there is an additional drop-down menu. For the **High Cholesterol** tab, there are two drop-down options to view different measures of interest.
  - a. "History of High Cholesterol"
  - b. "Cholesterol Level"

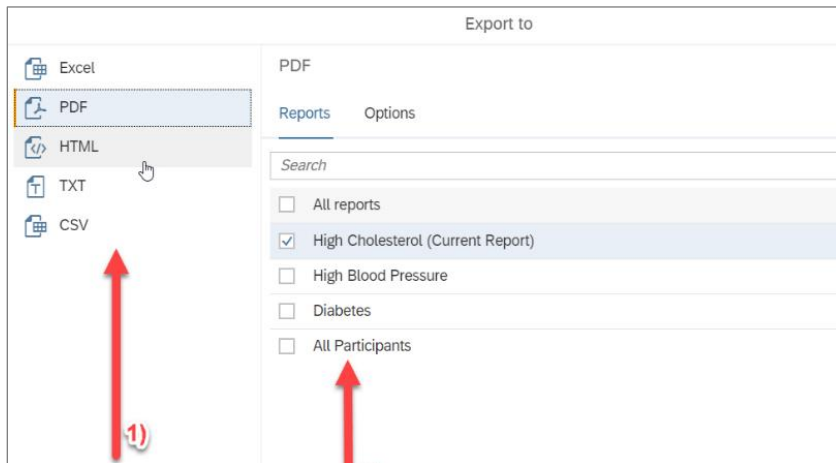
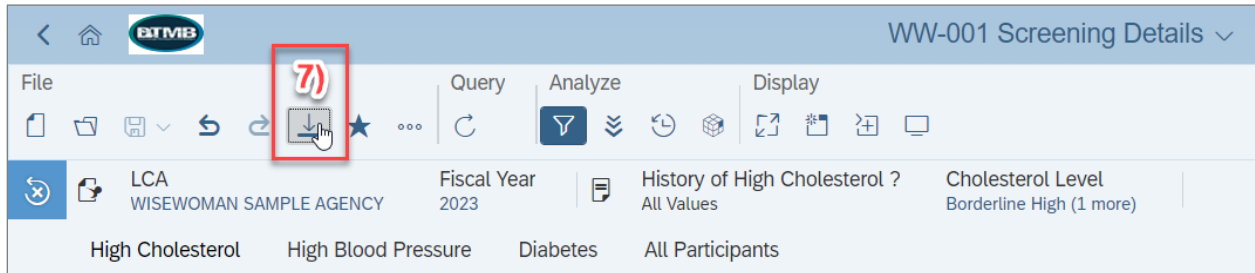
REFRESHED 06/23/2023 11:59:57 AM

**WISEWOMAN SAMPLE AGENCY**

MBCIS #	Enrollment Date	Enrollment Type	History of High Cholesterol?	Cholesterol
	11/7/2022	Baseline	No	214
	3/7/2023	Returning	Yes	208
	5/11/2023	Baseline	Yes	258
	1/9/2023	Follow-up	No	227
	3/30/2023	Follow-up	No	257
	5/16/2023	Baseline	Yes	241
	4/10/2023	Baseline	No	270
<b>Count:</b>				

## Export/Download a Report

7. To download a report, the user can select the **export** button in the upper menu bar.



### Export to Window:

The “**Export to**” window will pop up and allow the user to select 1) the format of the report and 2) which report tabs to include in the download.

Baseline (2 more) No filter

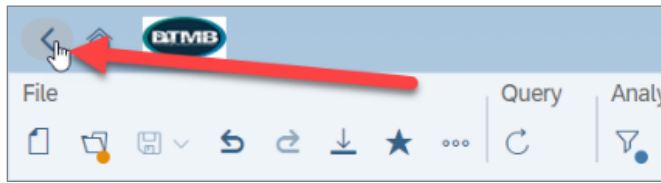
All Participants

WISEWOMAN Screening: All Participants

Weight	BMI	Waist	Systolic	Diastolic	Cholesterol	HDL	LDL	Triglycerides	A1c	Glucose	Fasting? Y/N	Notes
168	33.3		112	76	147	53	73	125	7.2		Yes	
			186	94								added on low dose spironolactone
210	36.04		178	110	184	91	76	85	5.3		Yes	
189	33.48		138	78							Yes	
241	41.36		126	78	173	48	109	75		95	Yes	
164	31.58		144	96	214	58	144	65		81	Yes	
190	33.65		140	80	208	71	119	81	6		Yes	
188	40.25		124	74	173	47	107	99	5.9		Yes	
215	39.32		132	74	258	76	156	135	9		Yes	
263	43.85		136	80							Unknown	
402	75.95		164	90	142	39	89	56	6.4		Yes	increase amlodipine dosage

### All Participants Tab

The “**All Participants**” tab has additional information under **Notes** when user scrolls to the right side of the document. An example of this can be seen in the image on the left.



### Returning to a List of Reports:

To return to the list of reports, select the back arrow button in upper left corner of the window as seen in the image on the left.

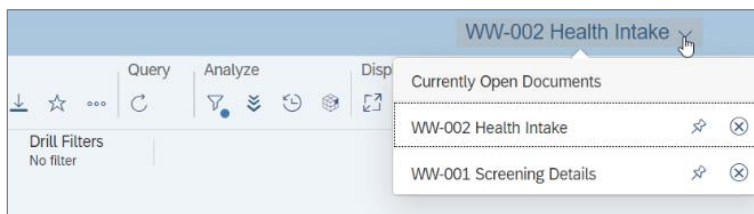
Folders ▾

/ MDHHS Health BO Production / MDHHS Health Production MBCIS / WISEWOMAN /

☐	Title	Favorites	Type	Description
☐	WW-001 Screeni...	★	Web Intelligence	WISEWOMAN
☐	WW-002 Health I...		Web Intelligence	WISEWOMAN
☐	WW-003 Caseloa...		Web Intelligence	PM3 (WIS)
☐	WW-004 RTC co...		Web Intelligence	PM6 (% c
☐	WW-005 Contact...		Web Intelligence	PM5 (Per
☐	WW-006 Contact...		Web Intelligence	PM6 (% c

### Viewing the List of Reports:

The list of reports is displayed after selecting the back button. The Health Intake report may also be of interest to the user.



**Note:** In the image on the left, the user can have multiple reports open and access them by hovering the cursor to the right of the report title.

WW-002 Health Intake ▾

File Query Analyze Display

Drill Filters No filter

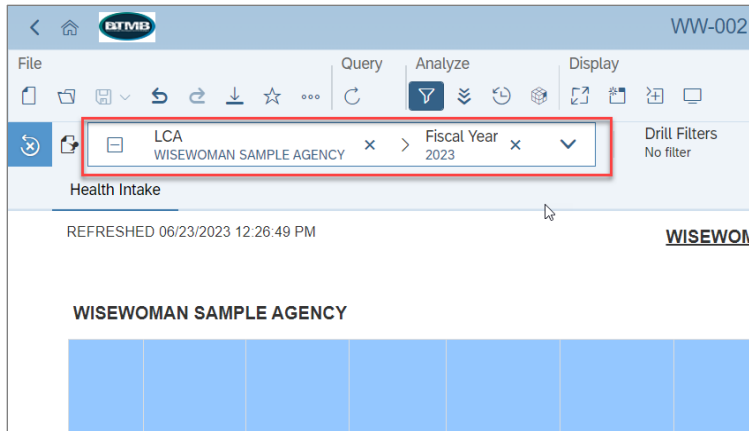
Health Intake

REFRESHED 12/06/2022 03:26:02 PM **WISEWOMAN: Health Intake**

MBCIS #	Last Name	First Name	Enrollment Date	Enrollment Type	Q1 Highest Level of Education	Q2 Ever been told you have high cholesterol?	Q3 Do you take statins to lower your cholesterol?	Q4 Do you take other meds to lower your cholesterol?
Count:								

### Refreshing the Report:

The image on the left is a reminder to refresh the report; if the dropdown menus are not appearing, select the button under **Analyze** in the upper menu bar. As seen in the image on the left, this report opened with no data displayed, requiring the user to refresh the report.



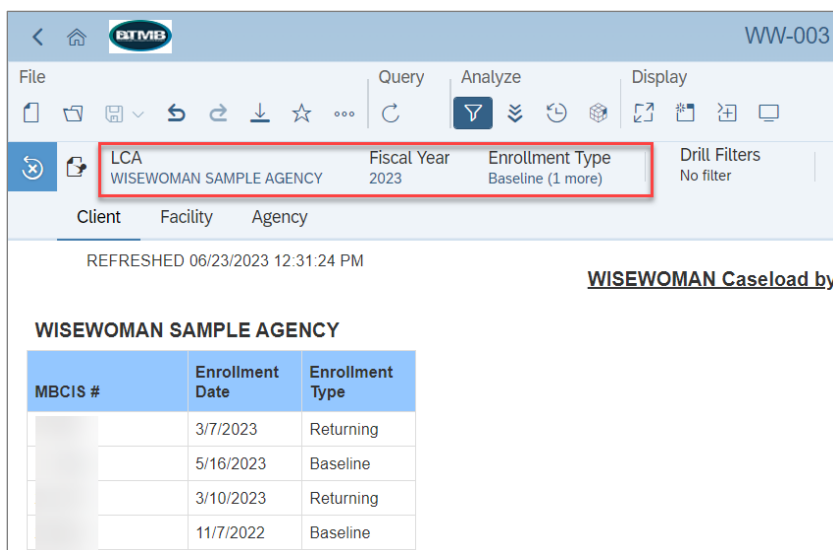
**Health Intake Document:**  
 The Health Intake document has the same drop-down options for viewing as the Screening Details report but contains all the information included in the health intake forms that are entered into MBCIS during the initial screening at baseline or returning enrollments.

Folders ▾

/ MDHHS Health BO Production / MDHHS Health Production MBCIS / WISEWOMAN /

<input type="checkbox"/>	Title	Favorites	Type
<input type="checkbox"/>	WW-001 Screeni...	★	Web Intelligence
<input type="checkbox"/>	WW-002 Health I...		Web Intelligence
<input type="checkbox"/>	WW-003[Caselo...		Web Intelligence
<input type="checkbox"/>	WW-004 RTC co...		Web Intelligence
<input type="checkbox"/>	WW-005 Contact...		Web Intelligence
<input type="checkbox"/>	WW-006 Contact...		Web Intelligence
<input type="checkbox"/>	WW-007 Contact...		Web Intelligence

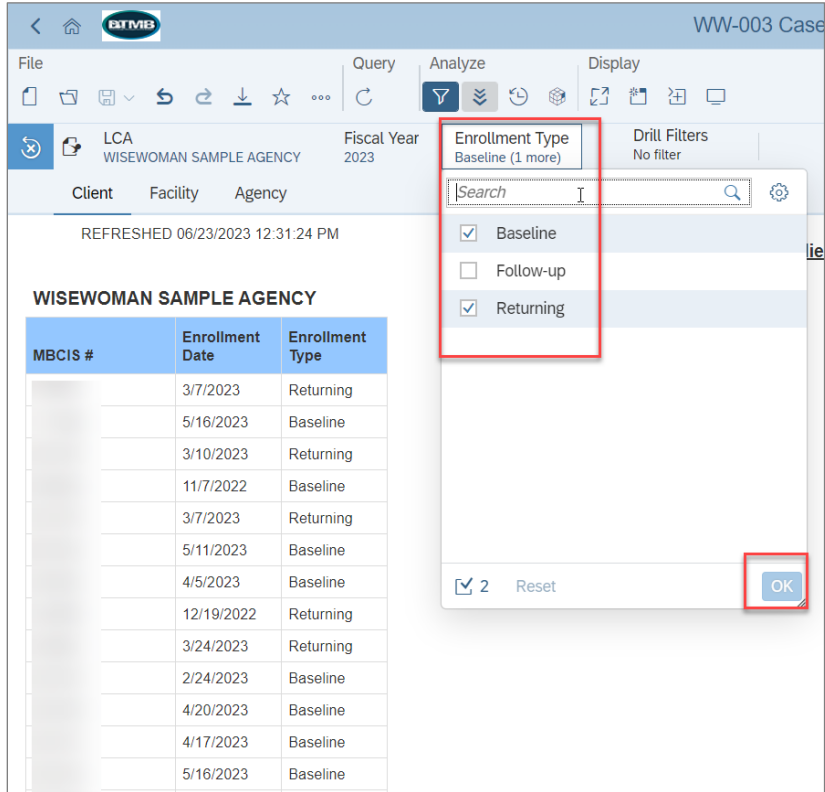
**Reminder:** To return to the list of reports, select the back arrow button in the upper left portion of the window. Another report of interest may be the WW-003 Caseload Report.



**Caseload Report:**  
 The *Caseload* document/report has the same drop-down menus, plus an additional drop-down menu to selectively view **“Enrollment Type.”**



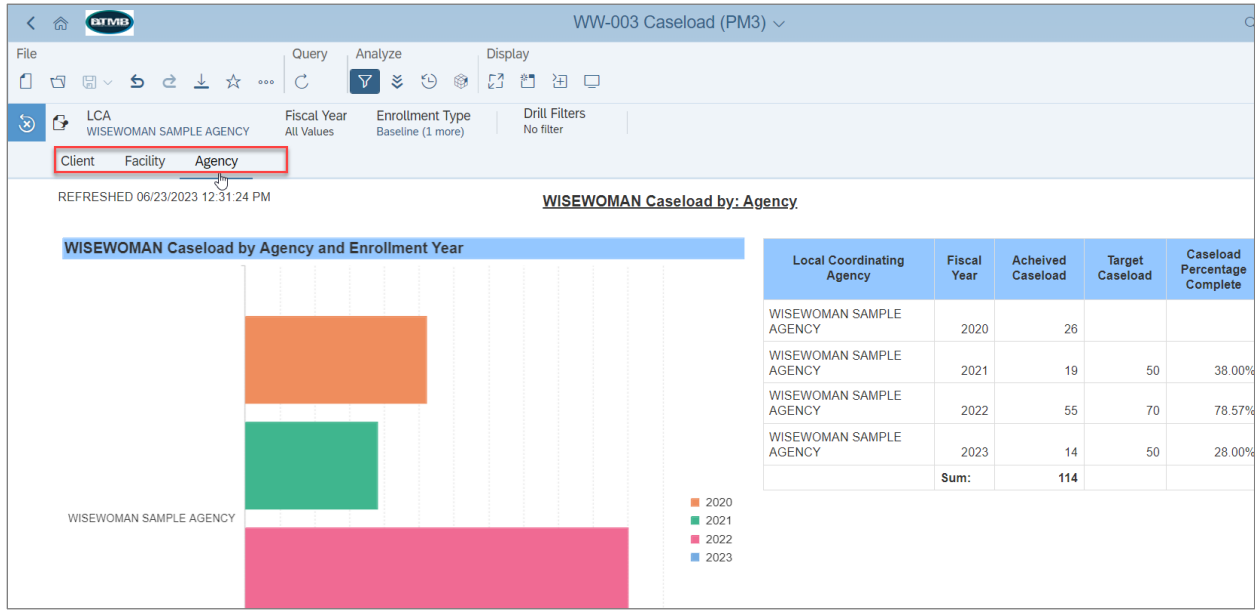
**Reminder:** Select the buttons under *Query* and *Analyze* if the report appears incomplete.



**Caseload Report:**

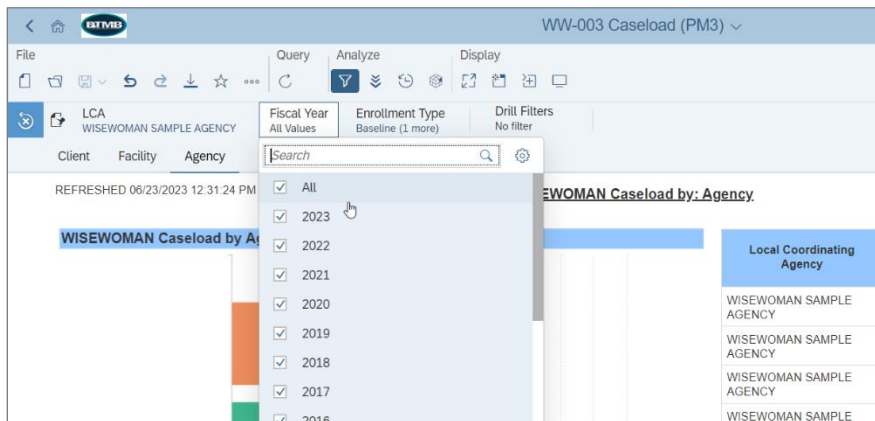
The *Caseload* report can be used to view the data based on enrollment type, as shown in the image below. When selection is complete, remember to select "OK" in the lower right corner.

When the “Agency” tab is selected from the report tab options in the menu at the top of the window, the user can view a summary of the LCA’s caseload. The image below shows the caseload for **WISEWOMAN Sample Agency** for every year that they have partnered with WISEWOMAN. The enrollment types featured in this report include Baseline and Returning (**Reminder:** Make sure the dropdown “Enrollment Type” is selected to view these controls).



The report generated shows:

- Caseload count
- Target caseload
- Percentage of the target caseload that has been met for the specified year(s)



### Selecting Fiscal Years:

The image on the left shows the fiscal years can be selected to view as few or as many as desired.

Another report of interest is WW-018 Fasting Lipids Required.  
**(Reminder: Hit the back arrow in the upper left of the window to return to the report list).**

Title	Favorites	Type	Description	Last Updated
WW-004 RTC co...		Web Intelligence	PM6 (% of Participants who have ...	Dec 9, 2022 11:33 AM
WW-005 Contact...		Web Intelligence	PM5 (Percent of Participants who ...	Dec 9, 2022 11:31 AM
WW-006 Contact...		Web Intelligence	PM6 (% of Participants who have ...	Jul 29, 2022 9:18 AM
WW-007 Contact...		Web Intelligence	PM7 (% of participants enrolled in...	Dec 9, 2022 11:35 AM
WW-008 WW Par...		Web Intelligence	PM8 (% of Participants with High ...	Dec 9, 2022 11:43 AM
WW-009 WW Par...		Web Intelligence	PM9 (% of Participants with High ...	Dec 9, 2022 11:46 AM
WW-010 Contact...		Web Intelligence	RM-A (% of participants who have...	Dec 9, 2022 11:48 AM
WW-011 Contact...		Web Intelligence	RM-B (% of participants who have...	Dec 12, 2022 1:12 PM
WW-012 Client C...		Web Intelligence	WISEWOMAN Clients listing with a...	Dec 12, 2022 8:38 AM
WW-013 Case M...		Web Intelligence	WISEWOMAN Case Management ...	Dec 12, 2022 1:11 PM
WW-014 Particip...		Web Intelligence	WISEWOMAN Participant Agree...	Dec 12, 2022 1:10 PM
WW-015 Particip...		Web Intelligence	WISEWOMAN Participant HC and ...	Dec 12, 2022 1:10 PM
WW-016 Outcom...		Web Intelligence	WISEWOMAN Health Improvemen...	Dec 12, 2022 1:09 PM
WW-017 RRC & ...		Web Intelligence	A summary of the responses to th...	Dec 12, 2022 1:08 PM
WW-018 Fasting...		Web Intelligence	Women listed on the Report shoul...	Dec 12, 2022 1:08 PM
WW-019 Clients ...		Web Intelligence	Clients enrolled in BC3NP and WI...	Dec 12, 2022 1:03 PM

This report also contains the same drop-down options as the other reports viewed, **LCA's** and **Fiscal Year**, but this report also has the drop-down **History of High Cholesterol?**, which allows the user to view clients based on their history of high cholesterol.

The screenshot shows the report interface for 'WW-018 Fasting Lipids Required'. The top navigation bar includes 'File', 'Query', 'Insert', 'Analyze', 'Display', and 'Navigate'. The main content area displays a table for 'WISEWOMAN SAMPLE AGENCY' with the following data:

MBCIS #	Enroll Date	Enrollment Type	Service Date	V
	3/7/2023	Returning	3/7/2023	S
	5/16/2023	Baseline	5/16/2023	M
	5/16/2023	Baseline	5/16/2023	S
	3/10/2023	Returning	3/10/2023	S

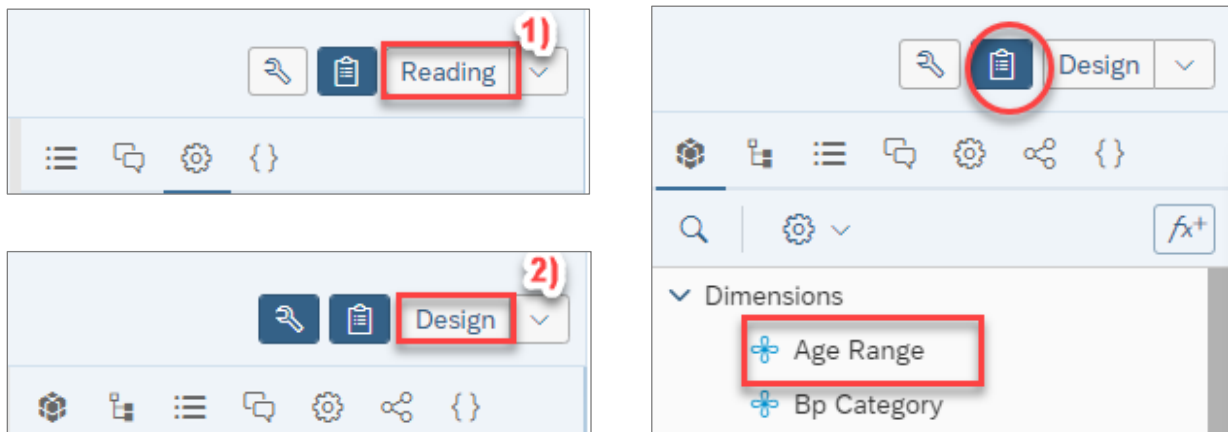
The 'History of High Cholesterol?' dropdown menu is open, showing the following options:

- Yes
- No
- Don't Know
- Omitted/Refused

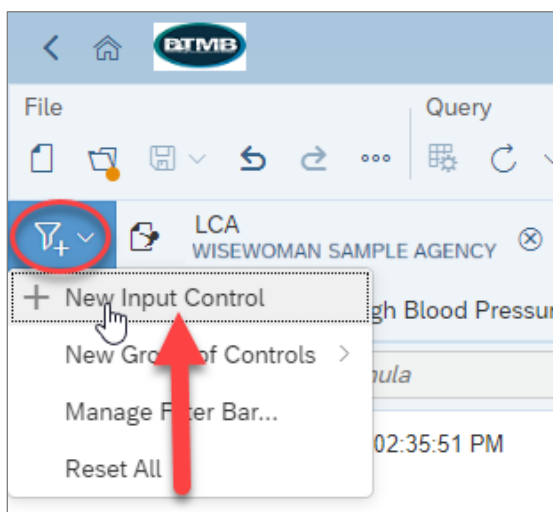
## In-Depth Reporting Features

Changes to these reports will not be saved for the user or for anyone else. If the user wishes to make temporary changes to a report for a more specific interest, they have this option:

If the user wishes to further edit a report for more specific information, they leave “**Reading**” (1) mode can go into “**Design**” (2) mode by selecting the button shown below in the upper right corner of the window.

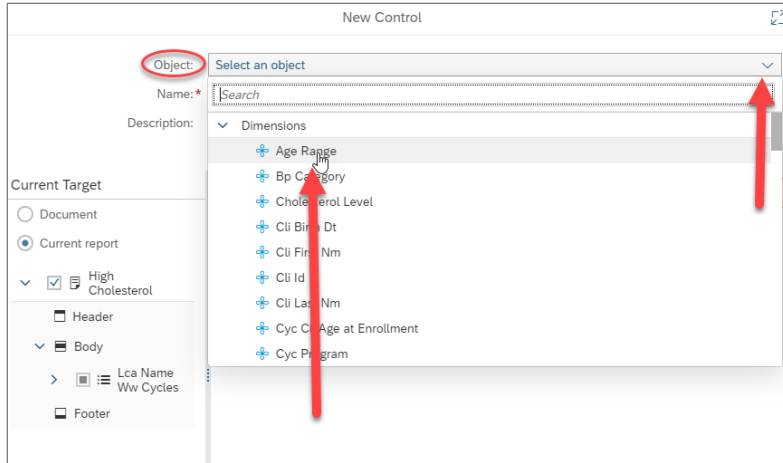


Once users are in **Design** mode, with the clipboard image highlighted, the different details of the report are listed under **Dimensions**, as seen in the image below. These are options for creating further filters for the report.



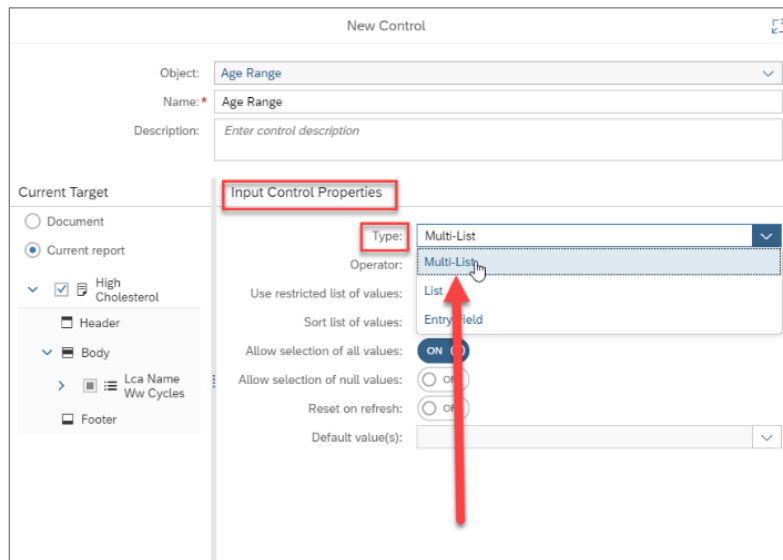
### Selecting Fiscal Years:

On the top left side of the window, users should select the **Filter** icon with a + as shown circled in the image to the right. Select “**+ New Input Control.**”



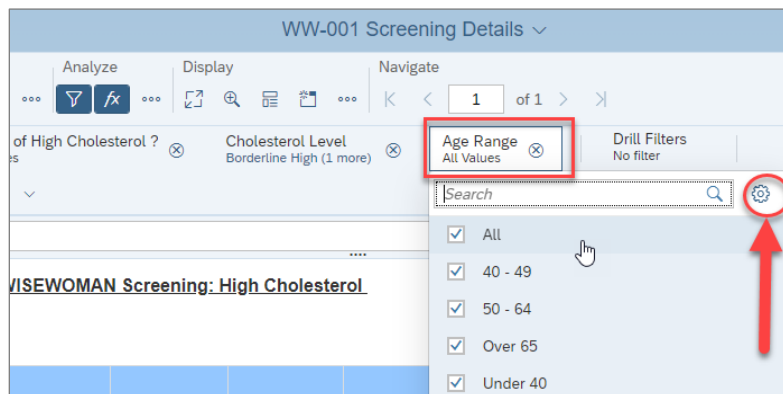
### Report Options to Filter:

The window seen in the image below should pop up on the user's screen. Where it says "**Object**," select the drop-down arrow to view a list of report options to filter. In this example, **Age Range** is selected as a new filter.



### Filter Control Design Options:

The user can explore different filter control design options, as seen in the image on the left. **Multi-List** type is a good option.



### Note:

After selecting "**OK**," the new filter should show, as seen in the image on the left. The gear icon circled below allows the user to revisit the filter settings if the filter is not to their liking.