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Performance DNA Administrator Guide

Using the Report Filters Option

5/12/2025

Using the Report Filters Option

Filters can be created and saved by selecting **Add** which will then present the **Edit User Filters** as per the example below.

Use the drop down box to select the filter. In the example below the options are – Hierarchy, User Field & Group.

Once the filter has been selected click on **Add Filter**.

DMIN REPORTS			
User Result Detail	Edit Test Result Fil Select a Stor type	her: from the list and click Add	Nee Date + Add filter
	14/11/2015	₩ Te 25/12/2015	# Delete
Add Renove			
<brighty criteria=""></brighty>			
Add Renove Seve Filters Load Filters			

In the example below the filter added is the **User Field**, which then reveals the fields available.

Select the additional filter.



In the example below the field selected is Department and this is set to show results for 'IT'. 'IT' has to be manually entered into the right hand box.



Once the filter has been created, this can be saved to use against any report selected. Click on **Save** which will then save the filter to be used as and when required in the **User Filters** box.

Filters:	User Result Detail 🛛
User Filte	ers:
Departr	ment / Shop is 'IT'
Add R	emove

Additional **Test Result Filters** can also be created.

Click on the Add button under the Test Result Filters box.

Test Result Filters:		
Add Remove Save Filters Load Filters		
User Result Detail	•	Create repor

The available filters are then visible in the drop down box. Once the filter has been selected, click on **Add filter**.

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iser filters:	Edit Test Result Fi	iter:		
Department / Shop is TT	Select a filter type	from the list and click Add I	litter: Date: + A	id Filter
	15/11/2015	# Te 15/01/2006	E Delete	
	Save Cancel			
Add Remove				
fest Result Filters:				
<empty orteria=""></empty>				
Add [Renove]				
lave Filters Load Filters				

There are two available options in the Edit Test Result Filter:

Test Result filter as per the example below.



There is also the option to save a specific assessment with the filter if this is a report that has to be created on a regular basis.

Edit Test Result Filter:				
Select a filter type from the list and click Add Filter:	Test Re	sult 1	Ad	d Filter
Select an assessment/content Results Between	0	AND	100	Delete
Save Cancel				

Click on the ... button to open the Assessment Search window.

Once an assessment has been selected, this will save the details together with the results as a filter once **Save** has been selected.

Edit Test Result Filter:					
Select a filter type from the list and	lick	Add Filter	r: Test	Result •	Add Filter
Assessment 1 Results Between	0	AND	100	Delete	
Save Cancel					

Selecting the **Date** filter enables you to filter Test results by date range.



Once the filter has been saved it will appear in the **Test Result Filter** box.



To save the filter for future use, click on **Save Filters...** and give the filter a new name.

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ser Filters:	
add Bernun	
Add Remove	Enter filter name ×
Add Remove est Result Filters: Assessment 'Assessment 1' result	Enter filter name ×
Add Remove est Result Filters: Assessment 'Assessment 1' result between 0 and 100	Enter filter name × Please enter a name to save the filters as:
Add Remove est Result Filters: Assessment 'Assessment 1' result between 0 and 100	Enter filter name Please enter a name to save the filters as:
Add Result Filters: Assessment 'Assessment 1' result between 0 and 100	Enter filter name Please enter a name to save the filters as:
Add Remove est Result Filters: Assessment 'Assessment 1' result between 0 and 100 Add Remove	Enter filter name Please enter a name to save the filters as: OK Cancel

A Notification screen will appear once the filter has been changed.

