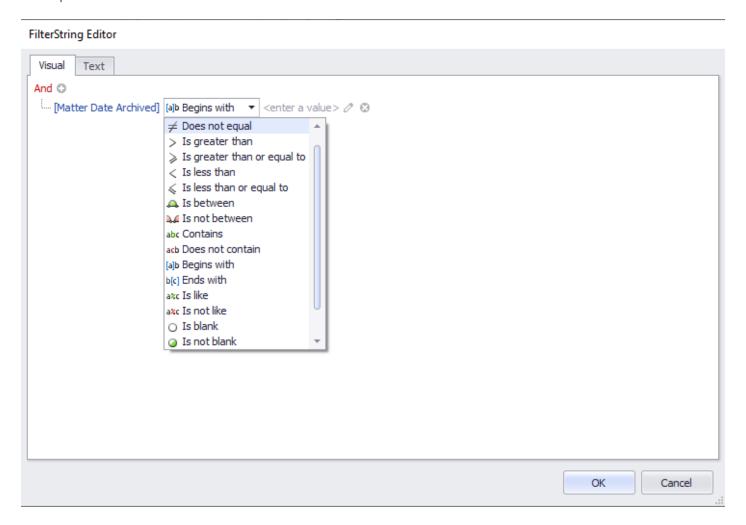# Osprey Approach: Adding filters (parameters) to your reports

This help guide was last updated on
Dec 1st, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=43561

This guide explains how to link parameters to the filter string of your report - this enables the user to filter the report at run time.

Function	Description
Equals	Allows you to filter for an exact data match to the value you enter into the filter box
Does not equal	Allows you to filter for data which does not equal the value you enter into the filter box
Is greater than	Use for numbers or dates - report will show data where the field selected is greater than the value you enter
Is greater than or equal to	Use for numbers or dates - report will show data where the field selected is greater than or equal to the value you enter
Is less than	Use for numbers or dates - report will show data where the field selected is less than the value you enter
Is less than or equal to	Use for numbers or dates - report will show data where the field selected is less than or equal to the value you enter
Is between	Use for numbers or dates - report will show data where the field selected is between the values you enter

Function	Description
Is not between	Use for numbers or dates - report will show data where the field selected is not between the values you enter
Contains	Use for text - report will show data where the field selected contains the word or characters you enter in the filter box
Does not contain	Use for text - report will show data where the field selected does not contain the word or characters you enter in the filter box
Begins with	Use for text - report will show data where the field selected begins with the word or characters you enter in the filter box
Ends with	Use for text - report will show data where the field selected ends with the word or characters you enter in the filter box
Is like	Use for text - report will show data where the field selected contains the word or characters you enter in the filter box, use with wild card %
Is not like	Use for text - report will show data where the field selected does not contain the word or characters you enter in the filter box, use with wild card %
Is blank	Report on records where the field selected is blank or empty e.g. Matter Date Archived Is Blank would return all live matters
Is not blank	Report on records where the field selected is not blank e.g. Matter Date Archived Is Not Blank would return all archived matters
Is any of	Use with Fee Earner/Work Type filters for example, where a list is required. e.g. Matter Fee Earner ID Is Any Of ?FeeEarner would allow you to select one or many fee earners to filter the report by
Is none of	Use with Fee Earner/Work Type filters for example, where a list is required. e.g. Matter Fee Earner ID Is None Of ?FeeEarner would allow you to exclude the chosen fee earners from your report

More Report Writer links