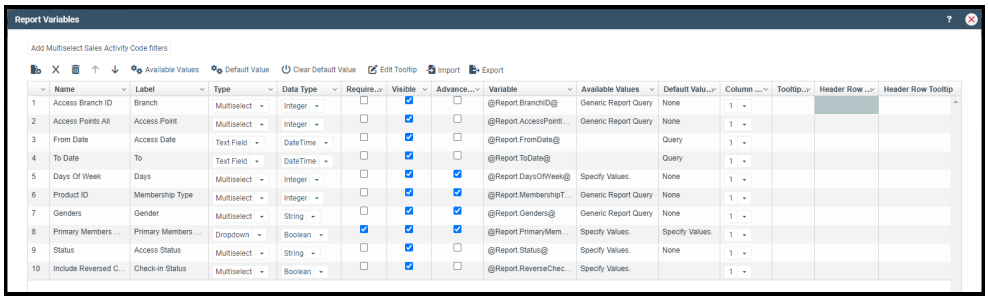
Last Modified on 09/28/2026 2:37 pm EDT

Report Variables

Choose a Report > General Tab > Report Variables

This is the setup of filters that appear on the "**Select Tab**". The variables must appear somewhere in the where clause of the general tab or within the query. Setting up report variables requires a base knowledge of SQL and the query writer within the generic report writer. Before use, please get in touch with the SGA team for additional training.



Add Multiselect Sales Activity Code Filters

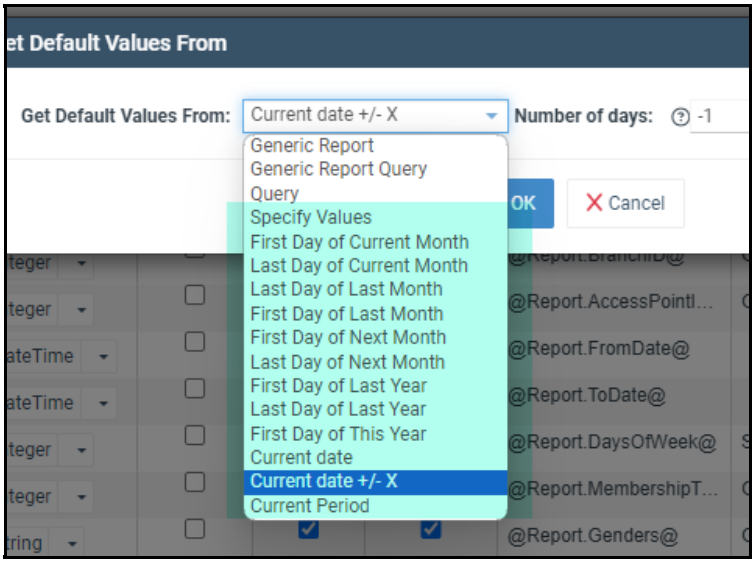
- This is an **SGA Pulse-only** feature. It adds all parts of the activity code as multi-select filters. The corresponding code will be added automatically if the where clause box is left empty.

Toolbar

- **New:** Add a new report variable.
- **Delete/Delete all**.
- **Arrows:** Move the variable up and down. The order of variables within the setup determines the order in which they appear on the Select tab.
- **Available Values:** This will only be available for variables that use the type multi-select or dropdown. This will be elaborated on further in the article.
- **Default Value:** This dictates what the report's default value is. This will be elaborated on further in the article.
- **Clear Default Value:** This is the only way to delete the default value.
- **Edit Tooltip:** This will open a text box that allows for an easier way to edit the tooltip or header row tooltip if that cell is selected.
- **Import/Export:** Exports a file with the report variable setup that can be imported into another report.

NOTE: *The logic to alter the report with the variables must already be in the query or the Where Clause box on the General Tab. The import/export is simply a tool for ease of setup.*

Variable Setup

- **Name:** Name of the variable.
- **Label:** This is what is seen on the **Select** tab.
- **Type:** Multiselect (can choose multiple items), Dropdown (Only one item can be chosen), and Text.
- **Data Type:** String, Integer, Decimal, DateTime, Date, Time, Boolean.
- **Required.**
- **Visible:** This will hide the variable from the **Select** tab.
- **Advanced:** If checked, this will be under the “Show Advanced” button on the **Select** tab.
- **Variable:** This is the variable that is used within the query. It must be in the following format @Report.xxxxx@.
- **Available Values:** (Only used with dropdown and multiselect)
  - **Generic Report:** Use an ID and name column from a report to get the values available.
  - **Generic Report Query:** Uses a query file within the reporting system to get the available values.
  - **Query:** Uses a query that is only available for that variable.
  - **Specify Values:** This gives the ability to key in custom values.
- **Default Values:**
  - **Generic Report:** Use an ID and name column from a report to get the values available.
  - **Generic Report Query:** Uses a query file within the reporting system to get the available values.
  - **Query:** Uses a query that is only available for that variable.
  - **Specify Values:** This gives the ability to key in custom values.
  - **Default Values:** For when a data type is datetime or date.
    - 

- **Column Nbr:** defines if the variable is displayed on the select tab in the first or second column.
- **Tooltip:** This will put a help bubble on the variable.
- **Header Row:** Add a gray header to help organize variables.

- **Header Row Tooltip:** Adds a help bubble to the header row.