

# PreciseTime: Adding a Filter for Employee to Reports

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This article applies to: PreciseTime

**Issue:** Before running reports, the Report Parameters display the different filters that have been designed into the report. However, Employee is missing as a report parameter. This article describes the process for adding a filter to a PreciseTime report so that it can be filtered by Employee Number after the report has been run.

## How to Add an Employee Number Filter to a Report

Once the filter has been added, you can:

1. **Navigate to: Report > All Reports**
2. **Select the desired report, then "Design Report"**  
In this example, we will be editing the Weekly Timecard Report
3. **Make Note of the Data Source**  
Double click on the blue data band in the middle of the report  
Under "Data Source" make note of the selected Data Source.  
In this example it is: SpWeeklyTimecard  
You can then select "OK" to close this dialog.

Section7

{FileNameLabel}

Not all results can be displayed. Please filter the data to return fewer results.

GroupHeaderBand1; Condition: {SpWeeklyTimecard.first\_day}

Timecard.first\_day.ToShortDateString() + " - " + SpWeeklyTimecard.first\_day.AddDays(6).ToShortDate

All days for each week are included.

GroupHeaderBand2; Condition: {SpWeeklyTimecard.employee\_last\_name + ", " + SpWeeklyTimecard.employee\_first\_name}

{SpWeeklyTimecard.employee\_first\_name + " " + SpWeeklyTimecard.employee\_last\_name}

{DepartmentLabel}; {SpWeeklyTimecard.department\_code}; {EmployeeNumberLabel}; {SpWeeklyTimecard.employee\_number}

Section8; Data Source: SpWeeklyTimecard

|                  | Timecard.day_1.ToShortDateString() | Timecard.day_2.ToShortDateString() | Timecard.day_3.ToShortDateString() | Timecard.day_4.ToShortDateString() | Timecard.day_5.ToShortDateString() | Timecard.day_6.ToShortDateString() | Timecard.day_7.ToShortDateString() |
|------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Absence Hours    | WeeklyTimecard.ab                  | WeeklyTimecard.ab                  | WeeklyTimecard.ab                  | WeeklyTimecard.ab                  | WeeklyTimecard.ab                  | WeeklyTimecard.ab                  | WeeklyTimecard.ab                  |
| Regular Hours    | WeeklyTimecard.reg                 | WeeklyTimecard.reg                 | WeeklyTimecard.reg                 | WeeklyTimecard.reg                 | WeeklyTimecard.reg                 | WeeklyTimecard.reg                 | WeeklyTimecard.reg                 |
| Overtime Hours   | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  |
| Overtime 2 Hours | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  | WeeklyTimecard.ov                  |
| Daily Total      | minutes_1 + Sp                     | minutes_2 + Sp                     | minutes_3 + Sp                     | minutes_4 + Sp                     | minutes_5 + Sp                     | minutes_6 + Sp                     | minutes_7 + Sp                     |

Hours

|                      |                           |
|----------------------|---------------------------|
| {PaidAbsenceLabel}   | WeeklyTimecard.absence_p  |
| {UnpaidAbsenceLabel} | WeeklyTimecard.absence_un |
| {RegularLabel}       | WeeklyTimecard.regular    |
| {OvertimeLabel}      | WeeklyTimecard.ot_m       |
| {Overtime2Label}     | WeeklyTimecard.ot2_n      |
| {TotalLabel}         | minutes + SpWeeklyTim     |

FooterBand1

No results to Display

Data

Data Source

Data Relation

Master Component

Sort

Filters

New Data Source

New Business Object

Not Assigned

Data Sources

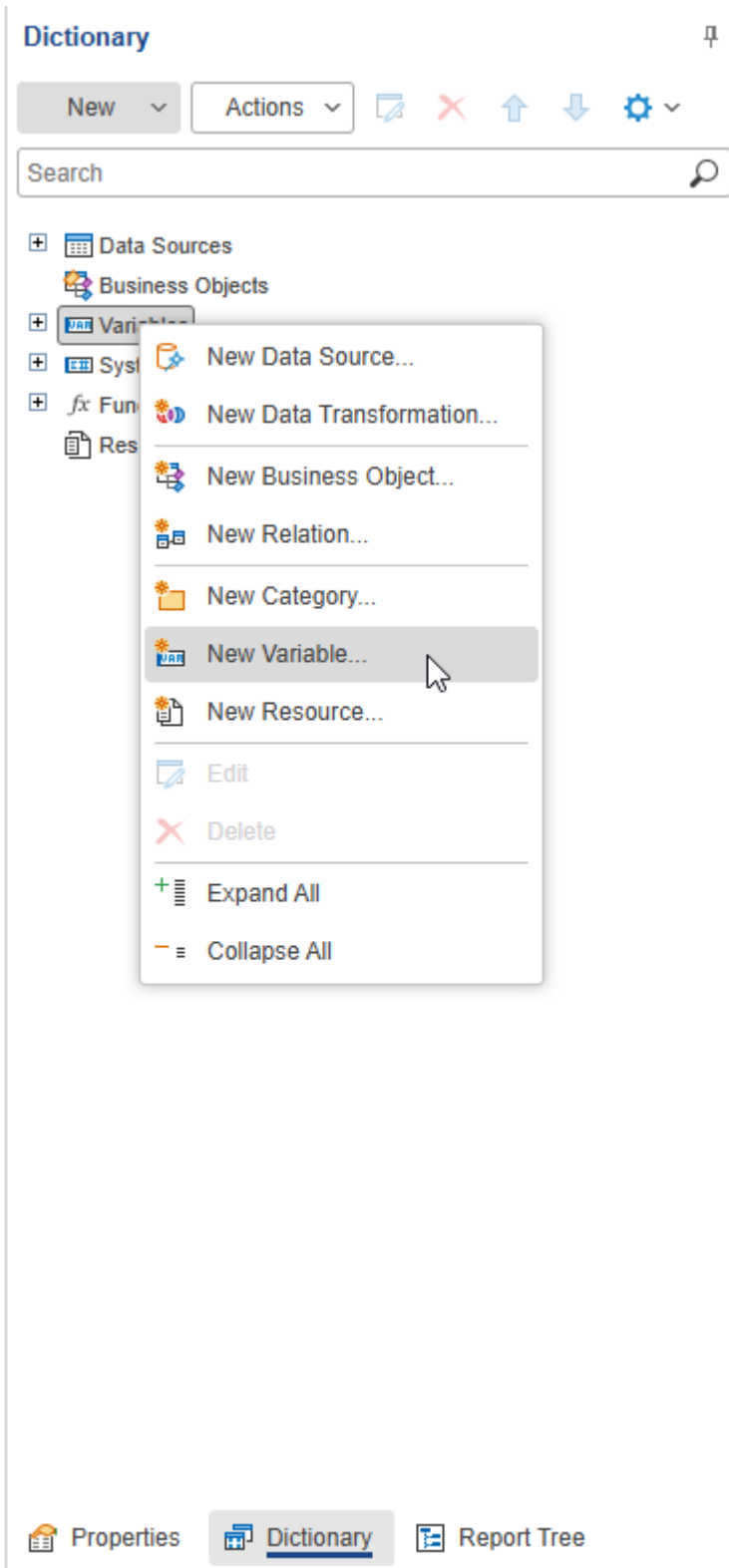
- WaspTrack [MS SQL]
  - SpLabels4PT
  - SpWeeklyTimecard
  - timecard\_punch\_data
- Business Objects

Count Data 0

OK Cancel

#### 4. Create a New Filter Variable

In the lower left, select "Dictionary", then right click "Variables", and select "New Variable"



Set the Name and Alias to

“Employee” Check “Request from User”  
For Data Source, choose “Data Columns”  
Set Keys to “SpWeeklyTimecard.employee\_number”  
Then select “OK” to finish creating this variable.

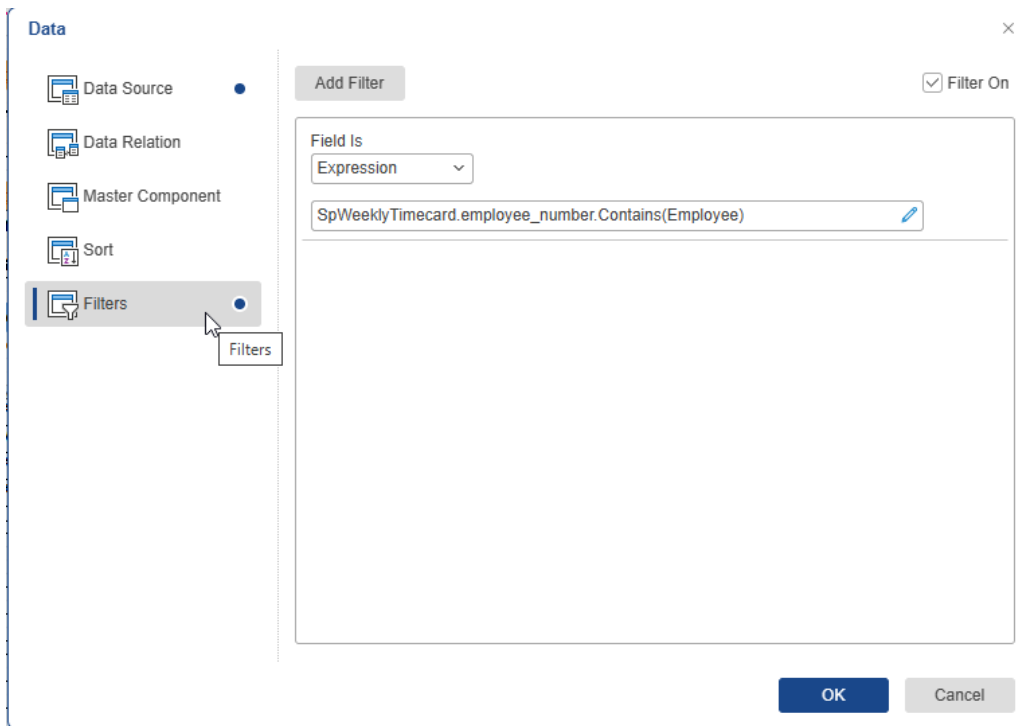
### Edit Variable ✕

|  |   |
|--|---|
| Name   | <input type="text" value="Employee"/>                                     |
| Alias  | <input type="text" value="Employee"/>                                     |
| Description  | <input type="text"/>  |
| Type   | <input type="text" value="string"/> <input type="text" value="Value"/>    |
| Init by  | <input type="text" value="Value"/>  |
| Value  | <input type="text"/>  |
| <input type="checkbox"/> Read Only<br><input checked="" type="checkbox"/> Request from User<br><input type="checkbox"/> Allow using as SQL parameter |   |
| <input checked="" type="checkbox"/> Allow User Values  |   |
| Data Source  | <input type="text" value="Data Columns"/>                                 |
| Selection  | <input type="text" value="From Variable"/>                                |
| Keys   | <input type="text" value="SpWeeklyTimecard.employee_number"/>             |
| Labels   | <input type="text"/>  |
| Sort by  | <input type="text" value="Ascending"/> <input type="text" value="Label"/> |
| <input type="checkbox"/> Dependent Value   |   |
| Format Mask  | <input type="text"/>  |
| <input type="button" value="Save a Copy"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>                                   |   |

Note how our data source was SpWeeklyTimecards, and this expression uses the employee\_number field within that same data source.

**5. Add the Filter to the Blue Data Band**

- Double click the blue databand
- Select "Filters" on the left
- Then select "Add Filter".
- For "Field Is" choose "Expression"
- And use this expression:  
SpWeeklyTimecard.employee\_number.Contains(Employee)



Note how our data source was SpWeeklyTimecards, and this expression uses both that same data source, and the Employee variable that we created

6. **Save the report**

Choose File > Save as, and give the report it's own name.  
Example: Weekly Timecards by Employee

7. **You should now be able to run the report and filter the results.**

\*Note: The expressions in the instruction above have you make note of the data source. If you wish to add this kind of filter to other reports, the data source may be different.

## How to Use the Employee Number Filter

Once the filter has been added, you can:

1. **Run the Report**
2. **Select the employee Number in the upper left**
3. **Select "Submit"**

This should show the new filtered results

