

## Filter Based on a List of Values from Excel

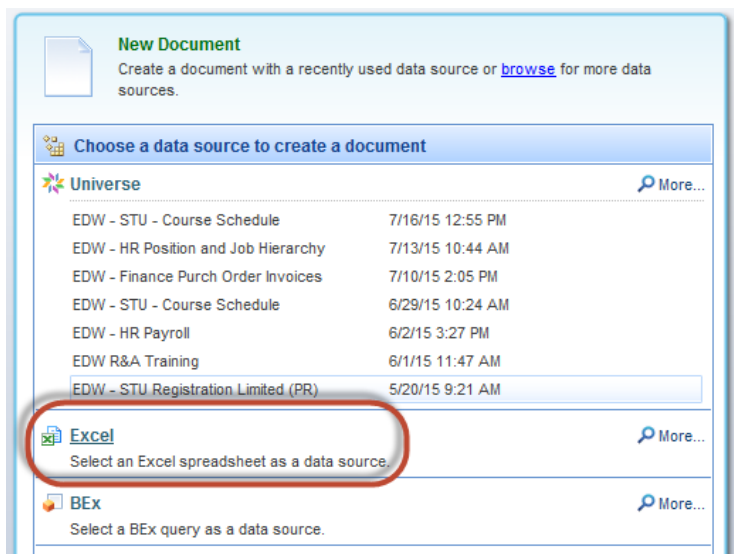
Follow these steps if you have a list of values (for example, UINs) in an Excel spreadsheet, and you would like to use this list as a query filter.

### *Prepare the Excel Spreadsheet*

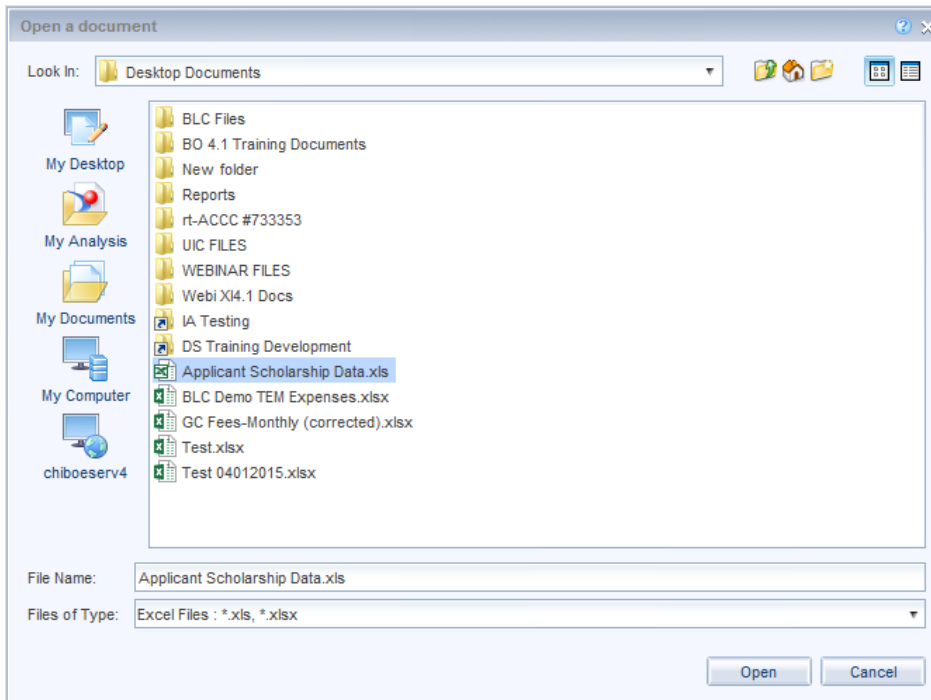
- If your Excel list contains more than 1000 rows, you will need to break this list up into individual lists of 1000 rows or less. See [If you have more than 1000 rows in the excel spreadsheet](#) at the end of this document.
- If your Excel spreadsheet contains UINs, format the cells as text in Excel prior to creating your query.

### *Create first query using the Excel Document as the data source.*

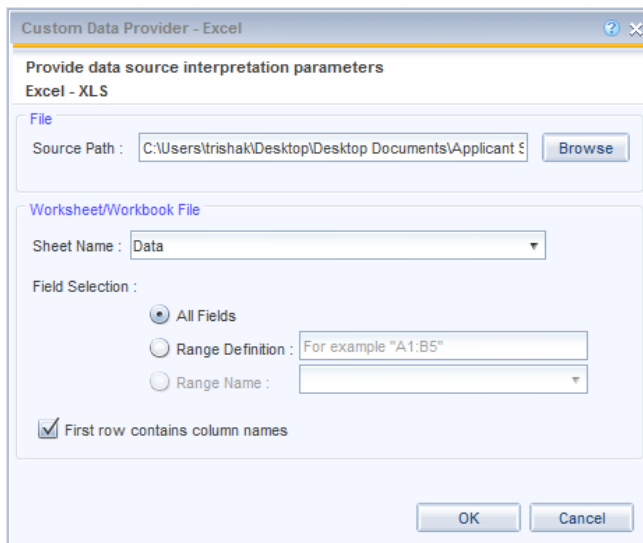
1. In Web Intelligence Rich Client, select **Excel** from the New Document Data Source list.



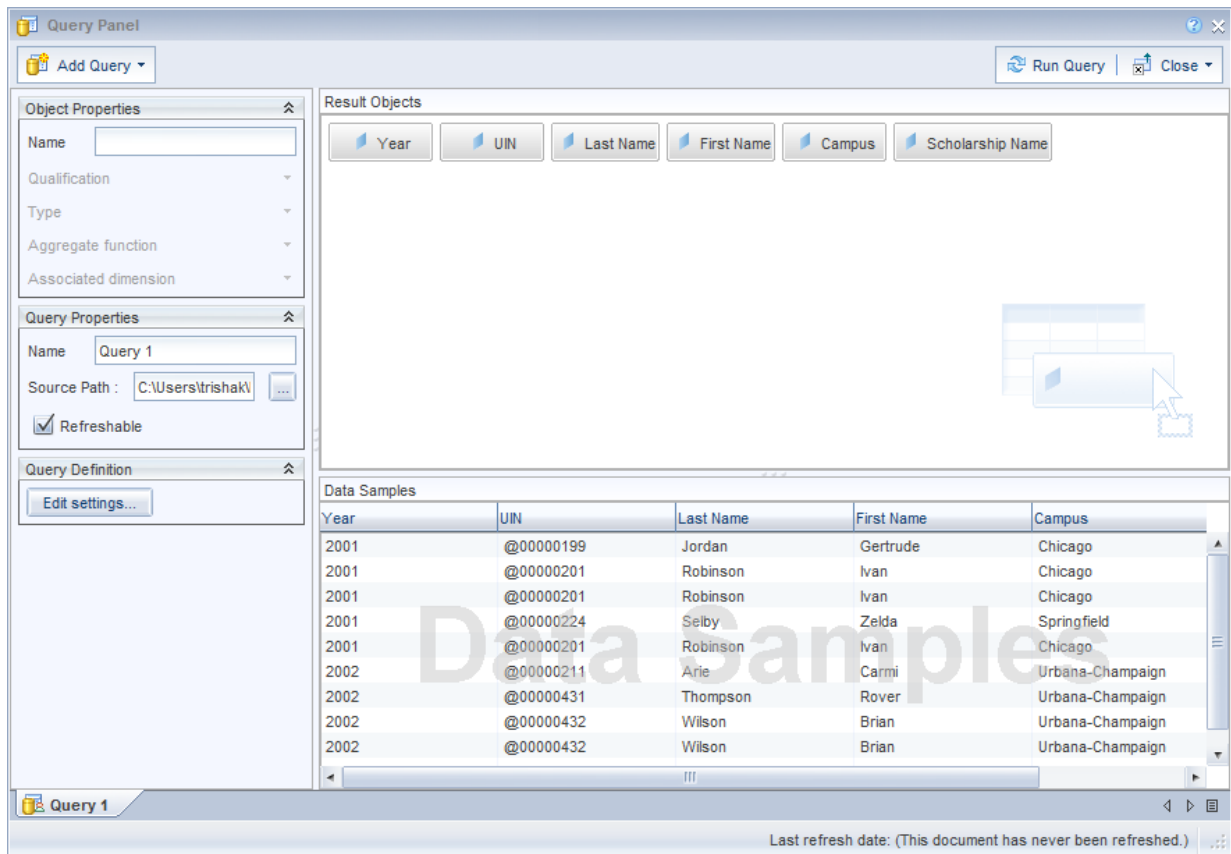
2. Browse your computer to locate the desired Excel Spreadsheet.



3. Select the document and click **Open**.




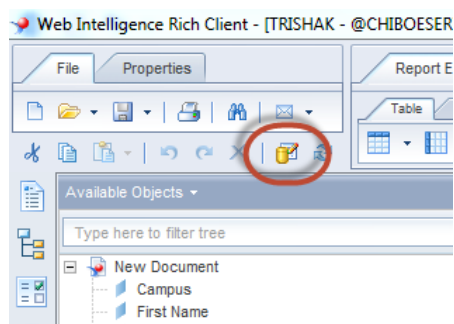
4. If necessary, select the desired worksheet from the **Sheet Name** drop-down list. The default will be the first sheet in the Excel Workbook.
5. Click **OK**.
6. The **Query Window** is displayed showing the objects created from your Excel list.



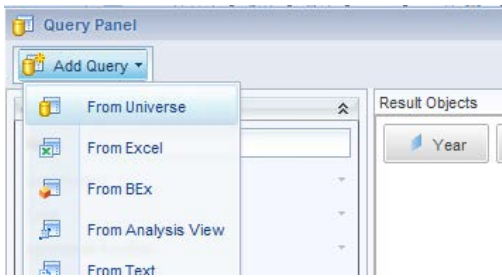
7. Click **Run Query** to run your first query.

## Create Second Query

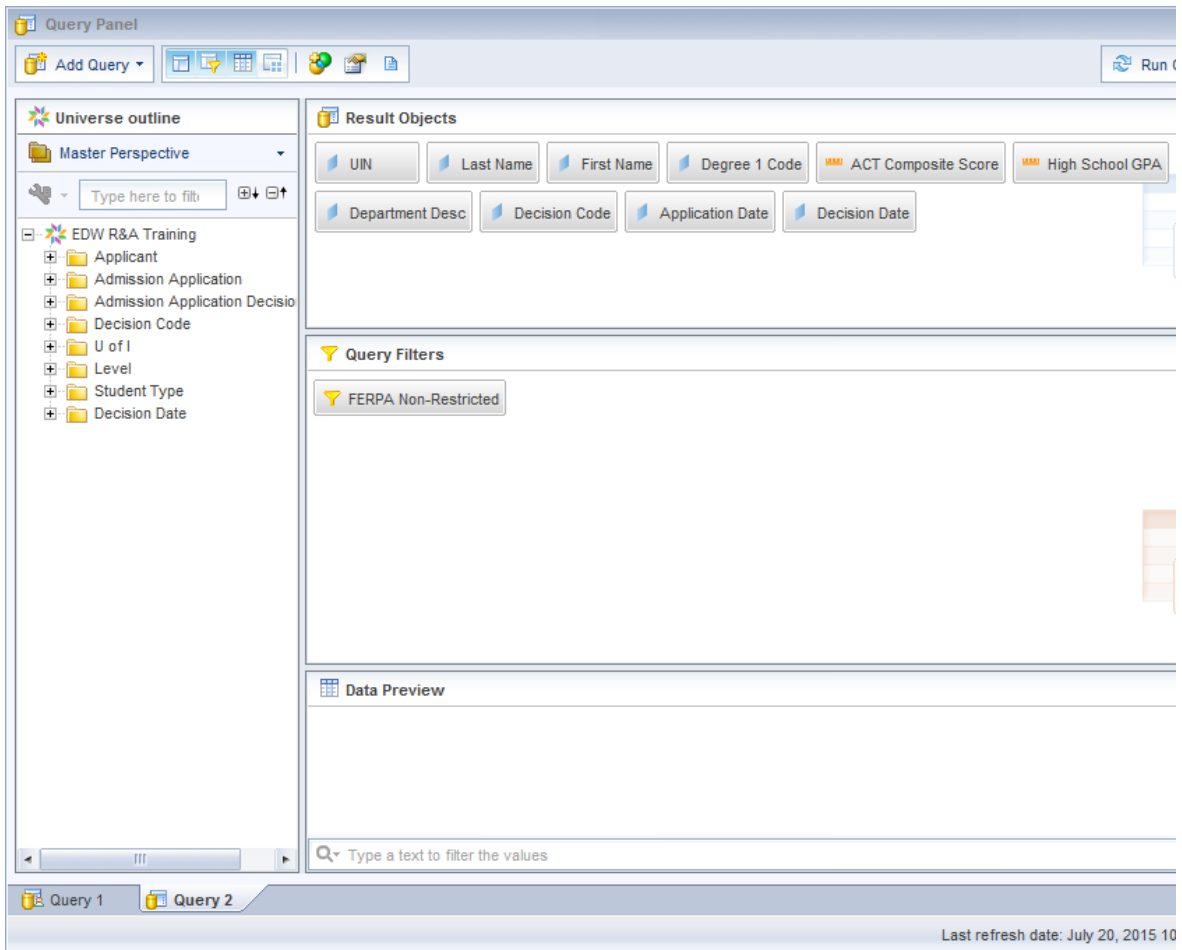
1. From the report manager window, click the  **Edit Data Provider** button.



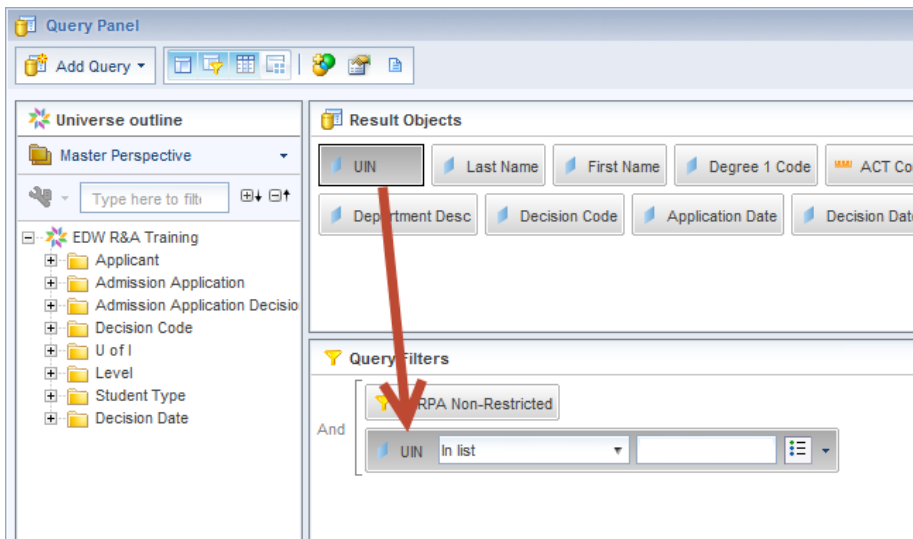
2. From the Edit Query window, select the **Add Query** drop-down menu, then select **From Universe**.




3. Select the Universe from the Universe window.
4. Add **Results Objects** and any **Query Filters** needed for this query.



5. Drag the **UIN** object into the Query Filters panel.



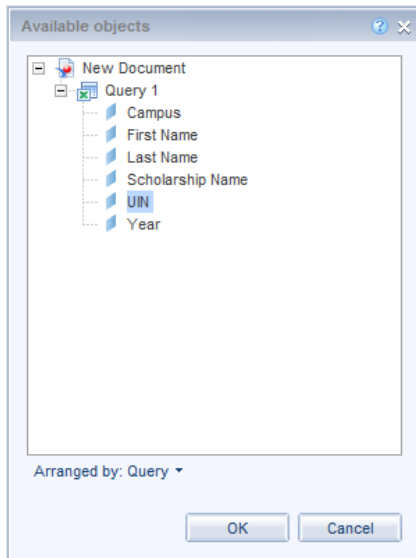
6. Leave the operator as the default **In List**.

7. Click the Operand Menu Button. 

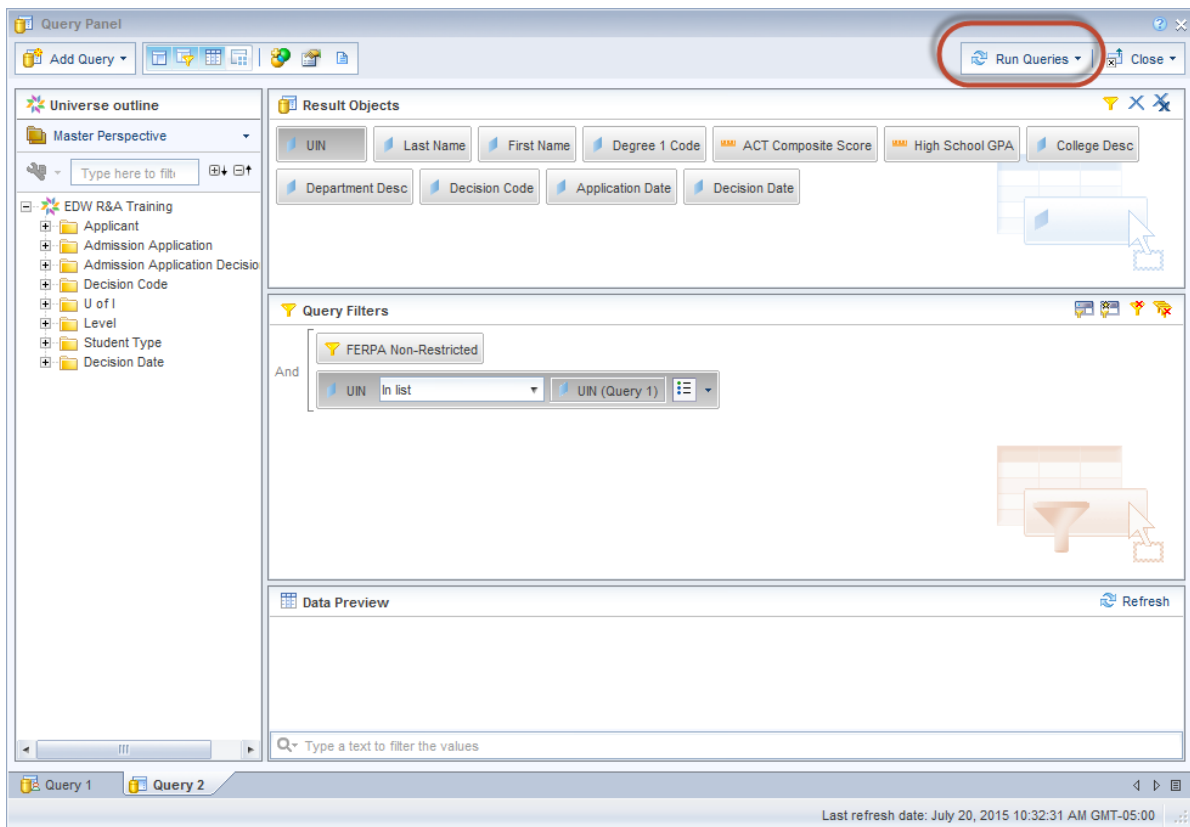
8. Select **Results from Another Query**.



9. Select the **UIN** object from Query 1 (from STEP 1 above) and click **OK**.



10. Click **Run Queries** button.



The results of the second query will be limited to the rows that contain a UIN that matches a UIN from the spreadsheet list.

*If you have more than 1000 rows in the excel spreadsheet:*

1. Divide the excel list into individual worksheets with no more than 1000 rows in each sheet.
2. Add a query for each spreadsheet (following the above steps).
3. Repeat the steps in **Step 2** to create a filter on the UIN from each Excel query.
4. Nest the filters together (drag and drop one on top of the other).
5. Click the **And** operator to change to an Or operator.

