## Osnium Filter and Column: Tips and Tricks

To add filters in the Startup View and add columns throughout Osnium Texas you will need to work through lists of drop down menus that create FilterStrings to grab the data you need. In this document we will offers some tips to navigate this process.

To begin creating new filters in the StartUp View, select either 'New' or 'Edit' in the Filter drop down. (*Note that the process of adding columns & filters is covered in* *Part Seven: Customizing Your Osnium Texas, Password = WSTexasPart7*.)
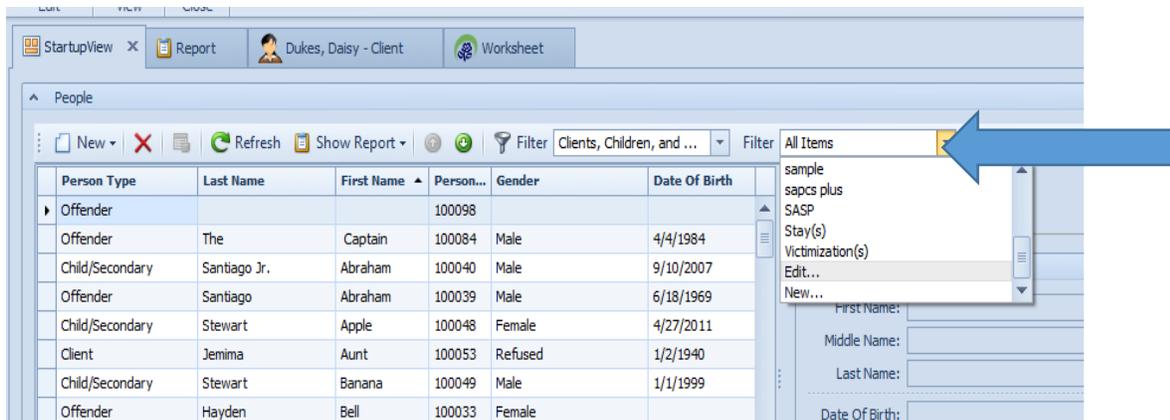
You then will create a FilterString; below is an example of one that is set to pull any client with an OVAG service between the dates of 4/1/2015 and 6/30/2015. You can switch these around by choosing different options from the grey plus sign highlighted below.
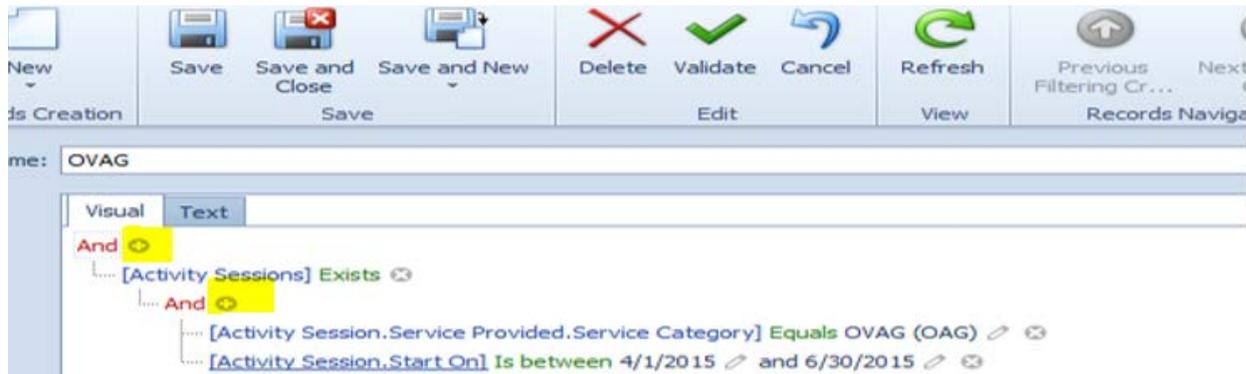
In order to add a funder, in this example an OVAG service, the FilterString would be [Activity Session.Service Provided.Service Category.Equals OVAG] – At each of the periods you would find the next option in a dropdown menu.

Some common FilterStrings to look for:
- To get to funder: [Activity Session.Service Provided.Service Category]
- Add staff providing service: [Activity Session.Staff Member]
- For Protective Order Information: [Legal Services.Legal Service Type]
- Most HUD client information can be found under [Generic Person]

When filtering it can be helpful to look at the Generic Reports to find out how information is being pulled. For example, under the Stays tab if you want to know how to add a column that offers client ages, click 'Yes' under Show Filtering when running the Stays Generic Report. It will then display a string of information like this:
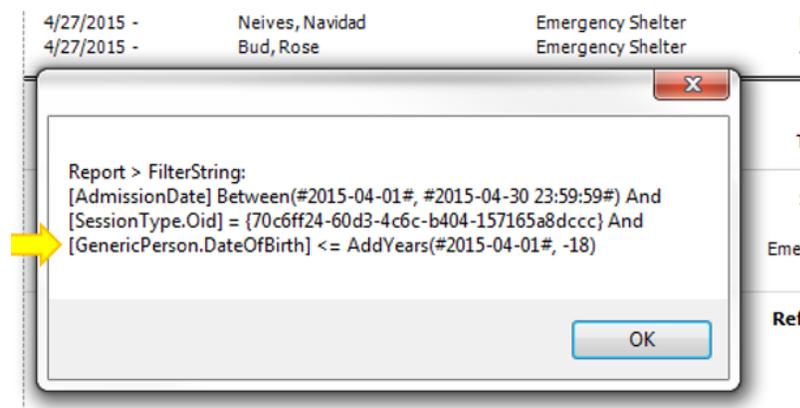
When running the report in this example, the Start Date was 4/1/2015 and the End Date 4/30/2015. In addition, the report was set to generate for adults (18+) only so that it was clear where the age information was being pulled. In the above picture, you can now see that the age is coming from [GenericPerson.DateOfBirth].
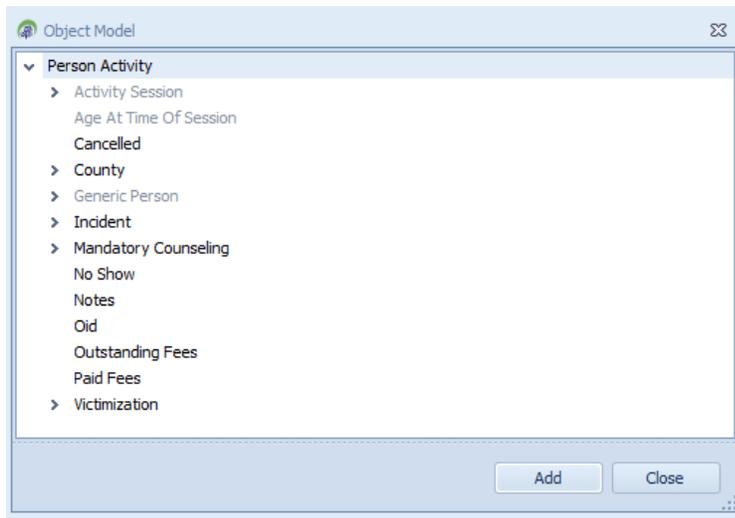
Any FilterString that works for a filter will also work to add a new column. You can accomplish this by using the column chooser function which pops up when you right click on any existing column.

You will then see the menu below which mirrors the FilterString menu.