Criteria

In the designer, you can specify criteria on the data :

- in the general case, at the query filtering level #TBC
- in rarer cases, at the joints level. #TBC

In both cases, the entry and the combination are very close.
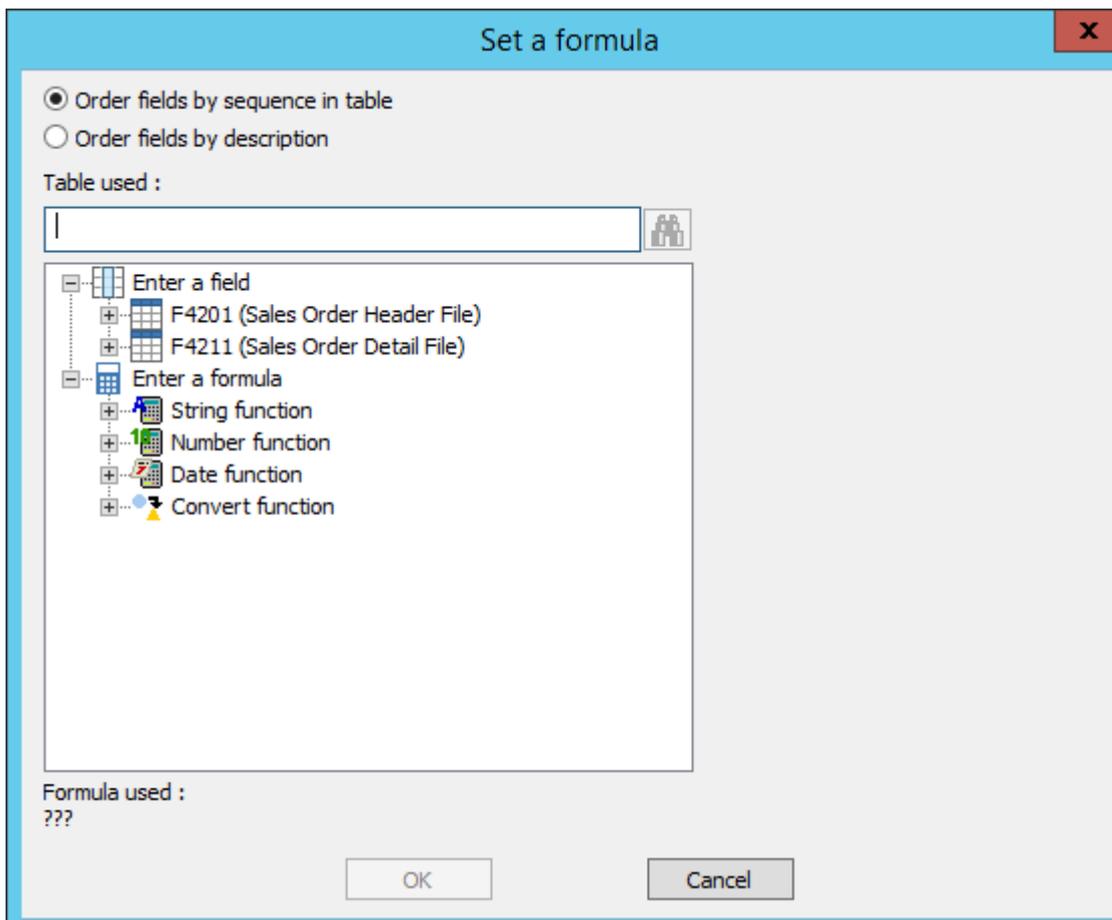
Disable a Criteria

Each criteria is preceded by Chaque ligne de critère est précédée d'une case à cocher. Si la case n'est pas cochée, le critère n'est pas pris en compte.
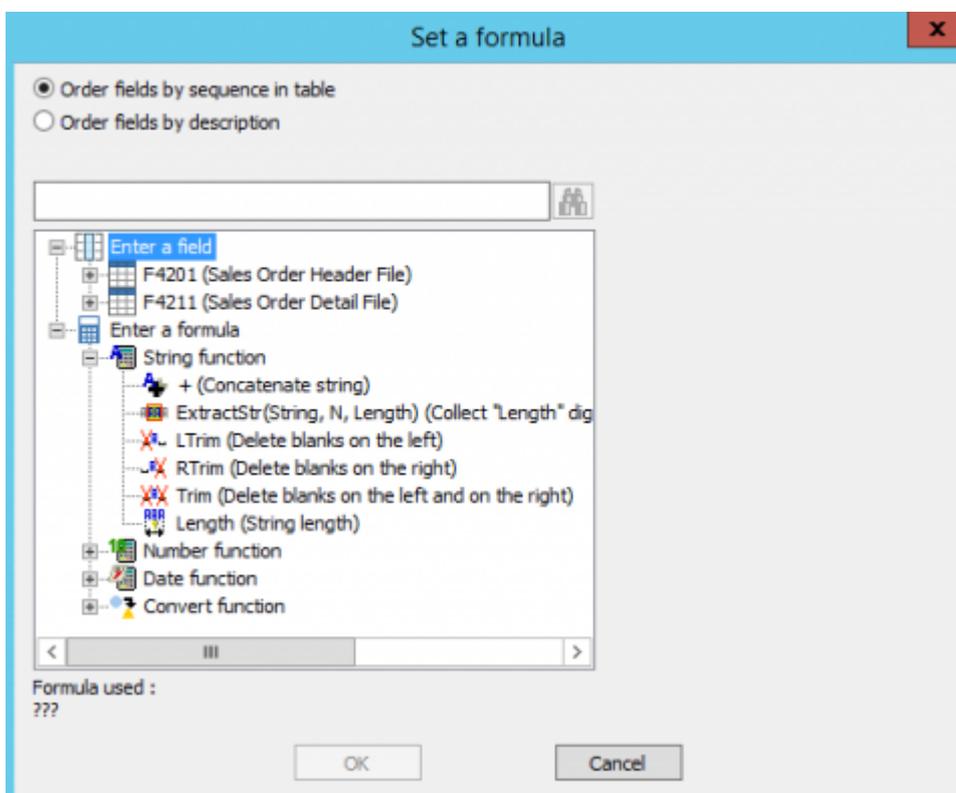
> In the development phase, it is a good idea to add a temporary restrictive criterion on the data, so that test runs are fast. Before publication, one can simply uncheck the criterion and leave it available for future tests.
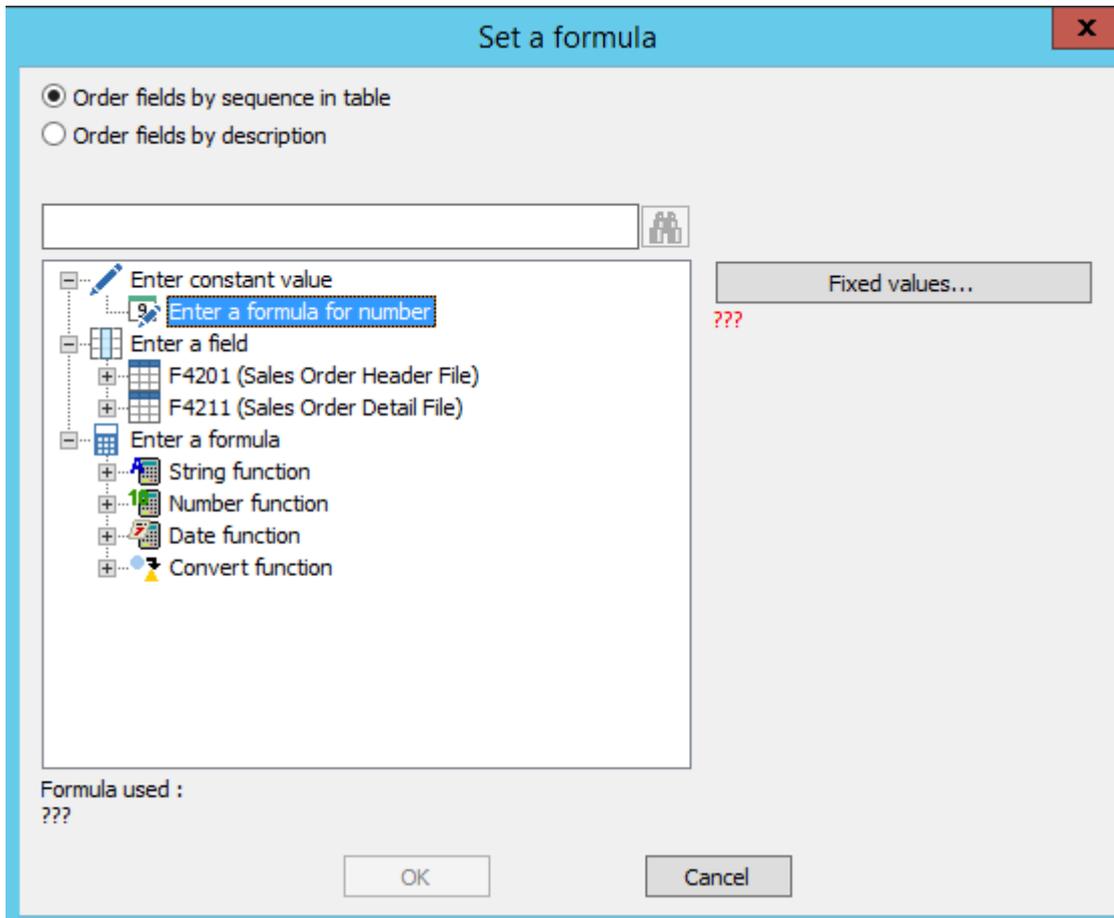
Add a criterion

A wizard allows you to choose the term on the left from the tables, subqueries or operations. Operations can accept parameters, use fields from tables or subqueries, or use other operations.

The term on the right can, in addition to table fields, subqueries or operations, be hard coded.

Combining criteria

When there are several conditions and there are logical "ORs" between these conditions, use the A/0 tools (A/0 standing for And/OR) to toggle the flag, the Up/Down arrows to move the lines relative to each other, and the parenthesis tools.

If you want to create a criterion on multiple values (Company code = 00001 or 00003 or 00004, for example), it is much better to use a list of values rather than accumulating rows of criteria.

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Match / Not Match

- If the radio button is set on `Match`, only lines matching all criteria are displayed.
- If the radio button is set on `Not match`, only line not matching at least one criterion are displayed. It is [negation](#) from a logical perspective.

> 💡 Sometimes it is easier to describe records you don't want than those you want. In this situation you may use "Not match" option.

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