

Data Transformation Guide

Axiom Enterprise Decision

Support

Version 2021.2

The logo for AXIOM, featuring the word "AXIOM" in a bold, white, sans-serif font. The text is enclosed within a thin, light blue rectangular border that is slightly offset from the text, creating a subtle frame effect.

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Transforming data for reporting

You can manipulate data in the Axiom database for reporting purposes by using data transformation definitions. These definitions allow you to define how, when, and where to change values in the database using different calculation types with no SQL knowledge necessary. The results of calculations can then be stored in certain Axiom standard and custom fields. For example, you could create a definition that increases Medicare payments by 5% and stores the results in a new encounter table field.

Examples of types of definitions that you can create include:

- Perform calculations on encounter data elements and store the results in Axiom fields.
- Assign a date, numeric, or text constant to a field.
- Identify outliers.
- Perform If-Then-Else comparisons.
- Create basic formulas using constants as well as standard and custom fields for inputs

NOTE: Only users assigned the Axiom EDS Rules Writer role profile can access this feature.

▶ About definitions

A data transformation definition includes calculations that Axiom applies to tables in the database. .

The **Data transformation definitions** page displays a table with all definitions. From this page, you can add, edit, copy, or delete definitions as well as process them. To search for a definition, you can use the search box in the upper right corner of the page. To filter the results in the table, click the ellipsis (...) in any of the available headings. To add a definition or folder, click **+ Add** in the upper right corner of the page.

Name	Created on	Created by	Modified on	Modified by	Status	Actions
reset Custom_TotalCost	07/29/2021 08:04 AM	Noel Slater	07/29/2021 08:16 AM	Noel Slater	Active	Process
Reset DTD_NetRev	07/28/2021 11:59 AM	Noel Slater			Active	Process
Assign	07/28/2021 08:17 AM	Pavel Mahlysh	07/28/2021 08:26 AM	Pavel Mahlysh	Active	Process
Demo Comparison Definition	07/28/2021 08:16 AM	Pavel Mahlysh			Inactive	
Basic calc large number test	07/27/2021 01:59 PM	Noel Slater	07/30/2021 08:27 AM	Noel Slater	Active	Process
Copy TotCost	07/27/2021 09:36 AM	Noel Slater			Inactive	
Comp rule - between test	07/26/2021 06:46 PM	Noel Slater	07/27/2021 01:54 PM	Noel Slater	Inactive	
Staging table test	07/26/2021 06:19 PM	Noel Slater	07/26/2021 06:20 PM	Noel Slater	Active	Process
Incr NetRev 12%	07/14/2021 12:48 PM	Noel Slater	07/22/2021 09:42 AM	Isabel Tung	Active	Process
Net Revenue	07/12/2021 05:57 AM	Noel Slater	07/30/2021 10:16 AM	Noel Slater	Active	Process

From the **Actions** column, click the ellipsis (...) to edit, copy, or delete a definition. You can also process a definition, but definitions must first be active.

▶ Working with data transformation definitions

A data transformation definition is a mathematical formula that describes the data you want to use, how you want to use it, and where you want to store a result. When you create a definition, you choose a type, and Axiom prompts you to "fill in the blanks" by choosing:

- Calculation variables
- The table column fields to use in the calculation
- An operator
- A constant, if applicable
- Result variable
- The table column field in which to store the result

The following table lists the available definition types:

Type	Description
Assign Constant	Use to store a numeric, text, flag (Boolean), or date constant in an Axiom field. For example, you can store a benchmark or best practices length of stay for hip replacement surgery in an encounter custom field.
Basic Calculation	Use to calculate and store a value from Axiom numeric fields and constants. You may combine and group the fields and constants to form an expression using addition, subtraction, multiplication, and division operators.
Concatenate	Use to join Axiom fields and constants. You can use the constant as a delimiter.
Comparison	Use to create If Then Else formulas that compare Axiom fields to each other or to constants, and store a value based on whether the comparison is true or false.
Copy Field	Use to copy the value of one field to another field.

NOTE: A definitions inputs and results must be fields from within the same table.

▶ Understanding inputs and results

Inputs

If there is a custom column in the table, you can use data from the following dimension tables in the Table Library > !Dimensions folder:

- ACCT
- CALDATE
- CDMCODE
- CPT
- DEPT
- ENTITY
- FINCLASS
- JOBCODE
- LOCATION
- PAYOR
- PAYTYPE

Results

You can store results in standard and custom columns in tables in the EDS folder except columns in custom tables.

You cannot store results in the following column types:

- Keys
- Pointers to key column on other tables
- Data that results from cost model processing (tables under CostModel and CostResults)
- CM\$ tables
- Encounter total cost columns
- Columns, even custom, on any table in any folder other than EDS or dimensions

► Important notes about transforming data

Keep in mind the following when using and processing definitions:

- All the fields (inputs and results) in a single definition must be from the same table. Axiom will not allow you to select a field from a different table.
- You must manage the processing order. If the results of one definition feed into the inputs of another definition, you must ensure the first definition completes successfully before processing the second one.
- When creating a custom column on a table to store results, we recommend that you:
 - Create only text, numeric, date, or flag (Boolean) types. The system will not stop you from creating an Integer or an Integer32 column, but numeric is our recommendation.
 - Do not set a default value on a custom column.

Adding, editing, or copying a data transformation definition

When adding or editing a definition name, note the following:

- Can include up to 80 characters.
- Are case-sensitive.
- Must have a unique name.

IMPORTANT: All the fields (inputs and results) in a single definition must be from the same table. Axiom will not allow you to select a field from a different table.

To add, edit, or copy a data transformation definition:

1. From the Enterprise Decision Support home page, in the **Data enhancement and refinement** section, click **Define data transformations**.

NOTE: Only users assigned the Axiom EDS Rules Writer role profile can see and access this feature.

2. Do one of the following:
 - To add a definition, click **+ Add**.
 - To edit or copy a definition, in the **Actions** column, click the ellipsis (...), and from the drop-down, select **Edit** or **Copy**.

3. At the top of the page, type a name for the definition.

NOTE: Although the forward slash is accepted, you should avoid it.

4. On the **Step 1 Select data definition type** page, complete the following fields:

Field	Description
Type	<p>Select one of the following data definition types:</p> <ul style="list-style-type: none"> • Assign Constant - Use to store a numeric, text, flag (Boolean), or date constant in an Axiom field. For example, you can store a benchmark or best practices length of stay for hip replacement surgery in an encounter custom field. • Basic Calculation - Use to calculate and store a value from Axiom numeric fields and constants. You may combine and group the fields and constants to form an expression using addition, subtraction, multiplication, and division operators. • Concatenate - Use to join Axiom fields and constants. You can use the constant as a delimiter. • Comparison - Use to create If Then Else formulas that compare Axiom fields to each other or to constants, and store a value based on whether the comparison is true or false. • Copy Field - Use to copy the value of one field to another.

5. Click **Next**, or click **Step 2 Apply parameters** at the top of the page. The fields to complete in this section are determined by the definition type you selected in Step 1. Click the type listed below to complete the definition setup:

NOTE: A definition's inputs and results must be fields from within the same table.

- [Assign Constant](#)
- [Basic Calculation](#)
- [Concatenate](#)
- [Comparison](#)
- [Copy Field](#)

▶ **Assign Constant**

Apply parameters

Result Value

=
 Reset to default

6. Click **Result field**.

7. In the **Select field** dialog, do the following:

- a. From the **Table** drop-down, select the table in which to add, edit, or clear a value.

NOTE: The dialog will only show those tables and fields that you are allowed to update.

- b. Select a column name by doing one of the following:

- In the search box, type the part or all of the column name. Axiom will display columns that include the name.
- Click the arrow next to the table name to display a tree structure of all the columns.

- c. Click **Apply**.

8. Do one of the following:

- **Enter a value** - The value you enter in the **Value** field is determined by the table and field you select in the **Table** drop-down. For example, if the field is a date field (such as Encounter table > DischargeDate), then a date picker will display.

Value type	Description
Numeric	Type a positive or negative number with up to four decimal places.
Date/time	Select a date and time.
Text	Type a value. NOTE: If the value is large than the field, Axiom will truncate the text.
Boolean	Select True or False .

- **Reset or clear the value** - Some fields in the database store default values. For these types of fields, you can replace the current value with the default value by selecting the **Reset to default** checkbox. If the Axiom field does not have a default value, then this option inserts a blank (null) value.

9. To identify the records in the database in which to apply the value, click **Criteria**. The Filter Wizard dialog displays, allowing you to define specific attribute to define the record(s) to update. For example, to apply a specific discharge date, you may not want to apply that change to every encounter. You can use the Filter Wizard to define what condition in which to add or edit the value, such as based on procedure code, diagnosis code, or any other attribute tied to the encounter. For instructions, see [Using the Filter Wizard](#).

10. In the **Details** section on the right side of the page, complete the following:

- **Notes-** (Optional) Type your own description to help you identify the definition.
- **Active** - Click the toggle to activate or deactivate the definition. Only active definitions can be processed.

NOTE: If the rule is selected as active, then Axiom automatically reviews the definition for any missing information or criteria, which are indicated with error messages. After resolving these issues and saving, the definition can be processed.

11. Click **Save**.
12. To process the definition now, click **Process**. Follow the instructions in [Processing a data transformation definition](#).

NOTE: You can process the definition later from the **Data transformation definitions** page.

▶ Basic Calculation

The screenshot shows the 'Apply parameters' section of the Axiom interface. The 'Result' field contains 'DTD_NetRev_calcs' and the formula 'A*1.1'. Below this, there are five 'Field' selection boxes labeled A through E. Field A is set to 'DTD_NetRevenue'. Fields B, C, D, and E are currently set to 'Select'. A 'Filter' section at the bottom left contains the expression 'Encounter.MSDRG.ServiceLine = Ortho...'. On the right side, the 'Details' panel shows 'Notes' with a URL, a toggle for 'Active' (which is turned on), and a 'Type' of 'Basic Calculation'. It also lists 'Created' (07/14/2021 12:48 PM by Noel) and 'Updated' (07/22/2021 09:42 AM by Isabel) timestamps.

6. Click **Result field**.
7. In the **Select field** dialog, do the following:
 - a. From the **Table** drop-down, select the table in which to store the value.

NOTE: The dialog will only show those tables and fields that you are allowed to update. Only numeric fields are allowed for this definition type.

- b. Select a column name by doing one of the following:
 - In the search box, type the part or all of the column name. Axiom will display columns that include the name.
 - Click the arrow next to the table name to display a tree structure of all the columns.

c. Click **Apply**.

8. In the formula box, type a formula by using numbers, using the variables identified as A-E, or a combination of the two. Valid operators are:

Operator	Description
()	Use for grouping definition For example, A+(B*(C-D))
+	Addition
-	Subtraction
*	Multiplication
/	Division

9. In **Fields A-E**, click the fields to select the values to use in the formula. In the **Select field** dialog, do the following:

a. From the **Table** drop-down, select the table in which to store the calculated value.

NOTE: The dialog will only show those tables that you are allowed to update. You are not updating these fields, but simply using them as the inputs. Axiom shows numeric fields only.

b. To select a column name, do one of the following:

- In the search box, type the part or all of the column name. Axiom will display columns that include the name.
- Click the arrow next to the table name to display a tree structure of all the columns.

c. Click **Apply**.

10. To identify the records in the database in which to apply the value, click **Criteria**. The Filter Wizard dialog displays, allowing you to define specific attribute to define the record(s) to update. For example, to apply a specific discharge date, you may not want to apply that change to every encounter. You can use the Filter Wizard to define what condition in which to add or edit the value, such as based on procedure code, diagnosis code, or any other attribute tied to the encounter. For instructions, see [Using the Filter Wizard](#).

11. In the **Details** section on the right side of the page, complete the following:

- **Notes-** (Optional) Type your own description to help you identify the definition.
- **Active** - Click the toggle to activate or deactivate the definition. Only active definitions can be processed.

12. Click **Save**.

13. To process the definition now, click **Process**. Follow the instructions in [Processing a data transformation definition](#).

NOTE: You can process the definition later from the **Data transformation definitions** page.

► Concatenate

The screenshot shows the 'Apply parameters' dialog for a 'Concatenate' data transformation definition. The dialog is divided into two main sections: 'Apply parameters' and 'Details'.

Apply parameters:

- Result:** A text box containing 'RFFinClass'.
- Field:** A text box containing 'FinClass' with a trash icon to its right.
- Constant:** A text box containing '-' with a trash icon to its right.
- Field:** A text box containing 'Description' with a trash icon and a blue '+' icon to its right.
- Criteria:** A button labeled 'Criteria'.

Details:

- Notes:** An empty text area.
- Active:** A toggle switch that is currently turned on.
- Type:** Concatenate
- Created:** 07/06/2021 06:43 AM by Noel
- Updated:** 07/06/2021 06:43 AM by Isabel
- Processed:** —

6. Click **Result field**.

7. In the **Select field** dialog, do the following:

- a. From the **Table** drop-down, select the table in which to store the value.

NOTE: The dialog will only show those tables/fields that you are allowed to update. Only text fields are allowed for this definition type.

- b. Select a column name by doing one of the following:

- In the search box, type the part or all of the column name. Axiom will display columns that include the name.
- Click the arrow next to the table name to display a tree structure of all the columns.

- c. Click **Apply**.

8. Click **+**, and select one of the following from the drop-down:

- **Add constant** - Type a constant value of up to 25 characters, including spaces.
- **Add field** - Select a field from the database by selecting the table where it resides.

9. As needed, continue to add constants and/or fields by clicking .

TIP: To remove a constant/fields, click the trash can icon .

10. To identify the records in the database in which to apply the value, click **Criteria**. The Filter Wizard dialog displays, allowing you to define specific attribute to define the record(s) to update. For example, to apply a specific discharge date, you may not want to apply that change to every encounter. You can use the Filter Wizard to define what condition in which to add or edit the value, such as based on procedure code, diagnosis code, or any other attribute tied to the encounter. For instructions, see [Using the Filter Wizard](#).
11. In the **Details** section on the right side of the page, complete the following:
- **Notes-** (Optional) Type your own description to help you identify the definition.
 - **Active** - Click the toggle to activate or deactivate the definition. Only active definitions can be processed.
12. Click **Save**.
13. To process the definition now, click **Process**. Follow the instructions in [Processing a data transformation definition](#).

NOTE: You can process the definition later from the **Data transformation definitions** page.

▶ Comparison

Apply parameters

If		Operator		Numeric constant	
Input					
BirthWeight	Between	20	20		

Then		Text constant	
Result	=	aaa	

Else (Optional)		Text constant	
Result	=		

Details

Notes

[WARNING]: this rule is INVALID.
Rule was created before between validation implemented

Active

Type
Comparison

Created
07/26/2021 06:46 PM by Noel

Updated
07/27/2021 01:54 PM by Noel

Processed

6. In the If section, complete the following:

Field	Description
Input	<p>In the Select field dialog, do the following:</p> <ol style="list-style-type: none"> From the Table drop-down, select the table in which to store the value. <p>NOTE: The dialog will only show those tables that you are allowed to update.</p> Select a column name by doing one of the following: <ul style="list-style-type: none"> In the search box, type the part or all of the column name. Axiom will display columns that include the name. Click the arrow next to the table name to display a tree structure of all the columns. Click Apply.
Operator	<p>Select one of the following:</p> <p>> Greater than</p> <p>>= Greater than or equal to</p> <p>< Less than</p> <p><= Less than or equal to</p> <p>= Equal to</p> <p><> Not equal to</p> <p>Between Only number or date values are available for comparison</p> <p>Like Only text values are available for comparison</p> <p>TIP: You can use % and _ (underscore) to represent any string of characters or any single character. For example, %Aspirin will find Baby Aspirin, Buffered Aspirin, etc.</p>
Numeric constant	Enter a numeric, date, or text value, depending on the input field type you selected.

7. Add more If statements, as needed, by clicking .

NOTE: Click  first to select if you are using a value from an existing field or entering a constant.

TIP: To remove a constant/fields, click the trash can icon .

8. In the **Then** section, complete the following:

Field	Description
Result	Select the table and column in which to store the value if the comparison is true
Text constant	Type the text value to add or edit to the field

9. Add more Then statements, as needed, by clicking **+**.

NOTE: Click **+** first to select if you are using a value from an existing field or entering a constant.

10. In the **Else (Optional)** section, in the **Text constant** field, type the text value to add or edit to the field.

NOTE: You cannot change the **Result field** here. Whatever result field you selected in the Then section is used here.

11. To identify the records in the database in which to apply the value, click **Criteria**. The Filter Wizard dialog displays, allowing you to define specific attribute to define the record(s) to update. For example, to apply a specific discharge date, you may not want to apply that change to every encounter. You can use the Filter Wizard to define what condition in which to add or edit the value, such as based on procedure code, diagnosis code, or any other attribute tied to the encounter. For instructions, see [Using the Filter Wizard](#).

12. In the **Details** section on the right side of the page, complete the following:

- **Notes-** (Optional) Type your own description to help you identify the definition.
- **Active** - Click the toggle to activate or deactivate the definition. Only active definitions can be processed.

13. Click **Save**.

14. To process the definition now, click **Process**. Follow the instructions in [Processing a data transformation definition](#).

NOTE: You can process the definition later from the **Data transformation definitions** page.

► Copy Field

6. Click **Result field**.

7. In the **Select field** dialog, do the following:

a. From the **Table** drop-down, select the table in which to copy the value.

NOTE: The dialog will only show those tables/fields that you are allowed to update.

b. Select a column name by doing one of the following:

- In the search box, type the part or all of the column name. Axiom will display columns that include the name.
- Click the arrow next to the table name to display a tree structure of all the columns.

c. Click **Apply**.

8. Click **Input field**, and in the **Select field** dialog, select the table and column to copy the value.

9. To identify the records in the database in which to apply the value, click **Criteria**. The Filter Wizard dialog displays, allowing you to define specific attribute to define the record(s) to update. For example, to apply a specific discharge date, you may not want to apply that change to every encounter. You can use the Filter Wizard to define what condition in which to add or edit the value, such as based on procedure code, diagnosis code, or any other attribute tied to the encounter. For instructions, see [Using the Filter Wizard](#).

10. In the **Details** section on the right side of the page, complete the following:

- **Notes-** (Optional) Type your own description to help you identify the definition.

- **Active** - Click the toggle to activate or deactivate the definition. Only active definitions can be processed.

11. Click **Save**.
12. To process the definition now, click **Process**. Follow the instructions in [Processing a data transformation definition](#).

NOTE: You can process the definition later from the **Data transformation definitions** page.

Activating or deactivating a data transformation definition

Only activated rules can be processed.

To activate or deactivate a data transformation definition:

1. From the Enterprise Decision Support home page, in the **Data enhancement and refinement** section, click **Define data transformations**.
2. In the **Actions** column, click the ellipsis (...), and click **Edit**.
3. In the **Details** section on the right side of the page, click the **Active** toggle.
4. Click **Save**.
5. To process the definition now, click **Process**.

NOTE: You can process the definition later from the **Data transformation definitions** page.

Deleting a data transformation definition

Deleting a definition does not delete data obtained as a result of processing the definition nor does it change the data back to its original value.

To delete a data transformation definition:

1. From the Enterprise Decision Support home page, in the **Data enhancement and refinement** section, click **Define data transformations**.
2. In the **Actions** column of the definition to delete, click the ellipsis (...), and click **Delete**.
3. At the **Delete?** prompt, click **Delete**.

Processing a data transformation definition

Processing a data transformation definition updates the database with the value changes you defined in the definition calculations. Only active rules can be processed.

IMPORTANT: While five different definitions can be processed together, Axiom determines the order in which they are processed. This may not be the same order in which they were clicked. We recommend that if you need to process definitions in a specific order (such as the results of one definition are used as an input in a subsequent definition), you must ensure that the first definition completes before the next one is processed.

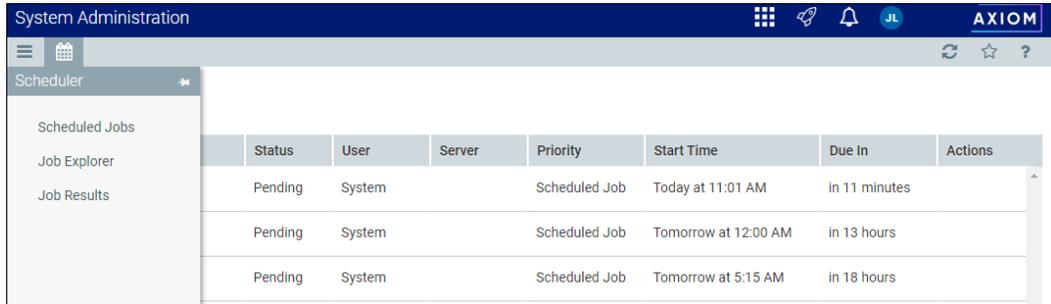
To process a data transformation definition:

1. From the Enterprise Decision Support home page, in the **Data enhancement and refinement** section, click **Define data transformations**.
2. In the **Actions** column for the definition to process, click **Process**.
3. In the upper right corner of the page, click **Process**.
4. If the definition uses the encounter table, the a **Process** dialog displays. Complete the following, and click **Process**:

Field	Description
Name	Displays the name of the definition, which cannot be edited from this dialog
Entity	Select one or more entities in which to process the definition.
From/To	To limit processing encounter data to a specific time frame, select a from and to date.
Admit date/Discharge date	Select whether to process encounters by admit or discharge date.

5. To view the process status of definitions, do the following:
 - a. Click the Area menu  in the Global Navigation Bar, and click **System Administration**.
 - b. Click the menu icon  in the left side of the Task Bar , and select **Scheduler**.
 - c. From the Navigation panel, select **Tools > Scheduler**.
 - d. Click the calendar icon  to display the Scheduler panel, and then select **Job Results**. To refresh the list, click the Refresh icon  in the Task Bar.

TIP: To keep the Scheduler panel open while you are working on the page, click the thump tack icon .



The screenshot shows the 'System Administration' interface with the 'Scheduler' panel open. The panel contains a table with the following data:

Status	User	Server	Priority	Start Time	Due In	Actions
Pending	System		Scheduled Job	Today at 11:01 AM	in 11 minutes	
Pending	System		Scheduled Job	Tomorrow at 12:00 AM	in 13 hours	
Pending	System		Scheduled Job	Tomorrow at 5:15 AM	in 18 hours	

NOTE: For more information, see [Viewing job results in the Web Client](#) in the online help.

Using the Filter Wizard

You can use or create your own filters to customize the data to view. The Filter Wizard walks you through the process of building complex limit query filters rather than having to construct them manually. You can create and save new filters for future use as well as use and edit existing filters.

▶ Using an existing filter

To use an existing filter:

1. Next to the **Preview** field, click the folder icon.

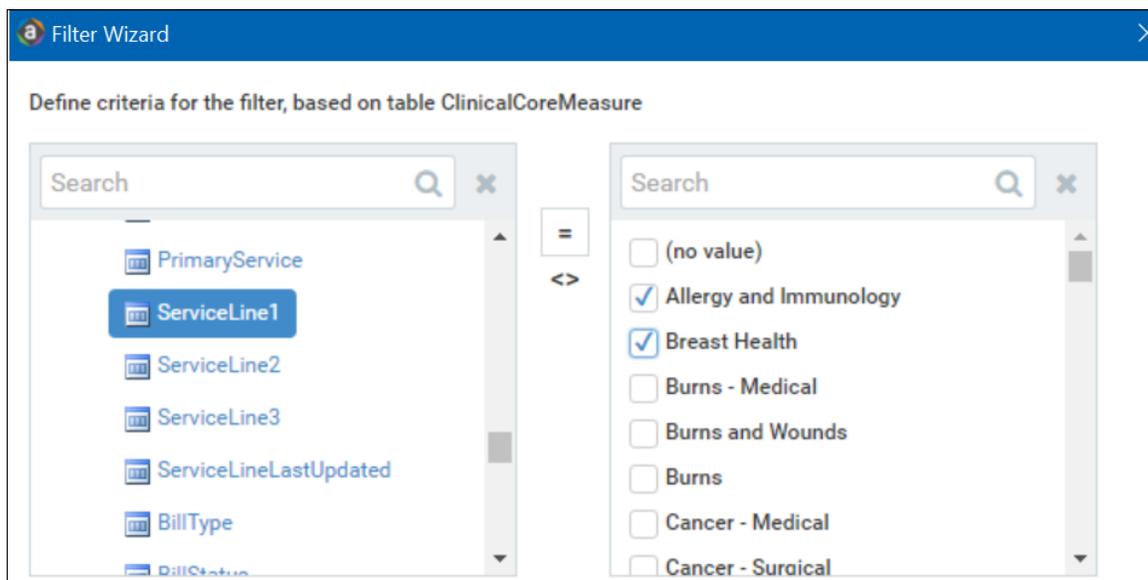


2. In the **Filter Library** dialog, select the filter to use, and click **OK**.
3. In the **Filter Wizard** dialog, click **Apply**.
4. Click **OK**.

▶ Creating a filter

TIP: You can create a new filter from an existing filter by selecting it from the folder icon in the **Preview** field, and then follow these steps to make the appropriate changes. Make sure to give the filter a new name so that you do not overwrite the existing filter.

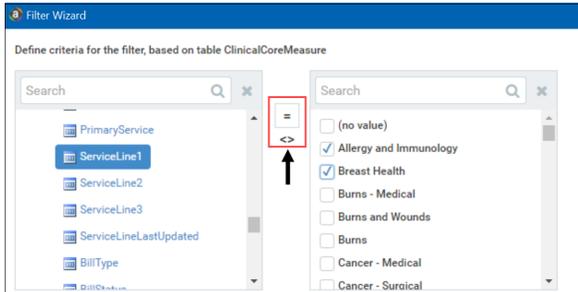
1. On the left side of the dialog, select the table column on which you want to base the filter. After you select a table column, the values in that column display in the right side of the dialog.



2. In the right side of the dialog, type or select the value on which to base the filter. You can type into

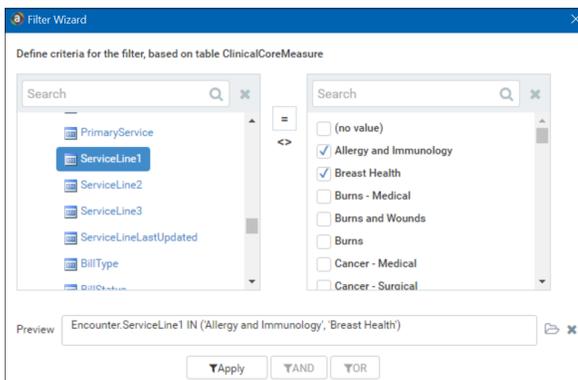
the field above the list of values to filter the list or to specify a value. If one or more values are selected, then those items are used in the filter. Otherwise, whatever you type into the field is used by the filter.

3. In the space between the two selection boxes, select the operator to use for the filter criteria statement, such as equals, not equals, greater than, or less than.



4. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, edit your selections made above.

NOTE: For instructions on writing filter syntax, see [Filter criteria syntax](#).



5. Do one of the following:
 - If the filter criteria statement is finished, click **OK**. The Filter Wizard uses the statement in the Preview box (you do not have to click **Apply** in this case).
 - To create a compound filter, click **Apply** to move the current criteria statement into the **Filter** box. Then, repeat Steps a-d to create another criteria statement. When the next statement is complete, click **AND** or **OR** to join it to the prior statement.
6. In the **File name** field, type a name for the filter.
7. In the **Description** field, type a description of what the filter does.
8. Click **Save**.
9. In the Filter Wizard dialog, click **OK**.

Filter criteria syntax

Several areas of Axiom Enterprise Decision Support use criteria statements to define a set of data. The syntax for these criteria statement is as follows:

```
Table.Column='Value'
```

- *Table* is the name of the database table.
- *Column* is the name of the column in the database table.
- *Value* is the value in the column.

If the column is String, Date, or DateTime, the value must be placed in single quotation marks as shown above. If the column is Numeric, Integer (all types), Identity, or Boolean, then the quotation marks are omitted.

For example:

- To filter data by regions, the filter criteria statement might be: `DEPT.Region='North'`. This would limit data to only those departments that are assigned to region North in the Region column.
- To filter data by a single department, the filter criteria statement might be: `DEPT.Dept=100`. This would limit data to only department 100.

If the table portion of the syntax is omitted, then the table is assumed based on the current context. For example, if the filter is used in an Axiom query, then the primary table for the Axiom query is assumed. If the current context supports *column-only syntax*, and the specified column is a validated key column, then the lookup table is assumed.

▶ Operators

The criteria statement operator can be one of the following: =, >, <, <>, <=, >=. Greater than or less than statements can only be used with numeric values. For example:

```
ACCT.Acct>1000
```

SQL IN and LIKE syntax can also be used. For example:

```
DEPT.Region IN ('North','South')
```

▶ Compound criteria statements

You can use AND and OR to combine multiple criteria statements. If you are creating long compound criteria statements with multiple ANDs or ORs, you can use parentheses to group statements and eliminate ambiguity. For example:

```
(DEPT.Region='North' OR DEPT.Region='South') AND (ACCT.Acct=100 OR  
ACCT.Acct=200)
```

NOTES:

- When filtering on multiple values in the same column, you must use OR to join the statements, not AND. In the example above, if the statement was instead `DEPT.Region='North' AND DEPT.Region='South'`, that statement would return no data because no single department belongs to both the North and South regions. When you use OR, the statement will return departments that belong to either the North or the South regions.
- Alternatively, you can use the SQL IN syntax to create a compound statement for values in the same column. For example, the statement `DEPT.Region='North' OR DEPT.Region='South'` can also be written as `DEPT.Region IN ('North','South')`. The Filter Wizard uses IN syntax by default.

▶ Using criteria statements in functions

If you are using a criteria statement in a function, such as `GetData`, you must place the entire criteria statement in double quotation marks. For example:

```
=GetData("Bud1", "DEPT.Region='North'", "GL1")
```

You can also place the criteria statement in a cell and then use a cell reference in the function. In this case, you do not need to use double quotation marks in the function, unless you are concatenating text and cell reference contents within the function.

▶ Referencing blank values in filters

If a string column contains a blank value, you may want to create a filter that includes or excludes records with these blank values. For SQL Server, the blank value is stored as an empty string. This empty string is indicated with empty quotation marks in the filter. For example: `ACCT.CMAssign=''` or `ACCT.CMAssign<>''`

If you use the Filter Wizard to construct the filter, it will automatically use the appropriate syntax.

▶ Referencing values with apostrophes in filters

If a string column contains a value with an apostrophe (such as O'Connor), then that apostrophe must be escaped with another apostrophe so that it is not read as the closing apostrophe for the filter criteria statement. For example:

```
Dept.VP='O' Connor'
```

Invalid. This construction does not work because Axiom Enterprise Decision Support reads it as Dept.VP='O' and then does not know what to do with the rest of the text.

```
Dept.VP='O'' Connor'
```

Valid. The extra apostrophe tells Axiom Enterprise Decision Support that the apostrophe is part of the string value and is not the closing apostrophe.

NOTE: This syntax must use two apostrophe characters in sequence and *not* a double quotation mark. If you create the filter using the Filter Wizard, Axiom Enterprise Decision Support will construct the appropriate syntax for you.

▶ Referencing Date or DateTime values in filters

If your locale uses a date format where the first value is the day, filters using that date or date-time value will not process correctly. Instead, the date or date-time value must be in standard format. Standard format is `YYYY-MM-DDTHH:MM:SS` for `DateTime` and `YYYY-MM-DD` for `Date`.

If you use the Filter Wizard to construct the filter, it will automatically convert the date or date-time value to the appropriate syntax.