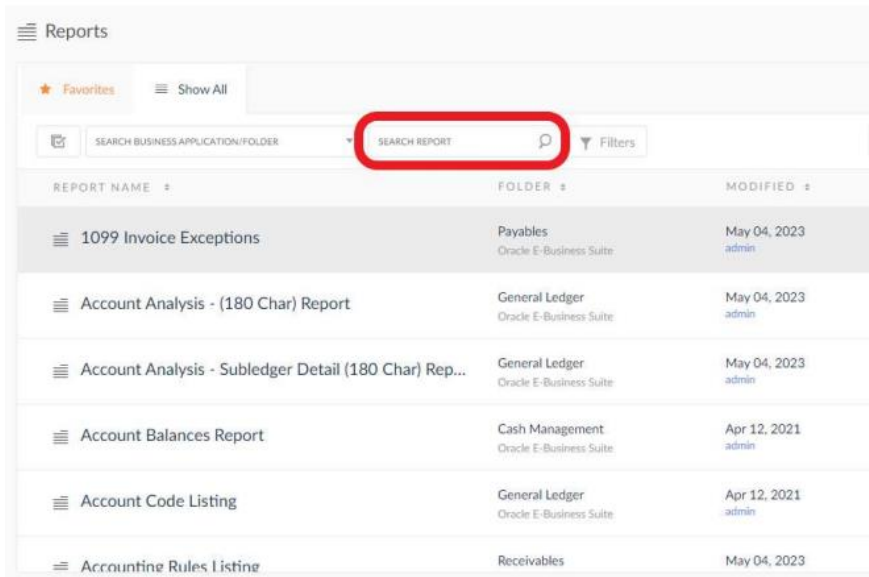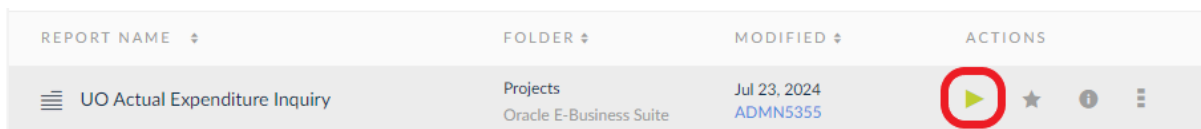# Amending Report Parameters to Non-Mandatory

SplashBI reports allow you to make certain parameters non-mandatory, to give you the flexibility to see a wider range of data, if required.
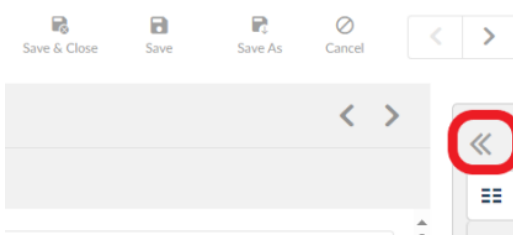
1. Navigate to Reports and search for the report
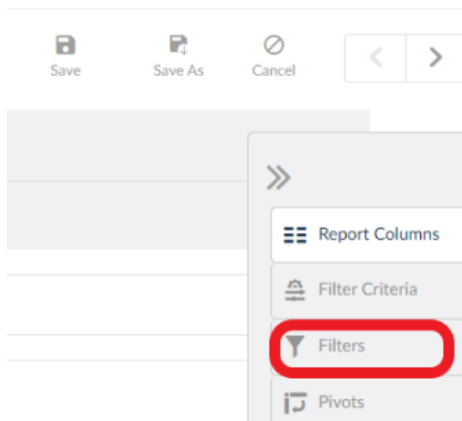

2. Select the report and click the Run icon

3. Select Modify Report option
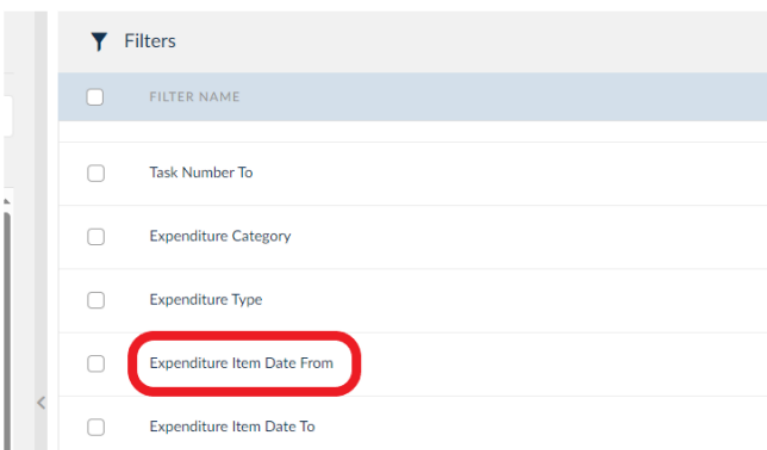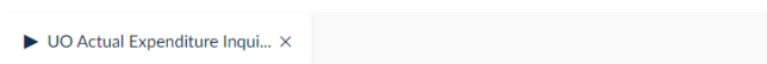

4. Click the Arrow to expand the menu

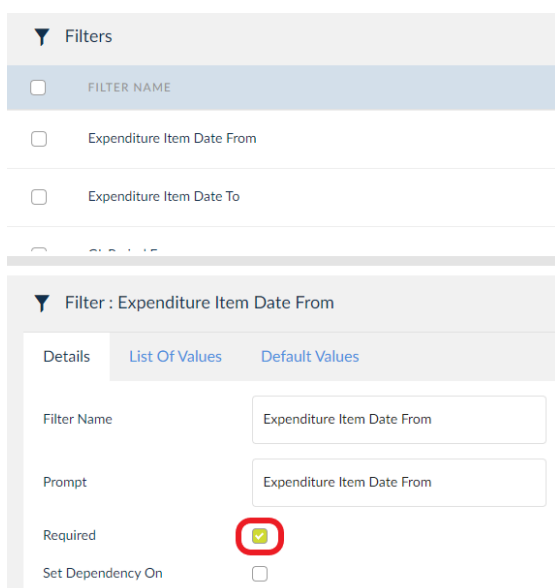5. Navigate to Filters

6. Click to select the required Filter from the list

7. This will open the filter criteria and will allow you to disable the 'Required' box. Note you can repeat these steps on other filters before saving your changes

8. Untick the box and click 'Save and Close'

9. You are now able to see that the 'Expenditure Item Date From' Parameter is showing as non-mandatory e.g. the red star no longer appears next to it. Click Submit

10. End procedure