

Infoview 4.3 Quick Reference

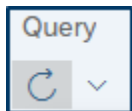
NOVEMBER 2025

Access report/template folders

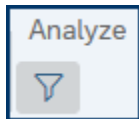
Click the **Folders** tile on the home page to access Personal and Public folders.

Prompts

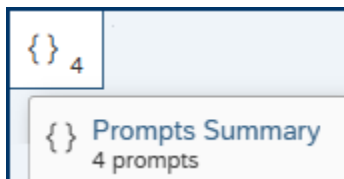
Click the **Query – Refresh** icon to open the prompts modal.



View them by clicking the **Analyze – Filter** icon to open the Filter Bar.



Hover (or click) the **brackets'** icon to view the read-only prompt summary.



Once the Filter Bar has been opened, it remains open until the Filter icon is clicked again.

Entering multiple values

Use semi-colons (and spaces or no spaces – either works) to separate multiple values if typing them into the text field.

Entering dates

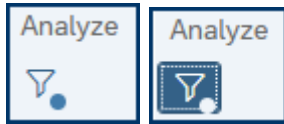
Dates can be typed or selected using the **Date/Time** (calendar) icon.

Never enter a time; Infoview will add the 12:00:00AM timestamp automatically.

Use the short format: m/d/yy or mm/dd/yy.

Input controls

If the Filter icon has a dot, the template/report has input controls that display in the Filter Bar.



Document-level input controls impact all report tabs.



Report-level input controls only impact the report tabs they display on.



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