




Variables

Variables are used in report filters while generating reports. You can create a Variable by defining a set of values. A Variable once created can be reused as a filter for a specific field and the related Record Type.

- [Create, Edit, View, and Delete Variables, on page 1](#)

Create, Edit, View, and Delete Variables

To create a new variable:

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- Step 1** Click **Variables > New**.
 - Step 2** Enter a name for the variable.
 - Step 3** Select a value from the **Associated Column** drop-down list.
 - Step 4** Define **Values** and add a **Description**.
 - Step 5** Define the **Scope** of the variable. The scope can be:
 - **USER**-Variable is defined and used only by the user.
 - **GLOBAL**-Variable can be used across organizations. Toggle **Is Value Shared?** to share the variable across organizations or restrict the use within your organization.
 - Step 6** Click **Save**.
Click the  to view, edit, copy, or delete the variable.
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