

# Lehnert Computer Services

1482 Gone Away Ct.  
Wheaton, IL 60187  
(630)260-4770

E-Mail: [ellen@lehnertcs.com](mailto:ellen@lehnertcs.com)

Ask the Teacher - March 2005

By Ellen Lehnert, PMP

**Question:** I created a custom task column called “Owner” and now I want to get reports out by this value. What is the easiest way to accomplish this.

**Answer:** I would create a custom filter to help you with this. The filter would allow you to pick which owner you would like per report. This is actually a filter that you could apply to many situations.

From the Gantt chart select: Tools → Filtered for: → More filters → New

Filter Definition in 'Project 1'

Name:   Show in menu

Filter:

And/Or	Field Name	Test	Value(s)
	Owner	equals	"Enter Owner Name"?

Show related summary rows

Buttons: Help, OK, Cancel

Fill in the fields:

1. Name: Name of filter – I used “Owner”
2. Show in the menu: Flag to enter name in the list shown on the Tools menu (optional)
3. Field name: “Owner” or what you have named the field
4. Test: Equals
5. Value: “Enter Owner Name”? - the question must be in quotes with a “?” outside the quotes
6. Click – OK

# Lehnert Computer Services

---

1482 Gone Away Ct.

Wheaton, IL 60187

(630)260-4770

E-Mail: [ellen@lehnertcs.com](mailto:ellen@lehnertcs.com)

When using the filter, the filter may be applied from the Tools menu or from the filter box on the formatting toolbar.



- A question will appear asking you the “Owner” name you wish to query – enter the name and click OK
- To remove a filter: Press F3
- This filter may be applied to all task views and may be used in reports accessed from the view bar.
- If you would like further ease of use: When the custom field was created, you may enter a value list. The value list will appear in this box as a pull down choice list.