

Author Tip | Add a Comment to a Report Filter

Wendi Lewis - 2026-04-29 - Comments (0) - Cognos Analytics

Purpose of Filter Comments

A Cognos Analytics report author can add comments to a filter in a report. Filter comments are a great way to document its purpose and why it was written in a particular way.

Format Your Filter Comment

Using a sequence of characters, you can easily add a comment to a filter that won't interfere with the function of the filter.

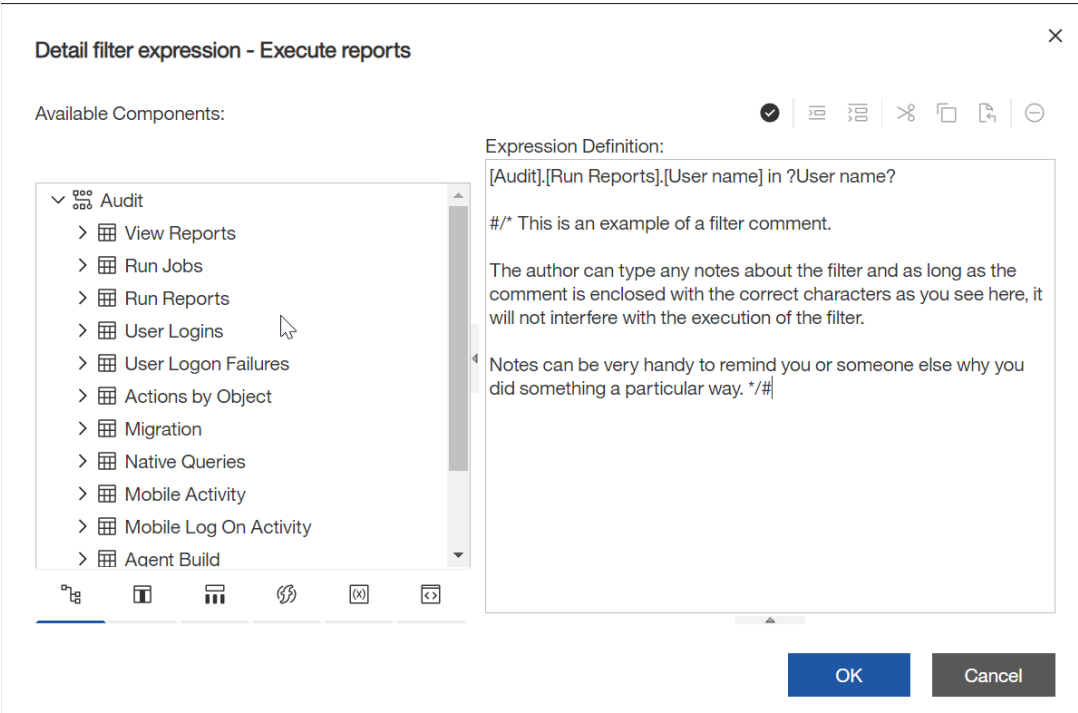
Start your comment with the `#/*` characters at the beginning, and then at the end of the comment repeat the characters in reverse order `*/#`. Any text between these characters is ignored by the filter.

Example Format

`#/*` This is an example of how you would format a filter comment.

Write your comment between these characters. `*/#`

Example Filter Comment



Detail filter expression - Execute reports

Available Components:

- Audit
 - View Reports
 - Run Jobs
 - Run Reports
 - User Logins
 - User Logon Failures
 - Actions by Object
 - Migration
 - Native Queries
 - Mobile Activity
 - Mobile Log On Activity
 - Agent Build

Expression Definition:

[Audit],[Run Reports],[User name] in ?User name?

#/* This is an example of a filter comment.

The author can type any notes about the filter and as long as the comment is enclosed with the correct characters as you see here, it will not interfere with the execution of the filter.

Notes can be very handy to remind you or someone else why you did something a particular way. */#

OK Cancel

Related:

- [Best practice tips for documenting Report Studio reports](#) (Ironsides Consulting)