

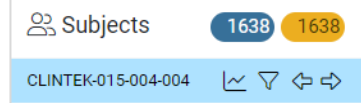


Filters in Data Central


Filter types include:

- Subject filter from the Navigation Pane
- Column filters from within a panel
- Filter subject in other panels


Navigation Pane: Toggle Subject Filter



To filter all panels on the dashboard for a subject:

1. Select a record from a listing.
2. Click the Toggle Subject Filter icon  in the Navigation Pane.

To move to another subject:

1. Click the Toggle Subject Filter icon again to remove the filter.
2. Use the arrows  to move to the next row or select another record.
3. Click the Toggle Subject Filter again.

Filter Subject in Other Panels



Filter Subject in Other Panels (eye icon) filters records in any open panel(s) for the selected subject. The panel where the filter was activated shows all records, allowing the user to move to another record in that listing.

To activate the Filter subject in other panels filter:

1. Select a record in a panel (this is the active panel).
2. Click the eye icon (it highlights).
The other panels update showing only records for the highlighted subject.

To move to another subject:

1. Select another record in the active panel; the other panels update to show only records for the highlighted subject.

To remove the Subjects Filter:

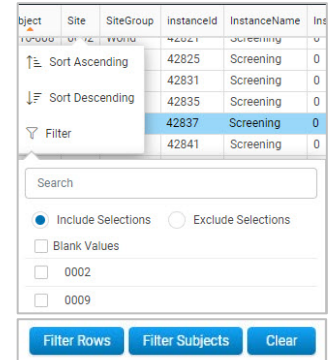
1. Click the eye icon in the active panel.

Column Filters

Setting a Column Filter

Any column in a panel can be filtered.

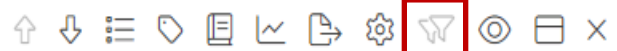
1. Click on a column header.
2. Select Filter.
3. Select the conditions / item(s) you want to filter:
 - a. Optional Search
 - b. Include Selections or Exclude Selections
 - c. Your filter items
4. Select Filter type:
 - a. Filter Rows: applies filter to the rows of data within the panel
 - b. Filter Subjects: applies filter to all subjects and across all panels on the dashboard; displays at the top of the window
 - c. Clear: clears all filters for that column



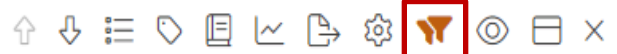
Identifying if Filters are Applied

The Filters icon in the panel toolbar indicates if a column filter is applied.

- No column filters are applied in the panel.



- At least one column filter is applied in the panel.



A column header highlighted and underlined in orange indicates that column is filtered.

Clearing / Resetting Filters

To clear or reset column filters:

1. Click the shaded Filters icon in the panel toolbar.
2. Select the option to:
 - a. Reset Filters (to pre-programmed filters)
 - b. Clear Filters (to clear all filters)
 - c. Remove individual filtered items (click the filter's red minus circle)

To clear a subject filter:

1. Click the down-arrow at the right of the filter conditions in the top blue bar.
2. Select the option to:
 - a. Remove individual filtered conditions using the minus circle
 - b. Clear All