



Filters in Data Central

Filter types include:

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

Navigation Pane: Toggle Subject Filter

0009-879



To filter all panels on all sheets within a workspace for a subject:

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

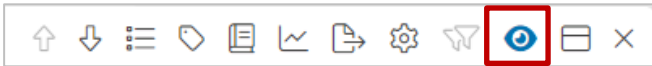
To move to another subject:

0016-007



1. Use the arrows to move to the next subject.
2. Click the Toggle Subject Filter again to remove the Toggle Subject Filter.

Filter Subject in Other Panels



Filter Subject in Other Panels (eye icon) filters records in any open panel(s) for the selected subject across all sheets within a workspace. 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 across all sheets 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.

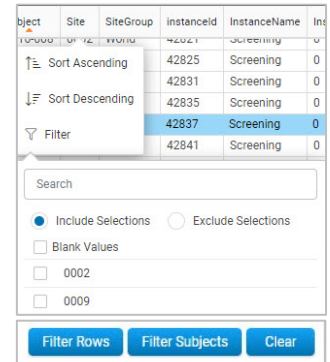


See the [Elluminate Help Center](#) for more information.

Column Filters

Setting a Column Filter

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 and sheets on the workspace; displays in the blue pill next to the Panel Filter icon in the master header.
 - c. Clear: clears all filters for that column.



Identifying if Filters are Applied



The circle with the number next to the **Filter Panel icon** shows how many filters are applied.

To easily see and manage applied filters, click the Filter Panel icon to open the Filter panel.

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

- Greyed out icon indicates no column filters are applied.
- Shaded icon indicates at least one column filter is applied.

A column header with a shaded filter icon next to it indicates that column is filtered in a panel.

Subject (Global) Filters: When Filter Subjects is selected in a column filter, the filter conditions display in a blue pill in the master header.

Clearing / Resetting Filters

1. Click the **Panel Filter icon** to open the Filters panel over the left navigation.
2. Use the **Clear Filters icon** at the top to clear all filters, or clear applied filters by section (Filter Set, Global Filters, Panel 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 (global) filter:

1. Click the minus circle in the blue pill of the master header.