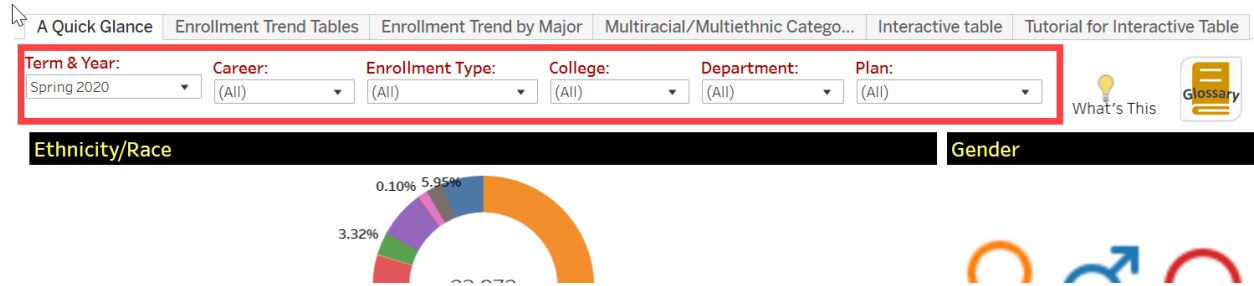


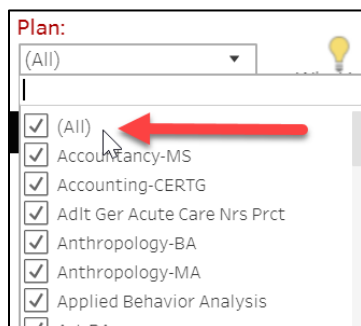
How to use filters



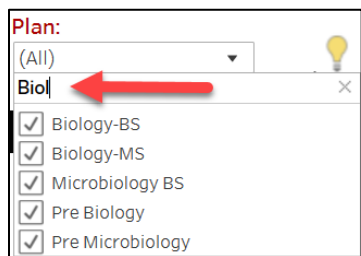
The filters allows you to include and exclude the data in the dashboard. For example, filtering may be used to:

- View the data of a particular department.
- Change the term to view the data for a different term.
- Include more terms to view the trend.

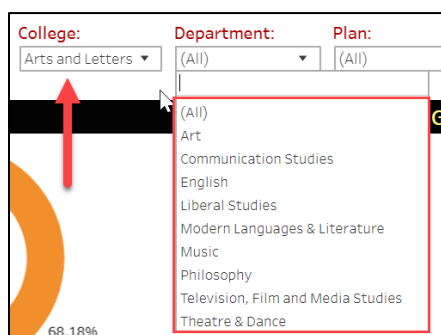
Quick tips



Some filters allows you to select multiple values. If you need to select only one of the options, first unselect *(All)* then select an option you want.



Filters also allows you to type in what you are looking for. In the image on the left, the user typed in "Biol", which limits the options that included "Biol".



Your selection in one filter will limit the options in other filters. For example, if you select *Arts and Letters* under the **College** filter and then go to the **Department** filter, you only see the departments under *Arts and Letters*.