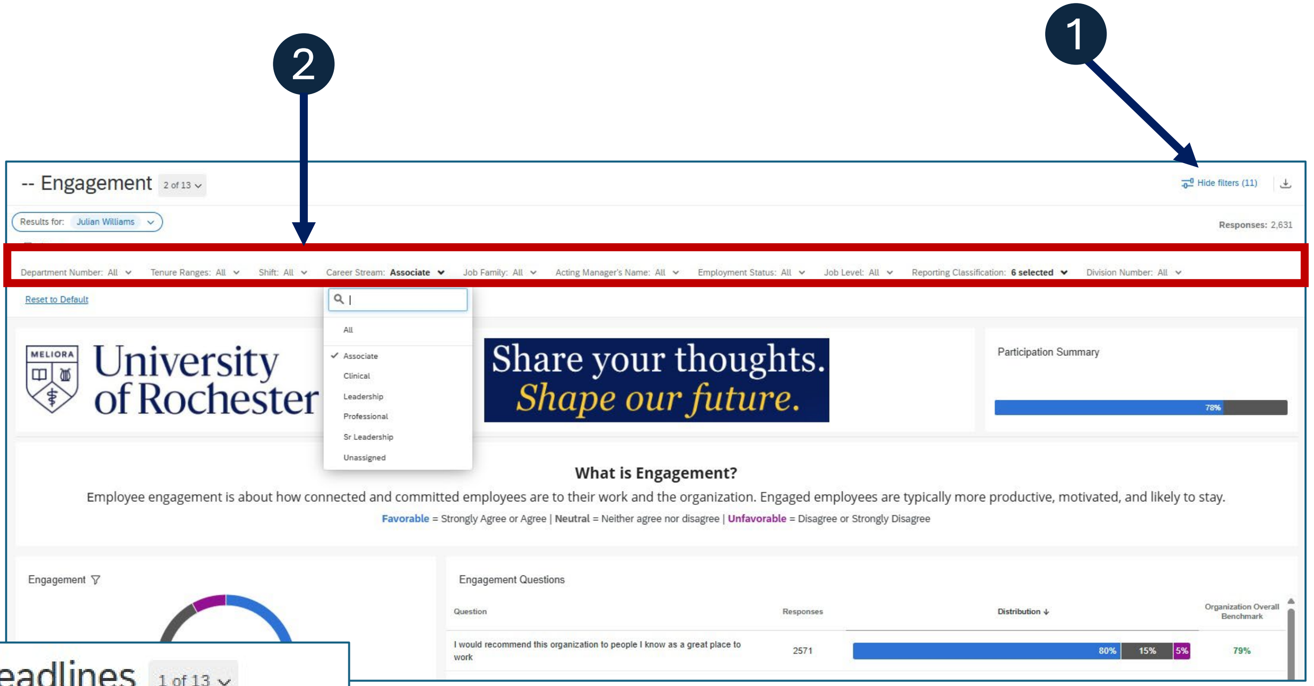
Utilize Filters for Deeper Analysis

URochester

For a deeper understanding, filters show results from a sub-group of your team.
NOTE: As a reminder, a minimum of five respondents is required for results to display within the filtered subgroup to ensure confidentiality.

1. Click **Show Filters** in the upper-right of the page. The filter options will then appear across the top of the page.
2. Click the arrow next to a filter to open its drop-down menu with the options within that filter.
3. Click on one or more filter options to apply the filter
   a) The **Dashboard** will update automatically to reflect the filters.
   b) Click on the filter option(s) again or click **Reset to Default** in the filter toolbar to deselect the filter and remove it. Each filter will also have an **all** option that you can select to deselect your current filter settings within that filter.
   c) You can apply more than one filter at the same time.



Save filters

1. Save a filter by opening the **Filters** drop-down in the upper left corner of the Filters toolbar, selecting Save As, entering a name, and clicking **Save**. Remove a saved filter by clicking **Reset to Default**.
2. Re-apply a saved filter by opening the Filters drop-down menu and selecting the desired filter. Your last selected filter will also remain the next time you log in for your next session, so be sure to check your filters each session.