

# How to create filters

You can add filters to your dashboard to allow your users to focus on specific aspects of the data. Common use cases for filters are:

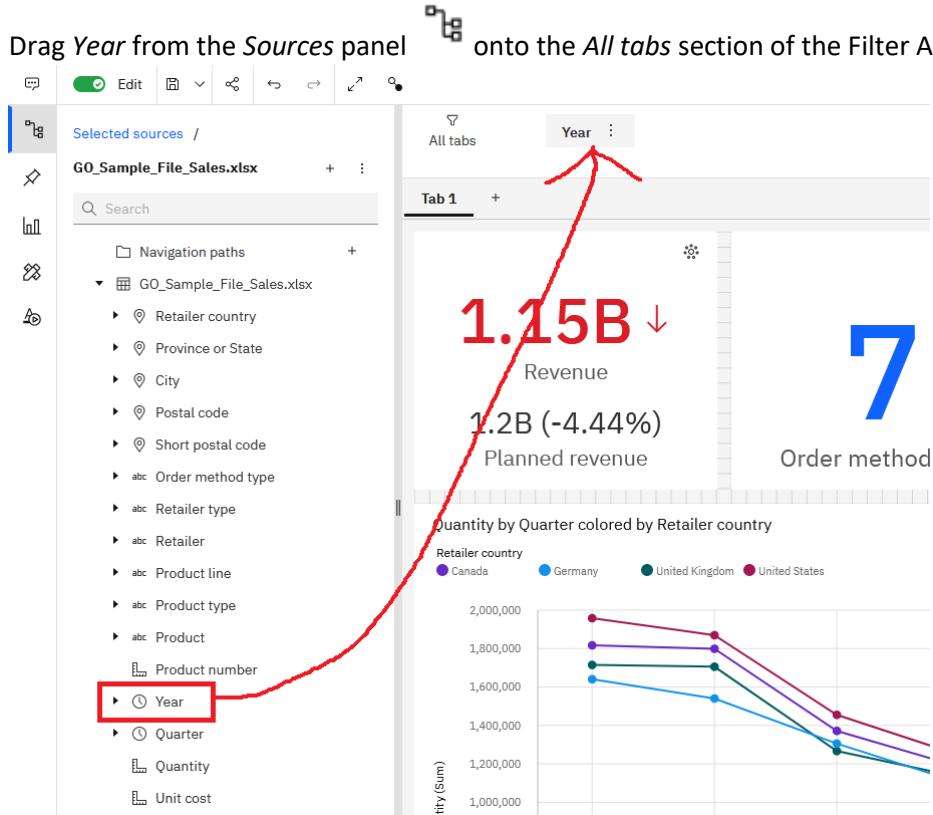
- Specify a **time** period (e.g. Year, Quarter, Month, etc)
- Choose a specific **location** (e.g. Country, State, Region, etc)
- Show only certain **values** in your data (e.g. a specific Product Line, Order method, Retailer, etc)

This chapter will show you how to add a variety of filters to your dashboard...

## Filter Area: All tabs

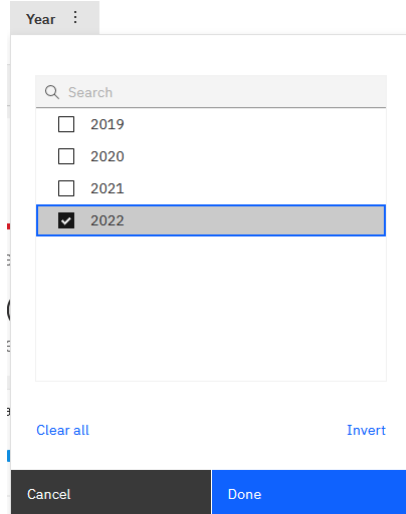
To filter everything on your dashboard (e.g. a global filter) that uses the selected data asset (e.g. Year), no matter what tab it is on:

1. Drag *Year* from the *Sources* panel onto the *All tabs* section of the Filter Area:

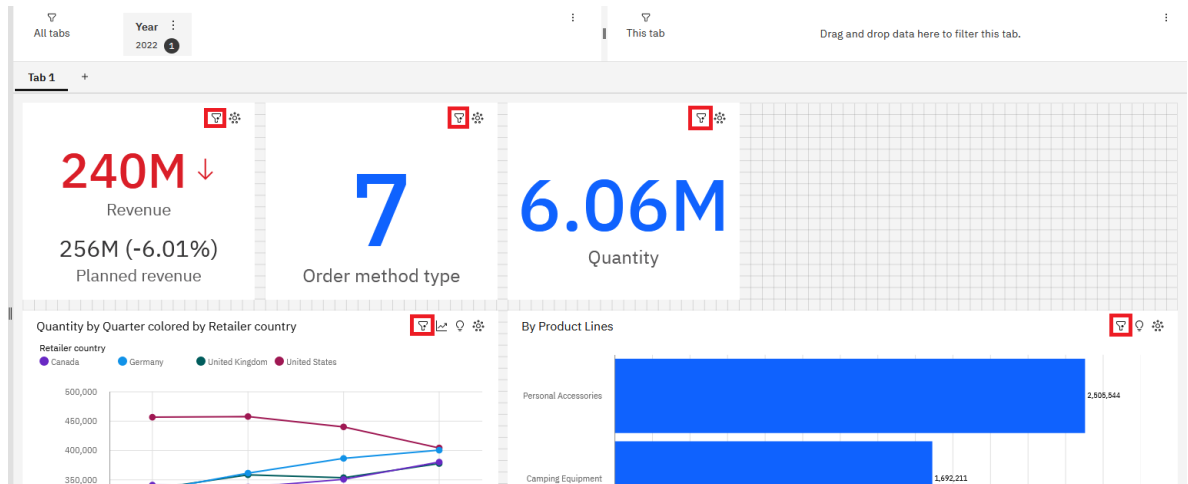



2. In the resulting dropdown:
  - a. Click *Cancel* if you don't want to set any specific values at this time but still create the filter; or

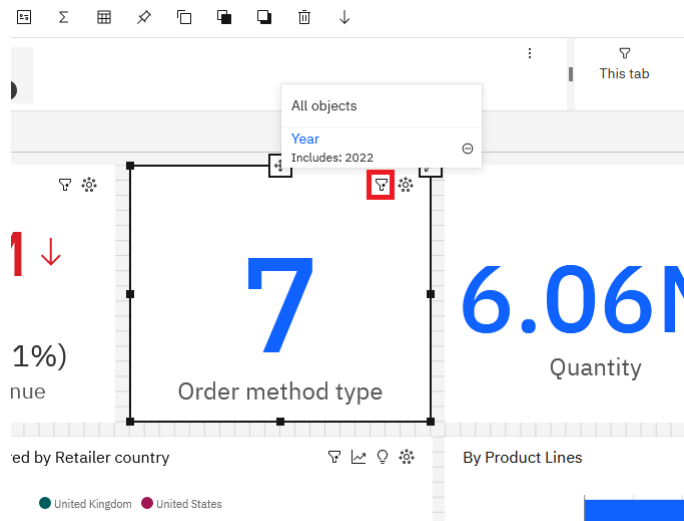
b. Select a value or values and click *Done*:



3. If you set a filter value in Step 2b above, a filter icon is added to all the visualizations on the dashboard:



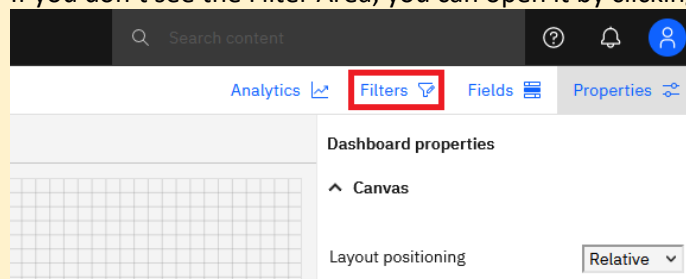
4. You can click this icon to see what filters have been applied, or to remove  them:



This section showed you how to create a filter for all tabs in the dashboard. You can use a similar process for filtering just the current tab by dropping the data item onto the *This tab* section of the Filter Area instead.




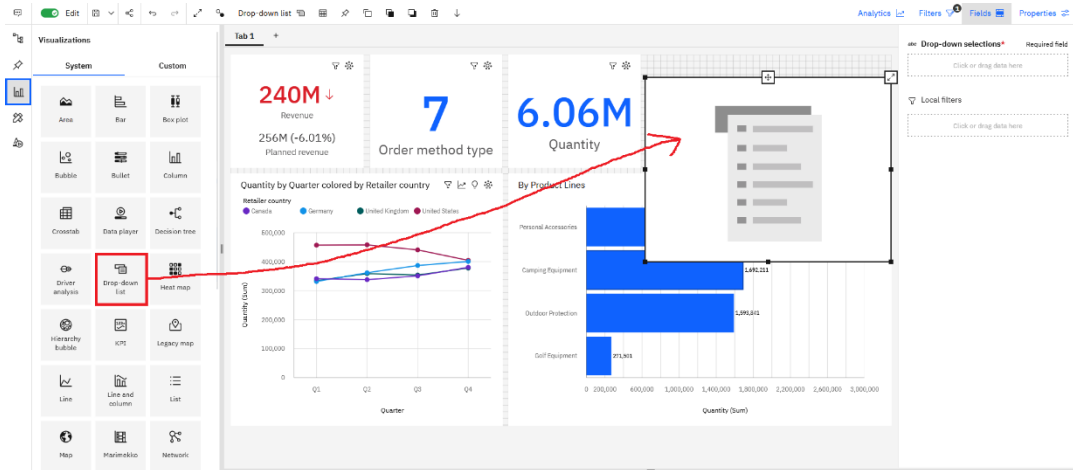
If you don't see the Filter Area, you can open it by clicking the *Filters* icon:



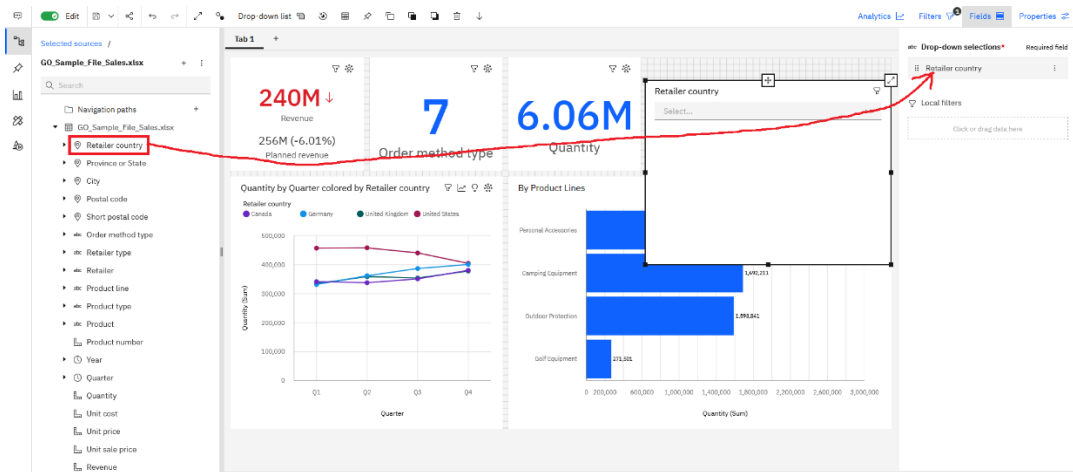
## Add a filter widget to the canvas

Sometimes you might prefer to have a dedicated filter widget right on the dashboard itself:

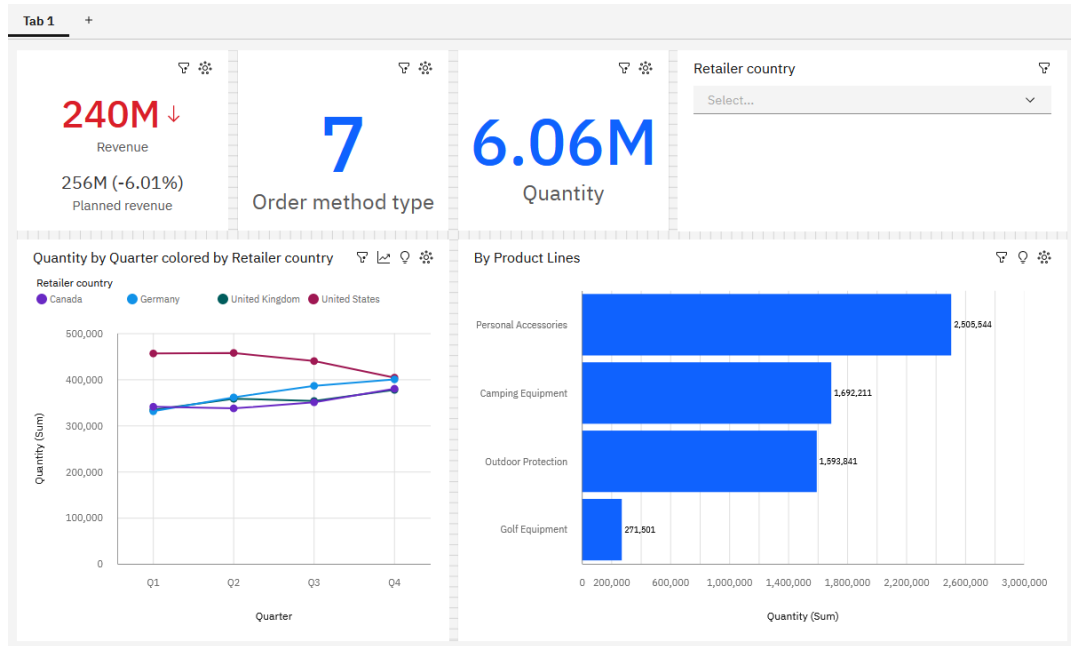
1. Open the **Visualizations** panel  and drag a **Drop-down list** onto the canvas:



2. Drag **Retailer country** from the **Sources** panel  onto the **Drop-down selections** slot of the visualization:



3. Using the handles, resize the new widget to take up the remaining space on the dashboard:




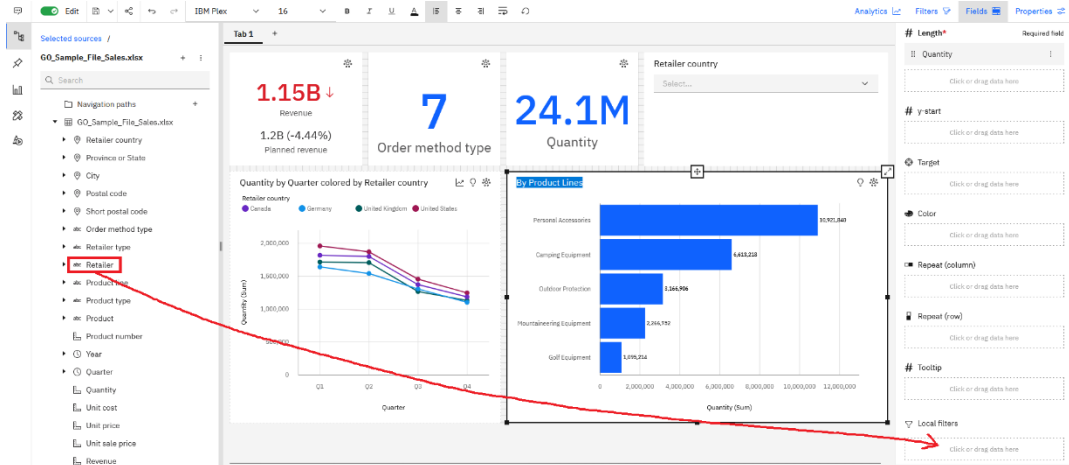
Alternatively, I also like to use **List** visualizations to present an easy set of values that users can click on to filter the dashboard.

## Filter a widget

Sometimes you require a permanent filter on the widget itself:

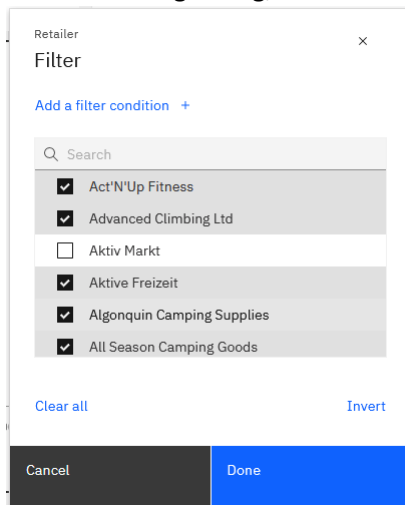
1. Select the widget.

2. Drag *Retailer* from the *Sources* panel  onto the *Local filters* slot of the visualization:



The screenshot shows the IBM Analytics interface. On the left, the 'Selected sources' panel for 'GO\_Sample\_File\_Sales.xlsx' lists various fields. The 'Retailer' field is highlighted with a red box. A red arrow points from this field to the 'Local filters' slot in the configuration panel of a visualization widget. The visualization itself consists of a line chart titled 'Quantity by Quarter colored by Retailer country' and a horizontal bar chart titled 'By Product Lines'. The line chart shows data for Germany, United Kingdom, and United States across four quarters. The bar chart shows quantities for Personal Accessories, Camping Equipment, Outdoor Protection, Mountaineering Equipment, and Golf Equipment.

3. In the resulting dialog, select the values that you would like to keep and click *Done*:



The 'Retailer Filter' dialog box is shown. It has a title bar 'Retailer Filter' with a close button. Below the title is a search bar and a list of retailers with checkboxes:

- Act'N'Up Fitness
- Advanced Climbing Ltd
- Aktiv Markt
- Aktive Freizeit
- Algonquin Camping Supplies
- All Season Camping Goods

At the bottom of the dialog are buttons for 'Clear all', 'Invert', 'Cancel', and 'Done'.



For more information about the many options for filtering a dashboard, see [filters](#).