⬡ VIEW & EXPORT DASHBOARD DATA

1. From **Explore > Dashboards**, locate a dashboard via scrolling or using the Search box.
2. Click to select the dashboard.
3. Modify the dashboard using any of the parameters.
4. Collapse the side panel using the arrow « to provide more viewing space.
5. To export the data for any graph or chart, click the **More Options** three-dot ellipses.
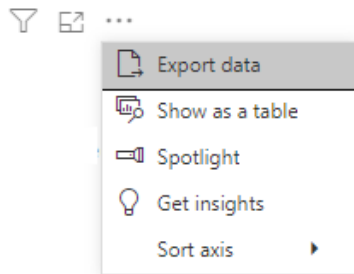
6. Click **Export data**.
7. Select either "Summarized data" or "Underlying data" and then the **File format**.
8. Click **Export**.
9. Open the file from your Download folder.
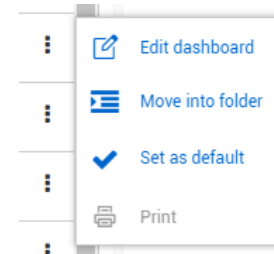
⬡ CREATE A FOLDER

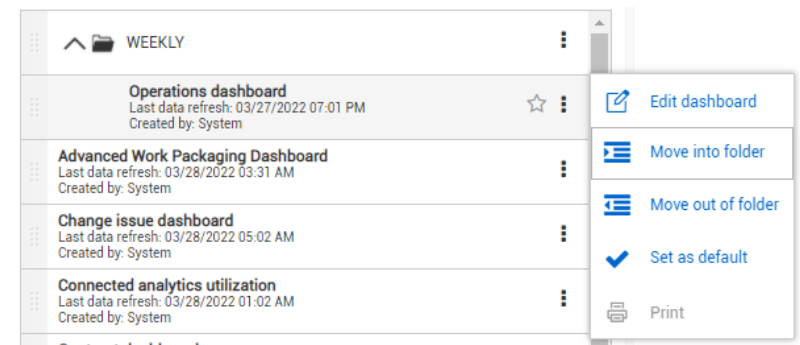Used to easily identify dashboards you may refer to on specific frequency or for a functional level.

1. From **Explore > Dashboards**, select the **Add folder** ⊞ icon.
2. Type in the name of the folder and click **Save**.

⬡ MOVE DASHBOARD INTO & OUT OF A FOLDER

1. Click the **three-dot ellipsis** to the side of a dashboard.
2. Click **Move into Folder**.

3. Select a folder from the drop-down list and click **Save**.
4. Open the new folder, by clicking on the **drop-down arrow** from the new folder.
5. To view the dashboard, click on the dashboard from within the folder.
6. Click the **three-dot ellipsis** and **Move out of folder** to remove a dashboard from a folder.

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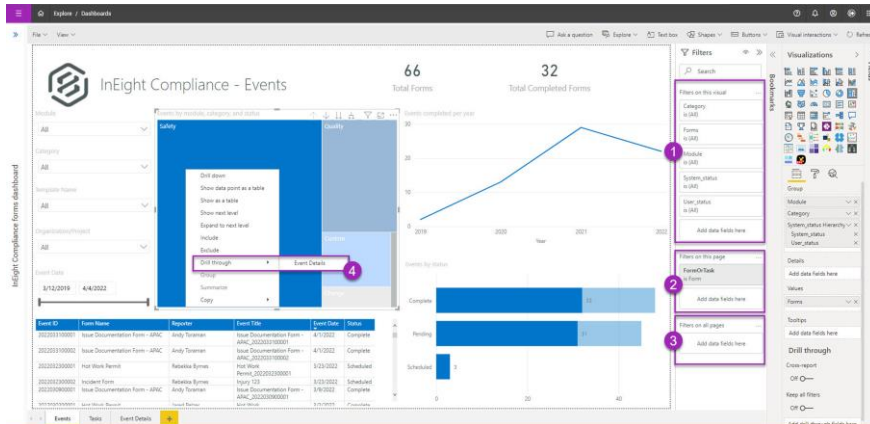
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🔷 FILTERING OPTIONS

Used to make dashboard viewing easier and more customized. Can be done on four levels:
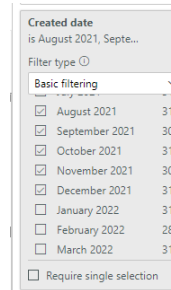
1. Visual level
2. Page level
3. Report level
4. Drillthrough

1. Click on the **three-dot ellipsis** to the right of your desired dashboard.
2. Click **Edit dashboard**.
3. Select a chart or graph.

🔷 FILTER ON THIS VISUAL using BASIC FILTERING

1. From the **Filters** pull-out, expand a Filter card to limit the data.
2. Using the **Basic filtering** option, select one or more of the options.

🔷 FILTER ON THIS PAGE using ADVANCE FILTERING

1. From the **Fields** pull-out, drag a field into the **Filters on this page > Add data fields here**.
2. Use **Advance Filtering** to select an option(s).
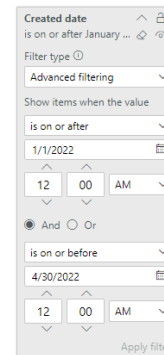
🔷 FILTER ON ALL PAGES using ADVANCE FILTERING

1. From the **Fields** pull-out, drag a field into the **Filters on all pages > Add data fields here**.
2. Use either **Basic Filtering** or **Advanced Filtering** as desired.

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