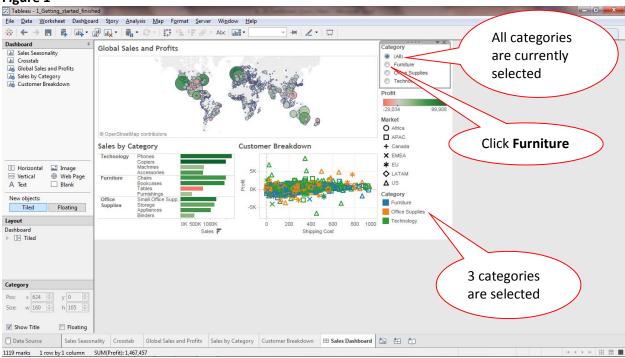
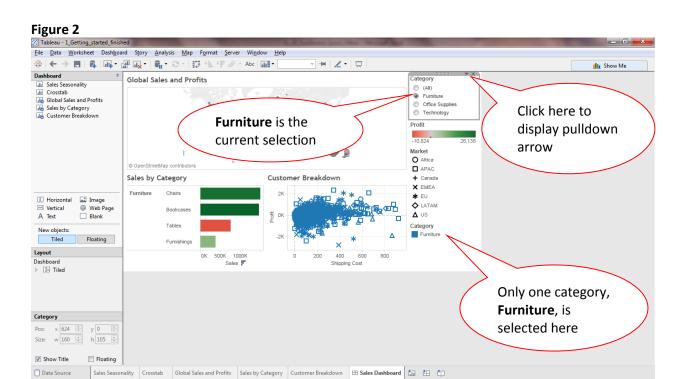
**Objective:** This exercise will demonstrate how to apply quick filters for selected worksheets on a dashboard

On Figure 1, the **Sales Dashboard** contains the **Category** Quick Filter, where the **All** radio button has been selected

Figure 1



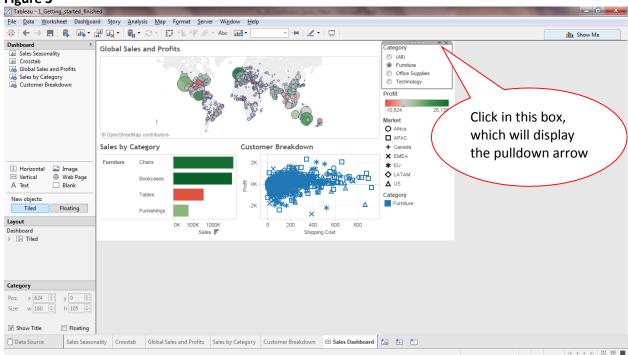
Click the Furniture radio button as shown in Figure 1, which will lead to the display on Figure 2, where the data is restricted to the Furniture category for all three worksheets in the Sales
 Dashboard



The **Category Quick Filter** box will display a pulldown arrow in the upper right-hand corner, as shown on Figure 2. If the pulldown arrow is not displayed:

• Click the Category Quick Filter box, which will display the pulldown arrow as shown on Figure 3

Figure 3



Click the pulldown arrow as shown on Figure 3, which will popup the menu tree displayed on Figure 4

Figure 4 Tableau - 1\_Getting\_started\_finished  $\underline{\text{File}} \quad \underline{\underline{\text{D}}} \text{ata} \quad \underline{\underline{\text{W}}} \text{orksheet} \quad \text{Dash}\underline{\underline{\text{b}}} \text{oard} \quad \underline{S}\underline{\underline{\text{tory}}} \quad \underline{\underline{\text{A}}} \text{nalysis} \quad \underline{\underline{\text{M}}} \text{ap} \quad \underline{F}\underline{\underline{\text{o}}} \text{rmat} \quad \underline{\underline{\text{S}}} \text{erver} \quad \underline{\text{Window}} \quad \underline{\underline{\text{H}}} \text{elp}$ III Show Me Global Sales and Profits Dashboard

Jil Sales Seasonality
Jil Crosstab
Jil Global Sales and Profits
Jil Sales by Category
Jil Customer Breakdown Edit Filter... (All)
Furniture
Office Supp Customize Show Title Edit Title... •0 Single Value (List) Click Apply to Single Value (Dropdown) OpenStreetMap contributors -0-Single Value (Slider) Sales by Category Worksheets Multiple Values (List) Multiple Values (Dropdown) Furniture Chairs ☐ Horizontal ☐ Image
☐ Vertical ⊕ Web Page
A Text ☐ Blank \* EU Multiple Values (Custom List) XXXI 🗸 Wildcard Match **∆** US Category Furniture Only relevant values Δ All values in database Tiled Floating Layout

Dashboard

→ □□ Tiled Include Values Exclude Values Floating Fixed Height Edit Height... Select Layout Container Deselect Pos: x 624 x y 0 x Size: w 160 x h 105 x Remove from Dashboard Show Title

Click Apply to Worksheets as shown on Figure 4, which will lead to the sub-menu tree displayed on Figure 5

Sales Seasonality Crosstab Global Sales and Profits Sales by Category Customer Breakdown 

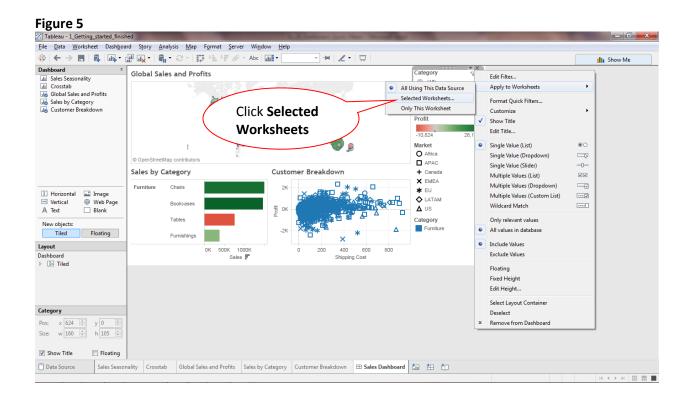
Sales Dashboard 

Sales Dash

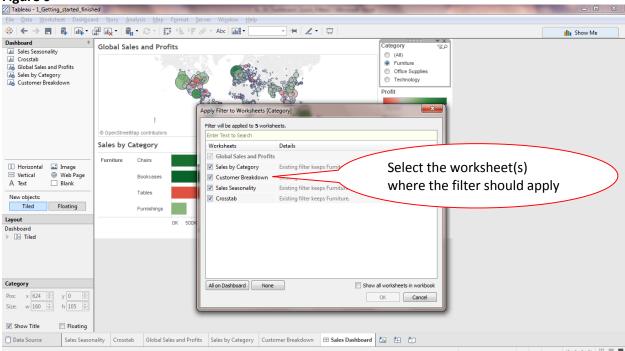
Floating

Data Source

н ← → н | ||| ||| |||



 Click Selected Worksheets as shown on Figure 5, which will popup the window Apply Filters to Worksheets (Category) displayed on Figure 6 Figure 6



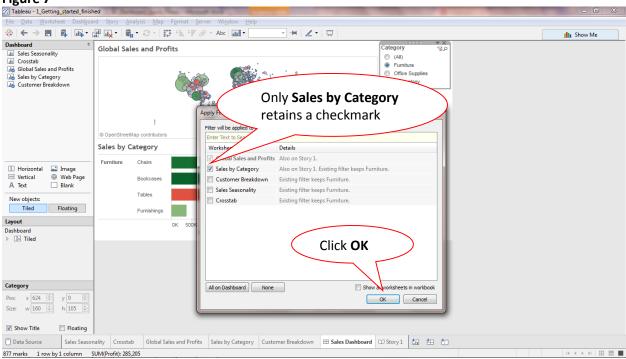
By default, all the worksheets on the dashboard are selected.

## To de-select a worksheet:

• Remove checkmark to the left of the worksheet (to which the filter is not to be applied)

On Figure 7, a checkmark has only been retained for the **Sales by Category** worksheet. Hence, the filter will only apply to that worksheet.

Figure 7



Click OK after the desired de-selection has been done

Figure 8 displays the dashboard where the filter applies to only one worksheet (Sales by Category).



