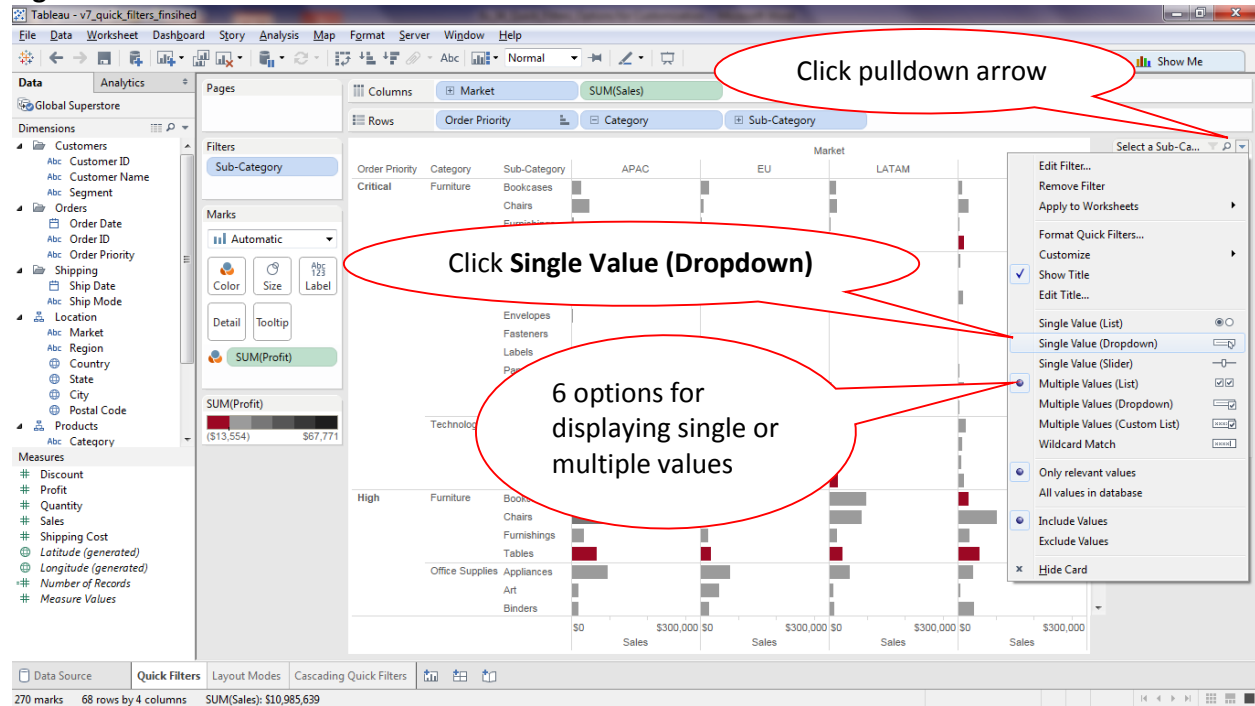


Objective: This exercise will demonstrate how single and multiple value lists can be used in quick filters

Tableau provides many options, single or multiple, for displaying the values in a Quick Filter. These are displayed on Figure 1.

Figure 1

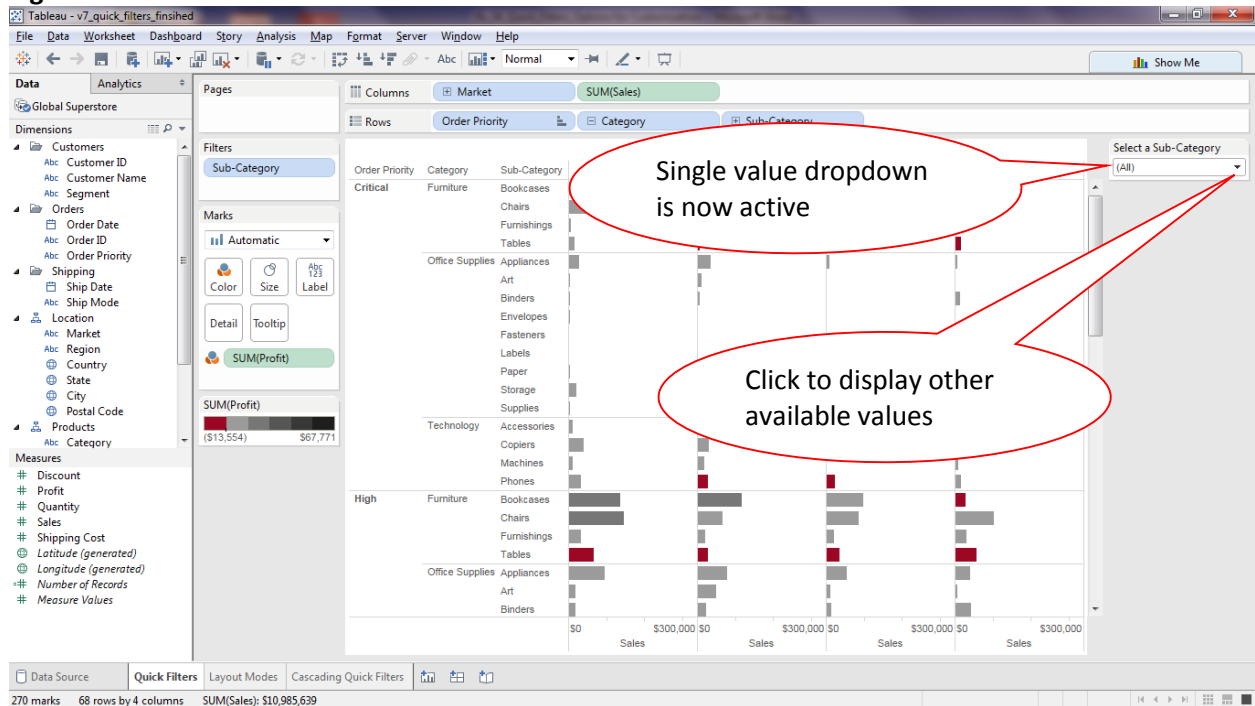


- Click the pulldown arrow for **Select a Sub-Category** as shown on Figure 1, which will popup the menu tree displayed on Figure 1

To provide a Single Value (Dropdown):

- Click the **Single Value (Dropdown)** menu tree item as shown on Figure 1, which will lead to the display on Figure 2

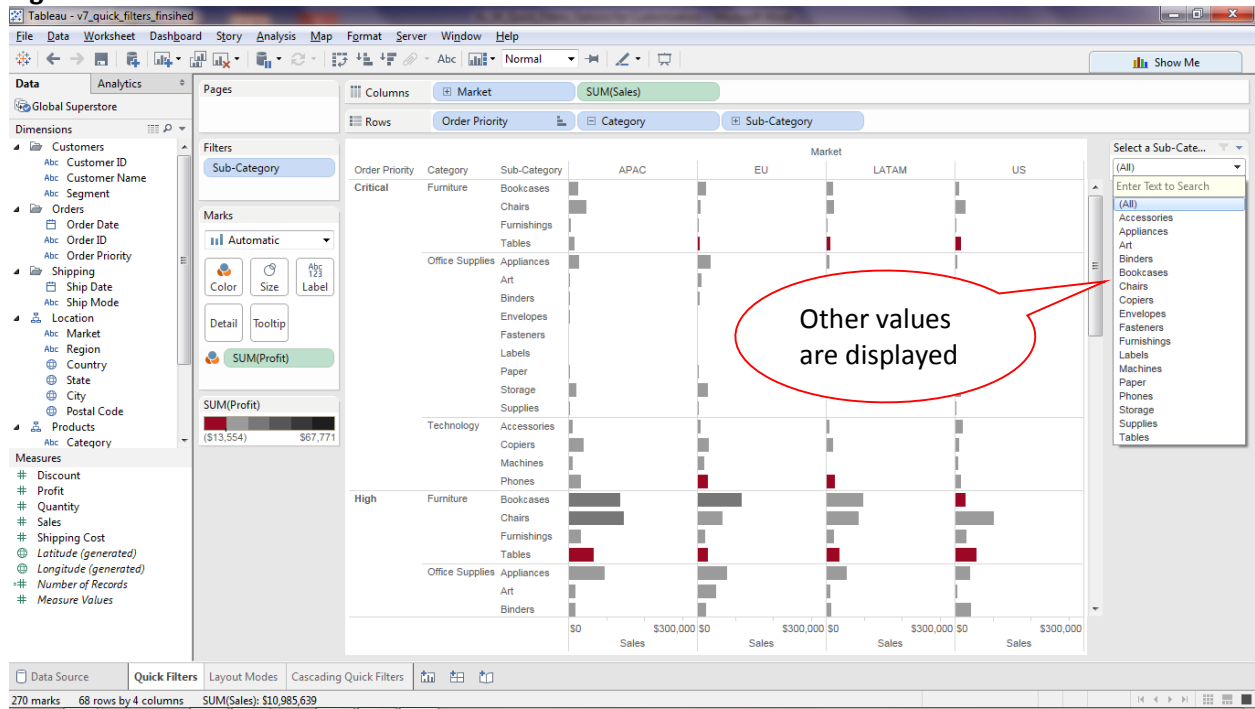
Figure 2



To display other values, besides **All** (which is currently displayed):

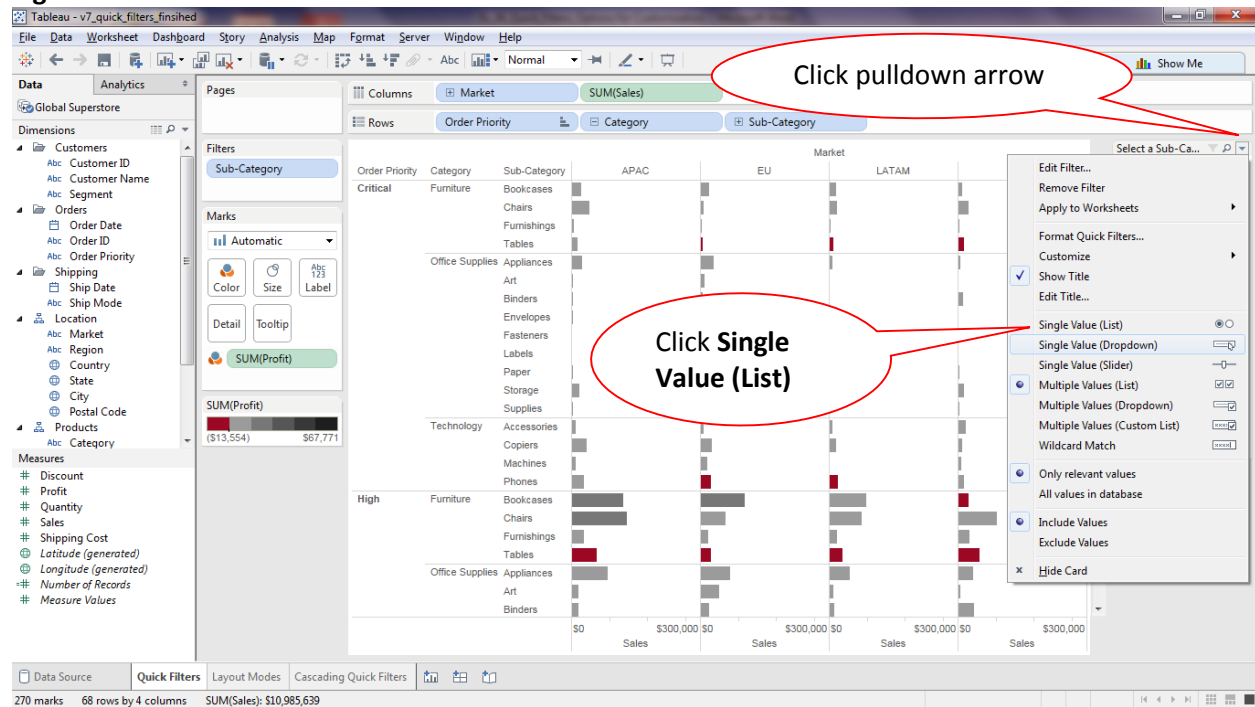
- Click the pulldown arrow under **Select a Sub-Category** as shown on Figure 2, which will display other possible values as shown on Figure 3

Figure 3



The next step will demonstrate how to select a **Single Value (List)**.

Figure 4

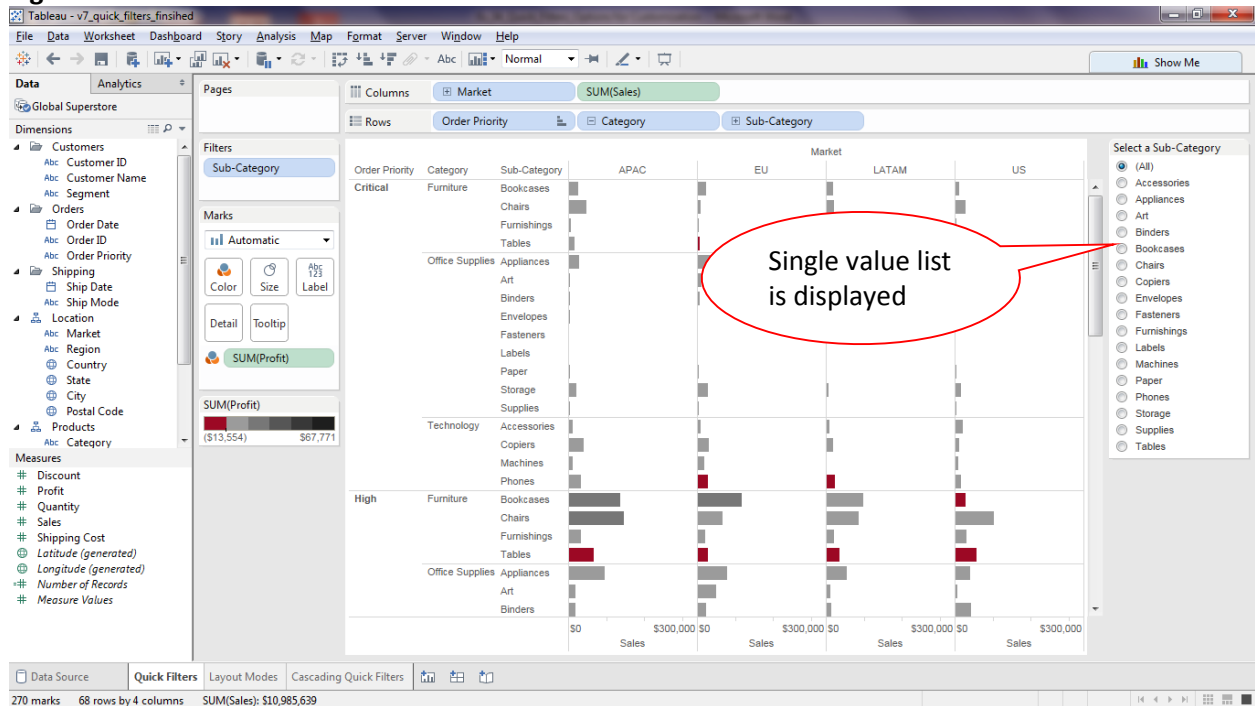


- Click the pull-down arrow for **Select a Sub-Category** as shown on Figure 4, which will popup the menu tree displayed on Figure 4

To provide a Single Value (List):

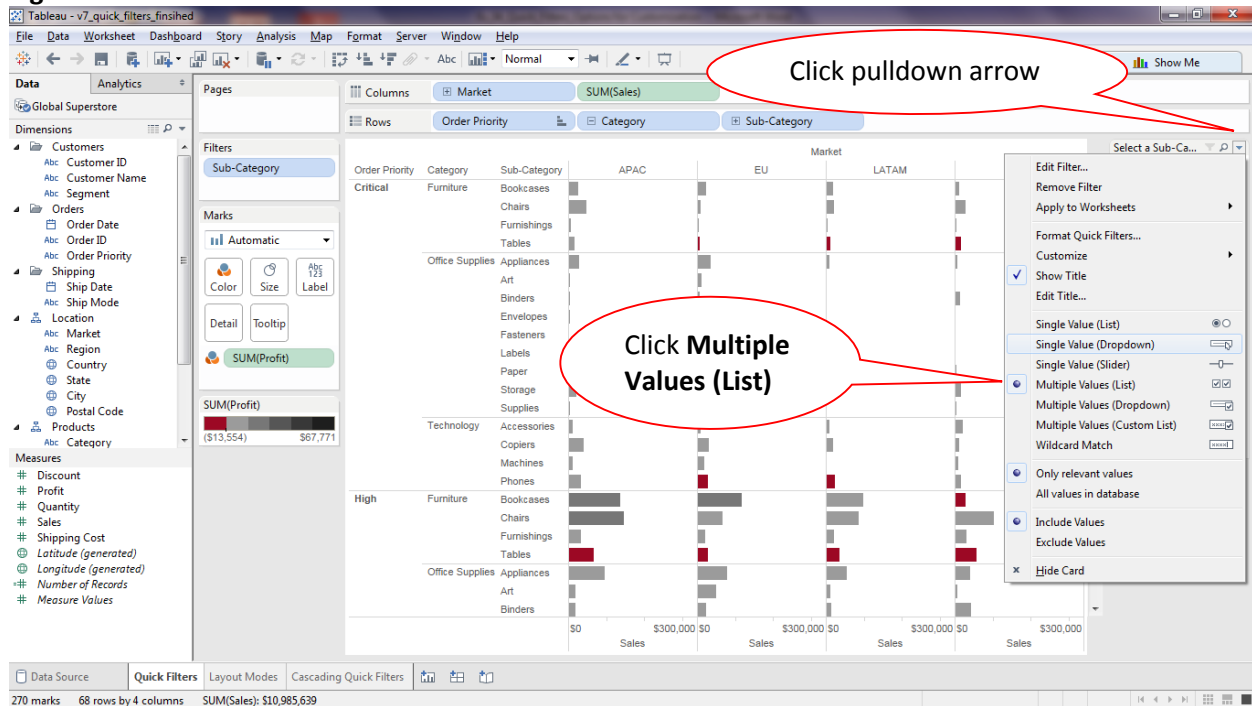
- Click the **Single Value (List)** menu tree item as shown on Figure 4, which will lead to the display on Figure 5

Figure 5



In this case, only a single value can be selected, as the system will only allow one radio button to be checked at any time. If multiple selections need to be made, then the **Multiple Values (List)** option can be used as shown in the next step.

Figure 6

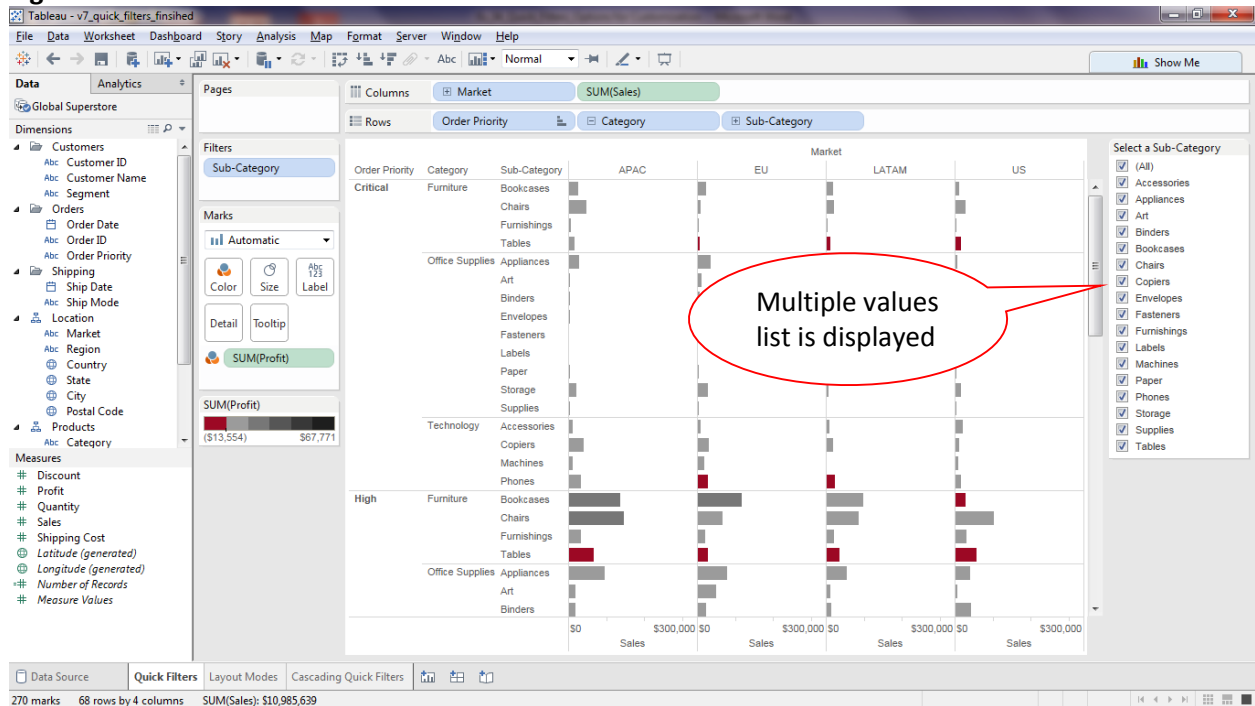


- Click the pull-down arrow for **Select a Sub-Category** as shown on Figure 6, which will popup the menu tree displayed on Figure 6

To provide a Multiple Values (List):

- Click the **Multiple Values (List)** menu tree item as shown on Figure 6, which will lead to the display on Figure 7

Figure 7



If multiple values need to be selected using a dropdown:

- On Figure 6, click the **Multiple Values (Dropdown)** menu tree item, which will lead to the display on Figure 8

Figure 8

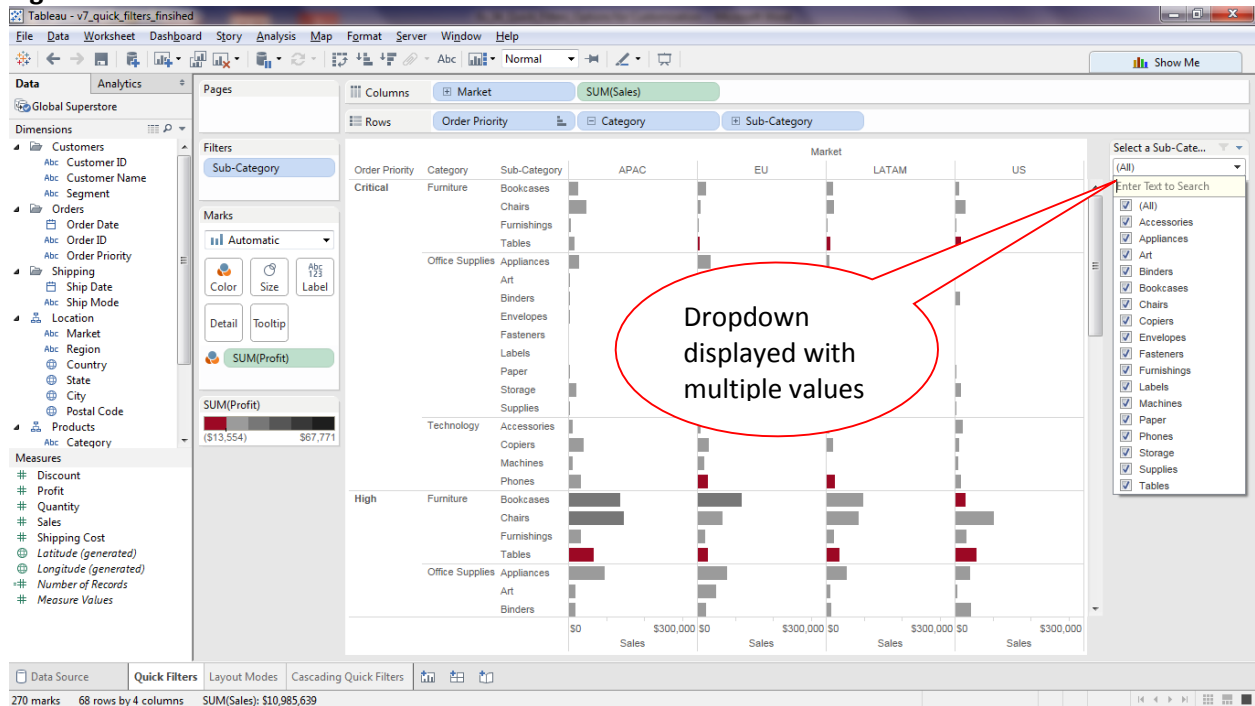


Figure 8 displays a dropdown with multiple items. Using checkmarks, individual items can be selected or deselected.