

# Selective Filters

Alchemer Dashboard is currently waitlist only. [Visit this page](#) to learn more about Dashboard or join the waitlist!

When you create or view a Dashboard, you may want to filter the visualizations on the Dashboard, to only see data that is relevant to your role, for example. However, you may not want a filter to apply to every visualization or tab in the Dashboard. For example, the head of sales in North America may want to filter most visualizations to only contain data about sales in North America, but may want to compare her sales to an unfiltered *global quarterly sales* metric.

You can apply Dashboard filters to specific visualizations or tabs from the Filters modal.

To learn more about Dashboard filters, refer to [Dashboard filters](#) and [Linked Dashboard filters](#).

## Configure Selective Filters

1. Navigate to the Dashboard you would like to filter, or [create a new Dashboard](#).
2. Select the **Edit** button at the upper right of the Dashboard. If this button is grayed out, you do not have edit privileges for the Dashboard. To resolve this, contact your administrator or the creator of the Dashboard.
3. In the top menu bar, select **Add filter**. If you already created the filter you would like to modify, select the filter in the filters bar below the Dashboard name, and proceed to step 5.
4. In the **Add filters** side panel, you see a list of columns. Select the filter icon next to the column you would like to selectively filter on.
5. Specify values to include or exclude, if you did not already specify them.
6. Select **Applicable to** from the filters modal side menu. You can select or deselect entire tabs, or only choose certain visualizations. You can also search for a visualization.

city

Default values

Applicable to

Link filters

Applicable to

Select the visualizations that the filter should apply to. [Learn more](#)

3/9 visualizations

Q Search for visualizations

▼ Sales - East3/4 selected

☒ Total sales by Weekly date

☐ Total sales by product

☒ Total sales by item type

☒ Total sales by state

▼ Sales - West0/5 selected

☐ Total quantity purchased by weekly date

☐ Total quantity purchased by product

☐ Total quantity purchased by item type

Cancel

Apply

7. Select **Apply**. Alchemer Dashboard applies the filter to the visualization(s) and tab(s) you specified.

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