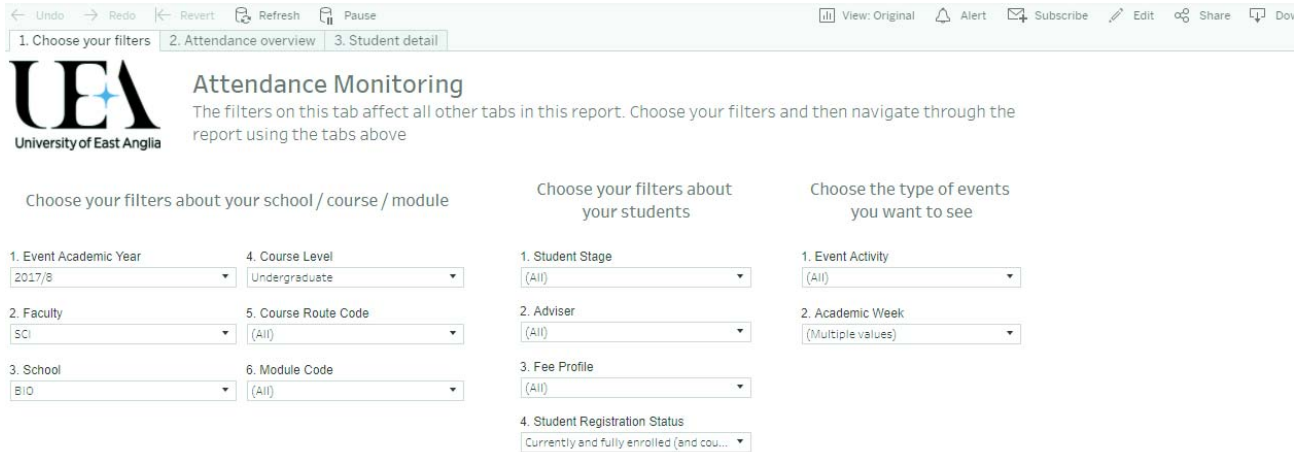


How to save your filters in Tableau

This document will show how to save your filters for a Tableau report to avoid setting them each time you visit.

Saving Filters:

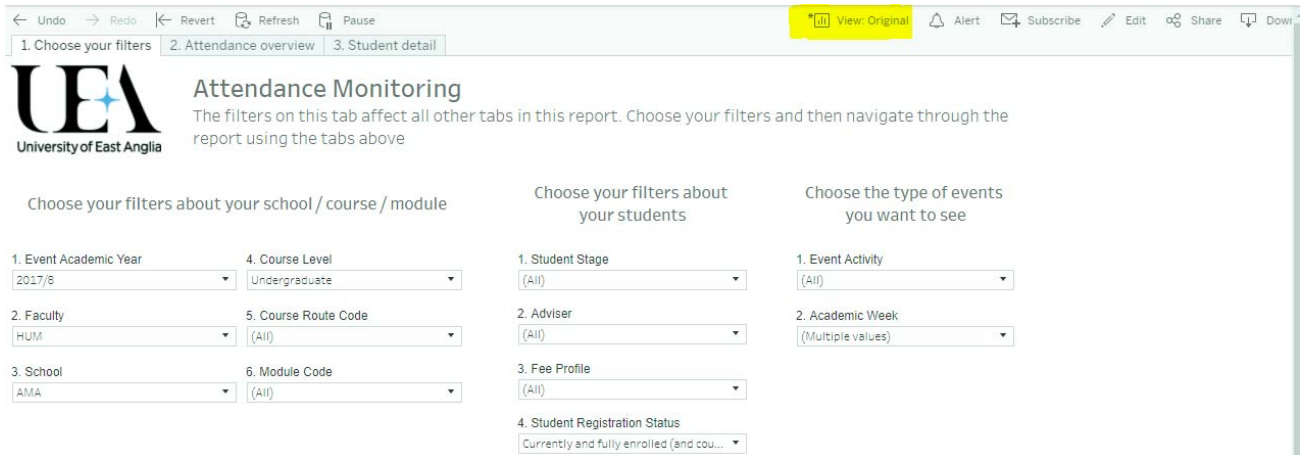
Each report has to have a default set of filters. This one below defaults to BIO, UG.



The screenshot shows the 'Attendance Monitoring' report interface. The top navigation bar includes 'Undo', 'Redo', 'Revert', 'Refresh', and 'Pause'. Below the navigation bar are three tabs: '1. Choose your filters', '2. Attendance overview', and '3. Student detail'. The main content area features the UEA logo and the title 'Attendance Monitoring'. Below the title is a subtitle: 'The filters on this tab affect all other tabs in this report. Choose your filters and then navigate through the report using the tabs above'. The interface is divided into three columns of filter sections:

- Choose your filters about your school / course / module:**
 - 1. Event Academic Year: 2017/8
 - 2. Faculty: SCI
 - 3. School: BIO
 - 4. Course Level: Undergraduate
 - 5. Course Route Code: (All)
 - 6. Module Code: (All)
- Choose your filters about your students:**
 - 1. Student Stage: (All)
 - 2. Adviser: (All)
 - 3. Fee Profile: (All)
 - 4. Student Registration Status: Currently and fully enrolled (and cou...)
- Choose the type of events you want to see:**
 - 1. Event Activity: (All)
 - 2. Academic Week: (Multiple values)

When you change your filters at all, you will notice an asterisk (*) appear in the highlighted area. This shows that the report is no longer displaying it's default view of data:

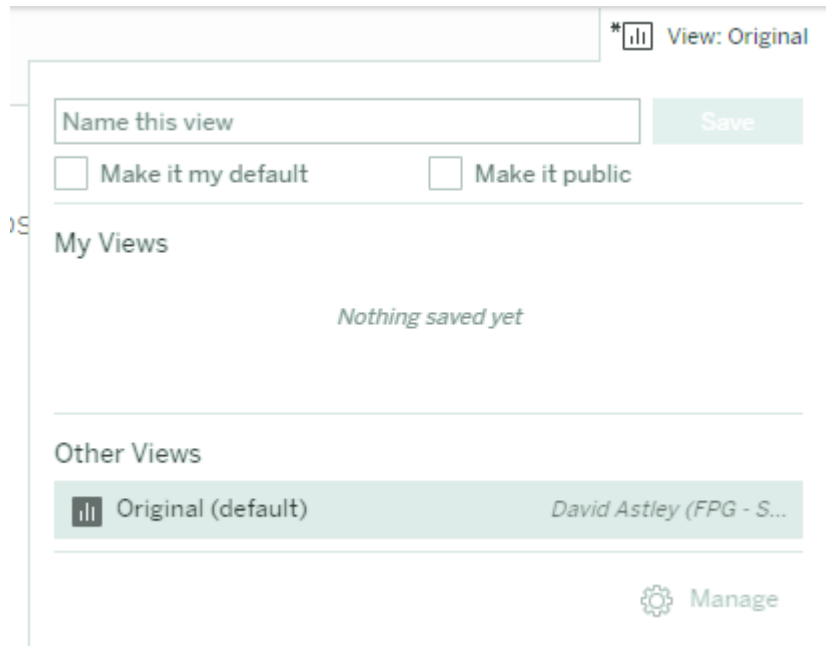


The screenshot shows the 'Attendance Monitoring' report interface with the 'View: Original' button highlighted in yellow. The filters have been changed:

- Choose your filters about your school / course / module:**
 - 1. Event Academic Year: 2017/8
 - 2. Faculty: HUM
 - 3. School: AMA
 - 4. Course Level: Undergraduate
 - 5. Course Route Code: (All)
 - 6. Module Code: (All)
- Choose your filters about your students:**
 - 1. Student Stage: (All)
 - 2. Adviser: (All)
 - 3. Fee Profile: (All)
 - 4. Student Registration Status: Currently and fully enrolled (and cou...)
- Choose the type of events you want to see:**
 - 1. Event Activity: (All)
 - 2. Academic Week: (Multiple values)

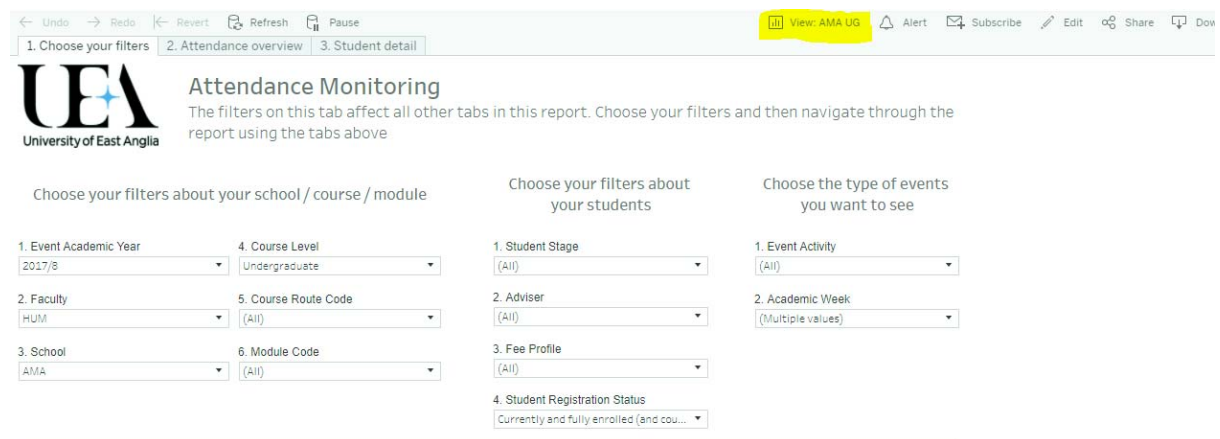
How to save your filters in Tableau

If you click on this area, it will open up the following menu:



This allows you to save this set of filters by giving it a name and pressing the ‘Save’ button. You can choose to make it your default for each time you access the report and you can choose to make it public so that other people will be able to see the filters you have saved. Each set of filters you save will appear under “My Views”. Each set of saved filters you can see (the original or sets which other users have made public) will appear under “Other Views”.

Once you have saved a view, when you choose it, the name will show as below:



Each time you choose a set of saved filters, the URL in your browser will also change. You can copy this link out and send it to others so that they will open the report with those filters automatically set.