

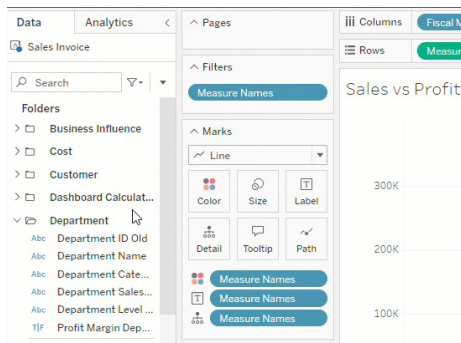
# Add a Quick Filter - SKY Analytics

Last Modified on 10/09/2024 2:59 pm CDT

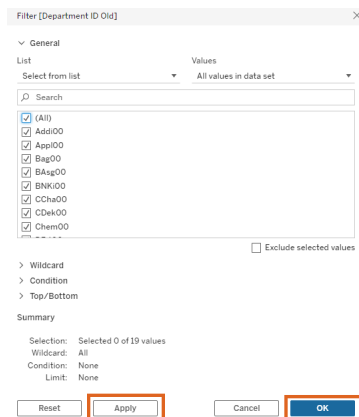
Those designated as Analytics Authors have the ability to add a Quick Filter to certain standard and Company Content dashboards in SKY Analytics.

To add a Quick Filter to a dashboard, navigate to that dashboard and select **Edit Dashboard** in the lower right.

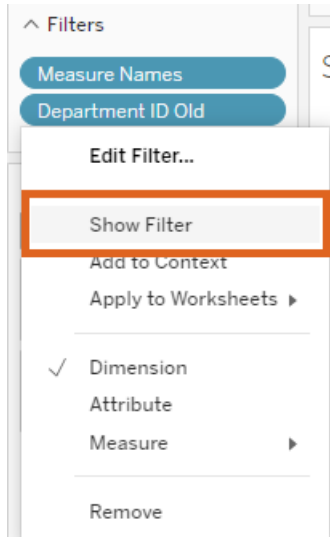
1. Select a worksheet to add the Quick Filter and choose the **Go to Sheet** icon.
2. The Quick Filter is added by dragging a data element to the *Filters* section.



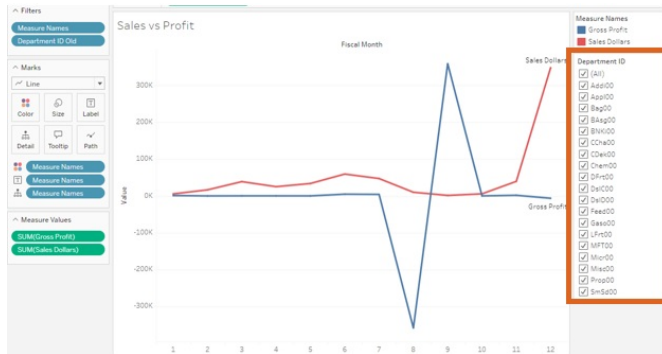
3. In the *Filter* window, select the values to include in the Quick Filter and select **Apply**. Choose **OK** to close the window.



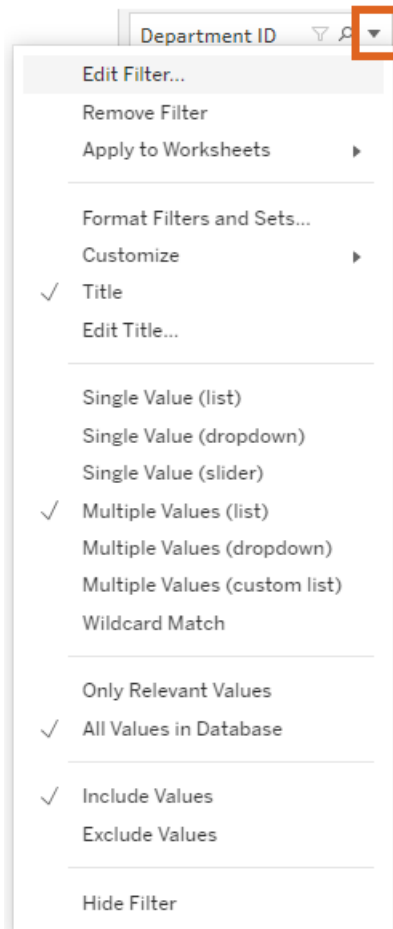
4. Expand the data element pill in the *Filters* section, and select **Show Filter**.



5. The Quick Filter is now displayed on the right.



6. Optionally, click to expand the Quick Filter options and format the Quick Filter as needed.



7. Once the Quick Filter formats have been completed, select **Publish As**.
8. On the *Publish Workbook* window, enter a *Name* then choose *Company Content*. This makes the dashboard available to those with access to the *Company Content* area in Analytics.
9. Optionally check *Show sheets as tabs* and/or *Embed password for data source*.
10. Choose **Publish**.
11. The Quick Filter is now available for use on the dashboard.

