

Filters

Version 4

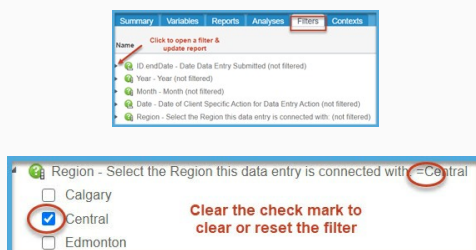
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Filter data by any variable responses. For example date, service provided, location, domain, outcome, and other customized variables.

Add filter(s): A filter can be applied to any report to show a smaller part of the original data set for viewing or analysis. Filtering is temporary, the complete data set is kept, but only part of the data is used for the calculation.

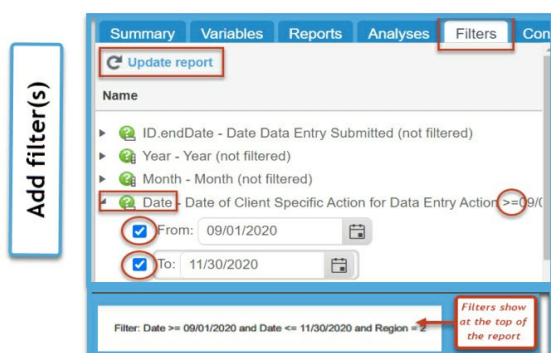
Reset or remove filter(s): After adding filters, remember to clear or 'reset' back to "all respondents" before your next filter.

See **Filter Description Section** in your organization's UserGuide for project specifics.



Add & Remove Filters

All reports opens with data collected from the beginning. Apply a date filter to refine the number of data entries.



1

To create a filter within the report, select the **Filters Tab** at the top.

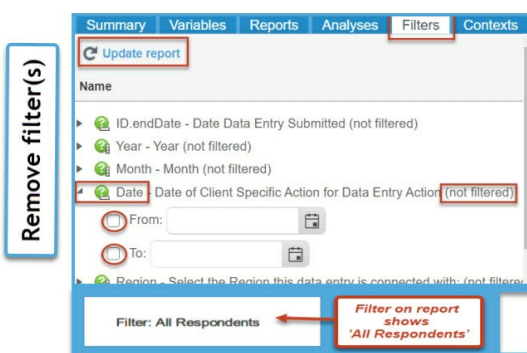
Open the filter category by clicking the grey arrow icon on the left.

Click the checkbox next to each filter you would like to apply.

You may select multiple filters at one time from more than one category.

Scroll to the top of the task bar and click **'Update report'**.

A confirmation of filters selected will appear on the report at the top of the page in the viewer screen.



2

To remove a filter from the report, select the **Filters Tab**.

Select the filter category (eg. Data, Region =).

Uncheck the box next to each filter you previously applied.

Do this for **all** filter categories selected.


When finished, scroll to the top of the task bar and click **'Update report'**.

'All respondents' will appear on the report at the top of the page in the viewer screen.

Note: FRN Hub and Spoke Agency data is autofiltered on the backend which means that Hubs are able to see data collected throughout their Network while Spokes Agencies are only able to see data collected by their agency. Unless a Hub or Spoke is in more than one (1) Region, the Region filter won't apply. Network filters will only work if the Hub/Spoke is within the Network the filter applies to.

Sample Filters

Filter Name	Filter Description	Notes
ID.endDate 	Date of data entry submission	This filter pulls any data that was entered into the tool during the specific data range selected. For example, to see the number of data entries made by your agency for September 2020, check "From" September 1, 2020 "To" September 30, 2020.
Year 	Year	This filter pulls client specific data (i.e., service referral, service delivery, service closure) for the year selected. This filter works for information referrals and non-client specific universal service delivery.

<p>Month</p> 	<p>Month of Entry</p>	<p>This filter pulls client specific data (i.e., service referral, service delivery, service closure) for the month selected.</p> <p>This filter works for information referrals and non-client specific universal service delivery.</p>
<p>Date</p> 	<p>Date of Client Specific Action for Data Entry</p>	<p>This filter works for client specific data and pulls service referral, service delivery and service closure information for the specific date range selected.</p>
<p>Region</p> 	<p>Identifies the Region(s) data entry is connected with</p>	<p>Hubs will only be able to see data within their own Network, while Spokes will only see data within their own Spoke Agency. Unless they have more than one (1) Region they are connected to, this filter won't work.</p>
<p>Custom filter</p> 	<p>Used to filter specific data.</p>	