# Dashboard Filtering

Below is the process for using the filters on the Essential Courses for All Colleagues Dashboard.

In this example, we will identify the filters needed to identify which people in the Directorate of Estates and Facilities, specifically House Services, have yet to complete their essential courses.

**Dashboard Link**

1. Access the [Essential Courses for all Colleagues dashboard](https://app.powerbi.com/groups/me/apps/6ed60c9a-dcbd-47a5-8cee-83ad37e066c5/reports/677ec650-f2fc-43cf-ab90-cd4370891832/1186f061da07546b7722?ctid=c152cb07-614e-4abb-818a-f035cfa91a77&experience=power-bi)

**Reporting on Non-completions**

1. Select ‘Non Complete Detail’ from the purple menu on the left-hand side. This will open the ‘non complete’ dashboard.

**Staff Category Filter**

1. This filter offers the option of showing results for either Academics or Professional Services (PS) staff. In this instant we will select PS.

**Emp. Duration (Months) Filter**

1. This filter allows you to filter results by employee length of time. The default is set to ‘All’. In this example we want to look for all staff regardless of their employment duration therefore this filter can be left set to ‘All’.

**Grade Group Filter**

1. This filter offers the option filtering by colleague’s grade grouping. In this example, please select ‘Substantive’ and ‘Atypical’.

**Hierarchy Filter**

1. This filter allows you to filter by organisational hierarchy to isolate results based on directorate and department. In this example, select, ‘PS’, ‘Directorate of Estates’ and then ‘House Services’.

**Incomplete Components Filter**

1. This filter offers the option filtering by how many components of the 8 are left to complete. To search for all those that have yet to complete all 8 courses, please select all the numbers (1 to 8) and leave 0 unselected.

**Long Term Abscence Filter**

1. This filter allows you to filter by those that are absent from work. Please select, ‘No Absence’.

**Right-hand Menu Filter**

1. This filter allows you to filter by those that are teaching assistants. If the menu is not already visible on the right-hand side of the dashboard, please select the two arrows on the vertical grey bar labelled ‘filters’ which is located to the right of the dashboard.

Once opened, from the options select ‘Non-TA’.

The results displayed will now show you all the Colleagues within House Services that have yet to fully complete all 8 components of the essential courses.