**Filters**: to choose multiple options, hold down “CTRL” and make your selection. Quickly clear selections by clicking the eraser icon that appears in the upper-right-hand corner when hovering over the filter. Most visuals adjust to the main filters located at the top or side of the page.

**Cross-filter**: when applicable, most reports have filters that sync across pages. For example, if Fall 2020 is selected in the Term filter, it will automatically adjust the data on all other pages of that report to Fall 2020 term.

**Focus Mode**: to isolate a visual, hover over it and click on the icon, which appears in the upper-right-hand corner of the visual.

**Data Download**: hover over a visual and click on the “…” in the upper-right-hand corner of the visual. Select “export data” to obtain summarized data in Excel or CSV format. Note, this feature is only available on Decision Support dashboards.

**Report Navigation**: use available bookmarks embedded within reports or tabs at bottom to move between pages.

Bookmarks are generally located at the top of a dashboard and can appear in button or arrow format.

Tabs are always at the bottom of dashboards:

**Sort**: adjust data in visuals to ascending or descending order by hovering and clicking on the “…” in the upper-right-hand corner of the visual. Additionally, tables may be sorted by clicking on their headers.

**Drill down/up**: certain visuals have the ability to drill down and drill up data points in order to explore in-depth details. If you see these drill controls while hovering over a visual, this visual has a hierarchy.

**Additional Features**: most reports include call-outs that appear when hovering over visuals & data-points.