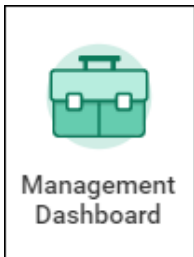


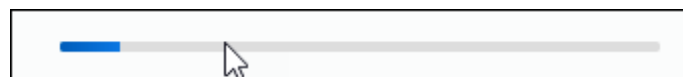
## Management Dashboard Filters, create

This job aid provides step by step instructions on how to set filters for the Management Dashboard.

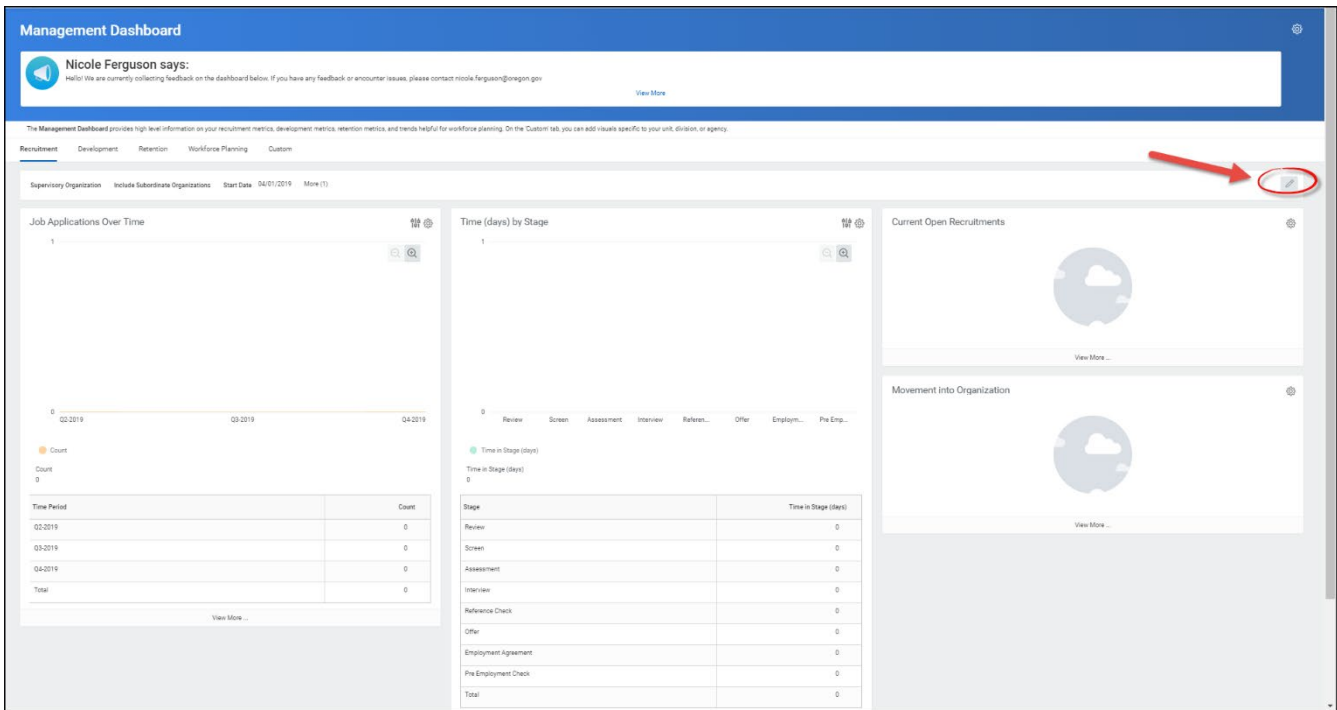
Step 1: Click on the Management Dashboard worklet.



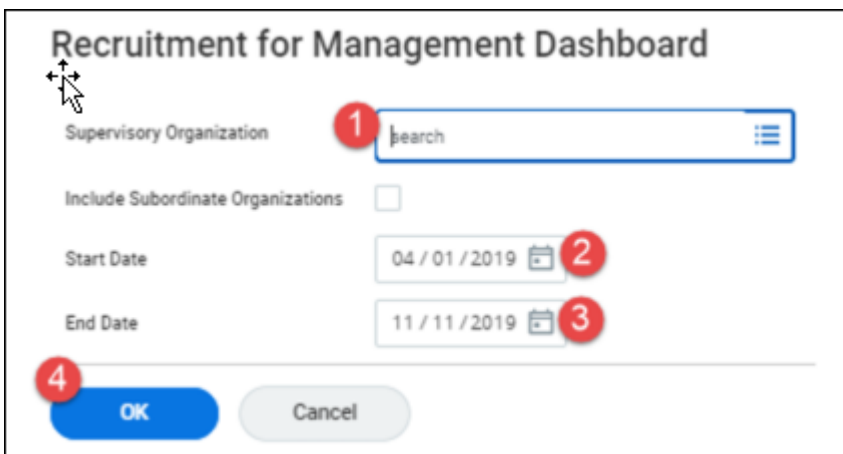
Step 2: Allow the page to load. This should take about 30 seconds or less. *Note: The progress bar at the bottom of the screen indicates the page is loading.*



Step 3: Click the pencil icon to edit the filters.



Step 4: Select the appropriate Supervisory Organization (1), Start Date (2), End Date (3), and, then, click OK (4).



Step 5: Repeat steps 2 - 4 for each tab.

