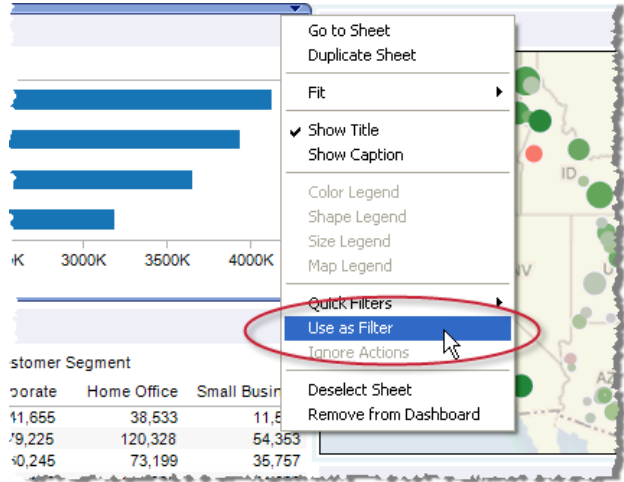


# Filter Actions

Formerly known as Sheet Links, Filter Actions filter to show related information in one or more target sheets. This type of action works well when you are building guided analytical paths through a workbook or on dashboards that filter from a master view to show more details.

## 1 Select a View to Use as a Filter

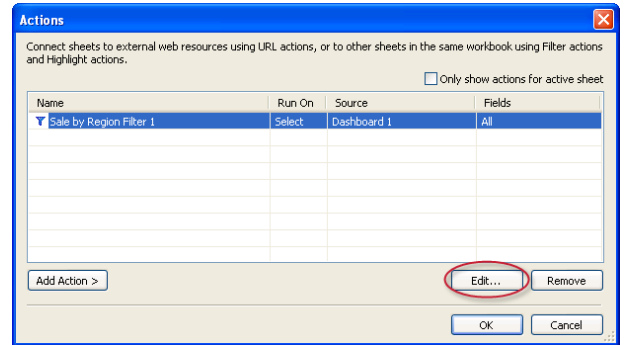
On a dashboard select a view and then select **Use as Filter** on the dashboard view menu.



A filter action is created so when you select a mark in the view the rest of the dashboard updates to only show related data.

## 2 Refine the Action

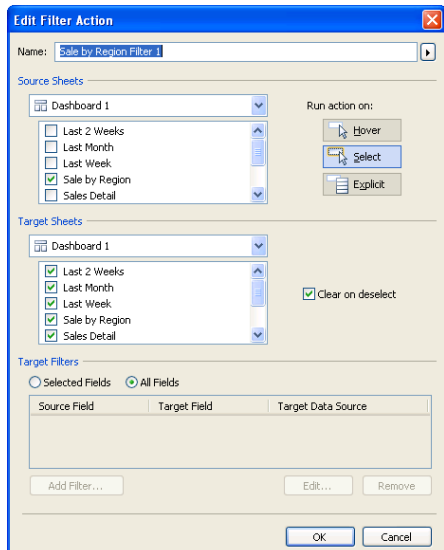
Select **Edit > Actions** to open the Actions dialog box. Then select an action and click **Edit**.



Any action you create displays in the Actions dialog box. You can add Filter, Highlight, or URL actions.

## 3 Specify the Action Settings

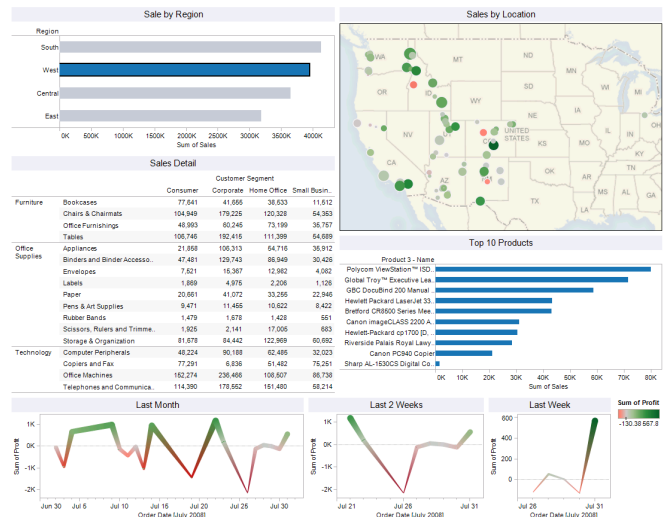
In the Edit Filter Action dialog box select the source sheets, target sheets, and the fields to filter. You can also select whether to run the action when you hover, select, or right-click the source sheet. When finished, click **OK**.



Select the clear on deselect option to remove the filter when you deselect the data in the source sheet.

## 4 See it in Action

Hover, select, or right-click the source view and watch the other views update to just show you the related data.



Selecting the West in the top view filters the rest of the views to show sales information for the Western region.