Filter

The filter button will allow you to refine the dashboard according to what you wish to view e.g. a specific template or auditor.

Click on the filter you would like and select an option from the drop down.

To clear the filter, click the "**Clear Filter**" button.

A number of places in the portal have the ability to filter they are as follow:

- Audit List

- Inspection List

- Non-Conformance and Task List

- Alert List

- Assessment Performance (DashBoard)

- Non-Conformance (DashBoard)