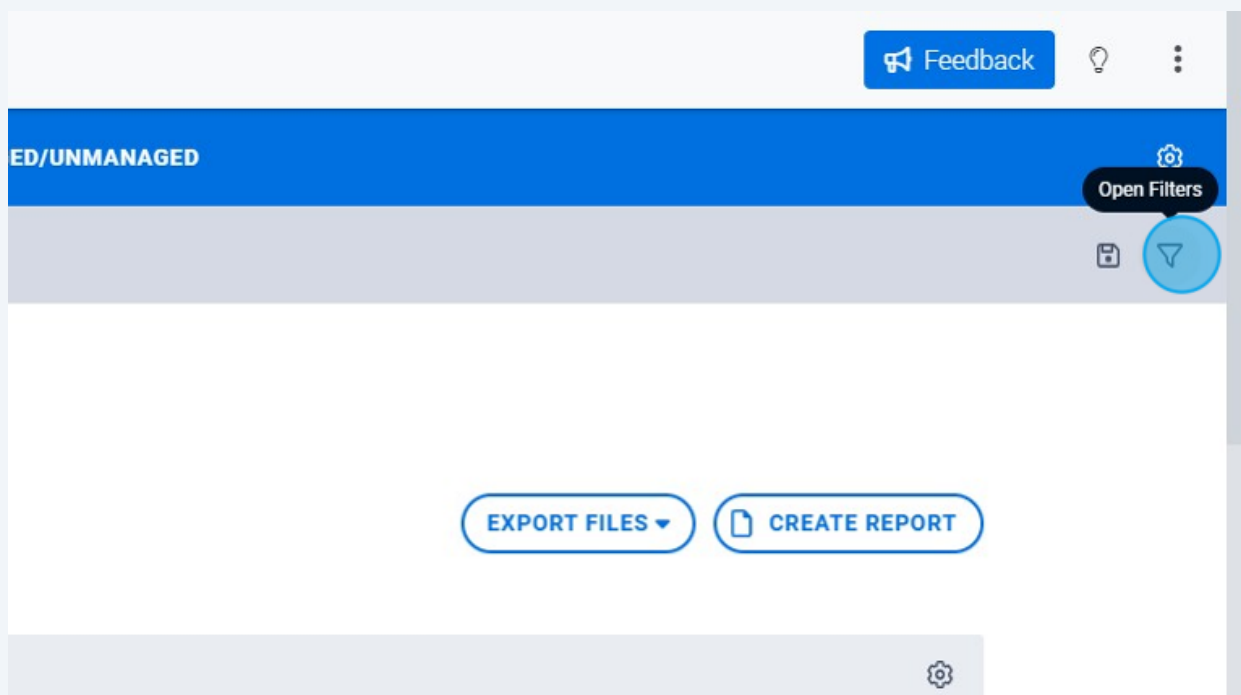


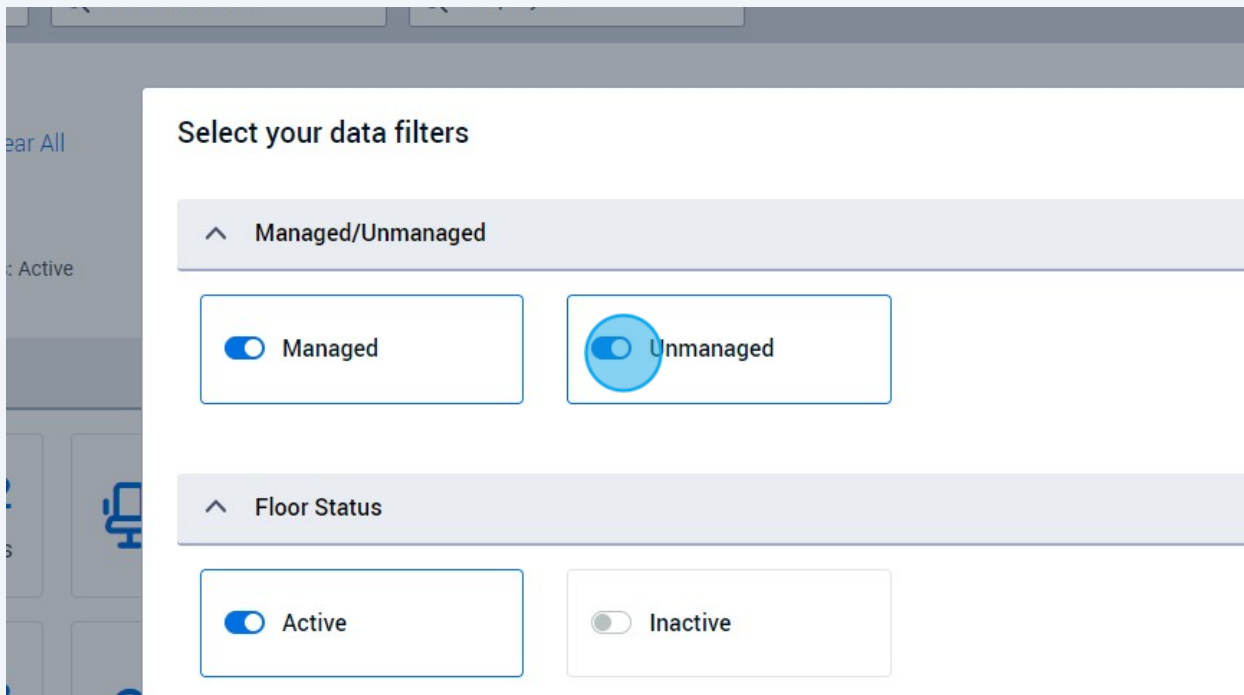
# How To Apply Filters in Space Dashboard

1 In Space Dashboard you can apply filters depending on what statuses you have configured in your WebCoRE Instance

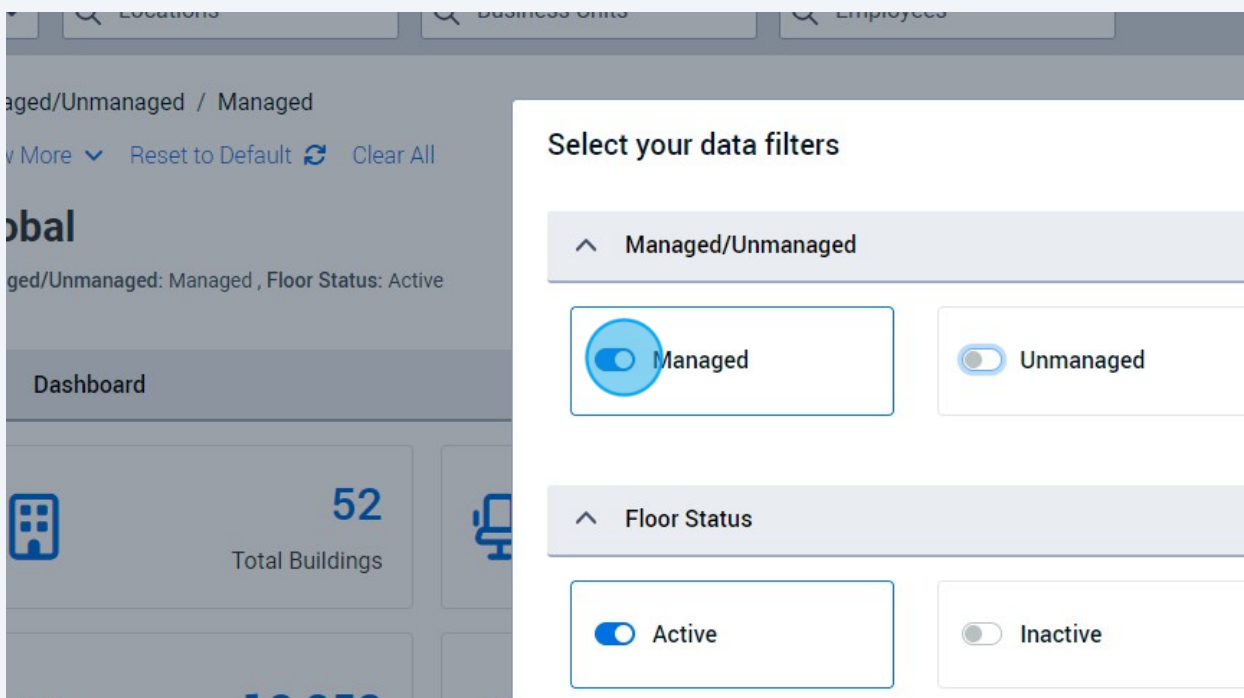
2 To filter, select "open filters" in the top right of dashboard.



3 Here you can see the available filters you have in your Dashboard



4 To select a filter, simply toggle the filter "on" or "off"



5 To save your selection, click "SAVE"

A screenshot of a dashboard interface. A white modal dialog box is open in the foreground, containing a text input field with the text "ative" and two buttons: "CLOSE" and "SAVE". The "SAVE" button is highlighted with a blue circle. In the background, the dashboard shows several metrics: "Occupied Workstations" (69,137), "Chargeable Area (SQFT)" (5,915,120), "Fixed Workstations" (85,150), and "Neighborhood Count" (5). A "Total Annual Cost (USD)" of 180,876,043 is also visible.

6 You can clear your filters by pressing "Clear All" or return to your default settings by selecting "Reset to Default"

A screenshot of a dashboard interface. The top navigation bar includes "Space Dashboard", "DASHBOARD", "SCORECARD", "LOCATION", and "BUSINESS HIERARCHY". Below the navigation bar, there are filter options: "Current", "Locations", "Business Units", and "Employees". The "Reset to Default" link is highlighted with a blue circle. The main content area shows "Managed/Unmanaged / Managed" and "Global" with "Managed/Unmanaged: Managed, Floor Status: Active". A "Dashboard" section is visible at the bottom.