


Using filters in the Platform Portal to control tables

Filters are useful when looking for particular subsets of information through the Portal.

Applying Filters

Most pages, including **Training Insights**, **Trainees**, **Schedule** and the **Admin pages**, allow for filtering of data.

In order to access filters, click the  icon at the the top-left of any table. It should display next to any filters that are active.



Training Insights

SESSIONS



 **Show Divisions** 

TRAINEE

EXPERIENCE

In the picture above, the **Show Divisions** filter is active, indicating that the table below is showing data from all subdivisions within the organisation.