Module 18: Building a Site Specific Dashboard for a Desired Timeframe

1. Begin by opening the ASPIRE Dashboard for the desired institution.

2. On the upper left hand side of the screen, click on Filters. A drop down menu will appear displaying several options.
3. Click on the + symbol to add a filter. An additional filter option box will open with two available fields; **Variable** and **Operator**.

![Filter Option Box](image)

4. **Creating the Start Date Filter**
   a. Click in the **Variable** field and type the word *month*, then select `MPOG.Case.Timings.MonthAndYear`.
   b. Next, click in the **Operator** field and scroll down and click on **Greater Than or Equal (>=)**.
   c. Click the blue **Create** button. The new filter will appear at the bottom of the existing filter menu. In this field you will enter the date you wish to use as your report **START** date.

![Filter Option Box](image)
5. **Creating the End Date Filter**
   a. Click in the **Variable** field and type the word **month**, then select **MPOG.Case.Timings.MonthAndYear** from the dropdown menu.
   b. Next, click in the **Operator** field and scroll down and select **Less Than or Equal (<=)**.
   c. Click the blue **Create** button. The new filter will appear at the bottom of the existing filter menu. In this field you will enter the date you wish to use as your report **END** date.

6. You will notice the filters you created appear at the bottom of the filter menu. Once you have entered your start date and end dates, select **Apply Filters**.
7. It may take a few moments for the Institution ASPIRE Dashboard to build. Performance results based on the filters and dates you established for the selected institution will appear for all measures.

8. Repeat the above steps for each site you wish to build the report for.