How to Add a Slicer to the Dashboard
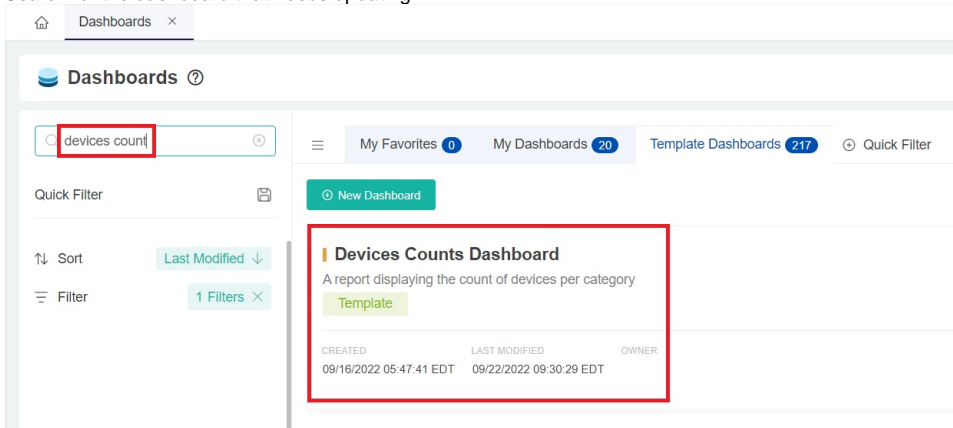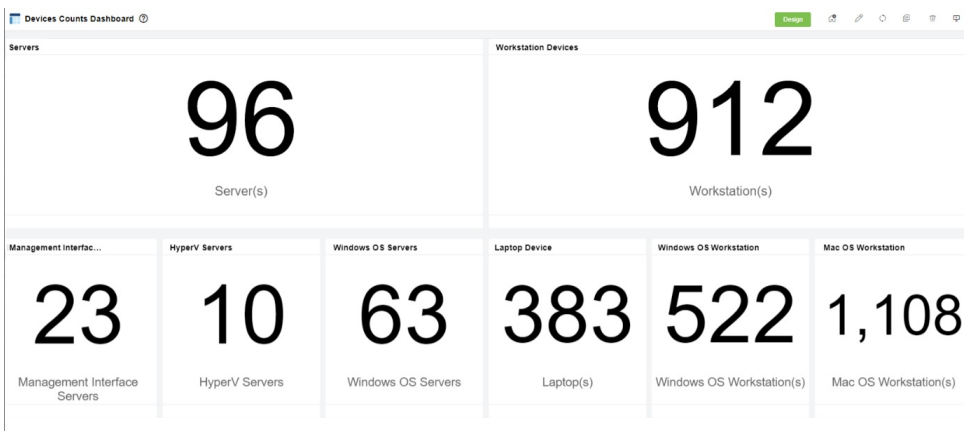
Before adding a slicer to the dashboard

⚠️
1. Make sure that dashboards with widgets are available.
2. Set up a slicer or identify a template slicer to use.

To add a slicer on the dashboard

1. Navigate to **Dashboards** on the MSPbots app.
2. Search for the dashboard that needs updating.

3. Click the dashboard to open. Let's use the dashboard below as an example. We will add a company slicer to filter the device count for each company.

4. Add a slicer. Start by clicking the **Design** button on the upper right section of the screen.
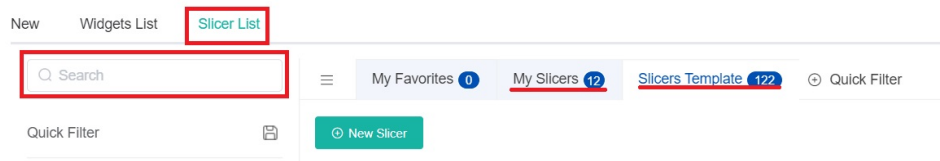

5. Next, click **Add Widget**.

6. On the Add Widget window, click **Slicer List** then search for the slicer you want to use. You can search from either the **My Slicers** or **Slicers**
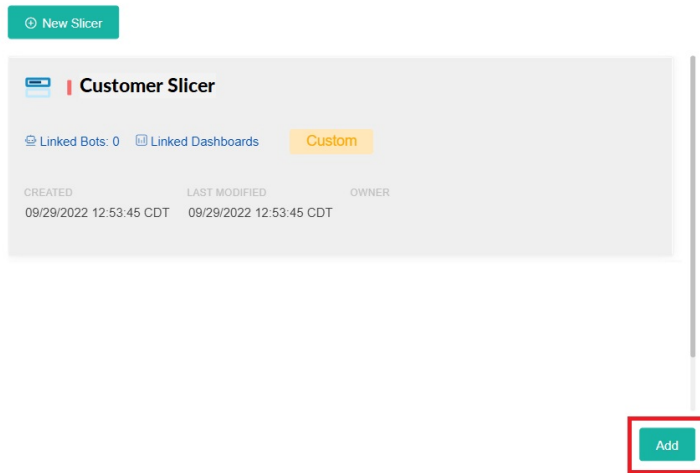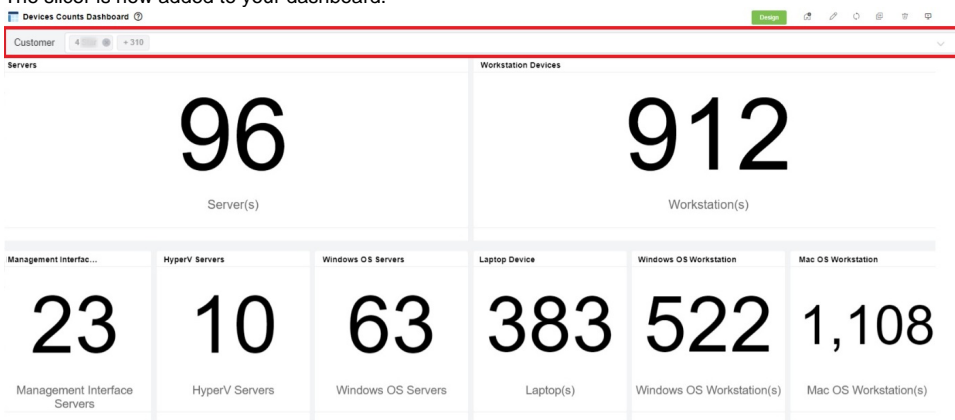

Template tab.
   Refer to How to Create Slicers in Widgets for help with setting up slicers.

7. Select your chosen slicer and click **Add**.
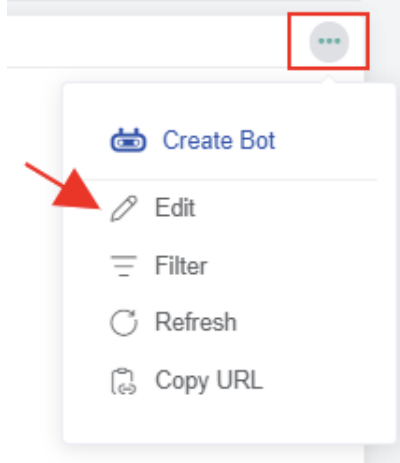

The slicer is now added to your dashboard.
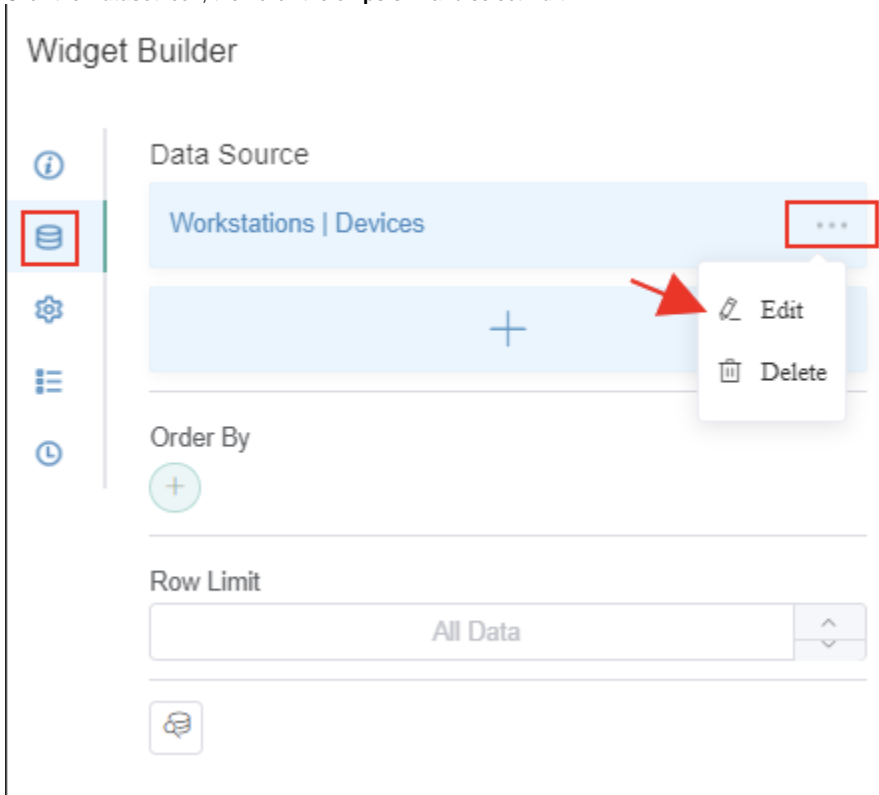

Important

⚠️ To make the slicer work successfully with the other widgets on the dashboard, you need to update all the widgets and add the slicer as one of its filters in the setup. Please be guided by the steps below.
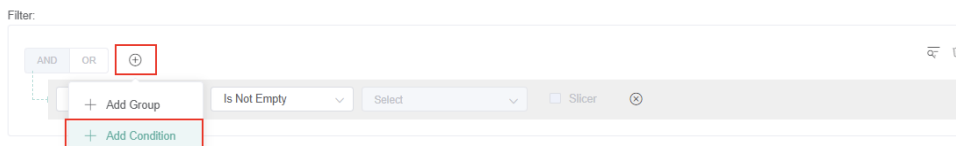
8. To add the slicer to the widget:

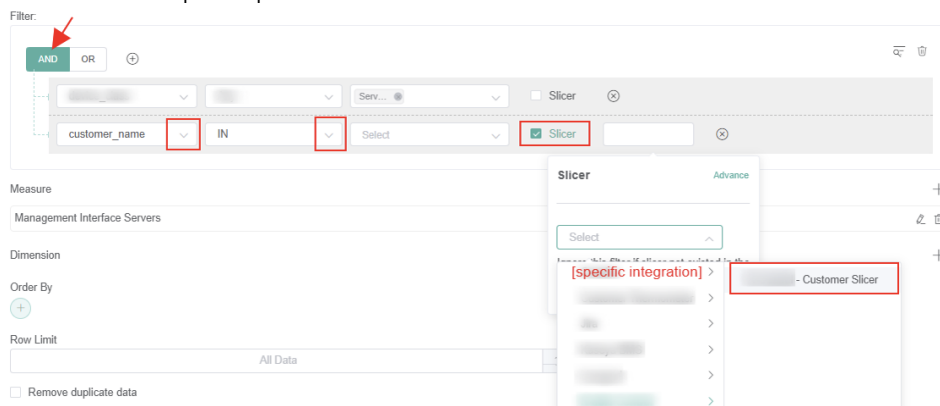   a. Click the **ellipsis ...** icon on the widget and select **Edit**.

b. Click the **Dataset** icon, then click the **ellipsis ...** and select **Edit**.

c. Go to the Filter section. Add a new condition by clicking ➕ > **+ Add Condition**.

d. Next, click the **AND** tab and do the following:
   i. Select the column name for the slicer. Example: customer_name
   ii. Select **IN** as the query string.
   iii. Tick the **Slicer** checkbox.
   iv. Click the **Slicer** field and select the slicer for the corresponding integration.
   v. Choose a Slicer setup. Example: Customer slicer

   *Do not select the **OR** operator for slicers.*

e. Click the **Save** button to save the changes.

9. Finally, on the Widget Builder window, click **Apply** to enable the slicers setup on the widget.

You have to repeat steps 8 to 9 for all the widgets on the dashboard to apply the slicer (e.g., company_name) and make sure it works on all widgets.

Related Topics

- What Filter Conditions and Formats are Available for Creating Widgets
- How to Create Slicers in Widgets
- How to Create a Date Range Slicer