# Dashboard Instructions

The dashboard is built in Power BI and consists of several interactive elements. Below are general instructions on how to use the dashboard. Please note that not all the dashboard pages have all the same elements or data to report.

Navigation

The dashboard is organized into eight pages. To navigate to another page, (1) use the navigation buttons at the bottom of each page:

Cases and Rates	Race/Ethnicity	Age Group	Sex	Birthplace	Jurisdictions	Birth Country	Birthplace and Race/Ethnicity

or (2) use the left < and right > arrows or click "1 of 8" for the complete list of pages at the bottom center of the dashboard frame:

Microsoft Power BI   < 1 of 8 >   − ——|—— + 70%
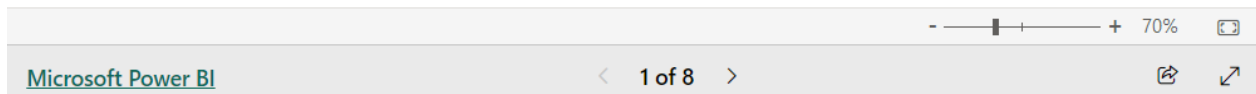
Page 1: Cases and Rates
Page 2: Race/Ethnicity
Page 3: Age Group
Page 4: Sex
Page 5: Birthplace
Page 6: Jurisdictions
Page 7: Birth Country
Page 8: Birthplace and Race/Ethnicity

Filters

Pages 2 to 5 – A filter is available so that at least one year can be selected. Use "select all" to select all the years or hold CTRL to select/unselect multiple years. Once the filters are selected, the visuals will automatically update to reflect the filtered data. Use "clear all slicers" to remove filters that were applied.

Select a year. Use "select all" to select all the years or hold CTRL to select/unselect multiple years. Use "clear all slicers" to remove filters applied.

Select all	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Clear all slicers

Page 6 – Two filters are available so that at least one jurisdiction and/or at least one year can be selected. Both filters include "select all" in the dropdown. Use the "select all" option or hold CTRL to select/unselect multiple options. Once the filters are selected, the visuals will automatically update to reflect the filtered data. To remove filters that were applied, (1) use "clear all slicers" or (2) hover your mouse pointer to a filter's top right corner and click on the "eraser" icon to clear the selections of that specific filter.

Jurisdiction

All	∨

Year

2023	∨

Clear all slicers

Page 8 – A filter is available so that <u>only one</u> year can be selected. Note that "hold CTRL" cannot be used in this table. Once the filter is selected, the visuals will automatically update to reflect the filtered data.

Select a year.	2019	2020	2021	2022	**2023**

Tooltips
Move the mouse pointer so that it hovers over a visual on any dashboard page. A pop-up window referred to as "tooltip" will appear. Tooltips contain additional data details, such as the year, number of cases, case rate, percentage of cases, and category. As you move the mouse pointer over different visuals, the tooltip will automatically update to describe the data it is hovering over. Below are a few examples of tooltips according to the dashboard page:

Page 1 Tooltip

2023

2113	5.4
Number of Cases	Case Rate per 100,000
14.7	14.9
% change in Cases	% change in Case Rate

Page 3 Tooltip

Age Group	65+
Year	2023
Number of Cases	818
Case Rate per 100,000	11.9

Page 6 Tooltip

California   2023
Jurisdiction   Year

2113   5.4
Number of Cases   Case Rate per 100,000

Page 8 Tooltip

Race/Ethnicity   **Asian, NH**
Percentage of Cases   **54.83%**
Birthplace   **Non-U.S.-born**
Year   **2023**

Visualizations

The dashboard provides an interactive experience. As you interact with the dashboard by clicking, filtering, or hovering your mouse pointer, the visuals will update dynamically. Below are a few examples of how you can interact with the dashboard.

- **Bar Charts**
  - In page 1, click on a single bar or hold CTRL to select/unselect multiple bars to highlight. Click anywhere on the visual to remove the highlighted bar(s).
  - In pages 2-5, click on a category or hold CTRL to select/unselect multiple categories to highlight on one visual. Alternatively, you can click on a bar or hold CTRL to select multiple bars to highlight. You will notice how the other visuals respond and update according to your selection.
  - In page 7, click on a country name or a bar (or hold CTRL to select/unselect multiples of either one) in the "case rates" visual to highlight. You will notice how the "cases" visual responds and highlights the same selections.

- **Donut charts**
  - In pages 2-5, move your mouse pointer to hover over a slice of the donut. If you click on a slice, the bars in the two bar chart visuals become highlighted according to your selection. Hold CTRL to select/unselect multiple donut slices and the visuals respond accordingly.

- **Focus Mode**
  - Move your mouse pointer to hover to the top or bottom right corner of a visual to locate "Focus mode". Select focus mode to enlarge the visual. Return to the dashboard page using "back to report" at the top left corner.

- **Full Screen Mode**

- Click on the double-ended arrow at the bottom right corner of the dashboard frame to enter full-screen mode. Use ESC to close out of full-screen mode.

Download the Data

All the underlying data for the dashboard can be downloaded as one Excel file. The file is organized into six worksheets and referenced by dashboard page number. Each worksheet may include the year, the number of cases, case rates, and categories.