



# GUIDE TO DASHBOARD NAVIGATION

## Title of the Report:

The title of the report informs the user about the contents of the dashboard.



## Filter Selection Button:

The drop down options enable the user to select specific as well as multiple data points to filter the visualizations. In order to enable multiple filters, please hold down the CTRL key while clicking to make your selections.

## Footer:

The footer going lengthwise across the bottom of the report contains the following information: the data source and data date parameters, the authoring bureau of the report, and the date of when the report was last updated.

## Additional Page Navigation:

The tabs here represent different pages of the dashboard report. The user can expand the tab to navigate to a specific titled page, or utilize the left or right arrows to navigate to the previous or following pages from the current page.

## Page Navigation Button:

These buttons, when present, allow the user to select a specific page to view.

## Reset or Clear Filter Button:

This button resets all of the filters to default. The default appearance displays all of the data on the dashboard without any filter present.



## More Info Here Button:

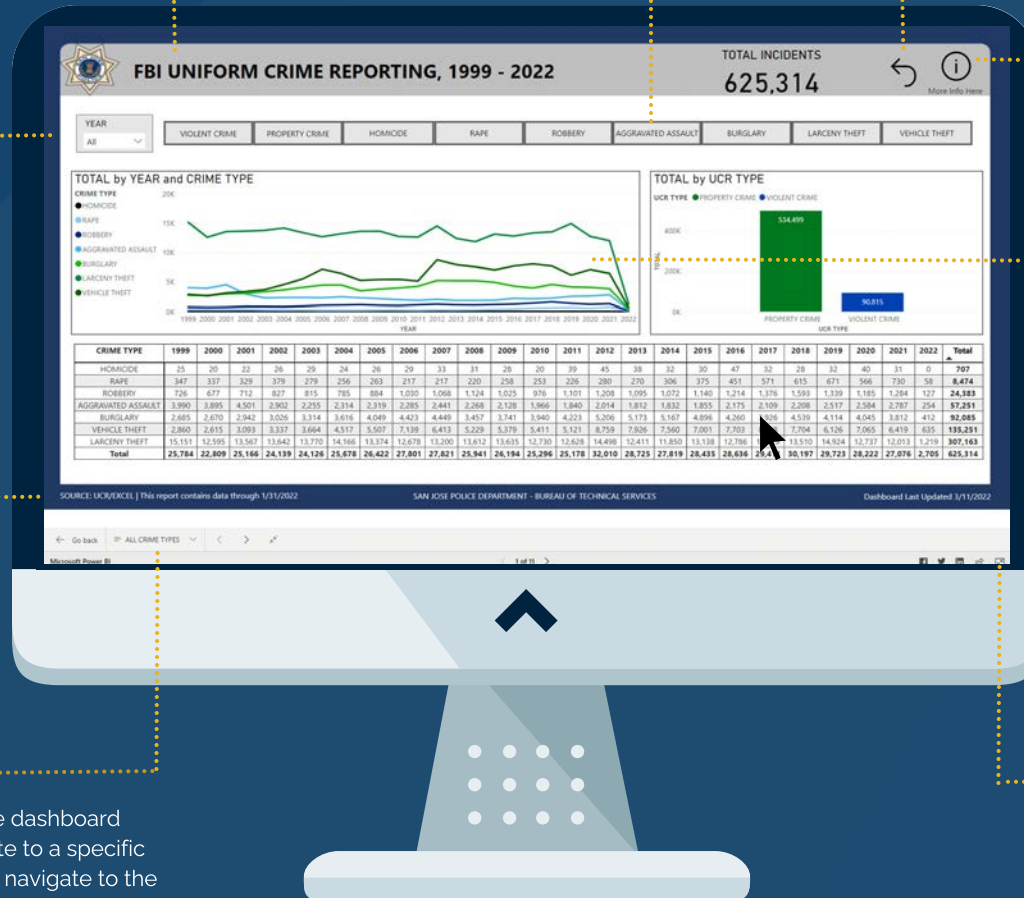
This button will take you to a page that includes historic information and Frequently Asked Questions (FAQs).

## Visualization:

Tables, charts, graphs, and information cards are represented by numerous visualizations.

## Resize / Change View:

This allows you to view the dashboard in full screen format or toggle back to view in browser format.



Please direct questions, comments, feedback to [SJDPowerBI@sanjoseca.gov](mailto:SJDPowerBI@sanjoseca.gov)