

How to Make Best Use of The Dynamic Dashboards?

Anesthesia eLearning and Technological Innovation provides various dynamic Tableau dashboards. This quick user guide will help you to get familiarized with the interactivity of Tableau dashboards and take advantage of these dynamic dashboards.

Tabs

The dashboards usually have different tabs on the top. Click on the tab to select a report that can best answers your questions.



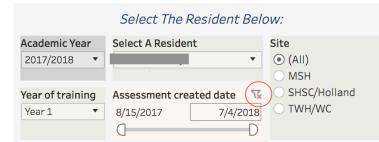
Filters

We insert different kinds of filters on each report, which allow you to customize your own report. Filters will not change the original data. It just helps you drill down specific data according to your needs.



For example, this site filter allows you to choose a site icon to discover a specific site's information. You can always deselect by clicking any blank area in this filter to see all sites' data.

In most dashboards, we have built multiple filters for you to filter multiple fields. "AND" logic is used to combine these filters.



For example, you are able to select an academic year first and select year of training based on this academic year. Then, you can select a specific resident from the cohort you just created. You can even choose a site as well as the time period to explore this resident's performance during a specific time period at one site.

Survey create	d date 🛛 🏹
8/15/2017	7/4/2018
0	D

All filters provide you with a list of values to select. In some cases, it also allow to in the value you want to search. For example, this time period filter allows to you to type the specific start and end date.

For the filter that allows you to choose all values, you can go back to default by the show 🛛 🥁 all button.



Tool Tips

It is a great way to explore more information by hovering over the graphs. Details related to that spot, line, bar, or areas will be displayed in the tooltips. Sometimes, you can even find a brief explanation of the stats in the graph.

			Th	The proportion of ON-CALL cases			
		Rank of Resident018's Spec	Year 1		7%		
	CEA 1 CEA 2	RankSpecialty1Orthopedic Surgery	Year 2	R	Current Cohort:	Site - SHSC/Holland	4
	CEA9 In terms of CEA 1, Resident018 P	Performed Below Average	Year 3			Year of Training - Y	
ор	Resident018's CEA 1 Average Sco Cohort CEA 1 Average: 2.4138	ore: 2.05	Year 4		Amoung all cases	s encountered by this	s cohort, 7% were ON-CALL.
	CEA 7	Cohort: Year 1	Year 5				
	CEA 6 CI	*Site	Elective	0%			
t		8 Otolaryngology- Head	FPA		6%		
		9 Laparoscopic					

View Toolbar

Below is the view tool bar appears above or below the dashboards.



Here we introduce some of the most useful buttons in the toolbar.

Toolbar Button	Description
÷	Undo : Reverses the most recent action in the workbook. You can undo an unlimited number of times, back to the last time you opened the workbook, even after you have saved. For more information, see Undo and Redo.
\rightarrow	Redo : Repeats the last action you reversed with the Undo button. You can redo an unlimited number of times.
\leftarrow	Revert: It can help you to go back to the original view after any exploration.
Ţ	Download : Use the options under Download to capture parts of your view for use in other applications.
	 Image: Displays the view, dashboard, or story as an image in a new browser tab. PDF: A user can download the current dashboard or the entire report as a PDF, allowing you to print what you see.

(Tableau Help Document)



* Save your customized Tableau views

		Click The Icon Below To Create: Resident	Site Coho	ort	
Site	Siekliidis				
Overview	HSC	Custom Views		X IGH TW	
Current Site Cohort: HSC 202 assessments has been evaluated here. 37 residents has been encountered here. *indicates all	Site C Broken Below Indepe Averat Knowl Trainir	HSC Make it my default Make it public My Views Resident018 Other Views Original (default)	Save Julie Zheng	-	letrics Bel
Metric Definition:		$\langle \rangle$	ලි} Manage	ecialty uma Anesthesia	
Metric Definition:	0.45		2	Ophthalmology	18
Independence Percentage is the proportion of assessments that	0.40		3	Plastic Surgery	9
residents have demonstrated	0.35		4	Orthopedic Surger	/ 14
(Autonomous/Consultancy Level)			5	General Surgery	14
Average Score (CEA9) is calculated	0.30		1	Urology/Gynecolog	y 18
from CEA 9 Overall level of independence	0.25		7	Pediatric Anesthes	ia 131
			8	cynecology	2
Knowledge Level is the proportion of	0.20		-		-
Revert 🕞 Refresh 🖓 Pause			<u> </u>	II View: Original	Subscribe

1. Filter the data, change sorting, select specific marks, zoom in or out, or make any other modifications.

2. In the toolbar, the View option now includes an asterisk, indicating that the view has changed.

3. Click **View** in the toolbar.

4. Enter a name for the custom view. Then select whether you want it to be the default view you see, and if it should be public so other users can access it.

*Easily Print Tableau dashboards

You can quickly print all or part of a workbook using the PDF command on the Download toolbar button located at the top right of the page.

You can select your PDF orientation, paper size, and choose whether to print the entire workbook or selected sheets.

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Image	Include This Story	The PDF file has been generated.
Data	Scaling Automatic	Cancel Download
Crosstab	Paper Size Orientation	
PDF	Letter Portrait •	4
Tableau Workbook	Cancel Create PDF	



*Downloading and Copy/Pasting Comments

While you cannot copy/paste comments directly from the tableau dashboard, you can do so by first downloading the comment section of a resident's dashboard.

- 1. Follow the steps above to "Download" as a PDF
- 2. Under the option "Include", select "Specific sheets from this dashboard"
- 3. Select the box "Comm"
- 4. Click "Download" to receive a PDF of all residents comments which can be Copy/Pasted

Download PDF		
	from this dashbo	ard 🔻
CanMeds6		
CanMeds6	Comm	Ind-Learning Ind
1 of 14	Select All	Clear All
Scaling		
Automatic		•
Paper Size	Orient	ation
Letter	 Porti 	rait 💌

Feedback Survey

On CEAs dashboards, there's a feedback icon on the top right corner each page that will direct you to a feedback survey. With a single click, a separate feedback survey page will pop up.



Disclaimers:

This user guide is for Anesthesia Department's use only. All the Tableau views used in this document are screenshots from encrypted dashboards, which data is anonymized and fabric. If you have any other questions, please contact us through <u>elearning.anesthesia@utoronto.ca</u>