

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.



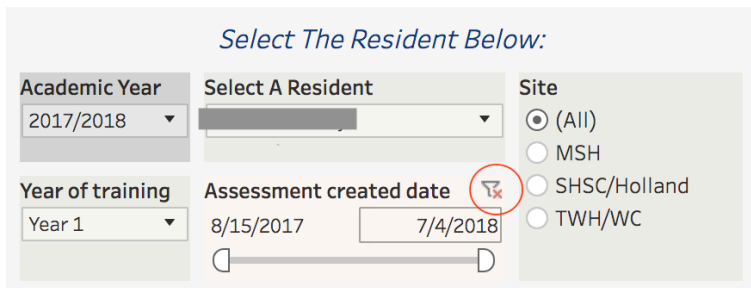
Filters

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.

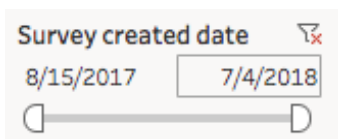


For example, this site filter allows you to choose a site icon to discover a specific site's information. You can always deselect by clicking any blank area in this filter to see all sites' data.


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.

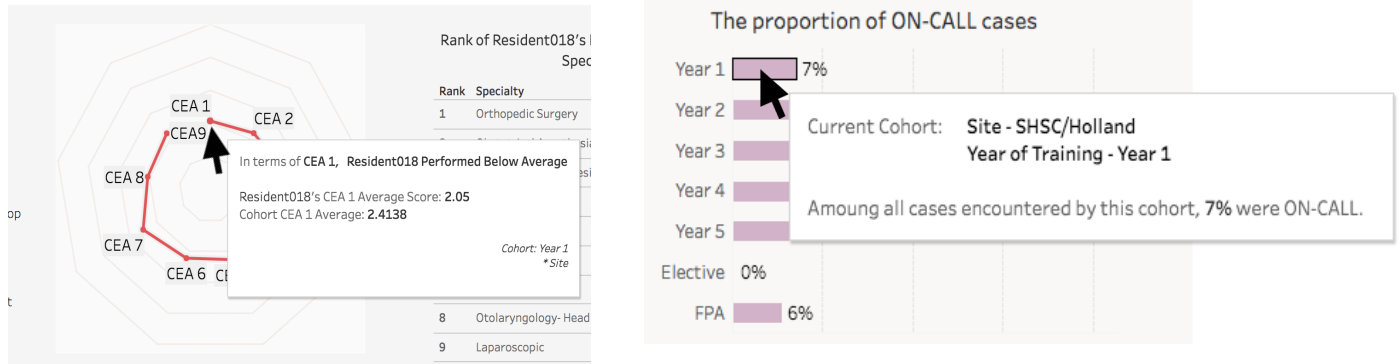


All filters provide you with a list of values to select. In some cases, it also allow to in the value you want to search. For example, this time period filter allows to you to type the specific start and end date.

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.







View Toolbar

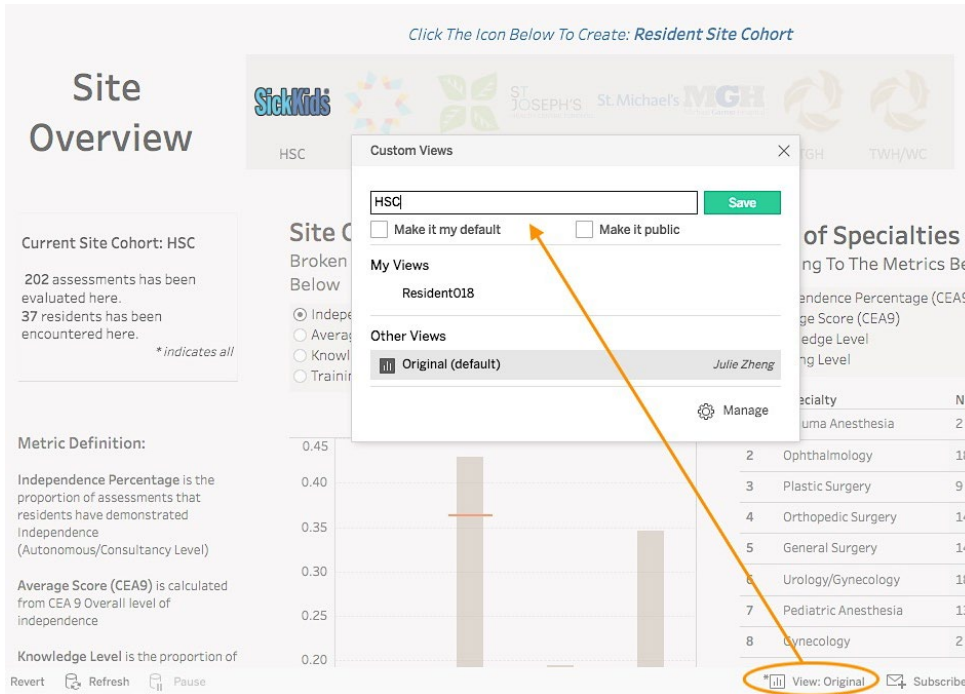
Below is the view toolbar appears above or below the dashboards.



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 .
	Redo: Repeats the last action you reversed with the Undo button. You can redo an unlimited number of times.
	Revert: It can help you to go back to the original view after any exploration.
	<p>Download: Use the options under Download to capture parts of your view for use in other applications.</p> <ul style="list-style-type: none"> 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.

*** Save your customized Tableau views**

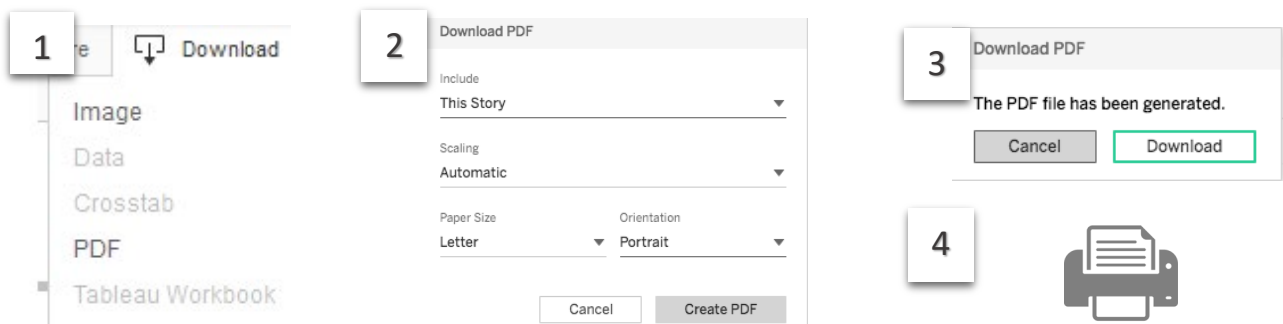


1. Filter the data, change sorting, select specific marks, zoom in or out, or make any other modifications.
2. In the toolbar, the View option now includes an asterisk, indicating that the view has changed.
3. Click **View** in the toolbar.
4. Enter a name for the custom view. Then select whether you 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.

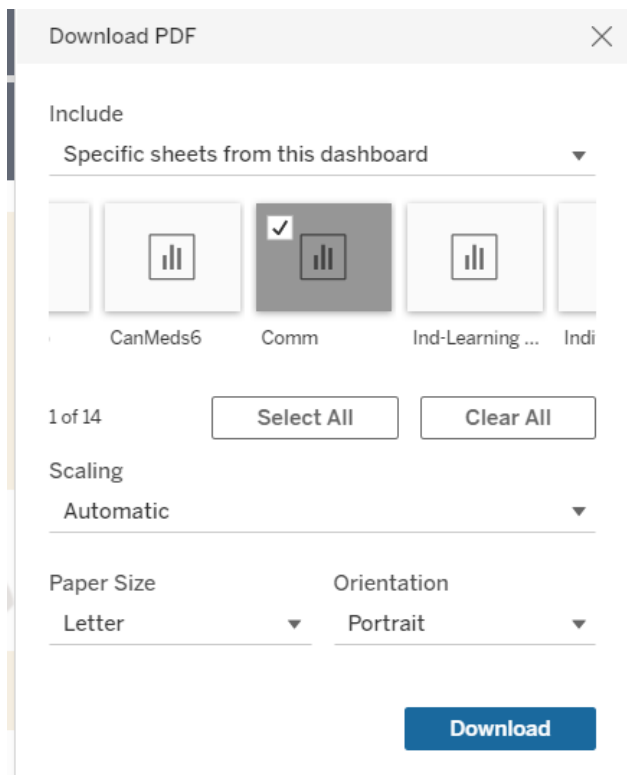




*Downloading and Copy/Pasting Comments

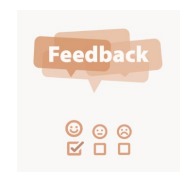
While you cannot copy/paste comments directly from the tableau dashboard, you can do so by first downloading the comment section of a resident's dashboard.

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



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 elarning.anesthesia@utoronto.ca