Social Data Dashboard Guidelines

Title Page

Each set of Dashboards has a photo and short description of the dashboards you are about to view.

Dashboards often have a range of pages. Click on the tabs at the top of the dashboard to go to the page you want to see.

Example: tabs in the Child & Youth Wellbeing – Education dashboards:

| Title | Education Participation | Early Learning Enrolments | Prior Participation in ECE |

Alternatively click on the down arrow to the left of first table called **Title** to display a list of all Dashboards contained in the series.
From there you can scroll down and select the dashboard you wish to view.

Alternatively use ← → to move through to the next or previous Dashboards.

Tips

- The dashboards are best viewed on a computer rather than a mobile device.
- If you cannot see the full dashboard when "full screen" has been selected. Press "esc" to exit full screen and click on the 3 vertical dots on the top right hand side of your screen. Reduce "zoom" from 100% down to 90% or 80% and then select 'full screen' option again on your dashboard.
- Dashboards are linked to underlying datasets. You cannot change the underlying data so don't worry that you might irretrievably cause wrong data to appear as you explore the dashboards

Navigating within each Dashboard

At the top of each Dashboard are a few tools to assist you.

Download image – click on this icon to download a .png image of what you can see on your screen

Show info – provides information regarding the source of the data, frequency of updates, and any additional notes that might be useful when considering the data

Show Filters – Display data that can be filtered in or out of dashboard e.g.
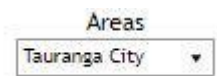
Click ✕ to hide the filter

Each Dashboard is fully interactive with navigation tool bars at the bottom of each dashboard.

Brush your mouse over this menu and the commands will be explained

| Undo | Redo | Replay | Reset the Dashboard to its original state | Share | Download | Full Screen [ESC to leave] |

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Using the Dashboards

1. **Charts** – each section of information within a visualisation is called a chart:
   Hover your mouse over a chart feature such as a bar for further explanations about the data (what you are seeing is a Tooltip).

2. **Filtering or changing Data view**
   You can change the data you want to see by:
   - Clicking on drop down menus e.g. you can select a date range for the data you want to see or a geographical area
   - Clicking/holding on a bar in a bar graph or another element of the visualisation. You can hold down and drag your mouse across several bars to select a sequence. Hold down *ctrl* and click on the bars you want to select for getting multiple categories in a chart.
   - Clicking on a suburb/place on the map (if there is one)

   The data and chart will change to match your selection.

Resetting the Dashboard

To reset the dashboard or undo any filters:

1. Click on the icon or bars / feature which you have selected initially, or

2. Click on the reset button available on the bottom right corner of the dashboard

Downloading / Printing Dashboards or Charts

1. **Print one Chart / Table**
   Click the Download icon next to the title (top right hand side or at the bottom right-hand corner of your screen). This will give options to download an image (.PNG), PDF or PowerPoint formats. The options for PDF and PowerPoint formats allow you to select specific charts from the Dashboard or print the entire Dashboard.

2. **Filter for printing multiple Charts / Tables**
   Each Dashboard has a tool similar to the grid to the right of this text.
   This box is known as a Viz box. The Viz box allows you to filter which selection of charts you want to print for a particular audience.
   Hover over the grid numbers / letters for guidance. Selecting a box within the grid will "hide" a chart/group of charts and selecting again will bring the chart/s back.
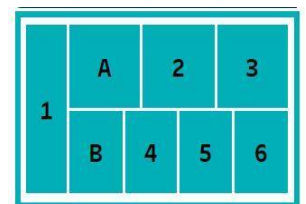
   Hold down *ctrl* to select and deselect chart/s. Once you are displaying the chart/s you want to download /print. Click on the Download icon and select file format "Image".

   The icon allows you to capture an image of what you see on your screen.

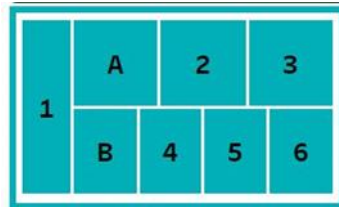   **Remember you can reset the Dashboard at any time using the**

   Refer instructions "Resetting the Dashboard" above

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Terminology
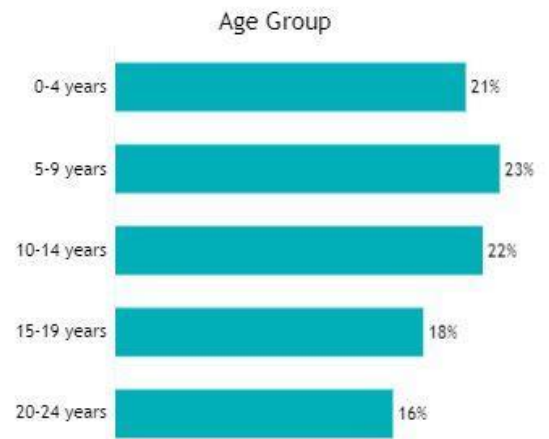
Headline boxes

Viz box

Chart

Privacy Policy
Please see the Community Insights terms of use and privacy policy for further information.
https://www.communityinsights.org.nz/terms-of-use-and-privacy-policy/

Contact us
If you have any feedback on these guidelines or the Social Data Dashboards in general please let us know
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