

# POWER BI DASHBOARDS – TIPS AND HINTS

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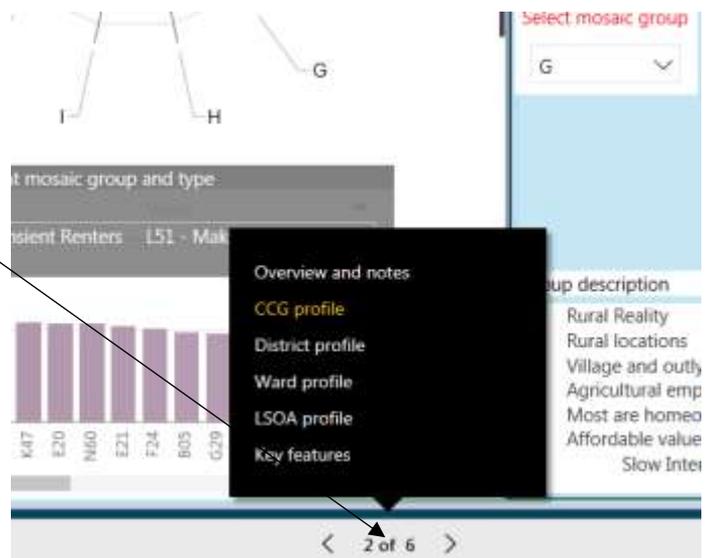
## BROWSER

The software used for the dashboard is still evolving, so if you are experiencing problems with the interactivity try a different browser, such as Google Chrome.

Some of the maps occasionally default to the USA (software bug), if you reload they should return to Lancashire. LSOA and ward maps may take a little while to load. Some of the dates also show as the USA format. Again this is a bug in the software.

## NAVIGATING

To navigate between pages, either use the arrows at the bottom of each dashboard to scroll through or click above the word 'of' to pull up a list of pages and then select the page you want.



## METADATA

Most dashboards contain a page giving the user information about the data that has been used within.

## SELECTION OPTIONS

There are selection options on each dashboard, which allow the user to set preferences for geography, time or measure. When you make a selection, this will alter the widgets to show the information for that selection. If nothing is selected, the sum of the all the elements will show, or the first item in a list for text based widgets. If the widgets don't show anything, show too many points, or have impossibly high values, then a selection may need to be made. On a page, not all widgets will change with the selection, only those that are relevant. Selections have to be remade when the page is changed.

For selection boxes, click in the black square to make a selection. In the drop down list, click on the arrow to open/close the list. The dashboard designer can set the boxes up to be single selection or multiple selection depending on which is most appropriate for the data.

Select clinical commissioning group

- NHS Blackburn with Darwen CCG
- NHS Blackpool CCG
- NHS Chorley and South Ribble CCG
- NHS East Lancashire CCG
- NHS Fylde & Wyre CCG
- NHS Greater Preston CCG
- NHS Lancashire North CCG
- NHS West Lancashire CCG

Expanded list selection box

Select community safety partnership (CSP)

Chorley

- Blackburn with Darwen
- Blackpool
- Burnley
- Chorley
- Fylde
- Hyndburn
- Lancaster
- Pendle
- Preston
- Ribbles Valley

Drop down list selection

Select district/ward

Blackburn with Darwen

- Audley Ward
- Bastwell Ward
- Beardwood with Lar
- Corporation Park W
- Earcroft Ward
- East Rural Ward
- Ewood Ward
- Fernhurst Ward
- Higher Croft Ward
- Little Harwood Ward
- Livesey with Pleasing
- Marsh House Ward

Hierarchical selection, click on the black arrow to expand selection

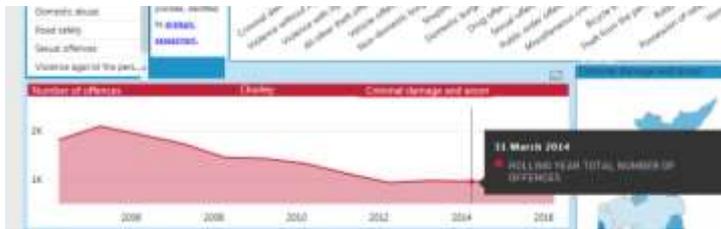


Graph changed to show older males

On some dashboards you can also select your geography by clicking on a map or change the selection by clicking on a graph.

## WIDGETS

Each element of the dashboard is called a widget. For most widgets, if you hover over the data point, it will display more information.



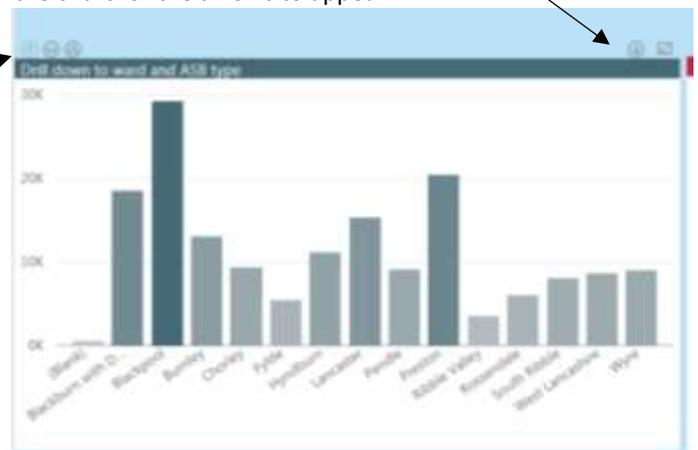
## DRILL DOWN WIDGETS

Some widgets allow you to drill down through the data, for example a graph of district information can be changed to a graph of ward information by selecting a district on the graph. To enable these widgets, click on the arrow on the right hand side. You need to hover over the chart for the arrows to appear.

Then click on a bar of the graph to open up the next level. This will show you the second level (eg ward) for the first level (eg district) selected. To return to the previous view, use the arrow controls on the left hand side of the chart.

The first double drill down arrow drills the data down to the second level independent of the first. So if the second level was wards, it would put the wards in alphabetical order.

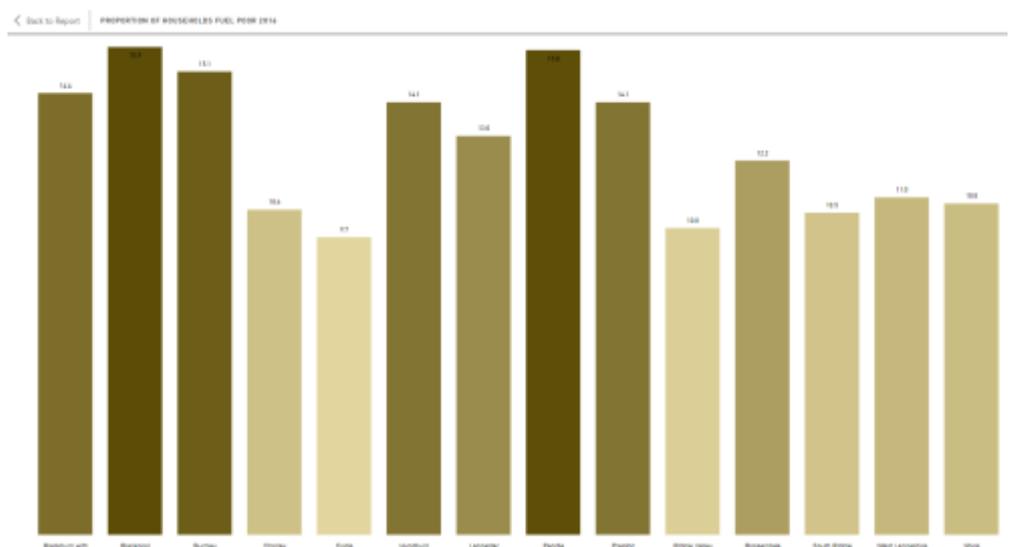
The second joined double drill down arrow drills the data down dependent on the first. So if the second level was wards and first level district, it would put the wards in district order.



## FOCUS MODE

You can expand each widget to the whole screen by going into focus mode. If you hover over the top right hand corner of a widget, click on the square symbol that appears. Back to report, returns you to the dashboard.

[Widget in focus mode](#)



## Copying parts of the dashboard

The best way to copy parts of your dashboard is to use Microsoft's [snipping tool](#). Start up the tool and draw a rectangle around the portion of the dashboard you would like to capture. You can paste it direct into a document. If you are emailing the 'snip' then you are better to save it as an image file first.



## Printing

There is no specific print function in Power BI. Just use the browser's print option.