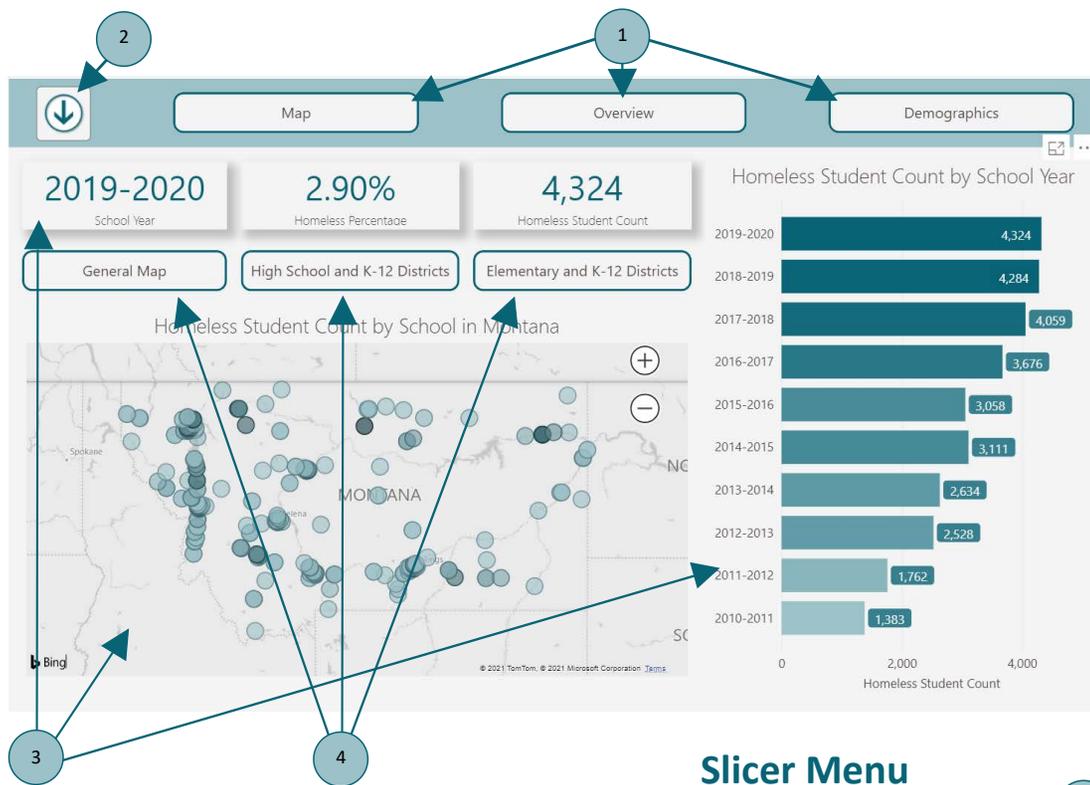# GEMS Power BI Dashboard Quick Reference Guide
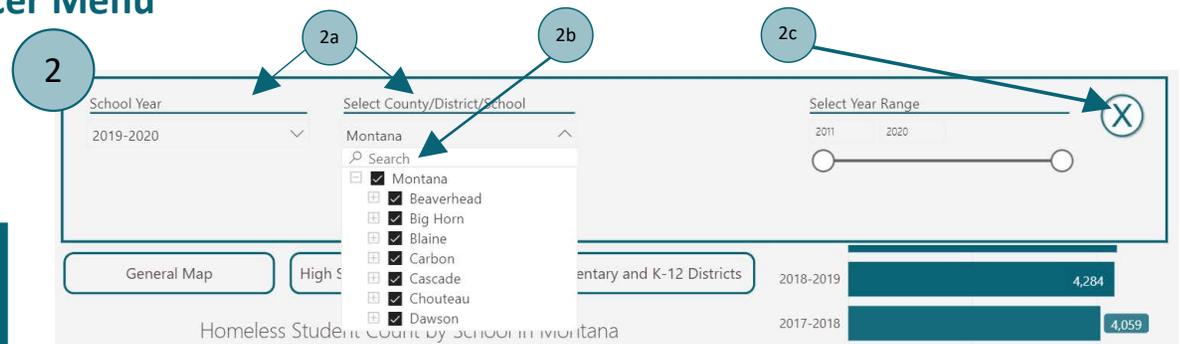
1. Buttons – The buttons located in the light blue band are associated with page navigation. Selecting one of these buttons will switch between the offered pages.

2. Slicer Menu – Selecting the arrow will expand a drop-down menu containing the filtering options available on the dashboard. Each drop-down menu will be different depending on the underlying data.

3. Visualizations – These are graphic representations of data. There are many types of visualizations. The selected charts, cards, or maps displayed are specifically chosen as the best representation of the data from the Office of Public Instruction's subject matter experts.

4. Sub-Buttons – Any buttons selected outside of the light blue band, located at the top of the dashboard, change visualizations on the currently selected page.

Helpful Hints

- **By single clicking on a data point, filters are applied, and other visuals will automatically update based on the selection.**
- **Hovering your mouse over an object will allow you to see additional information in the Tool Tip.**

Slicer Menu

2a. Slicers – These are features that filter the dashboard based on the data element described in the title.

2b. Search – The user can search for a county, district, or school by name using this feature.

2c. Exit Button – Selecting this button will close the slicer menu for full view of the dashboard.

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5   **Tabs** – Provide the user the option to select between the dashboard and other available information related to the dashboard. More tabs will be available in the future.

6   **Drill Up Mode** – Select to drill up to the next data level after the data has been drilled down.

7   **Drill Down Mode** – Enabling this feature allows the user to single click on a data point and the data will expand to the next level of the hierarchy. For example, selecting the bar for 2020, with drill down enabled, will display the meals served by month for that year.

8   **Expand to Next Level** – Selecting this will expand down to the next level of the hierarchy for all data points in the visualization.

9   **Focus Mode** – Allows the user to expand or pop out a visual to see more detail.

10   **More Options** – Provides users with choices to export data, see raw data, or spotlight the visualization.

10a   **Export data** – Allows user to export data as an Excel spreadsheet or a csv.

10b   **Show as a table** – Displays raw data below the represented visuals.

10c   **Spotlight mode** – Highlights the selected visual and dims all other visuals.

Contact Us

For technical support and help using GEMS, please contact the GEMS Help Desk:

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