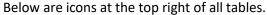
STATE-PAID TRIAL COURT CASELOAD TRENDS DASHBOARD - TABLE & GRAPH TUTORIAL

Table Icons



Help hover over to see tips on using the table
Focus Mode expands the into a larger, new window

Expand Table drill down to the next level

Drill Up aggregates up a level

Graph Icons

Graphs have buttons at the top right corner, similar to Tables.

Help hover over to see tips on using the graph

Focus Mode expands the into a larger, new window

Next Level additional detail is available (same as #4 below)

Expand Table see next level and first level combined (same as #5 below)

Drill Up go back up a level

Graph Tips

- 1. Hover over bars to view numbers and percents.
- 2. Select **Focus Mode** from top right icon to open the graph up in a larger window
- 3. Right-click on visual or use the **Next Level** icon on top right of visual to drill down the data to the next level and the up arrow to aggregate back up.
- 4. Select **Expand to Next Level** on top right of visual to show the first level and then second level drilled down from first

(recommended to expand in a larger window)

- 5. Right-click on visual to **Show as a Table** and open graph in a larger window with the numbers below in table format
 - a. Use the **Transpose** icon to change the view from top/bottom to left/right.



b. For percent/proportion graphs, the counts will show the numbers and the percents.

Use Include/Exclude to select only specific category(s) of a graph. Use *CTRL* to select multiple categories. Hit *Refresh* in the browser to go back to all categories.

- 2. **Exclude** when you want to *view* most of the categories
- 3. **Include** when you want to *exclude* most of the categories