



MCDA Dashboard User Guide

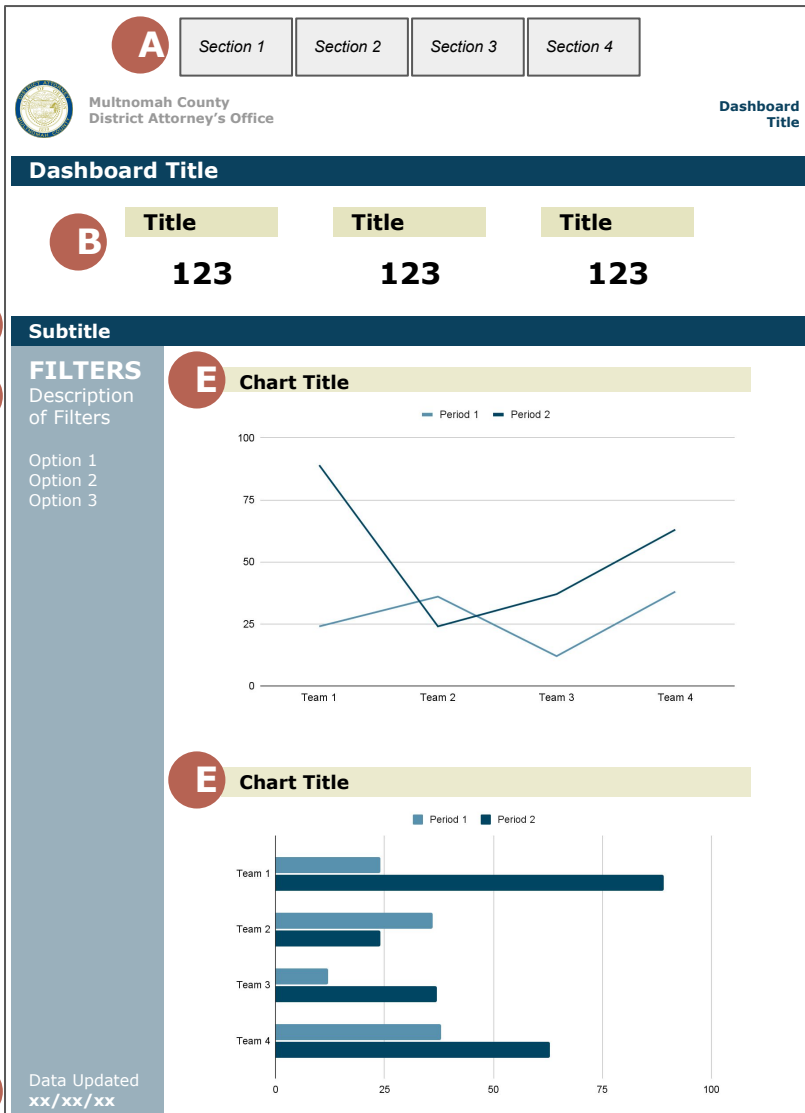
The Multnomah County District Attorney's Office creates and maintains a series of data dashboards designed to give members of the public access to the data collected by our Office. Our dashboards are created and published using Tableau software. This guide provides helpful tips for users navigating our Tableau dashboards.

This guide covers the following topics:

- General layout
- Hovers / Tooltips
- Filters
- Date levels
- Highlighting / Legends

General Layout

MCDA dashboards generally follow the same layout:



A Storyboard tabs. Clicking different tabs will navigate you to different sections of the dashboard.

B Critical data points to keep in mind when considering the rest of the dashboard

C Subtitle of the data on this page. The subtitle will generally conform to the storyboard tab title.

D Data filters can add or remove selected data from view.

E Data graphic(s) house the bulk of the data in the dashboard. They are subject to available filters and generally relate to the critical data points.

F Update date tells the user the last time the data in the dashboard was updated.



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Hovers / Tooltips

A significant amount of data and contextual narrative is hidden throughout our dashboards. Many data points, large text boxes, or large numbers in each dashboard will reveal a hidden text box (a.k.a. **tooltip**) when hovered over with your cursor. See the image below for an example of this function.

Prosecuted Case Count			
Cases w/Domestic Violence Nexus			
	2019	2020	2021
January	2	3	1
February	4	5	
March	1	5	3
April	1		
May	2		
June	2		
July	1		
August	4	2	7
September	4	3	2
October	2	3	3
November	3	1	6
December	2	6	4
Grand Total	26	34	48

March 2020
In **March 2020**, the Multnomah County District Attorney's Office prosecuted **5** cases involving gun violence and had a domestic violence nexus.

A **Hover** your cursor over a data point.

B **Tooltips** appear when hovering.

Filters

Sometimes a dashboard user will only want to see certain data points from a particular visual or set of visuals. **Filters** allow users to view a more specific set of data. Although each dashboard has different filter capabilities, each of our dashboards generally allow users to filter by date (of case issuance), defendant demographics (gender; race; age), and case characteristics (charge type). Our dashboards generally use three types of filters:

Scrolling

This type of filter is used when filtering data by date



To engage this filter, use your cursor to move the ends to the desired range, OR click on the dates and manually type a range.

List

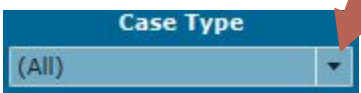
This type of filter is used when wanting to switch between different data categories (e.g., race)



To engage this filter, simply select the category(ies) you wish to view. Some lists allow multiple selections at one time.

Dropdown

This type of filter operates similar to a list, except it hides the list within a dropdown menu



To engage this filter, click the dropdown icon, then select the category(ies) you wish to view. Some dropdowns allow multiple selections at one time.

You can use more than one filter at any time. But, **try not to forget which filters you've turned on**, and in which order!

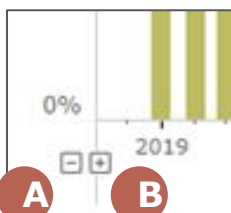


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Date Levels

Our dashboards feature many graphics where the primary axis is based on a date (e.g., case referral date; case issuance date; case disposition date). The dashboards are programmed to default display the data by a particular time interval (e.g., month, quarter, or year) based on how we believe the data is best viewed. However, if a user would like to see a date interval different than what is default displayed, the user can engage the **Date Levels** icons to increase or decrease the displayed date level.

DATE LEVELS



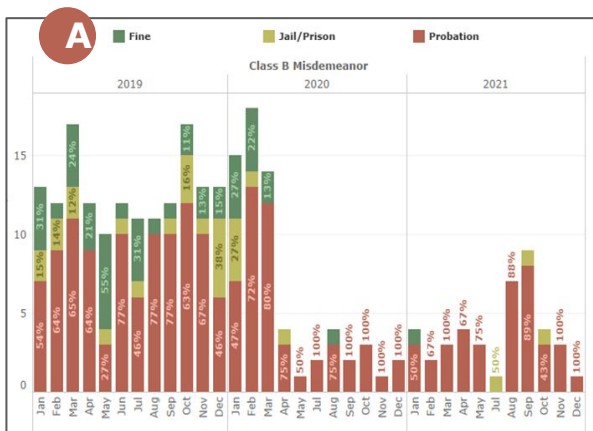
The date levels icons will remain hidden until you reveal them with your cursor. To do that, hover your cursor over the **bottom left corner** of any visual with dates displayed on the horizontal axis.

A The **-** icon will increase the date level (to the left of the date levels)

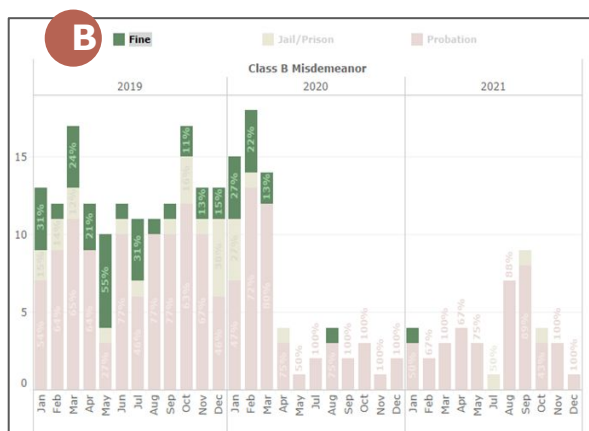
B The **+** icon will decrease the date level (to the right of the date levels)

Highlights / Legends

Our dashboards feature many graphics that display more than two variables (e.g., case type and defendant race by case issuance date). If a user would like to view a specific data category *without* filtering out other data categories then the user has the ability to **highlight** one specific data category. The easiest way to highlight an entire data category is to click the desired category in the **legend**.



No data highlighted



One data category highlighted

A **Legends**, when warranted, are found at either the very top or very bottom of a graphic.

B The data category programmed with a green color is currently selected in the legend. As a result, all corresponding data in the graphic is highlighted.