First Worksheet (Key Performance Indicator - KPI) -

* Employee and attrition count

- ➢ We need the employee count first
- ➢ Take employee count and put this up in the text box in the marks section , (Aggregation SUM)
- ➢ Now we need the attrition count , as we can see that the attrition column is present with 'yes/no' inputs inside
- ➢ So we will create a calculated field here naming - "Attrition Count"
- ➢ Formula for attrition calculated field - IF [Attrition] = 'Yes' THEN 1 ELSE 0 END
- ➢ Now we will simply double click on the attrition and it will reflect under the (SUM(employee count)) Section in Marks area
- ➢ A new section called measure values will pop up in the marks area as well which will contain both employee count and attrition count values into
  - o Consideration.
- ➢ Measure Names filter will pop up in the filter and in the column section.
- ➢ Let's put employee count before the attrition count section.
- ➢ Let's also select entire view for our worksheet.

* Attrition Rate

➢ We will create another calculated field now for finding "Attrition Rate"
➢ The formula - SUM(Attrition Count)/SUM(Employee Count)
➢ Now we will simply double click on newly created "Attrition Rate " column and it will reflect under the Marks section in 'Measure Values'Box.
➢ The aggregation for the new column will be displayed 0 by default so we need to format the same.
➢ Click on format and let's go to numbers in the pane section - Percentage - 2 Decimal Places.
➢ Now a percentage will show in the attrition rate section.

* Active Employee

➢ Create a calculated field named "Active employee"
➢ The formula - SUM(Employee Count) - SUM(Attrition Count)
➢ Now simply double click on the "Active employee column"
➢ Place the new column after "Attrition rate" column.

* Average Employee Age

➢ We will simply double click on the age column
➢ By default it will display the sum of age , let's change the measure parameter and make it average.

• Now that we have all the details for the worksheet in place we will change the format.
• For all the section where data is shown without percentage we will go ahead in the format section and will create the number formatting defined as 0
• Decimal points
• Now we will be creating a global filter for all the worksheets in my dashboard
• We will use education as the filter here.
• Drag and drop education field in the filter section.
• Enable the option " Apply to all worksheets using this data source"
• From the option choose using all filters
• Use show filter option in education drop down.

Second Worksheet (Attrition By Gender):

- SUM(atrition count) in columns and Gender in row
- We will be creating a custom lollypop chart now for the stated analysis
- For Developing the same first we will clone SUM(atrition count) in the column section again.
- Now this 2 cloned section , for one we will keep the chart type as bar and will keep the other one as a circle.
- Now we will merge both of the axis using a dual axis option.
- Now we will click on top of work sheet and use synconize axis option.
- We will now work along with sizing of the circle and bar so that it looks like a lollypop.
- Let's use Gender as colour option for both of the axis.
- Now let's use attrition count as a label for the circled axis to display the number.
- Go to the label and make the alignment a centred

Third Worksheet (Department Wise Attrition):

- Take department column in the worksheet as in the color marks label
- Make the chart type as pie
- Now take the attrition count field and drag it into the worksheet , now the pie parts will be aligned as per department wise laid off people.
- Let's change the color pallete , use blue as our background supports the same.
- Let's put attrition count in label as well
- Let's now go to the attrition count column and from the quick table calculation section , use percentage so the percentage shows up by the side of the pie.

Fourth Worksheet (Employee Count Age Group)

- Create a new worksheet
- Put CF age band in columns and employee count in rows
- Change colour theme as blue , do basic formating.
- This is called as a frequency chart.

Fifth Worksheet (Job Satisfaction Rating)

- Put Job satisfaction in the columns section
- Put Job role in the row section
- Drag the job satisfaction segment in the dimensions segment
- Now take employee count and drag it onto the text section under marks label.
- Now we will use the analysis tool and will display both row and column grand total in my worksheet.
- Now after basic font and color formatting we will convert this into a heatmap from 'showme' option on worksheet right area.
- Now we will swap the roles in the worksheet from second task bar option by the side of sort options.
- We again need to perform total analysis of rows and columns (Grand totals)
- Change colours

Sixth Worksheet (Education wise worksheet)

- Attrition count in columns
- Education field in rows
- Change colour and fonts as deemed fit.

Seventh Worksheet (Gender Attrition - Age Group)

- CF Age band in column section
- Make the chart a pie one
- Gender dragged in colours
- Attrition Count in angle
- Formatting

Dash Board Creation -

- ❖ Size - 1280*700
- ❖ Select Image from Object , Use both fit and center image
- ❖ Upload background Image
- ❖ Set object option as floating
- ❖ Drag KPI in the top second section of our background
- ❖ Colour and font formatting to be done.
- ❖ Worksheet format , shading as none so background becomes transparent.
- ❖ Set none to all row and column grid lines in pane
- ❖ We can set the number fonts directly in the worksheet as well.
- ❖ Gender wise attrition to be placed beside the kpi section box.
- ❖ We will drag the Third/Departmentwise worksheet now into the second row first column box and will adjust font an colours and everything.
- ❖ We will drag the Fourth/Age wise worksheet now into the second row second column box and will adjust font an colours and everything.
- ❖ We will drag the Fift/Job Satisfaction wise worksheet now into the second row second column box and will adjust font an colours and everything.
- ❖ We will drag the Sixth/Education wise worksheet now into the Third row first column box and will adjust font an colours and everything.
- ❖ Drag seventh worksheet and do the basics , the provide heading
- ❖ Dashboard Heading to be given.