Here's the updated guide, with each visual linked to the appropriate data file:

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### \*\*Page 1: Absence Data Analysis\*\*

#### \*\*1. Absence Rate by Department (Clustered Bar Chart)\*\*

- \*\*Data File\*\*: HR Absence Data

- \*\*X-axis\*\*: `Department Name`

- \*\*Y-axis\*\*: `Number of Working Days Lost`

- \*\*Legend\*\*: `Role Type` (if employees have multiple roles)

- \*\*Tooltips\*\*: `Employee Name`, `Absence Reason`

- \*\*Objective\*\*: To show which departments have the highest working days lost, accounting for complexities like employees with multiple roles.

#### \*\*2. Absence Trend Over Time (Line Chart)\*\*

- \*\*Data File\*\*: HR Absence Data

- \*\*X-axis\*\*: `Absence Date` (Date or Time)

- \*\*Y-axis\*\*: `Number of Working Days Lost`

- \*\*Legend\*\*: `Department Name` (Optional for comparison)

- \*\*Tooltips\*\*: `Employee Name`, `Absence Reason`

- \*\*Objective\*\*: To identify any seasonal or cyclical patterns in absences.

#### \*\*3. Working Days Lost vs Calendar Days Lost (Stacked Column Chart)\*\*

- \*\*Data File\*\*: HR Absence Data

- \*\*X-axis\*\*: `Department Name`

- \*\*Y-axis\*\*: `Days Lost`

- \*\*Legend\*\*: `Type of Days` (Calendar Days vs Working Days)

- \*\*Tooltips\*\*: `Employee Name`, `Absence Reason`

- \*\*Objective\*\*: To distinguish between the actual number of working days lost and calendar days lost due to absences.

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### \*\*Page 2: Help Desk Data Analysis\*\*

#### \*\*1. Help Desk Tickets by Category (Treemap)\*\*

- \*\*Data File\*\*: Help Desk Data

- \*\*Category\*\*: `Category Name`

- \*\*Values\*\*: `Number of Requests` (Count)

- \*\*Tooltips\*\*: `Employee Assignment Number`, `Department Name`

- \*\*Objective\*\*: To identify which categories of help desk tickets are most common.

#### \*\*2. Average Resolution Time by Department (Clustered Bar Chart)\*\*

- \*\*Data File\*\*: Help Desk Data

- \*\*X-axis\*\*: `Department Name`

- \*\*Y-axis\*\*: `Average Time to Resolve (Days)`

- \*\*Tooltips\*\*: `Employee Assignment Number`, `Category Name`

- \*\*Objective\*\*: To compare average resolution times for help desk tickets across different departments.

#### \*\*3. Agent Performance (Stacked Bar Chart)\*\*

- \*\*Data File\*\*: Help Desk Data

- \*\*X-axis\*\*: `Agent Assignment Number`

- \*\*Y-axis\*\*: `Number of Requests`

- \*\*Legend\*\*: `Status` (Open, Closed, etc.)

- \*\*Tooltips\*\*: `Resolution Date`, `Employee Assignment Number`

- \*\*Objective\*\*: To evaluate the performance of help desk agents based on the number of tickets handled and their current status.

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### \*\*Page 3: ERP System Efficiency\*\*

#### \*\*1. Comparison of Reporting Metrics: Previous vs New ERP (Clustered Bar Chart)\*\*

- \*\*Data File\*\*: ERP System Reporting Data

- \*\*X-axis\*\*: `Reporting Metrics`

- \*\*Y-axis\*\*: `Count`

- \*\*Legend\*\*: `System` (Previous vs Current ERP)

- \*\*Tooltips\*\*: `Metric Description`

- \*\*Objective\*\*: To show how reporting capabilities have changed between the previous system and the new ERP.

#### \*\*2. ERP System Usage Over Time (Line Chart)\*\*

- \*\*Data File\*\*: ERP System Reporting Data

- \*\*X-axis\*\*: `Date` (Date or Time)

- \*\*Y-axis\*\*: `Number of Reports Generated`

- \*\*Legend\*\*: `Department Name`

- \*\*Tooltips\*\*: `Report Type`

- \*\*Objective\*\*: To track ERP system usage over time, highlighting any potential issues or trends in system performance.

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### \*\*Page 4: Actionable Insights & Recommendations\*\*

#### \*\*1. Key Recommendations by Area (Donut Chart)\*\*

- \*\*Data File\*\*: Summary of Recommendations from Analysis

- \*\*Values\*\*: `Recommendation Impact` (Numerical, Sum)

- \*\*Legend\*\*: `Area of Focus` (Process Improvement, Training, ERP System Adjustment)

- \*\*Tooltips\*\*: `Detailed Recommendation`

- \*\*Objective\*\*: To provide a high-level overview of the recommendations based on the analysis.

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By referencing the respective data files for each visual, you'll have a clear path for sourcing the information needed to create your Power BI dashboards. Let me know if you need further assistance!