

EEH Investment Prioritisation Framework

Power BI Dashboard User Guide



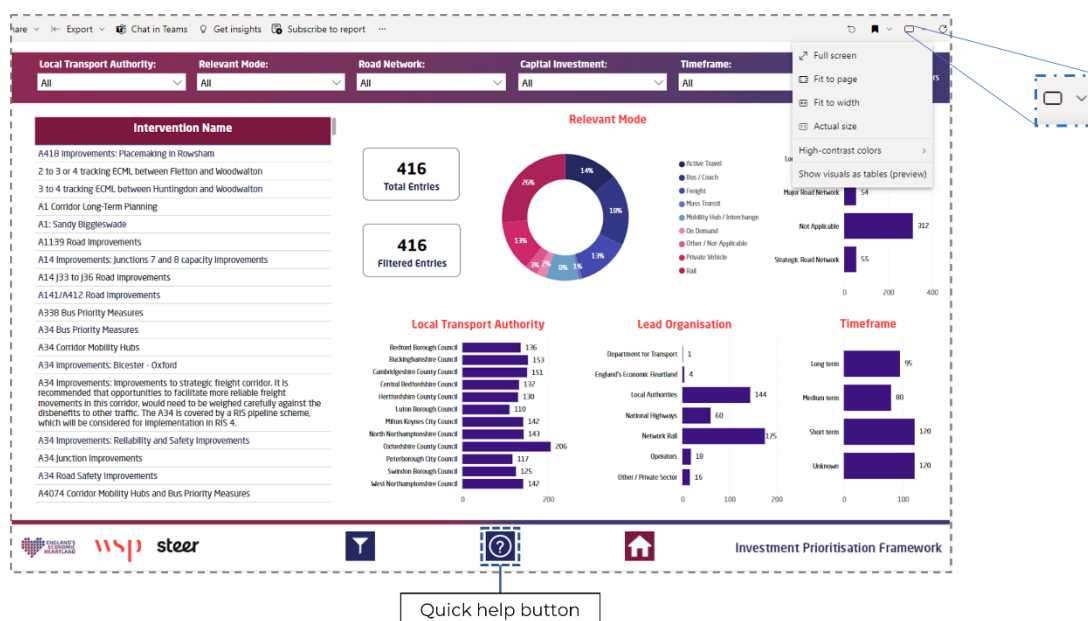
1. Navigating the EEH Investment Pipeline Dashboard

The EEH Investment data is presented through interactive charts powered by Microsoft's Power BI service. Power BI is a visualisation tool that allows you to interact with data in a simple and user-friendly way.

Access to the dashboard is granted only to users authorized by EEH. To obtain access, users must submit a request to EEH. It's important to note that sharing links to the dashboard with non-registered users will not grant them access.

1.1. View full screen

For the best viewing experience, change the view to 'Full Screen' from the top right-hand corner of the report frame.



1.2. Tooltips

A 'tooltip' can be displayed by hovering over any buttons within the report providing information about the button's function within the dashboard.

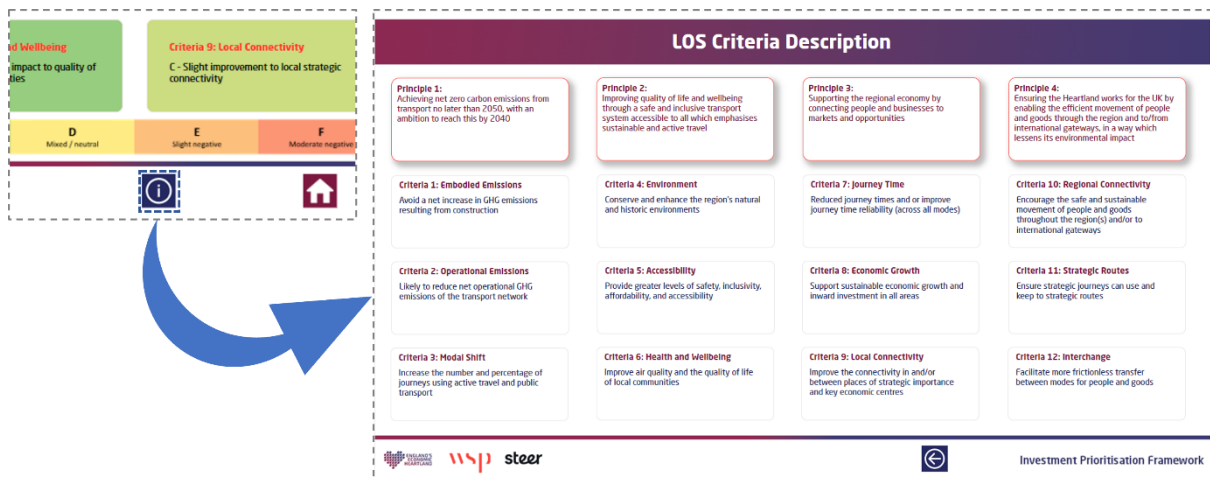
1.3. Quick Help

The "Quick Help" button is accessible on the 'Summary', 'Scheme details' and 'LOS Criteria' pages, located at the bottom. It offers a brief summary of the data on the page along with slicer descriptions.

1.4. Information Button

The "information" button is located on the Scheme Assessment page. It redirects users to the LOS Criteria Description page, as illustrated in the image below. This page can also be accessed through the 'LOS Info' button on the Cover page.

Note: Please refer to the 'EEH Investment Matrix Tool Methodology Note' from the cover page for more detailed information on the Levels of Service Criteria and how these are applied to interventions.



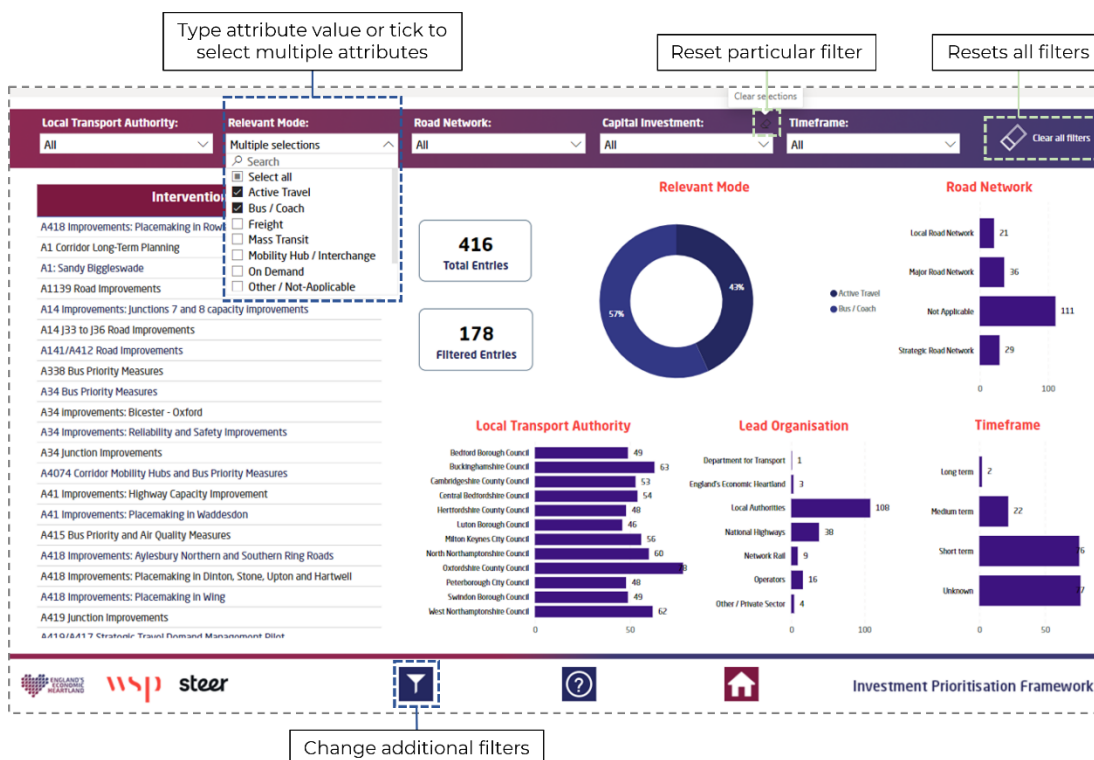
1.5. Filtering/Slicing Data

The default dashboard view has no filters selected. A combination of drop-down boxes, chart filters and filter buttons can be applied throughout the dashboard.

1.5.1. Filter Pane

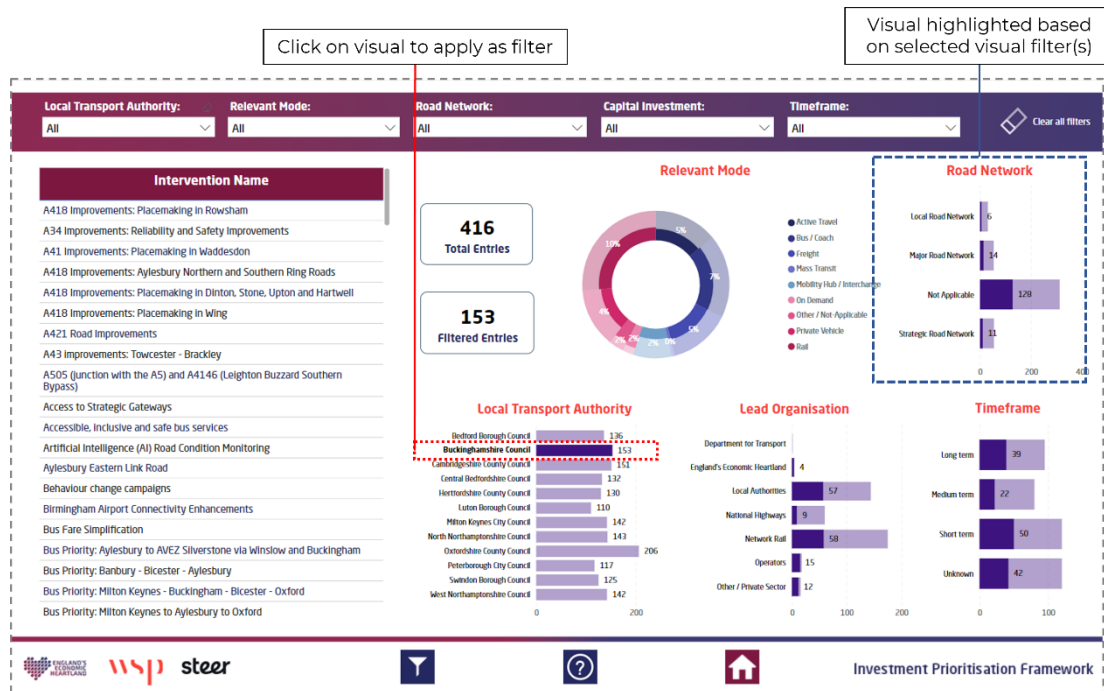
The drop-down boxes allow single and multiple selections within and across filters. It also allows you to filter by manually entering the attribute value (e.g. the names of individual interventions). This enables you to apply filters based on local transport authority, relevant modes, road network, capital investment and timeframes.

Additional filters can be applied by accessing the filter button at the bottom of the dashboard.

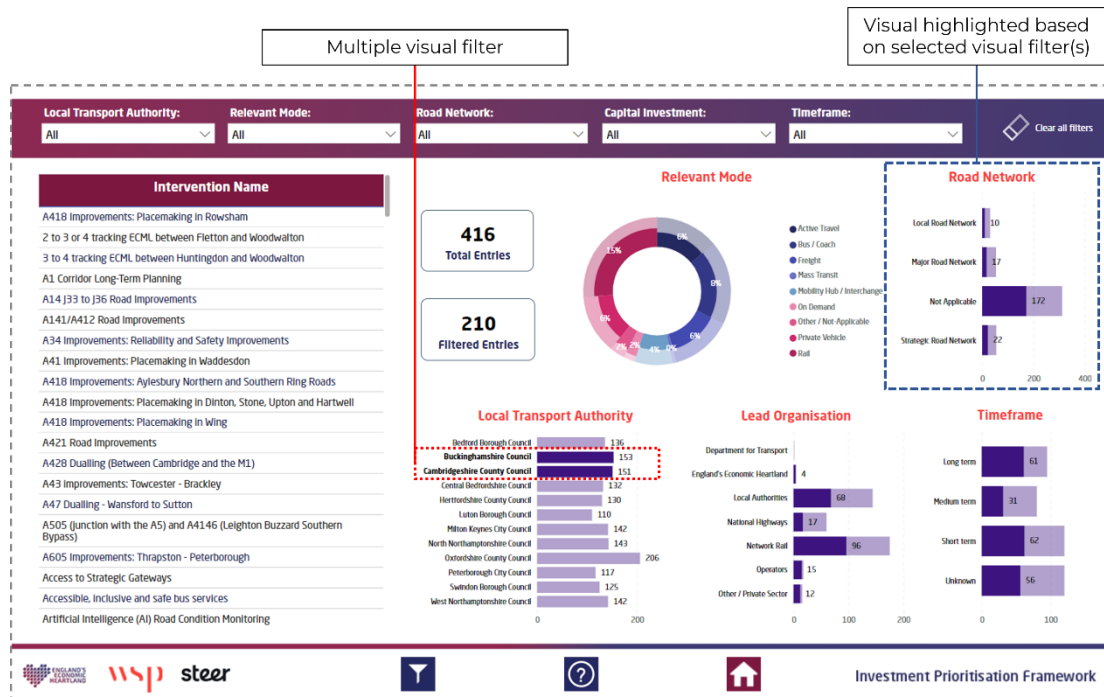


1.5.2. Visual Filters

By selecting a value in one visual, the related data in all other visuals will be filtered. This enables you to filter by relevant modes, road network, local transport authority, lead organisation and timeframe.



Note: To select multiple filters, hold down the 'Ctrl' key.

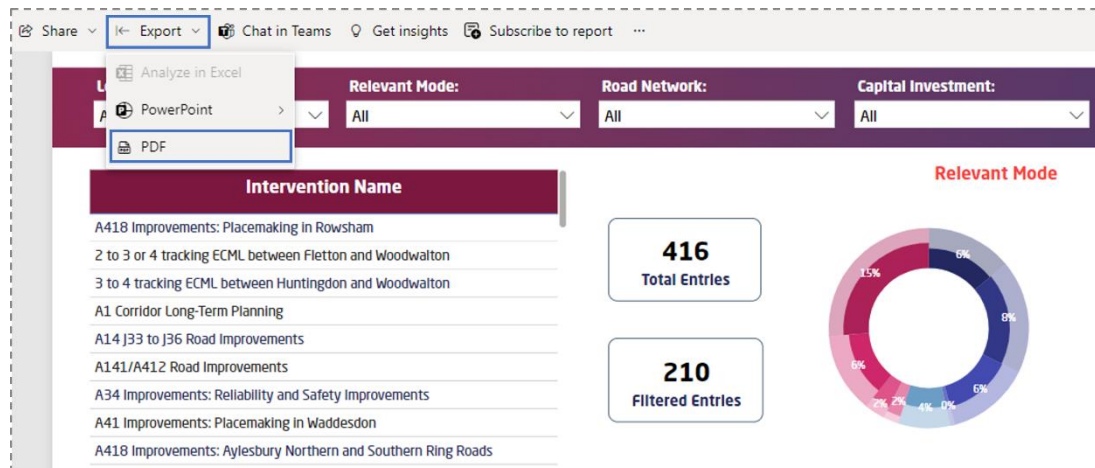


2. Export reports from Power BI

2.1. Export to PDF

In the Power BI service, select Export > PDF from the menu bar.

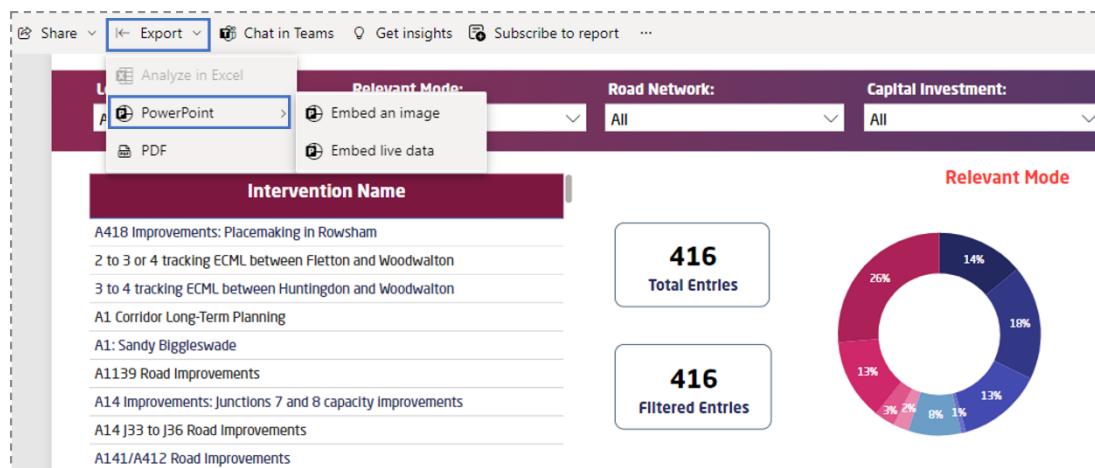
When you export to PDF, each page in the Power BI report becomes an individual page in your PDF document.



2.2. Export to PowerPoint

In the Power BI service, select Export > PowerPoint from the menu bar.

Utilizing the 'Embed as image' function ensures that the report remains static, preserving the state of the report at the time of export. Conversely, opting for 'Embed live data' allows you to incorporate live data from Power BI, enabling the creation of a narrative within your PowerPoint presentations. You can add individual visuals or entire report pages to your PowerPoint slides using the Power BI add-in or create a new PowerPoint presentation integrated with live data from the Power BI Service.



For both the options, a pop-up appears where you can select **Current values** or **Default values**.

Current values export the report in the current state, which includes the active changes you made to slicer and filter values. Most users select this option. Alternatively, selecting **Default values** exports the report in its original state, as the designer shared it, and doesn't reflect any changes you made to that original state.

Additionally, there's a check box to select whether or not to export the **hidden tabs** ('About' and 'LOS Info') of a report. Select this check box if you want to export only report tabs that are visible to you in your browser. If you prefer to get all the hidden tabs as part of your export, you can leave this check box cleared. If the check box is greyed out, there are no hidden tabs in the report. After you make your selections, select Export to continue.

You may also choose to export only the current page you're viewing in a report by checking the **Only export current page** option. By default, this option is unchecked, and all pages are exported from your report.

A progress bar displays in the upper-right corner. Exporting might take a few minutes. You can continue to work in the Power BI service while the report is being exported.

3. **Contacts**

For any troubleshooting, access issues, or inquiries requiring further information, please contact the following: businessunit@englandseconomicheartland.com