

User Orientation Document for Fictitious Global Superstore Transaction Data

Chinedu Patrick Amagwara

Southern Alberta Institute of Technology

Data Science – PROJ-052-006

Table of Contents

- 1. Introduction and Purpose ----- 1
- 2. Structure and Organization ----- 1
- 3. Dashboard Features and Components ----- 3
- 4. Step-by-Step Navigation ----- 3
- 5. Interactivity & User Functionalities ----- 3
- 6. FAQs & Troubleshooting ----- 3-4

User Orientation Guide: General Public

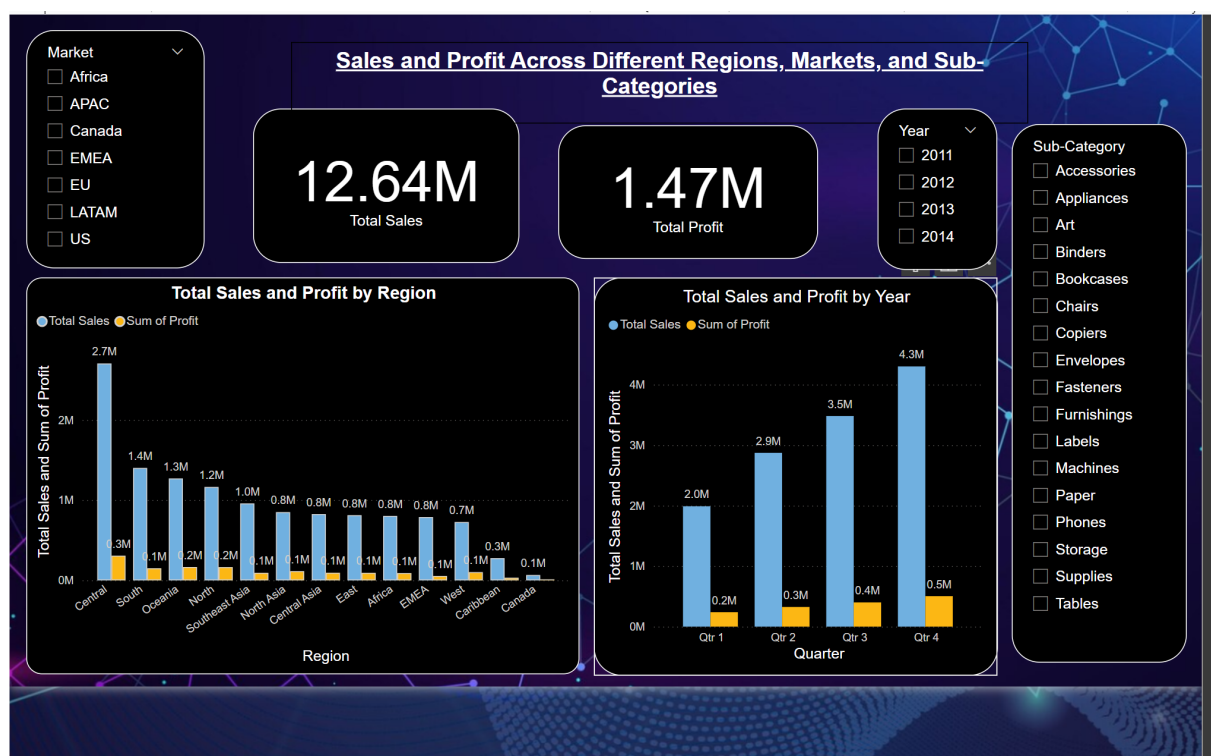
1. Introduction & Purpose

This guide aims to help the general public navigate and understand the dashboard effectively. The dashboard provides insights into sales, profitability, and supply chain efficiency for Global Superstore transactions. It enables users to explore data trends, apply filters, and make data-driven decisions.

2. Structure & Organization

The dashboard consists of three primary sections:

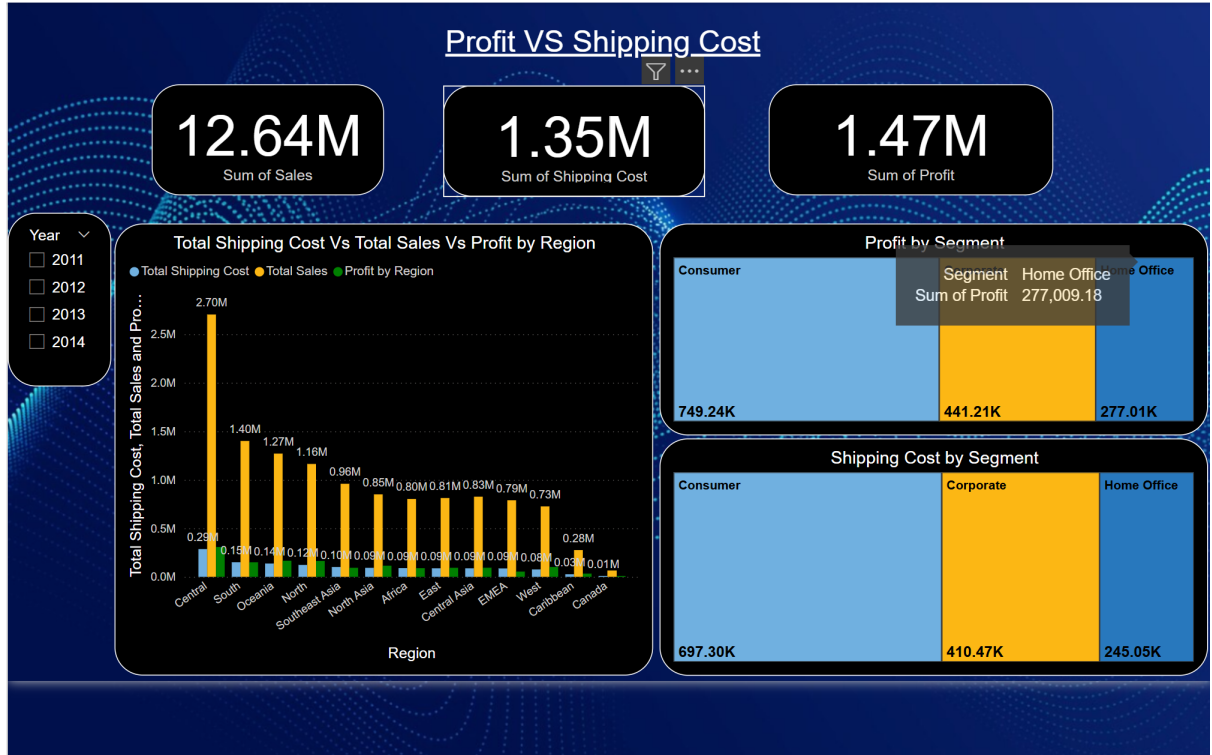
- **Executive Dashboard:** Provides key performance indicators (KPIs) such as total sales and profit.



- Profit vs. Shipping Cost Dashboard:** Analyzes the relationship between shipping costs and profitability.



- Shipping Efficiency Dashboard:** Measures order processing efficiency.



Each section contains charts, filters, and interactive elements for easy data exploration

3. Dashboard Features & Components

- **KPI Cards:** Display total sales, profit, and shipping costs.
- **Clustered Column Charts:** Compare sales and profit across regions and time periods.
- **Treemaps:** Visualize profit and shipping cost distributions by category.
- **Filters & Slicers:** Enable users to refine data views based on year, market, and sub-category.

4. Step-by-Step Navigation

Opening the Dashboard

- Access the dashboard through the provided link or Power BI application.
- Ensure your system meets the software requirements.

Exploring Main Sections

- **Home Page:** Overview of available dashboards.
- **Navigation Menu:** Click on each section to explore different insights.

Utilizing Filters

- Select filters such as **Year, Market, and Region** to refine the displayed data.
- Use slicers to adjust timeframes and categories.

5. Interactivity & User Functionalities

- **Drilling Down:** Click on data points to view more detailed information.
- **Hover Actions:** Hover over charts to display tooltips with additional details.
- **Export/Download Options:** Download filtered data as Excel or CSV files.
- **Adjusting Timeframes:** Modify date ranges using the slicers to analyze trends over time.

6. FAQs & Troubleshooting

Q: Why is the dashboard not loading?

A: Check your internet connection and ensure Power BI is properly installed.

Q: How do I reset filters?

A: Click the reset button or manually deselect filters.

Q: Can I access the dashboard on mobile?

A: Yes, Power BI supports mobile viewing, but for the best experience, use a desktop.

Troubleshooting Tips:

- Refresh the dashboard if data does not update.

- Ensure filters are correctly applied for relevant data insights.

This guide ensures that users can navigate and utilize the dashboard efficiently for data-driven decision-making.