## Navigation and Data Exploration in the escWorks Texas Dashboard

# Logging in

When designated users log in to escWorks, they should automatically be logged in to the Texas Dashboard as well. A link to the dashboard should appear in the left hand navigation pane of escWorks.

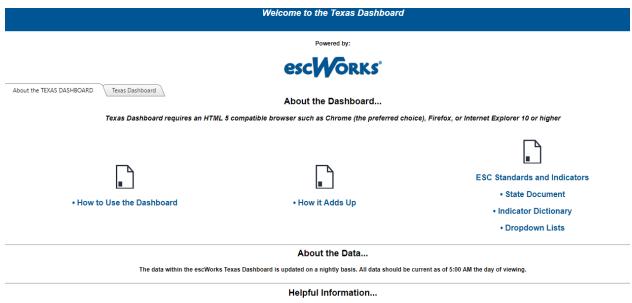
Evaluation Manager
District Dashboard
Bar Code Attendance
Batch Invoicing
Texas Dashboard

You may be prompted to enter the login credentials. Please contact R4 helpdesk for the login and password. Please note that this login will only be required for a short period of time. When the single sign on is implemented, you will be able to access the dashboard with the escworks login and no separate authentication will be required.

## **Navigation**

The landing page will display the dashboards under different tabs. The tabs can be used to navigate through different dashboards.

Clicking the name of a dashboard in the desired TAB will open the selected dashboard.

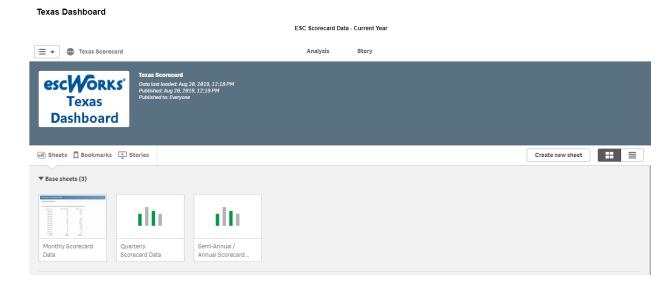


Please note: Revisions to the Texas Dashboard will be made in order to align with changes to the Standards and Indicators.

Clicking on the "Texas Dashboard" tab will open the Scorecard tab. Please note that the scorecard tab will be rolled out in this phase. The Executive dashboard and the remainder Texas dashboard will be rolled out in subsequent phases.

Click on the "Texas Dashboard" tab to display and navigate the Scorecard information

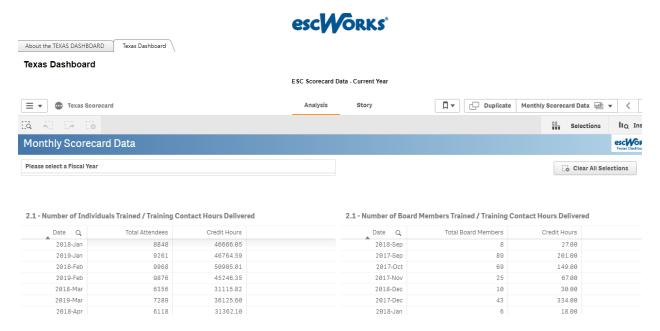
The landing page will display three sheets "Monthly Scorecard Data" "Quarterly Scorecard Data" "Semi Annual/Annual Scorecard Data"



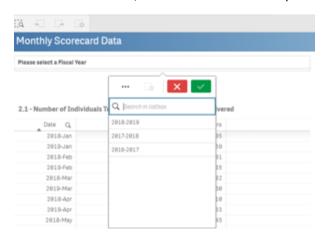
You may open any one of the sheets by clicking on the icon. If you are only looking for the semi-annual/annual details click on the sheet directly to access the data.

## **Monthly Scorecard Data**

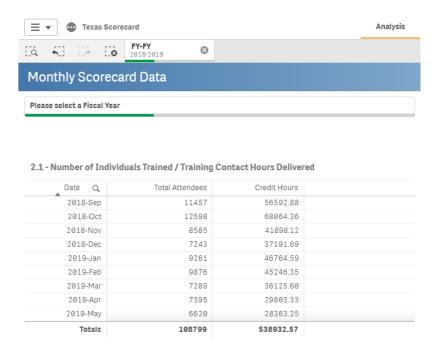
Clicking on the "Monthly Scorecard Data" icon will open the monthly scorecard as below



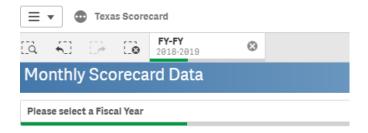
Select a fiscal year from the dropdown on the left which says "Please select a Fiscal Year". Please note for ease of selection, the first value in the dropdown will be the current fiscal year



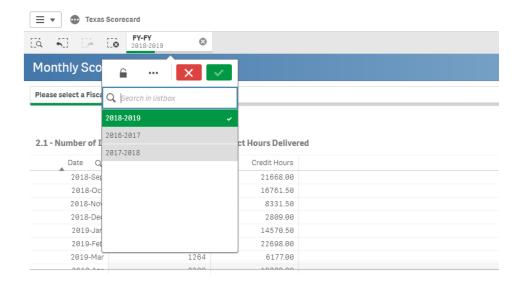
Once the current fiscal year "2018-2019" is selected, the data across all the sheets in the app will be filtered to fiscal year "2018-2019".



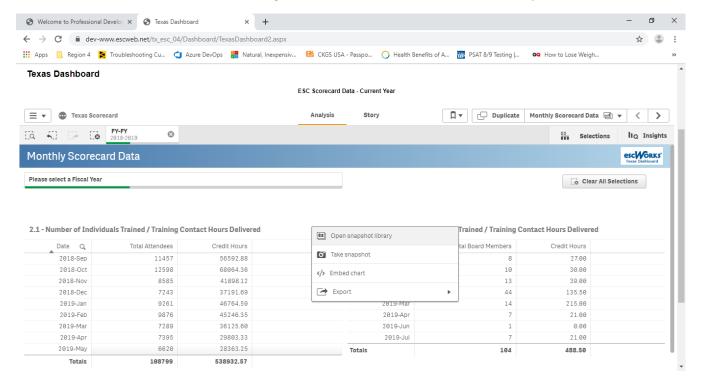
The current selections will be displayed in a trail on the top left hand corner above the blue banner



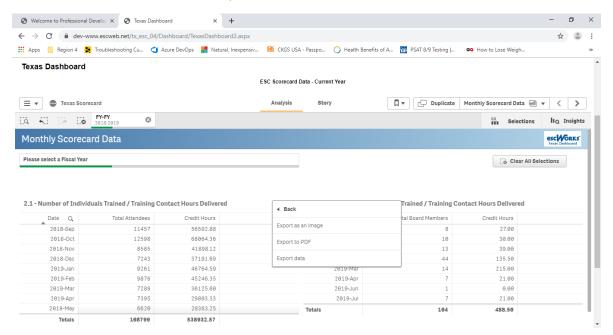
To change or modify the current selection, either click on the "Please Select a Fiscal Year" dropdown or click on the selected option to display the list box again



### To download the data in an excel format, right click on the visualization and click on Export

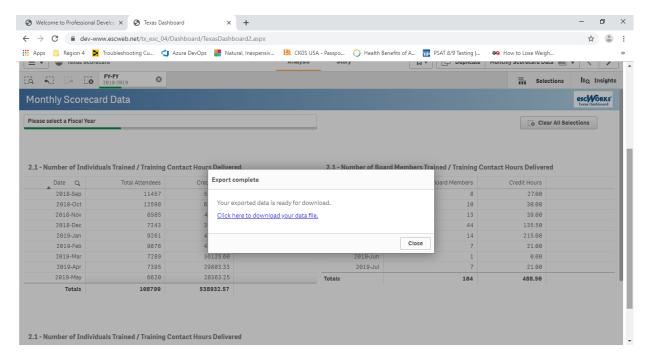


### On the next menu, there are three options



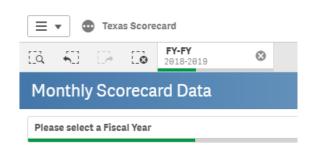
Please note the options "Export as Image" and "Export as PDF" only export the data which is currently seen on the particular visualization.

The "Export Data" option will allow us to download the complete data in the particular visualization in an excel format



The current selections can be cleared by clicking on the "Clear All Selections" button on the right or by clicking on the rectangle next to the selected values. This option would clear all the filters applied.

Alternatively individual filters can also be removed by clicking on the "x" on the selected filter.





The table below will allow you to drill down the values further based on Date > Department > Session Information.

Click on the "+" sign next to the month to display the detailed drill down information.

2.1 - Number of Individuals Trained / Training Contact Hours Delivered

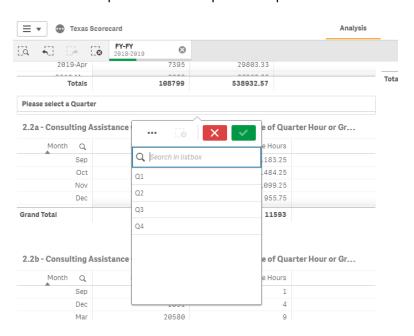
$\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$	Values	
	Total Attendees	Credit Hours
Totals	108799	538932.57
① 2018-Sep	11457	56592.88
① 2018-Oct	12598	68964.36
① 2018-Nov	8585	41898.12
⊕ 2018-Dec	7243	37191.69
⊕ 2019-Jan	9261	46764.59

#### **Quarterly Scorecard Data**

From the "Monthly Scorecard Data" sheet click on the arrow on the far right to navigate to the next sheet "Quarterly Scorecard Data"

The data for stds 2.2a, 2.2b and 2.5 is split quarterly. By default none of the quarters are selected, hence these visualizations will include data from all quarters.

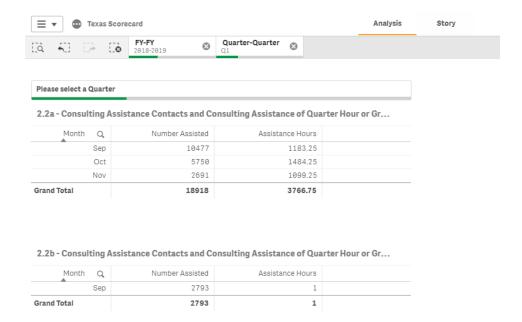
Please select a quarter from the quarter dropdown



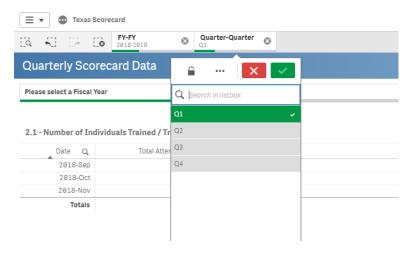
Please note the "Fiscal Year" value selected from the previous sheet has been carried over to the next sheet. Once the quarter is selected, the data from 2.2a, 2.2b and 2.5 visualizations will be filtered based on the selected quarter.

The selected quarter will be displayed along with the fiscal year in a trail above the blue bar.

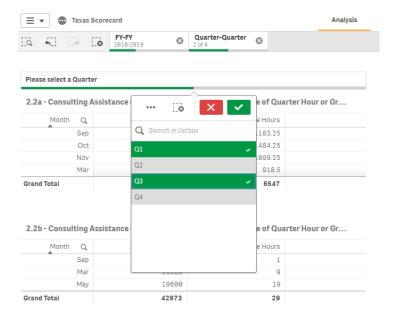
Once the quarter is selected from the dropdown it will affect the numbers for all the remaining visualizations. The numbers of the other visualizations on the sheet and throughout the app will reflect the values of the selected quarter.



The current selections can be modified by clicking on the original dropdown boxes or by clicking on the selected option to display the list box again

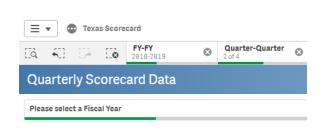


To select more than one value, make the selections accordingly. Example to select quarter Q1 and Q2, select both the values from the dropdown



The current selections can be cleared by clicking on the "Clear All Selections" button on the right or by clicking on the rectangle next to the selected values. This option would clear all the filters applied.

Alternatively individual filters can also be removed by clicking on the "x" on the selected filter.

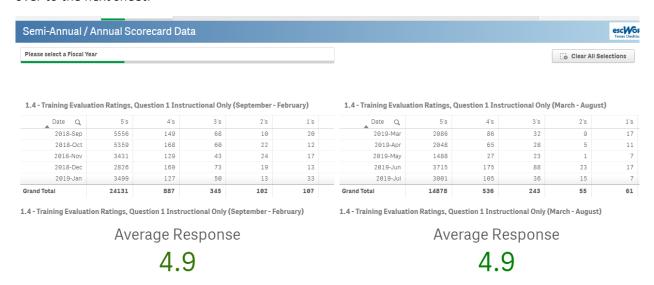




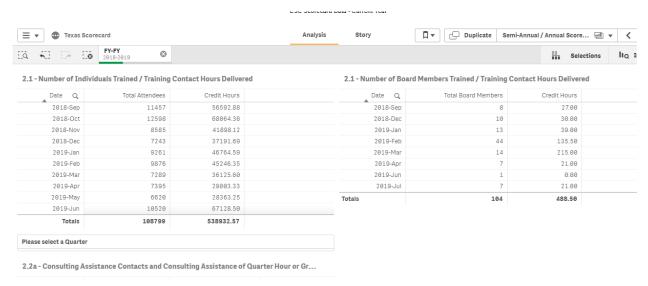
#### Semi Annual/Annual Scorecard Data

From the "Quarterly Scorecard Data" sheet click on the arrow on the far right to navigate to the next sheet "Semi Annual/Annual Scorecard Data".

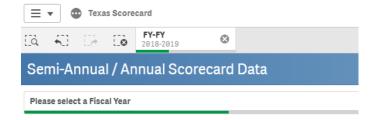
Please note the "Fiscal Year" value and any other filters if selected in the previous sheet will be carried over to the next sheet.



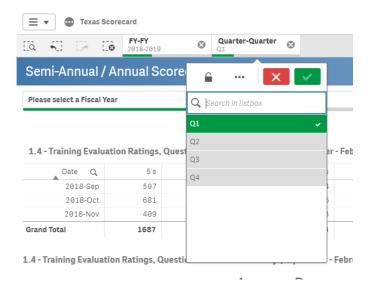
Scroll down the page to view the remainder Semi Annual/Annual data



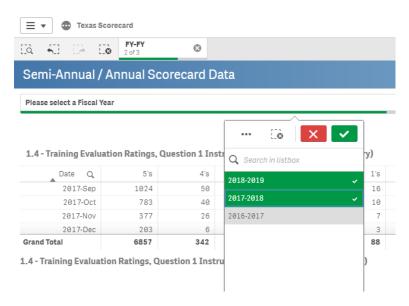
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The current selections can be modified by clicking on the original dropdown boxes or by clicking on the selected option to display the list box again

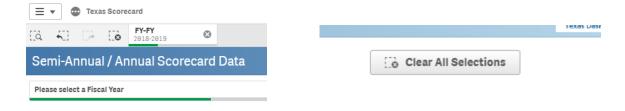


To select more than one value, make the selections accordingly. Example to select fiscal year 2017-2018 and 2018-2019, select both the values from the dropdown



The current selections can be cleared by clicking on the "Clear All Selections" button on the right or by clicking on the rectangle next to the selected values. This option would clear all the filters applied.

Alternatively individual filters can also be removed by clicking on the "x" on the selected filter.

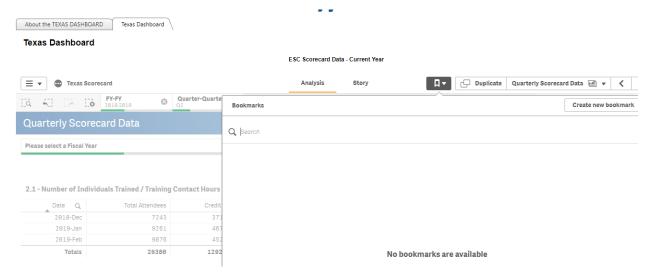


### Tips:

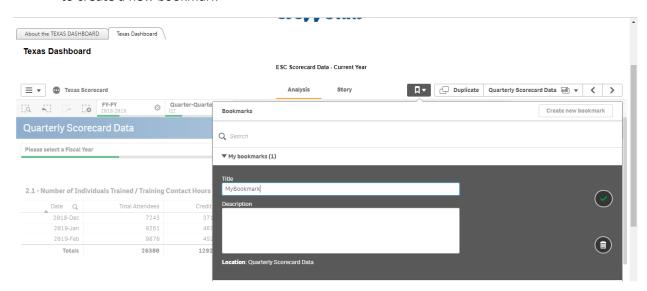
For frequently visited filter combinations, a bookmark can be created and saved.

Example, if the numbers for Fiscal Year 2018-2019 and Quarter 2 are something which will be revisited many times, it may be a good idea to create a bookmark for such combinations.

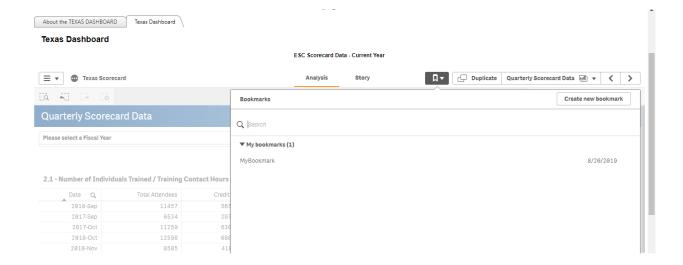
1) Select the filters ex: fiscal year 2018-2019 and Quarter Q2 and click on the bookmark icon on the right to create a new bookmark



2) Click on "Create new bookmark". Enter the name for the bookmark and click on the green check to create a new bookmark



3) The next time when the app is opened, click on the bookmark icon to display a list of bookmarks and select the one which you want to apply



4) Clicking on the bookmark name will apply the filters previously set, thus eliminate the need to reselect the filters

