

Your task is to review three analytics dashboards and write a concise, yet comprehensive natural language summary of the content. **Please do not use any form of AI (e.g., ChatGPT).** To make this task easier, you will be given a spreadsheet of automatically generated insights corresponding to the data in each dashboard. The three dashboards will increase in complexity as you move through the task. *You should not review anything in the src folder; only the dashboards and deliverables spreadsheet.*

You have been assigned to the **CHS** condition. Please review the dashboards in the following order: **(1) Calls, (2) HR, (3) Sales**. The “CHS-Deliverables” spreadsheet is already setup to reflect this order; the sheets should be viewed and completed from left to right. The dashboards are also numbered in this order.

The task includes four key steps for each dashboard, outlined below:

1. **Review** the dashboard and accompanying insights to get familiar with the available information.
 - Following the order above, open the corresponding .html file. You should see an interactive dashboard open in your browser. You can click on the attributes in the left side bar to view a text description; you can interact with the visualizations to see the exact values as a tooltip. You *cannot* create other visualizations or modify the visualizations that are shown. The tables are *not* interactive. The visualization panel may require scrolling to see all available visualizations.
2. **Select** between 4 and 15 insights to highlight in your summary of the dashboard.
 - Select insights by specifying the order of importance in the “Rank” column of the relevant sheet (from 1 to 15, where 1 is most important and 15 is least important). Insights that have been assigned a rank will be highlighted in green. You may add any freeform notes or comments in the “Notes/Comments” column of the sheet to keep track of your work or to highlight any errors or concerns with the automatically generated insights.
3. **Explain** the rationale for why you selected the insights you did. How did you decide what was most important to highlight? What characteristics of the insights or dashboard did you consider?
 - Once you have selected your preferred insights, provide a rationale for your choice in the “Rationale” section of the “Summary” sheet for the particular dashboard. The insights you selected will automatically be displayed in the “Selected Insights” section of the same sheet.
4. **Write** a natural language summary of the dashboard. Your summary should be concise, yet comprehensive, and should highlight the most important takeaways from the dashboard. The target length is **approx. 100-150 words**. You should include details from the insights you identified in the previous step, but you are welcome to add additional context or observations, as you see fit. You may copy and paste the auto generated insights to get started, but **please DO NOT use any form of AI (e.g., ChatGPT) to help you write the summary**; we are looking for human-composed summaries.
 - You should add your summary in the cell at the top of the “Summary” sheet where specified. For each dashboard, you may *optionally* provide any other comments, observations, or reflections in the “Comments” section of the same sheet. If necessary, you may edit your selected insights while writing your summary, but please include an explanation of any insights that were discarded or added in the “Notes/Comments” column and a discussion in the “Rationale”.