Accessing the Dashboard

1. If Tableau is installed, open the provided workbook file (Dashboard.twbx)
2. If Tableau is not installed, follow "Installing Tableau Desktop" instructions, then open the provided workbook file (Dashboard.twbx)
3. Data Sources, Worksheets, and Dashboard are labeled in the tabs at the bottom of the Tableau Desktop Window

Installing Tableau Desktop

1. Click this link (tableau.com/products/desktop/download-now) to automatically download Tableau Desktop.
2. Open the downloaded file and follow the installation prompts.
    a. Open Tableau.pkg
    b. Read the Introduction- click Continue
    c. Read the Software License Agreement- click Continue
    d. Click Agree to agree to the Software License Agreement
    e. Check the installation type and Change Install Location… if necessary- click Install
        i. If prompted, enter local computer password to start installation
    f. When window reads "The installation was successful.", click Close
        i. If prompted, you may move Installer to Trash
3. Open Tableau Desktop and complete registration by entering your First Name, Last Name, Organization, and Email
4. Once window reads "Registration completed.", click Continue

Navigating the Dashboard

- Variables used in the dashboard
    o Readmission Rate: The number of readmissions divided by the number of discharges
    o Length of Index Admissions: Number of days a patient spent in the hospital during their initial admission
    o Impoverished Population (%): The percentage of the population (by state) that is living in poverty
    o Initial Admission Type: Method of admission for the patient's initial hospital admission (Emergency, Elective, or Observation)
    o Regions: Region of the United States (Midwest, Northeast, South, West)
    o Divisions: Divisions of the United States, as determined by the U.S. Census Bureau
- Filters apply to entire dashboard
    o Selecting a filter will apply filter to all visualizations and statistics on the dashboard.
    o To download a pdf of current view, click "Download PDF" at the bottom left-hand side of the window.
    o To reset all filters, click filter reset option at the top right-hand side of the filter card.