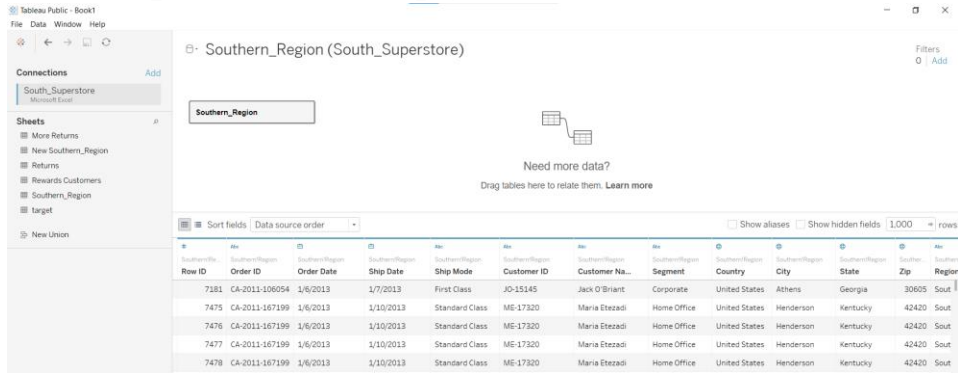
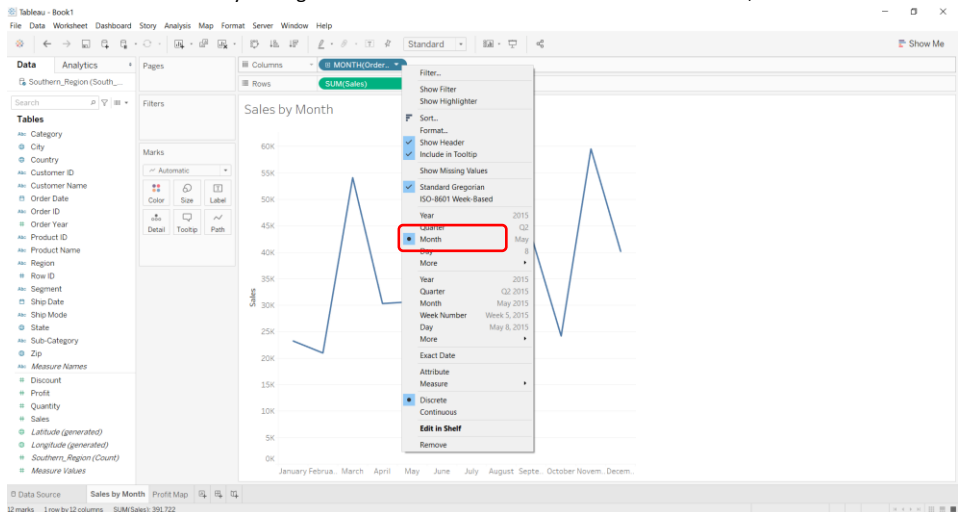


Create and modify a dashboard guide part 1

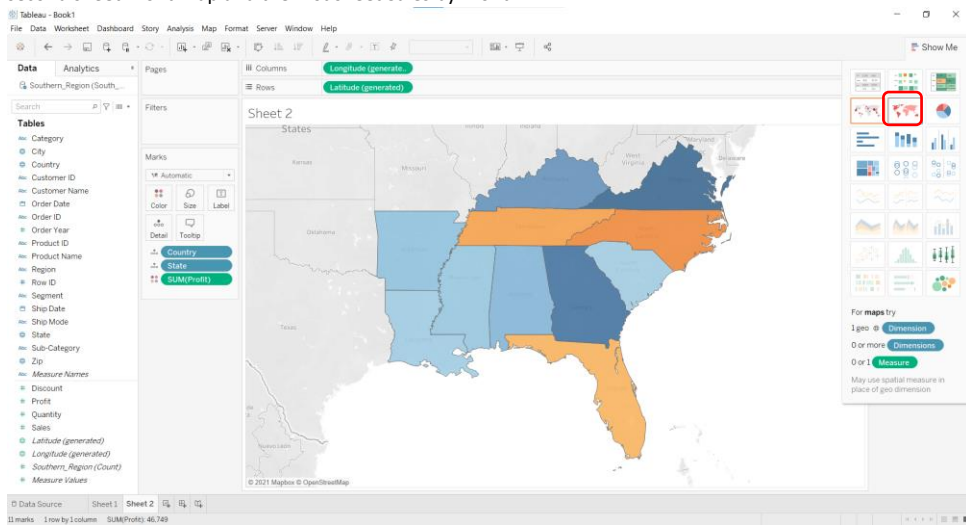
1. Import Southern_Superstore file, add Southern_Region sheet



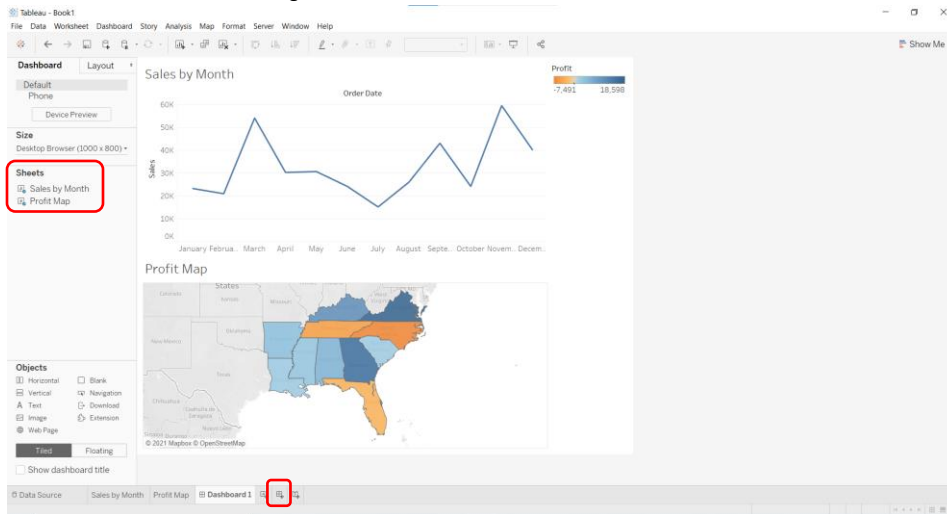
2. In Sheet1 create a visual by adding Order Date to the Columns shelf and select Month, and add Sales to the Rows shelf



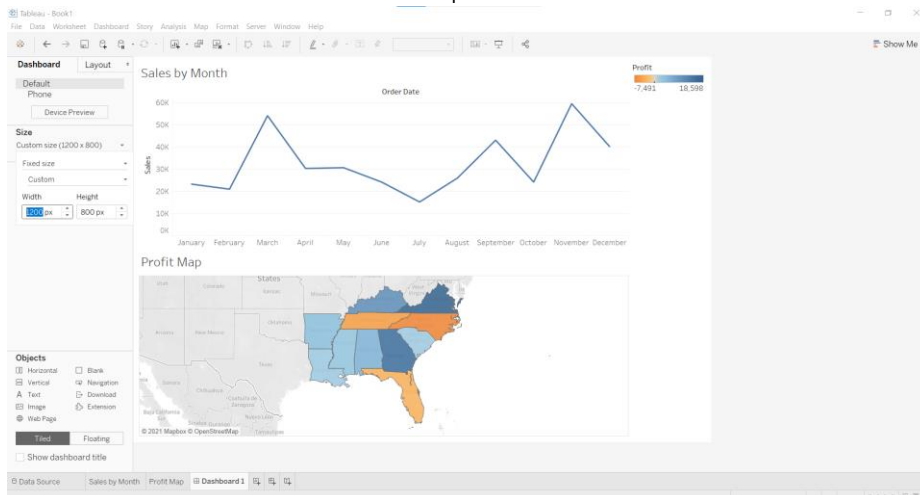
3. Create another sheet and double click State, Country and Profit. From the Show Me menu choose Filled Map visual. Rename the second sheet Profit Map and the first sheet Sales by Month



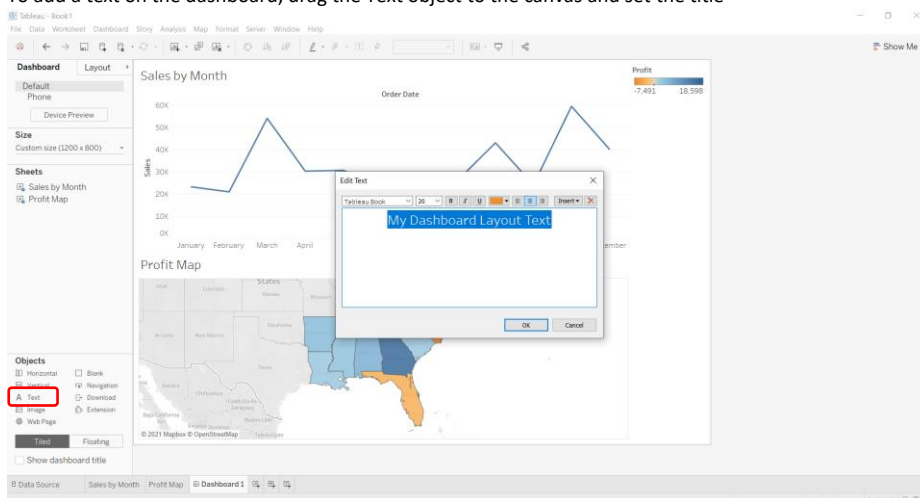
4. Create a new dashboard and drag both sheets to the canvas



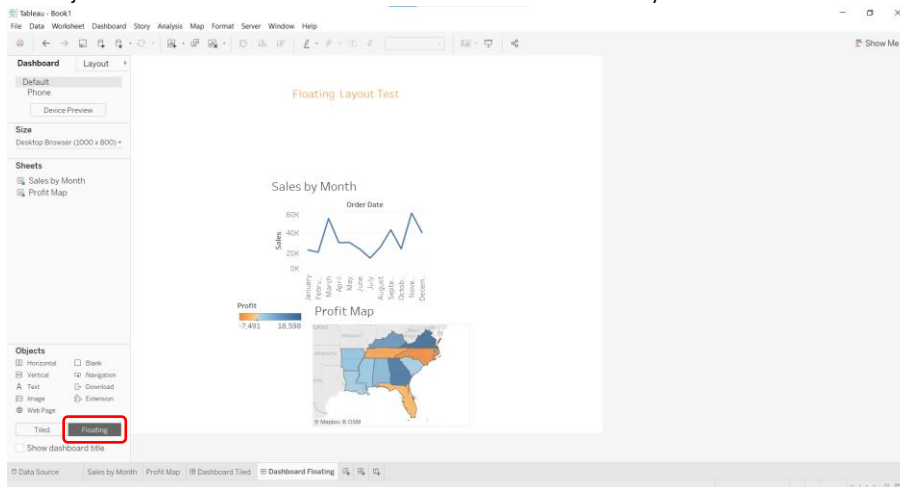
5. We can set the size of the dashboard from the Size pane



6. To add a text on the dashboard, drag the Text object to the canvas and set the title

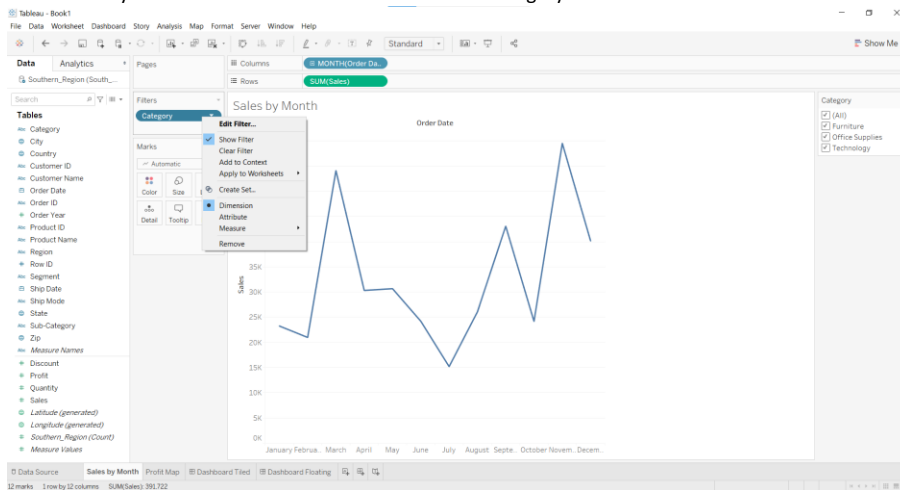


7. Save the dashboard as Dashboard Tiled and create a new one and select the Floating option. Drag the sheets to the canvas and a Text object. You can set the sizes and location for each element individually on the canvas.

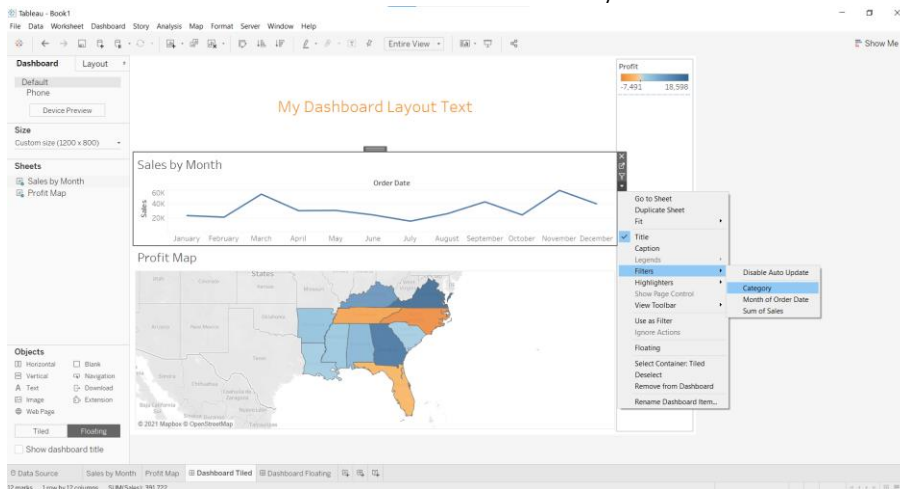


Add interactive or explanatory elements

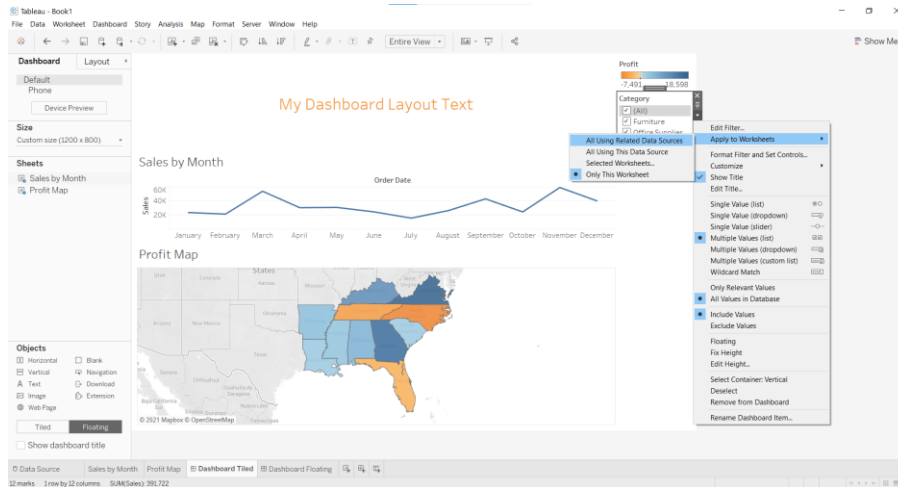
8. Go to Sales by Month sheet and add a filter on Product Category field



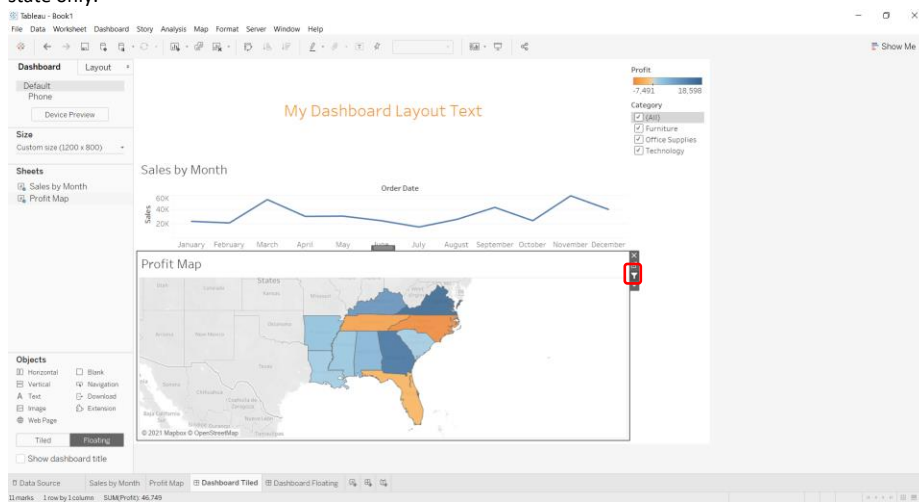
9. Go to the Dashboard Tiled and click the down arrow from the Sales by Month element on the canvas -> Filters -> Category



10. Select the filter element, click the down arrow -> Apply to Worksheets -> All Using Related Data Sources. This will make the filter work for all the elements in the dashboard.



11. We can add another interactive element by selecting the map and clicking the filter icon in the right. This will enable to use the visual as a filter for the other elements in the dashboard. Now we will be able to select a state and filter the other visual for that state only.



12. Add an explanatory element by adding a Text object with detailed information

