

Toi Mai Power BI Data Dashboard User Guide

Welcome to our Power BI dashboard! This guide will help you navigate and utilise the dashboard effectively to explore and insights on Ngā Peka o Toi.

Getting Started:

- 1. Cover Page:** This dashboard includes a cover page that provides an overview of the dashboard's contents. Please take a moment to review it before diving into the data, as it offers you valuable context and insights into what to expect from the dashboard's visualisations and analyses within page navigators.
- 2. Home Button:** All dashboard pages contain a home button that allows you to navigate back to the main cover page easily. Click on the home button to instantly return to the starting point of the dashboard, ensuring a seamless user experience.
- 3. Key Variable Definition:** To facilitate comprehension and interpretation, this dashboard provides a dedicated link on the cover page to navigate to a dedicated page for definitions of key variables. These definitions clarify the meaning and significance of all critical variables, ensuring consistent understanding across users.
- 4. Understanding the Layout:** Familiarise yourself with the dashboard layout. It typically consists of multiple visualisations (charts, graphs, tables) and bookmark navigators organised meaningfully to convey insights.
- 5. Filters and Interactivity:** Explore the interactive elements such as slicers, filters, and drill-down functionalities. These features allow you to adjust the data displayed based on your preferences dynamically.

Exploring Data:

- 1. Selecting Filters:** This dashboard contains multi-year data from various dimensions/perspectives. It is essential to utilise filters and slicers to narrow down the data according to specific criteria such as date ranges, regions, industry, etc. This helps in focusing on relevant information.
- 2. Drilling Down:** Take advantage of drill-down functionalities to delve deeper into the data. You can drill down from higher-level summaries to detailed information for better understanding and analysis.
- 3. Hover Over Tooltips:** Hover over data points in visualisations to view additional information or insights related to that particular data point. Tooltips provide context and help in interpretation.

Interacting with Visualisations:

1. **Click for Details:** Click on individual data points or segments within visualisations to highlight and view specific details associated with them. This enables a closer examination of data trends or anomalies.
2. **Sorting and Ranking:** Utilise sorting and ranking options available in visualisations to reorder data based on various metrics such as sales volume, profitability, etc. This facilitates quick identification of top performers or outliers.
3. **Exporting Data:** Export visualisations or underlying data to Excel or other formats for further analysis or sharing with stakeholders. This feature helps create custom reports or integrate data into other documents.

Happy browsing!