

Employees Factbook User Guide

FILTERS

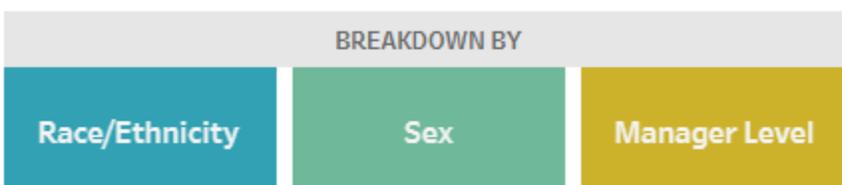


The screenshot shows a light gray box titled "FILTERS" containing three dropdown menus. The first menu is labeled "Race/Ethnicity" and has "(All)" selected. The second menu is labeled "Sex" and has "(All)" selected. The third menu is labeled "Manager Level" and has "(All)" selected.

The following filter dropdown menus, enable dashboard users to filter for a combination of specific data characteristics. By default, the filters are set to include all members of each category (e.g. unfiltered data).

These dropdown filters can be used in conjunction with the “Breakdown By” buttons shown below.

For example, one could choose to view data related to Staff that identify as Female and Hispanic or Latinx/e, who hold a Director/Dean or Above position at the College. This sub-group could then be visualized according to any of the breakdown categories shown below.



Clicking any one of the buttons above will change how the main visualization shows the internal color-coded divisions of that specific category (Race/Ethnicity, Sex, Manager Level or Faculty Group). By default, a breakdown of college-wide “Race/Ethnicity” categories is shown.

This breakdown feature can be used in conjunction with any of the dropdown filters shown above.

For example, one could choose to view Faculty data by Group (employment category) to see the many sub-groups visualized by color. This sub-group could then be further specified according to any of the filter dropdowns shown above.

BASIC NAVIGATION

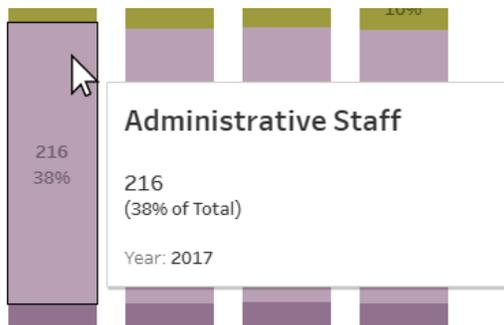


This dashboard has tabs across the top of the screen, which correspond to different pages of information. Click a tab to move to a different view.

INFORMATIONAL FEATURES



Hovering your cursor over the help icon provides useful definitions to key group definitions used within the dashboard.



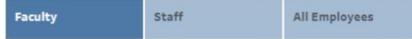
Hovering your cursor over various data points will often display additional information. This dynamic tooltip will also change as filters and selections are applied to the data.

OVERVIEW

Navigation Tabs for switching between views



Chart breakdown type selection



Data Current As of 07/01/2023

Dropdown data filters for specific parameters



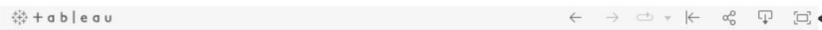
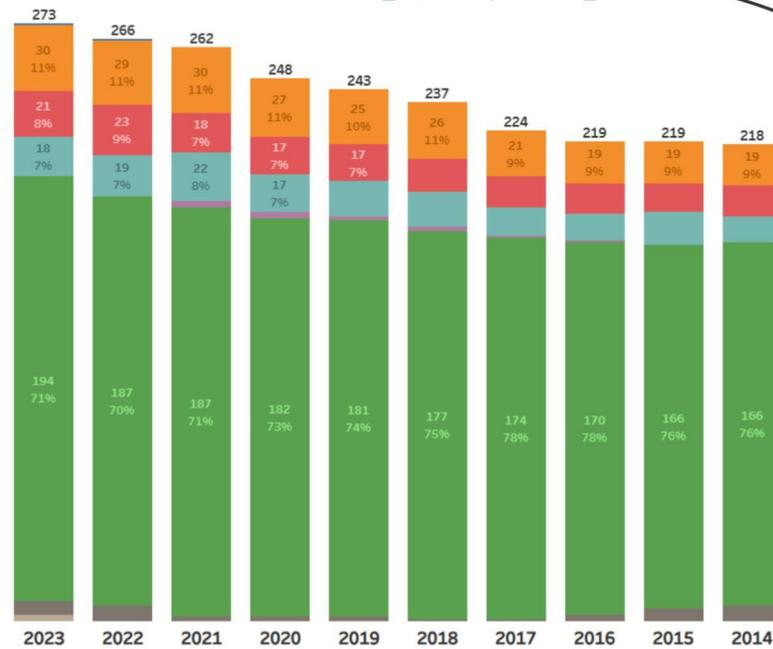
Faculty by Race/Ethnicity

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latinx/e
- Two or More Races
- White
- Unknown
- Other



Help Icon

Chart Legend



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Fullscreen toggle button