



## Tableau User Guide:

District Court Case Filings, District Court Case Filings by Race, and District Court Case Filing Rate by Race dashboards

The Tableau dashboards are interactive and allow users to view different districts, counties, case groups, and years. Review this user guide for instructions using the District Court Case Filings, District Court Case Filings by Race, and District Court Case Filing Rate by Race dashboards.

### Navigating Multiple Dashboard Pages

The District Court Case Filings by Race and District Court Case Filing Rate by Race dashboards are organized as separate pages that can be accessed within the same dashboard interface.

Use the page buttons at the top to toggle between the two dashboards. A darker gray page button indicates the dashboard was selected and results will appear below.



### Judicial District and County Selections

Select a judicial district using the drop-down menu. The data changes to show your selection.

**To reset the judicial district selection, use the drop-down menu and select "All."**

You can also select a county from the drop-down list. The data changes to show your selection.

**To reset county selections, use the drop-down menu and click "All."**

For instructions using the interactive map feature within the District Court Case Filings dashboard, visit the dashboard and review "About This Report."

### Case Group Selections

You can select case groups using the drop-down menu. There are many categories associated with each case group. The dashboard does not allow you to select specific categories for review.

### Selecting Individual Bars

Left-click on any colored bar to highlight it. To reset the dashboard to its original settings, reload the page or select "Reset" at the bottom-right of the dashboard. To highlight multiple bars, hold Control and left-click the bars to highlight. To highlight all bars, or to deselect bars, click on any white space in the dashboard.

## Exporting Data

You can export data from the dashboards in several formats. Each format has its own instructions, laid out below. To start the process, go to the bottom of the dashboard and click on "Download":

**Tableau Workbook:** Click on "Tableau Workbook" to download a .TWBX (Tableau Workbook) file containing the data and the visualizations. You can only open this file with Tableau Software. Tableau Software has a free version called, "Tableau Public," available on its website.

**PowerPoint:** Click on "PowerPoint" and select the sheets you want to include in the presentation.

**PDF:** Click on "PDF" to download a PDF (portable document format) copy of the entire dashboard.

**Crosstab:** Users can download the underlying data with either "Crosstab" or "Data." First, select the data you want to download by clicking on a bar, row, year column, or header. To get all of the data for a part of the dashboard, click within the whitespace of the desired chart. Second, click on "Download" at the bottom of the dashboard. Third, click on "Crosstab." You can choose to download the file in Excel or CSV format.

**Data:** Similar to Crosstab above, select the part of the dashboard from which you wish to download data, and then click "Download." Next, click "Data" and a popup will appear. This popup will display the first 20 "rows" of data selected. You can choose to view the summary or the full data by selecting the tab below the URL in the popup. You can choose to download all the data by clicking the blue text, "Download all rows as a text file."

**Image:** Click on "Image" to download a .PNG (portable network graphics) picture file of the entire dashboard.

## Browser Compatibility

The dashboards were created using Tableau Public. Web browsers supported by Tableau Public include:

Chrome on Windows, Mac, and Android

Microsoft Edge & Internet Explorer 11 on Windows. Compatibility mode for Internet Explorer is not supported.

Mozilla Firefox & Firefox ESR on Windows and Mac

Apple Safari on Mac and iOS 11.3 or later