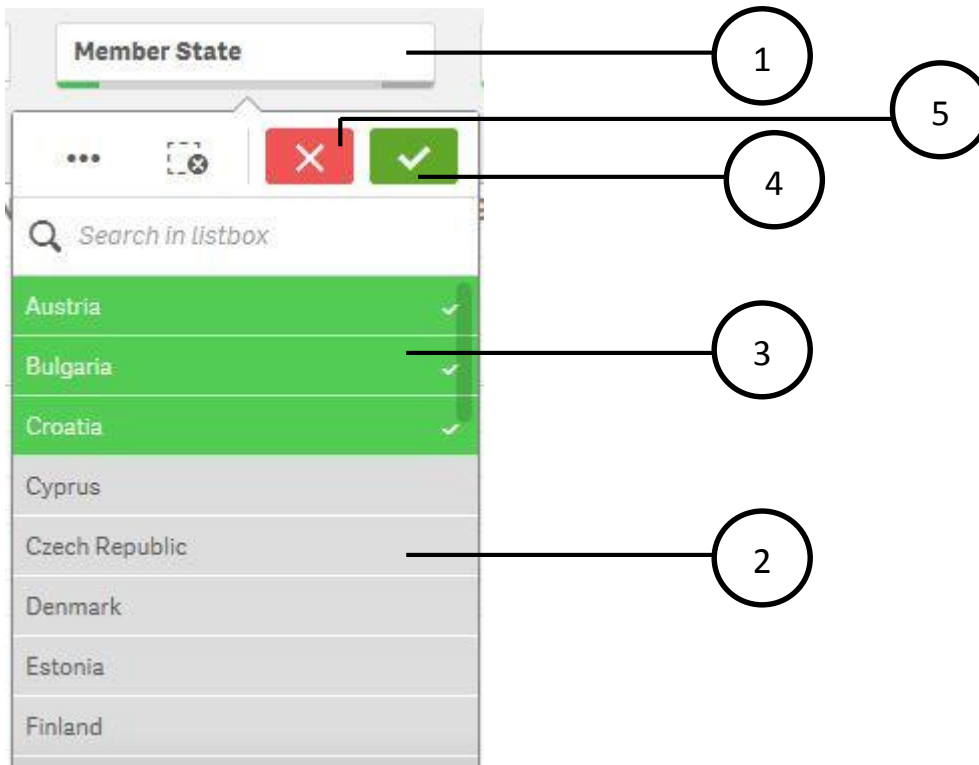


# DASHBOARD USER GUIDE

## Making selections in filter pane:

Basically, you either click or draw to make a selection. When you click, you select one value at a time, when you drag or press shift and click ,you select many values at a time.



1. You can click the filter pane (E.g.: Member State) to see the details and make or change your selections.
2. When there is space enough in a filter pane, the dimension values are displayed in a list
3. You can click to select a single value or draw to select several values. Selected values will be highlighted in green
4. You can confirm the selection by clicking ✓
5. You can undo the selection by clicking ✕

When you make selections in filter panes, the colors of the values change accordingly.

The following table lists which colors are used for the different states.

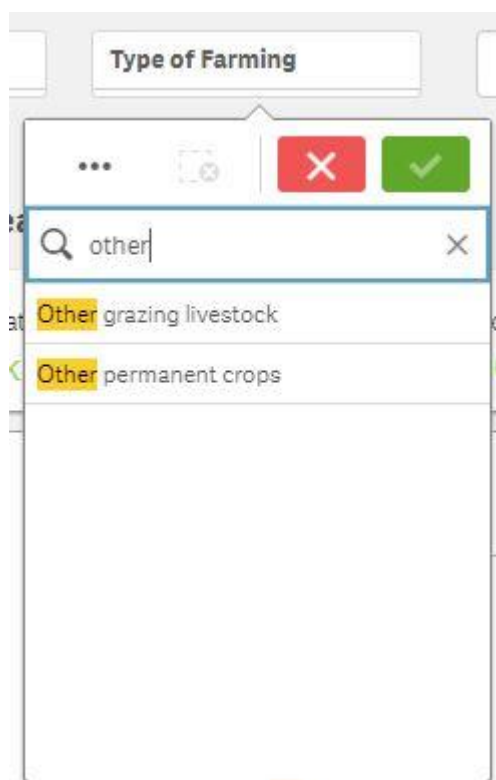
<b>Selected</b>	Green, with a check mark as a selection indicator
<b>Possible</b>	White
<b>Alternative</b>	Light gray
<b>Excluded</b>	Dark gray
<b>Selected excluded</b>	Dark gray with a check mark as a selection indicator

Green indicates what has been selected, white indicates the values that are possible to select, and gray indicates the values that have been excluded.


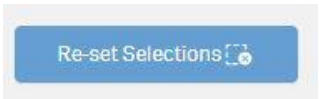
### **Searching in filter pane:**

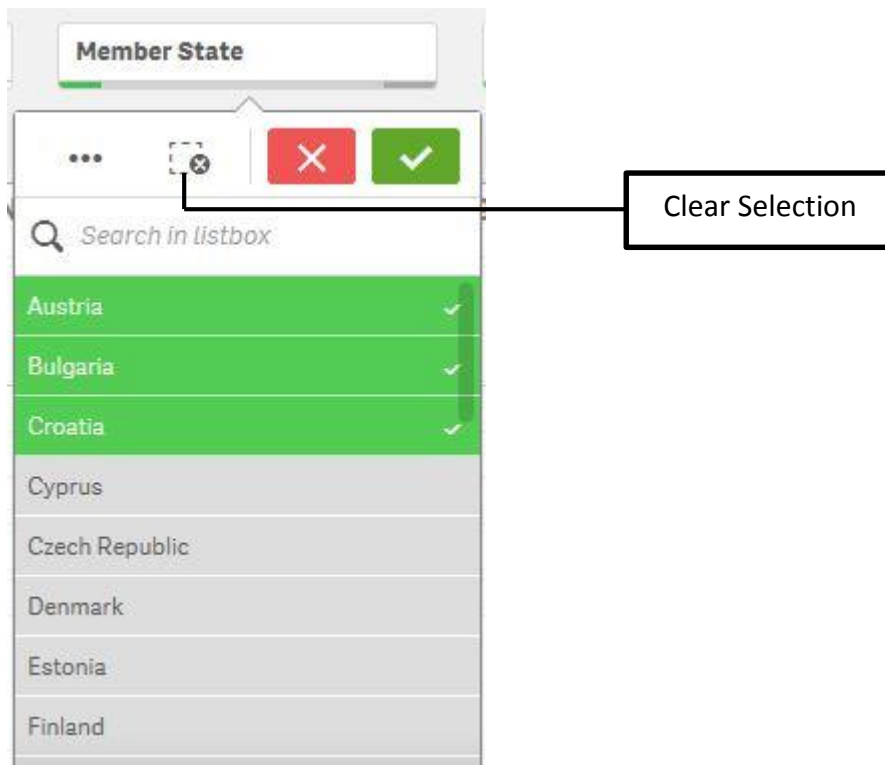
You can search for values and make selections. Type your search string. The list is filtered as you type, to display matching values.

In the example below search string is "other" and you see the matching values being displayed.




### **Clearing Selections:**

You can clear the filter selection individually by clicking on  or click  to clear all filter selections.



### **Download PDF:**




Clicking on  button will create a pdf document of the dashboard. To create a paper copy of the visualization you can print the PDF file.

### **Exporting data from a visualization:**

You can export data from visualization and save it as an .xlsx file.

Do the following:

1. Mouse over on the visualization that you want to export data from.
2. Click  .
3. Data will start exporting to excel.
4. Open or save the file.


The data has been exported to an .xlsx file.

### **Exporting visualization as an image:**

You can export visualizations as images.



Only the visible part of the visualization will be exported. For example, if you export a table that has scroll bars, you will not get the entire table. You will get an image that shows the scroll bars and the window area that they specify.

Do the following:

1. Click  on the visualization that you want to export to image.
2. Clicking will start the creation of the image
3. Open or save the png file.

### **Maximise /Minimise Visualization:**

You can maximise or minimise the visualization.

Click on  to maximise the visualization and click on  to restore the size.