

# DATA WAREHOUSE: ORIENTATION 101



01

## Log in Instructions for Microsoft Power BI

- Each authorized court user will receive an individual email with a link to the Dashboard.
- The Data Warehouse team will contact courts to verify the connection to the Dashboard is live and connection is set up.

02

## Orientation to Dashboard









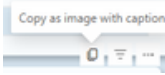

- Left Menu/Table of Contents- lists all available dashboards that cover case statistics and metrics
- Dashboard- center panel that is a collection of visualizations such as tables and graphs
- Right panel- view of selected filters and options to drill down into the data
- Reset- removes all filters across all dashboards, resets the entire dashboard to default (e.g., date range and case categories)
- Filters (3 primary filter options are available)
  - Date Range- select start and end dates for time period of interest
  - Court- defaults to your court
  - Case Type- select the case category(s), subcategory, or case type of interest.
- Visualizations- graphs, tables: the core content of a Dashboard

### Notes on Filters:

- Filters generally apply across Dashboards, so a start and end date selected on one will automatically be populated on all others. You can edit the filters on any Dashboard.
- A few Dashboards, Errors Overview and Charge Analysis, are independent from other filters (e.g., Errors Overview page is date independent, and Charge Analysis only applies to Criminal cases).
- Some pages have additional filters that will appear toward the top of the center panel and will apply only to that specific page (e.g., Case Level Detail has an additional filter for Type of event).



## 03 Key Features

1. Drill down: More granularity is often available and there are multiple ways to interact with the data.
  - a. If you see a square icon next to a displayed option, (   Civil  Original Disposition ) drill down is available. You can click on the square within the visualization to show the more detailed data that makes up that total. Depending on the drill down option, you may be able to drill down to specific charges, or specific cases.
  - b. If you see a grey-ed out square within a square, (  Civil ) this means some, but not all, of the subcategories have been selected.
  - c. This set of icons (     ) at the upper right corner of a visualization also allows you to drill up or down.
  - d. Interacting with the table or graph itself. Just try clicking on what you're interested in!
2. Download/export options:
  - a. In the upper right corner of data tables and figures, an icon (  ) allows for copying an image that can then be pasted into a document.
  - b. In the upper right corner of data tables and figures, the three dots allow for more actions. By clicking on the dots the "Export Data" Feature is available. You are able to export the data into an Excel file for further review or analysis. 

**Note:** The court assumes responsibility of a good steward for any printouts or Excel files created. This information is the court's data and needs to be protected accordingly to ensure proper use and release of information.

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## 04 Tips and Tricks

1. To focus on one section of a table, click on a row or column to "highlight" that section.
  2. The date range fields can be updated by typing dates in addition to the calendar drop down. However, the date range won't accept an illogical date range (e.g., an end data that comes before a start date) so be mindful which date you edit first.
  3. Tool tips are pop-ups that appear when hovering over a specific section of a dashboard. These provide extra information or explain the data in more detail
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## 05 Support, Feedback and Contact Information

For more information on metric calculations, visit the [Data Dictionary](#).  
Questions or feedback? Contact [datawarehouse@nvcourts.nv.gov](mailto:datawarehouse@nvcourts.nv.gov).