South Gloucestershire Council

Guidance

South Gloucestershire Council

Delivering for you

How to use the Power BI dashboards

This document provides some basic guidance on how to navigate and use our interactive dashboards that are built using Power BI. Please note that the data shown within the screenshots may be outdated.
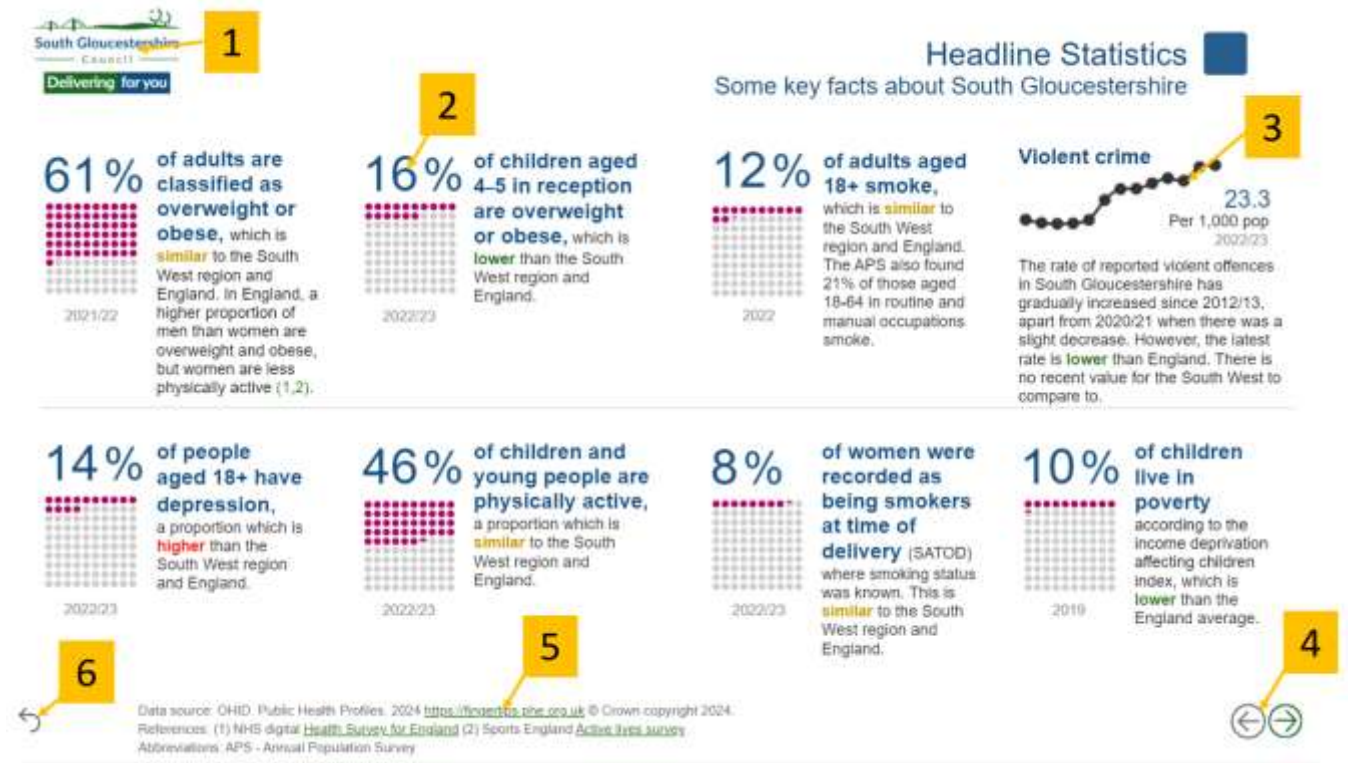
Navigating the dashboards

Navigating from the landing page

1. Allows you to navigate directly to the selected topic.
2. Takes you to the next page.
3. Allows you to view a list of all dashboard pages.
4. Buttons to access the help guide and feedback form.

Navigating on internal pages

1. Allows you to navigate back to the landing page.
2. Hover over the main statistics to see further information about that indicator.
3. Hover over a data point on a chart to see the value and further information.
4. Allows you to navigate back to the previous page.
5. Provides a URL link that you can click and open in a new tab.
6. Allows you to navigate back to the landing page.

Filtering the data on dashboard pages

1. Button filters – when selected, these filter the data for the whole page or the relevant section.
2. Click here to open and close a menu to select a different filter option (e.g. 'South West' selected above filters the chart below it to show South West data).

1. The dropdown arrow here allows you to open the menu and select a different geographic area

2. Different indicators and demographic groups can be selected here to filter the charts.

1. When a bar is selected from the chart it filters the data in the map. Click on the selected bar again to remove the filter. When deprivation decile 4 is selected in the chart, for example, the map shows where those areas are located.

Exploring visuals and exporting images

Exploring visuals
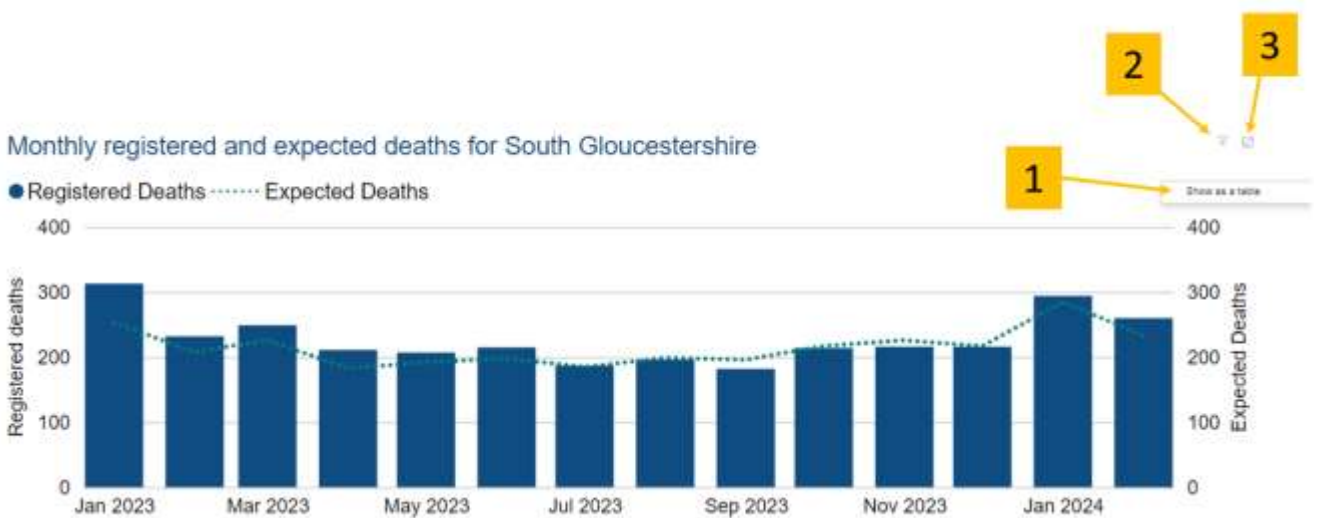
1. Right click on a chart and select 'Show as table' to view the data from that chart in tabular format. Unfortunately, this cannot currently be exported to Excel.
2. If you hover over a graphic, this icon will appear at the top right. Hover over the icon to see details of the filters that are applied to the graph.
3. If you hover over a graphic, this icon will appear at the top right. Selecting this icon expands the chart to full screen.

Exporting images

1. Search 'Snipping Tool' in the windows search bar and click on the App that appears (highlighted in blue below) or the 'Open' button
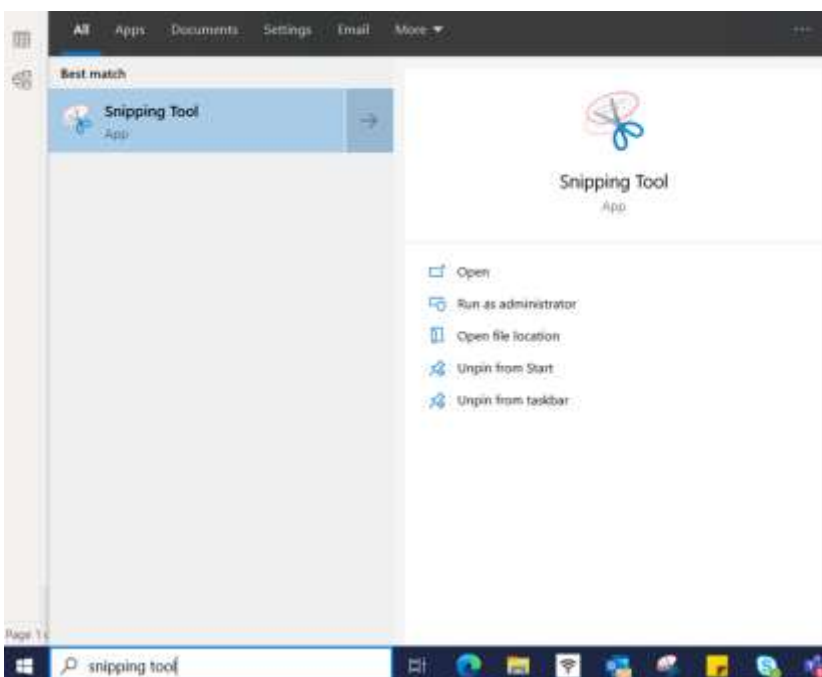
2. Open the Snipping Tool app.
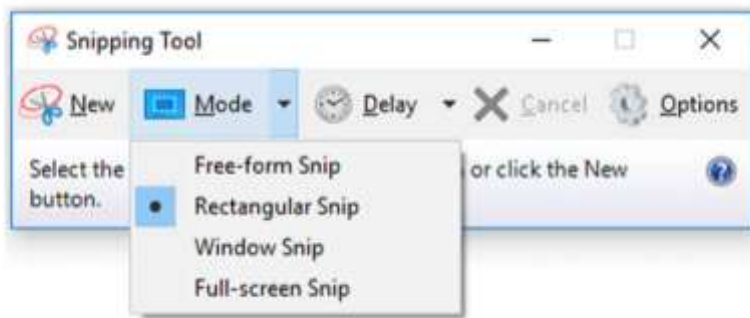
3. Click on the 'New' button.
4. Take a snip of the desired figure using your mouse to select the area.
5. Once your visual is in the Snipping Tool, go to 'File' and it will give the option to save or take a 'New Snip'.
6. Alternatively, press Ctrl V to directly paste the snip into a document.
7. You can also use the keyboard shortcut to snip a section of the screen by holding down: Windows key + Shift + S

Interpreting confidence intervals

Most public health statistics are estimates and calculating them involves imprecision. We therefore present many of our datapoints alongside 95% confidence intervals with upper and lower values. In terms of interpretation, we are saying that we are 95% confident that the true value lies within that range. The wider the 95% confidence interval, the greater the uncertainty in the estimate.

Confidence intervals are commonly used to aid comparisons between areas or groups. In the example below, the 95% confidence interval for Area 1 (represented by the vertical line in the chart) overlaps the target. We therefore cannot say that the estimate for Area 1 is statistically higher or lower than the target. The 95% confidence interval for Area 2 does not overlap the target, so we conclude that there is strong evidence the estimate for Area 2 is statistically lower than the target value.

Example bar chart showing confidence intervals and target line
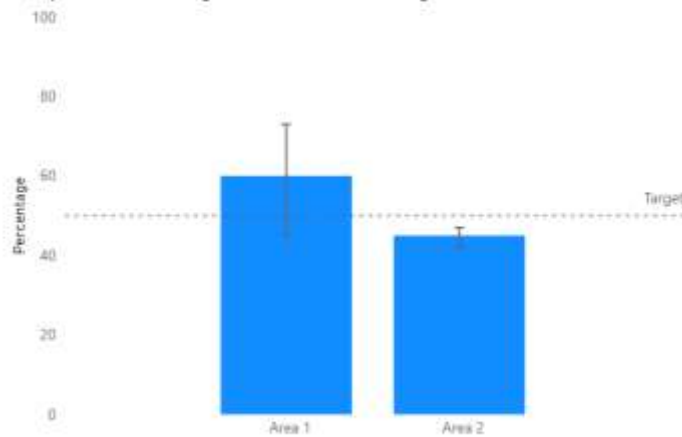
Area	Value	95% confidence interval
Target	50%	
Area 1	60%	45% to 73%
Area 2	45%	42% to 47%

We present 95% confidence intervals in different ways in the dashboards depending on the visualisation. Some of our line charts have shaded areas that show the confidence intervals around each data point (example below). Other times you can view them, where available, by hovering over a statistic.

Deaths from drug misuse (per 100,000) - Persons, All ages, 3-year range
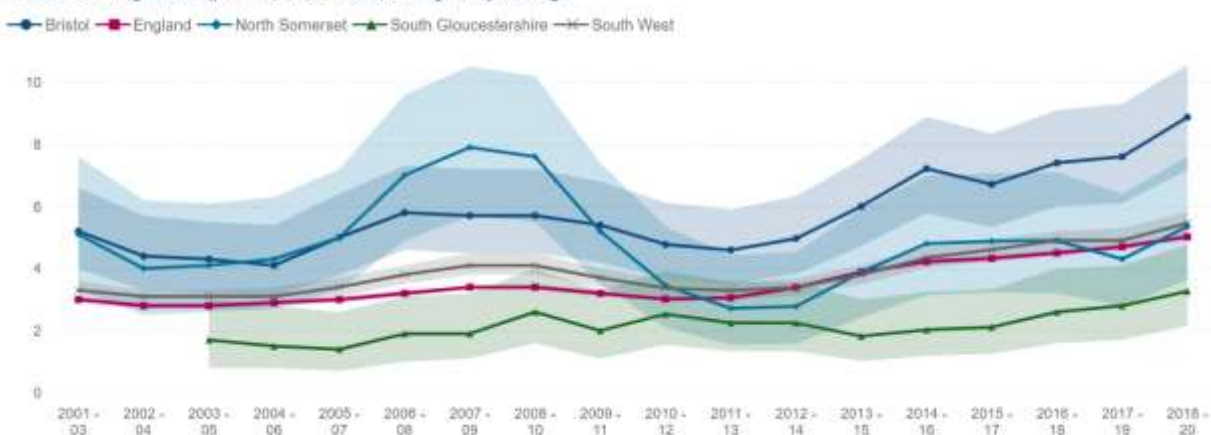
For more detailed information about confidence intervals, please see the [APHO Technical Briefing: Commonly used public health statistics and their confidence intervals](#)

Providing feedback

Future development of our interactive dashboards is planned, with the aim being to further expand the content, functionality and information available to users. We welcome any feedback and suggestions for improvement via our online feedback form.