

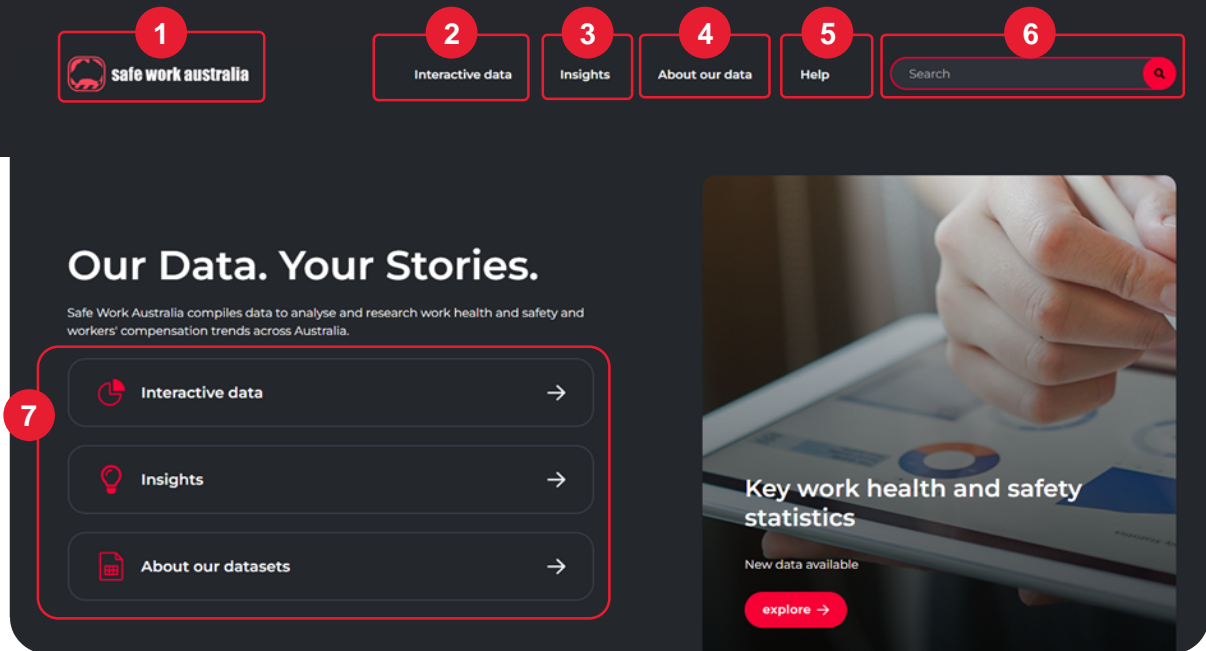
Safe Work Australia

# Dashboard User Guide

August 2023

This guide shows how to use the Safe Work Australia data dashboards with the new Microsoft Power BI user experience.

The data dashboards allow you to interact with and explore data held in the Agency's various datasets. Data is presented in an aggregate and filterable format.



## The Homepage

This page provides a overview of the information available on the interactive data website – the image above shows the options available

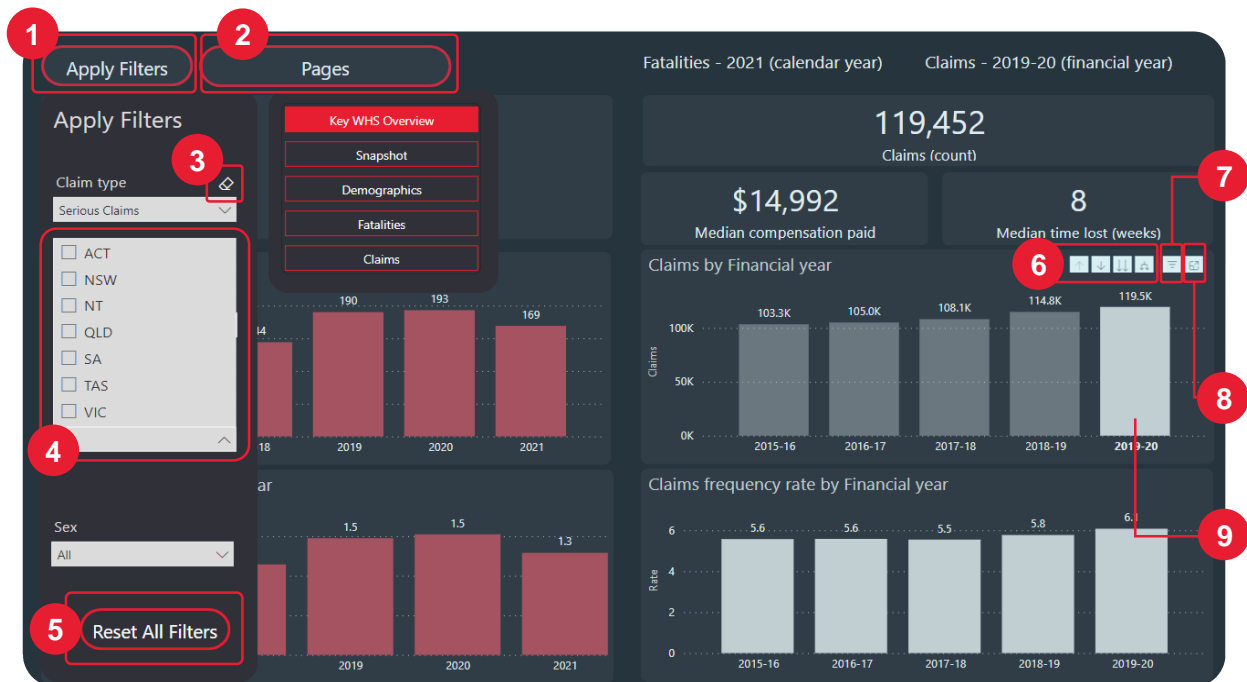
- 1. Homepage**  
Clicking on the Safe Work Australia logo on any page on the site will take you back to the interactive data website homepage.
- 2. Interactive data**  
Takes you to Safe Work Australia's interactive dashboard pages.
- 3. Insights**  
View reports, snapshots and other curated analysis.
- 4. About our data**  
Find out more about the information on this data website.
- 5. Help**  
View Safe Work Australia's glossary, tool tips and interactive video to help you navigate our data and reports.
- 6. Search bar**  
Enter a keyword/s to be shown relevant data and reports.
- 7. Menu buttons**  
Quickly navigate to Safe Work Australia's interactive data reports, curated insights or find more information about our datasets.

# Help

By clicking on 'Help' at the top right-hand side of the screen, you can view our help video which demonstrates how the dashboards work and how to find the data you want. This page also has a transcript of the help video, a glossary of terms used throughout the website and some explanatory tool tips for more help on how to use the features in the data dashboards.

## The dashboard

The illustration below gives you information on how to use the data dashboards to explore the range of data available on each page, for example by applying filters or drilling down to more detailed data.



- 1. Apply filters**  
Shows a drop-down list of specific data options.
- 2. Pages**  
Shows a drop-down list of all pages in this dashboard.
- 3. The rubber icon**  
Found above all drop-down menus this will reset only the filter that it is attached to.
- 4. Select**  
Choose any of the drop-down menus and click the value you would like to filter all the page visuals with.
- 5. Reset all filters**  
Deselects all the filters which are currently active on the page.
- 6. Drill-down feature**  
Available when indicated by an \* the end of the chart title, this feature allows you to move between different levels of data granularity.
- 7. Funnel icon**  
Selecting this icon will display all filters currently on the chart.
- 8. Expand view icon**  
Selecting this icon will produce a full-page view of the selected chart.
- 9. Click**  
Clicking on the data inside the chart will cross filter other charts on the page (clicking again will remove this filter).



**Hint:** try holding the Ctrl or command key down when selecting filters or data in a chart to make multiple selections.

## Further information

You will find more information in the footer of the webpage, for example:

- [Data sharing policy](#)
- [Contact us](#)
- [Request data](#)

## Feedback

We are working to improve your experience with the interactive data website. Please provide us with your feedback or suggestions by clicking on [Contact us](#).