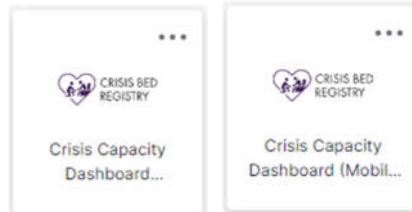


Arizona Crisis Bed Registry | Training Document

Getting to the Dashboard

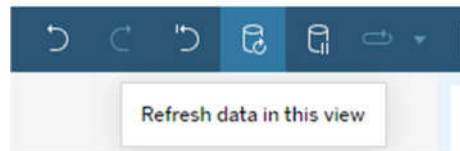
- Navigate to the dashboard via the [HIE Okta Dashboard](#)



- Click on icon for *Desktop* or *Mobile* dashboard

Using the Dashboard – [Desktop Version](#)

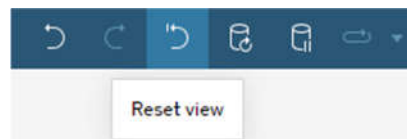
- Refresh the data within the dashboard upon opening, or whenever looking at bed counts to guarantee that you are seeing the most up-to-date data.
 - Data can be refreshed via the refresh button within the blue ribbon.



- The question mark in the upper right corner provides some additional information and a quality warning when you hover your mouse over it.



- Default filters are in place on log in, but users can set their own filter preferences.
- If an invalid filter select is made, or a filter select results in no matching data, the following message will display to end user: 'No Facilities to Display. Please make a different filter selection.'
- Reset all filter selections back to default by selecting the reset view button within the blue ribbon.

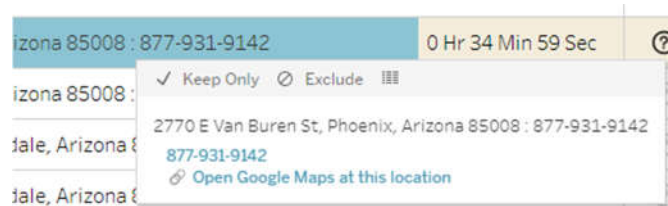


- **Table View**

- The *No Changes Since* time in the blue banner under the dashboard title provides the last date/time that data within the dashboard was refreshed. ****It is in Colorado time, since our Tableau Server is on Colorado time.****




- To highlight a row within the table, hover over the row. ***If you hover over the first row in the table, all the rows below will be highlighted. This is a known limitation within Tableau.***
- Bed counts are broken down by bed type offerings. For example, if a facility offers both OBS and IP beds, then those bed counts are each displayed within their own row. Similarly, if a facility offers both Adult and Child OBS beds, those bed totals will each be displayed within their own individual row.
- Scroll horizontally across the dashboard and hover over the question mark on the right to see more information about the facility. Question marks will appear in orange if the facility has no bed available.
- The column Last Updated shows the last time that specific facility's bed count was updated. This is different than the No Changes Since time which only indicates when all data within the dashboard was last refreshed.
- Click on the facility address under the Facility Information column for a pop-up box with a link to google maps and the facility phone number. Click on the google maps link for google maps directions to that facility.



- Filter values are set to only display relevant values. For example, this means that within the Population Served filter, the option 'Children' won't be available as a filter choice unless there is a facility offering child beds within the filtered table.
- To see all facilities within the table, set the distance filter to within 300 miles and the available beds filter to 0.
- Filters:
 - **Available Beds filter** is a filter to set the minimum number of available beds shown within the table. Control this number via the slider or type preferred numbers by clicking on the minimum number. ***You can only control the minimum number and not the maximum number. The maximum number will always be set to display the highest available bed count within the filtered view.***
 - **Zip Code filter** is a type in filter. To change the zip code, type in a different AZ zip code by clicking within the box and typing in a new zip code. ***Tableau doesn't know where end users are located so the default 85008 is the same for all users.***
 - **Within Distance and Facility Specialties filters** are single select filters. Open the drop down to select one option at a time.

- The Facility Specialties filter provides different specialty offerings. A selection will filter for all facilities that offer that specialty (even if they offer other specialties in addition to the selected option).
 - **Unit Type and Population Served filters** are both multiple select filters. Select one or more options. ***To apply that filter selection to the dashboard, select 'Apply' and then click off the filter.***
 - **Facility Name and Facility Address filters** are both wild card search filters. Type in keywords to filter down the data that matches those keywords. Facility names can be searched with either full name keywords or acronyms. Facility Address can be filtered by city, street address keywords, or zip code. To clear a selection, click on the small x next to the typed in search word.

- **Map View**

- The image of the map in the upper right corner will take end users to the map view.
- 
- All available filters on the Map View operate the same as they do on the Table View except for the 'Select a Unit Type' filter. On the map view, only one option can be selected at a time instead of multiple options.
 - The red pin on the map indicates the center point of the zip code selected within the Zip Code filter.
 - The black pins indicate the facilities.
 - The yellow circle indicates the distance radius chosen via the Within Distance filter.
 - Hover over the black pins for a tooltip display with the facility name, mileage from the center point of the selected zip code, and the number of available beds.
 - Click on a black pin, and a text box will appear in the upper right corner of the map providing more information related to that facility. To close the text box, click anywhere on the map.
 - Within the text box, there are links to google maps and the facility phone number. Links are clickable.
 - Zoom in on the map and pan through the map via the pan function. To set the map back to the default zoom, select the House button.



- To navigate back to the table view, select the table in the upper right corner.



Using the Dashboard – [Mobile Version](#)

- The same recommendations, data logic, and dashboard functionality are consistent with the Desktop Version.
- To open filters on the mobile version, click on the 'Show Filters' button. To close the filters, click on the 'Hide Filters' button.



- To navigate to the map, click the Open Map button.
- Facility names within the Mobile Version table are displayed as acronyms to conserve table space. Users can still use the Facility Name filter to search for full names.

Additional Helpful Tips and Tricks

- Set up custom views. For example, if a user wants their default zip code set to something other than the current default:
 - After filters have been set, select 'Save Custom View' in the toolbar.



- In the Save Custom View dialog, enter a name for the custom view.
- Select 'Make it my default'.
- Click Save.

