**Read Me Bookmarks**

Each dashboard contains a Read Me bookmark which provides detailed information regarding the data source(s), frequency of updates to the data, variable definitions, and suggested citation to use when referencing the data utilized for reports and/or data requests.

**Visuals & Filters**

Each dashboard provides further options to filter data. To filter, data users can select from data filters and slicers or click on the visuals themselves.

For example, clicking on the orange area of the donut chart, FT-PT Total Enrollment, automatically filters the other visuals on the page to show only the data for the Part-time Total Enrollment (shown below). To reset the filter, simply click on the orange area again or select Reset All Filters (if the option is available).

**Options with Visuals**

Each visual offers the option to view it larger in Focus Mode, click on a visual and then on the focus mode icon that appears in the bar above the visual. This enlarges the selected visual to full screen size. The three dots at the right of the bar allow users to access More Options (depending on the visual) such as: exporting the data, showing the data, and sorting the data.