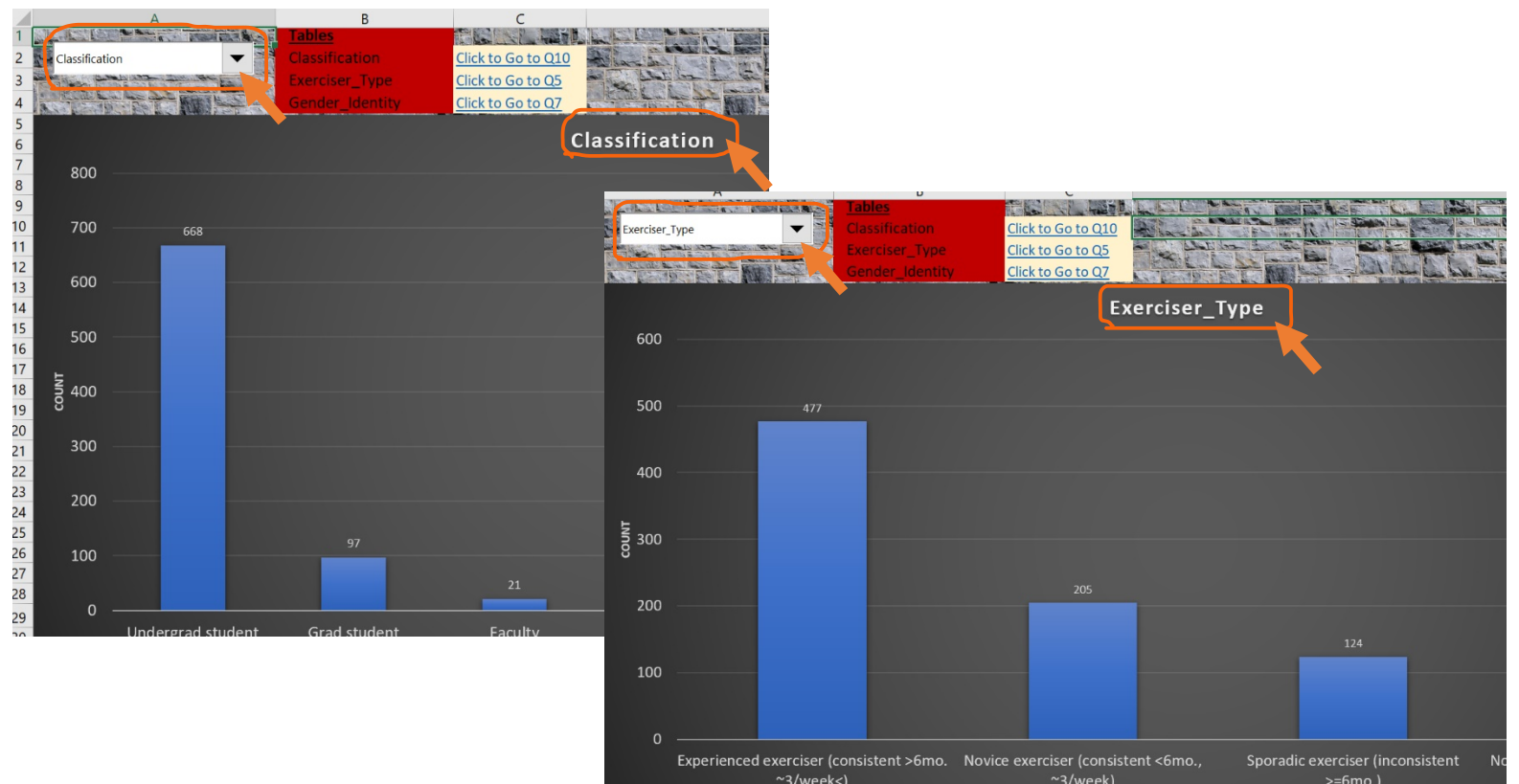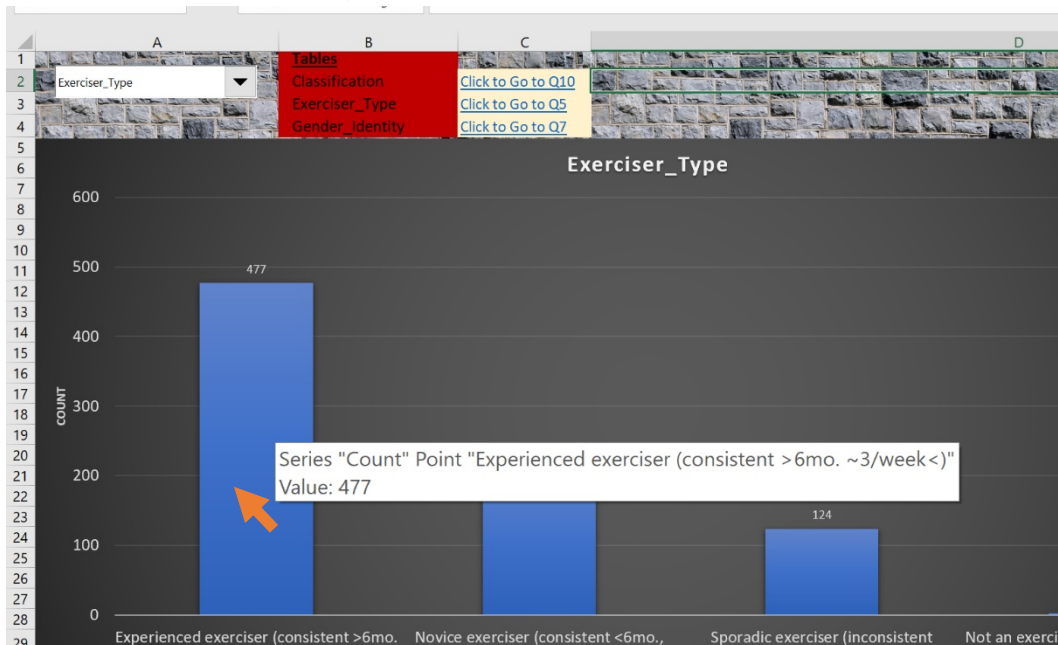# Rec Sports Survey-Analytics Dashboard: User-Guide and Overview of Features

Dynamic charts: select desired chart from the dropdown list. Macro automatically changes table reference based on selection and loads new chart, then a macro automatically swaps dynamic title of new chart
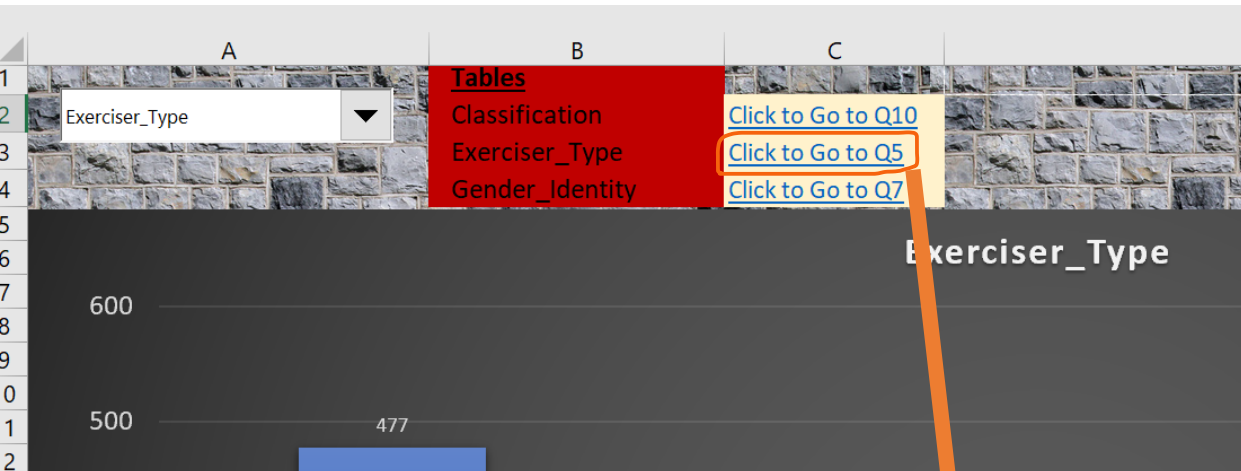

- Hover your mouse cursor over chart elements to get tooltips with more details (name/metric/value/etc.)

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- A list of all the tables you can select (and subsequently the chart displayed) is located to the right of the dropdown menu. You can click the links to the right of the Tables list to be taken directly to that question's table (which the associated chart pulls its data from)
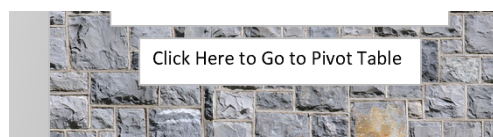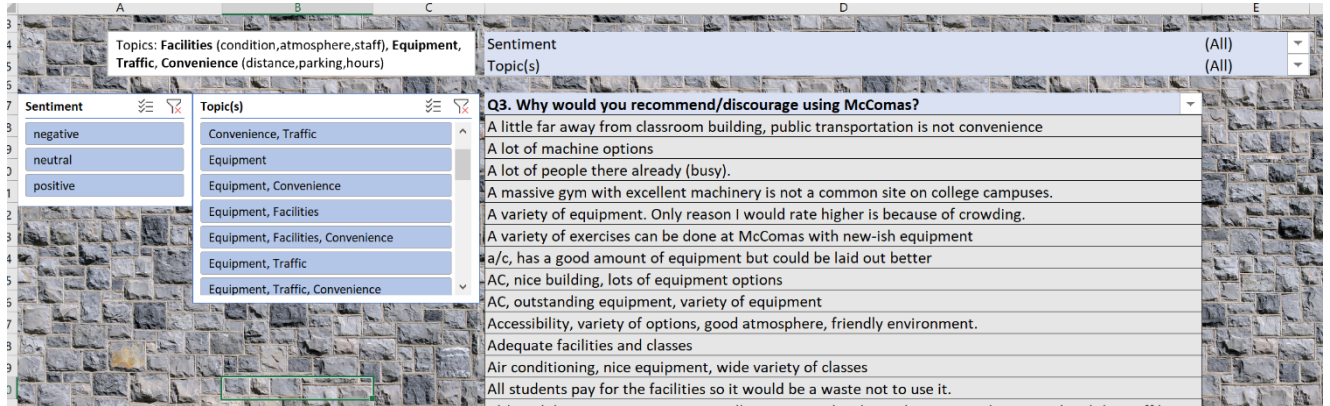

Pivot table: The pivot table displays the key free-response answers in an ordered, more readable format. It may be navigated to by scrolling down on the 'User Dashboard' sheet or by clicking on the link (located D45) pictured below.
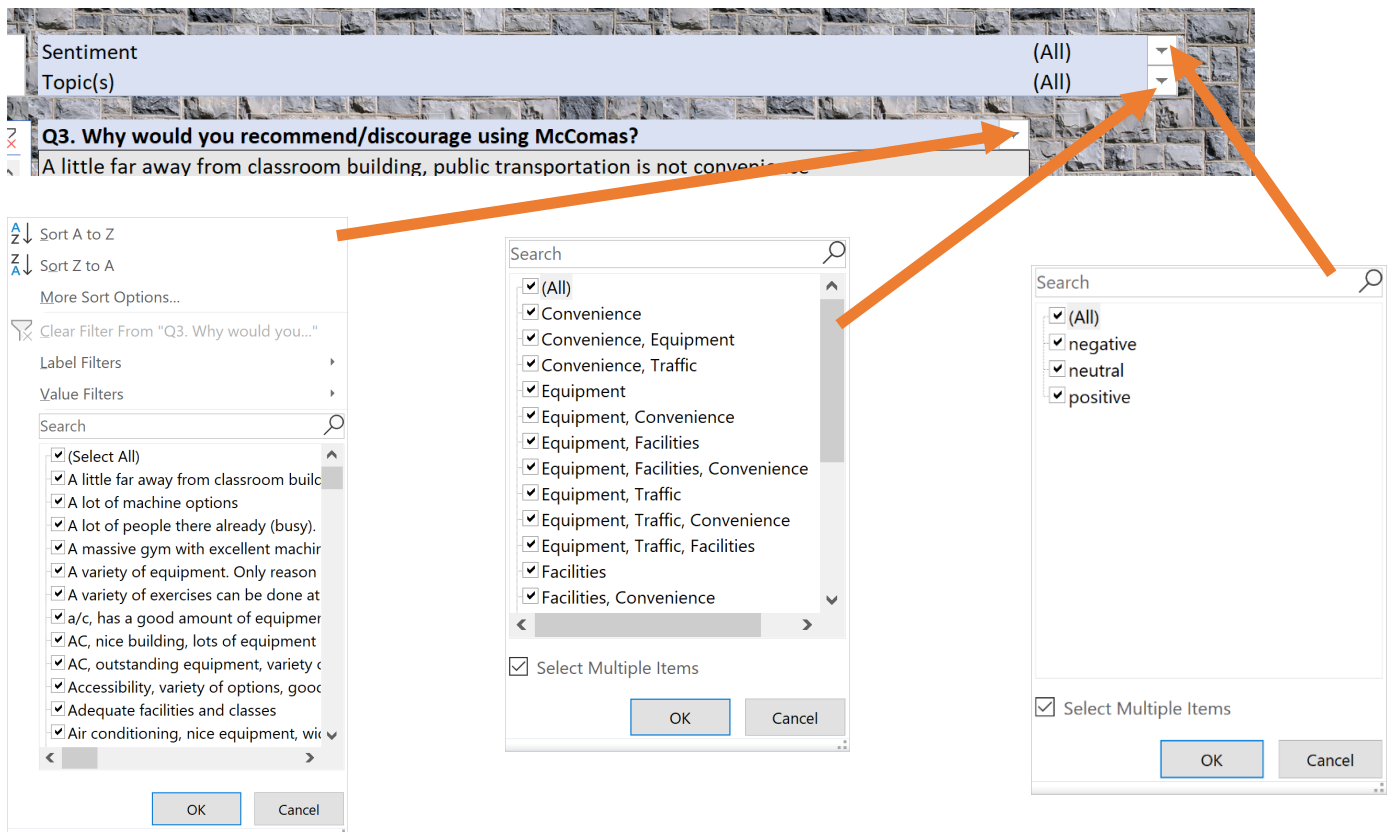
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- The responses can be easily filtered by topic and sentiment by selecting your desired category, which will automatically update the chart. If they're highlighted in blue, they're selected and will be displayed on the table. You can filter by clicking on the slicers to the left of the pivot table, or the arrows on the filter bar above the table. The screenshot shows All responses being displayed.
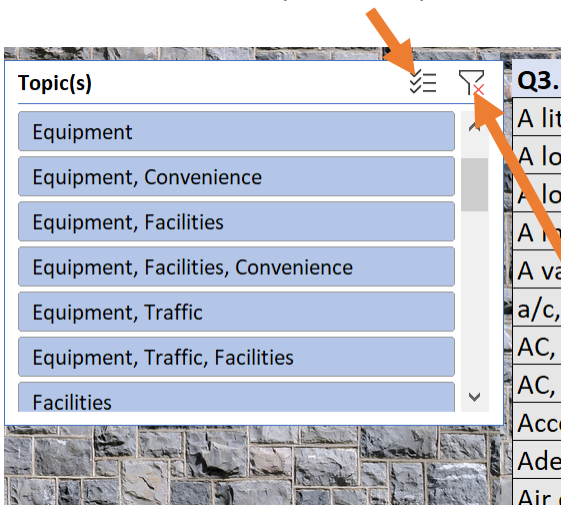

- Filters: by clicking on the arrows at the end of the rows, you will be presented with the following menus. You may select the filters you wish by checking or unchecking the boxes. The search feature on the middle menu for Topic(s) allows you to search for all categories containing a certain topic, so you could search "convenience" and that will select all filters that contain convenience -even if they have other topics tagged as well. You can also use the search bar on the far left to easily search all the comments currently being displayed on the pivot table.
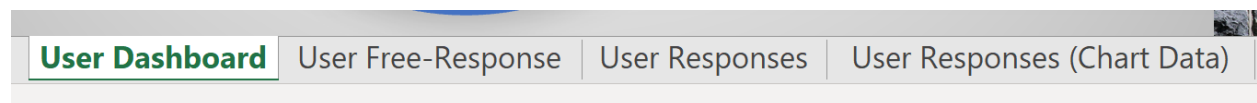
- Slicers: You can select multiple categories on the slicer by toggling the multi-select button, otherwise you will only be selecting only one category.

- This "clear filter" button will clear the filter selections you currently have and revert them to back to the default of displaying all categories.
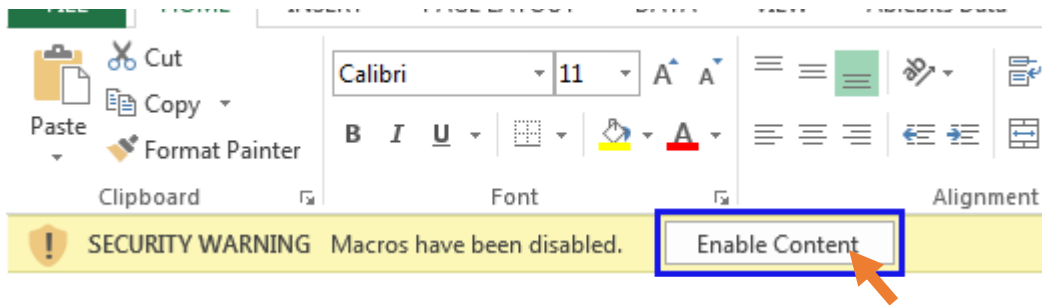
Guide to Different Sheets:

- The 'User Dashboard' sheet contains the dashboard with the dynamic charts, word-cloud, and pivot-table of sorted and filtered free-response.
- 'User Free-Response' contains the three free-response questions with its associated answers, plus topics tagged, and sentiment analysis indicating whether the comment is positive, neutral, or negative. Counts of each topic tagged and the counts of sentiment each answer received are also located at the top, and they use a formula that will automatically update the counts if the topic or sentiment column is modified.
- 'User Responses' contains all the tables in a more readable format so the raw data may be viewed separately from their charts displayed on the dashboard.
- 'User Responses (Chart Data)' contains the same tables/data as the 'User Responses' sheet, but these are the charts referenced by the macros that populate the charts. They are formatted for this purpose rather than readability.

Common Problems:

Rec Sports Survey-Analytics Dashboard: User-Guide and Overview of Features

- *Charts/Dropdown Menu not working?* There should be a prompt to enable macros and you should click the "Enable Content", also make sure the excel file is saved with the ".xlsm" file-extension so it is a macro-enabled workbook.

- *Won't open or opens as Read-Only?* If in compressed (.zip) folder, you need to extract files (can right-click on the folder and select "Extract All…") or copy the file to a separate location. If it opens in Read-Only or Protected-View, simply click the "Enable Editing" button.