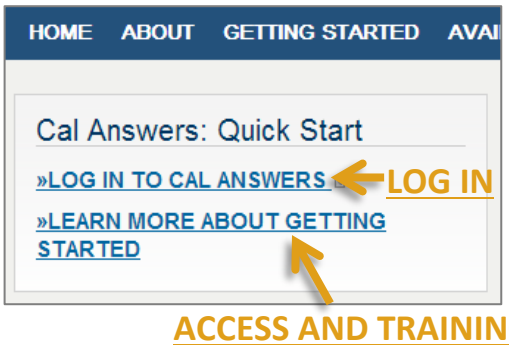
Cal Answers

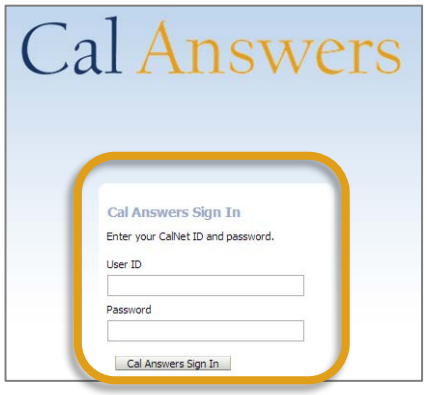
Quick Start Guide to Viewing Dashboards

1 Go to **calanswers.berkeley.edu** to access the Cal Answers tool.

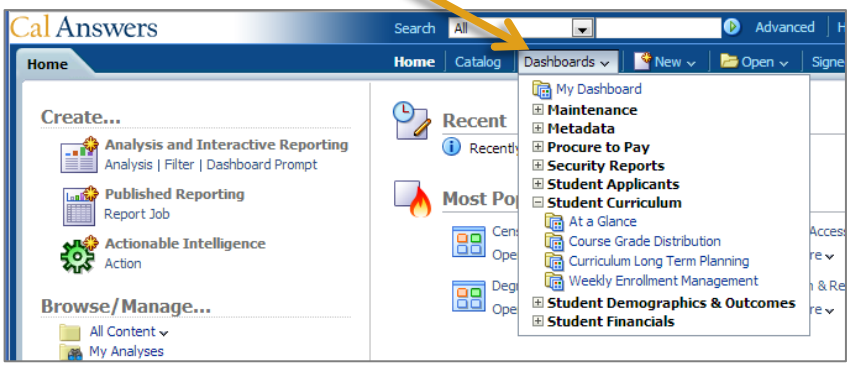
Ensure your browser is either:
Chrome, Safari, Firefox, or Internet Explorer 8-10.



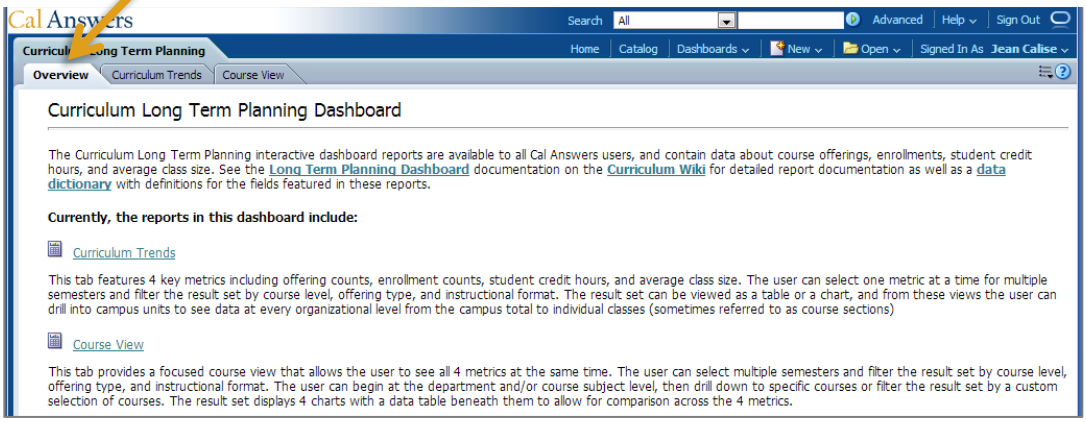
2 Enter your CalNet ID and Passphrase to log in to Cal Answers.



3 From the Cal Answers **"Dashboards"** menu, select a dashboard to view.



4 Review the **"Overview"** tab for the dashboard's context, report list, data dictionary, and additional documentation.

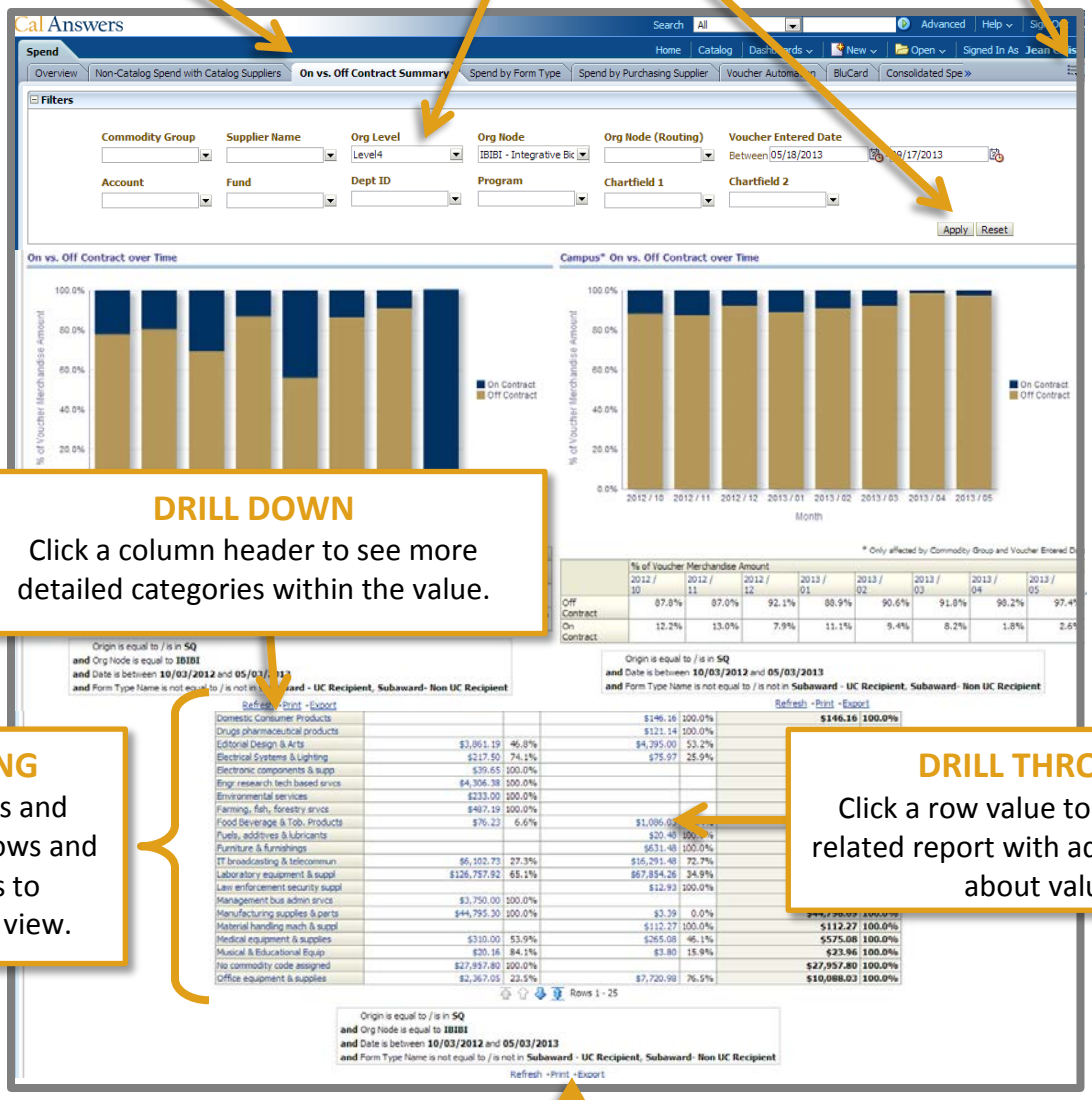


5 To begin your analysis, select a report tab within the dashboard.

TABS
Navigate between reports using tabs.

FILTERS
Tailor reports with filters. Click "Apply" to run.

CUSTOMIZE
Manage report customizations in Page Options menu.



DRILL DOWN
Click a column header to see more detailed categories within the value.

SORTING
Sort values and drag/drop rows and columns to customize view.

DRILL THROUGH
Click a row value to view a new, related report with additional detail about value.

PRINT AND EXPORT

Print: Click "Print" and select either PDF or HTML.

Export: Click "Export" and,

- to download data as it appears, select either PDF, Excel, PowerPoint, or Web Archive.
- to download the full data set, select either CSV, XML, or Tab Delimited.