

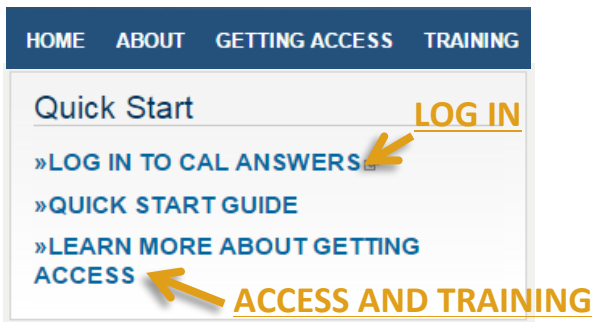
# Cal Answers

## Quick Start Guide to Viewing Dashboards from Supported Browsers\*

1 Go to [calanswers.berkeley.edu](http://calanswers.berkeley.edu) to access the Cal Answers tool.

Ensure your browser is either:

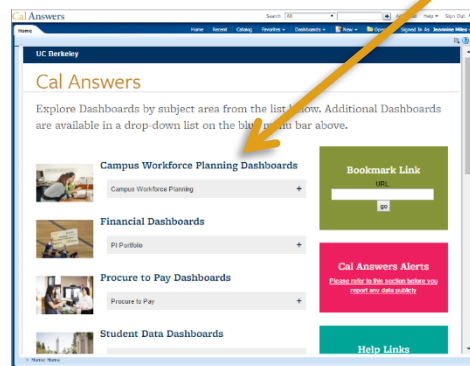
\*Chrome, Firefox, Safari or Internet Explorer versions 8-10



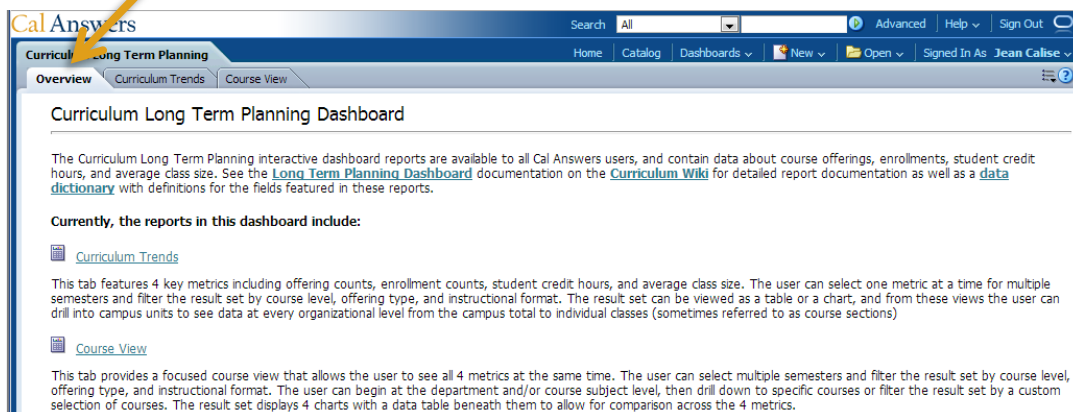
2 Enter your CalNet ID and Passphrase to log in to Cal Answers.



3 From the Cal Answers Home page, 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**

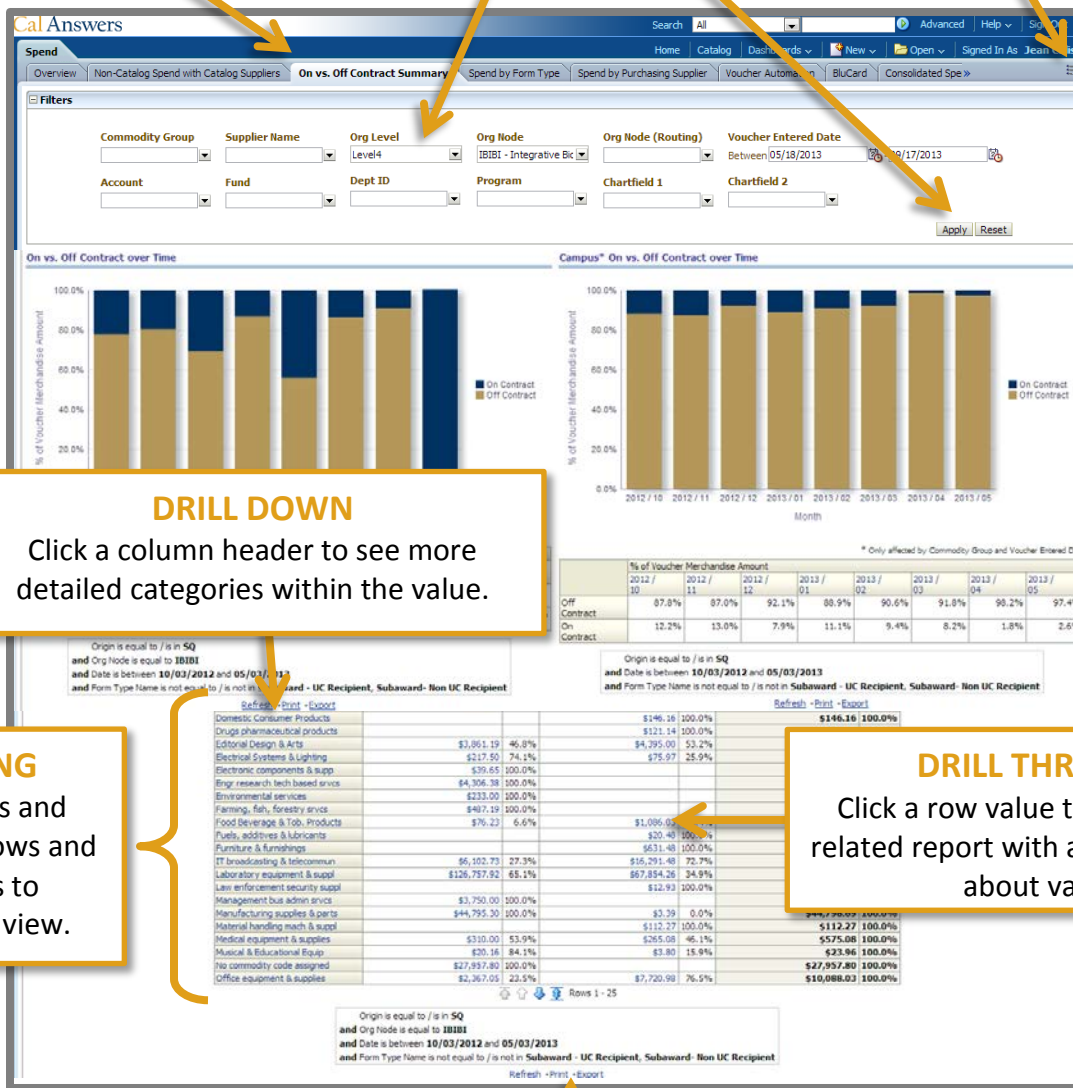
Navigate between reports using tabs.

**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.