This Cal Answers Basic Navigation Learning Map provides you with a comprehensive set of the latest training materials to support you in getting started working with the all of the Cal Answers dashboard reports. Explore these resources in numeric order for a linear learning experience or as needed based on your immediate question. Find this map at [https://calanswers.berkeley.edu/sites/default/files/cal_answers_basic_navigation_learning_map.pdf](https://calanswers.berkeley.edu/sites/default/files/cal_answers_basic_navigation_learning_map.pdf)

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<th>Questions Answered</th>
<th>Cal Answers Training Videos</th>
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| 1  | Cal Answers Web site                    | • Where do I log in?  
• Who has access to Cal Answers Dashboards?  
• Where can I find information on training & training materials?  
• What are the frequently asked questions (FAQs)?                                                                                                                                                                                                 | Cal Answers Dashboard Overview Coming Soon! |
| 2  | Quick Start Guide page 1                | How do I...  
• Log in & access the dashboards and reports?  
• Navigate to the dashboards?  
• Locate additional resources within the dashboard?                                                                                                                                                                                                 | Cal Answers Dashboard Overview Coming Soon! |
| 3  | Navigating Cal Answers Home Page        | • How do I navigate to the dashboards?  
• What do all the blue menu bar icons do?  
• How do I access My Folder in Cal Answers?  
• Where do I access the Ad Hoc Analysis section?  
• How do I set my default Cal Answers opening page?                                                                                                                                                                                                 | Navigating the Cal Answers Home Page (2 min) |
| 4  | Quick Start Guide page 2                | How do I...  
• Filter on my specific data needs?  
• Sort & drill into data tables?  
• Exclude Columns from Tables (1 min)  
• Changes You Can Make to Tables (3 min)  
• Sort, exclude, include and rearrange data columns  
• Features You’ll Find Below Tables (3 min)  
• Saving & applying customized views created of dashboards.                                                                                                                                                                                                 |
| 5  | Printing and Exporting                  | How do I...  
• Print the entire Cal Answers dashboard page or just the data table?  
• Export the data to create a Pivot table?                                                                                                                                                                                                 | Features You’ll Find Below Tables (3 min) |
| 6  | Saved Customizations                   | • Can I save the filtering and layout changes I made to a dashboard tab to use again without having to redo the filtering and edits?  
• Is there a way I can set the default view of a dashboard tab to always open with my College, Division, Department or Course pre-selected
• Page Options Menu Customizations (3 min)  
• Saving & applying customized views created of dashboards.                                                                                                                                                                                                 |
| 7  | Dashboard Bookmark Links                | • How can I share a filtered and formatted dashboard report with a colleague?  
• Where can I enter a Cal Answers Bookmark link that was shared with me?                                                                                                                                                                                                 |
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| 8  | Cal Answers Wiki  | The Cal Answers Wikis provide detailed report documentation and a data dictionary for the fields featured in each of the report subject areas:  
**Campus Workforce Planning (HR)**  
- Campus Workforce Planning  
- Workforce Detail  
- Workforce Summary  
**Financial Dashboards**  
- Chartfield Lookup  
- Financial Management Reporting  
- Foundation Reporting  
- Fund Deficits Reporting  
- General Ledger Reporting  
- Gift & Endowment Reporting  
- IST Billing  
- Multi-Year Reporting  
**Payroll**  
- Payroll Reporting  
**Student Data**  
- Academic Planning  
- Student Applicants  
- Student Curriculum  
- Student Demographics and Outcomes  
- Student Financials & Financial Aid  
Financials  
- Reasons to Switch to Cal Answers Financials (2 min)  
- Financial Management Reporting 2018 Student Data  
- Undergraduate Applicants Overview (5 min)  
- Departmental Curriculum Profile (5 min)  
- Departmental Teaching Workload (11 min)  
- Long Term Planning and Weekly Enrollment Tracking (5 min)  
- Reviewing for Common Good Curriculum Management (11 min)  
- Determining Graduation Rates (3 min)  
- Viewing Counts of Registered Students by Select Demographics (3 min)  
- Viewing Counts of Registered Students by Campus Unit (3 min)  
- Cumulative Federal Debt at Time of Graduation (4 min) |
| 9  | FAQ               | What are the frequently asked questions on how to use the Cal Answers dashboards and how to interpret the data? |                                                                                             |
| 10 | Cal Answers Help Desk | If you have questions or feedback for the Cal Answers Team, please contact Campus Shared Services IT Application Support at  
- calanswers-help@berkeley.edu  
- 664-9000 (ext. - option 1, then option 2). |                                                                                             |