TOOL USER GUIDE

This visualization tool, *Entry-Level Health Care Workforce: Information and Programs,* is designed to accompany the RAND report titled *Strengthening the Entry-Level Health Care Workforce: Finding a Path*, by Shira H. Fischer, Ryan K. McBain, Laura J. Faherty, Jessica L. Sousa, Vishnupriya Kareddy, Allyson D. Gittens, and Grant R. Martsolf.

DASHBOARD FUNCTIONS

Tool Tip: You can use your cursor to hover over the data in the tool to see more details.
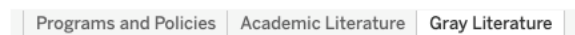

Scroll bar: To scroll within areas within the visualization, drag or click on the scroll bar that appears on the right.

Tabs: There are multiple sources of information. Each tab includes a different data source. Select the tab that interests you, for example, Gray Literature:

Filters: Each visualization contains filters that allow you to sort and select through the information.

Filter options are located to the right of the data. Data can be filtered by occupation, content area, year, and more, depending on the tab.

For filters that are displayed in a list, selecting one item will filter the resources to display only the items of interest. For example, selecting "Behavioral Health" will filter the items on the left in the example below:

For filter options that appear in dropdown menus, like in the lists, you can check off each item that you'd like included in the filter, and the list will reset to include only those categories.

For filters with a radio button, you select a single item. The user in the example below selected only reports supported by foundations.

Funder Category
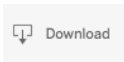- ○ All
- ○ Federal government suppo...
- ◉ Foundation supported
- ○ Private sector supported
- ○ State government supported
- ○ Unknown

To cancel a filter in a search box, click on the little 'x' ([Smith   ×]) that will appear to the right of the search term.

Resetting: To reset the page or search, you can click on the reset button (|← Reset), hit ESC (escape key), or reload the page if those approaches are not effective.
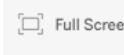
OTHER FUNCTIONS: TIPS & TRICKS

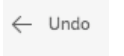BUTTONS: Five buttons appear at the bottom of each visualization.

⊓ Download

DOWNLOAD: This button allows the user to export the charts and underlying data in the tool. *To download the full dataset, please use the link on the main page, not inside the viz.*
- PDF: Download what you see as a PDF.
- Image: Save the visualization as an image. An image of the current view (with filters) will be created. Images are an appropriate resolution for PowerPoint presentations.

⊡ Full Screen

FULL SCREEN: View the tool in full-screen mode

← Undo

UNDO: Undo your last click or selection.

|← Reset

RESET: Clear all filters and return to the original view.

ABBREVIATIONS

T = Training
REC = Recruiting
RET = Retention
HSS = Health systems solutions

HOW TO PRINT

You can quickly print all or part of a visualization by selecting the PDF option from the Download button menu. You can select your PDF orientation and paper size and choose whether to print the entire workbook or selected sheets from the print screen.

FREQUENTLY ASKED QUESTIONS

Can I access the data behind the interactive report?
Yes. Access to the original data source varies depending on the tab. If the data are available, you can use the Download button, then select Data from the menu. The data will then be exported to Excel. If you do not see Data as an option, try selecting specific data parameters in the tab first, then repeat the data export process.

Are any other Tableau-related resources available?
Yes. Tableau has several training videos and tutorials on its website.

ABOUT THIS PROJECT