

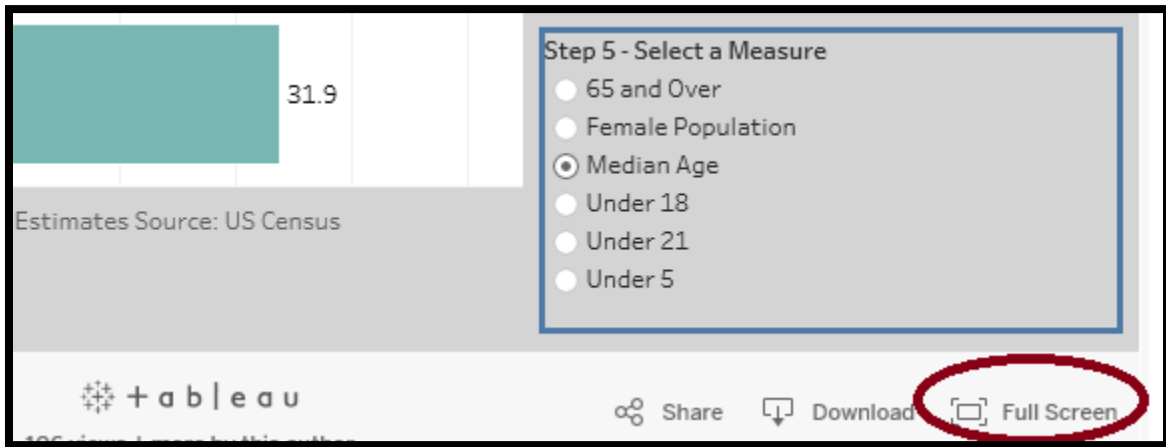
How to Interact with the Data

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This document guides you through some of the basic ways you can interact with data using the YC-LIFE Tableau dashboard so that you can conduct on-the-fly analysis to answer your questions.

Full Screen

The YC-LIFE Annual Report dashboard is formatted to fit the screen of the device you are using to access it. For the best experience, expand the dashboard to Full screen by clicking the icon in the lower right-hand corner as shown below:

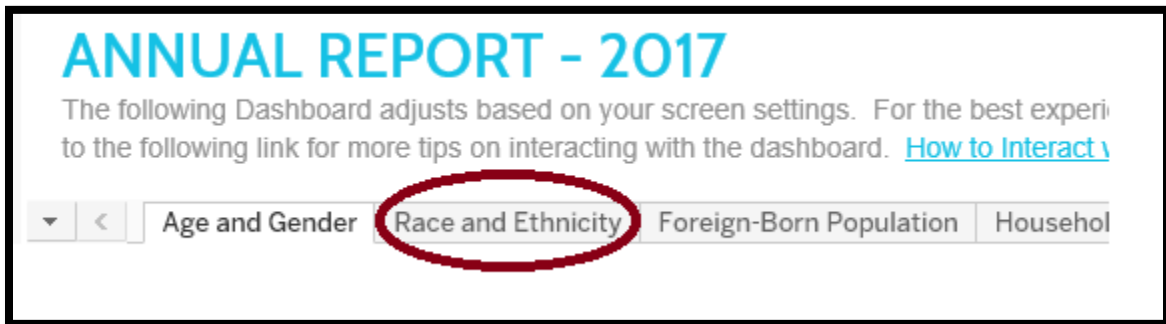


Using Tabs

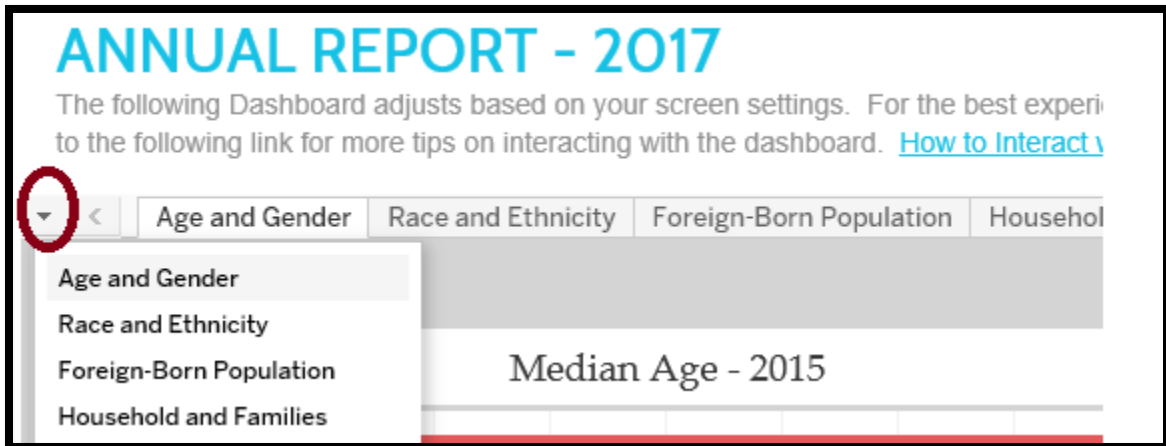
There are multiple categories of data grouped in the YC-LIFE Annual Report Dashboard:

- Age and Gender
- Race and Ethnicity
- Foreign-Born Population
- Household and Families
- Housing
- Mobility
- Voting
- Family and School Climate
- Educational Attainment
- Income and Earnings
- Labor Force
- Poverty
- Public Assistance
- Arrests

Each category has multiple data measures within it. You can navigate through these categories by clicking the tabs at the top of the page as shown below:



Or use the drop-down menu on the upper left-hand corner as shown below:



Use the Filters

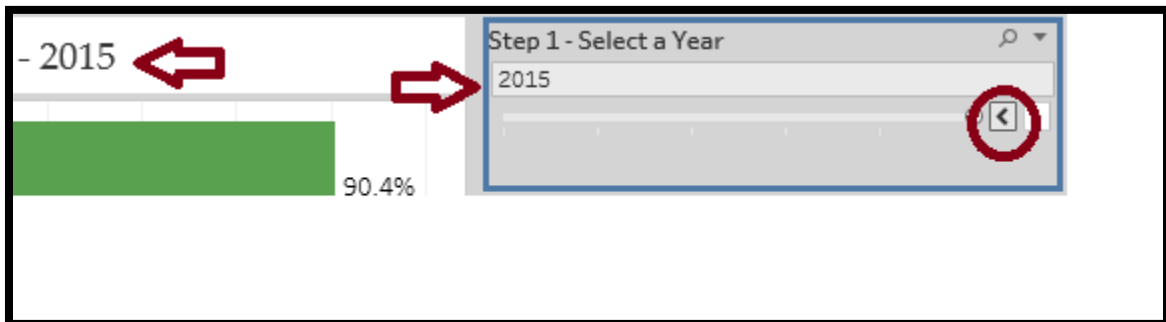
The filters on the right-hand side of the YC-LIFE Annual Report dashboard help you drill-down to the level of data you need. Each select will modify the options available on the next filter. For example, if you filter on Kittitas County only, only the Cities and School Districts within Kittitas County will appear in the Locations menu.

Not all data has the same source or locations available, so you must set the filters for each tab of categories.

Change Year

There are six years of data available in the YC-LIFE Annual Report for a majority of the measures. Some trend data, such as Arrest date, has 11 years available. Having access to older data sets can assist in determining if a measure is increasing or decreasing and provide historical information. The default year is set to be the most year the data is available.

To change the year, in the **Step 1 – Select a Year** slider, click the direction arrow to change the year as shown below:



Note: The year of the data will automatically update in the Dashboard title.

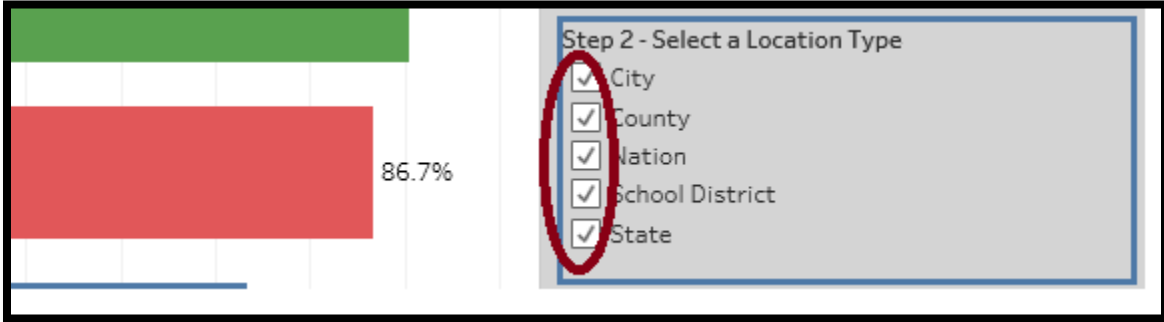
Change Location Type

There are multiple locations types available in the dashboard including:

1. City

2. County
3. Nation
4. School District
5. State

To change the locations, in the **Step 2 – Select a Location Type** filter, select the check boxes for the location types you want to view as shown below:

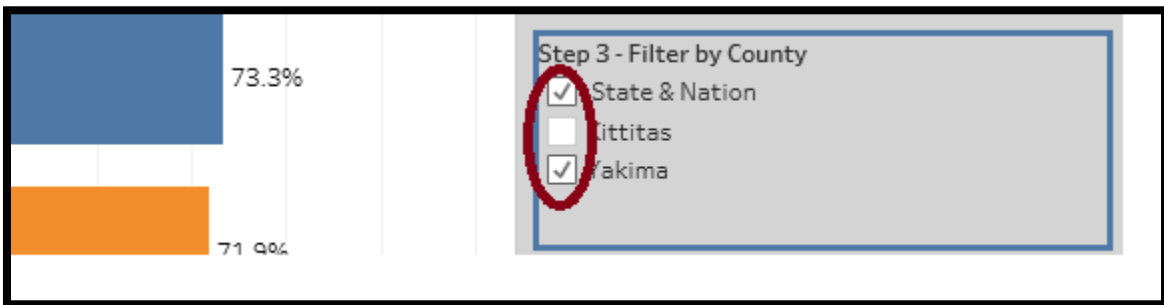


Note: Your selections will impact the next filter. For example, if you remove the check box next to **City**, no cities will be listed in the **Step 4 – Select a Location** filter.

Change County

For the 2017 report, due to multiple requests, places in Kittitas County have been added to the YC-LIFE Annual Report.

To change the county, in the **Step 3 – Filter by County** filter, select the check boxes for the counties you want to view as shown below:



Note: To see National and State Data, be sure that State & Nation are selected. Your selections will impact the next filter. For example, if you remove the check box next to **Yakima**, no locations within Yakima County will be listed in the **Step 4 – Select a Location** filter.

Change Locations

There are 35 distinct locations available within the YC-LIFE Annual Report. The previous filters will reduce this list to only the relevant locations based on your previous selections. The complete list of locations is shown below:

United States						
Washington State						
Yakima County	County	Yakima County	Kittitas County	County	Kittitas County	
		City of Grandview			City of Cle Elum	
	City of Granger	City of Ellensburg				
	City of Harrah	City of Kittitas				
	City of Mabton	City of Roslyn				
	City of Moxee	City of South Cle Elum				
	City of Naches	Cities				
	City of Selah					
	City of Sunnyside					
	City of Tieton					
	City of Toppenish					
	City of Union Gap					
	City of Wapato					
	City of Yakima					
	City of Zillah					
	School Districts			East Valley School District	School Districts	Cle Elum-Roslyn School District
				Grandview School District		Damman School District
				Granger School District		Easton School District
				Highland School District		Ellensburg School District
		Mabton School District		Kittitas School District		
		Mt Adams School District		Thorp School District		
		Naches Valley School District		School Districts		
		Selah School District				
		Sunnyside School District				
Toppenish School District						
Union Gap School District						
Wapato School District						
West Valley School District						
Yakima School District						
Zillah School District						

To change the locations, in the **Step 4 – Select Location** filter, select the check boxes for the locations you want to view.

Note: For the best viewing experience, select no more than 15 total locations depending on your screen size.

Change Measures

Each tab category has multiple measures listed for you to choose from. The complete list of measures, organized by category, is listed below:

Age and Gender	Median age	Family and School Climate	Divorce
	Under 5 years		Offenses, Domestic Violence
	Under 18		STD Cases (Birth-19)
	21 Years And Over		Suicide and Suicide Attempts Age 10-17
	65 Years And Over		Unexcused Absences in Grades 1 to 8
	Female		Child Abuse/Neglect Accepted Referrals
Race and Ethnicity	Hispanic	Educational Attainment	Weapons Incidents in School
	American Indian or Alaskan Native		No Diploma - Less than 9th Grade
	Asian		No Diploma - 9th to 12th Grade
	Black		All High School Graduates
	Native Hawaiian and Other Pacific Islander		No College, Diploma Only
	Some other race		Some College, No Degree
	White		Associate's Degree
Foreign-Born Population	Foreign born population	Income and Earnings	Bachelor's Degree
	Foreign born Entered 2010 or later		Graduate or Professional Degree
	Foreign born - Africa		Average Earnings
	Foreign born - Asia	Labor Force	Median Family Income
	Foreign born - Europe		Median household income
	Foreign born - Latin America		Per Capita Income
	Foreign born - Northern America		In Labor Force
	Foreign born - Oceania		Not in Labor Force
Households and Families	Average family size	Poverty	Children 6-17 with all Parents Working
	Average household size		Children Under 6 with all Parents Working
	Families		Unemployed
	Families - Married	Public Assistance	All Families w/ Children <5
	Families - Married with Children		All Families w/ Children
	Families - Single Female		All Families
	Families - Single Female with Children		Single Female Families
	Families - Single Males		Single Female Families w/ Children <5
	Families - Single Males with Children	Single Female Families w/ Children	
	Households - Single Person	Substance Abuse	Free/Reduced Price Lunch
	Households with Children		SNAPs Assistance Program
	Households with Seniors 65+		Children receiving TANF
Housing	Average household size - Owners	Arrests	Alcohol Violation Ages 10-17
	Average household size - Renters		Drug Law Violation Ages 10-17
	Owner-Occupied		Alcohol-Related Ages 18+
	Renter-Occupied		Drug Law Violation Ages 18+
	Renters in Unaffordable Housing	Substance Abuse	Alcohol/Drug-Related Ages 10-14
	Median Value of Owned Housing		Property Crime Ages 10-14
	Median Housing Costs - Renters		Vandalism Ages 10-14
	Median Housing Costs - Owners		Property Crime Ages 10-17

Mobility	Same House		Violent Crime Ages 10-17
	Same County		Property Crime Ages 18+
	Different County, Same State		Violent Crime Ages 18+
	Different State		Total Arrests Ages 10-14
	Abroad		Total Arrests Ages 10-17
Voting	Not Registered to Vote		
	Registered and Not Voting		

Undo/Reset

You can undo or redo any actions – or reset the dashboard back to its default state – by using the menu on the lower left of the dashboard as shown below:

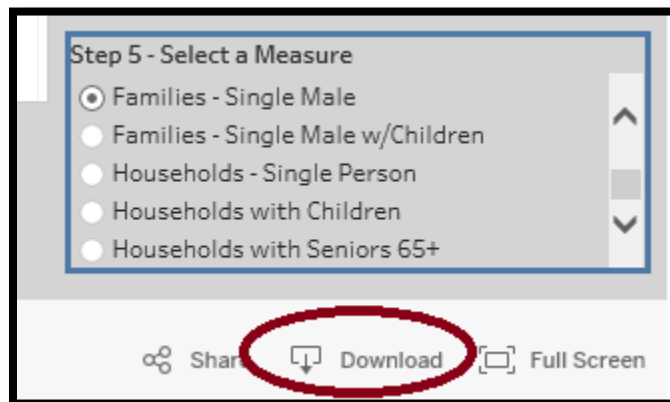


Download

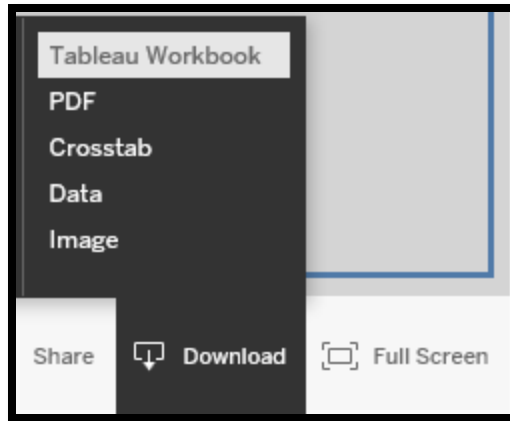
The software used to create the YC-LIFE Annual Report, allows downloading of summary data so you can create your own charts and graphs, view all the measure in a category, or create a PDF from the view you just customized.

To download data, do the following:

1. On the dashboard, click within the worksheet (i.e. in the graph or chart). The options to download “Data” or “Crosstab” will not appear unless you do this.
2. At the bottom of the page, click the Download link:



3. A new dialog box will appear, shown below:



4. Do one of the following:
 - To create a PDF of the view you created, click **PDF**.
 - To open the data in your view in Microsoft Excel, click **Crosstab**.
 - To view the data in your view, click **Data**. You can see all the underlying data by selecting **Full data** tab, and then selecting the **Show all columns** check box.
 - To create an image of the view you created, click **Image**.

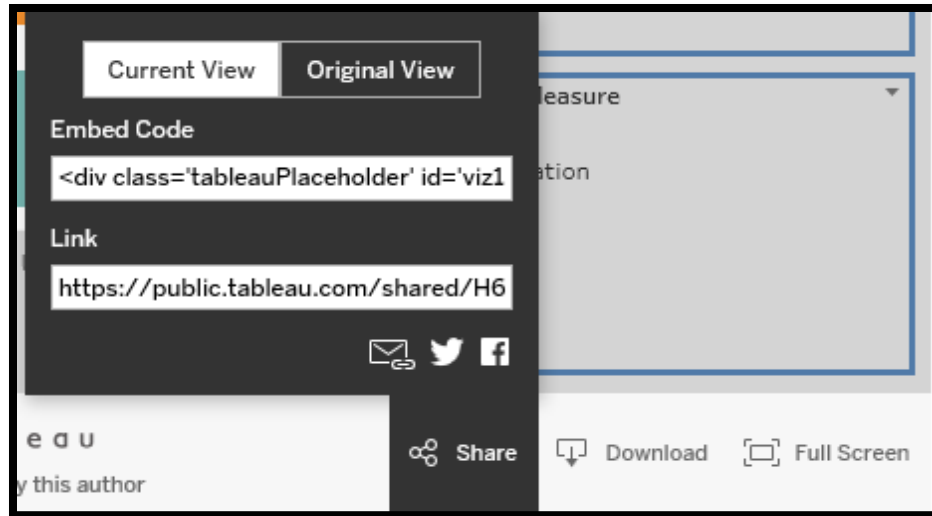
Share View

Once you have created a view, you can share it in multiple ways.

1. On the dashboard, click the Share link on the bottom right-hand corner.



2. A new dialog box will appear, shown below:



3. Do one of the following:

- To embed the entire dashboard on your own web site, copy the code in the **Embed Code** text box and add to your page's HTML code.
- To copy a link to the entire dashboard, copy the URL in the **Link** text box.
- To e-mail the view you created, including the entire dashboard, click the e-mail icon.
- To tweet the view you created, including the entire dashboard, click the Twitter icon.
- To post the view you created on Facebook, including the entire dashboard, click the Facebook icon.