



# Public records reporting dashboards

The metric data is presented in Tableau and is interactive. The report has links to each metric.

## Choose between a dashboard and a data table

You can view the data in the dashboard (charts) or a data table. Use the green navigation buttons on the left side of the screen to switch between views.

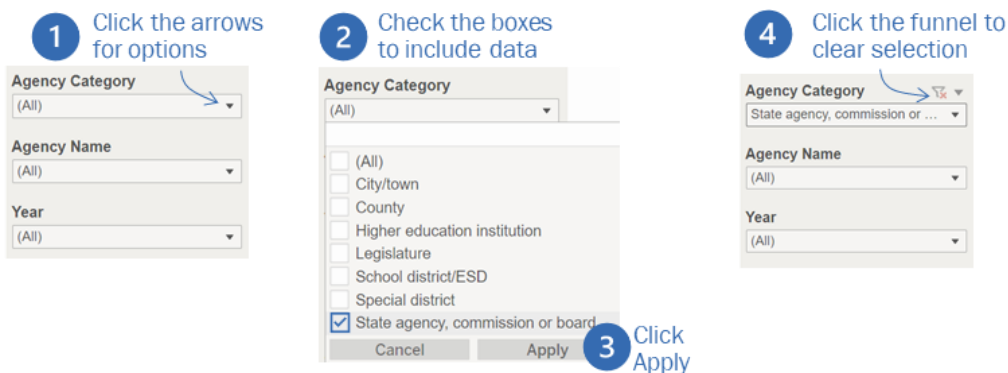


You can hover over different elements (e.g., bars in a graph, data in a table) to see additional information.

## Filtering the data

Each dashboard and data table allows you to filter by agency category, agency name, and year. By default, they display data from all reporting agencies for five years.

1. Use the dropdown menus on the left side of the screen to select the data you would like to include.
2. Check the boxes for the data you want to include.
3. Click the **apply** button to make your selection.
4. To clear your selection, select the funnel with the red **x** icon in the top right corner of the filter or choose All in the dropdown options.





## Expanding and collapsing agency detail in data tables

You can view and hide details within agency categories.

1. Hover over Agency Category and click the “-“ or “+” to expand or collapse the data table
2. The data will show category (collapsed view) or individual agencies (expanded view)

<b>1</b> Click the plus to expand the data	<b>2</b> Click the minus to collapse the data
<b>Agency Category</b> <input type="checkbox"/>	<b>Agency Category</b> <input type="checkbox"/> <b>Agency Name</b>
City/town	City/town      Aberdeen
County	Anacortes
Higher education institution	Arlington
Legislature	

You can also see explanatory comments offered by the agencies about the data.

1. Click on an agency name in the data table. Any comments will appear at the bottom of the screen.
2. Click on the agency category to show comments for all agencies within that category.

## Sort data by year in the data tables

Hover or click on a year in the data table to sort.

- Data will be sorted according to your selection within each agency category.
- Clicking on a year will show all agency comments for the selected year.

Total open requests				
2018	2019	2020	2021	2022

## Data notes

Agencies are responsible for the accuracy of their data. JLARC staff do not independently verify the information.

Questions about the reported information should be directed to the individual agencies. To learn more about the reporting process, please visit JLARC’s [public records reporting page](#).