

Step 1: Open Email Invitation

Open the email invitation from <u>no-</u> <u>reply@tableau.com.</u>

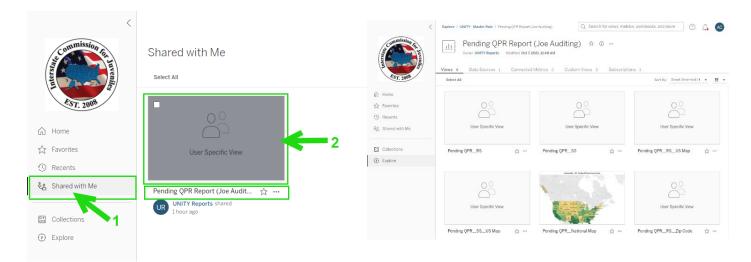
Click on "Go to Workbook." This will log you into your Tableau "Favorites" page.

🙀 + a b e a u
Joseph Johnson (jjohnson@juvenilecompact.org) shared the workbook "UNITY Pending QPR Report " with you.
Joseph Johnson says:
Custom Message
User Specific View
Go to Workbook

Step 2: Click "Shared with Me" in Tableau

Click the shared workbook FOLDER icon associated with the **Pending QPR Report**. This will open all 6 worksheets in the workbook:

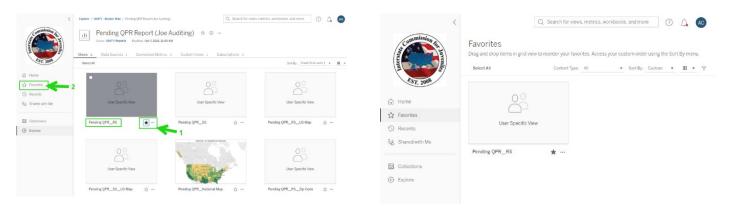
1) Pending QPR_RS, 2) Pending QPR_SS, 3) Pending QPR_RS_US Map, 4) Pending QPR_SS_US Map, 5) Pending QPR_National Map, 6) Pending QPR_RS_Zip Code





Step 3: Click the STAR on the Pending QPR_RS Worksheet

This will add this workbook/worksheet report to your favorites. Next, click "Favorites" in the navigation. This will open your Favorites and present the Pending QPR_RS report.



Step 4: Click the shared workbook FOLDER icon associated with the Pending QPR_RS report

This will open your 6 worksheets with the Pending QPR_RS as sheet (tab) 1.

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Step 5: Configure 5 of the 6 reports and save your settings

Pending QPR +/- 90 Day Performance Metric:

- 1. Click on the "Pending QPR_RS" worksheet Tab 1.
- 2. In the "Receiving State" column, deselect "All" and select your state only.

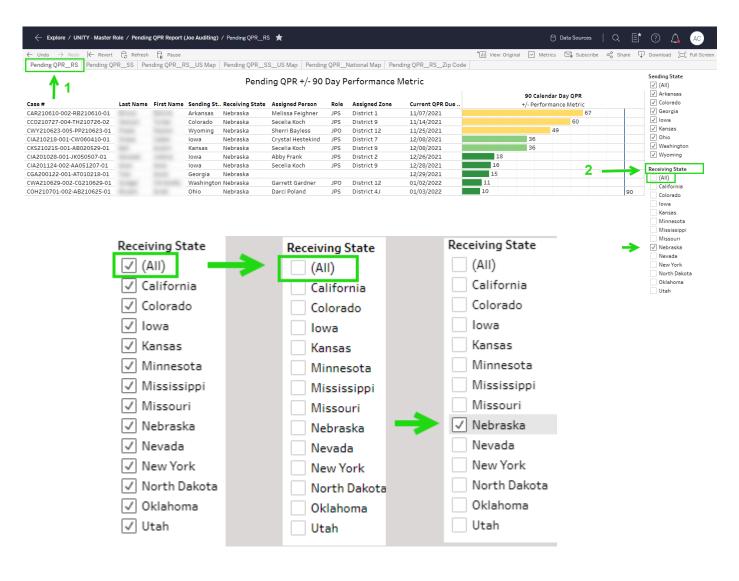




TABLEAU PENDINGQPR REPORTQUICK REFERENCE GUIDE

Pending QPRs due to Sending State:

- 1. Click on the "Pending QPR_SS" worksheet Tab 2.
- 2. In the "Sending State" column, deselect "All" and select your state only.

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VE210617-003-ES210617-01			Nebraska	Kansas	10/20/2021	_						85			
VE191209-001-TE030626-01			Nebraska	New York	10/24/2021	_					74	81			(AII)
VE210322-001-BM050624-01 VE210111-001-BG050712-01			Nebraska Nebraska	Utah North Dakota	10/31/2021 11/10/2021					64	74				Arkansas
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VE210503-001-DE061216-01			Nebraska	Missouri	11/16/2021					58					Colorado
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of Pending QPR Cases "Due To" Sending States:

- 1. Click on the "Pending QPR RS US Map" worksheet Tab 3.
- 2. In the "Receiving State" column, deselect "All" and select your state only.

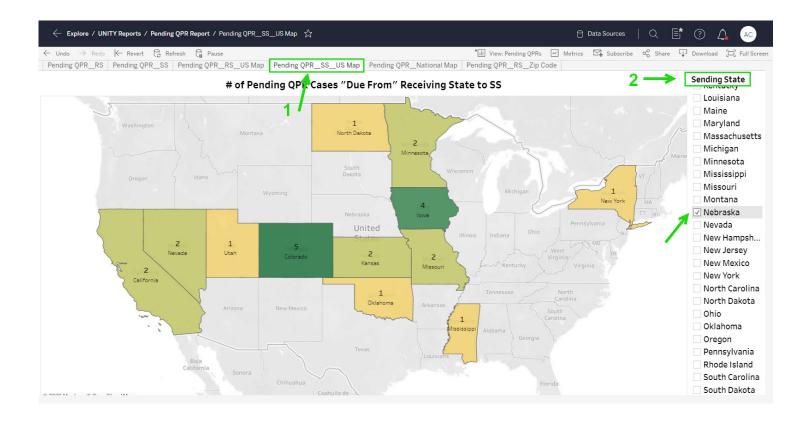




QUICK REFERENCE GUIDE

of Pending QPR Cases "Due From" Receiving State to SS:

- 1. Click on the "Pending QPR_SS_US Map" worksheet Tab 4.
- 2. In the "Sending State" column, deselect "All" and select your state only.





RS Pending QPR Cases by Zip Code:

- 1. Click on the "Pending QPR_RS_Zip Code" worksheet Tab 6.
- 2. In the "Receiving State" column, deselect "All" and select your state only.

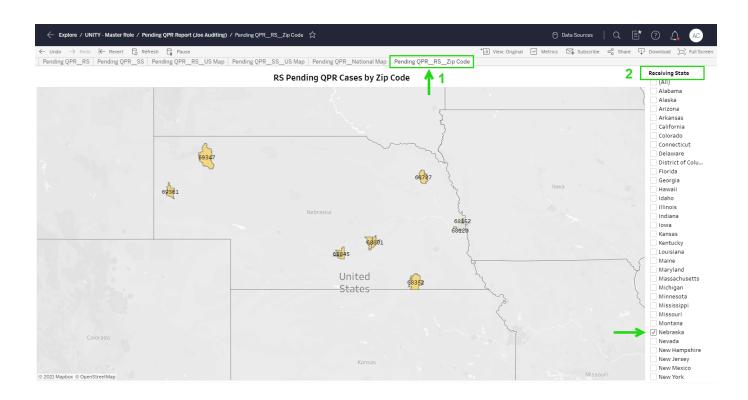




TABLEAU PENDING **QPR REPORT** QUICK REFERENCE GUIDE

Step 6: Save your report configuration settings

- 1. Click back to the first report tab: Pending QPR RS.
- 2. Select "View Original" in the navigation menu. This will open the "Save Custom View" window.
- 3. Name the view "Pending QPR Report."
- 4. Check the checkbox to "Make it my default."
- 5. Click the SAVE button.

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TABLEAU PENDING OPR REPORT

Tableau Navigation & Functions

Navigation Breadcrumbs: Click on links to exit to the main Tableau navigation

