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Overview

This job aid covers how to **Navigate** and **Export** Reports in MI Bridges.

User with the *View Metrics* permission can view, navigate, and export ten reports in your organization.

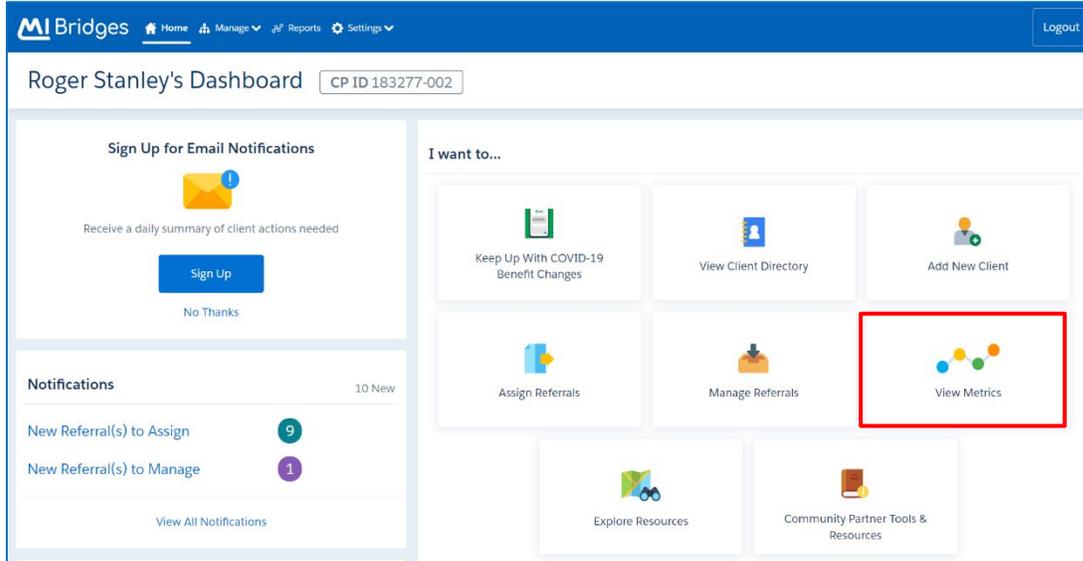


Note: This information is available at any time and can be helpful when an agency needs information for a grant or agency report.

Open the View Metrics Page

FROM THE VIEW METRICS TILE

1. Click the **View Metrics** tile on the Community Partner Dashboard to open the Reports page.



Notice that the **Reports** page has now opened.

Reports

Benefits - Last 18 Months All widgets on this tab are refreshed daily. Last refreshed on: 11/29/2023 Past Years

Select a Date: 7/1/2022 - 12/21/2023

Counties: All | Zip Codes: All

Year	Apply For Benefits				
	Submissions	Single	Multiple	Healthcare	FAP
2022	57	55	2	37	3
2023	31	17	14	17	14
Total	88	72	16	54	17

Year	Renew My Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

Year	Apply For Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2022	2787	674	15
2023	1484	751	35
Total	4271	1425	51

Year	Renew My Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2022	0	20	0
2023	25	102	42
Total	25	122	42

Navigation tabs: Benefits - Last 18 Months | Referrals - Last 18 Months | Referrals by User - Last 18 Months | Referral Completion - Last 18 Months | Referrals by Need - Last 18 Months | Suggested Resc

Note: Tables and Graphs are also referred to as widgets. The orange box tells us when the widgets were last refreshed. The tabs on the bottom allow you to navigate to other reports.

Reports Page Overview

The Reports Page has ten tabs:

- **Benefits – Last 18 Months:** Shows all applications and renewals your organization has assisted clients in completing - broken down by program type - for the last 18 months. Also shows the number of Applications for Benefits and Renew my Benefits for a household per program.
- **Referrals – Last 18 Months:** Shows all referrals your organization has received from residents and other organizations - broken down by status - for the last 18 months. Also shows reasons the resident’s need were unmet and number of referrals sent by the same client.
- **Referrals by User – Last 18 Months:** Shows all resources sent to residents - broken down by flow - for the last 18 months. Also shows number of referrals that have been assigned and reassigned to a user in your organization.
- **Referral Completion – Last 18 Months:** Shows number of all referrals that were met or unmet – broken down by Community Partner user – for the last 18 months. Also shows reasons why and how many referrals were unmet by CP Users in your organization.
- **Referrals by Need – Last 18 Months:** Shows number of the top 10 referral requests - broken down by year - for the last 18 months. Also shows the average number of times referrals have been reassigned and the number of referrals by need statement that are in a specific status.
- **Suggested Resources – Last 18 Months:** Shows the average number of suggested resources – broken down by year – for the last 18 months. Also shows the number of resources found through Explore Resources and the top 10 needs received for your organization.
- **Needs - Last 18 Months:** Shows the top 10 most common needs – broken down by year – for the last 18 months.
- **Navigator – Last 18 Months:** Shows the number of residents assisted by your organization – broken down by Navigator – for the last 18 months. Also shows number of Applications and renewals Navigators have helped with, and number of resources recommended by Navigators.
- **Users – Last 18 Months:** Shows all Community Partner users – broken down by CP-ID – for the last 18 months.
- **Clients – Last 18 Months:** List all Residents who are assigned to Navigators within your organization – broken down by CP-ID – for the last 18 months.

Navigating Filters

All filters and table/graph functionality are available in all reports.

VIEW PAST YEARS

1. Click the **Past Years** button to view data prior to the last 18 months.

Benefits - Last 18 Months | All widgets on this tab are refreshed daily. Last refreshed on: 11/29/2023 | **Past Years**

Select a Date: 7/1/2022 to 12/21/2023

Counties: All | Zip Codes: All

Year	Apply For Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

Year	Renew My Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

Year	Apply For Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2022	2787	674	15
2023	1484	751	35
Total	4271	1425	51

Year	Renew My Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2022	0	20	0
2023	25	102	42
Total	25	122	42

Notice the years change on the reports and data prior to the last 18 months is now shown.

Benefits - Past Years | All widgets on this tab are refreshed monthly on the 1st-3rd. Last refreshed on: 11/29/2023 | **Back**

Select a Date: 8/23/2018 to 6/30/2022

Counties: All | Zip Codes: All

Year	Apply For Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2018	112	63	49	63	47	
2019	197	133	64	124	72	
Total	407	262	145	220	155	

Year	Renew My Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2018	7	7	0	4	3	0
2019	70	70	0	65	6	3
Total	91	91	0	81	10	3

Year	Apply For Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2018	4	3	0
2020	41	2	74
Total	2516	1581	923

Year	Renew My Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2019	18	0	0
2020	18	18	0
Total	36	288	0

2. Click the **Back** button to return to the Benefits for the Last 18 Months.

Benefits - Past Years All widgets on this tab are refreshed monthly on the 1st-3rd. Last refreshed on: 11/29/2023 ⏪ Back

Select a Date

Counties

All ▼

Zip Codes

All ▼

Applications Breakdown

Type	Apply For Benefits				
	Year	Submissions	Single	Multiple	Healthcare
2018	112	63	49	63	47
2019	197	133	64	124	72
Total	407	262	145	220	155

Renewals Breakdown

Type	Renew My Benefits					
	Year	Submissions	Single	Multiple	Healthcare	FAP
2018	7	7	0	4	3	0
2019	70	70	0	65	6	3
Total	91	91	0	81	10	3

AFB Household Member Per Program

Type	Apply For Benefits			
	Year	Healthcare Coverage	FAP	Cash Assistance
2018	4	3	0	
2020	41	2	74	
Total	2516	1581	923	10

RMB Household Member Per Program

Type	Renew My Benefits				
	Year	Healthcare Coverage	FAP	Cash Assistance	CDC
2019	18	0	0	0	
2020	18	18	0	0	
Total	36	288	0	6	

DATE FILTERS

1. Click and drag the circles on either side of the line to choose your date range.

Select a Date

Note: The date range is auto populated in the "Select a Date" global filter. To change this date range, you can use the filter to filter the data for a smaller range.

Tip: You can update the date range by:

- Clicking the Date field and selecting a date from the calendar pop up.
- Typing Dates into the Date fields.

Notice the Date Range has been updated and the widgets below reflect data within the new date range.

Select a Date

Counties

Zip Codes

Applications Breakdown

Year	Apply For Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	12	11	1	8	1	
2023	23	13	10	11	10	
Total	35	24	11	19	11	

Renewals Breakdown

Year	Renew My Benefits					
	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

AFB Household Member Per Program

Year	Apply For Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2022	1266	408	8
2023	1264	643	33
Total	2530	1051	41

RMB Household Member Per Program

Year	Renew My Benefits		
	Healthcare Coverage	FAP	Cash Assistance
2022	0	20	0
2023	25	102	42
Total	25	122	42

COUNTIES FILTERS

1. Click the **Dropdown Arrow** in the Counties Field.

2. Select one or more **Counties** from the dropdown.

Tip: You can use the scroll bar on the right of the counties list to see more counties, or use the **Search** function to search for a specific county.

State of Michigan
Department of Health and Human Services

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View Reports
Last Updated: 2/14/2024

Notice the Counties has been updated, and the tables/graphs below reflect data within the Counties selected.

Select a Date



Counties

Multiple selections

Zip Codes

All

Applications Breakdown

Type	Apply For Benefits					
	Year	Submissions	Single	Multiple	Healthcare FAP Cash	
2022		19	17	2	13	1
2023		5	3	2	3	3
Total		24	20	4	16	4

Renewals Breakdown

Type	Renew My Benefits					
	Year	Submissions	Single	Multiple	Healthcare FAP Cash	
2023		2	2	0	1	1
Total		2	2	0	1	1

AFB Household Member Per Program

Type	Apply For Benefits		
	Year	Healthcare Coverage	FAP Cash Assistance
2022		607	102
2023		246	137
Total		853	239

RMB Household Member Per Program

Type	Renew My Benefits		
	Year	Healthcare Coverage	FAP Cash Assistance
2022		0	10
2023		1	40
Total		1	50



Tip: Click outside of the Counties dropdown to exit out of the Counties dropdown.

State of Michigan
Department of Health and Human Services

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View Reports
Last Updated: 2/14/2024

ZIP CODES FILTERS

1. Click the **Dropdown Arrow** in the Zip Codes Field.

2. Select one or more **Zip Codes** from the dropdown.



Note: When you select one or more Counties, it updates the available zip codes on the dropdown list.

Notice the Zip Code(s) have been updated and the tables/graphs below reflect data within the Zip Code(s) selected.

Select a Date

Counties

Zip Codes

Applications Breakdown

Type	Apply For Benefits					
	Year	Submissions	Single	Multiple	Healthcare FAP	Cash Assistance FAP
2022		19	19	0	10	1
2023		1	0	1	1	1
Total		20	19	1	11	2

Renewals Breakdown

Type	Renew My Benefits					
	Year	Submissions	Single	Multiple	Healthcare FAP	Cash Assistance FAP
2023		1	1	0	0	1
Total		1	1	0	0	1

AFB Household Member Per Program

Type	Apply For Benefits			
	Year	Healthcare Coverage	FAP	Cash Assistance FAP
2022		318	35	
2023		61	38	1
Total		379	73	2

RMB Household Member Per Program

Type	Renew My Benefits			
	Year	Healthcare Coverage	FAP	Cash Assistance FAP
2023		4	19	2
Total		4	19	2

Tip: Click outside of the Zip Code(s) dropdown to exit out of the Zip Code(s) dropdown.

State of Michigan
Department of Health and Human Services

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View Reports
Last Updated: 2/14/2024

Navigating Tables

Note: All tables have the same functionalities and capabilities.

Applications Breakdown							Renewals Breakdown						
Type	Apply For Benefits						Type	Renew My Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3		2022	12	12	0	1	4	7
2023	31	17	14	17	14	1	Total	12	12	0	1	4	7
Total	88	72	16	54	17	1							

AFB Household Member Per Program				RMB Household Member Per Program			
Type	Apply For Benefits			Type	Renew My Benefits		
Year	Healthcare Coverage	FAP	Cash Assistance	Year	Healthcare Coverage	FAP	Cash Assistance
2022	2787	674	15	2022	0	20	0
2023	1484	751	35	2023	25	102	42
Total	4271	1425	51	Total	25	122	42

Tip: Click the scroll bar at the bottom of the table to view all of the data.

OPENING ICONS

1. Hover over a table to view the Icons.

Applications Breakdown						
Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

DRILL DOWN/UP ICON

1. Click the **Down Arrow** icon to *Drill Down* on the data.

Applications Breakdown       

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

 **Note:** Drill Down will filter the current data on the table to Quarter, Month, Week, and Date depending on how specific you would like to go.

 **Tip:** You can also Drill Down your data by using the other drill down buttons available:

-  **Next Level Hierarchy:** when clicked will show all Quarters, if clicked again will show all Months, etc.
-  **Expand Hierarchy:** when clicked will show all Quarters within all Years, if clicked again will show all Months within all Quarters in every Year, etc.

Notice the Down Arrow is now highlighted and ready to drill down on any **Year** on the table.

Applications Breakdown       

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

2. Click any **Year** from the Year Column in the current table.

Applications Breakdown       

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

Notice that the Year selected is now bolded with the Quarters listed below.

Applications Breakdown						
Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Ca
2022	57	55	2	37	3	
Q3	50	49	1	30	2	
Q4	7	6	1	7	1	
Total	57	55	2	37	3	

Tip: Click the scroll bar at the right of the table to view all of the data.

3. Click any **Quarter** listed in the table to drill it down further.

Applications Breakdown						
Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Ca
2022	57	55	2	37	3	
Q3	50	49	1	30	2	
Q4	7	6	1	7	1	
Total	57	55	2	37	3	

Notice that the Quarter selected is now bolded with the Months listed below.

Applications Breakdown						
Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Ca
2022	50	49	1	30		
Q3	50	49	1	30		
July	20	19	1	9		
Total	50	49	1	30		

4. Click any **Month** listed in the table to drill it down further.

Type	Apply For Benefit			
Year	Submissions	Single	Multiple	Healthcare
July	20	19	1	9
August	4	4	0	2
September	26	26	0	10
Total	50	49	1	30

Notice that the Month selected is now bolded with the Weeks listed below.

Type	Apply For Benefit			
Year	Submissions	Single	Multiple	Healthcare
Q3	20	19	1	9
July	20	19	1	9
07/03/2022	10	9	1	5
Total	20	19	1	9

5. Click any Week listed in the table to drill it down further.

Type	Apply For Benefit			
Year	Submissions	Single	Multiple	Healthcare
07/03/2022	10	9	1	5
07/10/2022	3	3	0	2
07/17/2022	7	7	0	2
Total	20	19	1	9

Notice that the Week selected is now bolded with the Dates listed below.

Applications Breakdown				
Type	Apply For Benef			
Year	Submissions	Single	Multiple	Healthcar
July	10	9	1	
07/03/2022	10	9	1	
07/05/2022	1	0	1	
Total	10	9	1	

 **Note:** The Week is the last data point you can Drill Down on.

- To remove the Drill Down filter, Click the **Drill Up** icon until it is greyed out to return to the default settings.

Applications Breakdown				

 **Tip:** If you want to return to a Year, Quarter, Month, or Week, click the **Drill Up** icon until you are back to the specific filter.

- Click the **Drill Down** icon to remove the Drill Down function so it is not highlighted.

Applications Breakdown				

Notice that the table is now returned to its default setting.

Applications Breakdown				
Type	Apply For Benef			
Year	Submissions	Single	Multiple	Healthcare
2022	57	55	2	37
2023	31	17	14	17
Total	88	72	16	54

COPY ICON

1. Click the **Copy** icon to copy the table as an image with a caption.

Applications Breakdown ↑ ↓ ↕ 🔍 📄 ⋮

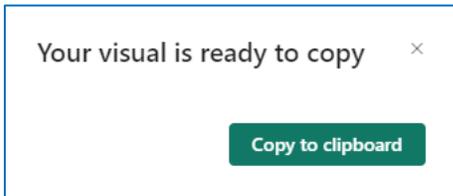
Type	Apply For Benef			
Year	Submissions	Single	Multiple	Healthcare
2022	57	55	2	37
2023	31	17	14	17

 **Note:** This function will not copy the image of the entire table but only the section that is shown currently.

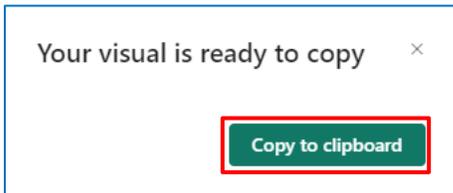
 **Tip:** To get a full copy of the image click on the **Focus Mode** or **Show as Table** icon:

- Use the **Snipping Tool** from your computer or the **Print Screen (Prt Sc)** function on your keyboard to copy the full image of the table.

Notice that it is preparing the Copy, and a notification saying, “Your Visual is Ready to Copy”.



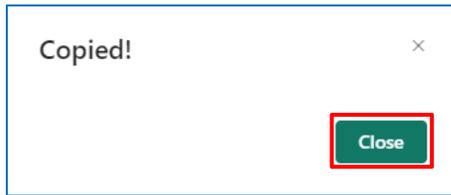
2. Click the green **Copy to Clipboard** button.



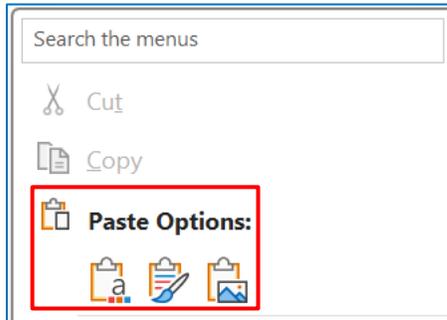
Notice a notification appears saying “Copied” meaning the image has been copied to your clipboard and is ready to be pasted wherever you choose.



3. Click the green **Close** button.



4. Paste the copied image by right clicking your mouse and selecting **Paste** from the dropdown menu.



Tip: You can also paste the image by selecting **CTRL** and **V** on your keyboard.

Notice that the image is copied with a link to the Power BI report and information on when the data was last updated.

Applications Breakdown

Type	Apply For Benefits							
	Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC
2022		57	55	2	37	3	5	2
2023		31	17	14	17	14	11	6
Total		88	72	16	54	17	16	8

[Open in Power BI](#)
 (CP) Community Partner Analytics
 Data as of 1/4/24, 1:36 PM

FILTERS ICON

1. Click the **Filters** icon to show all the filters and slicers affecting the table.

Type	Year	Submissions	Single	Multiple	Healthcare
	2022	57	55	2	37
	2023	31	17	14	17

Notice a pop up appears with a list of all the **Filters** and **Slicers** affecting the table.

Type	Year	Submissions	Single	Multiple	Healthcare
	2022	37	35	2	27
	2023	20	12	8	9 8
					Total

2. To exit out of this function, click outside the box.

Type	Year	Submissions	Single	Multiple	Healthcare
	2022	37	35	2	27
	2023	20	12	8	9 8
					Total

FOCUS MODE

1. Click the **Focus** icon to see the full-page view of the table.

Type	Year	Submissions	Single	Multiple	Healthcare
	2022	57	55	2	37
	2023	31	17	14	17

Notice the table opens in a new page.

APPLICATIONS BREAKDOWN																		
Type	Apply For Benefits									Total								
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC
2022	57	55	2	37	3	5	2	12	0	57	55	2	37	3	5	2	12	0
2023	31	17	14	17	14	11	6	11	10	31	17	14	17	14	11	6	11	10
Total	88	72	16	54	17	16	8	23	10	88	72	16	54	17	16	8	23	10

Note: This new view shows the same data seen in the table on your original reports page.

Tip: To get a full copy of the image:

- Use the **Snipping Tool** from your computer or the **Print Screen (Prt Sc)** function on your keyboard to copy the full image of the table.

2. To return to the Reports page, click the **Back to report** button.

APPLICATIONS BREAKDOWN																		
Type	Apply For Benefits									Total								
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC
2022	57	55	2	37	3	5	2	12	0	57	55	2	37	3	5	2	12	0
2023	31	17	14	17	14	11	6	11	10	31	17	14	17	14	11	6	11	10
Total	88	72	16	54	17	16	8	23	10	88	72	16	54	17	16	8	23	10

Notice you are now returned to the original reports page.

Benefits - Last 18 Months All widgets on this tab are refreshed daily. Last refreshed on: 11/29/2023 Past Years

Select a Date

7/1/2022 12/21/2023

Counties

All

Zip Codes

All

Applications Breakdown

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	5
2023	31	17	14	17	14	11
Total	88	72	16	54	17	16

Renewals Breakdown

Type	Renew My Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

AFB Household Member Per Program

Type	Apply For Benefits		
Year	Healthcare Coverage	FAP	Cash Assistance
2022	2787	674	15
2023	1484	751	35
Total	4271	1425	51

RMB Household Member Per Program

Type	Renew My Benefits		
Year	Healthcare Coverage	FAP	Cash Assistance
2022	0	20	0
2023	25	102	42
Total	25	122	42

EXPORT DATA

1. Click the **More Options** icon.

Applications Breakdown				
Type	Apply For Benef			
Year	Submissions	Single	Multiple	Healthcare
2022	57	55	2	37
2023	31	17	14	17

2. Select **Export Data** from the dropdown menu.

Applications Breakdown					Renewals Bre	
Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	C
2022	57	55	2	37	3	
2023	31	17	14	17	14	
Total	88	72	16	54	17	1

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by >

Notice that a “Which Data do you Want to Export” pop up box appears.

From here you have different options to Export Data:

- **Data with Current Layout:** Downloads table as shown on the reports page along with the selected filters. Notice this will only export as an excel file.
- **Summarized Data:** Downloads the summarized data with the selected filters to show the breakdown of each individual benefit so you can calculate the average. Notice you have a choice to download this as an excel or a csv file.
- **Underlying Data:** Downloads raw data, mainly used for developers.



Tip: For the best results, use the Data with Current Layout or Summarized Data option.

Which data do you want to export? ×

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Data with current layout

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data

Export the raw data used to calculate the data in your visual.

File format:

Export
Cancel



Tip: Exit out of the popup clicking:

- The **X** button on the top right corner
- The **Cancel** on the bottom of the popup.

3. Click **Data with Current Layout** or the **Summarized Data** option.

Which data do you want to export? ×

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

Data with current layout

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).

Underlying data

Export the raw data used to calculate the data in your visual.

4. Click the green **Export** button.

Which data do you want to export? ✕

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)



Data with current layout

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.



Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).



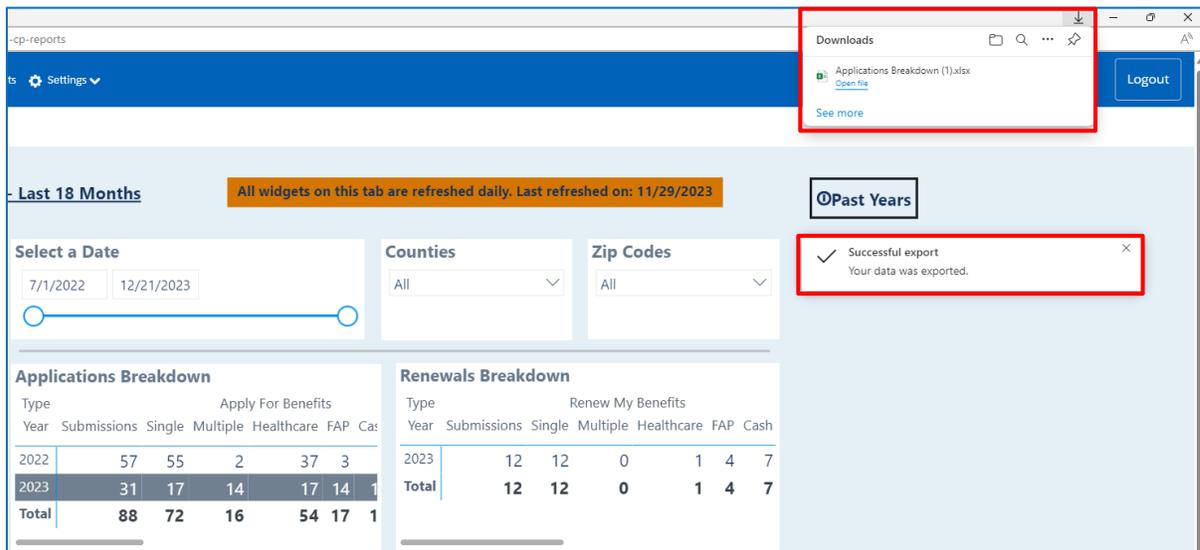
Underlying data

Export the raw data used to calculate the data in your visual.

File format:

Export
Cancel

Notice a notification appears that says “Successful Export” and a notification that shows the table in the Downloads.

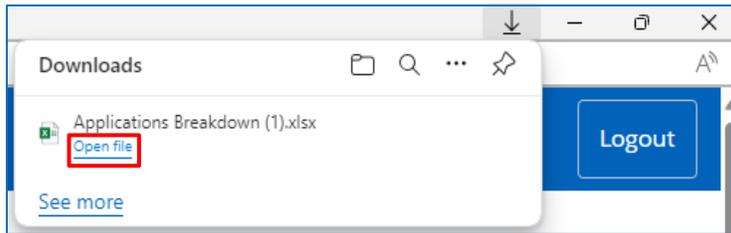


The screenshot shows the dashboard interface with a notification box in the top right corner. The notification box contains the text "Successful export" and "Your data was exported." with a checkmark icon and a close button. Below the notification, a "Downloads" window is visible, showing a file named "Applications Breakdown (1).xlsx" with an "Open file" link. The dashboard itself displays various filters and data tables.

Year	Submissions	Apply For Benefits		
		Single	Multiple	Healthcare FAP Cas
2022	57	55	2	37 3
2023	31	17	14	17 14 1
Total	88	72	16	54 17 1

Year	Submissions	Renew My Benefits			
		Single	Multiple	Healthcare FAP Cash	
2023	12	12	0	1 4 7	
Total	12	12	0	1 4 7	

5. Click the **Open File** link on the Downloads notification to open the table.



Tip: You can also find it later in your Downloads folder on your computer.

If you selected **Data with Current Layout** option, notice that the table opens as an excel file with all the filters applied to the table listed below.

Type	Apply For Benefits									
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC	
2022	17	16	1	12	1	0	0	5	0	
2023	1	0	1	1	1	0	0	0	0	
Total	18	16	2	13	2	0	0	5	0	

Applied filters:
 COUNTY is Bay, Berrien, Calhoun, Cass, Houghton, or Ingham
 Application_Submit_Date__c is on or after 8/1/2022 and is before 10/12/2023

If you selected **Summarized Data** option, notice that the table opens as an excel file with all the filters applied to the table listed above.

Applied filters:
 COUNTY is Bay, Berrien, Calhoun, Cass, Houghton, or Ingham
 Application_Submit_Date__c is on or after 8/1/2022 and is before 10/13/2023

Count of														
Year	Quarter	Month	Week Start Date	Day	HOLISTIC_APPLICATION_ID	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC	Type
2022	Q3	August	08/21/2022	08/26/2022		1	1	0	0	0	0	0	1	0 Apply For Benefits
2022	Q3	August	08/28/2022	08/31/2022		1	1	0	1	0	0	0	0	0 Apply For Benefits
2022	Q3	September	08/28/2022	09/01/2022		5	5	0	5	0	0	0	0	0 Apply For Benefits
2022	Q3	September	09/11/2022	09/12/2022		1	1	0	1	0	0	0	0	0 Apply For Benefits
2022	Q3	September	09/11/2022	09/15/2022		1	1	0	1	0	0	0	0	0 Apply For Benefits
2022	Q3	September	09/18/2022	09/23/2022		4	4	0	0	0	0	0	4	0 Apply For Benefits
2022	Q4	October	10/02/2022	10/06/2022		1	1	0	1	0	0	0	0	0 Apply For Benefits
2022	Q4	November	11/06/2022	11/10/2022		2	2	0	2	0	0	0	0	0 Apply For Benefits
2022	Q4	December	12/04/2022	12/05/2022		1	0	1	1	1	0	0	0	0 Apply For Benefits
2023	Q3	August	08/20/2023	08/21/2023		1	0	1	1	1	0	0	0	0 Apply For Benefits

SHOW AS A TABLE

1. Click the **More Options** icon.

Type	Apply For Benef			
Year	Submissions	Single	Multiple	Healthcare
2022	57	55	2	37
2023	31	17	14	17

2. Select **Show as a Table** from the dropdown menu.

Type	Apply For Benefits				
Year	Submissions	Single	Multiple	Healthcare	FAP
2022	57	55	2	37	3
2023	31	17	14	17	14
Total	88	72	16	54	17

Notice the table opens in a new page.

[Back to report](#) | APPLICATIONS BREAKDOWN

Type	Apply For Benefits										Total							
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC	Submissions	Single	Multiple	Healthcare	FAP	Cash	CDC	SER	WIC
2022	57	55	2	37	3	5	2	12	0	57	55	2	37	3	5	2	12	0
2023	31	17	14	17	14	11	6	11	10	31	17	14	17	14	11	6	11	10
Total	88	72	16	54	17	16	8	23	10	88	72	16	54	17	16	8	23	10

Note: This new view shows the same data seen in the table on your original reports page.

Tip: To get a full copy of the image:

- Use the **Snipping Tool** from your computer or the **Print Screen (Prt Sc)** function on your keyboard to copy the full image of the table.

3. To return to the Reports page, click the **Back to Report** button.

Back to report | APPLICATIONS BREAKDOWN

Type Apply For Benefits Total

Year Submissions Single Multiple Healthcare FAP Cash CDC SER WIC Submissions Single Multiple Healthcare FAP Cash CDC SER WIC

Notice you are now returned to the original reports page.

Benefits - Last 18 Months | All widgets on this tab are refreshed daily. Last refreshed on: 11/29/2023 | Past Years

Select a Date: 7/1/2022 - 12/21/2023

Counties: All | Zip Codes: All

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

Type	Renew My Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

Type	Apply For Benefits			
Year	Healthcare Coverage	FAP	Cash Assistance	CI
2022	2787	674	15	
2023	1484	751	35	
Total	4271	1425	51	

Type	Renew My Benefits			
Year	Healthcare Coverage	FAP	Cash Assistance	CI
2022	0	20	0	
2023	25	102	42	
Total	25	122	42	

SPOTLIGHT

1. Click the **More Options** icon.

Applications Breakdown

Type Apply For Benefits

Year Submissions Single Multiple Healthcare

2022	57	55	2	37
2023	31	17	14	17

2. Select **Spotlight** from the dropdown menu.

Applications Breakdown

Type Apply For Benefits

Year Submissions Single Multiple Healthcare FAP

2022	57	55	2	37	3
2023	31	17	14	17	14
Total	88	72	16	54	17

- Export data
- Show as a table
- Spotlight**
- Get insights
- Sort descending
- Sort ascending
- Sort by >

Notice the table is now spotlighted, with the other information on the reports page greyed out.

Select a Date

7/1/2022 12/21/2023

Counties

All

Zip Codes

All

Applications Breakdown

Type Apply For Benefits

Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

Renewals Breakdown

Type Renew My Benefits

Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

AFB Household Member Per Program

RMB Household Member Per Program

3. To exit out of this function, click outside the box.

Applications Breakdown

Type Apply For Benefits

Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1



Tip: You can also exit out of this function by clicking **More Options**, and selecting **Spotlight**.

Notice you are now returned to the original reports page.

Benefits - Last 18 Months

All widgets on this tab are refreshed daily. Last refreshed on: 11/29/2023

Past Years

Select a Date

7/1/2022 12/21/2023

Counties

All

Zip Codes

All

Applications Breakdown

Type Apply For Benefits

Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

Renewals Breakdown

Type Renew My Benefits

Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2023	12	12	0	1	4	7
Total	12	12	0	1	4	7

AFB Household Member Per Program

Type Apply For Benefits

Year	Healthcare Coverage	FAP	Cash Assistance
2022	2787	674	15
2023	1484	751	35
Total	4271	1425	51

RMB Household Member Per Program

Type Renew My Benefits

Year	Healthcare Coverage	FAP	Cash Assistance
2022	0	20	0
2023	25	102	42
Total	25	122	42

SORT BY

1. Click the **More Options** icon.

Type	Apply For Benef			
Year	Submissions	Single	Multiple	Healthcare
2022	57	55	2	37
2023	31	17	14	17

2. Hover over **Sort By** from the dropdown menu.

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	C
2022	57	55	2	37	3	
2023	31	17	14	17	14	
Total	88	72	16	54	17	1

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by >

Notice a second dropdown appears with options to sort the data in the table. From the dropdown menu you can sort the data by different data points available on the table.

3. Click a **Label** to sort by.

Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	C
2022	57	55	2	37	3	
2023	31	17	14	17	14	
Total	88	72	16	54	17	1

- Year
- Submissions
- Single
- Multiple
- Healthcare
- FAP
- Cash
- CDC
- SER
- WIC

4. Notice that the table is now sorted by the label selected in **Ascending** order.

Applications Breakdown							
Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2023	31	17	14	17	14	1	
2022	57	55	2	37	3		
Total	88	72	16	54	17	1	

5. To sort by **Descending** order, click **More Options**.

Applications Breakdown							
Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2023	31	17	14	17	14	1	
2022	57	55	2	37	3		
Total	88	72	16	54	17	1	

6. Click the **Descending** order button.

Applications Breakdown							
Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2023	31	17	14	17	14	1	
2022	57	55	2	37	3		
Total	88	72	16	54	17	1	

Renewals Bre

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending**
- Sort ascending
- Sort by >

Notice the table is now sorted by the **Descending** order.

Applications Breakdown							
Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2022	57	55	2	37	3		
2023	31	17	14	17	14	1	
Total	88	72	16	54	17	1	

7. To remove the sorting, click **More Options**.

Applications Breakdown ↑ ↓ ↕ ⌵ ⌶ ⌷ ⌸ ⌹ ⌺ ⌻ ⌼ ⌽ ⌿ ⓧ						
Type	Apply For Benefits					
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash
2022	57	55	2	37	3	
2023	31	17	14	17	14	1
Total	88	72	16	54	17	1

8. Hover over **Sort By** from the dropdown menu.

Applications Breakdown							Renewals Bre
Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	
2022	57	55	2	37	3		
2023	31	17	14	17	14	1	
Total	88	72	16	54	17	1	

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

9. Click the **Label with the Check Mark** to deselect the sorting.

Applications Breakdown							Renewals Breakdown			
Type	Apply For Benefits						Renew My Benefits			
Year	Submissions	Single	Multiple	Healthcare	FAP	Cash	Single	Multiple	Healthcare	
2022	57	55	2	37	3		12	12	0	
2023	31	17	14	17	14	1	12	12	0	
Total	88	72	16	54	17	1				

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by
- Submissions
- Single
- Multiple
- Healthcare
- FAP
- Cash
- CDC
- SER
- WIC

Tip: You can always click another label to Sort By from this dropdown menu..

SORT YEAR FROM TABLE

1. Click the **Arrow** under Year to sort by Ascending order.

Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2022	57	55	2	37	3		
2023	31	17	14	17	14	1	
Total	88	72	16	54	17	1	

Notice the Years are sorted in Ascending order.

Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2022	57	55	2	37	3		
2023	31	17	14	17	14	1	
Total	88	72	16	54	17	1	

2. Click the **Arrow** again under Year to sort by Descending order.

Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2022	57	55	2	37	3		
2023	31	17	14	17	14	1	
Total	88	72	16	54	17	1	

Notice the Years are sorted in Descending order.

Type	Apply For Benefits						
Year	Submissions	Single	Multiple	Healthcare	FAP	Cas	
2023	31	17	14	17	14	1	
2022	57	55	2	37	3		
Total	88	72	16	54	17	1	

Navigating Graphs

 **Note:** All graphs have the same functionalities and capabilities.

Select a Date

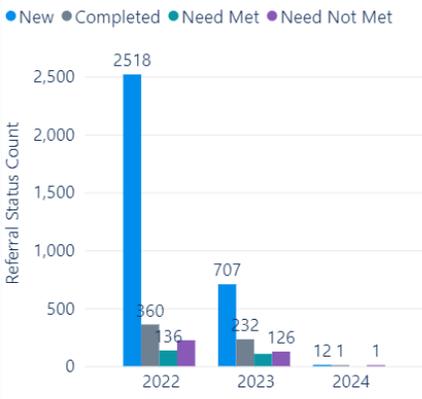


Counties

Zip Codes

Referral Breakdown

● New ● Completed ● Need Met ● Need Not Met



Reasons Needs Were Unmet

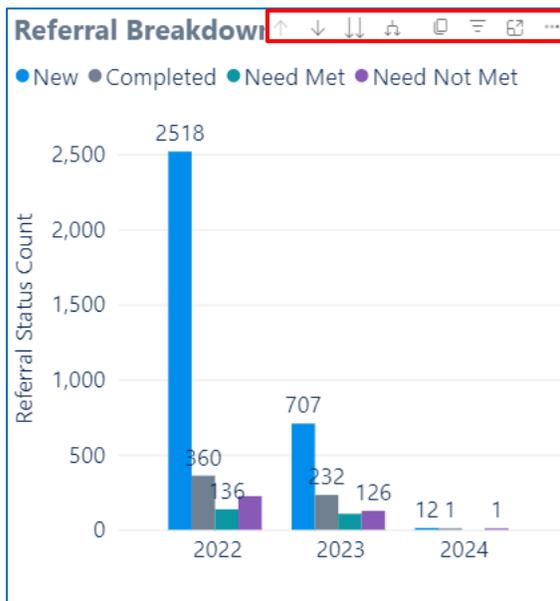
Year	Client didn't come to appointment	Client no longer has th
2022		11.95
2023		4.62
2024		
Total		16.58

Multiple Referrals by Same Client

Year	1	2	3	4+
2022	249	25	11	88
2023	140	22	12	43
2024	2			2

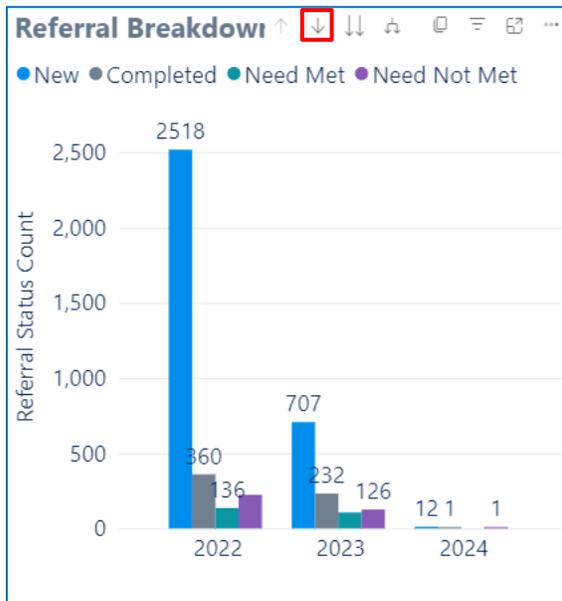
OPENING ICONS

1. Hover over a graph to view the Icons.



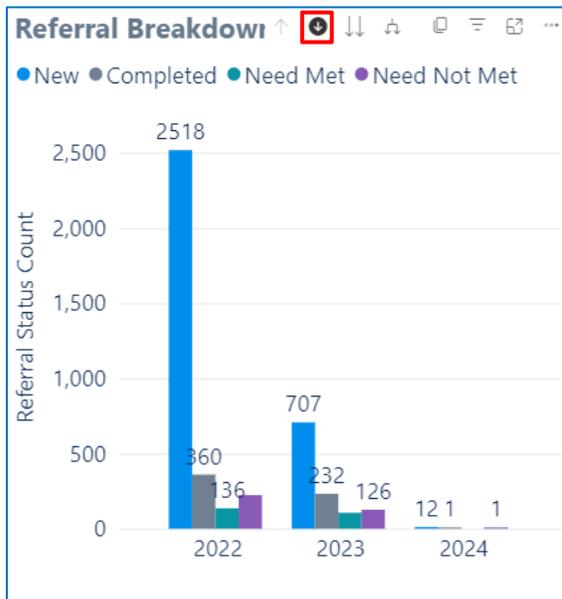
DRILL DOWN/UP ICON

1. Click the **Down Arrow** icon to *Drill Down* on the data.

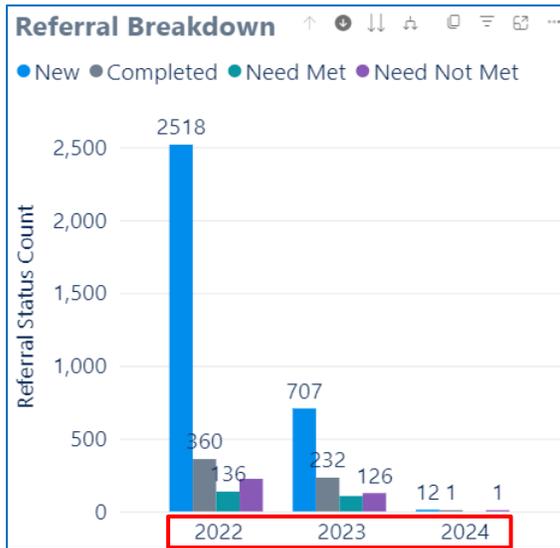


 **Note:** Drill Down will filter the current data on the table to Quarter, Month, Week, and Date depending on how specific you would like to go.

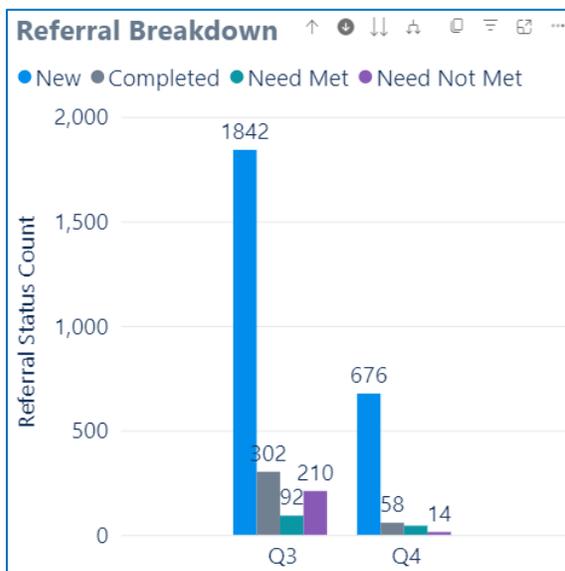
Notice the **Drill Down** icon is now highlighted and ready to drill down on any **Year** on the graph.



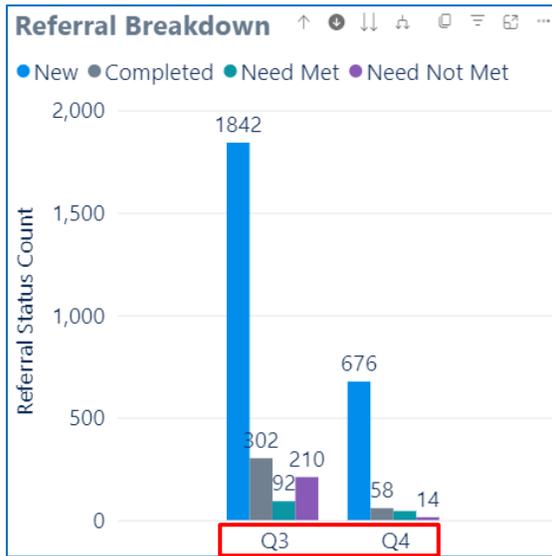
2. Click any **Year** from the Year Column in the current graph.



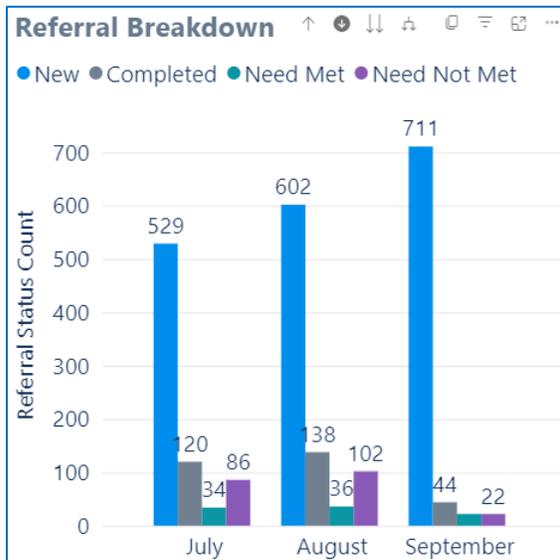
Notice that the graph now shows all the Quarters from the selected Year.



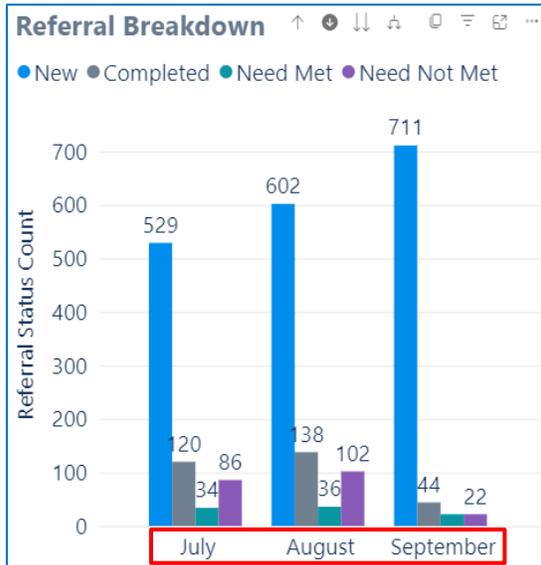
3. Click any **Quarter** on the graph to drill it down further.



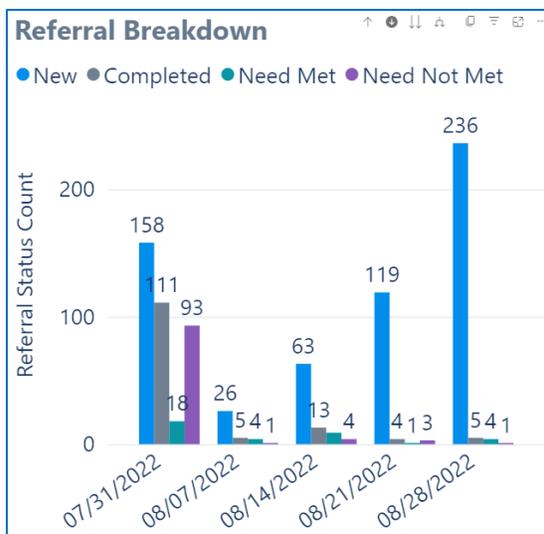
Notice that the graph now shows all the Months from the selected Quarter.



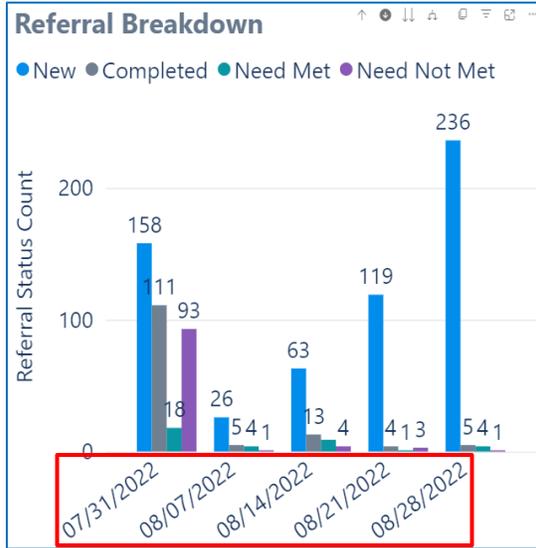
4. Click any **Month** on the graph to drill it down further.



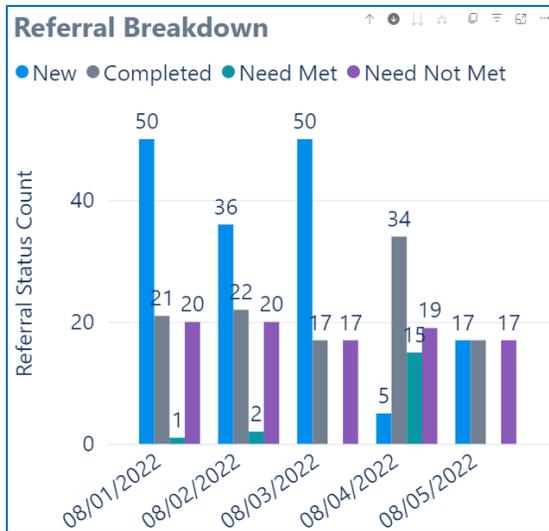
Notice that the graph now shows all the Weeks from the selected Month.



5. Click any **Week** on the graph to drill it down further.



Notice that the graph now shows all the Days from the selected Week.



 **Note:** The Week is the last data point you can Drill Down on.

6. To remove the Drill Down filter, Click the **Drill Up** icon until it is greyed out to return to the default settings.

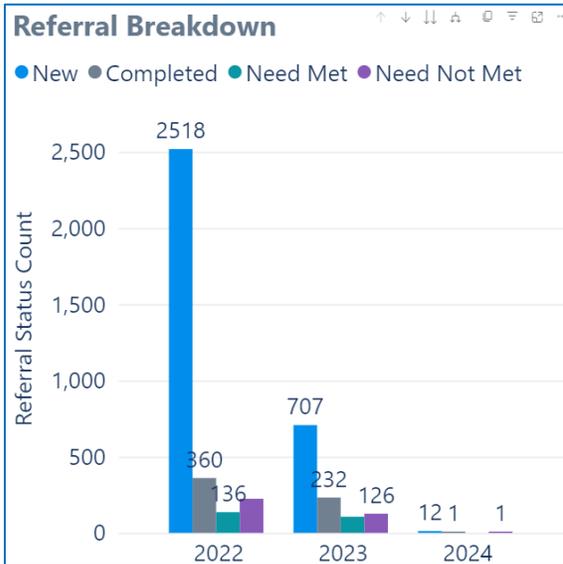


 **Tip:** If you just want to return to a Year, Quarter, Month, or Week, click the **Drill Up** icon until it you are back to the specific filter.

7. Click the **Drill Down** icon to remove the Drill Down function so it is not highlighted.

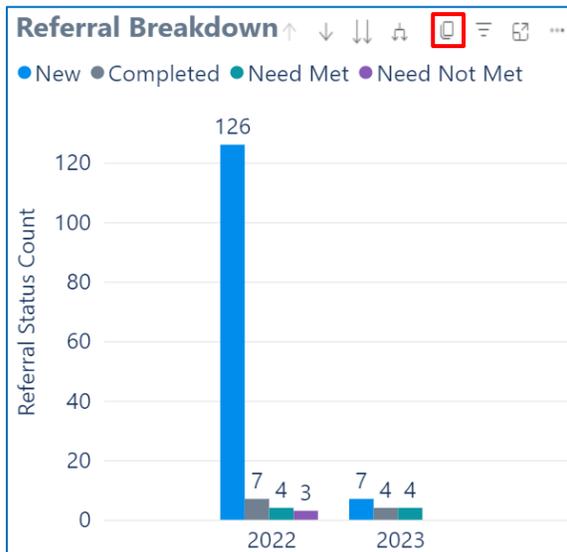


Notice that the graph is now returned to its default setting.



COPY ICON

1. Click the **Copy** icon to copy the graph as an image with a caption.

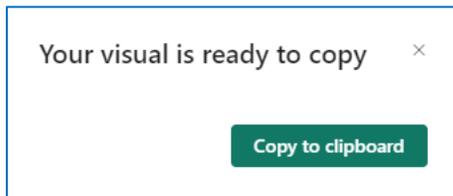


 **Note:** This function will not copy the image of the entire table but only the section that is shown currently.

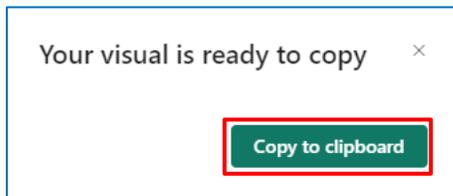
 **Tip:** To get a full copy of the image click on the **Focus Mode** or **Show as Table** icon:

- Use the **Snipping Tool** from your computer or the **Print Screen (Prt Sc)** function on your keyboard to copy the full image of the table.

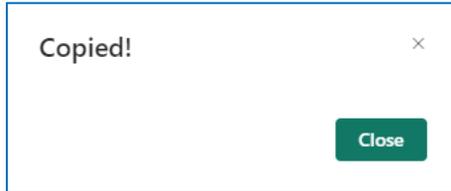
Notice that it is preparing the Copy with a notification saying, “Your visual is ready to copy”.



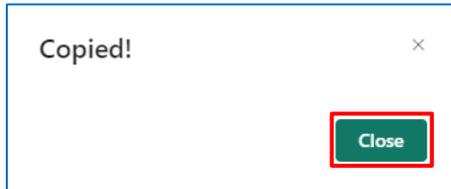
2. Click the green **Copy to clipboard** button.



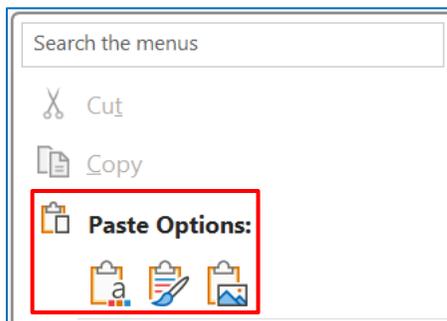
Notice a notification appears saying “Copied” meaning the image has been copied to your clipboard and is ready to be pasted wherever you choose.



3. Click the green **Close** button.

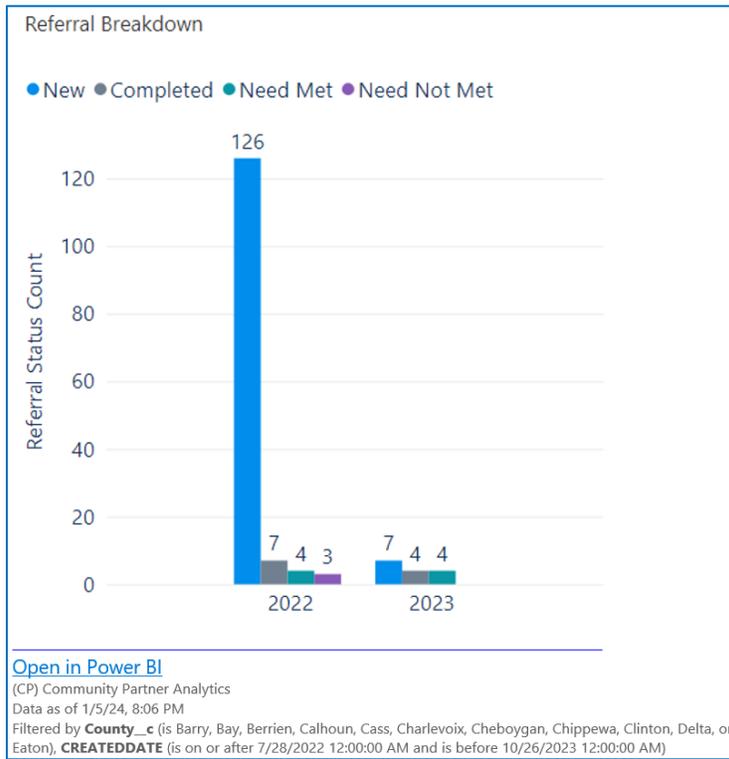


4. Paste the copied image by right clicking your mouse and selecting **Paste** from the dropdown menu.



Tip: You can also paste the image by selecting **CTRL** and **V** on your keyboard.

Notice that the image is copied with a link to the Power BI report and information on when the data was last updated.

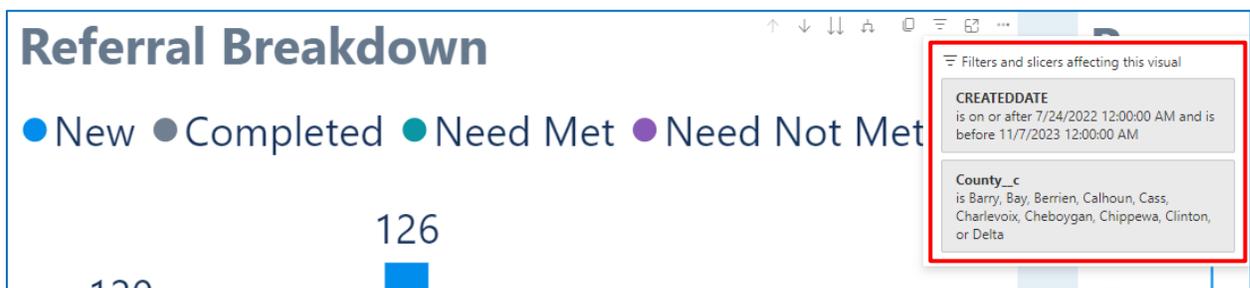


FILTERS ICON

1. Click the **Filters** icon, to show all the filters and slicers affecting the table.



Notice a pop up appears with a list of all the Filters and Slicers affecting the table.



2. To exit out of this function, click outside the box.

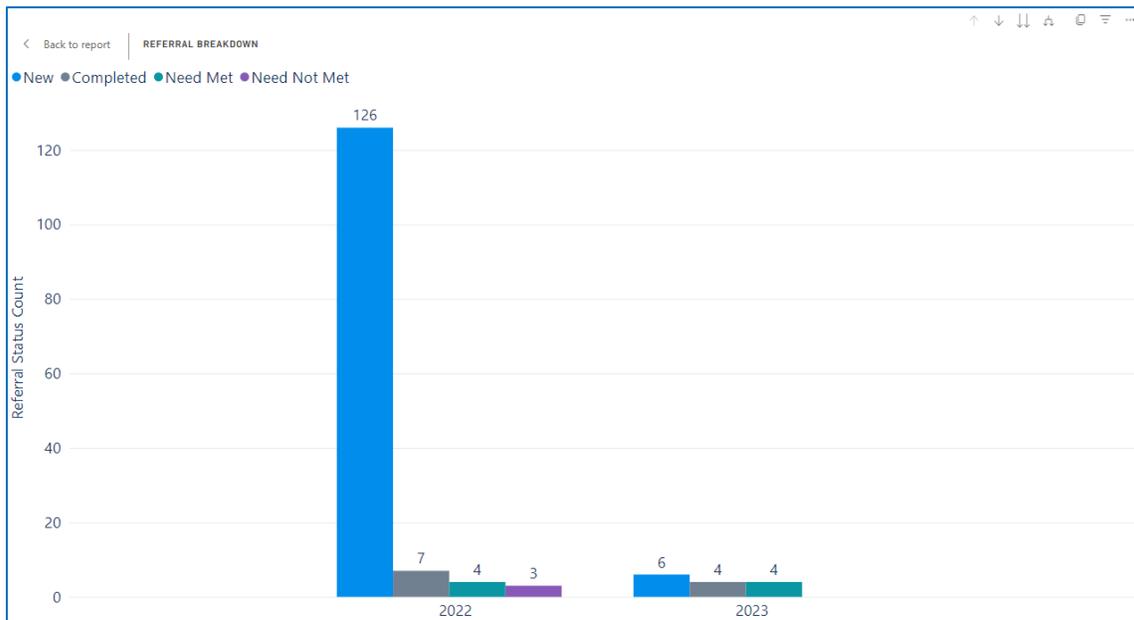


FOCUS MODE

1. Click the **Focus** icon to see the full-page view of the graph.



Notice the graph opens in a new page.



 **Note:** This new view shows the same data seen in the table on your original reports page.

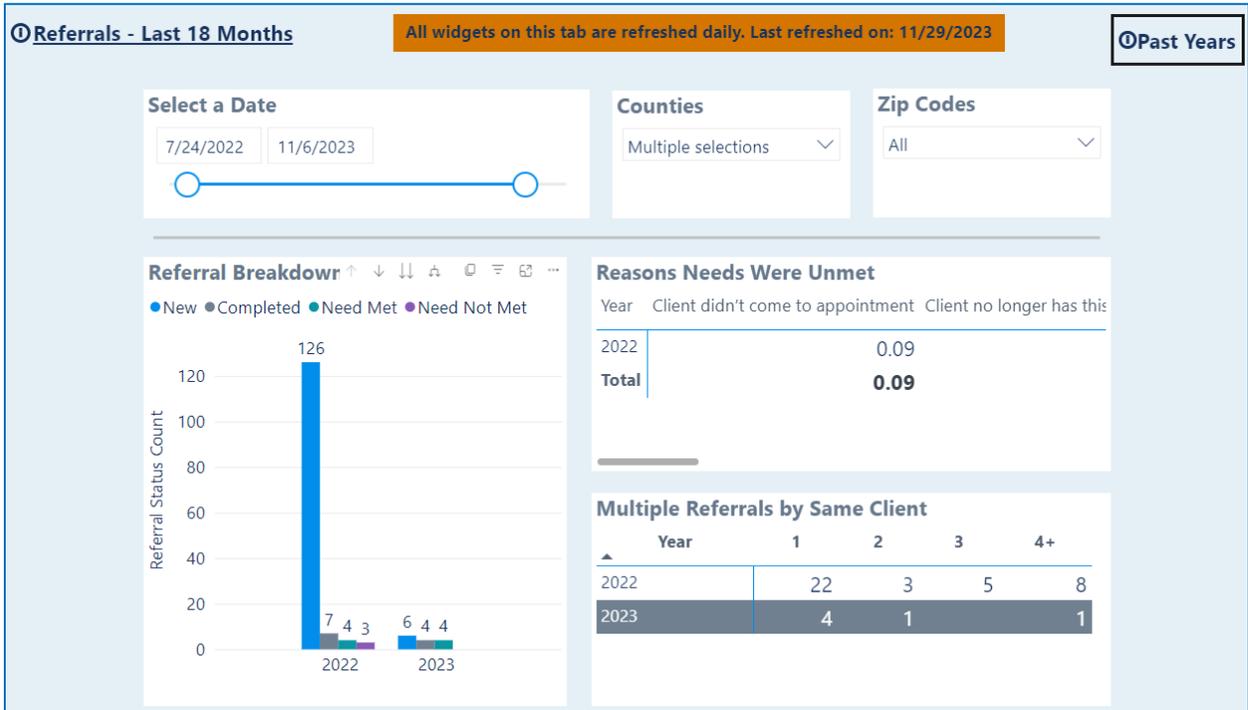
 **Tip:** To get a full copy of the image:

- Use the **Snipping Tool** from your computer or the **Print Screen (Prt Sc)** function on your keyboard to copy the full image of the table.

2. To return to the Reports page, click the **Back to Report** button.



Notice you are now returned to the original reports page.



EXPORT DATA

1. Click the **More Options** icon.



2. Select **Export Data** from the dropdown menu.



Notice that a “Which Data do you Want to Export” pop up box appears. From here you have different options to Export Data:

- **Summarized Data:** Downloads the summarized data with the selected filters to show the breakdown of each individual benefit so you can calculate the average. Notice you have a choice to download this as an excel or a csv file.
- **Underlying Data,** Downloads raw data, mainly used for developers.

 **Note:** The **Data with Current Layout** option is only available for tables.

Which data do you want to export? ✕

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)



Data with current layout

This option is only available for table and matrix visuals



Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).



Underlying data

Export the raw data used to calculate the data in your visual.

File format:

.xlsx (Excel 150,000-row max) ▾

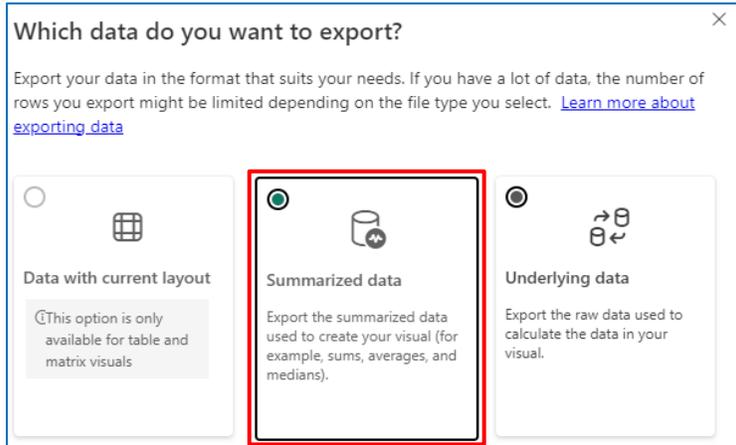
Export
Cancel

 **Tip:** For the best results, use the **Summarized Data** option.

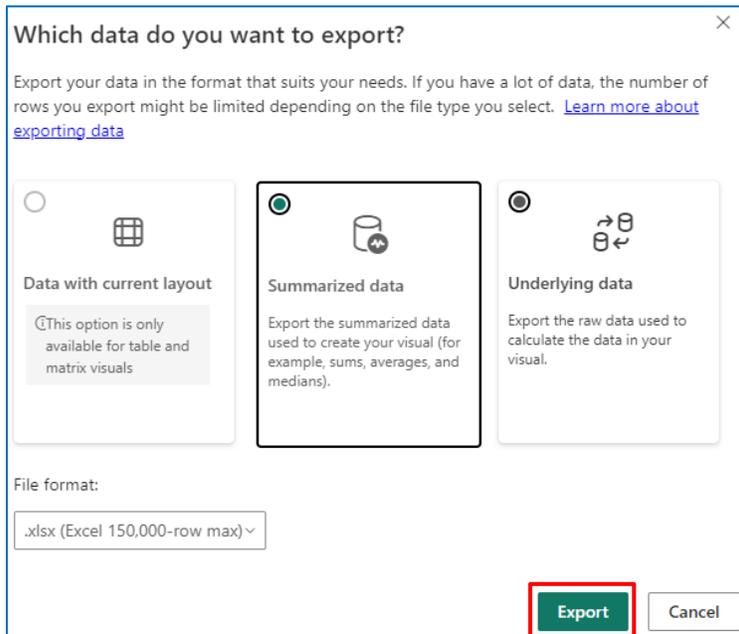
 **Tip:** Exit out of the popup clicking:

- The **X** button on the top right corner
- The **Cancel** on the bottom of the popup.

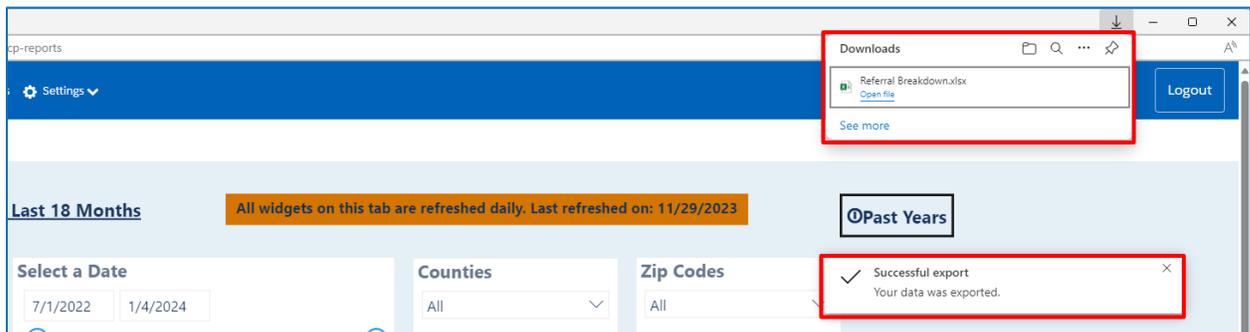
3. Click **Data with Current Layout** option.



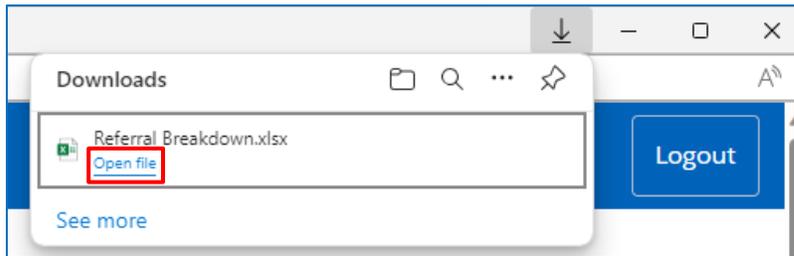
4. Click the green **Export** button.



Notice a notification appears that says "Successful export" and a notification that shows the graph in the Downloads.

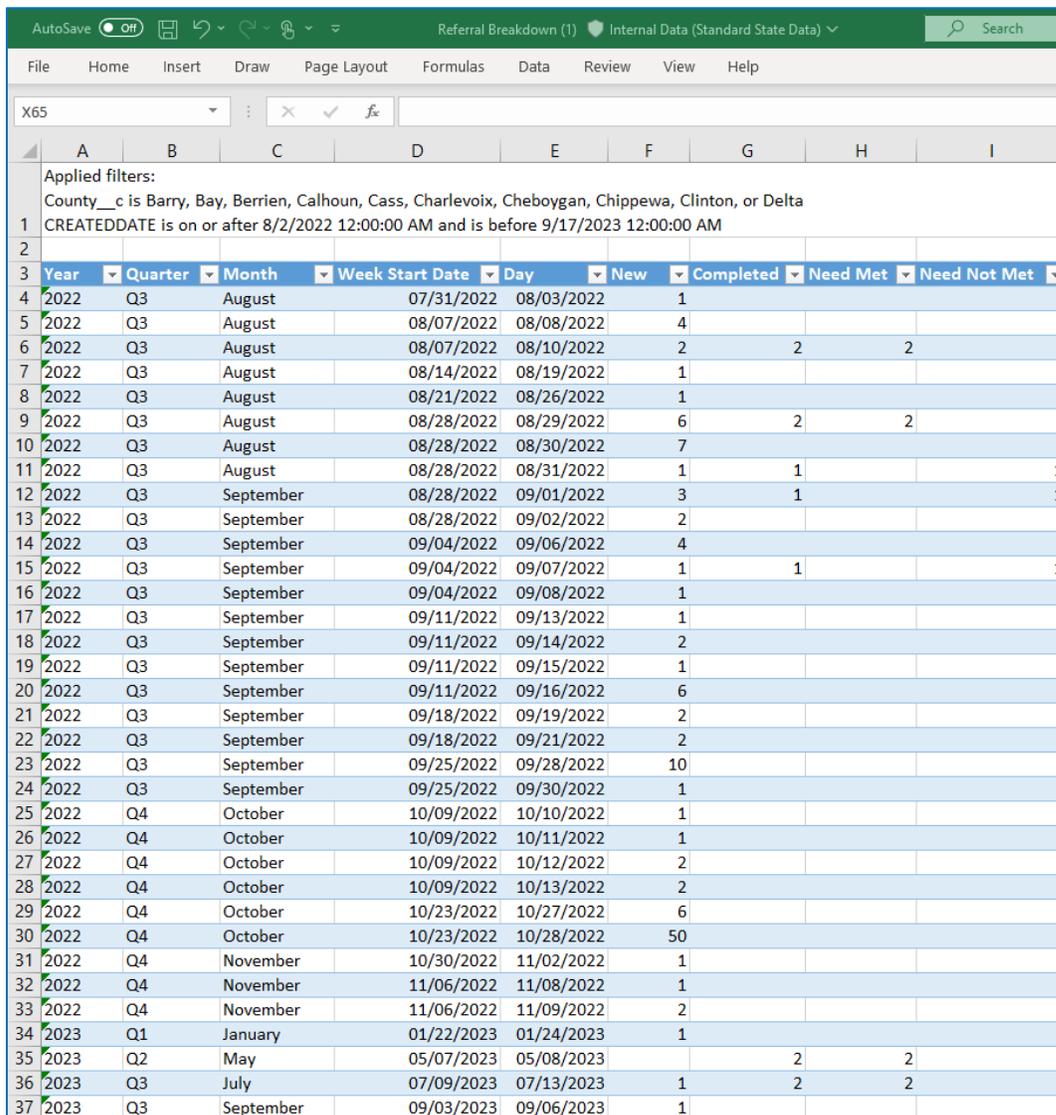


5. Click the **Open File** link on the Downloads notification to open the table.



 **Tip:** You can also find it later in your Downloads folder on your computer.

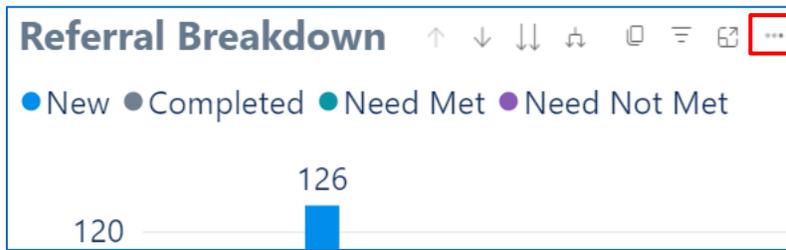
The **Summarized Data** option shows that the table opens as an excel file with all the filters applied to the table listed above.



Applied filters:								
County__c is Barry, Bay, Berrien, Calhoun, Cass, Charlevoix, Cheboygan, Chippewa, Clinton, or Delta								
CREATEDDATE is on or after 8/2/2022 12:00:00 AM and is before 9/17/2023 12:00:00 AM								
Year	Quarter	Month	Week Start Date	Day	New	Completed	Need Met	Need Not Met
2022	Q3	August	07/31/2022	08/03/2022	1			
2022	Q3	August	08/07/2022	08/08/2022	4			
2022	Q3	August	08/07/2022	08/10/2022	2	2	2	
2022	Q3	August	08/14/2022	08/19/2022	1			
2022	Q3	August	08/21/2022	08/26/2022	1			
2022	Q3	August	08/28/2022	08/29/2022	6	2	2	
2022	Q3	August	08/28/2022	08/30/2022	7			
2022	Q3	August	08/28/2022	08/31/2022	1	1		1
2022	Q3	September	08/28/2022	09/01/2022	3	1		1
2022	Q3	September	08/28/2022	09/02/2022	2			
2022	Q3	September	09/04/2022	09/06/2022	4			
2022	Q3	September	09/04/2022	09/07/2022	1	1		1
2022	Q3	September	09/04/2022	09/08/2022	1			
2022	Q3	September	09/11/2022	09/13/2022	1			
2022	Q3	September	09/11/2022	09/14/2022	2			
2022	Q3	September	09/11/2022	09/15/2022	1			
2022	Q3	September	09/11/2022	09/16/2022	6			
2022	Q3	September	09/18/2022	09/19/2022	2			
2022	Q3	September	09/18/2022	09/21/2022	2			
2022	Q3	September	09/25/2022	09/28/2022	10			
2022	Q3	September	09/25/2022	09/30/2022	1			
2022	Q4	October	10/09/2022	10/10/2022	1			
2022	Q4	October	10/09/2022	10/11/2022	1			
2022	Q4	October	10/09/2022	10/12/2022	2			
2022	Q4	October	10/09/2022	10/13/2022	2			
2022	Q4	October	10/23/2022	10/27/2022	6			
2022	Q4	October	10/23/2022	10/28/2022	50			
2022	Q4	November	10/30/2022	11/02/2022	1			
2022	Q4	November	11/06/2022	11/08/2022	1			
2022	Q4	November	11/06/2022	11/09/2022	2			
2023	Q1	January	01/22/2023	01/24/2023	1			
2023	Q2	May	05/07/2023	05/08/2023		2	2	
2023	Q3	July	07/09/2023	07/13/2023	1	2	2	
2023	Q3	September	09/03/2023	09/06/2023	1			

SHOW AS A TABLE

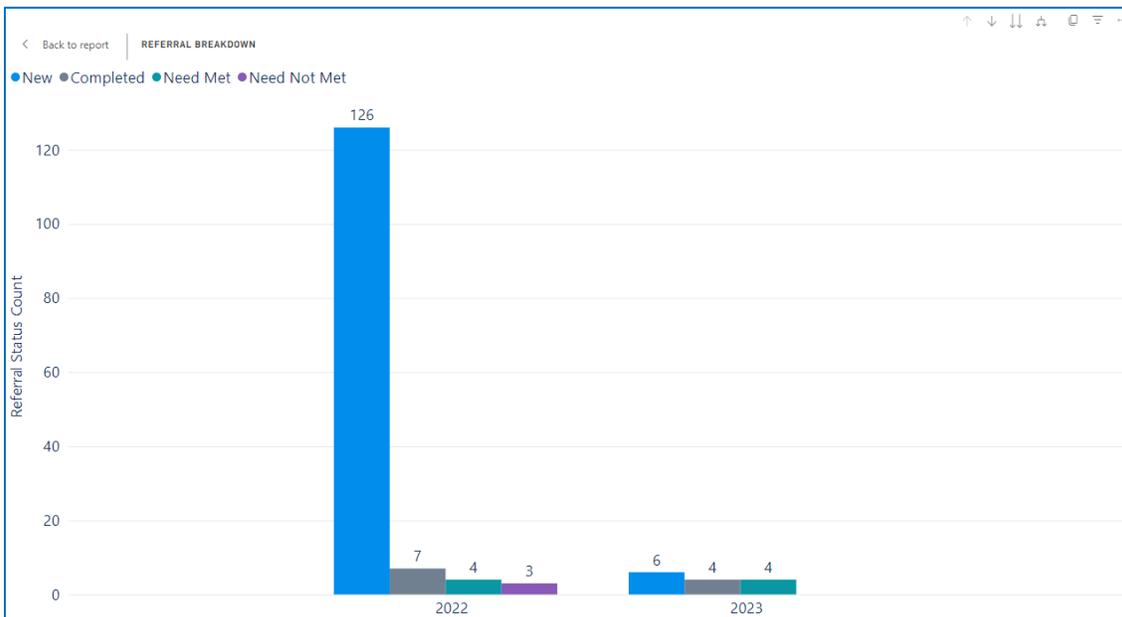
1. Click the **More Options** icon.



2. Select **Show as a Table** from the dropdown menu.



Notice the graph opens in a new page.



 **Note:** This new view shows the same data seen in the table on your original reports page.

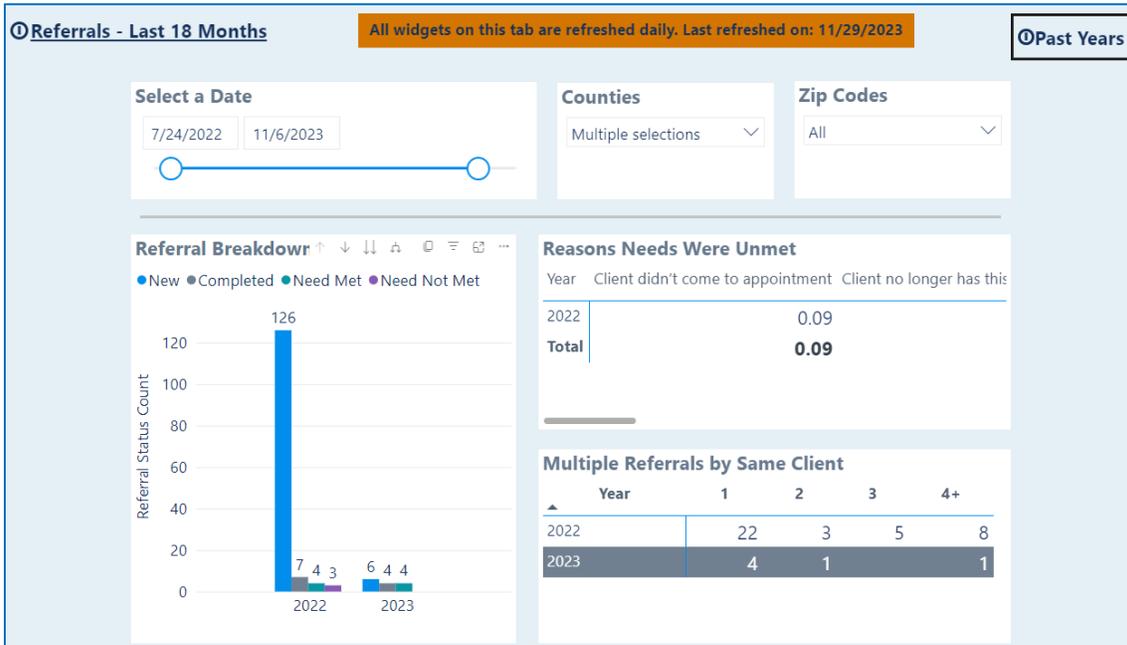
 **Tip:** To get a full copy of the image:

- Use the **Snipping Tool** from your computer or the **Print Screen (Prt Sc)** function on your keyboard to copy the full image of the table.

3. To return to the Reports page, click the **Back to Report** button.

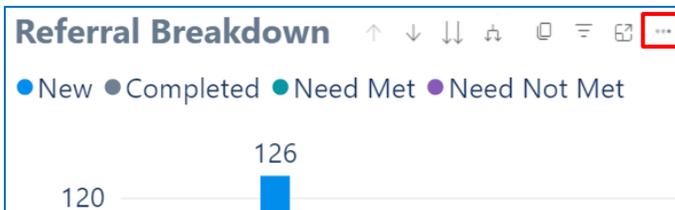


Notice you are now returned to the original reports page.

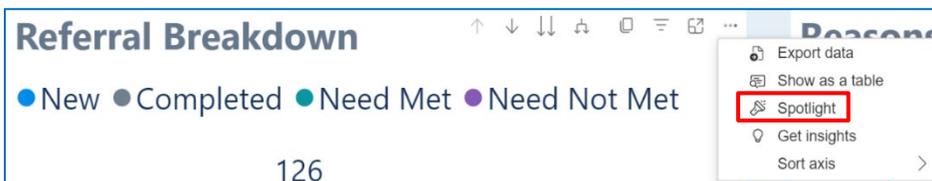


SPOTLIGHT

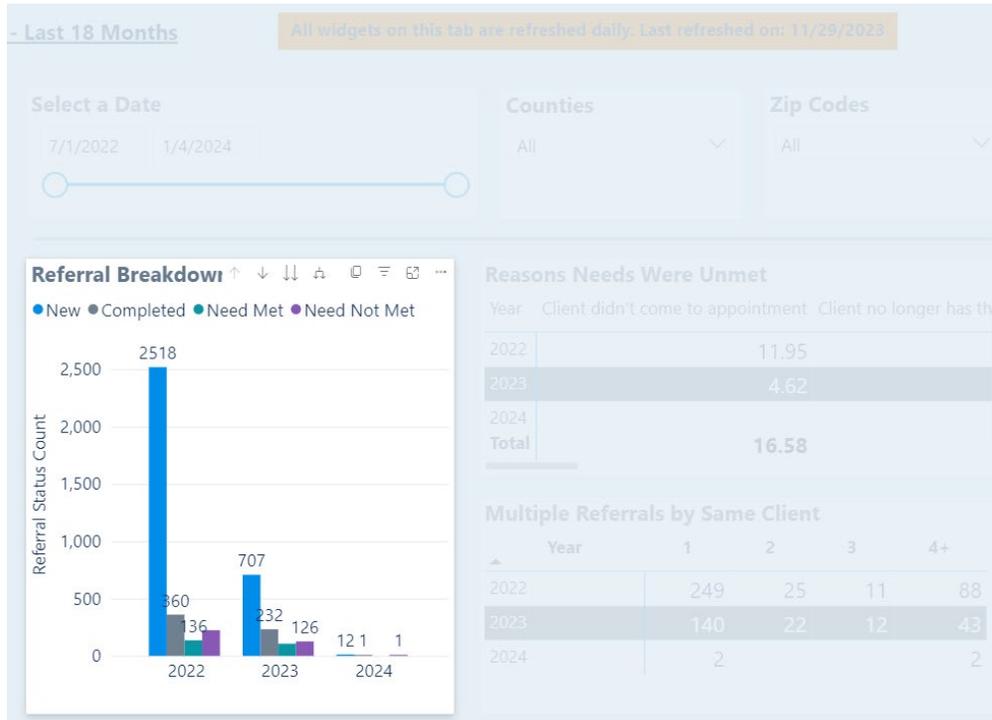
1. Click the **More Options** icon.



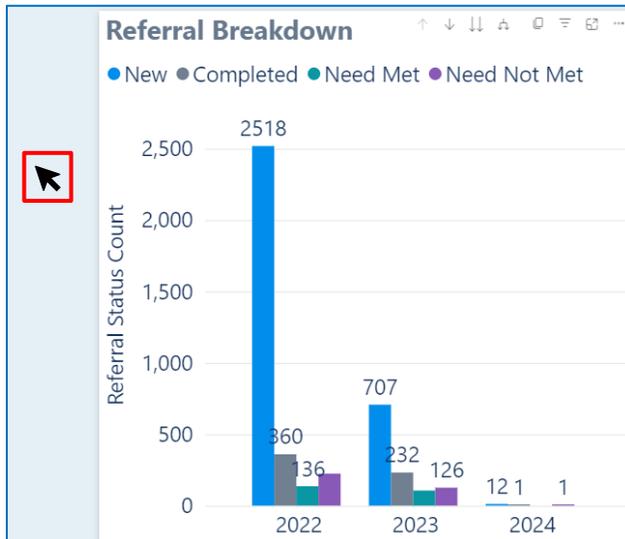
2. Select **Spotlight** from the dropdown menu.



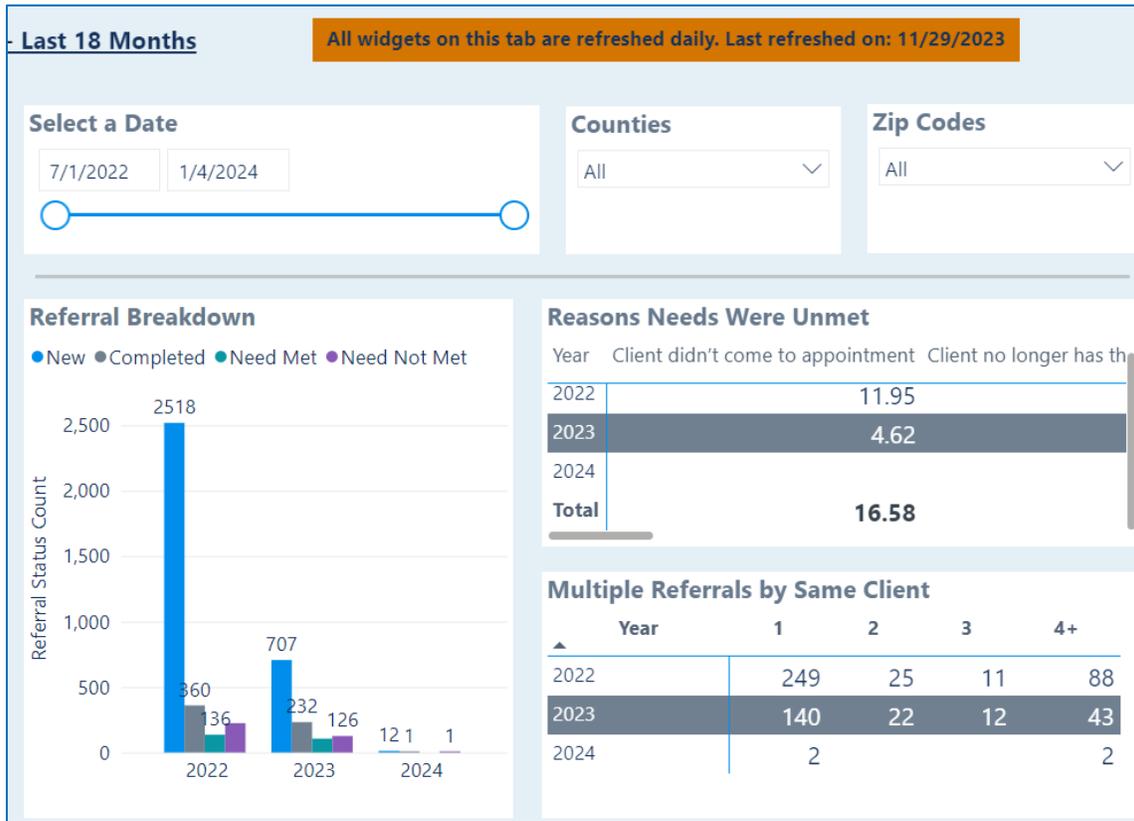
Notice the graph is now spotlighted, with the other information on the reports page greyed out.



3. To exit out of this function, click outside the box.

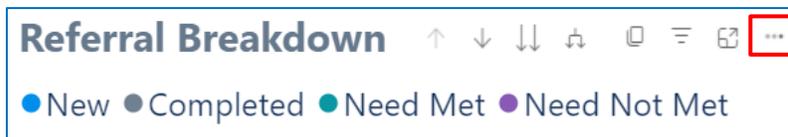


Notice you are now returned to the original reports page.



SORT BY

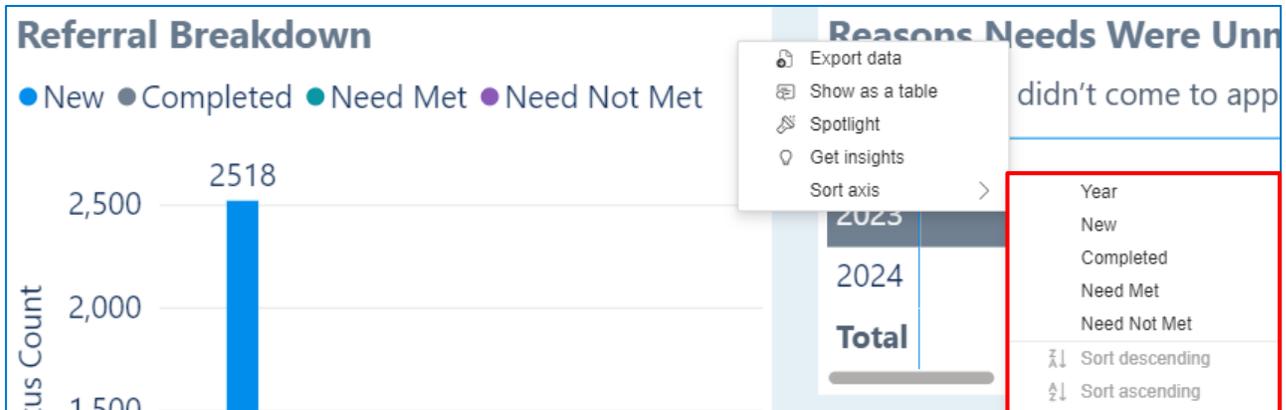
1. Click the **More Options** icon.



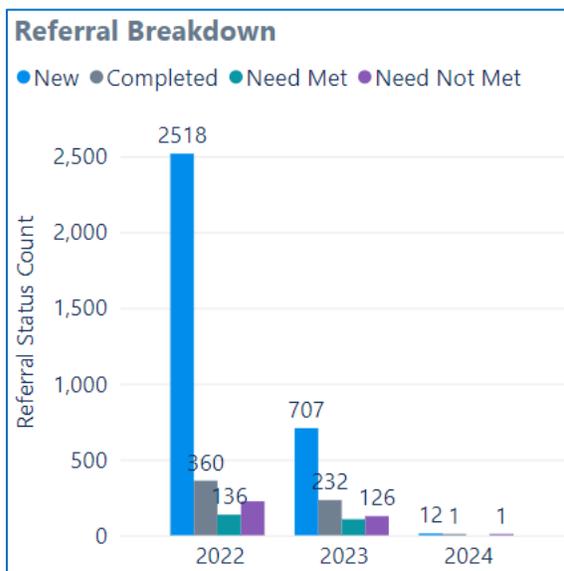
2. Hover over **Sort Axis** from the dropdown menu.



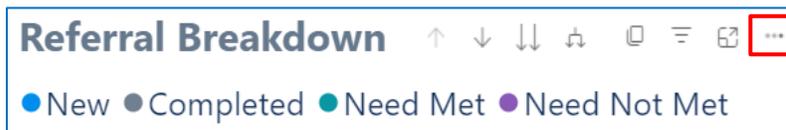
- Notice a second dropdown appears with options to sort the data in the graph.
 From the dropdown menu you can sort the data by different data points available on the table.
- Click an **Axis** to sort by.



Notice that the graph is now sorted by the axis selected in **Ascending** order.



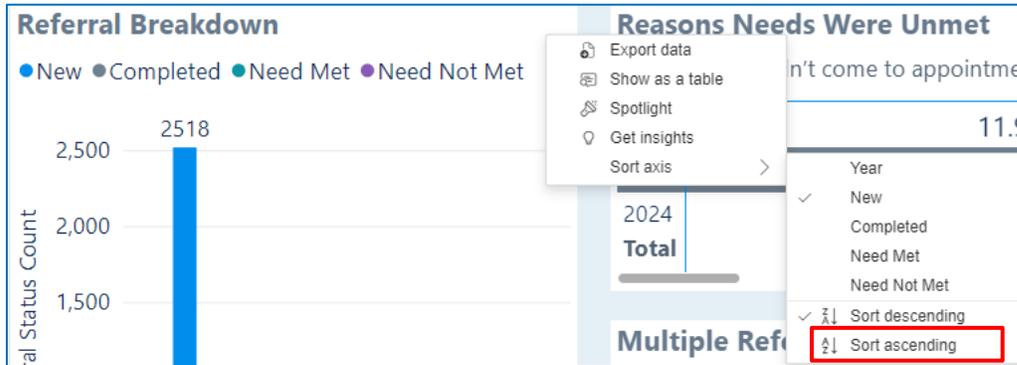
- To sort by **Descending** order, click the **More Options** icon.



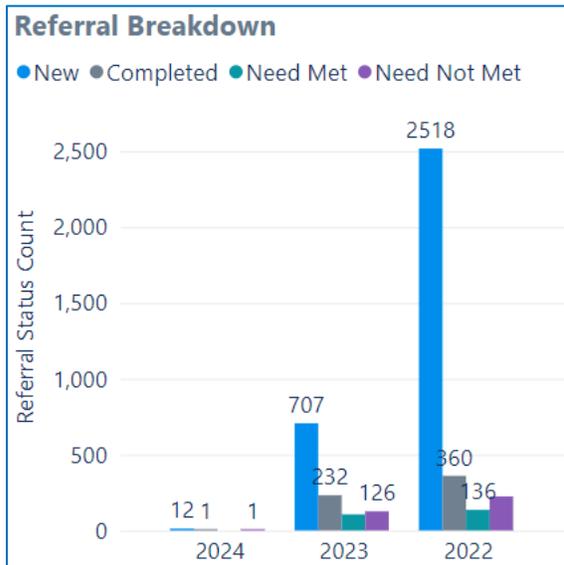
5. Hover over **Sort Axis** from the dropdown menu.



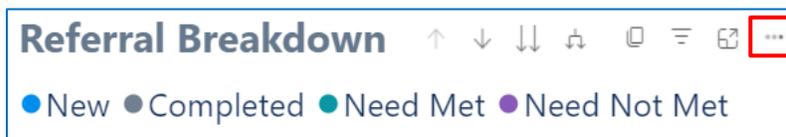
6. Click the **Ascending** order button.



Notice the table is now sorted by the axis selected **Ascending** order.



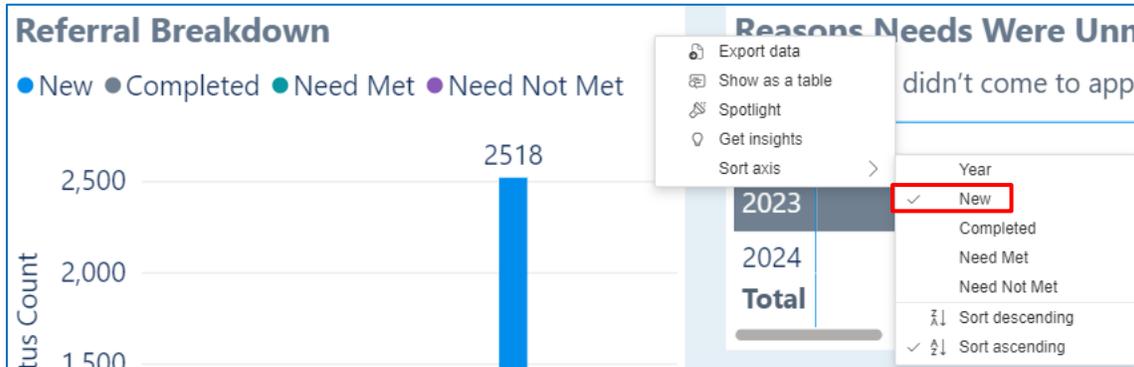
7. To remove the sorting, click **More Options**.



8. Hover over **Sort Axis** from the dropdown menu.



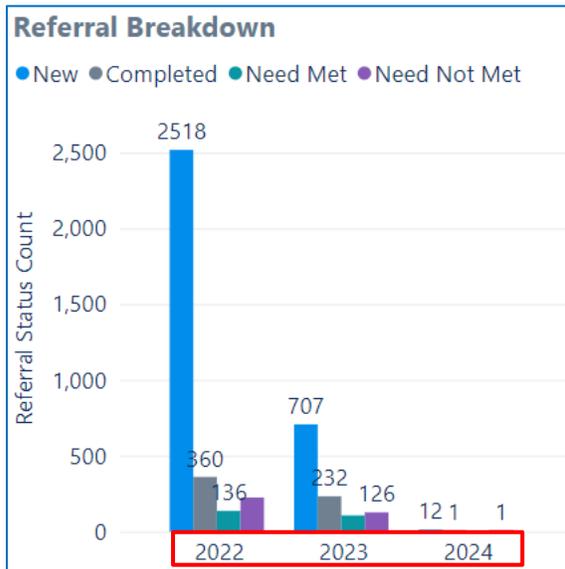
9. Click the **Axis with the Check Mark** to deselect the sorting.



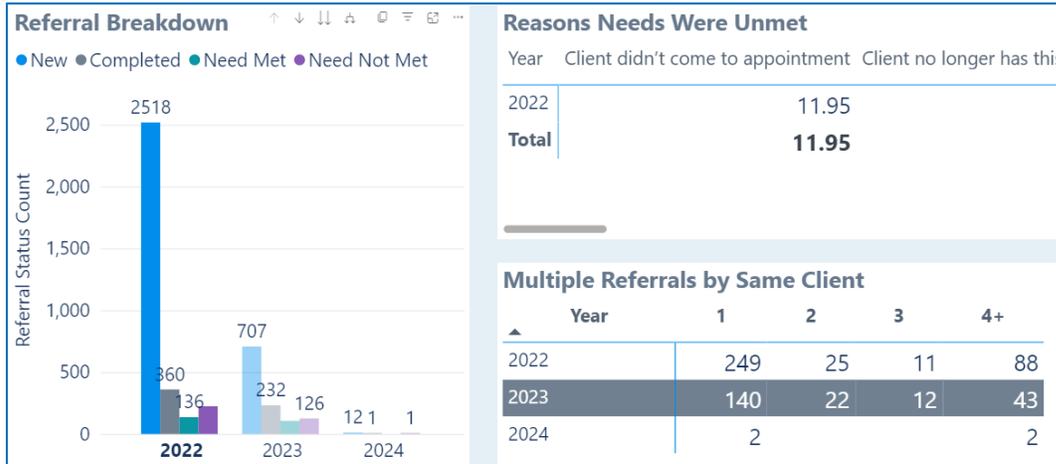
 **Tip:** You can always click another label to Sort By from this dropdown menu..

FILTER BY YEAR

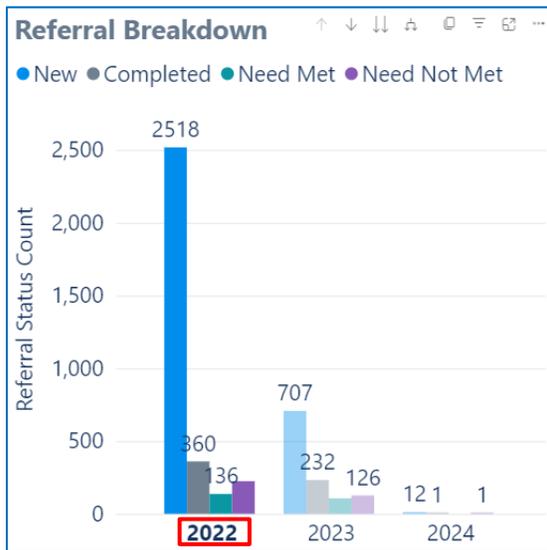
1. Click a **Year** at the bottom of the graph.



Notice all the tables are in the tab are also filtered by year.



2. To remove the filter, deselect the Year selected.



Notice the filter has now disappeared.

