

## Frequently Asked Questions About **Tableau for CBME**

### 1) **What is Tableau?**

Tableau is a type of data visualization software. Users may upload data from various sources (such as Excel, Access or SQL) to develop graphs, charts and other tools in an interactive way. It has filters that allow users to simplify raw data and display data patterns in a visual format. PostMD is using Tableau to create visualizations of the EPA assessment data from Elentra. The Elentra EPA visualizations are hosted on the University of Toronto Tableau Server.

### 2) **What are the Elentra EPA Dashboards?**

It is a compilation of customized reports/dashboards that have been created by PostMD to support Program Directors, Program Administrators, Competency Committees and other faculty leads. These dashboards will be used in understanding how a Learner is progressing through the Competency Based Medical Education (CBME) curriculum.

### 3) **How do I access the Elentra EPA Dashboards for my program?**

The Elentra EPA Dashboards are only available for programs that have onboarded to Elentra. If your program has been onboarded to Elentra, please contact your Program Administrators and ask them to email the [pgme.mededhelp@utoronto.ca](mailto:pgme.mededhelp@utoronto.ca).

To gain access to the dashboards you will be required to sign the Faculty of Medicine Data Use Guidelines and have a UTORid.

To view Tableau dashboards you must be located on campus or be using a University of Toronto IP address (i.e. using UTORvpn).

If you are having difficulty downloading VPN software, a hospital/teaching site must have their IP address whitelisted with the University of Toronto. IPs (or ranges of IPs) can be sent to PostMD who will then work with Discovery Commons and University central IT. Once whitelisted, the user will then be required to enter their UTORid and password.

### 4) **What browsers/versions are compatible with Tableau?**

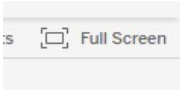
Tableau is compatible with all web browsers. However, when using Chrome, please note that the scroll bars are very thin and may be difficult to see until you hover over the right side or bottom of your screen.

**5) Can I access the Elenra EPA Dashboards on my mobile device?**

There is a Tableau Mobile App that you can install on your mobile device to access the dashboards. However, it’s easier to navigate and view the Elenra EPA Dashboards using a desktop and/or laptop.

**6) A) My screen is cut off and I cannot see the filters.**

Use the “full screen” button, found on the top right hand side of the screen. You may have to scroll to view this button. Please note that when using Tableau sometimes the scroll bars are very thin and not visible until you place your cursor on the right side or bottom of the screen.

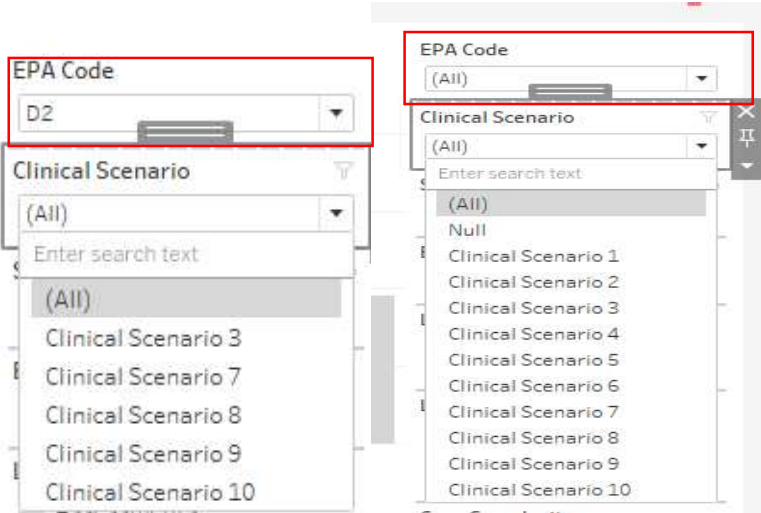


**B) After I use the full screen mode, I can’t see the tabs**

Use the scroll bar to navigate the screen. You need to scroll to the top of the workbook to see the tabs.

**7) I don’t see all options in the drop down menu anymore. There were several options before but now I only see a few options.**

Almost all dashboards have custom hierarchies for the filters. The filters were programmed to show only those options that are relevant to previously selected filters. In the example below, if you select EPA D2, the dropdown menu for the Clinical Scenario filter will only show options relevant to EPA D2. However, when you select “All” for EPA, you will see all options for the Clinical Scenario filter.



**8) I don't see any visuals on the screen. The charts have disappeared from the Dashboard.**

You may have to clear previously applied filters or choose another selection. Also, please note that a filter with brackets other than "All" indicates that this option is not available for selected data.

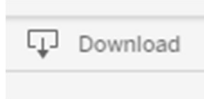
For more details, please see click [HERE](#)

**9) I can't select the dates I want to analyze. The dates in the filter return to original values.**

You can only select dates that lie within the reporting period which is specified at the bottom of the dashboard.

**10) Can I download the dashboards?**

Yes, you can download a PDF or JPEG version of your dashboards. To do so, click on "download" and then select either PDF or JPEG.



**11) Where can I find more information?**

For information about Elentra EPA Dashboards, please contact us at [pgme.mededhelp@utoronto.ca](mailto:pgme.mededhelp@utoronto.ca)