

Caseload Dashboard User Guide

- On the dashboard page, press the plus sign  to access the dashboard from the class of court you want to view.
- To access each page, click the arrows at the middle bottom of the page, and it will cycle through the data for that class of court.
- When pressing a specific bar graph on the total filings or disposed page, it will phase out the other bars and show you in the chart to the right the specific information that coincides with that year. *Ex: Clicking the 2021 bar in the Superior Court graph will highlight the 2021 data in the chart next to the bar graph*
- Depending on the dashboard content, if you hover over the bar graphs in specific color portions, it will show you the data label of the specific descriptors it has. *Ex: In the Superior Court Filings Dashboard, by hovering over a specific section of the bar graph, it will tell you the calendar year of the filings, the case type with the number filed for that year, and the overall number of cases for that year in total.*
- To show data for a specific county on the total filings or disposed page, drill down on the specific county's name and it will reflect in the bar chart to the left, the specific information as a part of the bar chart. *Ex: Drilling down on Appling County in the Superior Court Filings Chart will reflect the filings in the bar chart to the left.*
- The Funnel icon  → shows what filters are affecting the graph you are using; the dashboard is static, so it will not change.
- The Focus Mode Button  → shows the user the graph that they are looking at, larger.
- The Share icon  → allows users to share the dashboard to different platforms, including email, Facebook, Twitter (X), and LinkedIn.
- The Open on Full-Screen Mode icon  → allows users to fit the dashboard orientation to the page parameters for improved viewing.
- The Drill Down icon  → allows users to view the data in the next level down of the hierarchy. By drilling down on a court's name, the data for that court will be reflected in the table and graph.
- The Drill Up icon  → allows users to view the data in the next level up of the hierarchy. After a user has drilled down or expanded all to reverse this, a user will select drill up to return the data back to the summary view.
- The Expand All icon  → allows users to view the data in the next level down of the hierarchy at once.
- The Plus icon  → allows users to expand the data from a summary view to a detailed view for a singular court.
- The Minus icon  → allows users to minimize the data from a detailed view to a summary view for a singular court.

- The Eraser icon  → allows users to clear all selections in the filters under Case Category.
- The Double Arrow icon  → allows users to see the totals of all case types statewide.
- Several pages will have filters to select Case Category. To select multiple case categories, hold down CTRL + Click the other case category you want to select, while already having a case category selected.

Case Category
☐ Civil
☐ Criminal
☐ Domestic

Note: IT offers options for downloading, exporting, and printing data and graphs.