

## DASHBOARD DESIGN

- Use appropriate visualizations (e.g., bar charts, line graphs, maps) based on the nature of the data. You can use Visualization Picker - SQL BI.
- The dashboard should clearly show important information, making it easy to understand the main points and tell a story that helps the viewer learn valuable insights.
- Avoid creating measures into the report – all the business measures should be in the model – only formatting measures can be created as a report.
- Avoid complex and large – table matrix and text data to focus more on visuals.
- If using a table or matrix use conditional formatting and marks for comparable measures.
- Add an information page for all the business logic used during the dashboard development.
- Check the sorting of each visual.
- Place key insights and KPIs prominently at the top left, followed by supporting details and contextual information. Put the highest level of data at the top left corner, and show more detail as you move in the direction the audience uses for reading (left-to-right, top-to-bottom).
- Add titles & subtitles in visualizations if necessary.
- Use whitespace strategically to enhance readability and create visual balance, avoiding cluttered or overwhelming layouts.
- Maintain consistency in design elements such as colors, fonts, and layout to enhance readability and reinforce branding.
- Use legible fonts and appropriate text formatting (e.g., size, weight, alignment) to enhance readability and comprehension of textual information.
- Use interactive features such as slicers, filters, drill-down, and tooltips to enable users to explore and interact with the data.
- Put a clear slicer button for easy clear filters.
- Avoid custom visuals if canned visuals are available.
- Customize the data labels on the chart to show multiple measures and trends on chart.



- Build a tooltip page separately if detailed information is required.
- Hide the filter pane if the filter is not in use and data filters using the slicer only.
- In bookmarks check the Data Only option.
- Prefer page navigation over bookmarks. Page navigation is often more suitable than bookmarks for guiding users through a dashboard's different views or sections.
- Check sync slicers across pages in Power BI reports.
- Hide the drill through page and page navigation.
- Check the interaction between visuals and slicers.
- If working with high-volume data pause visual refresh during dashboard development.
- Create a home button or back button to avoid infinite loops if using hidden pages.
- Make the default selection for the latest dates or as per requirements to avoid extra clicks.
- Design intuitive navigation paths and interactive elements (e.g., buttons, links) to facilitate user exploration and interaction with the dashboard content
- Check the size of the same category visuals are the same. Example KPI Cards
- Add the company theme Json for branding also add the company logo, Mail, and Contact number. Create a theme in JSON Creator Power BI tips.
- Align visuals and elements to a grid structure to create a clean and organized layout, improving the overall aesthetics of the dashboards.
- Applying formatting and styling. Conditional formatting based on measures to highlight Values.
- Provide a landing page with details of each dashboard and purpose for an audience.



- Develop the mobile layout if it's required.
- Do proper mobile formatting and keep in sync whenever possible.
- Add slicers to the mobile screen till they don't work.

