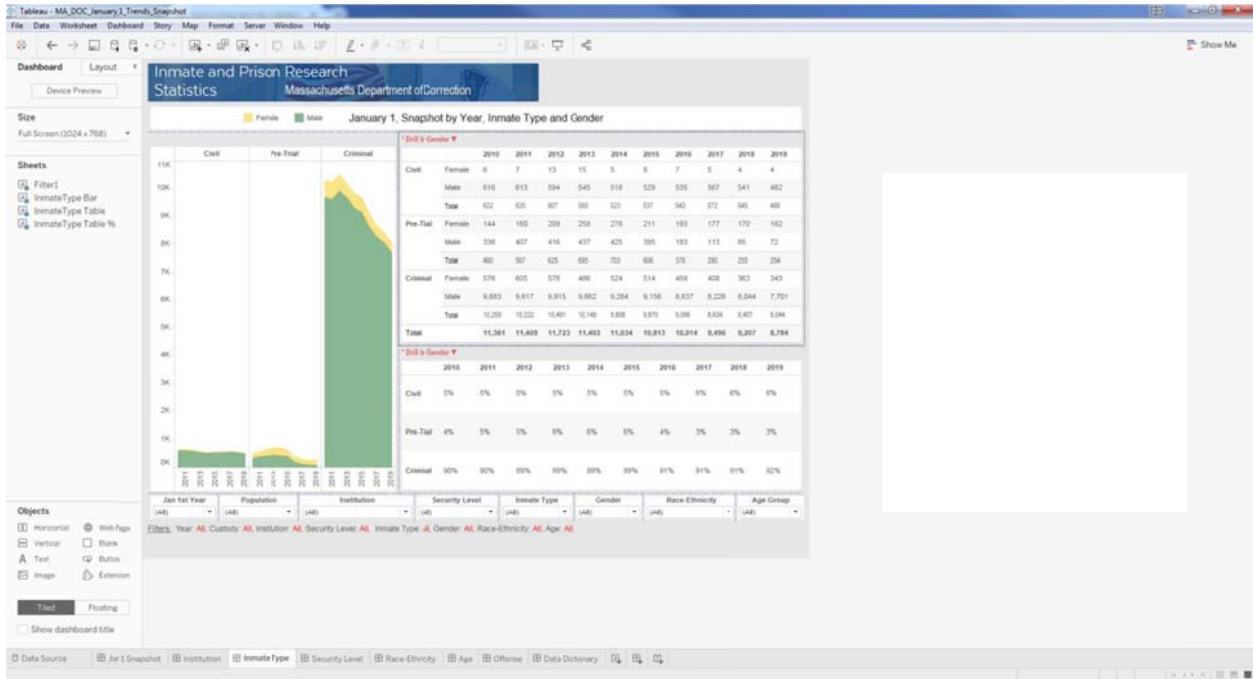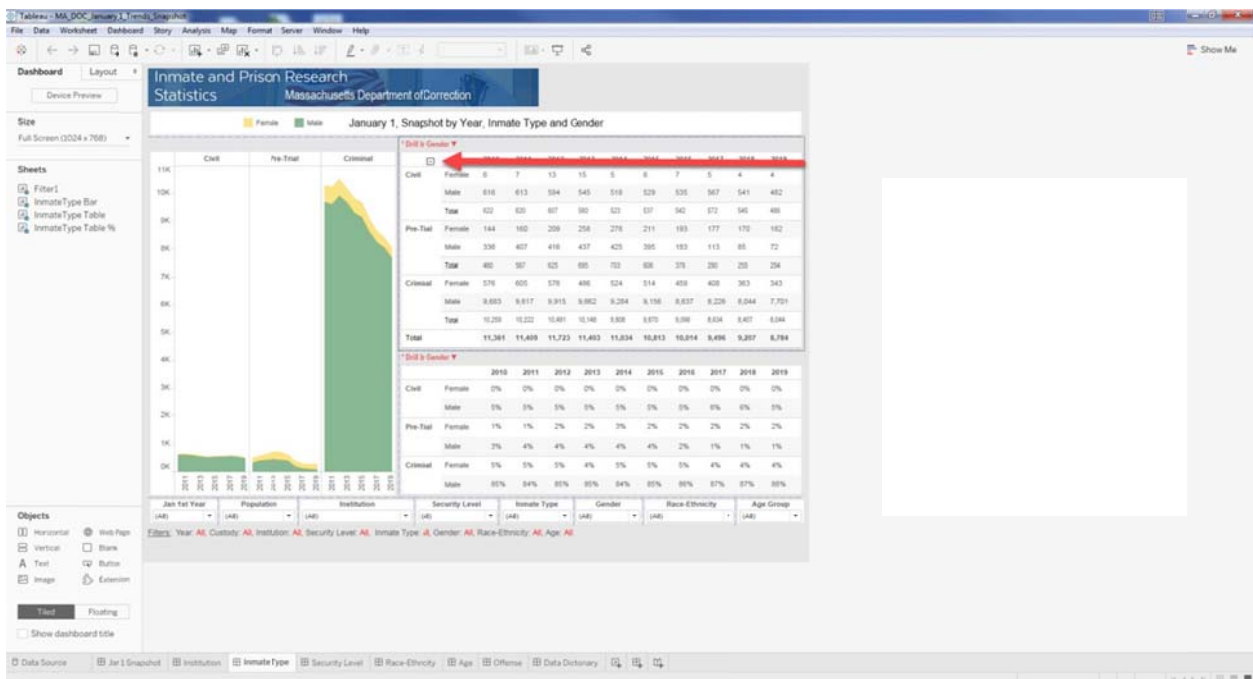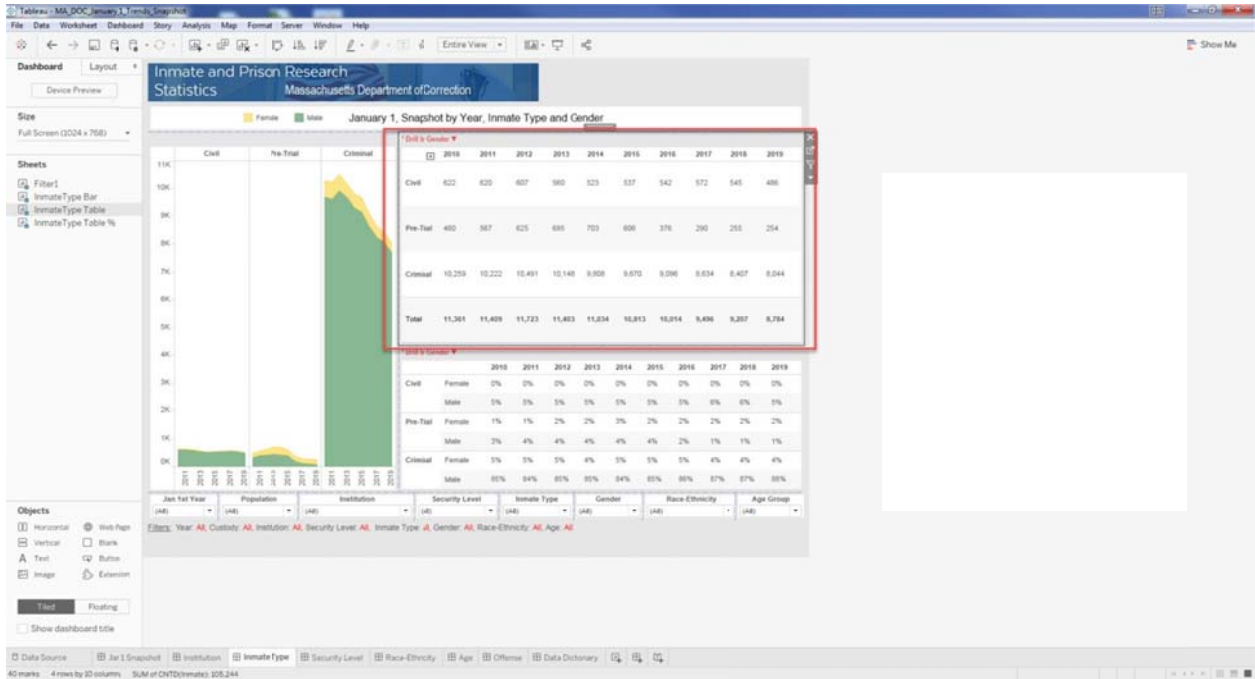# How to use the Drill down for Tableau Dashboard

Step 1 On the Inmate Type dashboard you will see in red *Drill by Gender.

Step 2 Move your mouse to the year line and above Civil until you a box like below. (See Red Arrow)

Step 3 Click on the box and your drill down by Gender data will change from Female/Male to total for yearly data. (See Red Box)

Step 4 you can also do this by Percentages like Step 2 & 3 see red arrow below. (See Red Arrow)