

# Federal Workforce Dashboard Keyboard Navigation Manual

Version 2.6

U.S. Equal Employment Opportunity Commission

Office of Federal Operations

May 2024



## Federal Workforce Dashboard

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- Page 9: Race-Ethnicity-Gender Table
- Page 10: Disability Table
- Page 11: Race-Ethnicity-Gender-Grade Table
- Page 12: Certification Status

### Notes:

1. Data from agencies with no data reported for the selected fiscal years will not show in the tables and graphs.
2. Asterisks are in cells where the data was suppressed to prevent the disclosure of individuals.
3. Currently, Race-Ethnicity-Gender (not by grade) data is available from 2012 through 2020. Disability data and Race-Ethnicity-Gender by Grade data are available from 2016 through 2020.
4. Civilian Labor Force data are only available as participation rates and only for Race-Ethnicity-Gender (not by grade) data.
5. Only certified MD-715 data submitted via FedSEP are included. In 2012, not all agencies used FedSEP to report their workforce data, and therefore, the 2012 data is incomplete.

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Intro Race-Ethnicity-Gender by Agency Race-Ethnicity-Gender by Demographic Disability by Agency Disability by Disability Type Race-Ethnicity-Gender-Grade by Agency

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## Overview of the Federal Workforce Dashboard

The Federal Workforce Dashboard reports Federal workforce data at the agency level. Data by race, ethnicity, and gender is available starting from fiscal year (FY) 2012. Data by disability as well as data by race, ethnicity, gender, and grade band are available starting from FY 2016. The dashboard also includes governmentwide and civilian labor force (CLF) comparators.<sup>1</sup>

The Federal Workforce Dashboard complements the workforce tables from *Annual Reports on the Federal Workforce* released by the U.S. Equal Employment Opportunity Commission (EEOC). To access the workforce tables, visit the EEOC's [Federal Sector Reports webpage](#).

The EEOC collects these data from *Federal Agency Annual EEO Program Status Reports* (MD-715 Reports), which are submitted and certified by Federal agencies.

To ensure accessibility for persons with disabilities, this supplemental manual describes how to navigate the Federal Workforce Dashboard exclusively using a keyboard. A separate manual describes how to navigate the dashboard with the use of a mouse.

This manual was written based on navigation using a Microsoft Edge browser on a Windows operating system. Using a different browser, a different operating system, or a screen reader may alter how the user can navigate the dashboard with a keyboard. In addition, the Federal Workforce Dashboard was created using Microsoft Power BI. Updates to Power BI may alter the dashboard's features and how keyboard navigation works.

## Definitions

To better understand this manual, the EEOC has defined several key terms:

**Federal Workforce Dashboard.** A Power BI online report made by the EEOC with multiple pages containing interactive data tables and graphs describing the demographic distribution of the Federal workforce and Federal agencies.<sup>2</sup>

**Page.** A section of the Federal Workforce Dashboard containing information or data on a particular topic or in a particular layout. The pages contained in the Federal Workforce Dashboard are described in the [Pages of the Federal Workforce Dashboard](#) section of this manual.

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<sup>1</sup> CLF comparators for race, ethnicity, and gender come from the U.S. Census Bureau's [EEO Tabulation](#).

<sup>2</sup> A dashboard is a specific type of business intelligence (BI) page within a report that uses visualizations to tell a story. Most pages in the Federal Workforce Dashboard are technically dashboards within themselves.

**Visual (or Visualization).** A section within a page that displays information in a particular format. Types of visuals used in the Federal Workforce Dashboard include line graphs, tables,<sup>3</sup> slicers, and text boxes.

**Slicer.** A visual used to filter the data displayed on a page. Examples include single-selection radio buttons and multiple-selection checkboxes. They are sometimes displayed in dropdown menus.

### **Accessing the Federal Workforce Dashboard**

To access the dashboard, visit the EEOC's [Federal Sector Reports webpage](#). Use the Tab key to navigate to the header "Annual Reports on the Federal Workforce." Then, press the Enter key on the link titled "Federal Workforce Dashboard." This will open the Federal Workforce Dashboard.

### **Pages of the Federal Workforce Dashboard**

The Federal Workforce Dashboard has 12 pages, which this section describes. A separate manual describes how to navigate the dashboard with a mouse. The next section explains how to navigate between the pages.

For those using screen readers, demographic distribution data is most easily accessible from the Race-Ethnicity-Gender Table page, the Disability Table page, and the Race-Ethnicity-Gender-Grade Table page.

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<sup>3</sup> Technically, the tables are designed using matrix visuals, but as they are only two dimensional and read-only, they function as tables do. For more information on the difference between tables and matrices, see [Tables, matrixes, and lists in Power BI Report Builder - Power BI | Microsoft Learn](#).

## Page 1: Introduction

This page has four visuals (listed by focus order):

1. The title, "Federal Workforce Dashboard."
2. The EEOC seal.
3. A text box with a list of the pages in the report and notes about the data within the report.
4. A text box with product version information and an email contact for assistance with the report ([OFOResearch@eeoc.gov](mailto:OFOResearch@eeoc.gov)).

Figure 1. Introduction Page



## Federal Workforce Dashboard

Contents:

- Page 1: Introduction
- Page 2: Race-Ethnicity-Gender by Agency
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- Page 10: Disability Table
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- Page 12: Certification Status

Notes:

1. Data from agencies with no data reported for the selected fiscal years will not show in the tables and graphs.
2. Asterisks are in cells where the data was suppressed to prevent the disclosure of individuals.
3. Currently, Race-Ethnicity-Gender (not by grade) data is available from 2012 through 2020. Disability data and Race-Ethnicity-Gender by Grade data are available from 2016 through 2020.
4. Civilian Labor Force data are only available as participation rates and only for Race-Ethnicity-Gender (not by grade) data.
5. Only certified PD-715 data submitted via FedSEP are included. In 2012, not all agencies used FedSEP to report their workforce data, and therefore, the 2012 data is incomplete.

Version 2.0 public release, suppressed: 10/2/23. Are you experiencing difficulties with this report or have questions about the data? please email us at [OFOResearch@eeoc.gov](mailto:OFOResearch@eeoc.gov).

Intro | Race-Ethnicity-Gender by Agency | Race-Ethnicity-Gender by Demographic | Disability by Agency | Disability by Disability Type | Race-Ethnicity-Gender-Grade by Agency

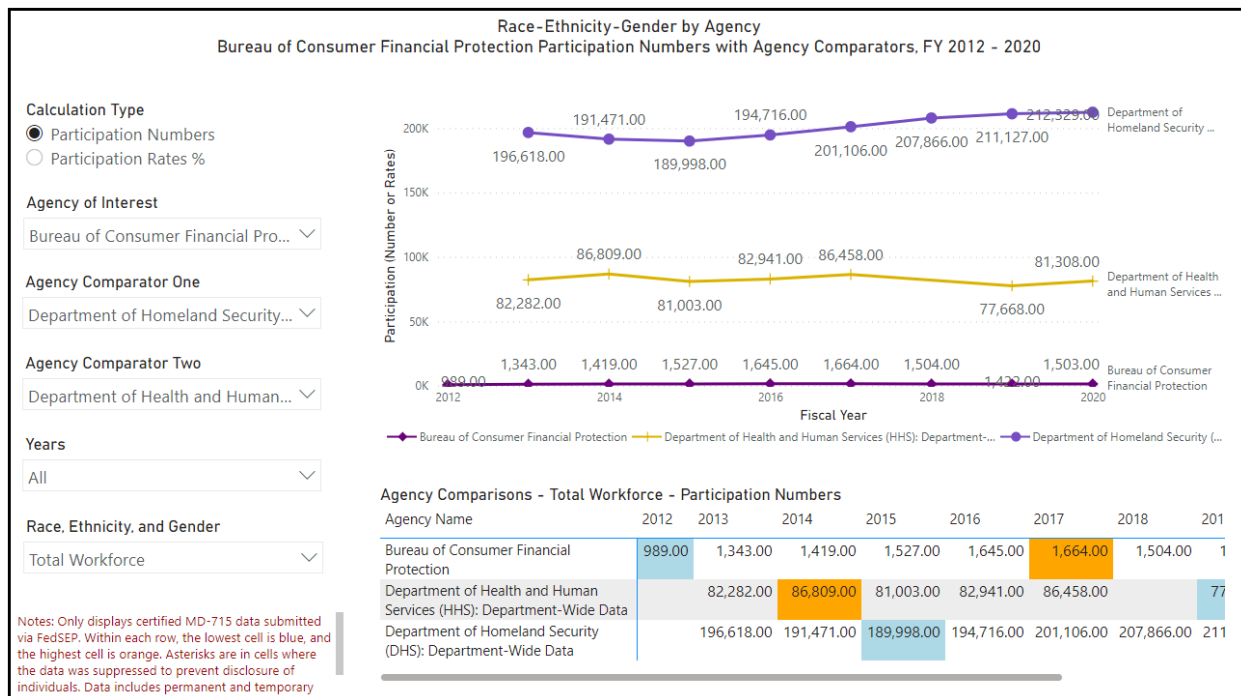
## Page 2: Race-Ethnicity-Gender by Agency

The second dashboard page shows participation for a specific race and ethnicity by gender group. Users may select multiple agencies as well as governmentwide and CLF comparators. Users may also choose to show participation data as numbers or rates across one or more years.

The page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agency of Interest slicer (single-select dropdown with search bar).
4. Agency Comparator One slicer (single-select dropdown with search bar).
5. Agency Comparator Two slicer (single-select dropdown with search bar).
6. Years slicer (multi-select dropdown).
7. Race, Ethnicity, and Gender slicer (single-select dropdown with search bar).
8. Notes text box.
9. A line graph displaying the selected data.
10. A table with the same data found in the line graph.

**Figure 2. Race-Ethnicity-Gender by Agency Page**



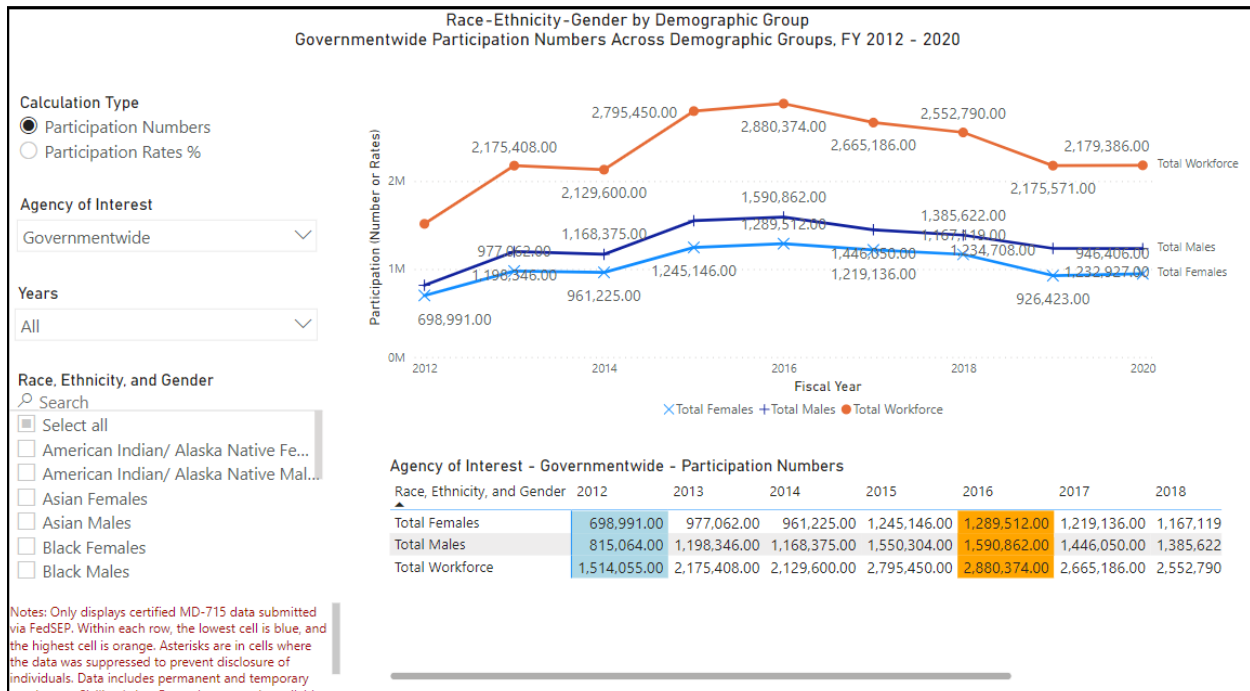
### Page 3: Race-Ethnicity-Gender by Demographic

The second dashboard page shows participation for a specific race and ethnicity by gender group. Users may select multiple agencies as well as governmentwide and CLF comparators. Users may also choose to show participation data as numbers or rates across one or more years.

The page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agency of Interest slicer (single-select dropdown with search bar).
4. Years slicer (multi-select dropdown).
5. Race, Ethnicity, and Gender slicer (multi-select vertical list with search bar).
6. Notes text box.
7. A line graph displaying the selected data.
8. A table with the same data found in the line graph.

Figure 3. Race-Ethnicity-Gender by Demographic Page





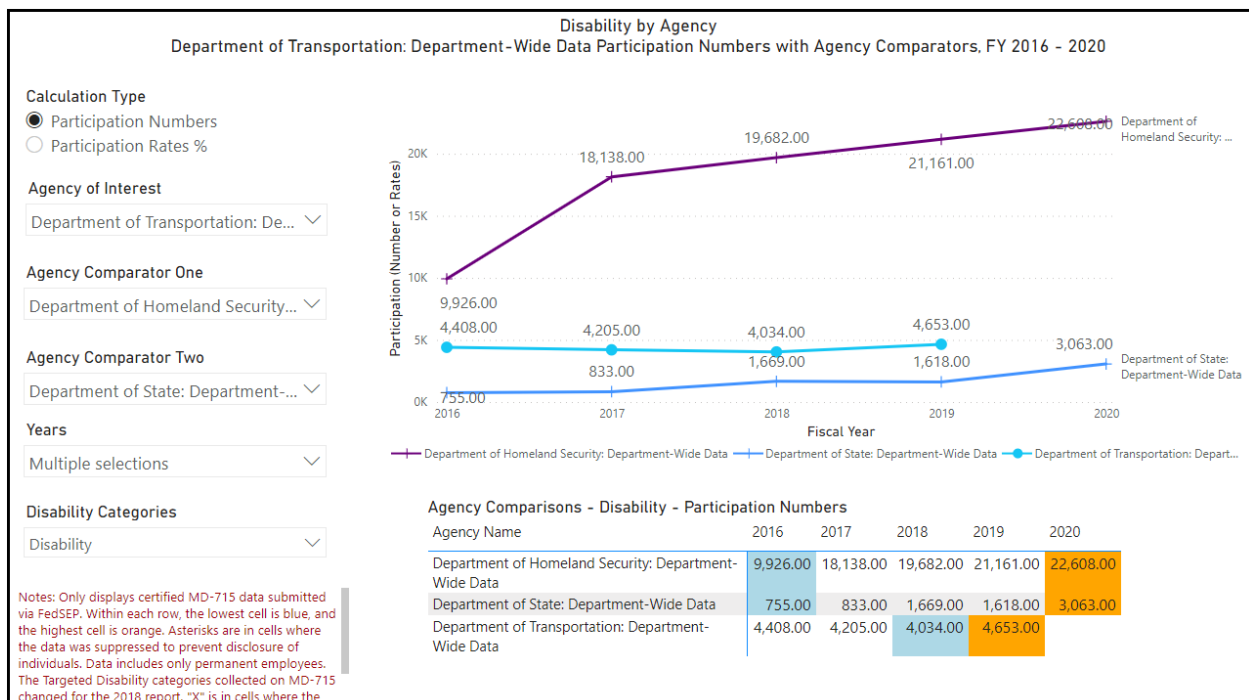
## Page 4: Disability by Agency

This page shows participation for one disability category. Users may select multiple agencies as well as a governmentwide value. Users may also choose to show participation data as numbers or rates across one or more years.

The page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agency of Interest slicer (single-select dropdown with search bar).
4. Agency Comparator One slicer (single-select dropdown with search bar).
5. Agency Comparator Two slicer (single-select dropdown with search bar).
6. Years slicer (multi-select dropdown).
7. Disabilities Categories slicer (single-select dropdown with search bar).
8. Notes text box.
9. A line graph displaying the selected data.
10. A table with the same data found in the line graph.

**Figure 4. Disability by Agency Page**



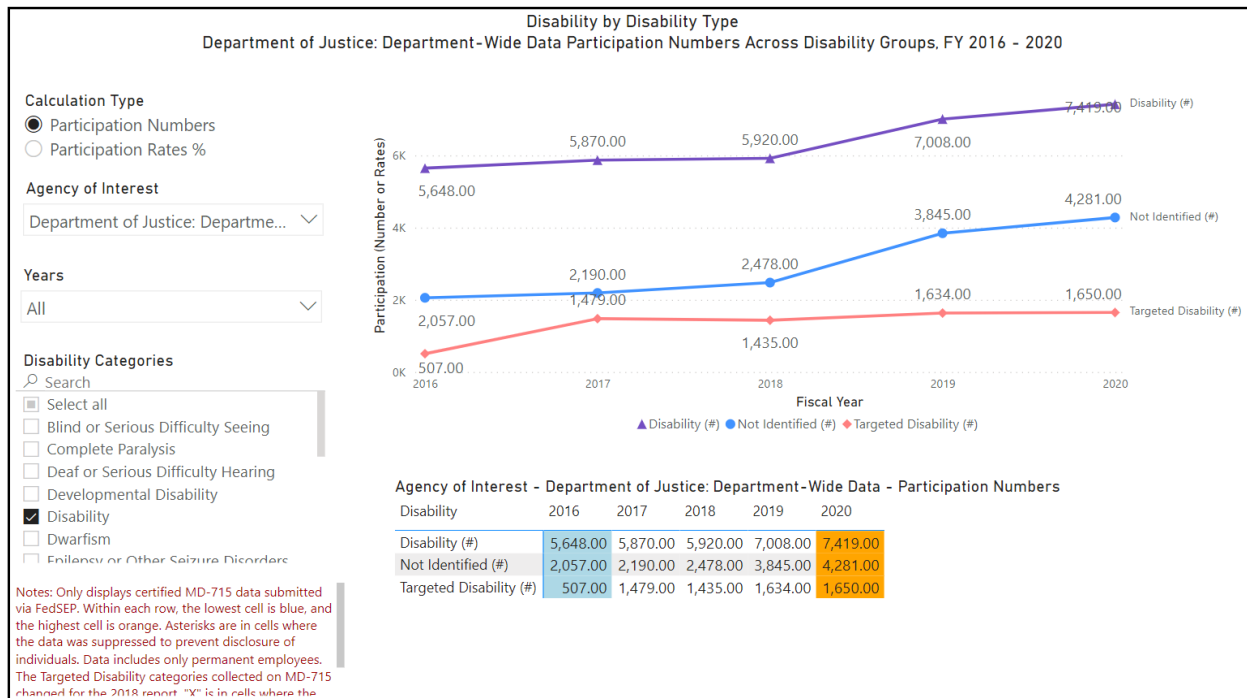
## Page 5: Disability by Disability Type

This page shows participation for multiple disability categories at a particular Federal agency. Users may choose to show participation data as numbers or rates across one or more years.

The page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agency of Interest slicer (single-select dropdown with search bar).
4. Years slicer (multi-select dropdown).
5. Disability Categories slicer (multi-select vertical list with search bar).
6. Notes text box.
7. A line graph displaying the selected data.
8. A table with the same data found in the line graph.

**Figure 5. Disability by Disability Type Page**



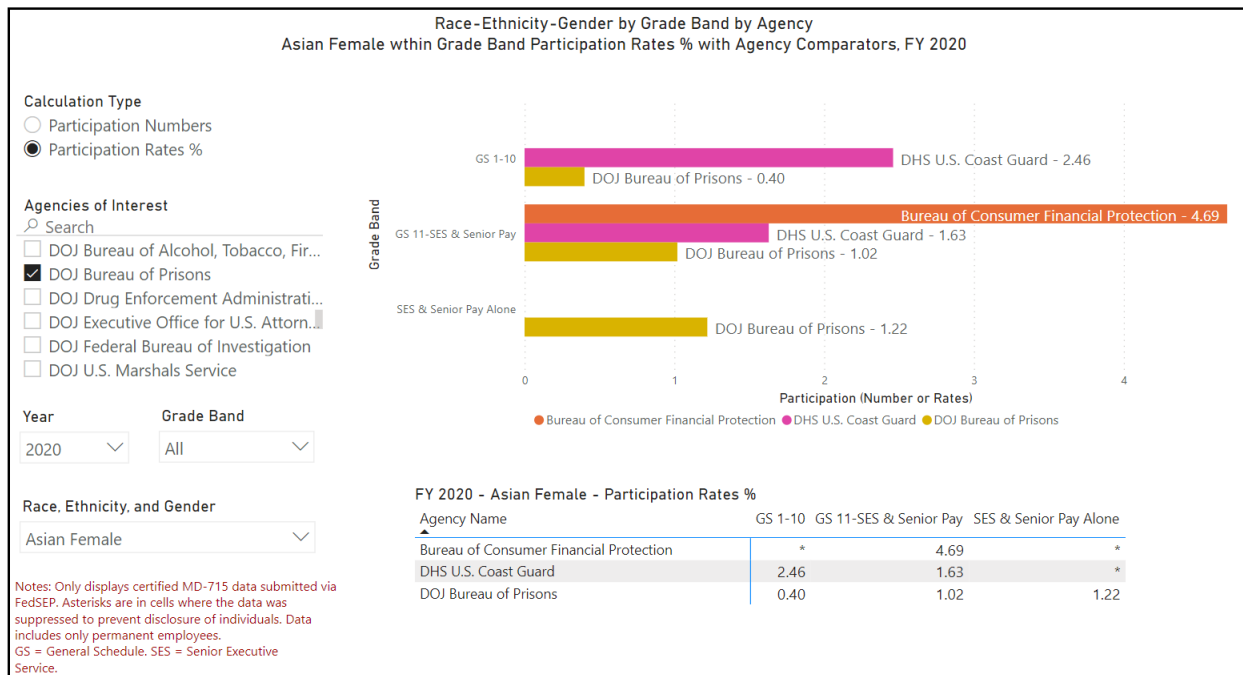
## Page 6: Race-Ethnicity-Gender-Grade by Agency

This page shows participation for one race, ethnicity, and gender group by grade band during one specific year. The grade band options are General Schedule (GS) 1-10, GS 11 through Senior Executive Service (SES) and Senior Pay, and SES and Senior Pay Alone. Users may select multiple agencies as well as a governmentwide value. Users may also choose to show participation data as numbers or rates.

This page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agencies of Interest slicer (multi-select vertical list with search bar).
4. Years slicer (single-select dropdown).
5. Grade Band slicer (multi-select dropdown).
6. Race, Ethnicity, and Gender slicer (single-select dropdown with search bar).
7. Notes text box.
8. A horizontal bar graph displaying the selected data.
9. A table with the same data found in the line graph.

**Figure 6. Race-Ethnicity-Gender-Grade by Agency Page**



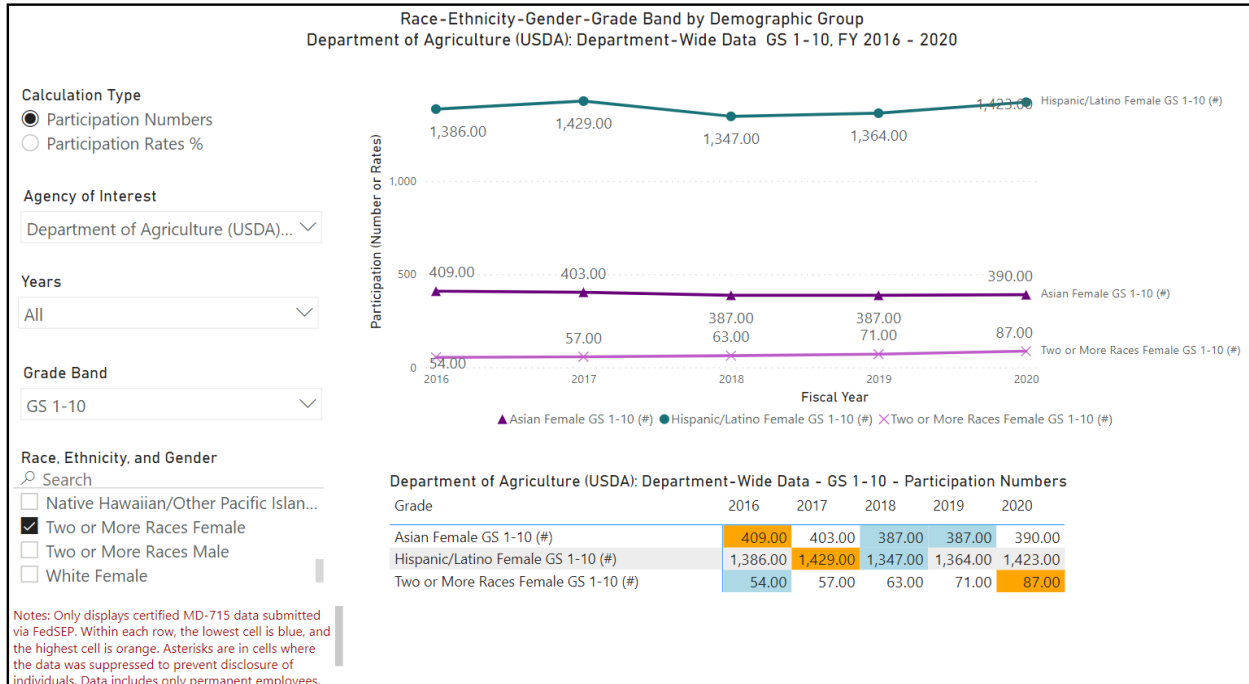
## Page 7: Race-Ethnicity-Gender-Grade by Demographic

This page shows participation by multiple race, ethnicity, and gender groups. Users may select one particular agency and one grade band. Users may also choose to show participation data as numbers or rates across one or more years.

The page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agency of Interest slicer (single-select dropdown with search bar).
4. Years slicer (multi-select dropdown).
5. Grade Band slicer (single-select dropdown).
6. Race, Ethnicity, and Gender slicer (multi-select vertical list with search bar).
7. Notes text box.
8. A line graph displaying the selected data.
9. A table with the same data found in the line graph.

**Figure 7. Race-Ethnicity-Gender-Grade by Demographic Page**



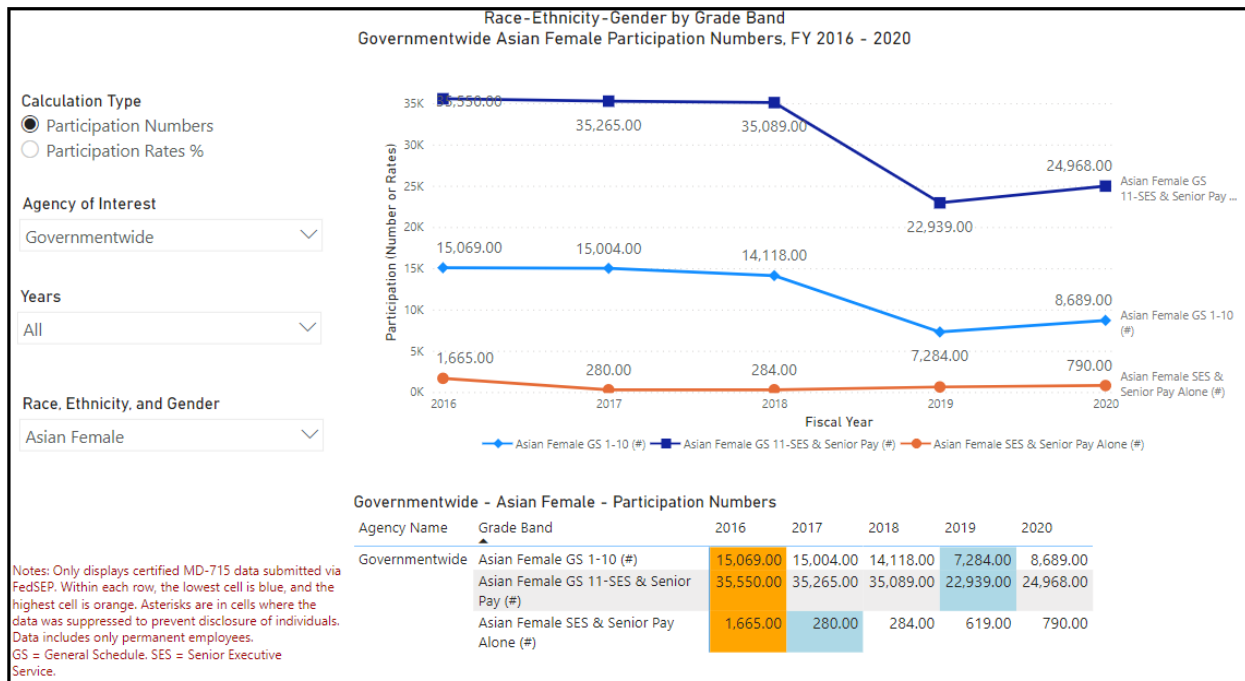
## Page 8: Race-Ethnicity-Gender by Grade

This page shows participation for one demographic group across all three grade bands. Users may select one particular agency or the governmentwide value. Users may choose to show participation data as numbers or rates across one or more years.

The page has the following visuals:

1. A dynamic title describing the displayed data.
2. Calculation Type slicer (single-select vertical list: Participation Numbers or Participation Rates).
3. Agency of Interest slicer (single-select dropdown with search bar).
4. Years slicer (multi-select dropdown).
5. Race, Ethnicity, and Gender slicer (single-select dropdown with search bar).
6. Notes text box.
7. A line graph displaying the selected data.
8. A table with the same data found in the line graph.

**Figure 8. Race-Ethnicity-Gender by Grade Page**



## Page 9: Race-Ethnicity-Gender Table

This page contains a table with race, ethnicity, and gender data by agency and year in a tabular format. Users may select multiple agencies, multiple demographic groups, and multiple years. Users may also choose to show participation data as numbers and/or rates under Calculation Type. All slicers allow for multiple selections with checkbox dropdown menus.

The table includes a four-character Agency Code. The agency code is a standard unique code assigned to each agency. It may be used to connect agency-level data from the Federal Workforce Dashboard to external data sources.

The page has the following visuals:

1. Title.
2. Agency slicer (multi-select dropdown with search bar).
3. Calculation Type slicer (multi-select dropdown).
4. Years slicer (multi-select dropdown).
5. Race, Ethnicity, and Gender slicer (multi-select dropdown with search bar).
6. A data table displaying the selected data.
7. Notes text box.

**Figure 9. Race-Ethnicity-Gender Table Page**

Race-Ethnicity-Gender Table									
Agency		Calculation Type		Years		Race, Ethnicity, and Gender			
Multiple selections		Multiple selections		All		Multiple selections			
Agency Name	Agency Code	Race, Ethnicity, and Gender	2012	2013	2014	2015	2016	2017	2018
Governmentwide	0000	Total Females	698,991.00	977,062.00	961,225.00	1,245,146.00	1,289,512.00	1,219,136.00	1,167,
		Total Females %	46.17	44.91	45.14	44.54	44.77	45.74	
		Total Males	815,064.00	1,198,346.00	1,168,375.00	1,550,304.00	1,590,862.00	1,446,050.00	1,385,
		Total Males %	53.83	55.09	54.86	55.46	55.23	54.26	
		Total Workforce	1,514,055.00	2,175,408.00	2,129,600.00	2,795,450.00	2,880,374.00	2,665,186.00	2,552,
		Total Workforce %	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Agency for International Development	AM00	Total Females		2,055.00	2,019.00	1,996.00	2,070.00	1,997.00	
		Total Females %		52.53	52.92	52.66	53.23	53.71	
		Total Males		1,857.00	1,796.00	1,794.00	1,819.00	1,721.00	
		Total Males %		47.47	47.08	47.34	46.77	46.29	
		Total Workforce		3,912.00	3,815.00	3,790.00	3,889.00	3,718.00	
		Total Workforce %		100.00	100.00	100.00	100.00	100.00	
Commodity Futures Trading Commission	CT00	Total Females	299.00	292.00	291.00	335.00	315.00	298.00	
		Total Females %	42.29	42.63	43.69	43.79	43.39	42.27	
		Total Males	408.00	393.00	375.00	430.00	411.00	407.00	
		Total Males %	57.71	57.37	56.31	56.21	56.61	57.73	
		Total Workforce	707.00	685.00	666.00	765.00	726.00	705.00	
		Total Workforce %	100.00	100.00	100.00	100.00	100.00	100.00	

Notes: Only displays certified MD-715 data submitted via FedSEP. Asterisks are in cells where the data was suppressed to prevent disclosure of individuals. Data includes permanent and temporary employees. Civilian Labor Force data are only available as

## Page 10: Disability Table

This page contains a table with disability-related workforce data by agency and year in a tabular format. Users may select multiple agencies, multiple disability categories, and multiple years. Users may also choose to show participation data as numbers and/or rates under Calculation Type. All slicers allow for multiple selections with checkbox dropdown menus.

The table includes a four-character Agency Code.

The page has the following visuals:

1. Title.
2. Agency slicer (multi-select dropdown with search bar).
3. Calculation Type slicer (multi-select dropdown).
4. Years slicer (multi-select dropdown).
5. Disability Categories slicer (multi-select dropdown with search bar).
6. A data table displaying the selected data.
7. Notes text box.

**Figure 10. Disability Table Page**

Disability Table							
Agency		Calculation Type		Years		Disability Categories	
Multiple selections		Multiple selections		All		Multiple selections	
Agency Name	Agency Code	Disability Categories	2016	2017	2018	2019	2020
Consumer Product Safety Commission	SK00	Disability (#)	45.00	33.00	37.00	42.00	52.00
		Disability (%)	8.62	6.59	7.44	8.92	10.81
		No Disability (#)	451.00	433.00	418.00	394.00	395.00
		No Disability (%)	86.40	86.43	84.10	83.65	82.12
		Not Identified (#)	26.00	29.00	38.00	35.00	34.00
Denali Commission	DQ00	Not Identified (%)	4.98	5.79	7.65	7.43	7.07
		Disability (#)	*	*	*	*	*
		Disability (%)	*	*	*	*	*
		No Disability (#)	15.00	14.00	15.00	16.00	16.00
		No Disability (%)	93.75	100.00	100.00	100.00	100.00
Governmentwide	0000	Not Identified (%)	*	*	*	*	*
		Disability (#)	215,364.00	205,248.00	229,592.00	171,529.00	180,026.00
		Disability (%)	8.70	8.97	9.49	9.13	9.45
		No Disability (#)	2,158,474.00	1,978,784.00	2,058,702.00	1,592,913.00	1,599,882.00
		No Disability (%)	87.23	86.50	85.10	84.83	83.95

Notes: Only displays certified MD-715 data submitted via FedSEP. Asterisks are in cells where the data was suppressed to prevent disclosure of individuals. Data includes only permanent employees. The Targeted Disability categories collected on MD-715 changed for the 2018 report. "X" is in cells where the selected Targeted Disability category was not collected in the corresponding year.

## Page 11: Race-Ethnicity-Gender-Grade Table

This page contains a table with race, ethnicity, gender, and grade band data by agency and year in a tabular format. Users may select multiple agencies, multiple demographic groups, multiple grade bands, and multiple years. Users may also choose to show participation data as numbers and/or rates under Calculation Type. All slicers allow for multiple selections with checkbox dropdown menus.

The table includes a four-character Agency Code.

The page has the following visuals:

1. Title.
2. Agency slicer (multi-select dropdown with search bar).
3. Calculation Type slicer (multi-select dropdown).
4. Years slicer (multi-select dropdown).
5. Race, Ethnicity, and Gender slicer (multi-select dropdown with search bar).
6. Grade Band slicer (multi-select dropdown).
7. A data table displaying the selected data.
8. Notes text box.

**Figure 11. Race-Ethnicity-Gender-Grade Table Page**

Race-Ethnicity-Gender-Grade Band Table							
Agency	Calculation Type	Years	Race, Ethnicity, and Gender			Grade Band	
Multiple selections	All	All	Multiple selections			Multiple select...	
Agency Name	Agency Code	Race, Ethnicity, Gender, and Grade	2016	2017	2018	2019	2020
Department of Homeland Security (DHS): Department-Wide Data	HS00	Asian Female GS 1-10 (#)	510.00	1,267.00	1,351.00	575.00	619.00
		Asian Female GS 1-10 (%)	3.29	2.12	2.15	3.65	3.68
		Asian Female GS 11-SES & Senior Pay (#)	1,766.00	2,181.00	2,275.00	2,045.00	2,142.00
		Asian Female GS 11-SES & Senior Pay (%)	1.74	1.79	1.85	1.92	1.97
		Black/African American Female GS 1-10 (#)	1,689.00	7,790.00	8,353.00	1,699.00	1,784.00
		Black/African American Female GS 1-10 (%)	10.90	13.04	13.30	10.77	10.60
		Black/African American Female GS 11-SES & Senior Pay (#)	5,726.00	7,524.00	7,752.00	6,481.00	6,700.00
		Black/African American Female GS 11-SES & Senior Pay (%)	5.64	6.17	6.30	6.10	6.17
Governmentwide	0000	Asian Female GS 1-10 (#)	15,069.00	15,004.00	14,118.00	7,284.00	8,689.00
		Asian Female GS 1-10 (%)	2.65	2.75	2.92	2.69	2.82
		Asian Female GS 11-SES & Senior Pay (#)	35,550.00	35,265.00	35,089.00	22,939.00	24,968.00
		Asian Female GS 11-SES & Senior Pay (%)	3.19	3.54	3.75	3.11	3.18
		Black/African American Female GS 1-10 (#)	92,302.00	91,723.00	85,087.00	40,884.00	45,180.00
		Black/African American Female GS 1-10 (%)	16.20	16.81	17.62	15.09	14.68

Notes: Only displays certified MD-715 data submitted via FedSEP. Asterisks are in cells where the data was suppressed to prevent disclosure of individuals. Data includes permanent employees. GS = General Schedule. SES = Senior Executive Service.



## Page 12: Certification Status

This page contains a table with agencies' MD-715 report certification statuses since fiscal year 2012. Users may select multiple agencies. Users may also filter agencies by "Certification Status." A status of "Yes" indicates that the agency submitted a certified MD-715 Report that fiscal year. A status of "No" indicates that the agency was required to submit a certified MD-715 Report but did not do so. A status of "N/A" indicates that the agency was not required to submit an MD-715 Report that fiscal year.

The table includes a four-character Agency Code.

The page has the following visuals:

1. Agency slicer (multi-select dropdown with search bar).
2. A table listing agencies' codes, names, and MD-715 report certification statuses for all years.
3. Notes text box with data definitions.

**Figure 12. Certification Status Page**

MD-715 Certification Status by Agency and Fiscal Year										
Agency	Certification Status									
All	All									
Agency Name	Agency Code	2012	2013	2014	2015	2016	2017	2018	2019	2020
White House Commission on the National Moment of Remembrance	GN00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Vietnam Education Foundation	GO00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Valles Caldera Trust	GM00	Yes	Yes	No	N/A	N/A	N/A	N/A	N/A	N/A
VA Veterans Health Administration	VATA	No	No	Yes	Yes	Yes	No	N/A	N/A	N/A
VA Veterans Benefits Administration	VALA	No	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A
VA Office of Information and Technology	VAEA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
VA National Cemetery Administration	VAPA	Yes	Yes	Yes	Yes	Yes	No	N/A	N/A	N/A
VA All Other Offices	VAVO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Utah Reclamation Mitigation and Conservation Commission	UT00	No	No	No	No	No	No	No	No	No
USPS WestPac Retail & Delivery	PO16	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USPS WestPac Logistics	PO20	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USPS Southern Retail & Delivery	PO15	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USPS Southern Logistics	PO19	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USPS Office of Inspector General	PO06	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
USPS Headquarters	PO04	No	No	No	No	No	N/A	N/A	N/A	N/A
USPS Eastern Processing	PO21	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USPS Central Retail & Delivery	PO14	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
USPS Central Logistics	PO18	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes: "Yes" indicates that the agency submitted a certified MD-715 Report for the respective fiscal year. "No" indicates that the agency was required to submit a certified MD-715 Report for that fiscal year, but did not do so. "N/A" indicates that the agency was not required to submit an MD-715 Report to the EEOC for that fiscal year.

## Navigating Between Pages (Ctrl + F6)

Ctrl + F6 is the primary shortcut to move the focus between sections in Power BI online reports. This shortcut moves the focus between the content of pages and the page tabs used for navigating between pages.

After opening the Federal Workforce Dashboard in the web browser, the user may press Ctrl + F6 until the focus is on the Intro page tab. The user usually must press Ctrl + F6 twice to bring the focus to the page tabs, but this may vary.

Once the focus comes to the page tabs, the user may shift the focus to the tab corresponding to the next page by pressing Tab. To shift the focus to the tab corresponding to the previous page, press Shift + Tab. The Arrow keys may also be used to navigate between tabs.

Once the focus is on the desired tab, the user should press Enter to select that page. Pressing Ctrl + F6 shifts the focus to the first visual of that page. Pressing Ctrl + F6 an additional time shifts the focus back to the page tabs.

## Navigating Between Visuals and Levels Within Visuals

This section explains how to navigate between visuals (e.g., text boxes, slicers, graphs, and tables). Sections to follow describe how to navigate within specific types of visuals.

Once the focus is on the first visual of a page, the user can move the focus to the next visual with the Tab key, the Down Arrow key, or the Right Arrow key. Move the focus to the previous visual by pressing Shift + Tab, the Up Arrow key, or the Left Arrow key.

Once the focus is on the desired visual, press Enter to interact with the next layer of that visual. Interacting with slicer visuals allows the user to apply or remove filters. Interacting with tables and graphs allows the user to focus on specific data points. Some visuals have multiple layers. To enter deeper layers, press Enter. To go back to a higher layer, press Esc.

When done interacting with a visual, press Esc to bring the focus to the top level of the visual. From here, pressing Tab brings the user to the next visual.

Pressing Esc when on a visual's top level moves the focus to the page level. At this level, pressing Tab will go to the first visual on the page. Pressing Esc will exit the main content.

If the user exits the main content and presses Tab, a menu appears that can be navigated with the Tab key (or Shift + Tab). Select from three options with the Enter key:

1. Show keyboard shortcuts (displays a table of keyboard shortcuts).
2. Show screen reader tips (opens a [Microsoft webpage with screen reader tips](#)).
3. Skip to main content (returns to the first visual on the page).

Alternatively, press Tab to focus on the first visual on the current page.

## Using Slicer Visuals

The Federal Workforce Dashboard uses several types of slicers: single-select vertical list, single-select dropdown, multi-select vertical list, and multi-select dropdown. Slicers used to select agencies and demographic groups include search bars. Slicers used to select the calculation type and years do not include search bars.

All visuals, including slicers, have a context menu and a visual menu that allow the visual to be displayed as a table. Those are discussed later in this manual.

**Figure 13. Examples of Slicers**

Calculation Type

Participation Numbers

Participation Rates

Agency of Interest

Among Independent Agencies

Agency Comparator One

Government Wide

Agency Comparator Two

Blank

Years

All

Race, Ethnicity, and Gender

Total Workforce

### Single-Select Vertical List Slicers

Single-select vertical lists allow the user to select the calculation type on pages that include line graphs. When the focus is on the slicer, press Enter. The focus will move to the first option in the slicer—for example, the first calculation type, Participation Numbers. Use the Down Arrow and the Up Arrow to move the focus to the desired option. Pressing Enter applies a filter to only show the selected data.

To change a selection while on this layer of the visual, the user may again use the Down Arrow or Up Arrow until the focus is on the desired option and then press Enter or the Spacebar.

When done applying filters with this type of slicer, press Esc to move the focus to the first layer of the slicer. To move to the next visual, press Tab or the Down Arrow.

## Single-Select Dropdown Slicers

Depending on the page, single-select dropdown slicers allow the user to select agencies, demographic groups, years, and/or grade bands. When the focus is on the slicer, press Enter. The focus will move to the dropdown menu. Pressing Enter again, the Up Arrow, or the Down Arrow displays the list of options in the dropdown menu.

In year and grade band single-select slicers, this moves the focus to either the first option (when the dashboard is first opened) or the currently selected year or grade band. The user may press the Down Arrow to cycle through the list of options. When the focus is on the desired option, press Enter or the Spacebar. Only one option may be selected. Selecting a new option clears the previous one.

In agency and demographic group single-select slicers, when focus is on the dropdown menu, pressing Enter, the Up Arrow, or the Down Arrow displays the list of options in the dropdown menu and also puts the cursor in the search bar. To limit the number of options in the dropdown menu, type part of the name of the desired option in the search bar. To clear the filter, delete the text in the search box. From the search bar, the user may press the Down Arrow to cycle through the list of options. When the focus is on the desired option, press Enter or the Spacebar. Only one option may be selected. Selecting a new option clears the previous one.

When done selecting an option from the dropdown menu, the user may press Esc to collapse the dropdown menu. Press Esc again to move the focus to the first layer of the slicer. To move to the next visual, press Tab or the Down Arrow.

## Multi-Select Vertical List Slicers

On the following pages, a multi-select vertical list slicer is used to allow the user to compare multiple demographic groups or multiple agencies:

- Race-Ethnicity-Gender by Demographic.
- Disability by Disability Type.
- Race-Ethnicity-Gender-Grade by Agency.
- Race-Ethnicity-Gender-Grade by Demographic.

When the focus is on the slicer, press Enter. Depending on the current selections, this may move the focus to the Clear Selections button or to the search bar. If the focus is on the Clear Selections button, press Enter to clear all selections and display data for all demographic groups. Alternatively, the user may press Tab to move the focus to the search bar. To move the focus back to the first layer of the slicer, press Esc twice.

When the focus is on the search bar, the user may type part of the option's name to filter the list of options. To clear the filter, delete the text in the search box. To move the focus to the list of options, press Tab or the Down Arrow. Pressing the Down Arrow again moves the focus to the next option in the list. To select or unselect an option, the user

may press Enter or the Spacebar. Pressing the Tab key moves the focus to the Clear Selection button. When the focus is on the list of options or on the search bar, press Esc once to move the focus back to the first layer of the slicer.

After moving the focus back to the first layer of the slicer, the user may press Tab or the Down Arrow to move to the next visual.

### **Multi-Select Dropdown Slicers**

Multi-select dropdown slicers allow the user to choose multiple selections from one category listed in a dropdown menu format. When the focus is on the slicer, press Enter. Depending on the current selections, the focus may move to one of three places: the Clear Selection button, the first option in the dropdown menu, or the search bar.

If the focus is on the Clear Selections button, the user may press Enter to clear all selections and display data related to all options in the dropdown menu. Alternatively, the user may press the Tab key or the Down Arrow to move the focus to the dropdown menu. When the focus is on the Clear Selections button, press Esc twice to move the focus back to the first layer of the slicer.

When the focus is on the dropdown menu, the user may press Enter, the Spacebar, or the Down Arrow to open the dropdown menu. If the menu includes a search bar, the user may type part of the option's name to filter down results. To clear the filter, delete the text in the search box.

To move the focus to the list of options, press the Down Arrow. Pressing the Down Arrow again moves the focus to the next option in the list. To select or unselect an option, press Enter or the Spacebar. Pressing the Tab key moves the focus to the Clear Selection button. Pressing Esc closes the dropdown menu. The user may press Esc again to move the focus back to the first layer of the slicer.

After moving the focus back to the first layer of the slicer, press Tab or the Down Arrow to move to the next visual.

## Line Graphs

In the Federal Workforce Dashboard, line graphs display workforce participation data at specified organizations for specified demographic groups over time. The x-axis shows the fiscal year, while the y-axis shows the participation numbers or rates (depending on user selection).

The graphs on the following pages include a line for the Agency of Interest and up to two additional lines for the Agency Comparators:

- Race-Ethnicity-Gender by Agency.
- Disability by Agency.

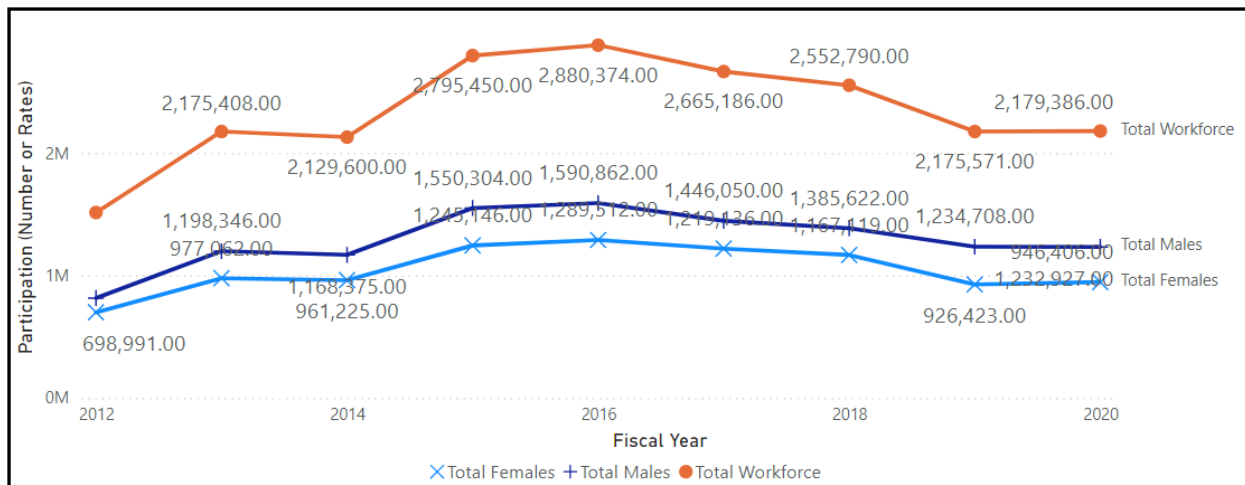
The graphs on the pages below show a line for each demographic group selected in the corresponding slicer:

- Race-Ethnicity-Gender by Demographic.
- Disability by Disability Type.
- Race-Ethnicity-Gender-Grade by Demographic (one line per grade band).

The lines connect data points that represent participation calculations for each year for the organization or demographic group.

When the focus is on the line graph visual, press Enter to move the focus to the plot area. Press Tab or the Arrow keys to move the focus between the plot area and the legend.

**Figure 14. Example of a Line Graph**



## Navigating the Plot Area

When the focus is on the plot area, the user may press Enter to move the focus to a data point. If it is the first time that the focus has been moved to a data point, the

program will focus the data point for the earliest year for the first organization, demographic group, or grade band in alphabetical order. If the focus had been moved to a data point previously in the same Power BI session, the focus will move to the data point where the program focused most recently.

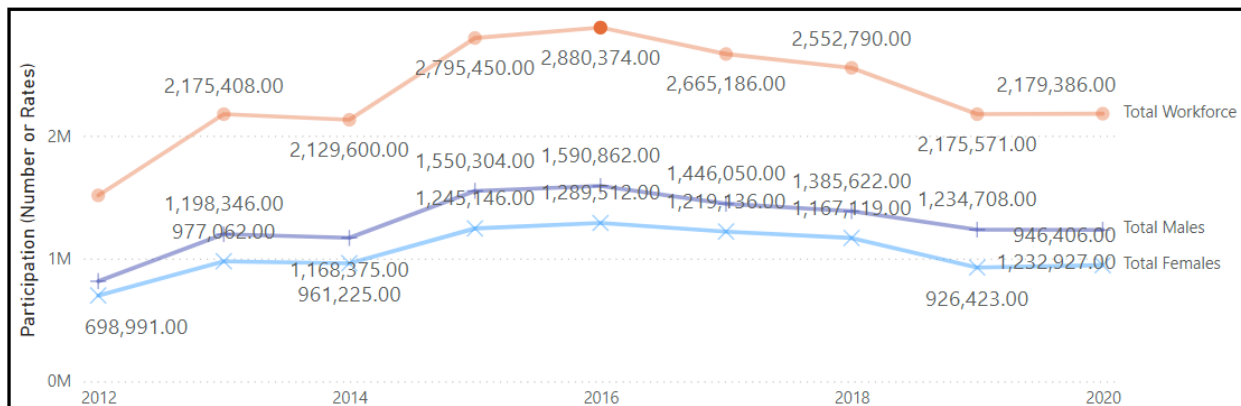
To move to the next data point on the same line, press the Tab key or the Right Arrow. To move to the previous data point on the same line, press Shift + Tab or the Left Arrow. When the focus gets to the rightmost data point on a line, pressing Tab or the Right Arrow will move the focus to the next line. When the focus gets to the leftmost point on a line, pressing Shift + Tab or the Left Arrow will move the focus to the previous line.

To move the focus to a data point in the same year on another line (e.g., a different organization, demographic group, or grade band), press the Up Arrow. Once the last organization, demographic group, or grade band in alphabetical order for that year is reached, pressing the Up Arrow will move the focus to the first data point for the next year. To move the focus to a data point in the same year for the previous organization, demographic group, or grade band in alphabetical order, press the Down Arrow.

Selecting a data point highlights that data and applies a filter to the table on that page to only show the selected data. To select or deselect a single data point, press Enter or the Spacebar. To select multiple data points, select one data point, navigate to the next desired point, and then press Ctrl + Enter. To clear all selections, press Ctrl + Shift + C.

To move the focus up a layer to the plot area, the user may press Esc once. Pressing Esc again will move the focus to the line graph visual layer.

**Figure 15. Example of a Selected Data Point**



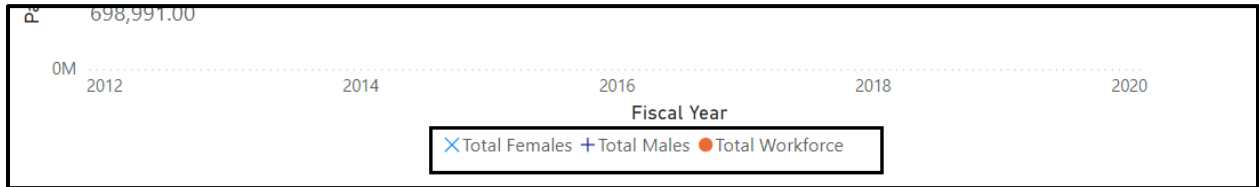
### Navigating the Legend

When the focus is on the line graph legend, the user may press Enter to move the focus to the first category within the legend. Legend categories are the organizations, demographic groups, or grade bands corresponding to lines on the graph.

To move between categories, press Tab, Shift + Tab, or the Arrow keys. When the focus is on a legend category, pressing the Spacebar or Enter will select or deselect that category. This will highlight that category's data on the graph and filter the table to only data from that category. To select multiple categories, press Ctrl + Spacebar. To clear all selections, press Ctrl + Shift + C.

To move the focus up to the legend area, press Esc once. Pressing Esc again will move the focus to the line graph visual layer.

**Figure 16. Example of a Legend**





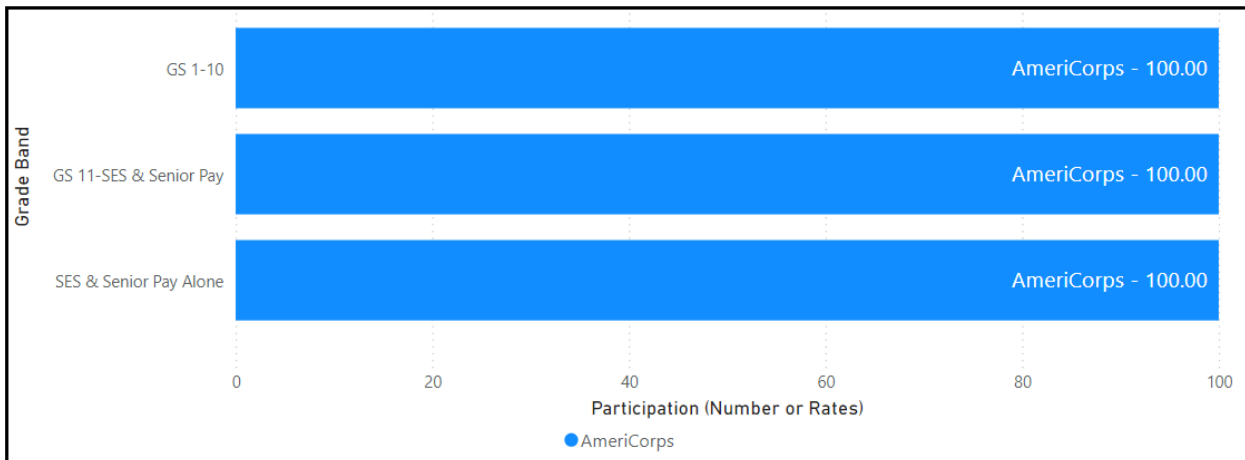
## Bar Graphs

The Race-Ethnicity-Gender-Grade by Agency page contains a horizontal bar graph displaying the within-grade band participation or participation rates for a single demographic group in a single year at multiple agencies. The bars are clustered by grade band with multiple agencies per cluster. The x-axis shows the participation number or rates, while the y-axis shows the grade band.

On the bar graph, there are three high-level elements to navigate through: the grade band labels on the y-axis, the legend, and the data bars. When the focus is on a bar graph, press Enter to navigate through the visual. This will move the focus to the grade band labels. When the focus is on the grade band labels, pressing Ctrl + Tab, the Left Arrow, or the Up Arrow once will move the focus to the legend. Pressing Ctrl + Tab, the Left Arrow, or the Up Arrow again will move the focus to the data bars. Pressing Ctrl + Tab, the Left Arrow, or the Up Arrow a third time will move the focus back to the grade band labels.

When the focus is on the grade band levels, pressing Tab, the Right Arrow, or the Down Arrow will move the focus to the data bars. Pressing Tab, the Right Arrow, or the Down Arrow again will move the focus to the legend. However, when the focus is on the legend, pressing Tab, the Right Arrow, or the Down Arrow will move the focus out of the bar graph visual and to the Agency of Interest slicer. To move the focus back to the bar graph press Tab, the Down Arrow, or the Right Arrow to navigate through the other visuals until the focus has returned to the top level of the bar graph visual.

**Figure 17. Example of a Bar Graph**



### Navigating the Grade Band Labels

When the focus is on the set of grade band labels, pressing Enter moves the focus to the GS 1-10 grade band. Press Tab, the Left Arrow, or the Right Arrow to navigate to the other grade bands. Press Enter or the Spacebar to select a grade band. Selecting a

grade band highlights that grade band's data bars and applies a filter to the table on that page to only show the selected data. The user may select multiple grade bands using Ctrl + Enter or Ctrl + Spacebar. To clear all selections, press Ctrl + Shift + C. To return the focus to the set of grade band labels, press Esc.

### **Navigating the Data Bars**

When the focus is on the set of grade band labels, pressing Tab will move the focus to the plot area with the data bars. Pressing Enter will then move the focus to a single bar (or data point). To navigate between bars, press Tab or the Arrow keys. To select a single bar, press Enter or the Spacebar. To select multiple bars, press Ctrl + Enter or Ctrl + Spacebar. This will highlight the selected data on the graph and filter the table to only show the selected data.

Pressing Ctrl + Shift + C will clear all selections. To return the focus to the full plot area, press Esc.

### **Navigating the Legend**

When the focus is on the plot area, pressing the Tab key will move the focus to the legend. Press Enter to move the focus to the first category within the legend. Legend categories show the organizations corresponding to the bars on the graph.

To move between categories, press Tab, Shift + Tab, or the Arrow keys. Press the Spacebar or Enter to select or deselect a specific category. This will highlight that category's data on the graph and filter the table to only show data from that category. To select multiple categories, press Ctrl + Spacebar.

To clear all selections, press Ctrl + Shift + C. To move the focus up to the legend area, press Esc once. Pressing Esc again will move the focus to the bar graph visual layer.

## Table Visuals

In the Federal Workforce Dashboard, every page except the Intro page contains a table visual. For example, on the Race-Ethnicity-Gender by Agency and Disability by Agency pages, the table has one row per selected agency. The first column contains the Agency Name. To the right, there is one column per year selected.

On the Race-Ethnicity-Gender by Demographic, Disability by Disability Type, and Race-Ethnicity-Gender-Grade by Demographic pages, the table has one row per selected demographic group. The first column contains the demographic group. On the Race-Ethnicity-Gender-Grade by Demographic page, the first column also contains the grade band. To the right, there is one column per year selected.

On the Race-Ethnicity-Gender-Grade by Agency page, the table has one row per selected agency. The first column contains the Agency Name. To the right, there is one column per grade band selected.

On the Race-Ethnicity-Gender by Grade page, the table has one row per selected grade band. The first column contains the Agency Name, while the second column contains the demographic group selected and the relevant grade band. After that, there is one column per year selected.

On the Race-Ethnicity-Gender Table, Disability Table, and Race-Ethnicity-Gender-Grade Table pages, the first three columns are the Agency Name, the four-character Agency Code, and demographic group. On these pages, the demographic group column displays the demographic group and the calculation type corresponding to the data on that row. On the Race-Ethnicity-Gender-Grade Table page, the demographic group column also displays the grade band of the data. There are additional columns for each year selected. The participation data are displayed in the columns for each year. If more than one agency is selected, then these tables are displayed in a nested fashion under each agency name.

On the Certification Status page, the first column contains the agency name, while the second column contains the four-character Agency Code. On the right, there is one column per year. The cells under the year columns identify the certification statuses.

### Navigating the Table

When the focus is on a table, press Enter to begin navigating it. This will move the focus to the leftmost column header. Press the Arrow keys to navigate to each cell in the table. When the focus reaches the rightmost cell of a row, the user may press the Down Arrow to move to the rightmost cell in the next row.

Alternatively, in non-nested tables, the user may press the Tab key to move the focus to the cell to the right. When the focus reaches the rightmost cell, pressing Tab again will move the focus to the leftmost cell on the next row. Shift + Tab moves the focus to the

left. (Using the Tab key to navigate nested tables is not recommended as not all cells can be navigated to using the Tab key alone.)

To select or deselect a Year column, navigate to it and press Enter or the Spacebar. When the focus is on a row header, press Enter or the Spacebar to select or deselect that row. Pressing Enter or the Spacebar when on a cell selects or deselects that cell. To make multiple selections, press Ctrl + Enter or Ctrl + Spacebar.

To clear all selections, the user may press Ctrl + Shift + C. To move the focus up to the table visual layer, press Esc.

**Figure 18. Example of a Table with a Cell Selected**

Agency of Interest - Governmentwide - Participation Numbers							
Race, Ethnicity, and Gender	2012	2013	2014	2015	2016	2017	2018
Total Females	698,991.00	977,062.00	961,225.00	1,245,146.00	1,289,512.00	1,219,136.00	1,167,119
Total Males	815,064.00	1,198,346.00	1,168,375.00	1,550,304.00	1,590,862.00	1,446,050.00	1,385,622
Total Workforce	1,514,055.00	2,175,408.00	2,129,600.00	2,795,450.00	2,880,374.00	2,665,186.00	2,552,790

## Context Menus

Context menus provide the user with additional options. When the focus is on a visual or visual element (e.g., option categories in slicers, data points in graphs, and cells in tables), open the context menu by pressing Shift + F10 or the Menu key or by right-clicking. Once the context menu is open, navigate between options with the Arrow keys and select an option by pressing Enter.

Depending on the type of visual or visual element, the options in the context menu may vary. Page titles, text boxes, and static images have no available options in the context menu. Some options in the context menu are also available in the visual menu, described later in this manual. The most useful context menu options available in the Federal Workforce Dashboard are described below.

### Show as a Table

When the "Show as a table" option is selected on a visual, Power BI displays a canvas with only that visual and a table. The visual functions the same as on the main page. For slicers, the table lists all options in the slicer. For tables and graphs, the table displays the data in a manner that can be read by a screen reader.

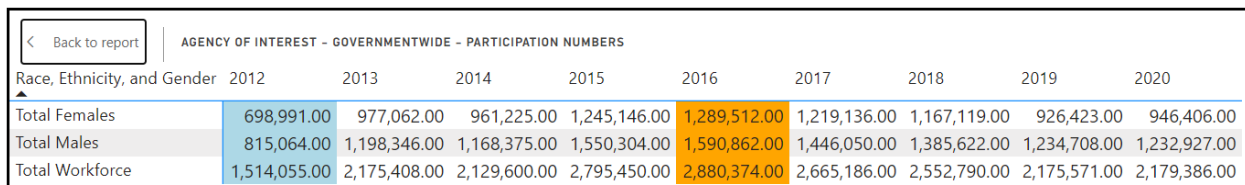
When in "Show as a table" mode, the user may zoom in or out by pressing Ctrl + Plus or Ctrl+ Minus. This works on both the visual and the table.

The table in the "Show as a table" mode can be navigated one cell at a time using the Arrow keys or the Tab key. Press the Page Up or the Page Down buttons to scroll through long lists more quickly.

All visuals in the Federal Workforce Dashboard (except page titles, text boxes, and static images) have a "Show as a table" option. This option also appears in the context menus of categories in slicers, data points on graphs, and cells in tables. Regardless of how the option is selected, it is applied to the entire visual.

When finished using the "Show as a table" mode, the user may return to the main page by pressing Esc until the focus is on the "Back to report" button. Then press Enter.

**Figure 19. Example of a Table Visual in "Show as a Table" Mode**



	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total Females	698,991.00	977,062.00	961,225.00	1,245,146.00	1,289,512.00	1,219,136.00	1,167,119.00	926,423.00	946,406.00
Total Males	815,064.00	1,198,346.00	1,168,375.00	1,550,304.00	1,590,862.00	1,446,050.00	1,385,622.00	1,234,708.00	1,232,927.00
Total Workforce	1,514,055.00	2,175,408.00	2,129,600.00	2,795,450.00	2,880,374.00	2,665,186.00	2,552,790.00	2,175,571.00	2,179,386.00

### Clear Selections

On a multi-select slicer, using the "Clear selections" option will deselect all currently selected slicer options. When one or more data points in a graph or one or more cells

(including headers) are selected in a table, the "Clear selections" option will deselect all currently selected data points or cells.

The Clear selections option is not available on single-select slicers. If the context menu is opened from an option on a single-select slicer, "Clear selections" will appear as an option, but it will not work.

### **Copy**

The "Copy" option is available from the context menu when the focus is on one or more cells in a data table. It has two sub-options: "Copy value" and "Copy selection."

"Copy value" copies the value in the cell to the clipboard. The value will not be rounded even if the value was rounded in the table. On the other hand, "Copy selection" copies both the value and the information in the row and column headers in a tab delimited format.

### **Options to Avoid**

The user should avoid the Include and Exclude options while using the Federal Workforce Dashboard. Slicers included in the Federal Workforce Dashboard eliminate the need for these two options. These options hide data elements in a manner that cannot be reversed easily. If these options are accidentally selected, press Ctrl + F5 to refresh the webpage.

## Visual Menus

When focusing on a table or graph, press Alt + Shift + F10 to open the visual menu. Press the Tab or Arrow keys to navigate through the menu options. Examples of useful options in the visual menu include copy as image with caption, focus mode, and more options. When the focus is on more options, select enter to access export data, show as a table (same as in the context menu), spotlight, get insights, and sort. Like the “Show as a table” option, “Focus mode” focuses on a single visual on a separate canvas—but it does not include a table. Spotlight dims all other visuals on the page to focus on the spotlighted visual.

Users should avoid using the Include, Exclude, Drill up, Drill down, Expand, and Collapse options. Slicers included in the Federal Workforce Dashboard eliminate the need for these options. The Include and Exclude options hide data elements in a manner that cannot be reversed easily. If these options are accidentally selected, the user should refresh the webpage.

Due to the nature of the data in the Federal Workforce Dashboard, the Drill up, Drill down, Expand, and Collapse options provide no additional function. It is possible to reverse Drill up, Drill down, Expand, and Collapse without refreshing the webpage.

### Additional Accessibility Resources

The Federal Workforce Dashboard was created using Microsoft Power BI which has many features to allow persons with disabilities to interact with reports. Microsoft's website includes a page on [Keyboard shortcuts in Power BI Desktop](#).

The following links also have useful information on Power BI accessibility features:

- [Overview of Accessibility in Power BI](#)
- [Consume Power BI Reports by Using Accessibility Features](#).

### Frequently Used Keyboard Shortcuts

To Perform This Action	Press
Show basic keyboard shortcuts	<b>Shift + ?</b>
Move focus between pages	<b>Ctrl + F6</b>
Move focus forward in a page	<b>Tab</b>
Move focus backward in a page	<b>Shift + Tab</b>
Select or clear selection of an object	<b>Enter</b> or <b>Spacebar</b>
Multi-select objects	<b>Ctrl + Spacebar</b>
Refresh page	<b>Ctrl + F5</b>