Using the reporting tool

This reporting tool uses Microsoft Excel 2010, but will run on any version of Microsoft Excel and Word 2007 and above. It was not possible to produce a version in Excel 1997-2003 because it does not contain sufficient security to allow password protection. If you do not have Microsoft Office 2007 or above, your trust’s ICT Department should be able to provide it. The workbook uses macros to generate reports, so your software will need to have macros enabled. If you have a problem running macros, your ICT Department can advise you on appropriate setting. When you start the tool, you should see a message “Some active content has been disabled” (see Fig 1). Click “Enable content” or “Enable Editing” (whichever appears). You may also see a security warning dialogue box asking you if you “…want to make this file a Trusted Document?” (fig 2). Please click “Yes”.

![NPDA PDU Reporting Workbook](image.png)

**Figure 1**
On the first sheet in the NPDA Selection Pane, select the audit year you want to run your Individualised Unit Level Report for.

![Image](image_url)

**Figure 2**

On the first sheet, select your Country, Regional Network and PDU name using the option boxes on the left. Scroll to the right and click **Generate Report** under **Controls** in order to view all charts and tables specific to your PDU and Network as a Word document. Please ensure that no other Word documents are open prior to generating report as this might result in an error, causing you to abort the function. Clicking on **Generate Report** will open up a Word document reporting all of your PDU level information, corresponding regional network information and England & Wales information to facilitate comparisons. A status bar will appear at the bottom which will indicate when the Word report is ready to be viewed.

Alternatively, if you wish to view a specific indicator, on the main **Home** page select your country, network and PDU name. Scroll to the right and under **Chart Selection**, select the variable of interest and click. A tab will appear in the bottom left hand corner of the screen e.g. “Target HbA1c” as in Fig 3.
Figure 3

Clicking on the tab takes you to a sheet containing the PDU, network and country level tables for this variable. On the top of this sheet, there are a number of user options: Home, Metadata, Show Aggregate Data, Hide Aggregate Data and View Graph.

To view the graph depicting the PDU level, regional network and country information click on View Graph. To return to the tables or to close the graph, click Hide Graph.

To view aggregate and meta data, click on the corresponding button. Metadata will take you to a variable key which indicates what data was collected by the NPDA 2010-11 and how it was coded. To see aggregated data, click on Show Aggregate Data, scroll down and you will see the aggregate data of this variable for your PDU, network and country. National guidance is that numbers less than 5 should not be published because of the risk of identifying individuals. However using the password provided your team can view small numbers for your PDU. To return to the main home page, click Home.

Some variables have a View Total Graph option in addition to the five mentioned above. Clicking on this will allow you to see your PDU, network and country performance for this variable for each year the NPDA has collected data (from 2004-05 till 2010-11). Once again, to close these simply click Hide Graph.