LMP National Dashboard
Handout #3: Viewing & Printing Reports

LABOR MANAGEMENT PARTNERSHIP

One of the great things about the Dashboard is that the reports can be customized in various ways. You can decide what data you want to look at.

In the picture on the right, you can see that the line graph looks very "busy" because all of the regions are displayed. You can use the menu box on the left hand side to select only the regions you want to see. Hold down the CTRL key when selecting to select more than one.

Click here to choose what you want to see
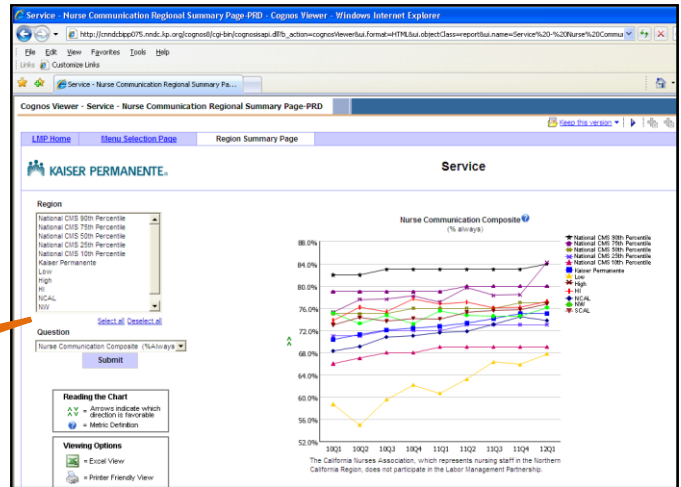
In the picture below, the user wants to compare the performance of Southern California on the HCAHPS "Nurse Communication Composite" measure to the National CMS 50th percentile, a major national benchmark. After selecting the benchmark and NCAL from the list, the user clicks on the "Submit" button. The report now only displays one region and the national benchmark.

Select what you want to see

Press "Submit"

Up arrows mean higher is better, down arrows mean lower is better.
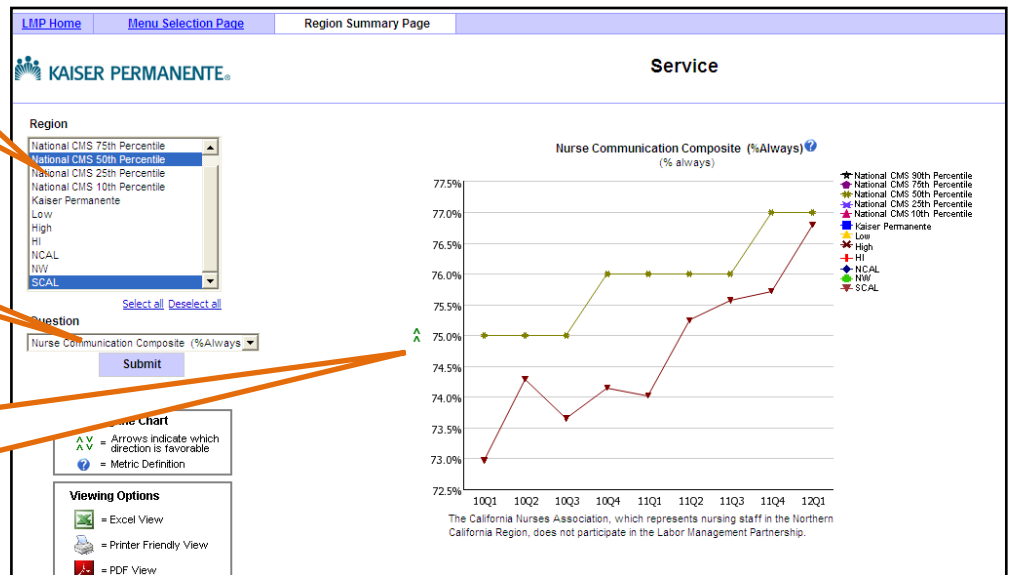
In each graph, you'll notice two green arrows to the left. These show you which direction is better performance. Up arrows mean a higher number is better, down arrows mean a lower number is better. While we want to be higher on quality and service, we want to be lower on things like workplace safety and sick leave utilization.

Printing Reports

Sometimes, you'll want to print out a copy of a report to take to a meeting. There are a couple of options for doing that. If you look in the upper right hand corner of the Dashboard window, you'll see three icons.   The two on the left are the printing options.

The easiest option is just to click on the print button on the far right. This will convert the chart to a printable web page. There are times, however, when the formatting will get compressed and the chart will look odd.

The second option is to convert the chart to a PDF. If you click the middle button, the chart will be converted to a PDF (Portable Document Format) file. The only downside is that you need to have the Adobe Acrobat PDF Reader installed on your computer. If you don't have it, call your local IT department to have it installed.

Exporting Report Data

There are times when you may want the ability to create your own charts and graphs using the data from the reports. You can export the data into Excel by clicking on the right hand button, i.e. the Excel icon.

IMPORTANT: Because of a problem with Internet Explorer, you must hold down the CTRL key before you click on the button and continue holding down the key until a dialogue box pops up asking you if you want to save or open the file.

> When exporting to Excel, **hold down the CTRL key** until this box appears. You can then open or save the file.

The Dashboard will also create a new blank window as it is trying to export the Excel data. Don't be concerned by this. If you try to open the file and can't see it, it is possible that the blank window is blocking it. Look on the Task Bar (the blue bar at the bottom of the screen) to see if an Excel file is there. If you click on it, it will be brought to the front.

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