The Data Exchange Reports

Access, explore and export your data

April 2021





Table of contents

Introduction	3
The Data Exchange Reports	4
Overview of the Data Exchange Reports	4
Standard reports	4
Partnership Approach reports	4
Accessing the Data Exchange Reports	5
Who can access the Data Exchange reports?	5
Additional resources	
Navigating the Data Exchange Reports	
<u>1.</u> Select a report	
Select a report	
 Select a sheet 	
4. Navigate between sheets	
A. Use the left and right arrows to go to the next or previous sheet	
B. Select another sheet directly	
C. Go back to the 'Overview' page and select a new sheet	13
5. Change reports	13
<u>6.</u> Filters	15
6a. Apply a filter	17
6b. Filter display area	
6c. Apply multiple filters	
6d. Change a filter	
6e. Filters in graphs, charts and tables	
7. Create bookmarks	
7a. Access a bookmark	
8. Change the x-axis in a graph	
9. Change data visualisations	
A. Change a graph or chart to a table	
B. Use the 'exploration menu' to alter data visualisations	
Create a story	
1. Take a snapshot	
2. Create a story	
2a. Add a snapshot to your story	
2b. Add text to your story 2c. Edit your snapshot	
2d. Use the effects library	
2e. Add shapes to your story	
2f. Add media objects to your story	
2g. Add a live data sheet to your story	
2h. Preview your story	
Export your data	
<u>1.</u> Download a single graph or table	
 Download an entire sheet 	
3. Export a story	
A. Preview and export the story	
B. Export story via navigation button	69





Introduction

This document provides guidance for the Targeted Earlier Intervention (TEI) sector to access, explore and export their Data Exchange data. It will support you to understand:

- what reports are available and what information is in them
- how to access the Data Exchange reports
- how to navigate the Data Exchange reports
- how to filter and explore your data
- how to export your data
- what additional resources available

In the TEI program, all service providers must report data into the Data Exchange. The Data Exchange is web-based platform hosted by the Department of Social Services. It was chosen as the most suitable reporting platform as it has the flexibility to capture information across the entire TEI continuum. It can also be used to ensure we report service delivery information and client outcomes in a consistent way.

The Data Exchange will support us to:

- have a clear understanding of their client base
- be able to track client pathways through the system
- measure the impact we have on client and community outcomes
- work together to deliver quality services and achieve client and community outcomes.

Over time, the Data Exchange will help us build a robust data set and a strong evidence base for the TEI program. The Data Exchange will inform continuous improvement and help us to evaluate the TEI program.





The Data Exchange Reports

The Data Exchange has a self-service reporting function that allows organisations to access their own data in a series of reports. The reports share de-identified data that can inform business planning and provide insights into program delivery and policy development.

The Data Exchange reports share valuable and useful information so you can continually ensure your services are effective and relevant to your clients.

These reports can be accessed by organisations at any time. The content of reports is refreshed every 24 hours, to enable near real-time access to information. This means the more regularly your organisation enters their data, the more relevant your reports will be.

Overview of the Data Exchange Reports

TEI service providers can access eight different Data Exchange reports.

Standard reports

These reports cover the mandatory priority data submitted by your organisation. All organisations who use the Data Exchange have automatic access to these reports.

- Organisation overview report provides information about the organisation's service delivery. It includes information about clients, outlets, service types and patterns of service delivery. You can use this report to see which services are accessed most often, or whether client groups and their needs are changing.
- Organisation data quality report highlights key data quality issues (e.g. missing client information). You can use this report to ensure your organisation report to improve and/or maintain data quality.

Partnership Approach reports

In the TEI program, it is compulsory for service providers to participate in the Partnership Approach.

In the Partnership Approach, you will have access to several additional reports. These reports include extended data, client and community outcomes and population-level datasets.

The following reports are available:

- <u>NSW TELActivity Report</u> has been designed specifically for the TEL program. This report will support TEL service providers to monitor and evaluate their work and understand the outcomes their activities contribute to.
- <u>Service Footprint report</u> provides a roadmap of clients accessing services. This shows how far clients travel to services and how many clients an organisation has supported within the local and out-of-area regions. Organisations can use this information to better target their services and demonstrate community need.



- ivery It helps
- <u>Resource Planning report</u> provides an overview of trends in service delivery. It helps predict trends in service delivery to assist with future planning of resources.
- <u>Community profiles report</u>s combine population-level datasets to show a comprehensive picture of NSW communities. There are two editions of this report. The first contains 2011 census data and the second contains 2016 census data. Note: this report does not include information reported by TEI service providers.
- <u>Client outcomes report</u> looks at changes in individual client outcomes over time. This
 is information reported via SCORE. We can use this data to understand if client's
 circumstances are improving, if clients are achieving their goals, or if they are satisfied
 with the service they received.
- <u>Community outcomes report</u> looks at changes in group or community outcomes over time. This is information reported via Community SCORE.

Note: if your organisation uses the Data Exchange for other programs (e.g. DSS-funded programs) you may be able to see and access different reports to what we have described above.

Accessing the Data Exchange Reports

To access the Data Exchange reports, see <u>Introduction and Access</u> for a step-by-step guide for service providers.

To access the Partnership Approach reports your organisation must be signed up to the Partnership Approach. To do this, see <u>Update participation in the Partnership Approach</u>

Note: If you are a DCJ staff member, you will need to follow a different process to access the reports. Email TEI@facs.nsw.gov.au for assistance.

Who can access the Data Exchange reports?

Any staff member in your organisation who has access to the Data Exchange can see the Data Exchange reports.

However, some staff may have restricted access.

In the Data Exchange, there are three different access levels:

- **Organisation administrator**: responsible for managing the Data Exchange. They can set up the organisation's details, add other users, create and manage outlets, create delivery partners.
- Organisation editor: can create, edit and view records.
- Organisation view only: can only view records.

When an 'editor' or a 'view only' user is created, they are assigned program activities and outlets.





In the Data Exchange reports, 'editors' and 'view only' users, can only see the data for the program activities and outlets they have been assigned.

Organisation administrators can see all the data that has been reported for their organisation.

This means, when you check your data quality and use your data to demonstrate performance an organisation administrator should do this work. If an 'editor' or a 'view only' user does this, they won't be able to see all the data they need to.

To change a staff members access level see: Add and Edit a User

Additional resources

There are numerous resources you can use to better understand how to use the Data Exchange and get the most out of your data:

- TEI Data Collection and Reporting Guide
- Using data in the TEI Program
- <u>Using data to improve our services</u>
- The NSW TEI Activity Report





Navigating the Data Exchange Reports

The Data Exchange reports are online self-service applications that service providers can use to easily visualise and explore their data.

Every chart, table and graph in each report is interactive. You can search, select, drill down or zoom in and out to find the information you need.

The information below walks you through how to:

- 1. <u>Select a report</u>
- 2. <u>Report structure</u>
- 3. <u>Select a sheet</u>
- 4. Navigate between sheets
 - a. Use the left and right arrows to go the next or previous sheet
 - b. Select another sheet directly
 - c. Go back to the 'overview' page and select a new sheet
- 5. Change reports
- 6. <u>Filters</u>
 - a. Apply a filter
 - b. Filter display area
 - c. <u>Apply multiple filters</u>
 - d. Change a filter
 - e. Filters in graphs, charts and tables
- 7. <u>Create bookmarks</u>
 - a. Access a bookmark
- 8. <u>Change the x-axis in a graph</u>
- 9. <u>Change data visualisations</u>
 - a. Change a graph or chart to a table
 - b. Use the exploration menu to alter the visualisation
 - i. Sorting
 - ii. Presentation
 - iii. Colours and legend

Important note: the data you can see on the following pages is data for the entire TEI program. When a service provider reviews their own reports, they can only see the data reported for their organisation.





1. Select a report

The standard reports and the partnership approach reports are stored in two separate streams.

To see the standard reports, click on the 'DEX – Standard Report' button down the left-hand side of your screen (see Figure 1).

Figure 1. Standard reports

Qlik O Sense Enterprise	
DEX - Standard Report	
Drzenns ↓ Startarzhije App Startarzhanije App	
CHSP Organisation Organisation Data Overview Quality	Data Organisation Overview

To see the partnership approach reports, click on the 'DEX – Partnership Approach' button down the left-hand side of your screen (see Figure 2).

Figure 2. Partnership Approach reports

	Sense							a	à
O TN662128	DEX - Partnership App	proach Report						↓≣ Alphabetically ▼	=
Streams V Streams DEX - Partnership App DEX - Standard Report	-		1	1			C C C		
	Client Outcomes	Community Outcomes	Community Profiles - First Edition	Community Profiles - Second Edition	NSW TEI Activity Report	Resource Planning	Service Footprint		

To view a report, simple click on the report you're interested in.

For example, click on the NSW TEI Activity Report, as outlined below (Figure 3).

Figure 3. Select a report



Important note: the screenshots above display what service providers see when they access the Data Exchange reports. DCJ staff can see all the above reports in one stream.





2. Report structure

When you click on a report, you will see an overview of the report. In Figure 4, we can see the NSW TEI Activity Report. From this page you can see:

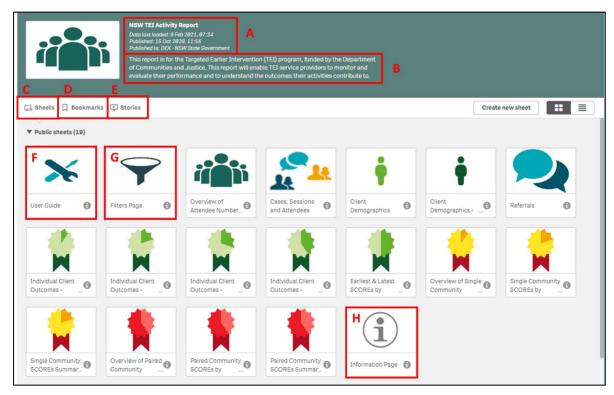
А	Report details: name of the report, date of last update
В	Report description
С	Sheets navigation button: shows the sheets available in the report
D	Bookmarks button: opens saved bookmarks
E	Stories button: opens saved stories

Each report has a similar structure. Each white square is a 'sheet' that includes different information and data:

F	The user guide provides a short description of the report, information about changes that have been made to the report, the data sources and when it was last updated.
G	The filters page includes several different filters you can use to refine your data.
Н	The information page includes a glossary of terms to help you understand the information in the report.

All the other sheets include data that your organisation has reported.

Figure 4. Sheets available in reports

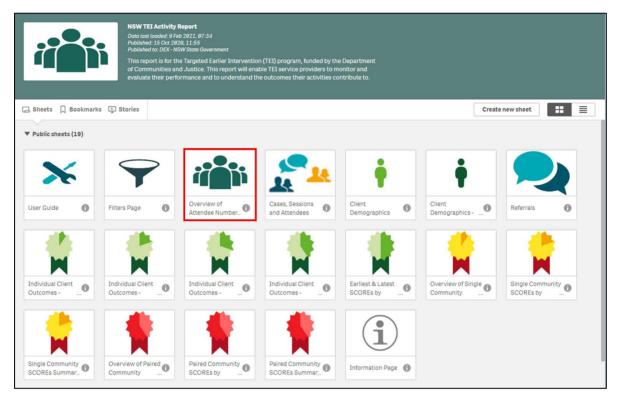




3. Select a sheet

To select a sheet, simply click on the sheet you want to see. In this example, we have selected Overview of Attendee Numbers (see Figure 5).

Figure 5. Select a sheet



You will then be taken to that sheet and you can see the information and data it includes. The name of the sheet is in the top left corner (see Figure 6).

Figure 6. (Overview	of attendee	numbers
-------------	----------	-------------	---------

				Analysis	Story				licate Overviev	of Attendee Numb.	
14 E E 0										in Sele	tions lia Insight
Overview of Attendee Number	rs										
Q. Filter by Outlet											
0-3 years playgroup	Total number of Clients and Supp	ort Persons				Clients and Support Per	rsons per service	type			
Aberdeen Public School	Individual Clients Group Client	s Support Person	5			Service Type	0	Individual Clients	Group Clients	Support Persons	
Aboriginal Case Management	93,446 499,39					Advocecy/Support		3,826	18,238	98	
Aboriginal Catholic Services						Business Planning		15	232	0	
						Community Engagement		6,393	86,553	67	
Q Filter by Indigenous status	Clients and Support Persons per A	lctivity				Community sector coordinat	ion	839	17,188	7	
Aboriginal	Activity Q	Individual Clients	Group Clients	Support Persons		Community sector planning		560	7,670	4	
Aboriginal and Torres Strait Islander	Totals	93,446	499,395	1,911		Counselling		12,037	659	153	
No	TEI - Community Centres	12,776	186,612	261		Education and Skills training		12,379	38,555	302	
Not stated	TEI - Community Connections	13,768	191,634	278		Facilitate Employment Pathw	ays	631	1,343	1	
	TEI - Community Support	15,348	75,262	229		Family Capacity Building		17,478	5,987	324	
Filter by age group (5 year intervals)	TEI - Intensive or Specialist Support	3,386	392	231		Indigenous advocacy/support	rt.	354	719	2	
0 to 4	TEI - Targeted Support	58,253	45,495	1,866		Indigenous community enga		212	11,669	56	
5 to 9						Indigenous healing worksho	p	8	66	9	
18 to 14	Clients and Support Persons per me										
	Note: By default, this chart displays the curren	it reporting period plus t	vo reporting period	is prior. When any filter is app	ied, this default behavior is	a superseded.					
15 to 19	100,000							1.0			Measures
Filter by age at session	-				P. 1	5	318	140	118		Individual Client
	1126	236	0	e 8	54,43	4V95	63		3		Group Clients
0	58,888 3	48	10,56	44.3							
1					=	590	PSV/C	21,25			
2	74	161/11	110	0,548	17,031		2		. 3		
Q. Filter by reason for seeking assistance	7,074 101 14,	144	104	1 230	286	319	284	30.7	234	60 2,12 1,40	1
Age-appropriate development	100-2010 FED-2010	Has 2819	1012020	Wasters 1010 100100	142828	walters waters	oresterne w	a tata	a	PED TOTAL	
Community participation & networks	<i>P</i>	v.	R 0 - 0	V. 7	19.11	4. Y.	S		<i>r</i>	44	
Education and skills training					Constant March	h - Calendar Year					





4. Navigate between sheets

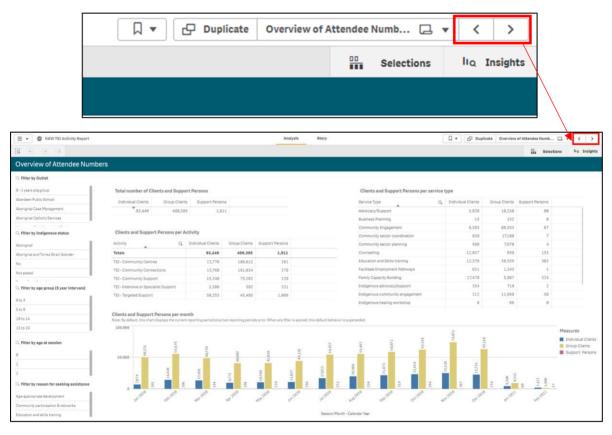
There are three different ways you can go to another sheet:

- A. Use the left and right arrows to go to the next or previous sheet
- B. Select another sheet directly
- C. Go back to the 'Overview' page and select a new sheet

A. Use the left and right arrows to go to the next or previous sheet

In the top right corner of the screen are two arrows (see Figure 7). If you click the arrow pointing to the left, you will be taken to the previous sheet. If you click the arrow pointing to the right, you will be taken to the next sheet.

Figure 7. Use the left and right arrows to go to the next or previous sheet





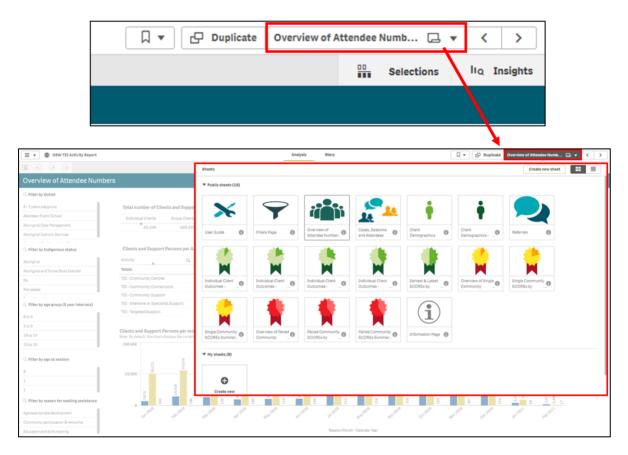


B. Select another sheet directly

In the top right corner of the screen, is a button with the name of the current sheet. In this example, it says 'Overview of Attendee Numbers' because that is the name of the sheet we are on (see Figure 8).

Click this button and a pop-up box will appear with all the sheets available in the report (see Figure 8). You can select any sheet and you will be taken directly to that sheet.

Figure 8. Select another sheet directly



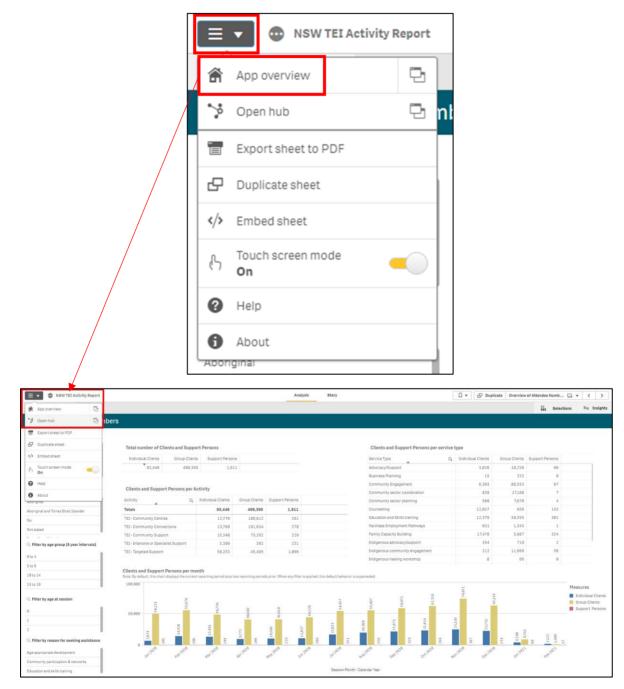




C. Go back to the 'Overview' page and select a new sheet

In the top left corner of the screen is the navigation button.

Click this button and a small menu will appear (see Figure 9). Click on 'App overview'. This will take you back to an overview of the report (see Figure 4). From there, you can select another sheet in the report.





5. Change reports





To go to a different report, select the navigation button in the top left corner of your screen. A small menu will appear. Click on 'Open Hub' (see Figure 10). This will take you back to the home page where you can see all the different reports (see Figures 1 and 2).

Figure	10.	Change	reports
--------	-----	--------	---------

		≡	🗸 💿 NS	W TEI A	ctivity Report					
		â	App overview		면					
		**	Open hub		면	nł				
		•	Export sheet t	o PDF						
		Ð	Duplicate she	et						
		>	Embed sheet							
		ß	Touch screen On	mode	-					
		0	Help							
		6 Abon	About ginai							
			Analysis	Story			0			
Aco overview			Angin	atory			다 모 Duplicat	e Overview		ens lia Insights
🍤 Open hub 🖸 🖸 🖬 📴	rs									
Export sheet to PDF										
Duplicate sheet	Total number of Clients and Support				Clients and Support Persons per					
4/9 Embed sheet	Individual Clients Group Clients 03,446 499,395	Support Pers			Service Type	Q	3ndividual Clienta 3.826	Group Clients 18.238	Support Persons	
h Touch screen mode	93,445 499,395	1,	911		Advocacy/Support Business Planning		3,826	18,738	90	
Ø Help	Clients and Support Persons per Act	the fact			Community Engagement		6,393	86,553	67	
0 About	1		Group Clienta Support Persona		Community sector coordination		839	17,188	7	
Aborginal and Terres Strait Jalander	Activity Q. Totals	93,446			Community sector planning Counselling		568 12,637	7,678	4	
Aborginal and Terrex Strait Jalander	TEI - Community Centres	12,776			Education and Skills training		12,379	38,555	302	
Not stated	TEI - Community Connections	13,768			Facilitata Employment Pathways		631	1,343	1	
	TEI - Community Support TEI - Intensive or Specialist Support	15,348			Family Capacity Building Indigenous advocacy/support		17,478	5,987 719	324	
If ther by age group (5 year intervals)	TEL-Intensive or Specialist Support. TEL-Targeted Support	3,386			Indigenous edvocecy/support.		354	11.009	50	
# to 4					Indigenous healing workshop		8	05	0	
810.9	Clients and Support Persons per mon	th								
181014	Note: By default, this chart displays the current r 100.000	eporting period plus	s two reporting periods prior. When any Alter is app	ded, this default behavior is a	operaeded					
15 to 19	THE OLD						1.001			Measures
Filter by age at session	10			Ð	1002		14 IC			Group Clients
· 1	58,000	0.04	-	3	3 7					Support Persons
1					2011 2011	917	81721			-
2	1100	13,451	1024	17.0	11.		22	8 0	2.0	
Pitter by reason for seeking assistance	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3		716	2 2 2	202	a l	E 2	12,1111 12,1111 12,1111	
Age appropriate development	In Tard In Tart	and tone	waters waters waters	Jul Parte	seaters some parents	40	tate of tale	in the s	(antal)	
Community participation & networks			1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -			<i></i>		101		
Education and alkills training				Session Morch -	Calendar Tear					



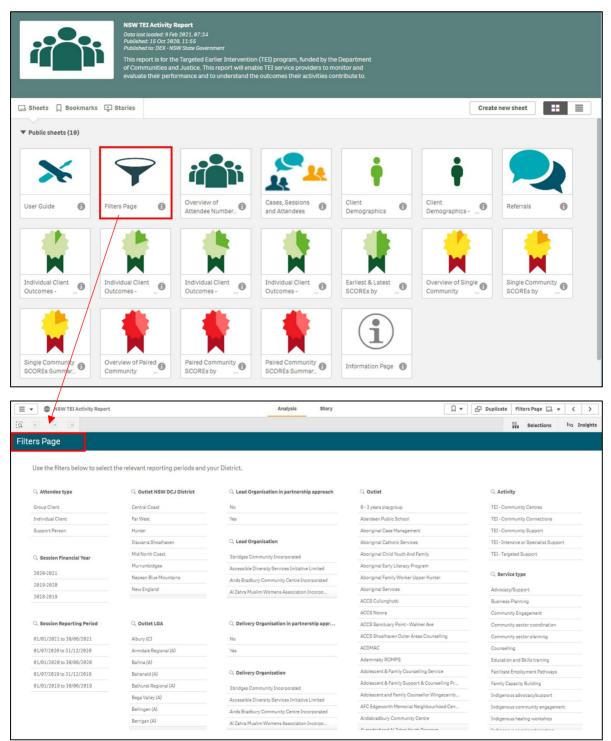


6. Filters

Each report includes filters you can use to refine and explore your data.

Each report includes a filters page. See Figure 11 for an example in the NSW TEI Activity Report.

Figure 11. Filters page





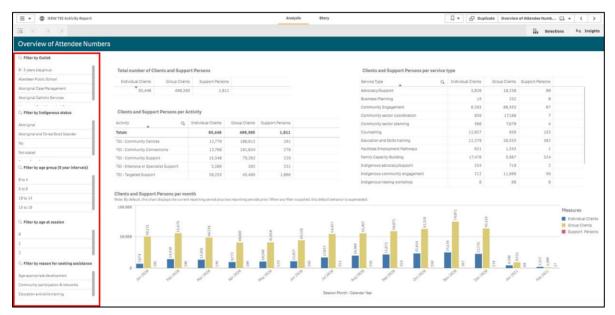


As seen in Figure 11, the filters page includes several different filters that can be used to refine your data. You can select a financial year, reporting period, outlet, program activity etc.

There are also different filters available on other sheets in the report.

In Figure 12, you can see a series of filters down the left-hand side of the page.









6a. Apply a filter

To apply a filter, simply click on the filter you want.

Select to confirm your selection.

Select

to undo your selection.

When you select a filter, the report will automatically update and display the filtered items. The filter will be applied to the all the sheets in your report.

You can apply as many filters as you like.

In Figure 13, we have selected the 2020-2021 financial year. Now, all the data in the report will only be from that financial year.

Figure 13. Applying a filter

		×	~	
		् Session Financial Yea	ar	
		2020-2021	× .	
		2019-2020		
		2018-2019		
				□ ▼ □ Duplicate Filters Page □ ▼ <
NSW TEI Activity Report		Analysis Story		M. G. populate Interstage (2 + (
NSW TEI Activity Report	•••	Analysis Story		Selections ha Insi
S) (a (a <u>Session Financi</u> 2020-2021 rs Page	e relevant reporting periods and your	District.	Q outlet	
Si Ca Ca Section Finance.	e relevant reporting periods and your	District. Q Lead Organization in partnership approach		C, Activity
Image: Second Primacle Second Primacle rst Page Use the filters below to select th Q. Attendee type Group Client.	e refevant reporting periods and your Q Outlet NSW DCJ District Central Coast	District. Q Lead Organization in partnership approach No	8 - 3 years playgroup	Q. Activity TEI-Community Centres
(a) (b) Section Finance. (c) Section	e relevant reporting periods and your Q. Outlet NSW DCJ District Central Coast Far West	District. Q Lead Organization in partnership approach	8 - 3 years playgroup Aberdeen Public School	C. Activity TEI-Community Centres TEI-Community Centres
Compared and the second s	e relevant reporting periods and your C, outlet NSW DCJ District Central Casas Far West Hutter	District. Q. Lead Organisation in partnership approach No Yes	8 - 3 years playgroup Aberdeen Public School Aboriginal Case Management	C. Activity TEI - Community Centres TEI - Community Support
(a) (b) Section Finance. (c) Section	e relevant reporting periods and your C. Outlet NSW DCJ District Central Coast Far West Hunter Hanter	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation	8 - 3 years pløygroup Aberdeen Public School Aboriginal Case Management Aboriginal Casholic Services	C. Activity TEI - Community Centres TEI - Community Support TEI - Internative or Specialist Support
Compared and the second s	e relevant reporting periods and your Q. Guttet NSW DCJ District Central Coast Far West Hunter Illewarts Bhosheen Mid North Coast	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Biordges Community Incorporated	8 - 3 years plagnoup Aberdeen Public School Abordjour Case Management Abordjotal Casholic Services Abordjotal Child Youth And Family	C. Activity TEI-Community Centres TEI-Community Support
Constant of the second se	erel-want reporting periods and your Q. Outlet HSW DCJ District Central Coast Far West Hunter Ileusuras Shoshaven Mid North Coast Morrymbidgee	District. Q. Lead Organization in partnership approach No Yes Q. Lead Organization Stridges Community Incorporated Accessible Diversity Services Instative Limited	8 - 3 years plagroup Aberdeen Public School Abordjanic Case Maragement Abordjanal Casholic Services Abordjanal Early Literacy Program	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Interview or Specialis Support TEI - Targeted Support
Constant of the second se	e rel-want reporting periods and your Q. Outlet NSW DCJ District Certral Coast Far West Hunter Eliteurra Shoalhaven Mid North Coast Murmibidgee Nepsan Blue Mountains	District. Q Lead Organisation in partnership approach No Yes Q Lead Organisation Bordges Community Incorporated Accessible Diversity Services Instative Limited Actes Bradbury Community Centre Incorporated	8 - S years plagroup Aberdeen Public School Aboriginal Case Maragement Aboriginal Casholic Services Aboriginal Casholic Services Aboriginal Early Liberacy Program Aboriginal Family Worker Upper Hunter	C. Activity TEI - Community Centres TEI - Community Support TEI - Community Support TEI - Tergeted Support TEI - Tergeted Support C. Service type
Constant of the second se	erel-want reporting periods and your Q. Outlet HSW DCJ District Central Coast Far West Hunter Ileusuras Shoshaven Mid North Coast Morrymbidgee	District. Q. Lead Organization in partnership approach No Yes Q. Lead Organization Stridges Community Incorporated Accessible Diversity Services Instative Limited	8 - 3 years plagroup Aberdeen Public School Abordjanic Case Maragement Abordjanal Casholic Services Abordjanal Early Literacy Program	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Inservice of Specialis Support TEI - Targeted Support C. Service type Advocacy/Support
Constant of the second se	Certrial Coast Certrial Coast Far West Hutter Illawarra Shoalthaven Mir Worth Coast Murrumbidgee Nepsen Blue Mountains New England	District. Q Lead Organisation in partnership approach No Yes Q Lead Organisation Bordges Community Incorporated Accessible Diversity Services Instative Limited Actes Bradbury Community Centre Incorporated	0 - 3 years plaggroup Aberdeen Public School Aboriginal Caste Management Aboriginal Casholic Bervices Aboriginal Ently Liberacy Program Aboriginal Ently Liberacy Program Aboriginal Family Worker Upper Hunter Aboriginal Services	C. Activity TEI-Community Centres TEI-Community Centres TEI-Community Support TEI-Targeted Support TEI-Targeted Support C. Service type Advocacy/Support Business Planning
Compared and the set of the	e relevant reporting periods and your C, outet NSW DCJ District Certral Coast Far West Hutter Disuarra Shoalhaven Mid North Coast Murrumbidgee Nepsen Blue Mountains New England Northern NSW	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Bioróges Community Incorporated Accessable Diversity Services Instative Limited Arids Bradbury Community Centre Incorporated Al Zahra Muslim Womens Association Incorporated	e - 3 years plagsoup Aberdeen Public School Aborignal Case Management Aborignal Catholic Bervices Aborignal Catholic Bervices Aborignal Early Literacy Program Aborignal Family Worker Upper Hunter Aborignes Privies ACCS Noves ACCS Sanctuary Point - Walmer Ave	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Targeted Support TEI - Targeted Support TEI - Targeted Support C. Service type Advocacy/Support Buarness Planning Community Engagement.
Constant of the second se	Certical Coast Certical Coast Far West Hutter Illawarra Shoalthaven Mir Worth Coast Murrumbidgee Nepsen Blue Mountains New England	District. Q Lead Organisation in partnership approach No Yes Q Lead Organisation Bordges Community Incorporated Accessible Diversity Services Instative Limited Actes Bradbury Community Centre Incorporated	0 - 3 years plaggroup Aberdeen Public School Aboriginal Caste Management Aboriginal Casholic Bervices Aboriginal Ently Liberacy Program Aboriginal Ently Liberacy Program Aboriginal Family Worker Upper Hunter Aboriginal Services	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Targeted Support TEI - Targeted Support C. Service type Advoca/glupport Business Planning Community Engagement Community Engagement Community exter coordination
Compared and the set of the	e relevant reporting periods and your C, outet NSW DCJ District Certral Coast Far West Hutter Disuarra Shoalhaven Mid North Coast Murrumbidgee Nepsen Blue Mountains New England Northern NSW	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Bioróges Community Incorporated Accessable Diversity Services Instative Limited Arids Bradbury Community Centre Incorporated Al Zahra Muslim Womens Association Incorporated	el - 3 years plagroup: Aberdeen Public School Aboriginal: Cate Management Aboriginal: Catholic Bervices Aboriginal: Catholic Bervices Aboriginal: Early Literacy Program Aboriginal: Early Literacy Program Aboriginal: Services Accos Nova ACCS Services ACCS Service	Selections Na Im C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Targeted Support TEI - Targeted Support C., Service type Advocacy/Support Suprest Community Engagement. Community setter planning Community setter planning Community setter planning
Careford Financial Careford C	e relevant reporting periods and your Q. Outlet NSW DCJ District Certral Coast Far West Huter Illianarra Shoalhanen Mid North Coast Murrumbidge Nepsen Blue Mountains New England Northern NSW Q. Outlet LGA	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Bindges Community Incorporated Accessible Diversity Remines Instative Limited Arids Bradbury Community Centre Incorporated Al Zeirva Muslim Womens Association Incorporated Q. Deliverty Organisation in partnership appreach	B - 3 years plagstoop Aberdeen Public School Aboriginal Case Management Aboriginal Casholic Bervices Aboriginal Casholic Bervices Aboriginal Family Worker Upper Hunter Aboriginal Family Worker Upper Hunter Aboriginal Services ACCS Nows ACCS Sanctary Point - Walmer Are ACS Sanctary Point-Walmer Are ACS Sanctary Doint- Order Anas Counselling ACDMAC	Selections Ing. Ing. C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Inservice or Specialis Support TEI - Targeted Support C. Service type Advocacy/Support Business Planning Community sector constitution Community sector constitution Community sector constitution Community sector constitution Community sector constitution Community sector constitution Community sector constitution
Carlon Financia Control Clent	e relevant reporting periods and your C, outlet NSW DCJ District Central Casas Far West Huster Disearna Shoalhaven Mid North Casas Murumbidge Nepasa Blue Mountains New England Northern NSW C, Outlet LGA Albury (C)	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Biordges Community Incorporated Accessible Diversity Services Instative Limited Aids Bradiury Community Centre Incorporated Al Zahra Muslim Womens Association Incorporated No	B - 3 years plagroup Aberdeen Public School Aboriginal Case Management Aboriginal Casholic Bervices Aboriginal Casholic Bervices Aboriginal Services Aboriginal Services ACCS Nowra ACCS Sanctuary Point- Waimer Aire ACCS Sanctuary Point- Waimer Aire ACCS Sanctuary Point- Mainer Aire ACCS Sanctuary Doint- Mainer Aire ACCS Sanctuary Doint- Mainer Aire ACCS Monitore ACCS Another Aires Counselling ACDAC Adaminaby RCMPS	C. Activity TEI-Community Centres TEI-Community Centres TEI-Community Centres TEI-Community Support TEI-Intensive or Specialist Support TEI-Targeted Support Community sector planning Community sector planning Community sector planning Community sector planning
Careford Financial Careford C	c. Outlet HSW DCJ District Central Coast Far West Hunter Hunter Hunter Mid Honto Coast Murrumbidgee Nepsen Bise Mountains Nerve England Northern NBW C, Outlet LGA Abury (C) Armidale Regional (A)	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Biordges Community Incorporated Accessible Diversity Services Instative Limited Aids Bradiury Community Centre Incorporated Al Zahra Muslim Womens Association Incorporated No	B - 3 years plagroup Aberdeen Public School Aboriginal Case Management Aboriginal Casholic Bervices Aboriginal Casholic Bervices Aboriginal Early Uteracy Program Aboriginal Early Uteracy Program Aboriginal Services ACCS Nowrs ACCS Shoalhaven Outer Areas Counselling ACDSMC Adaminaby ROMPS Adolescent & Family Counselling Service	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Connections TEI - Community Support TEI - Targeted Support TEI - Targeted Support C. Service type Advocacy/Support Business Planning Community Engagement Community sector coordination Community sector coordination
Careford Content of C	e ref-want reporting periods and your Q. Outlet HSW DCJ District Central Coast Far West Humarn Shoahaven Mid North Coast Murrumbidgee Neosan Biue Mountains New England Northern NSW Q. Outlet LGA Albury (C) Armidate Regional (A) Ballina (A)	District. Q Lead Organisation in partnership approach No Yes Q Lead Organisation Sordpes Community Incorporated Accessible Diversity Services Instative Limited Airds Bradburg Community Centre Incorporated Airds Bradburg Community Centre Incorpora	B-3 years plagsoup Aberdeen Public School Aborignal Cabolic Services Aborignal Cabolic Services Aborignal Cabolic Services Aborignal Ently Literacy Plagram Aborignal Ently Literacy Plagram Aborignal Services ACCS Nowrs ACCS Shoalhaven Outer Areas Counselling ACDS Shoalhaven Outer Areas Counselling Adolescent & Family Counselling Service Adolescent & Family Counselling Periol	Q. Activity TEI - Community Centres TEI - Community Centres TEI - Community Connections TEI - Community Support TEI - Interview of Secalat Support Community Sector coordination Community sector planning Connunity Sector coordination Community sector planning Conselling Secaration and Skills training Facilitate Employment Pathwaya e Family Capacity Building
Casesion Reparting Period Casesion Structure Casesion Reparting Period Casesion Structure Casesion Structu	e rel-want reporting periods and your Q. Outlet NSW DCJ District Central Coast Far West Hurser Eliavaira Shoalhaven Mid North Coast Murumbidgee Nepsan Blue Mountains New England Northern NBW Q. Outlet LGA Albury (C) Armdak Regional (A) Balina (A) Balina (A)	District. Q Lead Organisation in partnership approach No Yes Q Lead Organisation Bordges Community Incorporated Accessible Diversity Services Instative Limited Aide Bradburg Community Centre Incorporated Al 2thra Muslim Womens Association Incorporated Al 2thra Muslim Womens Association Incorporated No No Yes	P - 3 years plagroup Aberdeen Public School Aborignal Case Management Aborignal Catholic Bervices Aborignal Catholic Bervices Aborignal Early Literacy Program Aborignal Family Worker Upper Hunter Aborignal Family Worker Upper Hunter Aborignal Family Worker Upper Hunter Aborignal Family Outper Accession ACCS Browlaveen Outer Areas Counselling Adolescent & Family Suppert & Counselling Proj Adolescent & Family Suppert & Counselling Proj Adolescent & Family Suppert & Counselling Proj Adolescent and Family Counselling Proj	Q. Activity TEI - Community Centres TEI - Targeted Support TEI - Targeted Support Community Engagement Community Engagement Community sector planning Consulting Education and Skills training Education and Skills training Family Casacty Sulfing Indigenous advices/ylouport
Casesion Reparting Period Casesion Structure Casesion Reparting Period Casesion Structure Casesion Structu	C, Outlet NSW DCJ District Certrial Coast Far West Hurder Illawarra Shoalhaven Murrumbidgee Nepsen Blue Mountains New England Northern NSW C, Outlet LGA Albury (C) Armdale Regional (A) Ballina (A) Ballina (A) Ballina (A)	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Biordges Community Incorporated Accessible Diversity Services Instative Limited Arids Bradiury Community Center Incorporated Al Zuhra Musim Womena Association Incorporated No Yes Q. Delivery Organisation In partnership approach No Yes Q. Delivery Organisation In partnership approach No Yes Q. Delivery Organisation Biordges Community Incorporated Accessible Diversity Services Instative Limited No Yes Q. Delivery Organisation	B - 3 years plagroup Aberdeen Public School Aboriginal Case Management Aboriginal Case Management Aboriginal Casholic Bervices Aboriginal Early Literacy Plogram Aboriginal Bervices Aboriginal Bervices ACCS Nowra ACCS Sincelusary Point- Wainer Are ACCS Sincelusary Point- Wainer Are ACCS Sincelusary Dutter Areas Counselling ACDecomes Adolescents & Family Counselling Service Adolescent & Family Counselling Service Adolescent & Family Counselling Plogram Adolescent & Family Counselling Nergement ACDE Areas Counselling Nergement ACDE Areas Counselling Nergement Adolescent & Family Counselling Nergement ACDE Areas Areas Counselling Nergement Adolescent & Family Counselling Nergement ACDE Areas Areas Counselling Nergement ACDE Areas Areas Counselling Nergement ADOLescent & Family Counselling Nergement ACDE Areas Areas Counselling Nergement ACDE Areas Areas Counselling Nergement ADOLescent & Family Counselling Nergement ADOLescent & Family Counselling Nergement ADOLescent & Family Counselling Nergement ACDE Areas Areas Counselling Nergement ADOLescent & Family Counselling Nergement ADOLescent & Family Counselling Nergement ACDE ADOLescent & Family Counselling Nergement ADOLescent ADOLescent & Family Counselling Nergement ADOLescent & Fam	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Centres TEI - Community Connections TEI - Transition or Specialis Support Community sector coordination Commu
Casesion Reparting Period Casesion Structure Casesion Reparting Period Casesion Structure Casesion Structu	Counter Reporting periods and your Q. Outlet NSW DCJ District Central Coast Far West Hurtar Illeware Shoalhwan Mid North Coast Murrumbidgee Nepsan Blai Mountains New England Northern NSW Q. Outlet LGA Albury (C) Armidale Regional (A) Balina (A) Balmard (A) Balmard (A) Balmard (A)	District. Q. Lead Organisation in partnership approach No Yes Q. Lead Organisation Boridges Community Incorporated Accessible Diversity Services Initiated Airdin Bacry Community Incorporated No Yes Q. Delivery Organisation Boridges Community Incorporated	B - 3 years plagroup Aberdeen Public School Aboriginal Case Management Aboriginal Case Management Aboriginal Casholic Bervices Aboriginal Casholic Bervices Aboriginal Early Worker Upper Hunter Aboriginal Family Worker Upper Hunter Aboriginal Services ACCS Norws ACCS Sancturey Point-Walmer Are ACCS Sancturey Point-Walmer Are ACCS Sancturey Point-Walmer Are AcCS Sancturey Point-Rease Counselling AcDenate Addescent & Family Support & Counselling Periop	C. Activity TEI - Community Centres TEI - Community Centres TEI - Community Centres TEI - Community Support TEI - Targeted Support C. Service type Advocacy/Support Buarness Planning Community Estor planning Community settor planning Community settor planning Community Estor planning Education ad Skills training Education ad Skills training Flanki Cascity Building Indigenous advocacy/spoport





6b. Filter display area

When a filter is applied, it will appear in the filter display area at the top of your page. This tells you what filters have been selected and applied to your report.

In Figure 14, we can see the filter **Session Financial Year** has been applied. We can also see that the option **2020-2021** was selected.

The filter display area can also be used to:

8	Remove an individual filter
()	Clear all your filters at once (clear selections)
E2	Undo your last selection (step back)
E]	Redo a selection (step forward)

Figure 14. Filter display area

	8	Session 2020-20	n Financi 🔇	
NSW TEI Activity Report		Analysis Story	A	▼
Session Financi. 2020-2021	. 0			Selections liq
rs Page				
्, Attendee type	e relevant reporting periods and your [्, Outlet NSW DCJ District	\mathbb{Q}_{i} Lead Organisation in partnership approach	Q. Outlet	Q. Activity
Group Client	Central Coast	No	0 - 3 years playgroup	TEI - Community Centres
Individual Client	Far West	Yes	Aberdeen Public School	TEI - Community Connections
Support Person	Hunter		Aboriginal Case Management	TEI - Community Support
··· 🗙 🗸	Illawarra Shoalhaven	Q. Lead Organisation	Aboriginal Catholic Services	TEI - Intensive or Specialist Support
C. Session Financial Year	Mid North Coast	3bridges Community Incorporated	Aboriginal Child Youth And Family	TEI - Targeted Support
	Murrumbidgee	Accessible Diversity Services Initiative Limited	Aboriginal Early Literacy Program	
2028-2021	Nepean Blue Mountains	Airds Bradbury Community Centre Incorporated	Aboriginal Family Worker Upper Hunter	Q. Service type
2019-2020	New England	Al Zahra Muslim Womens Association Incorporated	Aboriginal Services	Advocacy/Support
2018-2019	Northern NSW		ACCS Nowra	Business Planning
			ACCS Sanctuary Point - Walmer Ave	Community Engagement
Q Session Reporting Period	O Outlet LGA	Q. Delivery Organisation in partnership approach	ACCS Shoalhaven Outer Areas Counselling	Community sector coordination
			ACDMAC	Community sector planning
01/01/2021 to 30/06/2021	Albury (C)	No	Adaminaby ROMPS	Counselling
01/07/2020 to 31/12/2020	Armidale Regional (A)	Yes	Adolescent & Family Counselling Service	Education and Skills training
01/07/2019 to 31/12/2019	Ballina (A)		Adolescent & Family Support & Counselling Project	Facilitate Employment Pathways
01/01/2020 to 30/06/2020	Bairanald (A)	Q Delivery Organisation	Adolescent and Family Counsellor Wingecarribee	Family Capacity Building
01/01/2019 to 38/06/2019	Bathurst Regional (A)	3bridges Community Incorporated	AFC Edgeworth Memorial Neighbourhood Centre	Indigenous advocacy/support
	Bega Valley (A)	Accessible Diversity Services Initiative Limited	Airdsbradbury Community Centre	Indigenous community engagement
	Bellingen (A)	Airds Bradbury Community Centre Incorporated	Ai madeef and Al Zahra Youth Program	Indigenous healing workshop
	Berrigan (A)	Al Zahra Muslim Womens Association Incorporated	Albion Park High School APH	Indigenous social participation
	Blacktown (C)			n-algenous social particitation





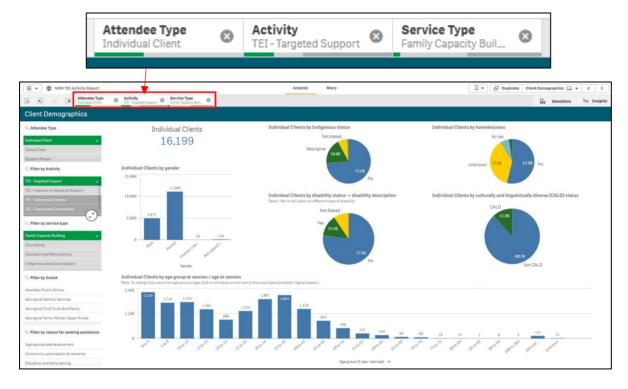
6c. Apply multiple filters

You can apply as many filters as you like to your report.

In Figure 15, we've applied 3 different filters: attendee type, activity and service type.

You can see all the filters you have applied in the filter display area.

Figure 15. Apply multiple filters







You can also select multiple options within each filter.

In Figure 16 (point B), we've selected two program activities: Intensive or Specialist Support and Targeted Support.

The filter display area will tell you how many options have been selected. See point A below -2 of 5 options have been selected.

If you have only selected one option, it will include the name of that option. See point C below – Family Capacity Building has been selected.

	Α		С	
Attendee Type Individual Client	Activity 2 of 5		Service Type amily Capacity Buil	۵
hics	<u>.</u>	×		
В	Q Search in listbo	X	Clients	
×.	TEI - Intensive or Spe	cialist Support	· 97	
	TEI - Targeted Suppor	t	× .	
	TEI - Community Cent			
	TEI - Community Con			
pport 🗸	TEI - Community Sup	port		
~				

Figure 16. Select multiple options within each filter

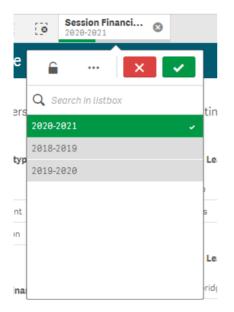




6d. Change a filter

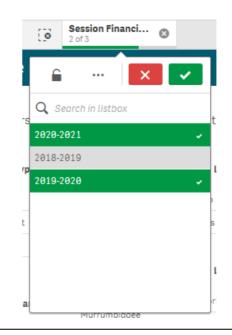
To change a filter:

 Click on the filter in the filter display area. The filter will appear in a popup box.

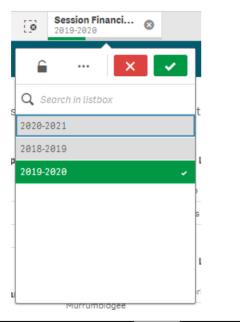


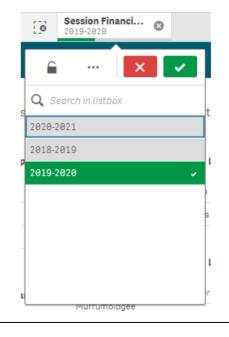
3. De-select any filters you want to remove (e.g. 2020-2021).

Select the new filter you want (e.g. 2019-2020).



4. Click the green tick to apply your new filter.





Note: If you select the red cross, , the change you made will not be applied. The filter will revert to

your original selection. To remove a filter entirely, you must select the small grey cross





6e. Filters in graphs, charts and tables

Filters can also be applied by clicking on different parts of the tables, graphs and pie charts in the reports.

Tables: You can select a row in a table to apply a filter.

In Figure 17, we have selected 'Community Centres' in the Activity table. When this filter is applied, the report with only show data for the program activity 'Community Centres'.

Figure 17. Applying filters from tables

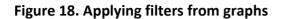
							_				
				0	×	~	ct				
			Activity			Q	Ι				
		1	fotals								
			TEI - Con	nmunity Ce	entres						
		1	TEI - Con	nmunity Co	onnections	6					
			TEI - Con	nmunity Su	pport		1				
		/ 1	FEI - Inte	ensive or Sp	oecialist Su	upport					
		1	TEI - Targ	geted Supp	ort						
		/									
Ξ ▼ Image: State St		/		Analysis	Story			Dupl	icate Overview	of Attendee Numb.	
Overview of Attendee Numbe											
Overview of Attendee Number C, Filter by Outlet ACOMAC Abion Park Rail Community Centre	Total number of Clients and Supj Individual Clients Group Clien	•				Clients and Sup Service Type	oport Person	type Individual Clients	Group Clients	Support Persons	
Q. Fliter by Outlet	Total number of Clients and Supp	ents Support Persons				Service Type Community Engage Education and Skill	atment, a training	Individual Clients 1,562 758	18,819 5,777	13 18	
Q. Fitter by Outlet ACDMAC Ablion Park Rail Community Centre Ablion Park Youdh and Community Care ARTesia Gallery & Garden	Total number of Clients and Supj Individual Clients Group Clien	ents Support Persons				Service Type Community Engage	ement a training /referral	Individual Clients 1,562	18,819	13	
C, Filter by Outlet ACOMAC Ablon Park Bal Community Centre Ablon Park Youth and Community Care Alifeas Sallary & Gueten C, Filter by Endigenous status	Total number of Clients and Supp Individual Clients Broup Clie 12,850 187,2	Ints Support Persons		Support Persons		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Fitter by Outlet ACDIMAC Abion Park Kall Community Centre Abion Park Kall Community Centre Altrasa Salling S Garden Ci, Fitter by Indigeneous status Aborignal	Total number of Clients and Supp Individual Clients Proup Clie 12,850 167,2 20 X V	support Persons 253 261 ctivity 1nd/vidual Clients 93,889	Group Clients S 501,479	1,944		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
C, Filter by Outlet ACOMAC Ablon Park Bal Community Centre Ablon Park Youth and Community Care Alifeas Sallary & Gueten C, Filter by Endigenous status	Total number of Clients and Supp Individual Clients 13,369 260 dtg Scotoly Tetais TEt Community Contest	ctivity 53 Support Person 253 263 ctivity 5 Individual Clients 93,989 12,559	Groop Clients S 501,479 187,253	1,944 261		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
O, Fitter by Outlet ADDMAC ADDMAC ADDMMUNIty Centre ADDM Purk Rail Community Centre Address Callery & Carden C, Fitter by Indigenous status Adorgnal Adorgnal and Turnes Row Linkander	Total number of Clients and Supp Individual Clients 12,350 3,37 4,250 5,37 4,250 5,37 5,37 5,37 5,37 5,37 5,37 5,37 5,37	stivity 1 of Widual Clients 93,889	Group Clients S 501,479	1,944		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Pitter by Outlet ACDMAC Ablon Park Ball Community Centre Ablon Park Nosh and Community Care ARTess Balley & Borden Ci, Pitter Brondigenous status Aborginal and Torres Brast Islander No Not stated	Total number of Clients and Supp Individual Clients 12,359 1872 Retriefy Re	nts Support Personn 253 261 ctivity 12,850 13,831 15,471 3,834	Group Clients S 501,479 187,253 193,114 75,466 393	1,944 261 278 246 231		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Fitter by Outlet ACDMAC Abbin Purk Ball Community Centre Abbin Purk Yosh and Community Care ARTex Exailing & Garden Ci, Fitter by Indigeneous statise Abbrignei Abbrignei Abbrignei Bio	Total number of Clients and Supp Individual Clients 12,399 260 260 27 261 27 261 27 261 260 27 261 27 261 27 261 27 261 27 261 27 261 27 261 27 261 27 261 27 261 27 261 261 261 261 261 261 261 261 261 261	Support Person 253 263 ctivity 3,989 12,550 13,881 13,471 15,471	Groop Clients S 501,479 187,253 191,814 75,485	1,944 261 278 246		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Pitter by Outset ACDMAC Ablon Park Rail Community Centre Ablon Park Nusti and Community Care ARTess Outers & Gorden Ci, Pitter by Indigenous status Aborginal and Tores Brait Islander No Not statud	Total number of Clients and Supp Individual Clients 12,359 1872 Retriefy Re	nts Support Personn 253 261 ctivity 12,850 13,831 15,471 3,834	Group Clients S 501,479 187,253 193,114 75,466 393	1,944 261 278 246 231		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Fitter by Outlet ACDMAC Abion Purk Ball Community Centre Abion Purk Ball Community Centre Abion Purk Ball Community Altres Sallery & Gorden Ci, Fitter by Indigenous status Abiongnal and Turnes Brait Liander No Rosstated Ci, Fitter by sage group (5 year Internat) Bio 4 5 to 9	Total number of Clients and Supp Individual Clients 12,359 1872 Retrief Tet-Community Connections Tet-Community Connections Tet-Community Connections Tet-Community Connections Tet-Community Connections Tet-Community Connections Tet-Community Connections Tet-Community Connections Tet-Community Connections	Support Person ztvity ztvity striktig	Group Clients S 501,479 187,253 193,114 75,466 393	1,944 261 278 246 231		Service Type Community Engage Education and Skill Information/advice	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Fitter by Outlet ACDMAC Ablon Park Bail Community Centre Ablon Park Bail Community Centre Affres Gallery & Borden Ci, Fitter by Indigenous status Aborgonal Aborgonal Aborgonal Aborgonal Aborgonal Ci, Fitter by age group (6 year Intervalt) @ to 4 Eto 9	Total number of Clients on Support Individual Clients 12,359 132,259 132,2 132	nta Support Person 253 260 2009 2009/dual Clents 10,860 10,860 10,860 10,871 10,471 10,473 10,474 10,474	Group Clients S 561,479 187,753 191,814 75,468 393 46,563	1,944 261 278 246 231 1,882	ed. Sha default behavior ta	Service Type Community Rengage Education and Education and Information/Advice Social pain/Cepation	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	
Ci, Fitter by Outlet ACDMAC Abion Purk Ball Community Centre Abion Purk Ball Community Centre Abion Purk Ball Community Altres Sallery & Gorden Ci, Fitter by Indigenous status Abiongnal and Turnes Brait Liander No Rosstated Ci, Fitter by sage group (5 year Internat) Bio 4 5 to 9	Total number of Clients and Supp Individual Clients 13,369 267,777 Total T	nta Support Person 253 260 2009 2009/dual Clents 10,860 10,860 10,860 10,871 10,471 10,473 10,474 10,474	Group Clients S 561,479 187,753 191,814 75,468 393 46,563	1,944 261 278 246 231 1,882	ed, this default behavior is	Service Type Community Rengage Education and Education and Information/Advice Social pain/Cepation	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	Measures
C., Fitter by Outlet ACDMAC: Ablon Park Bail Community Centre Ablon Park Bail Community Centre Affres Gailey & Borden C., Fitter by Indigenous status Rot stated C., Fitter by age group (6 year intervals) Bits 0 18 to 1 15 to 18	Total number of Clients on Support Individual Clients 12,359 132,259 132,2 132	nta Support Person 253 260 2009 2009/dual Clents 10,860 10,860 10,860 10,871 10,471 10,473 10,474 10,474	Group Clients S 561,479 187,753 191,814 75,468 393 46,563	1,944 261 278 246 231 1,882	d, the default behavior to	Service Type Community Rengage Education and Education and Information/Advice Social pain/Cepation	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	 Individual Clie Group Clients
Ci, Fitter by Outlet ACDMAC Ablom Park Bail Community Centre Ablom Park Bail Community Centre Affres Gallery & Gurden Ci, Fitter by Indigenous status Aborgonal Aborgonal Aborgonal Aborgonal Aborgonal Aborgonal Aborgonal Aborgonal Ci, Fitter by age group (& year Intervals) Bits 6 Elso 9 El to 14 Elso 18	Total number of Clients on Support Individual Clients 12,359 1872 1872 1872 1873 1874 1874 1874 1874 1874 1874 1874 1874	nta Support Person 253 260 2009 2009/dual Clents 10,860 10,860 10,860 10,871 10,471 10,473 10,474 10,474	Group Clients S 561,479 187,753 191,814 75,468 393 46,563	1,944 261 278 246 231 1,882	ed, this default behavior is r	Service Type Community Rengage Education and Education and Information/Advice Social pain/Cepation	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	Individual Clie
C, Fitter by Outlet ACDMAC Abion Purk Ball Community Centre Abion Purk Nath and Community Centre Abion Purk Nath and Community Centre Attrias Calleroy & Garden Abiongnal and Terres Stratt Datander No Rost casted C, Fitter by sage strates Bio 4 Sto 9 18 to 14 18 t	Total number of Clients and Supp Individual Clients prog Clie 13,389 1527 Totals Totals Tetal	nta Support Person 253 260 2009 2009/dual Clents 10,860 10,860 10,860 10,871 10,471 10,473 10,474 10,474	Group Clients S 561,479 187,753 191,814 75,468 393 46,563	1,944 261 278 246 231 1,882	ed, these default between rear	Service Type Community Rengage Education and Education and Information/Advice Social pain/Cepation	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	 Individual Clie Group Clients
C., Fitter by Outlet ACDMAC: Ablon Park Bail Community Centre Ablon Park Bail Community Centre Affres Gailey & Borden C., Fitter by Indigenous status Rot stated C., Fitter by age group (6 year intervals) Bits 0 18 to 1 15 to 18	Total number of Clients and Supp Individual Clients 12,399 20,000 Total Tel Community Connections Tel Community Connections Tel - Community Connections Tel - Community Connections Tel - Tompster of Specialist Support Tel - Tangeted Support Persons per or Name Appletations the com	Image Support Person 253 261 254 261 255 261 256 261 257 261 258 261 <	Croup Clients 8 863,479 1867,273 197,846 73,466 30,46,553 46,553	1,944 261 278 246 231 1,882	1.780 17 18.6 19.6 9.714	Service Type Community Regap Education and the Education and the Social participation Social participation Reporteded.	ement a training /referrai	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	90 100 100 100 100 100	 Individual Clie Group Clients
C., Fitter by Outlet ACDMAC Ablom Park Bail Community Centre Ablom Park Bail Community Centre Attress Callery & Gorden C., Fitter by folgenous status Aborgoni Aborgoni and Terres Boat Islander Not statud C., Fitter by age group (3 year Intervals) Gits 4 Sto 9 18 to 14 15 to 19 C., Fitter by age at session B 1 2	Total number of Clients and Supp Individual Clients prog Clie 13,389 1527 Totals Totals Tetal	Image Buggoott Person 253 261 Etivity 263/45447 Charts 90,999 20,919 10,819 20,819 10,819 20,819 10,819 20,819 10,819 20,819 10,819 20,819 10,817 20,819	Croup Clents 8 863,479 1867,233 197,846 73,466 30,46,553 46,55 46,55	1,944 261 278 246 231 1,882	1.780 17 18.6 19.6 9.714	Service Type Community Regap Education and the Education and the Social participation Social participation Reporteded.	ement a training /referral	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	13 18 145	 Individual Clie Group Clients
Ci, Fitter by Outsite ACOINAC: Abion Park Kall Community Centre Abion Park Kall Community Abion P	Total number of Clients and Supp Individual Clients 12,399 20,000 Total Tel Community Connections Tel Community Connections Tel - Community Connections Tel - Community Connections Tel - Tompster of Specialist Support Tel - Tangeted Support Persons per or Name Appletations the com	Image Support Person 253 261 254 261 255 261 256 261 257 261 258 261 <	Croup Clients 8 863,479 1867,233 193,814 73,486 3346 46,553 46,553	1,944 261 278 246 231 1,882	1.780 17 18.6 19.6 9.714	Service Type Community Regions of Build Education and Build Information Advice Social participation Social participation	ement a training /referrai	Individual Clients 1,562 758 7,511	18,819 5,777 103,490	90 100 100 100 100 100	 Individual Clie Group Clients





Graphs: You can select a column in a column graph to apply a filter.

In Figure 18, we have selected 'male' in the gender graph. When this filter is applied, the report will only show data reported for male clients.









Pie charts: You can select a section of a pie chart to apply a filter.

In Figure 19, we have selected 'yes' in the disability pie chart. When this filter is applied, the report will only show data reported for clients with a disability.

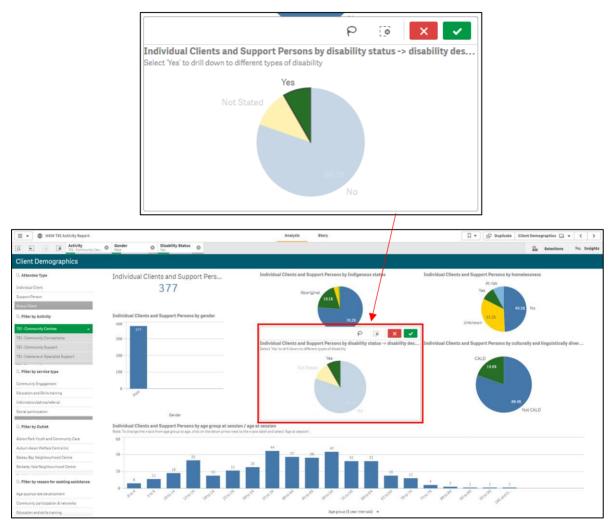


Figure 19. Applying filters from pie charts





7. Create bookmarks

You can save filters by creating bookmarks.

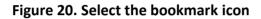
Bookmarks can be created for reports you access regularly.

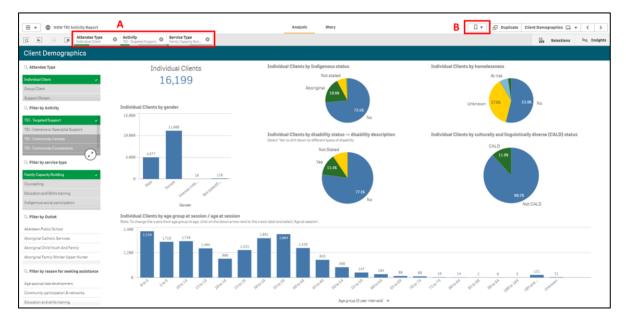
Bookmarks are saved in individual reports. For example, if you save a bookmark in the NSW TEI Activity Report, it can only be accessed in that report.

To create a bookmark, open a report and select the desired sheet.

Apply the filters you want (see point A in Figure 20).

Select the bookmark icon in the top right corner of your screen (see point B in Figure 18).









A pop-up box will appear with previous bookmarks you have saved.

Select

Create new bookmark

(see Figure 21).

Figure 21. Select 'create a bookmark'

📃 🔹 🌚 NSW TEI Activity Report		Analysis Story 🛛 🖓 Duplicate Client Demographics 🗔	• < >
Attendee Type [3] <td< th=""><th>Activity TEI - Targeted Support Service Type Family Capacity Bu</th><th>Bookmarks Create n</th><th>ew bookmark</th></td<>	Activity TEI - Targeted Support Service Type Family Capacity Bu	Bookmarks Create n	ew bookmark
Client Demographics		Q Beach	
. Attendee Type	Individual Clien		
Individual Client 🗸	16,312		1/03/2018
Group Client	,	CePo - Deale - Session Repurcing Period (1), Actimy (1) 0	1/03/2010
Support Person			
Q Filter by Activity	Individual Clients by gender		
TEI - Targeted Support 🗸	15,000		
TEI - Intensive or Specialist Support	11,160		
TEI - Community Centres	10,000		
TEI - Community Connections	5.015		
Q. Filter by service type	5.000		
Family Capacity Building			
Counselling	e table constraint constraint		
Education and Skills training	fer meneral.		
Indigenous social participation	Gender		
Q. Filter by Outlet	Individual Clients by age group at set		
	Note: To change the x-axis from age group to ag		
Aberdeen Public School Aboriginal Catholic Services	2,400 2,238 1,732 1,760		
Aboriginal Child Youth And Family			
Aboriginal Family Worker Upper Hunter	1,200		
		248	
Q. Filter by reason for seeking assistance			
Age-appropriate development	orna 500 10001a	and a second at a second a	
Community participation & networks			
Education and skills training		Age group (5 year intervalia) 👻	

Enter a title and description for your bookmark.

Click the green tick icon to save you bookmark (see Figure 22).

Figure 22. Name and describe your bookmark

Bookmarks	Create new bookmark
Q. Search	
▼ Public bookmarks (1)	
CaPS - Basic - Session Reporting Period (1), Activity (1)	01/03/2018
▼ My bookmarks (1)	
Title Client demographics: targeted support - family capacity building Description Key demographics for individual clients. Program Activity: Targeted Support Service Type: Family Capacity Building Location: Client Demographics	•





7a. Access a bookmark

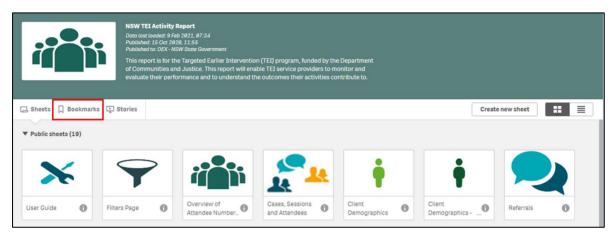
Your saved bookmarks can be accessed two different ways: from the report overview page, or from a sheet in the report.

- A. Access bookmarks from the report overview page
- B. Access bookmarks from a sheet in the report

A. Access bookmarks from the report overview page

To access bookmarks from the report overview page, click on the report with your saved bookmarks. Click on the bookmarks icon (see Figure 23).

Figure 23. Access bookmarks from report overview page



Your bookmarks will appear in the My Bookmarks section (see Figure 24).

Click on the bookmark you want.

The filters in your bookmark will be applied to the report. You will also be taken to the sheet the bookmark was created on.

Figure 24. Select bookmark from the 'My Bookmarks' section

📃 🔻 🕲 NSW TEI Activity	Report Analysis Story			
	NSW TEI Activity Report Data last looked: 16 Feb 2021. 09:20 Published: 15 Oct 2020, 11:55 Published: 15 Oct 2020, 11:55 This report is for the Targeted Earlier Intervention (TEI) program, funded by the Department of Communities and Justice. This report will enable TEI service providers to monitor and evaluate their performance and to understand the outcomes their activities contribute to.			
🗔 Sheets 🗍 Bookmarks 📭	Stories			
Q search				
▼ Public bookmarks (1)				
CaPS - Basic - Session Reporting P	Period (1), Activity (1)	01/03/2018		
My bookmarks (1) Client demographics: targeted sup	pport - family capacity building	16/02/2021		





B. Access bookmarks from a sheet in the report

From any sheet in your report, click the bookmark icon in the top right corner (see Figure 25).

Your bookmarks will appear in the My Bookmarks section.

Click on the bookmark you want.

The filters in your bookmark will be applied to the report. You will also be taken to the sheet the bookmark was created on.

Figure 25. Access bookmarks from a sheet in the report







8. Change the x-axis in a graph

Some graphs have an alternate x-axis. This means you can change the information that appears in the graph.

Graphs with an alternate x-axis have a little arrow next to the x-axis label:



If there is no arrow, it means this feature is not available for that graph.

To change the x-axis, click the x-axis label and select the alternate option.

In Figure 26, we can change the x-axis for a graph that displays client age. We can change the graph from showing age groups (5-year intervals), to age at session (individual ages).

Figure 26. Change the x-axis in a graph

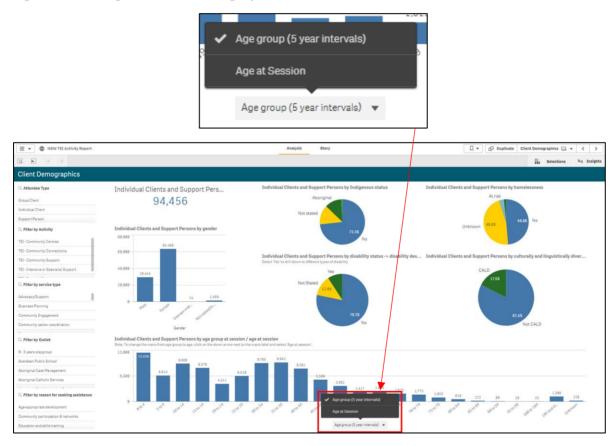
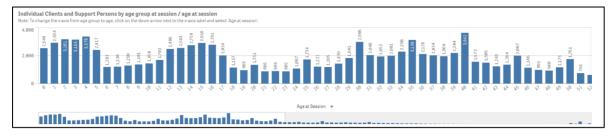






Figure 27 shows what the age graph looks like after we've changed the x-axis. To change it back, follow the same process outlined above.

Figure 27. Age at session graph







9. Change data visualisations

In the reports, you can change what the graphs and charts look like. This can be useful for building stories or to make your data easier to read and analyse.

You can change data visualisations by:

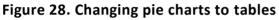
- A. Changing a graph or chart to a table
- B. Using the 'exploration menu' to alter data visualisations

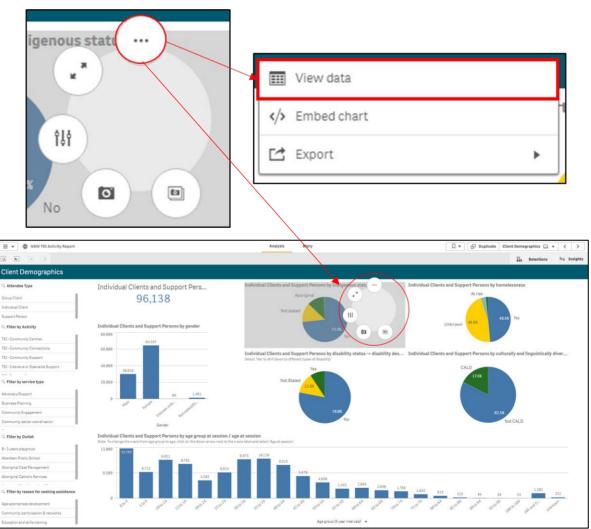
A. Change a graph or chart to a table

You can change a graph or chart to table.

Right click on the graph or chart. A series of icons will appear. Click on the ellipsis (see Figure 28).

A small menu will pop us. Select 'view data'.









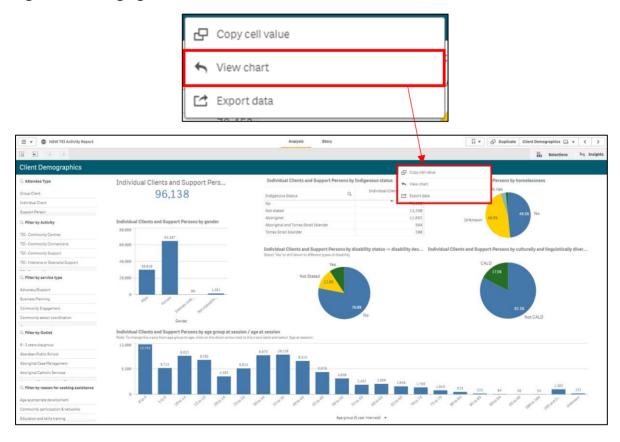
The graph or chart will change to a table (see Figure 29).

Figure 29. Changing charts to tables



To change the table back to a graph or pie chart, right click on the table, select the ellipsis icon and select 'view chart' (see Figure 30).

Figure 30. Changing tables back to charts







B. Use the 'exploration menu' to alter data visualisations

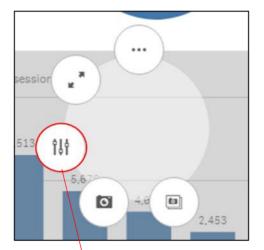
You can use the 'exploration menu' to alter data visualisations. The exploration menu is only available to use for graphs and charts – not tables.

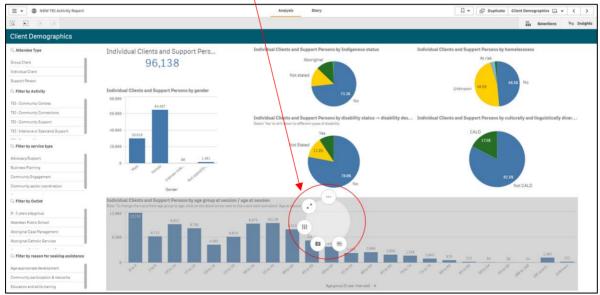
To access the exploration menu, right click on a graph or chart. A series of icons will appear

(see Figure 31). Select the exploration menu icon:



Figure 31. Open exploration menu







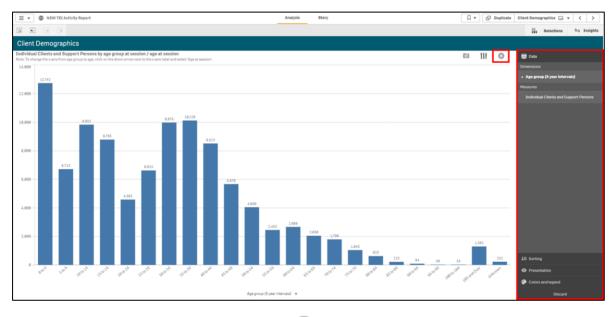


The visualisation will expand, and a menu will appear on the right side of the screen (see Figure 32).

The menu includes four items:

Se Data	This lists the data fields that are in the graph or chart.
↓≡ Sorting	Can be used to sort the data in different ways.
• Presentation	Can be used to change how the data is presented.
Colors and legend	Can be used to changes the colours in your graph or chart.

Figure 32. Exploration Menu



 $\boldsymbol{\otimes}$

To return to the main report sheet, select

in the top right corner (see Figure 26).





Sorting

To sort a graph or chart, in the exploration menu click on the sorting button: $\downarrow \equiv$ Sorting

This will display the data fields in the graph or chart.

For example, in Figure 33 we have opened the exploration menu for a graph that shows the age groups of individual clients and support people. When we open the sorting menu, we can see two data items:

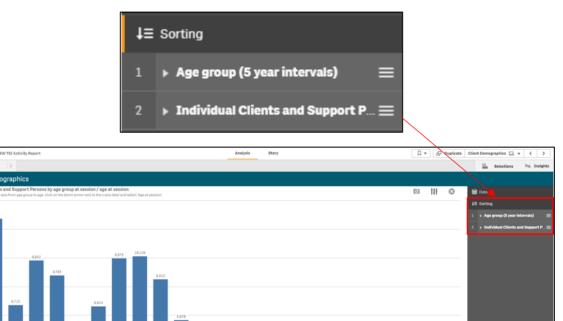
- 1. Age groups (5 years intervals)
- 2. Individual clients and support persons

In Figure 27, the graph is sorted by age group (note how Age Group is number 1 in the sorting list). This means the columns in the graph appear in age order. 0-4-year olds are first, followed by 5-9-year olds and so on.

We can change the order of the columns by re-sorting the data fields.

Re-sort the data fields by selecting one and dragging it up or down.

Figure 33. Sorting your data





10.000

8,000

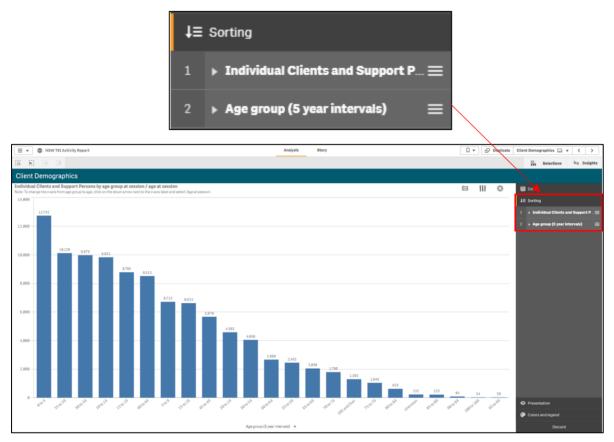
4,000



In Figure 34, we have re-sorted the graph by the number of individual clients and support persons (note how individual clients and support persons is number 1 in the sorting list).

Now, the columns in the graph appear in order of the age groups with the most clients. 0-4year olds are first with the highest number of clients, but then it's followed by 35-39-year olds because they have the second highest number of clients.









Presentation

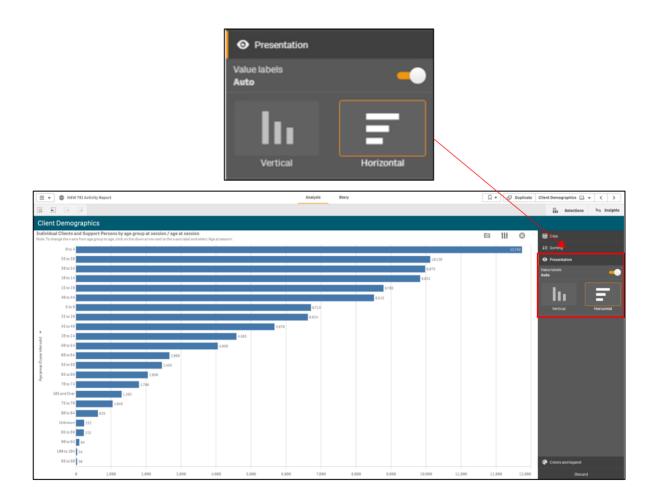
To change how a graph or chart is presented, you can click the presentation button:

Presentation

You will be given different options for how you can change the graph or chart. For example, in Figure 35, we can change the columns from vertical to horizontal.

Different visualisations will have different options. For other column graphs, you might also have the option to group or stack data fields. For pie charts, you can change them from pies to donuts. The options available to you, will depend on the type of graph or chart.

Figure 35. Changing the presentation of a graph or chart







Colours and legend

To change the colours or legend in a graph or chart, click the Colours and

legend button:

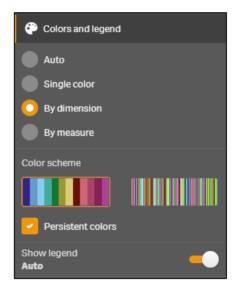
Colors and legend

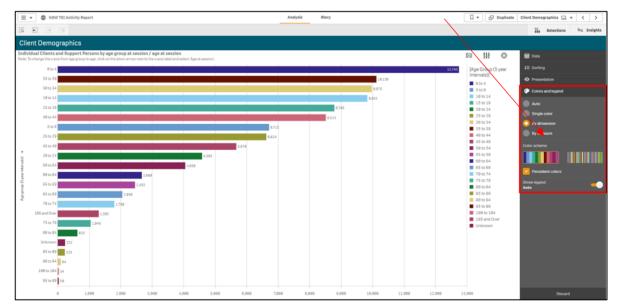
You can leave the colours on auto, change the graph or chart to a single colour, or change the colours by dimensions or measures.

You can also show or hide the legend.

In Figure 36, we've selected the 'by dimension' option to change the colour of each column.

Figure 36. Changing the colours and legend in a graph or chart



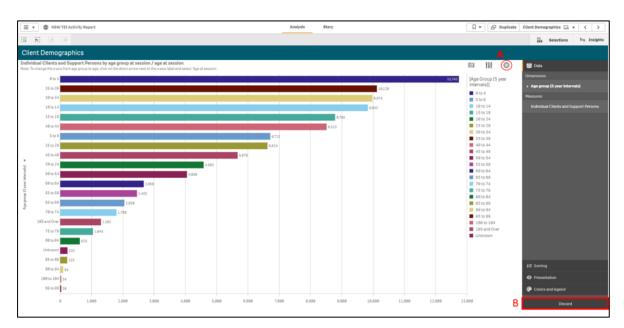






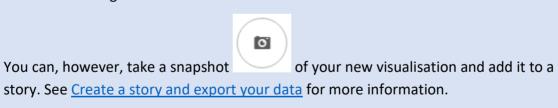
To return to the main report sheet, select in the top right corner (see Figure 37 – point A).

To return the graph or chart to its original layout, select the discard button in the bottom right corner (see Figure 37 – point B).





Important note: any changes made to a graph or cart in the exploration menu will only apply to your current session. Once you leave the report, the graph or chart will return to its default settings.







Create a story

In the Data Exchange, you can create a story to examine and explain your data. You can build a narrative for your data and highlight important findings by taking snapshots of your graphs and tables and putting them in slides.

To make your slides stand out, you can add visual effects, text and shapes. You can also embed sheets to make your story interactive.

A story is connected to its report, so you can return to the live data anytime, to discover new and hidden stories.

You can also export your story to share with others.

The information below walks you through how to:

- 1. <u>Take a snapshot</u>
- 2. <u>Create a story</u>
 - a. Add a snapshot to your story
 - b. Add text to your story
 - c. Edit your snapshot
 - d. Use the effects library
 - e. Add shapes to your story
 - f. Add media objects to your story
 - g. Add a live data sheet to your story
 - h. Preview your story

Important note: the data you can see on the following pages is data for the entire TEI program. When a service provider creates their own stories, they can only use the data reported for their organisation.





1. Take a snapshot

Before you can create a story, you need to take 'snapshots' of your data. A snapshot is a static 'point in time' copy of your data. Snapshots are used to build a story and highlight key findings in your data.

To take a snapshot, find the graph, table or chart you're interested in. Apply any necessary filters.

Right click on the graph or table (see Figure 38).

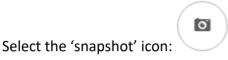


Figure 38. Take a snapshot

🗮 🔻 🚳 NSW TEI Activity Repor					nalysis Story		Dupl		ttendee Numb	
9 El 18 El el/97/2020	to 31/1_								Selection	ions la Insigl
Overview of Attendee Nu	umbers									
्, Filter by Outlet										
ð - 3 years playgroup	Total number of Clier	nts and Support	Persons			Clients and Support Per	sons per service	type		
Aberdeen Public School	Individual Clients	Group Clients	Support Persons			Service Type	Q	Individual Clients	Group Clients	Support Person
Aboriginal Case Management	\$ 56,164	247,478	942			Advocacy/Support		2,727	8,318	4
Aboriginal Catholic Services						Business Planning		14	125	
	Clients and Support	Deserve was Auto				Community Engagement		3,670	32,621	4
A Filter by Indigenous status		Persons per Acti				Community sector coordinat	on	337	11,553	
lboriginal	Activity		lí Clients	Group Clients	Support Persons	Community sector planning		315	3,969	
Aboriginal and Torres Strait Isla	Totais	9	56,164	247,478	942	Counselling		5,181	199	8
lo	TEI - Community Centres	0	8,432	104,185	136	Education and Skills training		6,892	19,562	17
lot stated	TEI - Community Connect			87,837	182	Facilitate Employment Pathw	ays	455	650	
	TEI - Community Support		10,314	35,530	111	Family Capacity Building		10,958	4,012	19
). Filter by age group (5 year int	TEI - Intensive or Specialis	st Support	1,800	138	152	Indigenous advocacy/suppor	t	264	452	
to 4	TEI - Targeted Support		33,342	20,588	488	Indigenous community engage	gement	109	4,934	5
to 9						Indigenous healing workshop	2	3	15	
18 to 14	Clients and Support P				Mil	ied, this default behavior is superseded.				
15 to 19	100.000	apays ore corrent rep	for any period prositiv	a reporting period	is prior, writen any incer is app	eu, chis desant denaviur is sopel sedeu.				
							74,071			Measures
), Filter by age at session						62.318	74,071		63.118	Individual Clie Group Clients
- T	50.000	37	55,497		58,871					Support Perso
	50,000									
	17,033		19,988		21.871	23,454	25,139	22.73	5	
, Filter by reason for seeking as		251		256	319	284		387	234	
ige-appropriate development	141.2820		AU92020		5e92819	0012828	Nov1020		Dec 2020	
community participation & net			<i>h</i> .		2	v	4		~	
						th - Calendar Year				

A snapshot annotation box with appear (see Figure 39). Add a description of the snapshot and click save.

In your description, you might want to include information about the reporting period you have selected or any other filters you have applied.

You can take as many snapshots as you like. You can also apply different filters and take multiple snapshots of the same table or graph.

Your snapshots will be saved in your snapshot library.

Hot tip: before you take a snapshot, you can make <u>changes to your data visualisation</u>. Change graphs and chart to tables or use the exploration menu to change the appearance of visualisations and re-sort data.





Figure 39. Snapshot annotation

		Busine
		Comm
g	Snapshot annotation	ו
8	Add a description to the snapsho	t it
e		/
в	Cancel Sa	ve

To view the snapshots you have saved, right click on a graph or table. A menu will pop up. Select 'Open snapshot library' (see Figure 40).

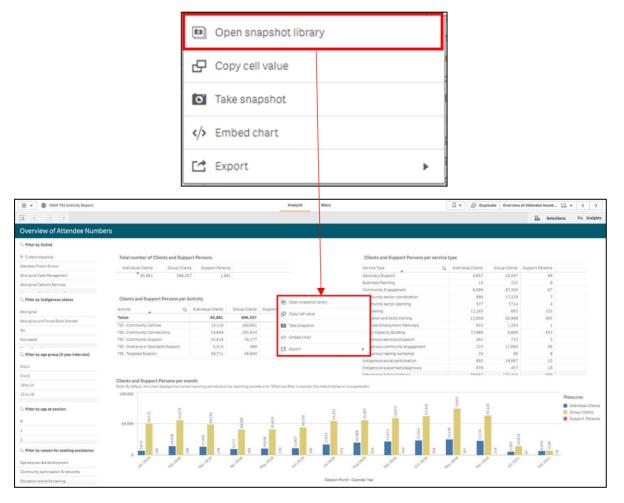


Figure 40. Open snapshot library





Your snapshot library will then appear underneath the graph or table.

In Figure 41, you can see we have saved two snapshots:

- Number of clients per program activity Jan-June 2020
- Number of clients per program activity July-Dec 2020

Figure 41. Snapshot library

Activity			Q	Individual Clients	Group Clients	Support Persor
Totals				95,861	506,357	1,99
TEI - Comr	munity C	Centres		13,116	189,091	26
TEI - Comr	munity C	connection	s	14,049	193,924	28
TEI - Comr	munity S	Support		15,918	76,277	2
TEI - Inten	sive or S	Specialist S	upport	3,514	400	2:
TEI - Targe	ted Sup	port		59,711	46,665	1,1
			c			de entire Millere envir
			s	napshot library		ds prior. When any
				napshot library		ds prior. When any
lote: By def 100,000 ⁻			week	up Number of clients pe		37
Clients ar Note: By def 100.000 50.000	ault, this	▼ This	Week Clients and St 25 February 20	up Number of clients pe 21 program activity Jan up Number of clients pe	June r	ds prior. When any f

You can use the snapshot library to quickly edit or delete a snapshot.

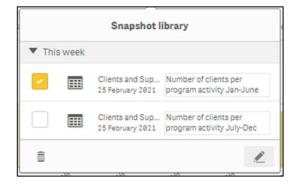
Click the pencil icon:

Delete a snapshot by selecting the relevant box on the left-hand side and click on the bin

icon:

You can edit a description of the snapshot by typing new text into the text field (see Figure 42).

Figure 42. Edit or delete a snapshot







The snapshots that appear in your library are specific to the graph or table you select.

For example, when we view the snapshot library for another table it is empty, because we have not created any snapshots of that table yet (see Figure 43).

Service Type	Q	Individual Clients	Group Clients	Suppo
Advocacy/Support	4,057	18,587		
Business Planning	15	232		
Community Engagement		6,509	87,393	
Community sector coordination		866	17,328	
Community sector planning		577	7,714	
Counselling	12,165	663		
Education and Skills training	12,658	38,990		
Facilitate Employment Pathways	633	1,354		
Family Capacity Building	17,988	6,005		
Indigenous advocacy/support		381	722	
Indigenous community engagement	t	223	11,669	
Indigenous healing workshop	25	89		
Indiaenous social participation		893	10.667	
ed, this default beha	Snapsho No snaț		Gro	ures lividual C oup Clien oport Pe

Figure 43. Snapshot library are specific to each graph and table

Hot tip: A snapshots is a static 'point in time' copy of your data. Snapshots are used to build a story and highlight key findings in your data. You must take snapshots of your data before you can 'create a story'.

Your snapshot library can be used to remind you what snapshots you've already taken. It can help you identify any additional snapshots to take to add to your story.





Stories

2. Create a story

To create a story, click the stories button on the report overview page:

Here you can open previous stories you have created. You can also create a new story by selecting the 'Create new story' tile (see Figure 44).



📃 🔹 do NSW TEI Activity Report		Analysis	Story		
NSW TELActivity Report Data last loaded: 26 Feb 2021, 07:16 Published: 15 Oct 2020, 11:55 Published: DEX-NSW State Government This report is for the Targeted Earlier Intervention (TEI) program, funded by the Department of Communities and Justice. This report will enable TEI service providers to monitor and evaluate their performance and to understand the outcomes their activities contribute to.					
🗔 Sheets 🎵 Bookmarks 📭] Stories			Create new story	
▼ My stories (2)					
TEI Jan-Dec 2020	EI Jan - Dec 2021				

When you click 'create new story', a new story will appear as a tile on the screen (see point A in Figure 45). A dark grey box will appear below the story with text fields. Give your new story a title (point B) and description (point C).



	Activity Report		Analysis	Story			
	of Communities and	b 2021,07:16 0,11:55	ole TEI service prov	viders to monitor and			
🖵 Sheets 🎵 Bookman	ks 💽 Stories				C	create new story	
▼ My stories (3)		Α					
		illi 🗧	Create new	story			
TEI Jan-Dec 2020	TEI Jan - Dec 2021	My new story					
	Title My new story						
	Description						-





Click on the story tile – the story page will display (see Figure 46). There are lots of different things you can do to create your story:

Ō	Snapshot library: view and add snapshots to your story
Α	Text objects: add text to your story
₹●	Shapes library: add shapes to your story
J.	Effects library: add effects to your story
	Media library: add media files to your story
	Sheet library: add a whole sheet to your story
+	Add slide: add another slide to your story
¥	Cut: cut an image/graph/text etc.
G	Copy: copy an image/graph/text etc.
•	Paste: paste an image/graph/text etc.
	Delete: paste an image/graph/text etc.
+	Undo: undo an action
+	Redo: redo an action

Figure 46. Create your story

🗮 👻 🚳 NSW TEI Activity Report	Analysis Story	TEI Jan-Dec 2020 📳 🔻
TEI Jan-Dec 2020		5
		А
1		2.
		*
+	· · · · · · · · · · · · · · · · · · ·	← →





2a. Add a snapshot to your story

Select in the top left corner of your screen and your snapshot library will appear (see Figure 47).

Ľ

The snapshot library will only include snapshots from the report you're currently in.

You can also edit your snapshots from here. Click the pencil icon:

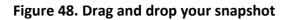
Figure 47. Snapshot library

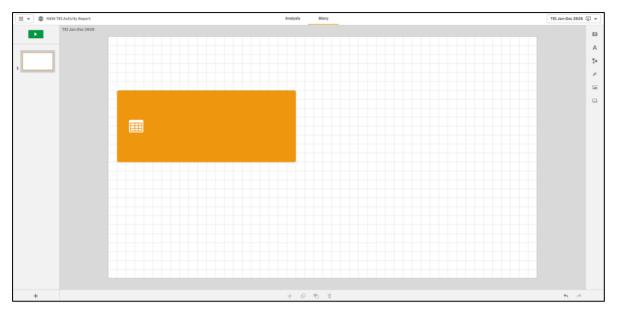
	Snapshot library		
	▼ Today		
	Clients and Sup Number of clients per 26 February 2021 program activity Jan-Jun		
	Clients and Sup Number of clients per 26 February 2021 program activity Jul-Dec		
	This week		
	Individual Client Client ages - horizontal graph 25 February 2021		
	Individual Client Client ages - coloured graph 25 February 2021		
• 🕲 NSWT	If Activity Report Analysis Story		₽ •
	TEL Jan-Dec 2020	Snapshot library Today	
		Clients and Sup Number of clients per 26 February 2021 program activity Jan-Jun	A
		Clients and Sup Number of clients per 26 Pebruary 2021 program activity Jul-Dec	Ξ.e
		This week	*
		Individual Client Client ages - horizontal graph 25 February 2021	54
		Individual Client Client ages - coloured graph 25 Peorusy 2021	
		L	
+	- 	5 <i>P</i>	





Click the snapshot you want and drag and drop it onto the slide (see Figure 48).

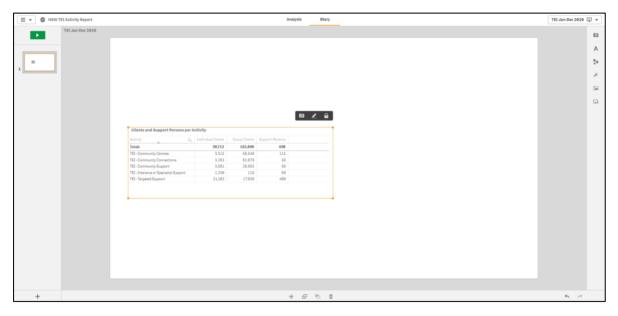




You can resize your table or graph. Select the corners of the orange border and drag it to the size you want (see Figure 49).

You can also move the table or graph. Click on the table or graph and drag it to the location you want.

Figure 49. Resize and move your snapshot







2b. Add text to your story

You can add text to your story to explain your data. You can talk about what the key findings are, what this means for your organisation's practice, and you can provide context to help others understand your data.

Select A in the top left corner of your screen.

A pop-up menu will appear (see Figure 50). You can choose to add a title or a paragraph of text.

Select the option you want and drag and drop it onto the slide.

Figure 50. Add text to your story

			Text objects			
		Title	<u>;</u>			
		Parag	raph			
📃 💌 🕲 NSW TEI Activity Report			Analysis Story		TEI Jan-Dec 2020	p 💌
TEI Jan-Dec 2020				•	Text objects	0
					Title	Α
. =					Paragraph	∎_●
						×
	Clients and Support Persons per Act	Wity ndwidual Clients S				
	Totals	30,712 163,848	690			
	TEI - Community Centres TEI - Community Connections	3.515 56,548 3.263 62,679	115 59			
	TEL - Community Support	3.591 26.563	59 68			
	TEI - Community Connections TEI - Community Support TEI - Intensive or Specialist Support TEI - Targeted Support	1,330 119 21,183 17,939	489			
+			* 8 5 1		€	





Just like with your snapshots, you can resize the text. Select the corners of the orange border and drag it to the size you want.

You can also move the text. Click on the text box and drag it to the location you want.

You can also edit your text (see Figure 51).

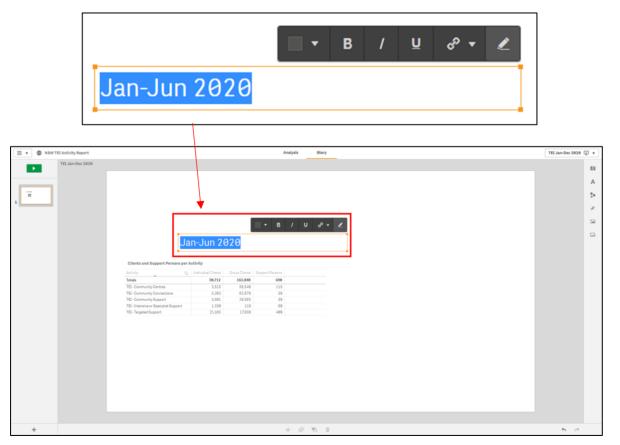
Select the text box and click on the edit icon:



Highlight the text you want to edit and make any necessary changes.

•	Change the colour of the text. The coloured square will display the current colour of the text.
В	Bold the text
1	Italicise the text
Ū	Underline the text
යි ▼	Hyperlink the text. You can hyperlink to a saved bookmark in your report. You can also insert a hyperlink to any website.

Figure 51. Edit your titles







When you insert a paragraph of text, additional editing options are available:

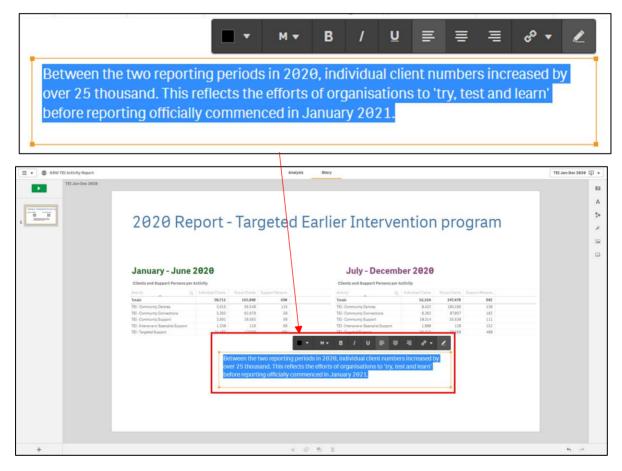
М 🔻	Change the size of the text. Options include XS, S, M, L, XL.
=	Left align the text
≡	Centre the text
≡	Right align the text

Ż

To edit a paragraph, select the text box and click on the edit icon:

Highlight the text you want to edit and make any necessary changes (see Figure 52).

Figure 52. Edit your paragraphs



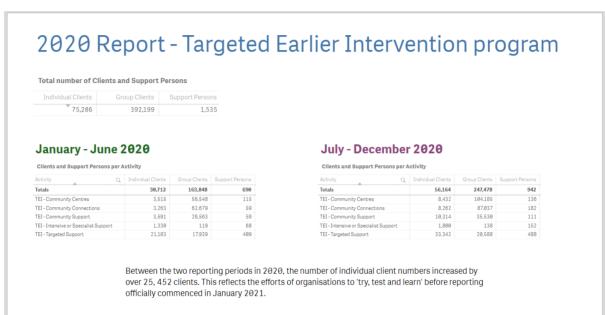


explain your

You can add as titles and paragraphs as you like. Use the 'add text' feature to explain your data, highlight key findings and make it easier to understand.

In Figure 53, we've included a title for the report. We've also added headings for two of the graphs to show that they are from different reporting periods. This is very important as we don't want anyone to misinterpret our data. We've also added a paragraph of text to start to explain the data and highlight some interesting findings.

Figure 53. Example of using stories







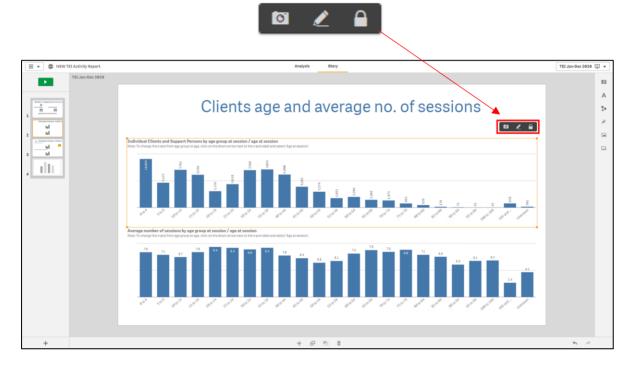
2c. Edit your snapshot

You can edit snapshots once they've been added to your story.

Click on the snapshot you want to edit. A small menu will appear in the top right corner

above the snapshot (see Figure 54). Click the edit icon:

Figure 54. Edit your snapshot



An editing page will appear (see Figure 55). From here you can:

- Show or hide the title of your table, graph or chart
- Show or hide the grid lines in your graph
- Show or hide the labels for data in your graph or chart
- Show or hide the legend for your graph or chart
- Show or hide the labels and titles for x and y-axis of charts
- Change value and dimension labels

The features that are available here, will depend on the type of data visualisation you have. For example, with tables you can only show or hide the title. For pie charts, they don't have an x or y-axis, so you can't edit them. But you can change the labels from % to raw numbers.

Click 'done' to save your changes.





Figure 55. Edit your snapshot

and Support			
-			
-			
-			
•			
•			
			TEI Jan-Dec 202
		X	
	_	Ini Individual Clien Show titles On Crid line spacing	-
		Show titles On Grid line spacing Auto Value labels	-0
		Show titles On Grid line spacing Auto	-

Note: Figure 55 is just one example of edits that can be made to a column graph. Different types of data visualisation (e.g. table, line graphs, pie charts) have different editing options.



nd nd

_1d 1d

dli

Individual C

A #• ※

E

Done



2d. Use the effects library

You can use the effects library to add effects to your snapshots:

Effects can only be applied to graphs and charts. They cannot be used on tables.

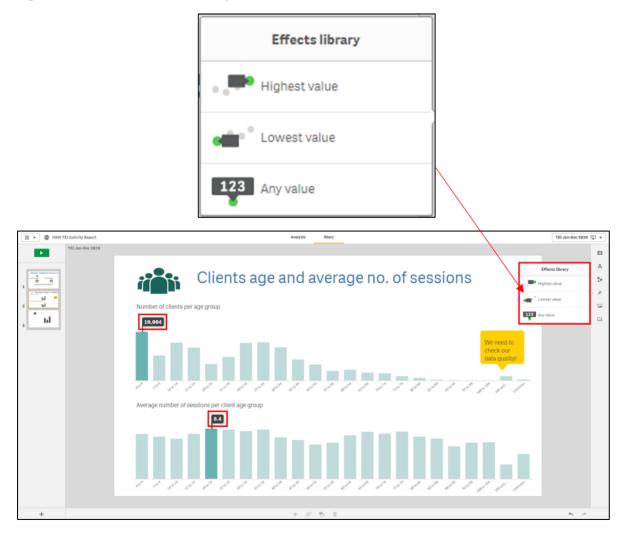
You can use the effects library to highlight the highest or lowest value in a graph, or any value you want to draw attention to.

Select *in the top left corner of your screen.*

The effects library will appear (see Figure 51). Select the type of effect you want. Drag and drop it over the graph or chart you want to apply the effect to.

In Figure 56, we've applied the 'highest value' effect to both graphs.

Figure 56. Use the effects library





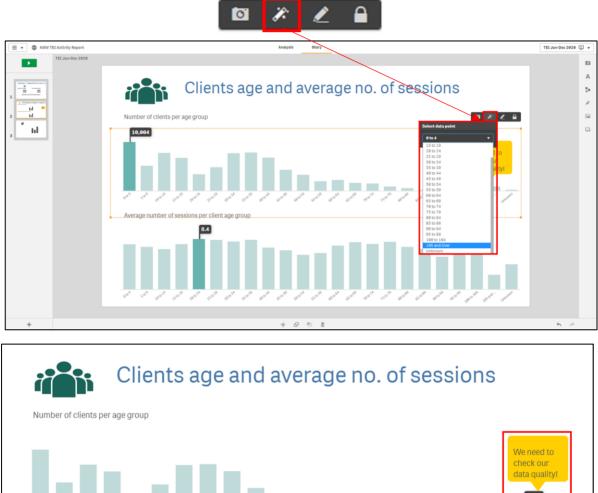
To apply the any value effect, drag and drop the effect over the graph. Click on the graph. A small menu will pop up in the top right corner above the graph (see Figure 57).

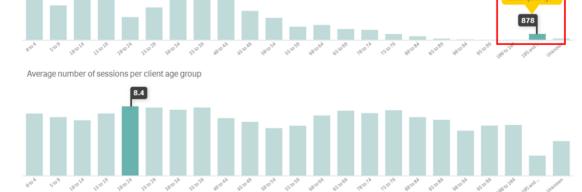
Click the effect icon:



A 'select data point' menu will appear. Use the drop-down menu to select the data point you want to highlight. In Figure 57, we selected '105 and over'. We've also used a shape and some text to explain why we've highlighted this data point.

Figure 57. Apply the 'any value' effect









To remove an effect, right click on the graph or chart.

A menu will pop up (see Figure 58). Click remove effect. The graph will revert to its original settings.

Figure 58. Remove an effect

	Send to back	
	Bring to front	
	Send backward	
	Bring forward	
	Remove effect	
	Go to source	
	Delete	
🗏 🔹 🚳 NSW TEI Activity Report	Analysis Story	TEI Jan-Dec 2020 🐺 👻
TEI Jan-Dec 2020		۵
		A
	Clients age and average no. of sessions	20
1		*
2 til "	Number of clients per age group Send to back 🛛 🗖 🗡 🖉 🔒	S
3	Bing to fork. Bing t	G
	Average number of sessions per client age group	
+	* @ 5 =	6 <i>A</i>





2e. Add shapes to your story

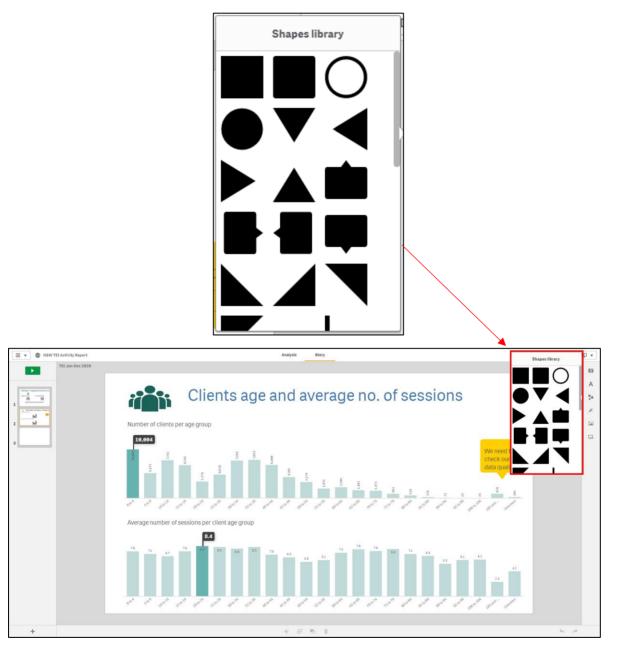
Select in the top left corner of your screen.

A pop-up menu will appear (see Figure 59). Select the shape you want and drag and drop it onto the slide.

You can resize your shape. Click on the shape, select the corners of the orange border and drag it to the size you want.

You can move your shape. Click on the shape and drag it to the location you want.

Figure 59. Add shapes to your story







2f. Add media objects to your story

Select in the top left corner of your screen.

A media library will appear with a list of media objects (see Figure 60). Select the name of the media object (point A) to see a preview (point B).

Click 'insert' (point C) to insert the media object into your story.

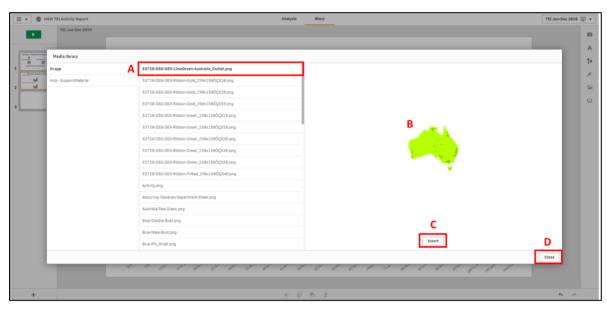
The media object will then appear in the middle of your slide.

You can resize your media object. Click on the media object, select the corners of the orange border and drag it to the size you want.

You can move your media object. Click on the shape and drag it to the location you want.

To get out of the media library, click 'close' (point D).

Figure 60. Add media objects to your story







2g. Add a live data sheet to your story

You can use the sheets library to add a live data sheet to your story.

This means you can still interact with the graphs and tables and filters.

Click on the sheet library icon:

A menu will appear with all sheets available in your report (see Figure 61).

Click on the sheet you want to add to your story.

Figure 61. Add a live data sheet to your story





The sheet you select will appear in your report as a new slide. The sheet will have a small menu over the top of it (see Figure 62).

To delete the sheet, click the bin icon:

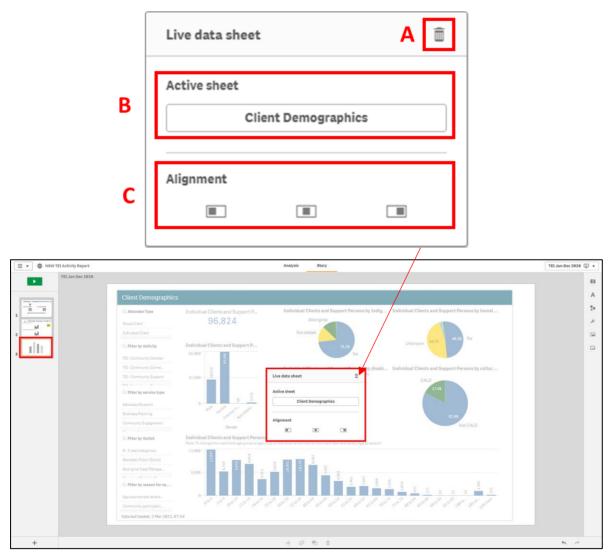
To change the sheet to another, click on the name of the sheet (point B). A menu will appear with all the sheets available in your report (see Figure 54). Click on the sheet you want to change it to.

You can left align, right align or centre the sheet (point C). Click on the option you want.

Because it is a live data sheet, you cannot edit the graphs and tables. However, when you

play your story , you can interact with the graphs and filters the same way you can in the report.

Figure 62. Add a live data sheet to your story







2h. Preview your story

You can preview your story at any time.

Click the preview button in the top left corner (see Figure 63):

Figure 63. Preview your story



►

A preview of your story will display (see Figure 64).

Figure 64. Preview of a story

75,286	392,199	1.535					
January - Ju	ine 2020			July - Decemb	er 2020		
Clients and Support Perso	ns per Activity			Clients and Support Persons pe	Activity		
ictivity .	Q, Individual Client	a Group Clienta S	lupport Persons	Activity	Individual Clienta	Group Clients	Support Persons
otals	30,71	2 163,848	690	Totals	56,164	247,478	942
EI - Community Centres	3,51	5 56,548	115	TEI - Community Centres	8,432	104,185	136
El - Community Connections	3,26	3 62,679	59	TEI - Community Connections	8,262	87,837	182
EI - Community Support	3,55	1 26,563	59	TEI - Community Support	10,314	35,530	111
EI - Intensive or Specialist Sup	port 1,33	8 119	68	TEI - Intensive or Specialist Support	1,800	138	152
I - Targeted Support	21.18	3 17,939	489	TEI - Targeted Support	33,342	28.588	488

Click the exit button in the top left corner to exit the preview.

Select the ellipsis on the bottom of the screen to navigate the preview.



A small menu will appear:

Use the left and right arrow to go the next and previous slide.

Click the export icon to export your story:





Export your data

You can export your data any time you want.

All the data is de-identified so it can be shared with other service providers, funding bodies, Peak bodies etc.

There are numerous ways you can export your data. You can:

- 1. Download a single graph or table
- 2. Download an entire sheet
- 3. Export a story

The option you choose will depend on the information you want.





1. Download a single graph or table

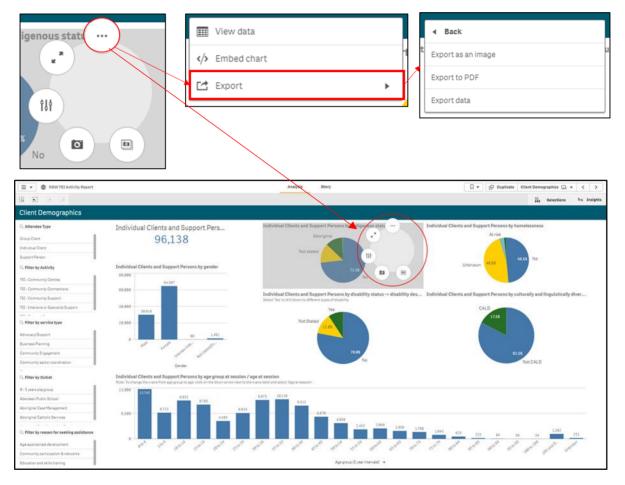
To download a single graph or table, right-click on the graph or table.

Select the ellipsis icon. A menu will pop up. Click Export (see Figure 65).

Another menu with three options will appear (see Figure 65). You can:

- Export as an image. This will download the graph/table as a png file.
- Export to PDF. This will download the graph/table as a pdf file.
- Export data. This will download an excel file. If you choose to export data as an excel file, all graphs and pie charts will be converted to tables.

Figure 65. Download a single graph or table







2. Download an entire sheet

To download an entire sheet, click on the navigation button in the top left corner of your screen (see point A in Figure 66).

A dropdown menu will appear. Select the Export sheet to PDF (see point B).



Α		NSW TEI Activity Repo	rt
		App overview	5
	\$	Open hub	5
В	1	Export sheet to PDF	•
	Ð	Duplicate sheet	
		Embed sheet	
	ঙ	Touch screen mode	
	0	Help	
	0	About	







3. Export a story

You can export your story two different ways:

- A. Preview and export the story
- B. Export the story via the navigation button

A. Preview and export the story

Click the preview button in the top left corner (see Figure 67):

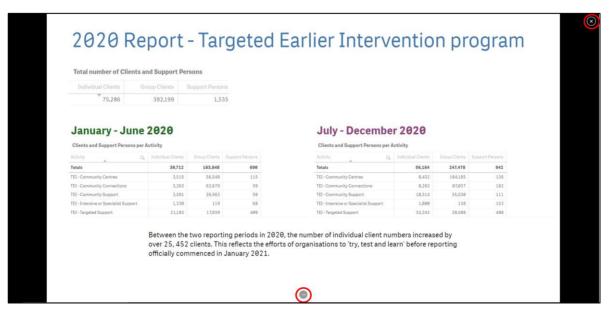
Figure 67. Preview your story



Þ

Select the ellipsis on the bottom of the screen (see Figure 68):

Figure 68. Export your story







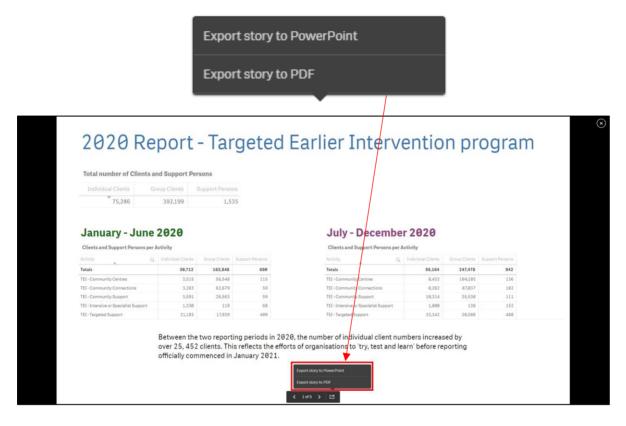
< 1 of 5 > 🗠

A small menu will appear:

Click the export icon to export your story:

You can export the story as a PowerPoint or as a pdf (see Figure 69).

Figure 69. Export your story







Select the options for your export and click

Export

(see Figure 70).

Figure 70. Select options for export

PowerPoint settings	PDF settings
Slide size Custom Width (pixels) - 1666	Paper size A4 (11.7" x 8.275") Resolution (dots per inch) - 200 +
Height (pixels) - 937 +	Orientation Portrait Landscape
Resolution (dots per inch) 220 • 1666 x 937 px @ 220 dpi	Aspect ratio options Keep current size Fit to page
Cancel	Cancel





B. Export story via navigation button

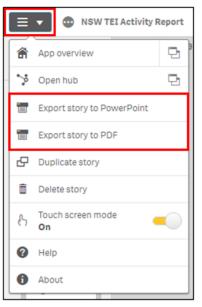
Click on the navigation button in the top left corner of your screen.

A dropdown menu will appear. Export the story as a PowerPoint or as a pdf (see Figure 71).

Select the preferred options for your export and click ${}^{igsymbol{arphi}}$

Export (see Figure 70).

Figure 71. Export story via navigation button



NSW TEI Activity Report	Analysis Story								TEI Jan-Dec 2020 😨	
着 App overview 日 学 Open hub 日										
Export story to PowerPoint Export story to PDF	2020 Re	port -	Targ	eted Ea	rlier Interve	entio	n pr	ogram		
Duplicate story	Total number of Clients a	and Support Pers	ons							
Delete story										
A. Touch screen mode		roup Clients Su	pport Persons						0	
(7 On	75,286	392,199	1,535							
@ Help										
6 About	Carteria de la composición				2.					
	January - June	2020			July - December	2020				
	Clients and Support Persons per	Activity			Clients and Support Persons per Activity					
	Activity Q	Individual Cirenta	Group Clients Suppr	ort Persona	Activity Q	Individual Clients	Group Clients	Support Persons		
	Totals	38,712	163,848	690	Totals	56,164	247,478	942		
	TEI - Community Centres	3,515	56,548	115	TEI - Community Centres	B.432	104,185	136		
	TEL - Community Connections	3,263	62.679	59	TEI - Community Connections	8,252	87,037	182		
	TEI - Community Support	3,591	26,663	59	TEI - Community Support	10.314	35,530	111		
	TEI - Intensive or Specialist Support	1,330	119	68	TEI - Intensive or Specialist Support	1,888	138	152		
	TEI - Targeted Support	21.183	17,939	409	TEI - Targeted Support	33,342	28,588	488		
	TEI - Community Support TEI - Intensive or Specialist Support	3.591 1.530 21.183 Between the t	26.563 119 17.939 wo reporting p	59 88 409 Deriods in 2020, the	TEI - Community Support TEI - Intensive or Specialist Support	10.314 1.000 33.342 mbers increas	35.530 138 20.588	111 152		

