

Formatting Report Output in Excel®



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Heading 2	Error! Bookmark not defined.





Formatting Report Output in Excel®

Overview

This course describes the steps used to export data from a user-defined data table report to Excel® and then manipulate the data once it's imported. Other DI Report Writer objects use similar data export methods, and, if opened in Excel®, would then use the same manipulation techniques as described in this document.

Session Format

- Lecture
- Handouts
- Practice Exercises

Learner Outcomes

- Define the DI Report Writer vocabulary tools utilized in analyzing a report request and building reports to support trauma and performance improvement program needs
- Demonstrate understanding of reporting principles by successfully applying the learned vocabulary tools to the report writing and generation process





Export Data to MS Excel®

Follow these instructions to export a Data Table Report to MS Excel®:

1. Select the User radio button on the Run Report screen, and then click **Report**.

Report	C Standard	🗭 User
T	1	

2. The User Report Manager screen appears. Double-click the Data Table Report you want to run.

Name	Description	Туре 🔺	Add
AWESOME	Go To Report	Data Tabl	4
AWESOME_MORTAL_RPT	Go To Report - Mortality Rt	Data Tabli	Edit
PRQ_ADM_ADULT	Trauma Admissions Adult	Statistics	fin' View
PRQ_ADM_PED	Trauma Admissions Ped	Statistics	Train
PRQ_AUTOPSY	Autopsy Performed Statistics		- Delete
PRQ_BURN	Burns	Statistics	llse
PRQ_CRANIOTOMY	Craniotomy <= 24Hr of EDArr	Statistics	200

Note: Any defined Data Table Report can be sent to Excel when created. On the Data Table Editor screen, select CSV, Include Column Headings, and Launch Excel, as shown below.

Output Type	
C Tabular	CSV
Include Column Headings	🔽 Launch Excel

Save the Data Table Report as an Excel Workbook

Notice that the document's title is SCREEN.CSV. To preserve formatting changes, you will need to save the document as an .xls or .xlsx file.



- 1. Click the **Save** button in the Excel ribbon.
- 2. An Excel message appears. Click No.
- 3. Choose where to save the report.





Note: The default location for RW reports is the RW\NODES\NODE0001 folder. You can navigate through the network by clicking the dropdown at the top of the Save As window. You can quickly save documents to your Desktop or Documents by selecting them on the left side of the Save As window.

Save As				23
🔾 🔾 🖓 🖉 🖉 🖉	NODES > NODE0001 >	▼ → S	earch NODE0001	Q
Organize 🗙 New fol	der			0
	Name		Date modified	Туре
😭 Favorites 📃	🔒 cvw		4/16/2015 10:23 AM	File fol
Desktop	DEV		9/16/2014 8:08 AM	File fol
Downloads	INCLUDE		4/16/2015 10:24 AM	File fol
Recent Places	LCL		4/17/2015 10:18 AM	File fol
	PICS		4/16/2015 10:23 AM	File fol
	退 RDE		3/5/2015 12:58 PM	File fol
Documents	SYS	m	9/16/2014 8:08 AM	File fol
File name: SCF	EEN.csv		194	
Save as type: CSV	(Comma delimited) (*.csv)			•
Authors: Shan	e Vienneau	Tags: Add a tag	9	
Hide Folders		Tools 👻	Save Car	ncel

4. Click the Save as type dropdown and select Excel Workbook.

(In most versions of Excel, it's the very first option).

File name:	SCREEN.csv 🗸	
Save as type:	CSV (Comma delimited) (*.csv) 🔹	
Authors:	Excel Workbook (*.xlsx) Excel Macro-Enabled Workbook (*.xlsm)	
e Folders	Excel Binary Workbook (*.xlsb) Excel 97-2003 Workbook (*.xls) XML Data (*.xml) Single File Web Page (*.mht;*.mhtml)	
	Web Page (*.htm;*.html) Excel Template (*.xltx) Excel Macro-Enabled Template (*.xltm) Excel 97-2003 Template (*.xlt) Text (Tab delimited) (*.txl) Unicode Text (*.txl) XML Spreadsheet 2003 (*.xml) Microsoft Excel 5.0/95 Workbook (*.xls) CSV (Comma delimited) (*.csv) Formatted Text (Space delimited) (*.prn)	





5. Type your file name in the File name: field and click **Save**.

File name:	SCREEN.xlsx	File name:	Trauma Patients 2013.xlsx
Save as type:	Excel Workbook (*.xlsx)	Save as type:	Excel Workbook (*.xlsx)

Format Your Spreadsheets

Autosize Columns

Occasionally, the default width of a column will not show the data in its entirety. ##### may appear instead of your data. In these cases, you'll need to adjust the columns to view the data. You can auto size all of the columns at one time.

1Medical R Patient Ar AgeGenderInjury TypInjury Mec Post R29623398########361Blunt Fall Under Inten37754011########942Blunt Fall Under Inten45387939########681Blunt Assault	6	G	F	E	D	С	В	А	
2 9623398 ######## 36 1 Blunt Fall Under Inten 3 7754011 ######## 94 2 Blunt Fall Under Inten 4 5387939 ######## 68 1 Blunt Assault Inten	ED Di	Post ED	Injury Med	Injury Typ	Gender	Age	Patient Ar	Medical R	1
3 7754011 ######## 94 2 Blunt Fall Under Inten 4 5387939 ######## 68 1 Blunt Assault Inten	sive (Intensiv	Fall Under	Blunt	1	36	########	9623398	2
4 5387939 ######## 68 1 Blunt Assault Inten	sive (Intensiv	Fall Under	Blunt	2	94	########	77540 <mark>1</mark> 1	3
	sive (Intensiv	Assault	Blunt	1	68	########	5387939	4
5 3728319 ######## 65 1 Blunt MVC Morg	gue	Morgue	MVC	Blunt	1	65	########	3728319	5

1. Click the box to the left of Column A and directly above Row 1. The entire document will highlight.

\frown		
	A +	→ B
1	Medical R	Patient Ar
2	7.12E+08	#########

2. Double-click any column divider line.

All columns will auto size to the largest width. Notice the #### has been replaced with your data.



Ī		А	В
	1	Medical Record #	Patient Arrival Date & Time
	2	712147963	11/10/2012 12:41

Wrap Text

Some column headers may be longer than others or longer than the data in its column. In these cases, the column header text can be wrapped within the cell to shorten the width of the column.

1. Select your entire spreadsheet by clicking the box to the left of Column A and directly above Row 1. The worksheet will highlight.







2. Right-click anywhere on your spreadsheet, and then select **Format Cells...**



- 3. Click the **Alignment** tab. Select **Wrap text** and click **OK**.
- 4. Click anywhere on your spreadsheet to deselect it.

Format Cells					? 🛛
Number Alignment	Font	Border	Fill	Protection	
Text alignment				Orier	tation
Horizontal:					◆ • .
General	*	Indent:			•.
<u>V</u> ertical:		0 🗘		T	
Bottom	*			×	Text — •
Justify distributed				t	· ·
Text control					•
Wrap text				0	C Degrees
Shrink to fit 🕅					
Merge cells					
Right-to-left					
Text direction:					
Context 🖌					
				ОК	Cancel

5. Drag any column divider to resize the columns. The divider will resize the column to the left.

	A +	→ B
1	Medical Record #	Patient Arrival Date & Time
2	712147963	11/10/2012 12:41
3	454637813	9/21/2011 6:00

ſ		A +	→ B
I	1	Medical	Patient Arrival Date & Time
I	2	712147963	11/10/2012 12:41
I	3	454637813	9/21/2011 6:00





If the cell doesn't auto-adjust, double-click between rows (row divider) to resize the row above.



	А
	Medical
1	Record #
2	712147963

Freeze Panes

It can be helpful to see the column headings of a spreadsheet as you are scrolling through the document. By default, the header row is visible until you scroll down through the spreadsheet, as shown below.

	Α	В	С	D	E	F	
	Medical	Patient Arrival					
1	Record #	Date & Time	Age	Gender	Injury Type	Mech of Inj	
2	9623398	10/19/2013 23:26	36	Male	Blunt	Fall Under 1m (3.3 ft)	
3	5387939	11/23/2013 12:55	68	Male	Blunt	Assault	
4	8549271	1/6/2013 15:08	66	Female	Blunt	Other Blunt Mechanism	
5	1997930	6/15/2013 13:27	35	Male	Penetrating	Other Penetrating Mechanism	
		_	-	-	_	_	

	Α	В	С	D	E	F	٠
7	4279221	11/22/2013 1:05	45	Male	Penetrating	Handgun	
8	5984554	3/7/2013 17:46	15	Male	Blunt	Other Blunt Mechanism	
9	5040122	3/3/2013 19:45	85	Male	Blunt	Fall Under 1m (3.3 ft)	
10	8437892	11/30/2013 23:46	82	Female	Blunt	Fall Under 1m (3.3 ft)	
11	9764819	8/22/2013 0:06	20	Male	Blunt	Other Blunt Mechanism	
12	4197183	3/22/2013 17:46	15	Male	Blunt	Other Blunt Mechanism	

To freeze only the header row, click the **View** tab, then click **Freeze Panes** and select **Freeze Top Row**.







To freeze only the first column, click the **View** tab, then click **Freeze Panes** and select **Freeze First Column**.

VIEW	ADD-IN	IS P	DF Quicl	(Books		
New A Window	rrange All	Freeze Panes •	Split Hide Unhide Freeze Pan	View Side by Side Synchronous Scrolling Reset Window Position	Switch Window	
			Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).			
Freeze Top Row Keep the top row v the rest of the work		• <u>R</u> ow p row visible while scrolling th he worksheet.	rough			
Gender Male	Injury Blunt		Freeze First <u>Column</u> Keep the first column visible whil through the rest of the worksheet		ng	
viale	BIUNT					

To freeze both a row and a column, click into the cell below the row you want to freeze and to the right of the column you want to freeze.

In this instance, click into cell B2 to freeze column A and the top row with your headers.

Click the **View** tab, then click **Freeze Panes** and select **Freeze Panes**.

	А	В
	Medical	Patient Arrival
1	Record #	Date & Time
2	712147963	11/10/2012 12:41
4	/1214/303	11/10/2012 12:41

VIEW	ADD-IN	IS P	DF Quicl	kBooks	
New Windov	Arrange v All	Freeze Panes •	Split Hide	View Side by Side Synchronous Scrolling Reset Window Position	Switch
			<u>Freeze Panes</u> Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).		
- L			Freeze Top Keep the to the rest of t	• <u>Row</u> p row visible while scrolling th he worksheet.	irough
Gender Injury Male Blunt			Freeze First <u>Column</u> Keep the first column visible while scrolling through the rest of the worksheet.		

Now when you scroll through your spreadsheet, the information in your top row and first column will remain in place.

	Α	F	G
	Medical		
1	Record #	Mech of Inj	Post ED Disposition
8	5984554	Other Blunt Mechanism	Operating Room
9	5040122	Fall Under 1m (3.3 ft)	Intensive Care Unit
10	8437892	Fall Under 1m (3.3 ft)	Floor
11	9764819	Other Blunt Mechanism	Morgue
12	4197183	Other Blunt Mechanism	Operating Room





AutoFilters

Activate Filters

AutoFilters will create drop down options in each column and allow you to filter on specific values. AutoFilters make it easy to find and work with only those rows of the spreadsheet that contain the selected values in the filtered column.

1. Click on any cell that contains data on your spreadsheet. (An error message will appear if you select an empty cell).

	А	В	С
	Medical	Patient Arrival	
1	Record #	Date & Time	Patient Name
2	712147963	11/10/2012 12:41	Stewart, Robert
3	454637813	9/21/2011 6:00	Morrison, Clark N

2. On the Data tab, click Filter.

D	ATA		REVIEW	VIE	W	ADD-INS
nection perties Links	ns Az	Ļ	Z A A Z Sort	Filter		Clear Reapply Advanced
ons	ons		0	Sort & Fi	lter	

3. A down arrow button now appears in each column header. This will be used to filter values on the spreadsheet.

	А	В	С
	Medical	Patient Arrival	
1	Record #	Date & Time 🛛 🔽	Patient Name 📃 💌
2	712147963	11/10/2012 12:41	Stewart, Robert

Use AutoFilters

AutoFilters can be used to select/deselect specific values in a column. The rows containing the specified values will display, and the other rows will be hidden. The hidden rows can be returned by turning off AutoFilters or selecting different values.

Scenario

The Trauma Coordinator would like to identify patients with a Blunt Injury and a Discharge Status Dead.

You can use any data table report that contains the injury type and discharge status fields to fulfill this request using AutoFilters.





- 1. Click the down arrow in the Injury Type column.
- 2. To narrow your results to only Blunt injuries:
 - a. Deselect all values except Blunt and click **OK**.
 - or
 - b. Click **(Select All)** to deselect all values, and then select Blunt. Click **OK**.
- 3. Click the down arrow in the Discharge Status column.
- 4. Deselect Alive and click **OK**.

	G	Н						
ispo	sition 💽	Discharge Stat						
A↓	Sort A to Z							
A↓	S <u>o</u> rt Z to A							
	Sor <u>t</u> by Color	•						
\mathbb{K}	Clear Filter From "Discharge Status"							
	F <u>i</u> lter by Color	Þ						
	Text <u>F</u> ilters	•						
	(Select All) Alive							
	OK Cancel							

		D	E	F
			cd.	In item True a
		A[▼]	Gende	Injury Type
Ì↓	<u>S</u> ort	A to 2	2	
Ă↑	S <u>o</u> rt	Z to A	λ	
	Sor <u>t</u>	by Co	lor	•
K	<u>C</u> lea	r Filte	r From "Inju	ury Type"
	Filte	er by C	olor	Þ
	Text	<u>F</u> ilter	5	•
		🔳 (Se	lect All)	
		🖌 Blui	nt	
		Bur	n	
		Ot	her	
	-	Per	etrating	
		Un	nown	
			OK	Cancel

5. Review the data.

Notice the gaps in row numbers. Any row that contains an injury type other than Blunt and discharge status of Alive is now hidden. A funnel now appears in the filtered columns where down arrow appeared previously.

	А	В	С	D	E	F	G	Н
	Medical	Patient Arrival					Post ED	Discharge
1	Record 💌	Date & Time 🛛 💌	Age 💌	Gender 🔻	Injury Type 耳	Mech of Inj 📃 💌	Disposition 🔹	Status 🖵
2	9623398	10/19/2013 23:26	36	Male	Blunt	Fall Under 1m (3.3 ft)	Intensive Care Unit	Dead
3	5387939	11/23/2013 12:55	68	Male	Blunt	Assault	Intensive Care Unit	Dead
4	8549271	1/6/2013 15:08	66	Female	Blunt	Other Blunt Mechanism	Morgue	Dead
6	9316891	6/3/2013 16:24	85	Male	Blunt	MVC	Morgue	Dead
8	5984554	3/7/2013 17:46	15	Male	Blunt	Other Blunt Mechanism	Operating Room	Dead

Use Filters to Create Additional Worksheets

Filters work well to show a group of records temporarily, but moving the results to a different worksheet will create a permanent place for the filtered records.

Scenario

The Trauma Coordinator would like all blunt injury deaths on one worksheet and all penetrating injury deaths on a separate worksheet.





- 1. Use the down arrow buttons to filter on Blunt injuries and discharge status dead.
- 2. Select the entire worksheet by clicking the cell to the left of Column A and directly above Row 1 or clicking and dragging to highlight the appropriate cells.



	Α	В	С	D	E	F	G	Η
	Medical	Patient Arrival					Post ED	Discharge
1	Record 🔻	Date & Time 🛛 💌	Age 🔻	Gender 🔻	Injury Type 耳	Mech of Inj 📃 💌	Disposition 🔹	Status 🖵
2	9623398	10/19/2013 23:26	36	Male	Blunt	Fall Under 1m (3.3 ft)	Intensive Care Unit	Dead
3	5387939	11/23/2013 12:55	68	Male	Blunt	Assault	Intensive Care Unit	Dead
4	8549271	1/6/2013 15:08	66	Female	Blunt	Other Blunt Mechanism	Morgue	Dead
6	9316891	6/3/2013 16:24	85	Male	Blunt	MVC	Morgue	Dead
8	5984554	3/7/2013 17:46	15	Male	Blunt	Other Blunt Mechanism	Operating Room	Dead

3. Right-click anywhere in the highlighted area and select Copy.

The results should be many dotted groups separated at the gaps in data, similar to what is pictured below.

	Α	В	С	D	E	F	G	Н
	Medical	Patient Arrival					Post ED	Discharge
1	Record 💌	Date & Time 🛛 💌	Age 🔻	Gender 🔻	Injury Type 耳	Mech of Inj 🔹	Disposition 🔹	Status 🖵
2	9623398	10/19/2013 23:26	36	Male	Blunt	Fall Under 1m (3.3 ft)	Intensive Care Unit	Dead
з	5387939	11/23/2013 12:55	68	Male	Blunt	Assault	Intensive Care Unit	Dead
4	8549271	1/6/2013 15:08	66	Female	Blunt	Other Blunt Mechanism	Morgue	Dead
6	9316891	6/3/2013 16:24	85	Male	Blunt	MVC	Morgue	Dead
8	5984554	3/ 7/ 2013 17:46	15	waie	Biunt	Other Blunt Wechanism	Operating Room	Dead

4. At the bottom of the worksheet, click the tab labeled SCREEN to create a new worksheet.



5. Right-click into the blank worksheet and select Paste.

Now there is a separate worksheet that displays only blunt injuries resulting in death.

Rename Worksheets

There are now two worksheets labeled with non-descript default names. Rename the worksheets to indicate the information that each worksheet contains.

- 1. Double-click on the tab labeled Sheet1.
- 2. Type a new label; for instance, *Blunt Deaths.*
- 3. Double-click on the tab labeled SCREEN.
- 4. Type a new label; for instance, *All Patients.*

SCREEN	Sheet1	
All Patients	Blunt Deaths	





н

G

Change Filter Parameters/Restore Rows

To change what filtered data is displayed on your Data Table Report, click the funnel in the column you want to change. Select a different choice, and deselect the current choice (in this example, Blunt). Then click **OK**.



To restore your columns to show all values, including those that were hidden by AutoFilters, click the funnel that appears in your filtered column and select **Clear Filter From "Injury Type."** Repeat for all filtered columns.

and	In Age Gender Injury	y⊸∎
₽↓	Sort A to Z	
Ă↑	S <u>o</u> rt Z to A	
	Sor <u>t</u> by Color	►
5	<u>C</u> lear Filter From "Injury Type"	
	F <u>i</u> lter by Color	⊩
	Text <u>F</u> ilters	►
	Search	P
~	Select All) Bunt Burn Other Penetrating Unknown	
	OK Cancel	

To remove the AutoFilters from all columns, go to the **Data** tab and deselect Filter. All of the down arrow buttons will be removed from your columns.



Use Formulas

Excel has many formulas that you can use to assess or manipulate your data. Average is a useful formula that you can use to analyze the data in a Data Table Report.

Average

The Average function returns the average, or arithmetic mean, of your selected data. Average is calculated by adding a group of numbers and then dividing by the count of those numbers.

To calculate the average age of your patients:

- 1. Locate the Age column and scroll to the bottom.
- 2. Select the empty cell under the last age value.

	Medical						0
1	Record #	Patient Arrival Date & Time	٠	Age		Gender	*
2	9623398	10/19/2013 23	:26		36		1
3	7754011	6/23/2012 18	:44		94		2
4	5387939	11/23/2013 12	:55		68		1
5	3728319	7/3/2012 14	:25	i i	65		1





- 3. On the **Formulas** tab, click **AutoSum**, and then select **Average**.
- 4. Confirm that each cell in your selected range contains data. If a row is missing a value, the formula will not include any values before that point in its calculation. See example below. If there is missing data, you can manually change the formula range to include the full list of values.





5. Press Enter to perform the calculation.

To calculate the average ISS for blunt injuries resulting in death:

- 1. Open the Blunt Deaths tab on your worksheet.
- 2. Select the empty cell under the last entered ISS value.
- 3. On the Formulas tab, select AutoSum and then select Average.
- Confirm that the formula's cell range contains all of the cells in your ISS column (as described above). Manually change your cell range if necessary.
- 5. Press **Enter** to perform the calculation. The average displayed is the average ISS for blunt injury deaths.

	А	K	L	М
		Total	Total	
	Medical	ICU	Vent	
1	Record #	days	Days	ISS
28	467879767	4	4	26
29	229134443	6	1	4
30	532204339	1	1	26
31				21.46

All Patients

Blunt Deaths





Data Table Reports—Pivot Tables vs. Statistics Reports

Pivot Tables	Statistics Reports
May contain detailed patient information as well as statistical analysis	Can only contain statistical information
Can run one large report from RW and use Excel® to divide up the statistics	Have to run a separate report for each statistical chart
Graphs, charts, and aesthetic changes can be retained from use to use	Graphs, charts, and aesthetic changes have to be made every time

Build Your Data Table Report for Statistical Analysis

Pivot Tables are used to analyze data quickly. This feature in Excel® is a good way to summarize, analyze, explore, and present data.

Scenario

The research team has requested some analysis on deaths for the past 2 years. They would like to see graphical information on the following criteria, with dates based on patient arrival:

- Count and percent of deaths by year
- Count and percent of deaths by month
- Count and percent of deaths by ISS 1-9, 10-15, 16-24, and >=25

Data Table reports often include the entire Date of Arrival as one field. In order to fulfill this report request, separate lines will be included for arrival year (PAT_A_DATE_Y) and arrival month (PAT_A_DATE_M_AS_TEXT).

The request will also require you to separate the ISS into ranges using a Coded Variable.

🔛 ISS_SV - Coded Variable Editor					
	Name: ISS_SV				
	Description:	SV-1-9,10)-15,16-24,>=;	25	
	Column 1	Operator	Column 2	Text	
	ISS	BETWEEN	1,9	01 to 09	
	ISS	BETWEEN	10,15	10 to 15	
	ISS	BETWEEN	16,24	16 to 24	
	ISS	>=	25	25 or more	

In this example, ISS_SV creates the four ISS ranges as defined in the request.





Data Table Example

Create your Data Table report with all of the requested fields, along with some basic patient information. *See example below.*

	YEARLY_DEATH_ANALYS -	Data Table Editor
	Name: YEARLY_DEATI Description:	H_ANALYS
	Data Elements Sort Order Ge	eneral
	Field	Label
	TRAUMA_NUM	Trauma Number
Coded Variables for ISS Ranges	PAT_REC_NUM	Medical Record #
j.	PAT_NAME	Patient Name
	PAT_A_EVENT	Patient Arrival Date & Time
	ED_TTA_TYPE01_AS_TEXT	TTA
	ISS	ISS
	DIS_STATUS_AS_TEXT	Discharge Status
	ISS_15_AS_TEXT	ISS for Under Triage
	ISS_SV_AS_TEXT	ISS Ranges
	TTA_LIMIT_AS_TEXT	TTA for Under Triage
	PAT_A_DATE_Y	Year of Arrival
Patient arrival year and month	PAT_A_DATE_M_AS_TEXT	Month of Arrival

Follow the steps on page 3 to export your report to MS Excel®.

Start a New Pivot Table

1. Select your entire spreadsheet by clicking the box to the left of Column A and directly above Row 1. The worksheet will highlight.



 Click the Insert tab, and then select Pivot Table. A Create Pivot Table dialog appears (see next page). Click OK.





Formatting Report Output in Excel®



Create PivotTable	23 8
Choose the data that y	ou want to analyze
Select a table or rate	ange
<u>T</u> able/Range:	Sheet1!\$A:\$J
🔘 Use an external da	ata source
Choose Con	nection
Connection n	ame:
Choose where you war	nt the PivotTable report to be placed
New Worksheet	
🔘 Existing Workshe	et
Location:	15
Choose whether you w	vant to analyze multiple tables
Add this data to t	he Data <u>M</u> odel
	OK Cancel

The following screen appears:

	А	В	С	D	E	F	G	Н	Ι	J		
1												PivotTable Fields • ×
2												Choose fields to add to report:
3												
4	P	ivotTable	1									Trauma Number
6	To build	a report	choose									Patient Name
7	fields fro	om the Piv	otTable									Patient Arrival Date & Time
8		Field List										TTA
9												ISS ISS
10												Discharge Status
11		-										ISS Ranges
12												TTA for Under Triage
14												•
15			F									Drag fields between areas below:
16		\square										-
17												T FILTERS
18												
20												
21												
22												
23												
24												
25											-	
	• •	Sheet2	Sheet1	+							Þ	Defer Layout Update UPDATE





Select Data for Your First Pivot Table

The first data request in our scenario was for a count and percent of deaths by year. A pie chart is an excellent tool to illustrate percentage, and it is best derived from a Pivot Table that only contains Rows.

1. Click and drag the Discharge Status field to the ROWS box.





2. Click and drag a record reference field to the VALUES box. In this example, use Discharge Status, since all records contain a value. The field is also non-numeric and will return a count.

Drag fields between areas below:					
▼ FILTERS					
ROWS	Σ VALUES				
Discharge St 🔻	Count of Disc 🔻				
	45				

The completed Pivot Table (containing both years).

3	Row Labels 耳 Count of Discharge Status
4	Alive 1076
5	Dead 159
6	Grand Total 1235





Remove Unnecessary Rows

A Pivot Table may contain unnecessary row values. In this example, there is a row labeled Blank without a total. This row can be removed.

- 1. Click the drop down arrow next to Row Labels.
- 2. Deselect the value (blank) and click **OK**.

3	Row Labels 💌 Count of Discharge Stat	us
₽↓	Sort A to Z	29
Ă↑	S <u>o</u> rt Z to A	29
	More Sort Options	50
×	<u>C</u> lear Filter From "Discharge Status"	58
	Label Filters ►	
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	Search 🔎	H
	Alive	
	(blank)	

<u>Create a Graph</u>

A pivot table can be made into a Chart/Graph.

- 1. Select any cell within the Pivot Table. The PIVOTTABLE TOOLS menu will appear in the toolbar.
- 2. On the PIVOTTABLE TOOLS tab, select **Analyze** and then select **PivotChart**.



3. Select the desired chart type. For this example, select pie chart because they display percentages best.

Add Percentages to Your Graph

 Right-click the pie chart. Select Add Data Labels, and then Add Data Labels.







2. The newly added labels appear. When selected, the label boxes have circles on the corners. The circles indicate the area of focus within the graphic, which is accessible to modify. With the labels selected, select **Format Data Labels**.

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3. Select Percentage and deselect Value.







Practice Exercises

- 1. Create a Data Table Report with at least five data elements, including Post ED Disposition. Send the report to Excel and Filter the data by Post ED Disposition.
 - a. Create a tab for each Post ED Disposition and put the records associated with each in their tab
 - b. Use word wrap and adjust the column widths to make the output look its best
- 2. Create a Data Table Report that includes Initial Vitals. Once run to Excel, produce Avg RTS and GCS.
- 3. Create a Data Table Report that includes ED LOS, Total ICU Days, Vent Days and Hospital LOS and Trauma Response Level.
 - a. Separate each response level on a separate tab
 - b. Find the Avg ED LOS, Total ICU Days, Vent Days and Hospital LOS for each response level
 - c. Use word wrap and adjust the column widths to make the output look its best