

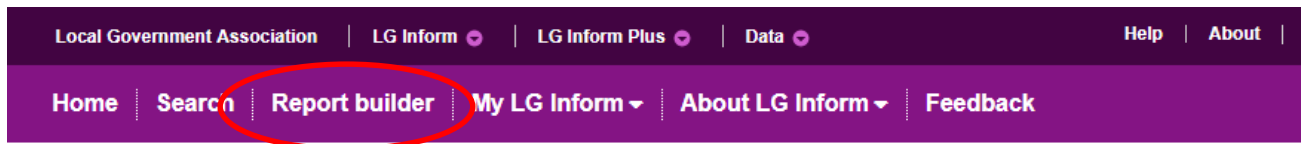
LG Inform – Report builder

September 2018
V2.0

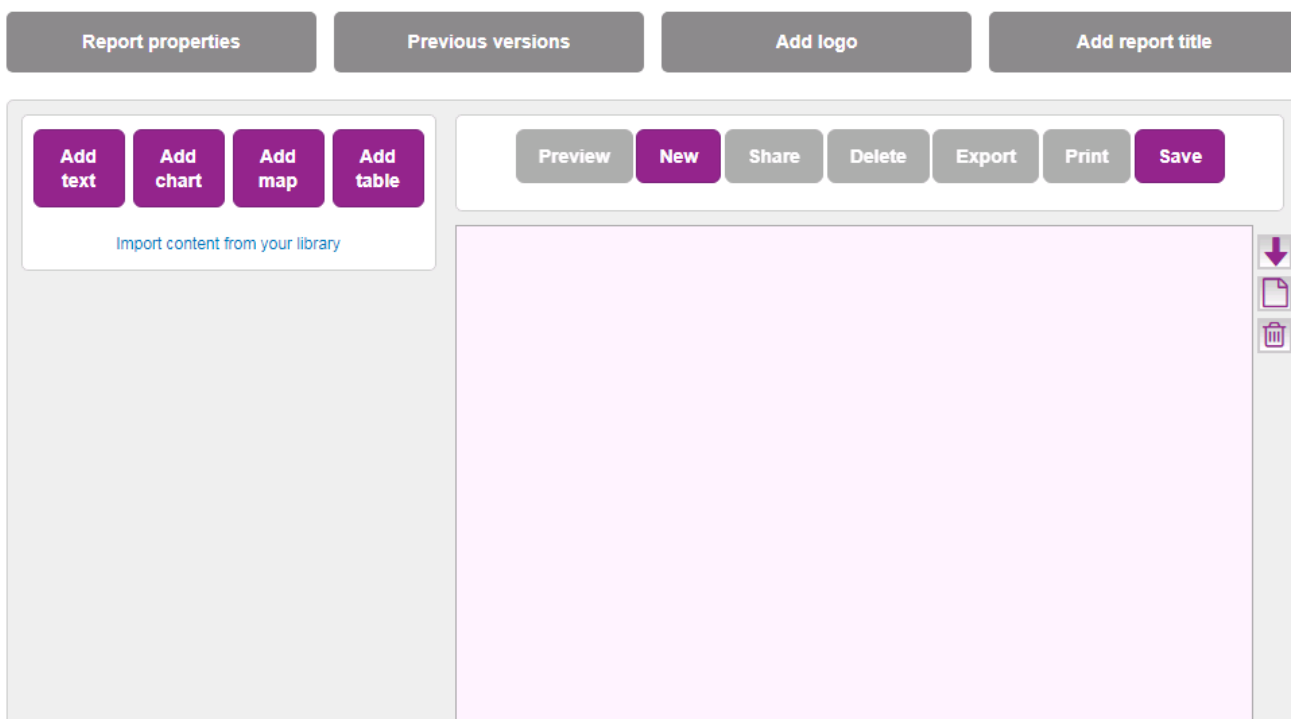
All registered users of LG Inform are able to build a basic report. The Report Builder is a step-by-step wizard to help you build and save a report in LG Inform which you can later share.

To access the Report Builder, please ensure you are signed in.

- Once signed in, you will see *Report Builder* as an option at the top of the page:



- Click on *Report Builder* to bring up the page shown below:



You will see various options to create a new report, edit details, add different components and export the report.

Getting started

You have the following options to set the main properties of your report:

- Report properties
- Previous versions
- Add logo
- Add report title



Report properties:

Selecting *Report properties* will give you the option to name your report and give it a description.

- The report name will show when searching and will also appear in *My Library* in LG Inform. You will need to add a name to your report before being able to save it, but all other elements can be added at any time.
- The description is optional, and is shown within LG Inform but not on the report itself.

A screenshot of the 'Report properties' form with the 'Basic' tab selected. It shows a 'Report name:' label above a text input field, and a 'Description:' label above a larger text area.

- You can choose whether to have a front page cover or references page
 - o The references page will provide a list of sources for all metrics used in your report

A screenshot of the 'Report properties' form with the 'Features' tab selected. It shows two checkboxes: 'Front page cover' and 'References page'.

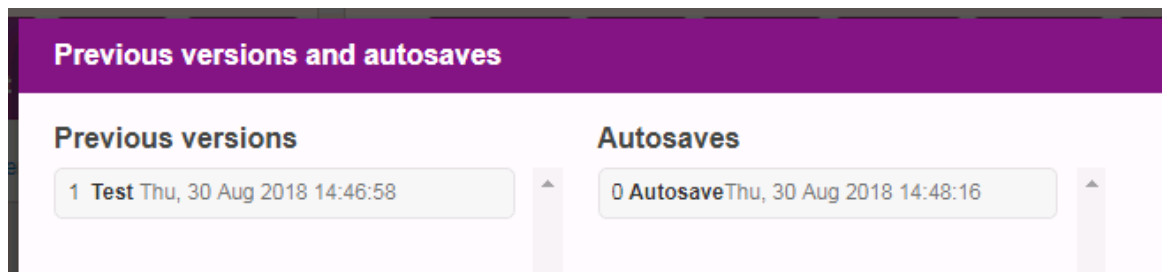
- You can add tags and service areas to make it easier when searching

A screenshot of the 'Report properties' form with the 'Services and tags' tab selected. It shows two sections: 'Add category tags:' with a dropdown menu labeled 'Add up to 20 tags' and an 'Add' button; and 'Add service:' with a dropdown menu labeled 'Add up to 20 services' and an 'Add' button.

Previous versions:

Selecting *Previous versions* will allow you to see all versions of the report that you have saved, or have autosaved.

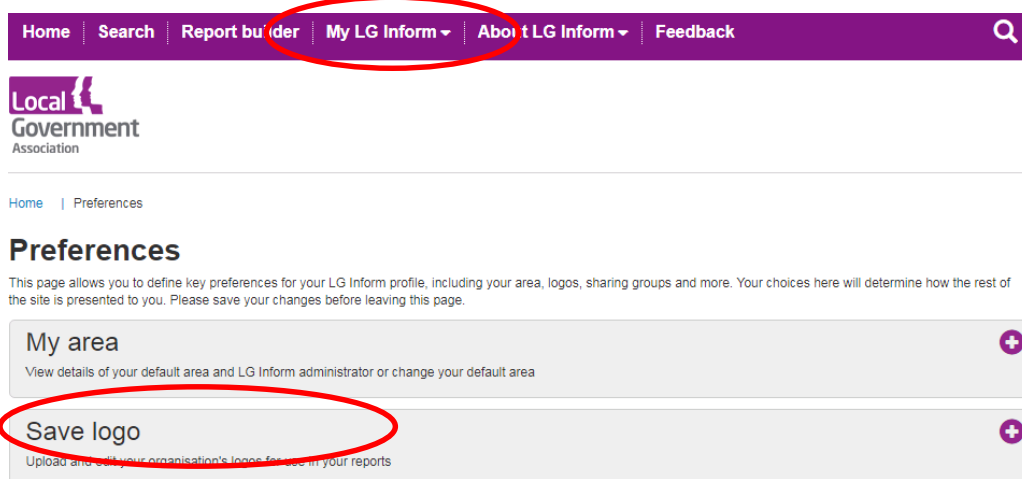
- *Previous versions* will show all versions saved manually.
- The report will autosave after every change made, and these versions can be found under *Autosaves*.



Add logo:

You can add your organisation's logo to the report.

- The logo first needs to be uploaded to LG Inform. To do this, go to *My LG Inform*, select *Preferences* and *Save logo*. This will give you the option to upload a logo in a .gif, .jpg or .png format.
 - o You can only add one file to a report, therefore if you need to add multiple logos, we would recommend combining them as one file



- Selecting *Add logo* will bring up the option below where you will be able to choose from your previously uploaded logos.

Edit logo?

Select a logo:

Select a logo image

Save

Close

Add report title:

Selecting *Add report title* will give you the option to add a title to the front page of the report.

- Please be aware this is **not** the same as the report name that has been added through *Report properties*. This title will show in the content of the report only.

Report properties

Previous versions

Add logo

Add report title

is wizard to add your map

Add text

Add chart

Add map

Add table

Import content from your library

Edit report title?

Report title:

Test Report

Save

Cancel

Preview

New

Share

Delete

Export

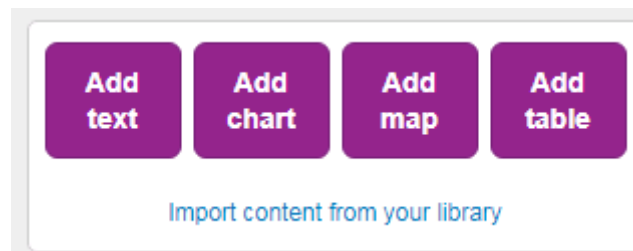
Print

Save

Adding components to your report

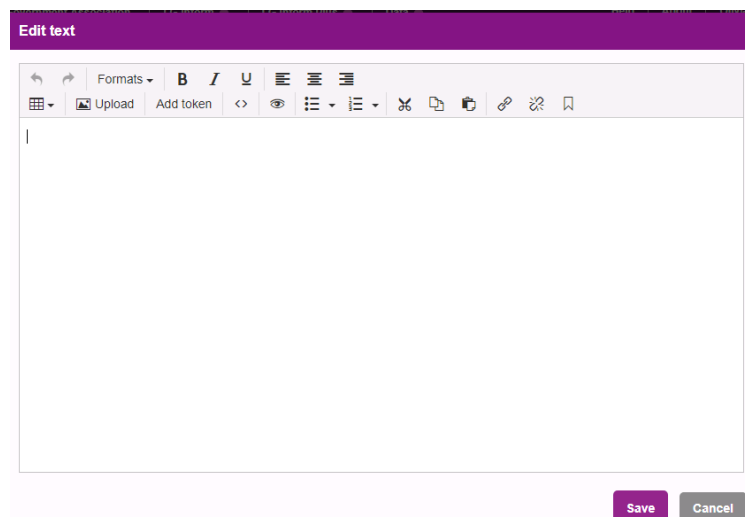
You will be given the option to add various components to your report. You can choose from text boxes, charts, maps or tables. You also have the option to add content from your library.

Please note the report builder is not to scale, displaying the report smaller (67% of A4) than the final version.

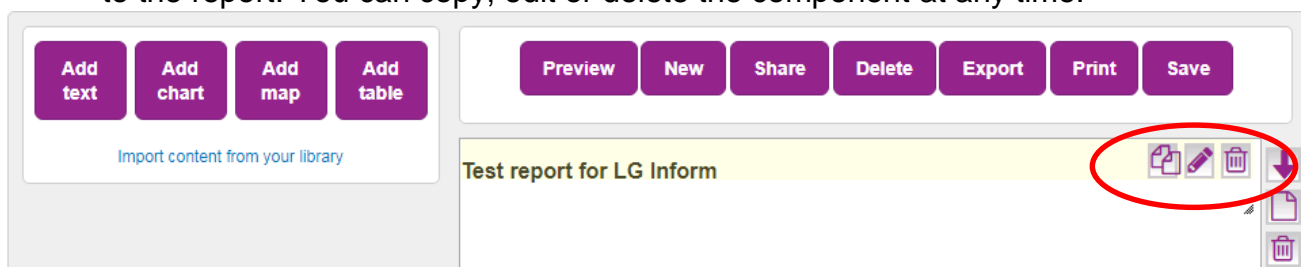


Add text

- Select *Add text* from the component options. The box below will appear – here you can add any text, insert tables, upload pictures and add tokens.

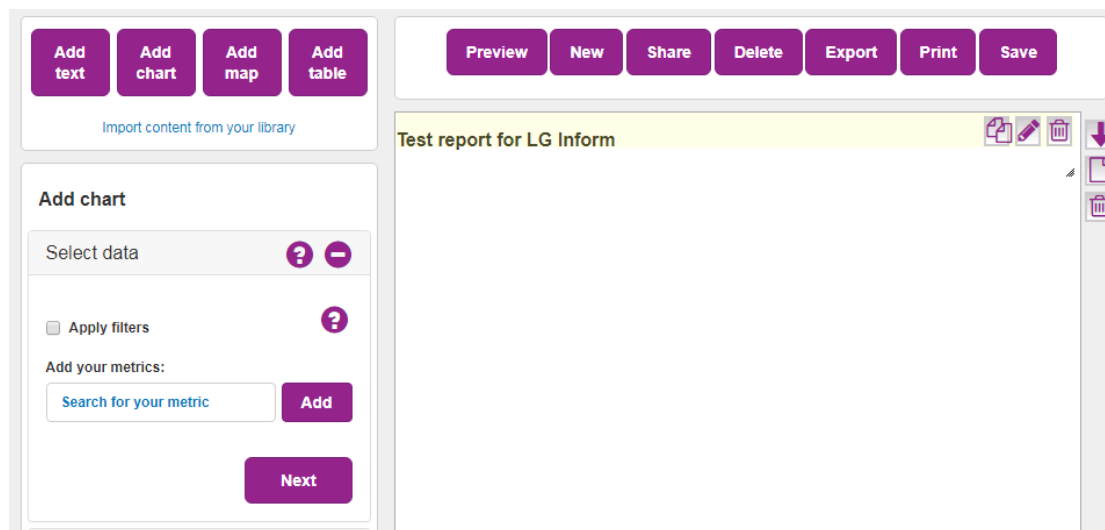


- o A text token allows for text within the report to be automatically populated with data and information. The token automatically pulls numbers and text directly from the LG Inform database. When data is updated in LG Inform, the token automatically updates with the latest information.
- Once you have added your text, select *Save*. You will see your text has been added to the report. You can copy, edit or delete the component at any time.

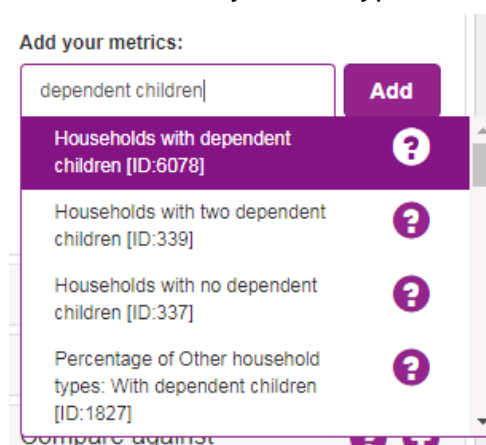


Add chart

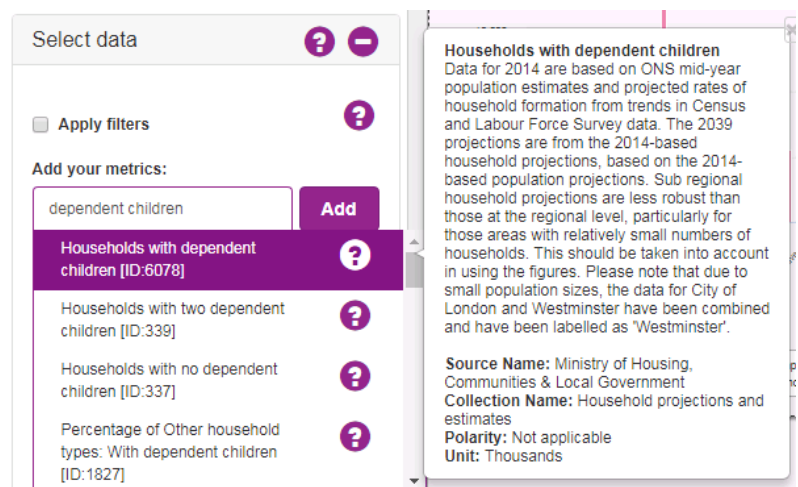
- By selecting *Add chart*, you will be provided with various options to create and edit the appearance of your chart.



- *Select data*: here you can select the metric you would like displayed on your chart. Type a key word, choose your preferred metric from the dropdown list, and select *Add*. If you know the metric number, you can type this instead of a key word.



- If you hover over the question mark, you will find a short description about the metric, along with the data source and further details.



- Any metrics in **bold** on the dropdown list can be broken down into greater detail. Once you have added the metric, select *Show metric options*, and *Breakdown by*.

Crime - Total - annual

[Hide metric options](#)

Breakdown by None

- All data included is automatically the latest available, however you can change the period covered by selecting *Show metric options*, and choosing your preferred dates.

Number of Lone parent not in employment: Total

[Hide metric options](#)

Time period

☒ Most recent plus None

☐ Or From 2011

To 2011

Value types households

- You can also add other metrics for comparison within the chart should you wish. To do so, follow the same process as above to select your preferred metric, and then select *Add*.
- Once you have added your data, select *Next*.
- *Select area:* You will now have the option to choose the lead geographical area. This will automatically have populated with the authority you have registered with, but you can change this from the dropdown menu.

Select area

Select principle area for your chart and, if required, supplementary areas or groups. You must select at least one lead area or display group below.

Your lead area: ?

Westminster

— None —

Aberdeen

Aberdeenshire

Adur

Allerdale

Amber Valley

Angus

- You can either have just your lead area data showing on the chart, or you can choose to display it alongside data within a display area. Choose your display area, and select *Add*.

Select other display areas: ?

Select a display area ▲ Add

london

Comparison group type

Greater London

Comparison group

Greater London (ADASS Region)

All London Boroughs (excl City)

All fire authorities in London

All local authorities in London

- You also have the option to create your own display group at this stage.
 - o To find out more about display groups, please take a look at our groups guide [here](#)

Your lead area: ?

Westminster

Select other display areas: ?

Select a display area ▼ Add

All London Boroughs (excl City) ✕ +

Create new display group

Next

- *Select chart*: you will now be given the option to choose the format of the chart that you would like to create. Not all chart options will be available to select, dependent on the type of data metric chosen and display area.

Select chart ? —

Charts Map Table

Bar/Column

Stacked bar/column

100% Stacked bar/column

Pyramid chart

Line chart

Pie chart

Scatter chart

Box plot

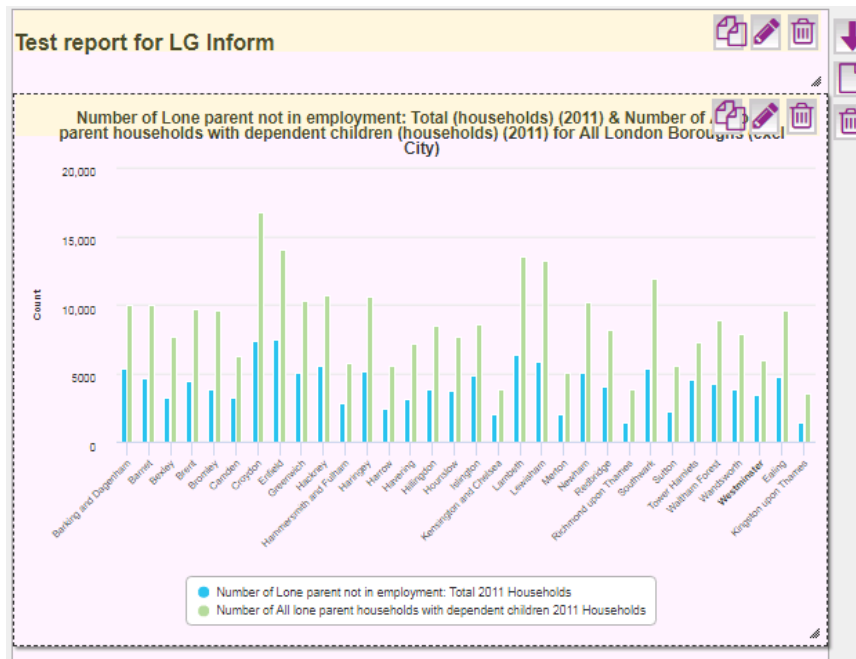
Radar chart

Bullet chart

Gauge

Bubble chart

- Select your preferred chart, and it will automatically be added to the report.



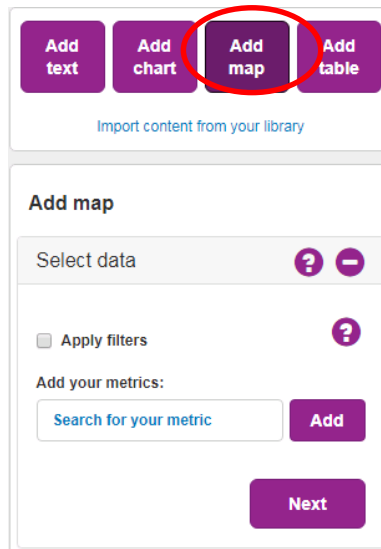
- Once the chart has been created, you can either select *Finish* or *Customise further*.
 - You have the following options to further customise the chart:

Compare against	?	+
Customise labels and layout	?	+
Colour selector	?	+
Add text	?	+
Let the user choose	?	+

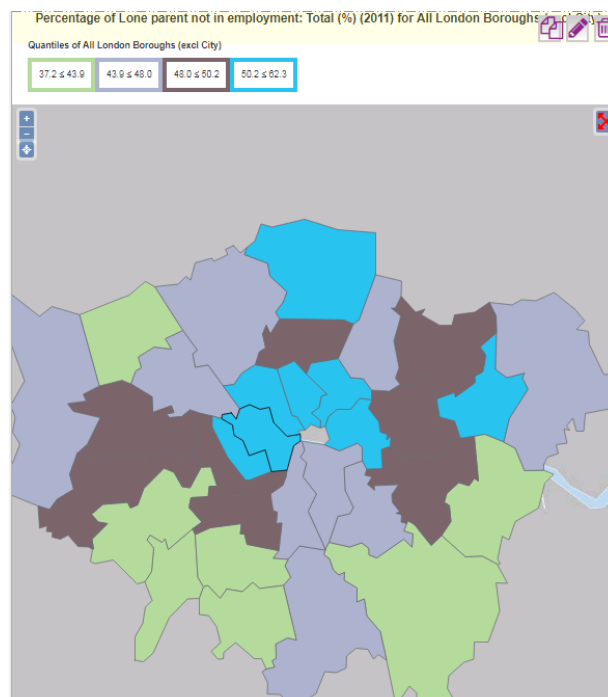
- *Compare against*: add one or more summary statistics covering minimum, maximum, mean, median, 25th percentile, 75th percentile etc. The options available will be dependent on the chart type selected.
- *Customise labels and layout*: edit axes and chart display.
- *Colour selector*: edit the colour range used within the chart. Options 1-8 suite charts where polarity for the metric is not applicable. Options 10-16 suit maps, or data where polarity is applicable.
- *Add text*: add any text to appear above the chart.
- *Let the user choose*: allows you to give the user of the final report the option to select metrics, areas or groups.

Add map

- Select *Add map* on the toolbar to add a map to your report.
- You will be provided with the same options as with adding a chart:
 - o Select data
 - o Select area



- o *Select map* will only provide you with one choice and once clicked, your map will appear in the report.
- o *Compare against* will give you the option to determine the colours that will show on the map through performance measurement scales (quantiles, equal ranges, standard deviation or custom), the number of bands to divide the map into and the comparison group to be used in these calculations.
- o *Customise labels and layout*
- o *Colour selector*
- o *Add text*
- o *Let the user choose*



Add table

- You can also add a table of data to your report. You will be provided with the same options as with adding a chart or map:
 - *Select data*
 - *Select area*
 - *Add table*
 - *Compare against*
 - *Customise labels and layout*
 - You can edit the table axis which will change how the data is displayed and sorted.

Customise labels and layout ? -

Table title:

Crime - Vehicle offences recorded - quarterly

☒ Default title
 ☐ Custom title

Group axis options -

Group rows by:

Metric type

Then by:

Period

Then by:

Value type

Group columns by:

Area

Then by:

-

Then by:

-

- *Add text*
- *Let the user choose*

Crime - Vehicle offences recorded - quarterly (crimes) (from 2017 Q2 (12 months ending) to 2018 Q1 (12 months ending)) for All London Boroughs (excl City)

Area	Offences against vehicles			
	2017 Q2 (12 months ending)	2017 Q3 (12 months ending)	2017 Q4 (12 months ending)	2018 Q1 (12 months ending)
	Crimes			
Barking and Dagenham	2,518	2,623	2,742	2,749
Barnet	3,785	3,791	3,901	4,198
Bexley	1,894	1,954	2,047	2,029
Brent	3,632	3,831	3,993	4,034
Bromley	2,930	3,137	3,256	3,296

- Tables automatically display 30 rows of data on a report, so you may need to adjust the table on the report to ensure you can see it in full when editing. Your table will however be displayed in full once the final report has been exported.

Editing components

As well as being able to edit each component, you can also edit how they appear on the report. Each component will have three options as shown below:



Copy - this creates a duplicate of your component, allowing you to use the same design and layout but displaying a different metric.



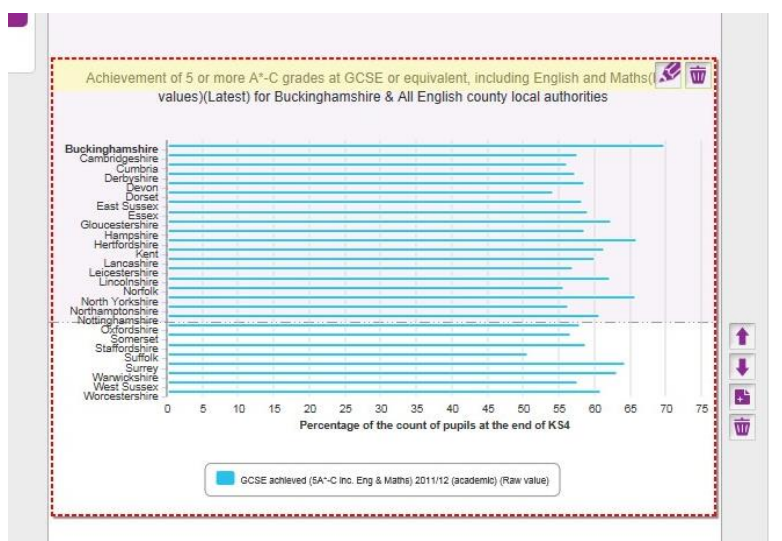
Edit – selecting edit on each component will take you to the step-by-step wizard used to set up the component initially to edit as required.



Delete – this will remove your component from the report.

Finishing your report

The reports are optimised for A4 printing, but all components can be adjusted to your preference. If any of the content overlaps, or covers a page break it will be highlighted in red:



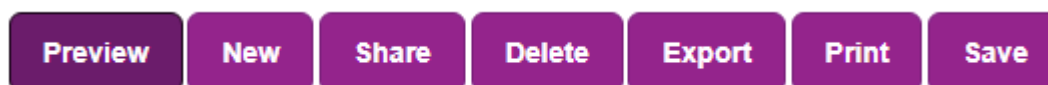
You also have the option to move components around, and change the order of pages.

- You can drag and place the components to your preferred location, or use the options on the right side of each component:



Once your report is finished...

Once you have completed your report, you can do the following:



- **Preview:** view the final version of the report as it will appear when printed. When in *Preview*, you can also share, print or export your report.
- **New:** creates a new report, but ensure your existing report is saved beforehand
- **Share:** share your report with either individuals or groups
- **Delete:** all versions of your saved report will be deleted
- **Export:** export your report as either a PDF or RTF file, or as code embedded onto your website (once embedded, data in the report will automatically update when updated in LG Inform).
- **Print:** takes you to a new window with the option of printing your report.
- **Save:** save your report to your library on LG Inform

For more information please contact

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