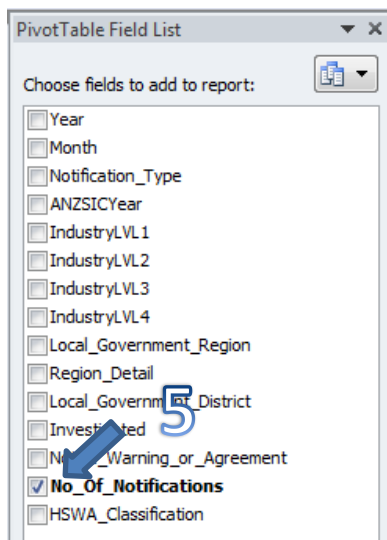
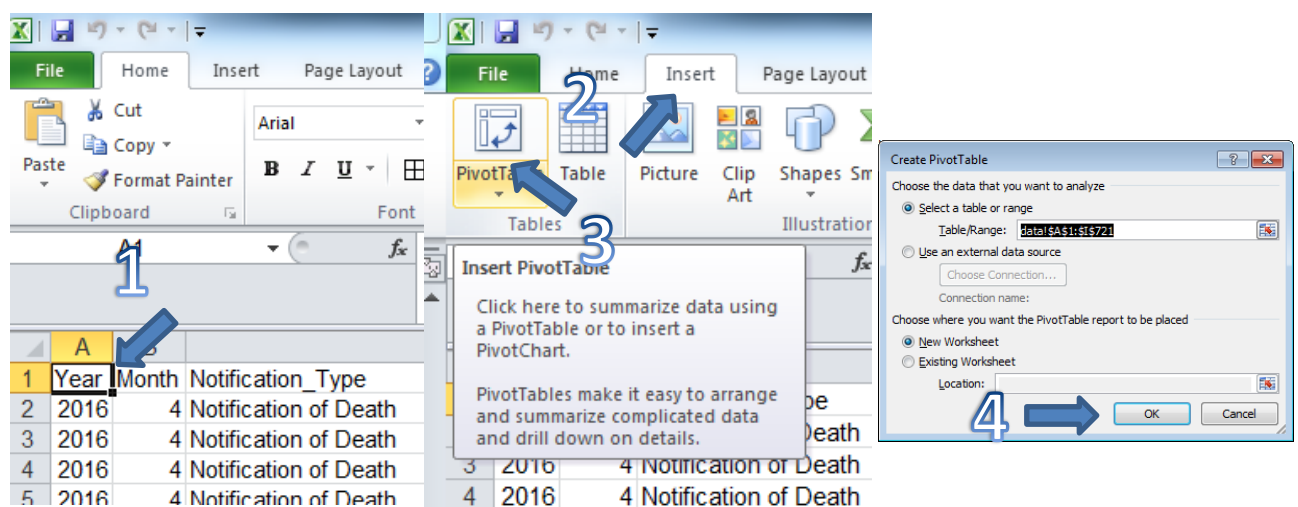


Pivot Table Instructions

One way of using this data is to create 'pivot tables' using Microsoft Excel (example screenshots from Excel 2010 are provided below).

1. After opening the data table that you are interested in, select cell A1,
2. Select the insert tab in the top menu bar.
3. Select the PivotTable option from the top left of the screen, and select 'Pivot Table' if prompted,
4. Click the "ok" button in the 'Create PivotTable' dialogue box.

You have now created a pivot table. You can use this to make customised tables that include only the data that interests you.



On the new sheet that you have created, select the No_Of_Notifications/Assessments/Notices variable (step 5). This will provide you a count for the other variables you select.

Finally, drag other variables into the 'Row Labels', 'Column Labels' and 'Report Filter' boxes at the bottom right of the page to create a custom PivotTable report.

The 'help' function in Excel can provide more guidance on how to create and use pivot tables (search for PivotTable report). There are also a number of instructional videos available on YouTube.

Important:

Please ensure the 'No of Notifications' column is set to sum and not count. Choosing 'count' will lead to undercounting.

Specific Examples

This section provides instructions on how to create pivot tables that answer some commonly asked questions.

Counting Investigations

The following steps show how to display completed investigations relating to notifications of notifiable injury or illness under HSWA (while some investigations that are currently underway will be included, investigations are usually only recorded once they are complete). Before beginning these steps, please follow the instructions in the 'creating a pivot table' section.

The first step is to create a filter. Filters are used to 'filter' out data that we don't want to include in our final result.

1. Click and hold the left mouse button on the 'Notification_Type' field in the 'choose fields to add to report' box.
2. Drag the 'Notification_Type' field down to the 'Report Filter' box. A box with the word 'Notification_Type' should appear in cell A2 on the top left hand side of the page.
3. Click on the down arrow in cell B2 next to the Notification_Type box that you just created. This will give you a list of options to select from.
4. Select the last option in the list - Notification of Notifiable Injury or Illness (if you want to select multiple notification types, tick the 'Select Multiple Items' box below the list).

You have now 'filtered' the data to include only notifications of notifiable injury or illness. The next step is to show how many of these notifications were investigated.

5. Select the 'Investigated' field in the same way that you selected 'Notification_Type' in step one. This time, drag 'Investigated' down into the 'Column Labels' box next to the 'Report Filter' box.
6. You should now have a box with three numbers in it. The number in the 'yes' column is a count of the notifications of notifiable injury and illness that have been investigated by WorkSafe New Zealand. The next column, 'blank',

The image shows two screenshots from Microsoft Excel. The top screenshot is the 'PivotTable Field List' task pane. It has a 'Choose fields to add to report:' section with a list of fields. 'Notification_Type' and 'No_Of_Notifications' are checked. A blue arrow points to 'Notification_Type' with the number '1'. Below this is a section 'Drag fields between areas below:' with four boxes: 'Report Filter' (containing 'Notification_Type'), 'Column Labels' (empty), 'Row Labels' (empty), and 'Values' (containing 'Sum of No_O...'). Blue arrows point to 'Notification_Type' in the Report Filter box (labeled '2') and to 'Sum of No_O...' in the Values box (labeled '5'). The bottom screenshot is a dropdown menu for 'Notification_Type'. It shows a search bar, a list of options including '(All)', 'Notification of Concern about Unsafe Conc...', 'Notification of Death', 'Notification of Notifiable Incident', and 'Notification of Notifiable Injury or Illness'. The last option is selected and highlighted. A blue arrow points to the dropdown arrow (labeled '3') and another points to the selected option (labeled '4'). At the bottom, there is a 'Select Multiple Items' checkbox and 'OK' and 'Cancel' buttons.

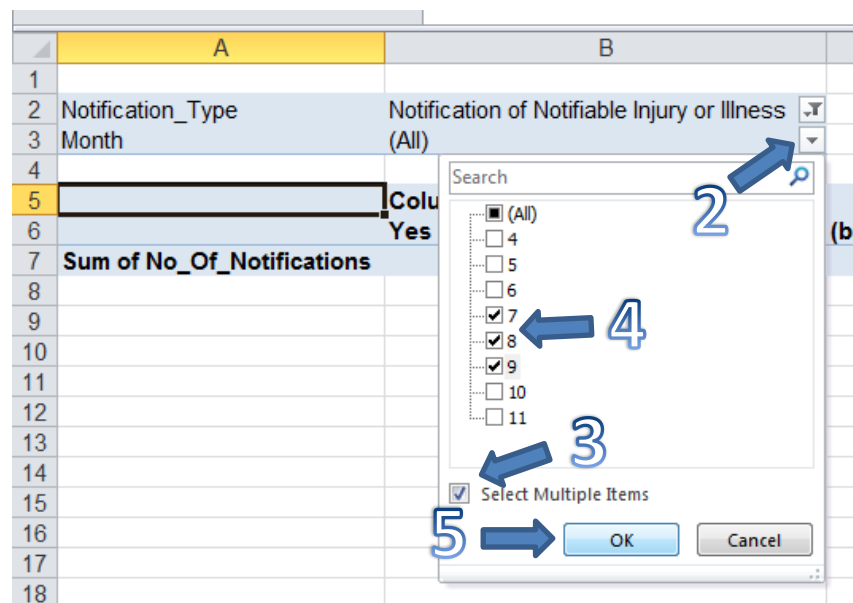
displays notifications that do not have completed investigations linked to them, and the 'Grand Total' column shows the total number of notifications of notifiable injuries (because numbers change over time, your result is likely to be different).

2				
3	Notification_Type	Notification of Notifiable Injury or Illness		
4				
5		Column Labels		
6		Yes		(blank) Grand Total
7	Sum of No_Of_Notifications	182	2266	2448
8				

Investigations by Detailed Region and Date

The following steps show how to display which notifications of notifiable injury or illness that have been investigated in a particular customised region (Auckland Central and Northern Zones) over a particular date range (quarter 2, 2016). These instructions assume that you have completed the steps in the 'creating a pivot table' and 'counting investigations' sections above.

1. Select the 'Month' field from the PivotTable Field List on the right hand side of the screen and drag it down into the 'Report Filter' box (see steps one and two in the 'counting investigations' section for more detail).



2. Left click on the arrow next to the 'Month' filter in cell B3.
3. Left click on the 'Select Multiple Items' tick box so that you can select more than one month.
4. To choose quarter three, select months seven (July), eight (August), and nine (September).
5. Select 'OK'.
6. Repeat this process with the 'Year' field, and select 2016.

You have now 'filtered' the information in the table to include only investigations relating to events notified in quarter three 2016. The next step is to add Region Details.

7. Select the Region_Detail field from the PivotTable Field List on the right hand side of the screen and drag it down into the 'Row Labels' box (see steps one and two in the 'counting investigations' section for more detail).

8. You should now have a list of location names along the left hand side of the screen. Go to the top of this list and select the down arrow next to the 'Row Labels' heading in cell A6.
9. You should now see a box similar to the one you saw when selecting the date range that you wanted. Click in the tick-box next to '(Select All)'. This will untick all of the locations.
10. Left click in the tick-boxes next to 'Auckland - Central Zone' and 'Auckland - Northern Zone'.
11. Left click on 'OK'. Now you should have a custom pivot table that shows you the number of completed investigations of notified undertaken in Auckland Central and Northern Zones

Sum of No_Of_Notifications	Column Labels
Row Labels	Yes

Filter	Count
Sort A to Z	1
Sort Z to A	9
More Sort Options...	7
Clear Filter From "Region_Detail"	9
Label Filters	1
Value Filters	1
(Select All)	1
Alexandra	
Arrowtown	
Ashburton	
<input checked="" type="checkbox"/> Auckland - Central Zone	1
<input checked="" type="checkbox"/> Auckland - Northern Zone	8
Auckland - Southern Zone	
Auckland - Western Zone	
Baldutha	
Blenheim	
OK	3
Cancel	