# The QLIK Published Reports for Health Services Screencast – Accessible Version

Introduction

Welcome to the *QLIK Published Reports for Health Services* screencast.

This screencast will show you how to access and use the published nKPI reports that have been made available to you through the Health Data Portal. For example, if needed, you can save these reports and then use them to form part of a Board presentation or a workshop with other members of your health service.

By the end of this screencast, you should know how to access your published nKPI reports through the Data Portal, as well as how to save these reports for printing or sharing as needed.

Introduction to the QLIK Published Reports

Once an Indigenous health data reporting round is closed, you will be able to access your published nKPI reports through the Health Data Portal and then save/print/share them as needed. These reports are:

* *The National KPI Summary presentation*
* *The National KPI Executive Summary report*
* *The National nKPI Health Service Results Over Time Presentation*

To be able to access your published nKPI reports, you need to have been assigned the *Published Report Viewer* role by your *User Administrator.* Please also note that you will only be able to see the reports that are published AFTER you are given access, you will not see previous reports. The reports are republished every week, on Sunday.

As a health service user, you can access your published nKPI reports by selecting *Reports > Published Reports* on the menu bar on the Data Portal home screen.

1. To continue, select **Reports > Published Reports**.

The QLIK NewsStand shows your published reports for the most recent reporting round.

**Note:** You will only ever see your reports for the most recently completed reporting round, you won’t see a list of previous reports. This means you should download and save each report as it becomes available, so you have ongoing access to each report.

The National KPI Summary Presentation

The *National KPI Summary* presentation is a PowerPoint presentation containing each of the graphs from the *nKPI Summary* sheets in the *QLIK Health Service nKPI Report*, for the most recent reporting round.

1. To continue, select the **National KPI Summary Presentation** link.

The .zip file containing your *National KPI Summary* *Presentation* will display once it has downloaded.

1. Open the presentation by double-clicking on it.

The PowerPoint presentation containing your *National KPI Summary* *Presentation* will open. You can now view/save/print the presentation as needed.

The National KPI Executive Summary Report

The *National KPI Executive Summary* is a Microsoft Excel spreadsheet containing your health service’s results, for each indicator, for the most recent collection period and the previous two periods. It also contains the results for the comparison groups contained within the QLIK Health Service nKPI Report *nKPI Summary* sheets.

1. To continue, select the **National KPI Executive Summary** link.

The *nKPI Executive Summary* report will display in a Download window. You can now download the summary as a Microsoft Excel spreadsheet.

1. To continue, select the **Download** button.

A download window will display in the bottom left-hand corner of the screen and your *nKPI Executive Summary* spreadsheet will begin to download.

1. To continue, select the **Download** arrow.
2. Select **Open**.

The *nKPI Executive Summary* spreadsheet will display. You can now view/save/print the report as needed. To exit the report, simply close Excel.

The National nKPI Health Service Results Over Time Presentation

The *National nKPI Health Service Results Over Time* presentation is a PowerPoint presentation containing each of the graphs from your detailed individual indicator sheet in the *QLIK Health Service nKPI Report*, for the most recent reporting round.

1. To continue, select the **National nKPI Health Service Results Over Time** link.

The .zip file containing your *National* *nKPI Health Service Results Over Time* presentation will display once it has downloaded. You can now open the presentation by double-clicking on it.

1. To open the presentation, double-click on it.

The PowerPoint presentation containing your *National* *nKPI Health Service Results Over Time* report will open. You can now view/save/print the report as needed.

Congratulations, you have completed *QLIK Published Reports for Health Services* screencast. You should now know how to access your published nKPI reports through the Data Portal, as well as how to save the reports for printing and sharing as needed.