2023 TEN2030.org: Creating a Custom Report

Introduction

Welcome to Healthcare Foundation of La Porte's TEN2030: Creating a Custom Report tutorial.

Healthcare Foundation of La Porte's mission is empowering La Porte County residents to live healthy and well. Our vision is to be among Indiana's top ten healthiest communities by 2030.

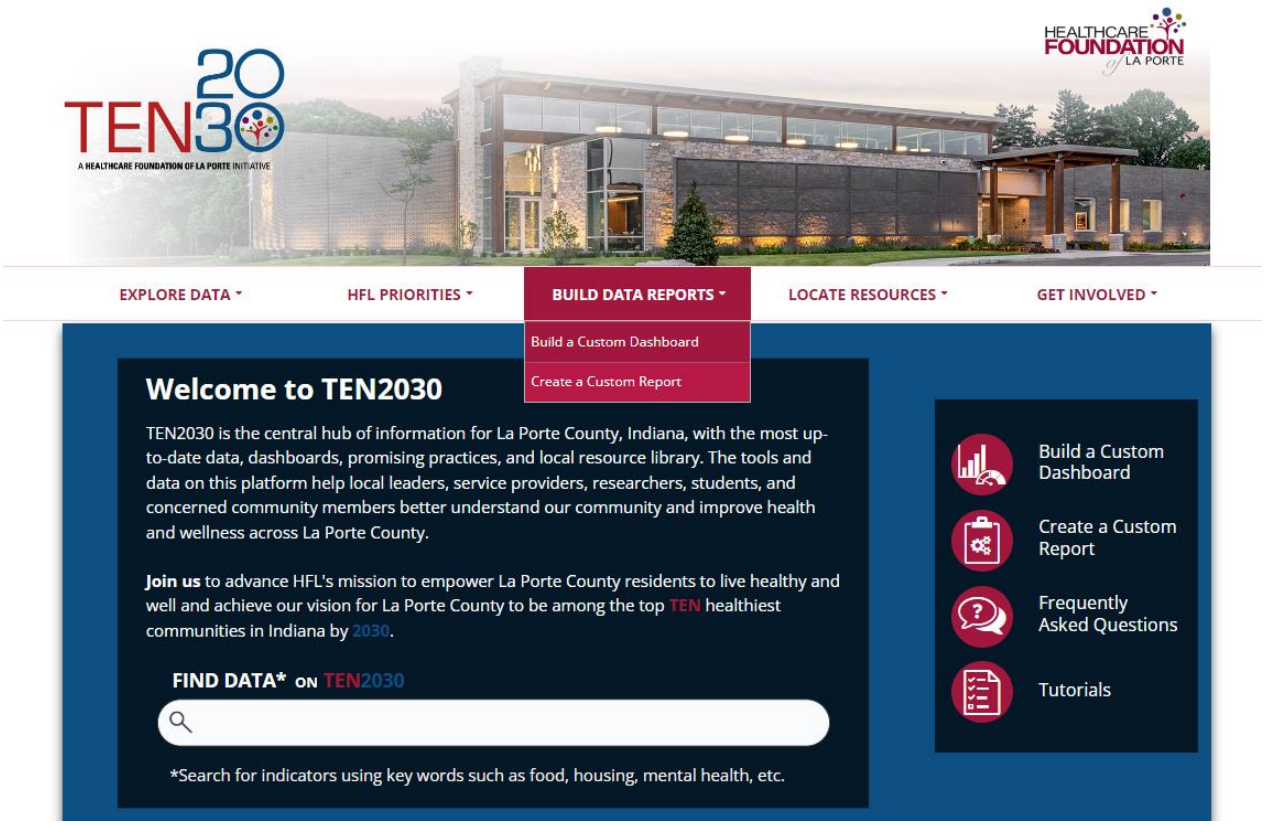
TEN2030 is HFL's first gift to the community. It is a hub of information for La Porte County, Indiana, with the most up-to-date data.

A custom report from TEN2030 is a way to tell the story of your community using a variety of data and formats, including indicators values and gauges, data tables, graphs, maps, and custom text.

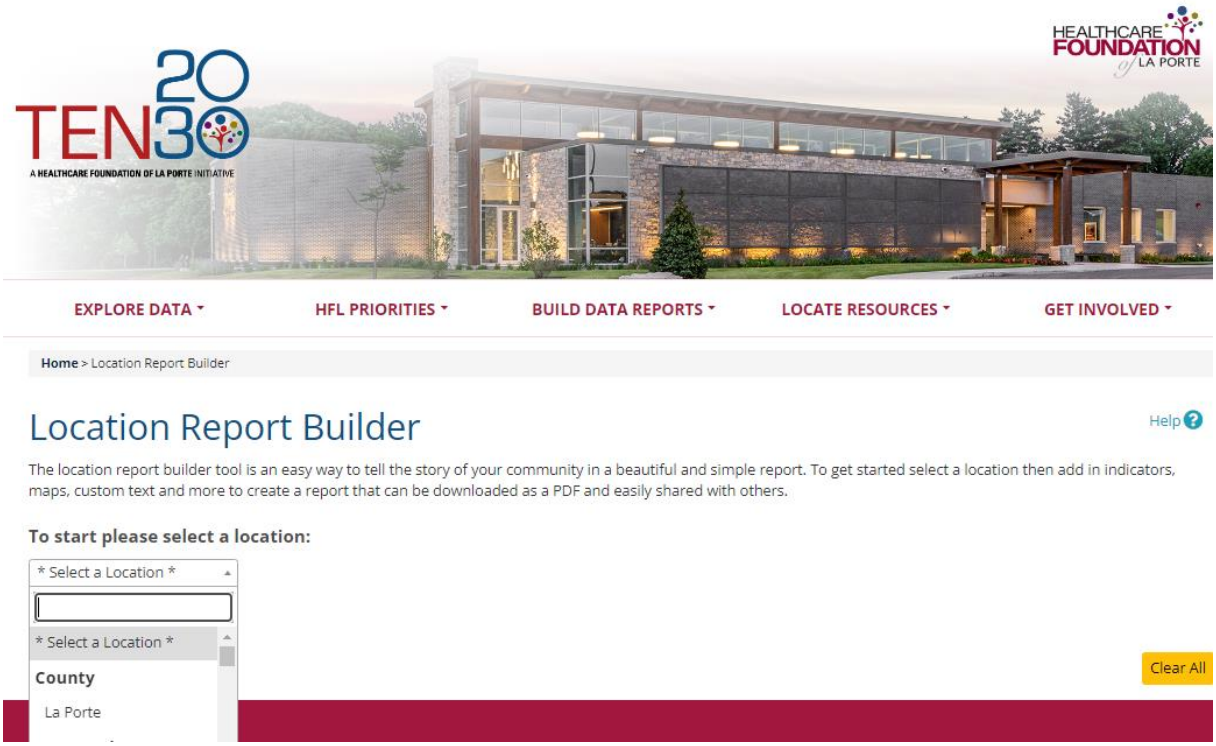
In this tutorial, we will show you how to create a custom report, including how to select the information you want to include and display options, how to format your report, save your report, and potential uses for custom reports.

Let's get started!

On the home page, there are quick buttons on the right, including Create a Custom Report. Click that to begin. You can also access this feature using the BUILD DATA REPORTS navigation link, and then selecting Create a Custom Report.



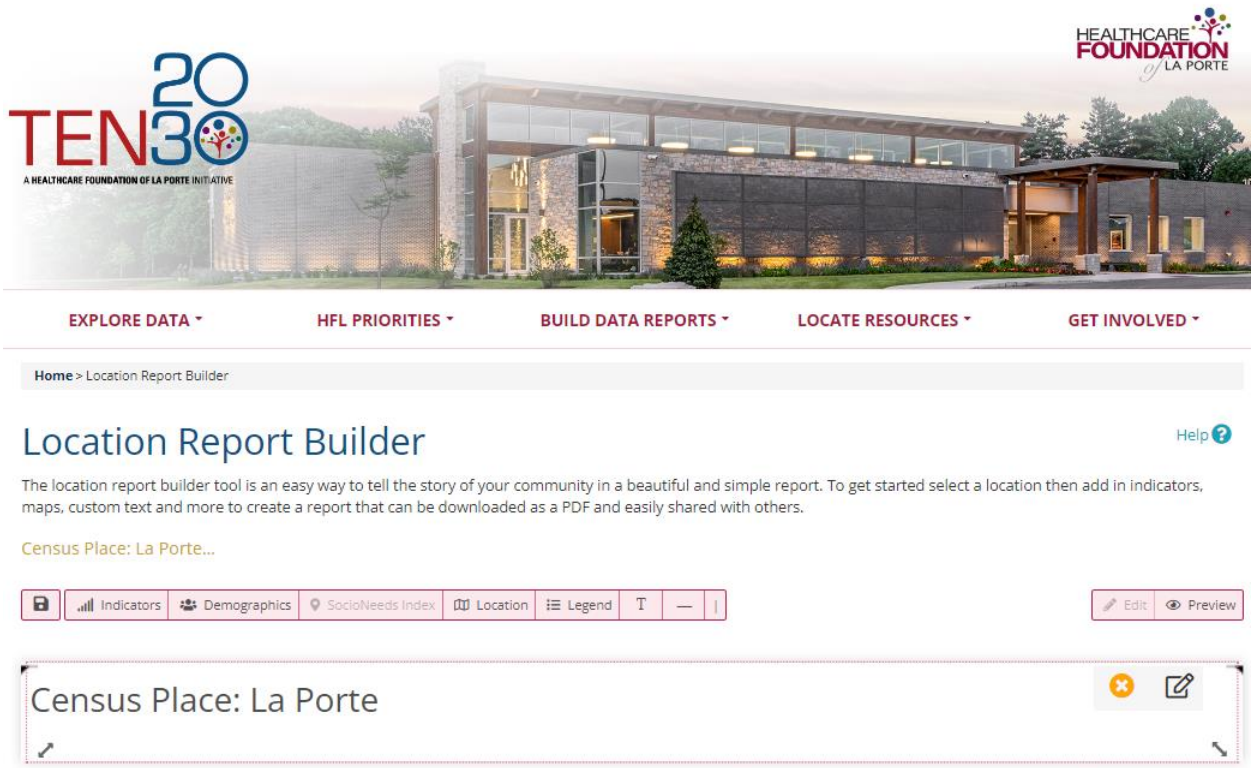
To start, select a **location**. Location options are as broad as La Porte County and as specific as census tracts. For this example, let's choose the census place of La Porte.



Once we have chosen our location, it appears as the first piece, or box, of the report. Above that piece, is our toolbar. From left, the tools are:

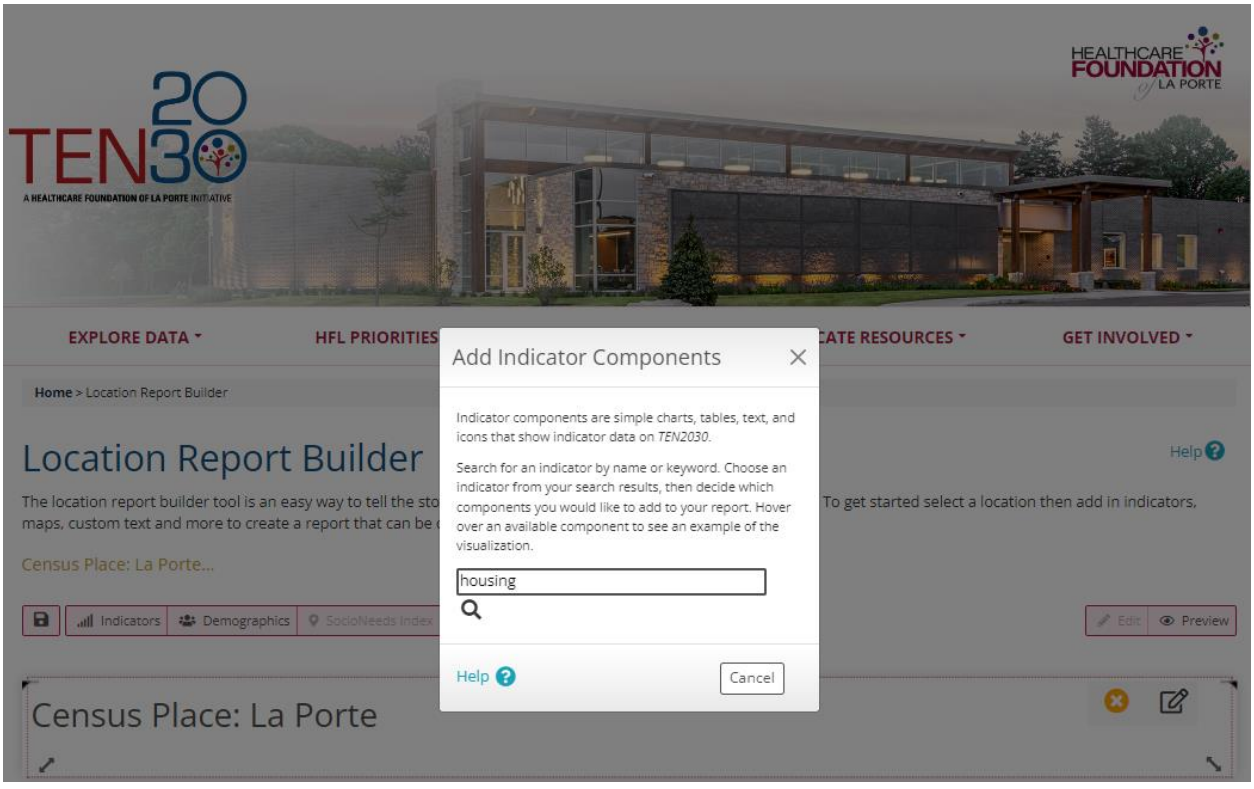
- SAVE (select when you've finished your report)
- INDICATORS
- DEMOGRAPHICS
- SOCIONEEDS INDEX SUITE (only available at the county level)
- LOCATION (a map of the location you've selected)
- LEGEND (with 6 options to choose from)
- TEXT BLOCK
- HORIZONTAL LINE and
- VERTICAL LINE

To the right of the toolbar, we can toggle between views -- the EDIT option, which we are in now, and the PREVIEW option, which lets us view how the report would look as a PDF.

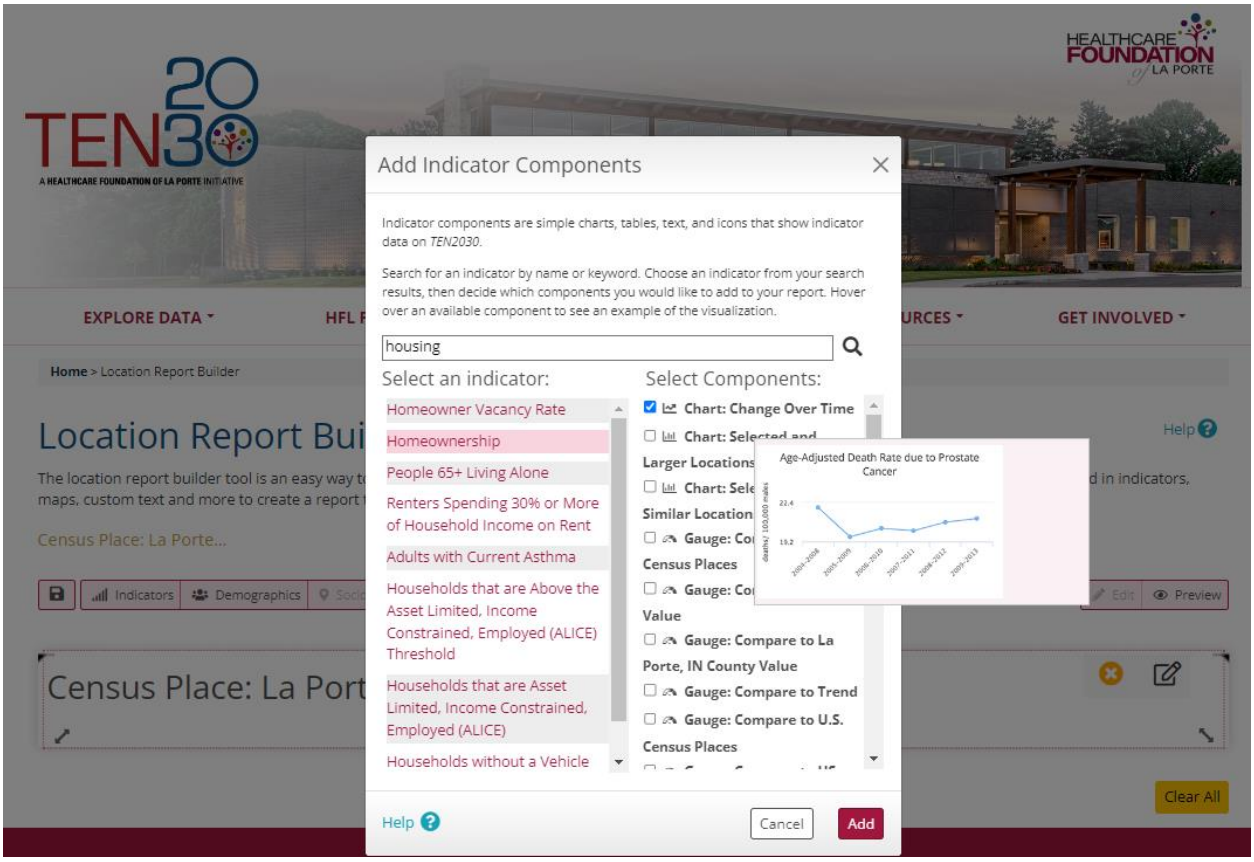


Building Your Report

We can now include indicators we are interested in. For example, to create a report about housing in La Porte, we click on Indicators and type in housing.



We can then browse through and select indicators we want to use in our report. For example, homeownership. Once we select an indicator, we can choose how we want to display it. For example, let's display homeownership as a chart that shows change over time. Select the component and click add. A text box with the title of the indicator will display above the chart.



To add another indicator, click indicator and then choose how we want to display that information. Let's select Houses Built Prior to 1950. Let's select indicator card. Let's also include a source name text block to help us cite our data and a "Why is this important?" text block.

Let's add a map to provide some context for our report.

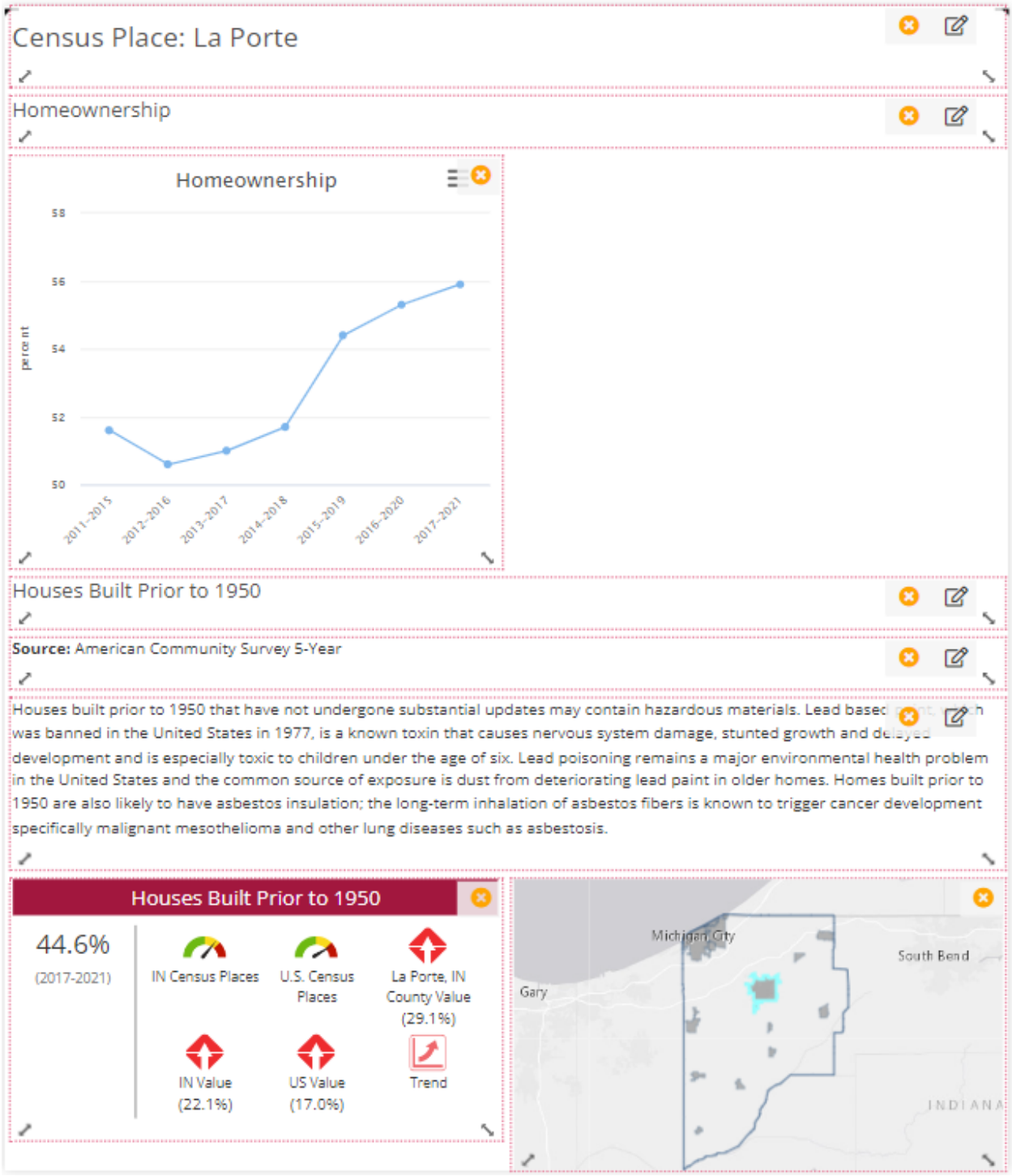
We can delete portions of our report by clicking the x button. Let's say we would like to delete the map, we just click the x.

We can also add a text box with custom text. To help tell our story, let's add: Housing is one of the best researched social determinants of health.

Formatting Your Report

Each piece is movable, so we can arrange the report exactly how we would like it to look. We can resize the pieces and add horizontal and vertical lines to help with the report layout and visual appeal. Text blocks are also editable. For example, let's change the first text block Census Place: La Porte to better describe our report. We can change the text, make it bold,

make the font size bigger, and center our header. Preview button allows you to visualize the report without the guidelines or guardrails for each piece

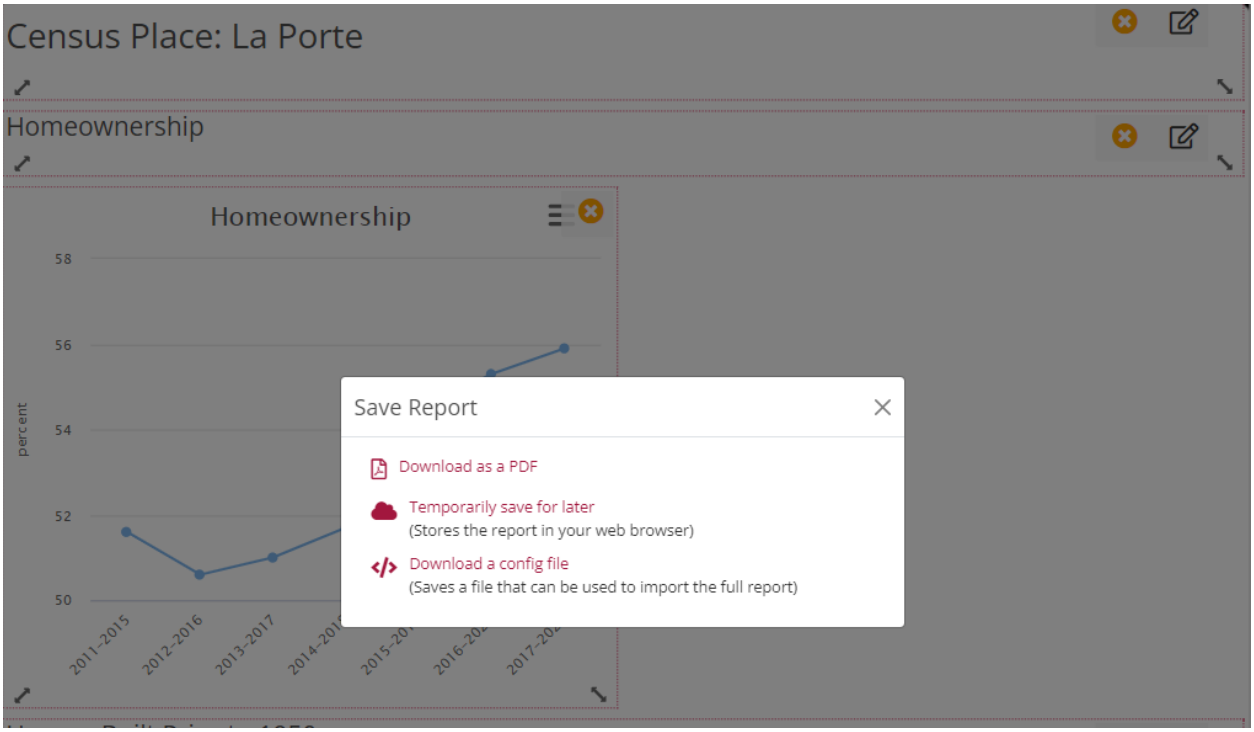


Saving Your Report

When done, click the SAVE button. Select your saving option

1. Save as a PDF: Will automatically save to your downloads.

2. Temporarily save for later: Saves in our web browser (accessible from the same device, so long as we don't clear our cache)
3. We can also download a link to load as a report later or to use on a website.



Uses for Custom Reports

We can use our saved custom report in a variety of ways. We can include it in a presentation or newsletter, send it in an email, incorporate it into grant applications, and even embed it on an organization's website. If you have other ideas, please share them with HFL.

Conclusion

We hope this tutorial will help you create your own custom reports. Please contact us if you need additional help or if you have questions about the data available on TEN2030. Contact us by email at contact@hflaporte.org or by calling us at 219.326.2471.