



## How to add data onto Life QI charts

1. Log onto Life QI
2. Navigate to your personal project or project (*Please note, we use the project name ICP cohort day 7 for the purpose of this guide, which is where this data was original tested out and used*).
3. To create a chart, click on **“Measures & charts”** or **“Measures”** (as below)

ICP Cohort 7 - Day 3 charts

Personal Project Only members can view

General Driver diagram **Measures & charts** Pdsas Discuss Actions ↓

Change score		Project team	<b>Measures</b>	Pdsas



4. To create a chart, we first need to create a new measure. To do this, click on “**New measure +**” (as below)

A screenshot of a web interface for 'ICP Cohort 7 - Day 3 charts'. The page has a header with the title and a sub-header 'Personal Project Only members can view'. Below the header is a navigation bar with tabs: 'General', 'Driver diagram', 'Measures &amp; charts' (which is selected and underlined), 'Pdsas', and 'Discuss'. On the right side of the navigation bar is an 'Actions ↓' button. Below the navigation bar is a section titled 'Measures' with a light blue background and the text 'There is nothing in this list'. In the top right corner of the 'Measures' section, there is a button labeled 'New measure +' which is circled in red. An arrow points from the text in the instruction above to this button.



5. You will then be presented with a pop-up box asking, “How would you describe this new measure?” and add in information over the three pages

The screenshot shows the 'ICP Cohort 7 - Day 3 charts' interface. The 'Measures & charts' tab is active, and a pop-up form is displayed over it. The pop-up form is titled 'How would you describe this new measure?' and contains three steps: 1. Title, 2. Measure type, and 3. Operational definition. The form is currently on step 1. The background interface shows a 'Measures' list with the message 'There is nothing in this list'. The pop-up form has a 'Cancel' button and a 'Next' button. A red box highlights the pop-up form, and an arrow points to it from the text above.

**Note: if you click outside of the box, the box will close, and you will lose all the data you have inputted onto it and re-enter it!**



6. Ensure that when adding in information for the three pages of information on the pop-up, you select the right type of chart and data collection frequency on the second page.

**Note: for the purpose of this guide, we have selected “Run” as the chart type and “Custom (no date)” as the Data collection frequency**

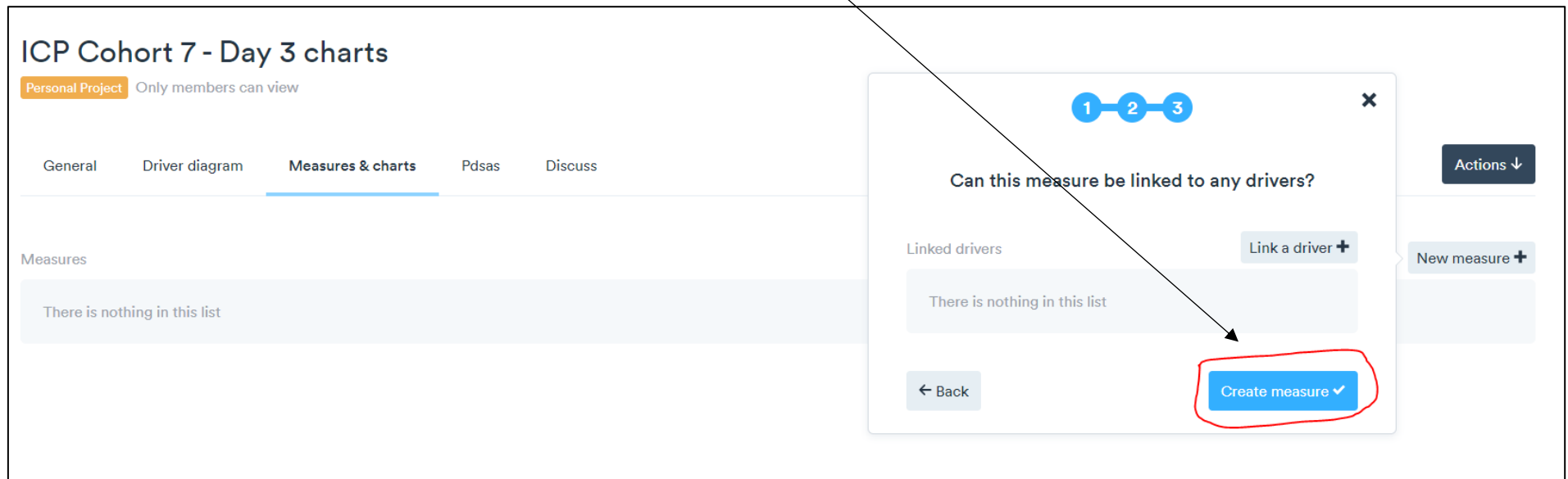
The screenshot displays the 'ICP Cohort 7 - Day 3 charts' interface. The main page has tabs for 'General', 'Driver diagram', 'Measures & charts', 'Pdsas', and 'Discuss'. The 'Measures & charts' tab is active, showing a 'Measures' section with the text 'There is nothing in this list'. A modal window titled 'How will you collect and analyse data?' is open, showing a three-step progress indicator (1, 2, 3) and a close button. The modal contains the following fields:

- Data collection plan:** A text input field.
- Chart type:** A dropdown menu with 'Run' selected and highlighted by a red box.
- Data collection frequency:** A dropdown menu with 'Custom (no date)' selected and highlighted by a red box.

Additional elements in the modal include an 'Actions' button, a 'New measure +' button, a 'Need help choosing a chart type?' link, and 'Back' and 'Next' navigation buttons.

**Note:** it is generally advisable to always select “custom (no date)” as the data collection frequency as that will allow you to add in other information for your x-axis outside of dates, such as Service User 1, Service User 2 etc.

7. At the end of the third page, clicking on “**Create measure**” will create the measure for you



ICP Cohort 7 - Day 3 charts

Personal Project Only members can view

General Driver diagram **Measures & charts** Pdsas Discuss

Measures

There is nothing in this list

Can this measure be linked to any drivers?

1 2 3

Linked drivers

There is nothing in this list

Link a driver +

Back

Create measure ✓

Actions ↓

New measure +



8. Once the measure has been created, it will automatically open into the measure and you will see the page look like below. To create a chart, you will then need to click on **“Add a chart +”**

Projects > ICP Cohort 7 - Day 3 charts > Measures & charts > Run chart demo > Charts

Get help with measures ⓘ ⋮ ✦ 🔔

< Back to measures list

## Run chart demo

Outcome measure (Run chart)

Charts Plan

Charts

There is nothing in this list

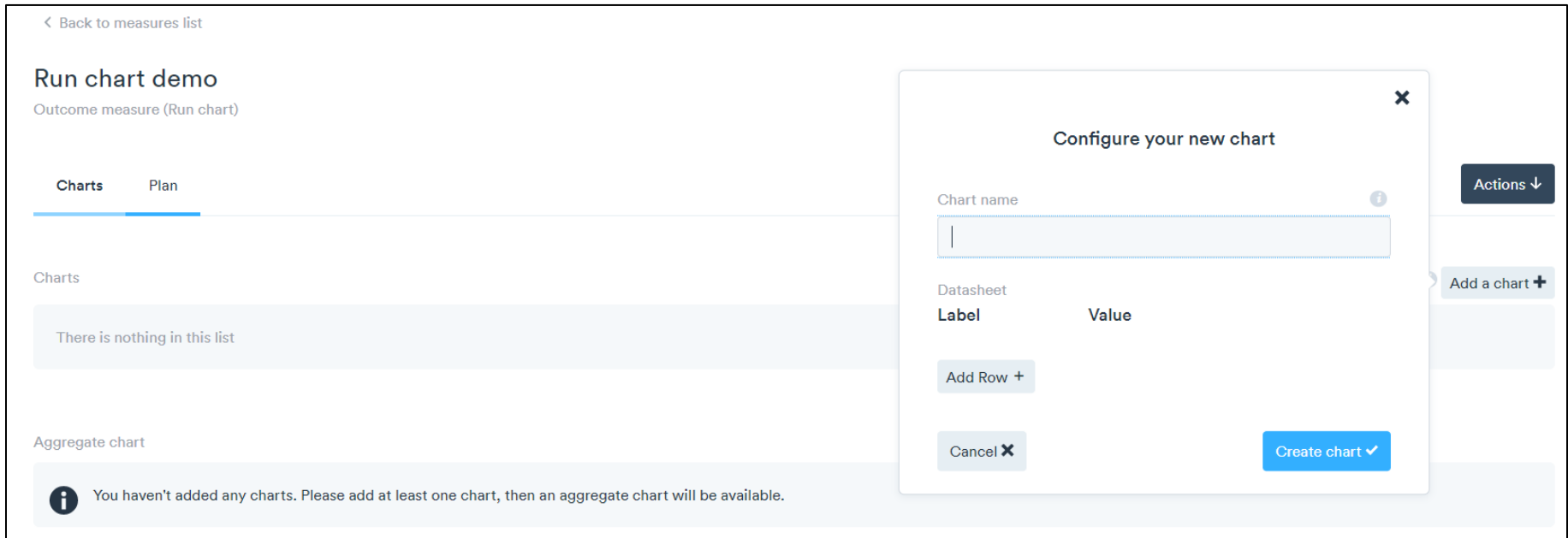
Aggregate chart

**i** You haven't added any charts. Please add at least one chart, then an aggregate chart will be available.

Actions ↓

Add a chart +

9. After that, there will be another pop-up, called “configure your new chart” and it will also ask you to insert a chart name. **NOTE: you can leave the chart name blank as it will automatically take the same name as the measure** – “Run chart demo” in the above example. If you do enter a chart name, it will add the name of the chart after the name of the measure, in brackets, e.g., if Charting Exercise was the name of the chart, it would end up being “Run chart demo (Charting Exercise)”.



The screenshot shows a web interface for configuring a new chart. The main page is titled "Run chart demo" and is an "Outcome measure (Run chart)". It has two tabs: "Charts" (selected) and "Plan". The "Charts" section is currently empty, displaying the message "There is nothing in this list". An "Aggregate chart" section at the bottom contains an information icon and the text: "You haven't added any charts. Please add at least one chart, then an aggregate chart will be available."

A "Configure your new chart" dialog box is open over the main content. It includes the following elements:

- A "Chart name" input field with a small information icon to its right.
- A "Datasheet" section with two columns: "Label" and "Value".
- An "Add Row +" button below the "Label" column.
- A "Cancel" button with a close icon (X) on the left.
- A "Create chart" button with a checkmark on the right.
- An "Actions" dropdown menu on the right side of the dialog.
- An "Add a chart +" button on the right side of the main page, partially obscured by the dialog.

## Entering Data into Life QI

There are two ways to add data into the chart:

1. Manually entering data
2. Copying and pasting data

We will cover both below.

**Note: the “label” column will always be X axis (e.g. dates or service user 1, 2, 3 etc.), whereas the “value” column will always be your data that has been collected**





## Data entry Method 1: Manually entering data

1. Click on **“Add Row”** to be able to start adding in data.

**Run chart demo**  
Outcome measure (Run chart)

Charts Plan

Charts

There is nothing in this list

Aggregate chart

**i** You haven't added any charts. Please add at least one chart, then an aggregate chart will be available.

### Configure your new chart

Chart name i

Datasheet

Label	Value

Add Row +

Cancel ✕

Create chart ✓

Actions ↓

Add a chart +

2. You can then begin to manually enter the data by typing it in and you can then click on “Add row” for more further rows in which to add data

**Run chart demo**  
Outcome measure (Run chart)

**Charts** Plan

Charts

There is nothing in this list

Aggregate chart

**i** You haven't added any charts. Please add at least one chart, then an aggregate chart will be available.

**Configure your new chart**

Chart name

Datasheet

Label	Value
January 2021	15

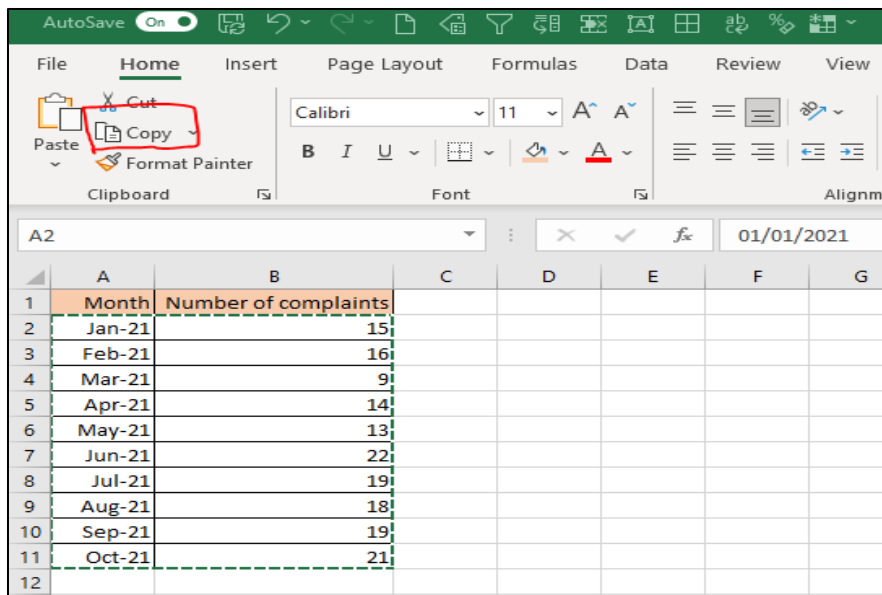
Add Row +

Cancel ✕

Create chart ✓

## Data entry method 2: Copying and pasting data

1. If you are keeping your data on excel or any other document, you can copy and paste your data, all in one go (I would recommend excel!)
2. To do this, go to your data and select the data that you wish to use to create a run chart. For this guide, I will be using a table that I have created on excel. I would then select and copy the data (either by right clicking and selecting copy, or pressing “**Ctrl + C**” or clicking copy at the top of the page)



	A	B	C	D	E	F	G
1	Month	Number of complaints					
2	Jan-21	15					
3	Feb-21	16					
4	Mar-21	9					
5	Apr-21	14					
6	May-21	13					
7	Jun-21	22					
8	Jul-21	19					
9	Aug-21	18					
10	Sep-21	19					
11	Oct-21	21					
12							

3. Then, go back onto your chart and paste the information in – either by pressing “**Ctrl + V**” or right clicking and selecting “paste”. Note: you do not need to copy the title names – you don’t need to copy “month” or “number of complaints”.



## Final touches

1. Regardless of how you added in the data (whether manually or copying and pasting), you should see the data like below:

Projects > ICP Cohort 7 - Day 3 charts > Measures & charts > Run chart demo > Charts

< Back to measures list

### Run chart demo

Outcome measure (Run chart)

Charts Plan

Charts

There is nothing in this list

Aggregate chart

**i** You haven't added any charts. Please add at least one chart, then an aggregate chart will be available.

Chart name

Datashheet

Label	Value
Jan-21	15
Feb-21	16
Mar-21	9
Apr-21	14
May-21	13
Jun-21	22
Jul-21	19
Aug-21	18
Sep-21	19
Oct-21	21

Add Row +

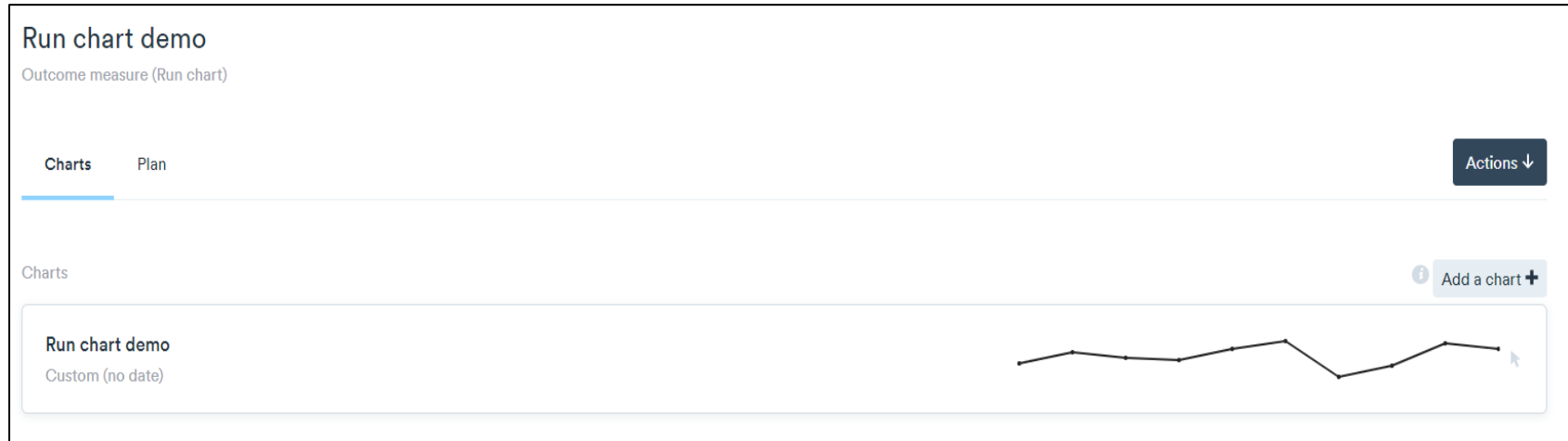
Cancel ✕

Create chart ✓

2. You can then click on “**Create Chart**”, and it will create the chart for you!



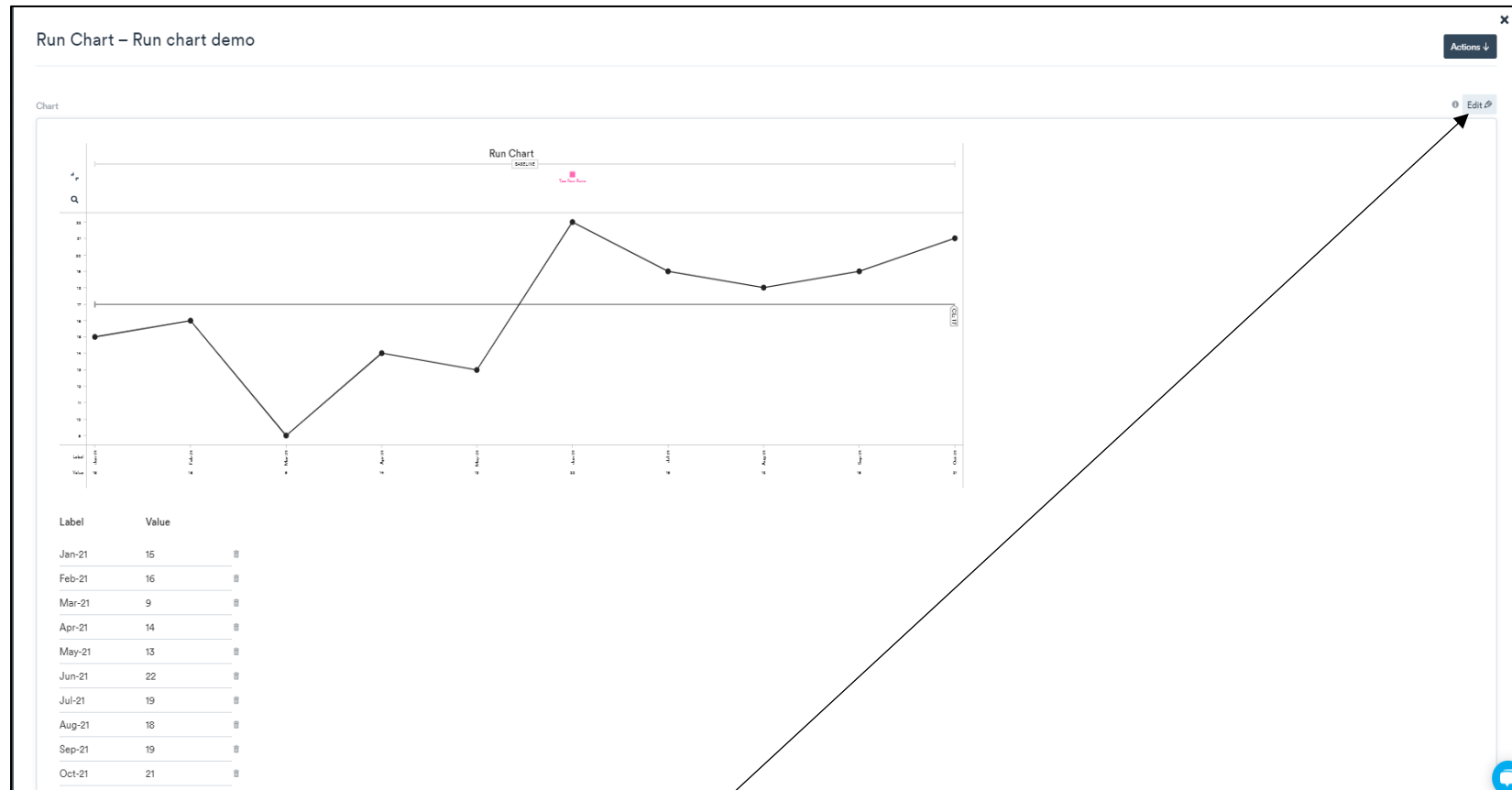
3. You will then see a page looking like the below:



4. To see the chart, you can click anywhere within the below red circle



5. You will then be able to see the chart in full screen, as well as the data table underneath it – below is a zoomed-out screenshot showing the layout.



6. To add more data points, you can click on “edit” at the top – and you will then see the options to add a row again. **But please do remember to save any changes that you make! Otherwise, you will need to do the changes again!**