Australian Government

Department of Health

Health workforce data tool

User Guide

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1.1 Document History

| Document Version	Document Date	Author
3.00	26/10/2016	Department of Health

1.2 Intended Audience

The intended audience of this document is users of the Health workforce data tool.

2 Understanding the interface

1. The Health workforce data tool is accessed at http://data.hwa.gov.au/webapi/jsf/login.xhtml
2. You will be prompted to log-in on each occasion. The user name is the email address that was registered and associated password. If you are not registered you can register at http://data.hwa.gov.au/weblogin/.
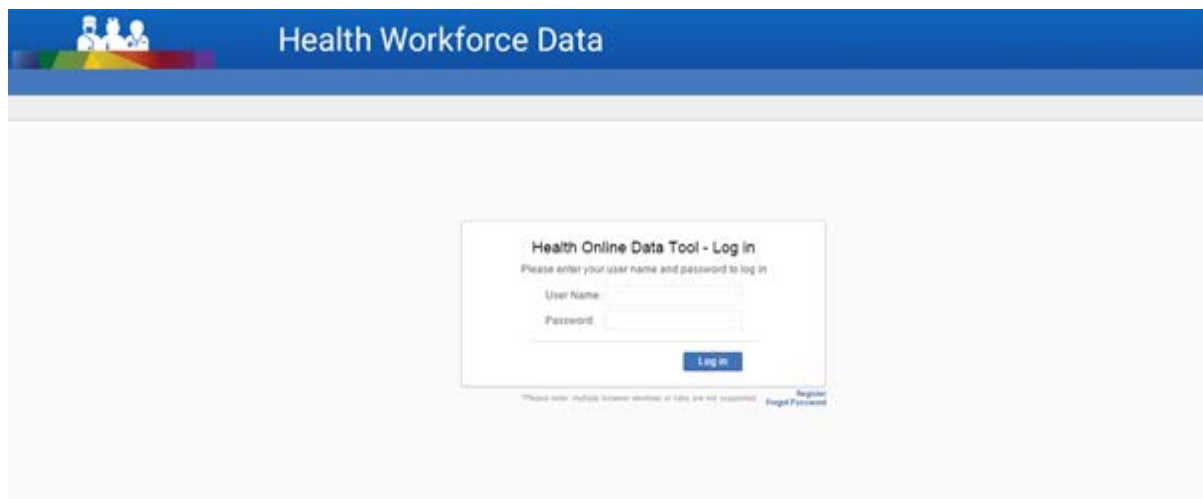
The Health workforce data tool interface consists of a Data Catalogue on the left and explanatory information on the right. The Data Catalogue folders can be expanded to show the databases available. You can view explanatory information about each database by clicking once on the database.
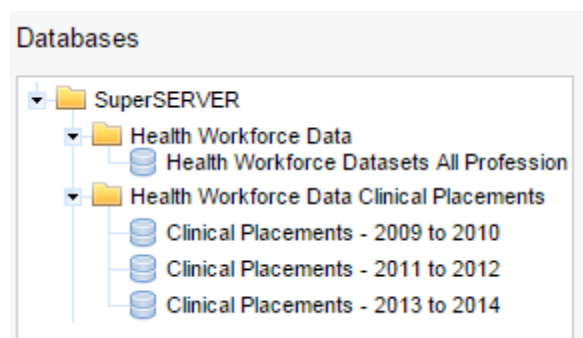
Double click on a database to open. This will open a screen showing Table View. Other tabs which will be explained in more detail are the Custom Data and Graph View Tab.
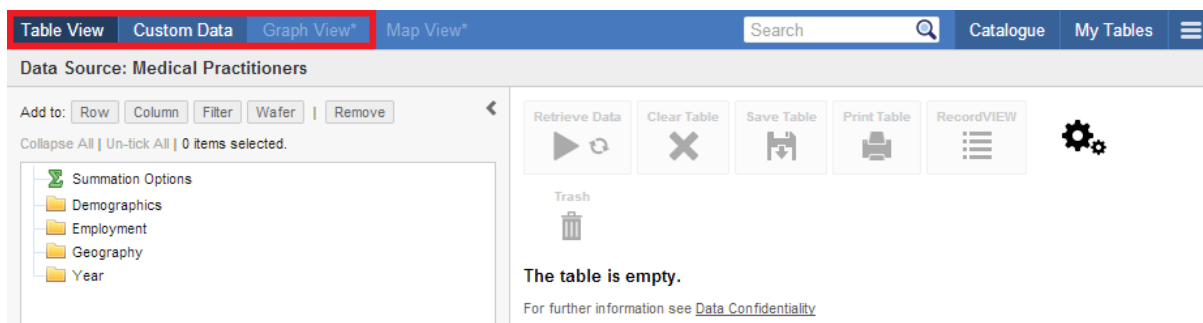
Note: Some databases will contain a table which will run and populate automatically.

3 Create Tables with Table View

The Table View tab allows you to construct queries for your data. The data to be retrieved can be customised accordingly.

3.1 Create a Table

Once you enter Table View, you can add rows and columns to create a basic table.
To do this,

1. Select items from a field:
   a. If you wish to select all categories from a field then click the arrow on the right side of the field name. In the example below we have selected level **Age Group** which selects all the possible age groups.
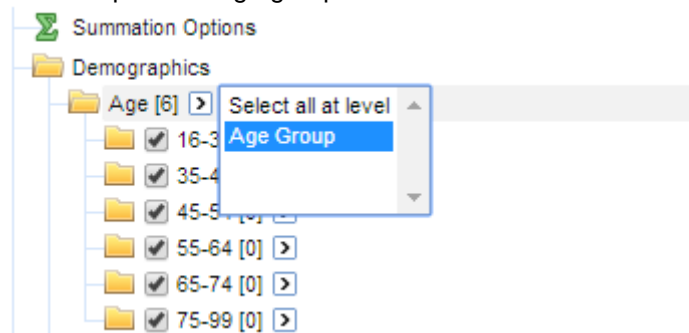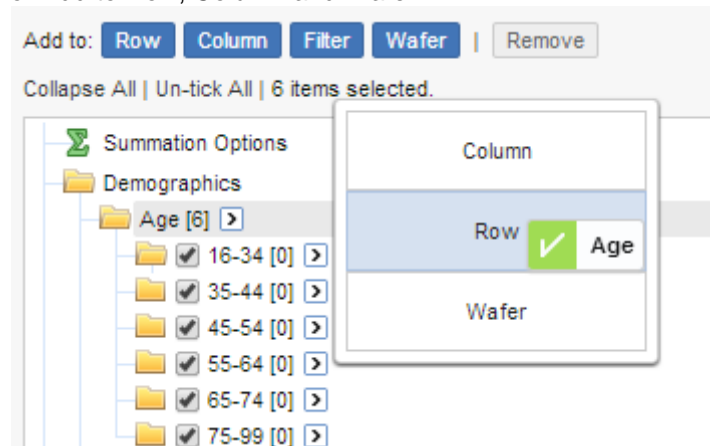

   or
   Expand field and tick only required categories within the field
   b. Then select

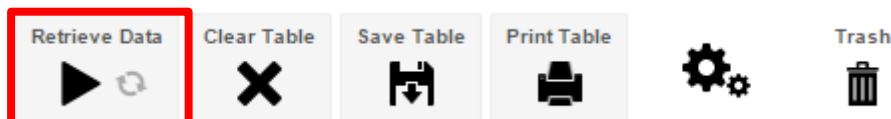   or
   Click and hold on the field name and drag to the right. A pop-up box will display the options for Add to Row, Column and Wafer

   c. Once you have followed either of the options in step b, the table shell then appears. At this point you can click on the Retrieve data button to populate the table.

Note: You can automatically retrieve data by ticking the Automatically Retrieve Data check box.
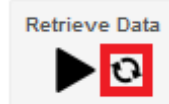
Note: If you wish to select a specific hierarchy from a field, you can click on the arrow next to the field, which will display a box 'select all at level'. By clicking on the drop down box 'select all at level', you can select the categories of the field that you are seeking.

3.2 Formatting a table

There are several options available to format your table:

- **Sorting** – sort the item values in ascending or descending order
- **Moving** – moving items from row to column or moving to a different position
- **Removing** – Remove items from the table results
- **Adding Total** – add and remove totals from a table.

Sorting
Once you have created the table, it will be sorted by the categories. You are able to sort by the values within the table both in ascending or descending order by clicking on the grey up and down buttons above the displayed values.

Moving
You can move items from its existing column to a row or from its existing row to a column. In the example below, we will move the field Indigenous Status from its existing row to a column.

Click and drag the field Indigenous Status from the row and drop it onto the column.

You can freely move fields from rows to columns, and change the nesting within a column or row, simply by clicking and dragging the field into the desired location.

Removing
To remove fields from the table:
Select the field item in the table and the drag and drop the field item into the table's trash bin.

Note: To clear the table (remove ALL fields from the table); click on the clear table icon.

Adding Total

Totals can be added and removed from a table by clicking on 'Sum' icon for the relevant field, as shown below. Clicking on this icon for the Indigenous Status field will add a total to the table for that field. Clicking this icon for the Profession field will remove the total from the table, as a total is already present for that field.
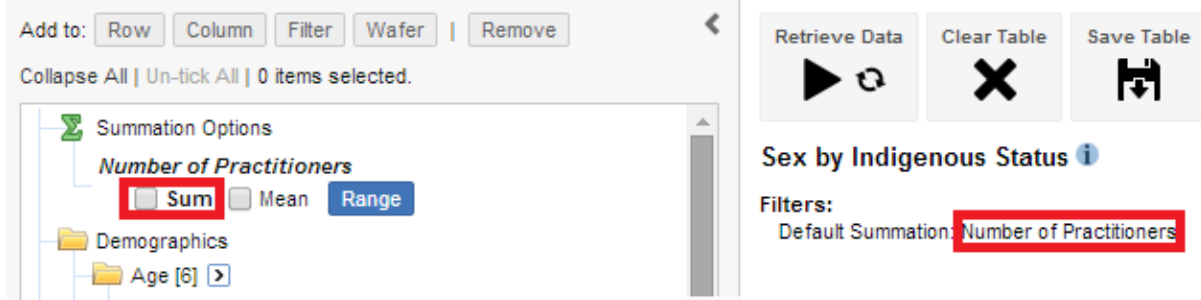

3.3 Understanding Table Results

The Health workforce data tool enables users to access complex data represented in multiple tables that are connected by relationships. To help you correctly interpret and understand your tabulation results, this section describes the type of data in the tables.

Summation Field

Each data source has an assigned default summation option that the tool automatically uses when the data source is open. The summation field is displayed in the Filters of the table, as shown below:
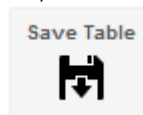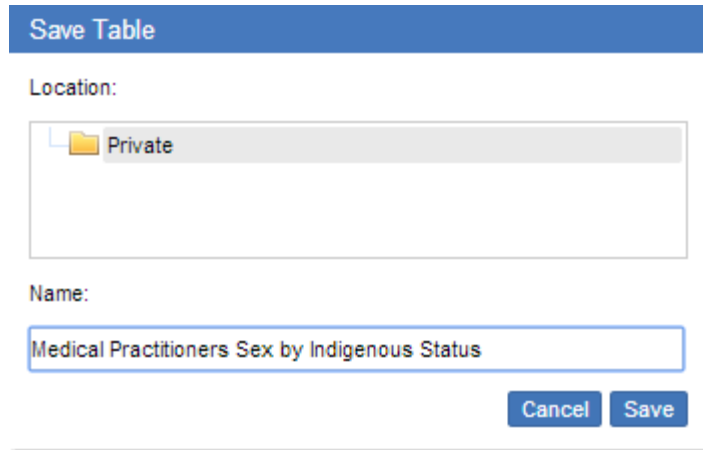

3.4 Saving a Table

You can save a table within Table View which retains the structure of the table for future use. This can be particularly beneficial if you have created a complex table with numerous fields.

Within Table View, click on the Save Table icon, as shown below;

You will then be prompted to enter a name for your Table. Enter a name, and then click on 'Save'.

Your saved table will now be available within the 'My Tables' view, and also within the Data Catalogue. If you wish to delete your saved table, from Table View click on 'My Tables', then select the saved table you wish to delete, then click the 'Delete' button.

3.5 Downloading a Table

Within Table View, you are able to download a table into various formats, including;

- Excel 2007 (.xlsx)
- Excel 2003 (.xls)
- Comma Separated Values (.csv)
- CSV String Value (.csv)
- SDMX Structure Definition (.xml)
- SDMX Archive (.zip)

Select the preferred format from the 'Download Table' drop down box, then click on 'Go'.
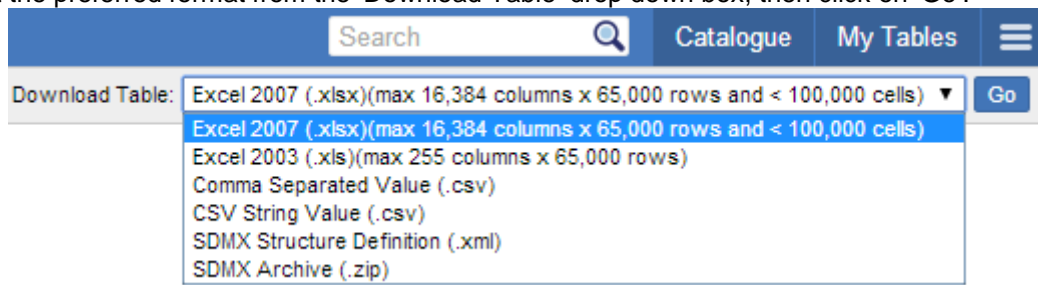
You will then be prompted whether you want to Open, Save or Cancel the download.

3.6 Large Table Mode

If your table exceeds 10,000 cells it is moved into Large Table Mode. You will not see your full table on the screen, or be able to retrieve the data, but once you download the table to Excel the full table, with data, will be downloaded and displayed in Excel.
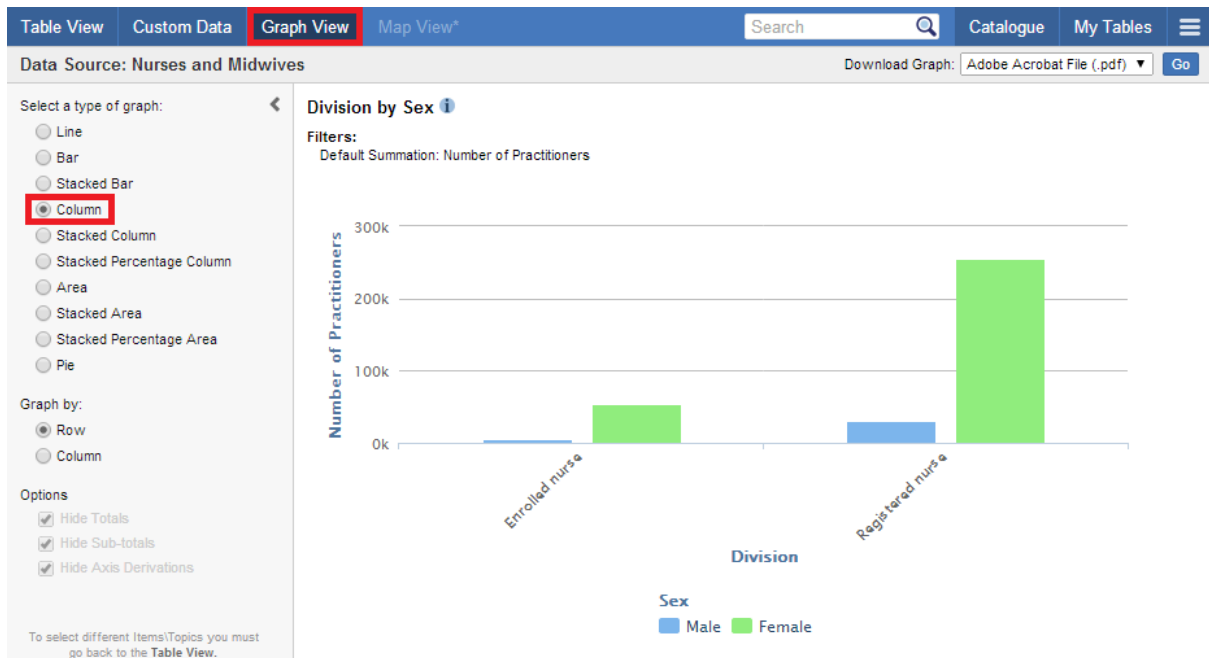
4 Creating Graphs with Graph View

In Graph View, the table results are displayed as a graph. This section describes how to create and work with graphs.

4.1 Creating a Graph

Before entering Graph View, you need to first create a table.
1. Create a basic table as documented in the instructions in part **3. Create Tables with Table View**
2. Click the Graph View tab

4.2 Customising a Graph

There are several ways you can customise a graph after it displays.

Users can visualise their data using different graph types.
1. Create a table
2. Click the Graph View tab
3. In the Customise Graph tab, you can
   a. Select the radio buttons for the graph you want to be displayed
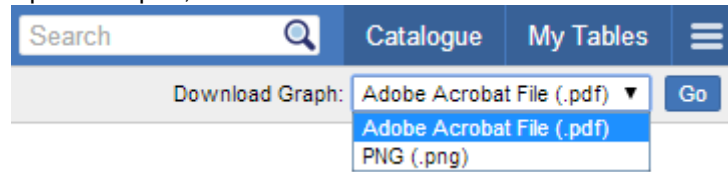   b. In the graph by section, you can select to display the graph either by its row or column.
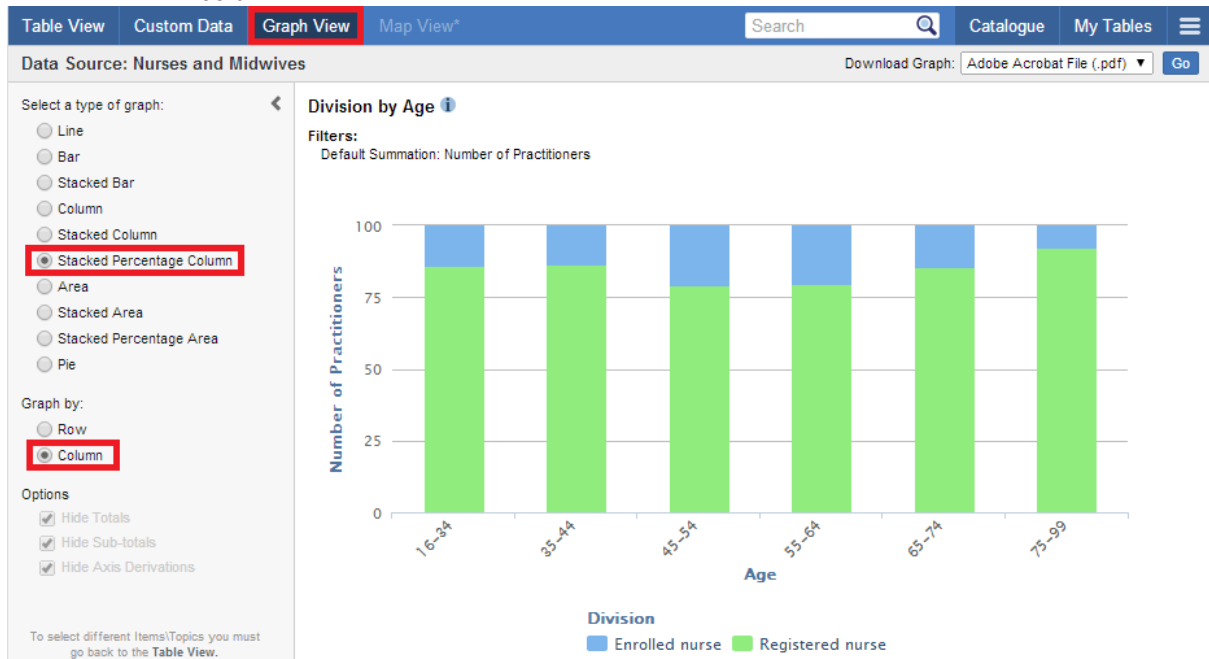
4.3 Downloading a Graph

Graphs can be downloaded in two formats:
- Adobe Acrobat File (.pdf)
- PNG File (.png)

To download a graph, select your desired file format then click the '**Go**' button.
You will then be prompted to Open, Save or Cancel the download.

5 My Custom Data

My Custom Data, which is accessed from Table View, allows users to create or modify a group that contains a subset of values of items and then use the group in a table.

5.1 Create a Group

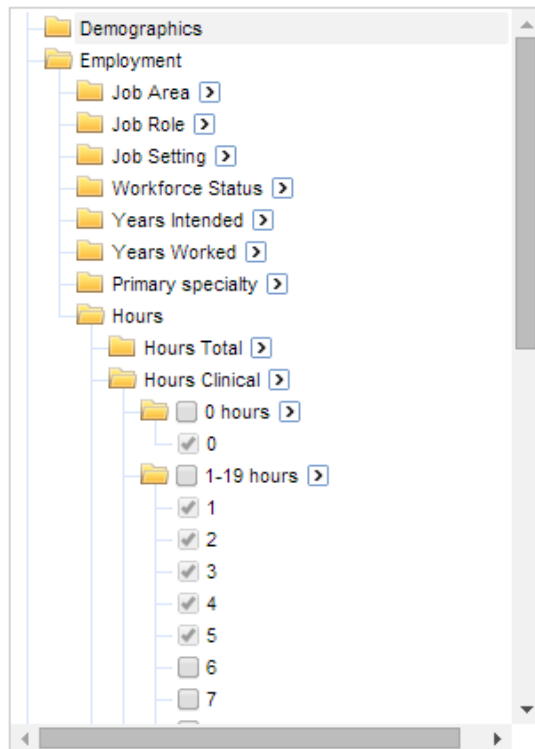Within table view, click on '**My Custom Data**', as shown below.
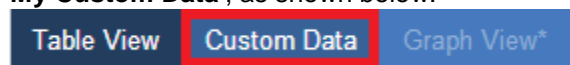
This will open the My Custom Data interface. In the following example, we will create our own group for '**Hours Clinical**', specifically a 0 to 5 hours group.

1. Expand '**Employment**', then '**Hours**', then '**Hours Clinical**' to display the items for this field.
2. Select the items 0, 1, 2, 3, 4 and 5 from the '**Hours Clinical**' list and then click the double arrow, this will move the selected items into the Current Group Items list (the right pane).
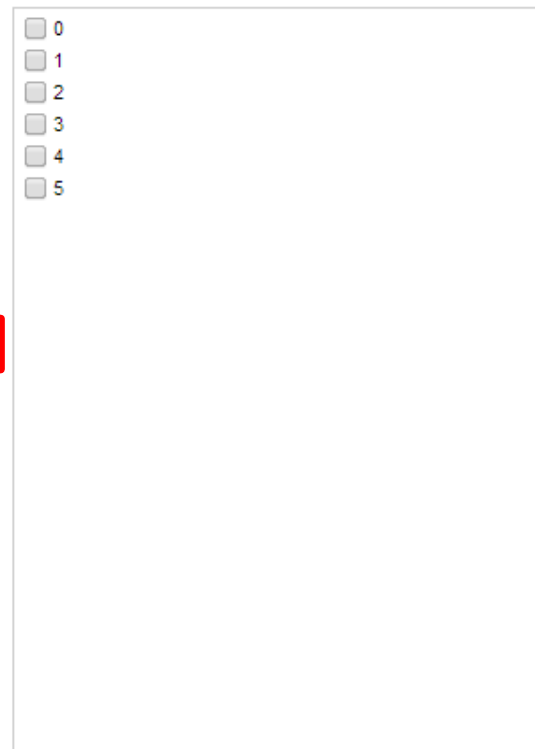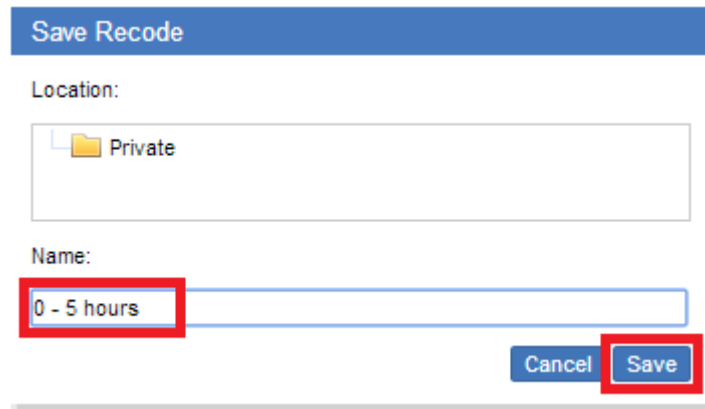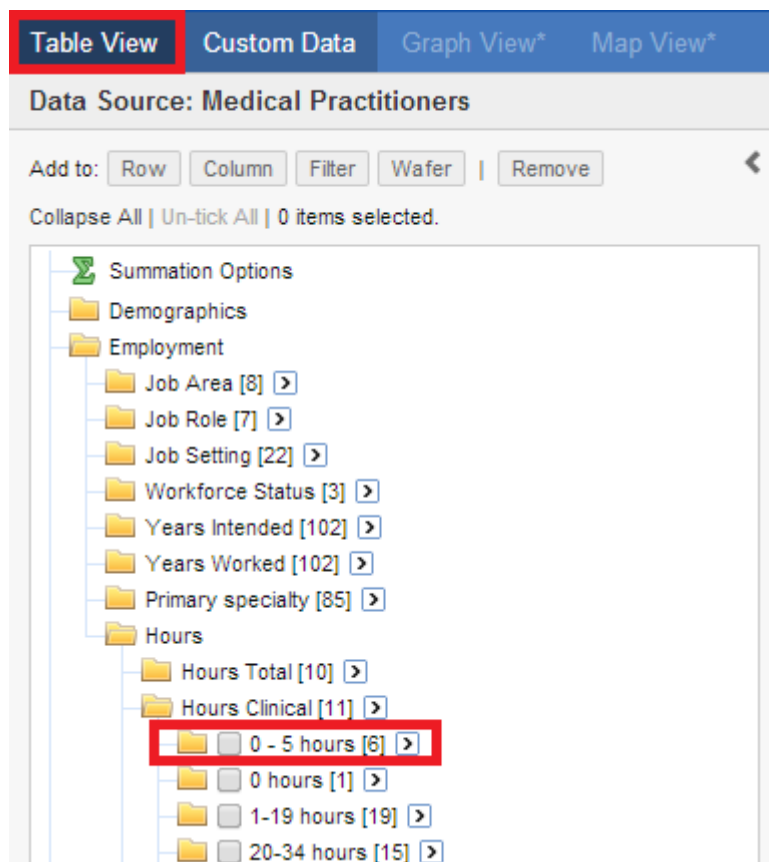
Click '**Save**' and enter a name for the group. In this example, we've called the group '0 – 5 hours'.

The new group will now be displayed in 'Hours Clinical', as shown below. This group will now be available to use within Table View.

Note: A group created in 'My Custom Data' will only be visible to the person who created the group.

5.2 Edit a Group

You can modify a saved group. We previously created and saved a custom group called '0 – 5 hours'. Complete the steps below to modify this group.

1. In Table View, click on the My Custom Data tab.
2. Once the screen displays, select the '0 – 5 hours' field from within My Custom Data (left side box).
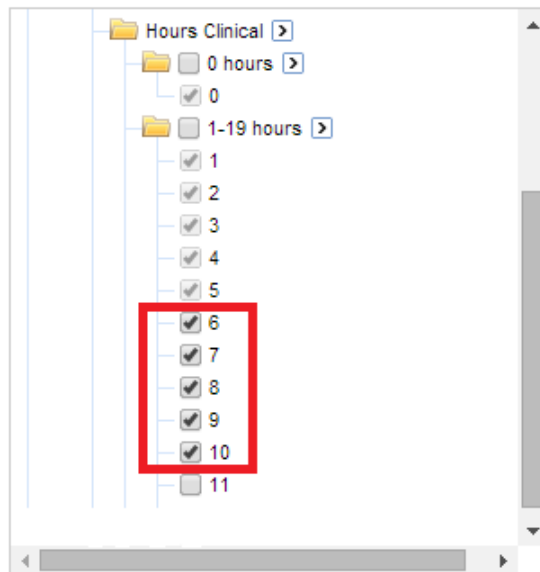3. Click the Edit button and the current group list items are populated.
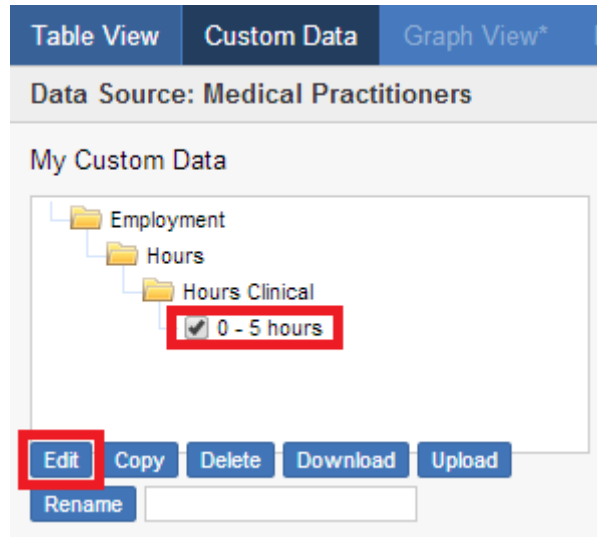
4. In this example, we will add the items for 6 to 10 hours. Firstly, tick the check boxes for 0 – 10 hours from within the 'Current Group Items', as shown below.
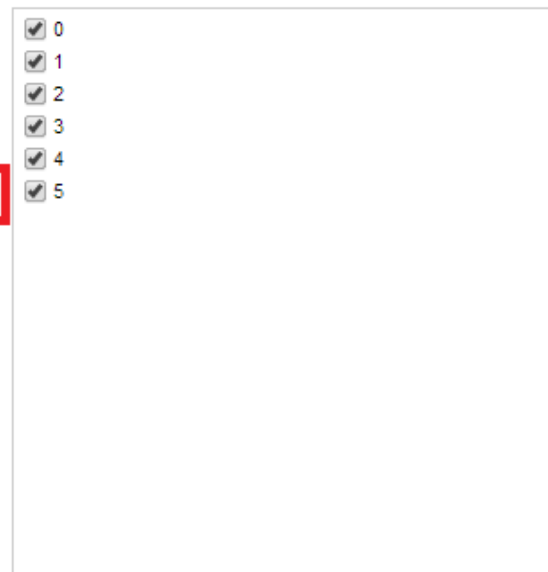
5. Click the double right arrow button to add the new items from the list.
6. Click the '**Save**' button to save the new group.

5.3 Rename a Group

In the example above, we edited a group to add new items. The name of the group now needs to be updated to reflect the changes that have been made. In this example, we are going to rename the group from '0 – 5 hours' to '0 – 10 hours'.

1. Select the '0 – 5 hours' field from within My Custom Data (left side box).
2. In the Rename box (at the bottom), type in the name of the new group.
3. Click on 'Rename'.
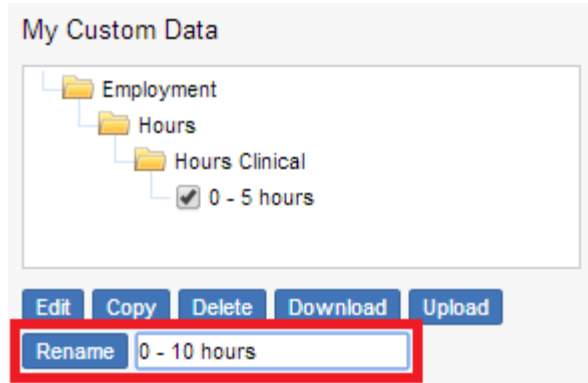
5.4 Delete a Group

You can also delete a saved group. In this example, we shall delete the previously created group '0 – 10 hours'.

In the My Custom Data list, select the group you have just created, then click the Delete button.