

Chapter 6: The Incident Recorder for Reporting and for Data Analysis

The Gender Based Violence Information Management System



USER GUIDE

Chapter 6: Using the Incident Recorder for Reporting and for Data Analysis

MAIN IDEAS

- The IR can be used to automatically compile data, create aggregate statistics and automatically generate reports, tables and graphs.
- Worksheets # 6-15 of the IR contain special tables, charts and graphs that automatically present data based on the information inputted into the Incident Data worksheet. These tables, charts and graphs can be used for analyzing, reporting and sharing GBV data.

KEY TERMS

Pivot table: a type of table that automatically summarizes data stored in a different location (e.g. a database contained on a different Excel worksheet).

Data trends: data and statistics viewed *over a specific period of time*.

In Chapter 5 you learned how to input data into the IR and were introduced to the first five worksheets. Chapter 6 focuses on aspects of the IR that can be used for data analysis, reporting and sharing; it will introduce you to the remaining 10 worksheets (#6-15) and show you how the IR can be used to:

- Automatically compile inputted data
- Create aggregate statistics
- Automatically generate reports, tables and graphs that can be analyzed by your organization and shared with other service providers

In most cases if you are participating in information sharing as part of the GBVIMS, it will be these aggregate reports created by the IR that will be shared.

The table below, similar to the one presented in Chapter 5, lists the worksheets discussed in this chapter and details their general and specific functions. It also contains a column describing the filters by which the tables in each worksheet can be filtered.

Worksheet	General function	Specific function	Can be filtered by:
6. Monthly Statistics	Analysis and internal reporting	A comprehensive view of your monthly incident data automatically generated with one mouse click. This worksheet can be printed out on 2 pages.	Incident Report Date (Month/Year)
7. GBV Type by Sex & Age	Analysis and reporting	Pivot Table organized by GBV type and the sex and age of the survivor that can be easily copied and pasted for reporting purposes.	Incident Report Date (Month/Year) Incident Report Date (Quarter) Incident Report Date (Year) Exclude From Statistics/Consolidation?
8. Referral Tracking	Analysis and reporting	Group of seven Pivot Tables describing referral pathways organized by service provided that can be easily copied and pasted for reporting purposes.	Incident Report Date (Month/Year) Incident Report Date (Quarter) Incident Report Date (Year) Exclude From Statistics/Consolidation? Adult/Child at Time of Incident GBV Type
9. GBV Type by Case Context	Analysis and reporting	Group of six Pivot Tables organized by case context and GBV type that can be easily copied and pasted for reporting purposes.	Incident Report Date (Month/Year) Incident Report Date (Quarter) Incident Report Date (Year) Exclude From Statistics/Consolidation? Adult/Child at Time of Incident
10. Trend Analysis	Analysis and reporting	Pivot Table showing GBV types <i>over a period of time</i> (monthly, quarterly or yearly).	Incident Report Date (Quarter) Incident Report Date (Year) Adult/Child at Time of Incident Sex Exclude From Statistics/Consolidation?
11. Trend Analysis Chart	Analysis and reporting	Visual representation (chart) of the Trend Analysis table.	Incident Report Date (Quarter) Incident Report Date (Year) Adult/Child at Time of Incident Sex Exclude From Statistics/Consolidation?
12. Open 1 13. Open 2 14. Open 3 15. Open 4	Analysis and reporting support	The last four worksheets contain empty, template pivot tables intended to be defined and customized to meet the needs of each organization.	Incident Report Date (Year) Open to any additional report filters you may want to add.

Before beginning, please open the IR entitled “Practice Incident Recorder_v3” by clicking on the ‘User Guide Practice Tools’ button under the Tools & Resources section of the User Guide CD-ROM or by downloading it from the GBVIMS website at <http://gbvims.org/learn-more/gbvims-tools/user-guide/>. You should keep this document open on your screen while reading this chapter so that you will be able to view the worksheets being discussed and do the practice activities.

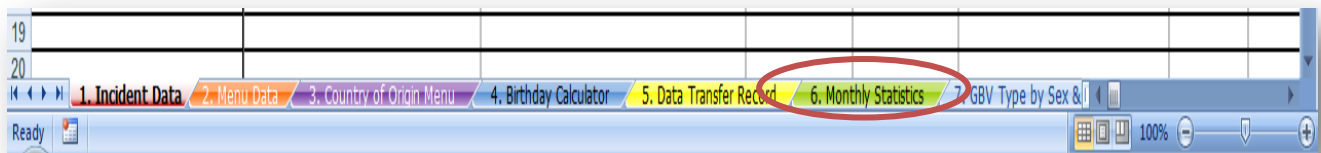
KEY POINT

Chapter 6 contains 8 You Try! activities which correspond to activities 6.1—6.8 in the user guide workbook. The workbook also contains a few additional activities to help you practice using the IR even more.

As with other practice IRs already used in Chapter 5, *this is not a complete, fully functioning incident recorder*. The first five worksheets of Practice Incident Recorder_v3 have been locked and protected so that they are read-only. You will not be able to add or modify any data; you will, however, be able to access and interact with worksheets #6-15.

6. Monthly Statistics

After opening Practice Incident Recorder_v3 , click on the worksheet tab “6. Monthly Statistics.”

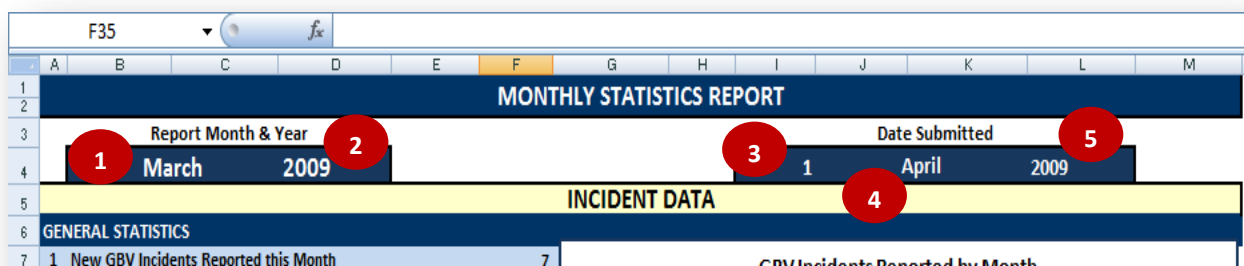


This worksheet contains formulas that automatically calculate monthly statistics based upon the data entered into the Incident Data worksheet for a specific month and presents it to you in a two-page monthly statistics sheet containing easy-to-read, printable tables and graphs. The main purpose of this worksheet is to summarize and present data in a manner that enables you to easily access common statistics needed to meet your reporting responsibilities and analyze your monthly GBV data. This worksheet differs from the remaining worksheets #7-15, in a two major ways:

- It is not intended to be the report for GBVIMS inter-agency information sharing.
- It is not a pivot table, and as such is much less flexible in terms of your ability to add, modify or filter information, it can only provide the information it was formulated to calculate and only for one month of data at a time.

Getting started on the Monthly Statistics worksheet

The Monthly Statistics worksheet is based entirely on formulas, which must remain in their same locations to prevent formula errors occurring. Once deleted or modified a formula will not return to its original form. This worksheet is protected but not *password* protected so that you do not accidentally erase or move the formulas contained in it. When protected you will only be able to select and edit the five fields pictured below:



All of the modifiable fields are in row 4 and have dropdown lists for you to choose the date, month and year. These fields are used to provide two different pieces of information, the first is labeled 'Report Month & Year' and the second is 'Date Submitted.' The two 'Report Month & Year' fields (cells B4 and D4) will determine which rows of data from the Incident Data worksheet will be displayed in the report. Selecting July 2010, for example, will pull all the incidents which were *reported* (i.e. the date of interview) in July of the year 2010 and display that data in the corresponding tables, charts and graphs. You must indicate the month and the year of data you want to see in this field.

The three 'Date Submitted' fields (cells I4, J4, and L4) do not influence the report at all, but have been included if this report will be used for internal reporting and the date of submission is useful. These fields will allow you to keep track of *when* each report was submitted. If these fields are not applicable in your context, feel free to leave them blank.

1. YOU TRY!

Practice adjusting the Report Month & Year field.

When you open the Monthly Statistics worksheet the Report Month and Year should be set to January 2000. Since the Incident Data worksheet only contains data for incident reports in 2009, no data should appear in the worksheet. Take a moment to scroll down and look at the empty sheet. You should remember this for future reference; if you see the Monthly Statistics worksheet look like this again, it does not necessarily mean that it is broken. Rather, first double check and make sure that you have selected both the correct month and year.

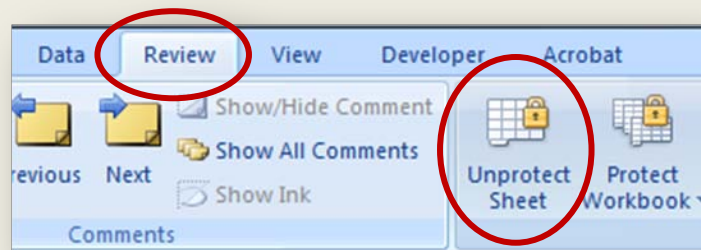
Now, change the Report Month & Year to February 2009. Do you see how the data automatically appears in the tables and graphs below? *This is all the data inputted into the Incident Data worksheet for the incidents reported in February 2009.*

Now try changing the Month & Year field to March 2009. Do you see how the tables and graphs change?

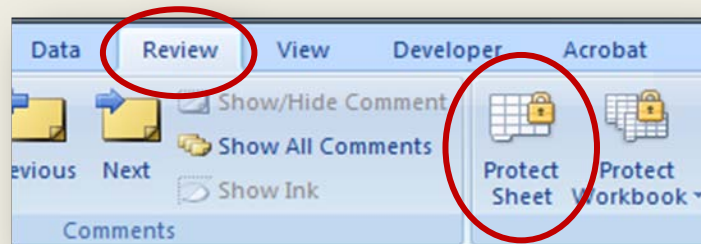
While modifications of the worksheet are not encouraged, there are a few instances that might require you to unprotect the sheet. The most common are if you want to reformat the graphs to correct any changes that have happened to their text or coloring, or to fix a formula error that has occurred. To make any of these modifications to the page you must first unprotect the worksheet. Keep in mind, however, that when the document is unprotected *you must be very careful to not accidentally erase or modify any of the formulas, or add or delete and cells, rows or columns in the worksheet*; always make sure to protect the document again once you have finished making your desired changes.

EXAMPLE

To unprotect the Monthly Statistics worksheet, click on 'Unprotect Sheet' under the Review tab.



Once you have made the necessary changes, you should protect the worksheet again, by clicking 'Protect Sheet' under the Review tab.



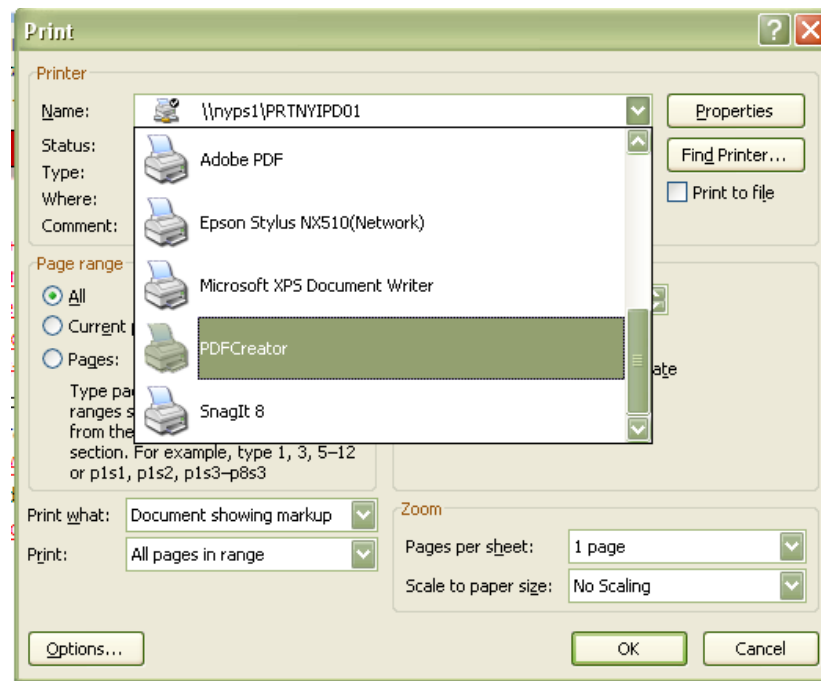
KEY POINT

As mentioned above, making modifications to the Monthly Statistics worksheet is not encouraged, and you should only do so when truly necessary. There are, however, some modifications that should *NEVER* be made:

Rows, columns and cells should never be deleted.

Doing so might change the position of many of the formulas in the worksheet and completely destroy the page.

To copy or print this page you do not need to unprotect the sheet since the print area has already been set to print out the statistics page on 2 one-sided pages or 1 page front/back. You should print just like normal. If you want to copy this page only to save a copy separate from the incident recorder or send in an email, for example, you should click on Print as you normally would to print a document. When choosing the printer, choose Adobe PDF (or PDF Creator if you do not have Adobe PDF) from the print window and click ok.



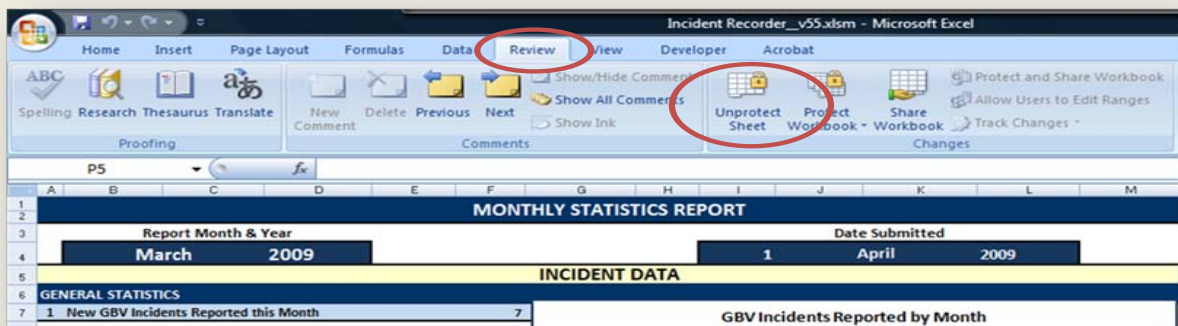
This will create a PDF file which you can then attach and send.

When you want to protect the sheet again all you have to do is click on the review tab and select 'Protect Sheet', a pop up box will appear which gives you the option to require a password to unprotect the sheet next time. If you want to use a password, type it in the box; make sure to write this down and that everyone who might have to make modifications to this worksheet know what the password is. Typically a password is not necessary. If you do not want to have a password, do not type anything and click OK.

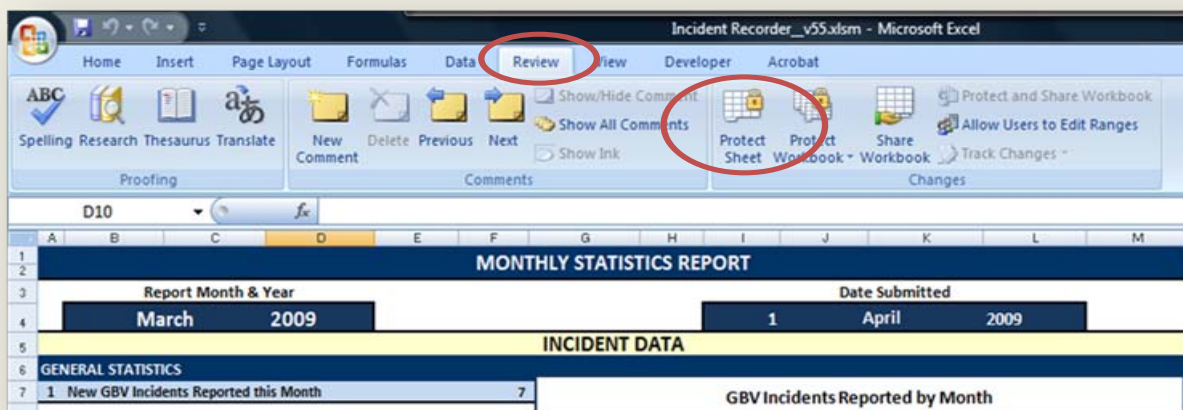
2. YOU TRY!

Practice unprotecting and protecting the Monthly Statistics Worksheet

To unprotect the worksheet: on the Review tab, click 'Unprotect Sheet.' Once you have unprotected the worksheet you should be able to click on and edit the tables and graphs as you wish.



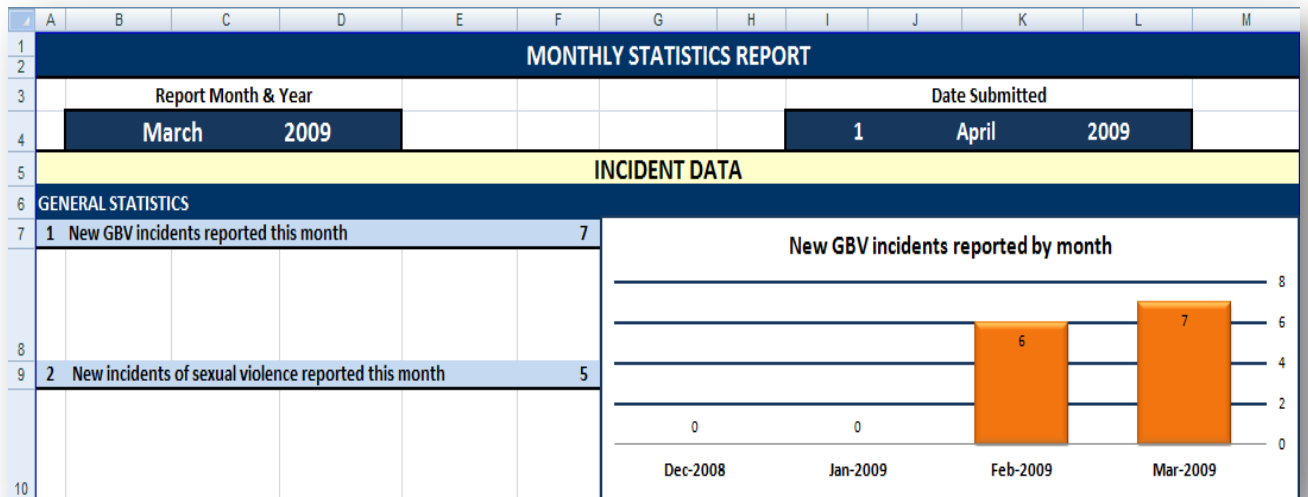
To protect the work after making your edits: on the Review tab, click 'Protect Sheet.'



There are five sections included on the monthly statistics report that correspond with some of the sections of the Incident Data worksheet. These sections are: general statistics, survivor statistics, incident statistics, perpetrator statistics and referral pathway statistics. It is important to note that these statistics are based on the number of *incidents* not the number of survivors. The statistics are calculated using built-in formulas that find all incident report dates that match the month and year you have indicated, and then count the number of unique incident IDs from the Incident Data worksheet. Each incident with its unique ID is counted once and that row of information is then communicated to the corresponding formulas in the Monthly Statistics worksheet. This is why it is important that no

'Incident ID' and 'Date of interview' fields are left blank. If left blank or entered incorrectly, this page will present inaccurate data for that selected month.

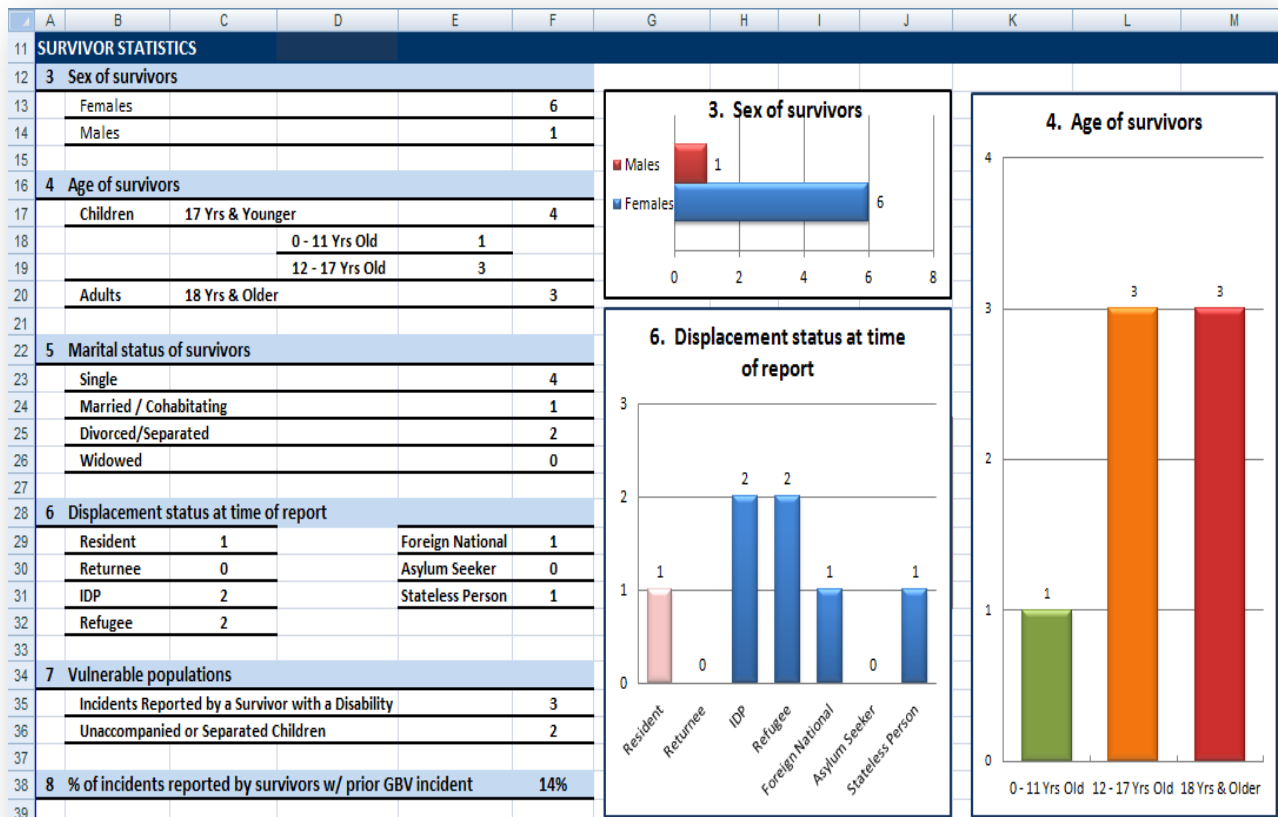
General Statistics



1. **New GBV incidents reported in selected month**—the total number of GBV incidents reported during the specified month
2. **Incidents of sexual violence reported in selected month**—the total number of incidents reported during the specified month that are specifically acts of sexual violence (i.e. when the GBV type is rape or sexual assault).

Normally the graphs in this worksheet represent what is shown numerically in a corresponding table. This first graphs is the only exception. Its formula allows the selected month to be compared with the preceding three months based on the number of GBV incidents reported.

Survivor Statistics



- Sex of survivors**—the number of incidents reported by survivors in each sex category in the selected month. This field has a corresponding bar graph to the right.

KEY POINT

Remember, all the statistics on the Monthly Statistics worksheet are based on the number *incidents* and not the number of survivors. For example, if you see the number '4' next to females for January 2010, this does *not* mean that in January 2010 there were four female survivors. Rather, this means that in January 2010 *four incidents were reported by female survivors*. Keep this in mind especially when viewing survivor statistics.

- Age of survivors**—the number of incidents reported by survivors in each age category for the selected month. There are three age groups: 0-11 years old, 12-17 years old, 18 years and older. This field has a corresponding bar graph to the right.
- Marital status of survivors**—the number of incidents reported by survivors in each category of marital status for the selected month. This could be single, married/cohabiting, divorced/separated or widowed.

6. **Displacement status at time of report**—the number of incidents reported by survivors in each displacement category for the selected month. These categories include: resident, returnee, IDP, refugee, foreign national, asylum seeker or stateless person. This field has a corresponding bar graph to the right.
7. **Vulnerable populations**—the number of incidents reported by survivors for the selected month who are considered part of a vulnerable population. This could include survivors who reported having a disability or survivors who are unaccompanied minors, separated children or other vulnerable children.
8. **Percentage of survivors who have reported a previous incident of GBV**—this field shows the percentage of incidents reported by survivors this month who have had at least one previous incident of GBV perpetrated against them.

Incident Statistics



9. **Type of GBV**—the number of incidents for the month according to the GBVIMS incident types. This field has a corresponding bar graph below it.
10. **Incident time of day**—the number of incidents for the selected month according to the time of day in which the incidents took place. This field has a corresponding bar graph below it.
11. **Case context**—the number of incidents for the selected month according to case context. This could be Intimate Partner Violence, Child Sexual Abuse, Early Marriage, Possible Sexual Exploitation, Possible Sexual Slavery or Harmful Traditional Practice. Case context categories are a part of the calculated columns on the Incident Data worksheet. Case contexts are determined by the incident type as well as the contextual information surrounding the incident. For more information, refer to the 'Case Contexts' section of Chapter 3. This field has a corresponding bar graph below it.
12. **Time between incident and date of incident**—the number of incidents for the selected month according to the elapsed number of days between incident and date of interview. This field has a corresponding bar graph below it.

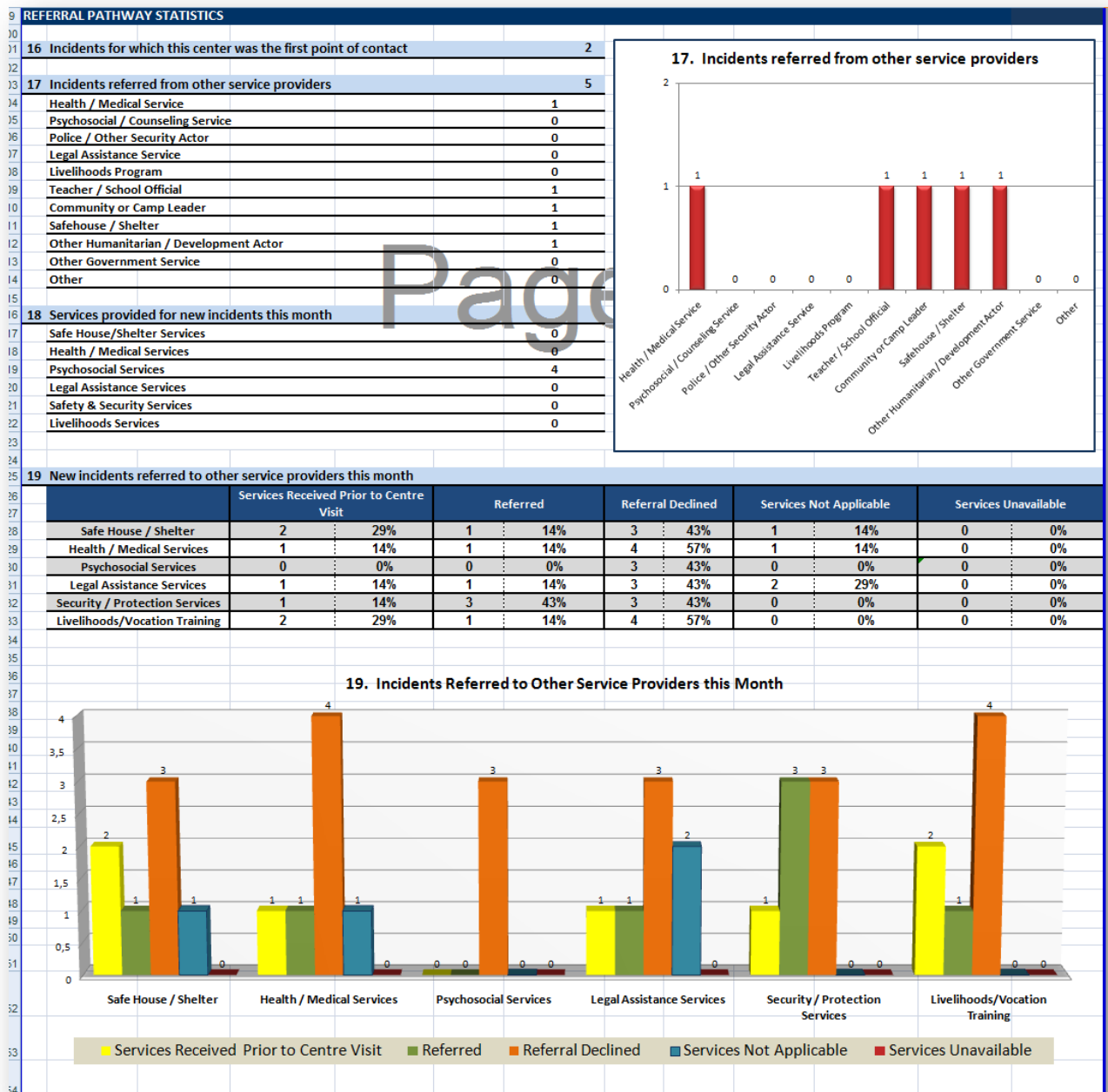
Alleged Perpetrator Statistics

As with Survivor Statistics, the Alleged Perpetrator Statics are based on the number of *incidents* and not perpetrators. In addition, the statistics for fields 14 and 15 are only considering one perpetrator for each incident whereas field 13 is counting the actual number of alleged perpetrators involved. Do not be alarmed, therefore, if the total number of perpetrators indicated is not the same. For example it could be indicated that there were 3 incidents that had 1 perpetrator & 2 incidents that had 2 perpetrators. So in total there were 5 incidents and a total of 7 perpetrators. For fields number 14 & 15, there will only be 5 relationships & 5 occupations indicated (not 7) since it is only possible to record 1 for each incident.

73 ALLEGED PERPETRATOR STATISTICS						
74						
75	13 Number of alleged primary perpetrators				14 Alleged perpetrator-survivor relationship	
76	1 Perpetrator	2 Perpetrators	3 Perpetrators	More than 3 perpetrators	Unknown	
77	3	1	2	1	0	
78						
79	14. Alleged perpetrator - survivor relationship					
80	Intimate Partner / Former Partner 1					
81	Primary Caregiver 0					
82	Family other than spouse or caregiver 1					
83	Supervisor / Employer 0					
84	Schoolmate 0					
85	Teacher / School Official 0					
86	Service Provider 1					
87	Cotenant / Housemate 1					
88	Family Friend / Neighbor 0					
89	Other refugee / IDP / Returnee 1					
90	Other Resident community member 0					
91	Other 0					
92	No relation 1					
93	Unknown 0					
94						
95	15 Alleged perpetrator age group					
96	0-11 Years Old	12-17 Years Old	18-25 Years Old	26-40 Years Old	41 - 60 Years Old	Age 61 & Older
97	0	0	2	3	1	0
						1

13. **Number of alleged primary perpetrators**—the number of incidents for the selected month with 1, 2, 3, more than 3, or unknown number of alleged primary perpetrators.
14. **Alleged perpetrator-survivor relationship**—the number of incidents for the selected month according to the relationship between the alleged perpetrator and the survivor. This field has a corresponding bar graph to the left of it.
15. **Alleged perpetrator age group** —the number of incidents for the month according to the age group of the alleged perpetrator.

Referral Pathway Statistics



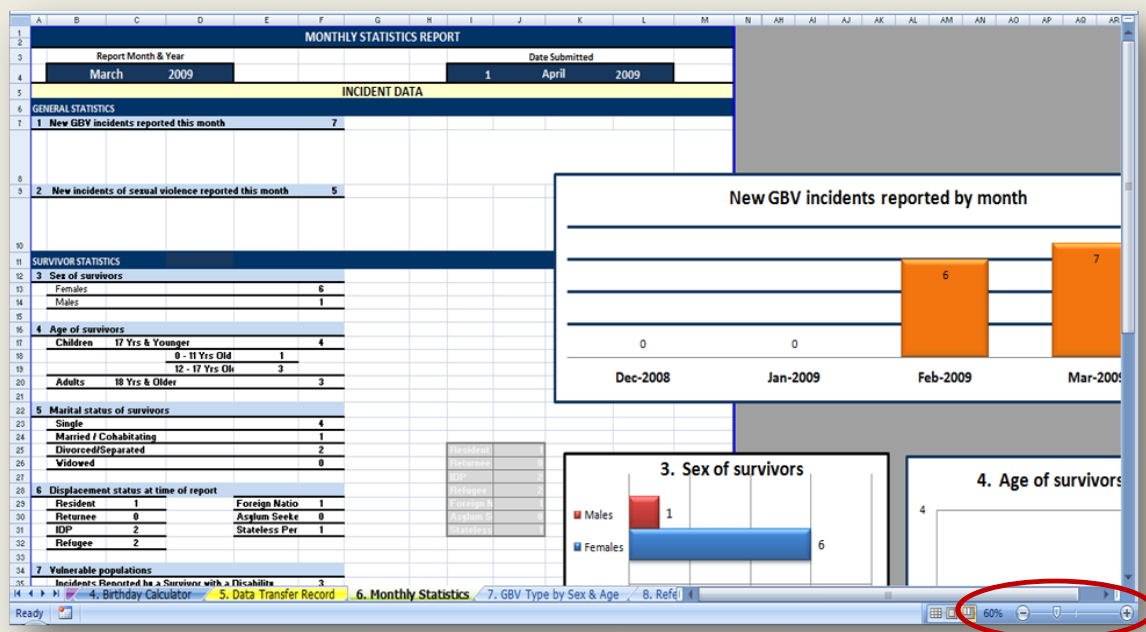
16. Incidents for which you were the first point of contact—the number of incidents for which your organization was the first point of contact for the survivor.

17. Incidents referred from other service providers—the number of incidents referred to you from other service providers categorized by the type of service referred. This field has a corresponding graph.

18. **Services provided for new incidents this month**—the number of incidents which received services from you and the types of services provided. It is organized according to the six different types of possible services.
19. **New incidents referred to other service providers this month**—the number and percentage of incidents for the month according to which other service providers the survivor was referred. This field has a corresponding bar graph.

KEY POINT

It may occur sometime that when you click on one of the worksheets such as Monthly Statistics, Birthday Calculator, etc. that the graphs, charts and and/or text boxes appear as if they have been enlarged and rearranged on the page.



If your worksheet looks something like the image above, do not panic! This is just a small glitch in Excel that can easily be fixed. Simply click once on the Zoom In (+) or the Zoom Out (-) button located at the bottom right corner of your screen. This should solve the problem.

KEY POINT

For exercises to help you practice using the Monthly Statistics worksheet, refer to the workbook at the end of the user guide.

Pivot tables

The remaining worksheets of the IR (#7-15) contain special Excel tables called **pivot tables**. Where both the Monthly Statistics worksheet and the worksheets containing pivot tables all present important data and statistics, there are important differences between the two; understanding these differences will help you see why using both are important:

- Monthly Statistics worksheet: gives an entire overview of all data for a specified month, is not very flexible/cannot be easily modified, can only view each data point individually
- Pivot table worksheets: very flexible, can display information according to the time period you specify (not just monthly), can be specified to show multiple data points together (e.g. a pivot table can show the number of *sexual assault* incidents reported by *females*); but pivot tables cannot show entire overview of data like the Monthly Statistics worksheet.

Before introducing and explaining the worksheets containing pivot tables, it is best if you first become familiar with what pivot tables are and some basics on how to use them.

Like other tables, a pivot table presents data in a manner that allows users to view, compare and analyze that data. *Unlike* other tables, however, pivot tables have some unique and extremely useful capabilities:

- You do not have to enter data into the table itself. Pivot table formulas are linked directly to the incident data that allow them to ‘communicate’ with the database and retrieve desired information every time you click a ‘Refresh’ button.
- Likewise, you do not have to update pivot tables. When new data is entered into the database (i.e. the Incident Data worksheet), all you have to do is simply refresh the table and all changes are automatically made to the pivot table.
- Pivot tables are very easy to customize. The rows, columns and filters of pivot tables are extremely quick and easy to change and move around. They do not require any formulas. This means that with only a few clicks you can change or modify pivot tables to present the exact data that you want. You will learn how to modify and create pivot tables later below.
- Allow you to compare more than one field or data point at a time.

The different parts of a pivot table

1. **Pivot Table Field List**—Anytime you click on a cell within the pivot table blue lines outlining the table will appear as well as a large box which will look something like the image below (Note: if the box does not appear, see the Example box below). One section of the box that appears is called the Pivot Table Field List. This is what makes the pivot table possible; it is a list of every field from the Incident Data worksheet and in the exact same order. You can scroll up and down to view the entire list. These are the fields from which you can choose to create your pivot table by clicking and dragging them to the appropriate boxes in the Areas Section.

To the left of each field is a 'Select Multiple Items' box. This box enables you to click and select multiple fields at any one time.

PivotTable Field List

Choose fields to add to report:

- ☐ INCIDENT DATE (MONTH / YEAR)
- ☐ INCIDENT DATE (QUARTER)
- ☐ INCIDENT DATE (YEAR)
- ☒ INCIDENT REPORT DATE (MONTH / YEAR)
- ☒ INCIDENT REPORT DATE (QUARTER)
- ☒ INCIDENT REPORT DATE (YEAR)
- ☐ EXCLUDE FROM STATISTICS/ CONSOLIDATION?
- ☐ Column10
- ☐ Column11
- ☐ Column3

Drag fields between areas below:

Report Filter: INCIDENT REPORT DATE (MONTH / YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR)

Column Labels: SEX

Row Labels: GBV TYPE

Values: Count of INCIDENT ID

☐ Defer Layout Update Update

Incident Type by Survivor's Sex				
		SEX		
	GBV TYPE	F	M	Grand Total
	Denial of Resources Opportunities or Services		1	1
	Forced Marriage		1	1
	Physical Assault	2		2
	Psychological / Emotional Abuse	1		1
	Rape	3	1	4
	Sexual Assault	3	1	4
	Grand Total	9	4	13

2. **Areas Section**—Once you know which fields you want to use to create your table, this is the section you will use to determine how the table will be structured. The Areas Section contains four areas: Report Filter, Column Labels, Row Labels and Values. The pivot table is created by simply clicking on the desired field from the Pivot Table Field List and dragging to one of these four areas.

The screenshot shows an Excel spreadsheet with a PivotTable titled "Incident Type by Survivor's Sex". The PivotTable is structured with "GBV TYPE" as the Row Labels and "SEX" as the Column Labels. The Values field is "Count of INCIDENT ID". The data is summarized in the following table:

GBV TYPE	F	M	Grand Total
Denial of Resources Opportunities or Services	1	1	
Forced Marriage	1	1	
Physical Assault	2	2	
Psychological / Emotional Abuse	1	1	
Rape	3	1	4
Sexual Assault	3	1	4
Grand Total	9	4	13

The PivotTable Field List task pane is on the right, showing the following fields:

- Report Filter (3):** INCIDENT REPORT DATE (MONTH / YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR).
- Column Labels (4):** SEX.
- Row Labels (5):** GBV TYPE.
- Values (6):** Count of INCIDENT ID.

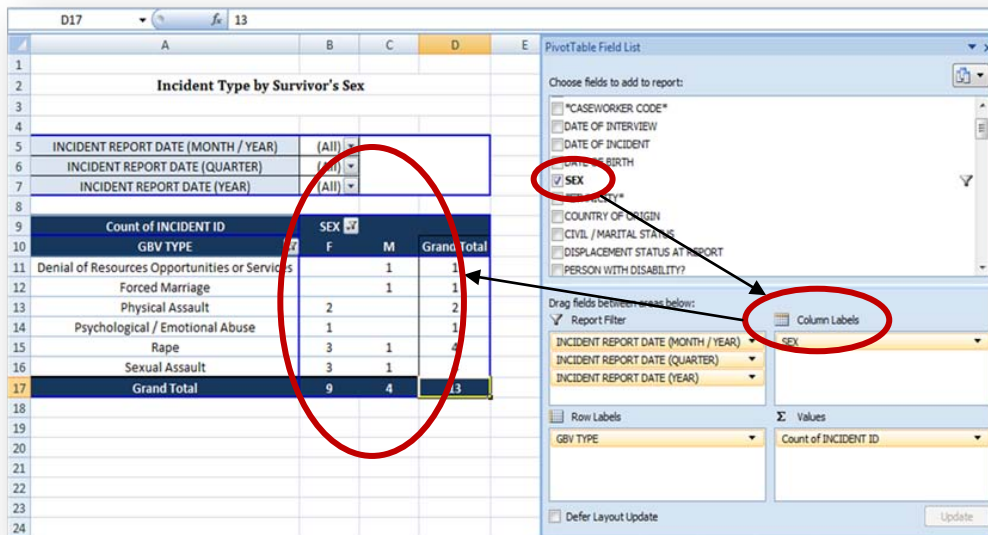
The "Areas Section" is highlighted with a red circle, and an arrow points to it from the label "2 Areas Section".

3. **Report Filter**—The Report Filter area is the area that determines how you want to filter the data presented on the table. For example, if you wanted to be able to view your data according to the year that the incident was reported, you would drag the field 'INCIDENT REPORT DATE (YEAR)' to the Report Filter area. Once the field is put into the Report Filter area, a report filter will appear above the pivot table. A report filter will appear above the pivot table.

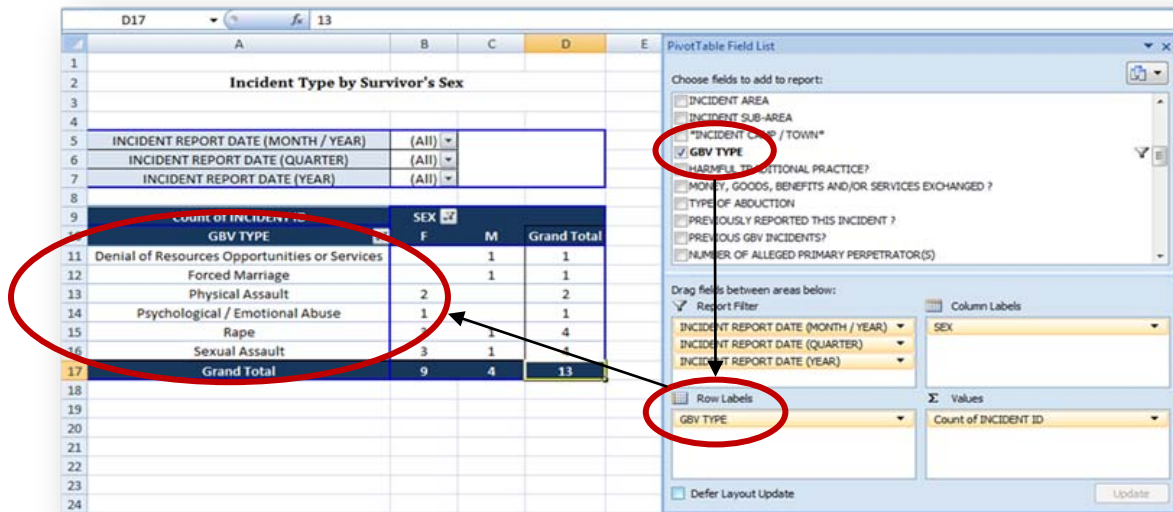
The screenshot displays an Excel PivotTable titled "Incident Type by Survivor's Sex". The PivotTable is structured with "INCIDENT REPORT DATE (YEAR)" as the filter, "SEX" as the column labels, and "Count of INCIDENT ID" as the row labels. The data is summarized by year (2002-2009) and sex (M for Male, F for Female), with a Grand Total row. The PivotTable Field List on the right shows the configuration: "INCIDENT REPORT DATE (MONTH / YEAR)", "INCIDENT REPORT DATE (QUARTER)", and "INCIDENT REPORT DATE (YEAR)" are checked under "Choose fields to add to report". In the "Report Filter" section, "INCIDENT REPORT DATE (MONTH / YEAR)", "INCIDENT REPORT DATE (QUARTER)", and "INCIDENT REPORT DATE (YEAR)" are selected. In the "Column Labels" section, "SEX" is selected. In the "Row Labels" section, "GBV TYPE" is selected. In the "Values" section, "Count of INCIDENT ID" is selected. A red circle highlights the "INCIDENT REPORT DATE (YEAR)" field in the "Choose fields to add to report" section and the "INCIDENT REPORT DATE (YEAR)" field in the "Report Filter" section. Another red circle highlights the "INCIDENT REPORT DATE (MONTH / YEAR)", "INCIDENT REPORT DATE (QUARTER)", and "INCIDENT REPORT DATE (YEAR)" fields in the "Report Filter" section. A third red circle highlights the "SEX" field in the "Column Labels" section. A fourth red circle highlights the "Count of INCIDENT ID" field in the "Values" section. A fifth red circle highlights the "GBV TYPE" field in the "Row Labels" section. A sixth red circle highlights the "Grand Total" cell in the PivotTable.

Note: On the provided pivot tables in the IR, most pivot tables already include the following report filters: INCIDENT REPORT DATE (MONTH/YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR) and 'EXCLUDE FROM STATISTICS/ CONSOLIDATION.' When creating inter-agency reports, this makes creating reports based on month, quarter and year very easy. If you want to display data for March of the year 2009, for example, you simply select that month and year from the dropdown list and leave the Quarter as "all". The parameters of the table will remain the same, but the numbers will change according to the month and year that the data was inputted into the Incident Data worksheet. When 'All' is selected rather than a specific month and year, all the data relevant data is displayed regardless of when that data was reported. If your organization is part of an inter-agency group and will be sharing information, using 'EXCLUDE FROM STATISTICS/ CONSOLIDATION' as a filter will help to avoid duplicate reporting as it filters those survivors who have previously reported this incident to a GBVIMS organization or agency.

4. **Column Labels**—This area determines which data you want presented in the columns (vertically) on your pivot table. If, for example, you want the columns in your table to display the survivor's sex, simply find the 'SEX' field on the Pivot Table Field List and drag it to the Column Labels area in the Areas section. Two columns will then appear on your table: F and M.



5. **Row Labels**—This area determines which data you want presented in the rows (horizontally) on your pivot table; you can select a single field or multiple fields. If, for example, you want the rows in your table to display the GBV Type categories, simply find the 'GBV TYPE' field on the Pivot Table Field List and drag it to the Row Labels area in the Areas section. The six GBV Type categories will then appear as rows on your table.



6. **Values**—This area is important as it determines how you want the data in the table to be counted. Most often, you will probably want tables showing the *number of reported incidents* should therefore almost always use the 'INCIDENT ID' field in this area. This means that the values or numbers in the table represent the number of different Incident IDs. In addition, after dragging the Incident ID field to the Values area, it should *always* read 'Count of INCIDENT ID.' The 'Count' should never be replaced by 'Sum,' 'Average,' or any other term because it is the count which represents the *number of reported incidents*. This is one reason why the GBVIMS organizes cases at the level of the incident and why each incident must have a unique code. If multiple incidents are given the same code, it will count these incidents only once. Since every incident is given a *unique* incident ID at the time of the interview, the Count of INCIDENT ID actually represents the *number of reported incidents*.

The only other field that would be possible to use in the Values area is 'SURVIVOR CODE' (if your organization is using survivor codes). If used, this should also read 'Count of SURVIVOR CODE' when placed into the Values area. Rather displaying the number of incidents, the pivot table would be presenting data based on the number of survivors.


Note: The Values field is always inserted into the upper left cell of the table. In most of the provided pivot tables in the IR, we have hidden this text merely to avoid confusion when looking at the tables. If you are only calculating Incident ID, then you can do the same by changing the font color to match the background color (Likewise, you can display this text by doing the opposite). If you are calculating both Incident ID *and* Survivor code, you should always leave this visible.

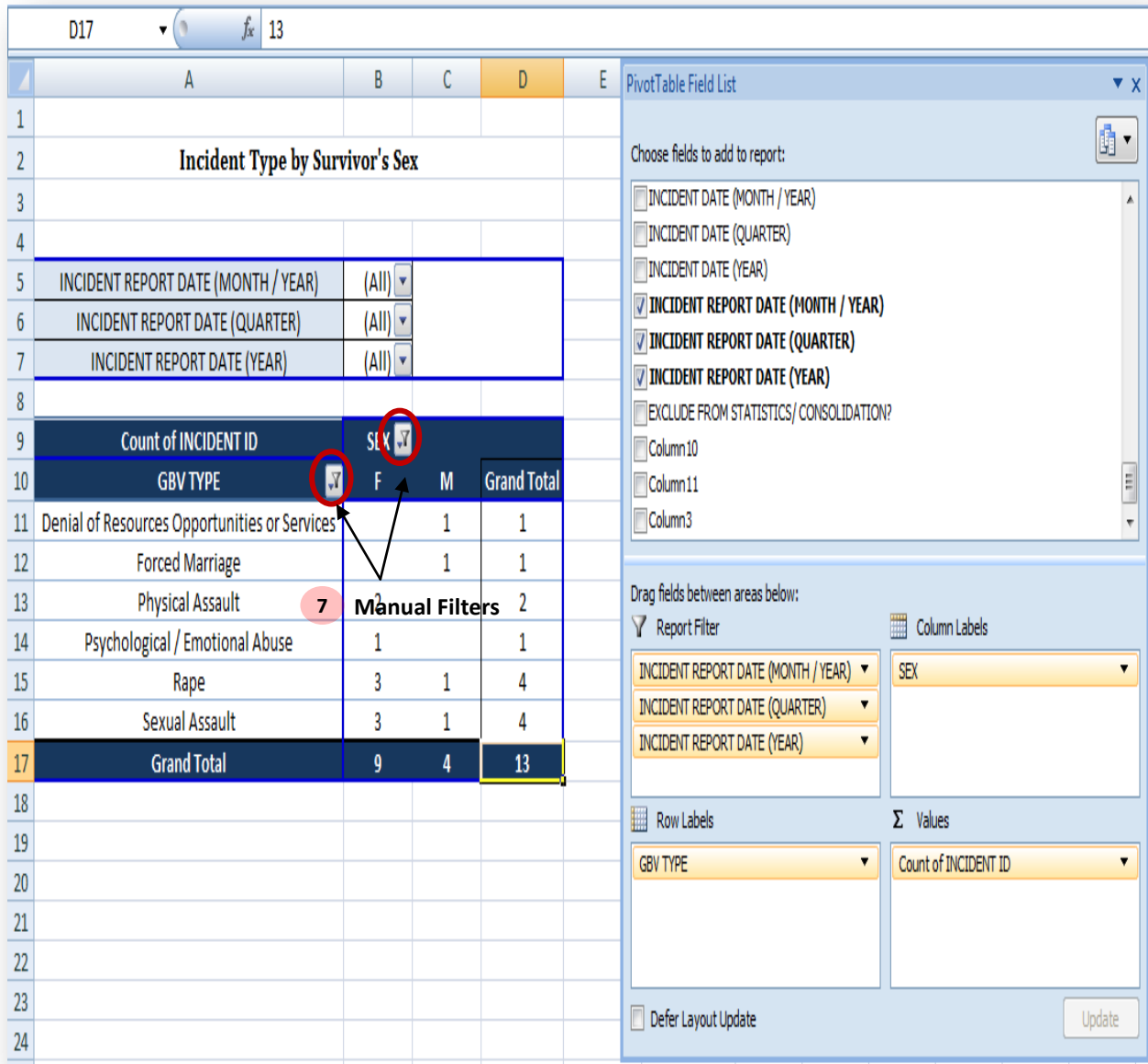
Values field is always inserted into the upper left cell.

Incident Type	SEX	Count of INCIDENT ID	
	F	M	Grand Total
Denial of Resources Opportunities or Services		1	1
Forced Marriage		1	1
Physical Assault	2		2
Psychological / Emotional Abuse	1		1
Rape	3	1	4
Sexual Assault	3	1	4
Grand Total	9	4	13

PivotTable Field List:

- Choose fields to add to report:
 - ☒ INCIDENT ID
 - ☐ *SURVIVOR CODE*
 - ☐ *CASEWORKER CODE*
 - ☐ DATE OF INTERVIEW
 - ☐ DATE OF INCIDENT
 - ☐ DATE OF BIRTH
 - ☒ SEX
 - ☐ *ETHNICITY*
 - ☐ COUNTRY OF ORIGIN
 - ☐ CIVIL / MARITAL STATUS
- Drag fields between areas below:
 - Report Filter: INCIDENT REPORT DATE (MONTH / YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR)
 - Column Labels: SEX
 - Row Labels: GBV TYPE
 - Values: Σ Values, Count of INCIDENT ID

7. **Manual Filters**—Once a table is created, each column and row field will have a Manual Filter dropdown menu: . You can use these to further filter your table in order to present the exact information that you want.



PivotTable: Incident Type by Survivor's Sex

Count of INCIDENT ID	SEX	Grand Total
GBV TYPE	F M	
Denial of Resources Opportunities or Services	1 1	2
Forced Marriage	1 1	2
Physical Assault	1 1	2
Psychological / Emotional Abuse	1 1	2
Rape	3 1	4
Sexual Assault	3 1	4
Grand Total	9 4	13

PivotTable Field List

Choose fields to add to report:

- ☐ INCIDENT DATE (MONTH / YEAR)
- ☐ INCIDENT DATE (QUARTER)
- ☐ INCIDENT DATE (YEAR)
- ☒ INCIDENT REPORT DATE (MONTH / YEAR)
- ☒ INCIDENT REPORT DATE (QUARTER)
- ☒ INCIDENT REPORT DATE (YEAR)
- ☐ EXCLUDE FROM STATISTICS / CONSOLIDATION?
- ☐ Column10
- ☐ Column11
- ☐ Column3

Drag fields between areas below:

Report Filter

- INCIDENT REPORT DATE (MONTH / YEAR)
- INCIDENT REPORT DATE (QUARTER)
- INCIDENT REPORT DATE (YEAR)

Column Labels

- SEX

Row Labels

- GBV TYPE

Values

- Count of INCIDENT ID

☐ Defer Layout Update Update

For example, if you only want the table to present data pertaining to females, click on the Manual Filter button, remove the check mark next to M and then click OK.

Count of INCIDENT ID	SEX	
GBV TYPE	M	Grand Total
Denial of Resources	1	1
Force	1	1
Physical		2
Psychological		1
Sexual	1	4
Grand Total	1	4
	4	13

The new table presents data only pertaining to females:

Incident Type by Survivor's Sex		
INCIDENT REPORT DATE (MONTH / YEAR)	(All)	
INCIDENT REPORT DATE (QUARTER)	(All)	
INCIDENT REPORT DATE (YEAR)	(All)	
Count of INCIDENT ID	SEX	
GBV TYPE	F	Grand Total
Physical Assault	2	2
Psychological / Emotional Abuse	1	1
Rape	3	3
Sexual Assault	3	3
Grand Total	9	9

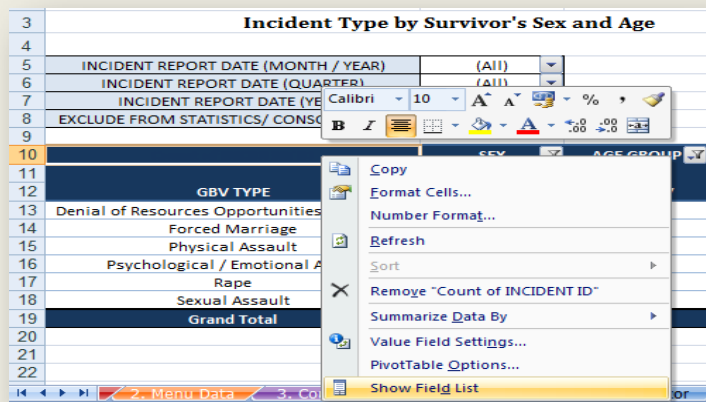
To go back to the table displaying data pertaining to both males and females, go back to the filter next to SEX and reselect the M.

Note: You may have noticed that sometimes when using filter dropdown menus that there is a category called '(blank)'. This category appears on filters and in tables when there is a cell on the Incident Data worksheet that has missing information (i.e. the cell is 'blank'). While blank cells should be kept to a minimum and avoided when at all possible, survivors can choose during an interview not to respond to a question. When this occurs, the cell must be left blank. If an Incident Data worksheet has many blank cells, then this will impact the quality of data presented in the pivot tables. In general you do *not* want to mark the '(blank)' option.

Remember: it is best, when possible, to avoid blank cells when inputting data into the Incident Data worksheet.

EXAMPLE

When you click on a worksheet tab containing a pivot table and the PivotTable Field List and Areas Section are not visible, first try clicking on any cell in the table. If they still do not appear, then simply right click on any cell in the table and select 'Show Field List.'



If this does not work, are there blue outlines around the table when you click on it? If not, then the pivot table has been corrupted and is no longer functioning. You will have to contact the GBVIMS Steering Committee at GBVIMS@gmail.com or by going to the website at <http://gbvims.org/contact/>. If there are blue lines, then the table is still functioning and you should try selecting 'Show Field List' again.

Blue lines indicate pivot table is still functioning. If no blue lines appear after clicking on the table, you will have to contact the GBVIMS Global Team to get the problem resolved.

3				
4				
5	INCIDENT REPORT DATE (MONTH / YEAR)	(All)		
6	INCIDENT REPORT DATE (QUARTER)	(All)		
7	INCIDENT REPORT DATE (YEAR)	(All)		
8				
9	Count of INCIDENT ID	SEX		
10	GBV TYPE	F	M	Grand Total
11	Denial of Resources Opportunities or Services		1	1
12	Forced Marriage		1	1
13	Physical Assault	2		2
14	Psychological / Emotional Abuse	1		1
15	Rape	3	1	4
16	Sexual Assault	3	1	4
17	Grand Total	9	4	13
18				

Using multiple fields in a pivot table

One of the benefits of pivot tables is the ability to use multiple fields to define the table you want to create and the data you want presented. In the section above we presented a table that was defined by SEX in the Column Labels and GBV TYPE in the Row Labels. Let's say that we want to see a table showing the GBV TYPE according to SEX *and* AGE GROUP. To do this, simply add the AGE GROUP field from the Pivot Table Field List to the Column Labels area. In fact, the resulting table is what you find on worksheet #7 GBV Type by Sex & Age.

Incident Type by Survivor's Sex

Count of INCIDENT ID	SEX	Grand Total
GBV TYPE	F	M
Denial of Resources Opportunities or Services	1	1
Forced Marriage	1	1
Physical Assault	2	2
Psychological / Emotional Abuse	1	1
Rape	3	1
Sexual Assault	3	1
Grand Total	9	4

Incident Type by Survivor's Sex and Age

Count of INCIDENT ID	SEX	AGE GROUP	Grand Total
GBV TYPE	Age 0-11	Age 12-17	Age over 18
Rape		4	1
Sexual Assault	1	1	1
Physical Assault		2	2
Forced Marriage		1	1
Denial of Resources Opportunities or Services			1
Psychological / Emotional Abuse	1		1
Grand Total	2	2	6

Do you notice how the table changes when you add AGE GROUP to the Column Labels? The table now has two major columns (M and F) subdivided into more columns (according to age group). Note: the field that is listed first will be the field that initially divides the columns and the fields listed after will subdivide them. In the example above, if you want the age group to be the main division of the columns and sex to be the subdivision simply click on the fields and rearrange them in the Column Labels box. The same principles apply for using multiple fields in the Row Labels area.

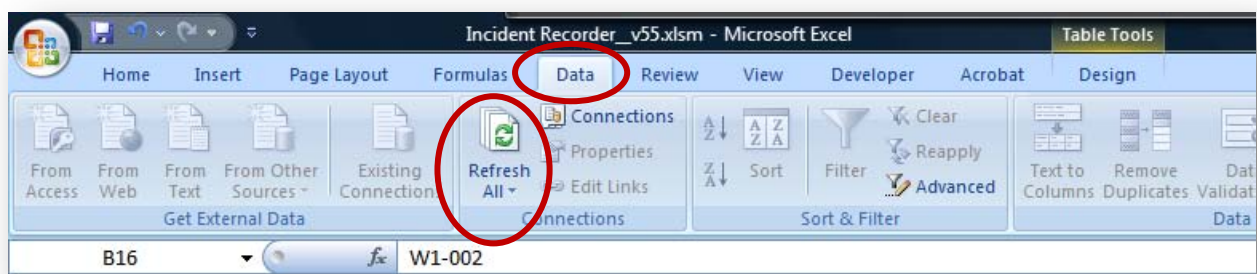
Refreshing Data

The tables, charts and graphs in the Monthly Statistics worksheet discussed above and the remaining worksheets discussed below are all 'connected to' or 'communicate with' the Incident Data worksheet (i.e. the database). The Monthly Statistics worksheet use complex formulas to count data as it is entered on the incident data page. This allows you to automatically see information as it is entered. But this method of data calculation also has limited flexibility. The statistics and the time period covered by those statistics is determined by the pre-set formulas making it impossible modify them specific to your needs.

The pivot tables function differently than the Monthly Statistics worksheet. Once you have entered data into the Incident Data worksheet, *in order for that data to be reflected in the pivot tables, you MUST refresh your data.*

It is absolutely essential that anytime new data is entered or existing data is changed that you refresh all information in the workbook. Note: failing to refresh after making changes to the Incident Data worksheet means that all the pivot tables, charts and graphs are displaying the *old* information and *not* the newly inputted/updated information. It is therefore good practice to get into the habit of refreshing the information immediately after making any changes. To do this:

On the 'Data' tab, in the 'Connections' group, click 'Refresh All.' All tables, charts and graphs in the workbook should now be synced with the Incident Data worksheet.



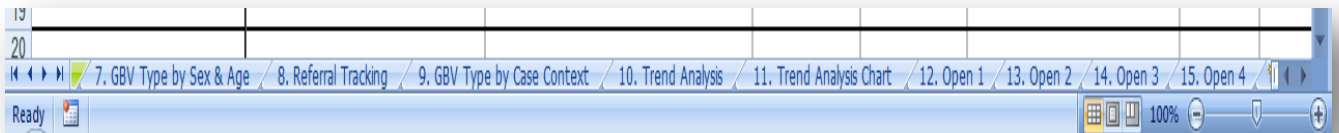
Remaining worksheets and pivot tables

Like the Monthly Statistics worksheet, the remaining worksheets of the IR—#7-15—are also intended to present your organization’s GBV data in a way that can be easily analyzed. In addition, however, these worksheets are intended to be used to create reports (monthly, quarterly and/or yearly) to be shared between organizations at an inter-agency level.

The pivot tables on these worksheets are, not surprisingly, based on the data contained in the Incident Data worksheet. New information and data updates that are inputted into the Incident Data worksheet will be automatically and immediately compiled into the corresponding pivot tables on the remaining worksheets *once you refresh the pivot tables*.

The pivot tables already included in these worksheets are:

- GBV type by survivor’s sex and age
- Referral tracking
- GBV type by case context
- Trend analysis (with the accompanying worksheet ‘Trend Analysis Chart’)
- Four ‘Open’ pivot tables that are ready to be modified for your needs



These tables have been provided for easy access because they are common information found useful to GBV programs. While these tables can be modified based on your organization’s needs, if you find these tables useful you should *not* make any major modification to them (beyond filtering). This will ensure that you do not have to recreate these tables each time you need them again. Later in this chapter you will learn how to copy these tables so that you can make major changes while keeping the originals.

7. GBV Type by Sex & Age

As mentioned above, this table shows how many incidents of each of the six GBV types were reported according to the sex of the survivor (F/M) *and* the survivor's age group at the time of the report (0-11, 12-17, or Age over 18). This means the COUNT OF INCIDENT ID field has been put in the Values area, the GBV TYPE has been put in the rows area and *both* the SEX and AGE GROUP fields have been put in the Column Labels area. You will also notice that four fields have been put into the Report Filter area, thus giving the table four different report filters: INCIDENT REPORT DATE (MONTH/YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR) and EXCLUDE FROM STATISTICS/ CONSOLIDATION?.

Note: when creating an inter-agency report, use only the appropriate 'month/year,' 'quarter,' 'year' and/or 'exclude from statistics/consolidation' report filters on all the worksheets and pivot tables. Unused report filters must be set to "(All)."
When doing your own analysis, however, you may use any of the report filters.

Quarterly reporting allows you to aggregate 3 months of cases together:
 Quarter 1 = January, February and March
 Quarter 2 = April, May and June
 Quarter 3 = July, August and September
 Quarter 4 = October, November and December
 If filtering by quarter, be sure to also filter by Year to produce a quarterly report.

	SEX	AGE GROUP			Grand Total
		F	M		
GBV TYPE		Age 0-11	Age 12-17	Age over 18	
Denial of Resources Opportunities or Services				1	1
Forced Marriage				1	1
Physical Assault			2		2
Psychological / Emotional Abuse	1				1
Rape			3	1	4
Sexual Assault	1	2		1	4
Grand Total	2	2	5	1	13

PivotTable Field List

Choose fields to add to report:

- ☒ INCIDENT ID
- ☐ *SURVIVOR CODE*
- ☐ *CASEWORKER CODE*
- ☐ DATE OF INTERVIEW
- ☐ DATE OF INCIDENT
- ☐ DATE OF BIRTH
- ☒ SEX
- ☐ *ETHNICITY*
- ☐ COUNTRY OF ORIGIN
- ☐ CIVIL / MARITAL STATUS
- ☐ DISPLACEMENT STATUS AT REPORT
- ☐ PERSON WITH DISABILITY?

Drag fields between areas below:

Report Filter

- INCIDENT REPORT DA...
- INCIDENT REPORT DA...
- INCIDENT REPORT DA...
- EXCLUDE FROM STATI...

Column Labels

- SEX
- AGE GROUP

Row Labels

- GBV TYPE

Σ Values

- Count of INCIDENT ID

☐ Defer Layout Update Update

You will notice that the female group on the table has three columns (Age 0-11, Age 12-17 and Age over 18) while the male group only has two (Age 12-17 and Age over 18). This is *not* an error; rather, this means that there were no males in the first age group category (Age 0-11) that reported a GBV incident. The column does not appear because there is no data for that column.

You should also notice the instruction box in the upper-left corner of the worksheet. This box tells you that when creating an inter-agency report, only the report filters provided here should be used. When

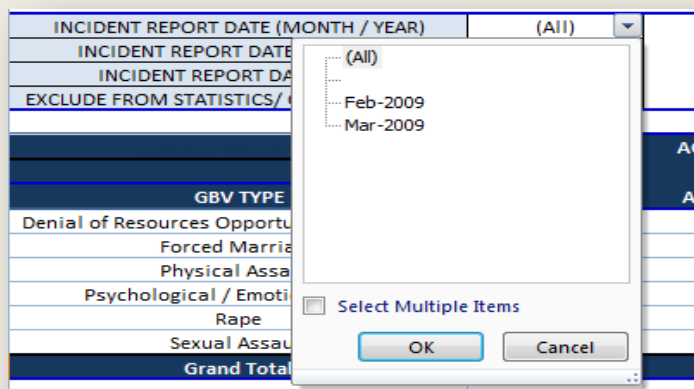
creating your own analysis or an internal report, feel free to use any filters you like. The box also explains that quarters are in three month intervals based on the calendar year, starting in January (Quarter 1=January, February and March; Quarter 2=April, May and June; Quarter 3=July, August and September; Quarter 4=October, November and December). When filtering by quarter, will you also need to filter by INCIDENT REPORT DATE (YEAR).

3. YOU TRY!

Practice filtering the GBV Type by Sex & Age worksheet using the report filters:

On the 'Practice Incident Recorder_v3,' click on the GBV Type by Sex & Age worksheet tab. Let us say that you only want the data for February 2009:

1. Click the dropdown menu for the INCIDENT REPORT DATE (MONTH / YEAR) report filter. Since there is inputted data only for two months in the Incident Data worksheet, there are only two options to choose from: Feb-2009 and Mar-2009. Click on Feb. 2009. The table should automatically change to show you



2. The table should automatically change to show you the data pertaining only to February 2009 (see image). To change it back, simply do the same thing but instead of clicking on Feb-2009, click on (All).

Incident Type by Survivor's Sex and Age				
INCIDENT REPORT DATE (MONTH / YEAR)	Feb-2009			
INCIDENT REPORT DATE (QUARTER)	(All)			
INCIDENT REPORT DATE (YEAR)	(All)			
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)			
GBV TYPE	SEX	AGE GROUP		
	F	M		
	Age 0-11	Age over 18	Age over 18	Grand Total
Denial of Resources Opportunities or Services			1	1
Forced Marriage			1	1
Physical Assault		1		1
Psychological / Emotional Abuse	1			1
Rape		1		1
Sexual Assault			1	1
Grand Total	1	2	3	6

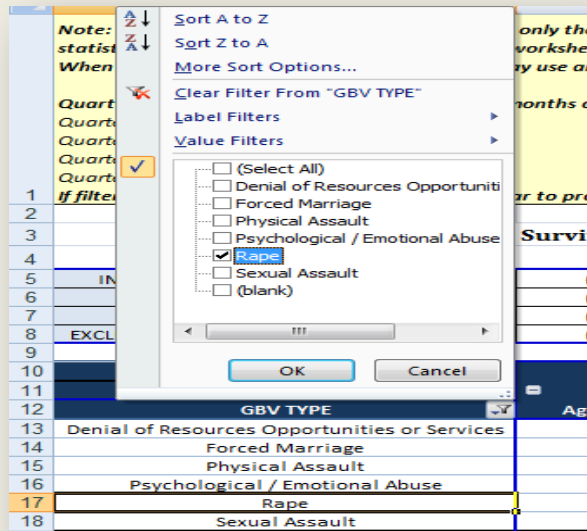
3. Now practice using the remaining filters and see how each one affects the table.

4. YOU TRY!

Practice filtering the GBV Type by Sex & Age worksheet using the manual filter:

On the 'Practice Incident Recorder_v3,' click on the GBV Type by Sex & Age worksheet tab. Let us say that you only want the data for incidents that involved rape:

1. Click on the manual filter dropdown menu. Deselect all the categories except 'Rape.' Click OK.



2. The table should automatically change to show you the data pertaining only to incidents that involved rape (see image). To change it back, simply click on the filter button and select all six GBV types.

Incident Type by Survivor's Sex and Age			
INCIDENT REPORT DATE (MONTH / YEAR)	(All)		
INCIDENT REPORT DATE (QUARTER)	(All)		
INCIDENT REPORT DATE (YEAR)	(All)		
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)		
	SEX	AGE GROUP	
	F	M	
GBV TYPE	Age over 18	Age 12-17	Grand Total
Rape	3	1	4
Grand Total	3	1	4

3. Now practice using the other manual filters and see how each one affects the table.

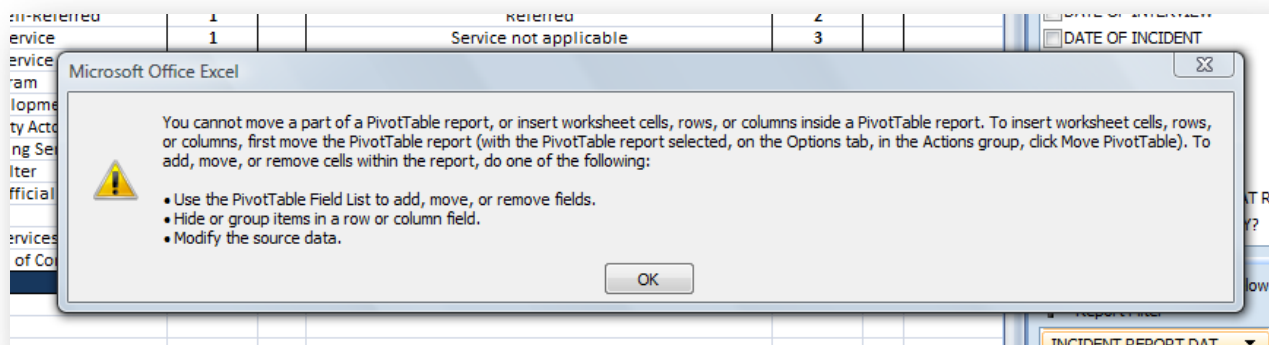
8. Referral Tracking

This worksheet contains seven pivot tables, each table corresponding with one of the seven 'Referral Pathway Data' columns on the Incident Data worksheet:

- Referred to you from?
- Safe House/Shelter
- Health/Medical Services
- Psychosocial Services
- Legal Assistance Services
- Police/Other Security Actor
- Livelihoods Program

The tables are very simple and intended to show just basic information. In fact all the tables on this worksheet use only row labels and no column labels. The first table, Referred to you from?, uses the REFERRED TO YOU FROM? field as its row label. It therefore shows the total number of reported incidents based on which type of organization or agency referred the survivor to you. The other six tables on the worksheet use their corresponding field for the row label. For example, the row label for the table 'Safe House/Shelter' is SAFE HOUSE/SHELTER. Likewise, the row label for the Livelihoods program table is LIVELIHOODS PROGRAM.

Every table in this worksheet has been given the same six Report Filters to enable you to filter the tables as you choose: INCIDENT REPORT DATE (MONTH/YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR), EXCLUDE FROM STATISTICS/ CONSOLIDATION?, ADULT/CHILD AT TIME OF INCIDENT and GBV TYPE. Every table also has a '(blank)' row. Fortunately, no information is missing from the Incident Data worksheet, so no numbers appear in these rows. Pivot tables are created such that you cannot change or edit them in certain ways that you could a normal table. For example, the table will not allow you to remove the (blank) rows by highlighting the row and clicking 'Delete.' Doing so will result in the following message:



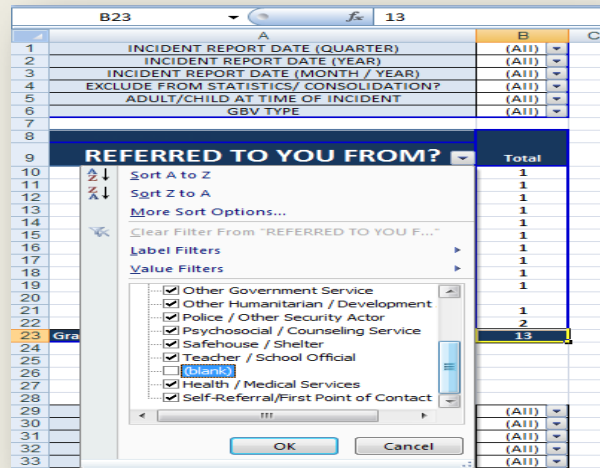
When you do not wish to include these (blank) rows in your tables (or any unwanted rows, for that matter), rather than deleting them, you must filter them out. To learn how to do this, do the following You Try! activity.

5. YOU TRY!

Practice filtering out '(blank)' rows from pivot tables:

On the 'Practice Incident Recorder_v3,' click on the Referral Tracking worksheet tab.

1. On the Referred to you from? table click on the dropdown menu and scroll down until you see the '(blank)' field. Click the box to remove the checkmark and click OK. You have now filtered the blank row from this table. To bring the row back, simply do the opposite.



2. Now practice filtering the '(blank)' row from the remaining six pivot tables.

9. GBV Type by Case Context

This worksheet contains six pivot tables for each of the six case context categories:

- Intimate Partner Violence
- Child Sexual Abuse
- Early Marriage
- Possible Sexual Exploitation
- Possible Sexual Slavery
- Harmful Traditional Practice

The structure of each table is very similar to what we have already seen with the other pivot tables. Each table has the usual five report filters—INCIDENT REPORT DATE (MONTH/YEAR), INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR), EXCLUDE FROM STATISTICS/ CONSOLIDATION?, ADULT/CHILD AT TIME OF INCIDENT)— and uses the Incident ID field in the Values area and the GBV Type field for the row label. The difference, of course, is that each table uses a different column label based on the appropriate case context category listed above.

D14							
	A	B	C	D	E	F	G
1							
2	INCIDENT REPORT DATE (MONTH / YEAR)	(All)			INCIDENT REPORT DATE (MONTH / YEAR)	(All)	
3	INCIDENT REPORT DATE (QUARTER)	(All)			INCIDENT REPORT DATE (QUARTER)	(All)	
4	INCIDENT REPORT DATE (YEAR)	(All)			INCIDENT REPORT DATE (YEAR)	(All)	
5	ADULT/CHILD AT TIME OF INCIDENT	(All)			ADULT/CHILD AT TIME OF INCIDENT	(All)	
6	EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)			EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)	
7							
8		INTIMATE PARTNER VIOLENCE				CHILD SEXUAL ABUSE	
9	GBV TYPE	Intimate Partner Violence	Grand Total		GBV TYPE	Child Sexual Abuse	Grand Total
10	Physical Assault	1	1		Rape	1	1
11	Rape	1	1		Sexual Assault	3	3
12	Grand Total	2	2		Grand Total	4	4
13							
14							

Note: the Harmful Traditional Practice Table allows you to see the different specific sub-categories:

INCIDENT REPORT DATE (MONTH / YEAR)	(All)			
INCIDENT REPORT DATE (QUARTER)	(All)			
INCIDENT REPORT DATE (YEAR)	(All)			
ADULT/CHILD AT TIME OF INCIDENT	(All)			
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)			
	HARMFUL TRADITIONAL PRACTICES			
GBV TYPE	Dowry Demands	Female Genital Cutting / Mutilation	No	Grand Total
Denial of Resources Opportunities or Services			1	1
Forced Marriage	1		1	2
Physical Assault			2	2
Psychological / Emotional Abuse			1	1
Rape			5	5
Sexual Assault		1	2	3
Grand Total	1	1	12	14

10. Trend Analysis

The Trend Analysis worksheet is organized a little differently than the other pivot tables. Thus far, you have had to specify a period of time in order to view the data pertaining to that set period (i.e. month, quarter, year). The purpose of this table is to present GBV data *over time*, in other words, to present **data trends**.

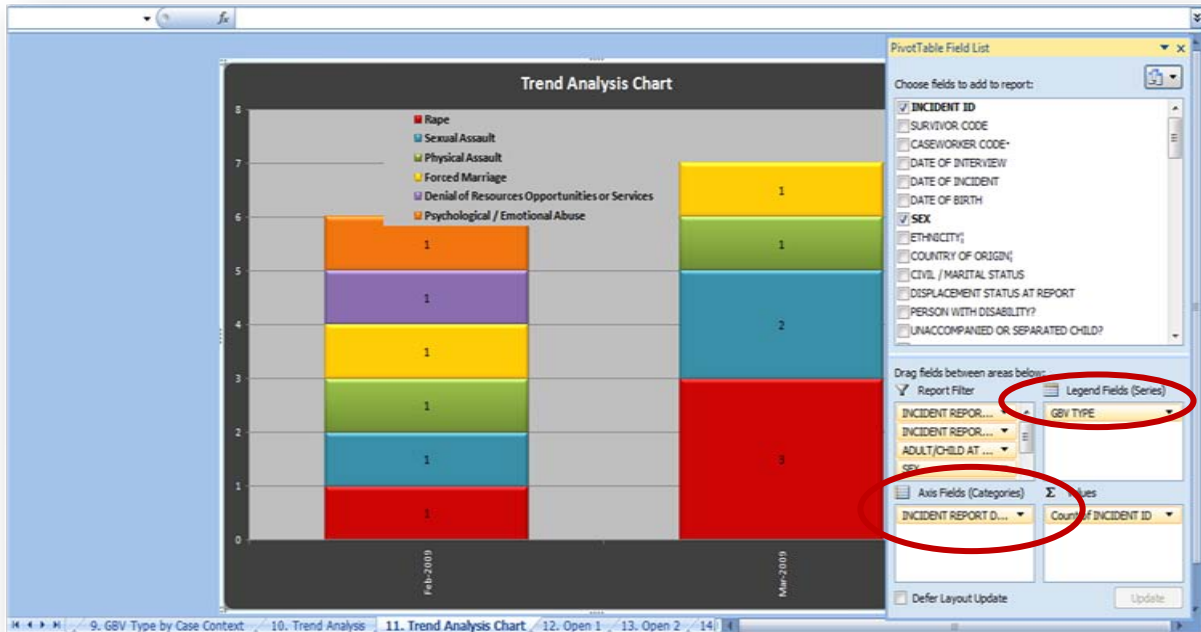
The table uses five report filters—INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR), ADULT/CHILD AT TIME OF INCIDENT, SEX and EXCLUDE FROM STATISTICS/ CONSOLIDATION?—and the Incident ID field in the Values area. It uses GBV TYPE in the Column Labels area and INCIDENT REPORT DATE (MONTH/YEAR) in the Row Labels area. This means that the number of incidents for each GBV type for every month/year is displayed. This is useful because you can easily see how the number of reported incidents according to GBV Type changes over time.

	A	B	C	D	E	F	G	H
1	INCIDENT REPORT DATE (QUARTER)	(All)						
2	INCIDENT REPORT DATE (YEAR)	(All)						
3	ADULT/CHILD AT TIME OF INCIDENT	(All)						
4	SEX	(All)						
5	EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)						
6								
7		GBV TYPE						
8	INCIDENT REPORT DATE (MONTH / YEAR)	Rape	Sexual Assault	Physical Assault	Forced Marriage	Denial of Resources Opportunities or Services	Psychological / Emotional Abuse	Grand Total
9	Feb-2009	1	1	1	1	1	1	6
10	Mar-2009	3	2	1	1			7
11	Grand Total	4	3	2	2	1	1	13
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

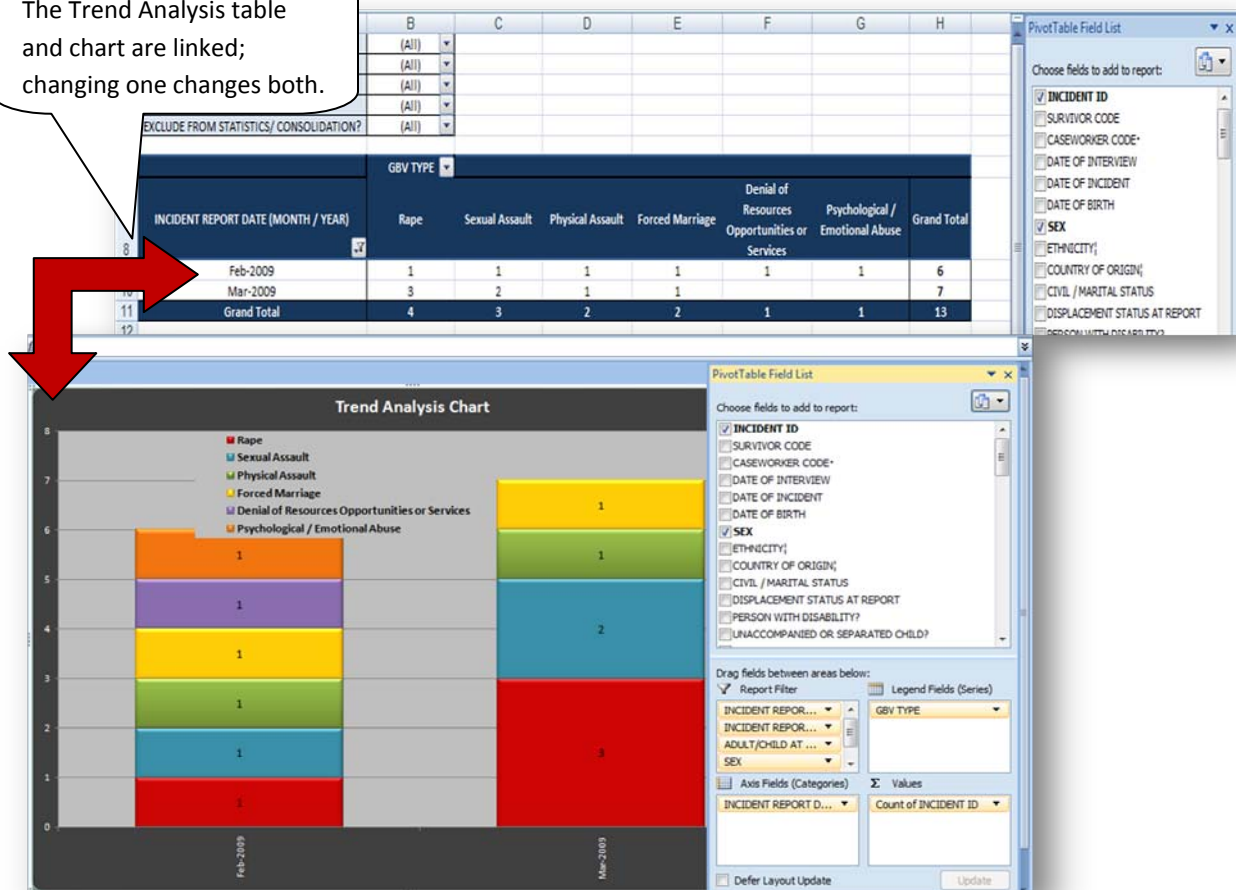
11. Trend Analysis Chart

The Trend Analysis Chart worksheet contains a chart that is ‘directly linked to’ the pivot table in the Trend Analysis worksheet. When changes are made to the Trend Analysis pivot table the changes are automatically and immediately reflected on the Trend Analysis chart. The opposite is also true: changes made to the Trend Analysis chart are automatically and immediately reflected on the Trend Analysis pivot table.

If you click anywhere on the table, you will notice that the PivotTable Field List and the Areas Section appear on the right. These function the same way as with the pivot tables with two exceptions. The ‘Column Labels’ area has been replaced with ‘Legend Fields (Series)’—which contains GBV TYPE—and the ‘Row Labels’ area has been replaced with ‘Axis Fields (Categories)’—which contains INCIDENT REPORT DATE (MONTH/YEAR). The report filters on this chart are the same for the Trend Analysis pivot table: INCIDENT REPORT DATE (QUARTER), INCIDENT REPORT DATE (YEAR), ADULT/CHILD AT TIME OF INCIDENT, SEX and EXCLUDE FROM STATISTICS/ CONSOLIDATION?



The Trend Analysis table and chart are linked; changing one changes both.



6. YOU TRY!

Practice filtering the Trend Analysis pivot table and the Trend Analysis chart:

1. On the 'Practice Incident Recorder_v3,' click on the Trend Analysis worksheet tab and review the data presented in the table. Now click on the Trend Analysis Chart worksheet tab. The data presented here should be the same data you saw presented in the table only in chart format.

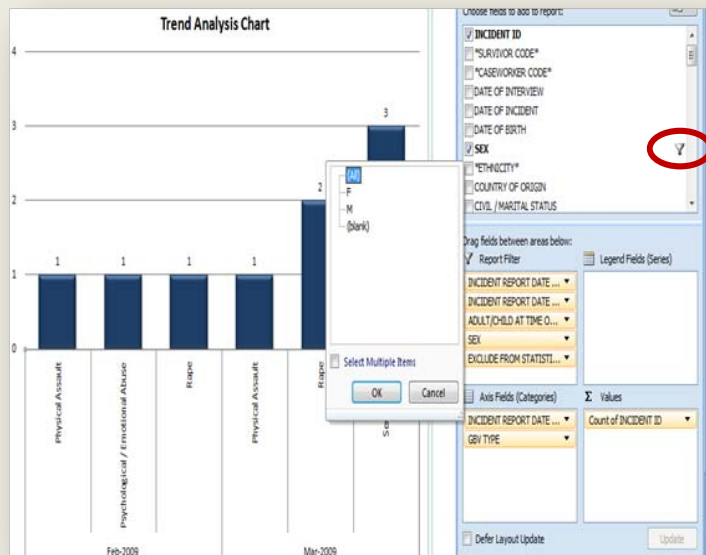
2. Go back to the Trend Analysis worksheet and filter the table to show only data pertaining to females. Review the newly filtered data presented in the table.

The screenshot shows a pivot table with the following data:

	A	B	C
1	INCIDENT REPORT DATE (QUARTER)	(All)	
2	INCIDENT REPORT DATE (YEAR)	(All)	
3	ADULT/CHILD AT TIME OF INCIDENT	(All)	
4	SEX	F	
5	EXCLUDE FROM STATISTICS/ CONSOLIDATION?		
6			
7	INCIDENT REPORT DATE (MONTH / YEAR)		Total
8	Feb-2009		1
9			1
10	Mar-2009		1
11			2
12	Grand Total		3
13			9

A dropdown menu is open for the SEX field, showing options: (All), M, and (blank). The 'Select Multiple Items' checkbox is unchecked.

3. Now click again on the Trend Analysis Chart worksheet tab. You will notice that chart has been automatically changed to reflect the filtered data!
4. Now remove the filter. You can either go back to the Trend Analysis worksheet to remove the filter, *or* you can click on the manual filter button to the right of the SEX field located on the field list and select (All) and click OK.
5. The data on both worksheets—in the table and on the graph—are now unfiltered.



7. YOU TRY!

Click on “6. Monthly Statistics” worksheet tab. Look at the first graph ‘New GBV Incidents reported by month.’ How many total new incidents were reported for the months of January, February and March 2009?

Answer: 15 (2+6+7).



Now click on 10. Trend Analysis worksheet tab. Look at the table and determine the total number of incidents reported in January, February and March 2009.


Answer: 11. (If you look at the Grand Total of the pivot table for the three months, it should read ‘11’).

What’s the problem?! Why does the monthly statistics table report a total of 15 incidents for these three months while the trend analysis table reports only 11? Does this mean that one of the tables is broken?


Answer: No!

Take a moment to see if you can figure out why two numbers are different. These see the answer below.

Answer: The two numbers are different because a filter has been applied to the trend analysis table. If you looked carefully, you probably noticed that there was no incident of ‘Rape’ being reported on the pivot table. You may have also noticed that the button next to ‘GBV TYPE’ is a filter button  and NOT a dropdown menu button: . This means a filter has been applied.

A	B	C	D	E	F	G
INCIDENT REPORT DATE (QUARTER)	(All)					
INCIDENT REPORT DATE (YEAR)	(All)					
ADULT/CHILD AT TIME OF INCIDENT	(All)					
SEX	(All)					
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)					
	GBV TYPE 					
INCIDENT REPORT DATE (MONTH / YEAR)	Sexual Assault	Physical Assault	Forced Marriage	Denial of Resources Opportunities or Services	Psychological / Emotional Abuse	Grand Total
Feb-2009	1	1	1	1	1	5
Jan-2009					2	2
Mar-2009	2	1	1			4
Grand Total	3	2	2	1	3	11

Now click on the filter button and select the ‘Rape’ option. A ‘Rape’ column should appear and the grand total of incidents should now be 15.

	GBV TYPE 						
INCIDENT REPORT DATE (MONTH / YEAR)	Rape	Sexual Assault	Physical Assault	Forced Marriage	Denial of Resources Opportunities or Services	Psychological / Emotional Abuse	Grand Total
Feb-2009	1	1	1	1	1	1	6
Jan-2009						2	2
Mar-2009	3	2	1	1			7
Grand Total	4	3	2	2	1	3	15

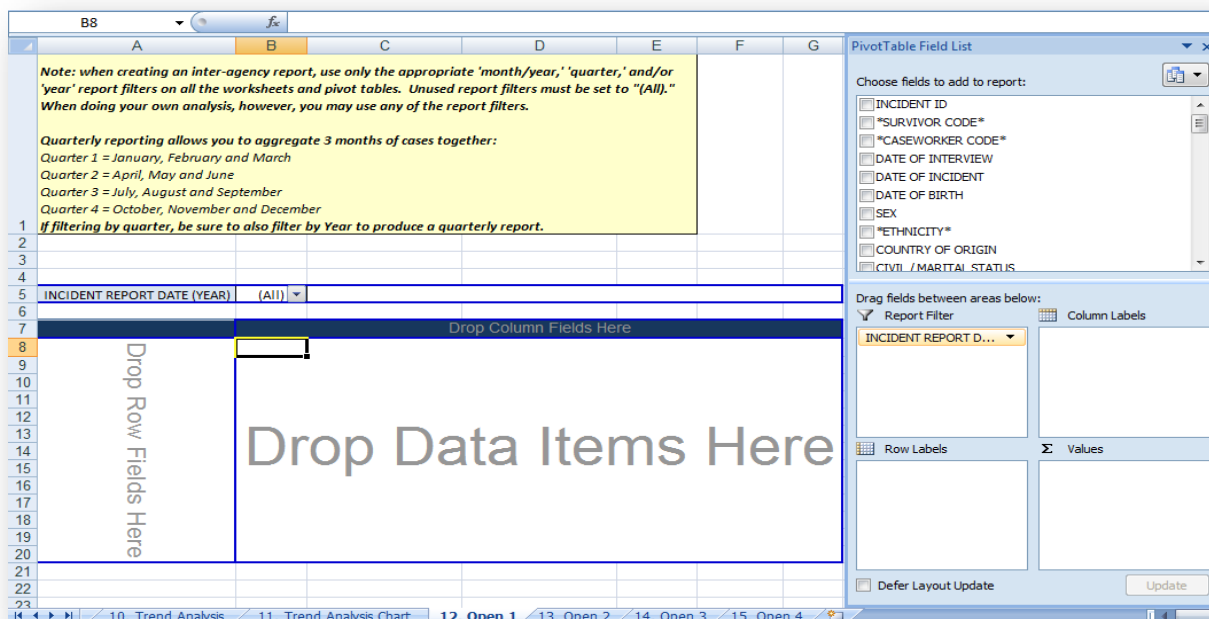
12.—15. Open pivot tables

Worksheets #7-11 have been included on the IR because of the high likelihood that this information will be useful to your organization and required for inter-agency reports (should your organization choose to share information at an inter-agency level). You and your organization should determine:

1. Which tables will be used frequently and therefore should *not* be modified (except for filtering)?
2. Which tables are free to be modified as needed?
3. What additional tables do we need that are not currently provided?

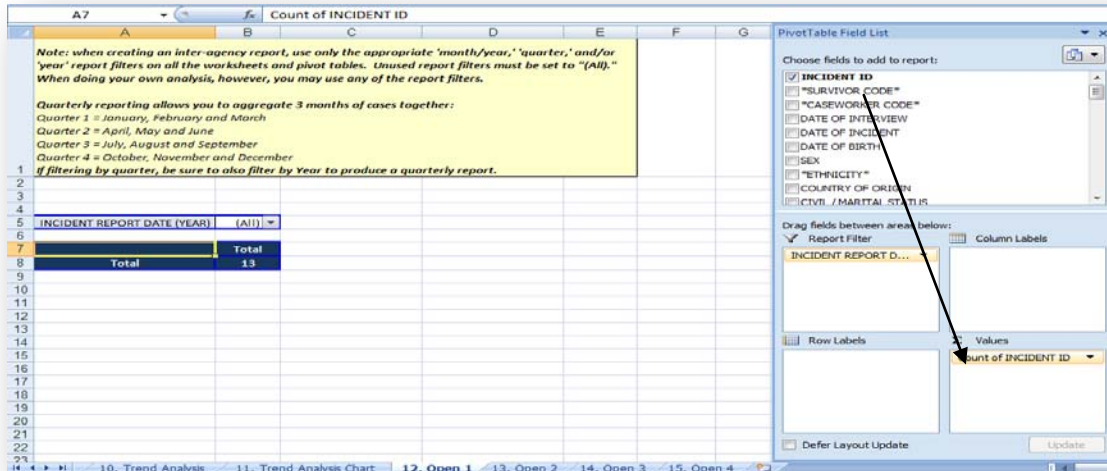
For this third question you are provided with four empty pivot table templates on worksheets #12-15. These are intended for you to use to create your own pivot tables according to the needs of your organization. Pivot tables are flexible and extremely useful tools to use when analyzing your data. You should not be limited in what tables you can and cannot have, and you should always have at least one table available for ad hoc analysis. Instructions on how to create additional tables are given later in this chapter.

To use the table templates, you must first decide what data you want your table to present and how you want it presented. Once decided, click on the desired Open worksheet (e.g. '12. Open 1'), click anywhere within the pivot table area to make the PivotTable Field List and Areas Section appear, and then use them to create your desired table. For example, let's say you want to create a table showing the number of reported incidents according to 'GBV Type' and 'Type of Abduction.' You decide that you want the GBV Type categories to be in rows and the Type of Abduction categories to be in columns. Before beginning, your table will look something like this (One report filter INCIDENT REPORT DATE (YEAR) has already been included for you):

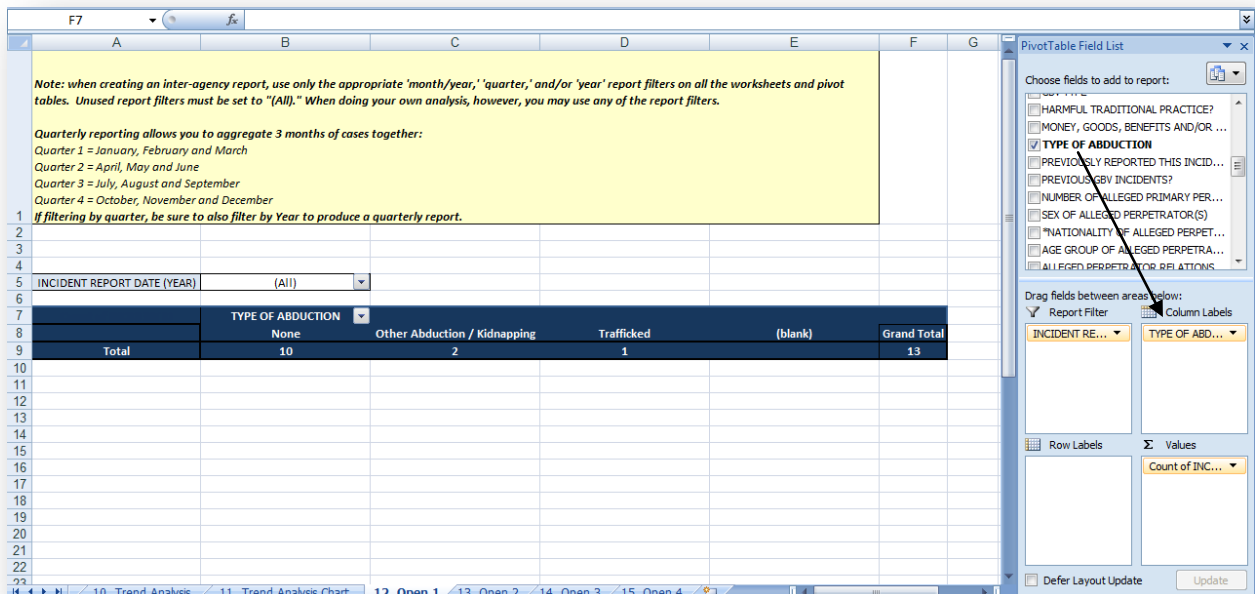


To create your table:

1. Click on the INCIDENT ID (or survivor code if they want to count survivor) field from the PivotTable Field List and drag it into the 'Values' area box in the Areas Section. You should do this because you know that you want the values in your table to show *the number of reported incidents*, and the number of reported incidents is determined by the unique incident ID given to each report at the time of the interview. The table should appear to shrink in size showing only 'Total' values.



2. Click on the TYPE OF ABDUCTION field from the Pivot Table Field List and drag it into the 'Column Labels' area of the Areas Section.



- Click on the GBV TYPE field from the Pivot Table Field List and drag it into the 'Row Labels' area of the Areas Section.

Note: when creating an inter-agency report, use only the appropriate 'month/year,' 'quarter,' and/or 'year' report filters on all the worksheets and pivot tables. Unused report filters must be set to "(All)." When doing your own analysis, however, you may use any of the report filters.

Quarterly reporting allows you to aggregate 3 months of cases together:
 Quarter 1 = January, February and March
 Quarter 2 = April, May and June
 Quarter 3 = July, August and September
 Quarter 4 = October, November and December
 If filtering by quarter, be sure to also filter by Year to produce a quarterly report.

INCIDENT REPORT DATE (YEAR)	(All)
GBV TYPE	TYPE OF ABDUCTION
Denial of Resources Opportunities or Services	1
Forced Marriage	1
Physical Assault	2
Psychological / Emotional Abuse	1
Rape	2
Sexual Assault	4
(blank)	
Grand Total	13

This is now a functioning pivot table! You may, however, choose to add additional report filters:

- Click on the additional desired report filters—e.g. INCIDENT REPORT DATE (MONTH / YEAR), INCIDENT REPORT DATE (QUARTER), ADULT/CHILD AT TIME OF INCIDENT, EXCLUDE FROM STATISTICS/ CONSOLIDATION?—from the PivotTable Field List and drag them to the Report Filter area of the Areas Section. You can change the order of the report filters presented on the table by clicking and moving the fields in the Report Filter area to the desired order.

Note: when creating an inter-agency report, use only the appropriate 'month/year,' 'quarter,' and/or 'year' report filters on all the worksheets and pivot tables. Unused report filters must be set to "(All)." When doing your own analysis, however, you may use any of the report filters.

Quarterly reporting allows you to aggregate 3 months of cases together:
 Quarter 1 = January, February and March
 Quarter 2 = April, May and June
 Quarter 3 = July, August and September
 Quarter 4 = October, November and December
 If filtering by quarter, be sure to also filter by Year to produce a quarterly report.

INCIDENT REPORT DATE (MONTH / YEAR)	(All)
INCIDENT REPORT DATE (QUARTER)	(All)
INCIDENT REPORT DATE (YEAR)	(All)
ADULT/CHILD AT TIME OF INCIDENT	(All)
EXCLUDE FROM STATISTICS/ CONSOLIDATION?	(All)
POSSIBLE SEXUAL SLAVERY	(All)
GBV TYPE	TYPE OF ABDUCTION
Denial of Resources Opportunities or Services	1
Forced Marriage	1
Physical Assault	2
Psychological / Emotional Abuse	1
Rape	2
Sexual Assault	4
(blank)	
Grand Total	13

Should you want to remove fields from the table or modify the table created above, just do the opposite: click on the field that you want to remove in the Areas Section and drag it anywhere in the PivotTable Field List. Another way to remove the field is to simply click the checkmark next to the indicated field in the PivotTable Field List.

8. YOU TRY!

Practice constructing and modifying a pivot table.

On the 'Practice Incident Recorder_v3,' click on the 'Open 1' worksheet tab. Following the instructions above, create the same table showing the number of reported incidents according to 'GBV Type' and 'Type of Abduction.' Your table should look exactly like the table in the image above.

Once finished, you decide that instead of having the table present the number of reported incidents according to GBV type and type of abduction, you want the table to show the number of reported incidents according to the survivors country of origin and sex. Rather than creating a new table, you decide to modify the table you have just created.

1. Click the TYPE OF ABDUCTION field in the Column Labels area and drag it to the PivotTable Field List. Now find the SEX field from the PivotTable Field List and drag it to the Column Labels area (this, by the way is also a very nice table showing the number of reported incidents according to GBV type and sex!).

GBV TYPE	SEX	Grand Total
Denial of Resources Opportunities or Services	F	1
Forced Marriage	M	1
Physical Assault		2
Psychological / Emotional Abuse		1
Rape		4
Sexual Assault		4
(blank)		4
Grand Total		13

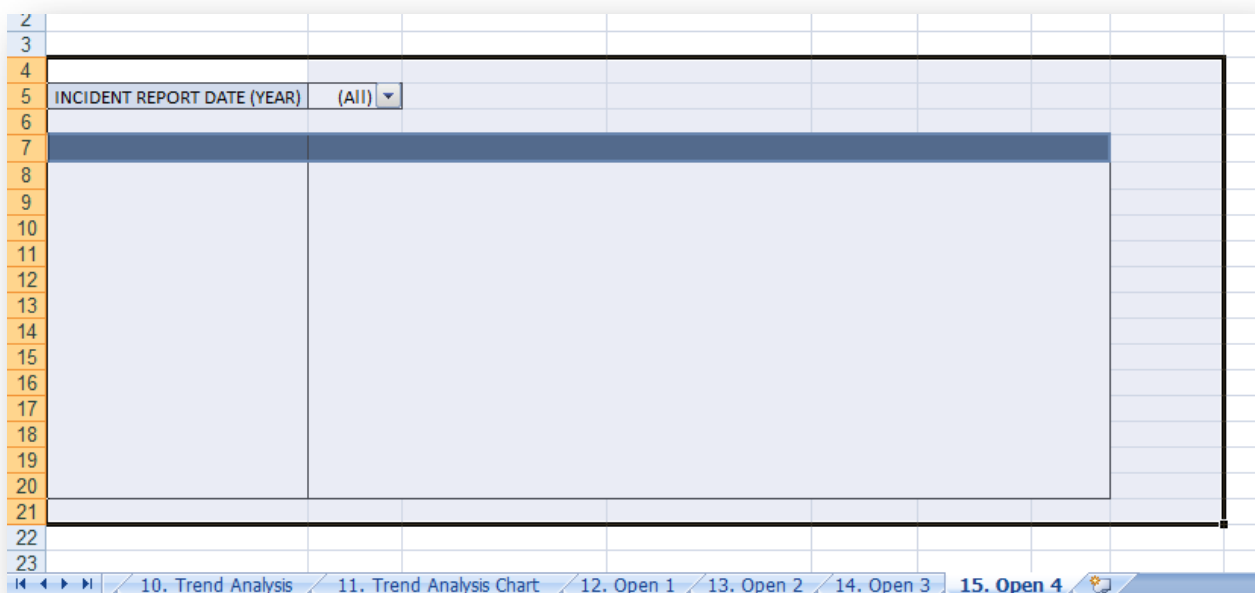
2. Click the GBV TYPE field in the Row Labels area and drag it to the PivotTable Field List. Now find the COUNTRY OF ORIGIN field and drag it to the Row Labels area. Voila, your new table!

COUNTRY OF ORIGIN	SEX	Grand Total
Burundi	F	4
Dem. Rep. of the Congo	M	2
Rwanda		1
Somalia		3
Uganda		3
(blank)		3
Grand Total		13

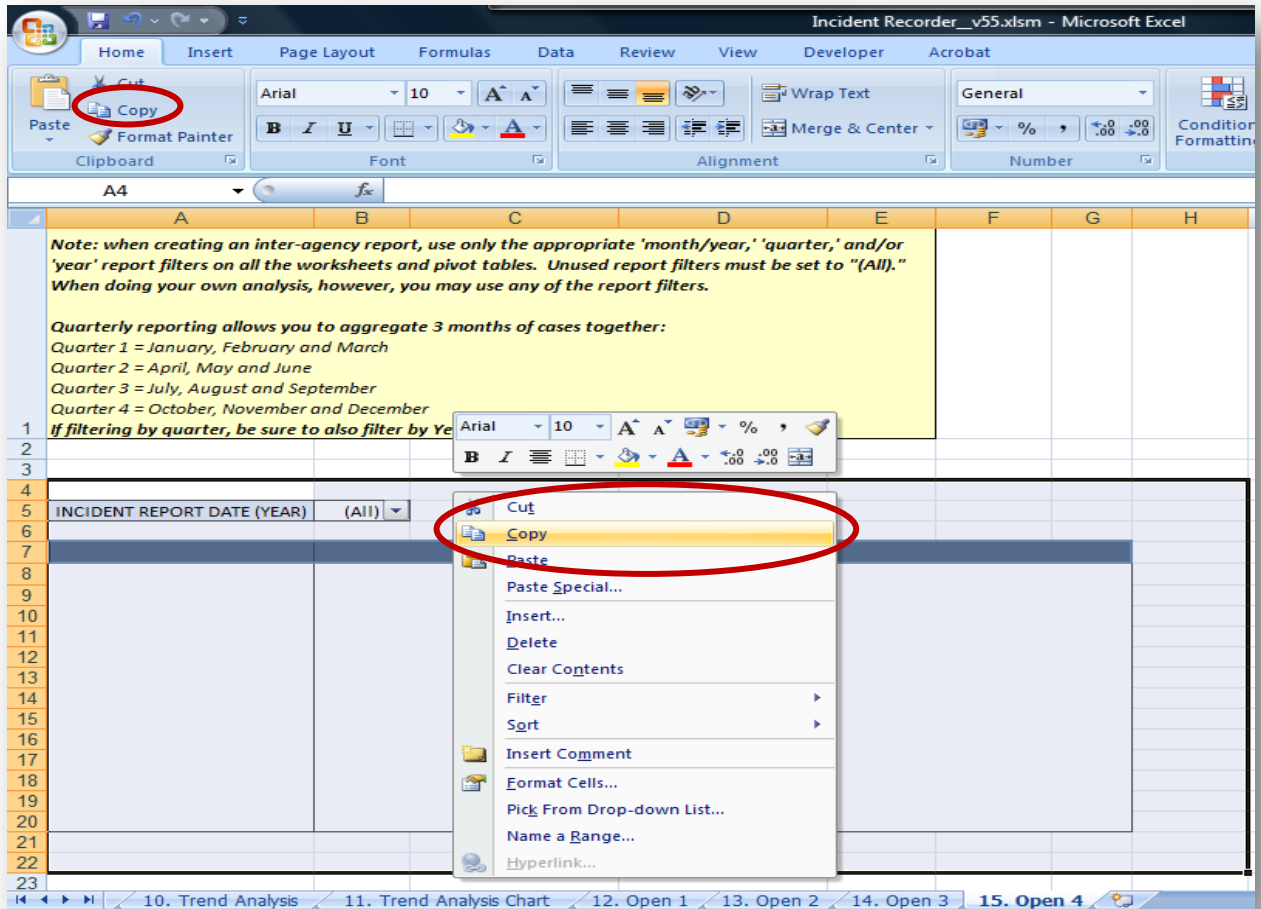
Creating additional worksheets and pivot tables

Should you need more than four additional tables, *do not create a new pivot table from scratch*. This can become complicated, result in data errors, and most importantly double the file size of the incident recorder with each new table. The best and easiest way to 'create' a new table is to copy an existing pivot table and paste it into a new worksheet. To do this:

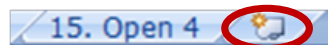
1. Select the table that you want to copy. This could be a table that closely resembles the table you want to create or it could be one of the Open table templates (e.g. '15. Open 4').
2. Highlight the entire table. You may do this by clicking in a cell above the table and dragging your mouse until the entire table is highlighted.



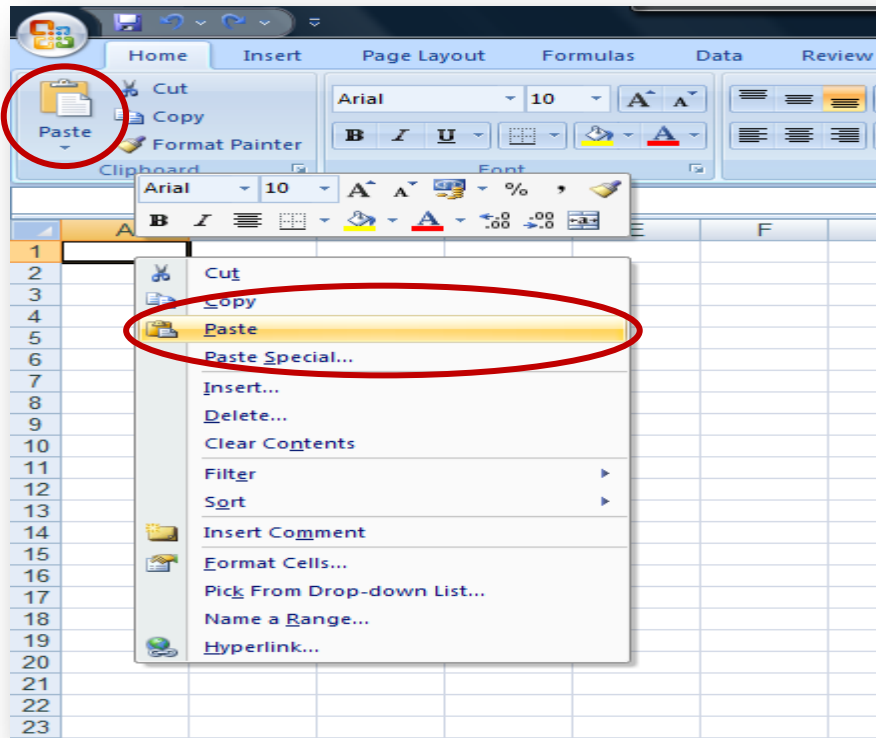
3. Copy the table by either a) pressing Ctrl and 'C' (Ctrl+C) on your keyboard, b) right clicking on the highlighted table and selecting 'Copy' from the menu or c) clicking on the Home tab and selecting 'Copy' from the Clipboard menu.



4. Open a new worksheet by clicking on the 'Insert Worksheet' tab located after worksheet '15. Open 4'.

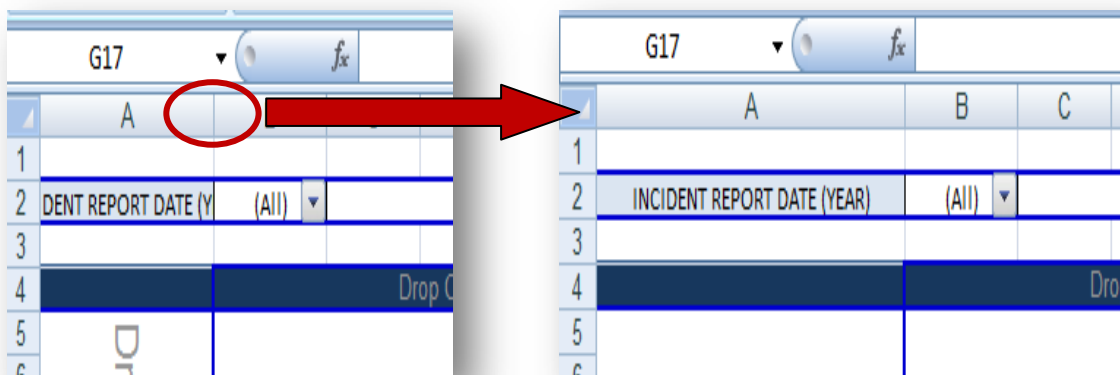


5. Paste the existing table into the new worksheet by either a) pressing Ctrl and 'V' (Ctrl+V) on your keyboard, b) right clicking the cell where you want it pasted and selecting 'Paste' from the menu or c) clicking on the Home tab and selecting 'Paste' from the Clipboard menu.

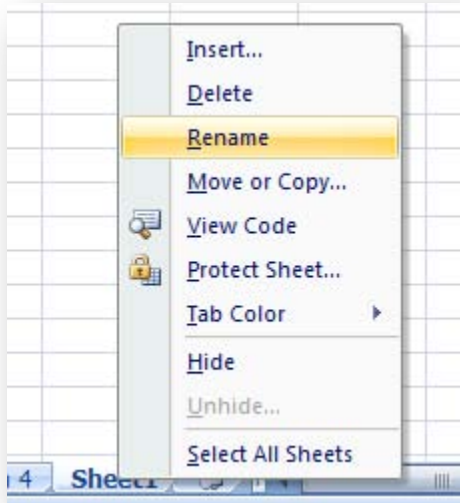


6. Once you have pasted the table into the new worksheet you now have a new table to modify however you choose. Simply click on any cell in the table to make the PivotTable Field List and Areas Section appear and then start modifying.

Remember: You will probably have to change the width of the columns and height of the rows in order read all the text in the cells of the table. To do this, click on the boundary line of the column or row you want to adjust. Drag the mouse to resize the column or row to the size you want.




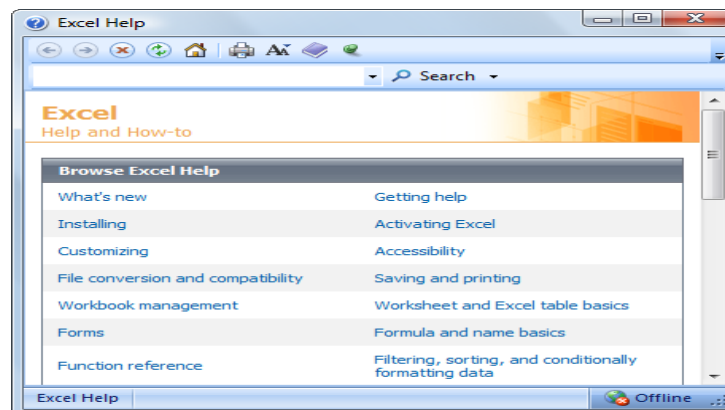
7. It is also a good idea to give the new worksheet a name. Do this by right clicking on the new worksheet tab (e.g. 'Sheet1') and clicking on 'Rename.' Type the desired name and press 'Enter.' Note: to delete a worksheet do the same thing, but select 'Delete' from the menu.



Troubleshooting

If you are having difficulty using the IR or Excel, here are some resources that you might find helpful:

- **Annex E Troubleshooting and FAQs**—Some of the most frequent challenges and frequently asked questions pertaining to using the IR are addressed in the Troubleshooting Annex of this user guide. It is a good idea to look there first for a solution to your issue.
- **Microsoft Office Excel Help**—When you click on this button  in the top-right corner of your Excel workbook, an Excel Help dialogue box will appear. You can browse the contents or type in key words to search according to your specific question.



- **Mr. Excel**—An extremely useful website that can help you learn more about how to use Excel is <http://www.mrexcel.com>.
- **GBVIMS website and online tutorials**—If your organization has applied for and received endorsement to implement the GBVIMS from the Steering Committee, then you have access to the online technical support and tutorials. To access these resources, you must first log in to your account at www.gbvims.org.
- You should always feel free to contact the GBVIMS Steering Committee with specific questions at GBVIMS@gmail.com or via the website at <http://gbvims.org/contact/>.

KEY POINT

For exercises to help you practice using pivot tables, refer to the workbook at the end of the user guide.

Conclusion

KEY POINTS TO REMEMBER

- The IR contains several worksheets intended to help present data that can be easily analyzed and reported. Many of these worksheets contain pivot tables that automatically sort, count and summarize data from the Incident Data worksheet. Once understood, these tables can save you lots of time and effort with your information management.
- It is important that you remember to 'Refresh' your Excel workbook every time you input new data or edit existing data. This will ensure that the tables, charts and graphs present the most current and accurate data.
- When creating new pivot tables, remember to copy, paste and modify existing tables rather than creating new tables from scratch. This will save you time and keep the file size of your Excel document small.