

# **LG Inform – Groups**

## **Groups**

- **Sharing groups**
- **Comparison and display groups**

**April 2017**

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## Types of groups

As a registered user of LG Inform there are several areas of the site you can personalise. These include:

- Sharing groups, which contain one or more people or organisations you want to share a report with.
- A display group, which is a group of authorities that are shown on a component. For example, all authorities in the North East, so that each authority's data is displayed separately.
- A comparison group, which is used to calculate summary statistics for a group of authorities. For example, the average population of all authorities in the North East.

### 1. Sharing groups

Sharing groups can contain one or more people or organisations that you may want to share a report with.

This option is only available to users who are signed into their LG Inform account.

- Sign in to LG Inform <http://lginform.local.gov.uk/>
- Go to my LG Inform, 'preferences'
- Expand the box – 'manage sharing group'.

## Preferences

This page allows you to define key preferences for your LG Inform profile, including your area, logos, sharing groups and more. Your choices here will determine how the rest of the site is presented to you. Please save your changes before leaving this page.

### My area

View details of your default area and LG Inform administrator or change your default area



### Save logo

Upload and edit your organisation's logos for use in your reports



### Manage sharing group

Edit and create your custom groups for use in sharing reports

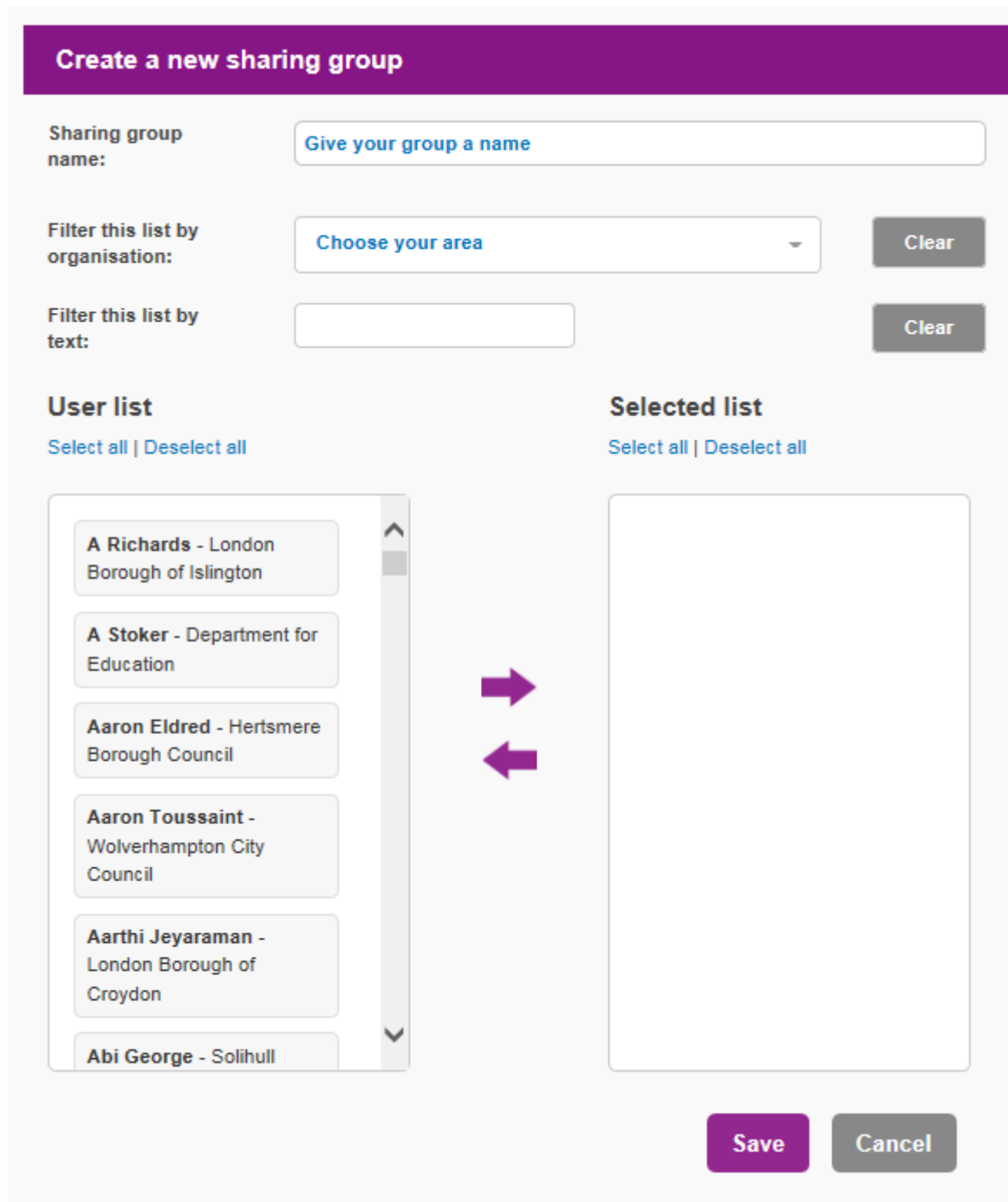


#### My sharing groups

Click the 'Create new group' button to start building your own sharing groups

Create new group

This box will list any groups you have already set up and will give you the option to set up a new group. Click on 'create new group' and the box shown below will become available.



**Create a new sharing group**

Sharing group name:

Filter this list by organisation:

Filter this list by text:

**User list**  
Select all | Deselect all

- A Richards - London Borough of Islington
- A Stoker - Department for Education
- Aaron Eldred - Hertsmere Borough Council
- Aaron Toussaint - Wolverhampton City Council
- Aarthi Jeyaraman - London Borough of Croydon
- Abi George - Solihull

**Selected list**  
Select all | Deselect all

The first step in creating a new sharing group is to give your group a name. You then have the option of filtering either by organisation or by using the text box to determine the list. To add or remove users from your list you simply select their name and use the appropriate arrow for the action you require. You can review and edit this list at any time.

As a result of creating sharing groups, you will be able to share reports you have built and saved in LG Inform with members of the selected groups. The image below shows the options available once you have created and saved a report in the report builder tool.

Click on the 'share' button and the box shown below will open up. From this you can select a group to share your report with.

**Share this report**

Please select who you'd like to share this report with

☐ Private - *Only you can access this report*

☐ My Organisation - *All registered users within your organisation can access this report*

☒ Sharing group - *You can choose from the sharing groups you have created*

Select your sharing group

Add

No results found

☐ All registered local authority users - *All registered local authority users can access this report*

☐ All other registered users - *All other registered users such as government departments and partners can access this report*

☐ Individuals - *You can choose certain people to share this report with*

☐ Area - *You can choose certain areas to share this report with*

☐ Public - *Anyone with a link can access this report*

ApplyCancel

Alternatively, you can create a sharing group from within your report, by clicking 'share', 'sharing groups' and then 'create new group'. You will then see the same pop up box and can then choose who to share your report with.

## 2. Comparison and display groups

A display group is a group of authorities that are shown on a component (chart, map or table) for example, all authorities in the North East, so that each authority's data is shown separately.

A comparison group is used to calculate summary statistics for a group of authorities. For example, the average population of all authorities in the North East.

The system is pre-loaded with a number of standard comparison groups, however, if the one you would like is not available you can create a new group by selecting create new

group. Then select (using the drop down) the areas you would like to be included. You can then use this group when you are building a report.

There is no limit to the number of comparison and display groups you can create and these can be edited at any time and new areas added or removed as needed.

## To create your own comparison or display group

- Sign in to LG Inform <http://lginform.local.gov.uk/>
- Go to my LG Inform, 'preferences'
- Expand the box – 'manage comparison and display group'.



### Manage comparison and display groups

Create and edit your comparison and display groups and choose your default group

#### My comparison and display groups

Click the 'Create new group' button to start building your own comparison and display groups

Alex London group



Create new group

Select your default group

All local authority districts in South West

Save

- Click on the 'create new group' and a light box will pop up.

The screenshot shows a 'Create a new display group' dialog box. At the top is a purple header with the title. Below it, there's a text input for 'Display group name:' with a placeholder 'Give your group a name'. Underneath are two filter sections: 'Filter this list by comparison group:' with a dropdown menu showing 'Choose your area' and a 'Clear' button, and 'Filter this list by text:' with a text input and another 'Clear' button. The main area is split into two columns: 'Area list' on the left and 'Selected list' on the right. The 'Area list' has a 'Select all | Deselect all' link and a scrollable list of area names: Aberdeen, Aberdeenshire, Adur, Amber Valley, Angus, Argyll and Bute, Arun, Ashfield, and Ashford. The 'Selected list' also has a 'Select all | Deselect all' link and is currently empty. Two purple arrows, one pointing right and one pointing left, are positioned between the two lists. At the bottom right are 'Save' and 'Cancel' buttons.

- Give your group a suitable name that you will recognise when you use it next time.

You then have two options:

- In the box titled filter this list by comparison group, select a group of authorities, for example, selecting all local authorities in the North West will display the relevant local authorities in that area. From this list, click on those you want and then click the purple arrow pointing to the right.  
You can filter this list further by using the text box. Type in the names of the authorities you are interested in, and they will appear in the area list on the left, click the purple arrow pointing right to move them over.
- You can also scroll through the whole list of authorities in the area list and click on those that you want to select. When you have clicked on an authority it will turn pink and when you have selected all those you want, click on the purple arrow pointing right to move them across.

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You can de-select any authority by clicking on it and then using the purple arrow pointing to the left. If you change your mind completely you can use the de-select all button.

When you are happy with your list click on 'save' and your group will be saved.

You can use this group straight away when you are building a report or editing a pre-existing one. Either work through the report builder wizard until you get to the 'select other display areas' option and find your group in the list.

**Add chart**

Select data

?

+

Select area

?

–

Select principle area for your chart and, if required, supplementary areas or groups. You must select at least one lead area or display group below.

**Your lead area:** ?

Lewisham

**Select other display areas:** ?

Alex London group

Add

[Create new display group](#)

Next

The report will now show data for your lead area and the authorities in your new display group.

Or you can create a new display group from within the report. If you select the 'create new display group' option, shown in the screen shot above, the same light box will open up and you can create your group.

If you want to use your new group as a comparison group, you can find it in the 'compare against' section in the report wizard.

The screenshot shows the 'Compare against' section of a report wizard. It features a 'Summary type' dropdown menu with 'Total' selected and an 'Add' button. Below this is a 'Displayed as' dropdown menu with 'Bars' selected. A 'Comparison group' dropdown menu is set to 'All areas displayed'. A search bar with the text 'ale' is visible, and a list of comparison groups is displayed below it. The 'Alex London group' is highlighted in the list. Other groups in the list include Allerdale, Aylesbury Vale, Calderdale, Derbyshire Dales, Mid & W Wales Fire, and N Wales Fire.

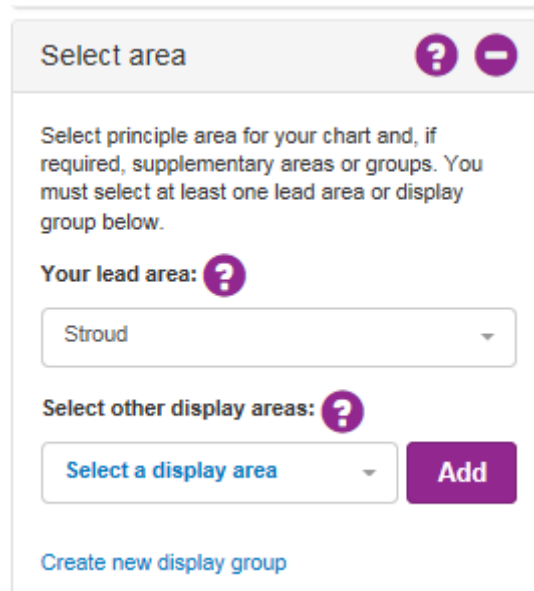
When creating a new report once you have selected your metric, area and type of component you will see the section titled 'compare against'. It is in this list that you will find your group and will be able to utilise it in a calculation.



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## Creating a new group from inside a report

Alternatively, you also have the ability to create a new group when you are in the middle of writing a report. If you are in the 'select area' section of the report wizard, there is a link titled 'create new display' group. If you click on this the same light box pop up will display and you can create a new group.



The screenshot shows a light gray dialog box titled "Select area" with a question mark icon and a close button in the top right corner. Inside the dialog, there is instructional text: "Select principle area for your chart and, if required, supplementary areas or groups. You must select at least one lead area or display group below." Below this, there is a section labeled "Your lead area:" with a question mark icon, followed by a dropdown menu currently showing "Stroud". Underneath, there is a section labeled "Select other display areas:" with a question mark icon, followed by a dropdown menu labeled "Select a display area" and a purple "Add" button. At the bottom of the dialog, there is a blue link that says "Create new display group".

This new group will show up in your preference tab under 'my LG Inform', so that you can use it in other reports.

If you amend any of the groups you have set up, any reports that contain them will also update.

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**For more information please contact**

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