

LG Inform – Personalisation



March 2017

Personalisation


There are many areas of the system that can be personalised by registered users of LG Inform, and these can be found under the tab 'my LG Inform'; these are described in more detail below.

My LG Inform, preferences – my area

[Home](#) | [My LG Inform](#) | [Preferences](#)

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

Your default area:


Westminster

Your administrator:
ian.carbutt@local.gov.uk


Save

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

Manage comparison and display groups 

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

My areas of interest 


Select filters from this list of services to be applied by default to your search


In this section you can change the default area for the system. Normally this will be your registered organisation, but as some users may work across authorities this enables you to switch if needs be without having separate accounts.

My LG Inform, preferences – save logo

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


Add a new logo

Add new or edit existing logos to use in your reports


LGA  

Manage sharing group 
Edit and create your custom groups for use in sharing reports

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

My areas of interest 
Select filters from this list of services to be applied by default to your search

In this section you can upload up to 20 logos, and you can then access these when writing reports.

The logos that you upload can be a gif, .jpg or .png format and should be no more than 500kb in file size. You can set them to appear on the left or right of your report to fit with the guidelines for your authority.

If you require multiple logos in your report you can create a combined image and upload this for use.

My LG Inform, preferences – manage sharing group

You can set up personal sharing groups of people that you want to share reports with. Once these groups are set up you can then use them when you have built a report.

To set up a group you maximise the 'manage sharing group' option in 'preferences' and select 'create new group'. This will then open up the light box shown below.

The screenshot shows a 'Create a new sharing group' light box overlaid on the 'My LG Inform' preferences page. The light box has a purple header and contains the following elements:

- Sharing group name:** A text input field with the placeholder 'Give your group a name'.
- Filter this list by organisation:** A dropdown menu with the placeholder 'Choose your area' and a 'Clear' button.
- Filter this list by text:** A text input field and a 'Clear' button.
- User list:** A list of users with checkboxes, including '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', and 'Abi George - Solihull Metropolitan Borough Council'. It includes 'Select all' and 'Deselect all' links.
- Selected list:** An empty list box with 'Select all' and 'Deselect all' links.
- Navigation:** Two purple arrows pointing between the 'User list' and 'Selected list'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

The background page shows the 'Preferences' section with options like 'My area', 'Save logo', 'Manage sharing', 'My sharing groups', 'Manage components', 'My areas of interest', and 'Site links'.

You are then able to select an organisation from the drop down and choose the people you want to add to your sharing group.

There is no limit to the number of sharing groups you can create, so you may want to build them for colleagues within your team or directorate, members of a benchmarking club or partners; any changes you make to these reports will instantly update the sharing permissions you have assigned to individual reports.

This list can be edited at any time through this page and people can be added or removed by highlighting individual names and using the purple arrows to move them from or to the group.

My LG Inform, preferences – manage comparison and display groups

A display group is a group of authorities that are shown on a component. For example, all authorities in the North East on a bar chart, so that the data for each authority 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' and then selecting from the drop down list the areas you would like to be included. You can then use this group when you are building a report.

The screenshot shows a modal window titled "Create a new display group" overlaid on the "Preferences" page of the "My LG Inform" system. The modal contains the following elements:

- Display group name:** A text input field with the placeholder "Give your group a name".
- Filter this list by comparison group:** A dropdown menu with the placeholder "Choose your area" and a "Clear" button.
- Filter this list by text:** A text input field and a "Clear" button.
- Area list:** A list of available areas with "Select all" and "Deselect all" links. The areas listed are: Aberdeen, Aberdeenshire, Adur, Allerdale, Amber Valley, Angus, Argyll and Bute, Arun, Ashfield, Ashford, and Avon Fire.
- Selected list:** An empty list with "Select all" and "Deselect all" links.
- Navigation:** Two purple arrows (one pointing right, one pointing left) are positioned between the "Area list" and the "Selected list".
- Buttons:** "Save" and "Cancel" buttons are at the bottom right of the modal.

The background "Preferences" page includes sections for "My area", "Save logo", "Manage sharing", "Manage comparison", "My comparison and", and "My areas of interest".

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

My LG Inform, preferences – my areas of interest

After maximising the 'my areas of interest' section, any options selected here will be pre-filtered in the search, notifications and metric lists to show only your areas of interest. By default, no areas are selected so you will receive information about all subject areas. By selecting any particular areas you are personalising the information that is shown to you.

My areas of interest

Select filters from this list of services to be applied by default to your search

<input type="checkbox"/> Advice and benefits	<input type="checkbox"/> Environmental protection	<input type="checkbox"/> Housing
<input type="checkbox"/> Benefits	<input type="checkbox"/> Pollution control	<input type="checkbox"/> Council and community housing
<input type="checkbox"/> Business and employment	<input type="checkbox"/> Street care and cleaning	<input type="checkbox"/> Homelessness and prevention
<input type="checkbox"/> Business rates	<input type="checkbox"/> Waste management	<input type="checkbox"/> Housing advice
<input type="checkbox"/> Careers and employment	<input type="checkbox"/> Government, citizens and rights	<input type="checkbox"/> Multiple occupancy homes
<input type="checkbox"/> Community safety	<input type="checkbox"/> Communications and publicity	<input type="checkbox"/> Leisure and culture
<input type="checkbox"/> Criminal justice	<input type="checkbox"/> Complaints and compliments	<input type="checkbox"/> Libraries
<input type="checkbox"/> Emergencies	<input type="checkbox"/> Consultations	<input type="checkbox"/> Religion and culture
<input type="checkbox"/> Fire safety	<input type="checkbox"/> Democracy	<input type="checkbox"/> Licences, permits and permissions
<input type="checkbox"/> Neighbourhood security	<input type="checkbox"/> Equality and diversity	<input type="checkbox"/> Building and construction
<input type="checkbox"/> Police services	<input type="checkbox"/> Municipal operation	<input type="checkbox"/> Food
<input type="checkbox"/> Youth offending	<input type="checkbox"/> Policy and performance	<input type="checkbox"/> Planning and building control
<input type="checkbox"/> Education and learning	<input type="checkbox"/> Statistics and census information	<input type="checkbox"/> Building control
<input type="checkbox"/> Adult education and lifelong learning	<input type="checkbox"/> Taxation	<input type="checkbox"/> Development control
<input type="checkbox"/> Early years and childcare	<input type="checkbox"/> Health and social care	<input type="checkbox"/> Planning policy
<input type="checkbox"/> Educational support	<input type="checkbox"/> Adult services	<input type="checkbox"/> Transport and highways
<input type="checkbox"/> Higher education	<input type="checkbox"/> Care homes, supported and sheltered housing	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Schools	<input type="checkbox"/> Carers	<input type="checkbox"/> Public transport
<input type="checkbox"/> Special education needs	<input type="checkbox"/> Children and family care	<input type="checkbox"/> Road safety
	<input type="checkbox"/> Doctors, GPs and hospitals	<input type="checkbox"/> Transport schemes
	<input type="checkbox"/> Health and medical advice	

Save

Although these selections will restrict the metrics you see when building a report or searching, you can override these at any time; within search you can select 'clear all filters' and in report builder you can tick the option 'clear filters'. Removing filters in this way is a temporary change and when you next sign into LG Inform your preferences will be reinstated.

My LG Inform, edit dashboard

You can access the ability to edit your dashboard through the 'my LG Inform' tab, or from the dials displayed on your homepage by selecting 'edit dashboard'.

Dashboard

Edit dashboard

Manage the title, description and content of your homepage dashboard

Dashboard title

Dashboard description

Select metrics

Choose a metric

Add

Reset your dashboard to LGA defaults | Clear the metrics from your list

Currently selected metrics:

- Achievement of 5 or more A*-C grades at GCSE or equivalent, including English and Maths
- Overall employment rate (working-age)
- Children looked after rate, per 10,000 children aged under 18
- Under 18 conception rate
- % of children in year 6 who are obese
- Percentage of household waste sent for reuse, recycling and composting

Select your area

Westminster

Performance measurement scale

Quantiles

Number of bands

4

Comparison group

All London Boroughs (excl City)

Report link

Search for reports

Save

Cancel

Within this section you can select up to six metrics from the system, arrange them in order of appearance, pick an area you want the dashboard to relate to (by default this will be the one that you have registered as), choose a calculation method that controls how the RAG status is applied and set the comparison group.

On this mini-dashboard, you will be able to select a specific report of your choosing to link to. The LGA will author a number of possible reports and styles, which you can pick from, but you can also create your own detailed report/dashboard and link to that instead.

If you make any changes and then save them, the next time you visit the homepage it will show your customised dashboard. If you ever want to return to the LGA default, there is a reset all option to do so.

Edit profile

The 'edit profile' option can be accessed by selecting the drop down from your name in the top right hand corner of your screen. From here you can change your password, or any of the details that are held about you in the system.. You can also opt to receive occasional updates from LG Inform via email. If you opt in you will receive a monthly newsletter about LG Inform and LG Inform Plus giving you details of upcoming training, site updates and other useful information.

Local Government Association

LG Inform & LG Inform Plus
powered by esd

home
my profile
change password

My profile

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UPDATE

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