

## Where to Start with Reporting in Lamplight

There are 3 main places in Lamplight to go to answer to reporting questions, and where you go will depend on what type of question it is.

Make sure that you have the question clear in your head before you begin to look for the answer.

### Reports

Reports answer 'how many?' Questions. For example,

(depending on your data) you could run a report to show how many sessions happened in the last 6 months, how many referrals were made and received, how many women have seen positive change due to your services, how much time was spent in total by staff on advice sessions etc. The answer to each of these questions will be a number.



### Groups/Lists

Groups/lists are best for 'Who?' type questions. For example, (again, depending on your data)

'Who are the men with support needs aged 25-35?'

Basic groups filtered using profile details could be used to create a mailing list based on consent received, or to identify volunteers whose DBS will expire in the next month.

More advanced groups can be used by staff analysing activity records, for example to create a list of service users referred that year.

Data views are used to show more information about the group/list you have created. For example, in a simple data view for your group of referees, you might show what specific support needs they presented with. A more complex data view could use activity records to show how much time has been spent with your referees and the impact you've had on them.

### Activity Records

Your activity records include work, referrals, cases etc. You can view these in tables where you can see the details of what has happened and individual sessions. You can add columns to the table, as well as filtering your records by date, work area and other custom fields.



These are also useful if you're looking back to verify the data that's been recorded.