

## Instructions for building tables, charts, and maps in EDDIE

(Short version):

To access the EDDIE site, just follow the link (<https://www.phaim1.health.pa.gov/EDD/>).

### Navigating First Set of Menus:

1. Please start by selecting a group from the menu labeled “1: Select a Group”. This menu is used to narrow down the selections of the second menu.
2. Then select a dataset from the menu labeled “2: Select a Category”.
3. Then from the menu labeled “3: Select a Geography”, select a geographic breakdown.
4. Next, select a report style from the menu labeled “4: Select a Report”. These include tables, along with charts and maps when appropriate..
5. Finally, click the “Next” button to proceed to the next page

### Table, Chart, and Map Construction on Second Set of Menus:

Please note, different data sets (e.g., birth, BRFSS, cancer, deaths, etc.) will have unique menu items to choose from.

Starting at menu “1” and proceeding in order, select the appropriate items for each menu. Some menus allow multiple selections. Note, you may need to hold down the Ctrl or Shift key and then click on the multiple items. To automatically select all the items available, check the “Select All” box above the menu, when available. At times, there will be green hyperlinks, which provide more information on a menu’s topic. In addition, you may click on any menu name for more information about that menu. There is also a check box at the top of the page labeled “Menu Notes.” By checking this box, some notes on the page will be shown.

After all menu items have been selected, click the “Create Table”, “Create Chart”, or “Create Map” button. This will create a table, chart, or map below the selection menus. If you don’t see a table, chart, or map, try scrolling down. If a table, chart, or map is still not being displayed, keep in mind that, the more records being queried, the longer a query may take. If a large query is taking too long to return a table, chart, or map, try narrowing it down or breaking it into several smaller queries.

### Table, Chart, and Map Functions

Once you have created a table, there are a few things to notice and utilize to better analyze your data. Each column has two arrows to the right of the column name for sorting. To sort the column in ascending or descending order, simply click the arrow symbol next to the column name you wish to sort.

Click on the name of a column to activate a pop-up window with an explanation of that column.

There are footnotes at the bottom of the table explaining any missing values or any other valuable information pertaining to that particular table.

You also have the ability to Export the data table. Click on the export button  that is located above the table. There are five types of output you can choose from: a PDF file that can be opened in Adobe Acrobat Reader, an Excel document file, a Word document file, a pipe delimited text file, a TIFF image file, and a comma separated value (CSV) file that can be opened in a text editor or spreadsheet software. When Excel is chosen from the drop down list, the resulting file will contain much of the formatting of the visual table on the website, so it is recommended that CSV be chosen to export if further data manipulation in a spreadsheet is needed.

When creating a chart, in addition to much of the functionality found in the tables interface, there are “Chart Settings”, where you can select either bar or line charts to represent your selected data, and when creating a map, “Map Settings” will allow you to select data classification types, color palettes, and transparency percentages.