Using the Campaign Tracking Tools:
Submitting Data on the Website

November 29, 2016

Use these instructions at the end of EACH MONTH to submit data to the Campaign website for the goal(s) on which you are working.

1. Before you begin, **open** the Tracking Tool (Excel workbook) for which you want to submit data. Do a quick **review** to ensure that the information entered in your Tracking Tool is accurate and complete.

   ⇨ Not using the Campaign Tracking Tool for your goal(s)? Get them here:

   https://www.nhqualitycampaign.org/trackingTools.aspx

2. **Print** the DataForWebsiteEntry tab from your Tracking Tool. (If you are working on the Hospitalizations goal, print the tab with the month name for the data you are ready to submit – check the dates on the monthly tab and ensure that your data is complete and ready to enter on the website.)

3. Follow the instructions on the DataForWebsiteEntry tab (or monthly tab, in the case of the Hospitalizations Tracking Tool).

   a. Go to the NNHQI Campaign website www.nhqualitycampaign.org

   b. Log in with your username and password. Account Access Help

   c. Click the "Enter Data" icon on the website home page

4. Please review the instructions at the top of the webpage. Then, select the month and/or year to activate the data entry screen. Enter your data for the month for each stay type, as appropriate.

5. Once your data have been typed into the appropriate boxes, click the SUBMIT button at the bottom of the screen and check that your data were submitted successfully.

6. Now, find the yellow button 'View Trend Graphs' to check your progress.

Tips and Tricks

⇨ Read the information on your Data Entry page. Importantly, do not include percent signs; blanks and "n/a" are the same; and zeros are not the same as blank or "n/a."

⇨ Submission not successful? Return to data entry. The cell(s) causing the problem will be highlighted pink. Hover your mouse over the cell to see a hint. Edit the cell or cells and SUBMIT. Having trouble? Contact the HelpDesk.

⇨ Make a mistake? The data you enter are editable – even the past months.

⇨ Look for the download button to download all data you have ever entered in a single Excel file.

This is your download button.

⇨ View your trend graphs to monitor your project.

Look for this button.

⇨ Use the download button on the Trend Graphs screen to download the image to share, look for opportunities, and celebrate! (Button will not display in Internet Explorer 9.0 earlier, see alternate instructions displayed on webpage.)

This is your download button.