

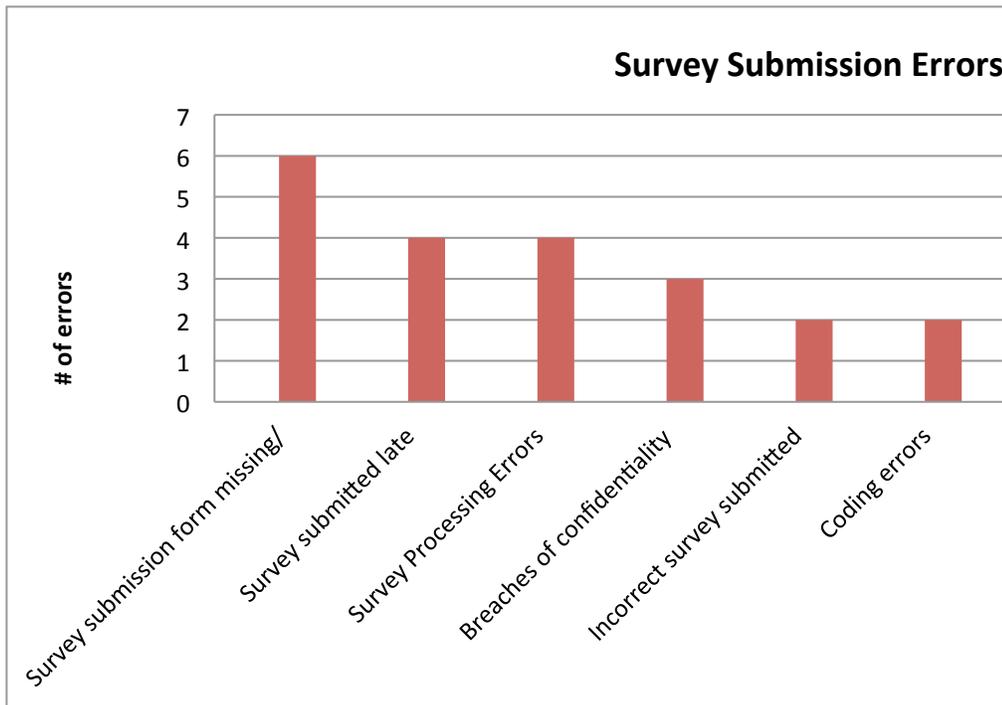
# Pareto Chart Template

Graph Title **Survey Submiss**  
 Y-Axis (Vertical) Title **# of errors**

Reasons it Occurs	Number of Times
Survey submission form missing/incomplete	6
Survey submitted late	4
Survey Processing Errors	4
Breaches of confidentiality	3
Incorrect survey submitted	2
Coding errors	2

### Instructions for Using Ter

- Enter your graph title and y-axis (vertical) label into the orange cells.
- Enter the "Reasons that things occur" in the green cells.
- Enter "Number of times it occurs" in the blue cells.
- Sort the data from highest to lowest.
  - You can sort the data manually by cutting and pasting the info in the cc
  - You can also sort electronically by:
    - Highlighting all rows that contain data.
    - Clicking on the Data tab at the top of the Excel page.
    - Clicking on Sort ; then Sort by *number of time and* Order numbe



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ers from *largest to smallest*.

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