

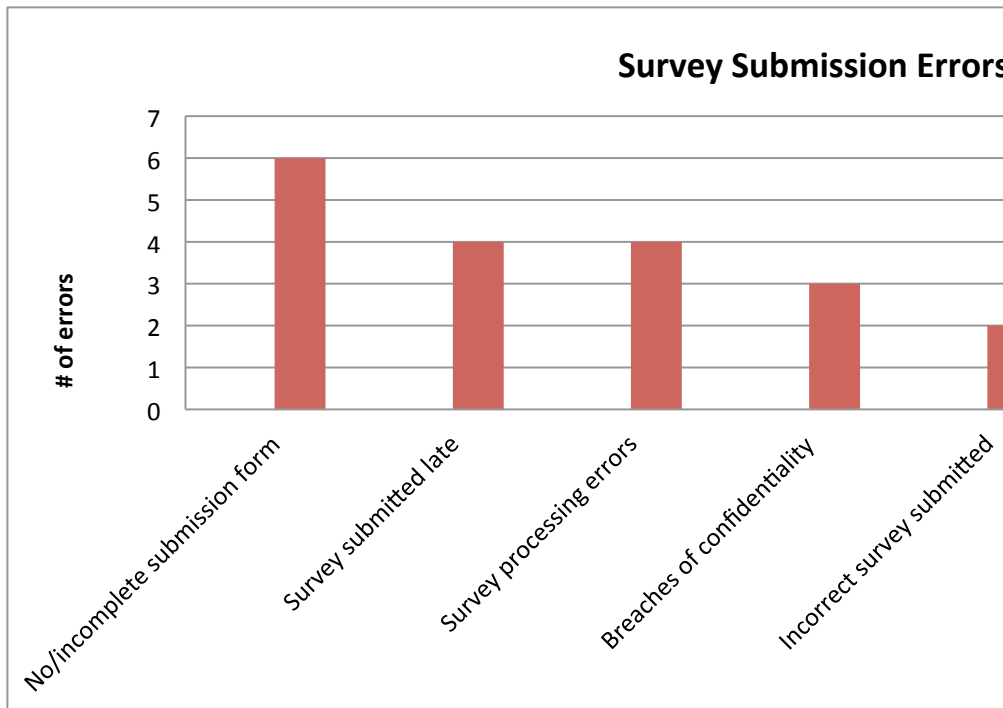
Pareto Chart Template

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

Reasons it Occurs	Number of Times
No/incomplete submission form	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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orrect order.

ers from *largest to smallest*.

