



GIG
CYMRU
NHS
WALES

Iechyd a Gofal
Digidol Cymru
Digital Health
and Care Wales

Information Delivery Guidance for using our dashboards

September 2025

Information Delivery dashboards

The Information Delivery team produce a variety of dashboards ([link](#)).

Most of these dashboards function in a similar way and share common features.

This guidance is for general use of our Power BI dashboards.

For specific guidance, or guidance for non-Power BI dashboards, please look within individual dashboards.



1. [Navigation](#)
 - [Publicly Available Dashboards](#)
 - [Restricted Access Dashboards](#)
2. [Pages](#)
3. [Features on data pages](#)
4. [Features on data pages continued](#)
5. [Icons](#)
6. [Filtering data](#)
7. [Visualisations](#)
8. [Data export](#)



Click on this icon on any page to return to contents page



Click to View:

- NHS Beds by Provider and Year
- NHS Beds by Specialty and Year
- NHS Beds Summary

For more information:

- Notes and Definitions
- Caveats
- Glossary

1 of 7

Notes and Definitions

These notes and definitions have been designed to give an overview of the data shown in this dashboard. Please refer to the [NHS Wales Data Dictionary](#) for clarification of the terms used throughout this publication.

Bed Days Data

The bed days data within this dashboard is taken from the QS1 dataset, which contains aggregate data on patient throughput and bed utilisation at NHS hospitals, clinics and units in Wales.

This data is submitted to DHCW on a monthly basis, and represents the average daily figures for the given month.

The dashboard contains the following measures:

Average Daily Available Beds – This is the average daily number of available staffed and temporary beds, excluding those in special care baby units or intensive therapy wards. An available bed is one in which a patient is being treated or could be treated without changes in facilities or staff being made. Temporary and private beds are included

Average Daily Occupied Beds – This is the average daily number of the available beds which are occupied by patients under the care of a consultant in a particular speciality. Counts do not include day case patients.

Percentage Occupancy – This is calculated as the Average Daily Occupied Beds/Average Daily Available Beds x 100%

2 of 7

All our public dashboards are navigated in a similar way
Here are examples from the [NHS Beds Dashboard \(link\)](#)

Navigation options

- 1 Click page you wish to view in the contents (cover page)
- 2 Click page numbers (in this example: '1 of 7') to reveal the contents as a pop-out and select the page from here (all pages)
- 3 Use < and > icons to navigate (all pages)
- 4 Click page from the contents bar at the bottom of the page (non-cover pages)

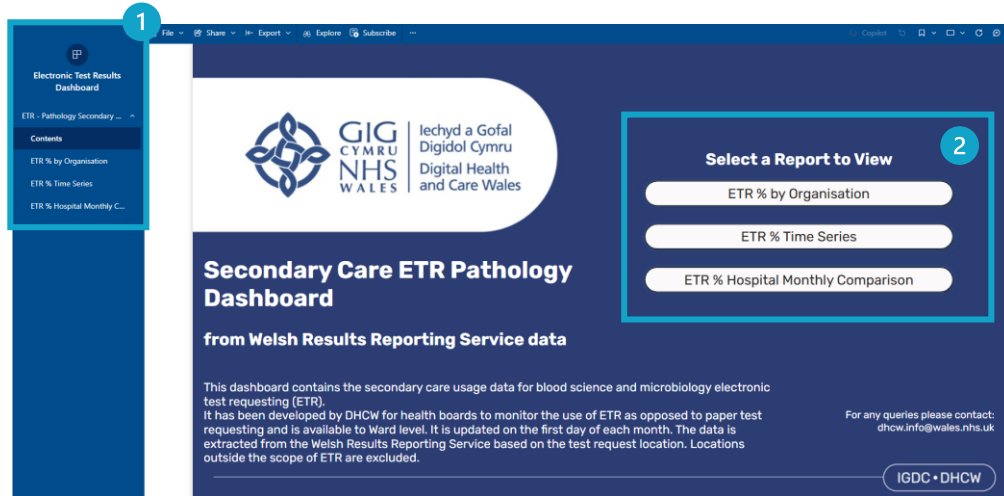
Relevant icons



Home icon will take you to the cover page



Back icon will take you to the previous page



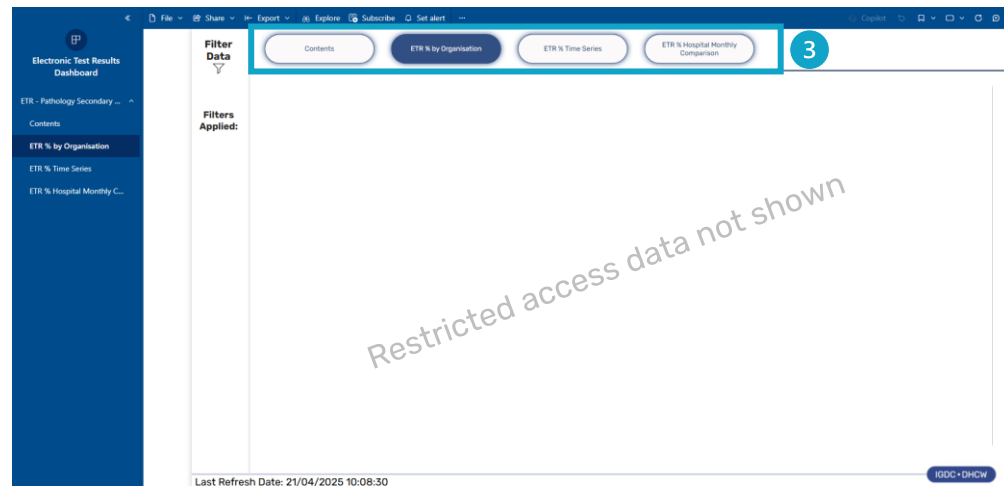
All our restricted access dashboards are navigated in a similar way. Here are examples from the [Electronic Test Results Dashboard \(link\)](#)

Cover page

- 1 Click page you wish to view in the sidebar
- 2 Click page you wish to view in the contents

All other pages

- 3 Click page you wish to view from contents bar at the top of the page



Relevant icons

- Home icon will take you to the cover page
- Back icon will take you to the previous page



Many pages are common to our dashboards

Page	Description
Home	Name, overview and content of dashboard
User guidance	'How to' guide to use the dashboard
Terms and conditions of use	Terms and conditions users must accept to use the dashboard
Definitions/Glossary	Description of commonly used terms in the dashboard
Caveats	Limitations to the dashboard
Clinical coding completeness	The proportion of Admitted Patient Care (APC) dataset episodes assigned classification codes for visuals using APC data
Data sources	List of data sources used in the dashboard
Data pages	Data visualisations and information

Features on data pages



Data pages on dashboards have common features, explained here using a data page from the [NHS Beds Dashboard \(link\)](#)

Categories that can be used to filter data, either on the main page or in a 'filter pane' pop out

Filter Pane

Filter Categories

Provider
All

Specialty
All

Financial Year
All

Clear All Filters

A summary of the filters that have been selected

NHS Beds by Provider and Year Average Daily Available Beds

Apply Filters

Filter Summary

Average Daily Available Beds

Average Daily Occupied Beds

Percentage Occupancy



21/08/2025 09:26:42
Last refresh date

View as Chart

Average Daily Available Beds

Organisation	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/
Aneurin Bevan University Local Health Board	1802.0	1905.6	1843.0	1792.7	1829.6	1782.4	1810.0
Betsi Cadwaladr University Local Health Board	2231.4	1995.6	2031.9	2123.6	2171.3	2162.1	2120.0
Cardiff and Vale University Local Health Board	1753.9	1874.6	1771.9	1779.2	1794.1	1790.4	1740.0
Cwm Taf Morgannwg University Local Health Board	1712.0	1717.7	1716.4	1735.1	1786.0	1853.1	550.0
Hywel Dda University Local Health Board	1211.4	1165.4	1121.6	1160.4	1175.0	1163.4	1150.0
Powys Teaching Local Health Board	217.3	200.4	205.6	212.5	195.8	191.5	190.0
Swansea Bay University Local Health Board	1595.6	1432.0	1536.2	1553.4	1463.1	1470.3	1430.0
Velindre University NHS Trust	40.8	49.0	49.0	43.3	32.0	32.0	30.0
TOTAL	10564.4	10340.4	10275.6	10400.2	10446.7	10445.3	8680.0

* Any results which are blank in the above table, means no data was submitted.

Notes and Definitions

Caveats

Glossary

NHS Beds by Provider and Year

NHS Beds by Specialty and Year

NHS Beds Summary

IGDC • DHCW

IGDC • DHCW

Buttons to toggle between different data views

Date that underlying dataset was last refreshed

Buttons to toggle between different data visualisations

Page navigation buttons

Features on data pages continued



Data pages on dashboards have common features, explained here using a data page from the [NHS Beds Dashboard \(link\)](#)

Icons linked to different functions



Hovering over items will often reveal 'tooltips' which provide more information



Clicking on the feedback icon will take you to our online feedback form. The feedback is seen only by our team and used to improve the design and content of our dashboards

Data visualisations including tables, bar charts, line graphs, maps and more



Options for drill-up/drill-down and focus mode are sometimes available at the top right of visuals

NHS Beds by Provider and Year
Average Daily Available Beds

21/08/2025 09:26:42
Last refresh date

Apply Filters

Average Daily Available Beds | Average Daily Occupied Beds | Percentage Occupancy

View as Chart

Filter Summary

Average Daily Available Beds							
Organisation	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/
Aneurin Bevan University Local Health Board	1802.0	1905.6	1843.0	1792.7	1829.6	1782.4	181.0
Betsi Cadwaladr University Local Health Board	2231.4	1995.6	2031.9	2123.6	2171.3	2162.1	212.0
Cardiff and Vale University Local Health Board	1753.9	1874.6	1771.9	1779.2	1794.1	1790.4	174.0
Cwm Taf Morgannwg University Local Health Board	1712.0	1717.7	1716.4	1735.1	1786.0	1853.1	55.0
Hywel Dda University Local Health Board	1211.4	1165.4	1121.6	1160.4	1175.0	1163.4	115.0
Powys Teaching Local Health Board	217.3	200.4	205.6	212.5	195.8	191.5	19.0
Swansea Bay University Local Health Board	1595.6	1432.0	1536.2	1553.4	1463.1	1470.3	143.0
Velindre University NHS Trust	40.8	49.0	49.0	43.3	32.0	32.0	3.0
TOTAL	10564.4	10340.4	10275.6	10400.2	10446.7	10445.3	868










* Any results which are blank in the above table, means no data was submitted.

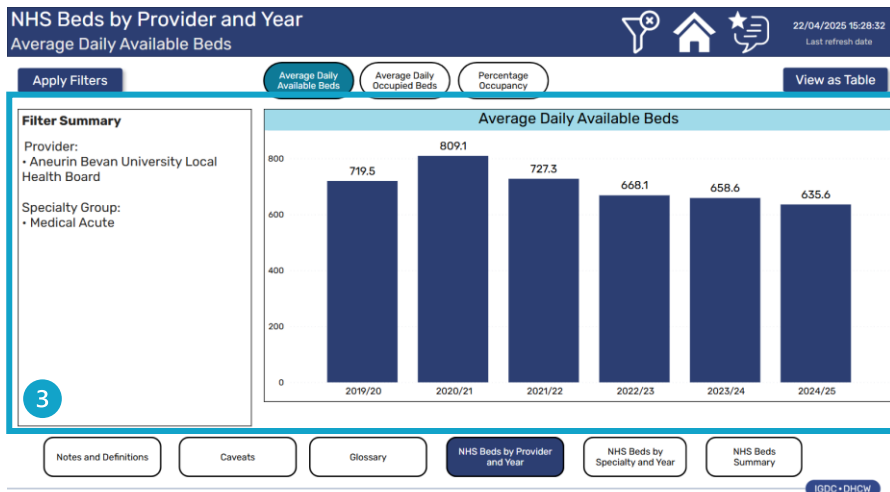
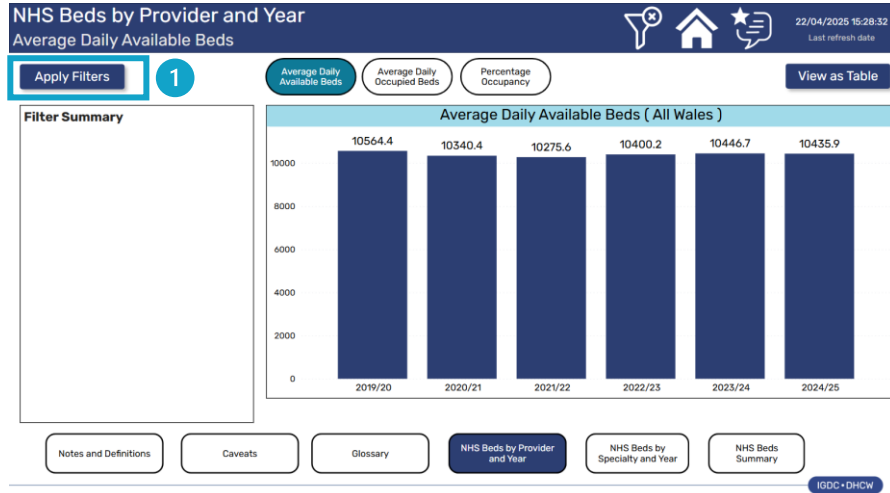
Notes and Definitions | Caveats | Glossary | **NHS Beds by Provider and Year** | NHS Beds by Specialty and Year | NHS Beds Summary

IGDC • DHCW

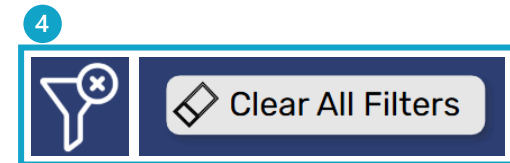
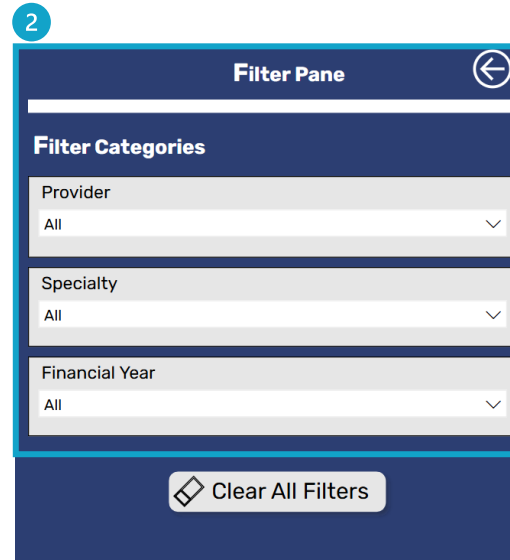





Several icons are commonly used in our dashboards.
Hovering over the icons in the dashboard will often reveal tooltips with more information.

Name	Icon	Description
Home		Return to home page
Back		Return to previous page
Show filter pane		Open filter pane pop-out to see which data filters are available
Remove filters		Clear all selected data filters
Close		Close section (often found on the filter pane pop-out)
Toggle		Switch between different options/views (specified by the toggle)
Feedback		Click to open our dashboard feedback form
Question mark		Often next to a visual, hover over to reveal more information
Information		Often next to a visual, hover over to reveal more information



Data in our dashboards can be filtered, here is an example from the [NHS Beds Dashboard \(link\)](#)



- 1 Click on apply filters (may be a text button or an icon )
- 2 This opens a filter pane where you can filter data by different categories. Make your selections then close the filter pane (may be  or  icon). Some dashboards do not have a filter pane, instead the filter categories will be on the main page.
- 3 Your selections will appear in the filter summary section and data visualisations will change accordingly
- 4 You can clear all selections using the clear filter buttons

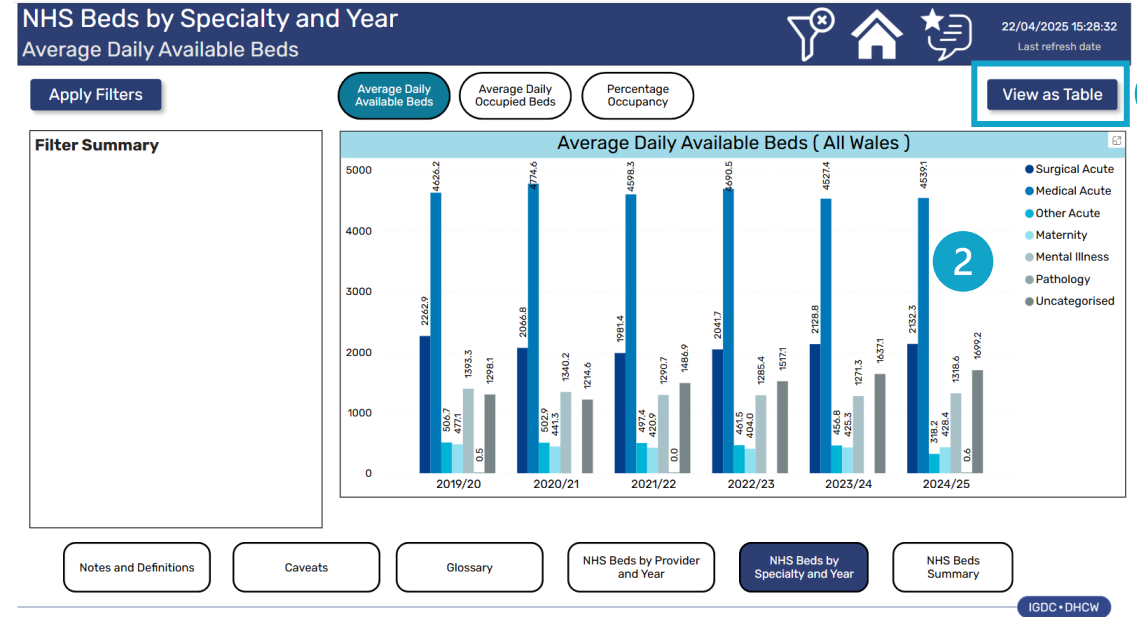
Visualisations



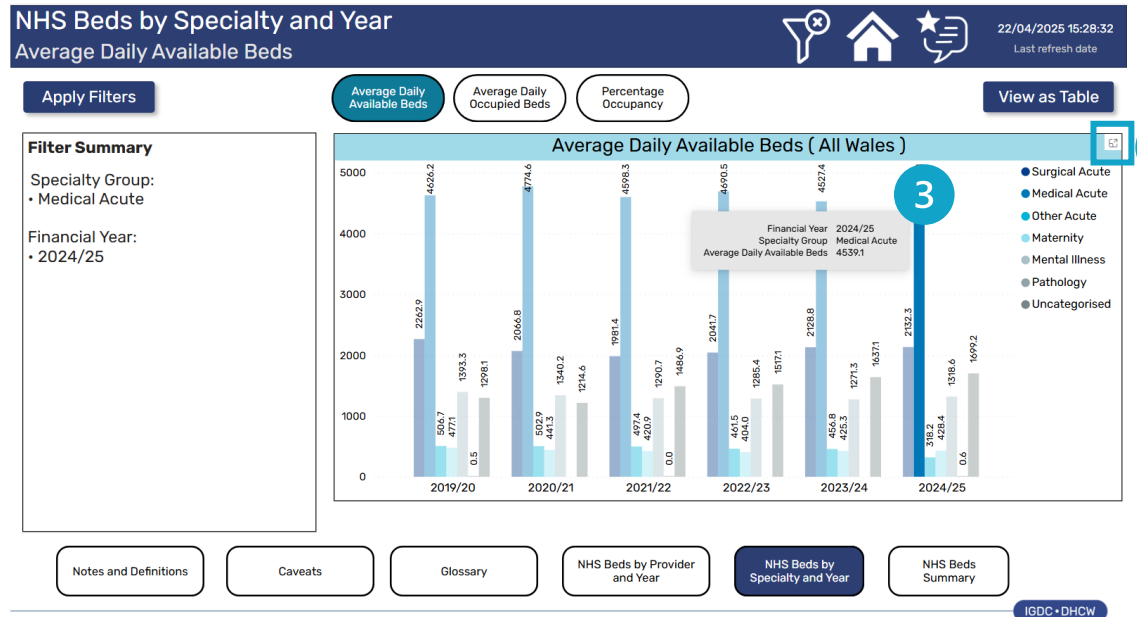
Data pages contain data visualisations such as tables, bar charts, line graphs, maps and more.

Examples are given here using the [NHS Beds Dashboard \(link\)](#)

- 1 There may be options to toggle between different visualisations ([here](#): toggle between table and bar chart)
- 2 The data visualisations may be interactive so clicking on them can highlight areas and/or filter the data ([here](#): clicking on a bar highlights the bar and displays details of the selection in the filter pane)
- 3 Hovering over the visual or information icon will often reveal more information ([here](#): hovering over the bar reveals a tooltip)
- 4 Clicking the focus mode icon opens the visual in a dedicated page for clearer viewing

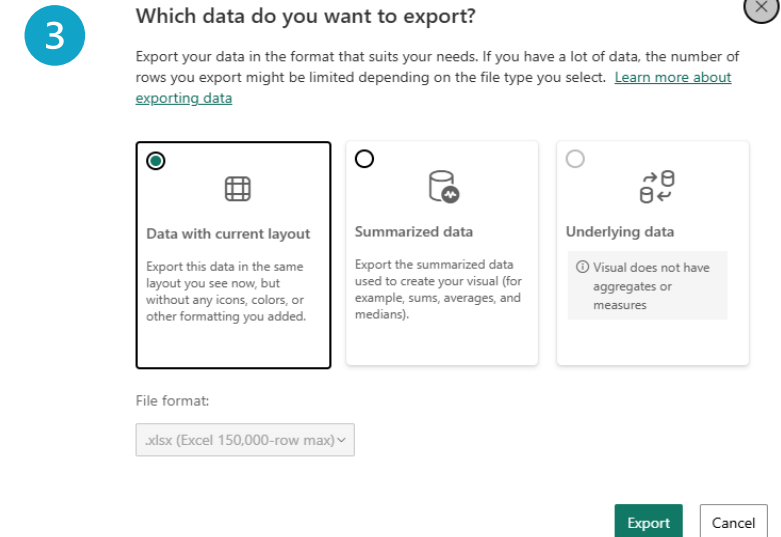
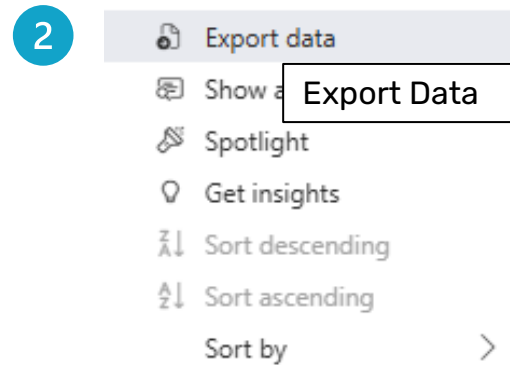
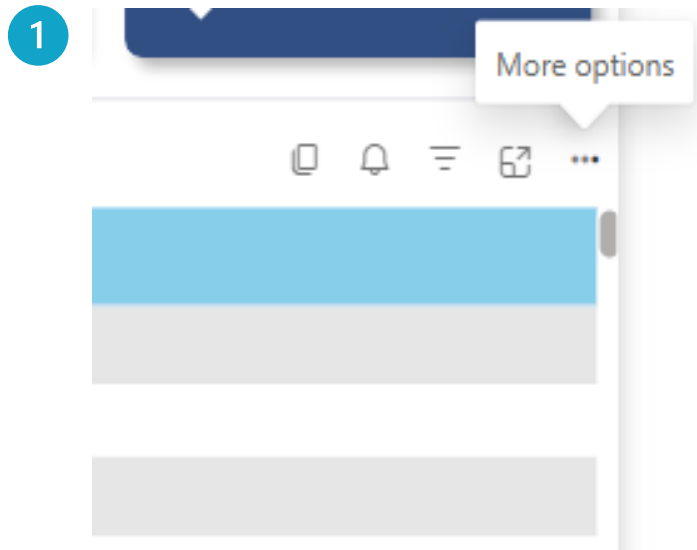


Click on 'Medical Acute' 2024/25 bar



How to export data:

- 1 Hover cursor over top right corner of data table, select 3 dots on the right-hand side and choose 'More options'
- 2 Choose 'Export data'
- 3 Choose '*Data with current layout*' and select 'Export', the file is saved as an Excel file with the last updated date and dashboard title



Note: Exporting data is not available for publicly accessible dashboards



For further information please contact dhcw.info@wales.nhs.uk.

We welcome feedback about our dashboards which can be sent to us via email or by using our online [dashboard feedback form](#). The feedback is seen only by our team and used to improve the design and content of our dashboards