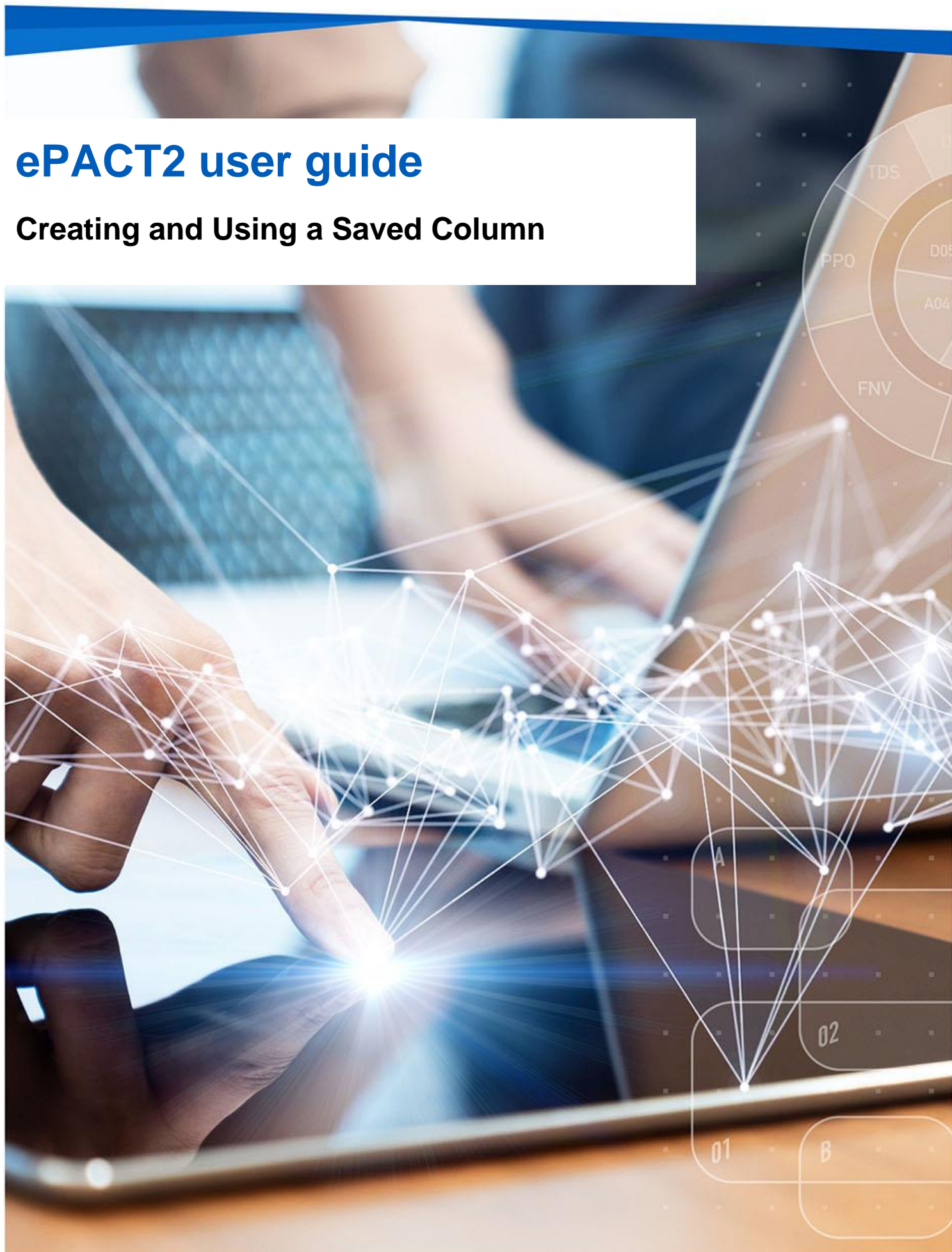# ePACT2 user guide

Creating and Using a Saved Column

Interactive Contents

Use this interactive contents list to jump straight to the content you want to see. Just click the titles below to go directly to that section:

Contents

Creating and Using a Saved Column

The increased functionality of ePACT2 allows you to create columns which you can then save to use in subsequent analysis.

In this example we are going to create a column that shows the cost per item, i.e. Actual costs ÷ Items.

1.   Insert the columns you would like to use in your analysis to create your new column.

2.   Insert an additional column (this can be anything as we are going to delete the column formula and edit it).
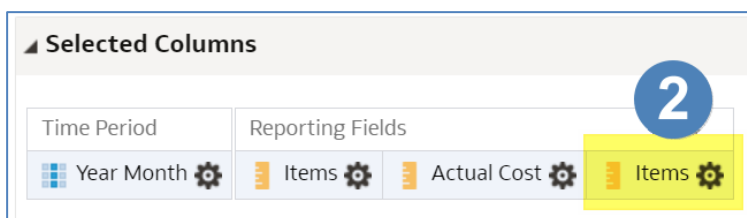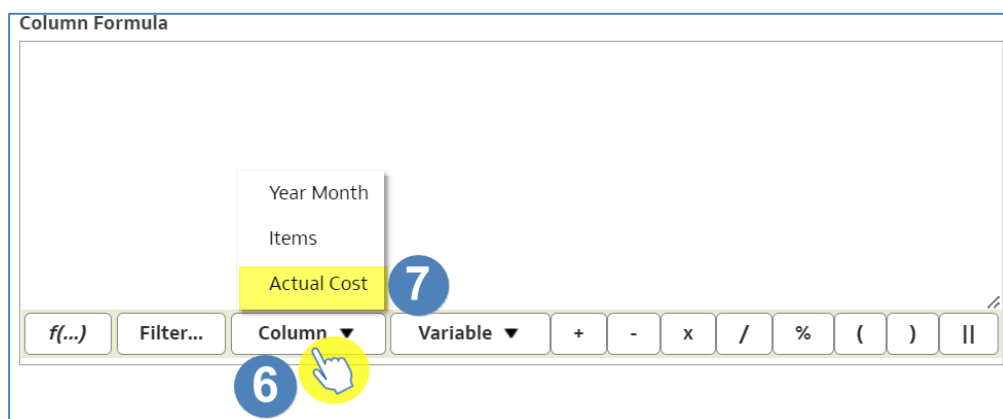

3.   Select the cog icon on the additional column you have included in your report (in this example it is the 'Items' column).

4.   Select 'Edit formula'.
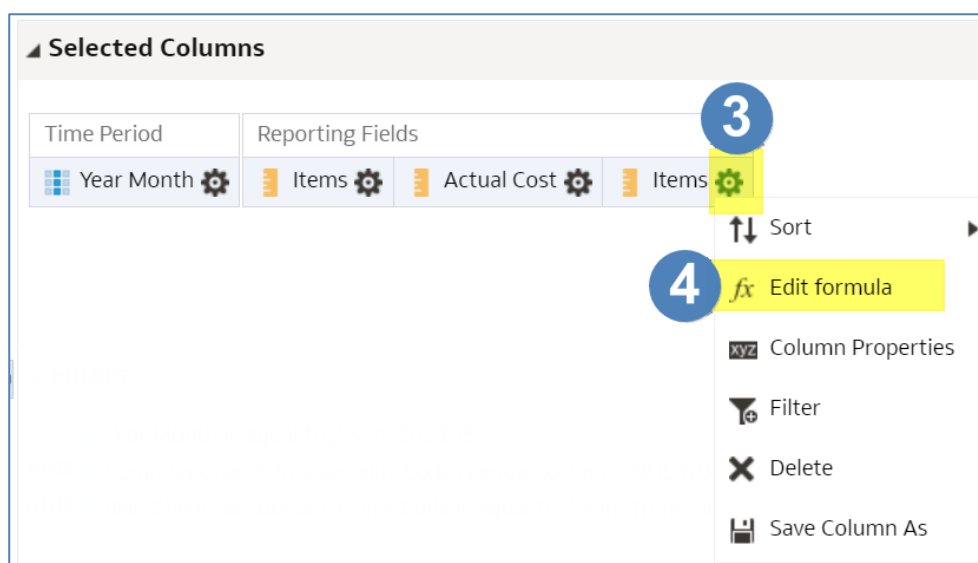
5. Delete the content of the 'Column Formula' pane.
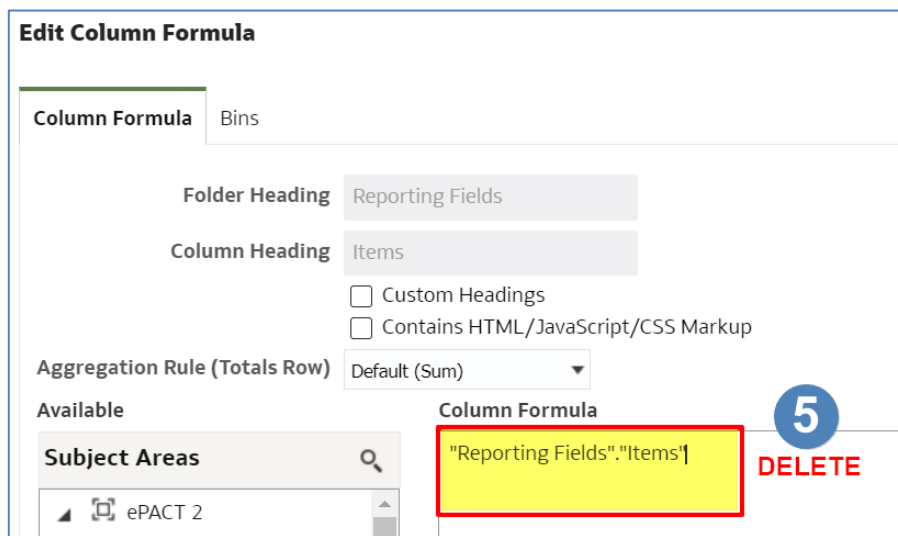
6. Select the 'Column' icon in the column formula toolbar.

7. From the available list choose the first column you want to input. In this example we are choosing 'Actual Cost' first.


8. Click at the end of the formula to ensure it is no longer highlighted.

9. Using the tool bar select the mathematic symbol you require, in this example we are choosing divide.
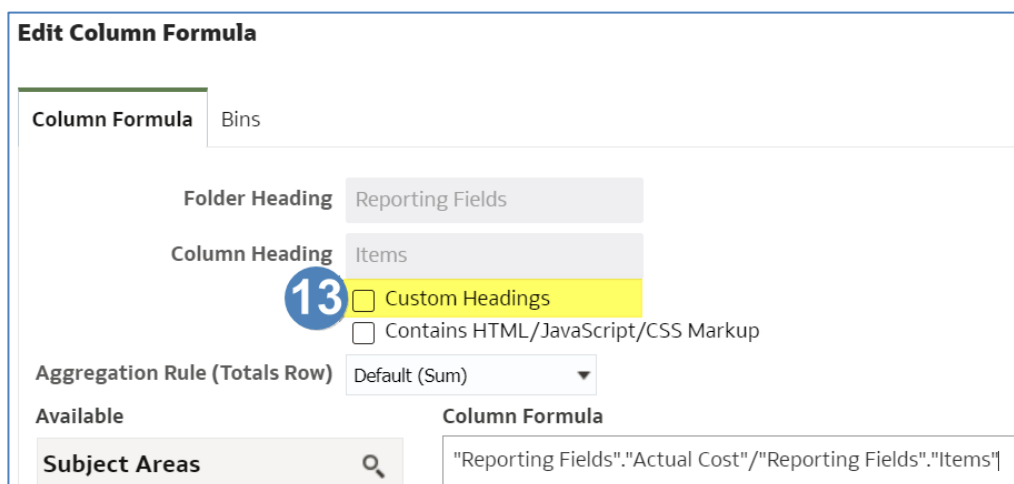
10. Click at the end of the formula to ensure your mathematic symbol is no longer highlighted.
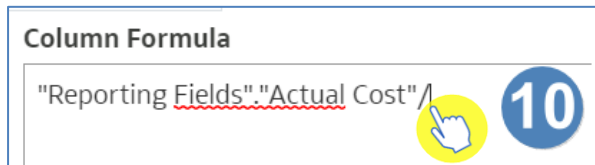
11. Select the column icon.

12. Select the other column you wish to use, in this example we are choosing 'Items'.
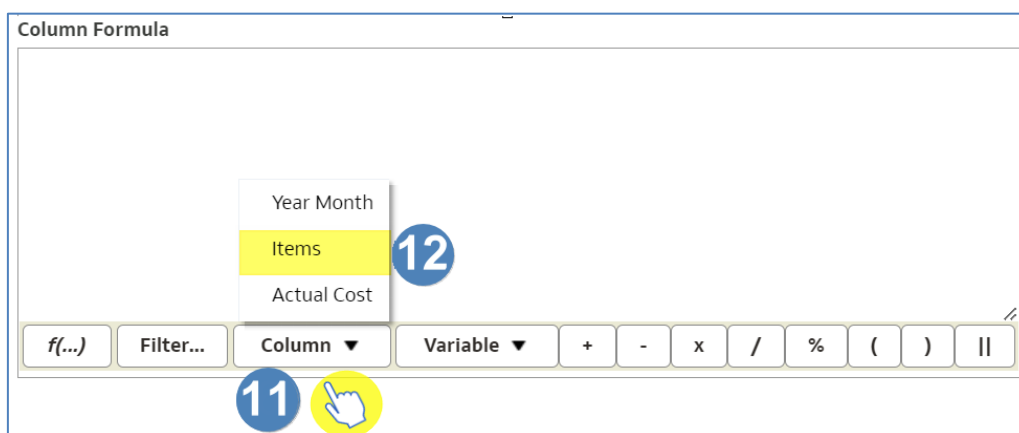
13. Select 'Custom Headings'.

14. Give your column an appropriate name, in this example we are naming the column 'Actual Cost per Item'.

Edit Column Formula

Column Formula | Bins

Folder Heading | Reporting Fields
Column Heading | Actual Cost Per Item **14**
☑ Custom Headings
☐ Contains HTML/JavaScript/CSS Markup

Aggregation Rule (Totals Row) | Default (Sum) ▼

Available | Column Formula

Subject Areas 🔍 | "Reporting Fields"."Actual Cost"/"Reporting Fields"."Items"

15. Select 'OK'.

Edit Column Formula ❓ ✕

Column Formula | Bins

Folder Heading | Reporting Fields
Column Heading | Actual Cost Per Item
☑ Custom Headings
☐ Contains HTML/JavaScript/CSS Markup

Aggregation Rule (Totals Row) | Default (Sum) ▼

Available | Column Formula

Subject Areas 🔍

- ▲ 🔲 ePACT 2
  - ▶ 📁 Time Period
  - ▶ 📁 Organisation
  - ▶ 📁 Drug / Appliance
  - ▶ 📁 Reporting Fields
  - ▶ 📁 Patient

"Reporting Fields"."Actual Cost"/"Reporting Fields"."Items"

| f(...) | Filter... | Column ▼ | Variable ▼ | + | - | x | / | % | (|) | ‖ |

☐ Treat as an attribute column

15 OK | Cancel

16. Your new column will now be created.

◢ **Selected Columns**

16

| Time Period	Reporting Fields		
🔲 Year Month ⚙	🟧 Items ⚙	🟧 Actual Cost ⚙	🟧 Actual Cost Per Item ⚙

Saving a column

Once you have created a new column in ePACT2 it is possible to save it for future use in other analysis.
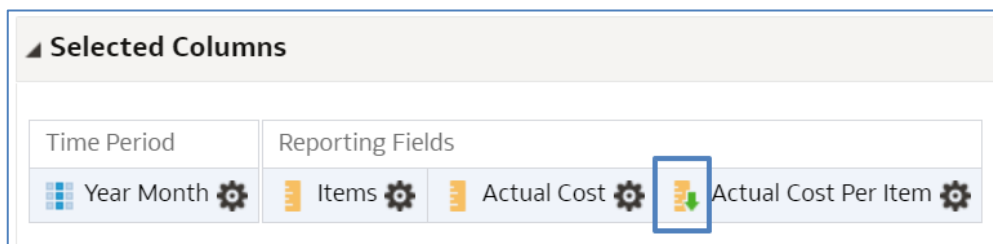
1.   Select the cog icon of the column you wish to save.

2.   Select 'Save Column As' from the available list.
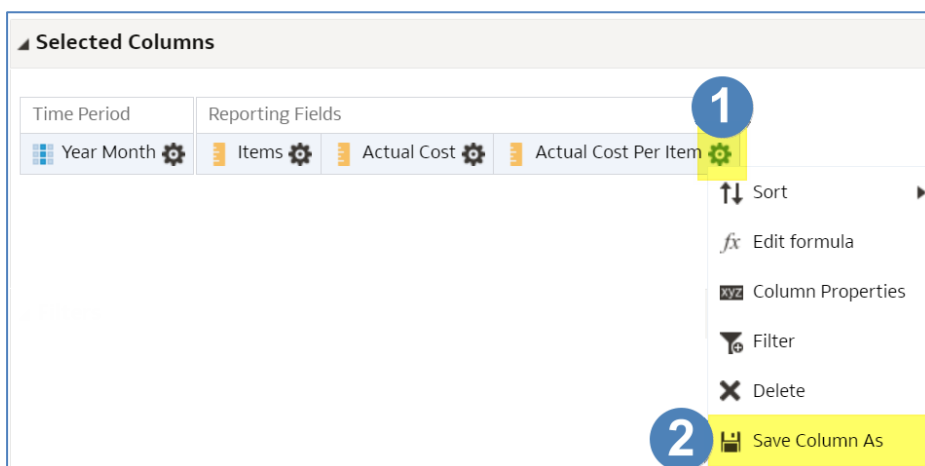
3.   Select an appropriate location to save your column.

4.   Give the column an appropriate name.

5.   Select 'OK'.
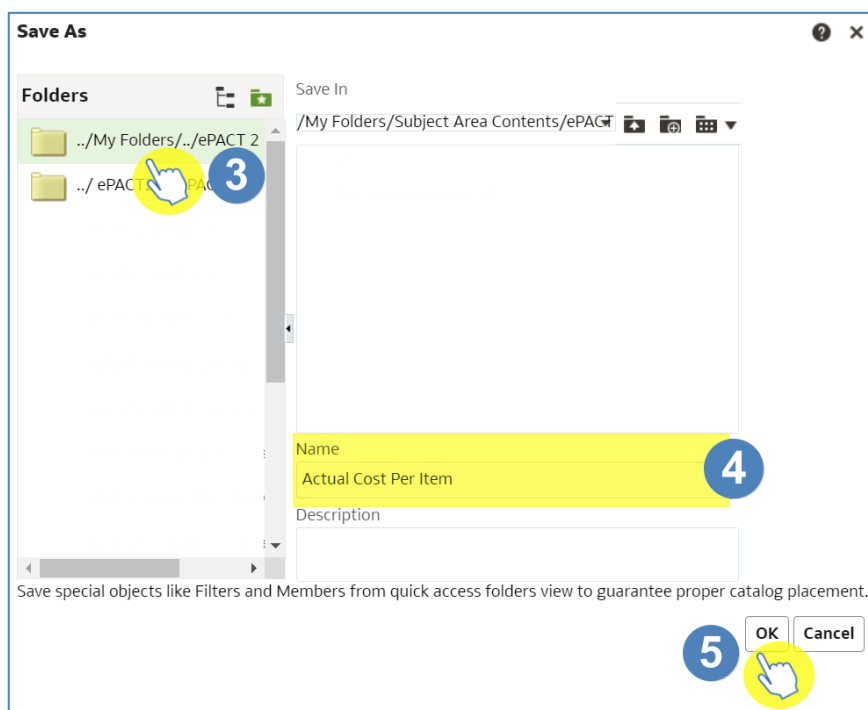
6. Your column will now show a downwards green arrow, this indicates it is a saved column.
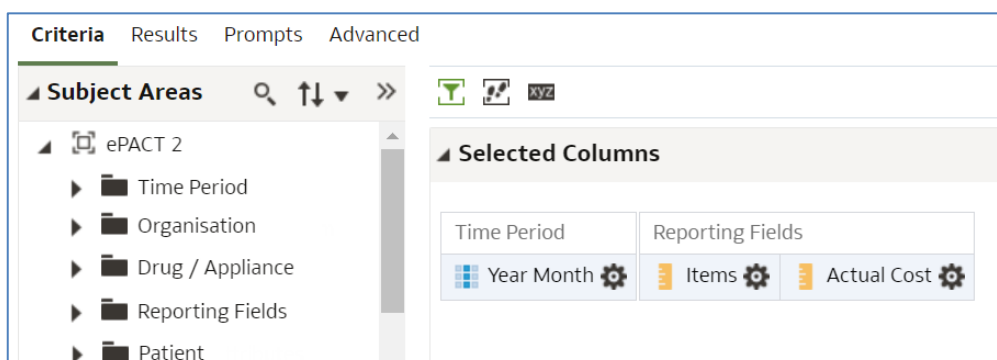

Using a saved column in your analysis

If you want to use a column you have previously created and saved use the following steps.

All content you create and save will be held in your 'My Folder'.
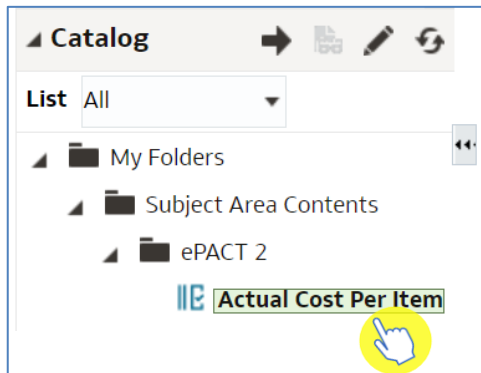
1. Open up the analysis you want to add your saved column to and navigate to the criteria pane.
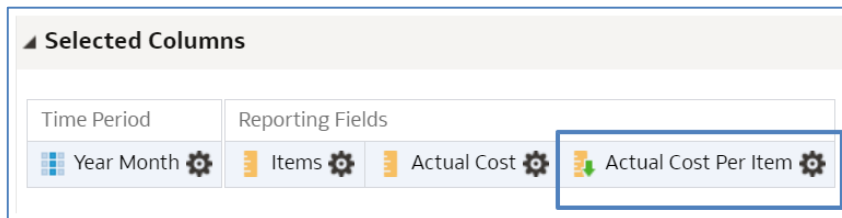

2. Select the drop-down on 'My Folders' in the Catalog pane and navigate to where you have saved your column.
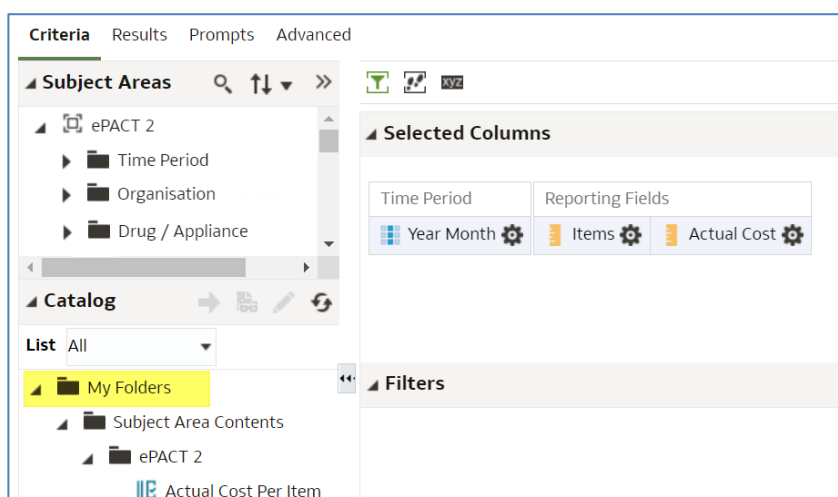
3. Double click on the column you want to add. In this example we are adding the 'Actual Cost Per Item' column.

4. The column will now be included in your analysis.

Getting more help

Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our ePACT2 user guides page

Webinar sessions

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our ePACT2 training page