

# ePACT2 User Guide

## Creating and using a saved column

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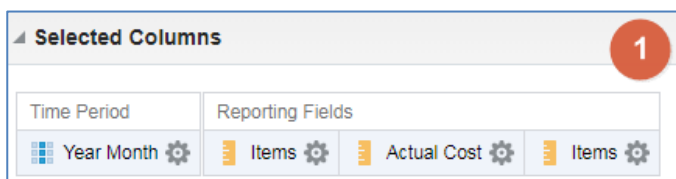
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## Creating and using a saved column

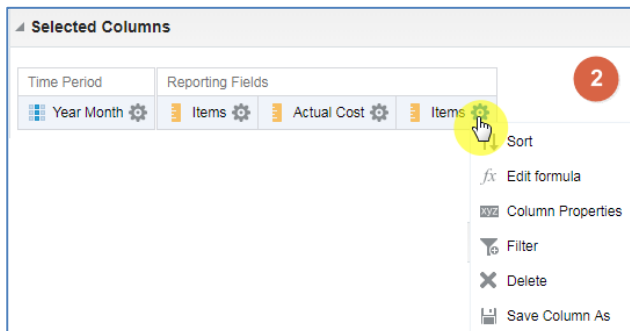
The increased functionality of ePACT2 allows you to create columns which you can then save to use in subsequent analysis.

In my example I am going to create a column that shows the cost per item, i.e. Actual costs ÷ Items.

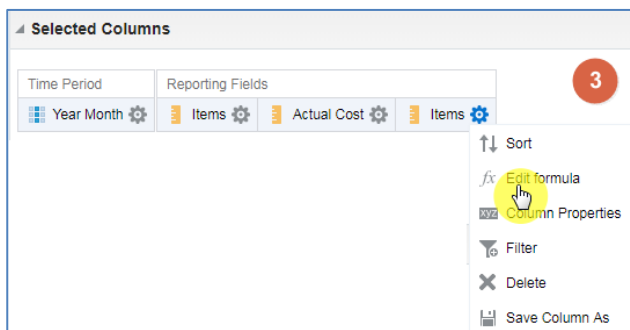
1. Insert the columns you would like to use in your analysis to create your new column, and insert it an additional column (this can be anything as we are going to delete the column formula and edit it)



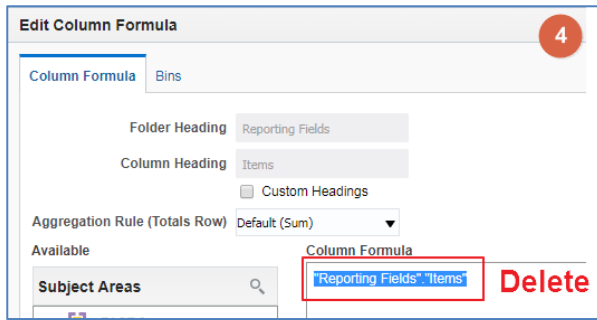
2. Select the cog icon on the additional column you have included in your report (in my example it is the 'items' column)



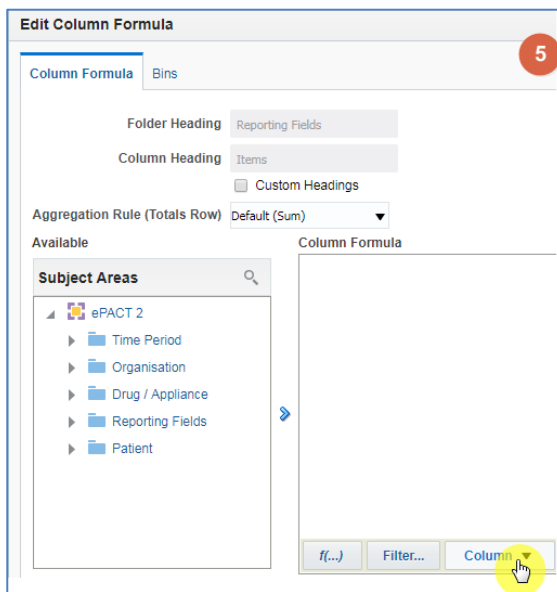
3. Select 'Edit formula'



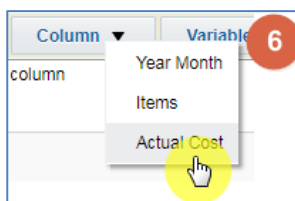
4. Delete content of 'column formula' pane



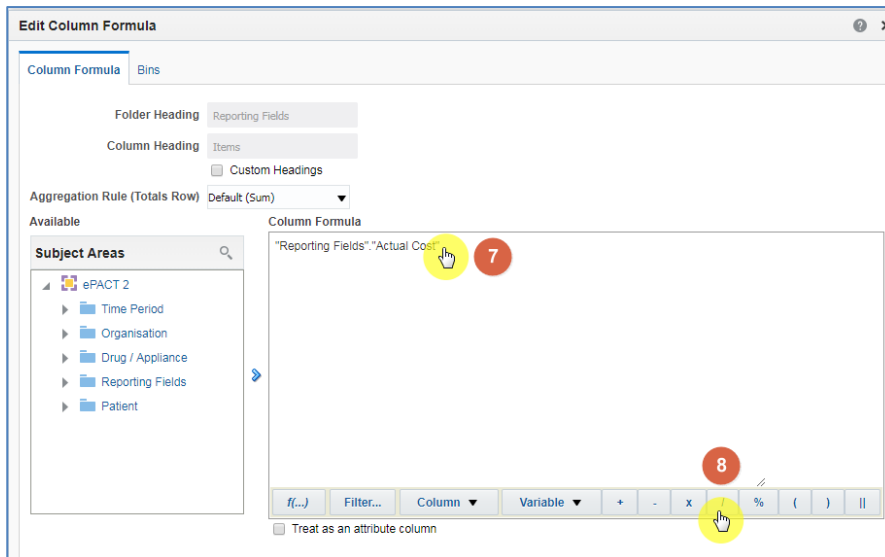
5. Select the 'Column' icon in the column formula toolbar,



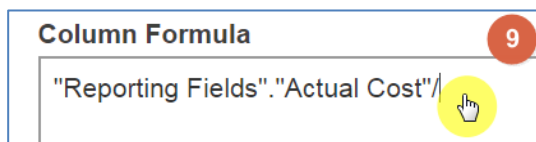
6. From the available list choose the first column you want to input, in my example I am choosing Actual cost first



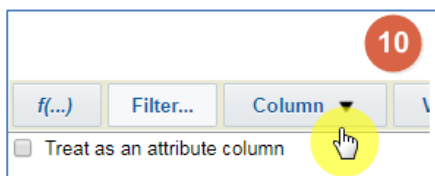
7. Click at the end of the formula to ensure it is no longer highlighted
8. using the tool bar select the mathematic symbol you require, in my example I am choosing divide



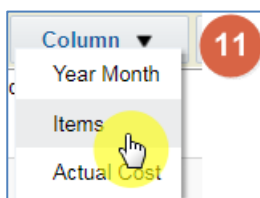
- click at the end of the formula to ensure your mathematic symbol is no longer highlighted



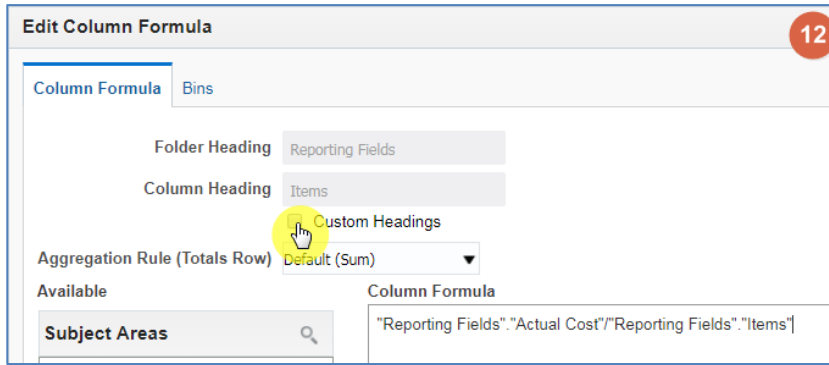
- Select the column icon



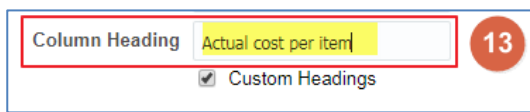
- Select the other column you wish to use, in my example I am choosing Items



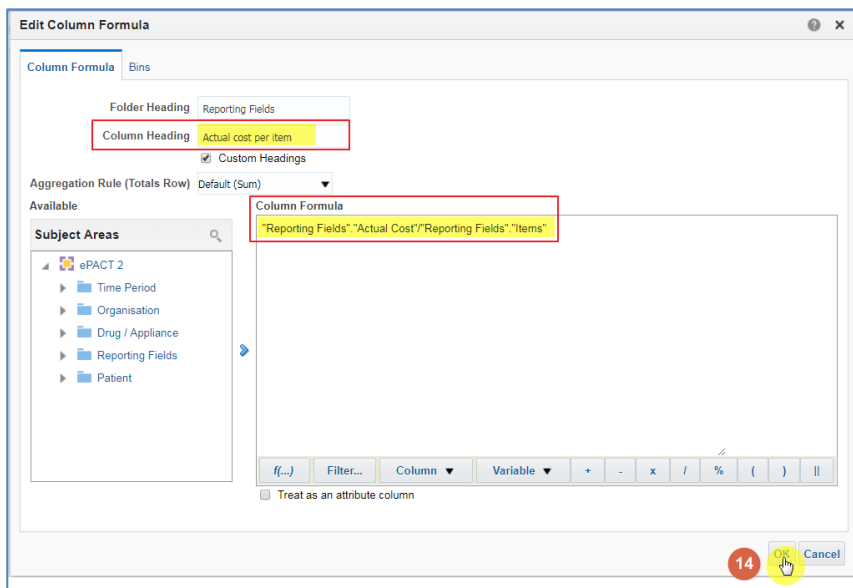
- Select 'Custom Headings'



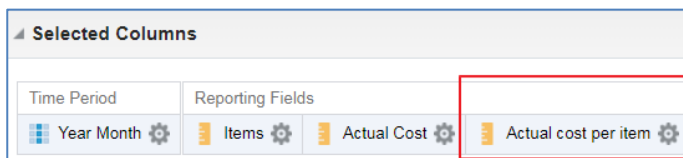
13. Give your column an appropriate name, In my example I am naming my column 'Actual Cost per Item'



14. Select OK



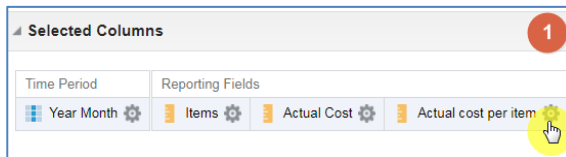
Your new column will now be created



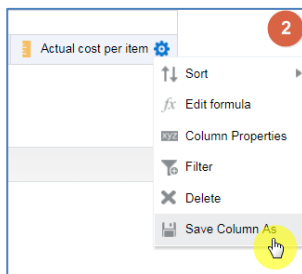
## Saving a column

Once you have created a new column in ePACT2 it is possible to save it for future use in other analysis.

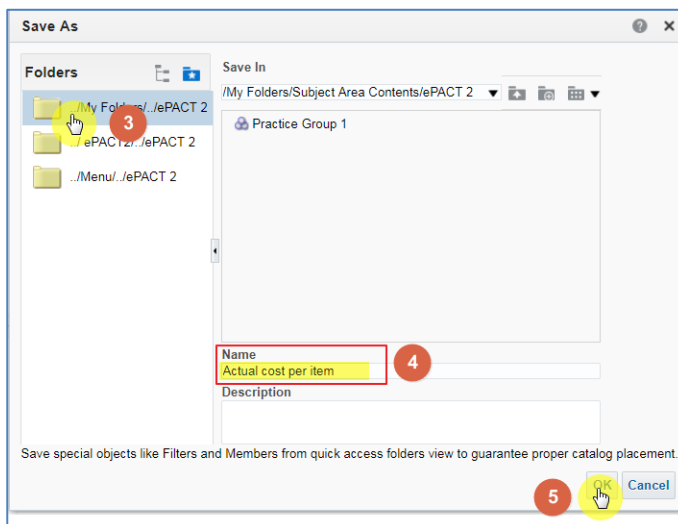
1. Select the cog icon of the column you wish to save



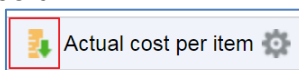
2. Select 'Save Column As' from available list



3. Select an appropriate location to save your column
4. Give column an appropriate name
5. Select OK



Your column will now show a downwards green arrow, this indicates it is a save column.

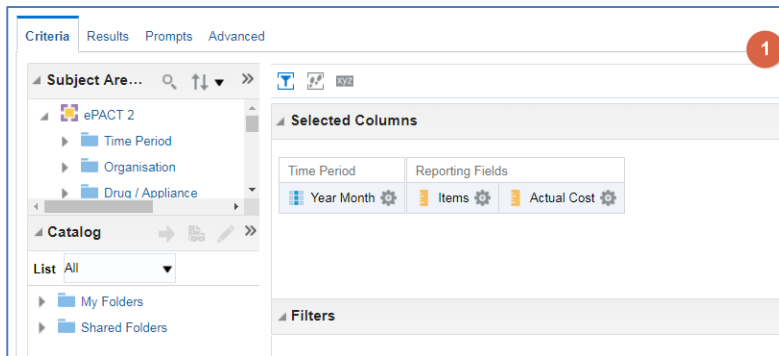


## Using a saved column in your analysis

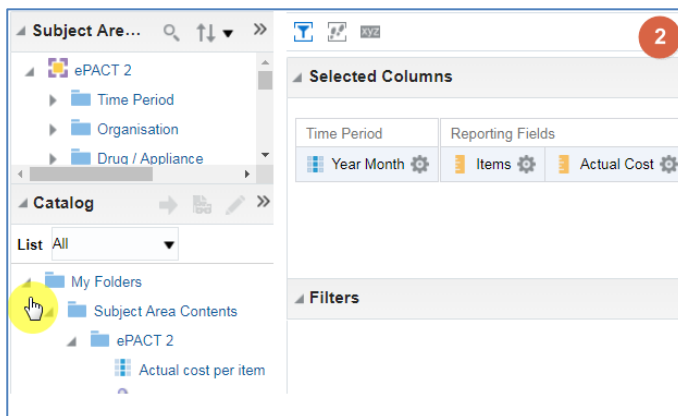
If you want to use a column you have previously created and saved use the following steps.

All content you create and save will be held in your my folder.

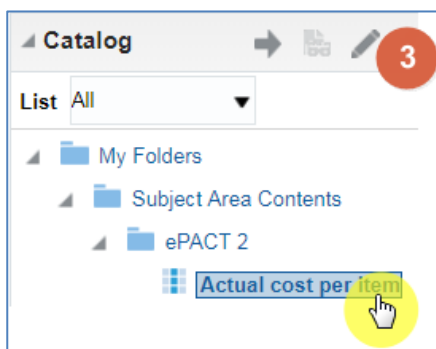
1. Open up the analysis you want to add your saved column to and navigate to the criteria pane.



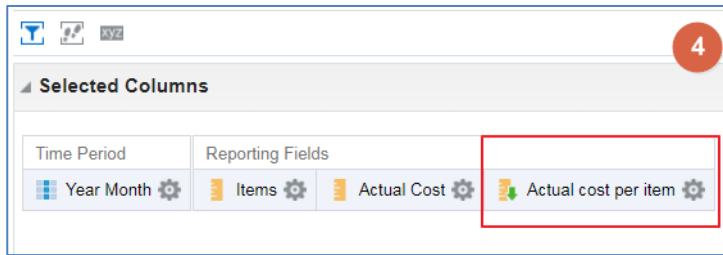
2. Select the drop down on 'My Folders' in the Catalog pane and navigate to where you have saved your column.



3. Double click on the column you want to add



4. The column will now be included in your analysis





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## Getting Help

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### **Additional training material and user guides**

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2. These can be found at: [Additional User Guides](#)

### **WebEx sessions**

WebEx will be provided on a number of different topics and features. More information about these can be found here: [WebEx Training](#)