

ePACT2 User Guide

Filtering individual columns

Contents

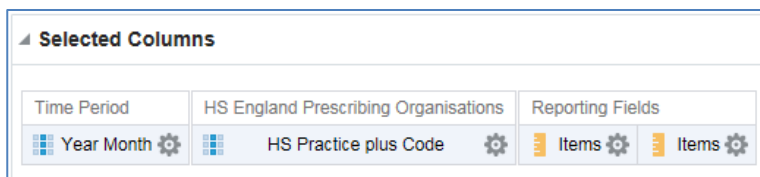
Filtering individual columns.....	1
Filter the column	1
Getting Help.....	7

Filtering individual columns

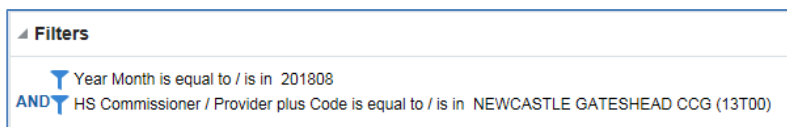
It is possible within ePACT2 to filter individual columns instead of the whole analysis; this enables you to run multiple sets of data within the same analysis.

In this example I am going to run a report at practice level with one field showing total items for all NSAID's and one showing all items attributed to the practice.

1. Open a blank analysis
2. Include the following columns:



3. Include the following filters:

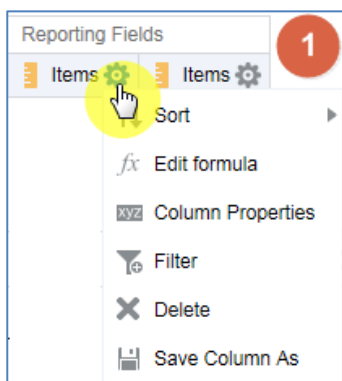


At the moments this analysis would return two columns, with both showing the number of items attributed to each practice under Newcastle Gateshead CCG for August 2018.

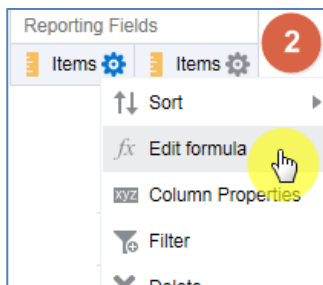
Filter the column

We are now going to filter one of the 'Items' columns to show the NSAID items.

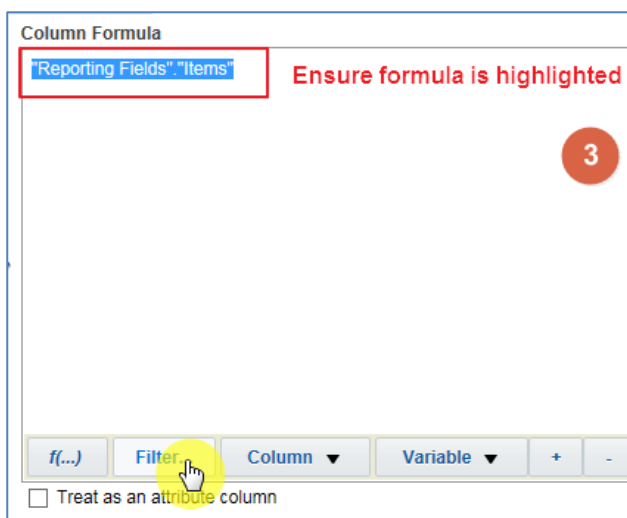
1. Select the cog icon on the column you intend to filter



2. Select 'Edit formula'

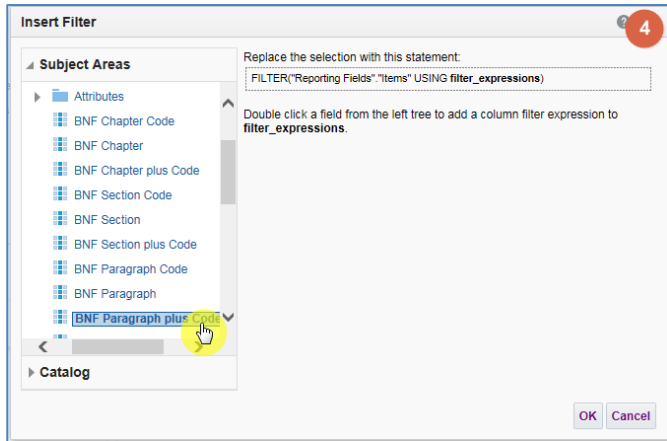


3. You will now be presented with the 'Edit Column Formula' pane, from here select 'Filter'

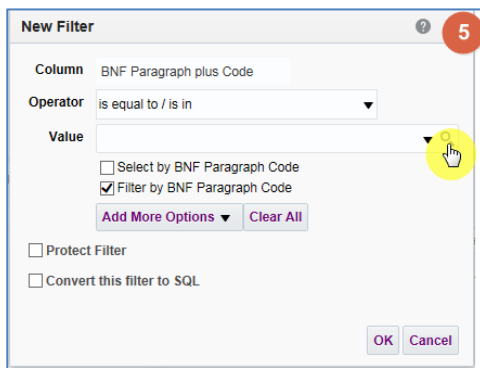


You must ensure the 'Column Formula' is highlighted when filtering a column, if it is not highlighted the formula will not update correctly.

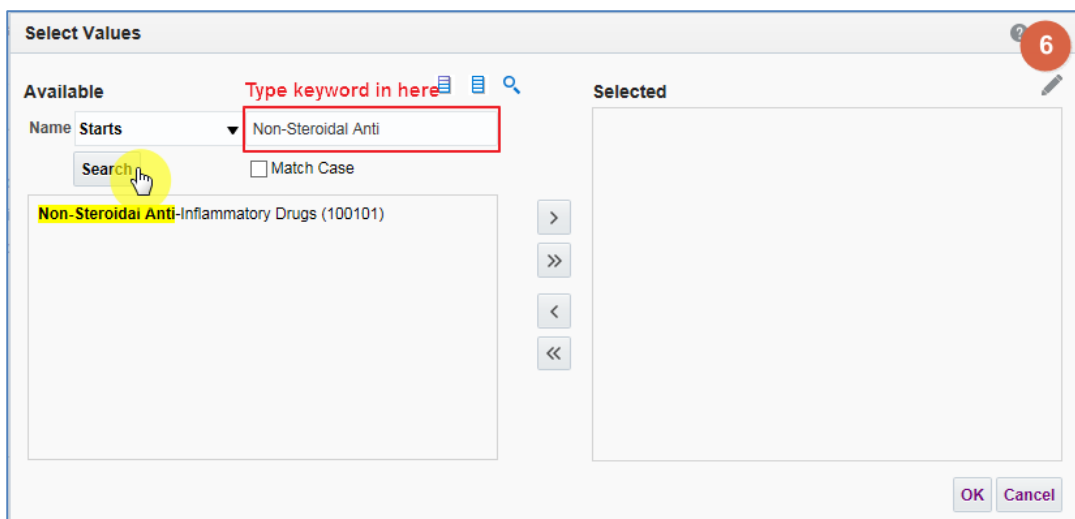
4. You will now be presented with the 'Insert Filter' pane, from here navigate through the 'Subject Area' to the column you want to filter on, in this example I am filtering on the 'BNF Paragraph plus code' column. Double click on the column to open 'New Filter' pane:



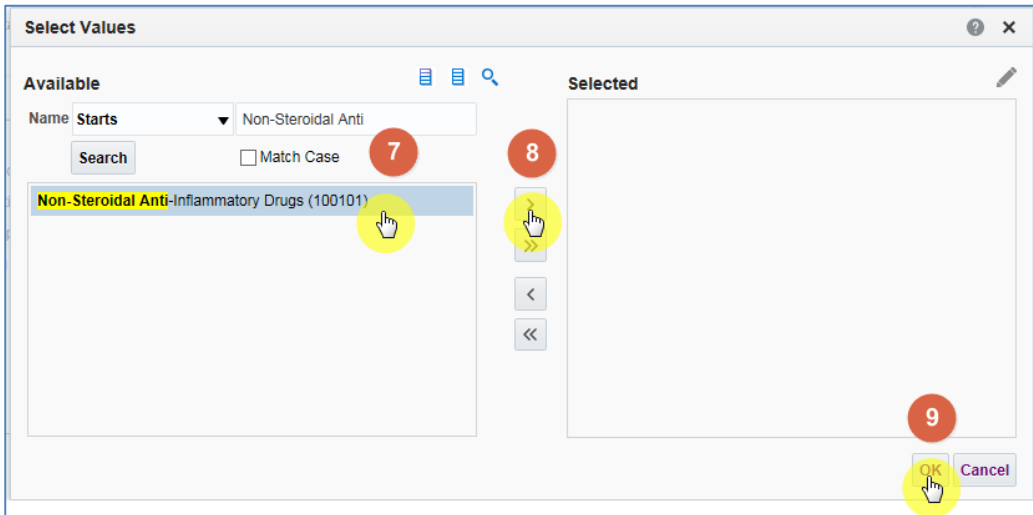
5. Select the Magnifying glass icon to search the column for the value you want to filter on:



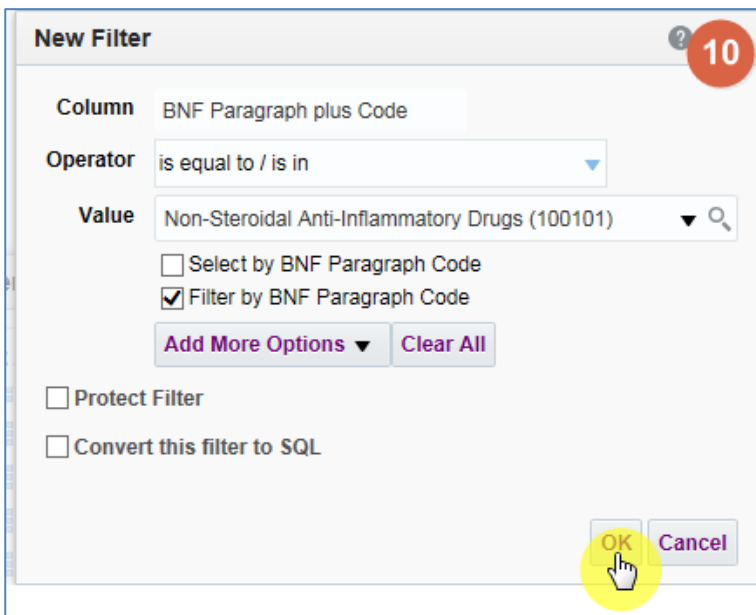
6. You will now be presented with the 'Select Values' pane from here search for your value, in this example I am searching for 'Non-Steroidal Anti-Inflammatory Drugs'. Type keyword/ phrase in search box, and then select 'Search' icon:



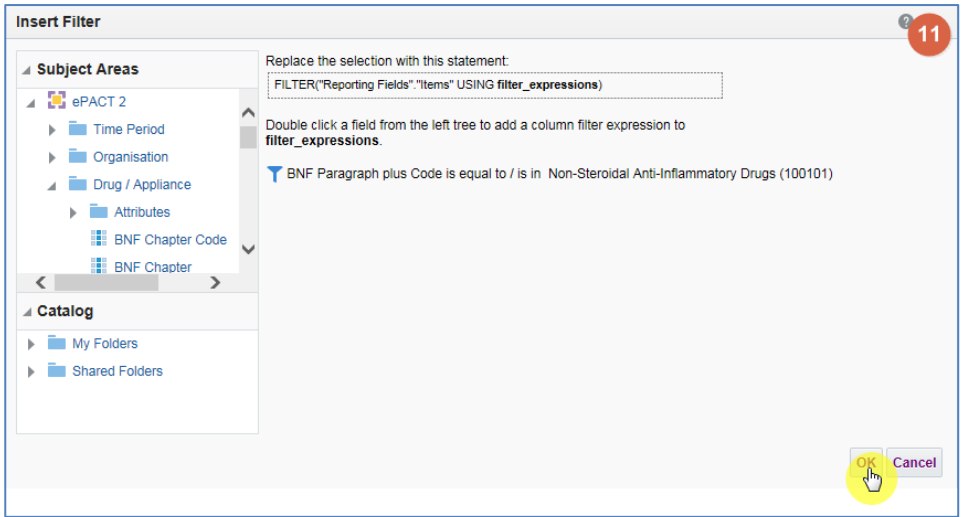
7. Select value you want to filter column on from your search results
8. Select single arrow icon to move into the selected box:
9. Once value showing in 'Selected' box, select 'OK'



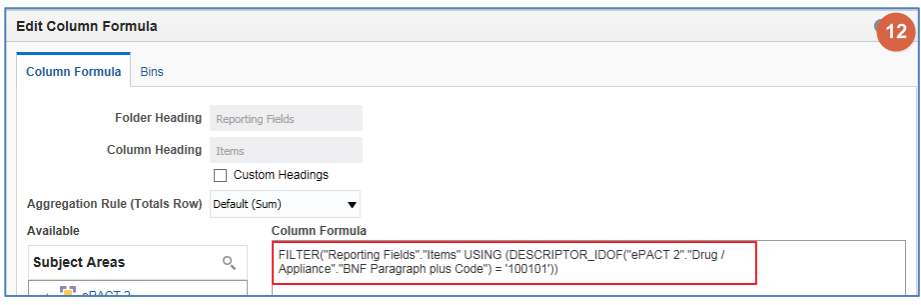
10. You will now be returned to the 'New Filter' pane, the 'Value' box will now be populated with your selected value. Select OK:



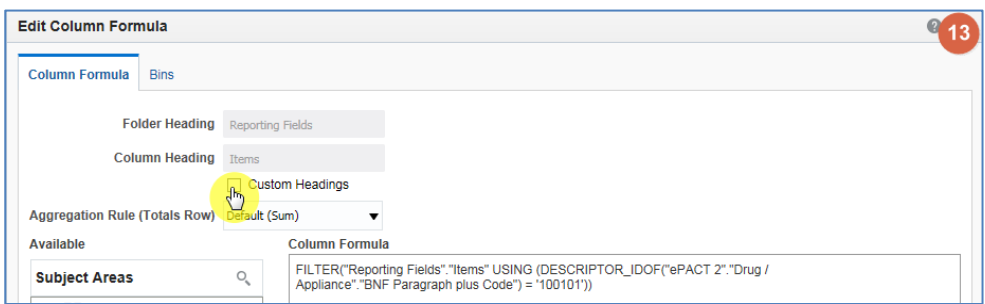
11. You will now be presented with the 'Insert Filter' pane; this indicates the filter you are going to apply to the column. 'Select 'OK'



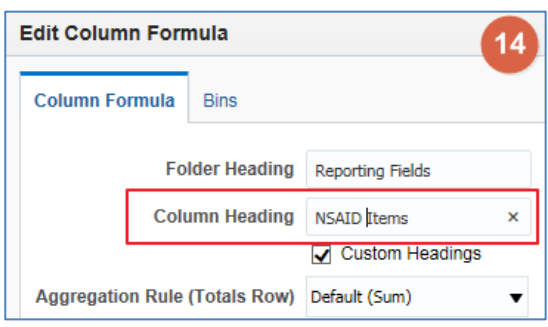
12. The 'Column Formula' will now be updated to show the filter applied.



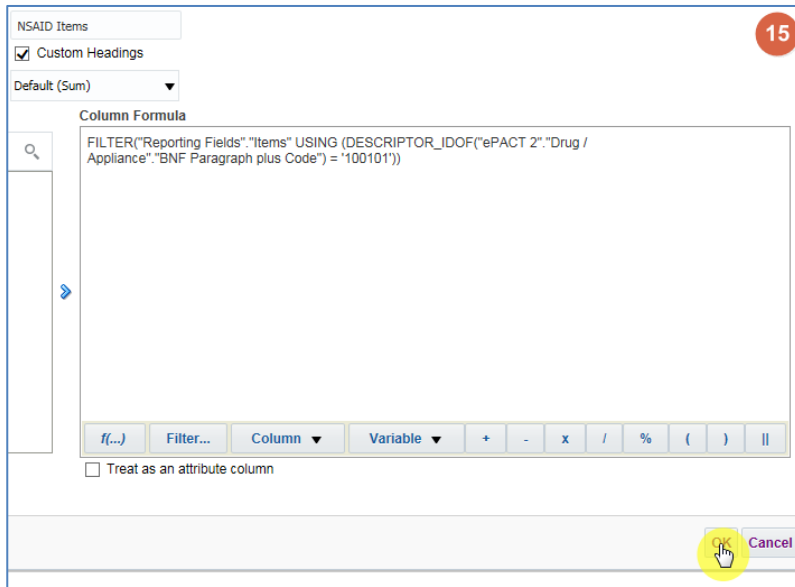
13. Select 'Custom Headings', this enables you to update the 'Column Heading' and give it an appropriate name.



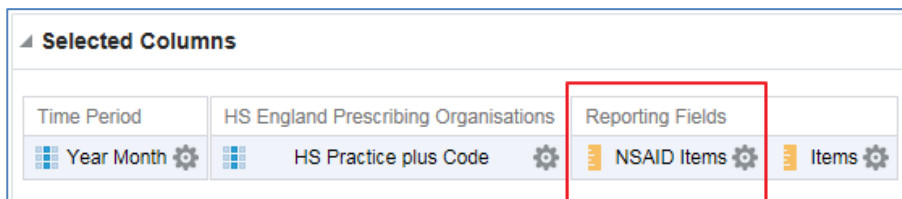
14. Give appropriate name, in this example I am calling this column 'NSAID items'




15. Select 'OK'



16. Your 'Selected Columns' will now reflect the changes you have made:



 This concept works for all columns in the subject area, for example you could filter on columns to show items broken into different age groups.

Getting Help



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](#)