

# ePACT2 User Guide

## Creating filters with the ePACT2 filter tool

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## **ePACT2 filter tool**

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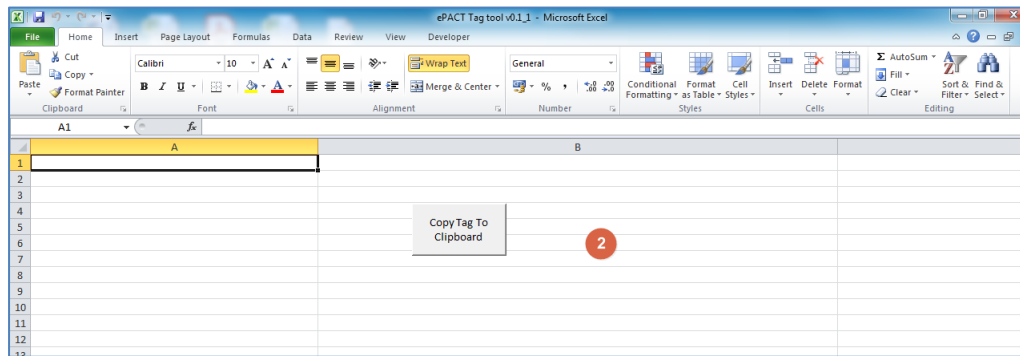
It is possible to create a filter from a pre-created list of values, i.e. drugs/organisations, held externally from the system in a spreadsheet.

To facilitate this, the ePACT2 filter tool has been developed; this will convert the list into a format which can be copied and pasted into a filter rather than selecting each value individually.

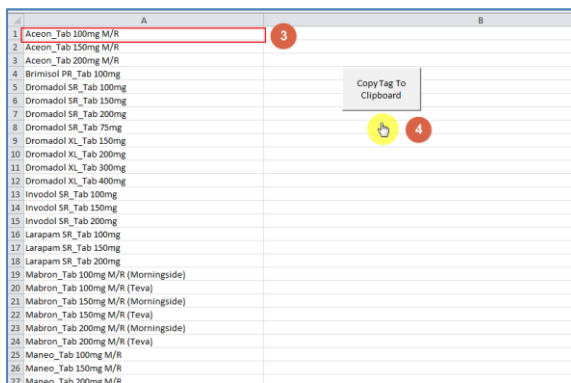
[ePACT2 Filter Tool](#)

## Using the ePACT2 filter tool

1. Open the ePACT2 filter tool
2. The tool will open as an Excel file

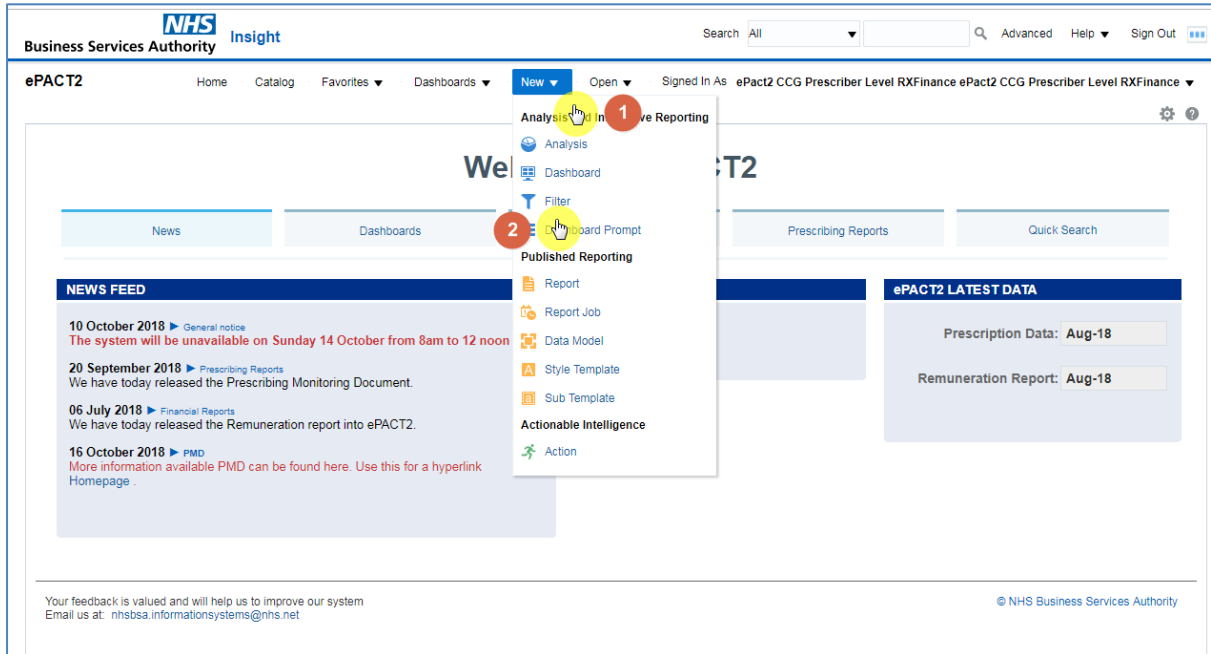


3. Copy the list of entries from the external list into cell A1 of the tool
4. Click the 'Copy tag to clipboard' button to copy list of values into a usable format

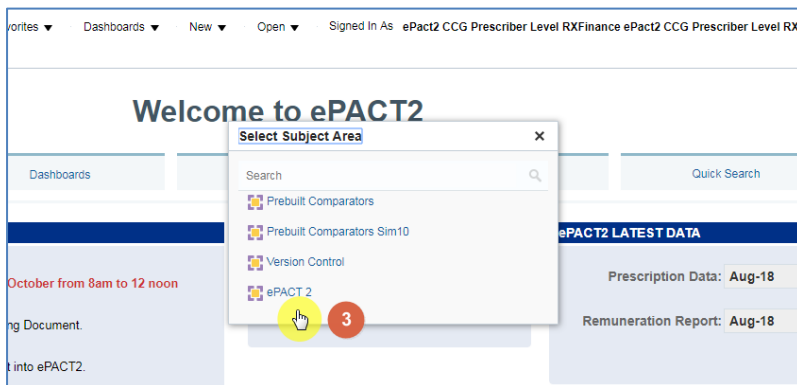


## Creating a Saved Filter

### Creating Saved Filter

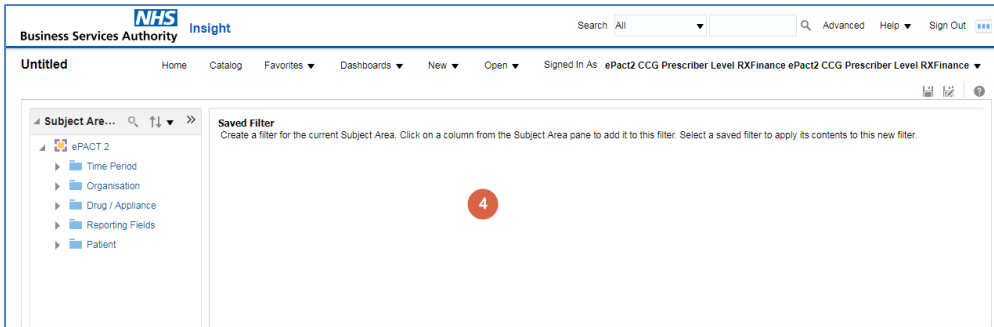


1. From the 'Landing Page' select the 'New' drop down.
2. Select 'Filter' from the drop down list presented

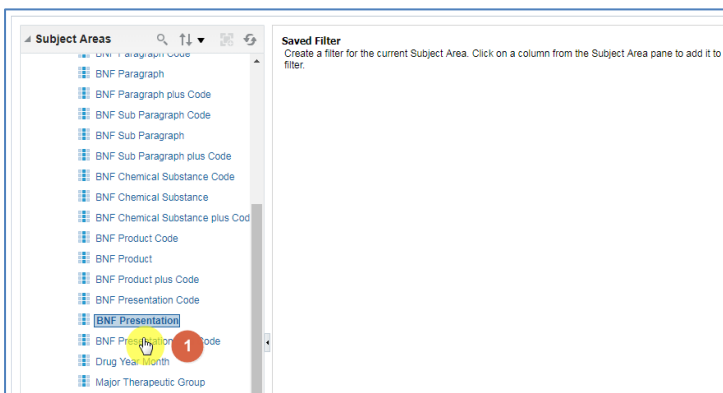


3. Select the 'ePACT2' subject area
4. The 'Saved Filter' pane will open

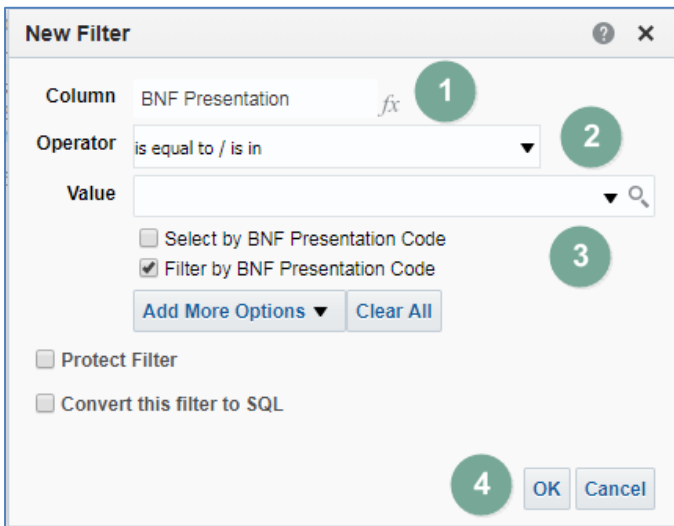
Using the ePACT2 Filter Tool v1



- Expand the subject area to locate the column you wish to create the filter on and double click the column required; this must be the matching column to the field used within the ePACT Filter Tool e.g. if BNF Name is used within the spreadsheet then BNF Name column should be selected.



The 'New Filter' pane will be displayed

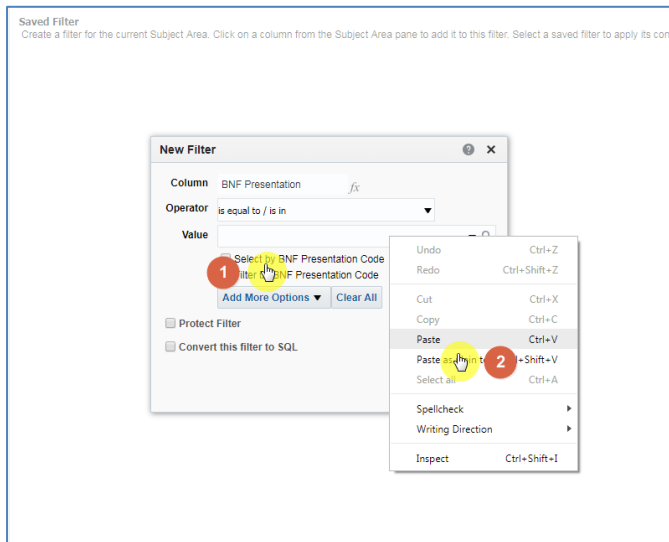



1. Column	Indicates the column you are applying a filter to
2. Operator	This is the condition applied to the filter
3. Value	This is where you select the value you want to filter the column on
4. OK	Select OK to apply the filter to your analysis

Using the ePACT2 Filter Tool v1

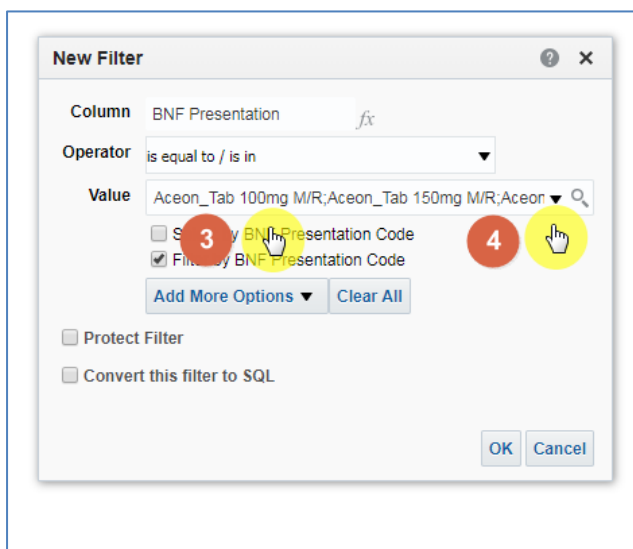
## Including values from the ePACT2 Filter Tool

1. Click into 'Values' pane
2. Right click; select 'Paste from the drop down list presented.'



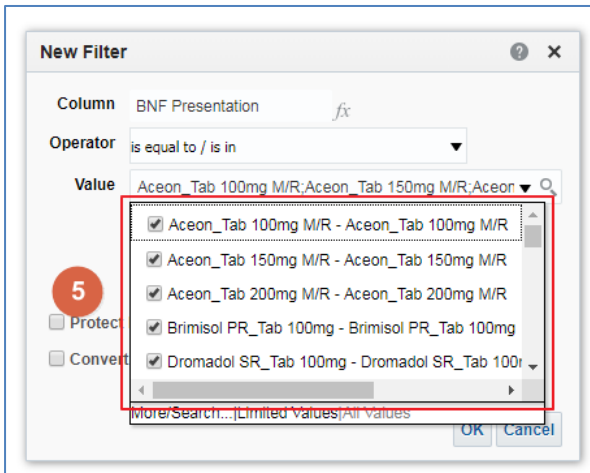
 The number of entries which can be included in a 'values' section is limited to 9,999.


3. The values from the spreadsheet will be pasted into the 'Value' pane.
4. Select the drop down option to finalise selection



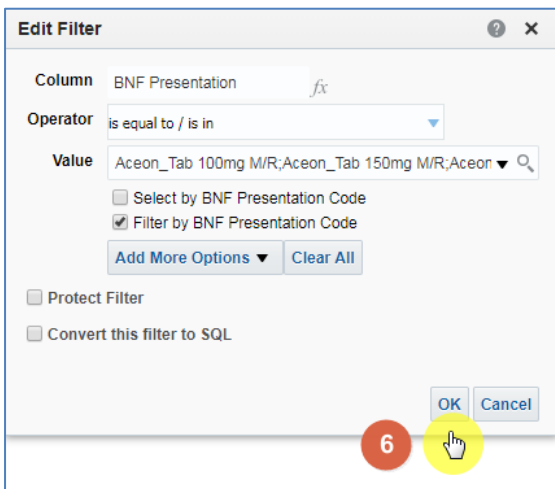
Using the ePACT2 Filter Tool v1

- The pasted values will now appear selected within the dropdown list

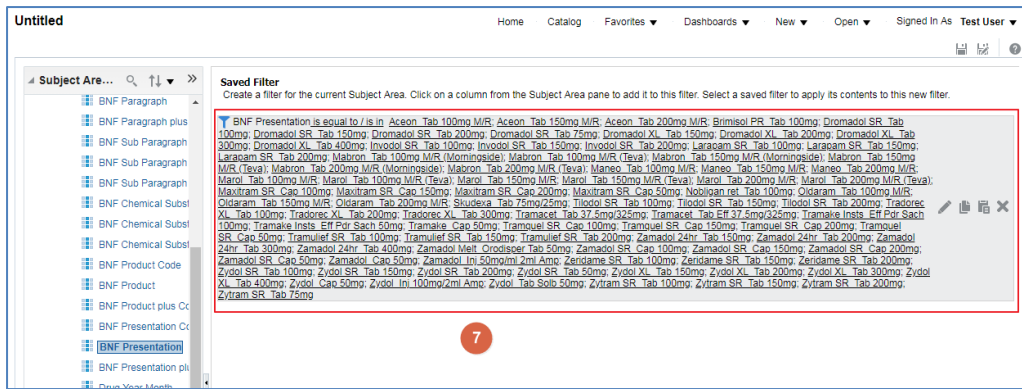


 The drop down list must be selected and the ticked values displayed before the filter will be created. This make take a few moments to complete

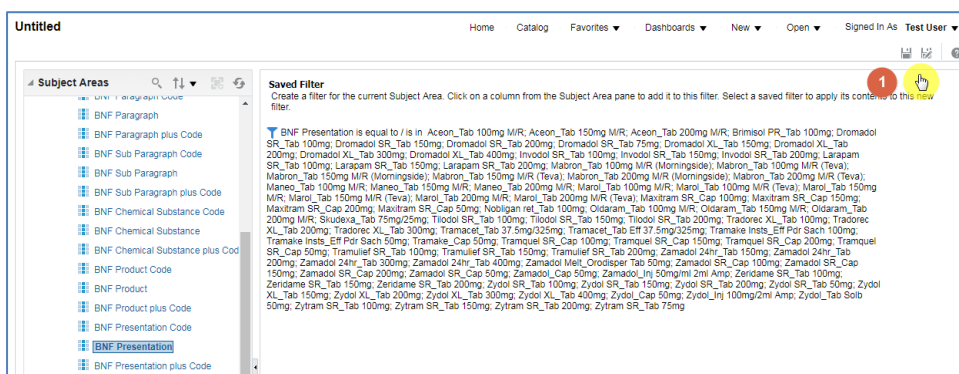
- Click 'Ok' to create the filter



- The filter will be created including the values selected



## Saving a Filter



1. To save your filter you can select the 'Save' or 'Save As' icon available in the top right hand corner of your saved filter pane



Save – saves the filter, overwriting any current version



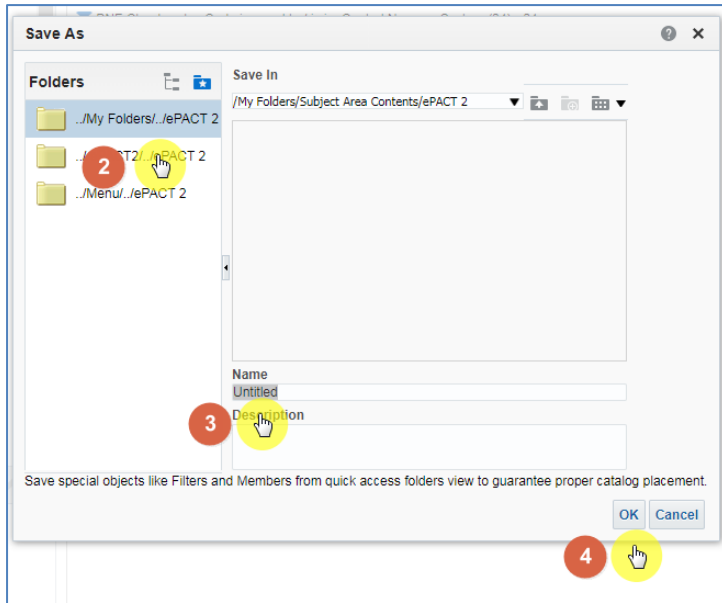
Save as – will save the filter as a separate new filter

When you select save the system will then give you the option to:

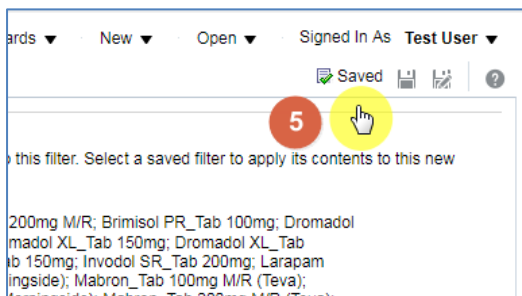
2. Choose the folder you want your filter saved in
3. Name the filter, the default name will show as 'Untitled'

Using the ePACT2 Filter Tool v1





4. Click 'Ok' to save the filter



5. A 'Saved' icon will momentarily appear next the 'Save' and 'Save As' icons

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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](#)