

ePACT2 User Guide

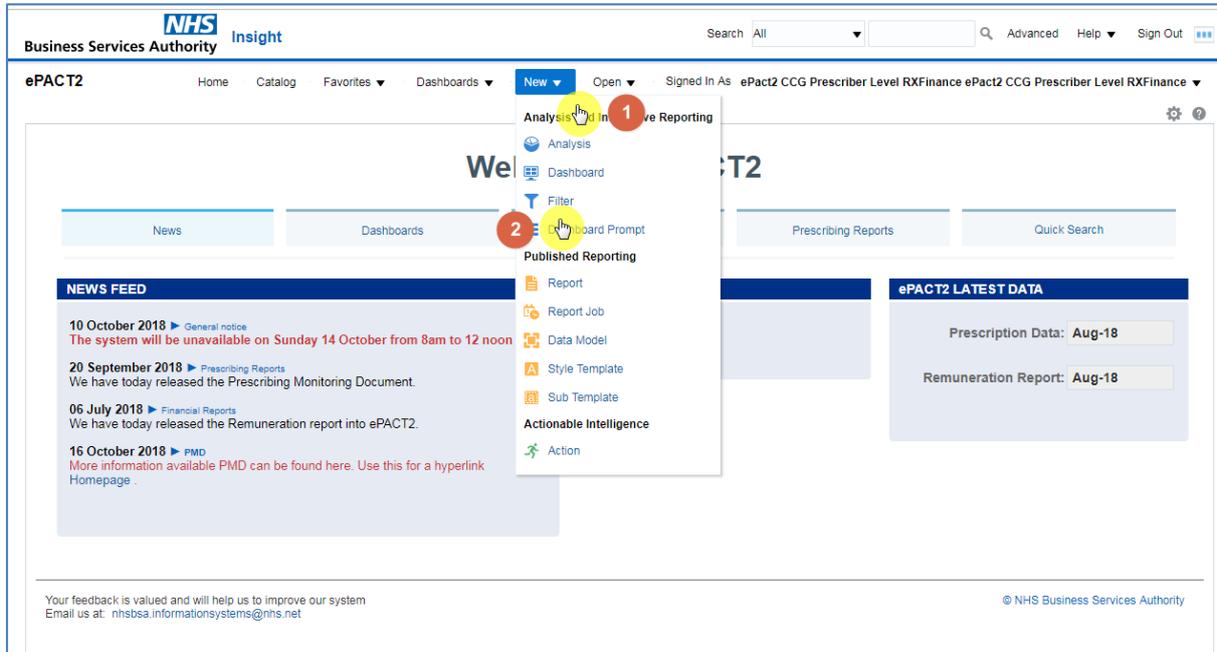
Creating filters using external lists

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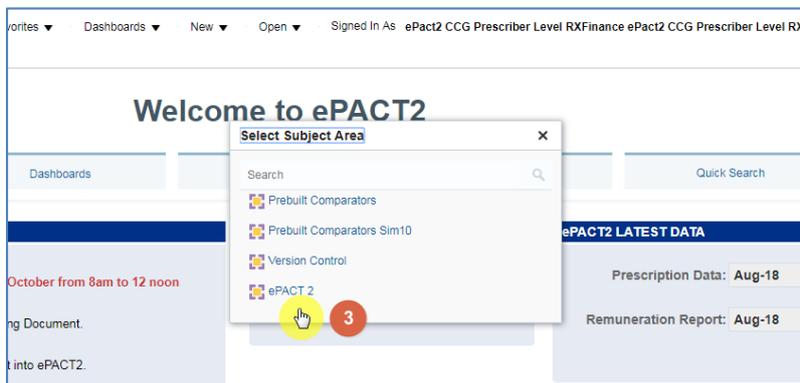
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Creating a Saved Filter using an external list

Creating Saved Filter



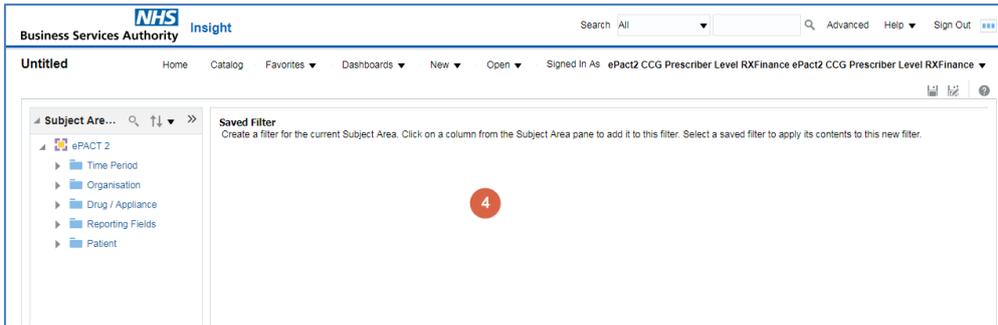
1. From the 'Landing Page' select the 'New' drop down.
2. Select 'Filter' from the drop down list presented



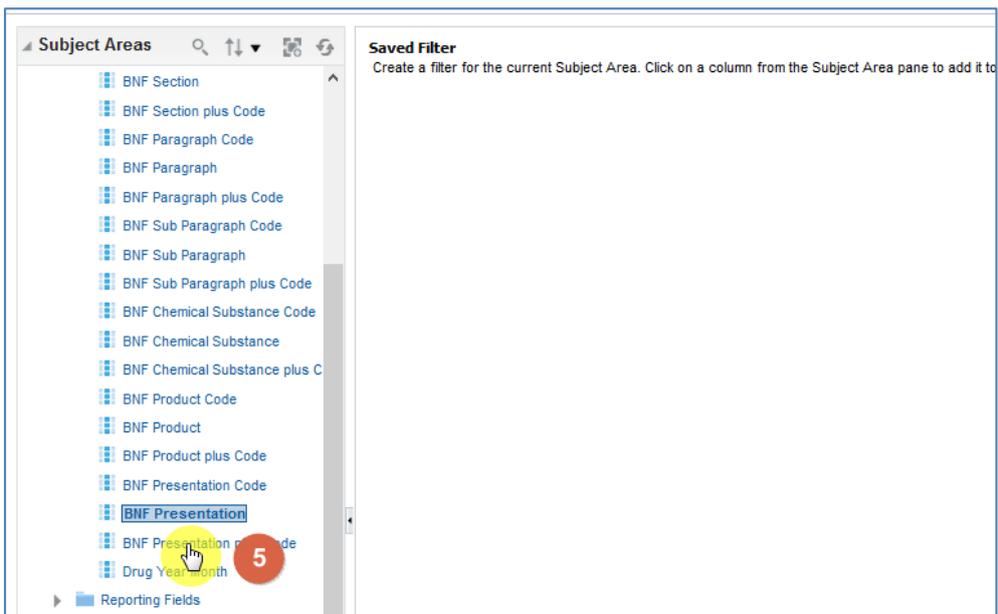
3. Select the 'ePACT2' subject area
4. The 'Saved Filter' pane will open

Creating a saved filter using an external list v1

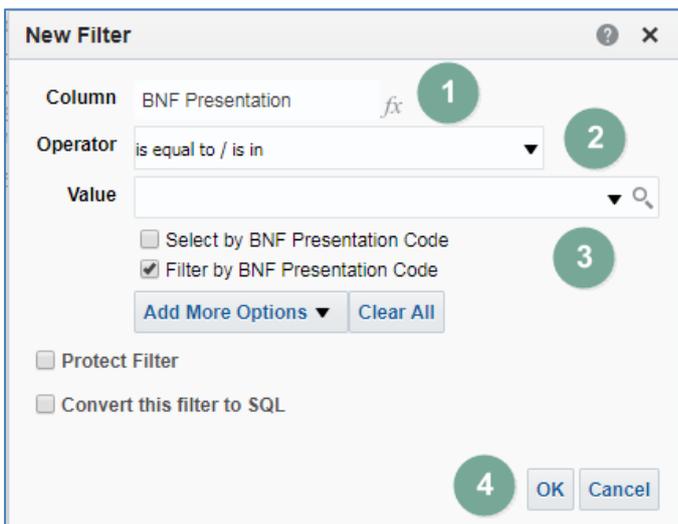
Creating a Saved Filter using an external list



5. 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

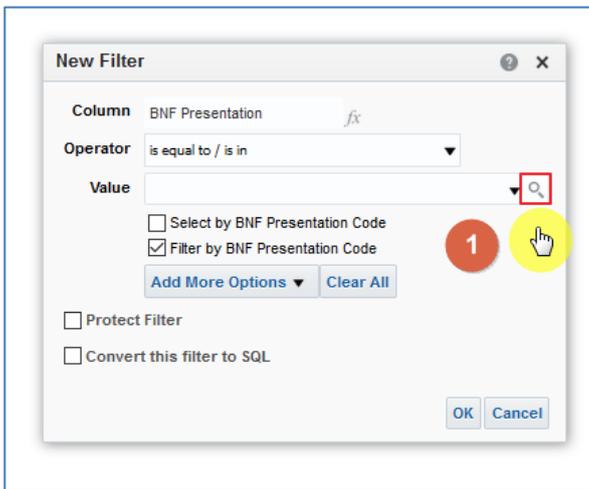


Creating a saved filter using an external list v1

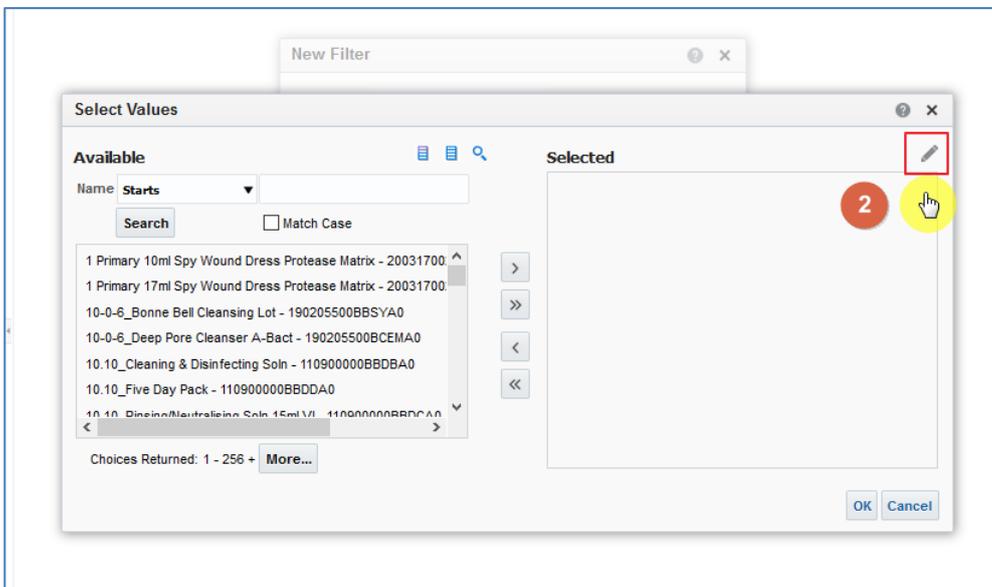
1. Column	Indicates the column you are applying a filter to
2. Operator	This is the condition applied to the filter
3. Value	This is where you select the value you want to filter the column on
4. OK	Select OK to apply the filter to your analysis

Including values from the external list

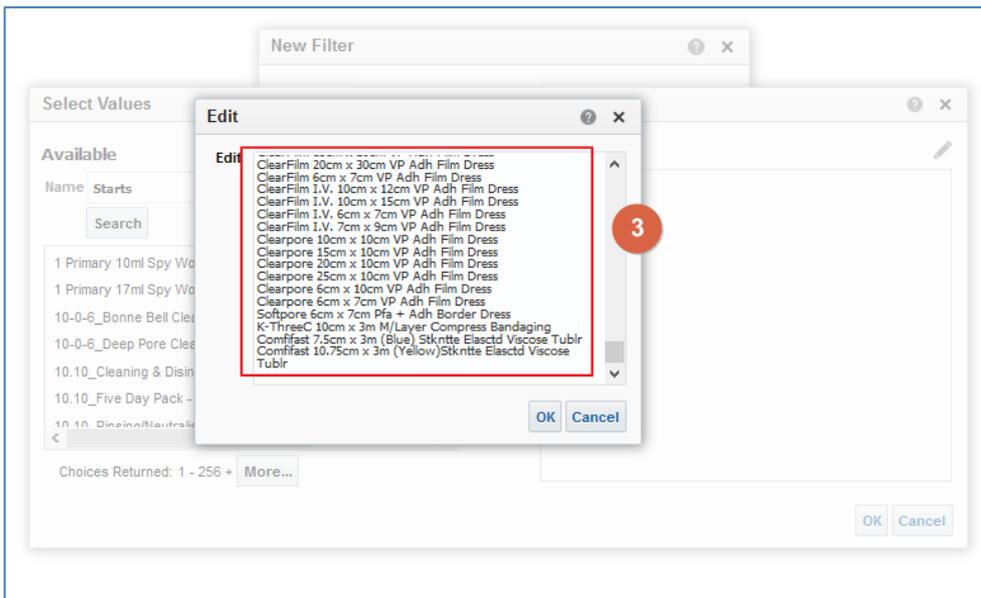
1. Click the 'Search' icon



2. Within the 'Select Values' pane select the pencil icon in the upper right-hand corner.

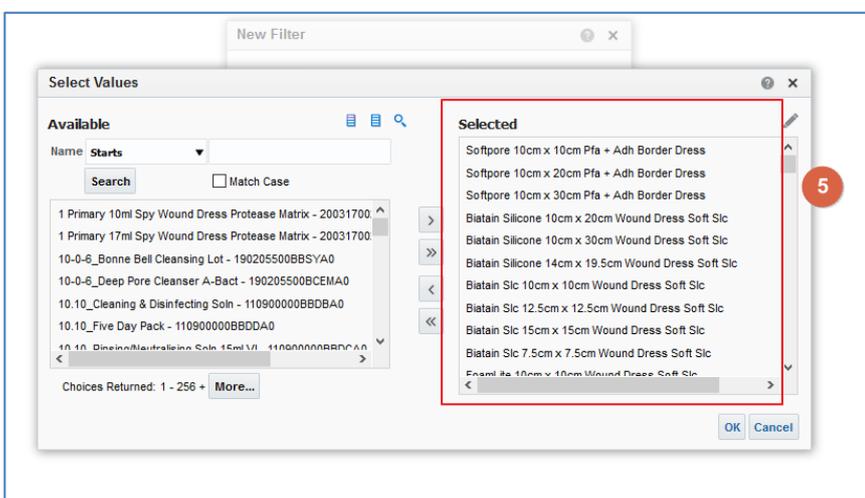


- The 'Edit' pane will be displayed, paste the list of values from the external list into the 'Edit' pane.

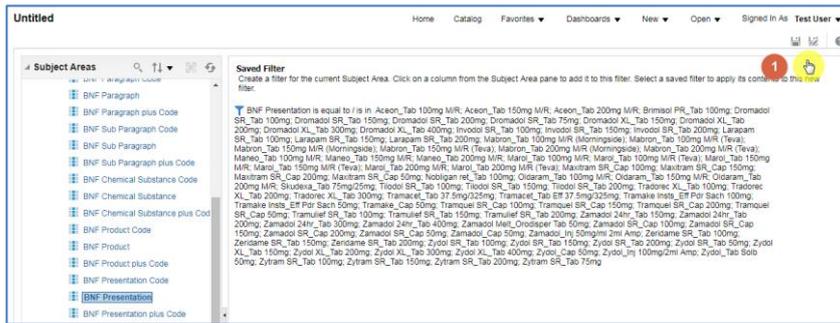


 The number of entries which can be included in a 'values' section is limited to 9,999.

- Select 'Ok' with the 'Edit' pane to confirm.
- The values selected will be displayed within the 'Selected' area of the 'Select Values' pane.



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



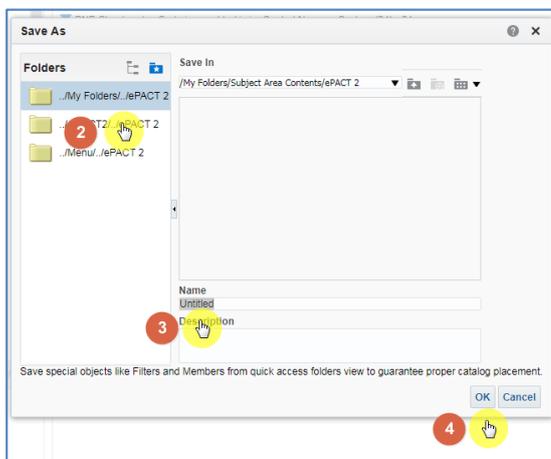
Save – saves the filter, overwriting any current version



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'



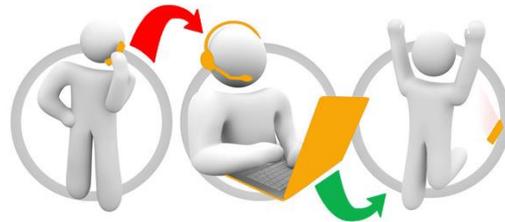
Creating a saved filter using an external list v1

4. Click 'Ok' to save the filter



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

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](#)