

Interactive Contents

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Filtering individual columns

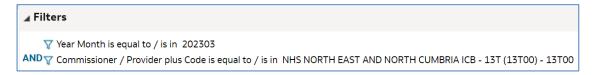
It is possible within ePACT2 to filter individual columns instead of the whole analysis; this enables you to run multiple sets of data within the same analysis.

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:



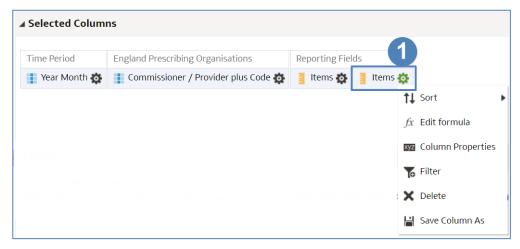


At the moment, this analysis would return two columns, with both showing the number of items attributed to each practice under NHS North East and North Cumbria ICB for March 2023.

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'.



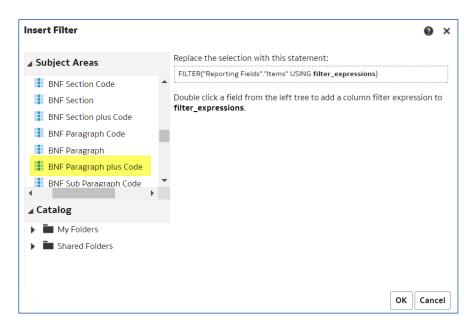
- 3. Within the 'Column Formula', ensure that the formula is highlighted.
- 4. Select 'Filter'.



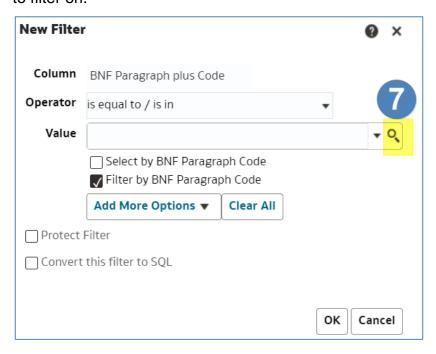


You must ensure the 'Column Formula' is highlighted when filtering a column. If it is not highlighted, the formula will not update correctly.

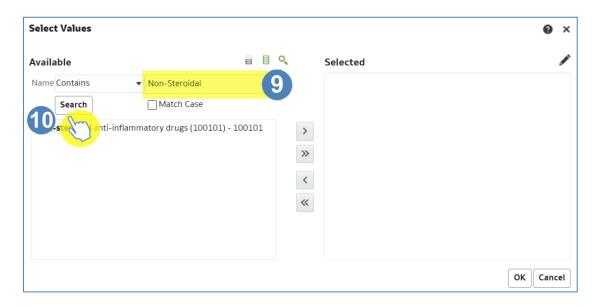
5. You will now be presented with the 'Insert Filter' pane. From here, navigate through the 'Subject Areas' to the column you want to filter on. In this example we will be filtering on the 'BNF Paragraph plus code' column.



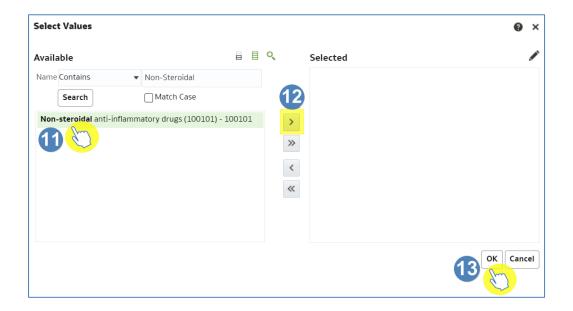
- 6. Double click on the column to open the 'New Filter' pane.
- 7. Select the Magnifying glass icon to search the column for the value you want to filter on.



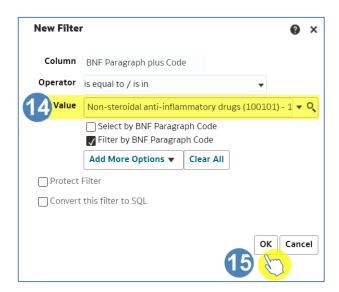
- 8. You will now be presented with the 'Select Values' pane. From here search for your value, in this example we are searching for 'Non-Steroidal Anti-Inflammatory Drugs'.
- 9. Type a keyword/phrase in the search box.
- 10. Select 'Search'.



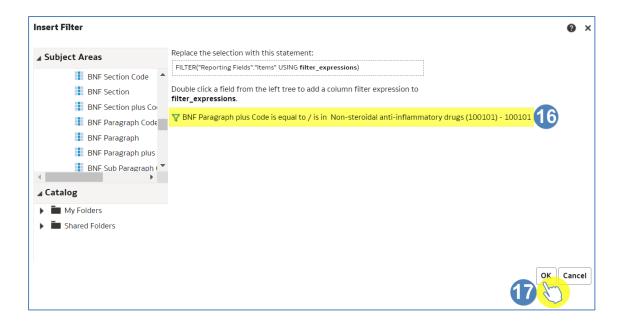
- 11. Select the value you want to filter the column on from your search results.
- 12. Select the single arrow icon to move the value into the selected box.
- 13. Once the value is showing in the 'Selected' box, select 'OK'.



- 14. You will now be returned to the 'New Filter' pane. The 'Value' box will now be populated with your selected value.
- 15. Select 'OK'.



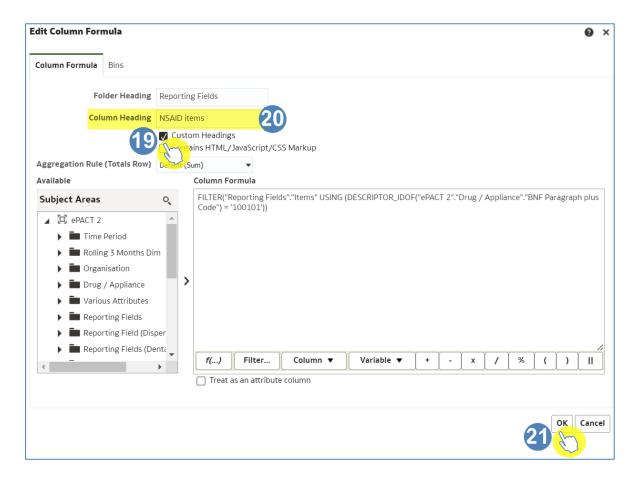
- 16. You will now be presented with the 'Insert Filter' pane; this indicates the filter you are going to apply to the column.
- 17. Select 'OK'.



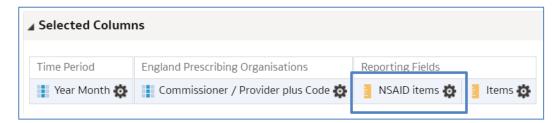
18. The 'Column Formula' will now be updated to show the filter applied.



- 19. Select 'Custom Headings', this enables you to update the 'Column Heading' and give it an appropriate name.
- 20. Give an appropriate name, in this example we are naming the column 'NSAID items'.
- 21. Select 'OK'.



22. 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 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 <u>ePACT2 user guides page</u>

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 <u>ePACT2 training page</u>