

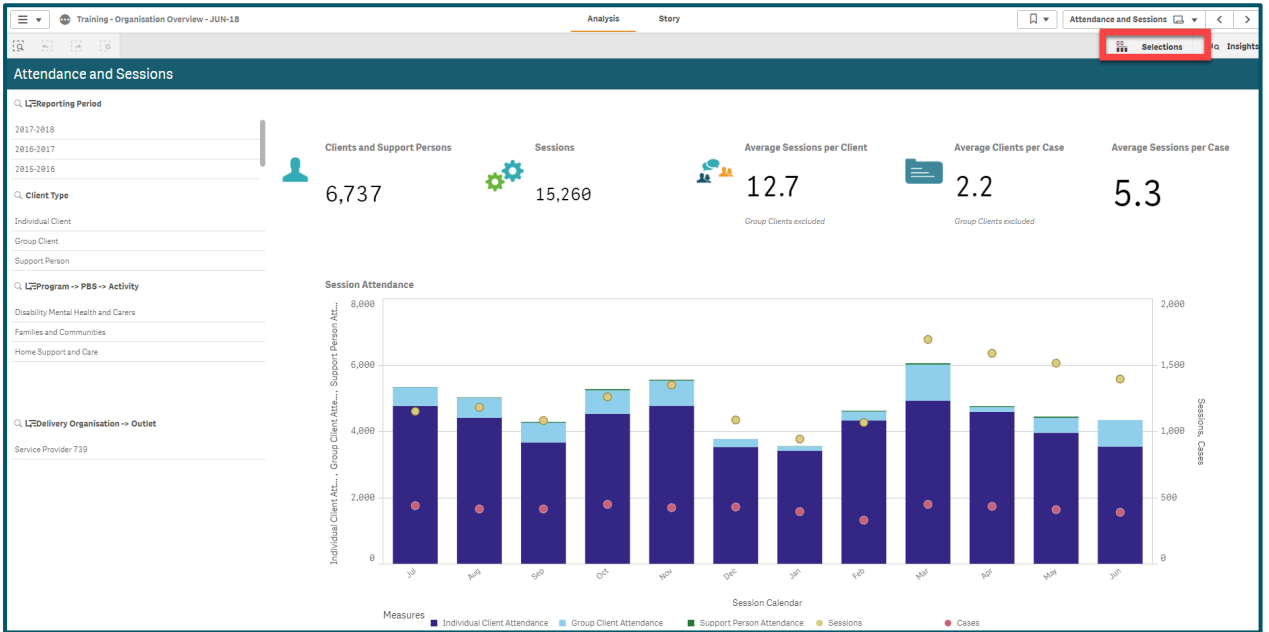


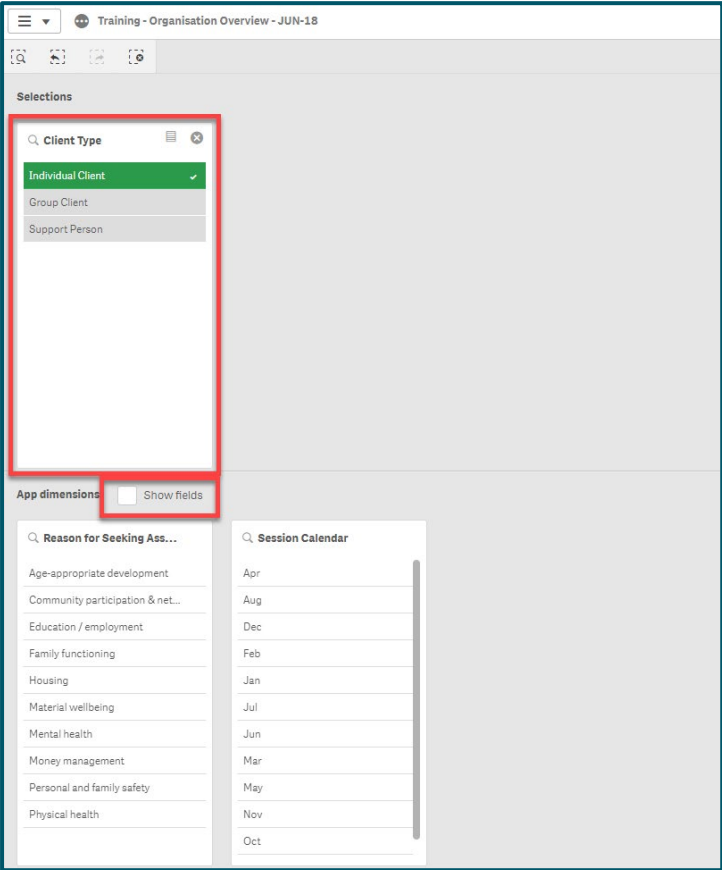
Using Selections (additional filters)

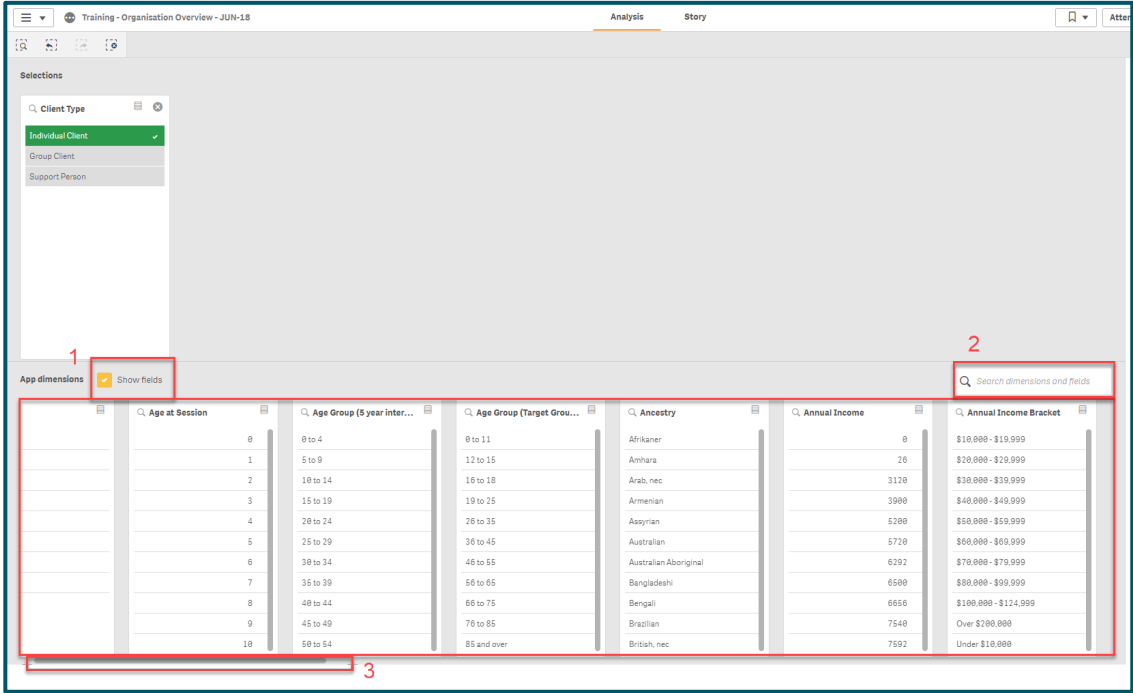
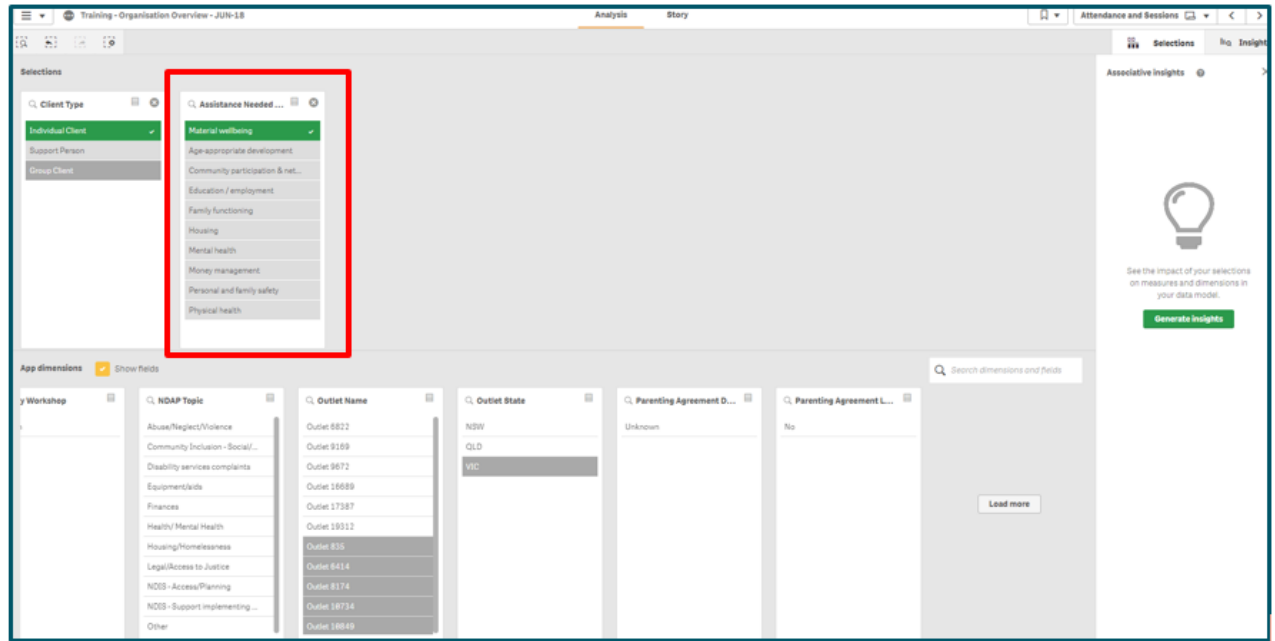
Introduction

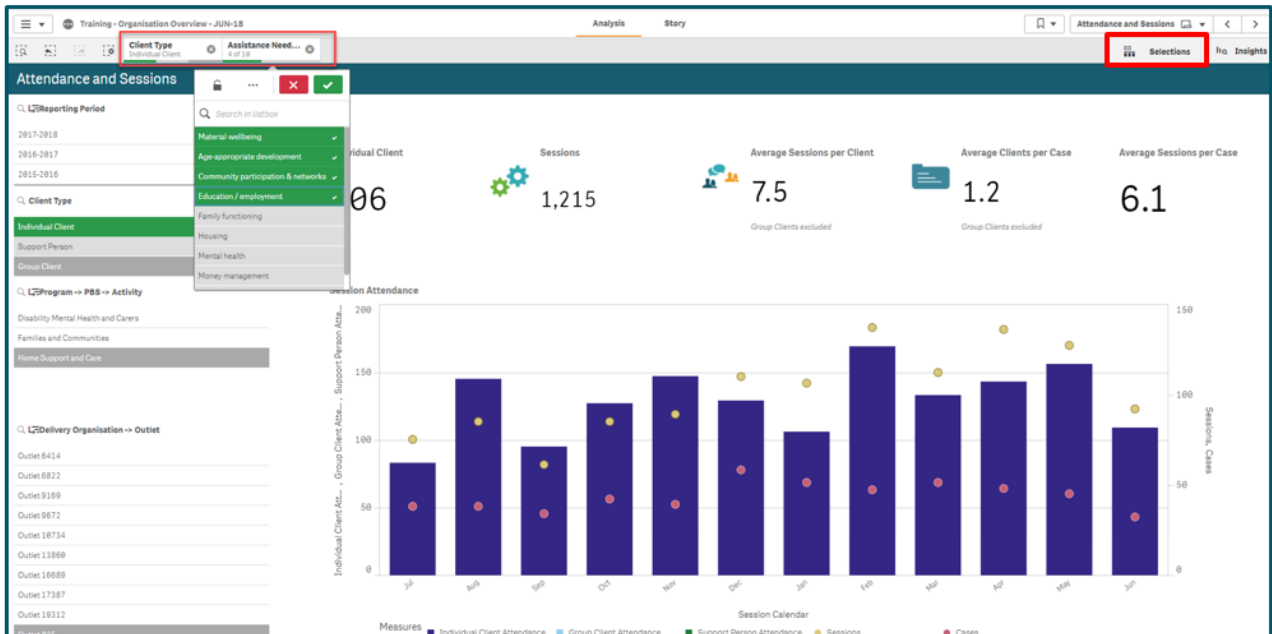
Qlik reports have been designed to initially display a standard set of data fields. At times, you may wish to add different data to your report. These additional filters are available from the Selections tool.

Opening Selections

Step	Action
1	<p>To open the additional filters, click the “Selections” button in the top right of the sheet panel.</p>  <p>The screenshot displays the 'Attendance and Sessions' report in Qlik Data Exchange. The interface includes a top navigation bar with 'Analysis' and 'Story' tabs. The 'Attendance and Sessions' report is shown with various filters on the left and a main visualization area. The 'Selections' button is highlighted in the top right corner of the sheet panel.</p> <p>Attendance and Sessions</p> <p>Reporting Period: 2017-2018, 2016-2017, 2015-2016</p> <p>Client Type: Individual Client, Group Client, Support Person</p> <p>Program -> PBS -> Activity: Disability Mental Health and Carers, Families and Communities, Home Support and Care</p> <p>Delivery Organization -> Outlet: Service Provider 739</p> <p>Key Metrics:</p> <ul style="list-style-type: none">Clients and Support Persons: 6,737Sessions: 15,260Average Sessions per Client: 12.7 (Group Clients excluded)Average Clients per Case: 2.2 (Group Clients excluded)Average Sessions per Case: 5.3 <p>Session Attendance:</p> <p>Individual Client Attendance, Group Client Attendance, Support Person Attendance, Sessions, Cases</p> <p>Session Calendar: Jul, Aug, Sep, Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, Jun</p>

Step	Action
2	<p>The selections screen will appear. In the top half of the screen, any filters that have already been applied will appear. Additional filters will be displayed in the bottom half of the screen</p> <p>The initial dimensions displayed are those that are available on the main sheet display. To display all of the dimensions available in the report, select the Show Fields tick box.</p> 

Step	Action
3	<p>Once the show fields option is selected (1), all App dimensions available will be displayed. You can type in a word to search by in the Search dimensions and field box (2) to narrow the options down or use the Slide bar (3) at the bottom of the screen to move through the options.</p> 
4	<p>To select the dimension that you wish to filter the sheets with, select one of the data points in the dimension you wish to use.</p> <p>This will move the dimension to the Selections area of the screen. In this example the Reason for Seeking Assistance dimension has been selected.</p> 

Step	Action
5	<p>To return to the report, click the Selections button again.</p> <p>The data will now include the Reason for seeking assistance filter at the top of the screen. You can select this filter and add or remove filters for this field as needed.</p>  <p>The screenshot shows the 'Attendance and Sessions' report. On the left, there are filter sections: 'Reporting Period' (2017-2018, 2016-2017, 2015-2016), 'Client Type' (Individual Client, Support Person, Group Client), 'Program -> PBS -> Activity' (Disability Mental Health and Carers, Families and Communities, Home Support and Care), and 'Delivery Organisation -> Outlet' (listing various outlets like 6414, 6822, etc.). A dropdown menu for 'Reason for seeking assistance' is open, showing options like 'Material wellbeing', 'Age appropriate development', 'Community participation & networks', 'Education / employment', 'Family functioning', 'Housing', 'Mental health', and 'Money management'. The main dashboard displays key metrics: 'Individual Client' (06), 'Sessions' (1,215), 'Average Sessions per Client' (7.5), 'Average Clients per Case' (1.2), and 'Average Sessions per Case' (6.1). Below these is a 'Session Calendar' bar chart showing attendance and sessions over time. The legend at the bottom identifies measures: Individual Client Attendance, Group Client Attendance, Support Person Attendance, Sessions, and Cases.</p>

Supported browsers

In order to access the Data Exchange reports your computer needs to meet certain requirements. Select this link to view the list of [supported browsers](#).

More information on reporting requirements are available in the [Data Exchange Protocols](#).

Task Cards on reports functionality are available in the [Training tab](#) of the Data Exchange website.

For technical support, email dssdataexchange.helpdesk@dss.gov.au or call 1800 020 283 (option 3).

The Helpdesk is available between 8.30am - 5.30pm (AEST/AEDT) Monday to Friday.