



Filters

More information on how to use Qlik can be found at [Tutorials - Qlik Sense](#)







The Data Exchange reports will allow you to filter data by selecting items from the available objects on the report sheet.

Filters can be applied to the following areas:

- Reporting Periods
- Activity
- Delivery Organisation
- Outlets
- Visualisations such as graphs and pie charts
- Maps

Navigation guide

Table 1 – Filter applied area navigation items

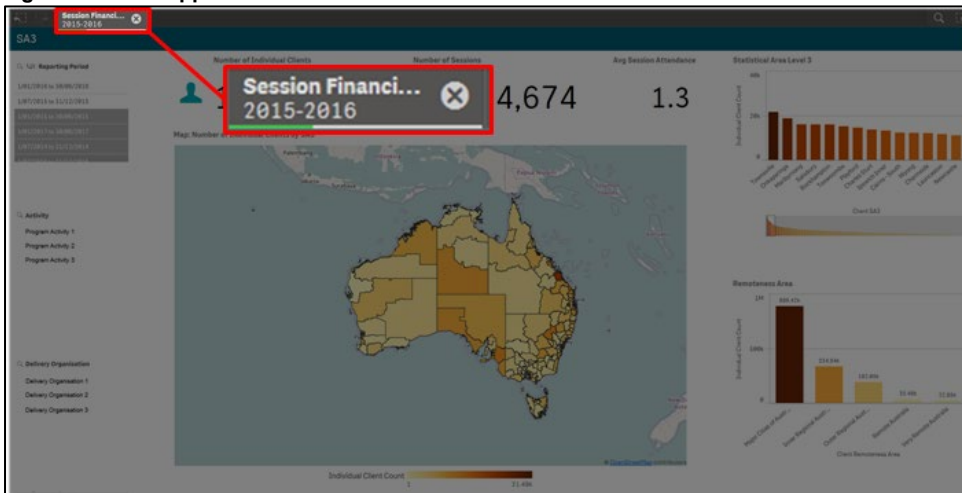
ITEM	DESCRIPTION
	Select the step back function to undo the last selection.
	Select the step forward function to redo a selection.
	Select the clear selections function to clear all the filters selected.
	Select the confirm button to confirm your filter selection.
	Select the clear button to clear your filter selection.
	Select the drill-down dimension button to display additional filters for that field.

Once you have accessed your report type (i.e. SA3 or LGA) you can select the required filter.

Filter display area

To see what filters you have applied to a report: refer to the **filters applied area** which is the ribbon located at the top left of the screen.

Figure 1 – Filter applied area

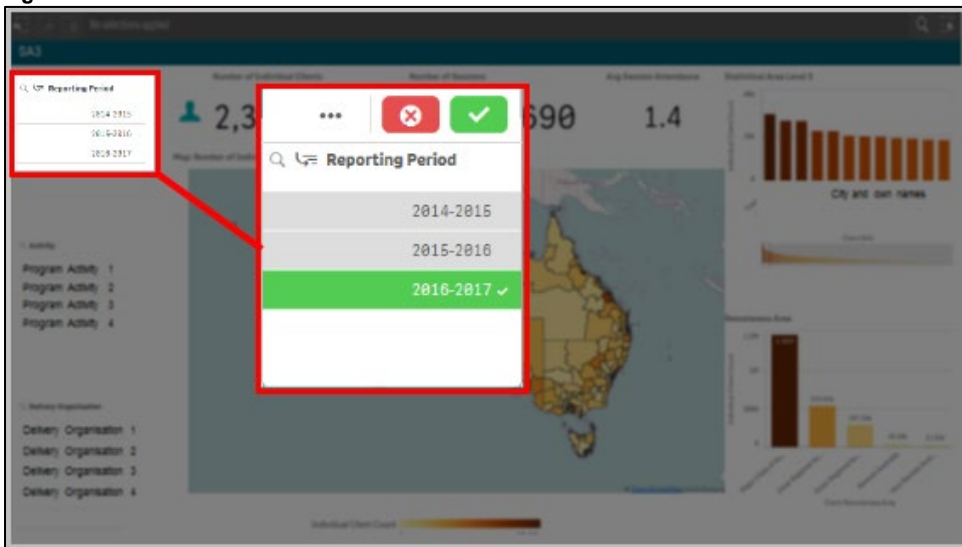



Applying filters

1. Apply a filter

Select the item that you wish to display:

Figure 2 – Confirm and Clear filter icons




Select  to confirm this filter.

Select  to clear your selection.

The sheet will automatically update and display the filtered items.

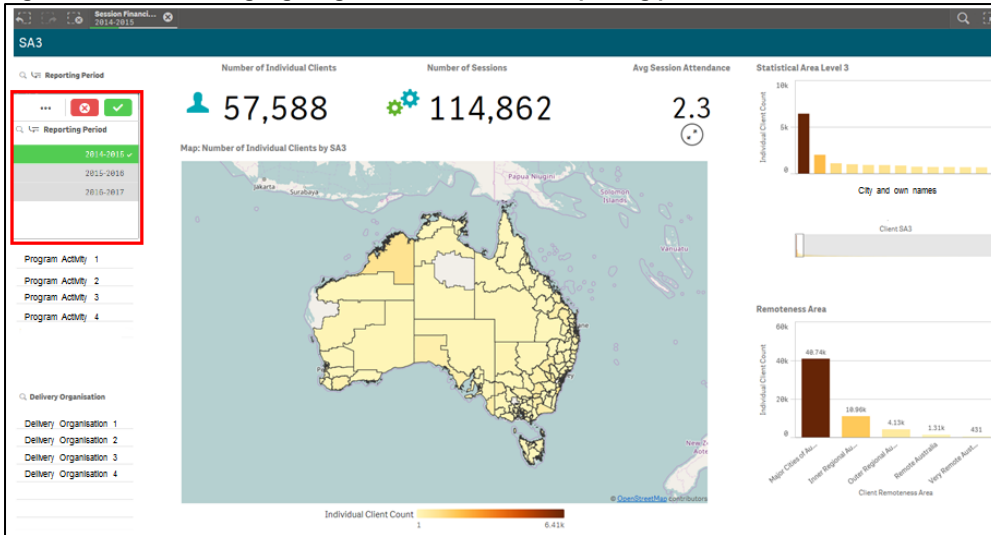
2. Change a filter

To change the filter selection:

- Click on the previously chosen selection and the item will change from green to grey.
- Click on the new selection (if required).
- Select  to confirm.

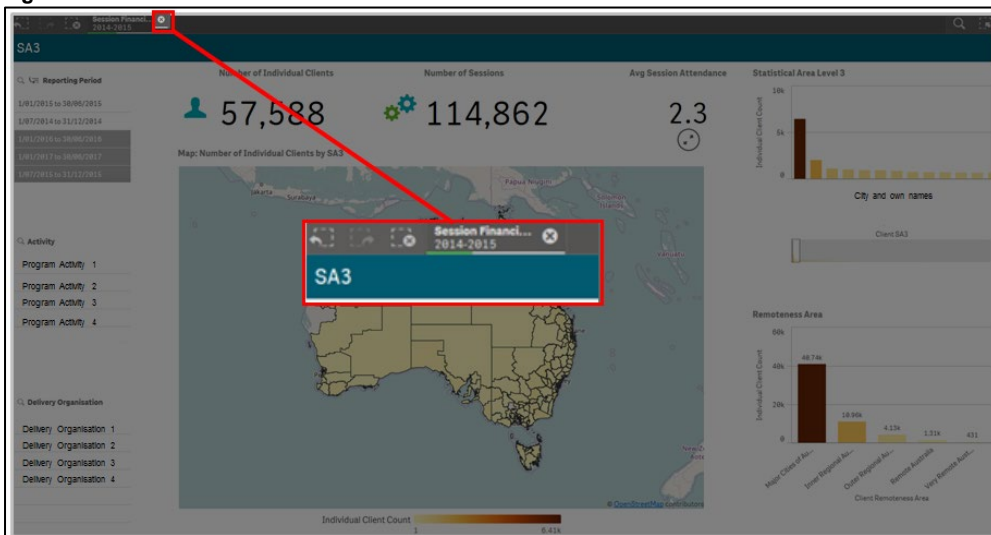
The sheet will update to reflect your selections.

Figure 3 – SA3 sheet highlighting the selection of one reporting period



Select  next to the filter you wish to remove.

Figure 4 – Clear filter button

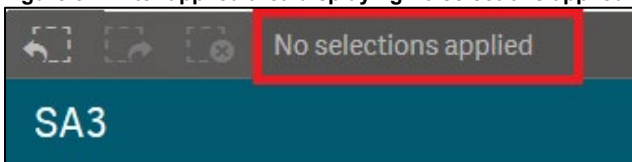


Example of filters

1. No filters selected

The default is for no filters to be applied and is shown as **No selections applied**.

Figure 5 – Filter applied area displaying no selections applied



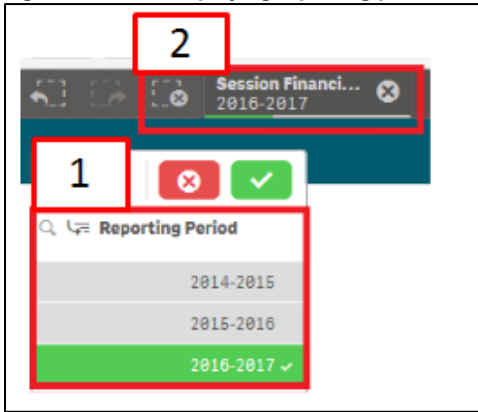
As you drill into the report additional filters can be applied.

2. Single filter

This image (Figure 6) shows:

1. One reporting period selected (highlighted in green) even though three reporting periods are able to be selected.
2. This filter is then applied for this sheet and the remainder of the sheets. This filter remains in the Filter ribbon at the top of the screen.

Figure 6 – Filter displaying reporting periods

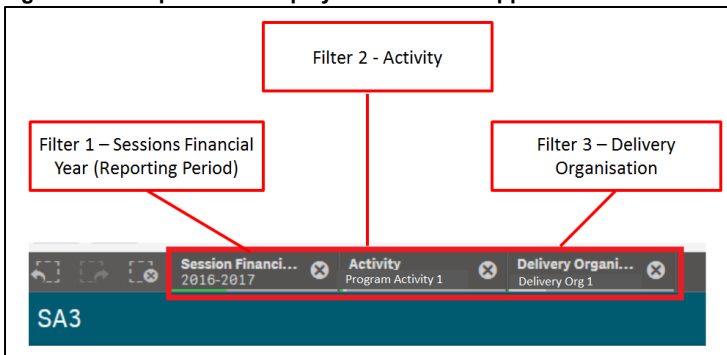


3. Multiple filters

Each time you add a filter this will be added to the Filter ribbon at the top of the screen.

For example, in this image (Figure 7) three filters have been applied. The report will show the results for:

Figure 7 – Multiple filters displayed in the Filter applied area



4. Drill-down dimension filters


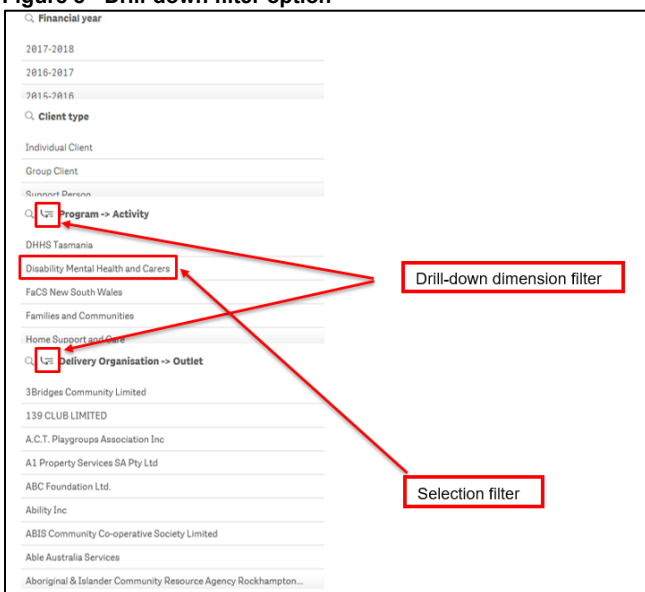
Some filter options also have drill-down dimension filters  where when selected another set of filter options display under the original filter heading.

Figure 8 - Drill-down filter option




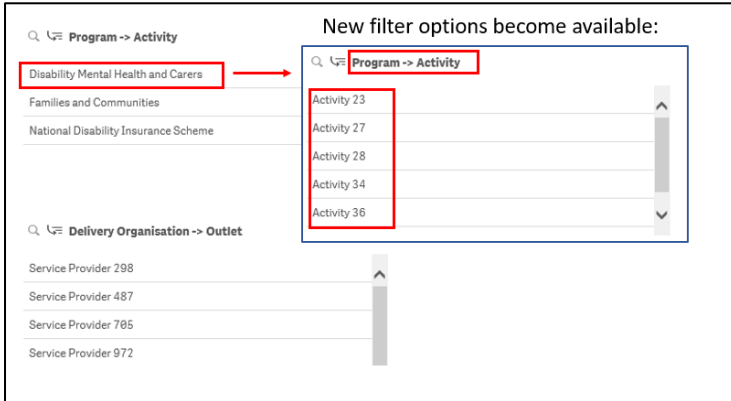
Select  in the relevant filter field. The next layer of filters will now display.

Figure 9 – New filter options displayed when drill-down filter option selected

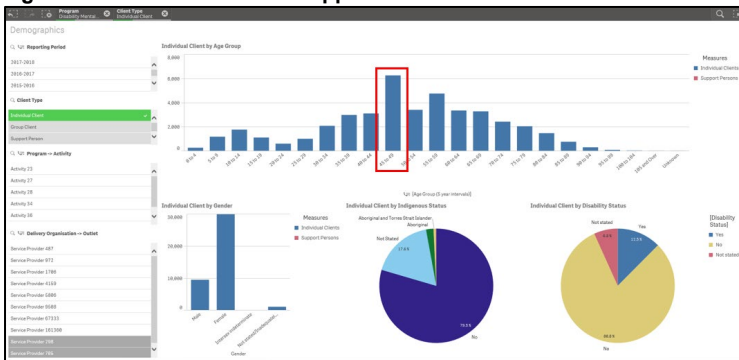


5. Visualisation filters

Graph and pie chart visualisations can be further filtered.

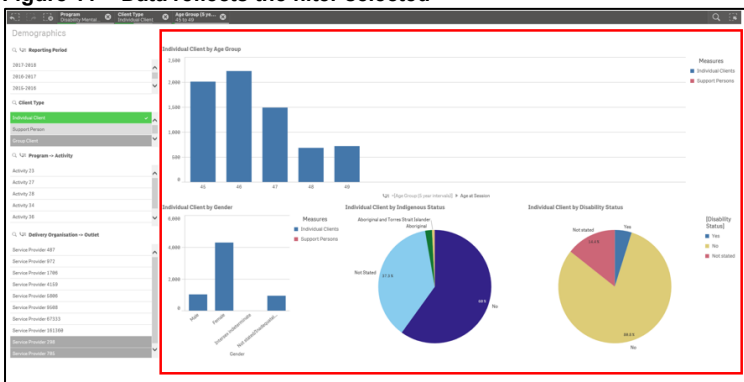
Go to the relevant sheet and select the required item to filter. Figure 10 highlights the Individual Client by Age Group filter selection of 45 to 49.

Figure 10 – Visualisation filter applied



The data on the sheet will reflect the filter selected.

Figure 11 – Data reflects the filter selected



You can find more information on reporting requirements in the [Data Exchange Protocols](#). For further information on reports functionality, please visit the [Training](#) tab of the Data Exchange website.

For system support, contact the Data Exchange Helpdesk by email at dssdataexchange.helpdesk@dss.gov.au or on 1800 020 283.