

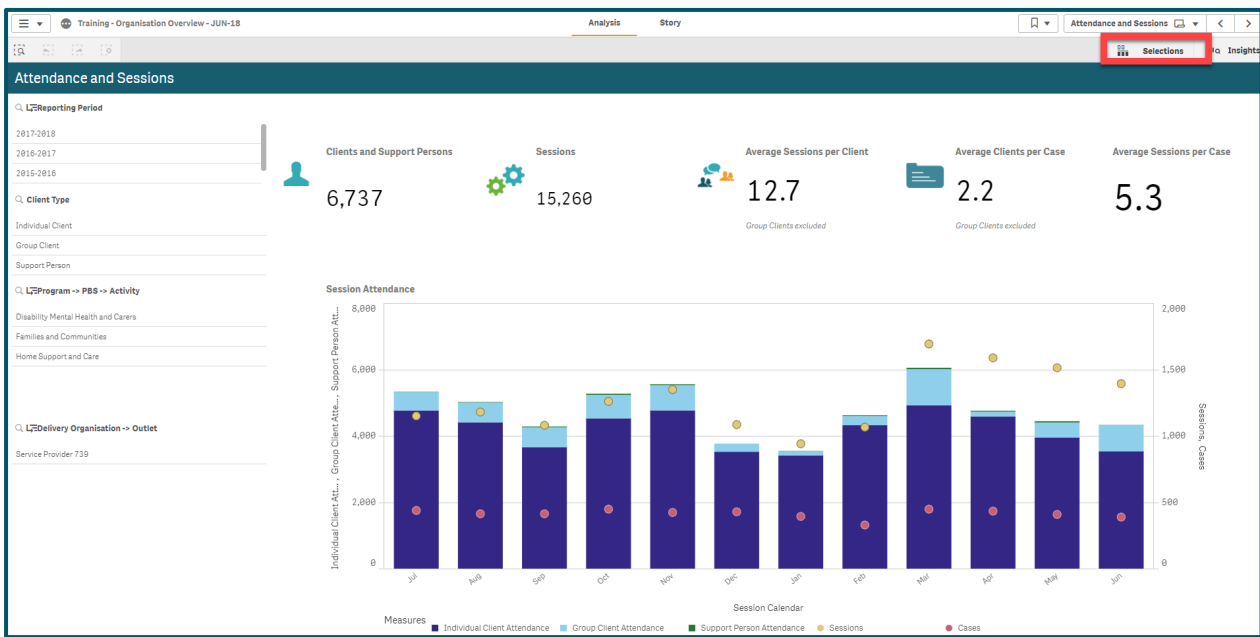


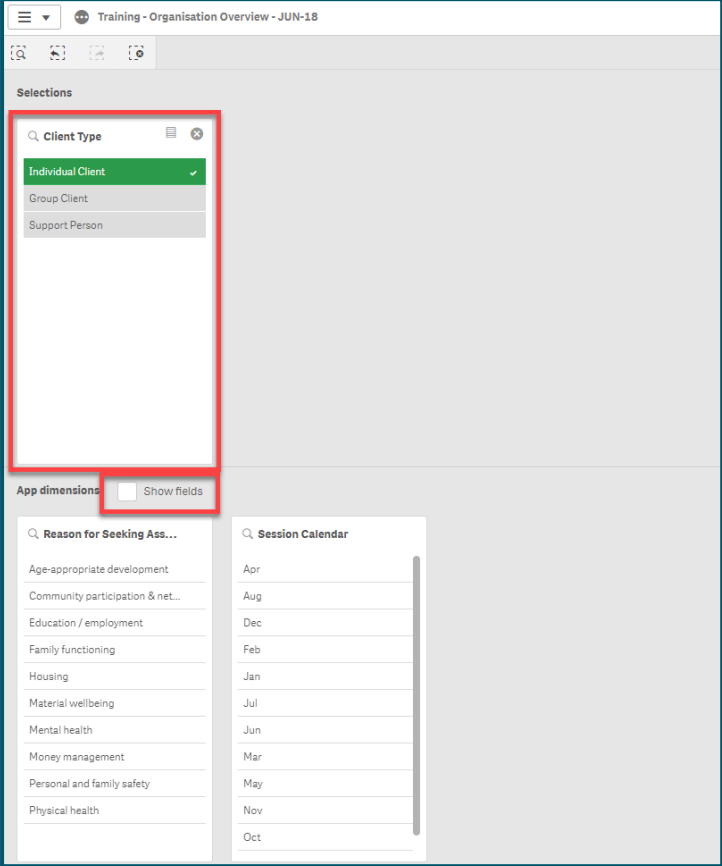
Using Selections (additional filters)

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

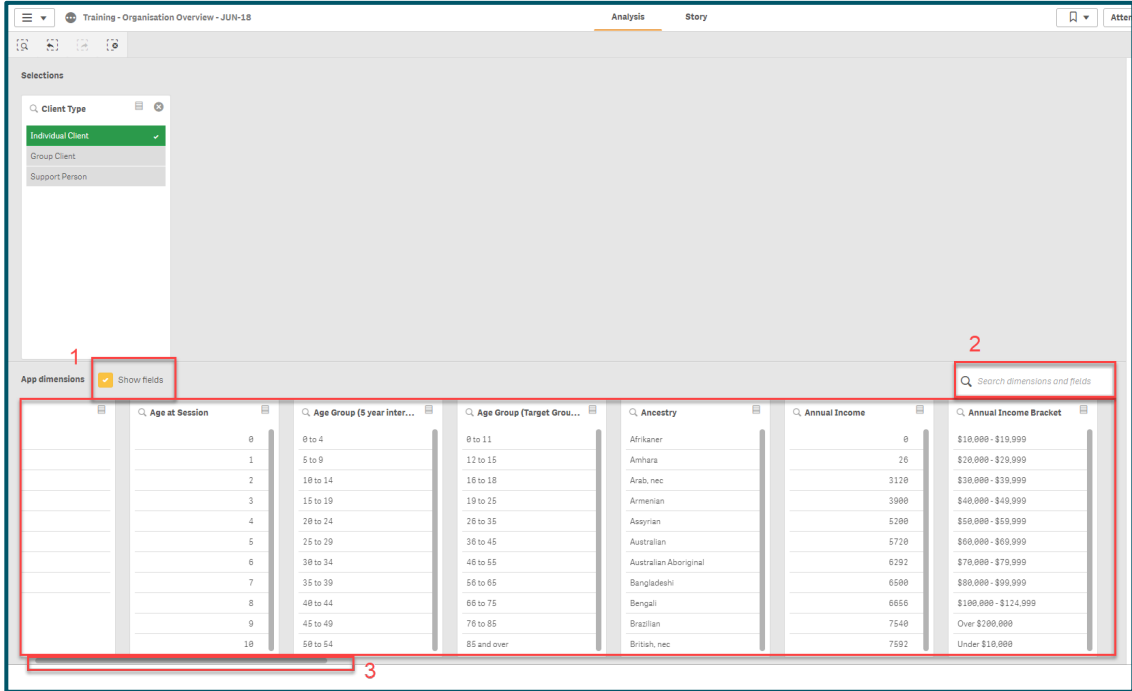
Step	Action
1	<p>To open the additional filters, click the “Selections” button in the top right of the sheet panel.</p>  <p>The screenshot shows a Qlik report titled "Attendance and Sessions" for the period "JUN-18". The interface includes a left-hand navigation pane with filters for Reporting Period, Client Type, Program, and Delivery Organisation. The main area displays several key metrics: Clients and Support Persons (6,737), Sessions (15,260), Average Sessions per Client (12.7), Average Clients per Case (2.2), and Average Sessions per Case (5.3). Below these metrics is a "Session Attendance" chart showing stacked bars for Individual Client Attendance, Group Client Attendance, and Support Person Attendance, with Sessions and Cases overlaid as scatter points. The "Selections" button is highlighted in a red box in the top right corner of the report panel.</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>  <p>The screenshot shows a software interface titled 'Training - Organisation Overview - JUN-18'. It features a 'Selections' section with a search bar and a dropdown menu. The dropdown menu is open, showing three options: 'Individual Client' (selected with a green checkmark), 'Group Client', and 'Support Person'. Below the dropdown, there is a 'Show fields' checkbox which is checked. The interface also displays two columns of dimensions: 'Reason for Seeking Ass...' and 'Session Calendar'.</p>

Step

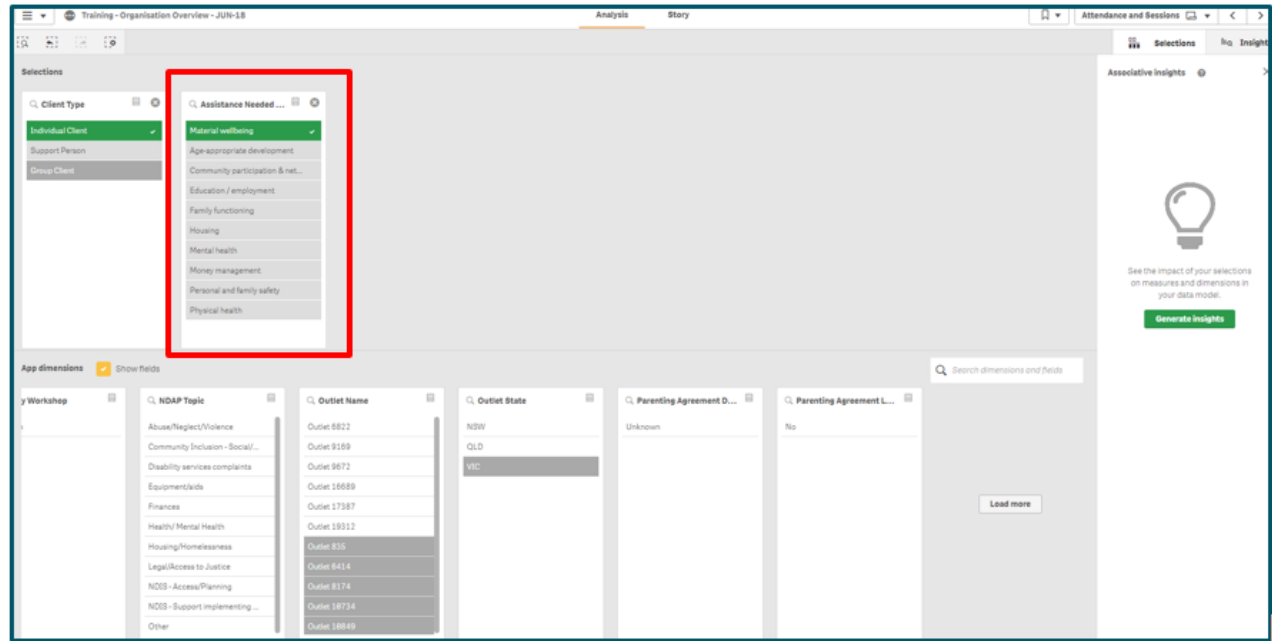
Action

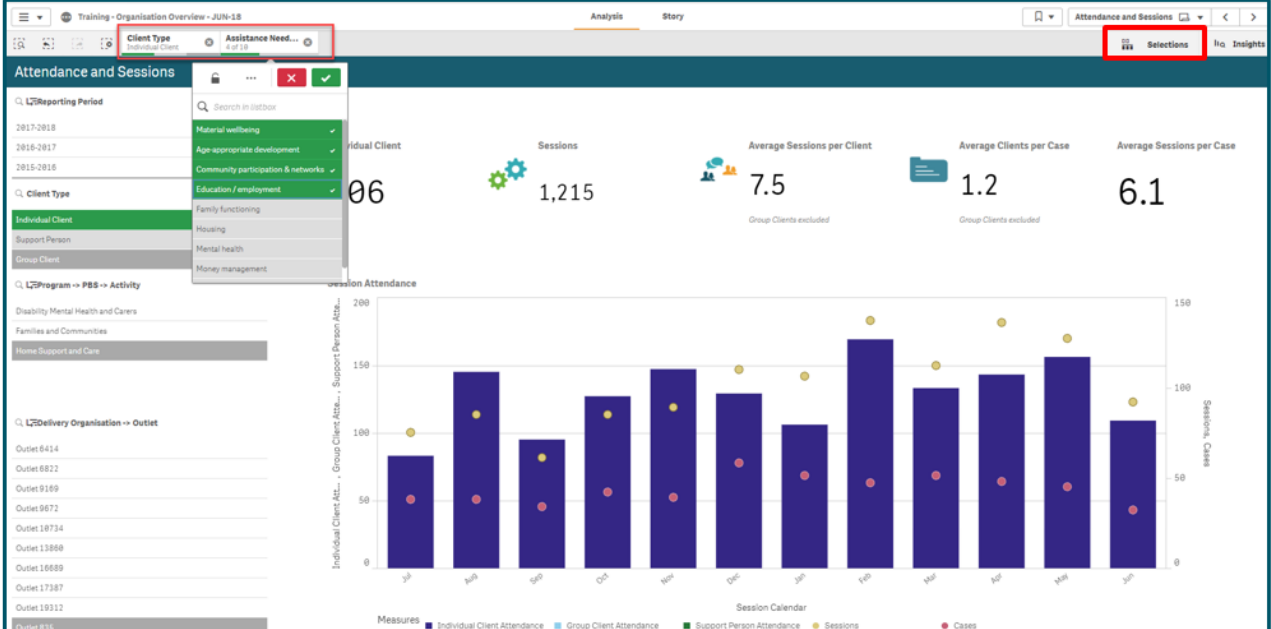
3 Once the show fields option is selected (1), all App dimensions available will be displayed. You can type in a word to search by in the Search dimensions and field box (2) to narrow the options down or use the Slide bar (3) at the bottom of the screen to move through the options.



4 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.

This will move the dimension to the Selections area of the screen. In this example the Reason for Seeking Assistance dimension has been selected.



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> 

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](#).

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.