

Australian Government

Department of Social Services

Data Exchange

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
K B	Select the step back function to undo the last selection.
E	Select the step forward function to redo a selection.
E@	Select the clear selections function to clear all the filters selected.
 Image: A set of the set of the	Select the confirm button to confirm your filter selection.
8	Select the clear button to clear your filter selection.
ζ≡.	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

62 (a) is trainingshit					9. JA
C. CP. Reporting Period 1814 2915 06:4-2416 1815 2317	2,3 Q \⊊ Report	ing Period	1	1.4	
Fragean Addity 1 Program Addity 2 Program Addity 2 Program Addity 3 Program Addity 4		2015-2016 2016-2017 🗸			
Detery Organisation 1 Detery Organisation 2 Detery Organisation 3 Detery Organisation 3 Detery Organisation 4	same free	-		_	

Select **C** to confirm this filter.

Select 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 **v** to confirm.

The sheet will update to reflect your selections.

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





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

	2		
5 3 (2)		ession Fin 016-2017	
1	8	 Image: A second s	
୍ ५≓ Rep	orting Perio	d	
	2014	-2015	
	2015	-2016	
	2016	-2017 🗸	

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.

Q Financial year	
2017-2018	
2016-2017	
2015-2016	
Client type	
Individual Client	
Group Client	
Support Person	
् एन Program -> Activity	
DHHS Tasmania	
Disability Mental Health and Carers	> Drill-down dimension filter
FaCS New South Wales	Drill-down dimension liner
Families and Communities	
Home Support and Care	
् 🖙 Delivery Organisation -> Outlet	
3Bridges Community Limited	
139 CLUB LIMITED	
A.C.T. Playgroups Association Inc	
A1 Property Services SA Pty Ltd	
ABC Foundation Ltd.	Selection filter
Ability Inc	
ABIS Community Co-operative Society Limited	
Able Australia Services	
Aboriginal & Islander Community Resource Agency Rockhampton	

Figure 8 - Drill-down filter option

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

्र 🖙 Program -> Activity	New filter options becom	ne available:
isability Mental Health and Carers	Q. ५च Program -> Activity	
amilies and Communities	Activity 23	^
ational Disability Insurance Scheme	Activity 27	
	Activity 28	
	Activity 34	
	Activity 36	~
🔍 🖙 Delivery Organisation -> Outlet		
ervice Provider 298	^	
ervice Provider 487		
ervice Provider 705		
arvice Provider 972		

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.



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.