

# DataPoint Tips: *Did You Know...*



## Options For Filtering Data

While reviewing information in DataPoint, you can filter the graphs to show only the data that you would like to see. Filtering can be used to highlight a portion of the data or to focus on a specific dimension.

### Filtering Has Two Options

1. Basic: A user can filter data based on a singular dimension, such as descriptive values, conditions, and/or timeframe.

The screenshot shows the 'Basic' filter interface. At the top, there are tabs for 'Basic' and 'Advanced'. Below the tabs are buttons for '+ Add Filter' and 'Clear All'. The main filter area contains a 'Service From...' dropdown, a 'Trend' dropdown, a 'last 12' input field, and a 'Months' dropdown. Below these are links for 'Select Values' and 'Enable Lag Period'. At the bottom are 'Update' and 'Cancel' buttons.

2. Advanced: A user can filter data based on multiple dimensions, using "and/or" tools, for a more concise record output.

The screenshot shows the 'Advanced' filter interface. At the top, there are tabs for 'Basic' and 'Advanced'. Below the tabs are buttons for '+ Filter' and 'Clear All'. A text box explains: 'Narrow your results by clicking + Condition and expand your results by clicking OR between dimensions. To enable OR conditions, limit selected Metrics to 2 selections.' Below this is the same filter area as in the Basic view. At the bottom, there is a '+ OR' button with the text 'To enable OR condition, remove the dimension from Rows/Columns.' and 'Update' and 'Cancel' buttons.

### Key Terms to Know

- Enable Lag Period – applies to timeframe filters; allows for claims runout to be captured
- Dimensions – variables used to build and filter reports
- Rolling Date – a specified timeframe to view as the calendar update

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