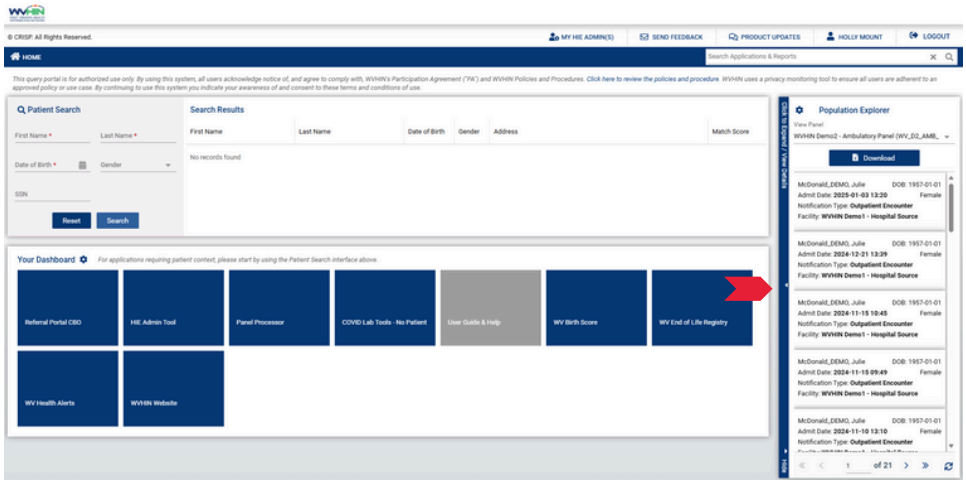
WEST VIRGINIA HEALTH INFORMATION NETWORK

CREATING FILTERED REPORTS IN POPULATION EXPLORER

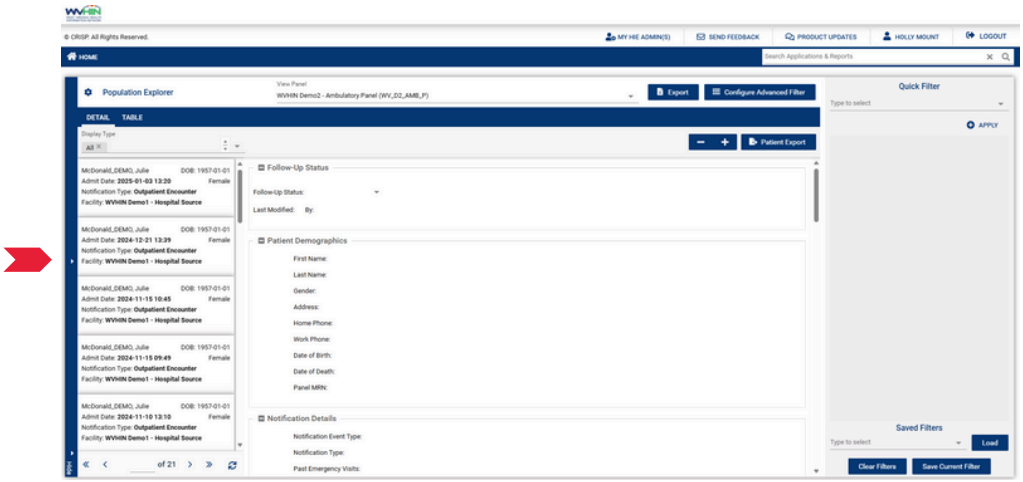
STEP 1: LOG INTO THE WVHIN PORTAL

Use your username, password, and multi-factor authentication to log into the WVHIN Portal. (https://portal.wvhin.org)



STEP 2: EXPAND THE POPULATION EXPLORER WIDGET

Click the arrow to the left of the widget to expand your panel



NOTE: If you have multiple panels, choose the appropriate panel. The filters are individual to each panel.

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STEP 3: CHOOSE YOUR PANEL VIEW

Detail View

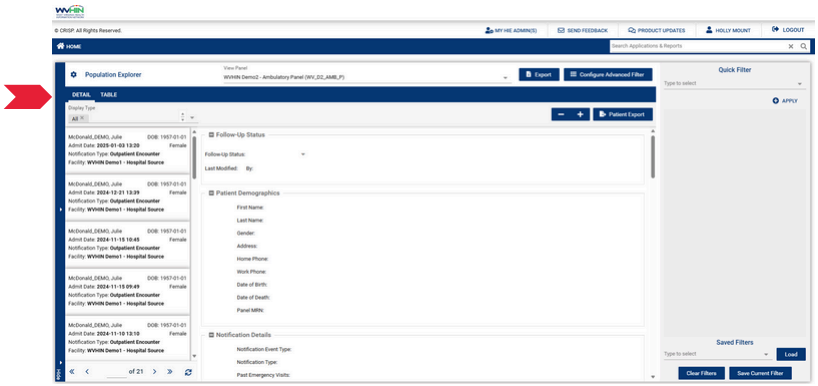
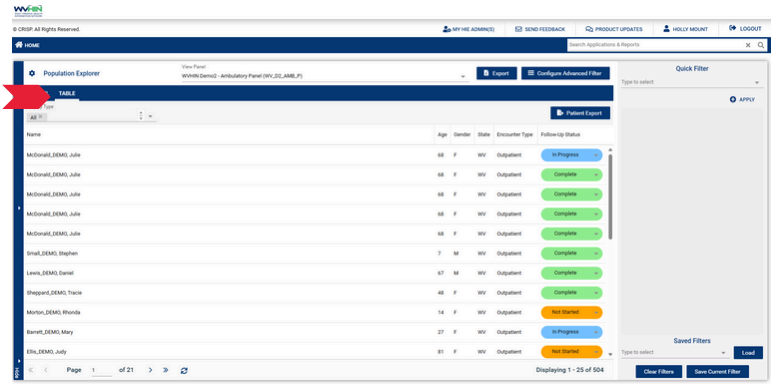
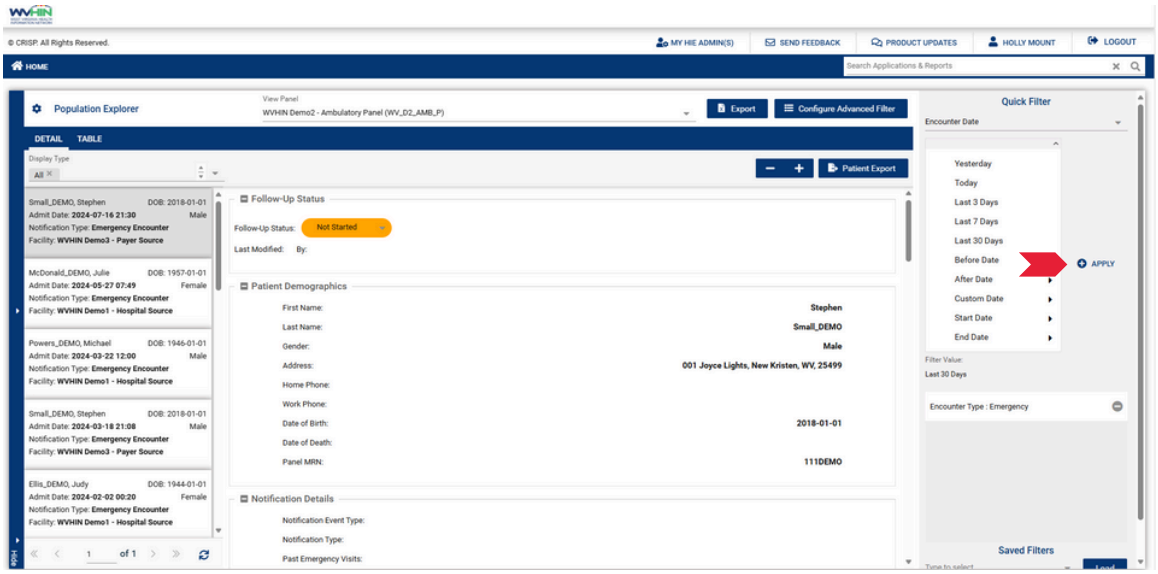


Table View



STEP 4: SELECT AND APPLY FILTER(S)

The Quick Filter option is to the right of the screen. Select the desired filter and then click the ⊕ to apply it. Continue to select and add filters as desired.



NOTE: Different selection criteria or input values will appear depending on the selected data element. For example, a date filter will appear allowing you to set desired date ranges for data elements that represent dates and times.

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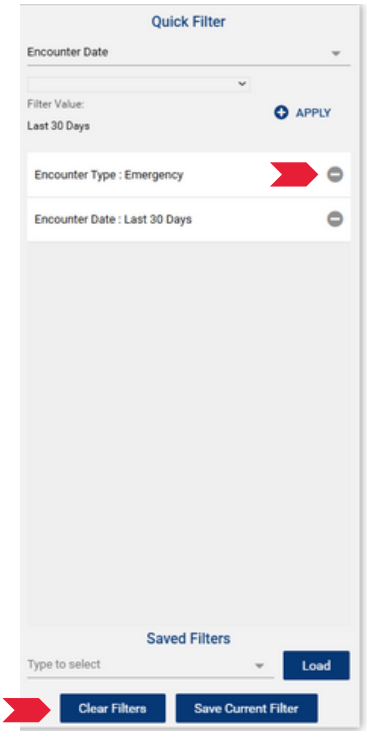
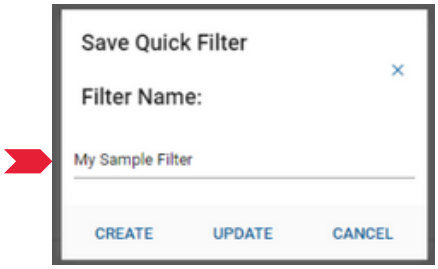
STEP 5: REMOVE AND SAVE FILTERS

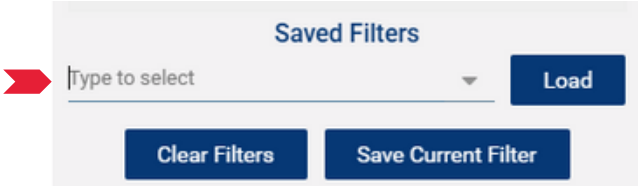
The current list of patients will be automatically filtered according to the chosen criteria. To remove a previously applied filter criteria, navigate to the list of current filters then click the ⊖ next to the filter you would like to remove.



To clear all current filters, click the Clear Filters button in the bottom left corner of the Quick Filter pane. This removes all current filters but will not change or delete any previously saved filters.

To save the current set of filters for reuse later, click the Save Current Filter button in the bottom right corner of the Quick Filter pane. Name the filter in a way you can recognize it. To use a previously saved filter, select it from the Saved Filters drop down, then click the Load button. The criteria from the saved filter will then appear in the Quick Filters list. This will override any filters in place at the time the saved filter was applied. Saved Filters can be edited and updated at any time.





Use the Export button by the panel list to generate a spreadsheet of your data.

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