

## Creating a Percent Query in ESSENCE:

1. Click on the **Query Portal** on the homepage.
2. Change **datasource** to the one you would like.
  - a. ER/ED data will be ER Data by Patient location or ER Data by Hospital Location
3. To get weekly ILI data, change the **Time Resolution** from “Daily” to “Weekly.”
4. Change the time by adjusting the **start date** and **end date**.
5. Change the **As Percent Query** from “No Percentage Query” to “Syndrome.”
6. On the left side, chose what filters you would like by selecting **Region** and **Syndrome**. This will open up different options depending on what field you selected.
  - a. If you are using Internet Explorer, these fields may be hidden (Figure 2). Try using a different internet browser, like Chrome or FireFox (Figure 1).

Figure 1: Query Portal in Chrome

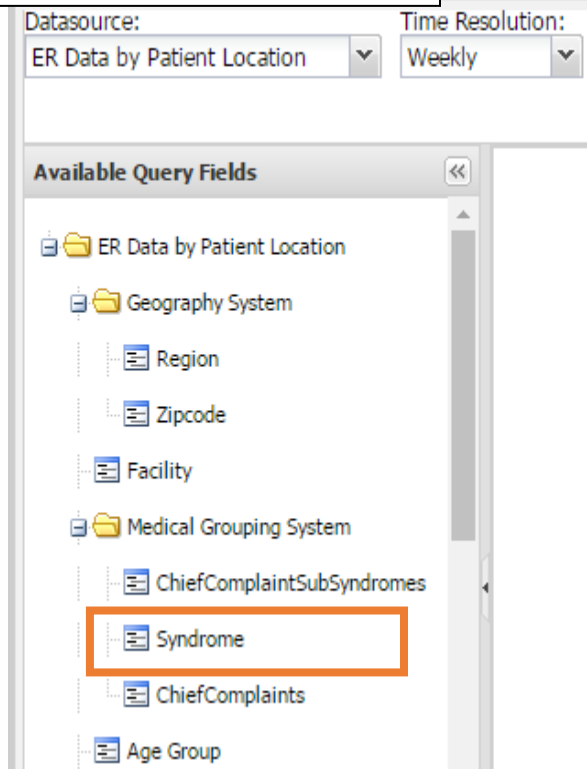
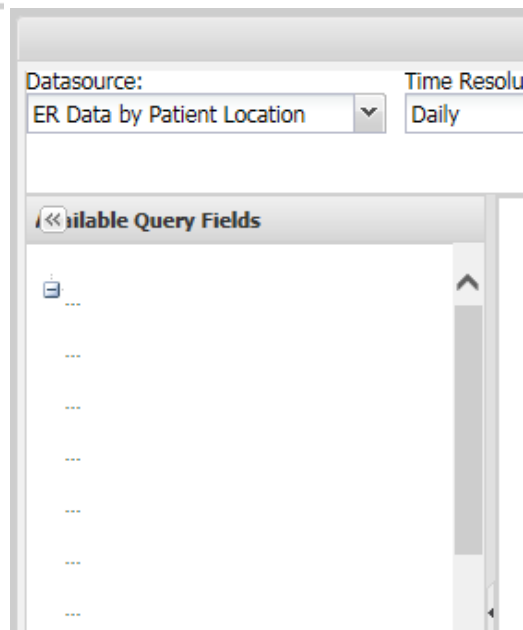


Figure 2: Query Portal in Internet



7. Highlight (click on) the field(s) you want and then click “select.” You will know the field(s) were selected if they show up in the right hand column.
  - a. To select multiple values, hold down the ctrl button while clicking with your mouse.

**Syndrome**

Select values for Syndrome:

- Bot\_Like
- Exposure
- Fever
- GI
- Hemr\_III
- ILI**
- Injury
- Neuro
- Other
- Rash

Select Help

Before selecting filters

**Selected Query Fields**

**Geography System**  
Region

**Medical Grouping System**  
ESSENCESyndromes

After selecting filters

**Selected Query Fields**

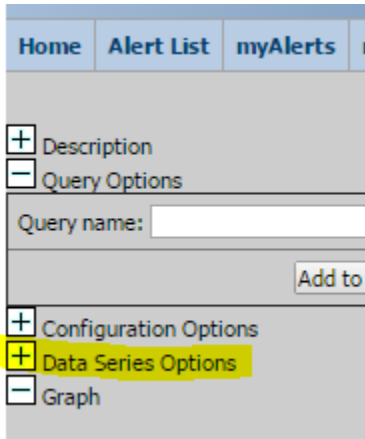
**Geography System**  
Region

**Medical Grouping System**  
ESSENCESyndromes

**Syndrome**  
ILI

8. To run the Query, select **time series**.
  - a. Time series will show a graph with dots that you can click on to open a line list of investigations.
9. If you want to compare past years data with current data, follow the instructions 1-8, but change the time frame to include more years. For example, change the **Time Resolution** from "Daily" to "Weekly." Then change the **start date** to "week 1" and "year 2008" and the **end date** to "week 52" and "year 2016."

- Once the new time series graph shows up, on the left side, locate the **Data Series Options** and click the plus sign (+).



- Check the box for **Each Year as its own Series** and chose “Week 40” for **Graph Start Week**. Select “Update.”

Data Series Options	
<b>Stratification:</b>	[dropdown menu]
<b>Remove Zero Series:</b>	<input type="checkbox"/>
<b>Each Year as its own Series:</b>	<input checked="" type="checkbox"/> <b>Graph Start Week:</b> 40 [dropdown menu]
[Update button]	

- The graph will update from one line to multiple lines (Figure 3); each new line corresponds with a different year (Figure 4).

Figure 3: Data before Adding Data Series

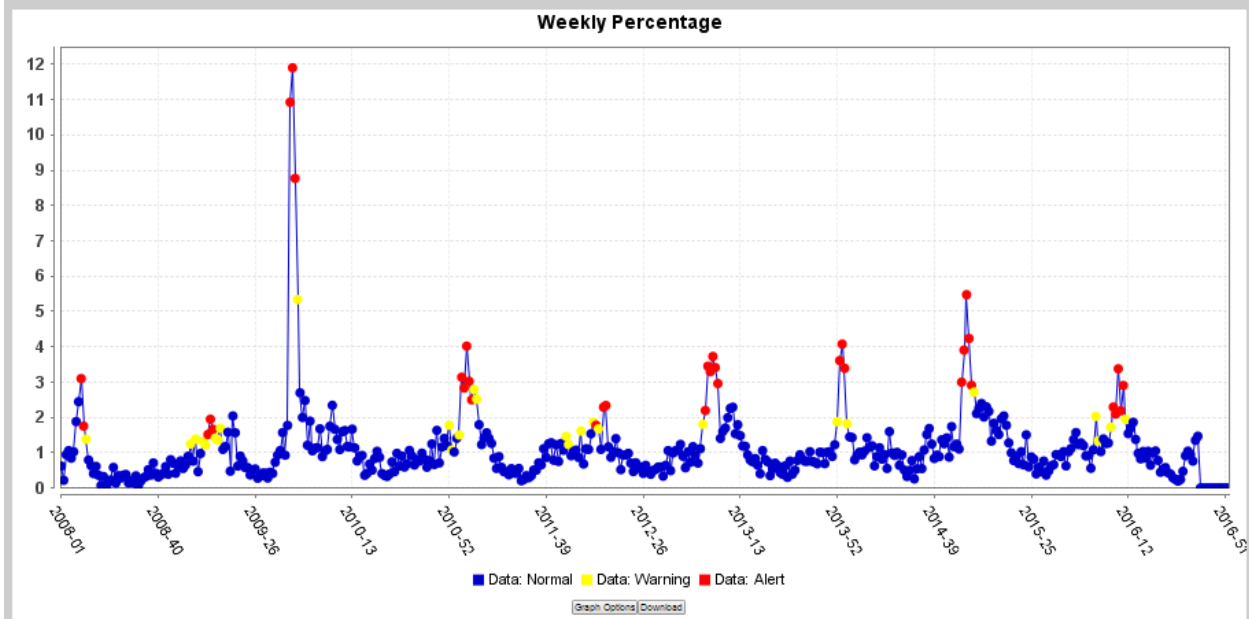


Figure 4: Data after Adding Data Series

