The Data Portal allows you to query HRSA data and compare data sets.

### Step 1: Select a primary dataset
- Choose the primary dataset, the main topic area you want to query.
- You must select one primary data set to continue.

### Step 2: Select a secondary dataset (optional)
- You may select a secondary dataset from the available options. Only secondary datasets that relate to the primary dataset selected will be available.
- Secondary datasets are additional data sources that have a relationship to the primary dataset. Secondary datasets can provide additional context to the data. For example, you can generate a report to determine which Health Care Service Delivery Sites (HSCD) fall within particular Health Professional Shortage Areas (HPSA).
- Click the 'Choose Indicators >>' button to continue.
Step 3: Select indicators

- Choose the indicators or data columns you want in your query
- A default group of indicators are preselected for each dataset. These indicators were chosen based upon available data, and HRSA has determined these to be the core indicators necessary to provide the user with a basic overview of the chosen dataset.
• Click the icon next to an indicator to see a description and metadata.
• You may choose one, several, or all indicators
• You may choose Indicators for both the primary and secondary datasets.
• Click the "View Data" button to run the query and go to the results page.

Step 4: View Results
• The primary indicators selected are displayed as column headings.
• The secondary indicators selected are displayed as a columns nested under a primary row.
• Secondary indicators will be hidden until the user clicks on the expand row.
• Secondary indicator columns may not have data associated with them for every record from the primary dataset.
• You can see the total number of records returned at the top and bottom right-hand corner of the Results Page.
• You can change the number of records displayed per page by utilizing the “Page Size” dropdown menu located in the top and bottom left-hand corner of the Results Page
• You can sort data columns in ascending or descending order. Click on the column header once for ascending, twice for descending.
• You can filter data by entering filter criteria. Then, choose a filter type by clicking the filter button located beneath the column header(s). To apply a filter, click the filter button second time.

![HPSA Score](image)

• To filter data for multiple values, enter the values separated by a semicolon (For example, PA; MD; NY) You must choose "EqualTo" as the filter type from the filter type drop down menu. Multi-value filtering is only supported for columns containing text.

![State Abbreviation](image)

• The list of available filters may be different depending on whether the data indicators you chose are text-based fields or numeric

![NoFilter](image)

• Each filter option performs a different function.
  a. Contains
     1. Limits results to data that contain the character(s) or value(s) input.
b. DoesNotContain
   1. Limits results to data that do not contain the character(s) or value(s) input.
c. StartsWith
   1. Limits results to data that start with the character(s) or value(s) input.
d. EndsWith
   1. Limits results to data that end with the character(s) or value(s) input.
e. EqualTo
   1. Limits results to data equal to value(s) input.
f. NotEqualTo
   1. Limits results to data not equal to the value(s) input.
g. GreaterThanOrEqualTo
   1. Limits results to data that are greater than or equal to the value(s) input.
h. LessThanOrEqualTo
   1. Limits results to data that are less than or equal to the value(s) input.
i. IsEmpty
   1. Limits results to records that are empty in the source data.
j. NotIsEmpty
   1. Limits results to records that are empty in the source data.
k. IsNull
   1. Limits results to data that are null—the absence of value.
l. NotIsNull
   1. Limits results to data that are not null—the absence of value.

- To reset the filter, click the button in the upper left-hand corner of the results table.
- You may view the data on a map by clicking the "Map View" button. Certain datasets require an additional user input before launching the map tool because of differences in the way data are categorized and displayed within the tools.
- To edit the selection of indicators displayed, click the ‘Edit Indicators’ button to navigate back to the Indicators Page and refine the selections.
- You can click on the ‘Start Over’ button to navigate back to the main interface.
- You can export the data by clicking the "Export Selected Data" link. This lets you download an XLS file containing your query results, including all sorting and filtering options you selected.
- You can also export the entire dataset by clicking the "Export Entire Dataset" link. This XLS file will contain all available data indicators with no sorting or filtering.