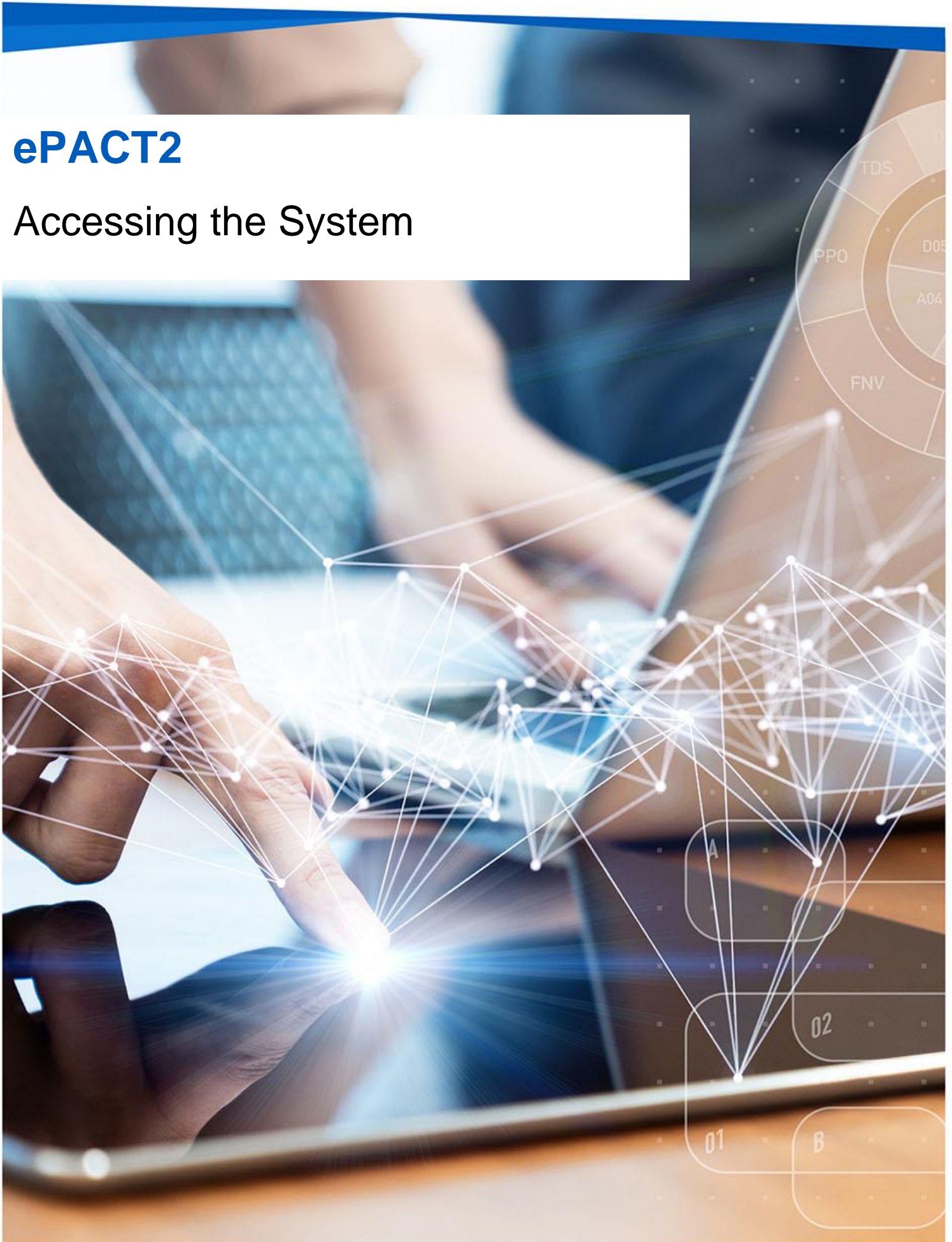


ePACT2

Accessing the System



Interactive Contents

Use this interactive content list to jump straight to the content you want to see. Just click the titles below to go directly to that section:

What is ePACT2?

Video: What is ePACT2?

Activating your account

Signing in to ePACT2

Understanding the landing page

Navigating the system

Getting more help

What is ePACT2?

ePACT2 is an online business intelligence tool that allows you to access information on items which have been dispensed in the community and then subsequently submitted to the NHSBSA for processing.

It provides a rich source of data and allows users to view, analyse and present prescribing data and monitor prescribing trends, support medicines management and identify possible savings. The data is presented in easy-to-use dashboards and gives users the ability to produce bespoke reports and analysis.

Video: What is ePACT2?

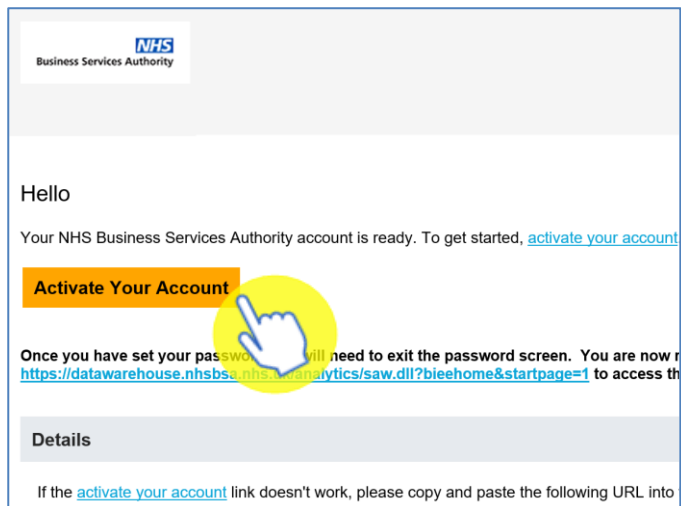


Activating your account

Once you are registered for the system your account must be activated and password and security question details set to allow you to access the system.

An email will be sent containing account details and a link to the system.

1. Click the link to activate your account.



2. Create a password.



The screenshot shows the NHS Business Services Authority password reset page. At the top center is the NHS logo and the text 'Business Services Authority' and 'NHS Business Services Authority'. Below this is the heading 'Reset your password' and the instruction 'Set a password for your user account.' There are two input fields: 'New Password' and 'Confirm New Password'. At the bottom of the form is a blue button labeled 'Reset Password'.

3. Click 'Reset' password.

The screenshot shows the 'Reset your password' page for the NHS Business Services Authority. At the top, it says 'Business Services Authority' and 'NHS Business Services Authority'. The main heading is 'Reset your password' with the instruction 'Set a password for your user account.' Below this is a 'New Password' field with a masked password '.....'. A list of password requirements follows: at least 12 characters, not exceeding 40, no first or last names, no user name, at least 1 lowercase and uppercase character, at least 1 numeric character, and cannot repeat the last 4 passwords. A 'Confirm New Password' field with a masked password '.....' is below. A blue 'Reset Password' button is at the bottom, with a yellow circle and a hand icon pointing to it.

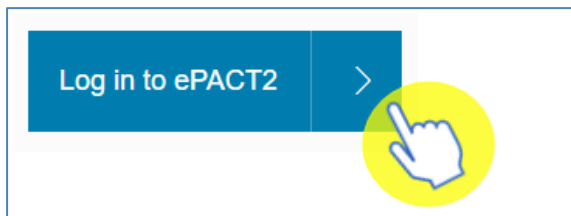
4. You will be notified of the password change success.



You can now go to the sign in page and log into your new ePACT2 account.

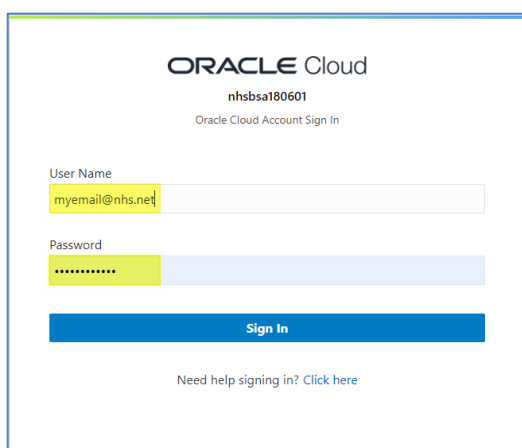
Signing in to ePACT2

1. Go to: <https://www.nhsbsa.nhs.uk/epact2>
2. Click on 'Log in to ePACT2'.

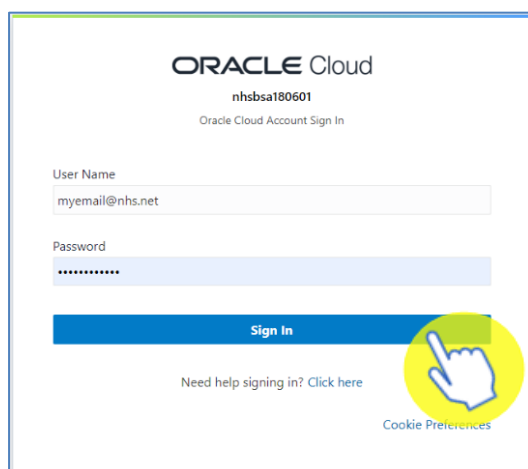


You will be taken to the sign in page for your ePACT2 account.

3. Enter your email address in the 'User Name' box and your password in the 'Password' box.

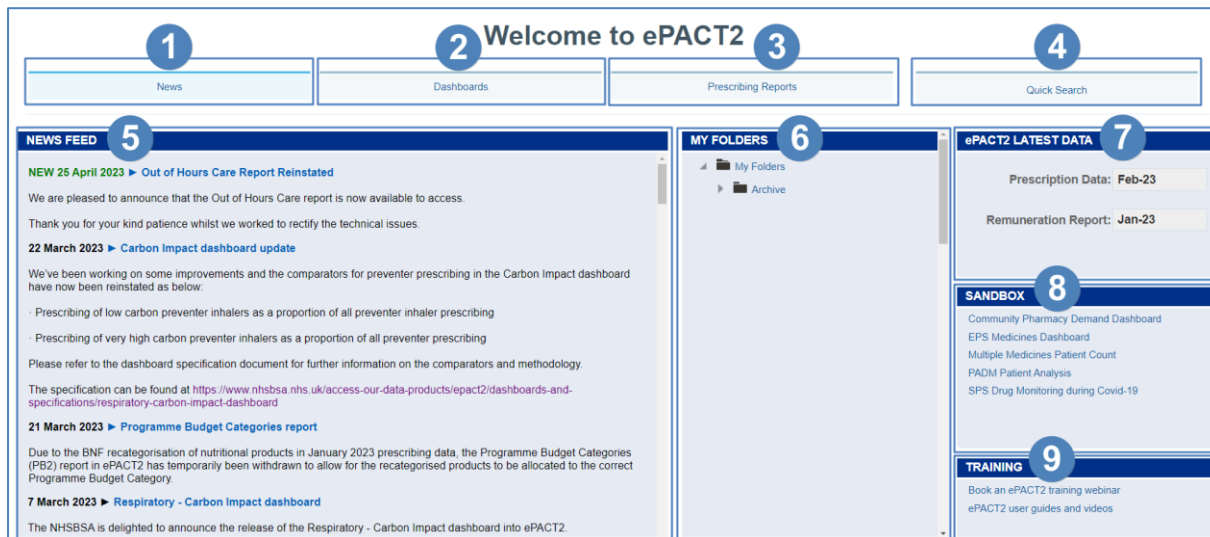
A screenshot of the Oracle Cloud sign-in page. The page title is "ORACLE Cloud" with the account ID "nhsbsa180601" and "Oracle Cloud Account Sign In" below it. There are two input fields: "User Name" containing "myemail@nhs.net" and "Password" containing "*****". A blue "Sign In" button is below the fields. At the bottom, there is a link: "Need help signing in? Click here".

4. Click 'Sign in'.

A screenshot of the Oracle Cloud sign-in page, identical to the previous one. A yellow circular callout with a white hand icon pointing to the right is overlaid on the blue "Sign In" button, indicating where to click. A "Cookie Preferences" link is visible at the bottom right of the page.

Understanding the landing page

When you sign into ePACT2 you will be taken to the landing page. The landing page enables you to quickly select the part of the system you would like to view:

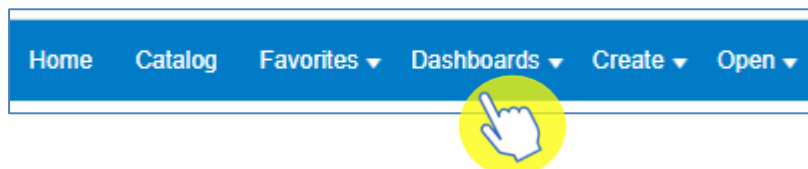


1. **News** – You start off on the 'News' page. If you select a different part of the landing page, to get back to the original page, click on 'News'. The news page contains the News feed, ePACT2 latest data, the Sandbox and Training section.
2. **Dashboards** - You can select this tab to view all available dashboards.
3. **Prescribing Reports** - You can select this tab to view all available prescribing reports.
4. **Quick Search** – A prebuilt report which allows you to quickly interrogate the data for a selected time period, organisation and drug set for a number of pre-set fields. Access is dependent on your organisation type user permissions.
5. **News Feed** - The News feed will display the latest news for ePACT2, it will keep you up to date when new reports are released, and if there is anything important you should now about the system.
6. **My Folders** – You can quickly access any saved content you may have created. Access is dependent on your organisation type user permissions.
7. **ePACT2 Latest Data** - This section informs you of the latest month's data that is available within the system and the latest month's remuneration report.
8. **Sandbox** - Here we put the content we are currently developing for the system. We would love it if you could take a look at any of the reports available in here and then let us know what you think by using the feedback option in the reports.
9. **Training** – From here you can access the training materials available on the website or book a webinar session or one to one online training.

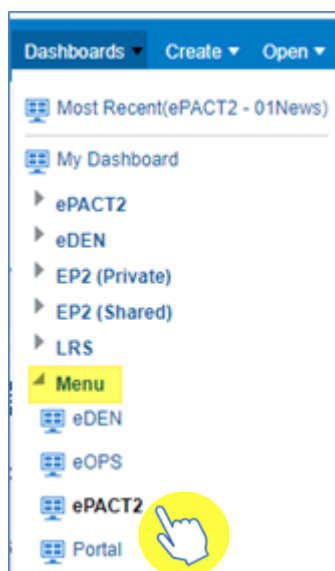
Navigating the system

If you wish to navigate back to the landing page after you have viewed other ePACT2 content:

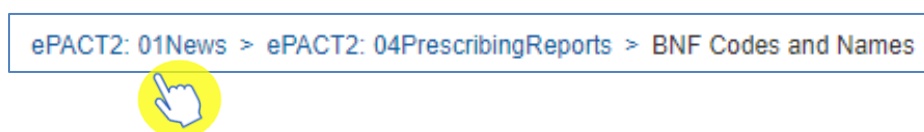
1. From the 'ePACT2' toolbar select 'Dashboards'.



2. From the available list select 'Menu' and 'ePACT2'.



3. Alternatively, use the breadcrumb trail at the bottom of any page by selecting 'ePACT2: 01News'.



Getting more help



Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our [ePACT2 user guides page](#)

Webinar sessions

We offer a free webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our [ePACT2 training page](#)