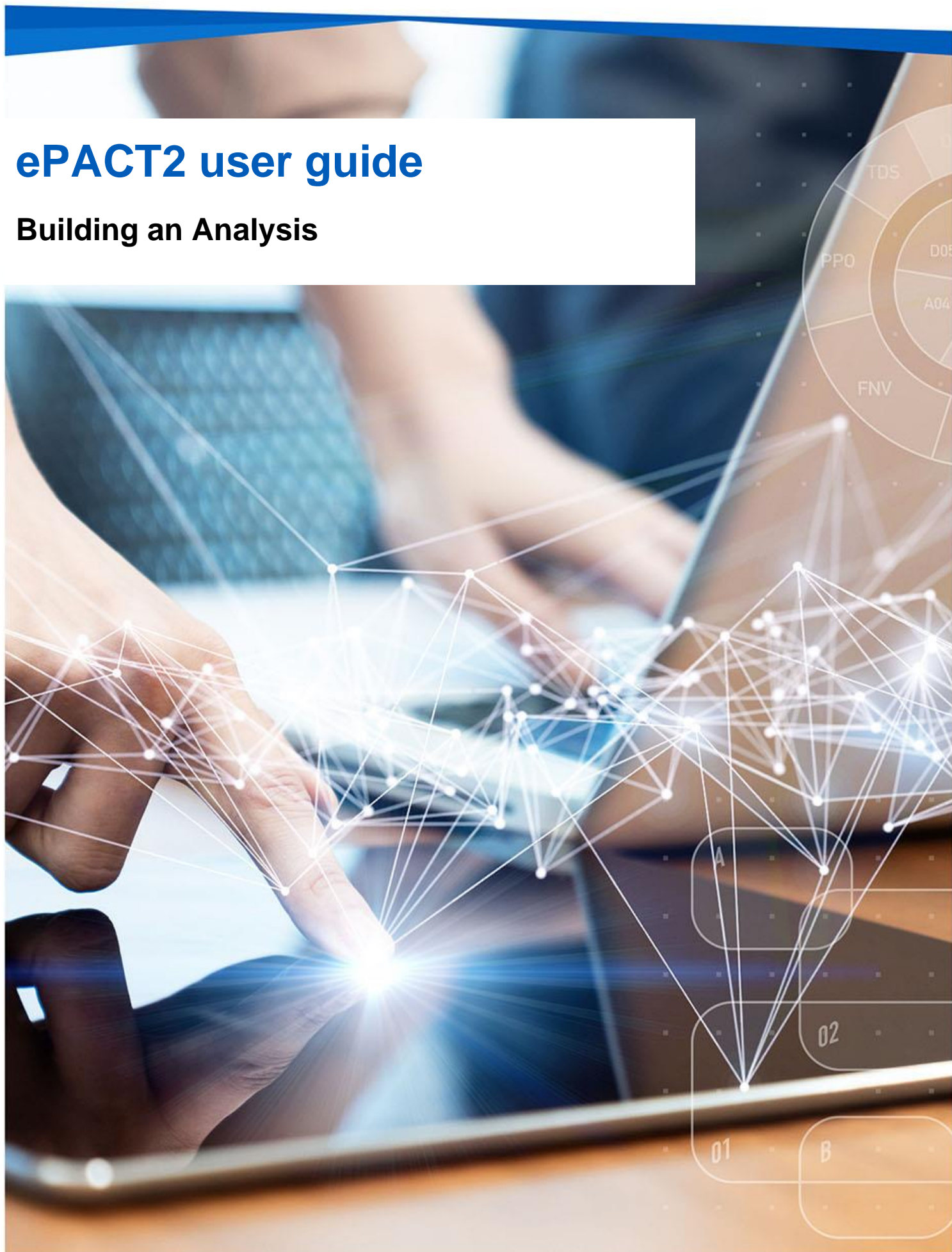


# ePACT2 user guide

## Building an Analysis



## **Interactive Contents**

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

### **Contents**

### **Building an Analysis**

[Starting an analysis](#)

[Applying filters to an analysis](#)

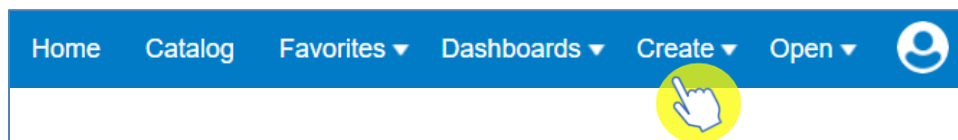
### **Getting more help**

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## Building an Analysis

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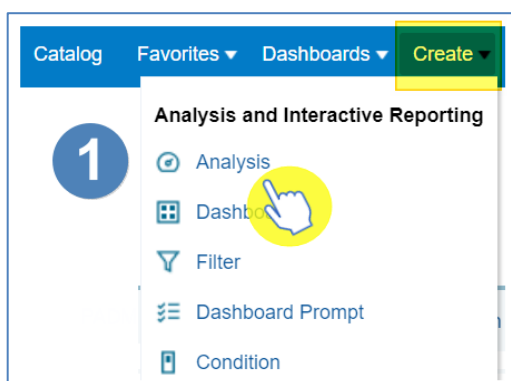
A new analysis can be created by selecting 'Create' from the toolbar at the top of the page.



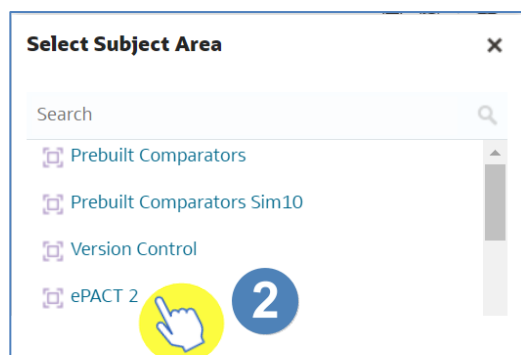
### Starting an analysis

Once you have selected 'Create' you will be presented with a list of options.

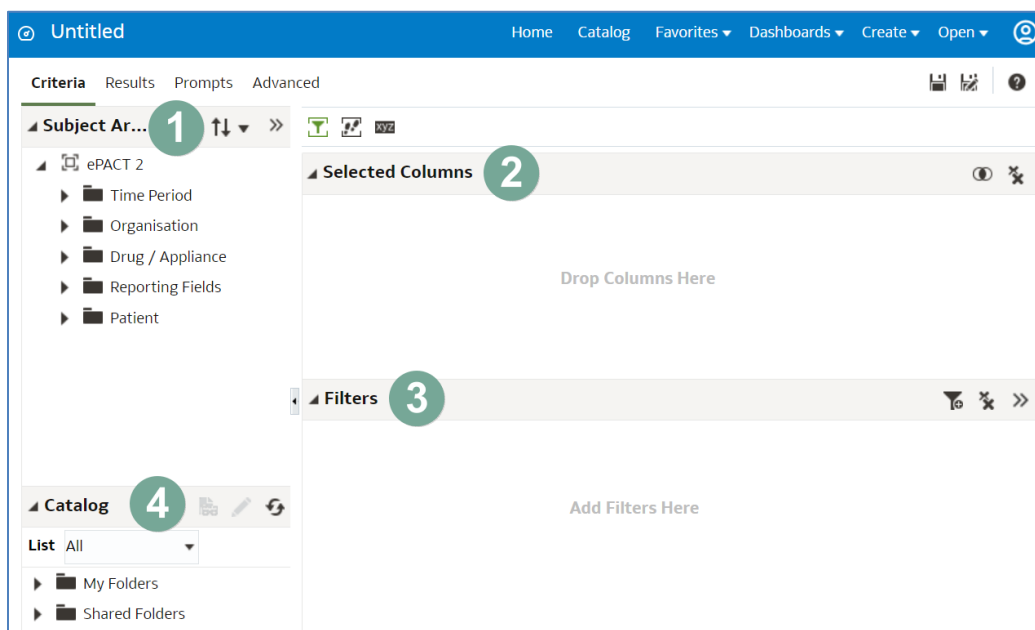
1. From the list provided select 'Analysis'.



2. From the 'Select Subject Area' select 'ePACT2'.



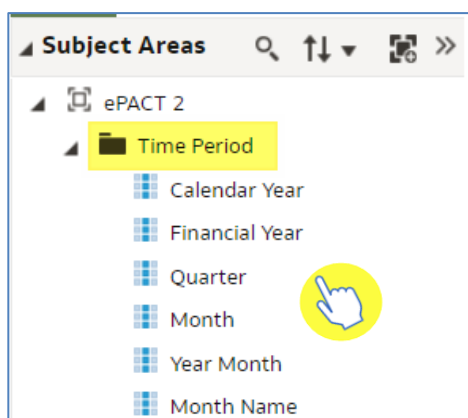
3. The analysis builder will then open.



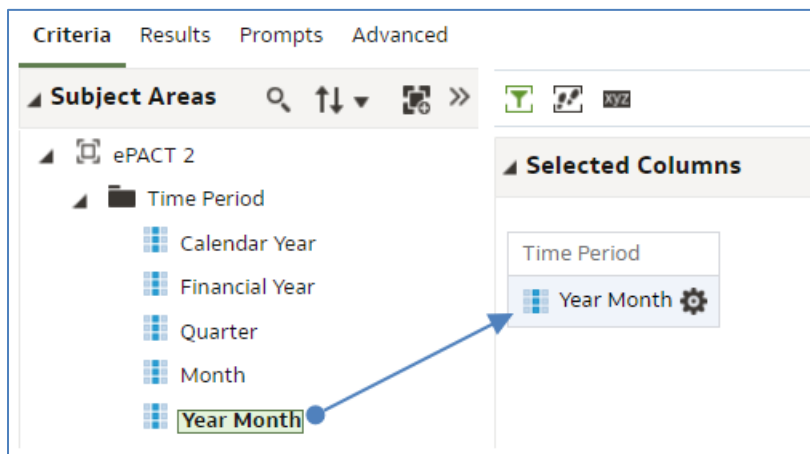
1) Subject Area	From here you can select columns to include in your analysis
2) Selected Columns	This will show the columns of data you will return
3) Filters	The filters applied to your analysis will show here
4) Catalog	From here you can select saved content to include in your analysis

### Adding columns to an analysis

- To select columns to include in your analysis, expand the folder you wish to include a column from. For example, to select a time period column first select the drop-down icon from the 'Time Period' folder.
- You will then be presented with a list of available time period columns.



3. There are two ways you can select a column:
- Click on the column you would like to include and drag it into the 'Selected Column' pane.
  - Double click on the selected column.



Please note: the column you include defines the level of data that will be returned. In this example, by entering the 'Year Month' column, this means the analysis will return data monthly. If a 'Quarter' column was included, the data would come back quarterly.



The quickest way to add columns into your analysis is to double click them from the Subject Area folder listing.

Once you have included the columns of data you wish to return, you then need to apply filters to your analysis.



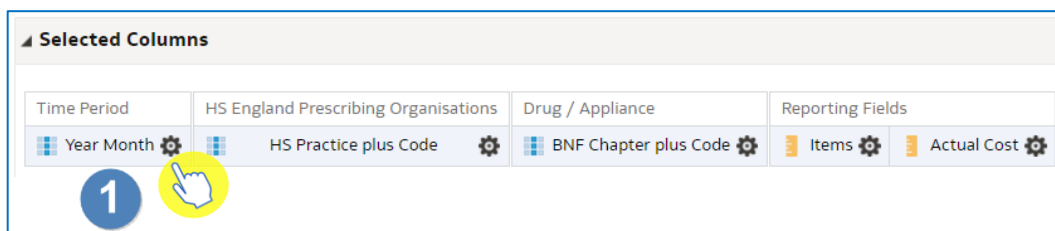
If you did not apply filters, the system would try and bring down all data that the NHSBSA ePACT2 system holds. Filters are what you apply to your analysis to restrict the report to just show the data you require.

## Applying filters to an analysis

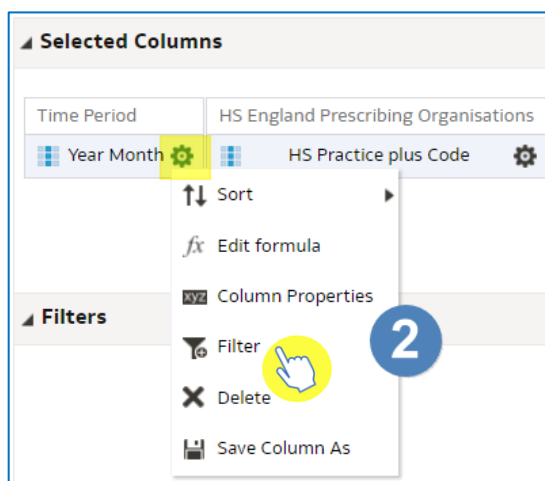
### Apply a filter using a column in your report

There are two ways you can apply a filter, the first is to filter on a selected column.

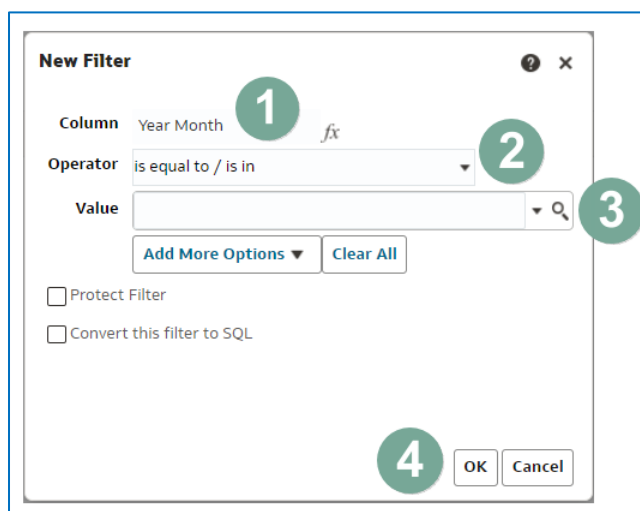
1. Select the cog icon on the column you wish to filter the analysis by.



2. You will then be presented with the column options, from here select 'Filter'.



3. This will open the 'New Filter' pane.



1) Column	Indicates the column you are applying a filter to
2) Operator	This is the condition applied to the filter
3) Value	This is where you select the value you want to filter the column on
4) OK	Select OK to apply the filter to your analysis



Never type into the value box; you should always select a value by either selecting the drop-down arrow or selecting the magnifying glass.

### Selecting a value to filter on

There are two ways of selecting a value to filter on.

1. The first option is to select the drop-down arrow option and pick a value from the available list.

The screenshot shows the 'New Filter' dialog box. The 'Column' is 'Year Month' with a formula icon 'fx'. The 'Operator' is 'is equal to / is in'. The 'Value' field has a drop-down arrow highlighted with a yellow circle and a hand cursor. Below the field is a list of values: 201401, 201402, 201403, 201404, 201405, and 201406. There are also checkboxes for 'Protect filter' and 'Convert this filter to SQL'. At the bottom are 'OK' and 'Cancel' buttons.

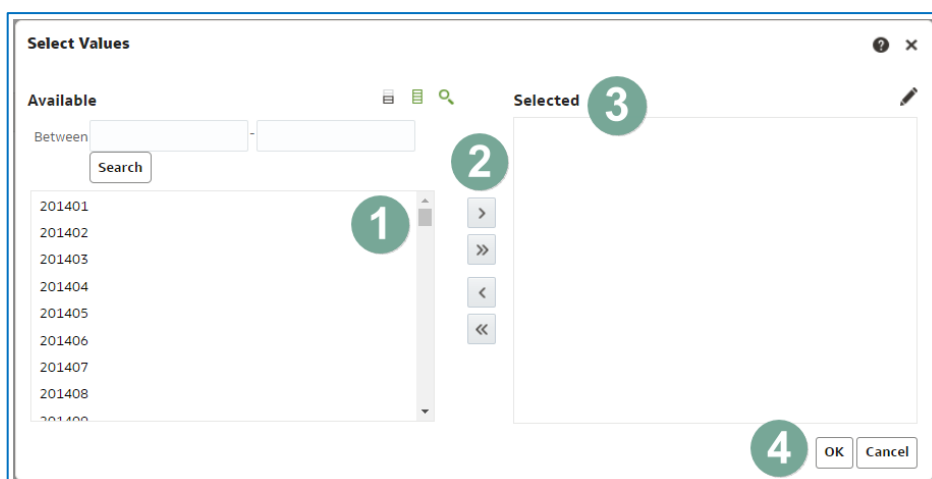


If you select the drop-down this will only display the first 250 values available.

2. The second option is to select the magnifying glass icon.

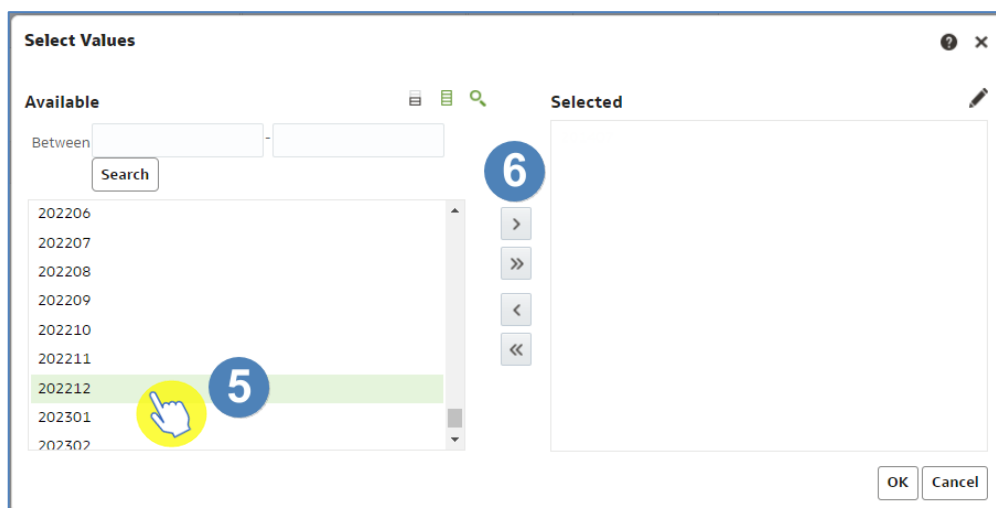
The screenshot shows the 'New Filter' dialog box. The 'Column' is 'Year Month' with a formula icon 'fx'. The 'Operator' is 'is equal to / is in'. The 'Value' field has a magnifying glass icon highlighted with a yellow circle and a hand cursor. Below the field are buttons for 'Add More Options' and 'Clear All'. There are also checkboxes for 'Protect Filter' and 'Convert this filter to SQL'. At the bottom are 'OK' and 'Cancel' buttons.

3. Selecting the magnifying glass will bring up the 'Select Values' pane.



1) Available values	The left-hand box displays all available values, you can select a value by clicking on it to highlight the value
2) Arrow icons	The middle icons allow you to move a value to or from the selected box
3) 'Selected'	The values in the selected box are what will be applied to your analysis
4) 'OK'	Selecting 'OK' will action the filter and apply it to your analysis


4. Within the 'Select Values' pane you can select a value by double clicking on it, this will move it from the 'Available' section to the 'Selected' section.
5. Alternatively select the value to highlight it.
6. Select the single right facing arrow icon to move the highlighted value into the 'Selected' section.





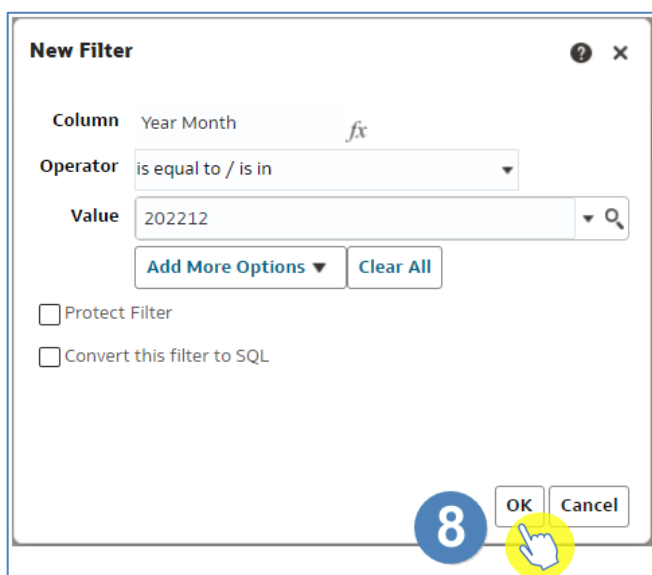
7. Select 'OK' to apply the filter.



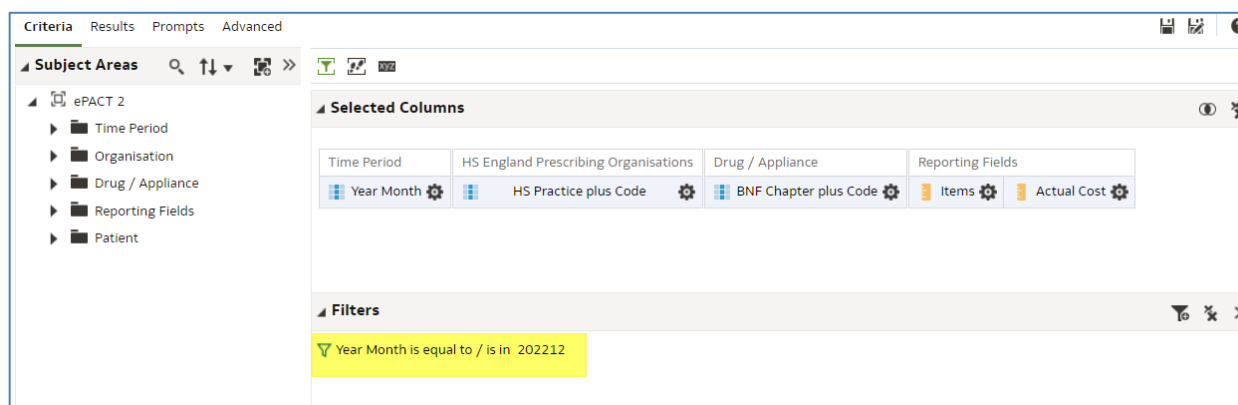
Selecting this icon  will move only the highlighted value.

Selecting this icon  will move all available values.

8. Select 'OK' on the 'New Filter' pane, this pane will show the filter you are about to apply. In this example, it is for the year month being in or equal to 202212 (December 2022).



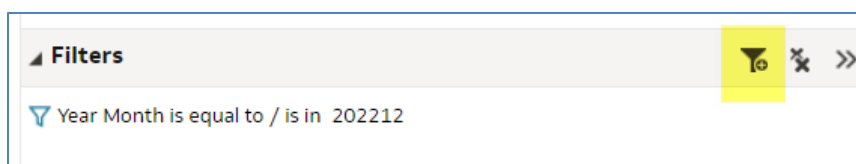
9. When you select 'OK' the filter is then applied to the analysis.



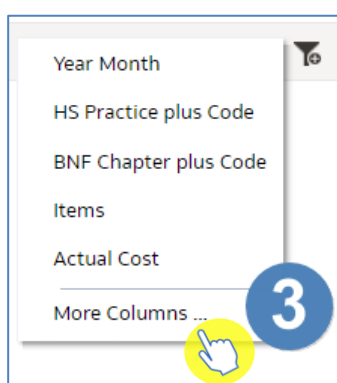
### Applying a filter from the filter pane

The second way to apply a filter is by using the filter pane itself.

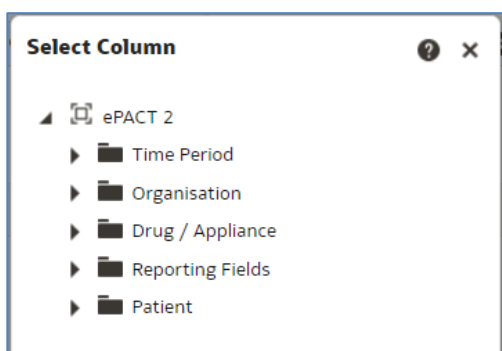
1. Within the filter pane select the funnel icon.



2. Selecting the funnel icon allows the selection of a column already included in your analysis to apply a filter on, or you have the option for 'More Columns...'
3. Select 'More Columns...'



4. You will then be presented with the 'Select Column' list.

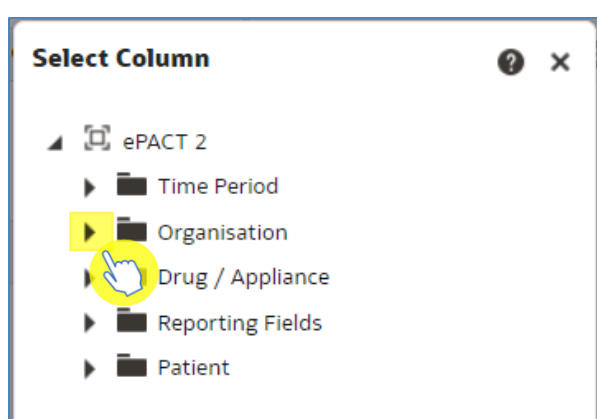


By selecting more columns, you are able to filter the analysis on a column you have not included in your report. For example, in our analysis we have included the 'Practice Plus Code' column. This means the data is coming back at practice level. If I filter on the practice column it is only going to give me the option to find a practice.

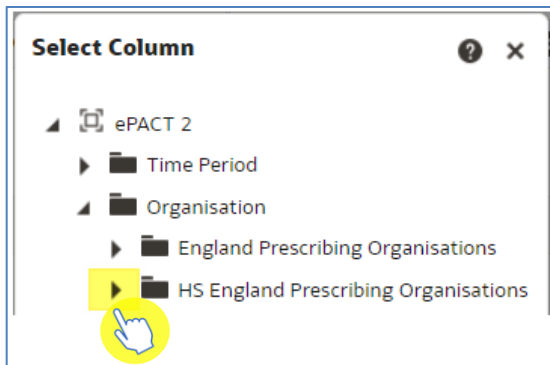
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Whereas if I want to get data back at practice level for all practices under my SICB I would need to filter on a 'Commissioner provider' column. I do not have a 'Commissioner provider' column in my analysis, but I can pick this column to filter on from the 'More Columns...' option.

5. Select the drop-down option for the appropriate column. In this example we are going to filter the report by SICB by selecting the 'Organisation' folder.

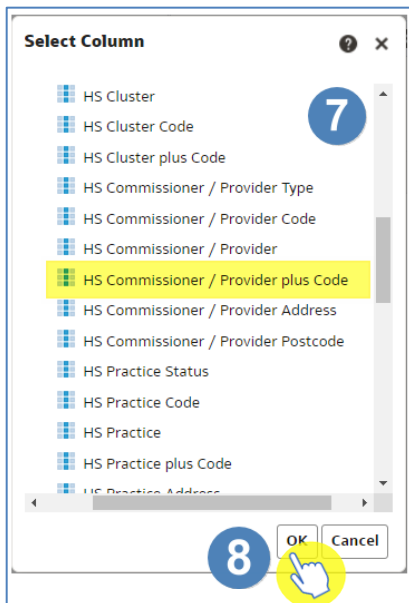


6. Select the drop down for 'HS England Prescribing Organisations'.



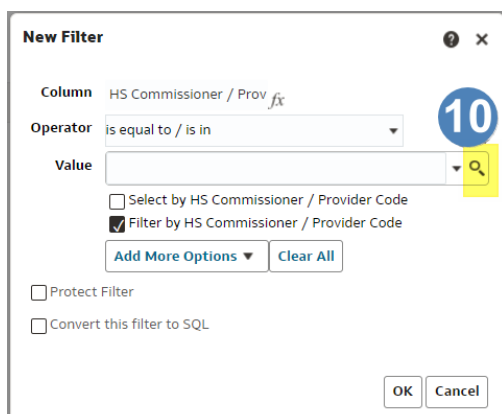
7. Scroll down the list and find the 'HS Commissioner / Provider plus Code' column, click on the column to highlight.

8. Select 'OK'.

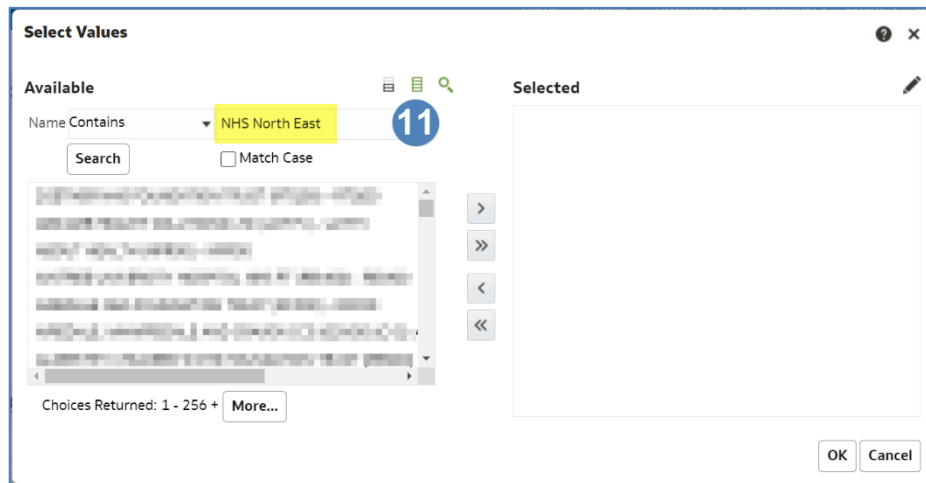


9. You are then presented with the 'New Filter' pane.

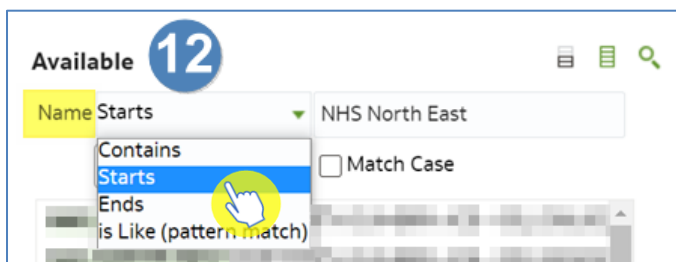
10. Select the magnifying glass icon.



11. In the 'Select Values' pane we are going to search for our organisation. In this example we are going to look for 'NHS North East and North Cumbria ICB'. In the empty search box type 'NHS North East'.



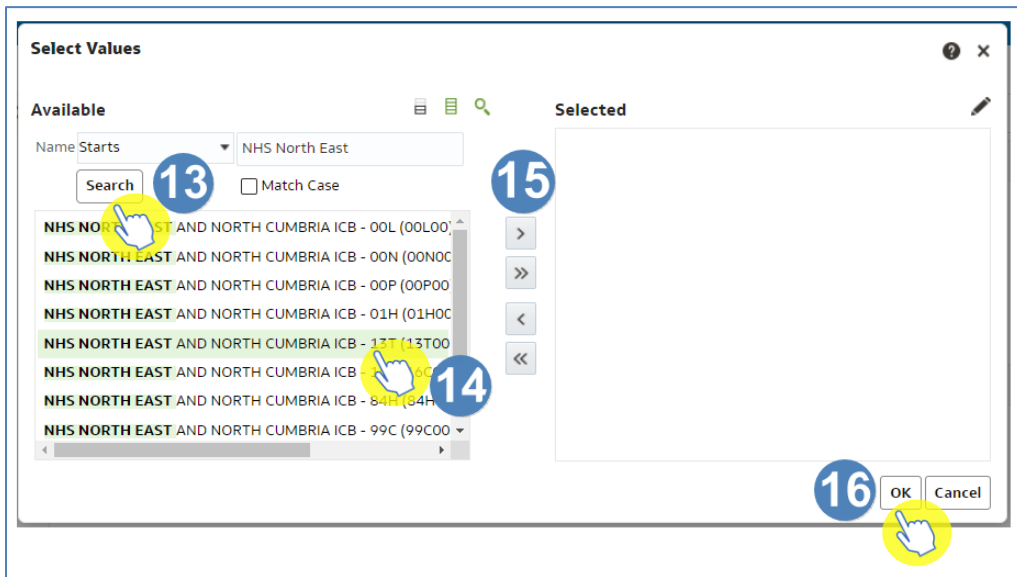
12. In the 'Name' drop-down select the appropriate option. In this example we will leave the operator as 'Starts'.



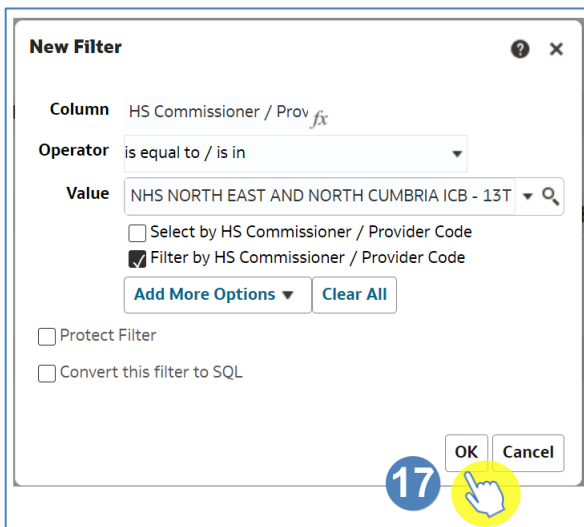
Starts	Will search for a value that starts with the value you have typed in
Contains	Will search for a value that contains the value you have typed in
Ends	Will search for a value that ends in the value you have typed
Is Like (pattern match)	Will search for a value similar to what you have typed

13. Select 'Search' to search the available values for Commissioner / Providers that starts with 'NHS North East'.
14. Select, 'NHS North East and North Cumbria ICB – 13T' to highlight.

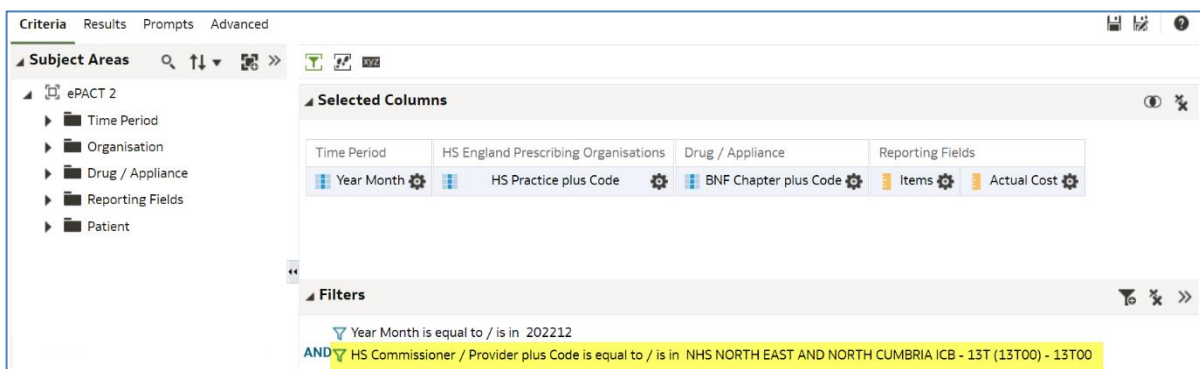
15. Select the single arrow to move to selected.
16. Select 'OK'.



17. Select 'OK' to apply the filter to your analysis.



18. The filters pane will then be populated with your organisation filter.



## Running your results

1. Select the 'Results' icon to run your analysis.



In this example we have also filtered on the 'BNF Chapter plus Code' column so the results will return only for 'Chapter 5 Infections'.

2. Your results will return in a table, as per the below image.

Year Month	HS Practice plus Code	BNF Chapter plus Code	Items	Actual Cost
202212	[blurred]	Infections (05)	148	1,551.79
202212	[blurred]	Infections (05)	386	3,314.38
202212	[blurred]	Infections (05)	749	5,127.93
202212	[blurred]	Infections (05)	348	2,454.97
202212	[blurred]	Infections (05)	963	5,685.98
202212	[blurred]	Infections (05)	500	3,985.76
202212	[blurred]	Infections (05)	761	4,460.10
202212	[blurred]	Infections (05)	926	12,466.09

## Content paging

1. Select the 'View Properties' icon at the top of your table view.

**Compound Layout**

Title [A] [edit] [X]

Table [A] [wz] [edit] [X]

**1**

Year Month	HS Practice plus Code	BNF Chapter plus Code	Items	Actual Cost
202212	antibiotic resistance (HS Practice plus Code)	Infections (05)	148	1,551.79
202212	antibiotic resistance (HS Practice plus Code)	Infections (05)	386	3,314.38

2. You will then be presented with the 'Table Properties'. From here select 'Content paging'.
3. Select 'OK'.

**Table Properties** [?] [X]

Style Write Back

Data Viewing  Fixed headers with scrolling content  
 Content paging **2**

Paging Controls Bottom ▾

Rows per Page

Display Folder & Column Headings Only column headings ▾

Null Values  Include rows with only Null values

Row styling  Enable alternate styling Aa

Duplicate values  Repeat in each row

Master-Detail  Listen to Master-Detail Events

Event Channels

**3** OK Cancel

4. This will then fit your table to the screen, as per the image below.

Table [A] [wz] [edit] [X]

Year Month	HS Practice plus Code	BNF Chapter plus Code	Items	Actual Cost
202212	antibiotic resistance (HS Practice plus Code)	Infections (05)	148	1,551.79
202212	antibiotic resistance (HS Practice plus Code)	Infections (05)	386	3,314.38
202212	antibiotic resistance (HS Practice plus Code)	Infections (05)	749	5,127.93
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202212	antibiotic resistance (HS Practice plus Code)	Infections (05)	761	4,460.10



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## Getting more help

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### **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.

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