

Compass - how to

... view activity

View Intra-Month Activity allows you to view your UDA and or UOA by financial year, month and performer

Step 1

Go to www.nhsbsa.nhs.uk/compass and click on the "Access Compass" link

Providers Homepage

The screenshot shows a 'Providers Homepage' with a 'Homepage Menu' containing the following items:

- My Profile
- User Maintenance
- Provider
- Contract
- Performer
- Payments
- Pensions
- Activity** (highlighted)
- Reporting
- Participant Update

Click on Activity

Step 2

Select Activity Search (summary)

Providers Homepage

Homepage Menu

- ↑ Back To Provider Homepage
- 📊 Activity Dashboard
- 🔍 Activity Search (Detail)
- 🔍 Activity Search (Summary)
- 📄 Performer PIN Request
- 📄 WebEDI Account Update

Step 3

Select the relevant year and month you want to view

Click Refresh when you've selected your search criteria

The screenshot shows the 'Activity Search (Summary)' page. At the top, there are filters for 'Year' (set to 1516) and 'Month' (set to February), with a 'Refresh' button. Below these are 'Included Years' (set to Previous) and 'Service Types' (set to All), both with 'Change' buttons. The page contains two tables: 'Contracts' and 'Performers'. The 'Contracts' table has columns for Contract ID, Provider/Company Name, Patient Charge, UDAs, UOAs, Sedation Services, and Domiciliary Services. The 'Performers' table has columns for Contract ID, Performer ID, and Name. Both tables show 'Records 0 to 0 of 0'. A callout points to the 'Included Years' dropdown, stating: 'Included years defaults to 'Previous' but you can change this to Current, Previous or other year by clicking on change'.

Included years defaults to 'Previous' but you can change this to Current, Previous or other year by clicking on change

You can also refine your search by performer

You can refine your search further by selecting a specific contract

Included Years	
Current Year	<input type="checkbox"/>
Previous Year	<input checked="" type="checkbox"/>
Other Year	<input type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The results will be displayed in the table

Tip:

Make sure you click refresh to ensure the results are displayed correctly