

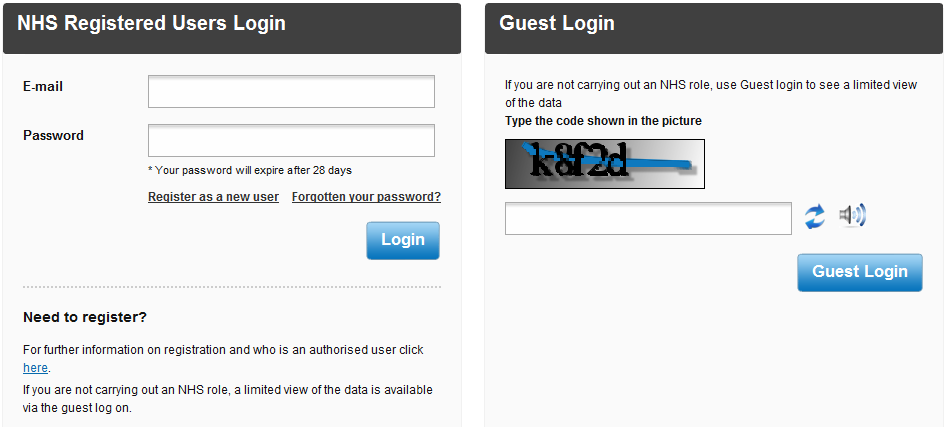
Information Services Portal

MIS

(Management Information Spreadsheet)

**LOGIN PAGE**

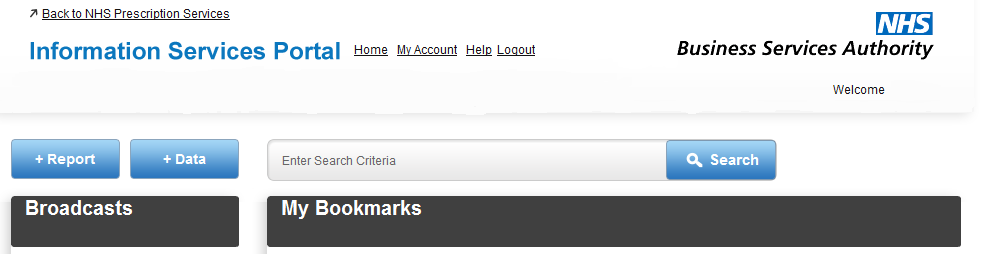
**Login**



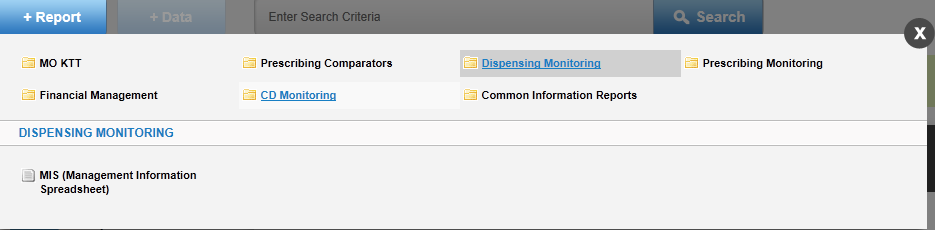
From the [ISP login page](https://apps.nhsbsa.nhs.uk/infosystems/welcome), enter your email address and password in the spaces provided.

Click the *Login* button. For more information please see the Login/Logout User Guide. Once you have successfully logged into the system you will be directed to the home page.

**Home Page**



From the home page, select the *+Report* tab.

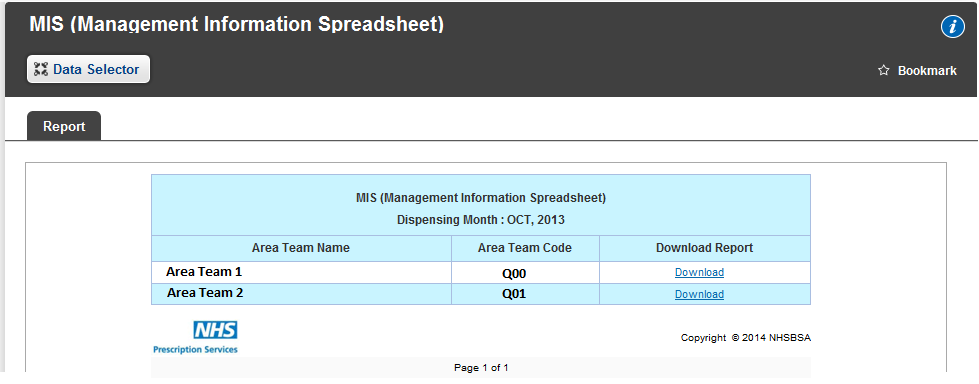


Select *Dispensing Monitoring.*

Select *MIS (Management Information Spreadsheet).*

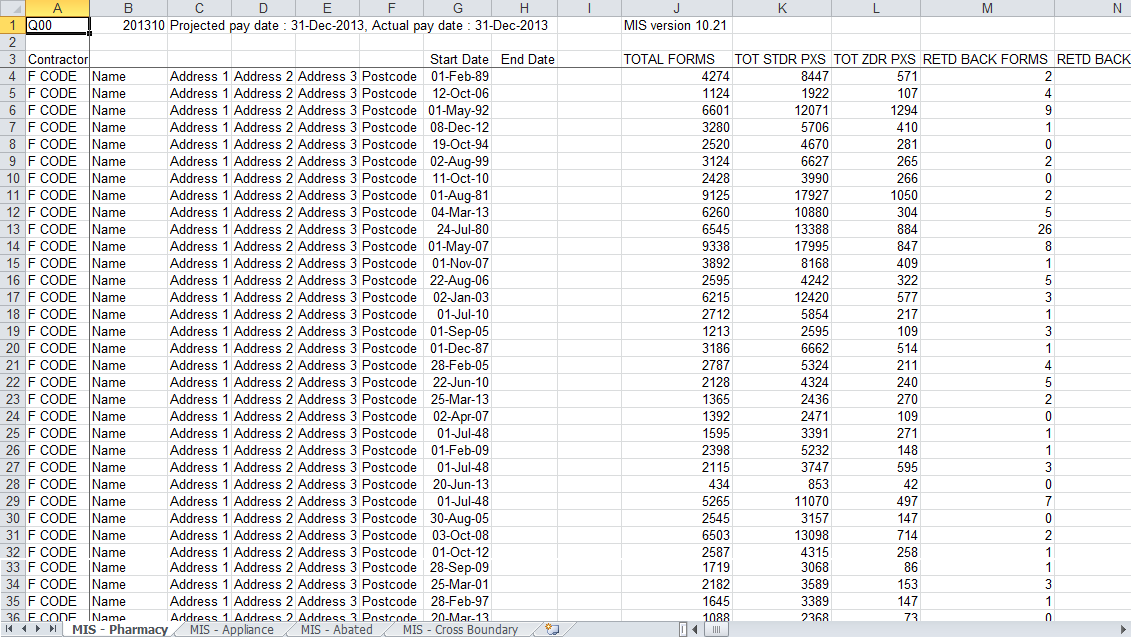
Click on the X if you wish to close this menu and return to the home page.

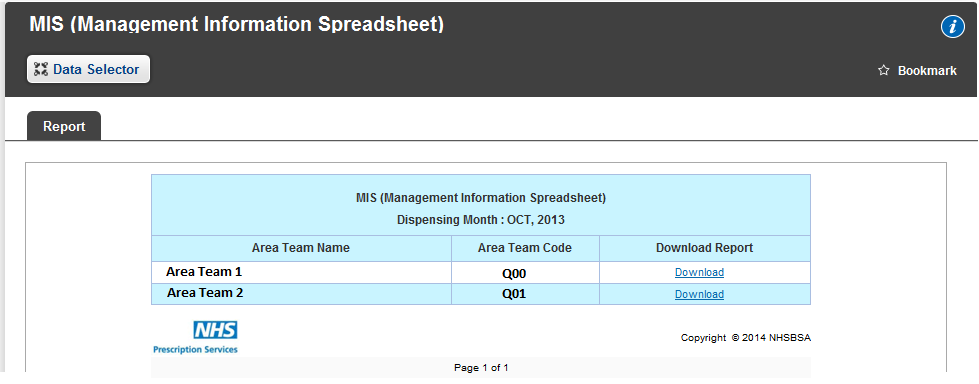
**MIS Report Page**



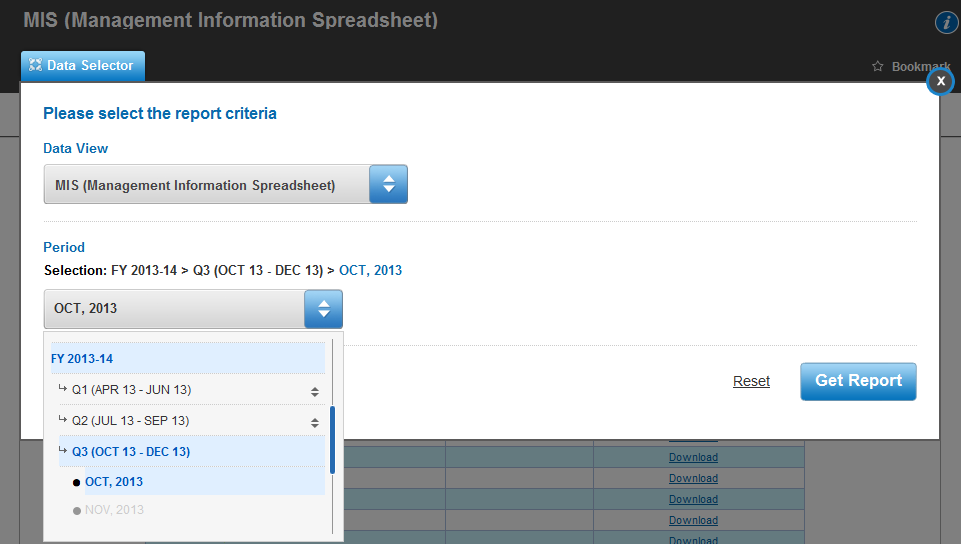
From this page you can see the organisations for which you have access.

To view the report, click on *Download* next to the relevant organisation. The following is the default view of the report in Excel;





Users have access to the previous 24 months of reports. Click on the *Data Selector* to choose a different month.



From the drop down menu select the month you want to view.

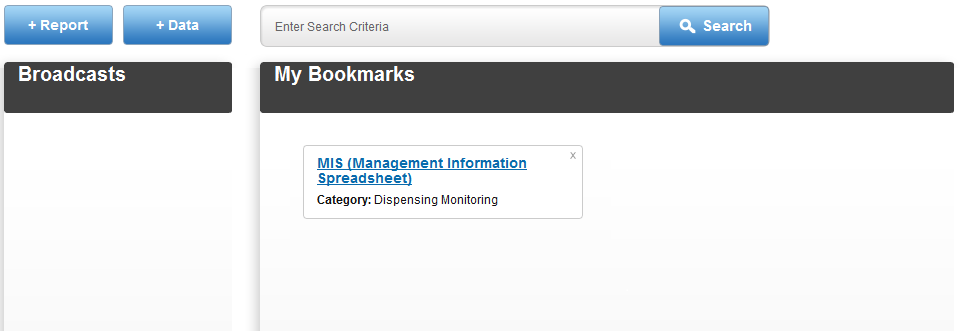
When you selected the month you want, click *Get Report* to return to the report screen to view the report.

Click *Reset* to return the month back to the latest available month.



For more information on the MIS Report, click on this symbol.

To bookmark the MIS Report, click *Bookmark*. For more information on how to bookmark reports, see the Bookmarking a Report User Guide. When the report has been bookmarked it will appear on the home page, as shown below;



**Logout**



To logout of the system, click *Logout*. If you do not submit any requests for 30 minutes you will automatically be logged out of the system.

## Other Information

* Your password will expire after 28 days. If you try to logon after your password has expired you will be directed to the change password screen where you have to enter a new password.
* If you do not logon for 12 months your access will expire and you will have to re-register.
* There are more in depth user guides which can be found on our website. These pages provide information on what you will see and instructions on how to navigate around the system.

<http://www.nhsbsa.nhs.uk/PrescriptionServices/3625.aspx>

* Report Information - contains links which are intended to assist users of the Information Services Portal put into context the data included within reports/charts in each Report Category. <http://www.nhsbsa.nhs.uk/PrescriptionServices/3624.aspx>