

# Information Services Portal

## Quick start guide

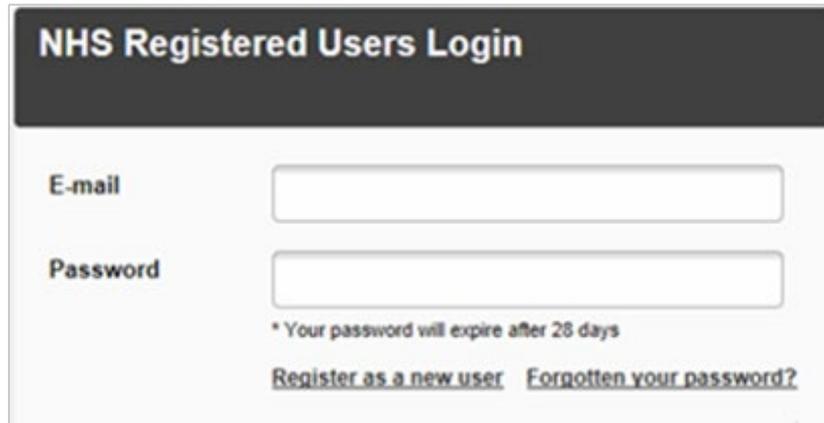


## Logging in

Before logging in, make sure you have activated your account by clicking on the link included in your registration email.

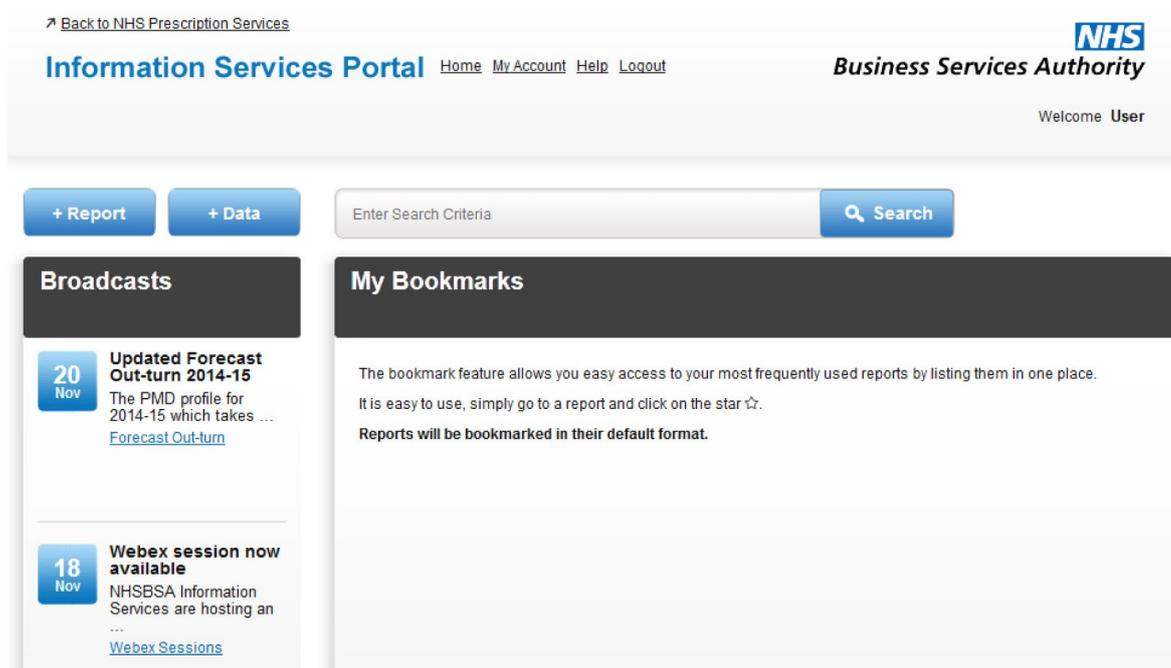
After activating your account, log in to the Information Services Portal at <http://www.nhsbsa.nhs.uk/3607.aspx> and click on 'Access here'.

The Login box below will be displayed. Enter your email and the password you set up when activating your account.



The screenshot shows a login form titled "NHS Registered Users Login". It features two input fields: "E-mail" and "Password". Below the password field, there is a note: "\* Your password will expire after 28 days". At the bottom of the form, there are two links: "Register as a new user" and "Forgotten your password?".

You will now see the home page:



The screenshot displays the home page of the NHS Information Services Portal. At the top left, there is a link "Back to NHS Prescription Services". The main header includes "Information Services Portal" with navigation links for "Home", "My Account", "Help", and "Logout". On the right, the NHS Business Services Authority logo is present, along with a "Welcome User" message. Below the header, there are two buttons: "+ Report" and "+ Data". A search bar with the text "Enter Search Criteria" and a "Search" button is also visible. The page is divided into two main sections: "Broadcasts" and "My Bookmarks". The "Broadcasts" section features two items: "Updated Forecast Out-turn 2014-15" dated 20 Nov and "Webex session now available" dated 18 Nov. The "My Bookmarks" section contains a brief description of the bookmark feature and a note that reports will be bookmarked in their default format.

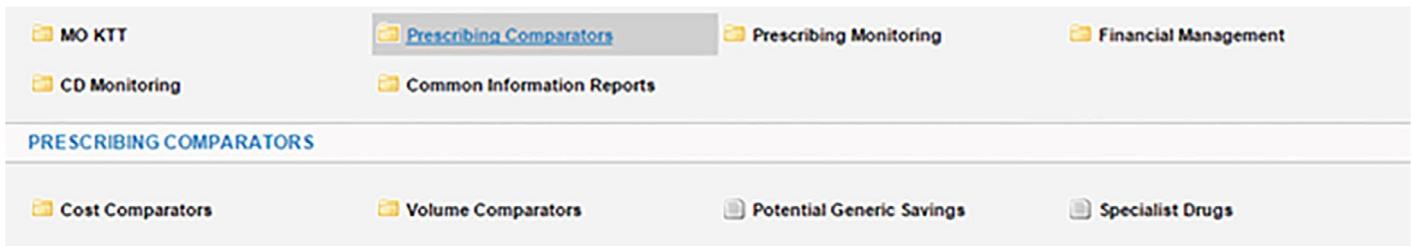
On the home page you will find links to enable you to view reports and request data, as well as useful information we have published as a Broadcast message. You can also bookmark your most frequently accessed reports and there is a search facility to help you find information.

## Reports

A number of reports are available, depending on how you are registered. After logging into the system, click on the blue '+Report' button near the top left hand corner of the screen on the home page to see the reports you can access. Most reports can be downloaded or printed directly from the system.

+ Report

Reports are divided into several categories. Click on one of the yellow folders to open an additional pane showing the contents of that report category, then click on a report title to open up that report in a new browser window.



Reports typically default to the latest data available for your selected organisation (although there are some exceptions to this, e.g. Practice Detailed Prescribing Information (PDPI) report). Most reports can be changed to show different time periods or to display the information in a different way by clicking the 'Data Selector' button in the top left hand corner. This will open the window shown below where you can make the selections required before clicking the 'Get Report' button. Your new report will then be displayed.

The 'Data Selector' window allows users to customize their report. It includes a toolbar with 'Data Selector', 'Highlight', 'Filter', 'Print', and 'Download' buttons. The main content area is titled 'Please select the report criteria' and contains three sections: 'Data View' with a dropdown menu set to 'Area Team prescribing compared - nationally', 'Period' with a dropdown menu set to 'Q1 (APR 14 - JUN 14)', and 'Organisation' with a dropdown menu set to 'ALL > ENGLAND'. At the bottom right, there are 'Reset' and 'Get Report' buttons.

To print the report displayed, click on the **'Print'** button near the top of the screen. You can also download reports in multiple formats (some exceptions apply) by clicking the **'Download'** button.

Print

Download

Some reports contain data for a lot of different organisations. Where applicable, a **'Highlight'** and/or **'Filter'** button is displayed near the top of the screen. Use these buttons to highlight a specific organisation or to filter out organisations respectively.

Highlight Filter Print Download

Search Organisation

- ARDEN,HEREFORDS & WORCESTER AREA TEAM - Q53
- BATH,GLOS,SWINDON & WILTSHIRE AREA TEAM - Q64
- BIRMINGHAM & THE BLACK COUNTRY AREA TEAM - Q54
- BRISTOL, N SOM, SOM & S GLOS AREA TEAM - Q65
- CHESHIRE, WARRINGTON & WIRRAL AREA TEAM - Q44
- CUMBRIA,NORTHUMB,TYNE & WEAR AREA TEAM - Q49
- DERBYSHIRE AND NOTTINGHAMSHIRE AREA TEAM - Q55

Filter Print Download

- Select all
- ARDEN,HEREFORDS & WORCESTER AREA TEAM - Q53
- BATH,GLOS,SWINDON & WILTSHIRE AREA TEAM - Q64
- BIRMINGHAM & THE BLACK COUNTRY AREA TEAM - Q54

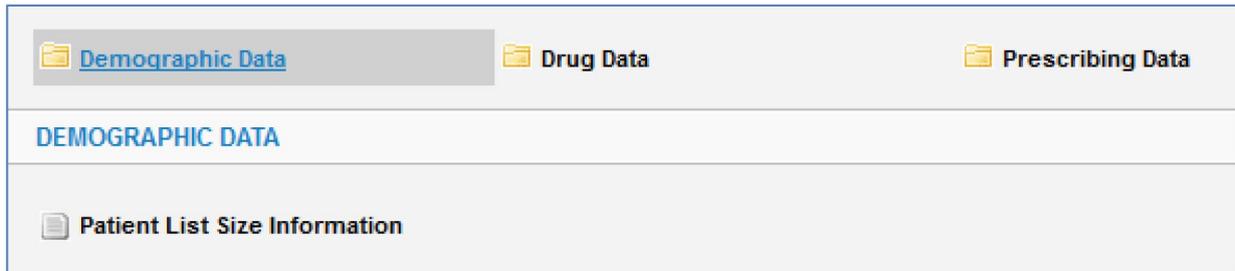
Filter

## Data Download

The data download facility enables users to download and manipulate large volumes of data using their choice of software. Click on the blue '+Data' button near the top left hand corner of the screen on the home page

+ Data

Three data download categories are available. Click on a yellow folder to open an additional pane showing the contents of that data download category, then click on a data download report title to open that data download.



A data selector screen will be displayed. Select the required criteria then click 'Get Data'. Each of the reports has a different range of selections available.

**Please select the report criteria**

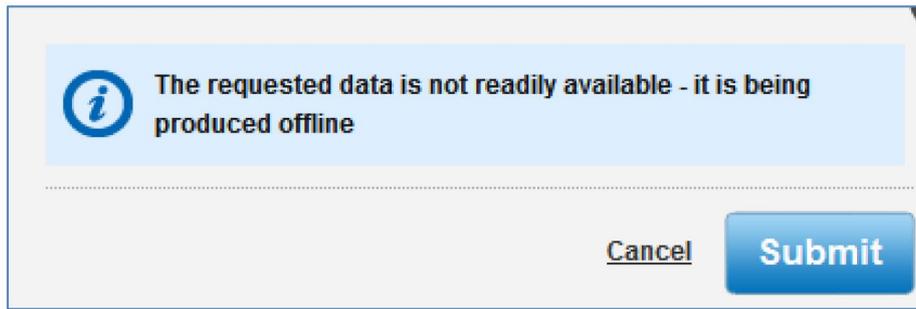
**Data View**  
Patient List Size Information - Nationally

**Period**  
Selection: FY 2014-15 > Q1 (APR 14 - JUN 14)  
Q1 (APR 14 - JUN 14)

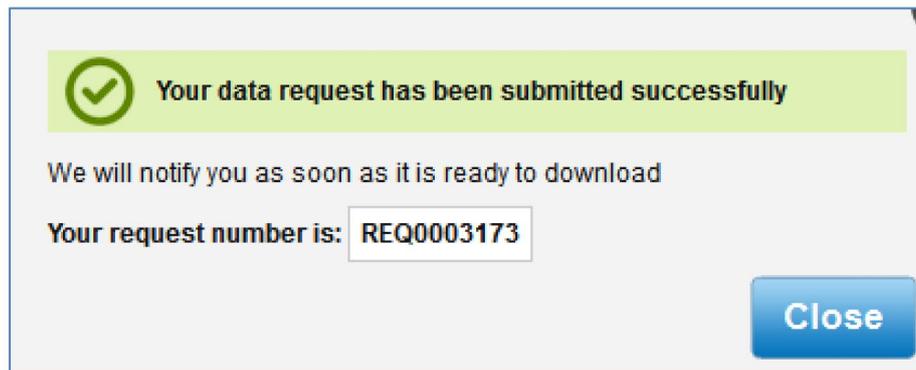
**Organisation**  
ALL > ENGLAND

[Reset](#) [Get Data](#)

If the data requested is readily available, you will be prompted to open or save the downloaded data. If the data is not readily available, the following prompt will be displayed:



Click '**Submit**'. The following message will be displayed, detailing the reference number that has been allocated to your data download request. You will receive an email when your data is ready.



### Updating your details

To update your details, click on 'My Account' located at the top of the home page.



The 'My Account Details' page will be displayed, where you can update the name, telephone number and password details the NHS Business Services Authority holds for you located at top of home page. Please note you can't change your email address on this page. If you need to update your email address, please contact Information Support using the contact details below.

**Please remember** that Information Services Portal passwords expire every 28 days. Your password must contain a mix of uppercase and lowercase letters plus either a symbol or a number. For details of the other tabs on the My Account screen, please refer to the user guides linked below.

You can find more information about the Information Services Portal at:

<http://www.nhsbsa.nhs.uk/3607.aspx>

including full user guides, report information and FAQs.

**User guides** - <http://www.nhsbsa.nhs.uk/PrescriptionServices/3625.aspx>

**Report information** - <http://www.nhsbsa.nhs.uk/PrescriptionServices/3624.aspx>

**FAQs** - [http://www.nhsbsa.nhs.uk/Documents/PrescriptionServices/ISP\\_Prescribing\\_FAQs.doc](http://www.nhsbsa.nhs.uk/Documents/PrescriptionServices/ISP_Prescribing_FAQs.doc)

### Contact us

Support is available 8:30 - 4:30 Monday to Friday.

Please call us on:  
0191 203 5050 or

email us at:  
[nhsbsa.help@nhs.net](mailto:nhsbsa.help@nhs.net)

We welcome your feedback about the system, so please click the 'Feedback' button found at the bottom of the screen and complete the form. We log and respond to all comments as they help us to continually improve our systems and shape the future of information provision.