**ePACT2 guide**

**Accessing the**

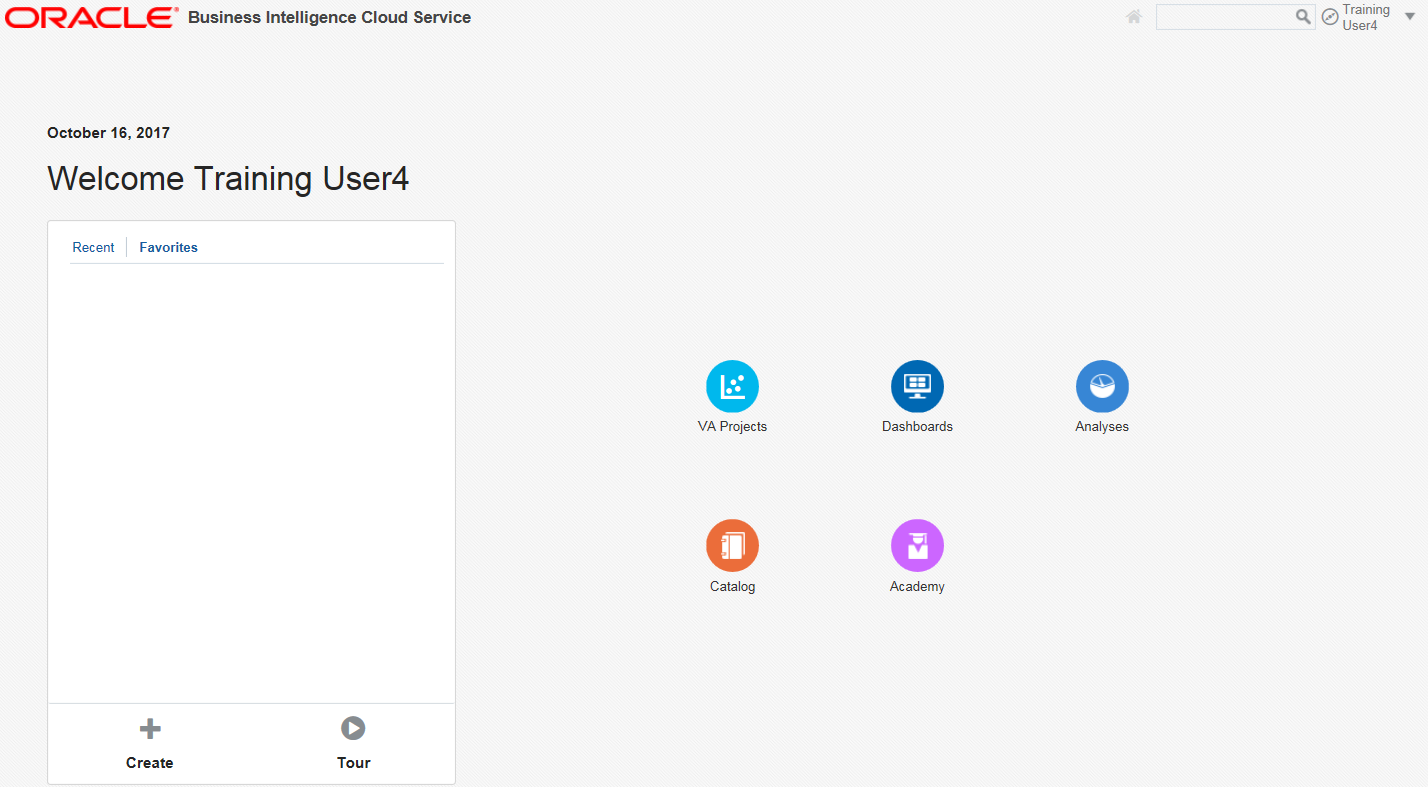
**Potential Generic Savings Dashboard**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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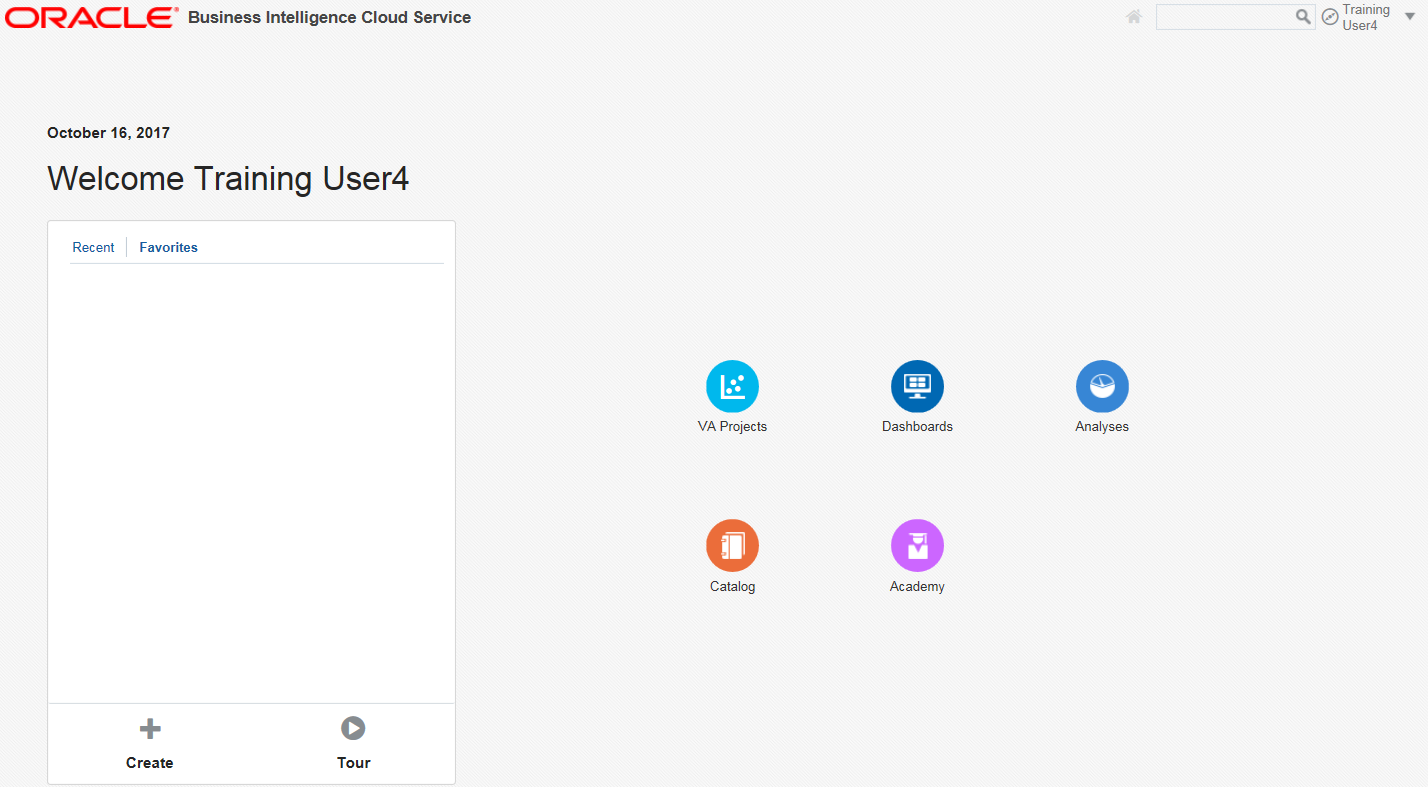
1. **Getting Started**

## Log in to ePACT2.

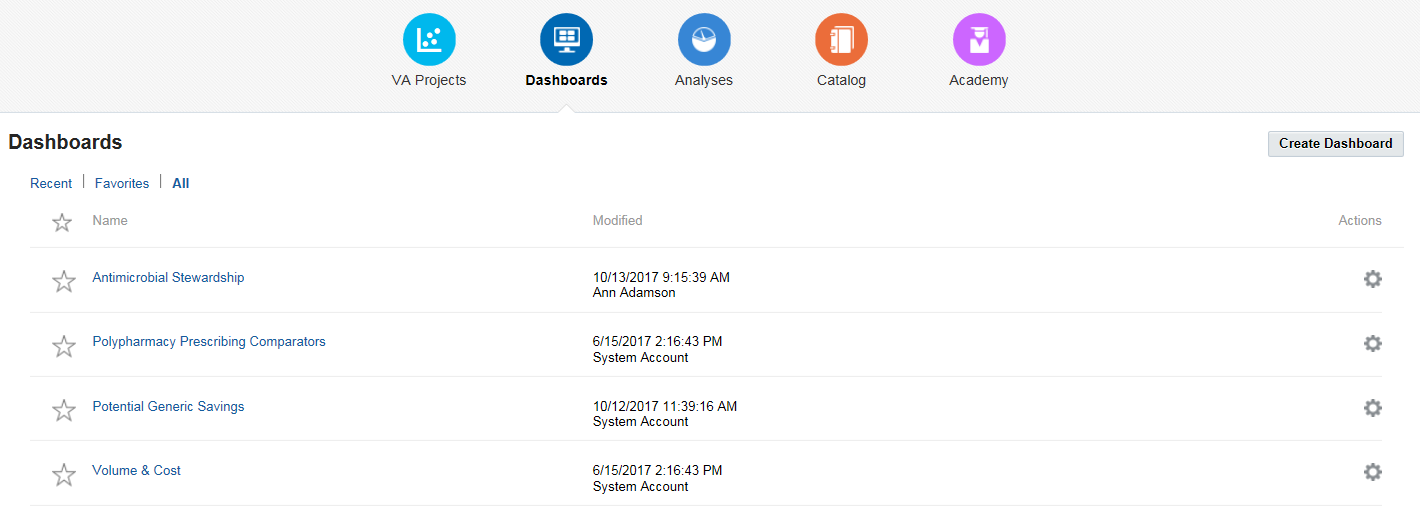
This will open the homepage.



1. **Accessing the ‘Potential Generic Savings’ Dashboard**

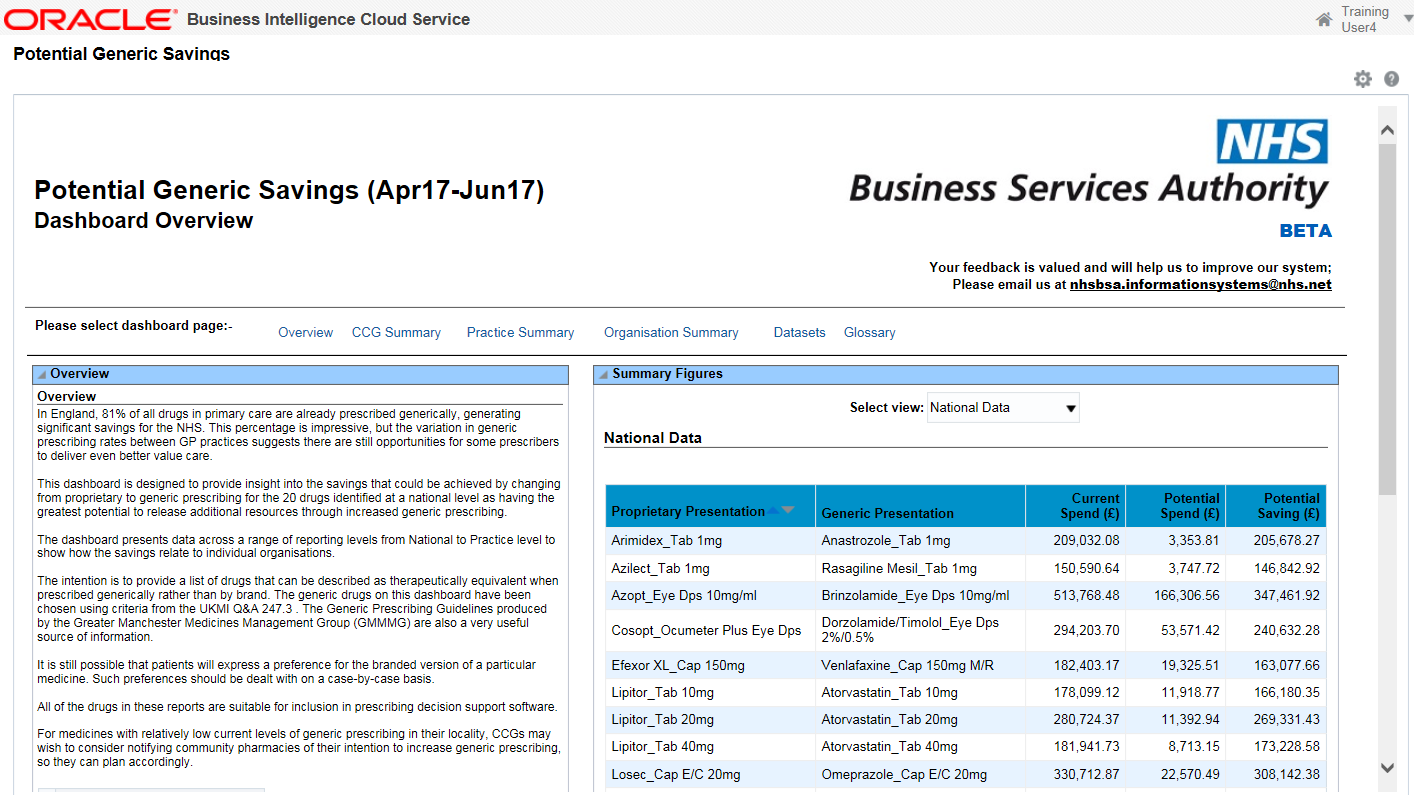
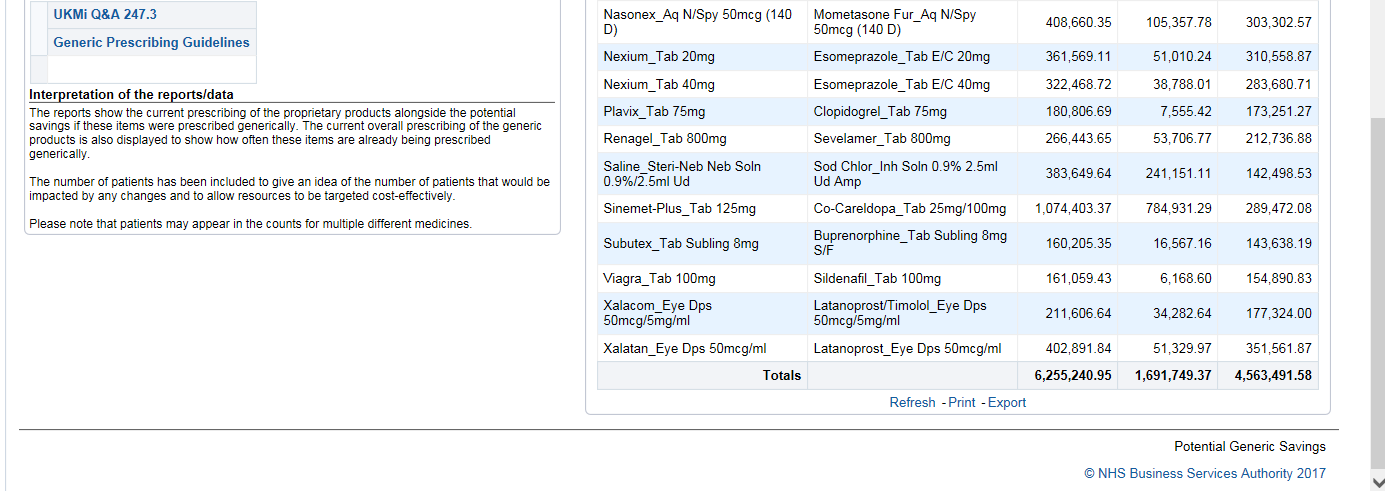


Select the ‘Dashboards’ option.



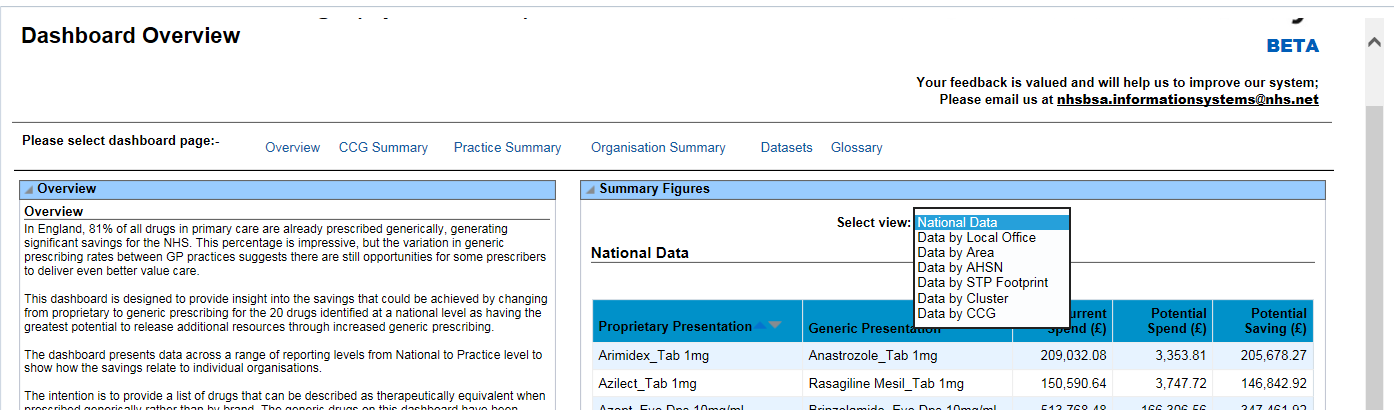
Select the ‘Potential Generic Savings’ dashboard.

The ‘Potential Generic Savings’ dashboard will open

It may be necessary to use the scroll bar to view the entire dashboard.

**Overview**



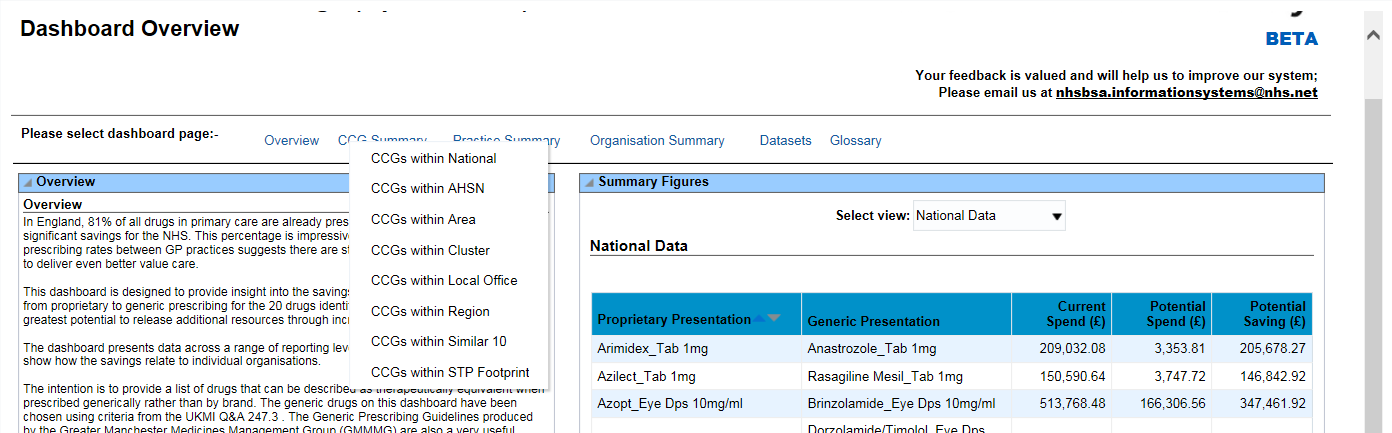
Select the ‘Overview’ link to navigate to the ‘Overview’ page.

Use the ‘Select View’ drop down list to select the organisation level required.

**CCG Summary**

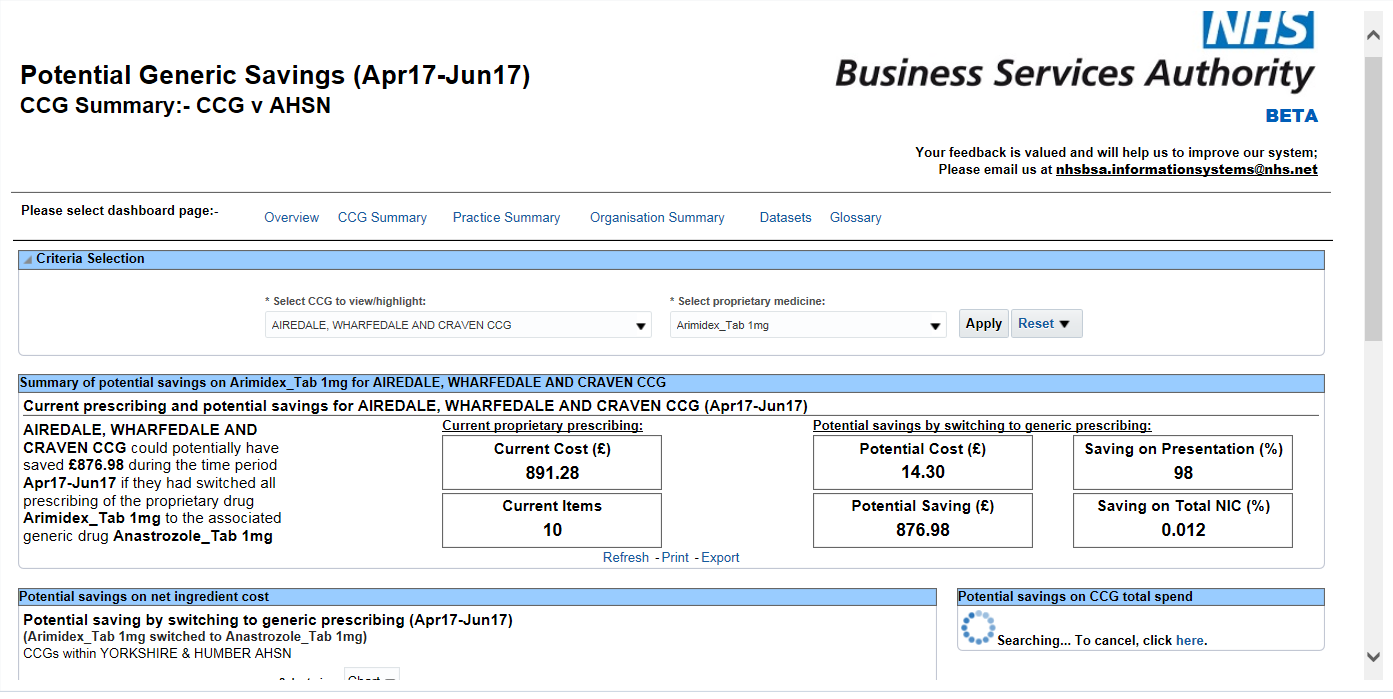


Select the CCG Summary link.



Select the organisation level required.

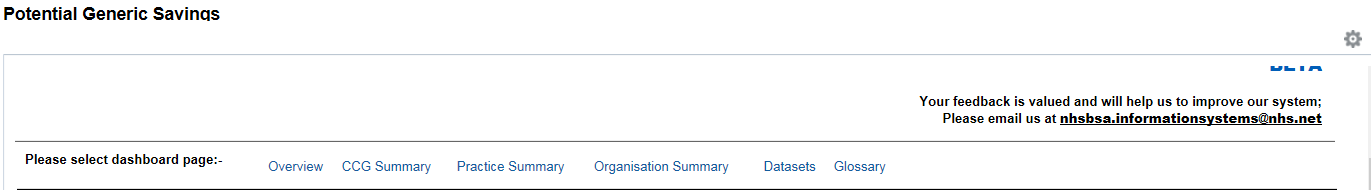
The summary page selected will open.



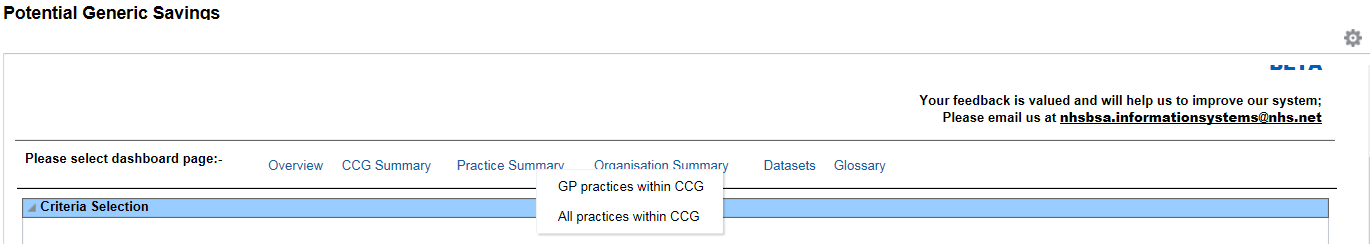
The ‘Criteria Selection’ pane allows organisation and proprietary medicine selection.

Once the selections are complete select ‘Apply’ to regenerate the dashboard.

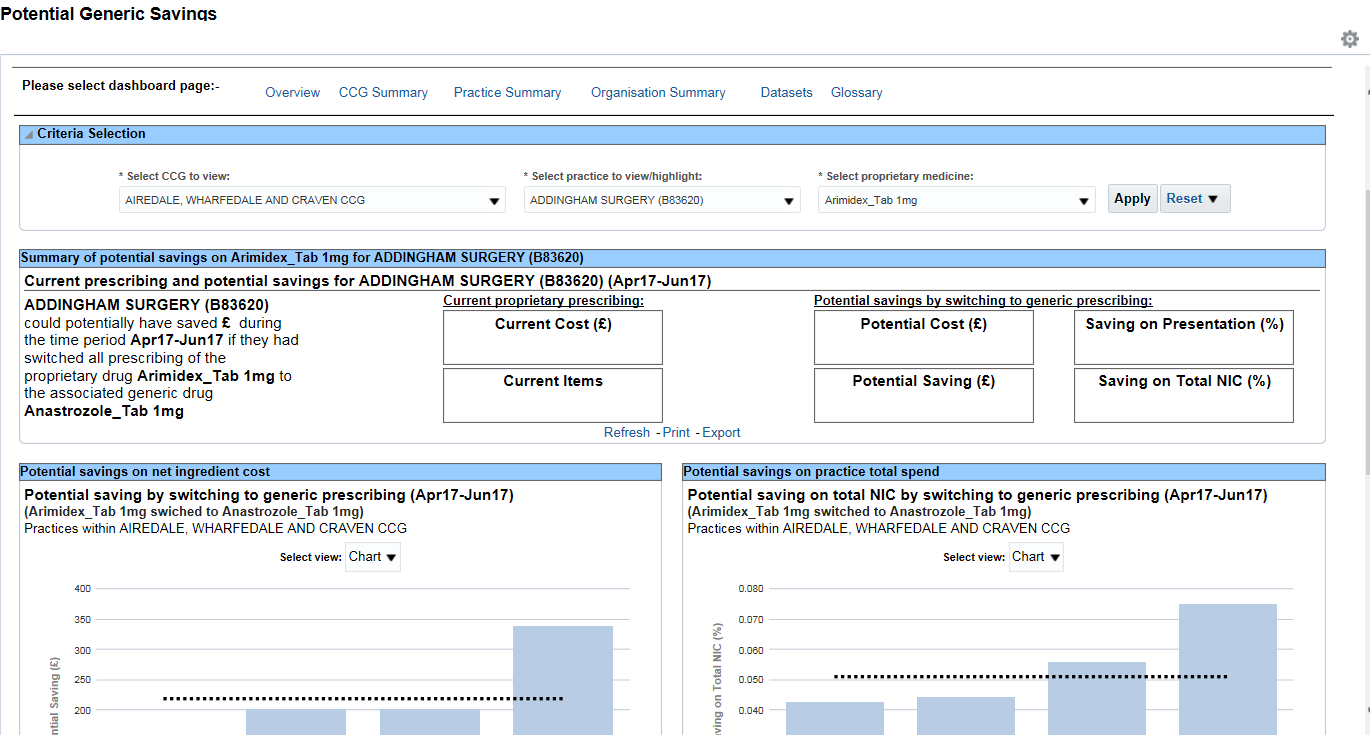
**Practice Summary**



Select the Practice Summary link.



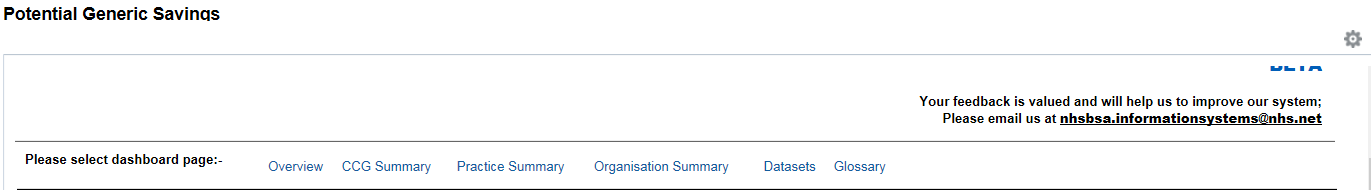
Select the organisation level required.



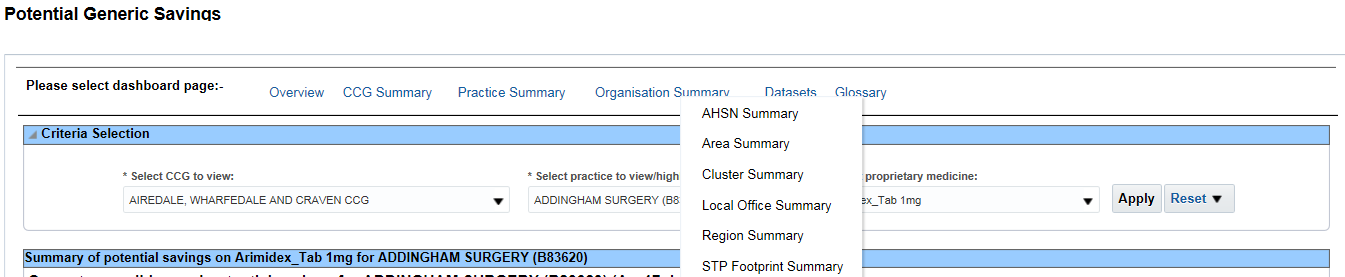
The ‘Criteria Selection’ pane allows organisation and proprietary medicine selection.

Once the selections are complete select ‘Apply’ to regenerate the dashboard.

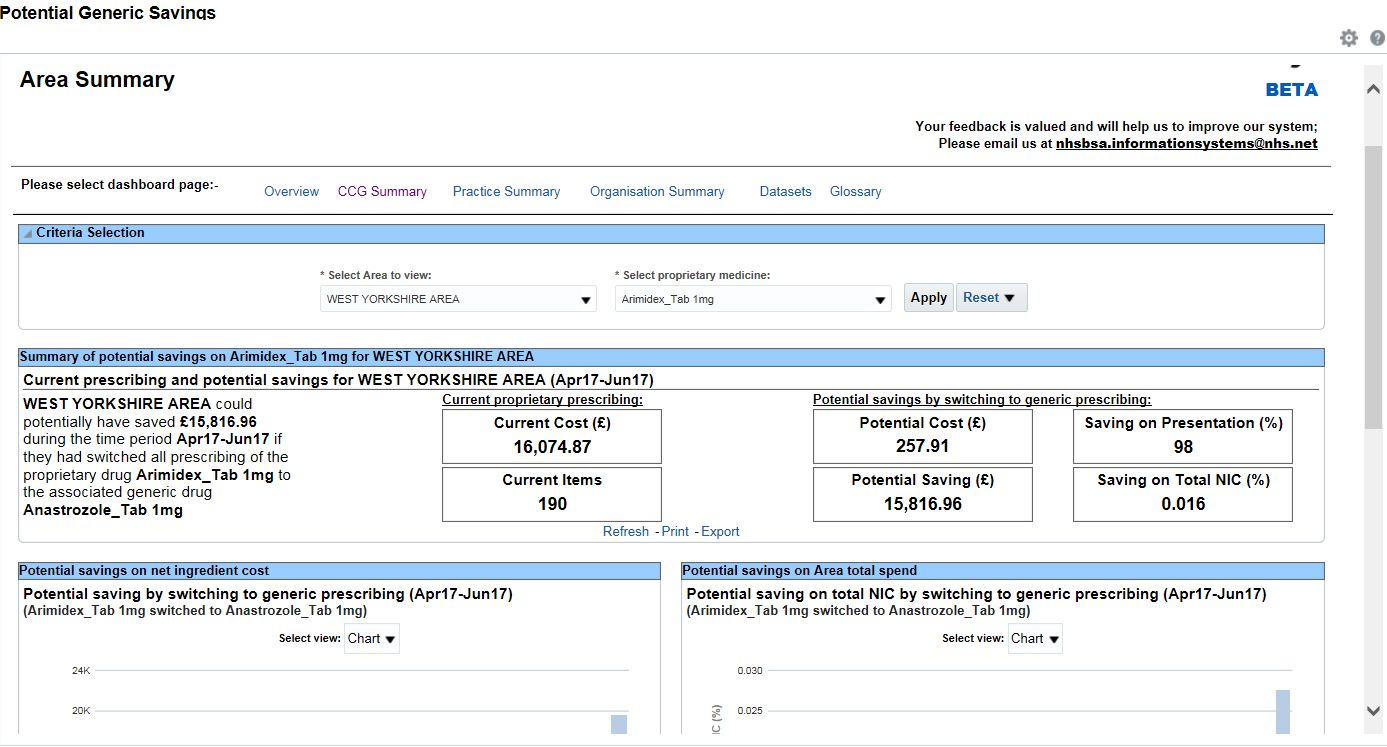
**Organisation Summary**



Select the Organisation Summary link.



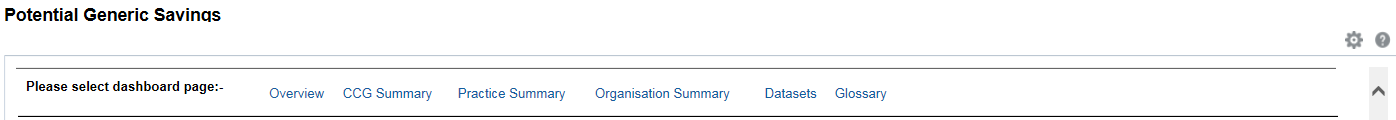
Select the organisation level required.



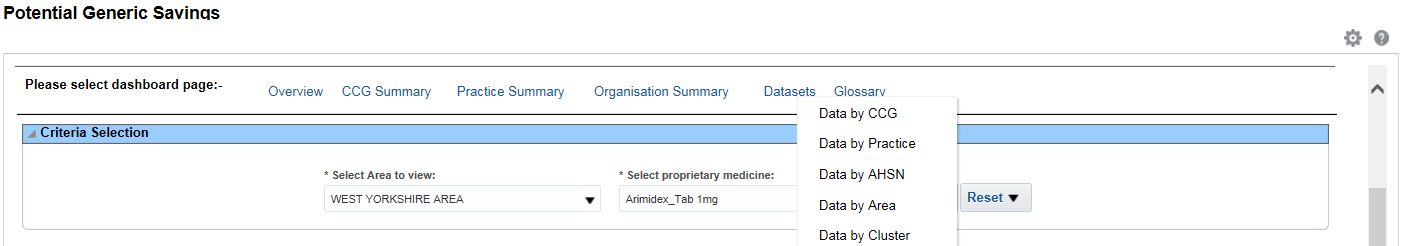
The ‘Criteria Selection’ pane allows organisation and proprietary medicine selection.

Once the selections are complete select ‘Apply’ to regenerate the dashboard.

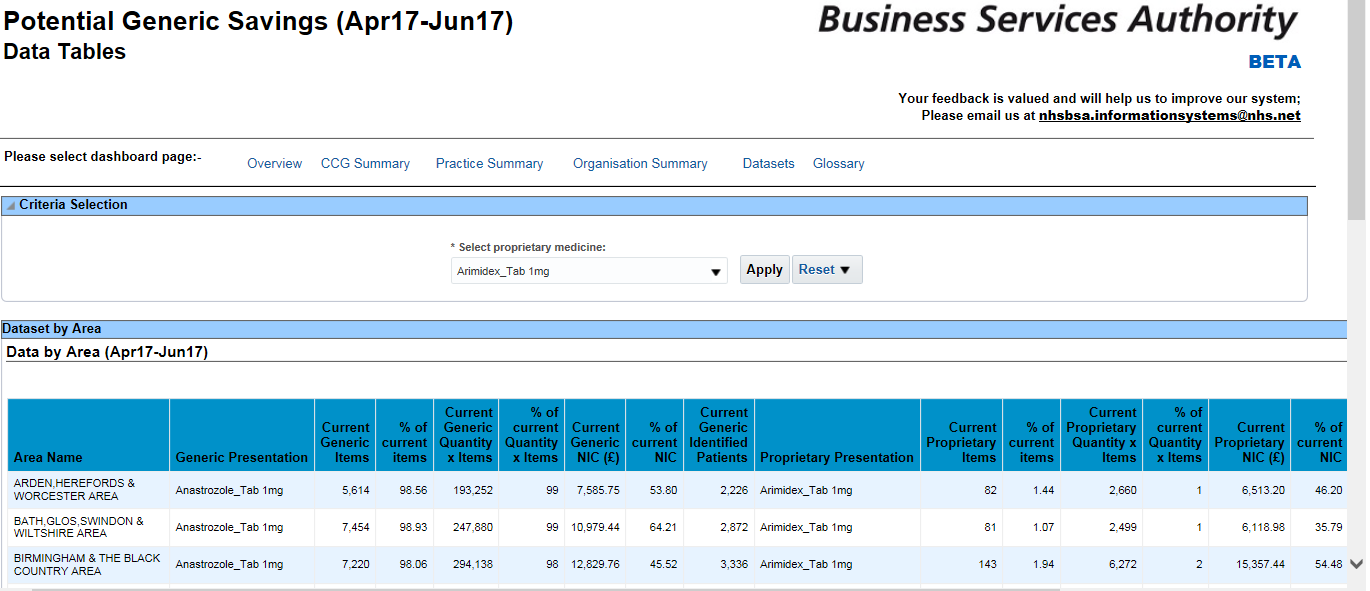
**Datasets**



Select the Datasets link.

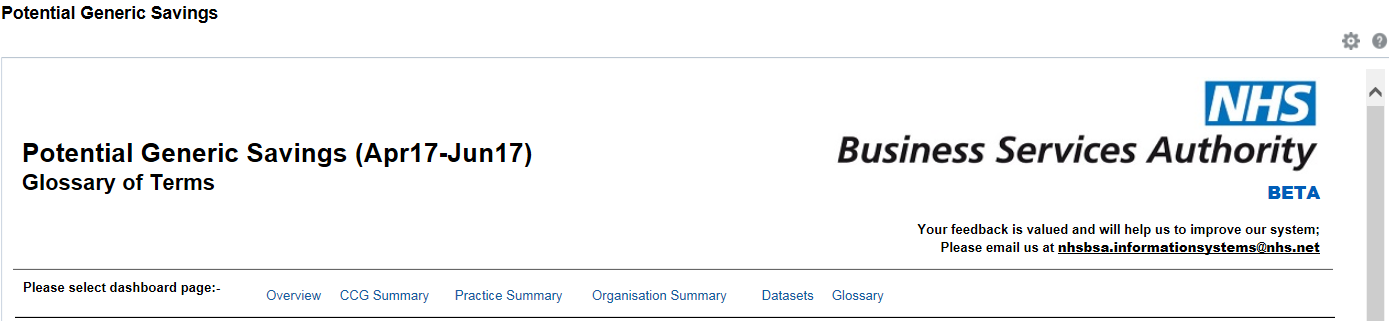


Select the organisation level required.

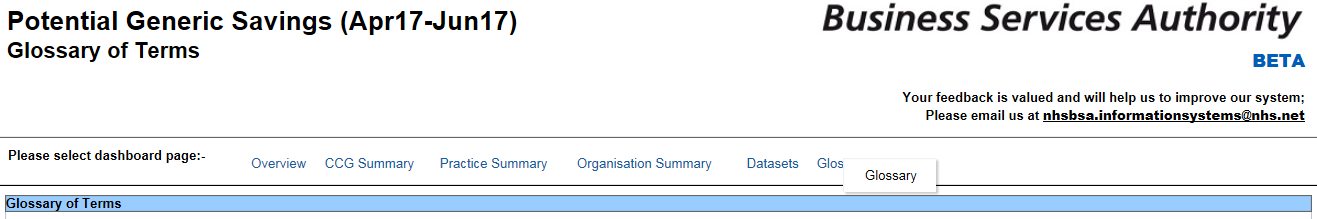


The ‘Criteria Selection’ pane allows proprietary medicine selection.

**Glossary**



Select the Glossary link.



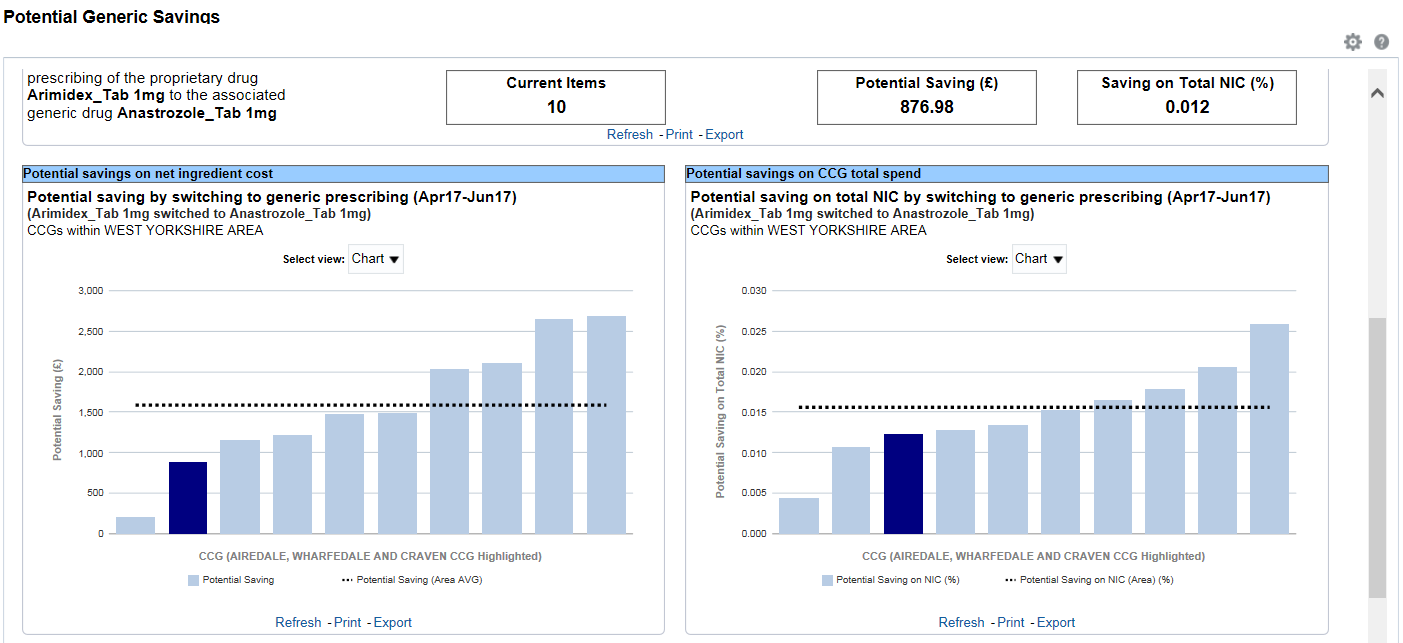
Select ‘Glossary’.



Definitions of the terms used within the dashboard will be listed alphabetically.

1. **Data Views**

Where applicable, it is possible to change between table and chart views within the dashboard.



Click the ‘Select view’ drop-down arrow to choose between table and chart views.

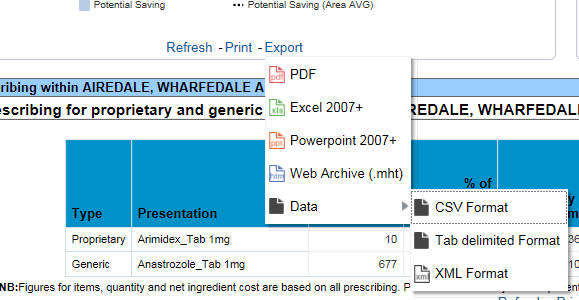
1. **Exporting the Data**

**Exporting Individual Analysis**

Some component within the Dashboard can be exported individually.



Select ‘Export’



The formats available to export in to will be displayed

Additional formats will be listed under the ‘Data’ option