

## How to view activity on a contract

In this guide we'll show you how to:

- View activity figures for a contract.

**Step 1:** Log into the Compass system.

Please log in with your username and password below

Username

Password

Memorable Word

2nd

4th

6th

[Log In](#)

[NHS Choices Provider Login](#)

[Forgotten Password](#)

[Forgotten Memorable Word](#)

[Compass Guides](#)

**Dental Services**

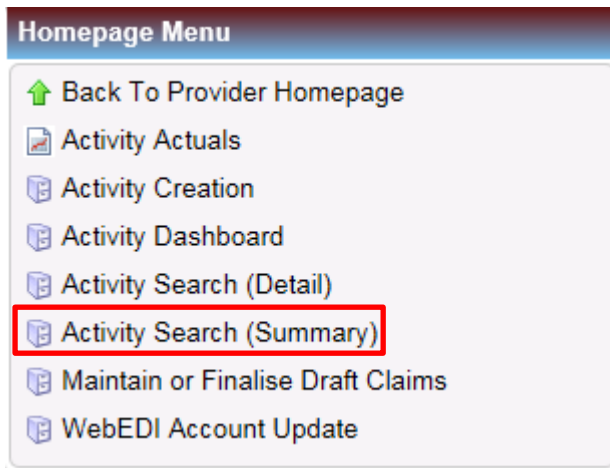
[Change Password](#) | [Change Memorable Word](#) | [FAQ](#) | [Cookie Usage](#)

**Step 2:** Click on the 'Activity' folder.

**Homepage Menu**

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

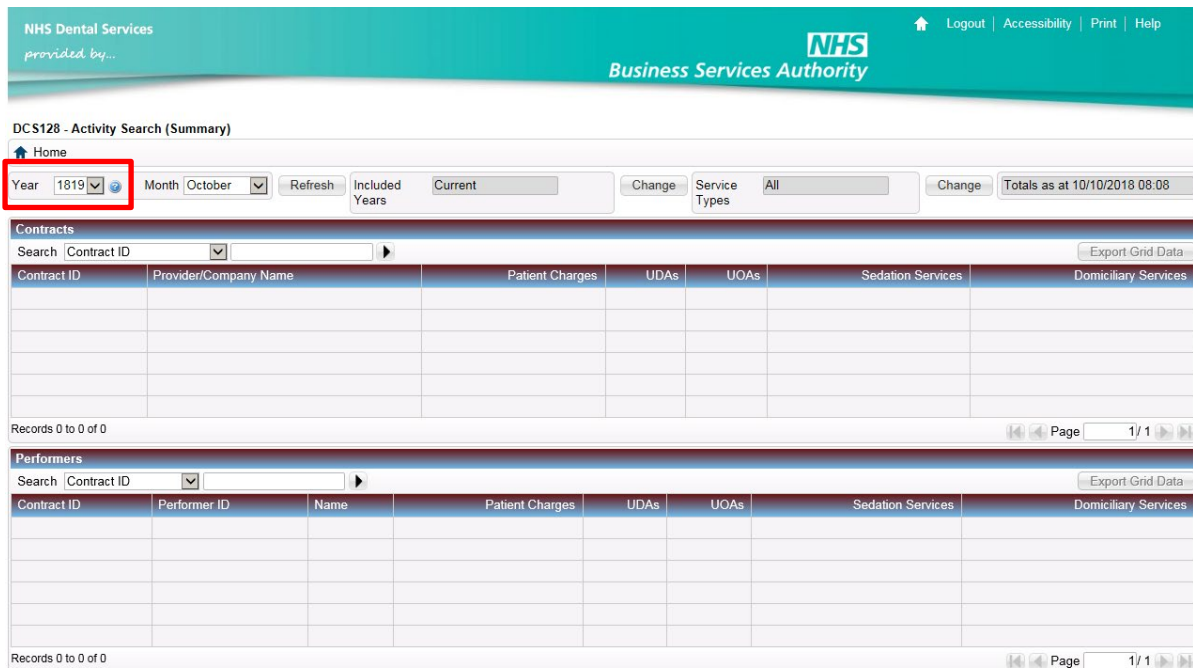
### Step 3: Click on 'Activity Search (Summary)'



The screenshot shows a 'Homepage Menu' with several options. The option 'Activity Search (Summary)' is highlighted with a red rectangular box. Other options include 'Back To Provider Homepage', 'Activity Actuals', 'Activity Creation', 'Activity Dashboard', 'Activity Search (Detail)', 'Maintain or Finalise Draft Claims', and 'WebEDI Account Update'.

Step 4: You will then be presented with the screen below.

Select the financial year which the activity was processed in using the **drop down bar**.



The screenshot displays the 'NHS Dental Services' interface, provided by the Business Services Authority. The page title is 'DCS128 - Activity Search (Summary)'. A navigation bar includes 'Home', 'Year 1819' (highlighted with a red box), 'Month October', 'Refresh', 'Included Years', 'Current', 'Change', 'Service Types', 'All', 'Change', and 'Totals as at 10/10/2018 08:08'. Below this are two data tables: 'Contracts' and 'Performers'. Both tables have columns for 'Contract ID', 'Provider/Company Name' (or 'Performer ID', 'Name'), 'Patient Charges', 'UDAs', 'UOAs', 'Sedation Services', and 'Domiciliary Services'. Both tables show 'Records 0 to 0 of 0' and a 'Page 1/1' indicator.

**Step 5:** Select the **schedule month** which the activity was processed in using the **drop down bar**. if you are searching for the total amount of activity which has been processed across the whole financial year, select **'All'**.

NHS Dental Services provided by... Business Services Authority

DCS128 - Activity Search (Summary)

Home

Year 1819 Month All Refresh Included Years Current Change Service Types All Change Totals as at 10/10/2018 08:08

**Contracts**

Search Contract ID

Contract ID	Provider/Company Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services

Records 0 to 0 of 0

**Performers**

Search Contract ID

Contract ID	Performer ID	Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services

Records 0 to 0 of 0

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**Step 6:** Click on the **'Change'** button to select which years the activity has been awarded to.

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DCS128 - Activity Search (Summary)

Home

Year 1819 Month All Refresh Included Years Current Change Service Types All Change Totals as at 10/10/2018 08:08

**Contracts**

Search Contract ID

Contract ID	Provider/Company Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services

Records 0 to 0 of 0

**Performers**

Search Contract ID

Contract ID	Performer ID	Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services

Records 0 to 0 of 0

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**Step 7:** Using the tick boxes below, select which financial years the activity has been awarded to.

- If you select '**Current Year**', your search will include activity which has been processed and awarded to the same financial year selected in **Step 4**.
- If you select '**Previous Year**', your search will include activity which has been processed in the financial year selected in **Step 4** but awarded to the previous year.
- If you select '**Other Year**', your search will include activity which has been processed in the financial year selected in **Step 4** but awarded to any year preceding the previous financial year.

Once selected, click '**Save**'.

The screenshot displays the NHS Dental Services Activity Search (Summary) interface. At the top, the NHS Business Services Authority logo is visible. The main content area includes search filters for Year (1819), Month (All), and Service Types (All). A modal window titled "Included Years" is open, showing three options: "Current Year", "Previous Year", and "Other Year", each with an unchecked checkbox. The "Save" and "Cancel" buttons are visible at the bottom of the modal. The background shows empty tables for "Contracts" and "Performers".

**Step 8:** Click on the 'Refresh' button to display the results.

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DCS128 - Activity Search (Summary)

Home

Year: 1819 | Month: All | **Refresh** | Included Years: Current | Service Types: All | Totals as at 10/10/2018 08:08

**Contracts**

Search Contract ID: [ ] | Export Grid Data

Contract ID	Provider/Company Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services

Records 0 to 0 of 0 | Page 1/1

**Performers**

Search Contract ID: [ ] | Export Grid Data

Contract ID	Performer ID	Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services

Records 0 to 0 of 0 | Page 1/1

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**Step 9:** The results will then populate in the tables below.

The **top table** will include any contracts which have activity processed during the period in which you searched for. You can use the **drop down bar** above the table to select a search criteria and use the **search box** to filter the table to a specific contract.

NHS Dental Services provided by... Business Services Authority

DCS128 - Activity Search (Summary)

Home

Year: 1819 | Month: All | Refresh | Included Years: Current | Service Types: All | Totals as at 10/10/2018 09:50

**Contracts**

Search Contract ID: [ ] | Export Grid Data

Contract ID	Provider/Company Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services
1213630001	ALS (Dental Surgeon) Ltd	113352.74	11826.80	0.00	0	0
1678270001	Amshell Ltd	93309.72	5251.40	0.00	0	0
1678270002	Amshell Ltd	0.00	0.00	1215.00	0	0
1282950001	Ancoats Dental Department (PDS)	266.40	3.00	0.00	0	0
1039260001	Apex Dental Ltd	834.30	0.00	6629.00	0	0
1222700001	Aspire Dental Care Limited	100493.52	7645.60	0.00	0	0

Records 1 to 6 of 635 | Page 1/106

**Performers**

Search Contract ID: [ ] | Export Grid Data


Contract ID	Performer ID	Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services
1213630001	982989	RHONDA JANET DM AND LJ JORDAN LIMITED	-20.60	0.00	0.00	0	0
1213630001	281220	- HIGH STREET DENTAL PRACTICE	5166.20	685.80	0.00	0	0
1213630001	525103	- ALLEN	13651.70	1738.80	0.00	0	0
1213630001	364436	JOSHUA THOMAS NEALE	41511.84	4577.80	0.00	0	0
1213630001	742724	SUE CLARK	15410.87	1612.60	0.00	0	0
1213630001	397180	BRAKASHINI RIBBONS	37632.73	3211.80	0.00	0	0

Records 1 to 6 of 6 | Page 1/1

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**Step 10:** If you select a contract in the top table, the performer breakdown of the total activity will appear in the **bottom table**. You can use **the drop down bar** above the table to select a search criteria and use the **search box** to filter the table to a specific performer.

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DCS128 - Activity Search (Summary)

[Home](#)

Year: 1819 | Month: All | Refresh | Included Years: Current | Change | Service Types: All | Change | Totals as at 10/10/2018 09:50

**Contracts**

Search Contract ID:

Contract ID	Provider/Company Name	Patient Charges	UDAs	UOAs	Sedation Services	Domiciliary Services
1213630001	ALS (Dental Surgeon) Ltd	113352.74	11826.80	0.00	0	0
1678270001	Amshell Ltd	93309.72	5251.40	0.00	0	0
1678270002	Amshell Ltd	0.00	0.00	1215.00	0	0
1282950001	Ancoats Dental Department (PDS)	266.40	3.00	0.00	0	0
1039260001	Apex Dental Ltd	834.30	0.00	6629.00	0	0
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Records 1 to 6 of 635 Page 1/106

**Performers**

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