

# ePACT2 User Guide

## Building an Analysis

### **Contents**

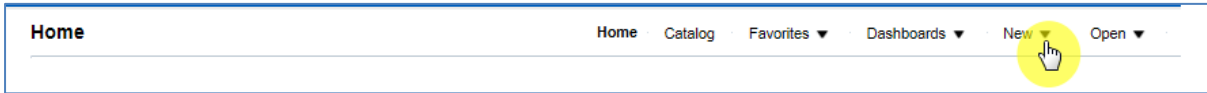
Building an Analysis.....	2
Starting an analysis .....	2
Applying filters to an analysis .....	4
Getting Help.....	14

---

## Building an Analysis

---

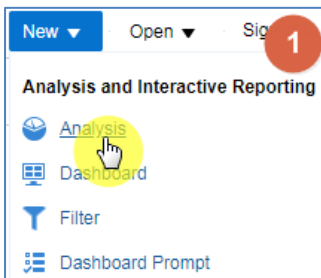
A new analysis can be created by selecting 'New' from the toolbar at the top of the page



## Starting an analysis

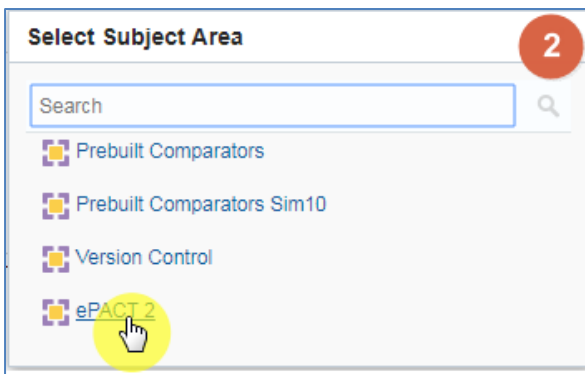
Once you have selected new you will be presented with a list of options;

1. From the list provided select 'Analysis'

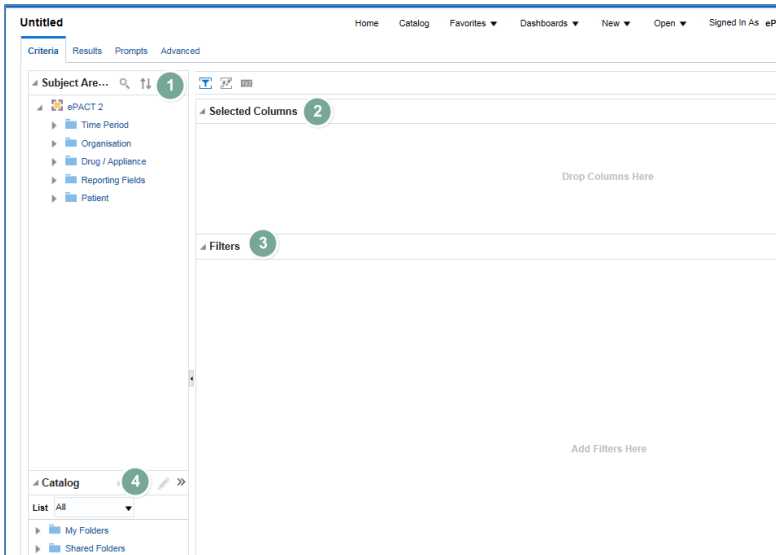


You will be then presented with 'Select Subject Area',

2. Select the 'ePACT2' subject area



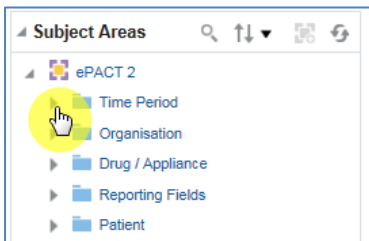
The analysis builder will then open



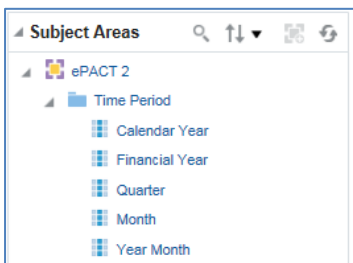
1. Subject Area	From here you can select columns to include in your analysis
2. Selected Columns	This will show the columns of data you will return
3. Filters	The filters applied to your analysis will show here
4. Catalog	From here you can select saved content to include in your analysis

### Adding columns to an analysis

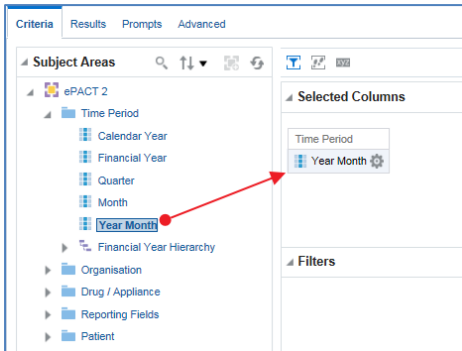
To select columns to include in your analysis first expand the folder you wish to include a column from. For example to select a time period column first select the drop down icon from the 'Time Period' folder:



You will then be presented with a list of available time period columns:



There are two ways you can select a column, either by clicking on the column you would like to include and dragging it into the 'Selected Column' pane, or by double clicking on your selected column.



**i** Please note: the column you include defines the level of data that will be returned. In this example by entering the 'Year Month' column this means the analysis will return data monthly, if a 'Quarter' column was included the data would come back quarterly.

**t** The quickest way to add columns into your analysis is to double click them from the Subject Area folder listing.

Once you have included the columns of data you wish to return, you then need to apply filters to your analysis.

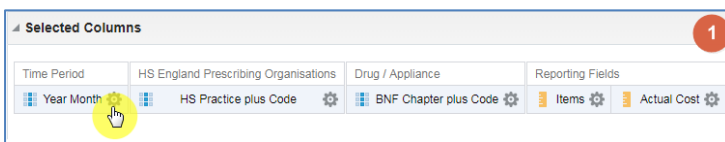
**i** If you did not apply filters the system would try and bring down all data the NHSBSA ePACT2 system holds. Filters are what you apply to your analysis to restrict the report to just show the data you require.

## Applying filters to an analysis

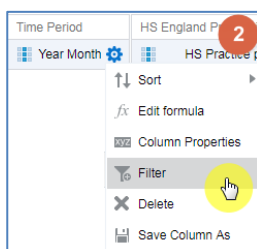
### Apply a filter using a column in your report

There are two ways you can apply a filter, the first is to filter on a selected column,

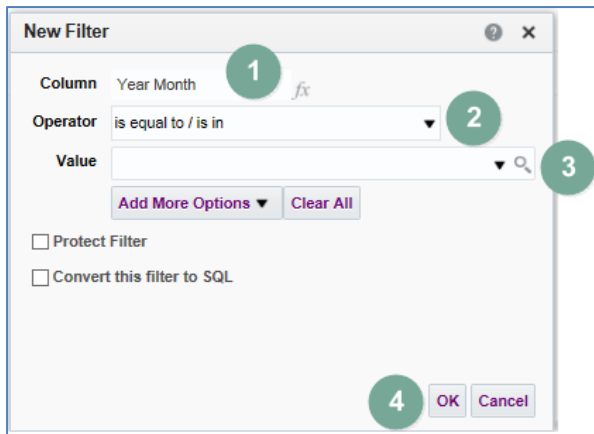
1. Select the cog icon on the column you wish to filter the analysis by




2. You will then be presented with the column options, from here select 'Filter'



This will open the 'New Filter' pane:



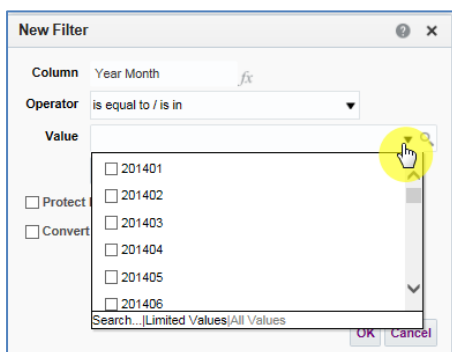
1. Column	Indicates the column you are applying a filter to
2. Operator	This is the condition applied to the filter
3. Value	This is where you select the value you want to filter the column on
4. OK	Select OK to apply the filter to your analysis


 Never type into the value box; you should always select a value by either selecting the drop down arrow or selecting the magnifying glass.

### Selecting a value to filter on

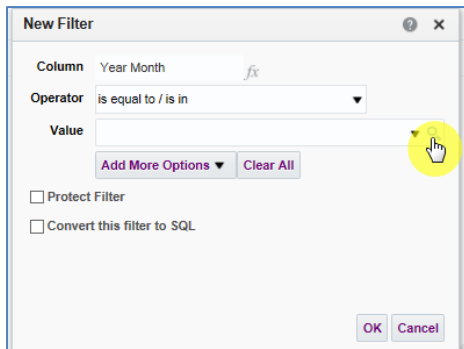
There are two ways of selecting a value to filter on;

The first is to select the drop down arrow option and pick a value from the available list:

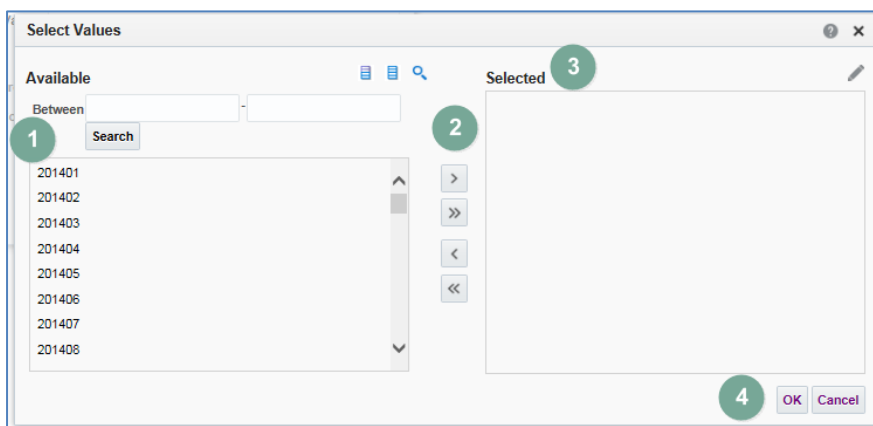


 If you select the drop down this will only display the first 250 values available.

The second is to select the magnifying glass icon.



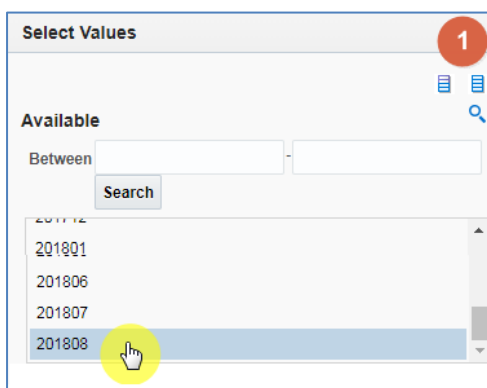
Selecting the magnifying glass will bring up the 'Select Values' pane:



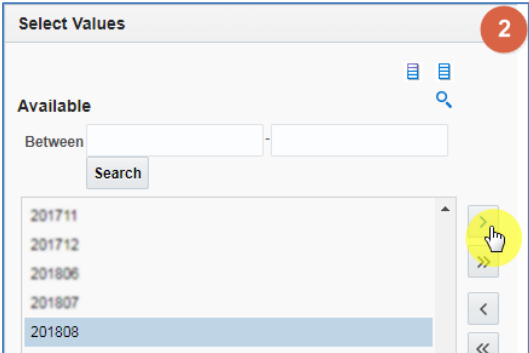
1. Available values	The left hand box displays all available values, you can select a value by clicking on it to highlight the value
2. Arrow icons	The middle icons allow you to move a value to or from the selected box
3. 'Selected'	the values in the selected box are what will be applied to your analysis
4. 'OK'	Selecting 'OK' will action the filter and apply it to your analysis

Within the 'Select Values' pane you can select a value either by double clicking on it, this will move it from the 'Available' section to the 'Selected' section.

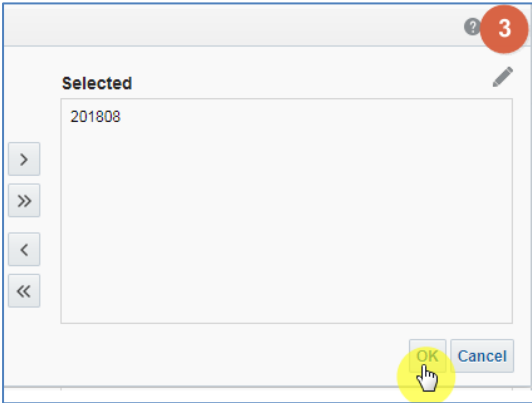
1. Alternatively select the value to highlight it:






- 2. Select the single right facing arrow icon; this will move the highlighted value into the 'Selected' section



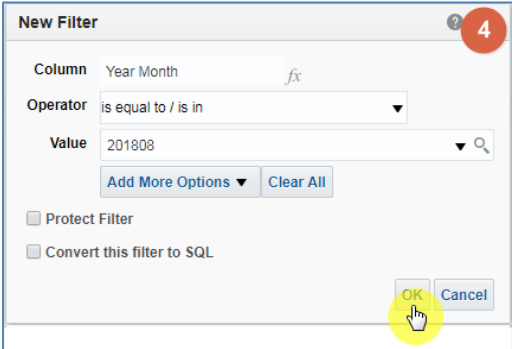
- 3. Select 'OK to apply the filter:



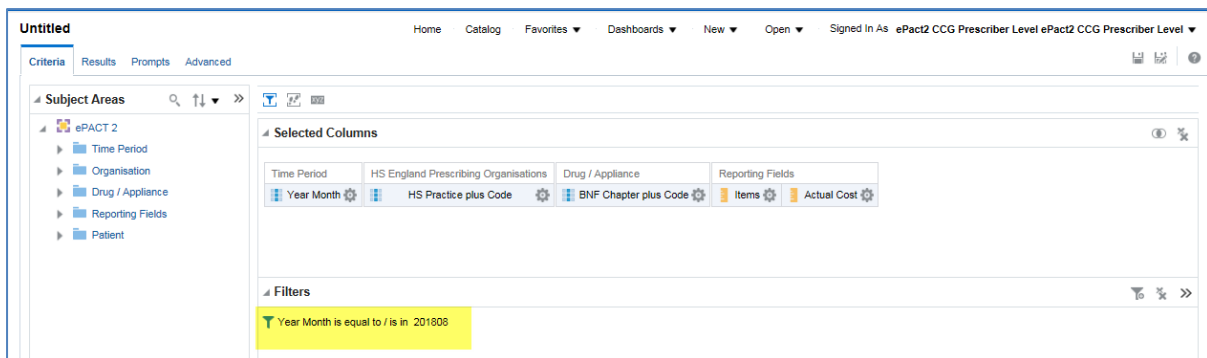
 Selecting this icon  will move only the highlighted value

Selecting this icon  will move all available values

- 4. Select 'OK' in the 'New Filter' pane, this pane will show the filter you are about to apply, in this example it is for the year month being in or equal to 201808 (August 2018):



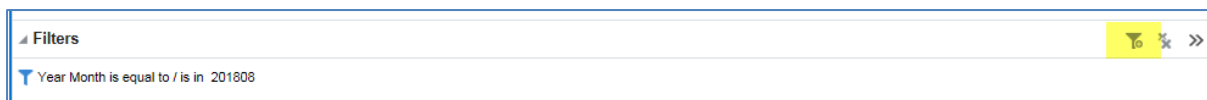
When you select OK the filter is then applied to the analysis:



## Applying a filter from the filter pane

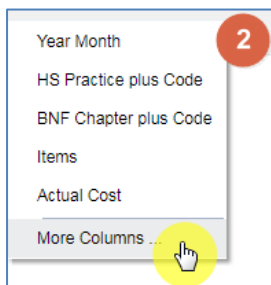
The second way to apply a filter is by using the filter pane itself,

1. within the filter pane select the funnel icon:



Selecting the funnel icon allows the selection of a column already included in your analysis to apply a filter on, or you have the option for 'More Columns...'

2. Select 'More Columns...'

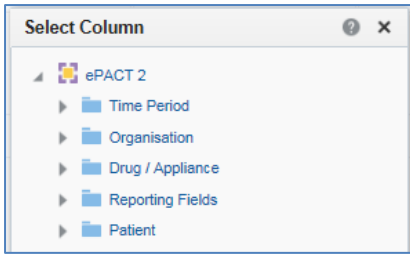


By selecting more columns, you are able to filter the analysis on a column you have not included in your report. For example in our analysis we have included the 'Practice Plus code' column this means the data is coming back at practice level. If I filter on the practice column it is only going to give me the option to find a practice.

Whereas if I want to get data back at practice level for all practices under my CCG I would need to filter on a 'Commissioner provider' column, I do not have a Commissioner provider column included in my analysis, but I can pick this column to filter on from the 'More Columns...' option

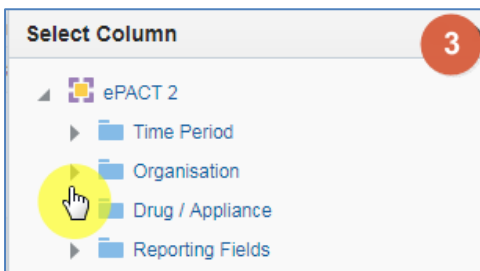
You will then be presented with the 'Select Column' list



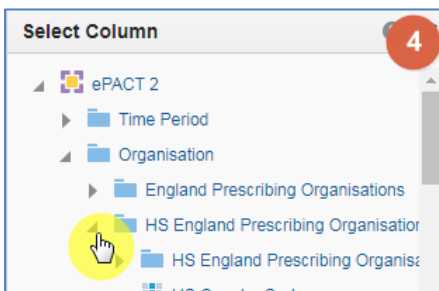


In this example we are going to filter the report by a CCG.

3. Select the drop down option for the 'Organisation' folder

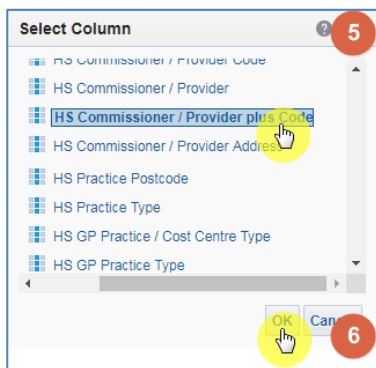


4. Select the drop down for 'HS England Prescribing Organisations'



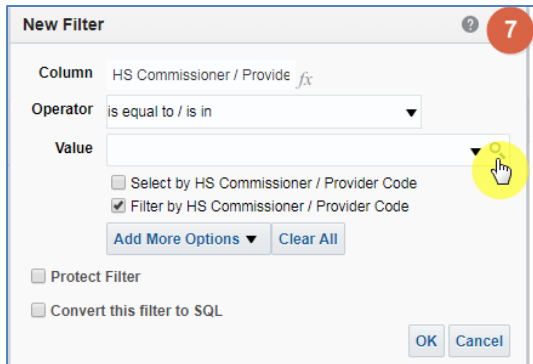
5. Scroll down the list and find the 'HS Commissioner / Provider plus Code' column, click on the column to highlight

6. select 'OK'

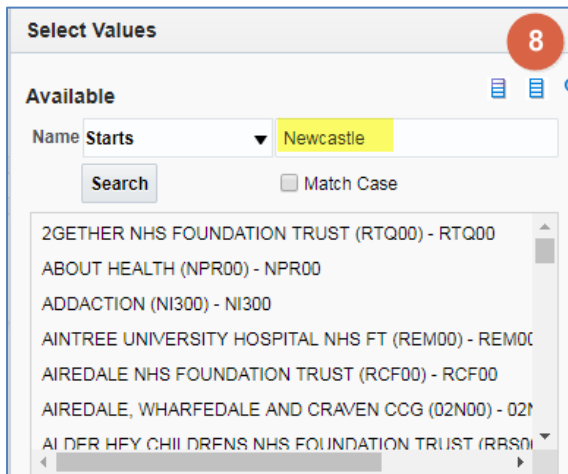


You are then presented with the 'New Filter' pane

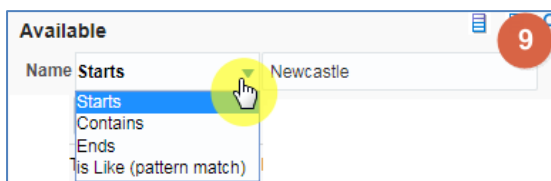
7. Select the magnifying glass icon



8. In the select values pane we are going to search for our organisation, in this example we are going to look for 'Newcastle Gateshead CCG' in the empty search box type in 'Newcastle'



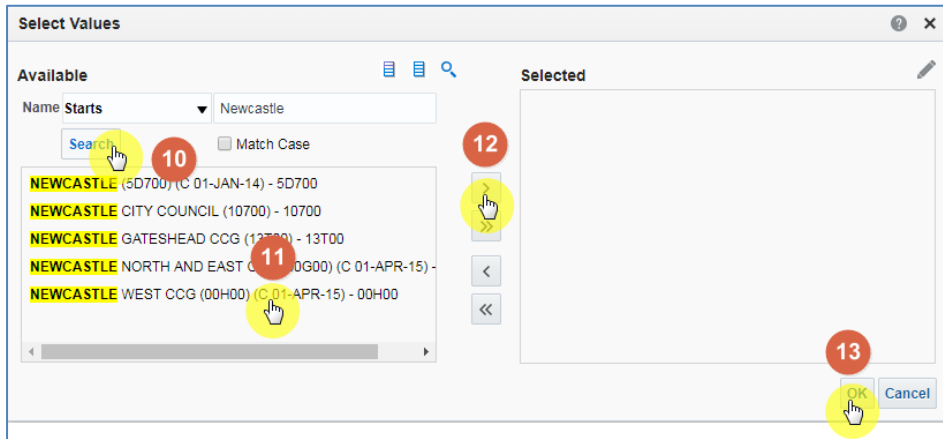
9. We will leave the operator as 'Starts' if you select the drop down option you will see the other operator options available:



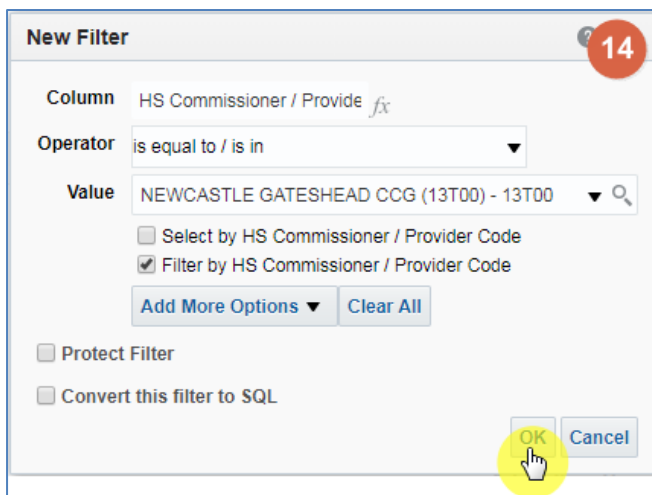
Starts	Will search for a value that starts with the value you have typed in
Contains	Will search for a value that contains the value you have typed in
Ends	Will search for a value that ends in the value you have typed
Is Like (pattern match)	Will search for a value similar to what you have typed

10. Select 'Search' to search the available values for Commissioner / Providers that starts with 'Newcastle'

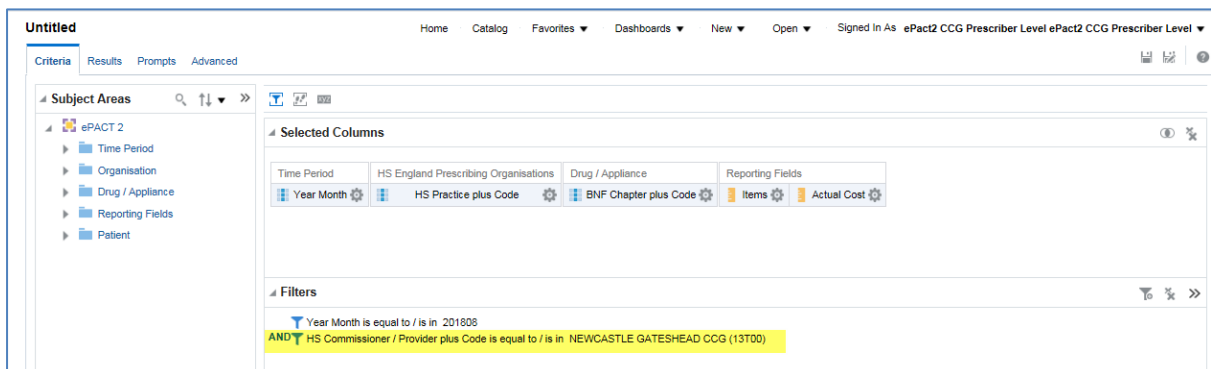
11. Select, Newcastle Gateshead CCG to high light
12. Select the single arrow to move to selected
13. Select OK



14. Select 'OK' to apply the filter to your analysis:

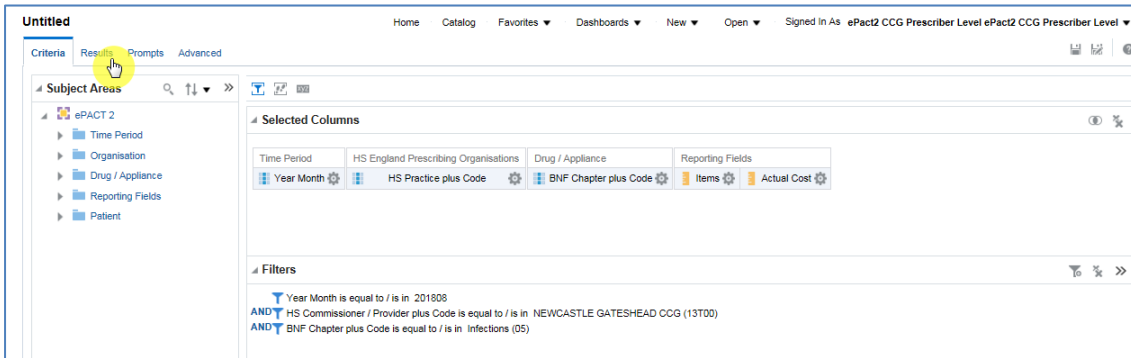



The filters pane will then be populated with your organisation filter:



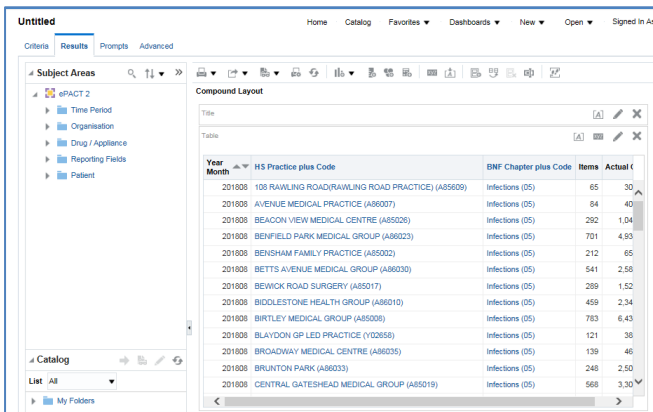
## Running your results

Select the 'Results' icon to run your analysis:



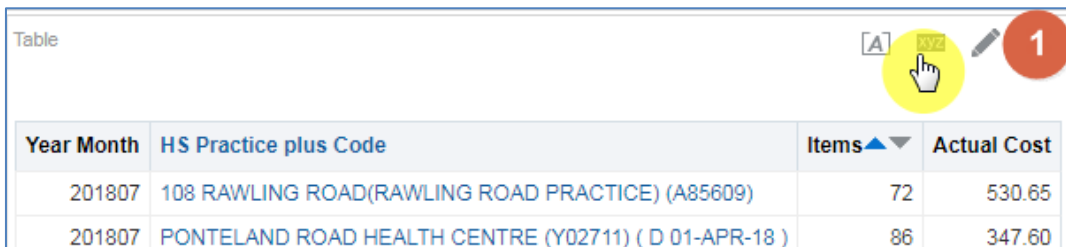
 In this example we have also filtered on the 'BNF Chapter plus Code' column so the results will return only for 'Chapter 5 Infections'

Your results will return in a table, as per below image:

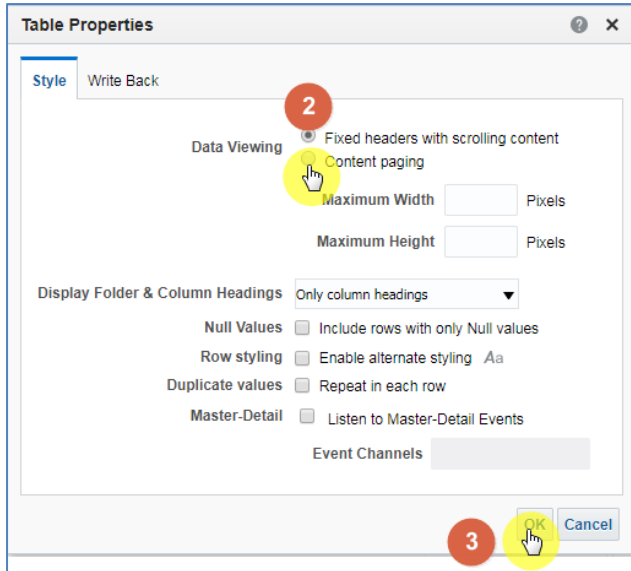


## Content paging

1. Select the 'View Properties' icon at the top of your table view.



2. You will then be presented with the 'Table Properties' from here select 'Content paging'
3. select 'OK'



This will then fit your table to the screen, as per below image:

**Compound Layout**

Title [A] ✎ ✕

Table [A] [W] ✎ ✕

Year Month	HS Practice plus Code	BNF Chapter plus Code	Items	Actual Cost
201808	108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	Infections (05)	65	306.60
201808	AVENUE MEDICAL PRACTICE (A86007)	Infections (05)	84	409.13
201808	BEACON VIEW MEDICAL CENTRE (A85026)	Infections (05)	292	1,044.04
201808	BENFIELD PARK MEDICAL GROUP (A86023)	Infections (05)	701	4,931.36
201808	BENSHAM FAMILY PRACTICE (A85002)	Infections (05)	212	659.08
201808	BETTS AVENUE MEDICAL GROUP (A86030)	Infections (05)	541	2,582.12
201808	BEWICK ROAD SURGERY (A85017)	Infections (05)	289	1,525.35
201808	BIDDLESTONE HEALTH GROUP (A86010)	Infections (05)	459	2,340.60
201808	BIRTLEY MEDICAL GROUP (A85008)	Infections (05)	783	6,434.68
201808	BLAYDON GP LED PRACTICE (Y02658)	Infections (05)	121	386.06

---

## Getting Help

---



### **Additional training material and user guides**

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2. These can be found at: [Additional User Guides](#)

### **WebEx sessions**

WebEx will be provided on a number of different topics and features. More information about these can be found here: [WebEx Training](#)