ePACT2 User Guide

CD Accountable Officers Quick Start Guide

Contents

Logging into ePACT2	1
Activating your account	1
Signing in	2
Understanding the Landing page	4
Understanding the Home Page	5
Using the Catalog	5
Building an Analysis	9
Starting an analysis	9
Applying filters to an analysis	11
Saving, Printing and Exporting Analysis	21
Re-using and editing saved reports and analysis	23
Accessing Private CD Prescribing Information	25
Getting Help	27

Logging into ePACT2

Activating your account

Once users are registered for the system the user account must be activated and password and security question details set to allow the user to access the system.

An email will be sent containing account details and a link to the system.

To ePAC	udadmin_ww@oracle.co 12TestUser@vahoo.com	m	Ĭ	oday at 10:14 👘
This mes	age contains blocked image	Show Images Change this setting		
Cloud	I			
A	n Oracle Cloud account ha	s been created for you.		
A	s you sign in for the first tim	ne, you should change your password a	and enter responses to security questions. To access your	
а	ccount, you need the follow	ving information:		
4	ccount Details		Common Tasks	
			Change passwords	
U	ser Name:	ePACT2TestUser@yahoo.com	Learn about predefined	
т	emporary Password:	rmSfDqIF\$6h	roles and accounts	
le	fentity Domain:	a437212-test		
0	ata Center/Region:	em3		
	011-11-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-			
	Click here to access acco	ount, Enter your User Name and Pas	ssword. Click sign in.	
		des All colds concerned	About Oracle Legal Notices and Terms of Use Privacy Statement	
Copyright	2016 De ano	ates, we rights reserved.		

1. Enter the user ID (email address) and temporary password provided in the email.

SIGN IN TO ORACLE CLOUD	
Wetcome a437212-test awage stream	
	ORACLE

2. Select the 'Sign In' option to access the system.

The user will be directed to the 'Oracle Identity Self Service – Password Management' page to complete the activation process.

ORACLE Identity Self Service	Accessibility Help Sign Out ePACT2TestUser@yahoo.com
Password Management Cld Password	Submit
* Re-Type New Passnord	
* Question 1 * Question 2 * Question 2 * Question 2 What is the name of your peth What is your favorite color?	

- 3. Enter the temporary password provided and select a new password.
- 4. Select 3 security questions and provide answers to these questions; these questions will be used to reset any forgotten passwords.
- 5. Security questions must be selected from the drop down list available.
- 6. Once all information has been completed select 'Submit'

If any information entered does not match the requirements of the system an error message will be presented.

The field which requires amending will be highlighted.

ePACT2 can be accessed via a standard internet connection, however to ensure the best performance when using the system the latest fully updated version of your chosen Internet Browser should be installed.

Signing in

Once account set up is complete, to sign into the system, navigate to the NHSBSA ePACT2 webpage to access the system:

https://www.nhsbsa.nhs.uk/epact2

Select 'Access ePACT2'



You will then be taken to the sign in page

NH Busi	IS Business Services Authority ness Intelligence Account Sign-in
Pass	vord 2 gn In Can't sign in?

1) Email address	Enter the email address your account is registered under
2) Password	Enter the password for your ePACT2 account

Select 'Sign in to access the account.

	Pleas syster page:	e be aware when you sign out of ePACT2 and then sign back into the n without closing your browser, it will take you to the oracle sign in
	🕷 Oracle Analyt	a Coud 🗙 🕀
		Intp://acsiprodi-instball/0516.gbcom-south-Loradecloud.com/dv/ur/paged=home ILE Analytics Cloud R ID R I
	希 Hom	Create
		Get Started with Oracle Analytics Cloud
0		Watch Overslew Visualize Data Prepare Data Learn More Explore you data and uncover monotain neighbor using interactive and weak data filters but transform, entrich and blend afficient sources Visualize Could Visualize Data
	What are y	au interested in?
	To en 1. 2.	sure you always sign into the correct system: Close and then reopen your browser Then use your bookmarked link or navigate to sign in from the ePACT2 webpage:

https://www.nhsbsa	.nhs.ul	k/epact2
Select 'Access ePA	CT2'	
Access ePACT2	>	
		-

Understanding the Landing page

When you sign into ePACT2 you will be taken to the Landing page, the landing page enables you to quickly select the part of the system you would like to view:

ePACT2	Home Catalog Favor	orites 👻 💿 Dashboards 👻 🐘 New 👻 🐘 Open 👻 🐘 Signed In As e Pact2 CCG Prescriber Level e Pact2 CCG Prescri	iber Level 🔻
News News News	Dashboards Welco Myr FoLl Monitoring	4 Prescribing Reports Quick Search 6 Come to ePACT2 EPACT2 LATEST DATA 3 My Folders Latest prescription data Aug-18 3	
06 July 2018 ► Financial Reports We have today released the Remuneration ePACT2.	on report into	Latest remuneration report Aug-ra	

1) News feed	The News feed will display the latest news for ePACT2, it will keep you up to date when new reports are released.
2) My Folders	You can navigate to your saved content from the 'My Folders section.
3) ePACT2 Latest Data	This section informs you the latest month's data that is in the system, and the latest month's remuneration report.
4) Dashboards	You can select this tab to view all available dashboards.
5) Prescribing Reports	You can select this tab to view all available prescribing reports.
6) Quick Search	You can select this tab to run a 'Quick Search' analysis.

If you wish to navigate back to the landing page after you have viewed other ePACT2 content complete the following steps:

1. From the 'ePACT2' toolbar select 'Dashboards

Home	Catalog	Favorites 🔻	Dashboards	New 🔻	Open 1

2. From the available list select 'ePACT2'



Understanding the Home Page

If you select the 'Home' icon from the 'ePACT2' toolbar you will be taken to the system homepage:

Home	Home Catalog Favorites V Dashboards V New V Open V Signed In As ePact2 CCG Prescriber Level ePact2 CCG Prescriber Level V
	Recent
	Dashboards Image: ePACT2 - 01News Open More ▼ Open More ▼ ePACT2 - 04PrescribingRe Open More ▼ Open More ▼
	Image: My Dashboard - page 1 Image: EPS Utilisation - CCGs (GP Image: EPS Utilisation - CCGs (GP Image: Open Edit More ▼ Open More ▼ Open More ▼ More Dashboards ▼ Open More ▼
	Most Popular
	No recommendations are currently available. Most Popular items will be displayed here when results become available.

The system home page will display the most recently accessed dashboards.

Using the Catalog

The Catalog contains content that you or the NHSBSA have defined and saved for future use.

To navigate to the 'Catalog' select the 'Catalog' icon from the toolbar:



You will then navigate to the ePACT2 Catalogue

Catalog		Home Catalog Favorites ▼ Dashboards ▼ New ▼ Open ▼
lia 🔻 🧐 🛅 📔 🔍	₩ • 8	a 🖉 🖨 🔻 🗁 🗶 🏥 Location /My Folders
Folders	Е 🖬 Ту	pe All v Sort Name A-Z v Show More Details 2
 My Folders Shared Folders 		Wy Analysis Last Modified 10/31/2018 8:08:38 AM Owner ePact2 CCG Prescriber Open Edit More ▼

1. Folders	Displays the available folders to open content from
2. Folder contents	When you click on a folder to highlight, the middle pane will show the content of that folder

There are two folders within the 'Catalog'

My Folders

The My Folder will contain all saved content for your account, this will include analysis, saved filters, saved groups and saved columns. The 'My Folder' works in the same way as the file structures on your PC you can create, delete and amend sub folders.

Shared Folders

The Shared Folders contains content created by the NHSBSA such as pre-set filters and prompts these can be found in the following folder:

- ePACT2
- Menu (allow user to access the Landing page)

View folder content

To view the content of a folder, click on the folder to highlight, in the middle pane you will then see the content of that folder, such as analysis, filters and sub folders.



You can expand folders to view the content in two ways:

1. Select the drop down arrow next to the folder title



2. This will then display the sub folders available within that folder



Delete content

To delete content:

1. Select what you would like to delete:



2. Using the 'Catalog' toolbar select 'Delete'



3. Select OK to action deletion:





Be aware, when you delete content of a folder it is not possible to retrieve deleted content!

Building an Analysis

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

Home	Home Catalog	Favorites 👻 Dashboards 🔻	New Open 🔻

Starting an analysis

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

4. From the list provided select 'Analysis'



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

5. Select the 'ePACT2' subject area



The analysis builder will then open

Intitled		Home	Catalog	Favorites v	Dashboards v	New 🔻	Open 🔻	Signed In As eP
Criteria Results Prompts Adva	nced							
∡ Subject Are <\ ↑↓ 1	🝸 🗷 🚥							
A 😫 ePACT 2	Selected Columns 2							
Time Period								
 Drug / Appliance 								
Reporting Fields					Drop	Columns H	ere	
Patient								
	∡ Filters 3							
	•							
					Add	Filters Her	e	
🛛 Catalog 🔹 🚺 🥢 🗸	>							
List All 🔻								
My Folders								
Shared Folders								

1. Subject Area	From here you can select columns to include in your analysis
2. Selected	This will show the columns of data you will return
Columns	
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.

Criteria Results Prompts Advanced	
🔺 Subject Areas 🛛 🔍 🏦 🖌 🐼	T 🛃 🔤
ePACT 2 ime Period	▲ Selected Columns
Calendar Year	Time Period
Financial Year	🚦 Year Month 🔯
Quarter	
Month	
Year Month	
Financial Year Hierarchy	
Organisation	▲ Filters
Drug / Appliance	
Reporting Fields	
Patient	



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.

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.

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,

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

Selected Colum	ns		1
Time Period	HS England Prescribing Organisations	Drug / Appliance	Reporting Fields
👔 Year Month 🔅	HS Practice plus Code 🏻 🎂	BNF Chapter plus Code 🏠	Items 🔯 🚦 Actual Cost 🧔
<u>v</u>			

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



This will open the 'New Filter' pane:

New Filter		@ ×
Column	Year Month	i
Operator	is equal to / is in	• 2
Value		▼ ९ 3
	Add More Options C	lear All
Protect	Filter	
Conver	t this filter to SQL	
		4 OK Cancel

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:

New Filter		@ ×
Column	Year Month fx	
Operator	is equal to / is in	•
Value		1
	201401	
Protect	201402	
Convert	201403	
	201404	
	201405	~
	201406 Search Limited Values All Values	
		OK Cancel

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

The second is to select the magnifying glass icon.

New Filter	r		Ø ×
Column	Year Month	fx	
Operator	is equal to / is in		•
Value			× 2
	Add More Options 🔻	Clear All	U
Protect	Filter		
Conver	t this filter to SQL		
			OK Cancel

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



1. Available	The left hand box displays all available values, you can select a
values	value by clicking on it to highlight the value
2. Arrow	The middle icons allow you to move a value to or from the
icons	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:

Select Va	lues	1
Available		Q
Between		
	Search	
201112		
201801		
201806		
201807		
201808	Jhn	

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

Select Va	lues	2
Available		
Between	-	
	Search	
201711		Î 🥂
201712		
201806		
201807		<
201808		"

3. Select 'OK to apply the filter:

	Ø 3	
Se	elected	
2 > ~	201808	
«	Cancel	
0	Selecting this icon will move Selecting this icon will move	e only the highlighted value e 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):

lew Filte	r		0
Column	Year Month	fx	
Operator	is equal to / is in		•
Value	201808		•
	Add More Options 🔻	Clear All	
Protect	Filter		
Conver	t this filter to SQL		
			OK Cance

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

Jntitled		Home Cata	log Favori	tes 👻 🛛 Dashboards 💌 🗈	lew 🔻 Ope	Signed In As	s ePact2 CCG Prescriber Level ePact2 CCG Prescriber Level	el 🔻
Criteria Results Prompts Advanced								Ø
⊿ Subject Areas ↑↓ ▼ ≫	T 🗹 🔤							
ePACT 2 ime Period	✓ Selected Column	ns					Ð	ž
Grganisation Trug / Appliance	Time Period	HS England Prescribing (HS Practice plus	Organisations	Drug / Appliance	Reporting Field	Actual Cost 🕼		
 Reporting Fields Patient 								
	⊿ Filters						T ×	>>
	Year Month is equa	el to / is in 201808						

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'



- 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:

Availa	ble	8
Name	Starts Newcastle	
	Starts	
	Contains	
	Ends	
1	is Like (pattern match)	

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
ls Like	
(pattern	Will search for a value similar to what you have typed
match)	

- 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:

Untitled		Home Catalog F	avorit	es 👻 🔹 Dashboards 💌 🔹 N	New 🔻 C	pen 🔻 Sign	ed In As	ePact2 CCG Prescriber Level ePact2 CCG Presc	riber	Leve	. .
Criteria Results Prompts Advanced										ż	0
∡ Subject Areas 🔍 †↓ 🕶 ≫	T 32										
ePACT 2	✓ Selected Colum	ins							0	Ð	ž
Organisation	Time Period	HS England Prescribing Organisati	ons	Drug / Appliance	Reporting F	Fields	, she				
Reporting Fields	Year Month 😭	HS Practice plus Code	Q	BNF Chapter plus Code O	ltems (Actual Co	st 😳				
Patient											
	⊿ Filters							,	10	×	»
	Year Month is	sequal to/is in 201808									
	AND T HS Commiss	ioner / Provider plus Code is equal to	/ IS IN	NEWCASTLE GATESHEAD CC	JG (13100)						

Running your results

Select the 'Results' icon to run your analysis:

Untitled	Home 🐘 Catalog 🚽 Favorites 💌 🛛 Dashboards 💌 🔹 New 💌 Open 💌 🚽 Signed in As ePact2 CCG Prescriber Level ePact2 CCG	Prescriber Le	vel 🔻
Criteria Results Prompts Advanced			0
✓ Subject Areas Q, ↑↓ ▼ ≫			
ePACT 2 im Time Period	Jelected Columns	۲	×
Organisation	Time Period HS England Prescribing Organisations Drug / Appliance Reporting Fields		
Drug / Appliance	📳 Year Month 🏟 📗 HS Practice plus Code 🎄 📳 BNF Chapter plus Code 🥸 🚦 Items 🔅 🚦 Actual Cost 🗄		
Reporting Fields Tetration Patient			
	# Filters	To X	»
	Year Month is equal to / is in 201808 ANDY HS Commissioner / Provider plus Code is equal to / is in NEWCASTLE GATESHEAD CCG (13T00) ANDY BNF Chapter plus Code is equal to / is in Infections (05)		

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

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

Intitled		Home Catalog Favorites 🖝 Dashbo	ards 🔻 New 👻 Op	en 🔻	Signed
Criteria Results Prompts Advanced					
⊿ Subject Areas ् ↑↓ ▼		• B• B• • Ib• 5 % B m (1) [3 9 8 0 Z		
🖌 🤮 ePACT 2	Compound L	ayout			
Time Period	Title			[A]	1
Grganisation Drug / Appliance	Table			[A] 100	/ >
Reporting Fields Patient	Year Month	HS Practice plus Code	BNF Chapter plus Code	Items	Actual (
	20180	8 108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	Infections (05)	65	30
	20180	8 AVENUE MEDICAL PRACTICE (A86007)	Infections (05)	84	40
	20180	8 BEACON VIEW MEDICAL CENTRE (A85026)	Infections (05)	292	1,04
	20180	8 BENFIELD PARK MEDICAL GROUP (A86023)	Infections (05)	701	4,93
	20180	8 BENSHAM FAMILY PRACTICE (A85002)	Infections (05)	212	65
	20180	8 BETTS AVENUE MEDICAL GROUP (A86030)	Infections (05)	541	2,58
	20180	8 BEWICK ROAD SURGERY (A85017)	Infections (05)	289	1,52
	20180	BIDDLESTONE HEALTH GROUP (A86010)	Infections (05)	459	2,34
	20180	BIRTLEY MEDICAL GROUP (A85008)	Infections (05)	783	6,43
	20180	8 BLAYDON GP LED PRACTICE (Y02658)	Infections (05)	121	38
∢Catalon → N × €	20180	BROADWAY MEDICAL CENTRE (A86035)	Infections (05)	139	46
	20180	BRUNTON PARK (A86033)	Infections (05)	248	2,50
List All 🔻	20180	8 CENTRAL GATESHEAD MEDICAL GROUP (A85019)	Infections (05)	568	3,30
My Folders	<				>

Content paging

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

Table			5/1
Year Month	HS Practice plus Code	Items 🔺 🔻	Actual Cost
201807	108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	72	530.65
201807	PONTELAND ROAD HEALTH CENTRE (Y02711) (D 01-APR-18)	86	347.60

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

Table Properties	@ ×
Style Write Back	
Data Viewing	xed headers with scrolling content ontent paging aximum Width Pixels
Ma	ximum Height Pixels
Display Folder & Column Headings Only c	olumn headings 🔹
Null Values 📃 Inc	lude rows with only Null values
Row styling 📃 En	able alternate styling Aa
Duplicate values 📃 Re	peat in each row
Master-Detail 📃	isten to Master-Detail Events
Eve	ent Channels
	3 Cancel

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

Compound Lay	rout			
Title			[A 🖊 🗙
Table			[A] I	52 / X
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

Saving, Printing and Exporting Analysis

Save your analysis

Once you have your results it is possible to save your analysis to re-open in the future.

When you save an analysis within the system, you are not saving the results data; you are saving the criteria that brought back those results. This means you are not saving large amounts of data therefore there is no limit to the amount of content you can save.

To save your analysis you can select the 'Save or 'Save As' icon available in the top right hand corner of your results pane:





Save - saves the analysis

Save as – will save the analysis as a separate new analysis.

When you select save the system will then give you the option to choose the folder you want your analysis saved and allow you to name the document, the default name will show as 'Untitled'

Save As		@ ×
Folders E E	Save In /My Folders	• • • • • •
	Name Untitled	
	Description	
		OK Cancel

Once you have named the analysis select 'OK' to action the save.

 \bigcirc

The first time you select save or save as on a new analysis they will do the same thing, save the document.

Print your analysis

To print you can select the 'Print' icon from the toolbar above the analysis results



You will then be presented with the print options:



Export your analysis

To export your analysis you can select the 'Export' icon form the toolbar above the compound layout:



You will then be presented with the export options, CSV can be found under the 'Data' dropdown options:



Re-using and editing saved reports and analysis

One of the benefits of ePACT2 is that you can save content, once you have saved your content it is possible to not only open it and view it, but you can also edit your saved content.

Open saved content

To open saved content first select the 'Catalog' icon from the Home toolbar:

Home	Home	Catalog	Favorites v	Dashboards 🔻	New v	Open 🔻

You will then navigate to the ePACT2 Catalogue

atalog	Home Catalog Favorites ▼ Dashboards ▼ New ▼ Open ▼
• 	🗞 🖉 🖨 🔻 😁 🛪 😩 🖷 🛛 Location /My Folders
Folders 1 🗄 🖬 T	Type All Sort Name A-Z Show More Details 2
My Folders Shared Folders	My Analysis Last Modified 10/31/2018 8:08:38 AM Owner ePact2 CCG Prescribe Open Edit More ▼

3. Folders	Displays the available folders to open content from
4. Folder contents	When you click on a folder to highlight, the middle pane will show the content of that folder

When you have navigated to the folder your analysis is saved in, you can open your analysis to view the results by selecting the 'Open' icon. The icon is located beneath the analysis title:



When you select open the analysis will run and return your results.

y Analysis	Home Catalog	avorites 🔻	Dashboards
My Analys	sis		
Year Month	HS Practice plus Code	ltems▲▼	Actual Cost
201807	108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	72	530.65
201807	PONTELAND ROAD HEALTH CENTRE (Y02711) (D 01-APR-18) 86	347.60
201807	BLAYDON GP LED PRACTICE (Y02658)	94	315.38
201807	CHOPWELL PRIMARY HEALTHCARE CENTRE (A85024)	103	213.12
201807	NEWCASTLE MEDICAL CENTRE (A86027)	106	435.73
201807	NEWCASTLE HOSPITALS COMMUNITY HEALTH (Y04331)	127	430.13
201807	GATDOC OOH (485621)	136	547.84

Edit saved content

Another feature of ePACT2 is the ability to edit your saved content, for example if you have an analysis you run last month which you saved, you can edit this analysis and change the time period to get your data for this month.

To edit your saved content:

1. Navigate to the 'Catalog' icon from the toolbar



2. Select the folder you have saved your analysis to.



3. Find the analysis you wish to edit, beneath the analysis title select the 'Edit' option



4. Your analysis will open on the results page; you do not need to wait for the results to load if you are going to edit the analysis. As soon as the report opens select 'Criteria'

My Analysis	Home Catalog Favorites 🔻
Criteria Results Prompts Advance	ad 4
⊿ Subject Are ੍ †↓ ▼ ≫	<u>⊣</u> → ⊸ ⊸ ⊸ → ⊪ →
🔺 📮 ePACT 2	Compound Layout
Time Period	Title
Organisation	My Analysis
Drug / Appliance	Table
Reporting Fields	
Patient	

Accessing Private CD Prescribing Information

Data for private CD prescribing for those private prescribers under the NHS England Local Team the user is registered under can be accessed via the system.

Open a new analysis:

Untitled		Home Catalog Favorites 🔻	Dashboards 🔻 🔹 New 👻 🔹 Open 👻	Signed In As danth 🔻
Criteria Results Prompts Advanc	ed			
⊿ Subject Are ୍ ְ†ֶ דֶ ≫	I Z 🚥			
ePACT 2	✓ Selected Columns			۱ () ۱
Organisation				
Drug / Appliance Trug / Appliance Various Attributes		Drop Columns Here		
Reporting Fields				
Patient PAR Reports				
	⊿ Filters			¶₀ ½ ≫
₄ Catalog → 🐘 🖉 ≫		Add Filters Here		
List All 🔻				

itled								
teria Results Prompts Advar	ced					-	a 18	8
Subject Are	II Z 🚥							
PACT 2 Ime Period Ime Crganisation	A Selected Colum	ns					Œ	D
	Time Period	All Prescribing Organisations		Drug / Appliance	Reporting Fields			
Drug / Appliance	🚦 Year Month 🔅	Prescriber plus Code 🔅 🚦	Area plus Code 🔅	BNF Presentation plus Code 🔅	Private Controlled Drug Items 🔅			
Patient				lbo				
	4 Filters			P	1		e x.	5
		equal to / is in 201709 seed Drug Items is greater than or	equal to 1	b	1	T	5 ×	, c
Catalog \rightarrow B. / 2	∡ Filters T Year Month is ANOT Private Control	equal to / is in 201709 oled Drug tems is greater than or	equal to 1		1	T	5 ×	έc.
Catalog	✓ Filters T Year Month is ANOT Private Control	equal to / is in 201709 oled Drug tems is greater than or	equal to 1		1	T	Бž	, c
Catalog	✓ Filters T Year Month is ANDT Private Control	equal to / is in 201709 olied Drug Rems is greater than or	2		1	٢	5 %	, c

- 1. Select columns for time period, prescriber, Area Team, BNF presentation and Private Controlled Drug Items
- 2. Add filters to limit the time period required and to only show items which are private controlled drugs.



3. Organisation columns, such as Prescriber plus Code & Area plus Code must be selected from 'All Prescribing Organisations.



Data for private prescribing will not return if 'England Prescribing Organisations' is selected.

4. The 'Private Controlled Drug Items' column is available to select under the 'Reporting Fields' folder in the Subject Area tree.

Untitled Criteria Results Prompts Advanced & Subject Areas Q 11 + >>	Gameaund La	ិ.• សិ.9 1k • ភូឌន m	由 55 15 中 2	5		1
England Prescribing Ecountry Code E Country E Country plus Code	Title Table	UNA			X 🔪 (A)	
Region Code Region Region Region plus Code Region plus Code Region plus Code	Year Month 201709 201709	Area plus Code Area Team Q00 Area Team Q00	Prescriber plus Code Dr Dr	BNF Presentation plus Code Lisdexamfetamine_Cap 70mg (0404000U0AAAFAF) Temazepam_Oral Soln 10mg/Sml S/F (040101070AAAEAE)	Private Controlled Drug Items 1 2	

5. Data will be returned showing the BNF presentation and number of private controlled drug items for the area team the user is registered under.

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: <u>Additional User Guides</u>

WebEx sessions

WebEx will be provided on a number of different topics and features. More information about these can be found here: <u>WebEx Training</u>