

ePACT2 User Guide

New Features and Changes in ePACT2

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Logging in and out of ePACT2

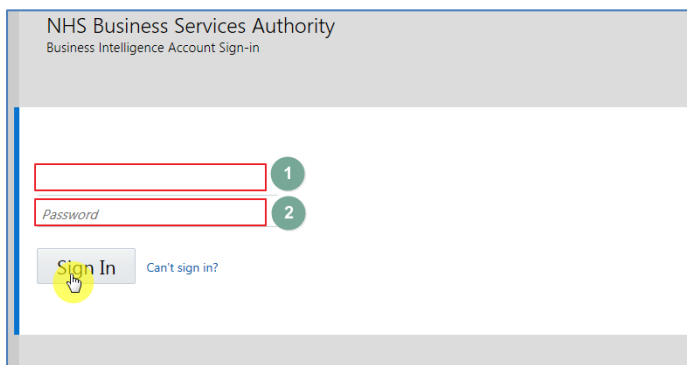
Once account set up is complete, to sign into the system, navigate to the NHSBSA ePACT2 webpage to access the system:

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

Select 'Access ePACT2'



You will then be taken to the sign in page



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.'

Please be aware when you sign out of ePACT2 and then sign back into the system without closing your browser, it will take you to the Oracle sign in page:

To ensure you always sign into the correct system:

1. Close and then reopen your browser
2. Then use your bookmarked link or navigate to sign in from the ePACT2 webpage:

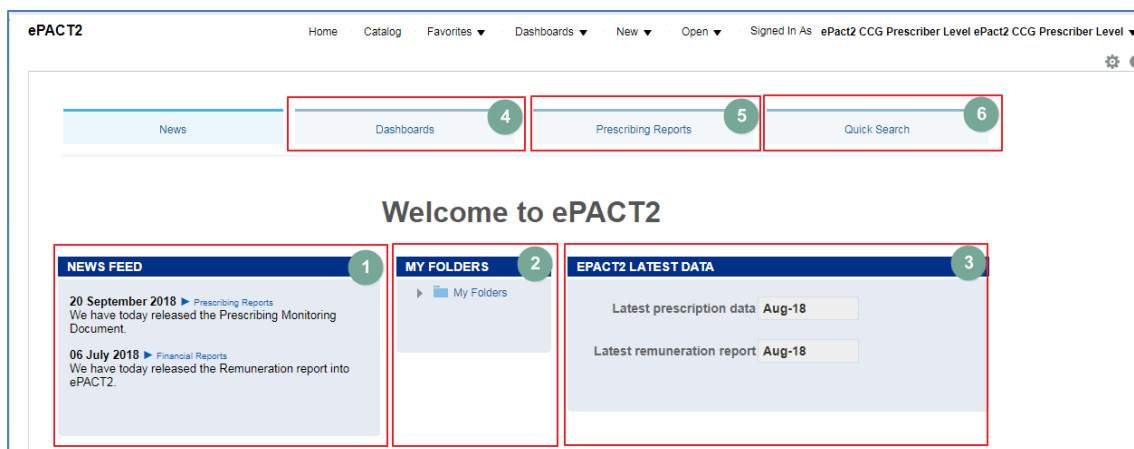
<https://www.nhsbsa.nhs.uk/epact2>

Select 'Access ePACT2'



Landing Page

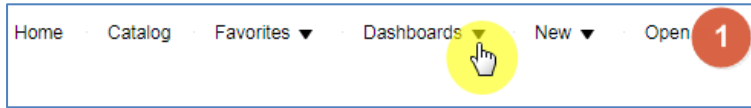
When you sign into ePACT2 you will be taken to the Landing page, the landing page enables you to quickly select the part of the system you would like to view:



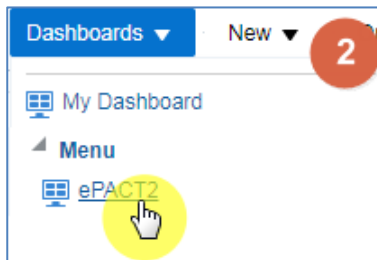
1) News feed	The News feed will display the latest news for ePACT2, it will keep you up to date when new reports are released.
2) My Folders	You can navigate to your saved content from the 'My Folders' section.
3) ePACT2 Latest Data	This section informs you the latest month's data that is in the system, 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'

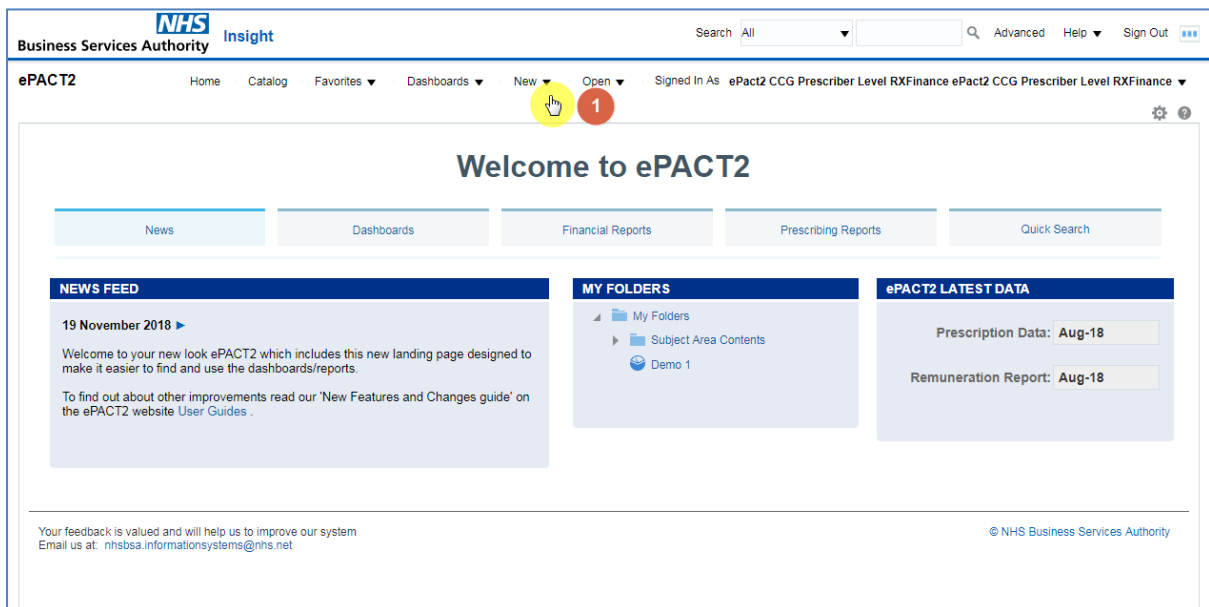


2. From the available list select 'ePACT2'

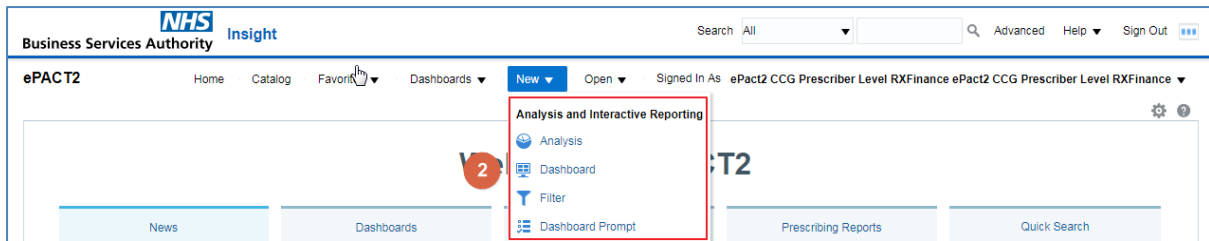


Creating Content

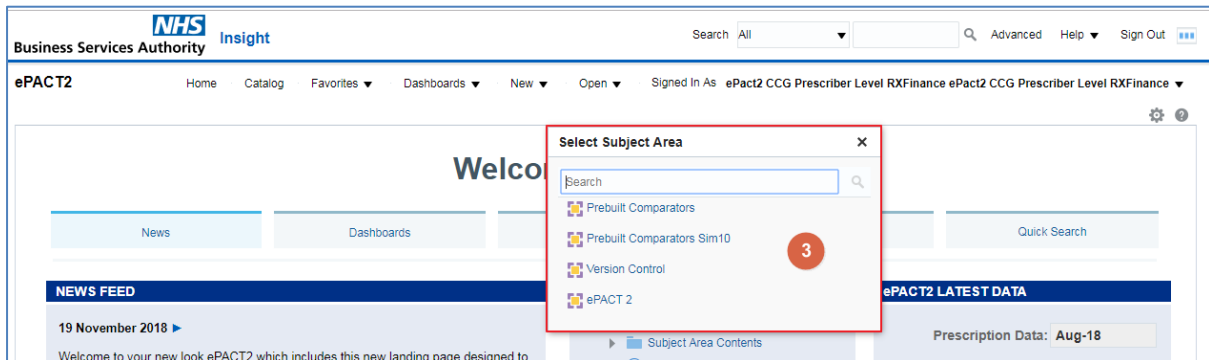
The way that content can be created has changed within ePACT2. To create any content:



1. Within any area of ePACT2 select the 'New' icon from the task bar



2. A drop down list will be displayed showing the types of content available to create. Select the type of content required



3. The 'Subject Areas' available will to the user will be displayed, select the subject area required

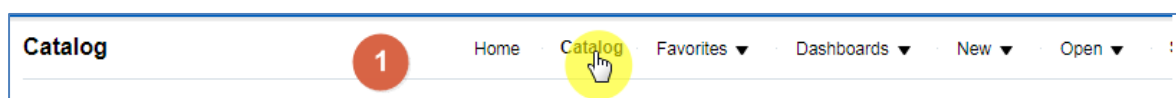
Sharing Content

Archiving and Un-archiving

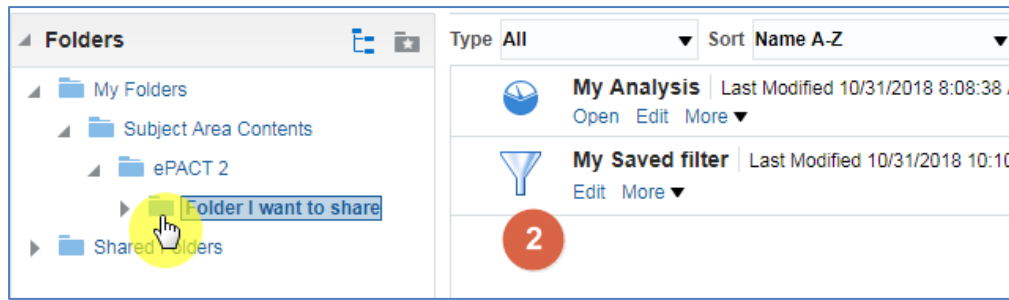
You are able to archive a folder from your ePACT2 'Catalog' this will save the folder you archive as a document to your PC, you can then share your archived folder with other users, and this will enable you to share Analysis, reports and saved filters.

Archive

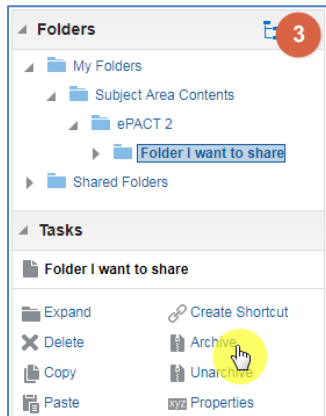
1. To archive, first navigate to your 'Catalog' icon from the toolbar



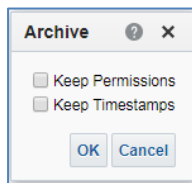
2. Find the folder you want to share, click on the folder name to highlight in blue:



3. From the 'Tasks' box select 'Archive'

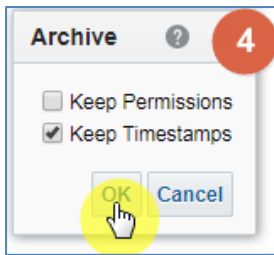


You will then be presented with the 'Archive' options box



Keep Permissions	Save the permission settings, if any. You can leave this box unchecked
Keep Timestamps	<p>To save information such as time created, last modified, and last accessed.</p> <p>When you un-archive, timestamp information is retained and you can choose to only overwrite items that are older than those in the catalog archive.</p> <p>If you don't select Keep Timestamps, the original age of content isn't saved or considered when you un-archive the content.</p>

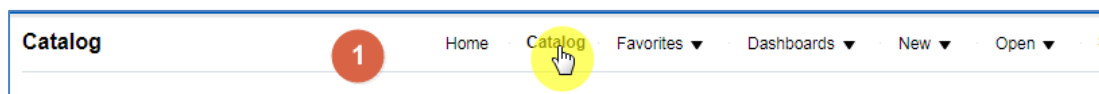
4. In this example, I am going to check 'Keep Timestamps', then select OK



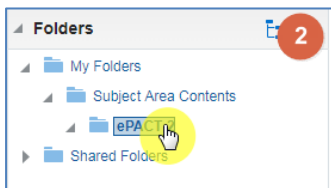
You folder will then save to your PC (it will save to your default internet downloads folder)

Un-archive

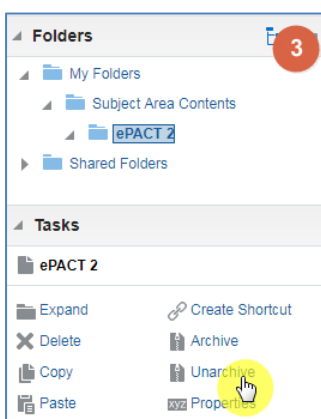
1. To Un-archive a folder first navigate to your 'Catalog' icon from the toolbar:



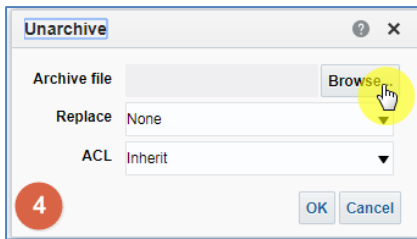
2. You then need to select the folder from your 'Catalog' that you want your un-archived folder to be located. In this example I am selecting the 'ePACT2' folder:



3. Now select 'Un-archive' from the 'Tasks' box

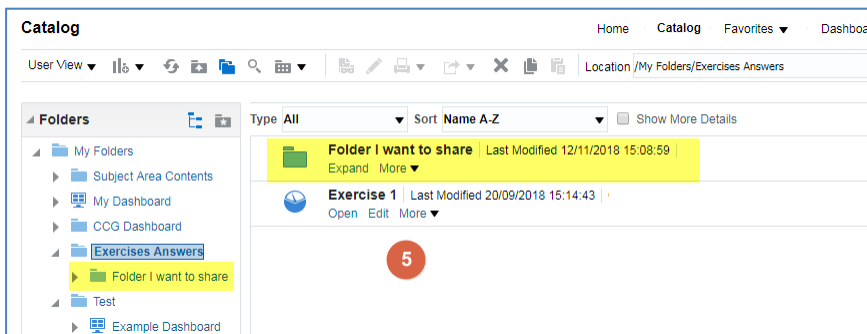



4. You will then be presented with the 'Un-archive' options; use the 'Browse...' button to locate the folder from your PC that you want to Un-archive.



Once you select the folder you also have the option under 'Replace' to leave it as 'None' which won't replace any of your saved analysis. Or select 'Old' which will replace the older version of the content with the same name. Once you have updated your preferences select OK.

5. The 'Un-archived folder will now be available in the location you specified:

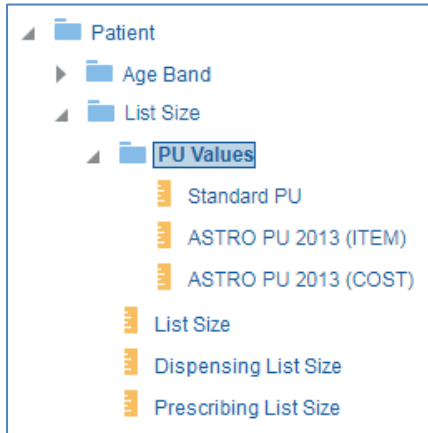




Be aware, you need to archive everything that makes your report: e.g. if you share an analysis that uses a saved filter, you would need to archive both the folder with the saved filter in and the folder containing the analysis


ASTRO and Standard PU Reports

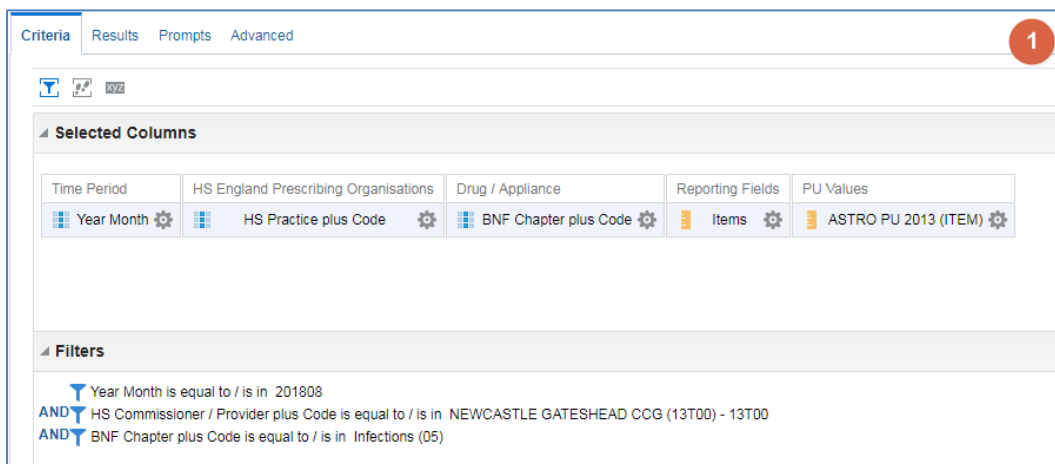
The Standard PU and ASTRO PU 2013 columns can be found in the following folder:



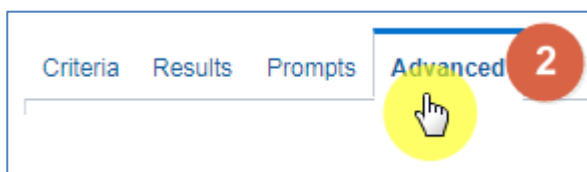
To run analyses with these columns in use the following steps:

1. Include the columns and filters you wish to return data for.

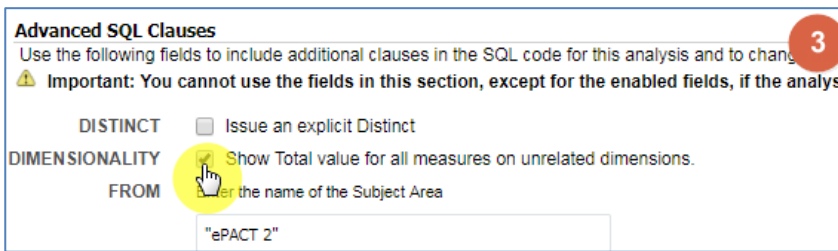
 In this example I am running the data for August 2018, 'Newcastle Gateshead CCG' and Chapter 5. The data will be returned at practice level showing Items and 'ASTRO PU 2013 (Item) for each practice.



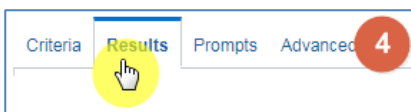
2. Once you have set up your analysis select the 'Advanced' tab



3. Scroll down to the 'Advanced SQL Clauses' section from here select 'Show Total value for all measures on unrelated dimensions'



4. Select 'Results'

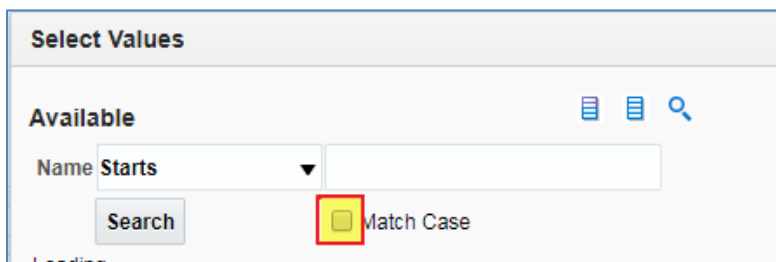


5. You results will then return to show 'ASTRO PU 2013 (ITEM)'

Year Month	HS Practice plus Code	BNF Chapter plus Code	Items	ASTRO PU 2013 (ITEM)
201808	108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	Infections (05)	65	22,238
201808	AVENUE MEDICAL PRACTICE (A86007)	Infections (05)	84	27,951
201808	BEACON VIEW MEDICAL CENTRE (A85026)	Infections (05)	292	57,264
201808	BENFIELD PARK MEDICAL GROUP (A86023)	Infections (05)	701	102,882
201808	BENSHAM FAMILY PRACTICE (A85002)	Infections (05)	212	61,932
201808	BETTS AVENUE MEDICAL GROUP (A86030)	Infections (05)	541	125,397
201808	BEWICK ROAD SURGERY (A85017)	Infections (05)	289	60,187

Match Case un-ticked by default

Following user feedback, the 'Match Case' check box is now un-ticked when you filter a column:



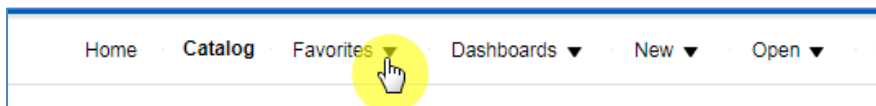


If you wish to search for a term that is case specific, please ensure you mark this box, if not the results returned will be for terms that match in both upper and lower case.

Adding and using Favourites

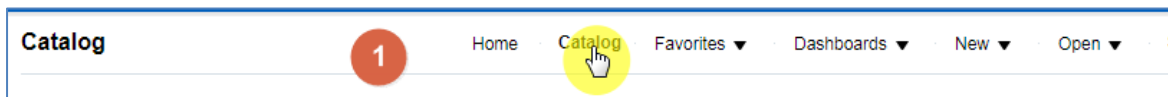
Adding Favourites

It is possible to set content of ePACT2 as favourites, this means they will appear under your favourite tab on your account. Favourites can be found via the 'Favourite' icon

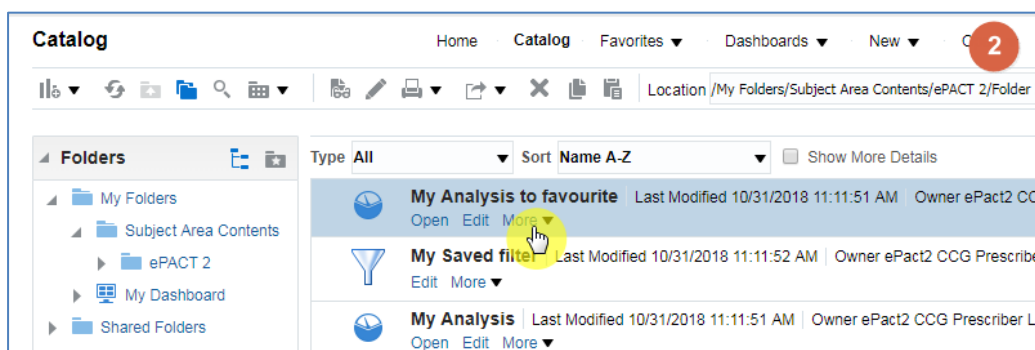


Favourite an Analysis

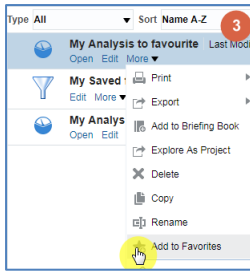
1. To set an analysis as a favourite first navigate to the 'Catalog via the icon in the toolbar



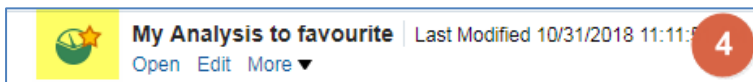
2. Select the 'More' option beneath the analysis title:



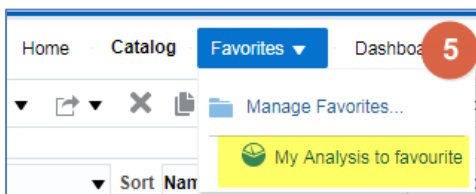
3. From the dropdown select 'Add to Favourites'



4. Your analysis will now show a star in the analysis symbol, this mean the analysis is a favourite:



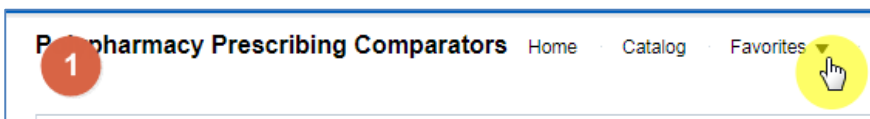
5. To access the favourite analysis in future select the dropdown for the favourite tab:



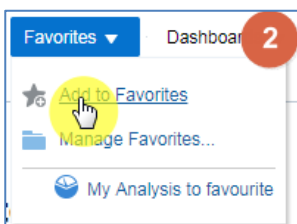
Favourite a Dashboard

To favourite a page from a dashboard, first open the dashboard you would like to add to your favourites, then navigate to the page you would like to favourite.

1. Select the drop down available for the 'Favourites' tab



2. Select 'Add to Favourites'



3. The page will now appear under the 'Favourites' tab

Tips on setting up your own analysis

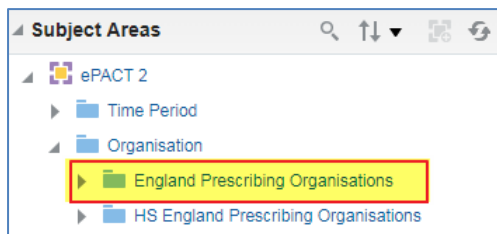
Return results faster using HS organisation columns

There are two organisation structures in ePACT.

If you use columns from 'HS England Prescribing Organisation' your results will return faster.

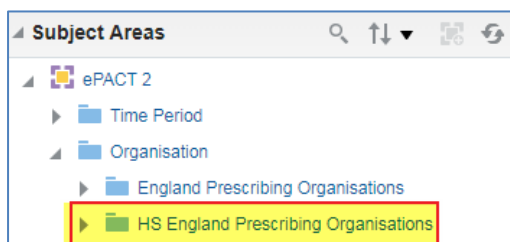
England Prescribing Organisation:

This is the organisational current structure i.e. where in the organisational structure the organisation belongs at the time the data is extracted, rather than where it belonged in the time period for which the data relates.



HS England Prescribing Organisation

This is the organisational historical structure i.e. where in the organisational structure an organisation belonged in the time period for which the data relates.



NB The relationship between Practice and Prescriber is always historical i.e. prescribing by a Practice includes any prescribers who were attached to the practice at the time.

If you use columns from 'HS England Prescribing Organisation' your results will return faster.

Return results faster filtering on time period columns

ePACT2 will return results faster when you have filtered on specific values rather than filtering on a range of values.

For example if you filter an analysis on the Year Month column the results will return quicker than if you have filtered on a Quarter column.

This does not mean your results will return monthly, the columns and filters are two separate entities within the system.



'Selected Columns' indicate how the data is to be returned and broken down.

'Filters' indicate to the system what you want the returned data to be restricted to.

See the following example:

The screenshot shows the configuration for an analysis. Under 'Selected Columns', the 'Time Period' is set to 'Quarter', which is highlighted with a red box and a green circle containing the number 1. Other selected columns include 'HS England Prescribing Organisations', 'Reporting Fields', 'HS Practice plus Code', and 'Items'. Under 'Filters', there are three filter rules: 'HS Commissioner / Provider plus Code is equal to / is in NEWCASTLE GATESHEAD CCG (13T00)', 'AND BNF Chapter plus Code is equal to / is in Infections (05)', and 'AND Year Month is equal to / is in 201701; 201702; 201703; 201704; 201705; 201706; 201707; 201708; 201709; 201710; 201711; 201712'. The last filter rule is highlighted with a red box and a green circle containing the number 2.

- (1) In the selected Columns I have the Time Period as 'Quarter'

This indicates that when the data is returned I want to see it accumulated up to each quarter.

- (2) In the filters I have filtered the 'Year Month' column to every month in 2017

This indicates I want the full year's data.

When the results are returned it will be data for January 2017 to December 2017, and it will be returned quarterly: see below results:

Quarter	HS Practice plus Code	Items
Jan - Mar 17	108 RAWLING ROAD(RAWLING ROAD PRACTICE), (A85609)	347
Jan - Mar 17	AVENUE MEDICAL PRACTICE (A86007)	331
Jan - Mar 17	BEACON VIEW MEDICAL CENTRE (A85026)	1,029
Jan - Mar 17	BENFIELD PARK MEDICAL GROUP (A86023)	1,887
Jan - Mar 17	BENSHAM FAMILY PRACTICE (A85002)	721
Jan - Mar 17	BETTS AVENUE MEDICAL GROUP (A86030)	1,939
Jan - Mar 17	BEWICK ROAD SURGERY (A85017)	1,131

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](#)