

ePACT2 User Guide

Re-using and editing saved reports and analysis

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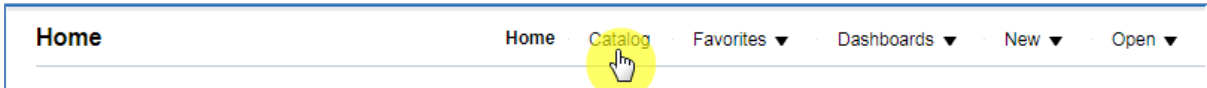
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Re-using and editing saved reports and analysis

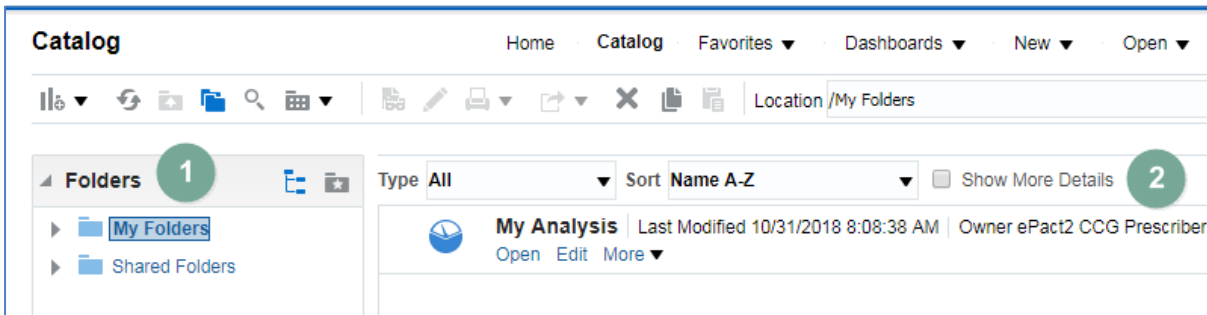
One of the benefits of ePACT2 is that you can save content, once you have saved your content it is possible to not only open it and view it, but you can also edit your saved content.

Open saved content

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

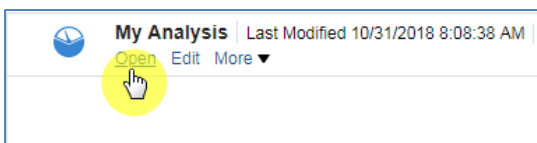


You will then navigate to the ePACT2 Catalogue



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

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.

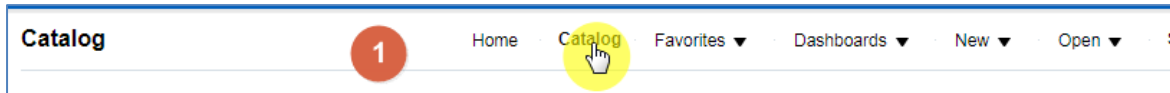
Year Month	HS Practice plus Code	Items	Actual Cost
201807	108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	72	530.65
201807	PONTELAND ROAD HEALTH CENTRE (Y02711) (D 01-APR-18)	86	347.60
201807	BLAYDON GP LED PRACTICE (Y02658)	94	315.38
201807	CHOPWELL PRIMARY HEALTHCARE CENTRE (A85024)	103	213.12
201807	NEWCASTLE MEDICAL CENTRE (A86027)	106	435.73
201807	NEWCASTLE HOSPITALS COMMUNITY HEALTH (Y04331)	127	430.13
201807	GATTOC OOH (A85621)	126	547.84

Edit saved content

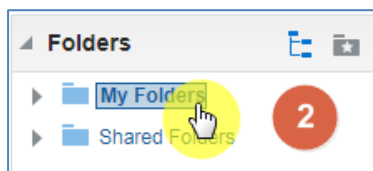
Another feature of ePACT2 is the ability to edit your saved content, for example if you have an analysis you run last month which you saved, you can edit this analysis and change the time period to get your data for this month.

To edit your saved content:

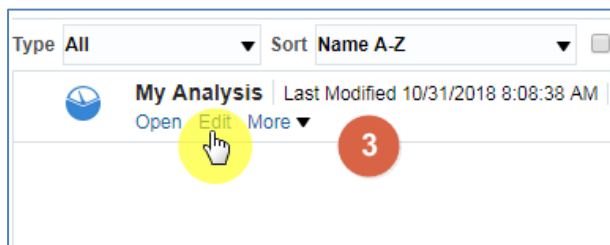
1. Navigate to the 'Catalog' icon from the toolbar



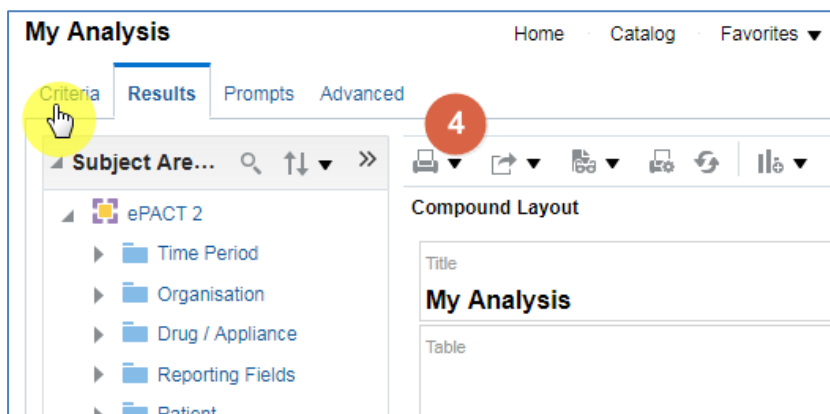
2. Select the folder you have saved your analysis to.



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'



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](#)