



ePACT2 User Guide

Saving, Printing and Exporting Analysis

Contents

Saving, Printing and Exporting Analysis.....	1
Getting Help.....	3

Saving, Printing and Exporting Analysis

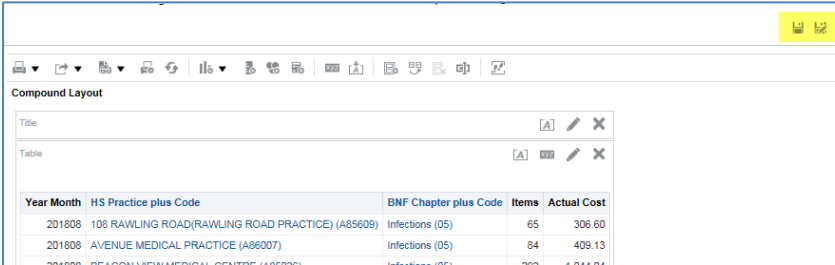
Save your analysis

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:



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 (A96007)	Infections (05)	84	409.13
201808	BEACON VIEW MEDICAL CENTRE (A85036)	Infections (05)	282	1,044.04

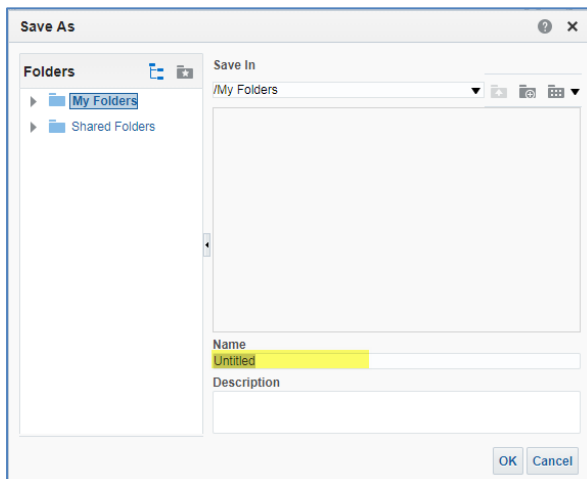


Save – saves the analysis




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'

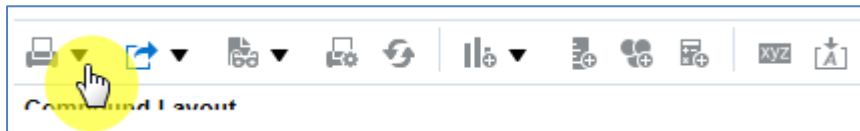


Once you have named the analysis select 'OK' to action the save.

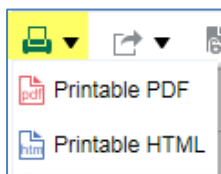
 The first time you select save or save as on a new analysis they will do the same thing, save the document.

Print your analysis

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

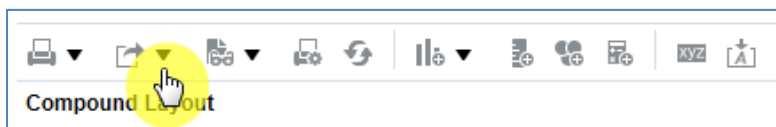


You will then be presented with the print options:

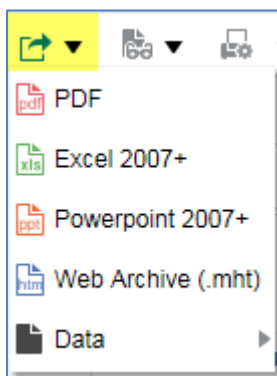


Export your analysis

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



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



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](#)