

ePACT2 User Guide

Using the Quick Search

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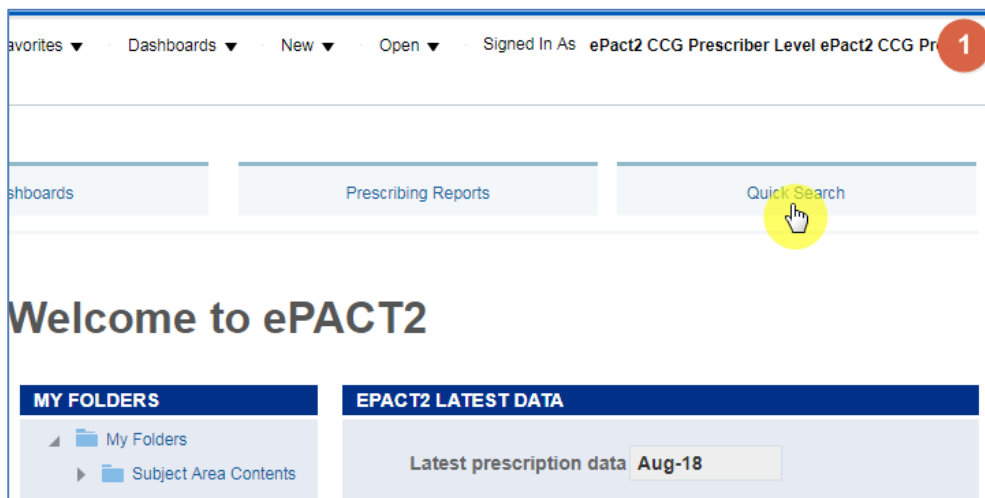
Using Quick Search

The Quick Search analysis is a standard report template and can be found via the landing page.

The report will allow you to quickly return data for a preset selection of fields. The report will be generated for any organisation or BNF level selected by you in the analysis prompts.

The additional benefit of the Quick Search is that you can see the BNF Hierarchy structure when selecting your products.

1. From the 'Landing page' select 'Quick Search'



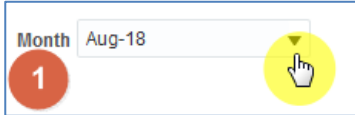
The 'Quick Search' will then open in a new tab, and you will be presented with the 'Quick Search' criteria pane:

1) Time period	Select the time periods you want the report to run for
2) Organisation	Select the organisation you want the report to run for
3) BNF	Select something from the BNF you want the report to run for

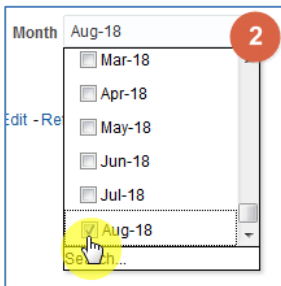
Completing the Quick Search criteria

The time period selected will default to the latest month held in the system;

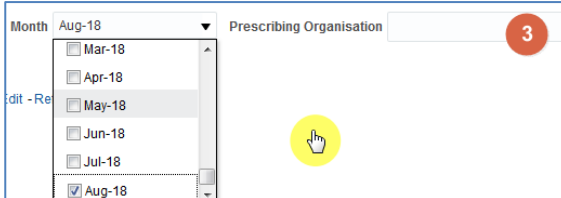
- select the drop down arrow for the time period prompt



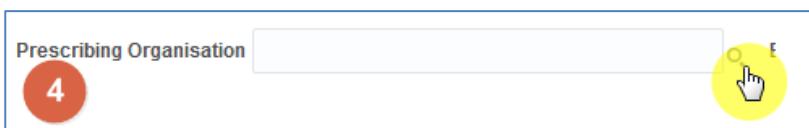
- Select the time period you require by marking the check box:



- Once you have selected the required time periods left click your cursor anywhere on the white part of the screen and the prompt will update:



- Select the magnifying glass icon next to the 'Prescribing Organisation' box



- Select the magnifying glass icon at the top of the 'Choose Members' box, this will bring up the search function.




7. Type your organisation name into the 'Name' box

The screenshot shows the 'Choose Members' dialog box. The 'Name' dropdown is set to 'Starts' and the text 'Newcastle' is entered in the adjacent input field. Below this, the 'Children of' dropdown is set to 'Root' and the 'At Level' dropdown is set to '<Any>'. A 'Search' button and a 'Match Case' checkbox are at the bottom. A red circle with the number '6' is in the top right corner.

8. Select the drop down arrow of the 'At Level' box and select the organisation level you wish to search at.

The screenshot shows the 'Choose Members' dialog box with the 'At Level' dropdown menu open. The menu lists several options: '<Any>', 'Prescribing Organisation', 'Country Level', 'Region Level', 'Local Office Level', 'Area Level', 'Commissioner / Provider Level', 'Practice Level', and 'Prescriber Level'. A yellow circle highlights the 'Commissioner / Provider Level' option. A red circle with the number '7' is in the top right corner.



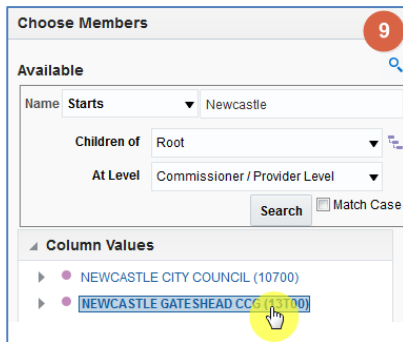
CCG's, Hospital Trusts and ISHP's are held at Commissioner / Provider' level.

Selecting your organisation level will ensure your results are returned quicker, as the system is only looking for your organisation in this level.

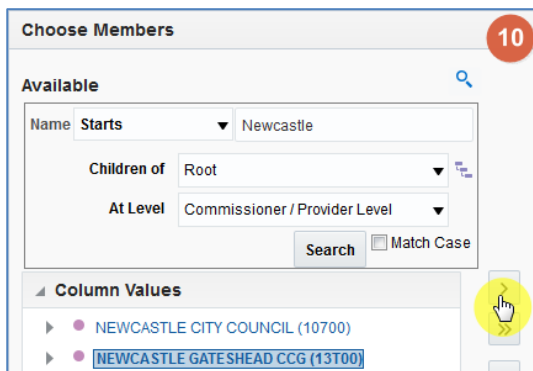
9. Select 'Search' to search for your organisation.

The screenshot shows the 'Choose Members' dialog box. The 'Name' field is 'Starts' and contains 'Newcastle'. The 'Children of' dropdown is 'Root' and the 'At Level' dropdown is 'Commissioner / Provider Level'. A yellow circle highlights the 'Search' button. A red circle with the number '8' is in the top right corner.

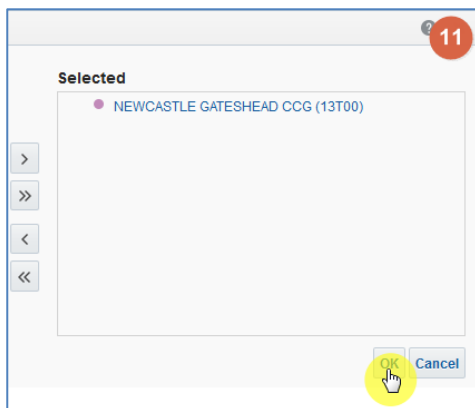
10. Click on your organisation.



11. Select the single arrow icon.



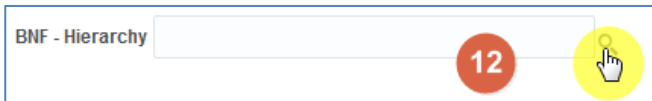
12. Select 'OK'.




Alternatively you can navigate to your organisation by selecting on the dropdown arrow titled 'Prescribing Organisation' and navigate down through the organisation structure

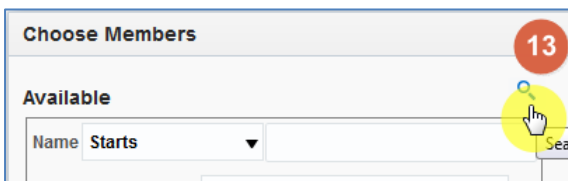


13. Select the magnifying glass for the 'BNF – Hierarchy' box

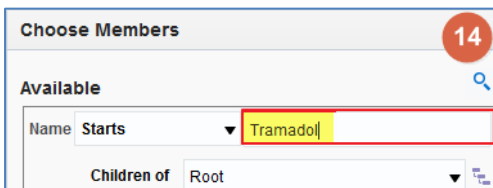


 You can look through the BNF by selecting the drop down arrow titled 'All BNF' this is similar to the BNF option in ePACT.net.

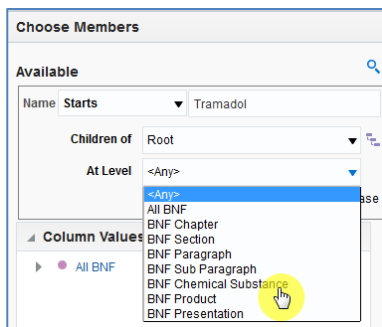
14. Select the magnifying glass icon to bring up the search function




15. Type the drug you are searching for, in this example it is Tramadol

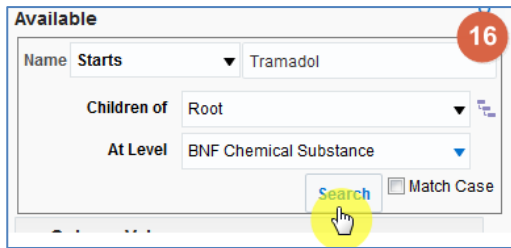


16. Change the 'At Level' to the level you want to search the BNF for, in this example it is Chemical substance

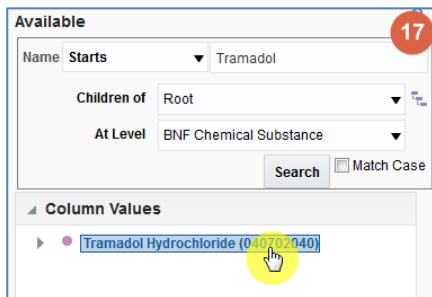


 If you did not know the level of the product you are searching for, by leaving the 'At Level' box to 'Any' this would bring back every level of the BNF that contained the name your where searching.

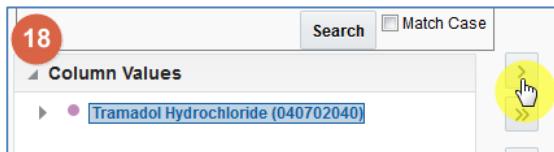
17. Click 'Search'



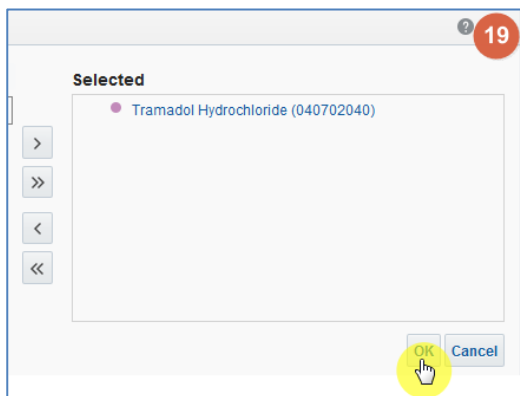
- Click on the item you want, in this example it is 'Tramadol Hydrochloride (040702040)'



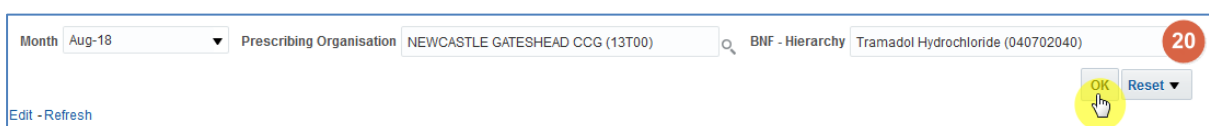
- Select the single arrow, to move the item to 'Selected'



- Click on OK



- Select OK, to run the analysis with the selected 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](#)