

ePACT2 User Guide

Accessing and Using Dashboards

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Accessing the Dashboards

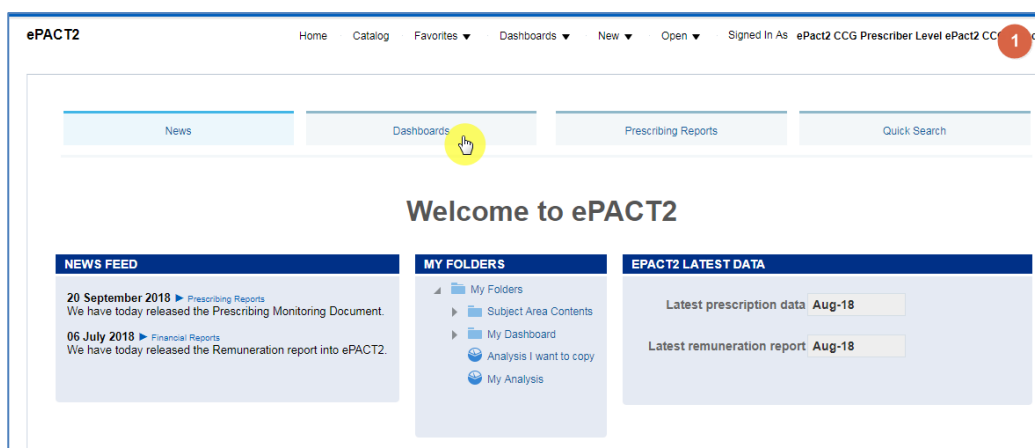
The system provides easy-to-use analysis, reports and dashboards, supporting patient safety, improving patient outcomes and medicines optimisation. Data contained within the system includes dashboards supporting the Medicine Value Programme such as:

- Medicines Safety
- Medicines Optimisation: Polypharmacy
- Antimicrobial Stewardship
- Medicines Optimisation: Generic Prescribing
- Items which should not be routinely prescribed in primary care
- Electronic Prescribing Service Utilisation
- Volume & Cost
- Respiratory Prescribing

Detailed information and specifications of the dashboards are listed here:

<https://www.nhsbsa.nhs.uk/epact2/epact2-dashboards specifications>

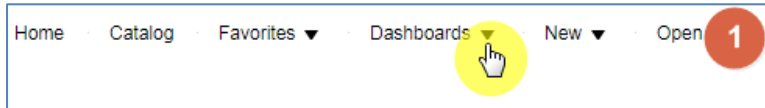
1. To access the dashboards from the 'Landing page select the 'Dashboards' icon:



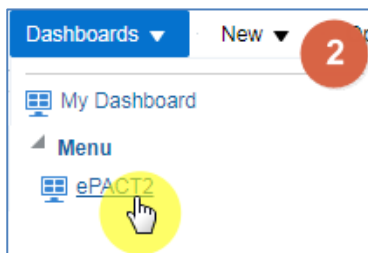
You will then navigate to the dashboard page which will display all available dashboards, from here select the blue link for the dashboards you wish to view.

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'



Navigating the Dashboards

All dashboards provided by the NHSBSA operate in a similar way. for the purposes of the guide the ‘Polypharmacy Prescribing Comparators’ dashboard will be used however the functionality is uniform across the dashboards.

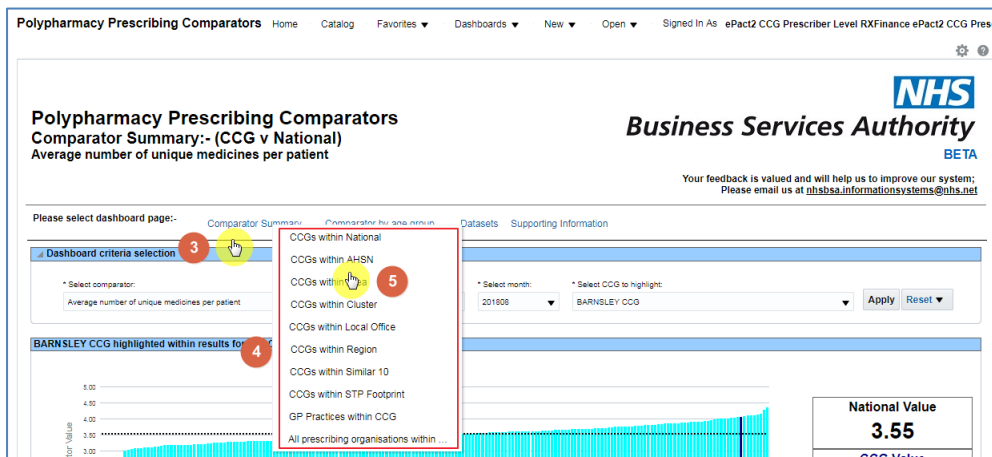
Selecting a dashboard page

The screenshot shows the 'Polypharmacy Prescribing Comparators' dashboard. At the top, there is a navigation bar with links for Home, Catalog, Favorites, Dashboards, New, Open, and a user profile. The main header includes the NHS logo and 'Business Services Authority BETA'. Below this, there is a section for 'Dashboard criteria selection' with dropdown menus for 'Select comparator' (set to 'Average number of unique medicines per patient'), 'Select month' (set to '201808'), and 'Select CCG to highlight' (set to 'BARNLEY CCG'). A 'Refresh' button is also present. The main content area features a bar chart titled 'BARNLEY CCG highlighted within results for all CCGs during 201808'. The chart shows a single bar for BARNLEY CCG with a value of 4.06. To the right of the chart, a summary box displays: 'National Value 3.55', 'CCG Value 4.06', and 'CCG v National (+0.52)'. Below the chart is a 'Trend over time for BARNLEY CCG' line chart showing the CCG value (solid line) and National value (dashed line) from April 2015 to August 2018. A 'Comparator Details' box on the right provides the definition, numerator, and denominator for the metric. A red circle with the number 1 is positioned on the right side of the dashboard.

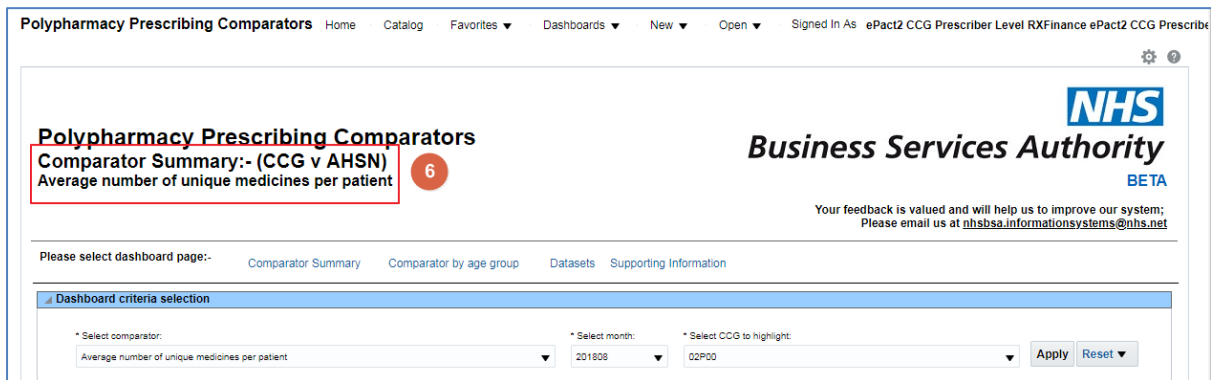
1. You may need to use the scroll bar to view the entire dashboard.
2. A selection of links will be available to select the allow the user to navigate to the page of the dashboard

This screenshot shows the same dashboard as above, but with a focus on the navigation options. A red box highlights the 'Please select dashboard page:' section, which contains a dropdown menu with the following options: 'Comparator Summary', 'Comparator by age group', 'Datasets', and 'Supporting Information'. A red circle with the number 2 is placed over the dropdown menu.

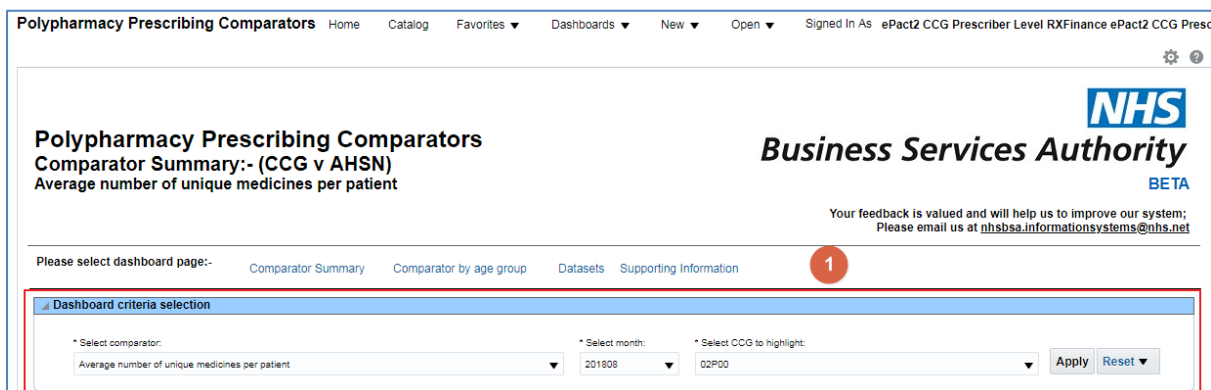
3. Select the link for the area of the dashboard required.
4. A drop down list showing the pages available under the area selected will be displayed.
5. Select the required page from the drop down list.




6. The dashboard will regenerate to the page selected.



Dashboard Criteria Selection



1. The Dashboards will have a range of options to allow the user to select the criteria they wish to apply to the dashboard. The options available to select will change depending on the dashboard selected.



All dashboards will default to show the latest time period available and the organisation the user is registered under. National users will default to the first organisation alphabetically.

The screenshot shows the 'Dashboard criteria selection' interface. At the top, there are three dropdown menus: 'Select comparator' (set to 'Average number of unique medicines per patient'), 'Select month' (set to '201808'), and 'Select CCG to highlight' (set to '02P00'). There are 'Apply' and 'Reset' buttons to the right. Below these is a dropdown menu for selecting criteria. The dropdown menu is open, showing a list of options: 'Average number of unique medicines per patient' (selected), 'Average number of unique medicines per patient aged 65 and over', 'Average number of unique medicines per patient aged 75 and over', and 'Average number of unique medicines per patient aged 85 and over'. A search bar is visible below the dropdown menu. The main area of the dashboard shows a bar chart with 15 bars. The 14th bar from the left is highlighted in dark blue, representing the Doncaster CCG. To the right of the chart, there is a table with the following values: 'AHSN Value' is 3.75 and 'CCG Value' is 4.06. The CCG Name is 'DONCASTER CCG', Highlight is 'N', and the Comparator Value is 4.07.

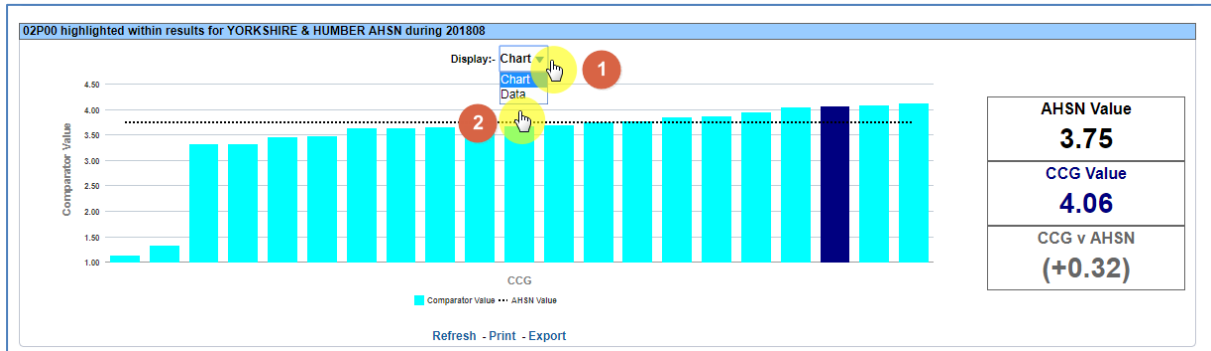
2. Select the drop down arrow to the right of the criteria.
3. A drop down list of the options available will be displayed, select the option required.
4. Once all options have been selected select 'Apply' to regenerate the dashboard to show the criteria selected.



Dashboards will not automatically regenerate once a criteria has been selected, this is to allow users to make all changes required before regenerating

Data Views

Some reports contained within the dashboard will be available in both 'Chart' and 'Data' formats.



1. Select the drop down option for the 'Display'.
2. The views available will be displayed – usually Chart and Data.

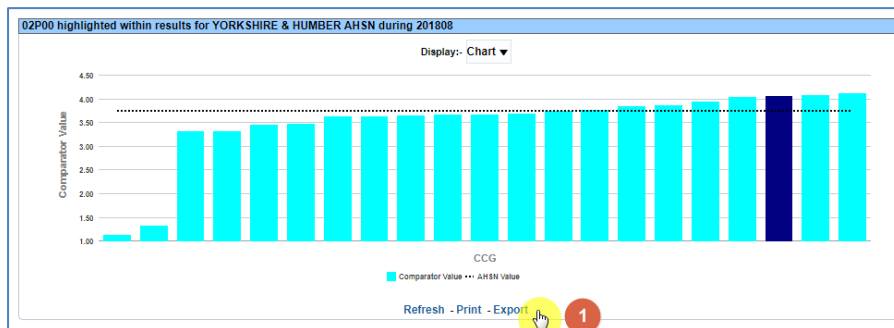
Exporting and Printing the Data

Exporting Dashboard Page

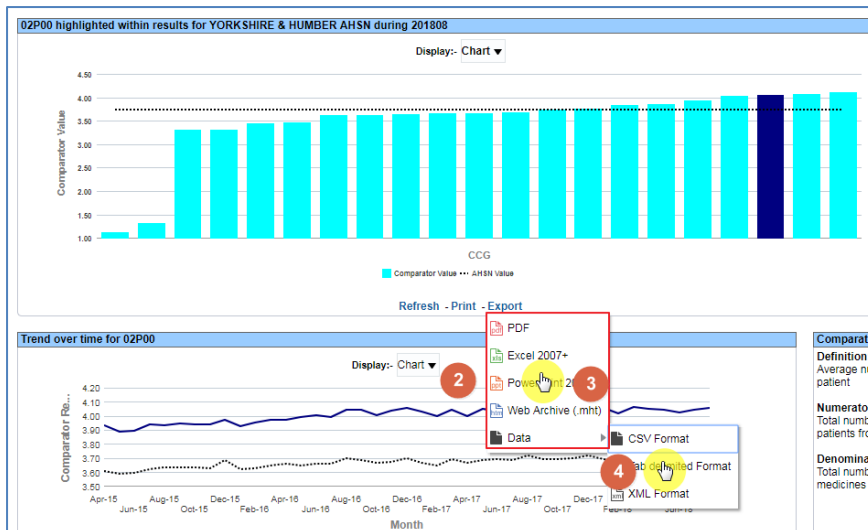
The screenshot shows the 'Polypharmacy Prescribing Comparators' dashboard. The main heading is 'Polypharmacy Prescribing Comparators Comparator Summary:- (CCG v AHSN) Average number of unique medicines per patient'. Below this, there are navigation tabs: 'Comparator Summary', 'Comparator by age group', 'Datasets', and 'Supporting Information'. A 'Dashboard criteria selection' section includes dropdowns for 'Select comparator' (set to 'Average number of unique medicines per patient'), 'Select month' (set to '201808'), and 'Select CCG to highlight' (set to '02P00'). A 'Print' button is visible in the top right corner. A context menu is open over the 'Print' button, with three numbered callouts: 1 points to the 'Print' icon, 2 points to the 'Export to Excel' option, and 3 points to the 'Export Current Page' option.

1. Select the 'cog' icon in the upper right hand corner
2. From the drop down list presented select the option to 'Export to Excel'
3. Select 'Export Current Page'

Exporting Individual Reports

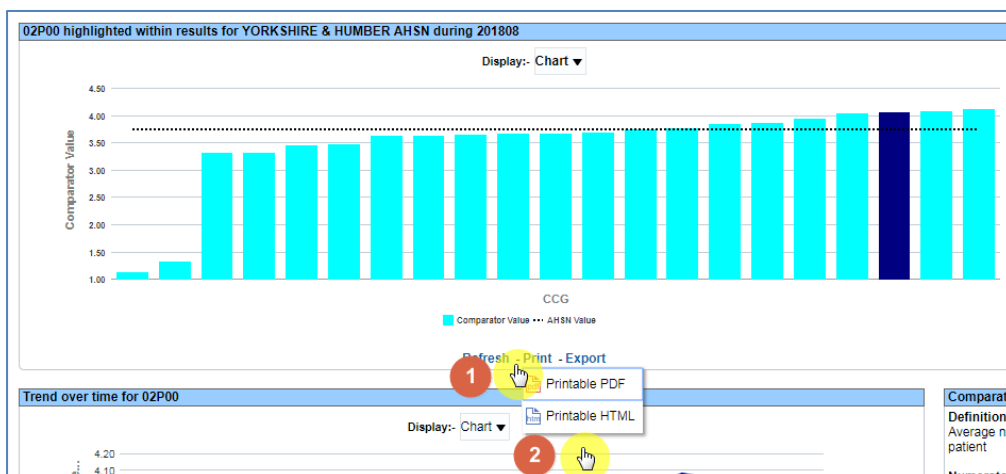


1. Select the 'Export' option below the report required.



2. A drop down list with the formats available to export in will be displayed
3. Select the format required from the list presented
4. CSV format is available under the 'Data' option

Printing



1. Select the 'Print' option below the report required
2. Select the format required from the drop down list presented

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](#)