

ePACT2 User Guide

Accessing and Using Pre-built Reports

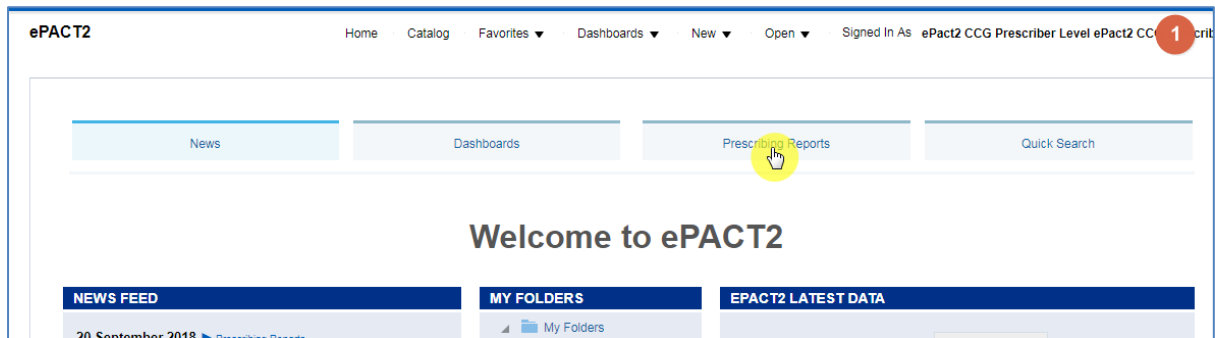
Contents

Accessing the Pre-built Reports.....	1
Editing a Pre-built Report.....	3
Editing and Saving a report	3
Accessing an updated report	6
Getting Help.....	7

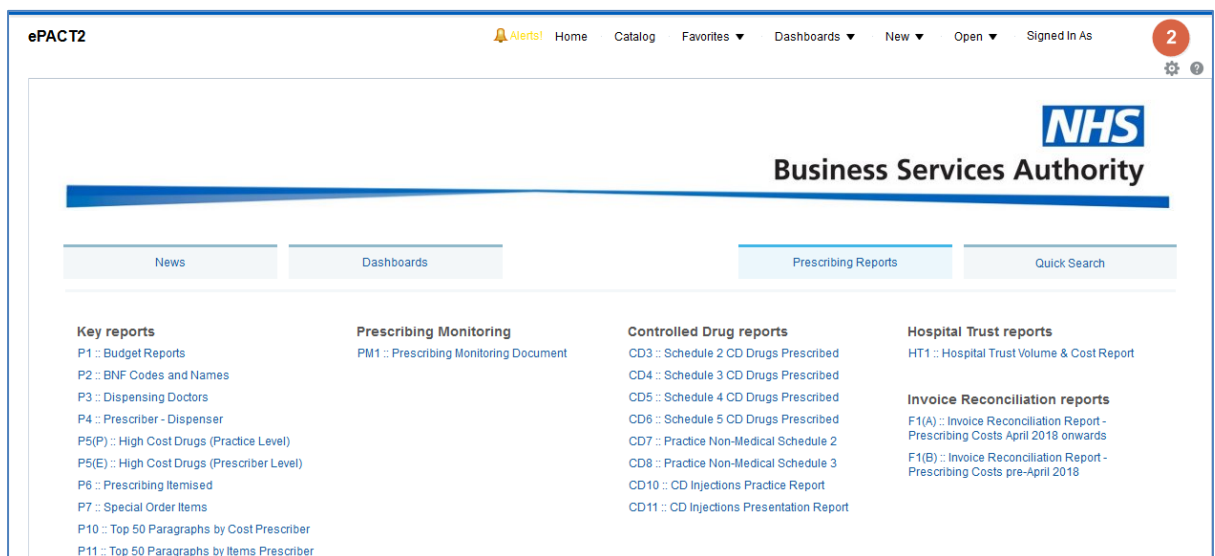
Accessing the Pre-built Reports

The 'Prescribing Reports' similar to the 'Quick Search' allow you to quickly return data for a pre-set selection of fields.

1. To access 'Prescribing Reports' from the Landing page select 'Prescribing Reports'



2. You will then be taken to the 'Prescribing Reports' section, all reports are accessed by selecting the blue link for the report you wish to view:



When you select a blue link the named report will open in a new window



Be aware if you have pop up blockers enabled, the report may not open until you allow the pop up access.

The 'Prescribing Reports' all work in a similar way. When you open the report you will be prompted with the report criteria pane. In this pane you must select the criteria you want the report to run for.

The prompt pane will look similar to this; this example is the 'Prescriber Dispenser' report:

1) Time period	Enables you to select a time period by using the drop down option
2) Organisation	Enables you to select an organisation via the drop down option
3) BNF	Enables you to select something from the BNF via the drop down option


Once you have completed the criteria for the Prescribing Report select 'OK' to run the analysis:

Editing a Pre-built Report

Editing and Saving a report

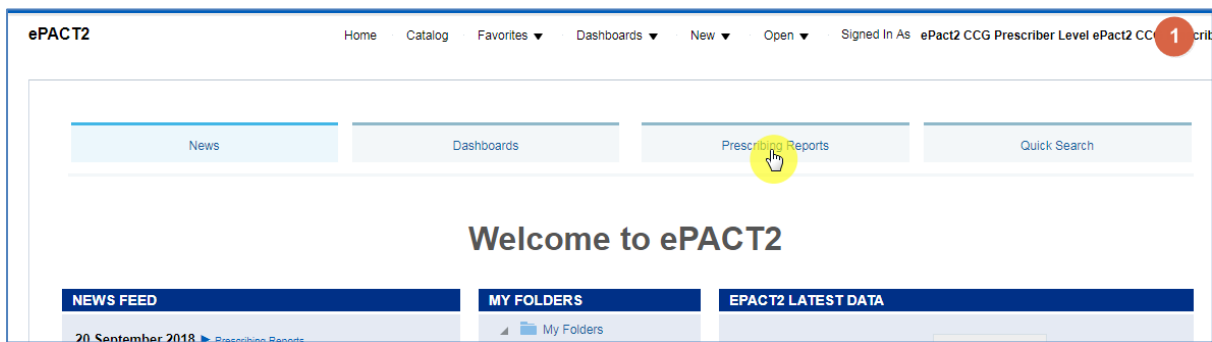
If you wish to edit the information returned within a Pre-built report it is possible to edit the report.

The edited version can then be saved to your 'My Folders' to be accessed

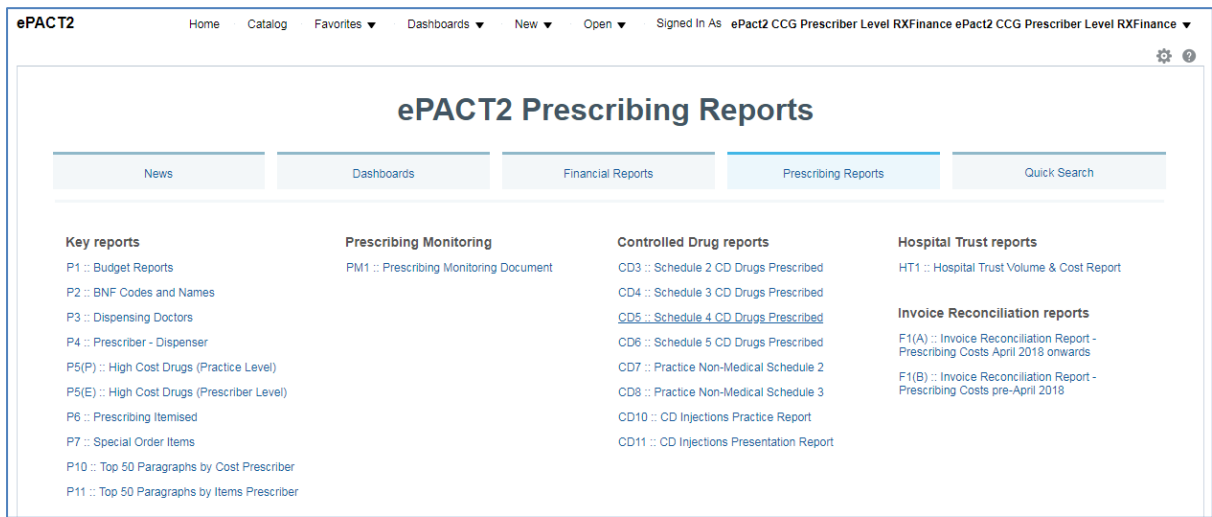


Editing a Pre-built report will not affect the version saved within the system; the changes will only affect the version saved within the users 'My Folders'.

1. To access 'Prescribing Reports' from the Landing page select 'Prescribing Reports'



You will then be taken to the 'Prescribing Reports' section, all reports are accessed by selecting the blue link for the report you wish to view:



When you select a blue link the named report will open in a new window

Financial Year: --Select Value--
Quarter: --Select Value--
Year Month: 201808

* Commissioner / Provider plus Code: BARNSELEY CCG (02P00)
* Practice plus Code: APOLLO COURT MEDICAL CENTRI
Prescriber plus Code: --Select Value--

BNF Chapter plus Code: --Select Value--
BNF Section plus Code: --Select Value--
BNF Paragraph plus Code: --Select Value--
BNF Sub Paragraph plus Code: --Select Value--
BNF Chemical Substance plus Code: --Select Value--
BNF Product plus Code: --Select Value--
BNF Presentation plus Code: --Select Value--

Edit - Refresh
OK Reset

2. Select the 'edit' link

Criteria Results Prompts Advanced

Selected Columns: Time Period, England Prescribing Organisations, Financial Year, Quarter, Month, Year Month, Commissioner / Provider, Commissioner / Provider Code, Commissioner / Pr

Filters: Month is promoted

3. Select 'Criteria' to return to the analysis builder and make any changes required

4. Once any changes have be made select 'Save As' to save the updated copy of the report

Save As

Folders: My Folders, Shared Folders, ePACT2, Menu

Save In: /My Folders

Name: Prescriber Dispenser updated

Description:

OK Cancel

5. Select the folder to save the report to

6. Name the report appropriately
7. Select 'Ok' to save the report



User are only able to save content to their 'My Folder' or a sub folder under this, if another folder is selected an error message will be returned

Accessing an updated report

From the 'Landing' page:

The screenshot shows the ePACT2 Landing page. At the top is a navigation bar with links: Home, Catalog, Favorites, Dashboards, New, Open, Signed In As, ePact2 CCG Prescriber Level RXFinance, and ePact2 CCG Prescriber Level RXFinance. Below the navigation bar is a 'Welcome to ePACT2' header. Underneath the header are five tabs: News, Dashboards, Financial Reports, Prescribing Reports, and Quick Search. The main content area is divided into three sections: 'NEWS FEED', 'MY FOLDERS', and 'ePACT2 LATEST DATA'. The 'NEWS FEED' section contains four news items with dates and links. The 'MY FOLDERS' section contains a 'My Folders' link and a 'Prescriber Dispenser updated' link, which is highlighted with a red circle and the number 1. The 'ePACT2 LATEST DATA' section contains two links: 'Prescription Data: Aug-18' and 'Remuneration Report: Aug-18'. At the bottom of the page, there is a footer with feedback information and the NHS Business Services Authority logo.

ePACT2 Home Catalog Favorites Dashboards New Open Signed In As ePact2 CCG Prescriber Level RXFinance ePact2 CCG Prescriber Level RXFinance

Welcome to ePACT2

News Dashboards Financial Reports Prescribing Reports Quick Search

NEWS FEED

10 October 2018 ▶ General notice
The system will be unavailable on Sunday 14 October from 8am to 12 noon

20 September 2018 ▶ Prescribing Reports
We have today released the Prescribing Monitoring Document.

06 July 2018 ▶ Financial Reports
We have today released the Remuneration report into ePACT2.

16 October 2018 ▶ PMD
More information available PMD can be found here. Use this for a hyperlink Homepage .

MY FOLDERS

My Folders

Prescriber Dispenser updated

ePACT2 LATEST DATA

Prescription Data: Aug-18

Remuneration Report: Aug-18

Your feedback is valued and will help us to improve our system
Email us at: nhsbsa.informationssystem@nhs.net

© NHS Business Services Authority

1. Select the hyperlink for the report within the 'My Folders' section of the Landing page

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](#)