ePACT2 User Guide

Accessing and Using Pre-built Reports
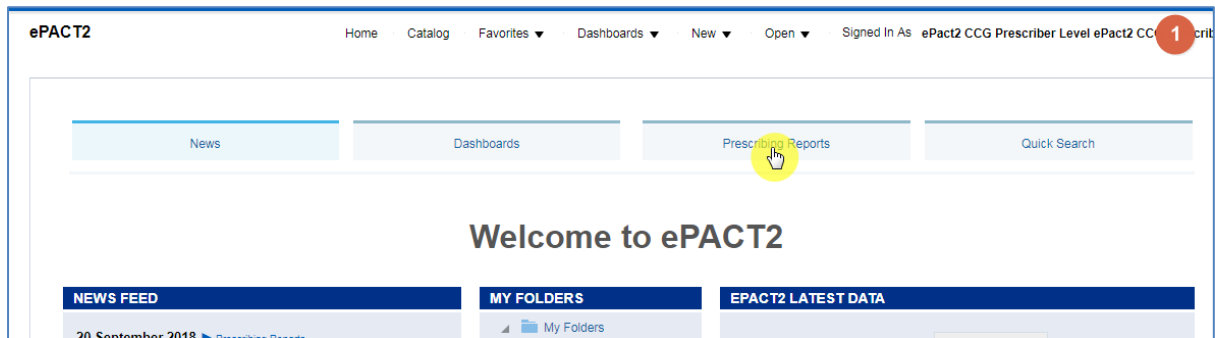
Contents

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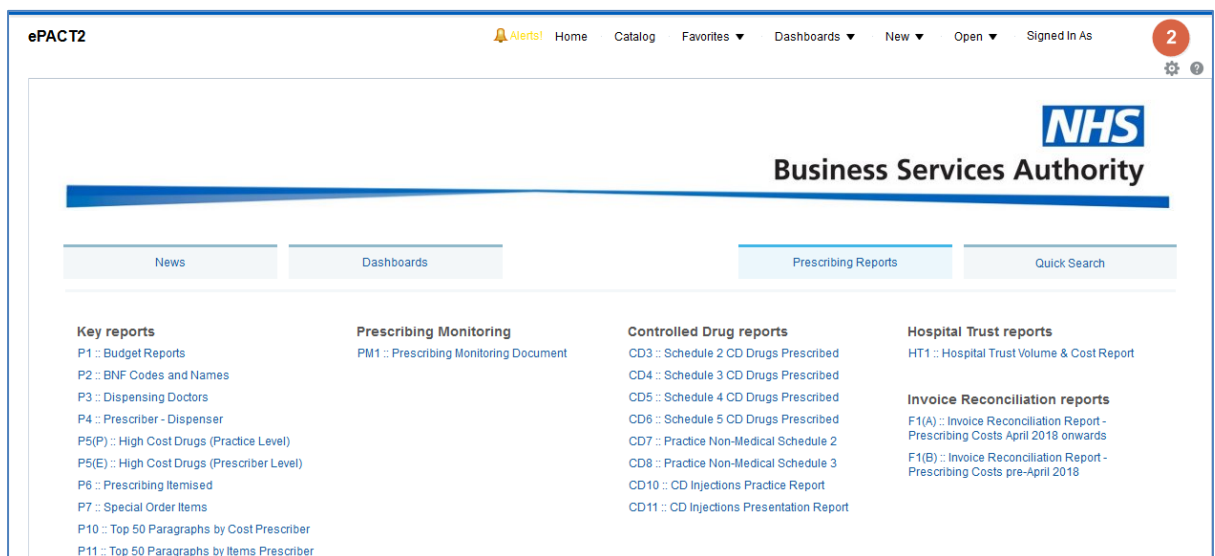
When you select a blue link the named report will open in a new window

> 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
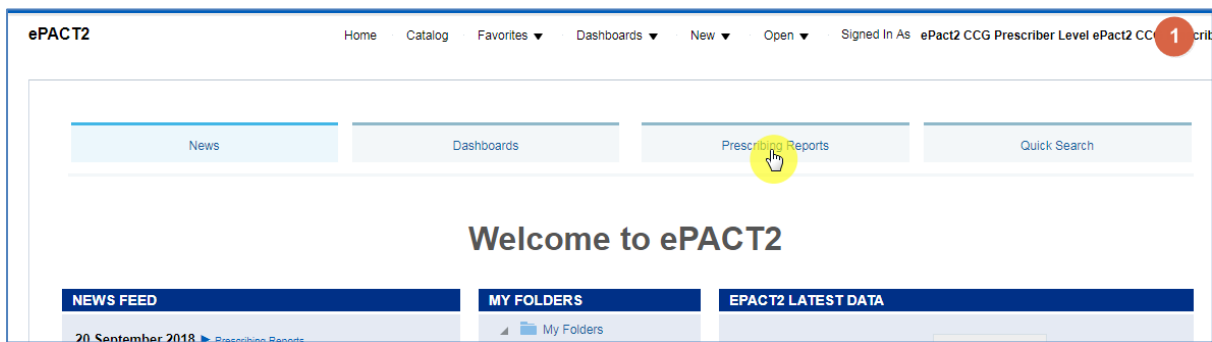
Editing and Saving a report

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

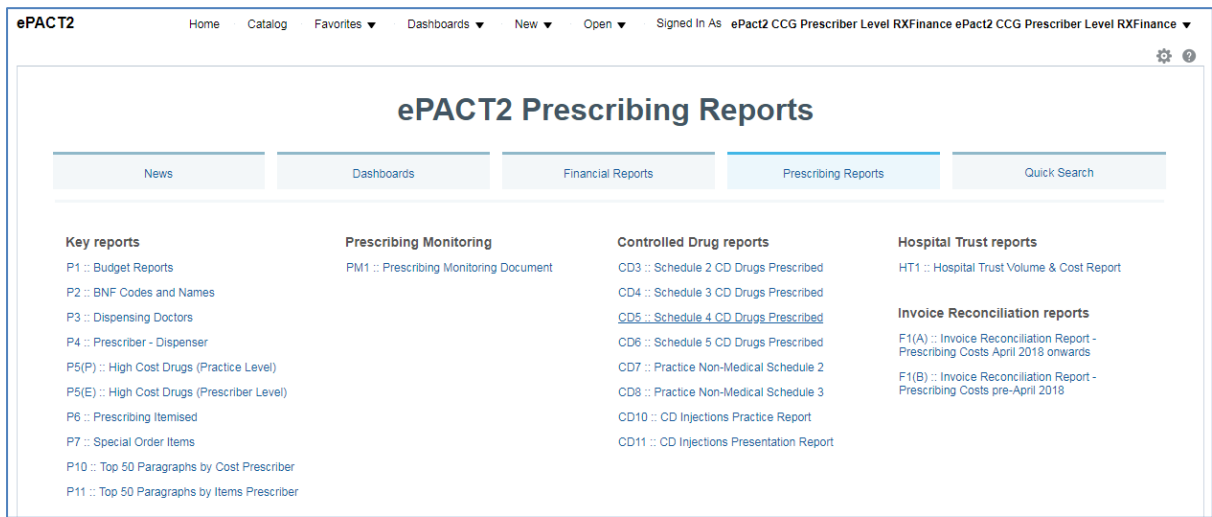The edited version can then be saved to your 'My Folders' to be accessed

> 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

2. Select the 'edit' link

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

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:

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