



ePACT2 User Guide

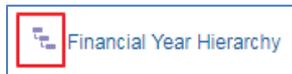
Hierarchy Columns and Selection Steps

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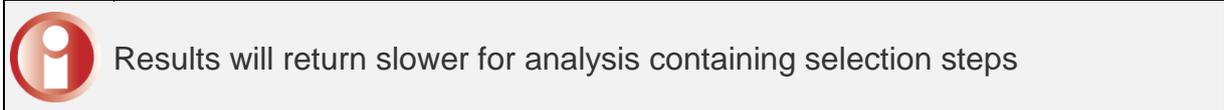
Hierarchy Columns

There are numerous 'Hierarchy' columns within ePACT2; the columns are indicated with the hierarchy symbol see below example:



'Hierarchy' columns can be used in conjunction with selection steps within your analysis results to display different levels of data within the same report.

The benefit of using 'Hierarchy' columns is that this allows you to navigate down to lower levels of data within the same analysis. Normal columns do not allow you to do this.

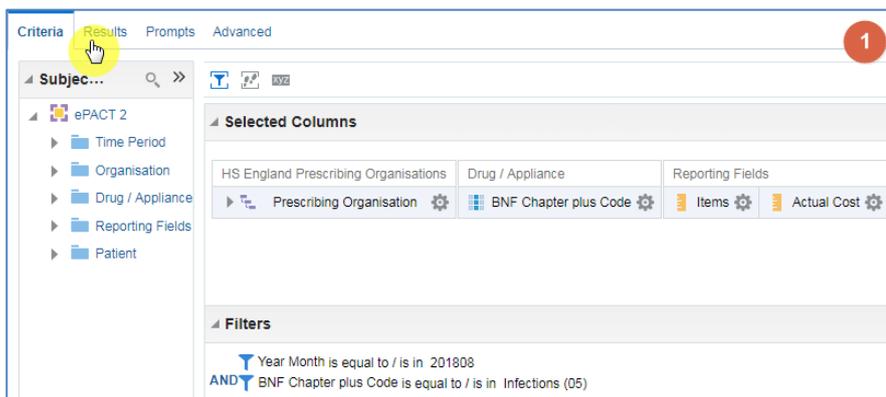


Selection Steps

Using Selection Steps to limit the data displayed

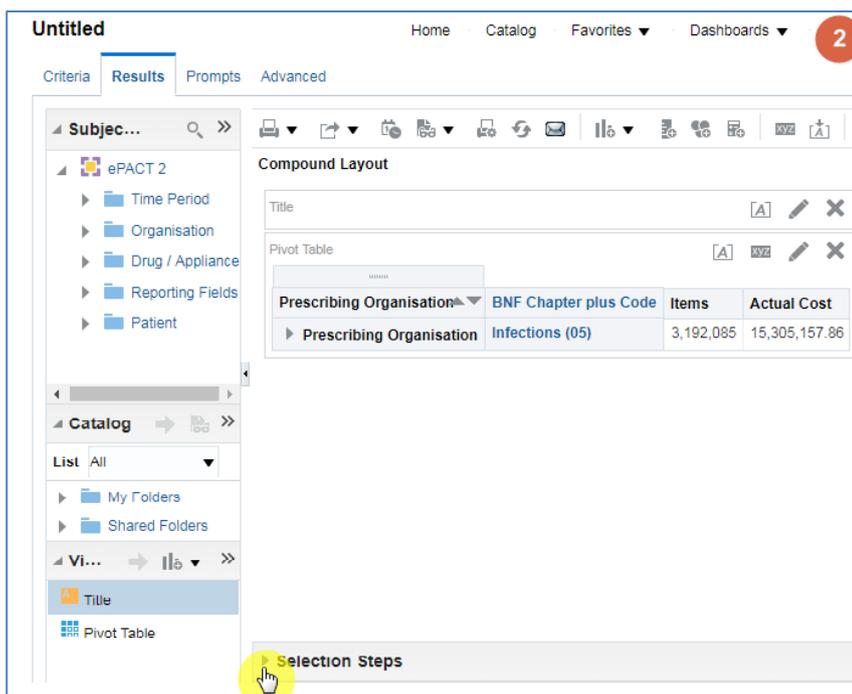
When you have used a 'Hierarchy column' within your analysis 'Selection Steps' can be used to limit the data to only the organisation/BNF level required. The results can then be expanded to show data at multiple levels.

1. Set up your analysis with the required columns of data and the required hierarch column, then navigate to the results pane via the 'Results' tab



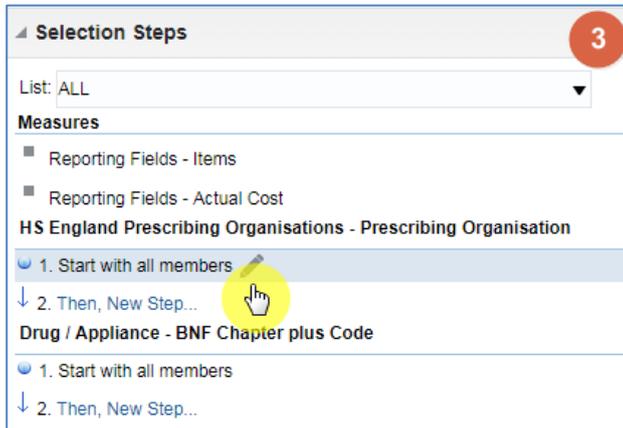
In this example I am running the data for August 2018 and Chapter 5 returning data for Items and Actual Cost

2. Click the arrow to expand the 'Selection Steps' pane.

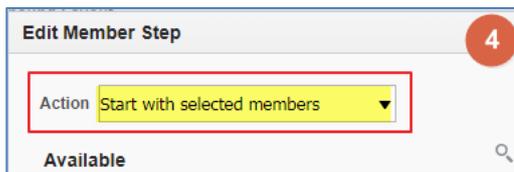


The default 'Selection Steps' for the Organisation hierarchical column or BNF hierarchical column will be displayed.

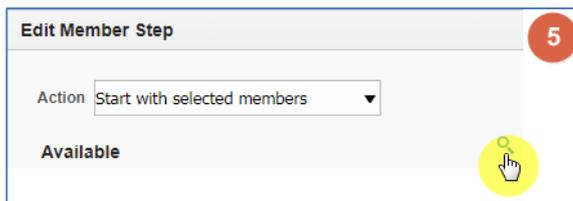
3. Hover the cursor over 'Start with all members' to bring up the 'pencil' icon, select this icon to allow you to edit the field.



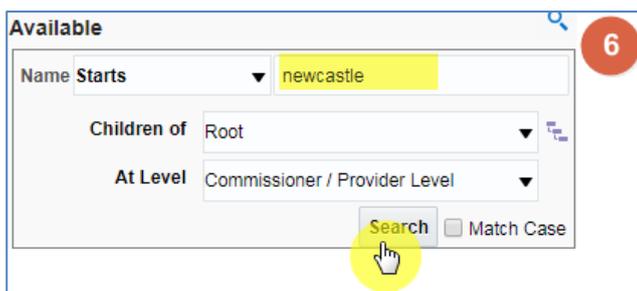
4. You will now be prompted with the 'Edit Member Step' pane, ensure the 'Action' is set to 'Start with selected members'



5. Select the search icon to expand the search pane



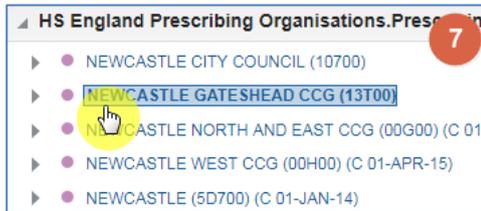
6. Search for the required overall organisation or BNF



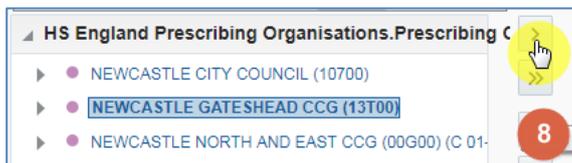


In this example my top level organisation will be Newcastle Gateshead CCG

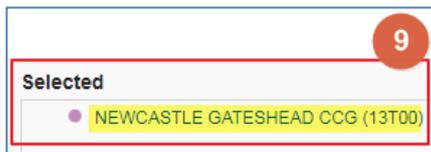
- Highlight the organisation or BNF required in the search results



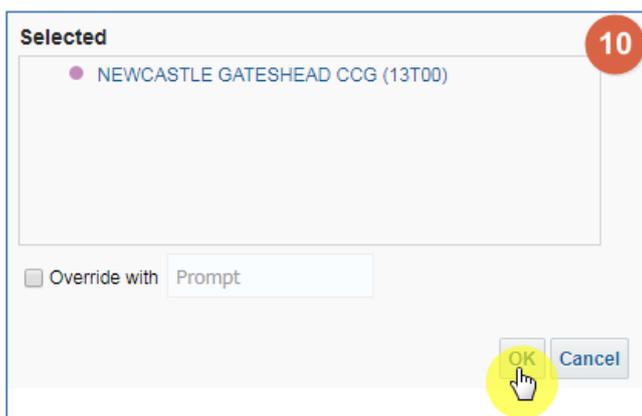
- Use the single arrow icon to select the organisation or BNF



- The organisation or BNF will be displayed in the 'Selected' section



- Click 'Ok'



The total figure will now display the organisation selected

Prescribing Organisation	BNF Chapter plus Code	Items	Actual Cost
▶ NEWCASTLE GATESHEAD CCG (13T00)	Infections (05)	29,276	167,177.99

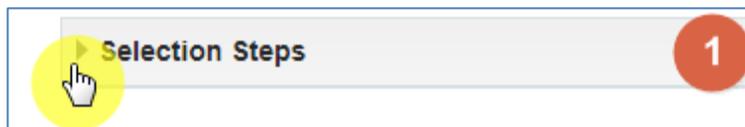
11. Select the 'arrow' icon to expand the organisation

BNF Chapter plus Code	Prescribing Organisation	Items	Actual Cost
Infections (05)	NEWCASTLE GATESHEAD CCG (13T00)	29,276	167,177.99
Infections (05)	108 RAWLING ROAD(RAWLING ROAD PRACTICE) (A85609)	65	306.60
Infections (05)	AVENUE MEDICAL PRACTICE (A86007)	84	409.13
Infections (05)	BEACON VIEW MEDICAL CENTRE (A85026)	292	1,044.04
Infections (05)	BENFIELD PARK MEDICAL GROUP (A86023)	701	4,931.36
Infections (05)	BENSHAM FAMILY PRACTICE (A85002)	212	659.08
Infections (05)	BETTS AVENUE MEDICAL GROUP (A86030)	541	2,582.12
Infections (05)	BEWICK ROAD SURGERY (A85017)	289	1,525.35
Infections (05)	BIDDLESTONE HEALTH GROUP (A86010)	459	2,340.60

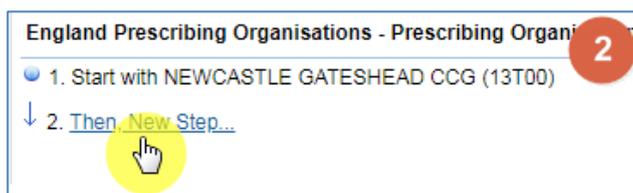
Including total for groups of organisations/BNF

Selection Steps can also be used to include totals figures for groups of organisations or multiple BNF selections.

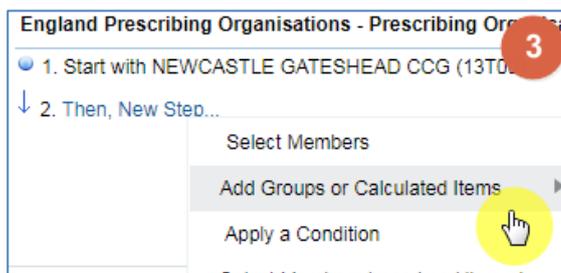
1. From the results pane select the arrow to expand the 'Selection Steps'



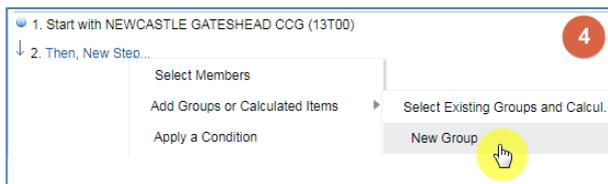
2. Select the 'Then, New Step' link to add a further step



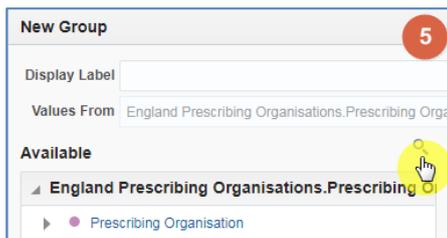
3. From the drop down list select 'Add Groups or Calculated Items'



- From the drop down list select 'New Group'



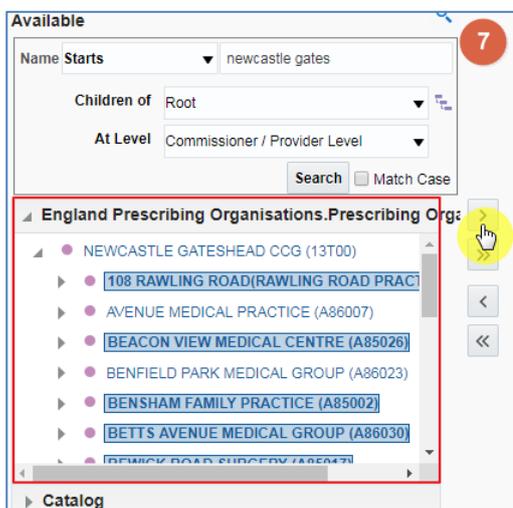
- You will now be presented with the 'New Group' pane, select the search icon to expand the search pane



- Search for the required organisation or BNF



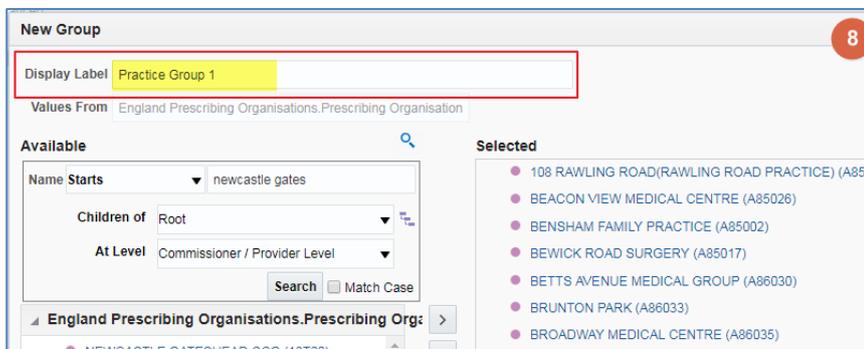
- Highlight the organisations or BNF required in the search results.
(Organisations or BNF's can be expanded within the search results) once selected use the arrow key to move the organisations/ BNF to selected



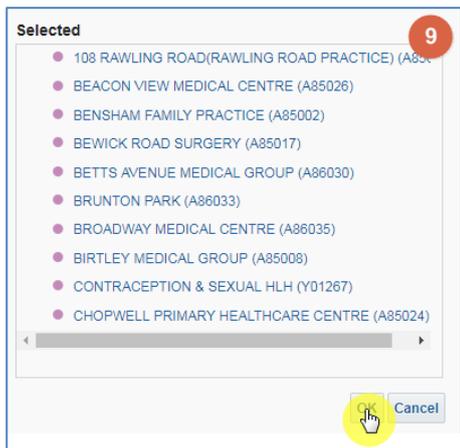
The organisations will be displayed in the 'Selected' section



8. Enter and appropriate name in the 'Display Label' section



9. Click 'Ok'



10. The group created will now be displayed in the selection steps pane



- The group created will now be displayed in the results

Prescribing Organisation	BNF Chapter plus Code	Items	Actual Cost
NEWCASTLE GATESHEAD CCG (13T00)	Infections (05)	29,276	167,177.99
Practice Group 1	Infections (05)	2,663	15,816.64

- The steps above can then be repeated to include all groupings required.

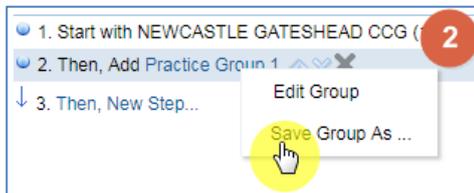
Saving Groups for use in future analysis

Once created groups can be saved and then reused in future analyses.

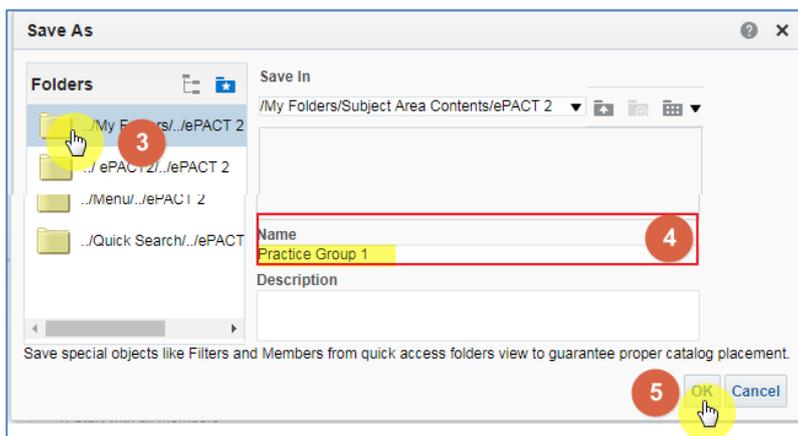
- Click the link for the group



- Select 'Save Group As' from the drop down list



- Select an appropriate folder to save the group in
- Enter an appropriate name for the group
- Click 'Ok'



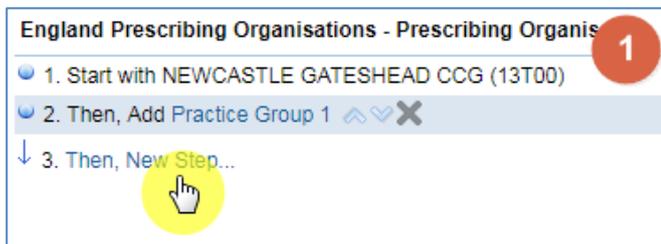
Re-using Saved Groups

It is possible to use saved groups in other analysis, enabling you to create the group once and use in multiple reports.

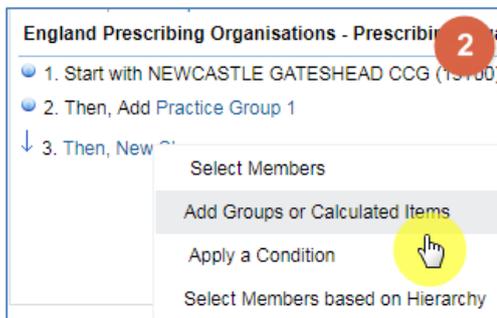


You can only use a saved group for the column it has been created and saved under. i.e. you can only use a group of practices you have created in the 'England Prescribing Organisation' column, in this column on other analysis

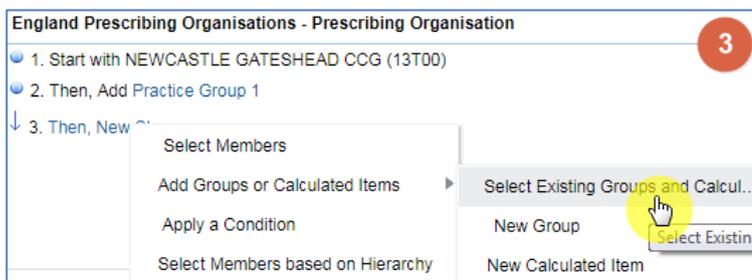
1. Select the 'Then, New Step' link to add a further step



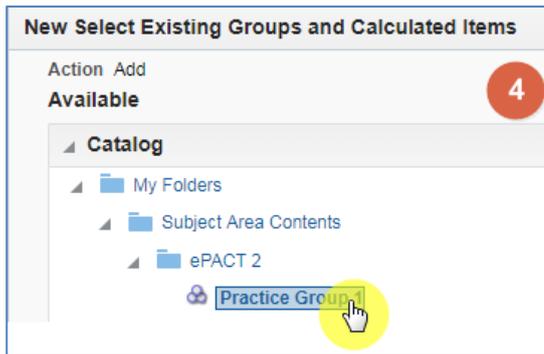
2. From the drop down list select 'Add Groups or Calculated Items'



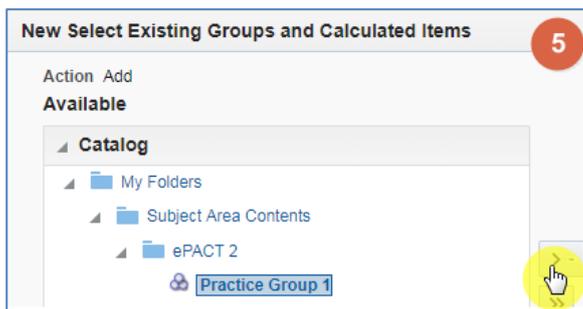
3. From the drop down list select 'Select Existing Groups and Calculated Items'



4. Select the group from the saved location



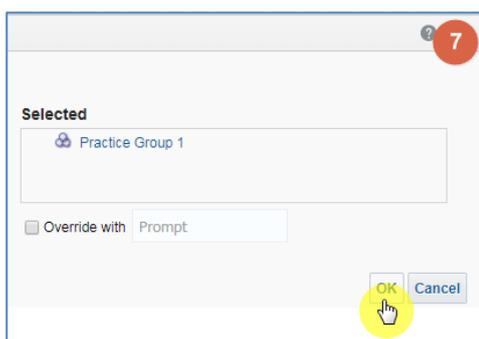
5. Use the arrow icon to select the group



6. The group selected will be displayed in the 'Selected' section



7. Click 'Ok'



The new group added will now be displayed in the selection steps pane, and your results pane.

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](#)