# eDEN User Guide

# Accessing and navigating eDEN

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### Accessing the system

eDEN can be accessed via the NHS Business Services Authority website at <u>www.nhsbsa.nhs.uk/eden</u>.

- 1. The main webpage for the system will be displayed.
- 2. Select the 'Log in to eDEN' button.



- 3. The eDEN sign in page will be displayed.
- 4. Enter your user ID for the system, this will be the email address the user registered with.
- 5. Enter the password for the system, a temporary password is assigned when registering for the system, this is then reset by the user.

| 3 | NH5 Business Services Authority  |
|---|--|
|   | NHS Business Services Authority<br>Business Intelligence Account Sign-in |
| 6 | Dental NHS England Commissioner     4       Sign In     Can't sign in?   |
|   |  |

6. Select the 'Sign in' button to log into the system.



7. The system will default to open on the landing page.



# Navigating the Landing Page

The eDEN landing page in split into 4 main sections.

| eDEN   |   | Dashboards 👻 👘 Open 👻 👘 Si                            | gned In As Dental NHS England Commissioner V  |
|--|---|---|---|
| eDEN - BETA<br>NHS England & NHS Improvem  | ient Commissioner   | NHS England and                                       | A NHS Improvement<br>Department<br>of Health &<br>Social Care   |
| Welcome to eDENI Current Useful Links 1  | t Reporting Period: August 2019 Select a dashboard  | i from the buttons below to get started<br>Dashboards | Feedback 4  |
| eDEN Webste<br>NHS BSA<br>Dept of Heath & Social Care<br>NHS England<br>NHS Improvement<br>NHS Digital<br>Care and Quality Commission<br>Heath Education England<br>Public Heath England | Welcome to the new NHSBSA eDEN reporting system!           Dear Colleague,           The Dental insight team would like to thank you for your patience over the past year whist we have been working on delivering eDEN.           We hope you find this new way of presenting information to you will enable faster and easier access to the data you need.           This infial soft launch contains the new Dentistry Dashboard which combines the best elements of the Year End and Vial Signs reports. To access the dashboard, besave click the link opposite this new story.           The aDEN tool is designed to evolve over time with feedback from its users. Please do make use of the link at the right-hand side of this page to technical or suspected data issues or any extra data you would like to see in the future.           Our roadmap contains more information on the remainder of the work to be delivered this year and our future plans of as.           For more information on eDEN including training materials, please see our website here.           The Dental Insight Team | NHS England Dentistry Dashboard v1                    | Please use the above button to report and feedback on any:<br>. suggestions for improvement<br>. technical issue:<br>. data anomalies<br>BEN is a new system and will evolve over time, your feedback on how it is working for you is invaluable. |
| Accessibility  | Data Protection Privacy Policy  | Terms and Conditions                                  | © NHS Business Services Authority 2019  |

| 1. Useful Links | From here users can select a hyperlink to useful content external from the eDEN system                     |
|-----------------|--|
| 2. News         | Important information regarding the system such as any planned downtime or updates will be displayed here. |
| 3. Dashboards   | The 'Dashboard' can be accessed here.  |
| 4. Feedback     | The 'Feedback' button will allow users to report any feedback for the system                               |

# Accessing the Dashboard

1. Select the dashboard icon or hyperlink to access the dashboard



2. The dashboard will open on the 'Commissioner Overview' page.



The Commissioner Overview report is split into two separate pages – Summary General Services and Summary – Orthodontic Services



To change the data being displayed use the criteria selector prompts and select the organisation and the financial year you wish to view data for.

#### 1. Select Region



#### 2. Select Commissioner Name

| Please select from the filters below  |
|---------------------------------------|
| * Region Description                  |
| England (Londor -                     |
| Commissioner Name                     |
| NULL                                  |
| A                                     |
| <b>⊘</b> NULL                         |
| North East Lor Reset V                |
| North West Lo                         |
| South London 💌                        |
| ick to data                           |
| · · · · · · · · · · · · · · · · · · · |

3. Select reporting year, by default the latest reporting year will be selected



4. Click 'Apply' the dashboard will update to show your data



## Views with multiple options

Some views have the benefit of being available in different view types, with the option to show either the view type or the data.



- 1. To change the view, first complete any other drop-down boxes associated with the view to ensure the data required is displayed.
- 2. Open the view drop-down list and select the view required.



3. The report will then regenerate to the view selected.

| Contract De          | elivery Group T    | bl UDA delivery   | -                | 3    |
|----------------------|--------------------|-------------------|------------------|------|
| Reporting Year       | 2018/2019 🔻        | UDA % Groupe      | ed Less than 90% |      |
| Contract Number a    | and Name           |                   | UDA Delivered %  | ••   |
| 012790000 Battle 8   | and Dente Pre-2    | 108               |                  | 0.1  |
| 1005550000 The Sec   | Road Cantal Pr     | etice Partnership |                  | 5.2  |
| COMPOSED IN CO       | SIGNO/NE           |                   |                  | 9.0  |
| 1001 SCOOL Aprix D   | entercare LM       |                   |                  | 11.0 |
| (2157)0001 Summer    | Community 1995     | Trust             |                  | 21.6 |
| OBSTROOM FINE CO     | ning Contai Linii  | ei -              |                  | 31.6 |
| DEATOOOD Shepare     | plante Cere La     |                   |                  | 34.3 |
| Seresseen monuts     | die .              |                   |                  | 39.1 |
| 12131710008 Exercit  | Community 1982     | Inst              |                  | 41.6 |
| 121 211 001 + Dunner | Community 1943     | 198               |                  | 43.2 |
| 254700001 Shumin     | p Dental Care Us   |                   |                  | 52.4 |
| Hall 1990 The Car    | in Sector Franks 2 | M.                |                  | 52.5 |
| 0001100000 BRID M    | 1940               |                   |                  | 54.5 |

4. To return to the original view simply repeat the process and select the view from the drop-down list.

## **Exporting data**

Data can be exported from the system, either a single view or the full-page report can be exported.

#### **Exporting a single view**

1. To export a single view, select the 'Export' option beneath the view you wish to export.

| Data shows for commissioners withi<br>Last four years delivery (All Contracts) | n Region selected  |           |       |      |      |       |       |
|--|--|-----------|-------|------|------|-------|-------|
| E  | England (South)  |           |       |      |      |       |       |
| UD   | A Delivered %  |           |       |      |      |       |       |
|  | CON BAR. DOLLOSIMATING, SHAROOD<br>and Millioner. of           |           |       |      |      |       |       |
|  | Off Brand, Nath Schwart,<br>Revenues, Brack Characteristics of |           |       |      |      | 511   |       |
| Name<br>Name   | DBI Deven, Convertinengi telen of<br>Basing all                |           |       |      |      | - 11  |       |
| sei on e   | Gell Kard and Mashag-M   |           | -     |      |      | -11   |       |
| iu uo  | Officiarray and Susan AT                                       |           |       |      |      | - 11  |       |
|  | OTS THERE VERY AT  |           | -     | _    |      | -11   |       |
|  | City request Loop office.                                      |           |       |      |      | - 11  |       |
|  | 0.0  | 20.0      | 40.0  | 60.0 | 80.0 | 100.0 | 120.0 |
|  |  | Print - E | kport |      | 72   |       |       |

2. From the drop-down list displayed select the format you wish to export the data in.

| in the second states of the |                |                   | -           |
|-----------------------------|----------------|-------------------|-------------|
| Water Loud Dive             |                |                   |             |
| 0.0 20.0                    | 40.0           | 60.0 80.0         | 100.0 120.0 |
|                             | UDA            | A Delivered %     |             |
| Prir                        | t Export       |                   |             |
|                             | Formatted      | DF                | 2           |
|                             | Data           | Excel             |             |
| UDA Delivered % Paid Con    | tracts Only UD | A De 📄 Powerpoint | ntracts     |
| 017                         | 95.8           | H Web Archive     | 16.4        |
| 018                         | 00.3           |                   | 91.9        |
| 019                         | para -         |                   | 94.9        |
| 020                         | 6019           |                   | 34.2        |

The system will then export the data.

## Exporting a full page

1. To export a full page, select the 'cog' icon in the upper right-hand corner.



2. From the drop-down list presented select 'Export to Excel' followed by 'Export Current Page'.

| 2 | No. of Secretar Contract<br>Clear My Customization | ¢ 0 |
|---|--|-----|
|   | Print - Export                                     |     |
|   |  |     |

The current page will be exported from the system.

# **Downloading Data**

Some pages within the dashboards may also allow the downloading of the data used to create that page.

1. If that option is available, select the link for 'Download the data for this page' link under the data selector prompts.

| Commissioner Overview                 | Contract Overview Finance | ; C  |
|---------------------------------------|---------------------------|------|
| Summary - General Servic              | es Summary - Orthodontic  | Serv |
| Please select from                    | the filters below         |      |
| * Region Descripti<br>England (South) | on<br>•                   |      |
| Commissioner Na<br>Surrey and Sust    | me                        | Da   |
| Reporting Year                        |                           | La   |
| 2019/2020                             |                           |      |
|                                       | Apply Reset 🔻             |      |
| Click to download General S           | Services data shown here  |      |
| Click to download all service         | es summary data           |      |
| 1                                     |                           |      |

2. The data will be displayed in a separate internet browser tab

| 🗕 Live E Tbl - Download AT Summary performance tiles - Mozilla Firefo  | х                      |                      |                        |                   |               |                              | - 0 |
|--|------------------------|----------------------|------------------------|-------------------|---------------|------------------------------|-----|
| 🗊 🔒 https://oacslpreprod1-nhsbsa180516.gbcom-south-1   | .oraclecloud.com       | /analytics/saw.dll?G | 60&Path=%2Fshared%2    | FeDEN%2FSubject   | Area Contents | %2FLive E Tbl - Downloa 90%  |     |
| Dental Services - General<br>Year 2019/2020 from April 2019 to August 201<br>International Internation Combined  | 19<br>Philed by: North |                      |                        |                   |               |                              |     |
| Contract Number Name or Company Name   | UDA value              | UDA Financial Value  | UDA Performance Target | UDA Carry Forward | UDA Delivered | Total Annual UDA Delivered % |     |
| The second  | 100.00                 |                      | 10.00                  |                   | 1.700         |                              |     |
| HERE'S AND   | 0.00                   | 100000-00            | 10,00                  | 100               | 4,000         | 10 A                         |     |
| TRANSFER IN AND DATES IN TAXABLE PARTY & REPORT OF   | 1 A A                  | 10.00                | 1                      |                   | 101.0         | 10                           |     |
| second and second.   | 0.04                   | 100700.00            | 100                    |                   | 1.00          |                              |     |
| THE MARK STATISTICS.   | 100.00                 | and and the          | 10,000                 |                   | 1,000         | 14.4                         |     |
| The second se  | 1000                   | 100.000              | 10.00                  | 200               | 1.000         |                              |     |
| ANY ADDRESS APPROPRIATE CONTRACTOR   | 100.00                 | a second second      |                        | -                 | 10.0          | 314                          |     |
| TRACTOR CONTRACTOR   |                        | 2000 Bit 10          |                        |                   | 1,000         | 50 B                         |     |
| CONTRACT AND ADDRESS CONTRACT  | 120.00                 | B-10,000-00          | -0.00                  | 1                 | 1.000         | 14                           |     |
| The Child Complexity of Sector | 100.00                 | 100,000              | 1,000                  |                   |               |                              |     |
| THE OWNER WITH DRIVEN  | 100.00                 | A STREET, ST         | 100                    |                   |               |                              |     |
| HERE AND A CONTRACTOR OF A   | 007                    | 00.00                | 100                    |                   | 1,000         | 4.4                          |     |
| Territorial for the second property and further second   | 100.00                 | 81.00.000 H          | 1.00                   |                   | 2010          | 2.2                          |     |
| HERE IN THE REPORT OF THE  | 8-000 Million          | 100000               |                        |                   | -010          | 101                          |     |
| Terrate and the second strength of the   |                        |                      |                        |                   | 8.0           | 100                          |     |
| second with second seco | 600.70                 | Charles 74           | 100                    |                   | 61.5          |                              |     |
| Increased Jamey & Success Realingare R R S   | R.202, 300.12          | R202,300.12          |                        | 4                 |               | 101                          |     |
| 1006210000 Surrey & Sussex Healthcare N H S  | £25,424.77             | £25,424.77           | 1                      | 0                 | 235.2         | NA                           |     |
| 1006260000 East Sussex Community Dental Service  |                        |                      |                        |                   | 9.0           | NA                           |     |
| 1006440000 Virgin Care Services Ltd (Surrey CDS)   | £15,107.89             | £15,107.89           | 1                      | 0                 | 158.0         | NA                           |     |
| 1006450000 Virgin Care Services Ltd (Surrey CDS)   | £21,433.12             | £21,433.12           | 1                      | 0                 | 304.0         | NA                           |     |

3. Select the 'Export' from the bottom of the report

| 101000000               | to by Carrier of Array Cards Cards     | 55.55 | 10.00 |
|-------------------------|--|-------|-------|
| 1079000010              | Survey Community DenterServices        |       |       |
| 1079029049              | Surnu Community Dental Services        | 60.00 | 49.99 |
| 1879600000              | Earny Connectly Certic Devices         | 00.00 | 60.00 |
| 1079000000              | Surrey Community DenterServices        | 00.00 | 62.00 |
| 1079029001              | Sume Community Centel Services         | 60.00 | 40.00 |
| LEPHODOCO               | Day and a second y Chevical Devolution | 00.00 | 40.00 |
| Return - Print - Export |  |       |       |

The data will be export in the format selected.