NHS

Business Services Authority
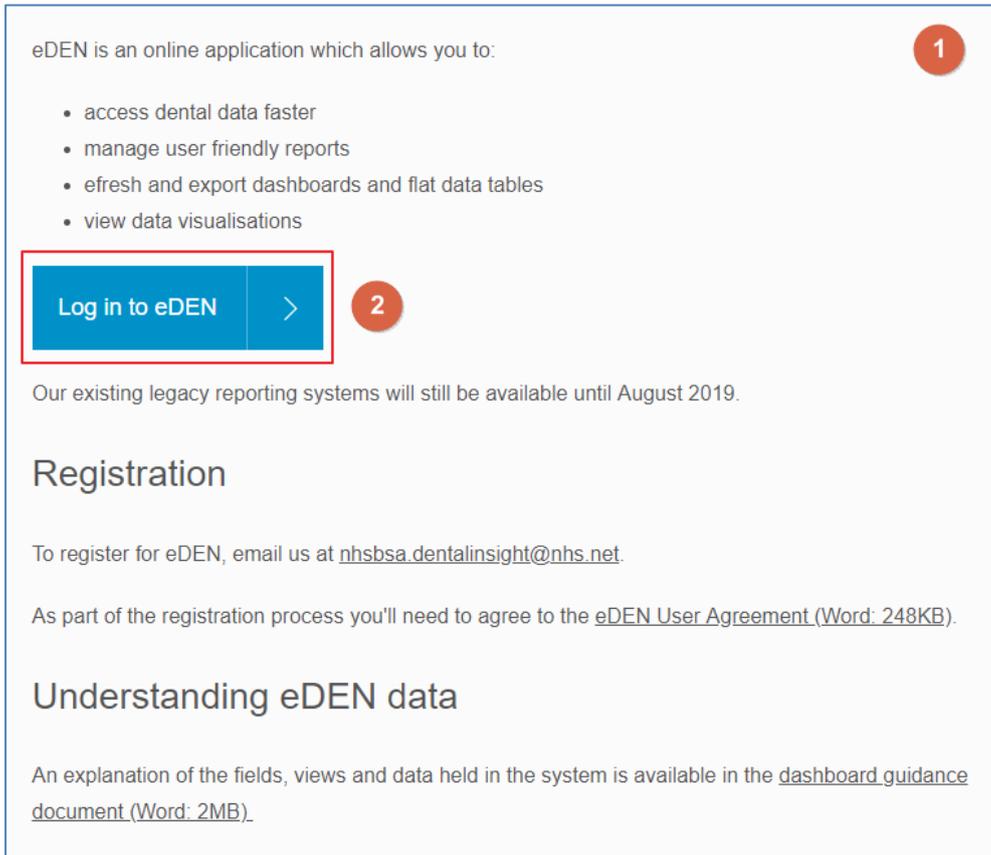
eDEN User Guide

Accessing and navigating eDEN

Contents

Accessing the system

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

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.
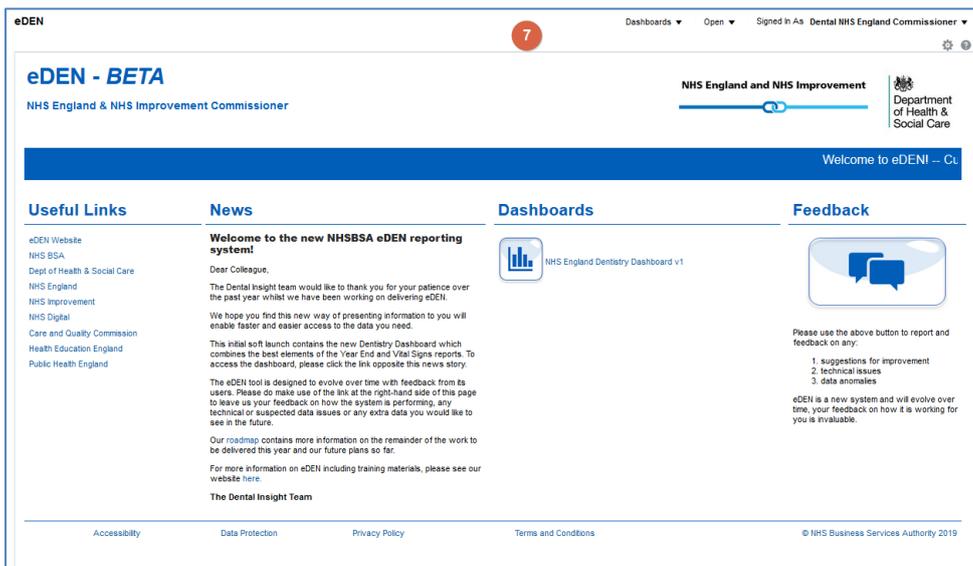
5. Enter the password for the system, a temporary password is assigned when registering for the system, this is then reset by the user.
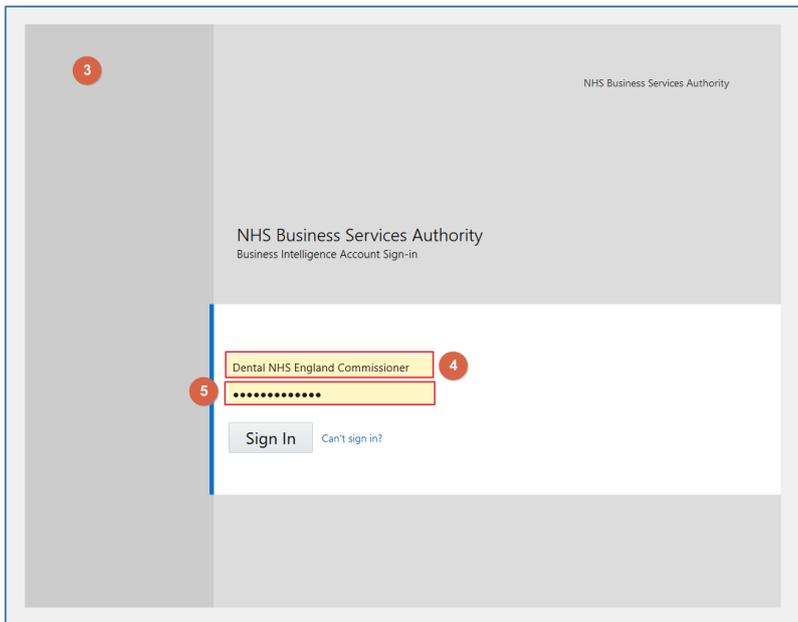
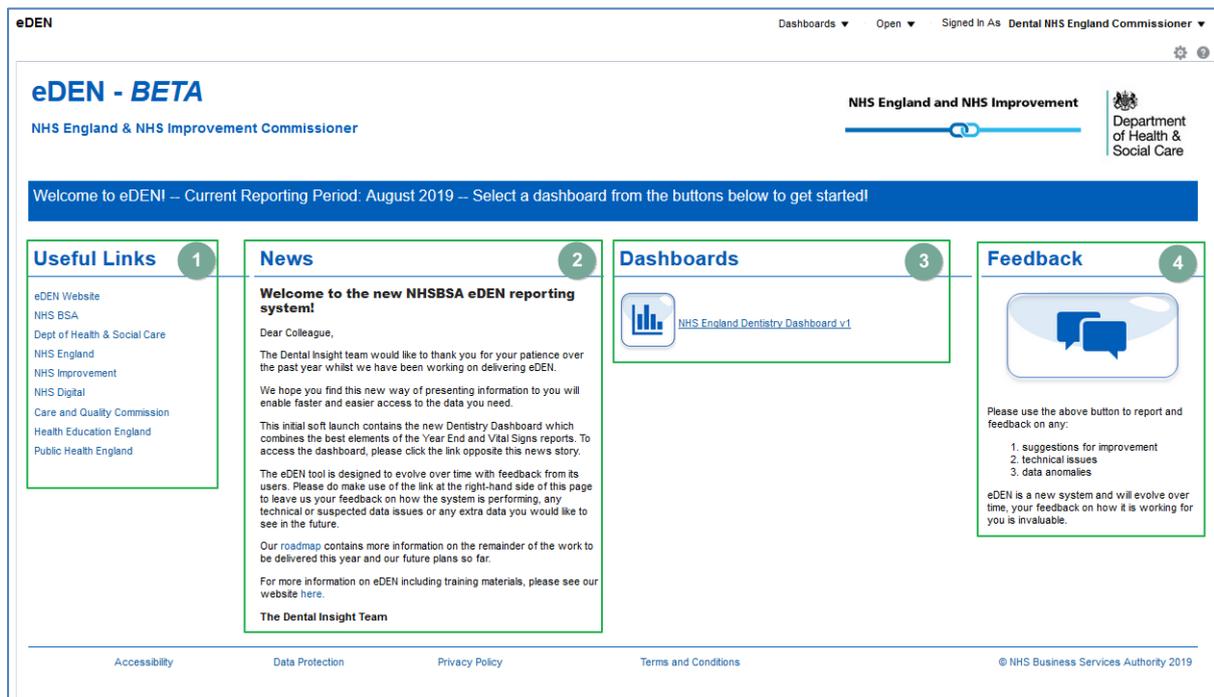6. Select the 'Sign in' button to log into the system.

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.

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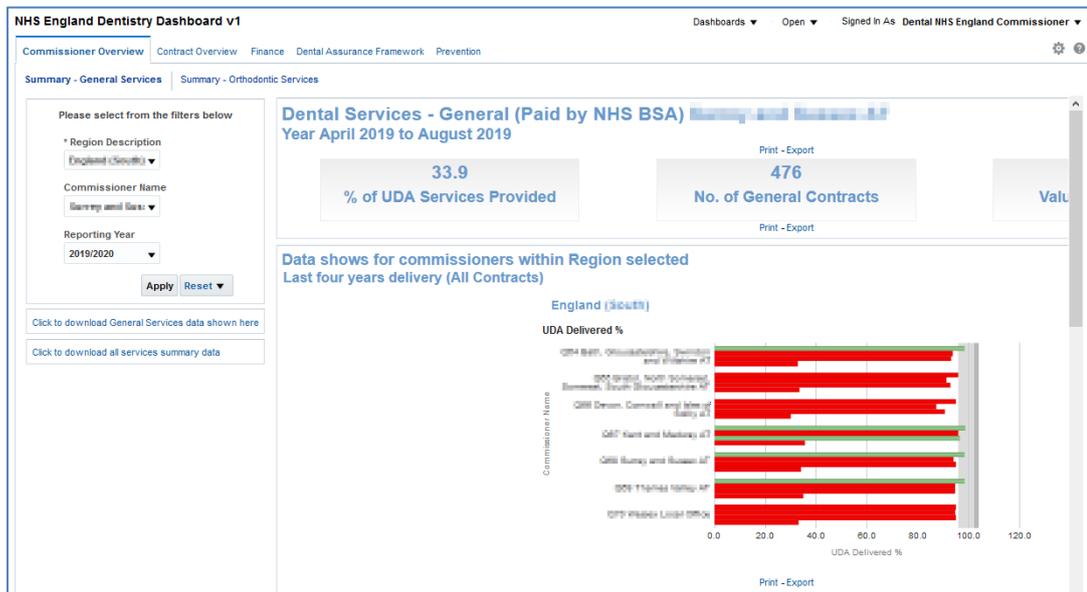
The Commissioner Overview report is split into two separate pages – Summary General Services and Summary – Orthodontic Services
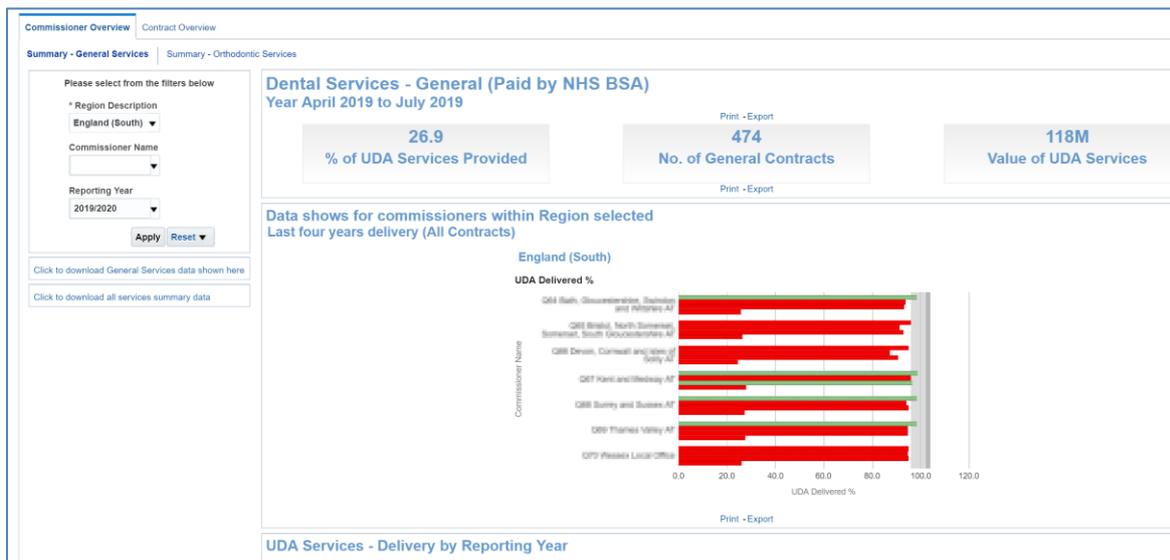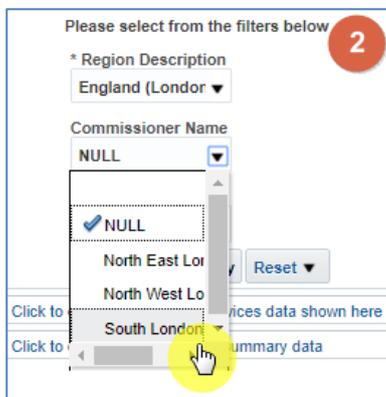

To change the data being displayed use the criteria selector prompts and select the organisation and the financial year you wish to view data for.
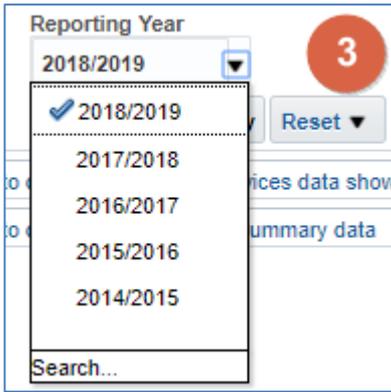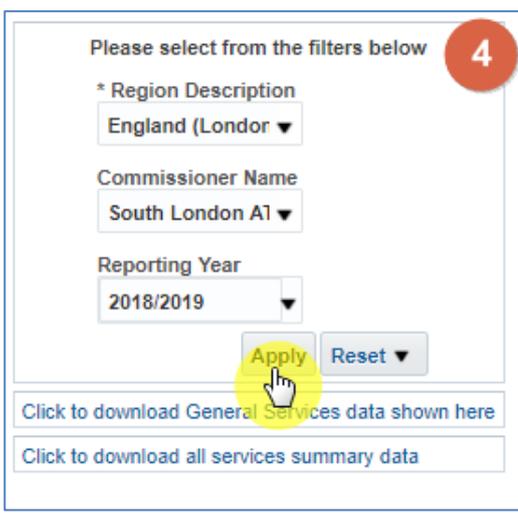
1.   Select Region

2.   Select Commissioner Name

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.

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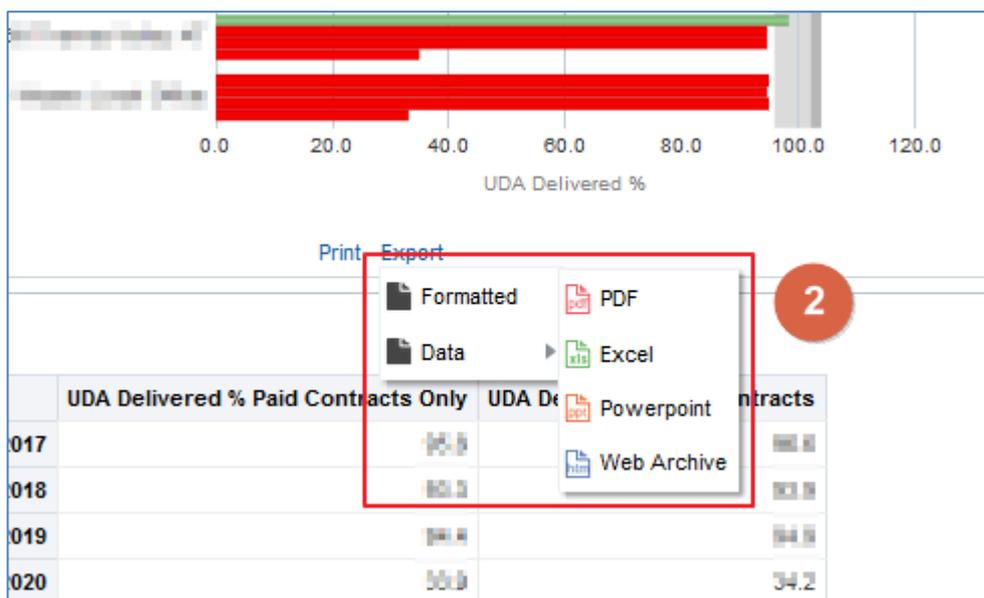
Exporting data

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.
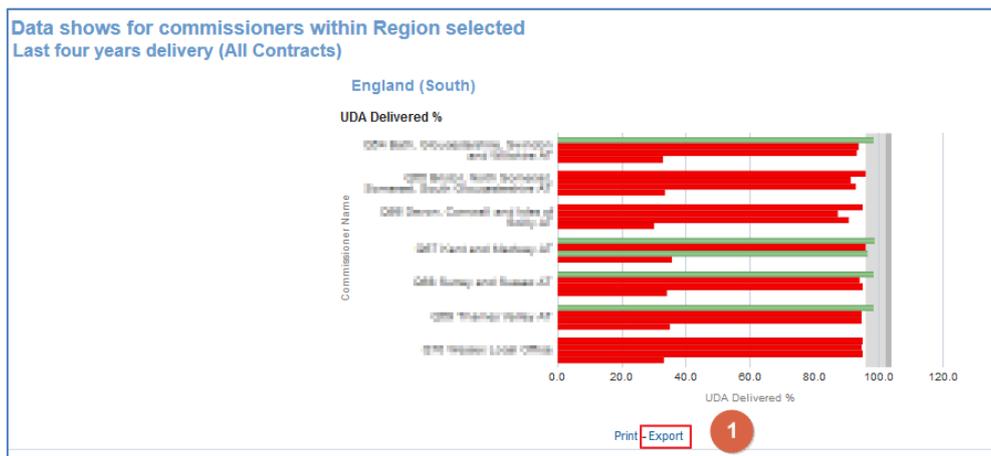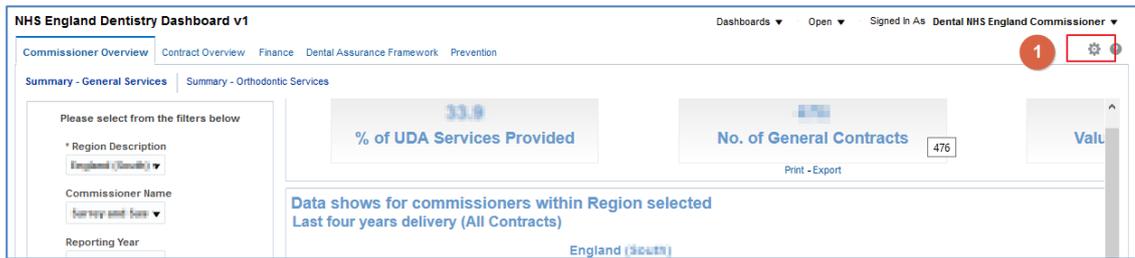

2.   From the drop-down list displayed select the format you wish to export the data in.
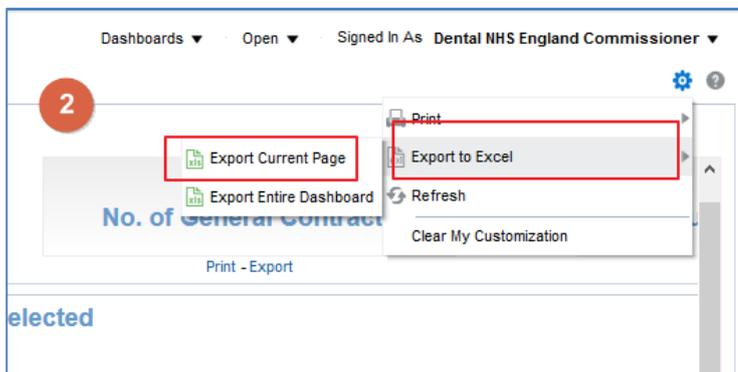

The system will then export the data.

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'.

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.

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

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

The data will be export in the format selected.