

# eDEN User Guide

## Accessing and navigating eDEN

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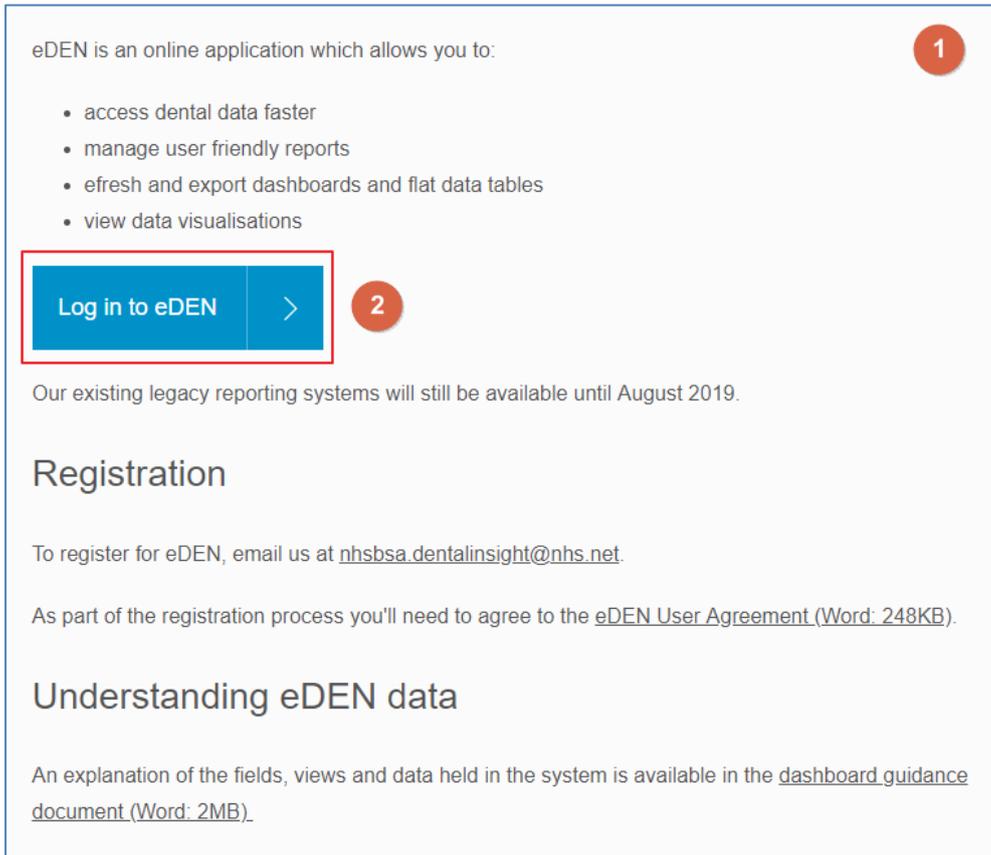
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## Accessing the system

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eDEN can be accessed via the NHS Business Services Authority website at [www.nhsbsa.nhs.uk/eden](http://www.nhsbsa.nhs.uk/eden).

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



eDEN is an online application which allows you to:

- access dental data faster
- manage user friendly reports
- refresh and export dashboards and flat data tables
- view data visualisations

**Log in to eDEN** >

Our existing legacy reporting systems will still be available until August 2019.

### Registration

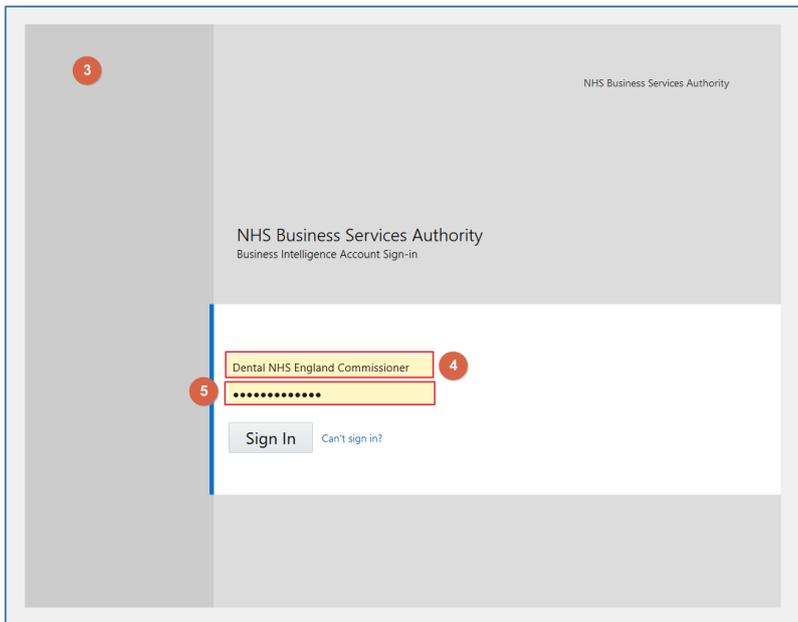
To register for eDEN, email us at [nhsbsa.dentalinsight@nhs.net](mailto:nhsbsa.dentalinsight@nhs.net).

As part of the registration process you'll need to agree to the [eDEN User Agreement \(Word: 248KB\)](#).

### Understanding eDEN data

An explanation of the fields, views and data held in the system is available in the [dashboard guidance document \(Word: 2MB\)](#).

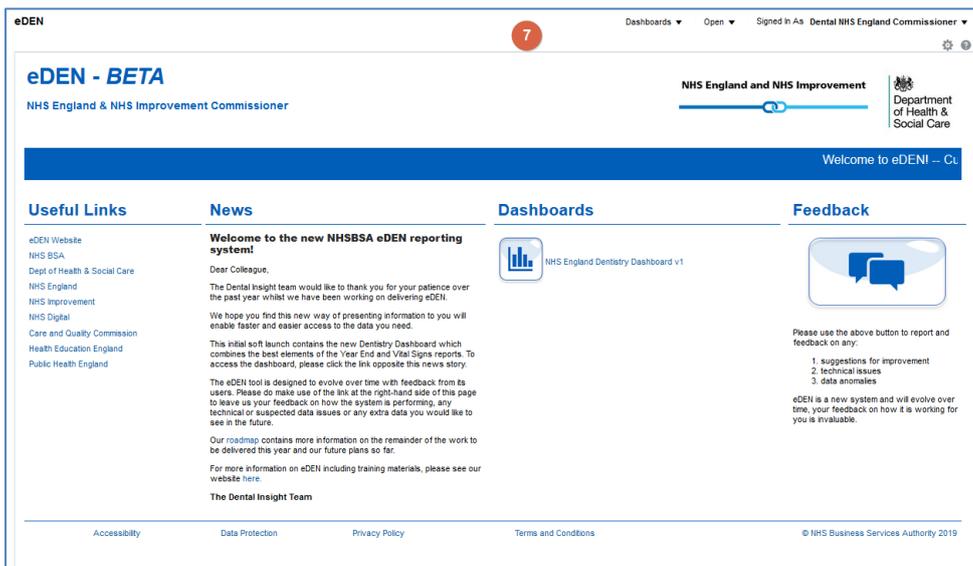
3. The eDEN sign in page will be displayed.
4. Enter your user ID for the system, this will be the email address the user registered with.
5. Enter the password for the system, a temporary password is assigned when registering for the system, this is then reset by the user.



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

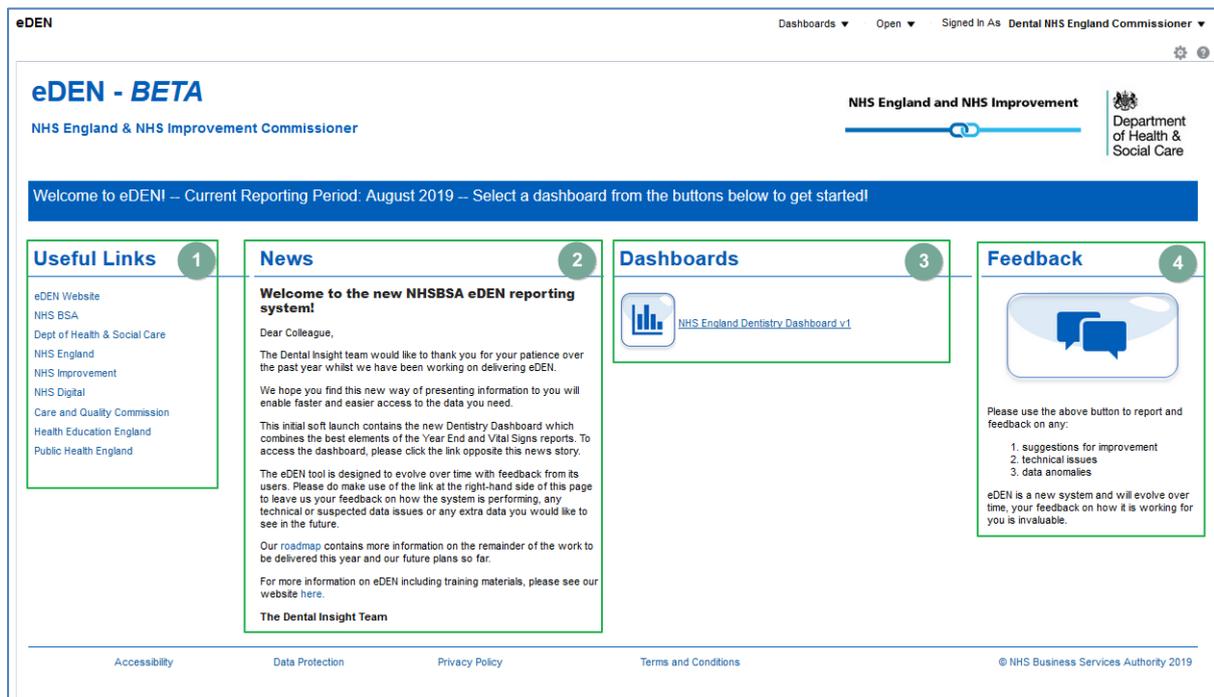


7. The system will default to open on the landing page.



# Navigating the Landing Page

The eDEN landing page is split into 4 main sections.



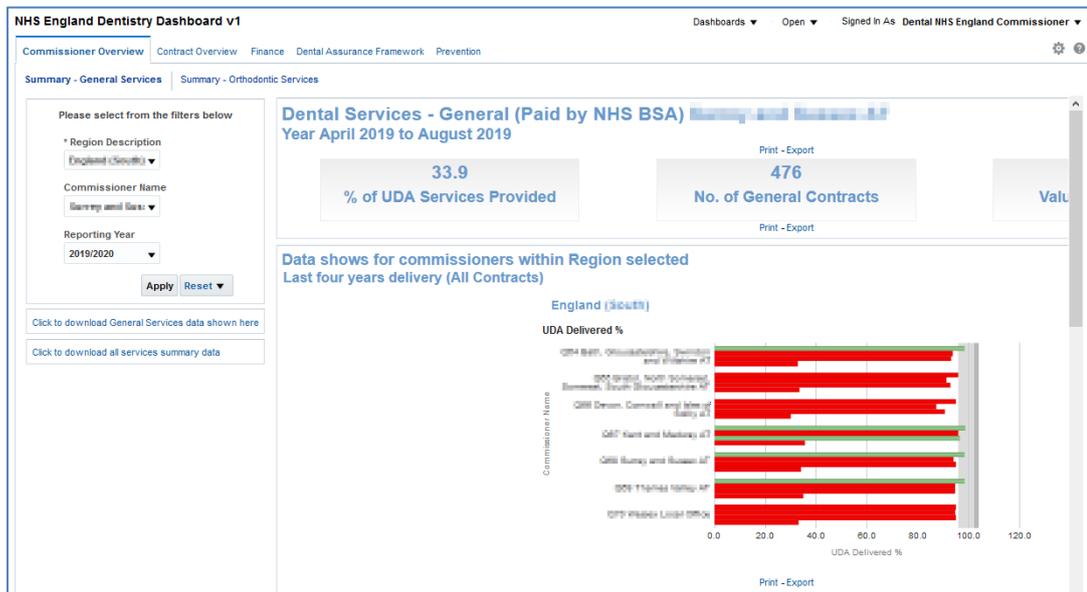
1. Useful Links	From here users can select a hyperlink to useful content external from the eDEN system
2. News	Important information regarding the system such as any planned downtime or updates will be displayed here.
3. Dashboards	The 'Dashboard' can be accessed here.
4. Feedback	The 'Feedback' button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

# Accessing the Dashboard

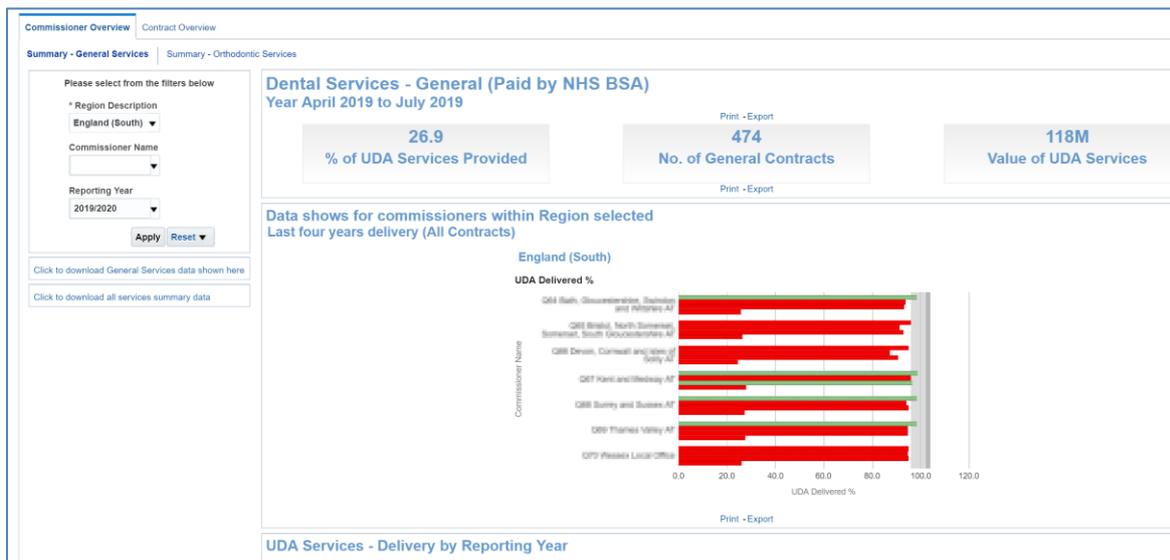
1. Select the dashboard icon or hyperlink to access the dashboard



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

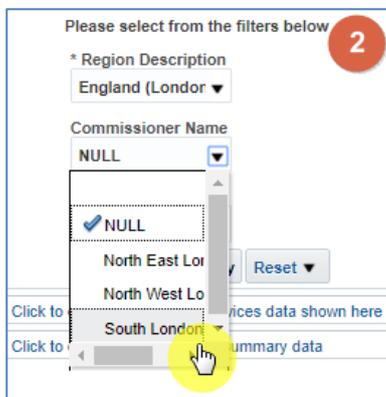


To change the data being displayed use the criteria selector prompts and select the organisation and the financial year you wish to view data for.

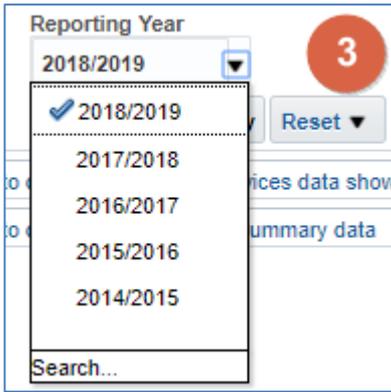
1. Select Region



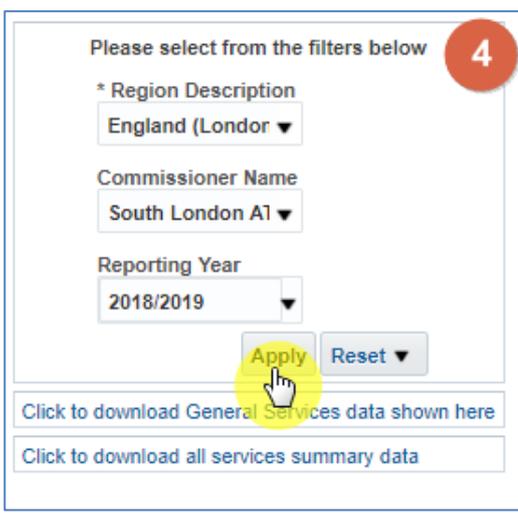
2. Select Commissioner Name



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



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



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## Views with multiple options

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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.



- The report will then regenerate to the view selected.

Contract Delivery Group Tbl UDA delivery 3

Reporting Year 2018/2019 UDA % Grouped Less than 90%

Contract Number and Name	UDA Delivered %▲▼
0012700000 Baffle Road Dental Practice	0.1
1005000000 The Sea Road Dental Practice Partnership	5.2
1200000000 WPH C OBDONRAI	9.0
1001000000 Apex DentalCare Ltd	11.0
1210710000 Sussex Community NHS Trust	21.6
1000100000 First Choice Dental Limited	31.6
1004700000 Shroping Dental Care Ltd	34.3
0019000000 Wchubly Tam	39.1
1210710000 Sussex Community NHS Trust	41.6
1210710000 Sussex Community NHS Trust	43.2
1204700000 Shroping Dental Care Ltd	52.4
1000100000 The Clinic Dental Practice Ltd	52.5
1000100000 WPH C OBDONRAI	54.5

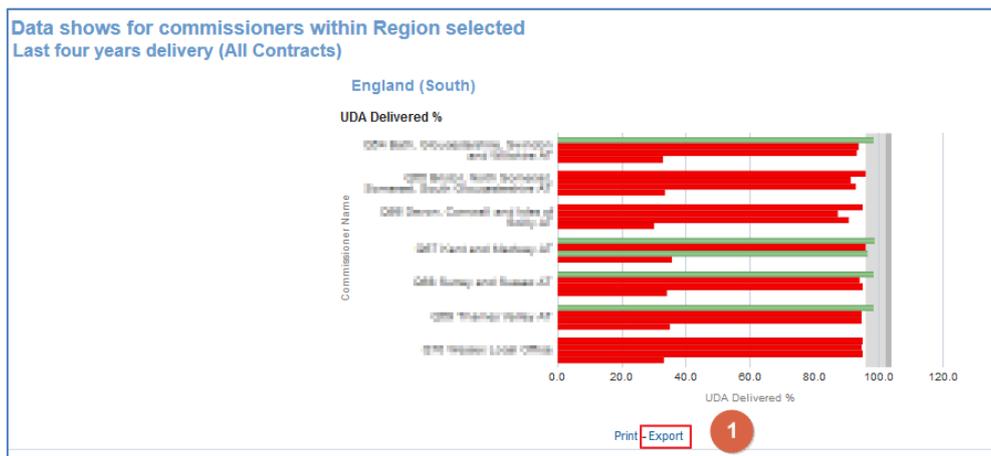
- To return to the original view simply repeat the process and select the view from the drop-down list.

## Exporting data

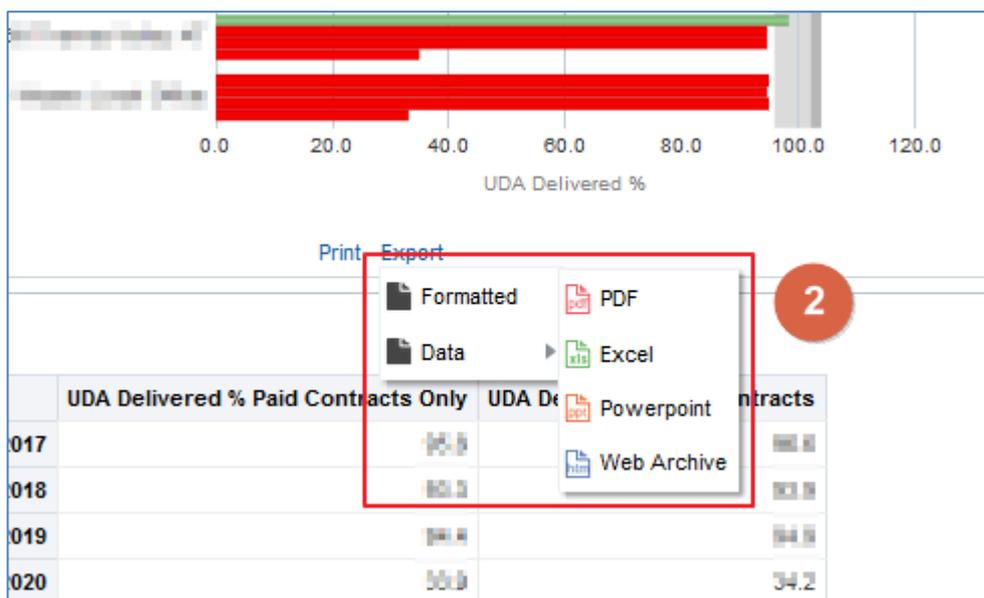
Data can be exported from the system, either a single view or the full-page report can be exported.

### Exporting a single view

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



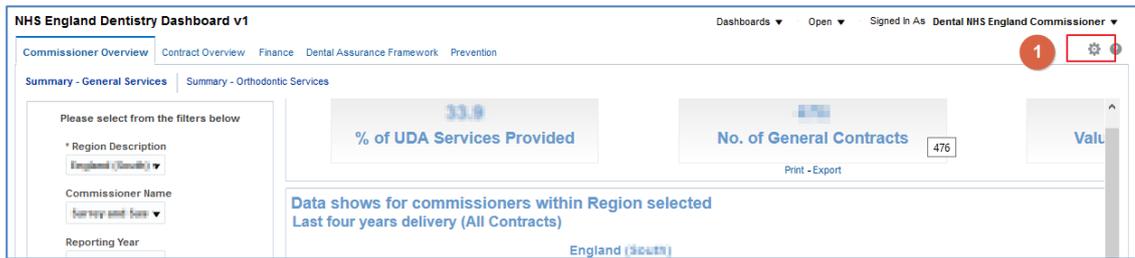
2. From the drop-down list displayed select the format you wish to export the data in.



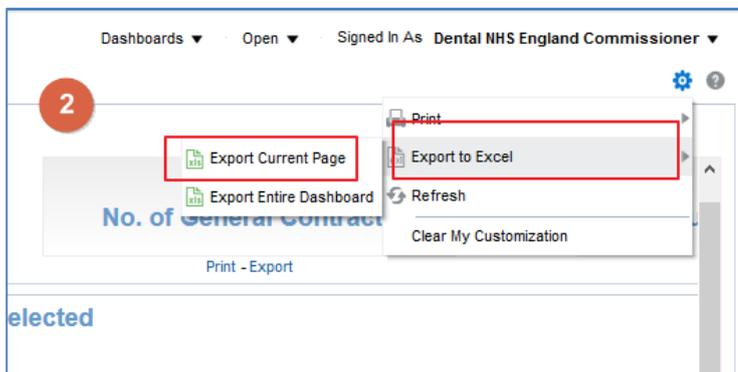
The system will then export the data.

## 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.



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

Item Number	Survey Community Dental Services	Units	Amount
187900000	Survey Community Dental Services		
187900000	Survey Community Dental Services	00.00	00.00
187900000	Survey Community Dental Services	00.00	00.00
187900000	Survey Community Dental Services	00.00	00.00
187900000	Survey Community Dental Services	00.00	00.00
187900000	Survey Community Dental Services	00.00	00.00

Return - Print - **Export**

The data will be export in the format selected.