ePACT2

Hospital Trust – Accessing dashboards & pre-built reports

Interactive Contents

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Accessing a Dashboard

ePACT2 includes several dashboards which provide high level information to help measure, benchmark and prioritise areas organisations may like to focus their resources on.

The majority of the dashboards currently available are CCG based and do not include Hospital Trust information. They can still be useful to provide information on how the CCGs in your area are prescribing.

Dashboards provide easy-to-use analysis and reports supporting patient safety and improving patient outcomes and medicines optimisation.

Detailed information and specification documents for the dashboards are available via the NHSBSA website here: https://www.nhsbsa.nhs.uk/epact2/epact2-dashboardsspecifications

Accessing a Dashboard

1. Select the 'Dashboards' link from the Landing page.

2. The dashboard page will open and display all available dashboards. From here click the blue link of the dashboards you want to open.
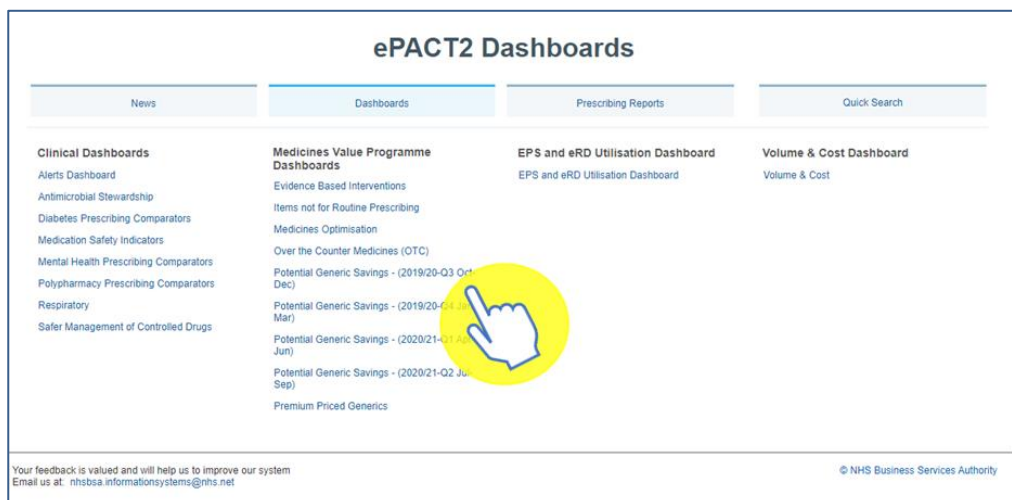
Navigating the Dashboard

For this guide we will look at the Polypharmacy dashboard, however all the dashboards produced by the NHSBSA work in a similar way.
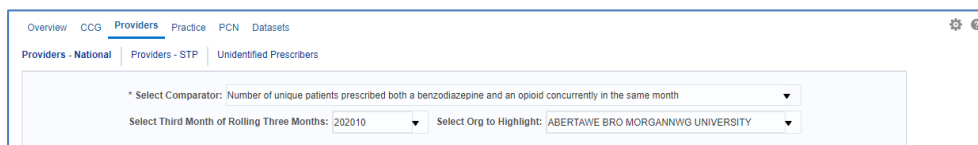
Selecting a dashboard page

Dashboards are made up of several different pages which allow you to select different sets of information. For example, you can view information at different organisation levels.

1.   To navigate to a different page, click on the tab of the page you would like to view.

2.   The dashboard will open the selected page.

Dashboard Criteria Selection

The dashboard will have a 'Dashboard Criteria Selection' pane, here you can select the data you want the dashboard to show.

The dashboard will default to show data for the latest time period available and the Hospital Trust you are registered under. It will still default to the Hospital Trust even if the dashboard only includes CCG information so it may initially not show any data.

The options available in the pane will change depending on the dashboard you are looking at.

To change what is shown in the dashboard all you need to do is select an option from the boxes in the criteria pane

1.   Click on the drop-down arrow to the right of the box you would like to update.

2.   Click on the data you want to view from the list

Once selected the dashboard will automatically update and display the required data.

Data Views

Some report contained within the dashboard will be available in both 'Chart' and 'Data' formats.

It may be useful for you to see the data that is making the chart. Sometimes the data can give you more insight, for example in the polypharmacy dashboard by looking at the data tab you can see the patient count rather than the percentage of patients.

To change the view

1. Select the drop-down option
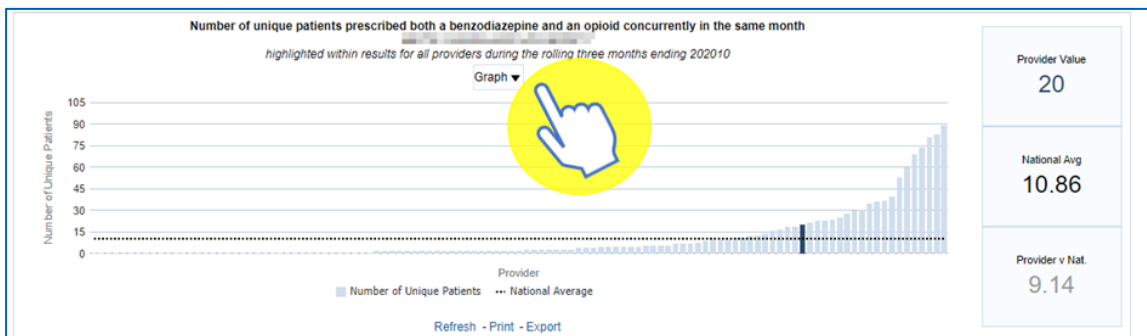
2. The views available will be displayed – usually Chart and Data, click on the view you want to see
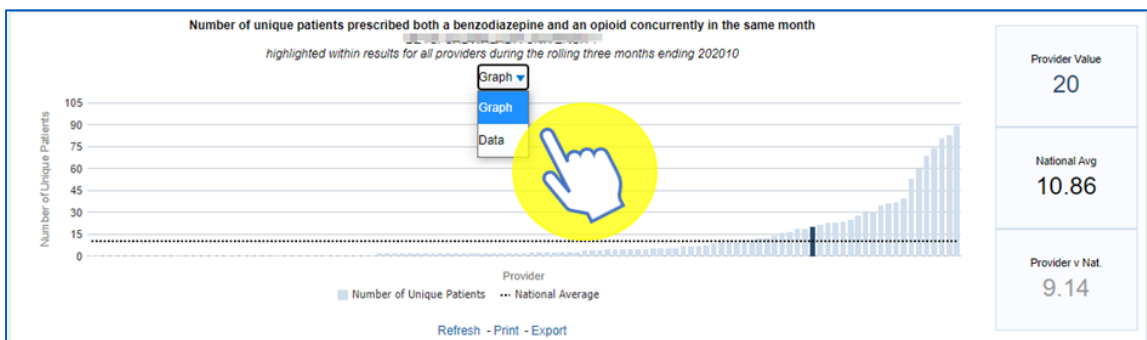
Exporting and Printing the Data

Information can be export from the dashboard in several ways and in a number of different formats, these formats are standard throughout the system.

Print Formats:

- Printable PDF
- Printable HTML

Export Formats:

Formatted:

- PDF
- Excel
- PowerPoint
- Web Archive

Data:

- Excel
- CSV
- Tab Delimited
- XML

Exporting & Printing a Dashboard Page

Exporting a Dashboard Page

1. Select the 'cog' icon in the upper right-hand corner

2. From the drop-down list presented select the option to 'Export to Excel'

3. Select 'Export Current Page'
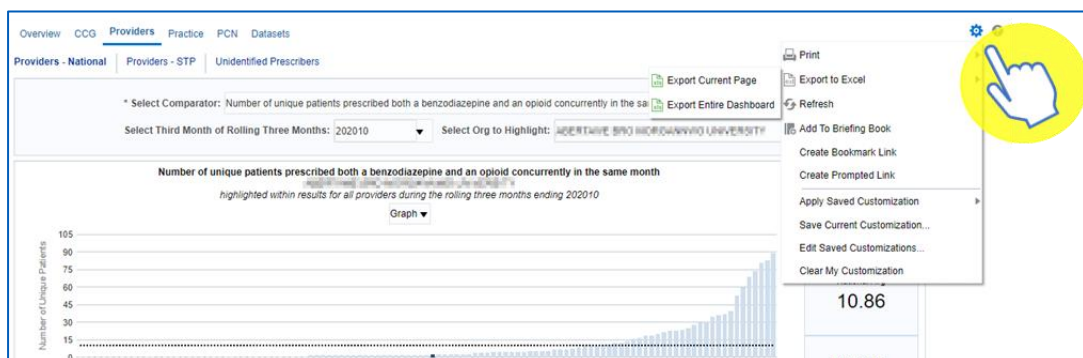
Printing a Dashboard Page

1. Select the 'cog' icon in the upper right-hand corner

2. From the drop-down list presented select the option to 'Print'

3. Select print format required
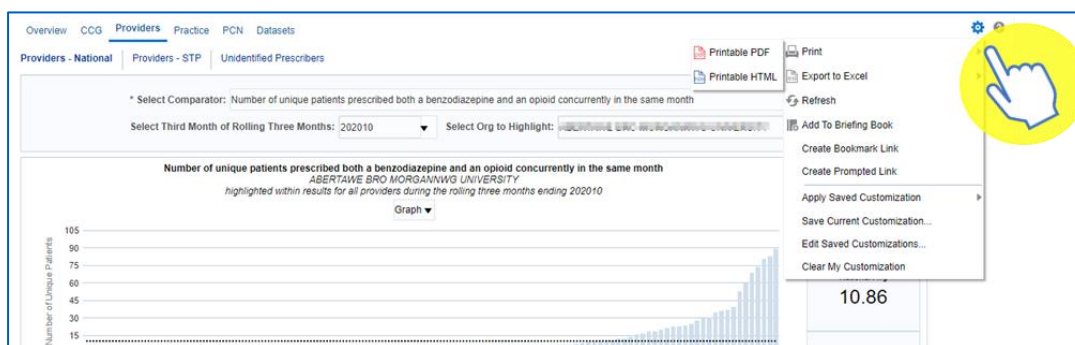
Exporting & Printing Individual Reports

Exporting Individual Reports

1. Select the 'Export' option below the report required.

2. A drop-down list with the formats available to export in will be displayed

3. Select the format required from the list presented
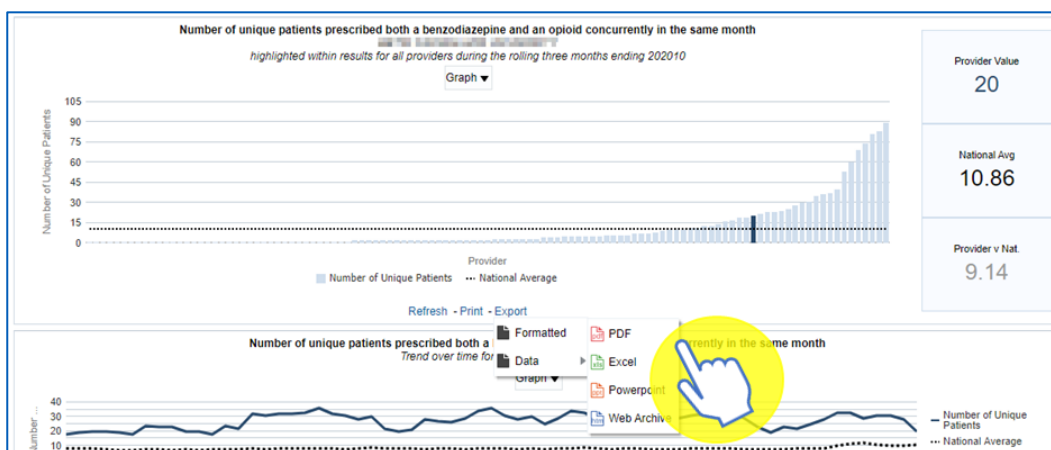
Printing Individual Reports

4.   Select the 'Print' option below the report required

5.   Select the format required from the drop-down list presented
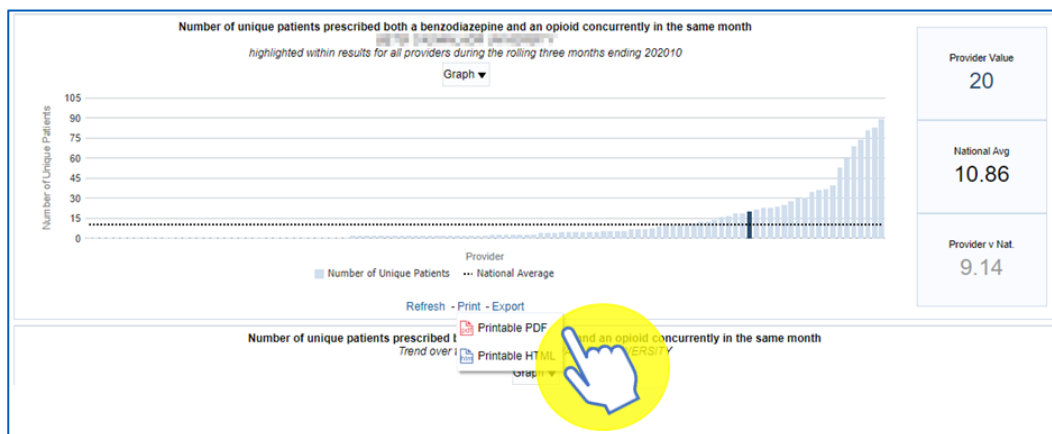
Accessing a Prebuilt Report

Prebuilt reports are available in two different formats. Standard reports are available which allow users to access data for a specific prescribing area. There are also some report templates which allow users to set the criteria for the data.

Accessing a Pre-built report

6.   To access 'Prescribing Reports' from the Landing page select 'Prescribing Reports'

7. You will be taken to the 'Prescribing Reports' section, all reports are accessed by expanding the report category and selecting the blue link for the report you wish to view:

Using a Standard Report

The 'Standard Reports' all work in a similar way which is very similar to the dashboards.

The reports will be made up of numerous pages, these can be accessed in the same way as in the dashboards

8. Select the report page you wish to view
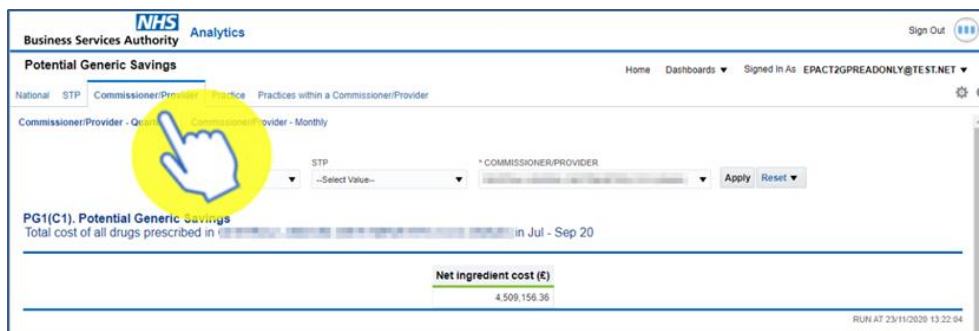
9. The criteria selection pane can be used to select the criteria for a report

10. Once generated the report can be printed or exported using the links beneath the report

Using a Report Template

11. 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.

12. Once the required criteria is selected select 'Ok' to generate the report

13. The report will be generated, the table will contain fields specific to the report selected

14. Once generated the report can be printed or exported using the links beneath the report

Getting more help

Additional training material and user guides

The ePACT2 training team has developed several how to guides to help you get the best out of ePACT2. These can be found on our ePACT2 user guides page

Webinar sessions

We offer a free, personalised webinar training service to all our users and you can book as many as you need.

Our webinar sessions are booked as 1.5 hour slots and are delivered just to you or your invited colleagues. Our experienced trainers deliver these session using MS Teams.

You can let us know if you have any specific topics or reports you'd like to cover or if you would prefer an introductory tour. You can take part wherever you are as long as you can get online.

You can find our more and book you webinar by going to our ePACT2 training page