

# ePACT2

## Hospital Trust Quick Start



## **Interactive Contents**

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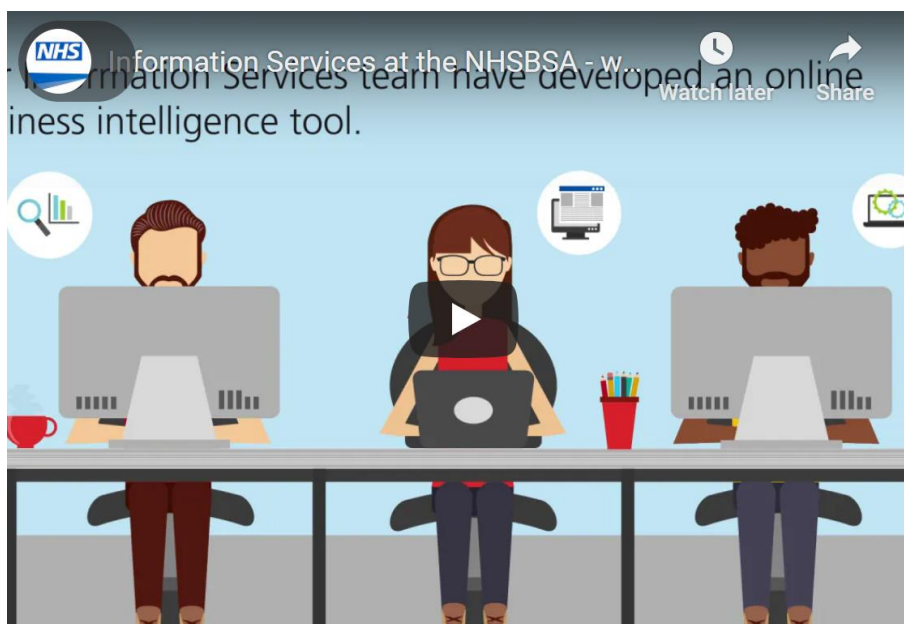
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## What is ePACT2?

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ePACT2 is an online business intelligence tool that allows you to access information on items which have been dispensed in the community and then subsequently submitted to the NHSBSA for processing.

It provides a rich source of data for Hospital Trusts, allowing them to monitor the prescriptions issued by the Trust which have been dispensed in the community and to reconcile the invoice received by the Trust.



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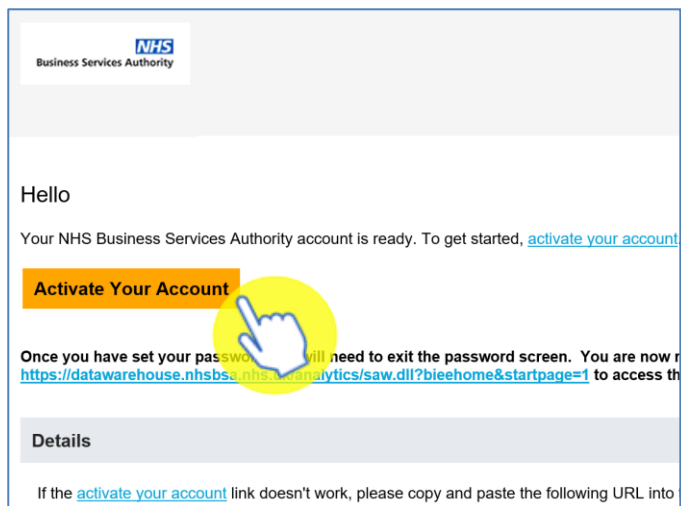
## Activating your account

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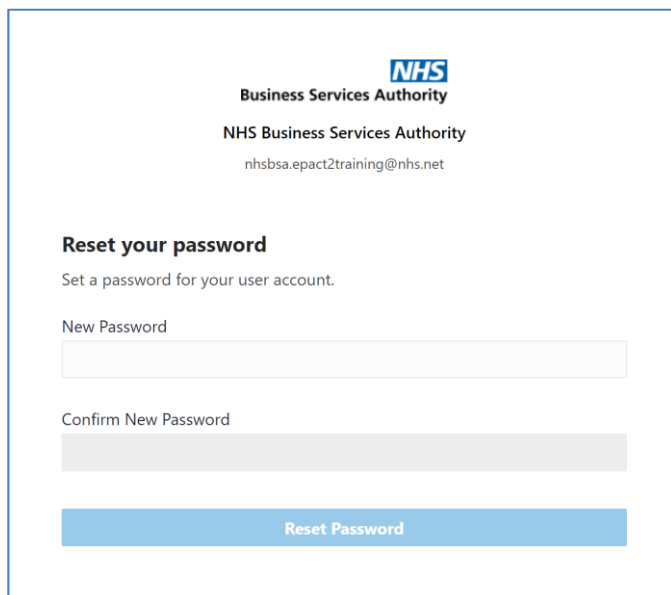
Once you are registered for the system your account must be activated and password and security question details set to allow the you to access the system.

An email will be sent containing account details and a link to the system.

1. Click the link to activate your account



2. Create a password



The screenshot shows the password reset page for the NHS Business Services Authority. At the top center is the NHS logo and the text 'Business Services Authority'. Below this is the text 'NHS Business Services Authority' and the email address 'nhsbsa.epact2training@nhs.net'. The main heading is 'Reset your password'. Below this is the instruction 'Set a password for your user account.' There are two input fields: 'New Password' and 'Confirm New Password'. At the bottom is a blue button labeled 'Reset Password'.

### 3. Click 'Reset' password

**Business Services Authority**  
NHS Business Services Authority  
nhsbsa.epact2training@nhs.net


**Reset your password**  
Set a password for your user account.

New Password  
.....

- The password must have at least 12 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

Confirm New Password  
.....

**Reset Password**



### 4. You will be notified of the password change success

  
**Business Services Authority**  
NHS Business Services Authority



**Congratulations!**  
Your password has been reset. Please login using your new password.

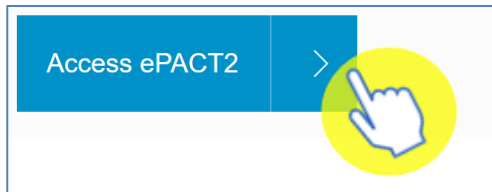
You can now go to the sign in page and log into your new ePACT2 account.

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## Signing in to ePACT2

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1. Go to: <https://www.nhsbsa.nhs.uk/epact2>
2. Click on 'Access ePACT2'



You will be taken to the sign in page for your ePACT2 account

3. Enter your email address in the 'Username' box and your password in the 'Password' box.

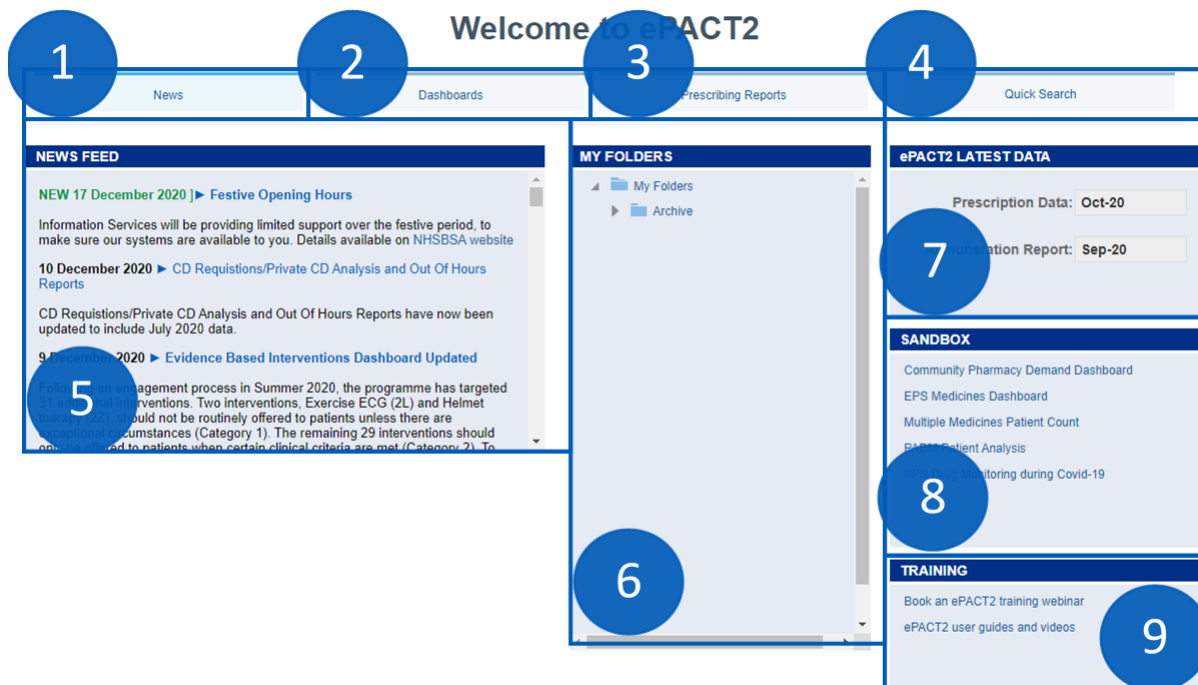
A screenshot of the NHS Business Services Authority sign-in page. The page header includes the NHS logo and the text 'Business Services Authority', 'NHS Business Services Authority', and 'Business Intelligence Account Sign-in'. Below the header are two input fields: 'User Name' containing 'myemail@nhs.net' and 'Password' containing a masked password. A blue 'Sign In' button is centered below the fields. At the bottom, there is a link: 'Need help signing in? Click here'.

4. Click 'Sign in'

A screenshot of the NHS Business Services Authority sign-in page, identical to the previous one. A yellow circular callout with a hand cursor icon is positioned over the blue 'Sign In' button, indicating it should be clicked.

## Understanding the landing page

When you sign into ePACT2 you will be taken to the Landing page, the landing page enables you to quickly select the part of the system you would like to view:



- 1. News** – You start off on the 'News' page if you select a different part of the landing page to get back to the original page click on 'News' the news page contains the News feed, ePACT2 latest data and the Sandbox.
- 2. Dashboards** - You can select this tab to view all available dashboards. As a PCN user a lot of the dashboards you will be interested in can be accessed from here; such as Polypharmacy, Diabetes and Mental Health.
- 3. Prescribing Reports** - You can select this tab to view all available prescribing reports. This tab contains reports such as 'Potential Generic Savings' and 'High Cost Drugs' reports.
- 4. Quick Search** – A prebuilt report which allow you to quickly interrogate the data for a selected time period, organisation and drug set for a number of pre-set fields.
- 5. News Feed** - The News feed will display the latest news for ePACT2, it will keep you up to date when new reports are released, and if there is anything important you should now about the system.
- 6. My Folders** – You can quickly access any saved content you may have created earlier.



7. [ePACT2 Latest Data](#) - This section informs you the latest month's data that is in the system, and the latest month's remuneration report.
8. [Sandbox](#) - Here we put the content we are currently developing for the system, we would love it if you could take a look at any of the reports available in here, and then let us know what you think by using the feedback option in the reports.
9. [Training](#) – from here you can access the training material or book a webinar session to get one to one online training.

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## Getting more help

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### **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](#)