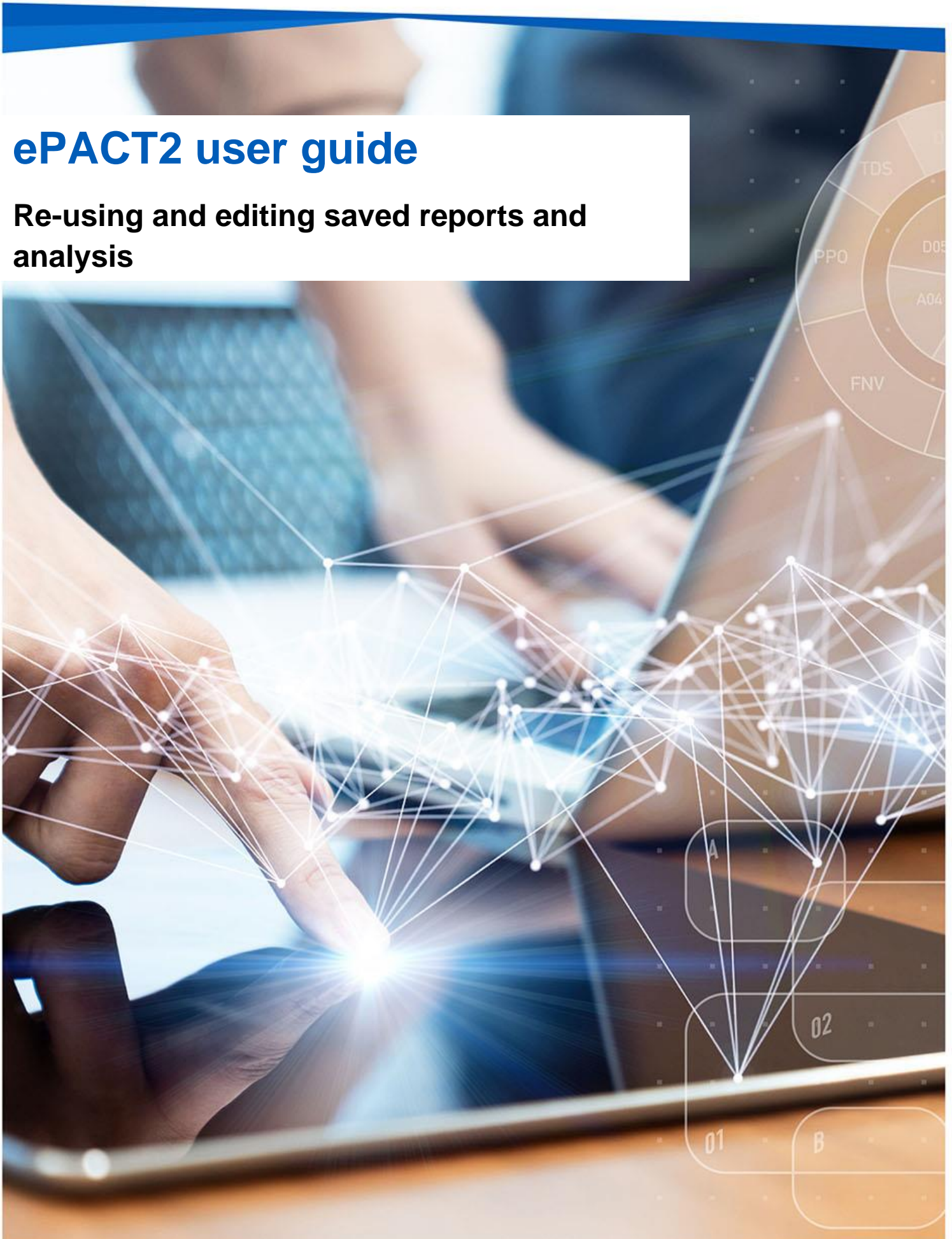


ePACT2 user guide

Re-using and editing saved reports and analysis



[Interactive Contents](#)

Use this interactive contents list to jump straight to the content you want to see. Just click the titles below to go directly to that section:

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[Open saved content](#)

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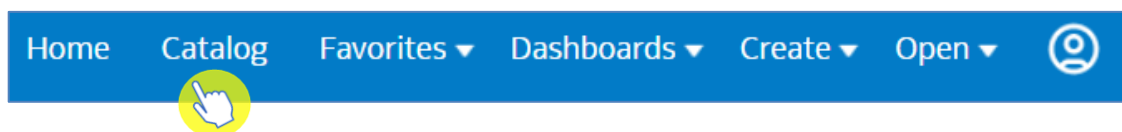
[Getting more help](#)

Re-using and editing saved reports and analysis

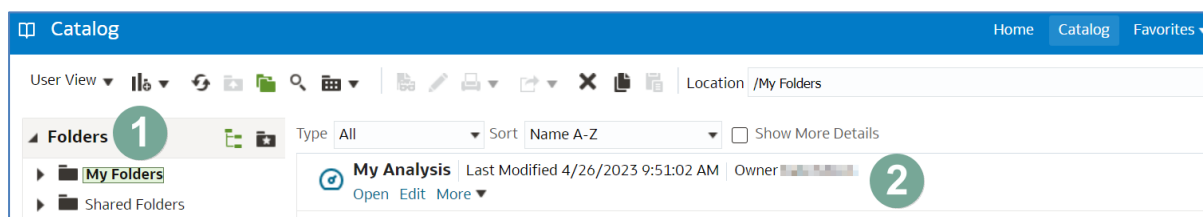
One of the benefits of ePACT2 is that you can save content. Once you have saved your content it is possible to not only open it and view it, but you can also edit your saved content.

Open saved content

- To open saved content first select the 'Catalog' icon from the Home toolbar.

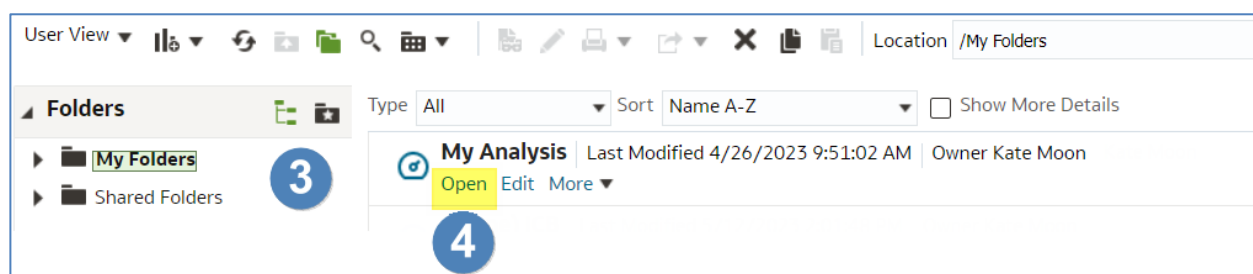


- You will then navigate to the ePACT2 Catalogue.

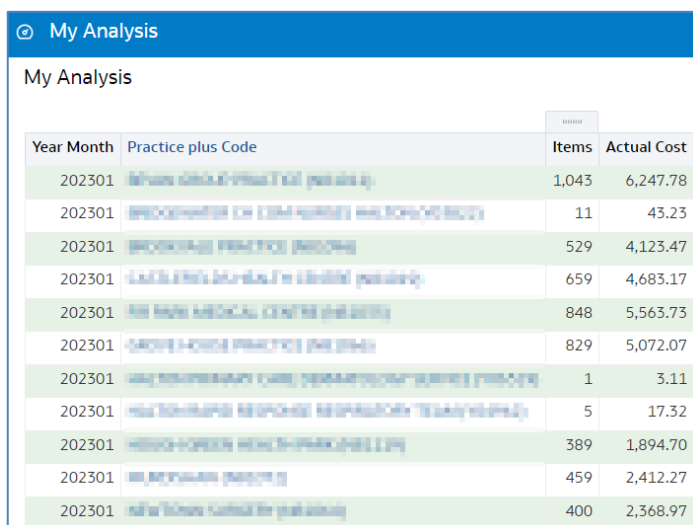


1) Folders	Displays the available folders to open content from
2) Folder contents	When you click on a folder from the menu on the left, the middle pane will show the content of that folder

- Select the folder you have saved your analysis to.
- Open your analysis to view the results by selecting 'Open'.



- When you select 'Open' the analysis will run and return your results.

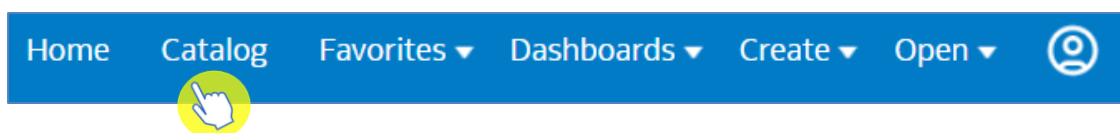


Year Month	Practice plus Code	Items	Actual Cost
202301	WOUND CARE PRACTICE (WOUND)	1,043	6,247.78
202301	WOUND CARE PRACTICE (WOUND)	11	43.23
202301	WOUND CARE PRACTICE (WOUND)	529	4,123.47
202301	WOUND CARE PRACTICE (WOUND)	659	4,683.17
202301	WOUND CARE PRACTICE (WOUND)	848	5,563.73
202301	WOUND CARE PRACTICE (WOUND)	829	5,072.07
202301	WOUND CARE PRACTICE (WOUND)	1	3.11
202301	WOUND CARE PRACTICE (WOUND)	5	17.32
202301	WOUND CARE PRACTICE (WOUND)	389	1,894.70
202301	WOUND CARE PRACTICE (WOUND)	459	2,412.27
202301	WOUND CARE PRACTICE (WOUND)	400	2,368.97

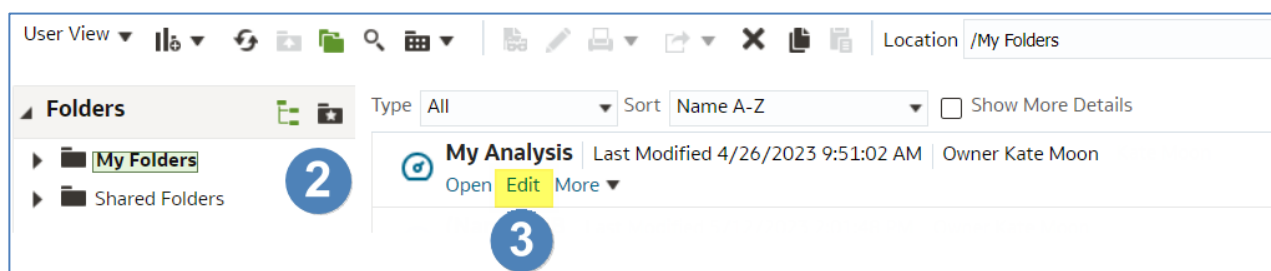
Edit saved content

Another feature of ePACT2 is the ability to edit your saved content, for example, if you have an analysis that you ran last month which you saved, you can edit this analysis and change the time period to get your data for this month.

- To edit your saved content, navigate to the 'Catalog' icon from the Home toolbar.

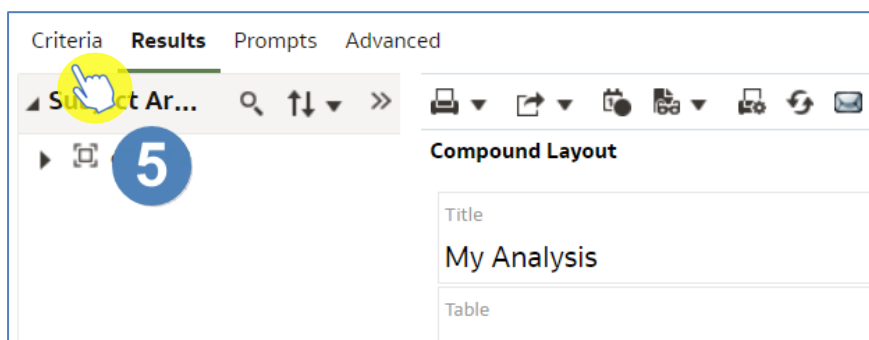


- Select the folder you have saved your analysis to.
- Find the analysis you wish to edit and select 'Edit'.



- Your analysis will open on the results page.

5. You do not need to wait for the results to load if you are going to edit the analysis. As soon as the reports opens, select 'Criteria'.



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 webinar training service to all our users and you can book as many sessions as you need.

Our webinar sessions are booked as 1hour slots and we offer a number of different sessions covering a range of topics.

We also offer bespoke sessions which are delivered just to you or your invited colleagues. 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 of the system.

Our experienced trainers deliver these sessions using MS Teams and you can take part wherever you are as long as you can get online.

You can find our more and book your webinar by going to our [ePACT2 training page](#)