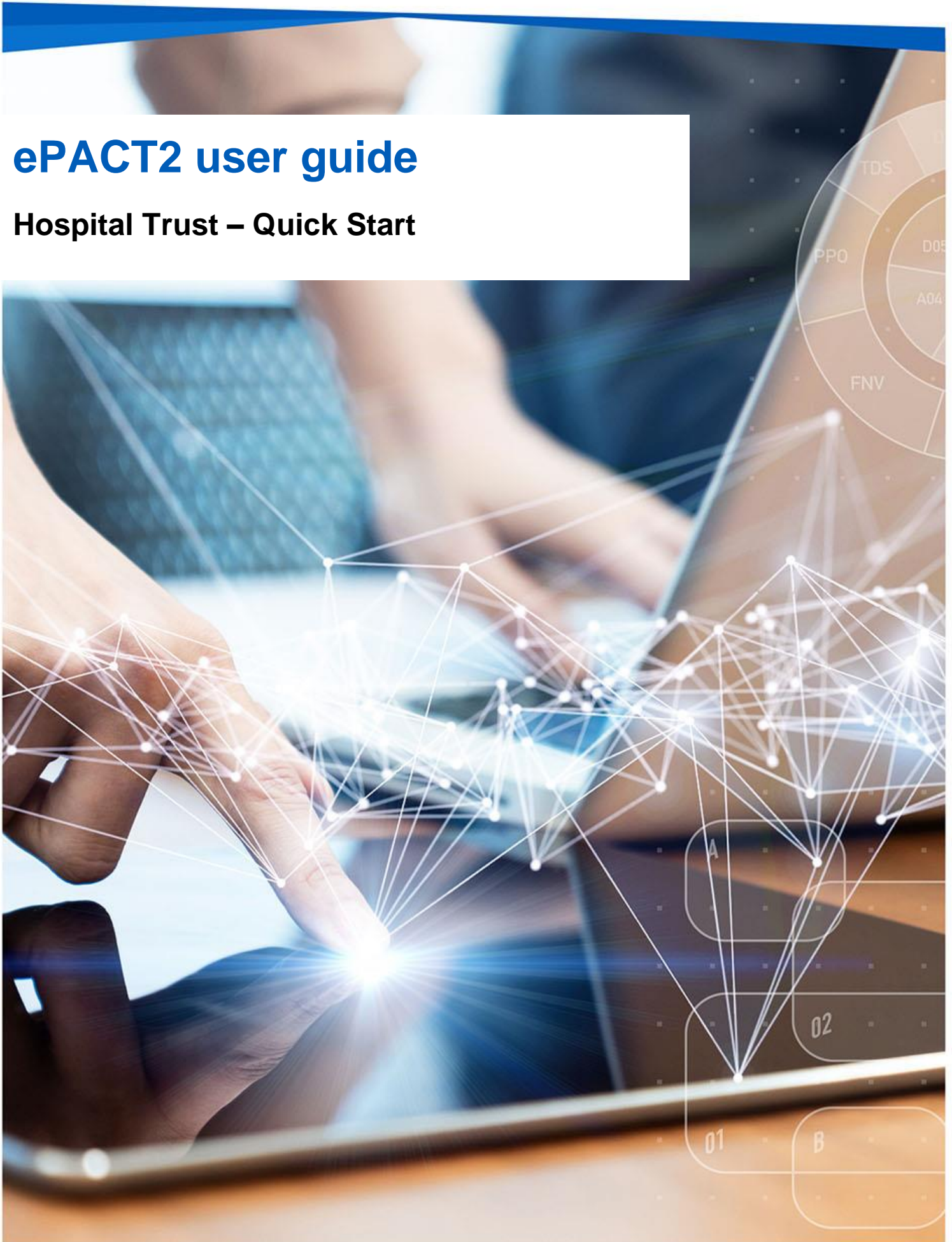


# ePACT2 user guide

## Hospital Trust – Quick Start



## **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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## 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.

### Video: What is ePACT2?



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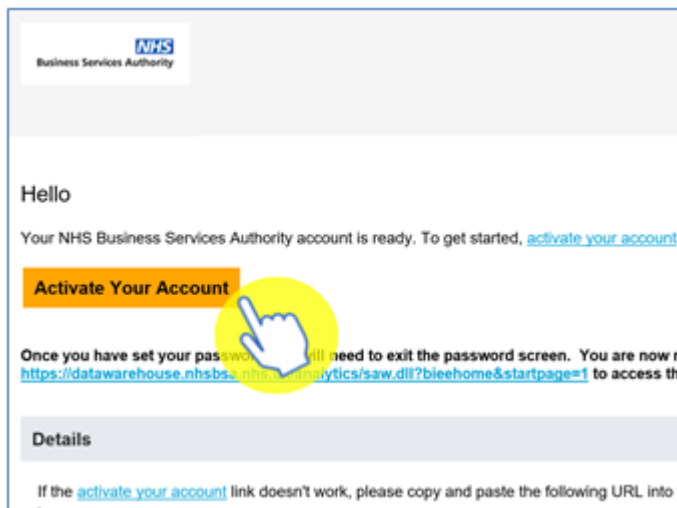
## Activating your account

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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 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.

A screenshot of the NHS Business Services Authority password reset page. The header features the NHS logo and the text 'Business Services Authority' and 'NHS Business Services Authority' with the email address 'nhsbsa.epact2training@nhs.net'. The main heading is 'Reset your password' followed by the instruction 'Set a password for your user account.' There are two input fields: 'New Password' and 'Confirm New Password'. Below these fields 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

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- 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

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**Reset Password**

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



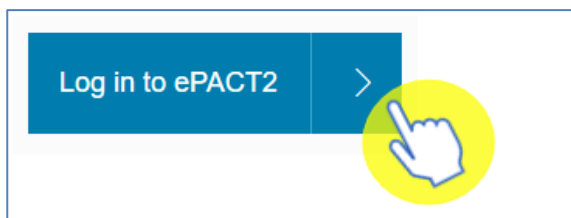
You can now go to the sign in page and log into your new ePACT2 account.

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## Signing in to ePACT2

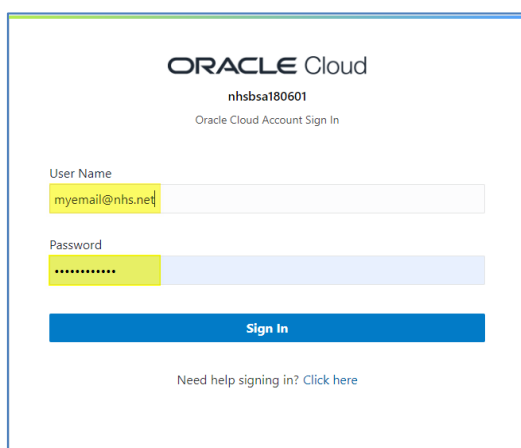
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1. Go to: <https://www.nhsbsa.nhs.uk/epact2>
2. Click on 'Log in to ePACT2'

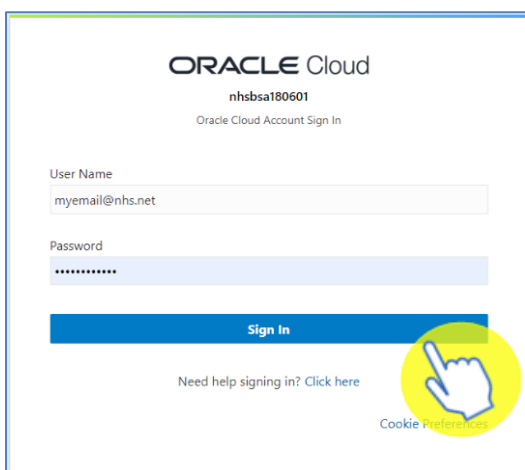


You will be taken to the sign in page for your ePACT2 account.

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

A screenshot of the Oracle Cloud sign-in page. The page title is "ORACLE Cloud" with the account ID "nhsbsa180601" and "Oracle Cloud Account Sign In". There are two input fields: "User Name" containing "myemail@nhs.net" and "Password" containing "\*\*\*\*\*". A blue "Sign In" button is highlighted with a yellow box. Below the button is a link: "Need help signing in? Click here".

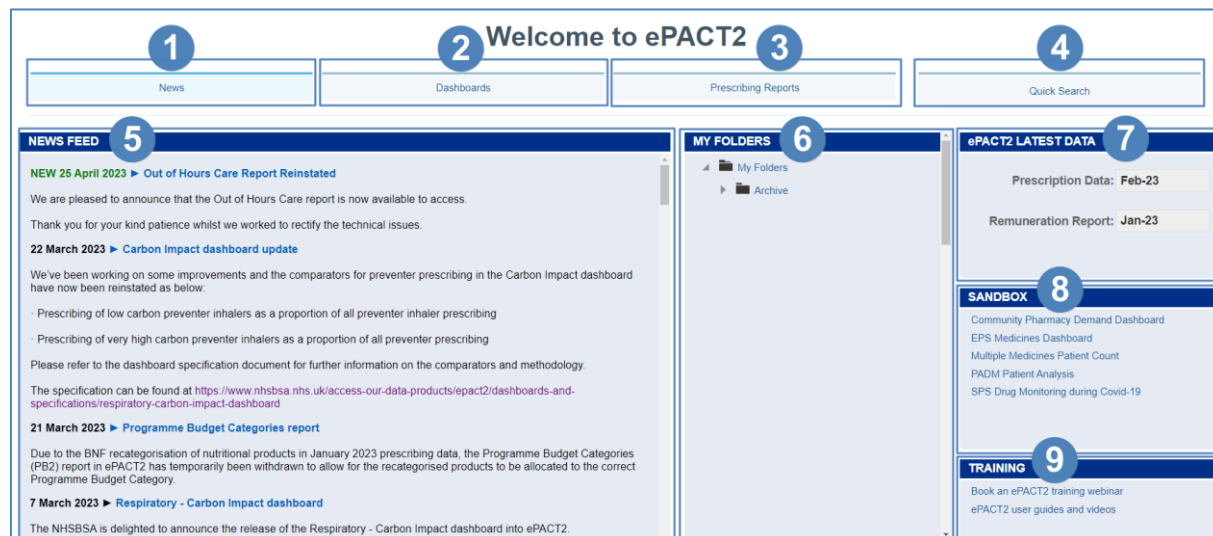
4. Click 'Sign In'.

A screenshot of the Oracle Cloud sign-in page, identical to the previous one. A yellow circular icon with a hand cursor is overlaid on the "Sign In" button, indicating it is the next step to click.



## 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, the Sandbox and Training section.
2. **Dashboards** - You can select this tab to view all available dashboards. As a Hospital 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 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 out more and book your webinar by going to our [ePACT2 training page](#)