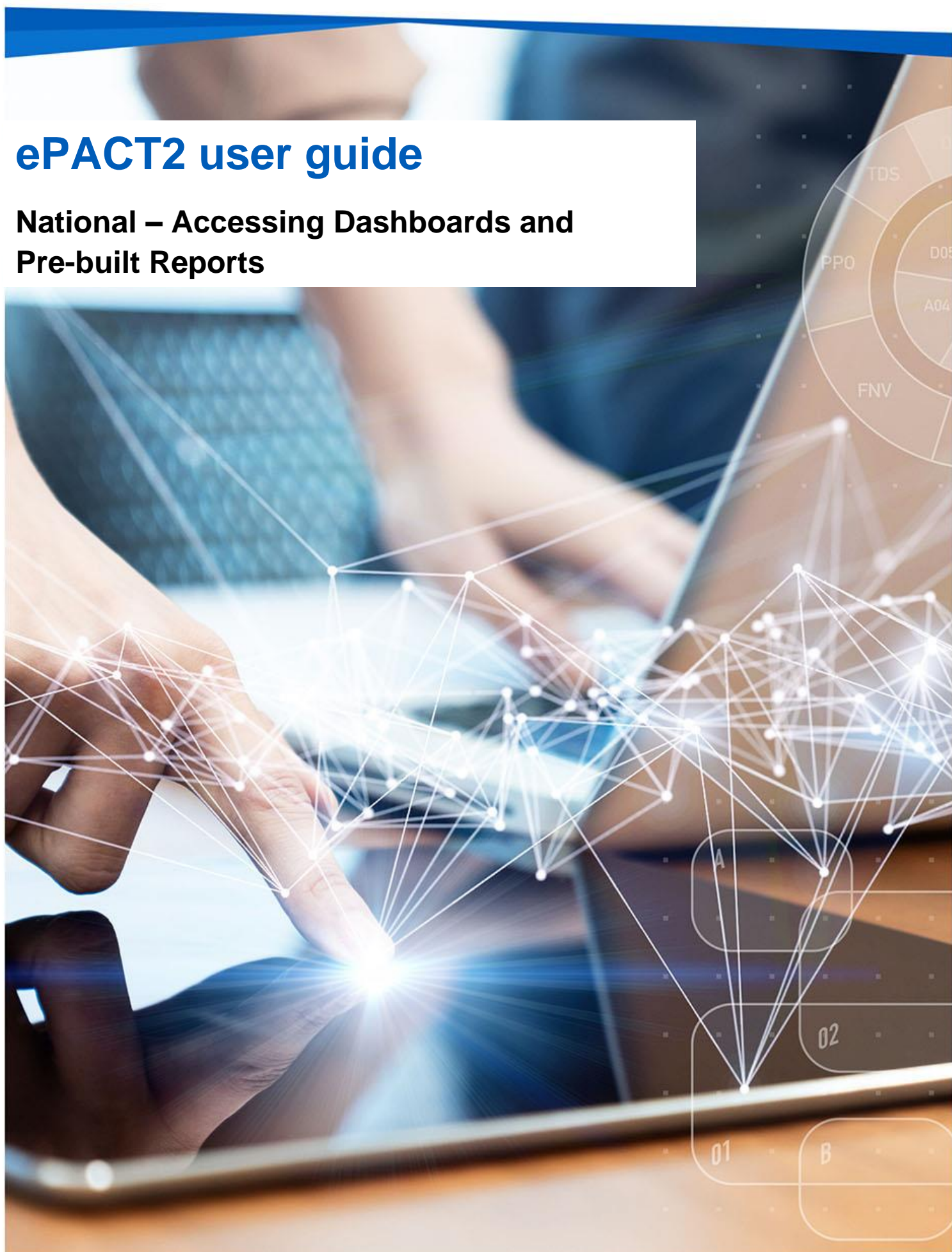


ePACT2 user guide

National – Accessing Dashboards and Pre-built Reports



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:

Contents

Accessing a Dashboard Report	1
Dashboard Selection	1
Navigating the Dashboard	2
Selecting a Dashboard Page	2
Dashboard Criteria Selection	3
Chart/Data Views	4
Exporting and Printing the Data	5
Exporting and Printing Individual Reports	5
Exporting And Printing a Dashboard Page	7
Accessing Pre-built Reports	9
Selecting a Pre-built Report	9
Using a Prescribing Report	10
Getting more help	12

Accessing a Dashboard Report

ePACT2 has a multitude of dashboards available for National users, with their aim to provide high level information for users to be able to easily benchmark their organisation against others within the different structural levels of the NHS (National/SICBL/Commissioner/Provider/PCN/Practice).

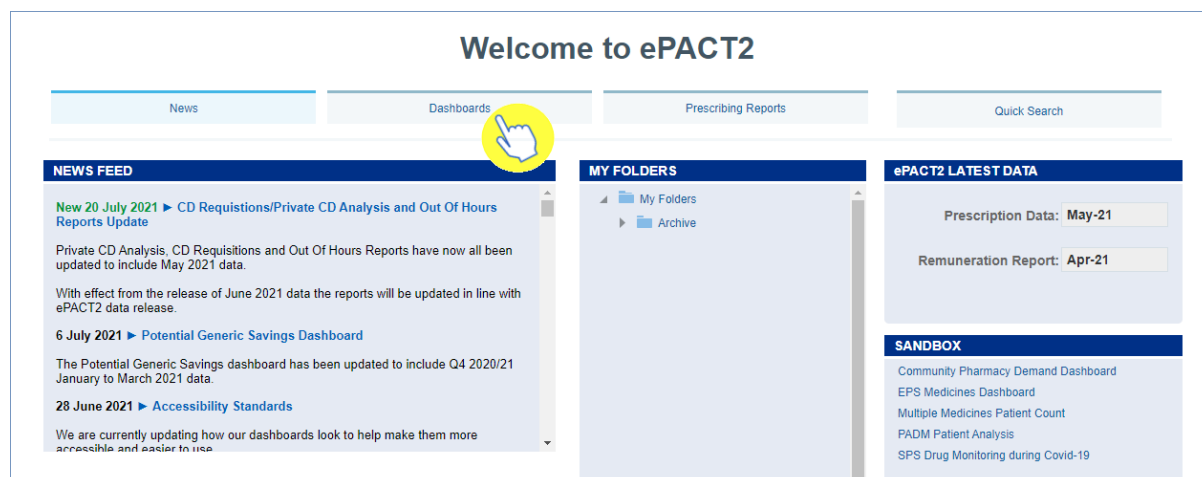
In addition to this, these dashboards help users to monitor prescribing within different areas in order to support medicines optimisation, patient safety, improving patient outcomes and prioritising areas you may wish to focus more resources on.

Detailed information and specification documents for the dashboards are available via the NHSBSA website here:

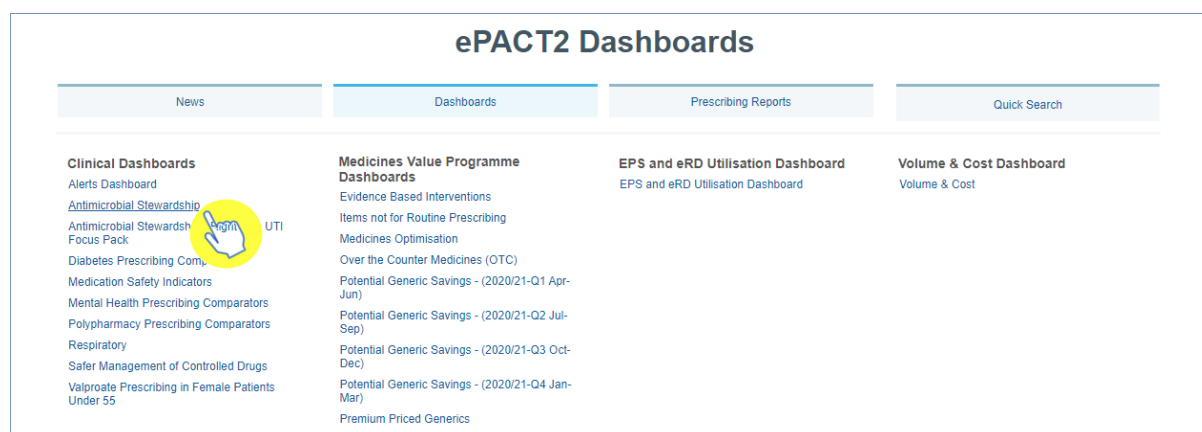
<https://www.nhsbsa.nhs.uk/epact2/epact2-dashboardspecifications>

Dashboard Selection

1. Select the 'Dashboards' link from the ePACT2 Landing page.



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



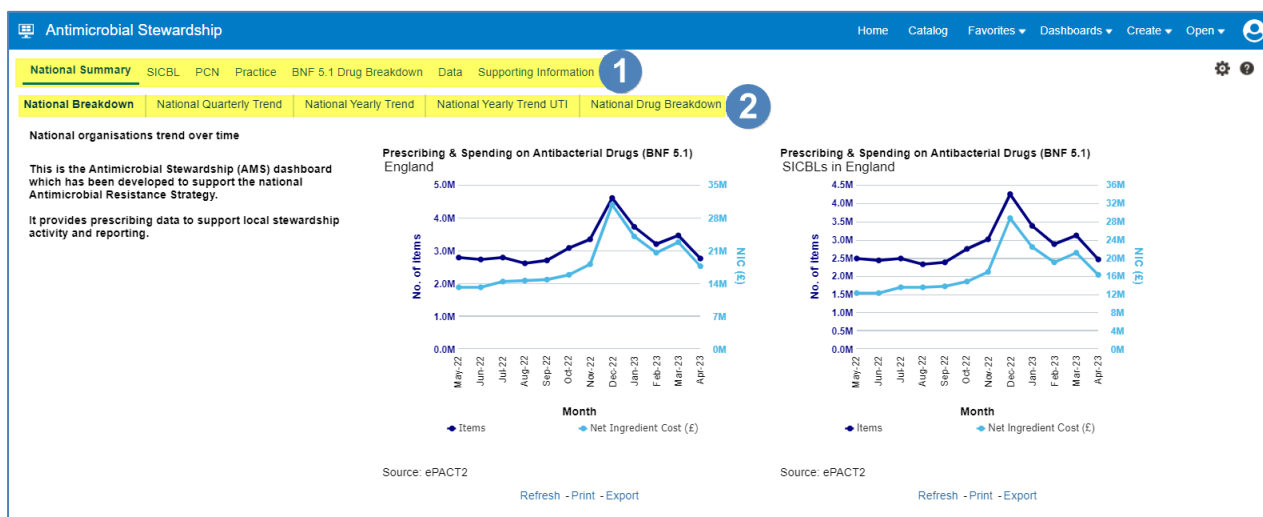
Navigating the Dashboard

For the purposes of this guide we shall use the 'Antimicrobial Stewardship' dashboard as an example. With all of the dashboards contained within ePACT2, these dashboards will operate with the same general functionality and ease of use.

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.

- To navigate to a different page, click on the tab of the page you would like to view (the 'Antimicrobial' dashboard will default to the 'National Summary' tab when first accessed).



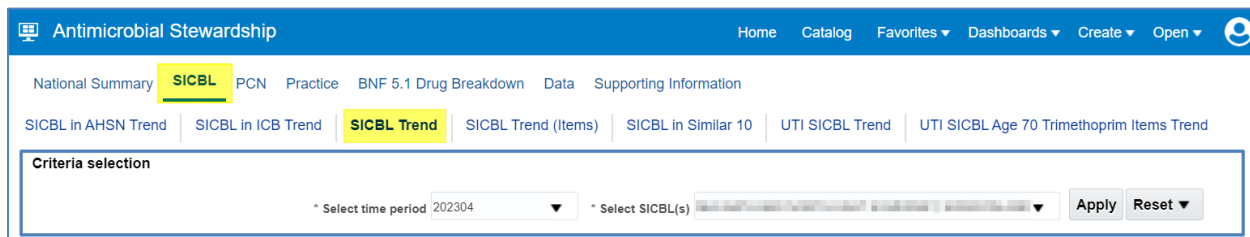
Once the organisation level tab of your choice has been selected, the data displayed on the page will update to reflect the level you have chosen to view it at.

- You can then choose between the different sub-tabs to see, in this case with the 'National Summary' tab selected - a 'National Breakdown', 'National Quarterly Trend', 'National Yearly Trend', 'National Yearly Trend UTI' or a 'National Drug Breakdown'.

Dashboard Criteria Selection

Underneath the 'Tabs' and Sub-tabs' you will find the 'Criteria Selection'. It is here you can select the criteria you want, in order to return the data you wish to see.

In this example, the SICBL tab and the SICBL Trend sub-tab have now been selected):

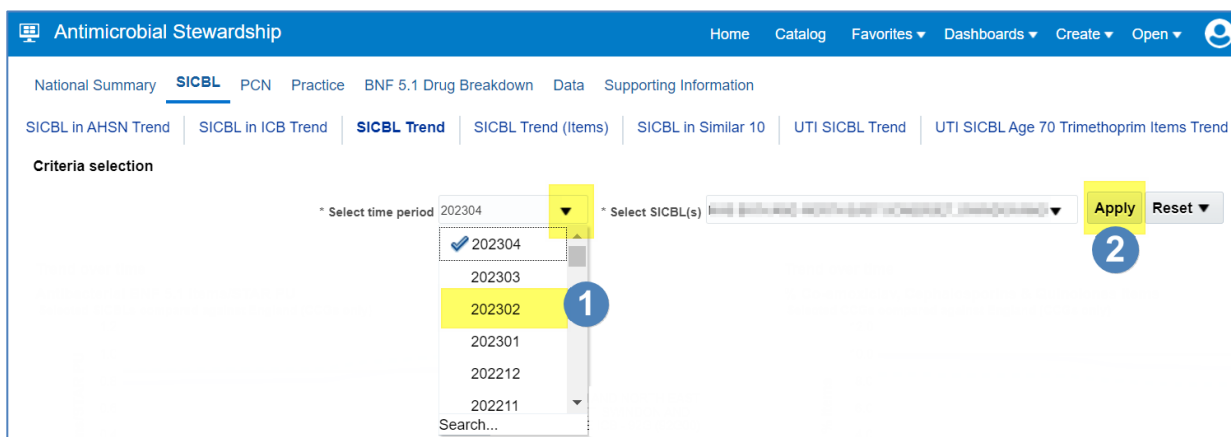


The dashboard will default to show data for the latest time period available. As the data in all dashboards is available at practice level and above you will be able to access the data for any organisation.

The options available in the 'Criteria Selection' will change depending on the dashboard you are looking at.

To change the data shown in the dashboard simply select an option from the drop-down boxes in the Criteria Selection by clicking on the drop-down arrow to the right of the box you would like to update.

1. Select a change to the criteria by clicking on the option in the drop-down box you want to see.
2. Once a change to the criteria has been selected in the drop-down box, ensure that the 'Apply' button is then clicked to update and display the data required.

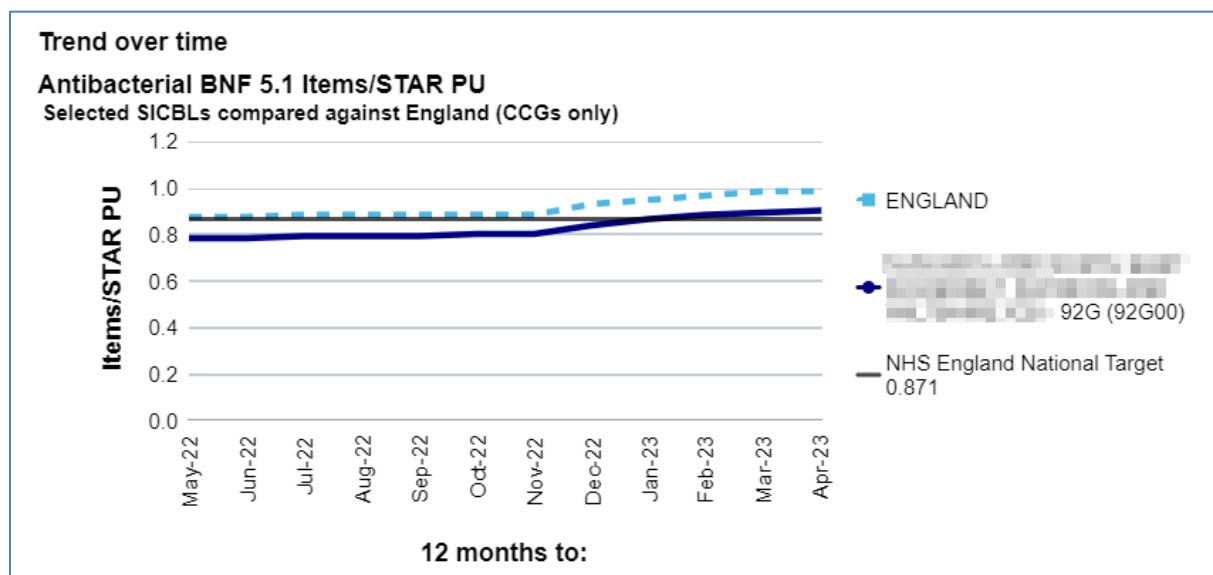


NB: Not all dashboards have an 'Apply' button to change the criteria selection. If you're using a dashboard that does not have an 'Apply' button, then the data will automatically update when the criteria is changed in the drop-down box.

Chart/Data Views

Reports within the system will generally come with 2 different views:

- A 'Chart' view, where the system will represent the data returned as a visualisation - such as a Bar chart or a Trend Line graph for example, in order to give the user an easier, visual way of interpreting the data.

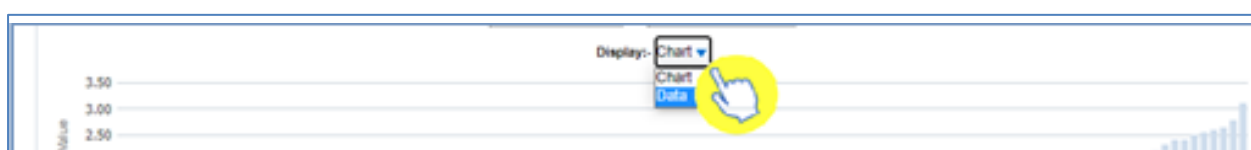


And/or

- A 'Table' view, where the data will be represented in numerical form within a table of data.

Selected SICBL(s) - 12 months to 202304	Antibacterial Items per STAR PU	% Co-amoxiclav, Cephalosporins & Quinolones Items
92G (92G00)	0.902	8.9

If a report within a dashboard has both views you can switch between these 'Chart' and 'Data' views by opening the drop-down box above the view and selecting between the two options:



Exporting and Printing the Data

Information can be exported 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:

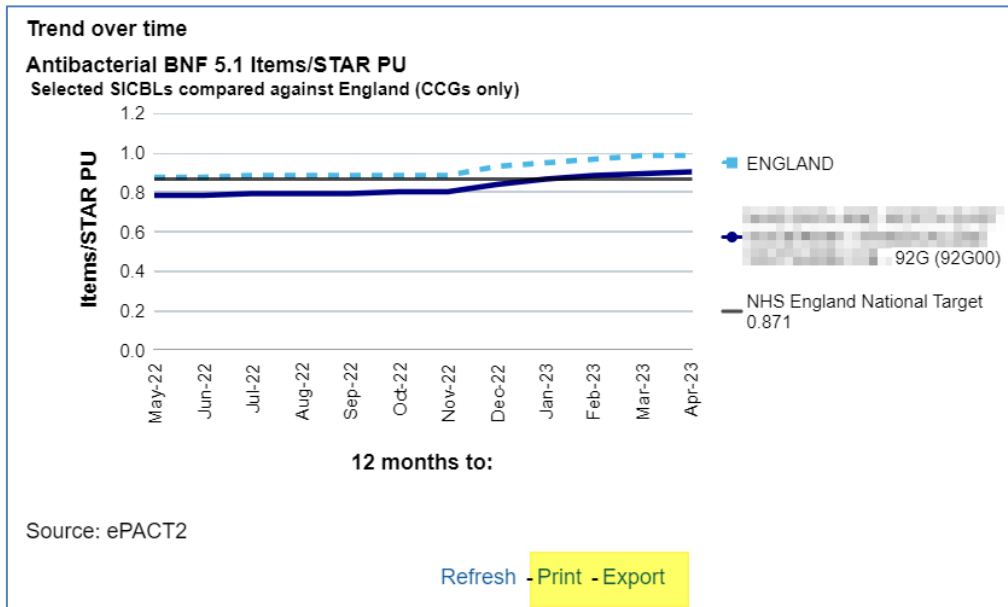
- PDF
- Excel
- PowerPoint
- Web Archive

Data:

- Excel
- CSV
- Tab Delimited
- XML

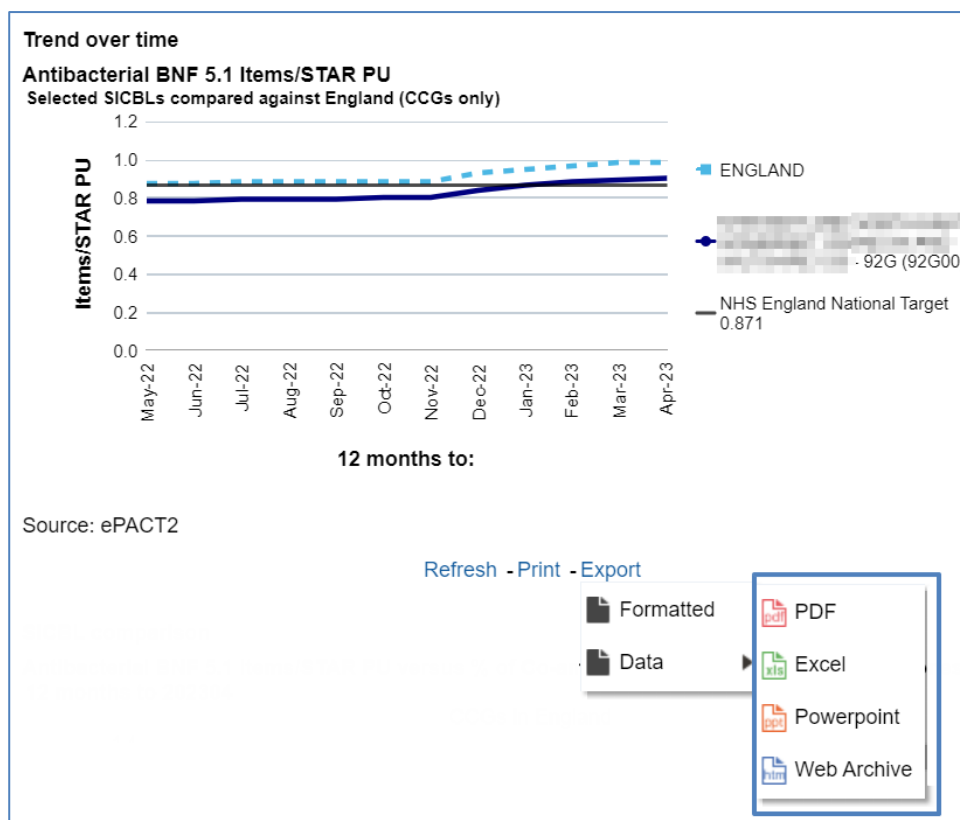
Exporting and Printing Individual Reports

The reports within the dashboard will have options to 'Print' or 'Export' (highlighted) below each of the reports.



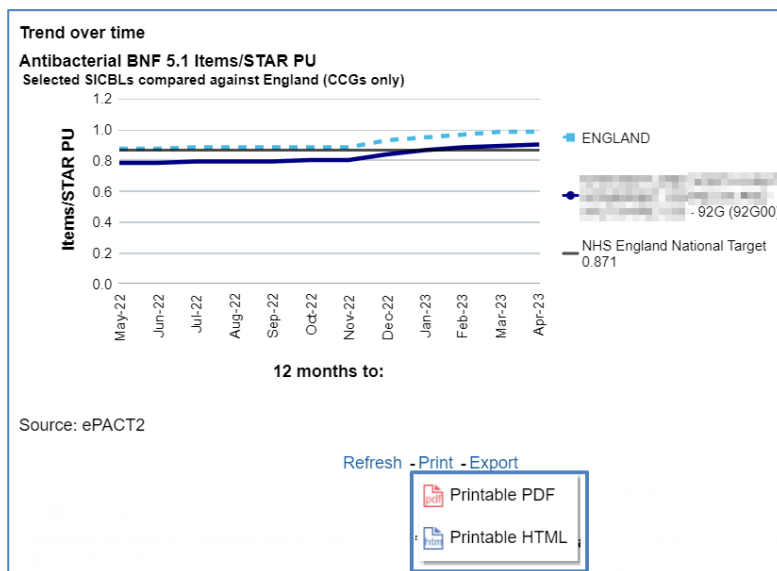
Exporting Individual Reports

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

1. Select the 'Print' option below the report required.
2. Select the format required from the list presented.

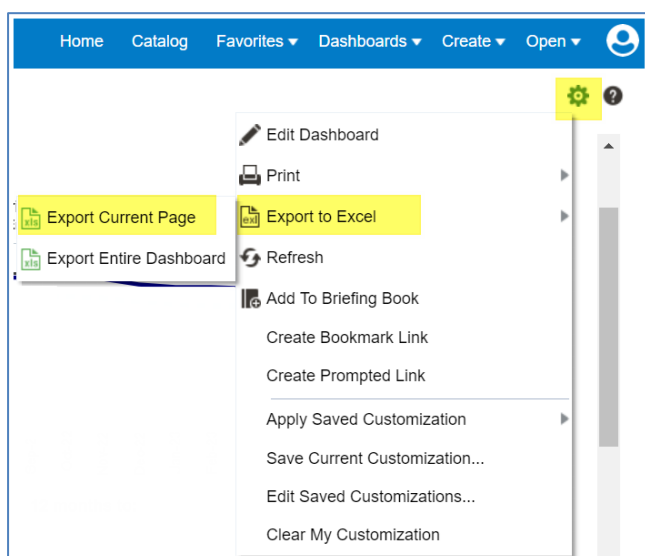


Exporting And Printing a Dashboard Page

You can also export or print the entire page of a dashboard if you find all the views relevant.

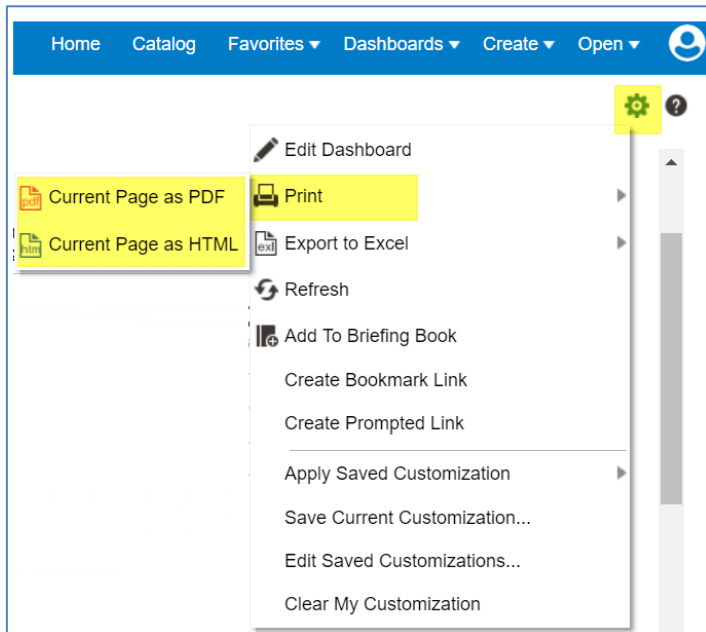
Exporting a Dashboard Page

1. Select the 'Cog' icon in the upper right-hand corner of the page.
2. From the drop-down list presented select the option 'Export to Excel'.
3. Then select 'Export Current Page'.



Printing a Dashboard Page

1. Select the 'Cog' icon in the upper right-hand corner of the page.
2. From the drop-down list presented select the option to 'Print'.
3. Then select the 'Print' format you require.

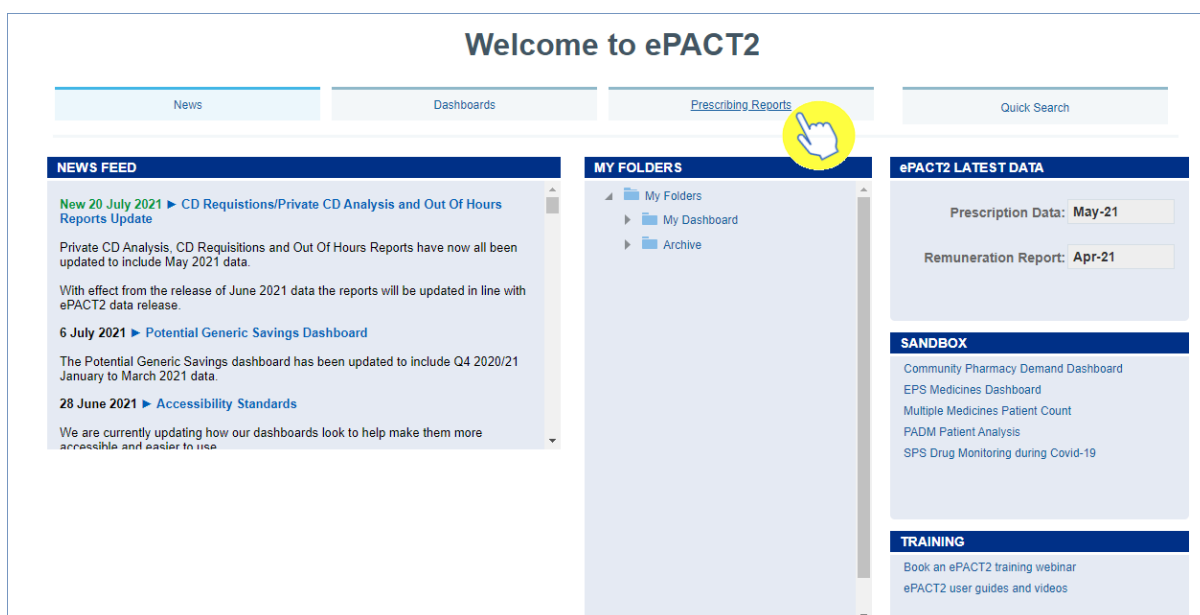


Accessing Pre-built Reports

The pre-built 'Prescribing Reports' allow a user to access data to monitor prescribing trends over various, differing areas such as medicines optimisation.

Selecting a Pre-built Report

- To access the 'Prescribing Reports' from the Landing page simply select the 'Prescribing Reports' tab:



The screenshot shows the 'Welcome to ePACT2' landing page. At the top, there are four navigation tabs: 'News', 'Dashboards', 'Prescribing Reports', and 'Quick Search'. The 'Prescribing Reports' tab is highlighted in blue and has a yellow hand cursor icon pointing to it. Below the tabs, the page is divided into several sections: 'NEWS FEED' on the left with three news items; 'MY FOLDERS' in the center with a tree view showing 'My Folders', 'My Dashboard', and 'Archive'; 'ePACT2 LATEST DATA' on the right with 'Prescription Data: May-21' and 'Remuneration Report: Apr-21'; 'SANDBOX' with a list of dashboard options; and 'TRAINING' with a link to book a webinar.

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



The screenshot shows the 'ePACT2 Prescribing Reports' section. At the top, there are four navigation tabs: 'News', 'Dashboards', 'Prescribing Reports', and 'Quick Search'. The 'Prescribing Reports' tab is highlighted in blue. Below the tabs, the page is divided into several sections: 'Invoice Reconciliation Reports', 'Cost Comparators (Beta)', and 'Organisation & Demographic Information (Beta)' on the left; 'Prescribing Monitoring (Beta)', 'Prescribing Comparators (Beta)', and 'Volume Comparators (Beta)' in the center; 'Controlled Drug Reports', 'Controlled Drug Comparators', and 'Hospital Trust Reports' on the right; and 'Common Information Reports (Beta)' with a dropdown menu showing 'MOKTT (Beta)', 'ADQ/Items (MO4)', 'ADQ/STAR PU (MO2)', 'Items/STAR PU (MO3)', 'Percentage/Items (M...', and 'Advanced Service Report - Pharmacy Contractors' on the far right. A yellow hand cursor icon is pointing to the 'Items/STAR PU (MO3)' link in the dropdown menu.

Using a Prescribing Report

With the majority of the 'Prescribing Reports' within ePACT2, they visually have a similar appearance to that of the dashboard reports.

The MO KTT Items/Star PU prescribing report is used here as an example.

1. Select the main 'Tab' you wish to view.
2. Then select the 'Sub-Tab'.

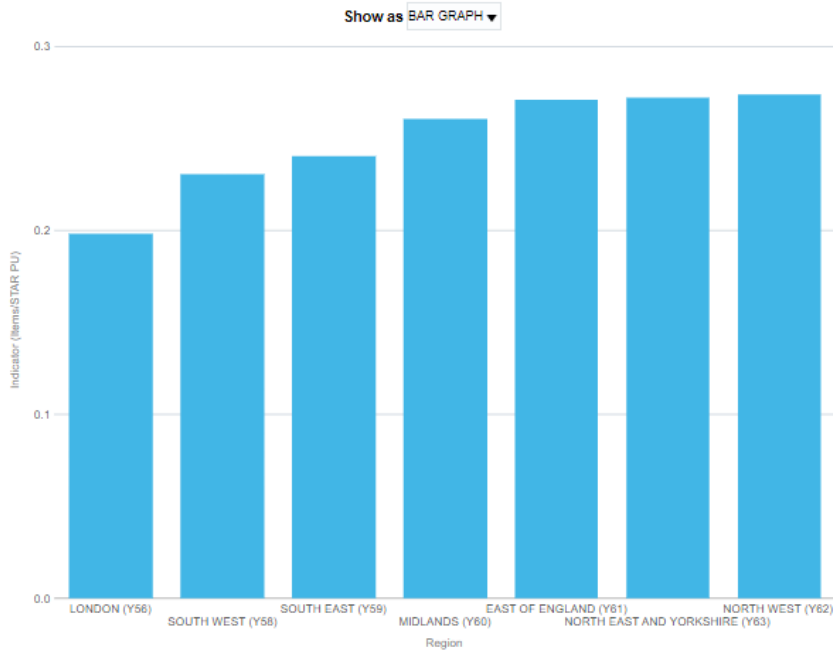
3. The 'Criteria Selection' can then be used to restrict the report to your chosen criteria.

N.B: within this prescribing report the criteria selection has an 'Apply' button (highlighted), this means that any change to the criteria must be applied by clicking this 'Apply' button to update the report to return the data for the relevant changes made:

4. The report will now return the data for the criteria selected, and beneath the view in the report there is again the options to 'Export' or 'Print' the data from the report (as highlighted).

MO3(R1). MO KTT :: Items/STAR PU
 Region split for MOKTT Antibacterial items/STAR PU

Number of prescription items for antibacterial drugs (BNF 5.1) per Oral antibacterials (BNF 5.1 sub-set) ITEM based STAR-PU.



Print - Export

RUN AT 7/14/2023 12:42:30 PM

- There is also the option to switch between the 'Graph' view to a 'Table' view within this MO KTT Items/Star PU report:

MO3(R1). MO KTT :: Items/STAR PU
 Region split for MOKTT Antibacterial items/STAR PU

Number of prescription items for antibacterial drugs (BNF 5.1) per Oral antibacterials (BNF 5.1 sub-set) ITEM based STAR-PU.

Show as **TABLE**

Region	Items	STAR PU	Indicator (Items/STAR PU)
LONDON (Y56)	1,105,074	5,578,461	0.198
SOUTH WEST (Y58)	816,962	3,544,635	0.230
SOUTH EAST (Y59)	1,324,336	5,517,427	0.240
MIDLANDS (Y60)	1,715,740	6,595,811	0.260
EAST OF ENGLAND (Y61)	1,099,495	4,062,380	0.271
NORTH EAST AND YORKSHIRE (Y63)	1,400,131	5,151,869	0.272
NORTH WEST (Y62)	1,186,525	4,341,321	0.273

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](#)