

ePACT2

Practice – Accessing dashboards & pre-built reports



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Accessing a Dashboard

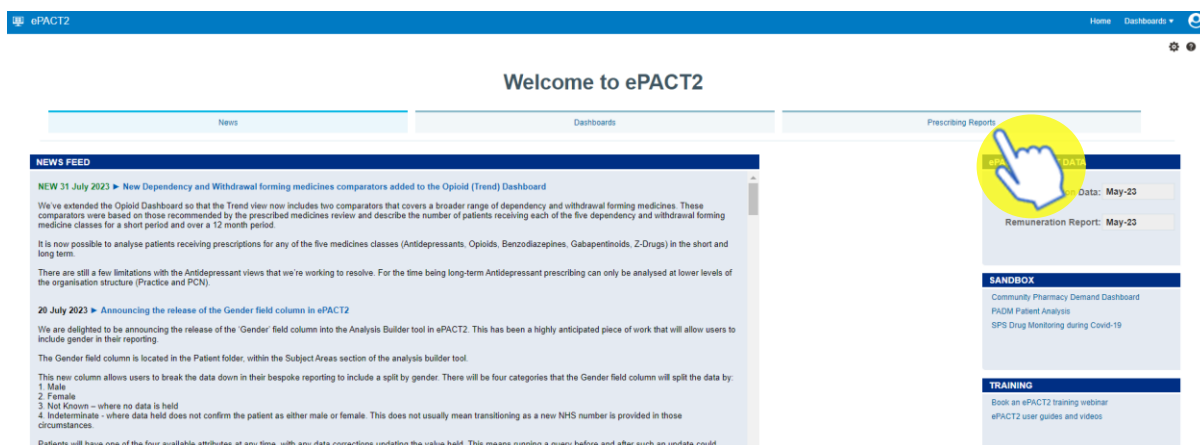
ePACT2 includes several dashboards which provide high level information to help you measure, benchmark and prioritise areas you may like to focus your resource on.

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

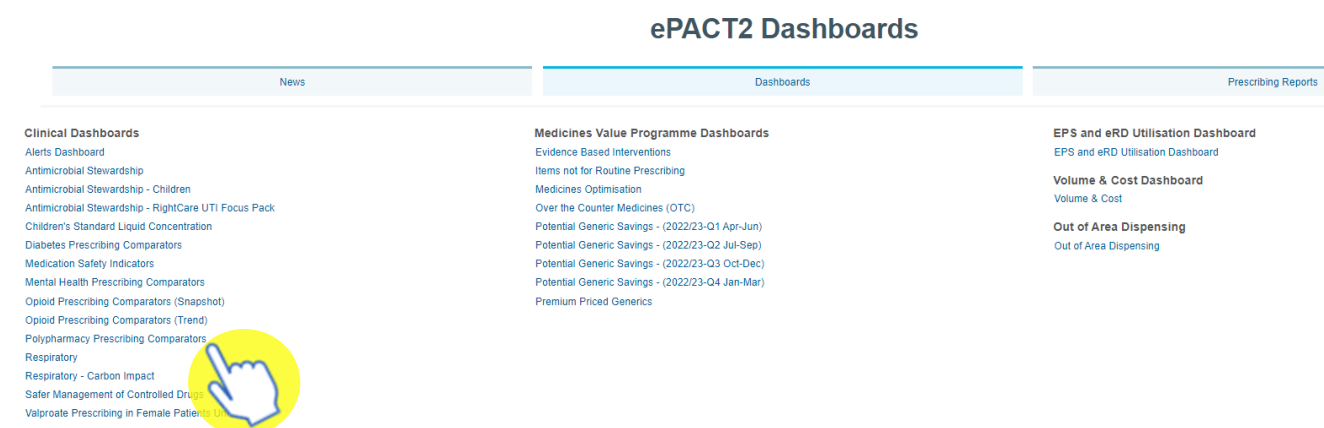
Detailed information and specification documents for the dashboards are available via the NHSBSA website [here](#).

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 dashboard you want to open.



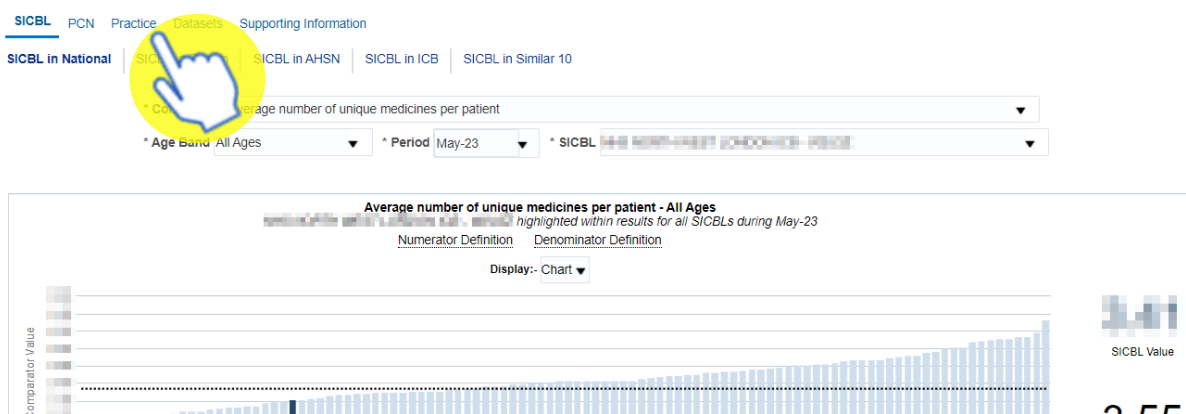
Navigating the Dashboard

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

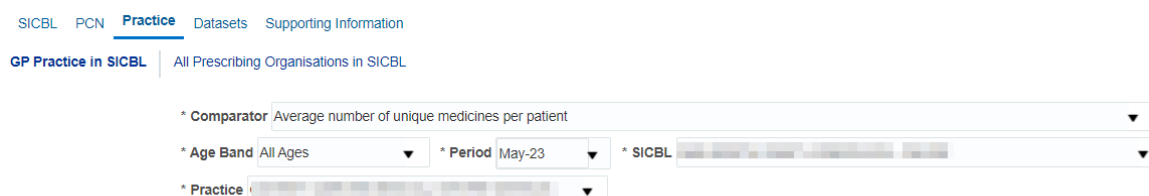
Selecting a dashboard page

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

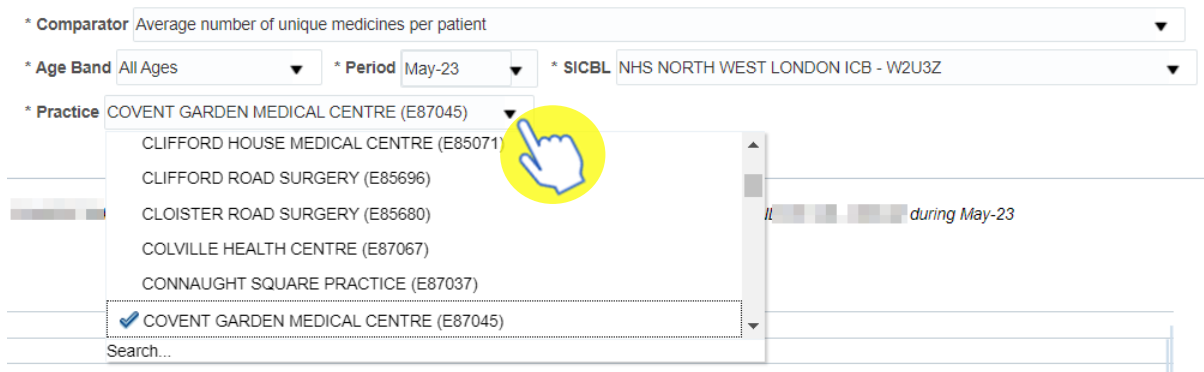
The dashboard will have a 'Dashboard Criteria Selection' pane, here you can select the data you want the dashboard to show.

The dashboard will default to show data for the latest time period available and the practice you are registered under, if you have access to a number of practices the system will default to the first one you registered under.

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.



The screenshot shows a criteria pane with the following fields:

- * Comparator: Average number of unique medicines per patient
- * Age Band: All Ages
- * Period: May-23
- * SICBL: NHS NORTH WEST LONDON ICB - W2U3Z
- * Practice: COVENT GARDEN MEDICAL CENTRE (E87045)

A dropdown menu is open for the Practice field, listing several options:

- CLIFFORD HOUSE MEDICAL CENTRE (E85071)
- CLIFFORD ROAD SURGERY (E85696)
- CLOISTER ROAD SURGERY (E85680)
- COLVILLE HEALTH CENTRE (E87067)
- CONNAUGHT SQUARE PRACTICE (E87037)
- COVENT GARDEN MEDICAL CENTRE (E87045) (selected)

A yellow circle with a hand icon highlights the selected option. A search bar is visible at the bottom of the dropdown menu.

Once selected the dashboard will automatically update and display the required data based on the options chosen using the drop-downs.

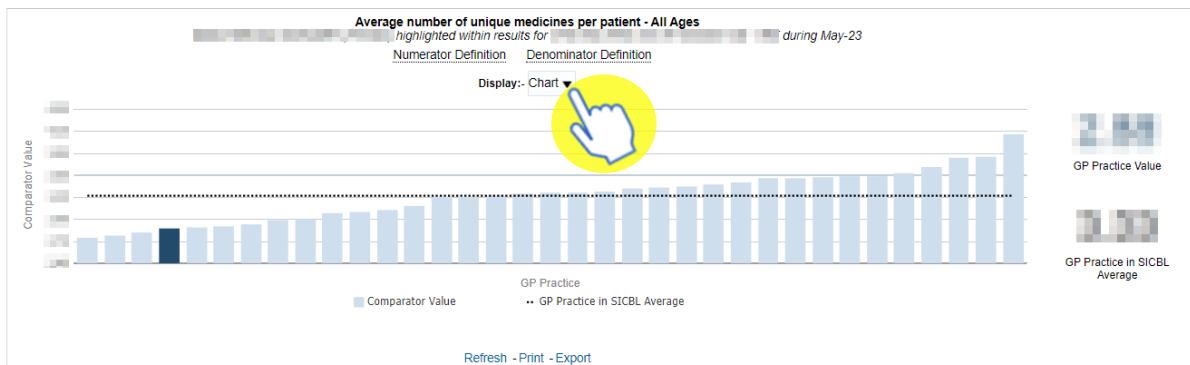
Data Views

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

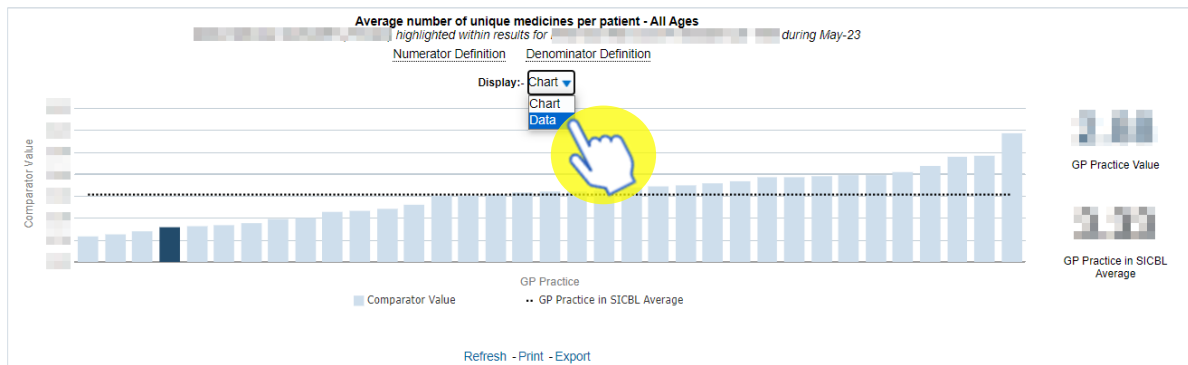


2. The views available will be displayed – usually Chart and Data – click on the view you want to see

* Comparator Average number of unique medicines per patient

* Age Band All Ages * Period May-23 * SICBL

* Practice



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:

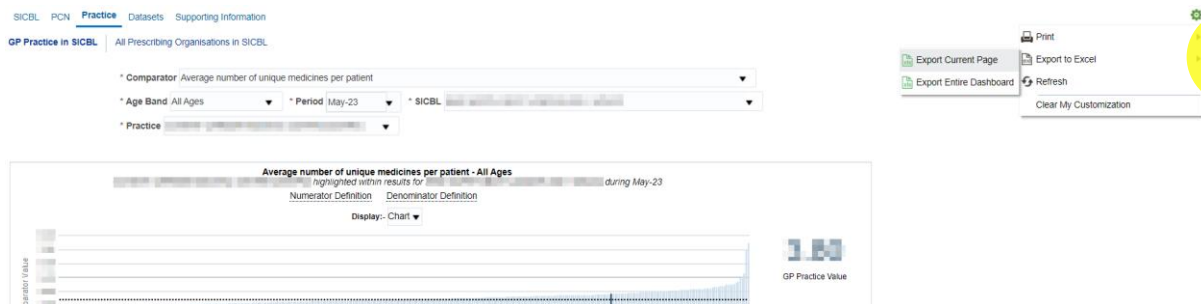
- Excel
- CSV
- Tab Delimited
- XML

Exporting & Printing a Dashboard Page

Exporting a Dashboard Page

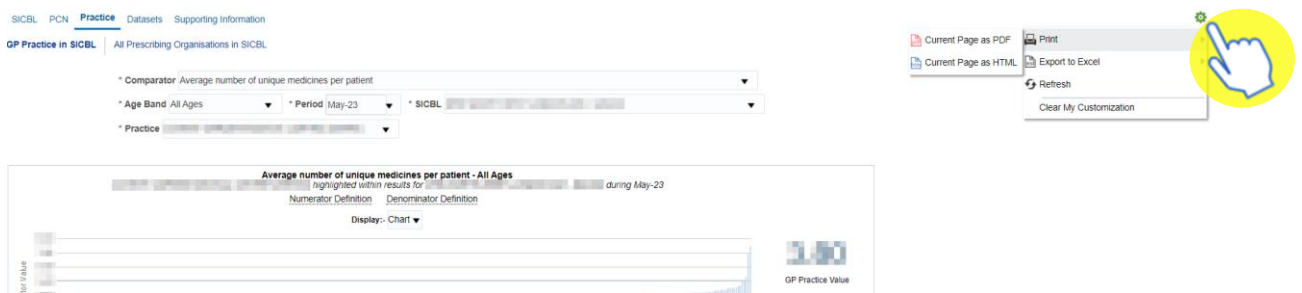
1. Select the 'cog' icon in the upper right-hand corner

- From the drop-down list presented select 'Export to Excel'
- Select 'Export Current Page'



Printing a Dashboard Page

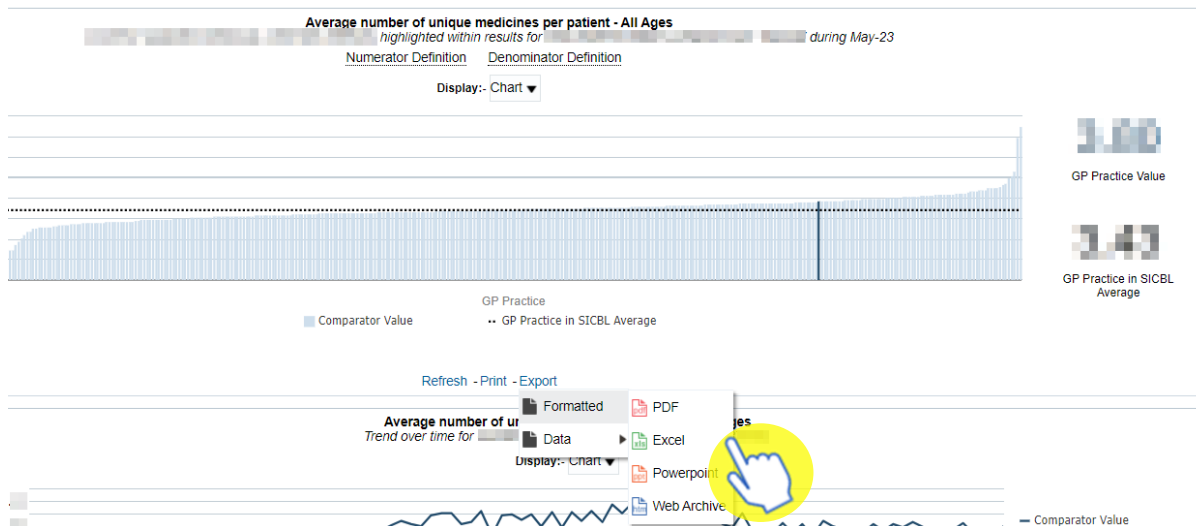
- Select the 'cog' icon in the upper right-hand corner
- From the drop-down list presented select the option to 'Print'
- Select print format required



Exporting & Printing Individual Reports

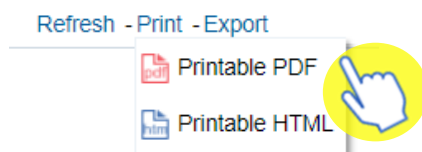
Exporting Individual Reports

- Select the 'Export' option below the report required.
- A drop-down list with the formats available to export in will be displayed
- 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 drop-down list presented

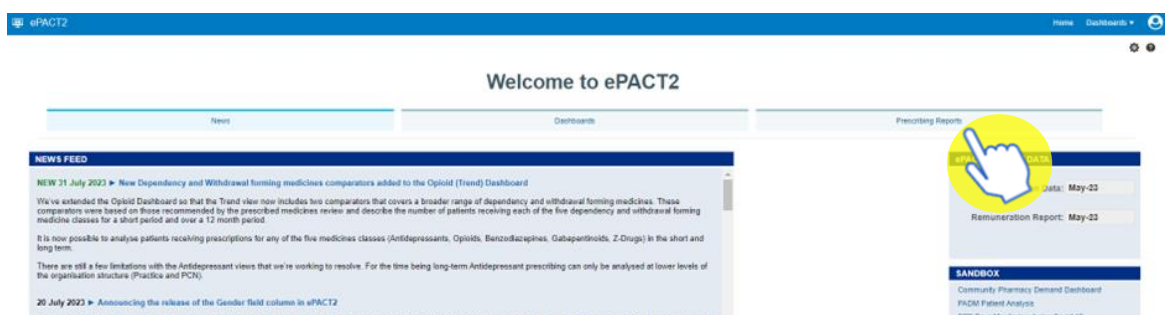


Accessing a Prebuilt Report

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

To access 'Prescribing Reports' from the Landing page select 'Prescribing Reports':



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:

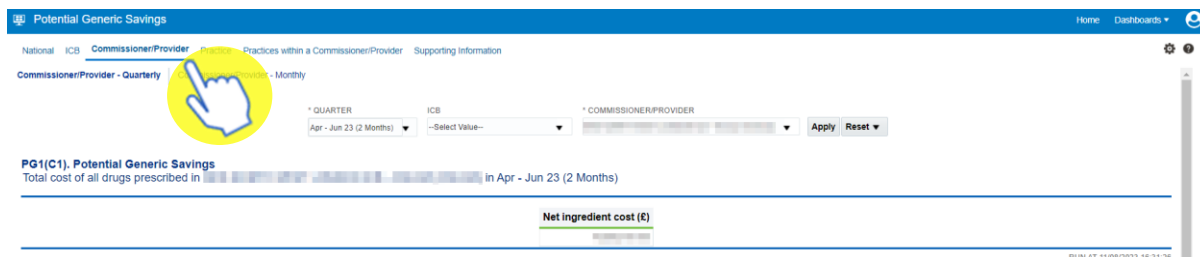


Using a Standard Report

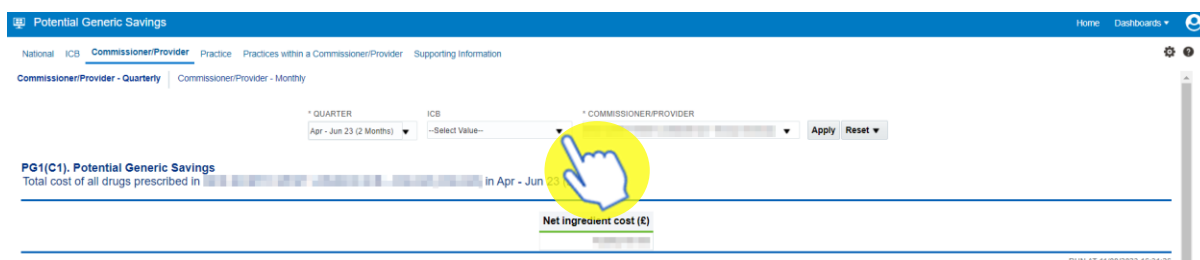
The 'Standard Reports' all work in a similar way which is very similar to the dashboards.

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

1. Select the report page you wish to view



2. The criteria selection pane can be used to select the criteria for a report



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

Using a Report Template

1. 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.

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

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

Practice	Practice Code	BNF Presentation	BNF Presentation Code	Actual Cost (£) per Item	Actual Cost (£)	Items	Quantity X Items
		Famciclovir 250mg tablets	0503021EGAAAAA	547.40	547.40	1	56.0
		Sucralfate 1g/5ml oral suspension sugar free	0103030SOAAADAD	328.95	328.95	1	400.0
		Ensure Plus Fibre liquid (5 flavours)	0913011LOBBAAB	281.62	281.62	1	22,400.0
		SpeediCath catheter male 10Ch-14Ch	21020000880	273.59	273.59	1	180.0
		Peristeen anal plug large	22021000501	231.14	231.14	1	100.0
		Leuprorelin 11.25mg inj pre-filled syringes	0803042N0AAADAD	212.58	212.58	1	1.0
		Abilify Maintena 400mg inj pre-filled syringes	0402020A0BBABAB	207.58	207.58	1	1.0
		EpiPen Jr. 150microg/0.3ml (1 in 2,000) inj auto-injectors	0304030C0BEAAA2	202.66	202.66	1	4.0
		Clexane 100mg/1ml solution for injection pre-filled syringes	0208010D0BBAAEAE	190.75	190.75	1	28.0

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

	Diazepam 2mg tablets
	Simvastatin 40mg tablets
	Lisinopril 5mg tablets
	Diazepam 10mg tablets
	Folic acid 400microgram tablets

[Return](#) - [Edit](#) - [Refresh](#) - [Print](#) - [Export](#)



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