# ePACT2 User Guide

## Accessing and Using Dashboards

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# Accessing the Dashboards

The system provides easy-to-use analysis, reports and dashboards, supporting patient safety, improving patient outcomes and medicines optimisation. Data contained within the system includes dashboards supporting the Medicine Value Programme such as:

- Medicines Safety

- Medicines Optimisation: Polypharmacy

- Antimicrobial Stewardship

- Medicines Optimisation: Generic Prescribing

- Items which should not be routinely prescribed in primary care

- Electronic Prescribing Service Utilisation

- Volume & Cost

- Respiratory Prescribing

Detailed information and specifications of the dashboards are listed here: https://www.nhsbsa.nhs.uk/epact2/epact2-dashboardsspecifications

1. To access the dashboards from the 'Landing page select the 'Dashboards' icon:
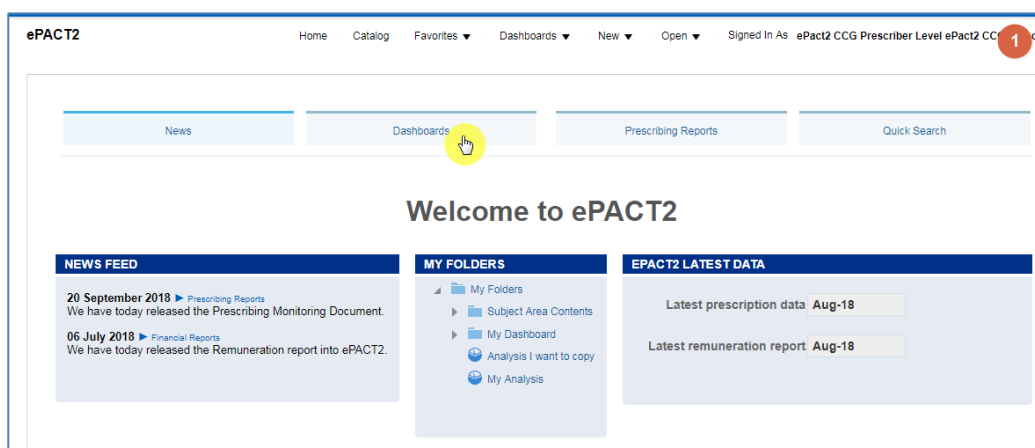
You will then navigate to the dashboard page which will display all available dashboards, from here select the blue link for the dashboards you wish to view.

If you wish to navigate back to the landing page after you have viewed other ePACT2 content complete the following steps:

1.    From the 'ePACT2' toolbar select 'Dashboards
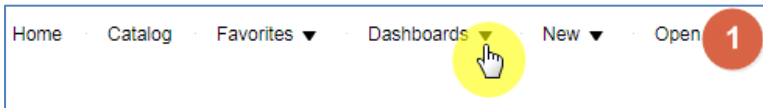


2.    From the available list select 'ePACT2'
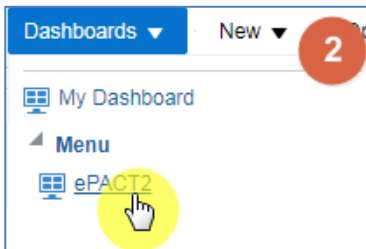
# Navigating the Dashboards

All dashboards provided by the NHSBSA operate in a similar way. for the purposes of the guide the 'Polypharmacy Prescribing Comparators' dashboard will be used however the functionality is uniform across the dashboards.

## Selecting a dashboard page



1.     You may need to use the scroll bar to view the entire dashboard.

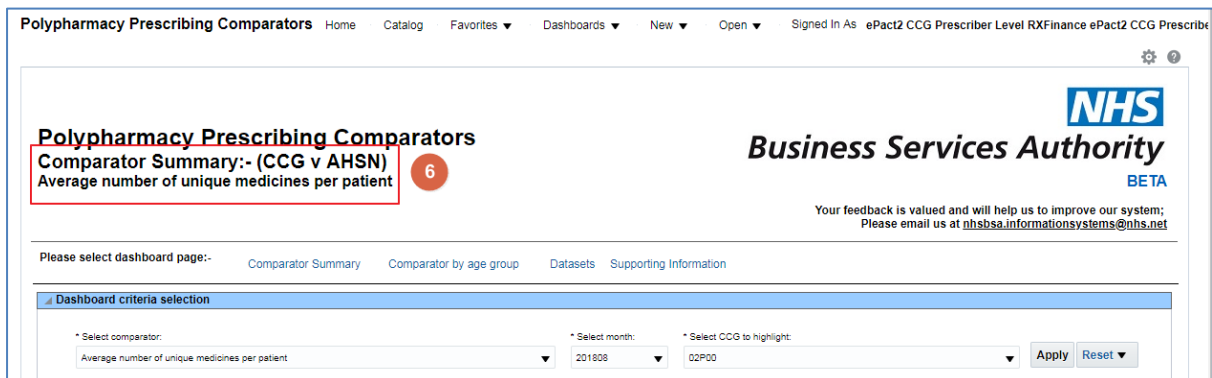2.     A selection of links will be available to select the allow the user to navigate to the page of the dashboard
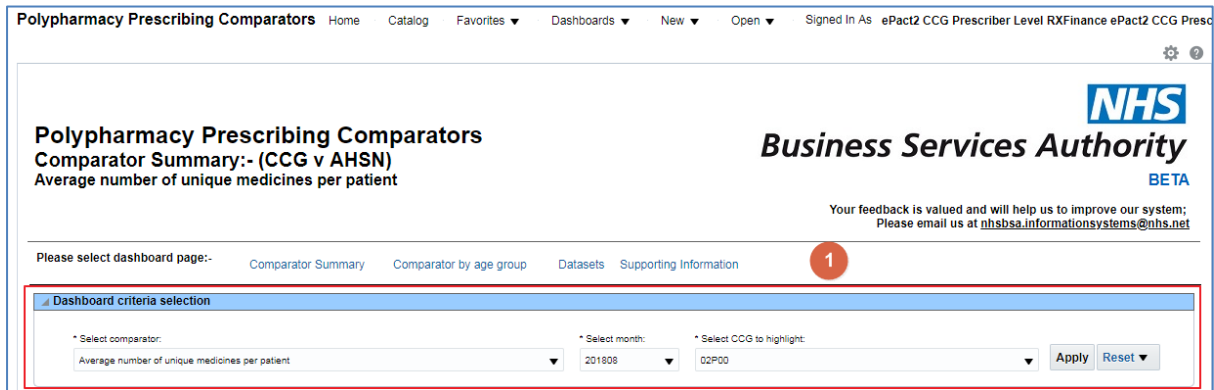
3.    Select the link for the area of the dashboard required.

4.    A drop down list showing the pages available under the area selected will be displayed.

5.    Select the required page from the drop down list.
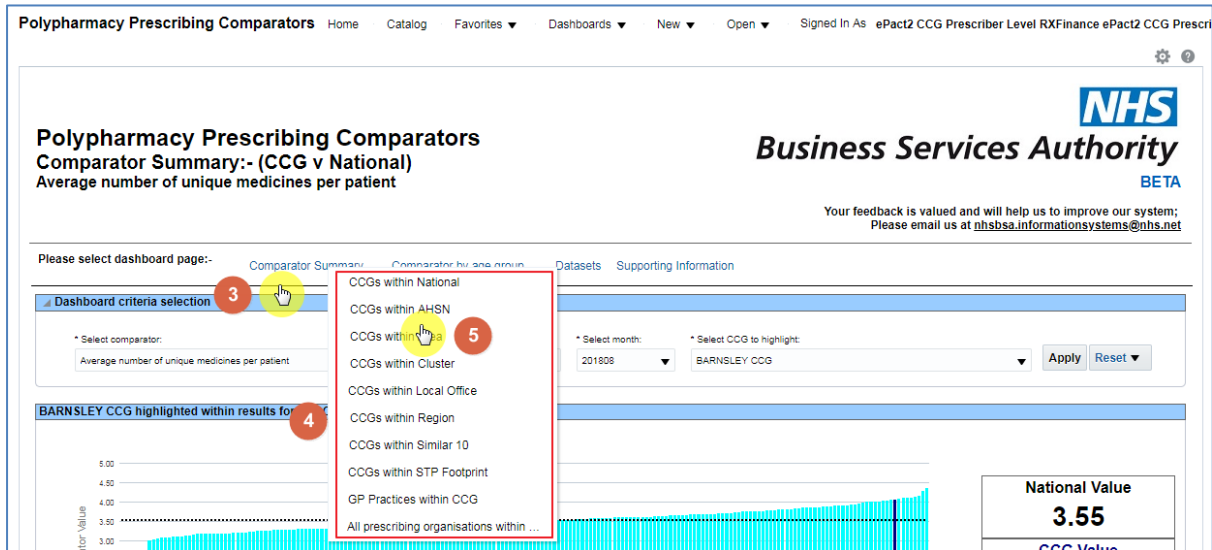


6.    The dashboard will regenerate to the page selected.

# Dashboard Criteria Selection



1.    The Dashboards will have a range of options to allow the user to select the criteria they wish to apply to the dashboard. The options available to select will change depending on the dashboard selected.

> All dashboards will default to show the latest time period available and the organisation the user is registered under.  National users will default to the first organisation alphabetically.
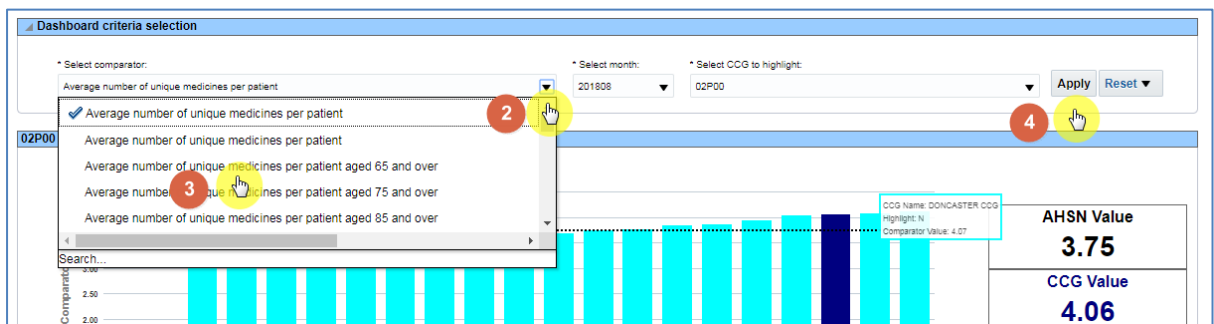


2.    Select the drop down arrow to the right of the criteria.
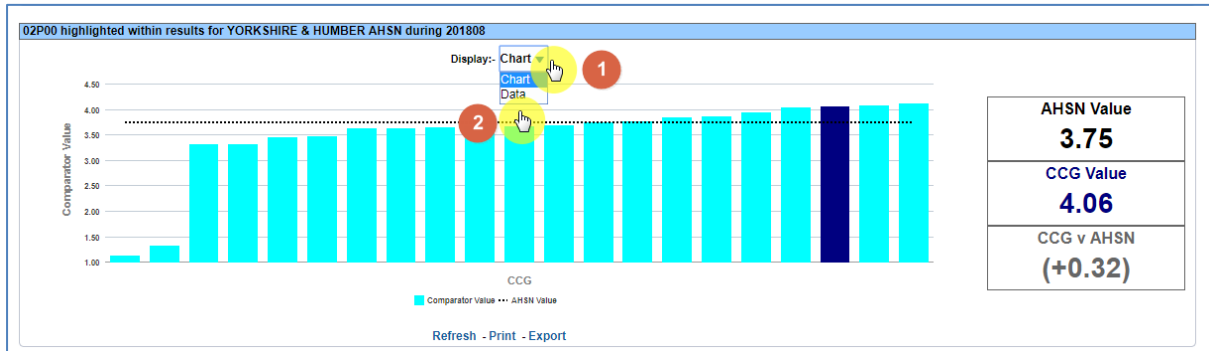
3.    A drop down list of the options available will be displayed, select the option required.

4.    Once all options have been selected select 'Apply' to regenerate the dashboard to show the criteria selected.

> Dashboards will not automatically regenerate once a criteria has been selected, this is to allow users to make all changes required before regenerating

## Data Views

Some reports contained within the dashboard will be available in both 'Chart' and 'Data' formats.
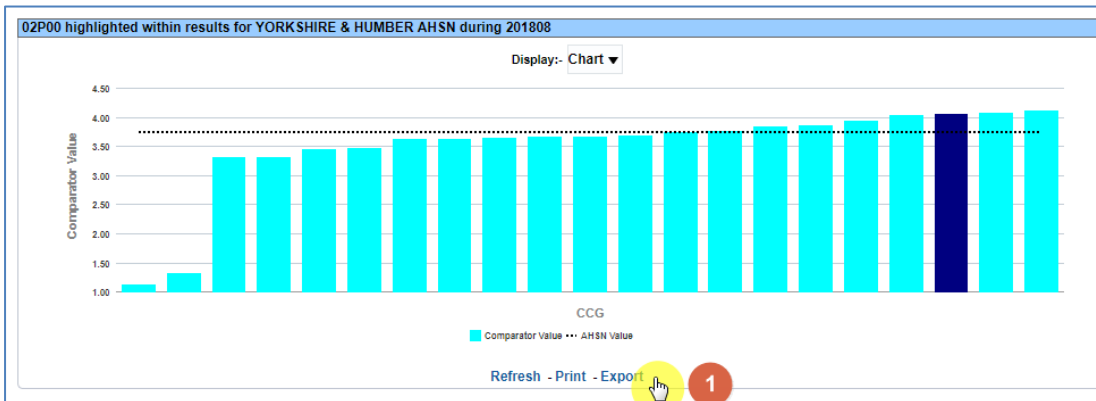


5.      Select the drop down option for the 'Display'.

6.      The views available will be displayed to selected.

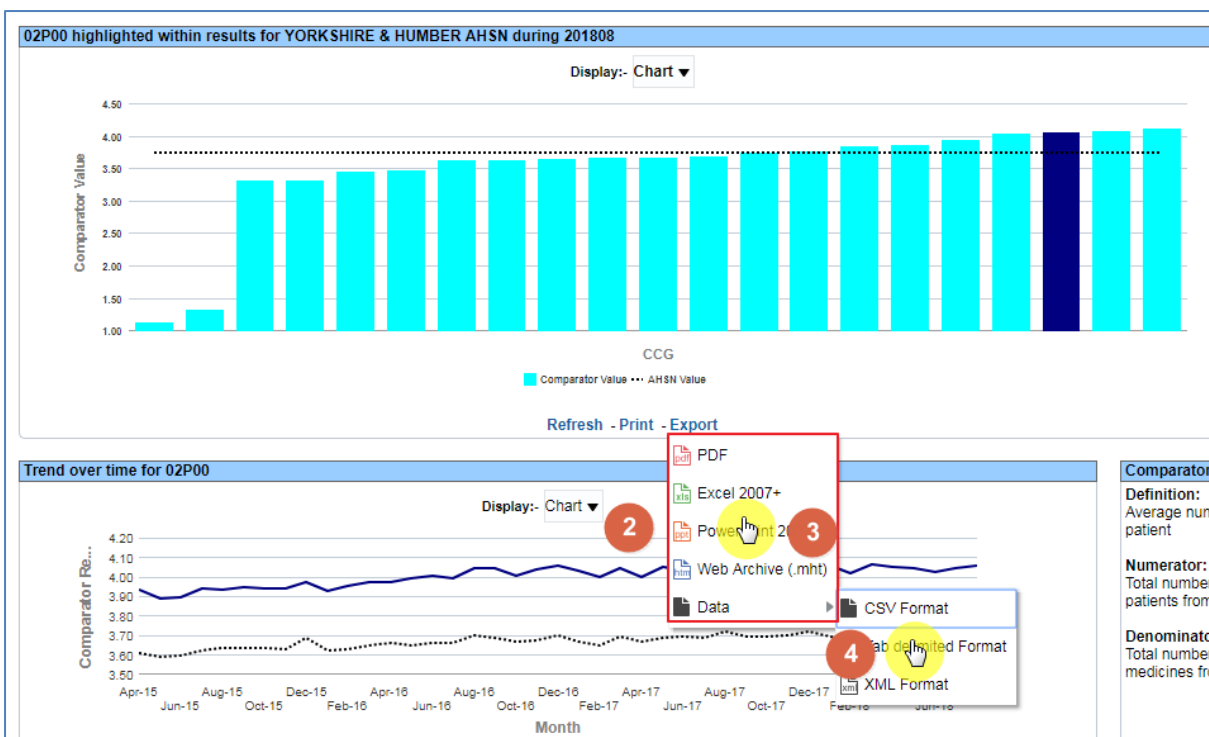## Exporting and Printing the Data

## Exporting Dashboard Page



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

2.      From the drop down list presented select the option to 'Export to Excel'

3.      Select 'Export Current Page'

# Exporting Individual Reports
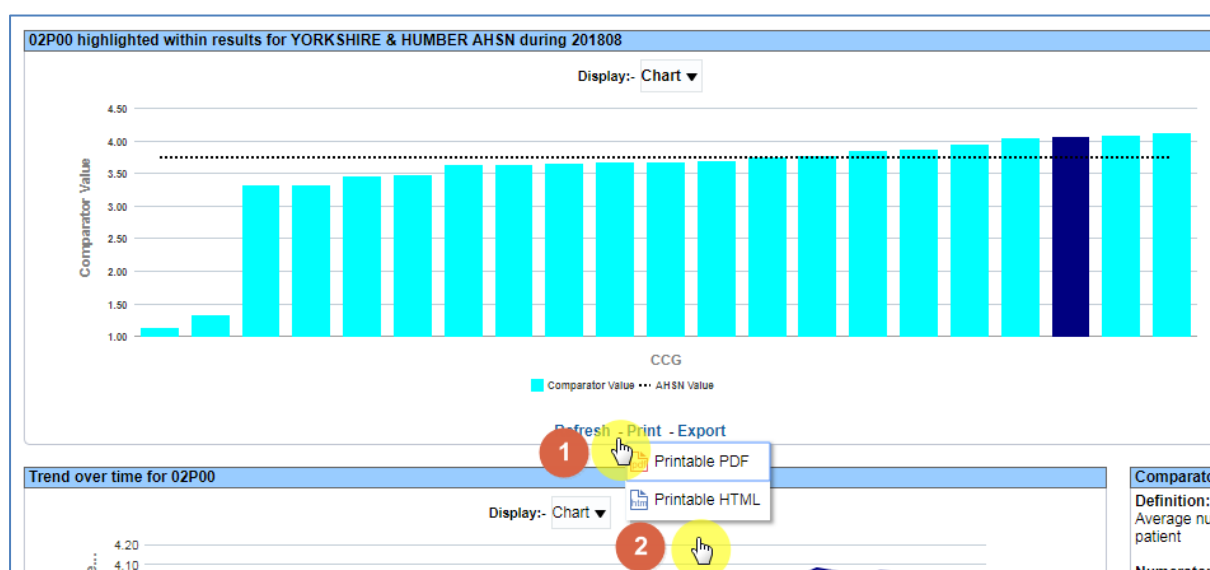


1.      Select the 'Export' option below the report required.



2.      A drop down list with the formats available to export in will be displayed

3.      Select the format required from the list presented

4.      CSV format is available under the 'Data' option

# Printing



5.    Select the 'Print' option below the report required

6.    Select the format required from the drop down list presented

# Getting Help



**Additional training material and user guides**

The NHSBSA has developed a number of how to guides to help you get the best out of ePACT2.  These can be found at: Additional User Guides

**WebEx sessions**

WebEx will be provided on a number of different topics and features.  More information about these can be found here: WebEx Training