# 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: <u>https://www.nhsbsa.nhs.uk/epact2/epact2-dashboardsspecifications</u>

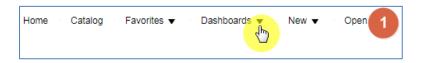
1. To access the dashboards from the 'Landing page select the 'Dashboards' icon:

CT2	Home Catalog Favorites ▼ Dashboards ▼	New  Open  Signed In As ePact2 CCG Prescriber Level ePact2 CC
News	Dashboards	Prescribing Reports Quick Search
NEWS FEED	Welcome to MY FOLDERS	ePACT2
20 September 2018  Prescribing Reports We have today released the Prescribing Mor 06 July 2018  Pransit Reports We have today released the Remuneration re	- My Dashboard	Latest remuneration report Aug.18

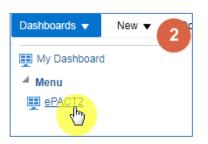
You will then navigate to the dashboard page which will display all available dashboards, from here select the blue link for the dashboards you wish to view.

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

rage number of unique medicines per patient	ETA Services Authority BETA Your feedback is valued and will help us to improve our system; Please email us at <u>inhosa informationsystems@inhs.net</u>
se select dashboard page:- Comparator Summary Comparator by age group Datasets Supporting Information Bashboard criteria selection	
- Select comparator: - Select month: - Select COG to highlight: Average number of unique medicines per patient:	✓ Apply Reset ▼
RNSLEY CCG highlighted within results for all CCGs during 201808 Display- Chart	
CCG CCG Entrative in view view Refeat - Print - Ecoct	National Value       3.55       CCG Value       4.06       CCG v National       (+0.52)
dd over time for BARNSLEY CCG Bisplay: Chart	Comparator Details           Definition:           Average number of unique medicines presoribed per paieret           Numerator:           Total number of unique medicines presoribed for paierets for BVF chapters 1 to 4 & 0 to 10           Denominator:           Total number of paierets for searched one or more medicines from BVF chapters 1 to 4 & 0 to 10

- 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

Polypharmacy Prescribing Co	mparators Home	Catalog Favorites •	Dashboards	s 🗸 🔹 New 👻	Open 🔻	Signed In As ePact2 CCG Prescriber Level RXFinance e	Pact2 CCG Prescrif
							¢ 0
Polypharmacy Pre Comparator Summary Average number of unique r	:- (CCG v Natio	nal)			В	N usiness Services Autho	Drity BETA
						Your feedback is valued and will help us to improve Please email us at <u>nhsbsa.informationsyste</u>	
Please select dashboard page:-	Comparator Summary	Comparator by age group	Datasets	Supporting Informat	tion 2		

- 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.

Polypharmacy Prescribing Comparators	Home Catalog Favorites V	Dashboards V New V Open V Signed In As ePact2 CCG Prescriber Level RXFinance ePact2 CCG Prescriber Level RXF
Polypharmacy Prescribin Comparator Summary:- (CCG of Average number of unique medicines	/ National)	Business Services Authority
Please select dashboard page:- Comparator S		Your feedback is valued and will help us to improve our system; Please email us at <u>nhsbsa.informationsystems@nhs.net</u> Datasets Supporting Information
Dashboard criteria selection	CCGs within National CCGs within AHSN	
* Select comparator:	CCGs within 💬 a 🛛 5	* Select month: * Select CCG to highlight:
Average number of unique medicines per patient	CCGs within Cluster	201808 V BARNSLEY CCG V Apply Reset V
	CCGs within Local Office	
BARNSLEY CCG highlighted within results for	CCGs within Region	
	CCGs within Similar 10	
5.00	CCGs within STP Footprint	
4.50	GP Practices within CCG	National Value
9 17 17	All prescribing organisations within	3.55
jų 3.00		

6. The dashboard will regenerate to the page selected.

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Polypharmacy Pre				B	usiness	Services	Autl	hority	/
Comparator Summary	/ ICCGVAHSNI /								
Comparator Summary Average number of unique		6						BET	
		6				k is valued and will hel se email us at <u>nhsbsa.i</u>		ove our system	A 1;
	medicines per patient	arator by age group	Datasets Supporting In	formation				ove our system	A 1;
Average number of unique	medicines per patient		Datasets Supporting In	formation				ove our system	A 1;
Average number of unique	medicines per patient		Datasets Supporting In	formation				ove our system	A 1;
Average number of unique	medicines per patient		Datasets Supporting In	formation * Select CCG to high	Plea			ove our system	A 1;

## **Dashboard Criteria Selection**

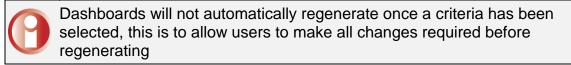
olypharmacy Prescribing Co	mparators Home Catalog Favoriti	
	ceribing Comparators	NHS
Comparator Summary Average number of unique		Business Services Authority
<b>Comparator Summary</b>	:- (CCG v AHSN)	BETA Your feedback is valued and will help us to improve our system;
<b>Comparator Summary</b>	:- (CCG v AHSN)	BETA Your feedback is valued and will help us to improve our system; Please email us at <u>htsbsa.informationsystems@nhs.net</u>
Comparator Summary Average number of unique	:- (CCG v AHSN) medicines per patient	BETA Your feedback is valued and will help us to improve our system; Please email us at <u>nhsbsa.informationsystems@mhs.nef</u>
Comparator Summary Average number of unique Please select dashboard page:-	:- (CCG v AHSN) medicines per patient	BETA Your feedback is valued and will help us to improve our system; Please email us at <u>hhsbsa.informationsystems@nhs.net</u>

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.

		* Select month:	* Select CCG to highlight:	
rage number of unique medicines per patient		201808 🔻	02P00	▼ Apply Reset ▼
Average number of unique medicines per patient	( 2 ) 🗄			4 th
Average number of unique medicines per patient				
Average number of unique medicines per patient aged 65 and over				
Average number 3 que Micines per patient aged 75 and over	-			
Average number of unique medicines per patient aged 85 and over	-		High	Name: DONCASTER CCG AHSN Value
	•		Comp	3.75
rch				••

- 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.



#### **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.

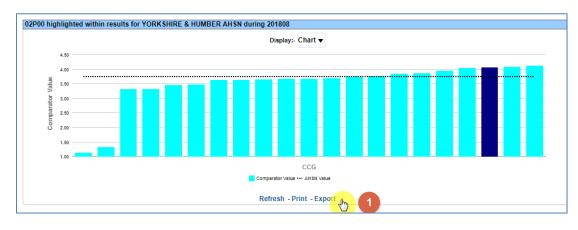
### **Exporting and Printing the Data**

## **Exporting Dashboard Page**

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					Your feedback is va	Create Prompted Link	ļ.
					Your feedback is va Please ema	Create Prompted Link Apply Saved Customization	ן; <u>פו</u>
Please select dashboard page:-	Comparator Summary	Comparator by age group	Datasets Supporting	Information			1; ▶ <u>et</u>
	Comparator Summary	Comparator by age group	Datasets Supporting	Information		Apply Saved Customization	
Please select dashboard page:-	Comparator Summary	Comparator by age group	Datasets Supporting	Information		Apply Saved Customization Save Current Customization	, <u>et</u>
	Comparator Summary	Comparator by age group	Datasets Supporting	Information		Apply Saved Customization Save Current Customization Edit Saved Customizations	1; ▶ <u>et</u>

- 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: <u>Additional User Guides</u>

#### WebEx sessions

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