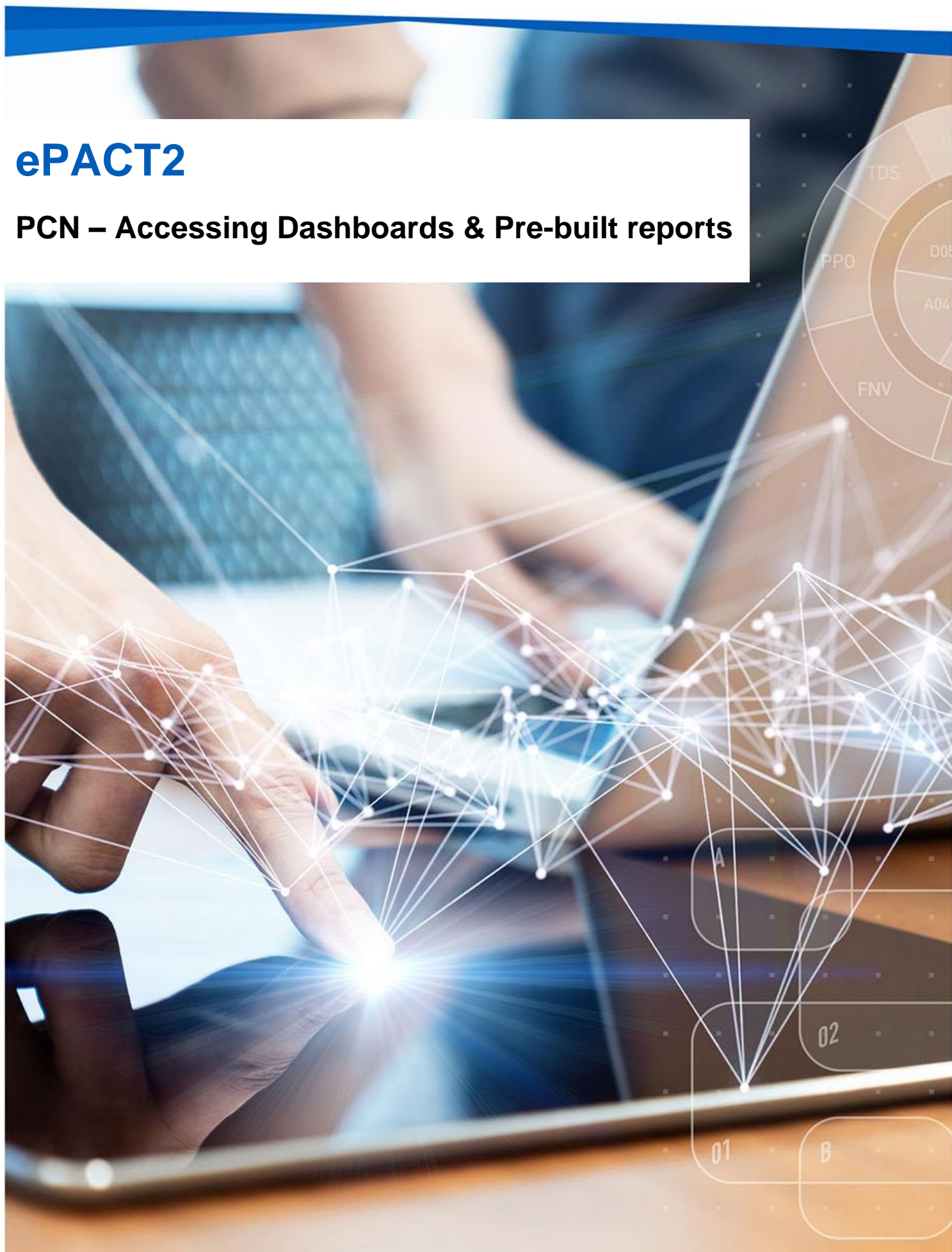


# ePACT2

## PCN – Accessing Dashboards & Pre-built reports



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## Accessing a Dashboard

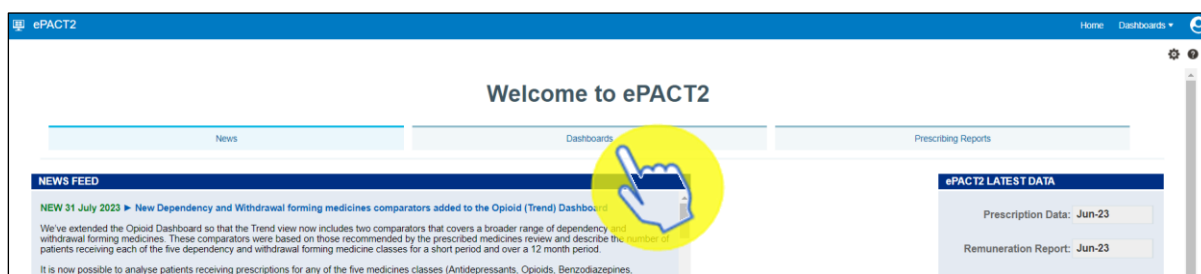
ePACT2 includes several dashboards which provide high level information to help you measure, benchmark and prioritise areas you may like to focus your resource on.

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

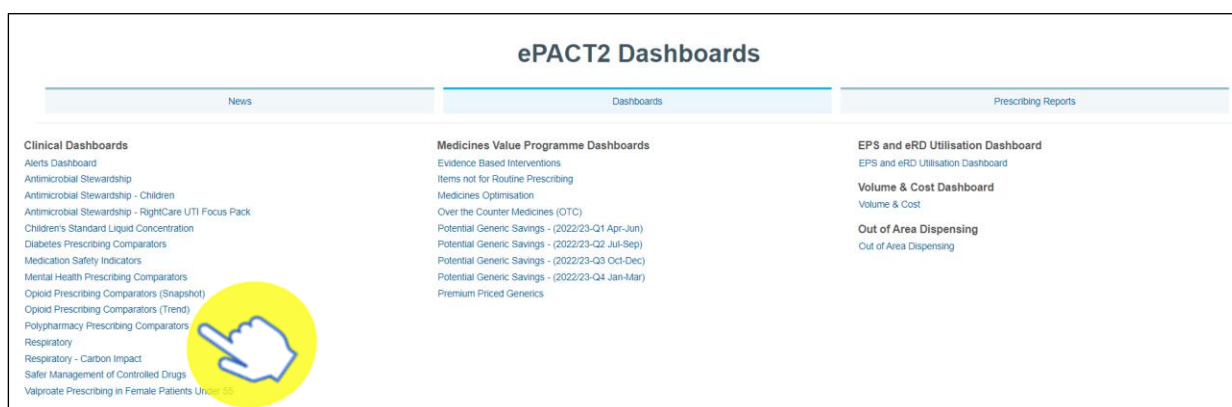
Detailed information and specification documents for the dashboards are available via the NHSBSA website here: <https://www.nhsbsa.nhs.uk/access-our-data-products/epact2/dashboards-and-specifications>

## 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 dashboards 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.

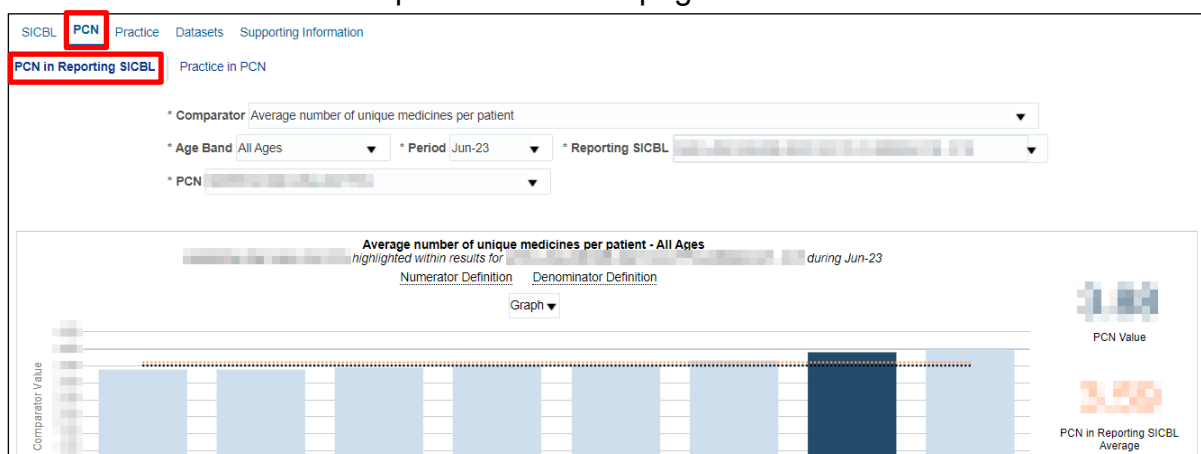
### Selecting a dashboard page

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.

- To navigate to a different page, click on the tab of the page you would like to view.



- 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.

\* Comparator Average number of unique medicines per patient

\* Age Band All Ages \* Period Jun-23 \* Reporting SICBL

\* PCN

The dashboard will default to show data for the latest time period available and the first PCN alphabetically.

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.

\* Comparator Average number of unique medicines per patient

\* Age Band All Ages \* Period Jun-23 \* Reporting SICBL

\* PCN APL BEXLEY PCN

- APL BEXLEY PCN
- APLOS HEALTH PCN
- AT MEDICS STREATHAM PCN
- BECKENHAM PCN
- BLACKHEATH AND CHARLTON PCN
- BRIXTON AND CLAPHAM PARK PCN

Search...

2. Click on the data you want to view from the list

\* PCN APLOS HEALTH PCN

- APL BEXLEY PCN
- APLOS HEALTH PCN
- AT MEDICS STREATHAM PCN
- BECKENHAM PCN
- BLACKHEATH AND CHARLTON PCN
- BRIXTON AND CLAPHAM PARK PCN

..... Search...

Once selected the dashboard will automatically update and display the required data.

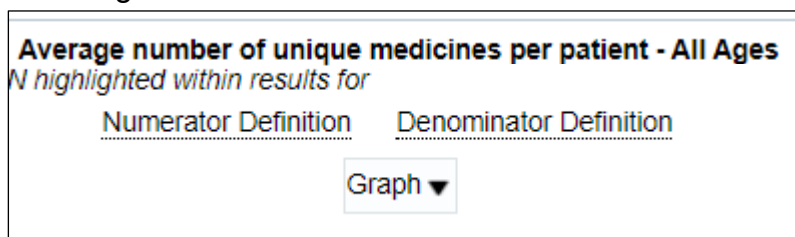
## Data Views

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

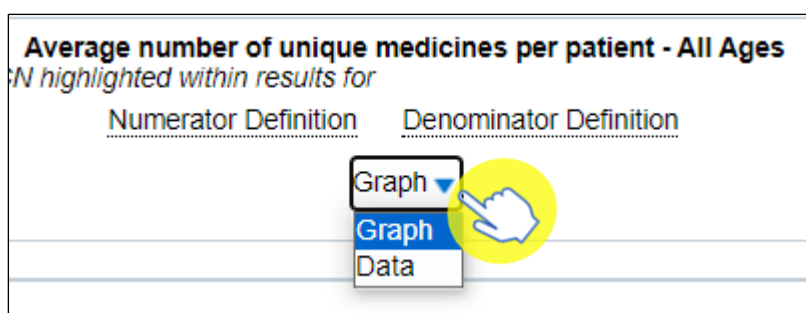
It may be useful for you to see the data that is making the chart. Sometimes the data can give you more insight, for example in the polypharmacy

dashboard by looking at the data tab you can see the patient count rather than the percentage of patients.

To change the view



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



## 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:

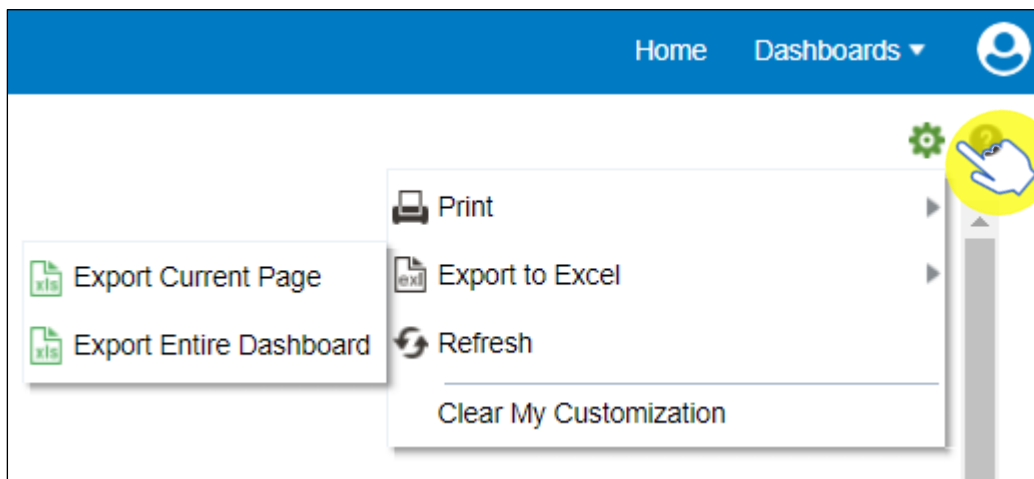


- Excel
- CSV
- Tab Delimited
- XML

## Exporting & Printing a Dashboard Page

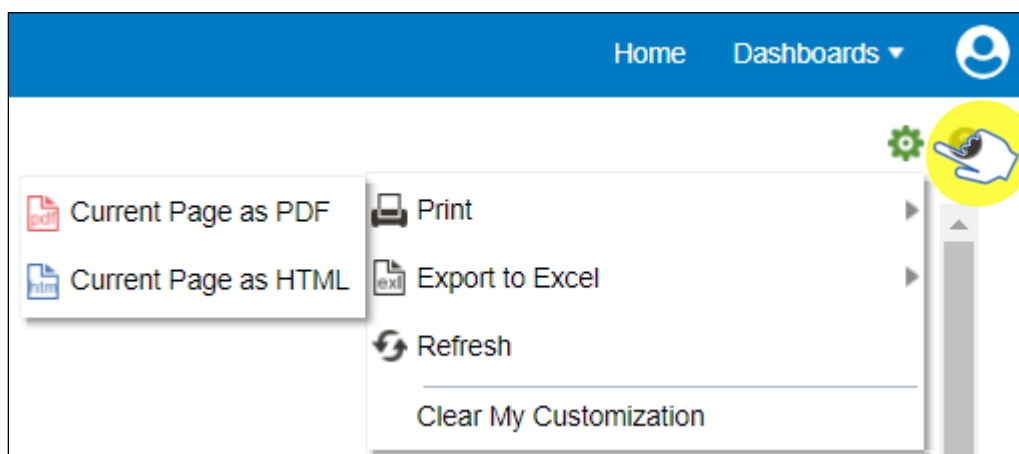
### Exporting a Dashboard Page

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



### Printing a Dashboard Page

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



## Exporting & Printing Individual Reports

### Exporting Individual Reports

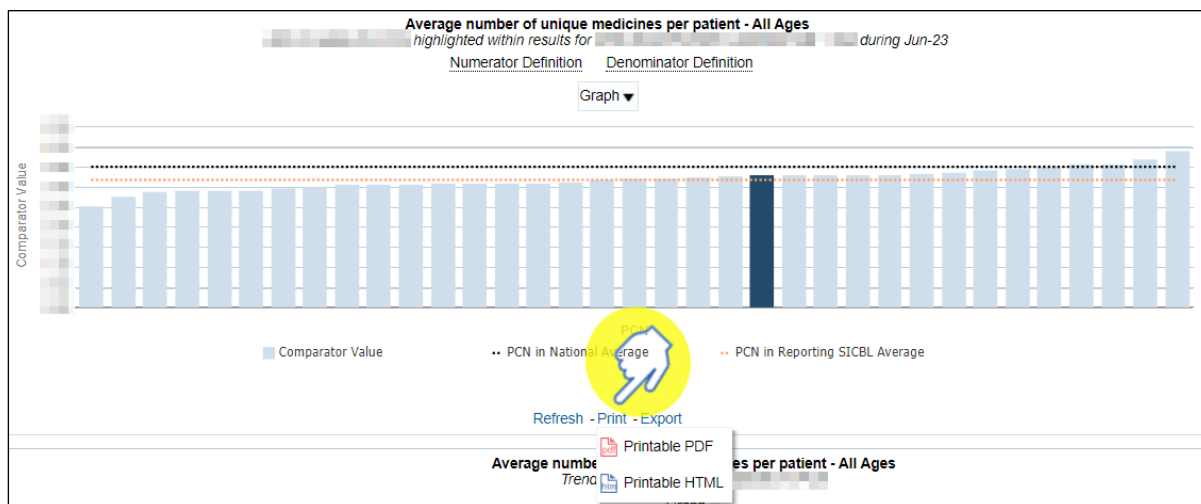
1. Select the 'Export' option below the report required.
2. A drop-down list with the formats available to export in will be displayed
3. Select the format required from the list presented



### Printing Individual Reports

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



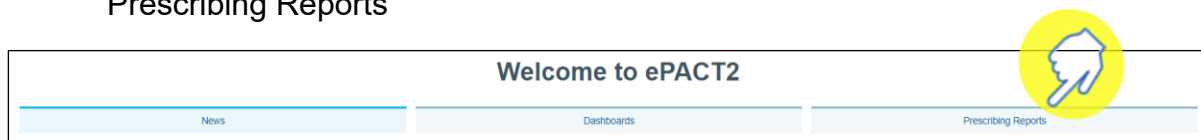


## Accessing a Prebuilt Report

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

5. Select the report page you wish to view

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

7. 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

**High Cost Drugs Report**

Month is equal to Jun-23  
 and Commissioner / Provider plus Code is equal to [redacted]  
 and Practice plus Code is equal to [redacted]  
 and BNF Chapter plus Code is equal to Central Nervous System (04)

Practice	Practice Code	BNF Presentation	BNF Presentation Code	Actual Cost (£) per Item	Actual Cost (£)	Items	Quantity X Items
[redacted]	[redacted]	Lamictal 50mg tablets	0408010H0BBAAB	225.95	225.95	1	336.0
[redacted]	[redacted]	Seroquel XL 400mg tablets	0402010ABBBKAY	212.85	212.85	1	60.0
[redacted]	[redacted]	Abilify Maintena 400mg inj pre-filled syringes	0402020ADBBABAB	207.42	414.83	2	2.0
[redacted]	[redacted]	Pregabalin 20mg/ml oral solution sugar free	0408010AEAAANAN	168.97	168.97	1	946.0
[redacted]	[redacted]	Metadone 5mg tablets	0407020M0AAAEAE	118.67	118.67	1	420.0
[redacted]	[redacted]	Buprenorphine 20micrograms/hour transdermal patches	0407020B0AAAJAJ	108.14	108.14	1	8.0
[redacted]	[redacted]	Depakote 500mg gastro-resistant tablets	0402030Q0BBABAB	96.30	96.30	1	270.0
[redacted]	[redacted]	Melatonin 5mg tablets	0401010ADAABLBL	87.59	87.59	1	120.0
[redacted]	[redacted]	Midazolam 10mg/2ml oromucosal soln pr oral syringes SF	0408020W0AAADAD	86.11	86.11	1	4.0
[redacted]	[redacted]	Lisdexamfetamine 70mg capsules	0404000U0AAAFAP	78.26	234.78	3	84.0
[redacted]	[redacted]	Lisdexamfetamine 20mg capsules	0404000U0AAAAAA	77.10	154.21	2	84.0
[redacted]	[redacted]	Tapentadol 50mg modified-release tablets	0407020AGAAACAC	70.33	140.66	2	336.0

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

[redacted]	Diazepam 10mg tablets
[redacted]	Quetiapine 100mg tablets
[redacted]	Quetiapine 200mg tablets
[redacted]	Betahistine 8mg tablets

Return - Edit - Refresh - **Print - Export**

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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, personalised webinar training service to all our users and you can book as many as you need.

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. 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](#)