# ePACT2 User Guide

## Creating filters using external lists

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#### Creating a Saved Filter using an external list

#### **Creating Saved Filter**

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	Analysis (b) In 1 ve Re	porting	
	Search Analysis	To	
	We 👳 Dashboard	12	
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News Dashboards	2 Chipboard Prompt	Prescribing Repo	orts Quick Search
	Published Reporting		
NEWS FEED	Report		ePACT2 LATEST DATA
10 October 2018  General notice	to Report Job		Proventerilar Pater Aven 40
The system will be unavailable on Sunday 14 October from 8am to	12 noon 📋 Data Model		Prescription Data: Aug-18
20 September 2018  Prescribing Reports We have taday released the Prescribing Menitoring Decumpet	A Style Template		Remuneration Report: Aug-18
06 July 2019 Economic Sector	Sub Template		
We have today released the Remuneration report into ePACT2.	Actionable Intelligence		
16 October 2018 ► PMD More information available PMD can be found here. Use this for a hyper	link Action		
nomepage .			

- 1. From the 'Landing Page' select the 'New' drop down.
- 2. Select 'Filter' from the drop down list presented



- 3. Select the 'ePACT2' subject area
- 4. The 'Saved Filter' pane will open



5. Expand the subject area to locate the column you wish to create the filter on and double click the column required; this must be the matching column to the field used within the ePACT Filter Tool e.g. if BNF Name is used within the spreadsheet then BNF Name column should be selected.



The 'New Filter' pane will be displayed

New Filter	ſ			@ ×
Column	BNF Presentation	fx	1	
Operator	is equal to / is in			- 2
Value				<b>▼</b> °,
	<ul> <li>Select by BNF Preser</li> <li>Filter by BNF Present</li> </ul>	ntation Code ation Code	9	3
	Add More Options	Clear All		
Protect	Filter			
Conver	t this filter to SQL			
			4	OK Cancel

1. Column	Indicates the column you are applying a filter to
2. Operator	This is the condition applied to the filter
3. Value	This is where you select the value you want to filter the column on
4. OK	Select OK to apply the filter to your analysis

#### Including values from the external list

1. Click the 'Search' icon

New Filte	r	0 >
Column	BNF Presentation fx	
Operator	is equal to / is in	•
Value		<b>▼</b> 0,
	Select by BNF Presentation Code	
	Add More Options  Clear All	
Protect	Filter	
Conver	t this filter to SQL	
		OK Cancel

2. Within the 'Select Values' pane select the pencil icon in the upper right-hand corner.

Select Values		@ ×
Available	E Selected	/
Name Starts	▼	
Search	Match Case	
10-0-5_Dome bei C 10-0-6_Deep Pore Cl 10.10_Cleaning & Dis 10.10_Five Day Pack 10.10_Dissing/Neutro Choices Returned: 1	eansaing Lot - 190203300000 FA0 eanser A-Bact - 190205500BCEMA0 infecting Soln - 110900000BBDBA0 :- 110900000BBDDA0 illeing Soln 15ml VII - 110000000BBDCAN }	
		OK Cancel

3. The 'Edit' pane will be displayed, paste the list of values from the external list into the 'Edit' pane.

Select Values	Edit		0	×	@ ×
Available Starts Search 1 Primary 10ml Spy Wo 1 Primary 17ml Spy Wo 10-0-6_Bonne Bell Cleat 10.10_Cleaning & Disin 10.10_Five Day Pack - 10.10_Five Day Pack - 10.10_Diseing/Mautralia Choices Returned: 1 -	<b>Edit</b> 256 +	ClearFilm 20cm x 30cm VP Adh Film Dress ClearFilm 6cm x 7cm VP Adh Film Dress ClearFilm 1V, 10cm x 12cm VP Adh Film Dress ClearFilm 1V, 10cm x 12cm VP Adh Film Dress ClearFilm 1V, 7cm x 7cm VP Adh Film Dress ClearDrei 10cm x 10cm VP Adh Film Dress ClearDrei 20cm x 10cm VP Adh Film Dress ClearDrei 20cm x 10cm VP Adh Film Dress ClearDrei 20cm x 10cm VP Adh Film Dress ClearDrei 6cm x 10cm VP Adh Film Dress ClearDrei 7cm X 10cm VP Adh Film Dress C	ing ise Tubir /iscose OK Can	∧ 3 v	
					OK Cancel

The number of entries which can be included in a 'values' section is limited to 9,999.

- 4. Select 'Ok' with the 'Edit' pane to confirm.
- The values selected will be displayed within the 'Selected' area of the 'Select Values' pane.

Select Val	ues				Θ×
Available		88	Q.	Selected	1
Star Sear 1 Primary 1 10-0-6_Bor 10-0-6_Der 10.10_Clea 10.10_Five 10.10_Five Choices R	s ch Oml Spy Wound D Oml Spy Wound D Tml Spy Wound D une Bell Cleansing up Pore Cleanser / ning & Disinfecting Day Pack - 11090 incellautralising S/ eturned: 1 - 256 +	Match Case ress Protease Matrix - 20031700 ress Protease Matrix - 20031700 Lot - 190205500BBSYA0 A-Bact - 190205500BESYA0 g Soin - 110900000BBDBA0 0000BBDDA0 obin 15ml VI - 110600000BBDC 00 More	> > < «	Softpore 10cm x 10cm Pfa + Adh Border Dress Softpore 10cm x 20cm Pfa + Adh Border Dress Softpore 10cm x 30cm Pfa + Adh Border Dress Biatain Silicone 10cm x 20cm Wound Dress Soft Sic Biatain Silicone 10cm x 30cm Wound Dress Soft Sic Biatain Silicone 14cm x 19.5cm Wound Dress Soft Sic Biatain Sic 10cm x 10cm Wound Dress Soft Sic Biatain Sic 12.5cm x 12.5cm Wound Dress Soft Sic Biatain Sic 15cm x 15cm Wound Dress Soft Sic Biatain Sic 15cm x 7.5cm Wound Dress Soft Sic Biatain Sic 7.5cm x 7.5cm Wound Dress Soft Sic Eistain Sic 7.5cm x 7.5cm Wound Dress Soft Sic	~

6. Select 'Ok', the selected values will now appear within the 'Values' section.



7. Click 'Ok' to create the filter



8. The filter will be created including the values selected



### Saving a Filter

Intitled	Home Catalog Favorites 🗸 Dashboards 🗸 New 👻 Open 👻 Signed In As Test User
	目 22 -
Subject Areas Q, †↓ ▼	Saved Filter Chaile a fair for the current Budget Area. Click on a column from the Budget Area pane to add it to this filter. Select a saved filter to apply its containing the the Steer
BNF Paragraph plus Code	T BNF Presentation is equal to / is in Aceon_Tab 100mg M/R; Aceon_Tab 150mg M/R; Aceon_Tab 200mg M/R; Brimisol PR_Tab 100mg; Dromadol SR, Tab 100mg; D
BNF Sub Paragraph Code	200mg; Dromadol XL_Tab 300mg; Dromadol XL_Tab 400mg; Invodol SR_Tab 100mg; Invodol SR_Tab 150mg; Invodol SR_Tab 200mg; Larapam SR_Tab 100mg; Larapam SR_Tab 100mg; Larapam SR_Tab 200mg; Larapam
BNF Sub Paragraph	Sec_tab tournig: Larapain Sec_tab tournig: Larapain Sec_tab 200mg, Matrice, Tab tournig were (womingside); Matrice, Tab tournig were (were); Matrice, Tab 150mg M/R (Morningside); Matrice, Tab 150mg M/R (Teva); Matrice, Tab 200mg M/R (Morningside); Matrice, Tab 200mg M/R (Teva);
BNF Sub Paragraph plus Code	Maneo_Tab 100mg M/R, Maneo_Tab 150mg M/R; Maneo_Tab 200mg M/R; Marol_Tab 100mg M/R; Marol_Tab 100mg M/R (Teva); Marol_Tab 150mg M/R; Marol_Tab 150mg M/R; Marol_Tab 100mg M/R; Ma
BNF Chemical Substance Code	Maxitram SR_Cap 200mg, Maxitram SR_Cap 50mg; Nobligan ret_Tab 100mg; Oldaram_Tab 100mg MR; Oldaram_Tab 150mg MR; Oldaram_Tab 200mg MR; Studynar Sh Zemo/Semo Tabido SR_Tab 100mg; Tabido SR_Tab 150mg; Tabido SR_Tab 100mg; Tabido SR_Tabido
BNF Chemical Substance	XL_Tab 200mg; Tradorec XL_Tab 300mg; Tramacet_Tab 37.5mg/325mg; Tramacet_Tab Eff 37.5mg/325mg; Tramake Insts_Eff Pdr Sach 100mg;
BNF Chemical Substance plus Cod	Harmake inso ein nor sach somig, Harmake Laip somig, Trainiquet SK, Cap Lobing, Harmquet SK, Cap
BNF Product Code	200mg; Zamadol 24hr_Tab 300mg; Zamadol 24hr_Tab 400mg; Zamadol Melt_Orodisper Tab 50mg; Zamadol SR_Cap 100mg; Zamadol SR_Cap 50mg; Zamadol SR_Cap 50mg; Zamadol Cap 50mg; Zamadol Ini 50mg/ml 2ml Amp; Zeridame SR_Tab 100mg;
BNF Product	Zeridame SR_Tab 150mg; Zeridame SR_Tab 200mg; Zydol SR_Tab 100mg; Zydol SR_Tab 150mg; Zydol SR_Tab 200mg; Zydol SR_Tab 50mg; Zy
BNF Product plus Code	50mg; Zytram SR_Tab 100mg; Zytram SR_Tab 150mg; Zytram SR_Tab 200mg; Zytram SR_Tab 75mg
BNF Presentation Code	
I BNF Presentation	
BNF Presentation plus Code	

1. To save your filter you can select the 'Save or 'Save As' icon available in the top right hand corner of your saved filter pane



2

Save - saves the filter, overwriting any current version

Save as - will save the filter as a separate new filter

When you select save the system will then give you the option to:

- 2. Choose the folder you want your filter saved in
- 3. Name the filter, the default name will show as 'Untitled'



4. Click 'Ok' to save the filter



5. A 'Saved' icon will momentarily appear next the 'Save' and 'Save As' icons

#### **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>