

## **NHS Dental Services**

## How to find NHSBSA Reports

This guide will show you how to find the reports that are published by NHSBSA.

Navigate to the 'Reporting' Folder

Select 'View Published Reports'

If you know the Provider or Contract number that you wish to view the reports for you can type this into the appropriate box alternatively you can use the use the magnifying glass to search for the number(s).

Do not enter any other criteria, just click on Search.

This will return a list of all your reports available to you in the table below with the newest on the top.

If you want to filter the results to only show a specific type of report, you can enter a key word in the box in the search field and click on the black arrow to apply the filter.

You can filter from any of the column headings by using the dropdown arrow in the first search box.

Click View to display the report. Once displayed, you can print or save them if you wish.