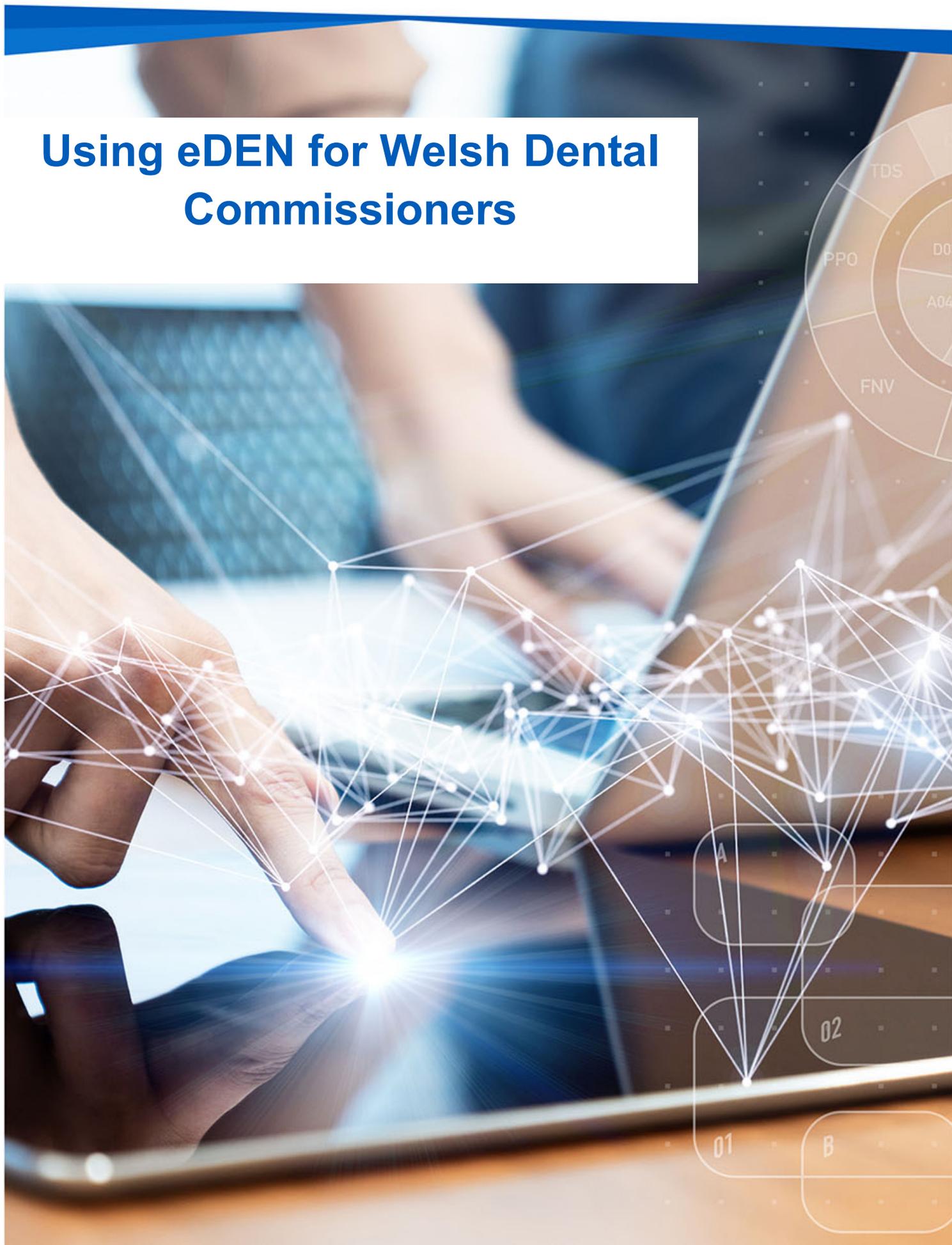


# Using eDEN for Welsh Dental Commissioners



## **Interactive Contents**

**Use this interactive content list to jump straight to the content you want to see**

**Just click the titles below to go directly to that section:**

### **Accessing and Navigating eDEN**

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### **Getting more help**

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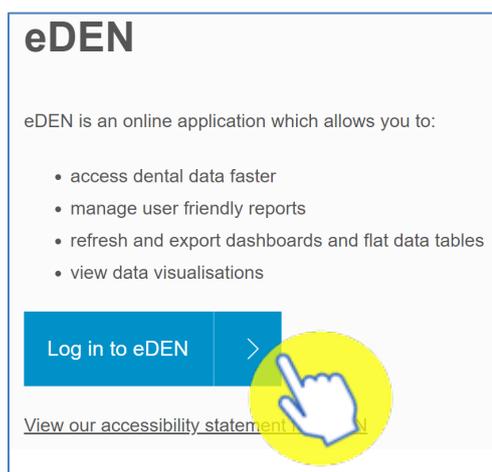
# Accessing and Navigating eDEN

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## Accessing eDEN

To log in use eDEN you need to:

1. Go to the eDEN webpage [www.nhsbsa.nhs.uk/eden](http://www.nhsbsa.nhs.uk/eden)
2. Click 'Log in to eDEN'



3. Enter the email address that you used to register for eDEN in the 'User Name' box.

Note: You can contact the [nhsbsa.dentalinsight@nhs.net](mailto:nhsbsa.dentalinsight@nhs.net) team if you have any queries.

4. Enter your password

**NHS**  
Business Services Authority  
NHS Business Services Authority  
Business Intelligence Account Sign-in

User Name  
MyEmailAddress@NHS.NET

Password  
.....

**Sign In**

Need help signing in? [Click here](#)

5. Click Sign In

**NHS**  
Business Services Authority  
NHS Business Services Authority  
Business Intelligence Account Sign-in

User Name  
MyEmailAddress@NHS.NET

Password  
.....

**Sign In**

Need help signing in? [Click here](#)

Once logged in you will be taken to the eDEN landing page

## Navigating the Landing Page

When you sign into eDEN you will come to the landing page, it is split into four sections

**eDEN - BETA**  
NHS Wales Commissioner

WELCOME TO eDEN! -- Current Reporting Period: November 2020 -- Select a dashboard from the buttons below to get started!

Useful Links	News	Dashboards	Feedback
<p>eDEN Website</p> <p>NHS BSA</p> <p>NHS Wales</p> <p>Welsh Government Statistics</p> <p>Health Education &amp; Improvement Wales</p> <p>Public Health Wales</p> <p>1</p>	<p><b>Welcome to the new NHSBSA eDEN reporting system!</b></p> <p>Dear Colleague,</p> <p>We hope you find this new way of presenting information to you will enable faster and easier access to the data you need.</p> <p>This initial launch contains the new Dentistry Dashboard which combines the best elements of the Year End and Vital Signs reports. To access the dashboard, please click the links opposite this news story.</p> <p>The eDEN tool is designed to evolve over time with feedback from its users. Please do make use of the link at the right-hand side of this page to leave us your feedback on how the system is performing, any technical or suspected data issues or any extra data you would like to see in the future.</p> <p>Our roadmap contains more information on the remainder of the work to be delivered this year and our future plans so far.</p> <p>For more information on eDEN including training materials, please see our website here.</p> <p><b>The Dental Insight Team</b></p> <p>2</p>	<p>NHS Wales Dentistry Dashboard v1</p> <p>End of Year 2019/2020 Wales GDS Reform Dashboard</p> <p>Welsh Government Quarterly</p> <p>Provider NHS Wales Dentistry Dashboard</p> <p>3</p>	<p>Please use the above button to report and feedback on any:</p> <ol style="list-style-type: none"> <li>suggestions for improvement</li> <li>technical issues</li> <li>data anomalies</li> </ol> <p>eDEN is a new system and will evolve over time, your feedback on how it is working for you is invaluable.</p> <p>4</p>

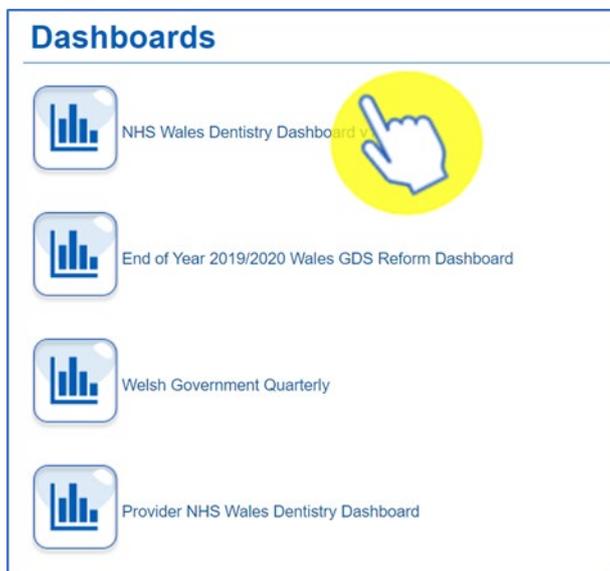
Accessibility      Data Protection      Privacy Policy      Terms and Conditions      © NHS Business Services Authority 2019

1. Useful Links - From here users can select a hyperlink to useful content external from the eDEN system.
2. News - Important information regarding the system such as any planned downtime or updates will be displayed here.
3. Dashboards – here you will see the available provider dashboards, as an Wales Commissioner you will be able to select the ‘NHS Wales Dentistry Dashboard’ plus any other dashboards in this list
4. Feedback – here you can click on the feedback button to give your feedback on the system and its reports.

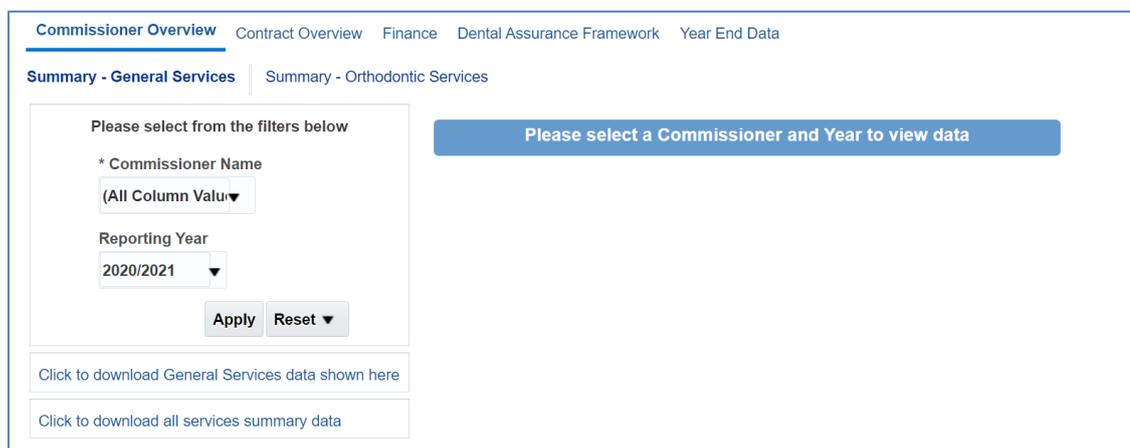
## Access your reports

Your main dashboard which contains many useful reports is the 'NHS Wales Dentistry Dashboard v1'. To open this dashboard:

1. From the dashboard section of the landing page click 'NHS Wales Dentistry Dashboard v1'



2. The dashboard will open and display the 'Commissioner Overview, 'Summary – General Services'. All other reports can be selected by clicking the blue title page link.



## Select your Reporting year and Commissioner

When you open your dashboard, you will need to select the Reporting Year, Commissioner name you would like to see data for.

The time period will default to the latest available.

1. To select what you would like to view, click on the arrow in the prompt to want to update

The screenshot displays the 'Commissioner Overview' section of the eDEN system. At the top, there are navigation tabs: 'Commissioner Overview' (selected), 'Contract Overview', 'Finance', 'Dental Assurance Framework', and 'Year End Data'. Below this, there are two sub-sections: 'Summary - General Services' (selected) and 'Summary - Orthodontic Services'. A central instruction reads 'Please select from the filters below'. To the right, a blue button prompts the user to 'Please select a Commissioner and Year to view data'. The main filter area is titled '\* Commissioner Name' and contains a dropdown menu currently set to '(All Column Valu...'. The dropdown is open, showing a list of Welsh health boards: '(All Column Ve...', 'Betsi Cadwala', 'Hywel Dda He', and 'Swansea Bay'. A yellow circle with a hand cursor icon highlights the 'Swansea Bay' option. A 'Reset' button is also visible next to the dropdown. Below the dropdown, there are two search fields: 'Click to d Cardiff and Va' and 'Click to d Search...'. A 'primary data' label is visible at the bottom right of the filter area.

2. Select the Commissioner (Health Board) you want to see the reports for
  3. Click on 'Apply'
- eDEN will then display the dashboard reports for your selection

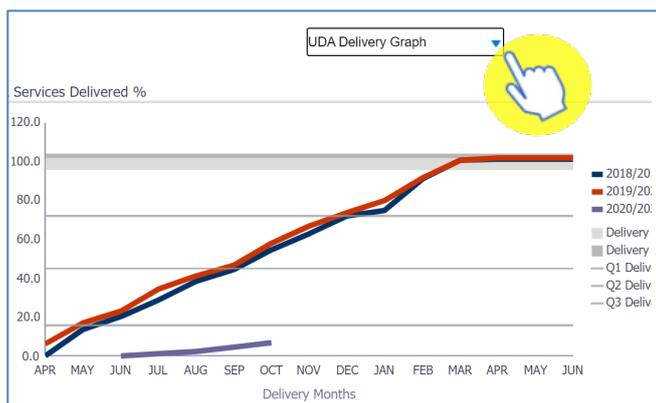
## Interactive views

Some of the charts on your reports will be interactive, meaning you can change the way the data is displayed.

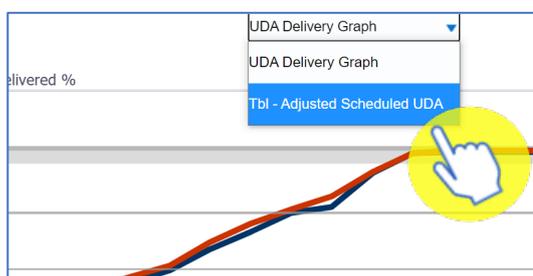
This could mean changing a graph to a table view or even filtering the view to just show specific information.

To change the view:

1. Click the drop-down arrow



2. Click on the view you want to see



3. The view will update

		Adjusted Scheduled Activity (UDA)		
Contract Number	Description	2018/2019	2019/2020	2020/2021
	APR	2,622	1,167	
	MAY	3,871	3,210	
	JUN	5,471	4,452	68
	JUL	7,317	6,610	197
	AUG	8,539	7,903	459
	SEP	10,510	8,993	927
	OCT	12,069	11,089	1,348
	NOV	13,759	12,789	
	DEC	14,370	14,129	
	JAN	17,499	15,363	
	FEB	19,305	17,582	

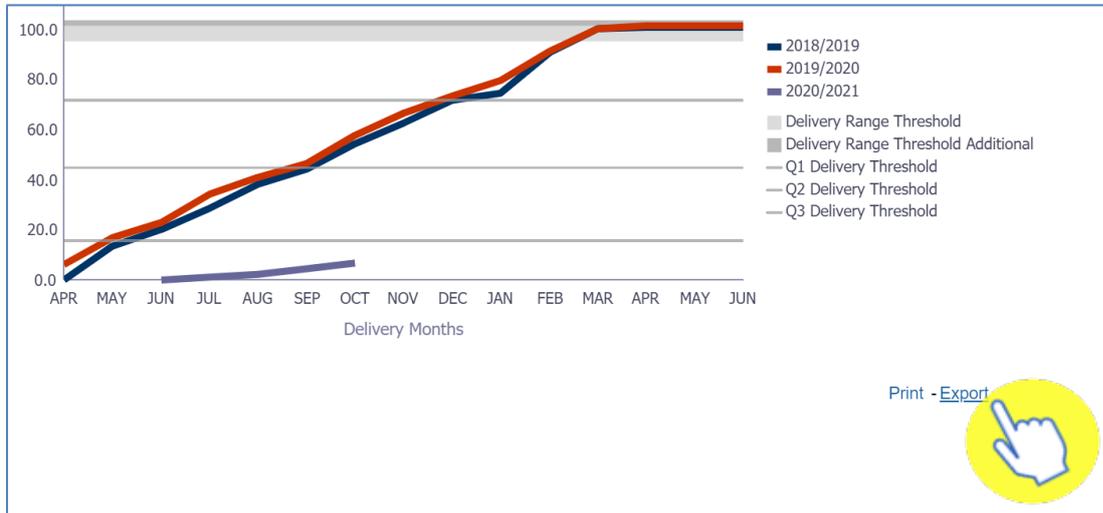
To return to the original view simply repeat the process and select the view from the drop-down list.

## Exporting Data

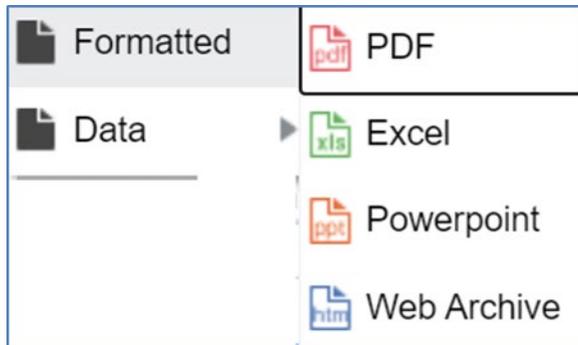
You can either export charts and tables from eDEN or you can export a full page.

### Exporting views

1. Click the 'Export' option beneath the view/s you want to export.

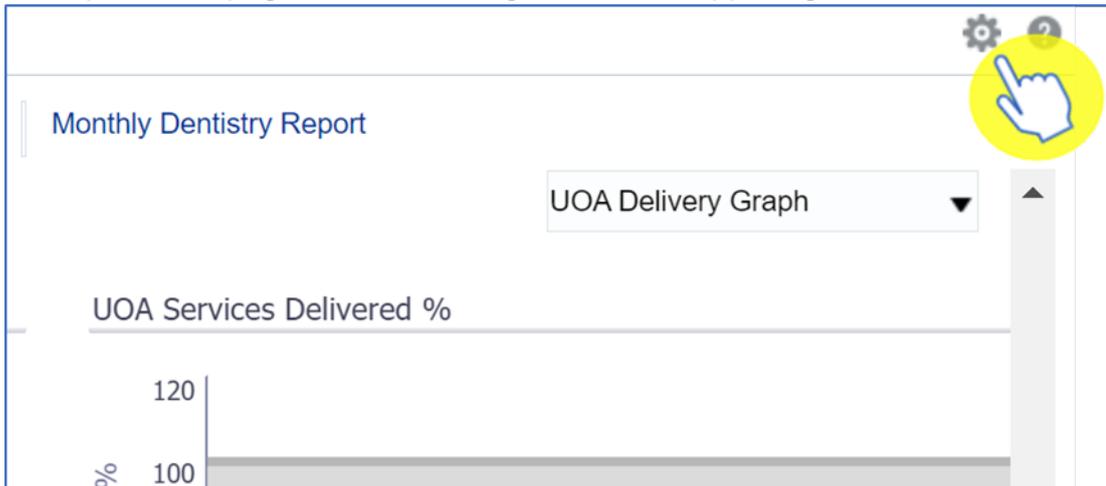


2. From the drop-down list displayed select the format you want to export the data in.

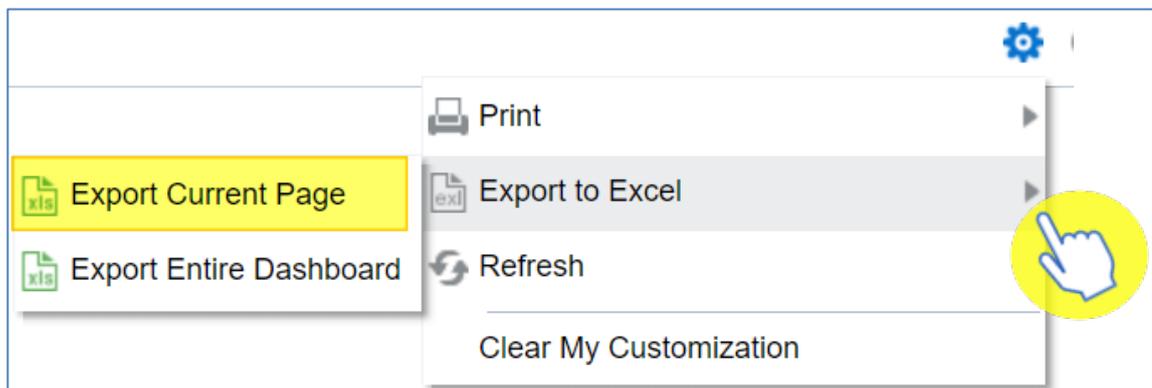


## Exporting a full page

1. To export a full page, select the 'cog' icon in the upper right-hand corner.



2. Hover over 'Export to Excel' and then select 'Export Current Page'



## Downloading Data

Some pages within the dashboards may also allow the downloading of the data used to create that page.

1. If that option is available, select the link for 'Download the data for this page' link under the data selector prompts.

The screenshot shows the 'Monthly Reporting' dashboard with the following elements:

- Navigation tabs: Monthly Reporting (selected), Year End Reporting
- Sub-navigation tabs: Contract Profile (selected), Activity Summary, Activity Analysis, Clinical Data Set, Orthodontic Data, Patient Access
- Filters section:
  - \* Contract Number: [Dropdown]
  - Reporting Year: 2020/2021 [Dropdown]
  - Buttons: Apply, Reset
- Contract Information: Provider Name [Text Box]
- Services Delivered 2020/2021 Year: 12.5 % Annual UDA Services Delivered [Card]
- Download form detail current year only [Link]

2. Depending on your type of contract you may be presented with the following options. Select the data you would like to download.

The screenshot shows a dropdown menu with the following options:

- Download form detail current year only
- Download General FP17 Form detail
- Download Orthodontic FP17 Form ...

3. The data will be displayed in a separate internet browser tab

General Forms for Reporting Year 2020/2021

Electronic Reference No.	Form Type Description	Treatment Year	Schedule Year Month	Date of Acceptance	Date of Completion of Last Visit	Total Form Count	Treatment Charge Band	UDA Delivered	Forms With Scale & Polish	Forms With Fluoride Varnish	Forms With Fissure Sealants	Forms With Radiographs	Forms With Endodontic Treatment	Forms With Permanent Fillings & Sealant Restorations
...	...	...	...	...	...	1	Band 1	1	0	1	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Urgent Treatment	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	1	0	0	0	0	0
...	...	...	...	...	...	1	Urgent Treatment	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	1	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	1	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	1	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	1	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Urgent Treatment	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	1	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	0	0	0	0	0
...	...	...	...	...	...	1	Band 1	1	0	1	0	0	0	0

4. Scroll to the bottom of the report and select the 'Export' option

<b>Total</b>				
Return - Print	- Export			



## Detailed Dashboard Guidance

Go to the following webpage: <https://www.nhsbsa.nhs.uk/eden/eden-training-hub>

From here you can view the Welsh Commissioner dashboard guidance document which will give you a detailed description of each page of the report.

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## Getting more help

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### **Additional training material and user guides**

The Information Systems training team have developed several how to guides to help you with eDEN. These can be found on our [eDEN Training Hub](#) webpage

Further information on the eDEN dashboards can be found on the [eDEN dashboard information](#) webpage.

### **Contact**

You can direct your queries to our email address: [nhsbsa.dentalinsight@nhs.net](mailto:nhsbsa.dentalinsight@nhs.net)