# ePACT2 User Guide

# Accessing the system

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### Logging into ePACT2

#### Activating your account

Once users are registered for the system the user account must be activated and password and security question details set to allow the user to access the system.

An email will be sent containing account details and a link to the system.

-	New Account Information			9
	oraclecloudadmin_ww@oracle.co To ePACT2TestUser@yahoo.com This message contains blocked image	<ul> <li>Show Images Change this setting</li> </ul>		Today at 10:14 👘
	Cloud			
	Hello John Smith, An Oracle Cloud account ha As you sign in for the first tin account, you need the follow	ne, you should change your password and	d enter responses to security questions. To access your	
	Account Details		Common Tasks	
	User Name:	ePACT2TestUser@yahoo.com	Change passwords     Learn about predefined	
	Temporary Password:	rmSfDq!F\$6h	roles and accounts	
	Identity Domain:	a437212-test		
	Data Center/Region:	em3		
	Copyright 2016 De and Tris This is a system generated message.	ount. Enter your User Name and Passv ates. All rights reserved. Do not reply to this message. You are recer en over-ridden to ensure that you receive	About Oracle   Legal Notices and Terms of Use   ving this email as a result of your current relationship with Oracle	

1. Enter the user ID (email address) and temporary password provided in the email.

	Business Services Authority
NHS Business Services Authority Business Intelligence Account Sign-In	
User Name Password	
Sign In Curt sign w?	
	ORACLE

2. Select the 'Sign In' option to access the system.

The user will be directed to the 'Oracle Identity Self Service –Identity Management' page to set a new password.

* User Name ePACT2ccguser1@gmail.com	
* New Password	Password Criteria:
Confirm New Password	⊗The password must have at least 12 characters. ⊗The password cannot exceed 40 characters.
Submit 🙌 3	The password cannot contain the First Name of the
	The password cannot contain the Last Name of the
	The password cannot contain the user name.
	The password must have at least 1 lowercase characters.
	Characters.
	The password must have at least 1 numeric characters.
	Cannot repeat last 4 passwords

- 3. Enter and confirm a new password.
- 4. Passwords entered must match all of the criteria listed under 'Password Criteria'

#### Signing in

Once account set up is complete, to sign into the system, navigate to the NHSBSA ePACT2 webpage to access the system:

https://www.nhsbsa.nhs.uk/epact2

Select 'Access ePACT2'



You will then be taken to the sign in page

NHS Business Services Authority Business Intelligence Account Sign-in	
Password 2	
Sign In Can't sign in?	

1) Em	ail address E	nter the email address your account is registered under
2) Pas	sword E	nter the password for your ePACT2 account

Select 'Sign in to access the account.

		se be aware when you sign out of ePACT2 and then sign back into the em without closing your browser, it will take you to the oracle sign in e:					
	← → C	wytes Cloud x + +					
		Get Started with Oracle Analytics Cloud					
		Visualize Data         Prepare Data         Learn More           Explore your data and uncover methods a minutative and methods we subtractive and methods we subtractive and methods we subtractive and and terror different sources         Valid or rk-adving and vices library to the subtractive methods and minutative and we subtractive methods and methods and and terror different sources					
	What an	e you interested in?					
0	То е	nsure you always sign into the correct system:					
	5.	Close and then reopen your browser					
	6.	Then use your bookmarked link or navigate to sign in from the ePACT2 webpage:					
	https://www.nhsbsa.nhs.uk/epact2						
	Select 'Access ePACT2'						
		Access ePACT2 >					

#### **Understanding the Landing page**

When you sign into ePACT2 you will be taken to the Landing page, the landing page enables you to quickly select the part of the system you would like to view:

ePACT2	Home Catalog	Favorites 🔻 🔹 Da	ashboards ▼ New ▼ Open ▼	•
News News News 20 September 2018 ➤ Prescribing Reports We have today released the Prescribing Document	Dash	boards	Prescribing Reports	
06 July 2018 ► Financial Reports We have today released the Remunerativ ePACT2.	on report into		Latest remuneration report Aug-18	

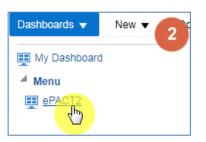
1) News feed	The News feed will display the latest news for ePACT2, it will keep you up to date when new reports are released.
2) My Folders	You can navigate to your saved content from the 'My Folders section.
3) ePACT2 Latest Data	This section informs you the latest month's data that is in the system, and the latest month's remuneration report.
4) Dashboards	You can select this tab to view all available dashboards.
5) Prescribing Reports	You can select this tab to view all available prescribing reports.
6) Quick Search	You can select this tab to run a 'Quick Search' analysis.

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

Home Catalog Favorites ▼ D	New   Open  Open
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2. From the available list select 'ePACT2'



### **Understanding the Home Page**

If you select the 'Home' icon from the 'ePACT2' toolbar you will be taken to the system homepage:

Home	Home Catalog Favorites	s ▼ • New ▼ • Open ▼ • Signed In As eP	act2 CCG Prescriber Level ePact2 CCG Prescriber Level 🔻
	Recent		
	Dashboards		
	ePACT2 - 01News Open More ▼	ePACT2 - 02Dashboards → Open More ▼	ePACT2 - 04PrescribingRe Open More ▼
	My Dashboard - page 1 → Open Edit More ▼	EPS Utilisation - CCGs (GP Open More ▼	EPS Utilisation - CCGs (GP Open More ▼
	More Dashboards ✓		
	Most Popular		
	<ol> <li>No recommendations are currently available</li> </ol>	e. Most Popular items will be displayed here when resul	Its become available.

The system home page will display the most recently accessed dashboards.

## **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>