



Pharmacy Intelligence Hub 5.8

Release Guide

Version 1.0

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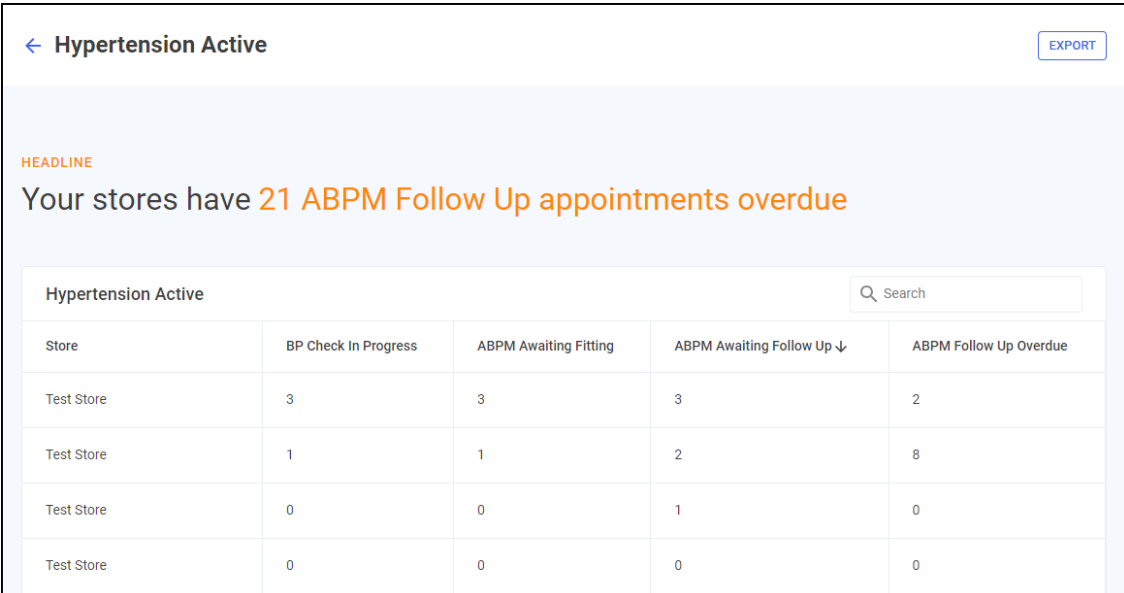
Pharmacy Intelligence Hub Release 5.8

Summary of Changes

Pharmacy Intelligence Hub release **5.8** includes the following new features and improvements:

England Only

- **Hypertension Active** - We have introduced a **Hypertension Active** screen that provides a breakdown of active **Hypertension** consultations across all stores in your group.



← **Hypertension Active** EXPORT

HEADLINE
Your stores have **21 ABPM Follow Up appointments overdue**


Hypertension Active Search				
Store	BP Check In Progress	ABPM Awaiting Fitting	ABPM Awaiting Follow Up ↓	ABPM Follow Up Overdue
Test Store	3	3	3	2
Test Store	1	1	2	8
Test Store	0	0	1	0
Test Store	0	0	0	0

 See [Hypertension Active on page 9](#) for details.

- **EPS at Risk** - The **Expiring Claims** data now displays as **EPS at Risk** and highlights all expiring EPS prescriptions:

- **Dashboard** - The **Expiring Claims** tile now displays as **EPS at Risk**.

EPS at Risk		→
EPS are due to expire within 7 days		
EPS at Risk	Value at Risk	
1	£5	

-
-  See [Dashboard](#) in the **Pharmacy Intelligence Hub Help Centre** for details.
-

- **Financial Overview** - The **Claims at Risk** tile now displays as **EPS at Risk**.

EPS at Risk			→
Timeframe	# of Claims	Value of Claims	
Today	26	£598	
Tomorrow	31	£2,608	
Next 7 days	81	£4,760	
Next 14 days	144	£7,133	
Next 28 days	334	£12,724	

-
-  See [Financial Overview](#) in the **Pharmacy Intelligence Hub Help Centre** for details.
-

- **Claims at Risk/EPS at Risk** - The **Claims at Risk** screen now displays as **EPS at Risk**.



← **EPS at Risk** EXPORT

Time Frame
Next 7 days ▾

HEADLINE
Your stores have **1 EPS Prescriptions at Risk** with a value of **£5** in your selected date range

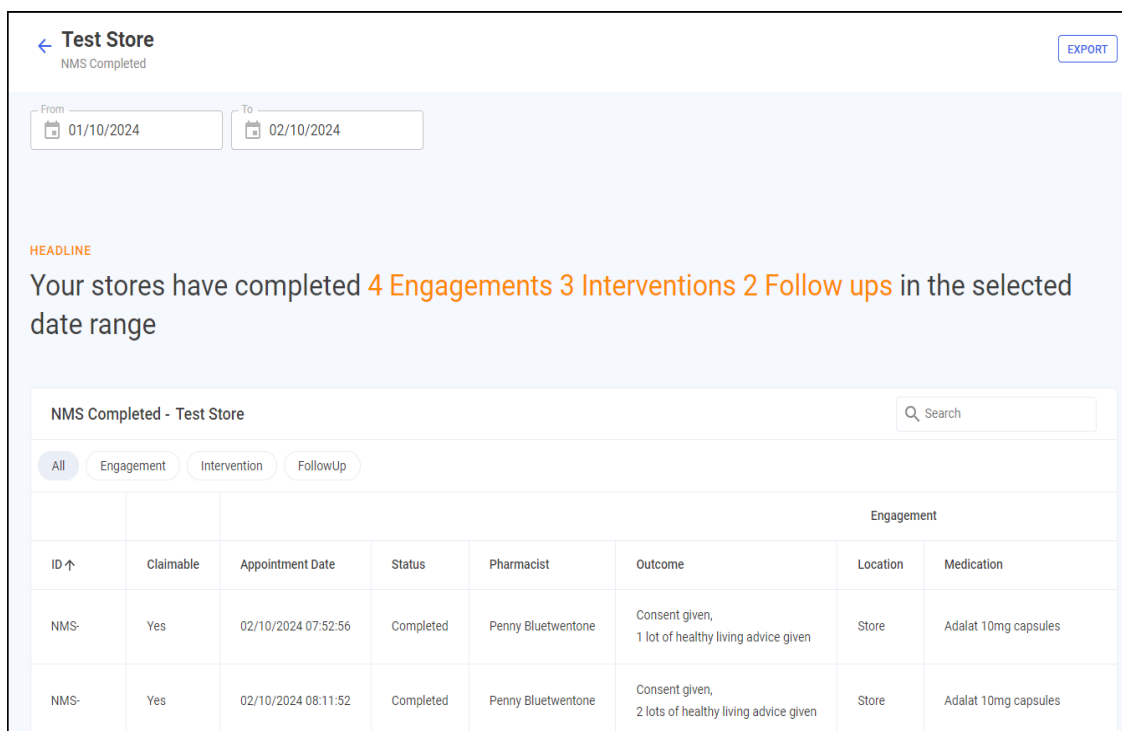
EPS at Risk Search

Store	Due to Expire	Value at Risk ↓
Test store	1	£5.45

[VIEW PRESCRIPTIONS](#)

➔ See [EPS at Risk on page 12](#) and [EPS at Risk Store Summary on page 15](#) for details.

- **NMS Completed** - You can now drill down to store level to view a breakdown of completed NMS consultations.



← **Test Store**
NMS Completed EXPORT

From: 01/10/2024 To: 02/10/2024

HEADLINE
Your stores have completed **4 Engagements 3 Interventions 2 Follow ups** in the selected date range

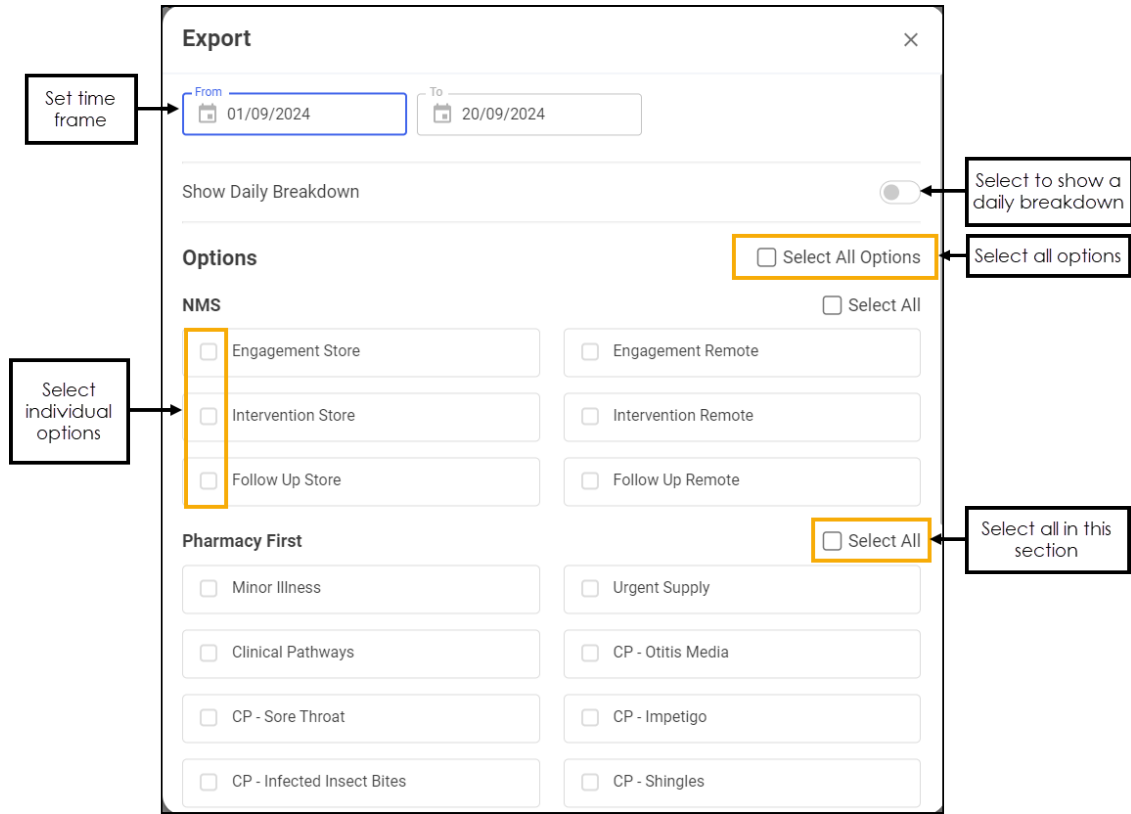
NMS Completed - Test Store Search

All Engagement Intervention FollowUp

Engagement							
ID ↑	Claimable	Appointment Date	Status	Pharmacist	Outcome	Location	Medication
NMS-	Yes	02/10/2024 07:52:56	Completed	Penny Bluetwentone	Consent given, 1 lot of healthy living advice given	Store	Adalat 10mg capsules
NMS-	Yes	02/10/2024 08:11:52	Completed	Penny Bluetwentone	Consent given, 2 lots of healthy living advice given	Store	Adalat 10mg capsules

➔ See [New Medicine Service \(NMS\) Completed Store Details on page 17](#) for details.

- **Pharmacist Performance Export** - You can now export a range of data from the **Pharmacist Performance** screen.



The screenshot shows an 'Export' dialog box with the following elements and callouts:

- Set time frame:** Callout pointing to the 'From' and 'To' date fields, which are set to 01/09/2024 and 20/09/2024 respectively.
- Select to show a daily breakdown:** Callout pointing to the 'Show Daily Breakdown' toggle switch.
- Select all options:** Callout pointing to the 'Select All Options' checkbox.
- Select individual options:** Callout pointing to the checkboxes for 'Engagement Store', 'Intervention Store', and 'Follow Up Store' under the 'NMS' section.
- Select all in this section:** Callout pointing to the 'Select All' checkbox for the 'Pharmacy First' section.

 See [Pharmacist Performance on page 22](#) for details.

- **Contraception:**

- **Services Overview** - The **Pharmacy Contraception Service - Services Completed** file is updated to include the number of **Pharmacy Contraception Services** initiated and ongoing during the current month and the potential income.

Services Completed →		
This Month		
Type	Total Completed	Income
Initiation	9	£162
Ongoing	5	£90
Total	14	£252

→ See [Services Overview](#) in the **Pharmacy Intelligence Hub Help Centre** for details.

- **Services Store Performance** - The **Contraception** section of the table is updated to display the number of ongoing and initiated contraception services.

Services Store Performance Q Search				
All Totals Pharmacy First NMS Hypertension Contraception Flu				
Contraception				
Store	Contraception Ongoing	Contraception Initiation	Contraception Total	Contraception Income
Test Store	3	2	5	£90
Test Store	1	4	5	£90
Test Store	1	1	2	£36

→ See [Services Store Performance](#) in the **Pharmacy Intelligence Hub Help Centre** for details.

Hypertension Active

The **Hypertension Active** screen provides a summary of active hypertension consultations across your stores.

← **Hypertension Active**
EXPORT

HEADLINE

Your stores have **21 ABPM Follow Up appointments overdue**

Hypertension Active Q Search				
Store	BP Check In Progress	ABPM Awaiting Fitting	ABPM Awaiting Follow Up ↓	ABPM Follow Up Overdue
Test Store	3	3	3	2
Test Store	1	1	2	8
Test Store	0	0	1	0
Test Store	0	0	0	0

Hypertension Table

Hypertension Active Q Search				
Store	BP Check In Progress	ABPM Awaiting Fitting	ABPM Awaiting Follow Up ↓	ABPM Follow Up Overdue
Test Store	3	3	3	2
Test Store	1	1	2	8
Test Store	0	0	1	0
Test Store	0	0	0	0

The **Hypertension** table displays the number of active **Hypertension** consultations for each store in your group:

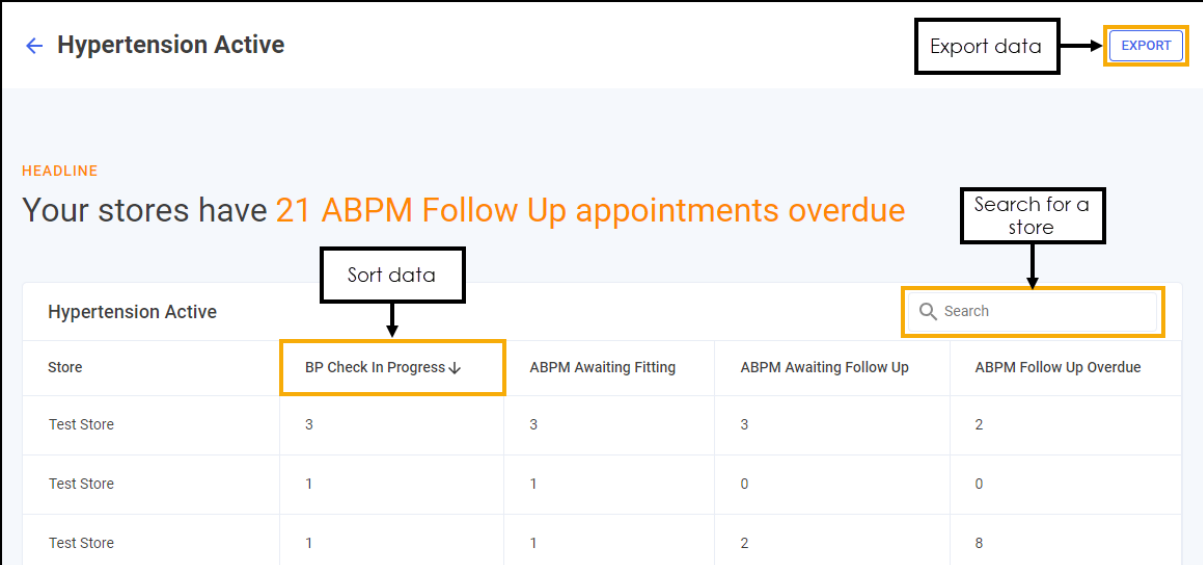


Training Tip - Use the scroll bar at the bottom of the table to view more services data.

- **Store** - The store name.
- **BP Check In Progress** - The number of BP checks that are in progress at the store.
- **ABPM Awaiting Fitting** - The number of Hypertension consultations that are waiting for an Ambulatory Blood Pressure Monitor (ABPM) fitting.
- **ABPM Awaiting Follow Up** - The number of Hypertension consultations that are waiting for an ABPM follow up.
- **ABPM Follow Up Overdue** - The number of Hypertension consultations where the ABPM follow up is overdue.

Searching, Sorting and Exporting Data

You can filter, search, sort and export the data displayed.



← **Hypertension Active** Export data → **EXPORT**


HEADLINE
Your stores have **21 ABPM Follow Up appointments overdue** Search for a store

Sort data

Hypertension Active	BP Check In Progress ↓	ABPM Awaiting Fitting	ABPM Awaiting Follow Up	ABPM Follow Up Overdue
Test Store	3	3	3	2
Test Store	1	1	0	0
Test Store	1	1	2	8

Q Search

- **Search** - To search for an individual store, simply enter the store name in **Search** , the table updates as you type.
- **Sort Data** - Select any header to sort your pharmacies by the chosen column, for example, select **BP Check In Progress** to sort by the number of in progress BP checks. You can sort ascending or descending as required.

- **Exporting Data** - To export the **Hypertension Active** data to a CSV (spreadsheet) file, select **EXPORT**  and a CSV file is created in your local **Downloads** folder.



Training Tip - To view the **Downloads** folder, open **Windows File Explorer**, locate and open **Downloads**. A list of your recently downloaded files display.

EPS at Risk

The **EPS at Risk** screen provides an overview of the EPS prescriptions at risk within your group.



← **EPS at Risk** EXPORT

Time Frame
Next 7 days ▾

HEADLINE
Your stores have **1 EPS Prescriptions at Risk** with a value of **£5** in your selected date range

EPS at Risk Q Search

Store	Due to Expire	Value at Risk ↓
Test store	1	£5.45

[VIEW PRESCRIPTIONS](#)

Time Frame

You can easily filter the data that displays on the **EPS at Risk** screen, select **Time Frame** and choose the time frame required.



← **EPS at Risk**

Time Frame
Next 28 days ▾

Change the EPS at risk time frame

HEADLINE
Your stores have **6 EPS Prescriptions**

EPS at Risk Headline

The **EPS at Risk** headline provides a dynamic summary of the EPS prescriptions at risk over the selected date range.

HEADLINE

Your stores have **6 EPS Prescriptions at Risk** with a **value of £26** in your selected date range

EPS at Risk Table

← EPS at Risk
EXPORT

Time Frame
Next 7 days ▾

HEADLINE

Your stores have **1 EPS Prescriptions at Risk** with a **value of £5** in your selected date range

Sort data

Search for a store

Store	Due to Expire	Value at Risk ↓	
Test store	1	£5.45	VIEW PRESCRIPTIONS
Test store	0	0	VIEW PRESCRIPTIONS
Test store	0	0	VIEW PRESCRIPTIONS

1 - 3 of 3
Rows per page: 10 ▾

Q Search

View EPS prescriptions at risk for this store

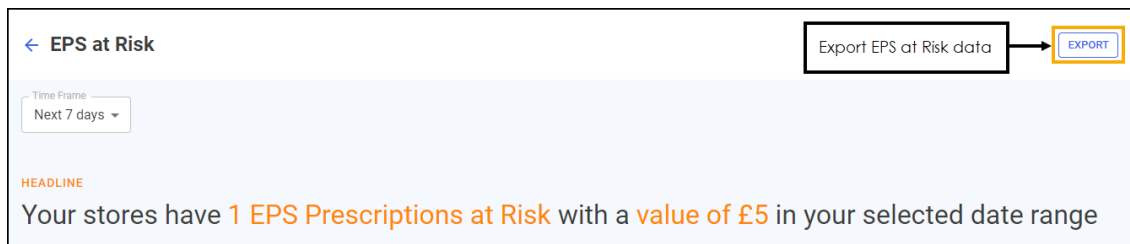
The **EPS at Risk** table displays the performance of each store in your group in ranked order:

- **Search** - To search for an individual store, simply enter the store name in **Search** , the table updates as you type.
- **Sort Data** - Select any header to sort pharmacies by the chosen header, for example, select **Value at Risk** to sort pharmacies by the value of EPS prescriptions at risk. You can sort ascending or descending as required.
- **View Prescriptions** - Select to view EPS prescriptions at risk for an individual store. See [EPS at Risk Store Summary on the next page](#) for more details.

Exporting Data

To export all **EPS at Risk** data for your group to a CSV (spreadsheet) file:

1. From the **EPS at Risk** screen select **EXPORT** .



2. The CSV file saves to your local **Downloads** folder.



Training Tip - To view the **Downloads** folder, open **Windows File Explorer**, and then locate and select **Downloads**. A list of your recently downloaded files displays.

EPS at Risk Store Summary

The **EPS at Risk Store Summary** screen enables you to view a store's expiring EPS prescriptions over a set time frame. To view a store's prescriptions:

1. From the **EPS at Risk** screen select **VIEW PRESCRIPTIONS**

VIEW PRESCRIPTIONS alongside the store required.

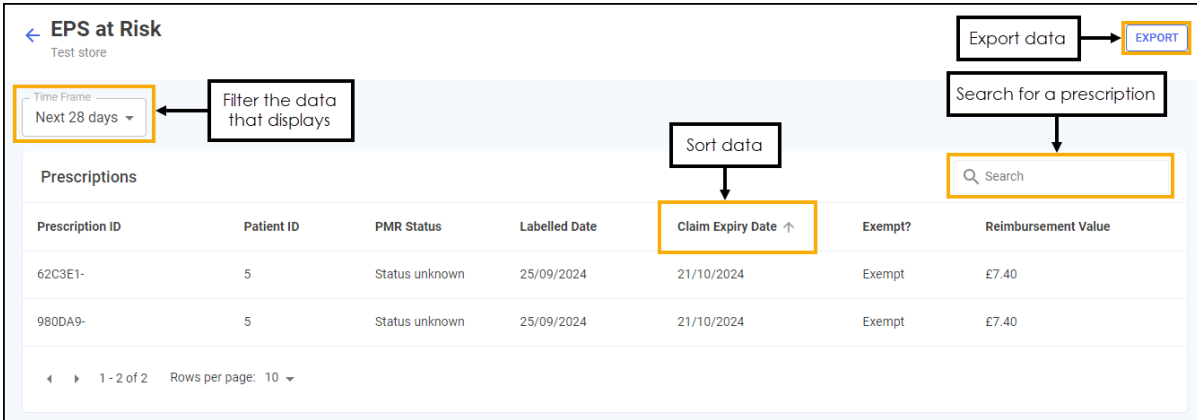
EPS at Risk			Q Search
Store	Due to Expire	Value at Risk ↓	
Test store	2	£10.90	<div style="border: 1px solid black; padding: 2px;">View store details</div> → <div style="border: 1px solid orange; padding: 2px; color: orange;">VIEW PRESCRIPTIONS</div>
Test store	2	£7.40	<div style="border: 1px solid blue; padding: 2px; color: blue;">VIEW PRESCRIPTIONS</div>

2. The **EPS at Risk** screen displays for the selected store.

EPS at Risk							EXPORT
Test store							
Time Frame							
Next 28 days ▼							
Prescriptions							Q Search
Prescription ID	Patient ID	PMR Status	Labelled Date	Claim Expiry Date ↑	Exempt?	Reimbursement Value	
62C3E1-	5	Status unknown	25/09/2024	21/10/2024	Exempt	£7.40	
980DA9-	5	Status unknown	25/09/2024	21/10/2024	Exempt	£7.40	
◀ ▶ 1 - 2 of 2 Rows per page: 10 ▼							

Filtering, Searching for, Sorting and Exporting Data

You can filter, search, sort and export the data displayed.





The screenshot shows the 'EPS at Risk' interface for a 'Test store'. It features a table of prescriptions with columns: Prescription ID, Patient ID, PMR Status, Labelled Date, Claim Expiry Date, Exempt?, and Reimbursement Value. Annotations include: 'Time Frame' dropdown set to 'Next 28 days' with a callout 'Filter the data that displays'; 'Claim Expiry Date' header with a callout 'Sort data'; a search bar with a callout 'Search for a prescription'; and an 'EXPORT' button with a callout 'Export data'.

Prescription ID	Patient ID	PMR Status	Labelled Date	Claim Expiry Date ↑	Exempt?	Reimbursement Value
62C3E1-	5	Status unknown	25/09/2024	21/10/2024	Exempt	£7.40
980DA9-	5	Status unknown	25/09/2024	21/10/2024	Exempt	£7.40

1 - 2 of 2 Rows per page: 10

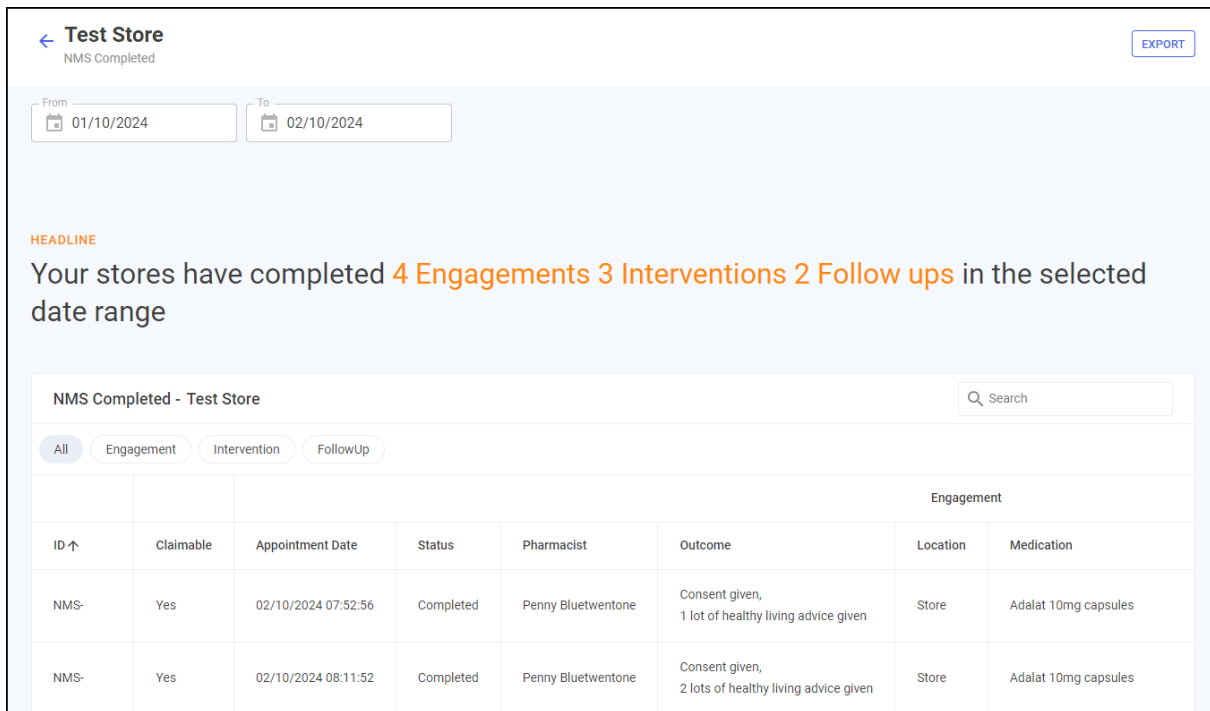
- Search** - To search for a prescription, simply start typing the prescription ID in **Search** , the table updates as you type.
- Filter Dates** - Filter the time frame from the available list as required.
- Sort Data** - Select any header to sort prescriptions by the chosen header, for example, select **Claim Expiry Date** to sort prescriptions by the claim expiry date. You can sort ascending or descending as required.
- Exporting data** - To export the next 28 days **EPS at Risk** data to a CSV (spreadsheet) file, simply select **EXPORT** to export the CSV file to your local **Downloads** folder.

 **Training Tip** - To view the **Downloads** folder, open **Windows File Explorer**, locate and open **Downloads**. A list of your recently downloaded files display.

 See [EPS at Risk on page 12](#) for an overview of the **EPS at Risk** screen.

New Medicine Service (NMS) Completed Store Details

The **NMS Completed Store Details** screen provides you with an overview of completed **New Medicine Service (NMS)** consultations for a specific store.



Test Store
NMS Completed

From: 01/10/2024 To: 02/10/2024

HEADLINE
Your stores have completed **4 Engagements** **3 Interventions** **2 Follow ups** in the selected date range

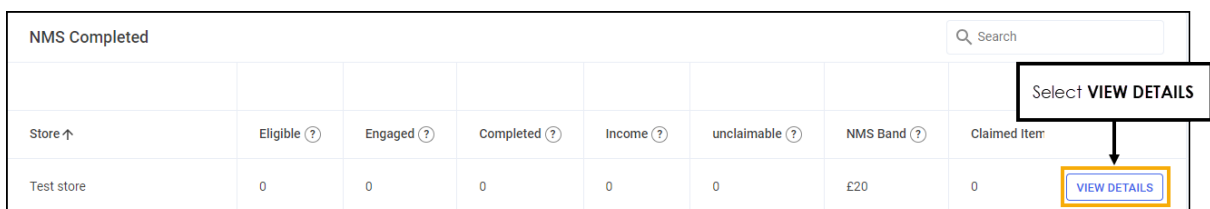
NMS Completed - Test Store

Search

All Engagement Intervention FollowUp

Engagement							
ID ↑	Claimable	Appointment Date	Status	Pharmacist	Outcome	Location	Medication
NMS-	Yes	02/10/2024 07:52:56	Completed	Penny Bluwentone	Consent given, 1 lot of healthy living advice given	Store	Adalat 10mg capsules
NMS-	Yes	02/10/2024 08:11:52	Completed	Penny Bluwentone	Consent given, 2 lots of healthy living advice given	Store	Adalat 10mg capsules

To view the **NMS Completed Store Details** screen, on the **NMS Completed** screen select **VIEW DETAILS** next to the required store.



NMS Completed

Search

Store ↑	Eligible (?)	Engaged (?)	Completed (?)	Income (?)	unclaimable (?)	NMS Band (?)	Claimed Item
Test store	0	0	0	0	0	£20	0

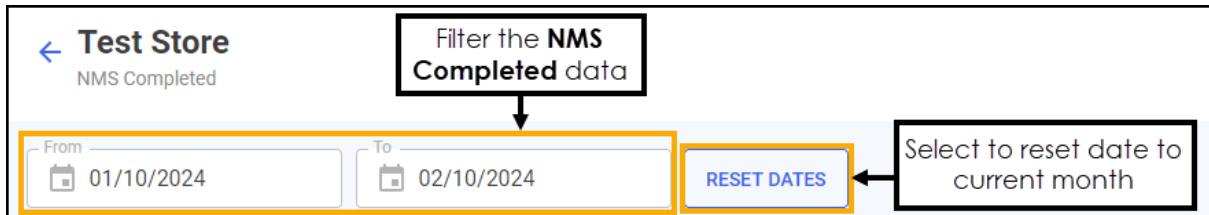
Select **VIEW DETAILS**

Filtering the Data

To view data for a particular date, enter the time frame required in **From** and **To**.

To reset the dates to the current month, select **RESET DATES**

RESET DATES



The screenshot shows a user interface for filtering data. At the top left, there is a back arrow and the text 'Test Store' with 'NMS Completed' below it. In the center, a box labeled 'Filter the NMS Completed data' has an arrow pointing down to a date range filter. The date range filter has two input fields: 'From' with a calendar icon and the date '01/10/2024', and 'To' with a calendar icon and the date '02/10/2024'. To the right of these fields is a button labeled 'RESET DATES'. A callout box on the right points to this button with the text 'Select to reset date to current month'.

NMS Completed Table

The **NMS Completed** table displays details of the completed **NMS** consultations for the selected store in the set time frame:



Training Tip - Use the scroll bar at the bottom of the table to view more services data.

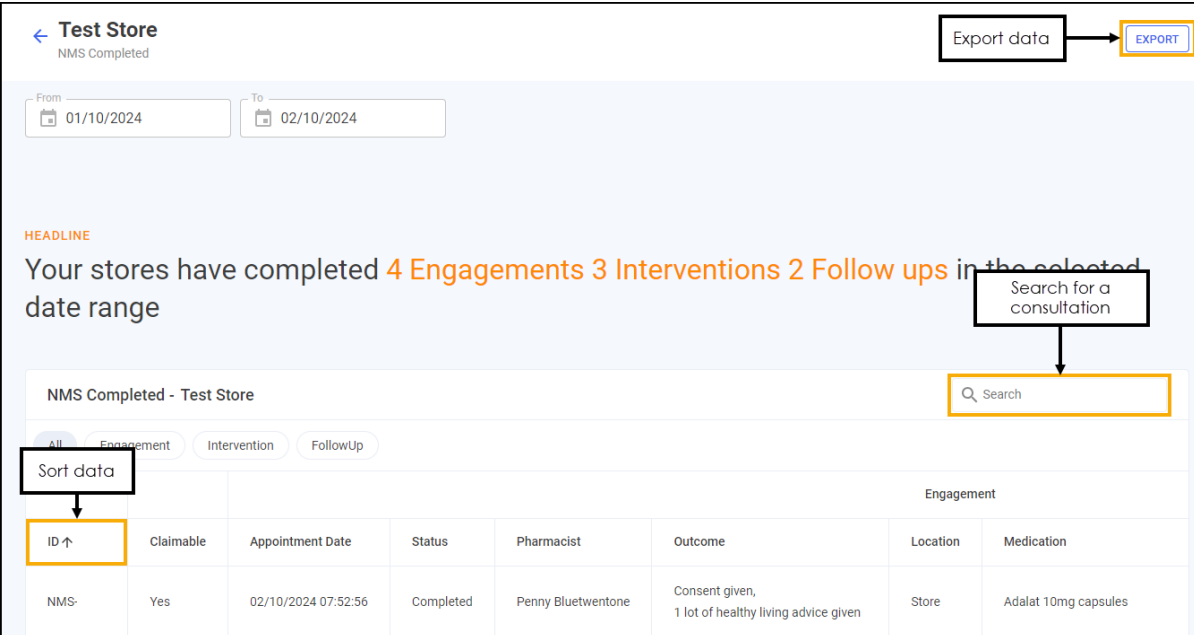
- **ID** - The NMS case ID (provided by **Pharmacy Services**). This allows you to communicate with a particular store about a particular NMS episode.
- **Claimable** - Displays whether the pharmacy was able to claim for this NMS consultation.
- **Engagement:**
 - **Appointment Date** - The date of the Engagement session.
 - **Status** - The status of the Engagement session, in this case **Completed**.
 - **Pharmacist** - The name of the pharmacist that completed the Engagement session.
 - **Outcome** - The outcome of the Engagement session, whether the patient consented and if healthy living advice was given to the patient.

- **Location** - Where the Engagement session took place, for example in store or remote.
- **Medication** - The patient's related medication.
- **Conditions** - The patient's related conditions.
- **Intervention:**
 - **Appointment Date** - The date of the Intervention session.
 - **Status** - The status of the Intervention session, for example **Completed** or **Closed**.
 - **Pharmacist** - The name of the pharmacist that completed the Intervention session.
 - **Outcome** - The outcome of the Intervention session, for example if the patient is using the medication as prescribed or if healthy living advice was given to the patient.
 - **Location** - Where the Intervention session took place, for example in store or remote.
 - **Medication** - The patient's related medication.
 - **Conditions** - The patient's related conditions.
- **Follow Up:**
 - **Appointment Date** - The date of the Follow Up session.
 - **Status** - The status of the Follow Up session, for example **Completed** or **Closed**.
 - **Pharmacist** - The name of the pharmacist that completed the Follow Up session.
 - **Outcome** - The outcome of the Follow Up session, for example if the patient is using the medication as prescribed or if healthy living advice was given to the patient.

- **Location** - Where the Follow Up session took place, for example in store or remote.
- **Medication** - The patient's related medication.
- **Conditions** - The patient's related conditions.

Searching, Sorting and Exporting Data

You can search, sort and export the data displayed.



The screenshot shows the 'Test Store' interface with the following elements:

- Export data** button with an **EXPORT** button next to it.
- Date range filters: From 01/10/2024 to To 02/10/2024.
- HEADLINE**: Your stores have completed 4 Engagements 3 Interventions 2 Follow ups in the selected date range.
- Search** box with a magnifying glass icon and the text 'Search for a consultation' above it.
- Sort data** button above the table.
- Table** with columns: ID ↑, Claimable, Appointment Date, Status, Pharmacist, Outcome, Location, Medication.

ID ↑	Claimable	Appointment Date	Status	Pharmacist	Outcome	Location	Medication
NMS-	Yes	02/10/2024 07:52:56	Completed	Penny Bluetwentone	Consent given, 1 lot of healthy living advice given	Store	Adalat 10mg capsules

- Search** - To search for an individual consultation, simply enter the search criteria in **Search** , the table updates as you type.
- Sort Data** - Select any header to sort your pharmacies by the chosen column, for example, select **ID** to sort by NMS ID number. You can sort ascending or descending as required.
- Exporting Data** - To export the **NMS Completed Store Details** data to a CSV (spreadsheet) file, select **EXPORT** and a CSV file is created in your local **Downloads** folder.



Training Tip - To view the **Downloads** folder, open **Windows File Explorer**, locate and open **Downloads**. A list of your recently downloaded files display.

Pharmacist Performance

The **Pharmacist Performance** screen provides an overview of activity by pharmacist across all the stores in your group.

← Pharmacist Performance
EXPORT

RESET DATES

Pharmacist Performance

All
NMS
Pharmacy First
Hypertension
Contraception
Flu Vac

Pharmacist ↑	Bites	CP - Shingles	CP - Sinusitis	CP - UTI	Hypertension		Contraception		Flu Vac	
					BP Checks	ABPM Checks	Initiation	Ongoing	NHS	Private
Demo Pharmacist - 1234567	1	0	0	1	5	4	0	0	2	0
Demo Pharmacist - 1223456	3	0	0	0	3	4	5	0	0	0
Demo Pharmacist - 1222345	0	0	0	1	1	1	0	0	0	0
Demo Pharmacist - 1222234	3	0	0	1	0	0	0	0	0	0
Demo Pharmacist - 1222223	0	0	0	0	1	0	0	0	0	0
Demo Pharmacist - 1222222	3	0	0	1	0	0	0	0	0	0

1 - 6 of 6
Rows Per Page: 10

Pharmacist Performance Table

The **Pharmacist Performance** table displays the number of completed services for each pharmacist in your group for the selected time frame.




Training Tip - Use the scroll bar at the bottom of the table to view more data.

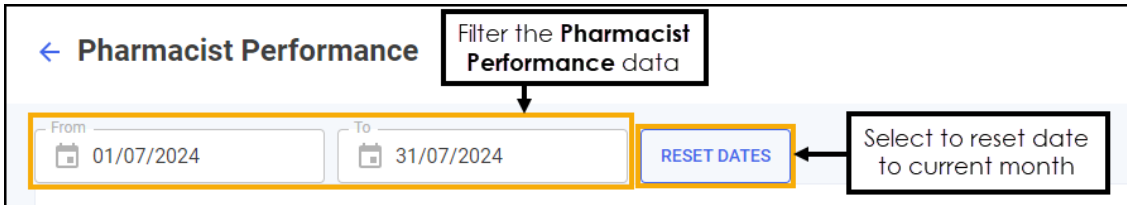
- **Pharmacist** - The pharmacist's name followed by their GPhC number.
- **NMS:**
 - **Engagement - Store** - Displays the total number of New Medicine Service (NMS) engagement sessions completed at the store.
 - **Engagement - Remote** - Displays the total number of New Medicine Service (NMS) engagement sessions completed remotely.
 - **Intervention - Store** - Displays the total number of New Medicine Service (NMS) intervention sessions completed at the store.
 - **Intervention - Remote** - Displays the total number of New Medicine Service (NMS) intervention sessions completed remotely.
 - **Follow Up - Store** - Displays the total number of New Medicine Service (NMS) follow up sessions completed at the store.
 - **Follow Up - Remote** - Displays the total number of New Medicine Service (NMS) follow up sessions completed remotely.
- **Pharmacy First:**
 - **Minor Illness** - Displays the total number of **Pharmacy First Minor Illness** referrals completed by the pharmacist.
 - **Urgent Supply** - Displays the total number of **Pharmacy First Urgent Medicines Supply** referrals completed by the pharmacist.
 - **Clinical Pathways Total** - Displays the total number of **Pharmacy First Clinical Pathways** referrals completed by the pharmacist.
 - **CP - Acute Otitis Media** - Displays the total number of **Pharmacy First Acute Otitis Media Clinical Pathway** referrals completed by the pharmacist.
 - **CP - Sore Throat** - Displays the total number of **Pharmacy First Sore Throat Clinical Pathway** referrals completed by the pharmacist.
 - **CP - Impetigo** - Displays the total number of **Pharmacy First Impetigo Clinical Pathway** referrals completed by the pharmacist.

- **CP - Infected Insect Bites** - Displays the total number of **Pharmacy First Infected Insect Bites Clinical Pathway** referrals completed by the pharmacist.
- **CP - Shingles** - Displays the total number of **Pharmacy First Shingles Clinical Pathway** referrals completed by the pharmacist.
- **CP - Sinusitis** - Displays the total number of **Pharmacy First Sinusitis Clinical Pathway** referrals completed by the pharmacist.
- **CP - UTI** - Displays the total number of **Pharmacy First UTI Clinical Pathway** referrals completed by the pharmacist.
- **Hypertension:**
 - **BP Checks** - Displays the total number of blood pressure checks completed by the pharmacist.
 - **ABPM Checks** - Displays the total number of ambulatory blood pressure monitor checks completed by the pharmacist.
- **Contraception:**
 - **Initiation** - Displays the total number of Contraception services initiated by the pharmacist.
 - **Ongoing** - Displays the total number of ongoing Contraception services monitored by the pharmacist.
- **NHS Flu:**
 - **NHS** - Displays the total number of NHS influenza vaccinations administered by the pharmacist.
 - **Private** - Displays the total number of private influenza vaccinations administered by the pharmacist.

Filter the Data

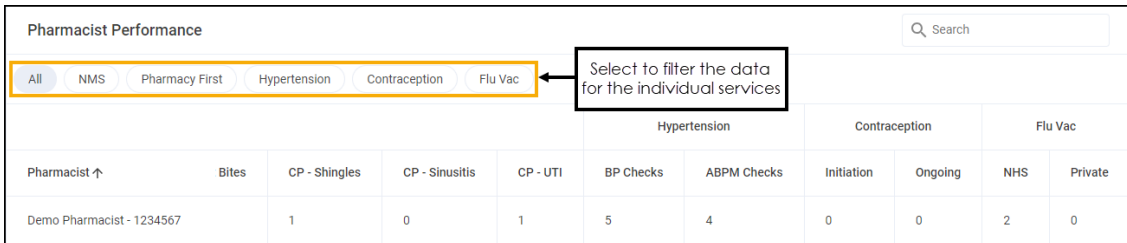
To filter the data that displays on the **Pharmacist Performance** screen:

- **Date range** - Enter the time frame required in **From** and **To**. To reset the dates to the current month, select **RESET DATES** .



The screenshot shows the 'Pharmacist Performance' header with a search icon. Below it, there are two date input fields: 'From' with the date '01/07/2024' and 'To' with the date '31/07/2024'. To the right of these fields is a blue button labeled 'RESET DATES'. A callout box points to the 'RESET DATES' button with the text 'Select to reset date to current month'. Another callout box points to the date fields with the text 'Filter the Pharmacist Performance data'.

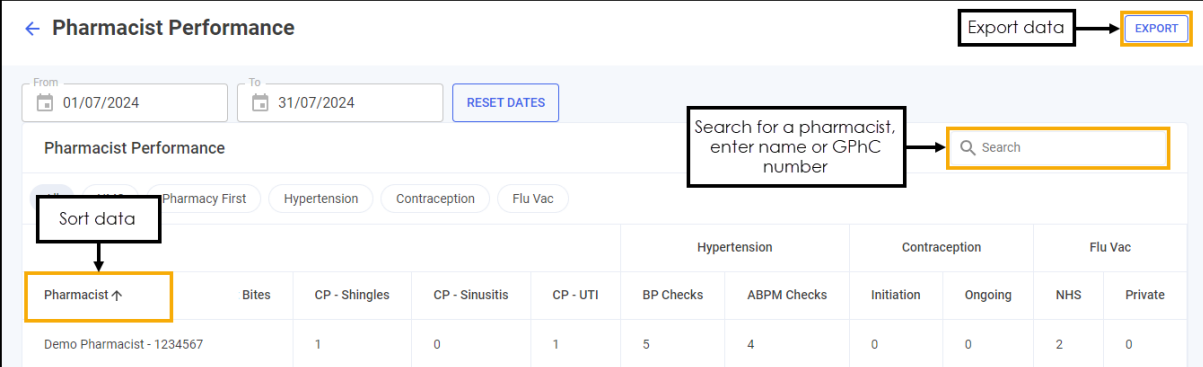
- **Category** - Select from **All**, **NMS**, **Pharmacy First**, **Hypertension**, **Contraception** and **Flu Vac** to filter the data that displays.



The screenshot shows the 'Pharmacist Performance' header with a search icon. Below it, there are six category buttons: 'All', 'NMS', 'Pharmacy First', 'Hypertension', 'Contraception', and 'Flu Vac'. The 'All' button is highlighted with a yellow border. A callout box points to the 'All' button with the text 'Select to filter the data for the individual services'. Below the buttons is a table with columns for various services and their counts.

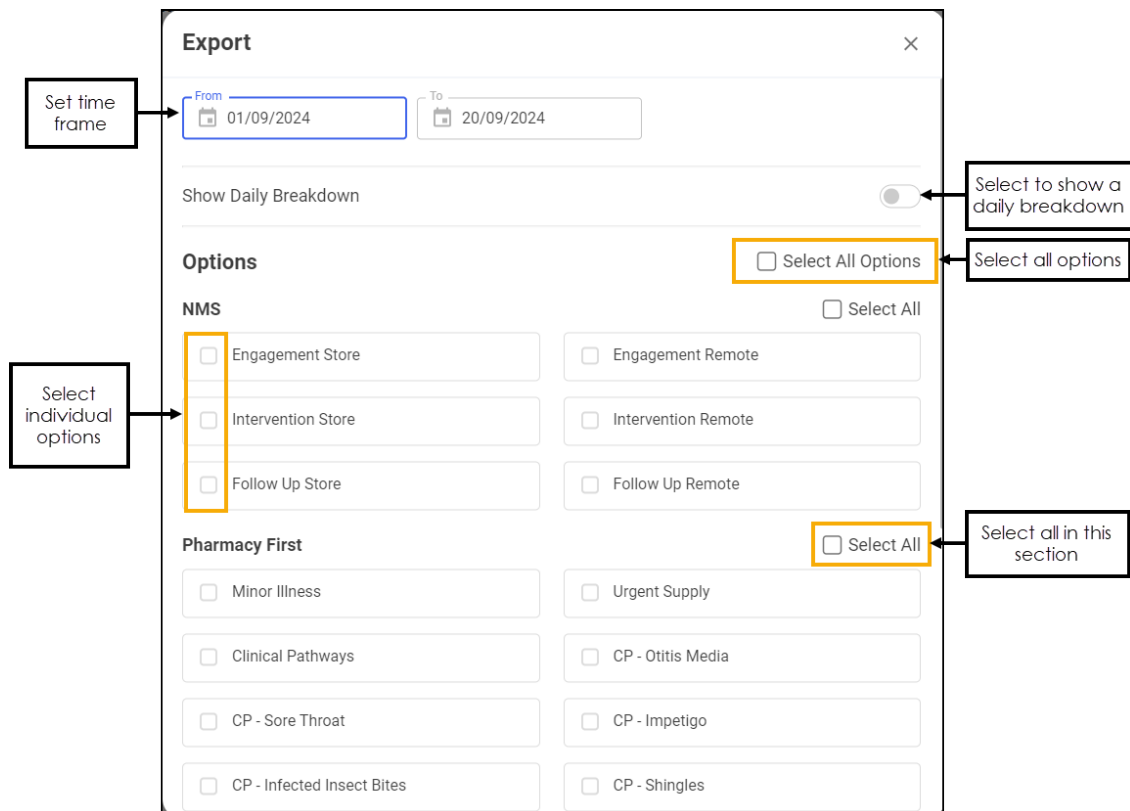
Pharmacist ↑	Bites	Hypertension				Contraception		Flu Vac		
		CP - Shingles	CP - Sinusitis	CP - UTI	BP Checks	ABPM Checks	Initiation	Ongoing	NHS	Private
Demo Pharmacist - 1234567		1	0	1	5	4	0	0	2	0

Searching, Sorting and Exporting Data



The screenshot shows the 'Pharmacist Performance' dashboard. At the top right, there is an 'Export data' button with an 'EXPORT' button next to it. Below this, there are date filters for 'From' (01/07/2024) and 'To' (31/07/2024), along with a 'RESET DATES' button. A search bar is labeled 'Search for a pharmacist, enter name or GPhC number'. Below the search bar, there are filter buttons for 'Pharmacy First', 'Hypertension', 'Contraception', and 'Flu Vac'. A 'Sort data' button is located above the table. The table has columns for 'Pharmacist', 'Bites', 'CP - Shingles', 'CP - Sinusitis', 'CP - UTI', 'Hypertension' (BP Checks, ABPM Checks), 'Contraception' (Initiation, Ongoing), and 'Flu Vac' (NHS, Private). A row for 'Demo Pharmacist - 1234567' is shown with values: Bites: 1, CP - Shingles: 0, CP - Sinusitis: 1, CP - UTI: 5, BP Checks: 4, ABPM Checks: 0, Ongoing: 0, NHS: 2, Private: 0.

- Search** - To search for an individual pharmacist, simply enter their name or GPhC number in **Search** , the table updates as you type.
- Sort Data** - Select any header to sort your pharmacists by the chosen column, for example, select **NMS - Engagement - Store** to sort pharmacists by the number of NMS engagements completed at the store. You can sort ascending or descending as required.
- Exporting Data** - To export the **Pharmacist Performance** data to a CSV (spreadsheet) file, select **EXPORT** . The **Export** screen displays.





The screenshot shows an 'Export' dialog box with the following elements and callouts:

- Set time frame:** Callout pointing to the 'From' (01/09/2024) and 'To' (20/09/2024) date fields.
- Select to show a daily breakdown:** Callout pointing to the 'Show Daily Breakdown' toggle switch.
- Select all options:** Callout pointing to the 'Select All Options' checkbox.
- Select individual options:** Callout pointing to the checkboxes for 'Engagement Store', 'Intervention Store', and 'Follow Up Store' under the 'NMS' section.
- Select all in this section:** Callout pointing to the 'Select All' checkbox under the 'Pharmacy First' section.

Select from the following:

- **From / To** - Set the time frame for the export.
- **Show Daily Breakdown** - Toggle on to export a daily count for each pharmacist. Toggle off to show just a total count for each pharmacist.
- **Options** - Select the information to export. Tick individual options or choose from **Select All** to tick all options in the section or **Select All Options** to tick all available options.

Select **EXPORT**  and a CSV file is created in your local **Downloads** folder.

 **Training Tip** - To view the **Downloads** folder, open **Windows File Explorer**, locate and open **Downloads**. A list of your recently downloaded files display.
