
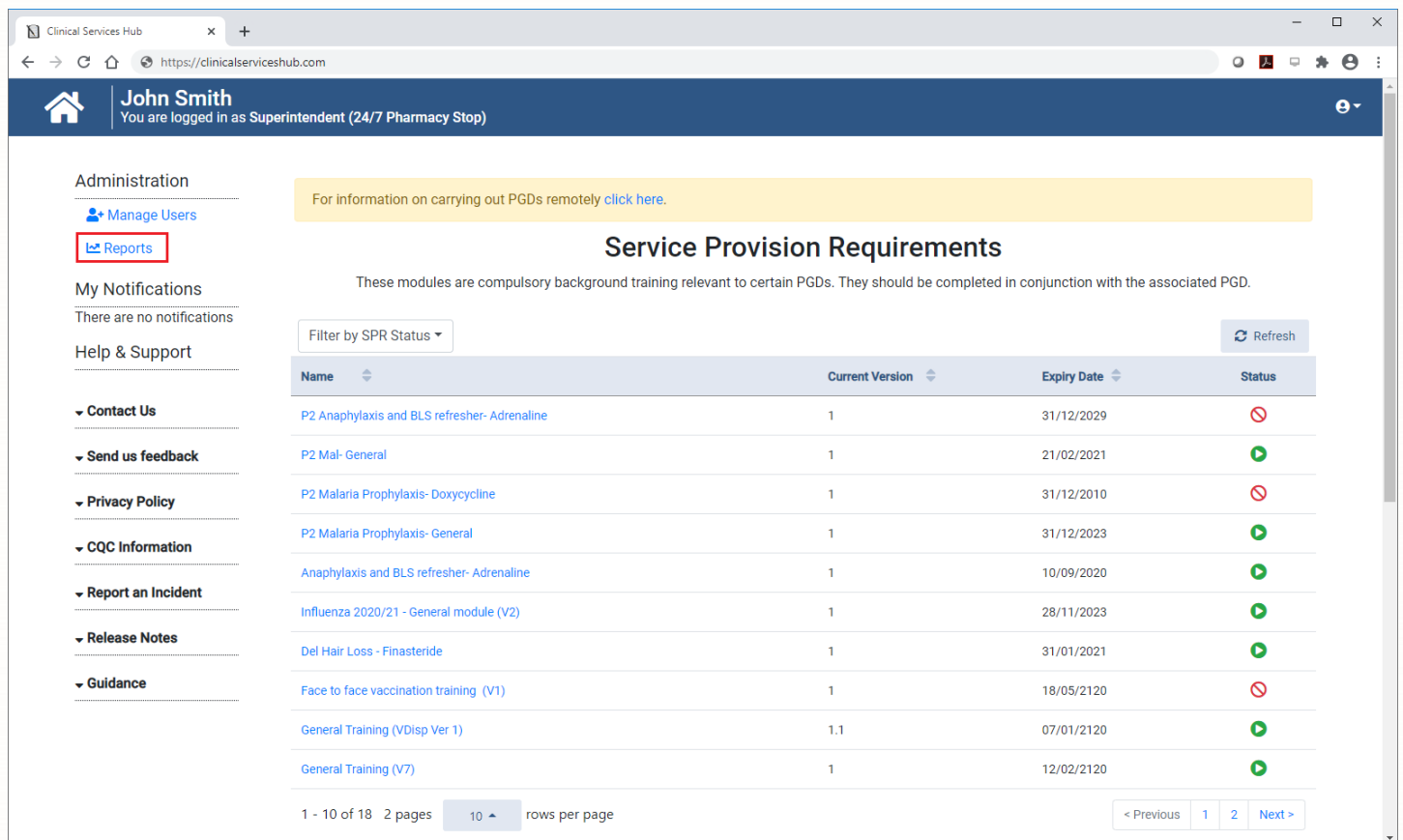


## Generating a Usage by User Report

 You must be logged in as a Superintendent user in order to use the reporting functionality on the Clinical Services Hub.

The Usage by User report allows you to see data on the total number of PGDs attempted by each user in your organisation.

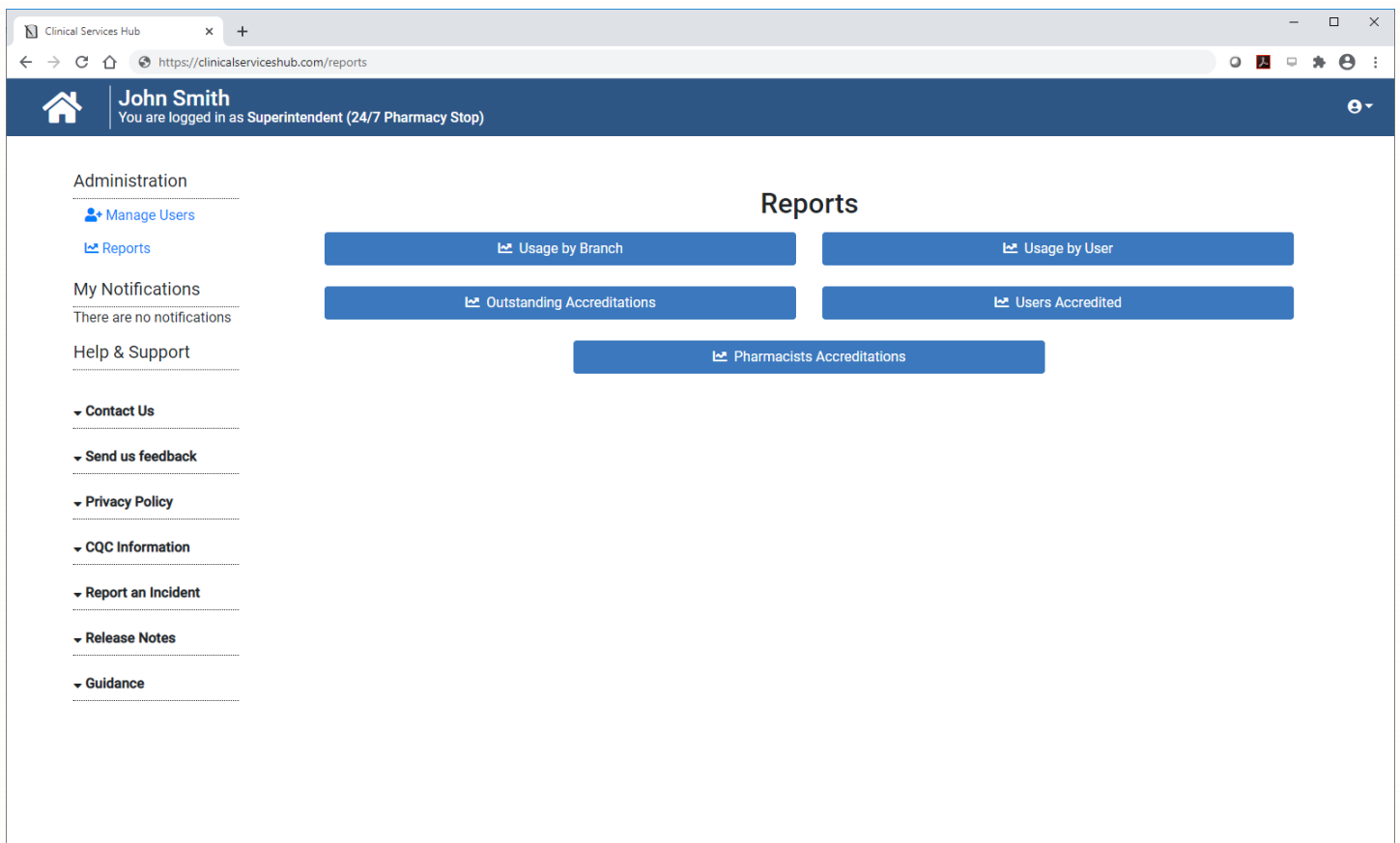
1. To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>
2. Select the **Reports** link within the *Administration* section on the homepage.




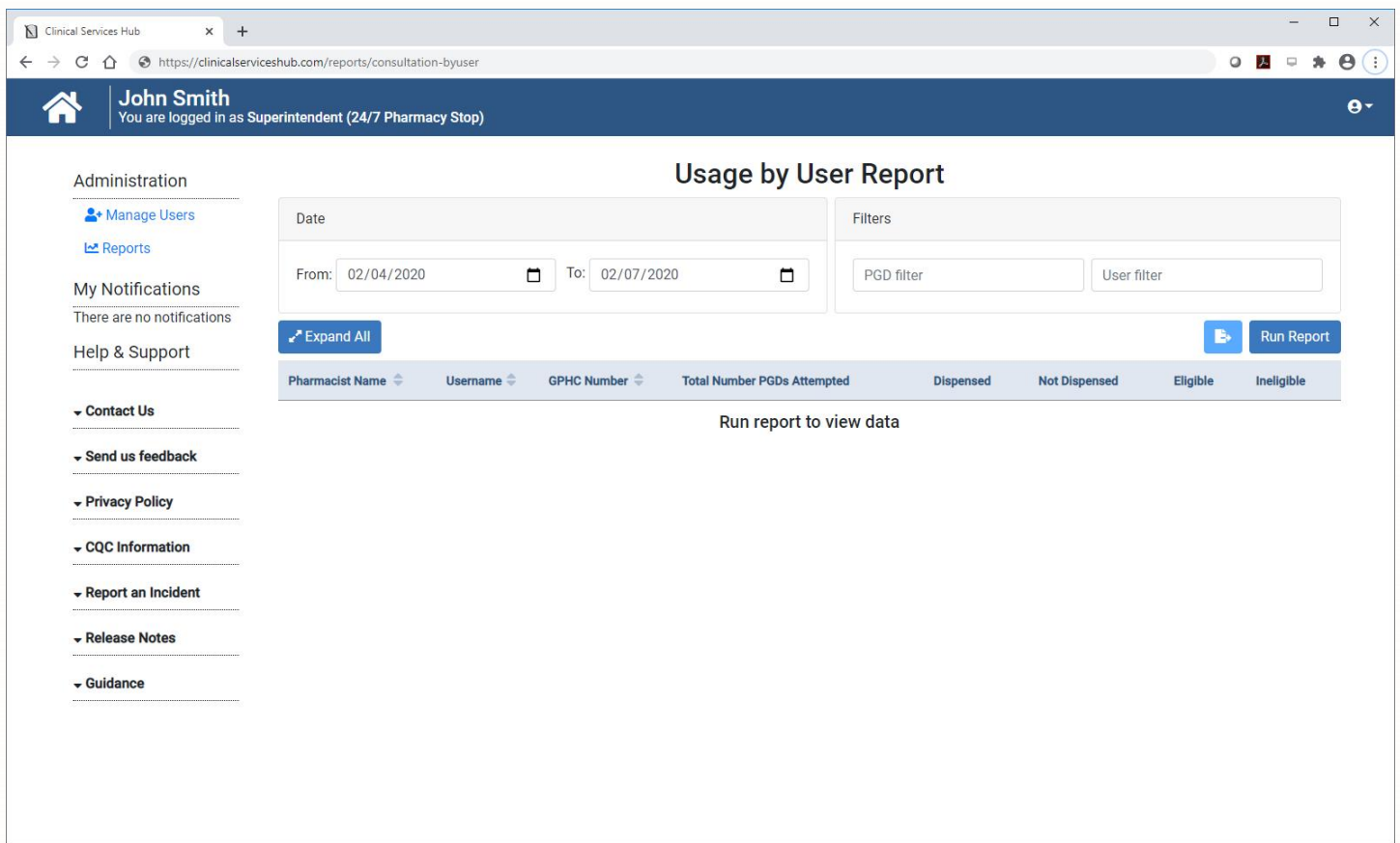
The screenshot shows the Clinical Services Hub interface. The user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The left navigation menu includes Administration, My Notifications, and Help & Support. The 'Reports' link under Administration is highlighted with a red box. The main content area displays 'Service Provision Requirements' with a table of training modules. A yellow banner at the top provides information on carrying out PGDs remotely. The table has columns for Name, Current Version, Expiry Date, and Status. The status column uses icons: a red circle with a white 'X' for expired or incomplete, and a green circle with a white play button for active or completed. The table shows 10 rows of data, with pagination controls at the bottom indicating 1-10 of 18 items on 2 pages.

Name	Current Version	Expiry Date	Status
<a href="#">P2 Anaphylaxis and BLS refresher- Adrenaline</a>	1	31/12/2029	⊘
<a href="#">P2 Mal- General</a>	1	21/02/2021	▶
<a href="#">P2 Malaria Prophylaxis- Doxycycline</a>	1	31/12/2010	⊘
<a href="#">P2 Malaria Prophylaxis- General</a>	1	31/12/2023	▶
<a href="#">Anaphylaxis and BLS refresher- Adrenaline</a>	1	10/09/2020	▶
<a href="#">Influenza 2020/21 - General module (V2)</a>	1	28/11/2023	▶
<a href="#">Del Hair Loss - Finasteride</a>	1	31/01/2021	▶
<a href="#">Face to face vaccination training (V1)</a>	1	18/05/2120	⊘
<a href="#">General Training (VDisp Ver 1)</a>	1.1	07/01/2120	▶
<a href="#">General Training (V7)</a>	1	12/02/2120	▶

3. The Reports web page displays. Select the **[Usage by User]** button.



4. The Usage by User Report web page displays. Select a date period by entering dates in the *From* and *To* fields. You can also use the calendar symbol  next to each field to select the date from a pop-up calendar.



Clinical Services Hub x +  
https://clinicalserviceshub.com/reports/consultation-byuser

**John Smith**  
You are logged in as Superintendent (24/7 Pharmacy Stop)

### Usage by User Report

Date

From: 02/04/2020 To: 02/07/2020

Filters

PGD filter User filter

Expand All Run Report

Pharmacist Name	Username	GPHC Number	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible
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Run report to view data

5. Select the **[Run Report]** button. The report is generated and displays the data for each user that worked in your organisation during the dates specified. The *Total Number PGDs Attempted* by each user is listed. This figure is broken down further to show how many PGDs were *Dispensed*, *Not Dispensed*, *Eligible* and *Ineligible*.

Clinical Services Hub x +  
 https://clinicalserviceshub.com/reports/consultation-byuser

**John Smith**  
 You are logged in as Superintendent (24/7 Pharmacy Stop)

### Usage by User Report

Administration  
 Manage Users  
 Reports

My Notifications  
 There are no notifications

Help & Support

- Contact Us
- Send us feedback
- Privacy Policy
- CQC Information
- Report an Incident
- Release Notes
- Guidance

Date  
 From: 02/04/2020 To: 02/07/2020

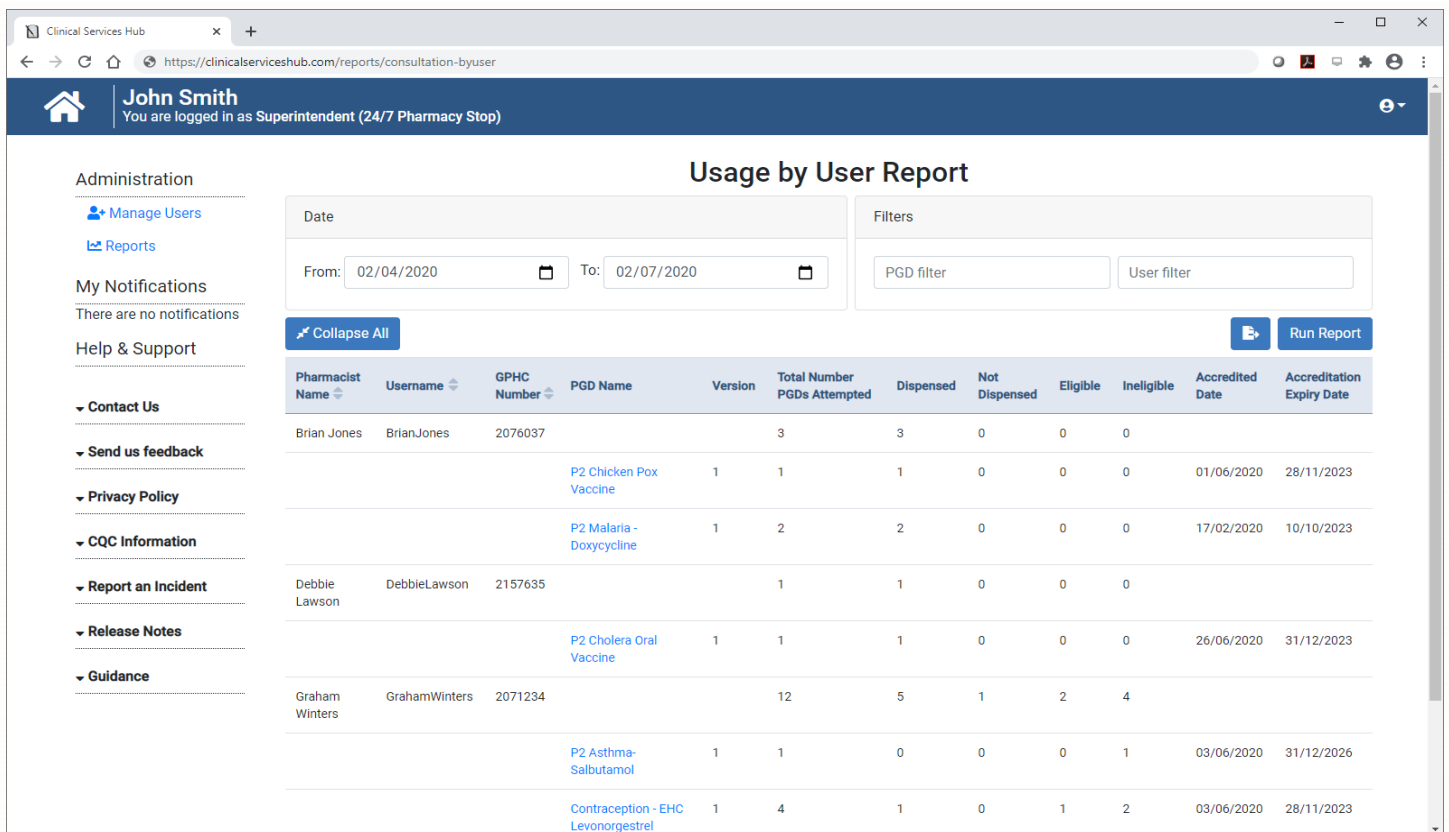
Filters  
 PGD filter User filter

Expand All Run Report

Pharmacist Name	Username	GPHC Number	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible
Brian Jones	BrianJones	2076037	3	3	0	0	0
Debbie Lawson	DebbieLawson	2157635	1	1	0	0	0
Graham Winters	GrahamWinters	2071234	12	5	1	2	4
Helen Gardener	HelenGardener	2073456	9	3	3	0	3
Nigel Foster	NigelFoster	2074567	8	4	2	0	2
Richard Hamilton	RichardHamilton	2072345	9	3	1	2	3
Victoria Smith	VictoriaSmith	2505198	12	9	2	0	1


1 - 7 of 7 1 page


- Select the **[Expand All]** button. Additional columns are now added to the report to display each individual *PGD Name* and *Version*, grouped by user. The figures in the *Total Number PGDs Attempted* column also change to now display the number of times each corresponding PGD was attempted. These figures are broken down further to show how many PGDs were *Dispensed*, *Not Dispensed*, *Eligible* and *Ineligible*. There are also 2 additional columns that display each PGD's *Accredited Date* and *Accreditation Expiry Date* for each user.






Pharmacist Name	Username	GPHC Number	PGD Name	Version	Total Number PGDs Attempted	Dispensed	Not Dispensed	Eligible	Ineligible	Accredited Date	Accreditation Expiry Date
Brian Jones	BrianJones	2076037			3	3	0	0	0		
			P2 Chicken Pox Vaccine	1	1	1	0	0	0	01/06/2020	28/11/2023
			P2 Malaria - Doxycycline	1	2	2	0	0	0	17/02/2020	10/10/2023
Debbie Lawson	DebbieLawson	2157635			1	1	0	0	0		
			P2 Cholera Oral Vaccine	1	1	1	0	0	0	26/06/2020	31/12/2023
Graham Winters	GrahamWinters	2071234			12	5	1	2	4		
			P2 Asthma - Salbutamol	1	1	0	0	0	1	03/06/2020	31/12/2026
			Contraception - EHC Levonorgestrel	1	4	1	0	1	2	03/06/2020	28/11/2023


7. Select the **[Collapse All]** button to return to viewing the information in a summarised format, grouped by user.

 In the *Filters* section, you can enter a value in the *PGD filter* field to filter by PGD. The filter will search the *PGD Name* column. You can only filter by PGD when viewing the expanded report. You can also enter a value in the *User filter* field to filter by user, based on data in the *Pharmacist Name*, *Username* and *GPHC Number* columns.

 You can sort the report by *Pharmacist Name*, *Username*, or *GPHC Number* using the up and down arrows next to each field.

 Selecting the name of a PGD from the *PGD Name* column will take you to the web page for that PGD on Clinical Services Hub.

 You can select the **[Export to CSV]**  button, which can be found next to the **[Run Report]** button, to export the current view of the report being displayed on the web page to a .csv file.

 Running the same Usage by User report 2 days apart may result in differing results as the statuses of consultations are subject to change, hence the report results will also be subject to change. The changes made to an initial consultation will be reflected on a report so long as they have been made within a month of the initial consultation. Any changes made to statuses on Service Hub Manager after a month will not be reflected on a report.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	12 November 2020		Elyas Khalifa

### Contact us

For more information contact:  
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