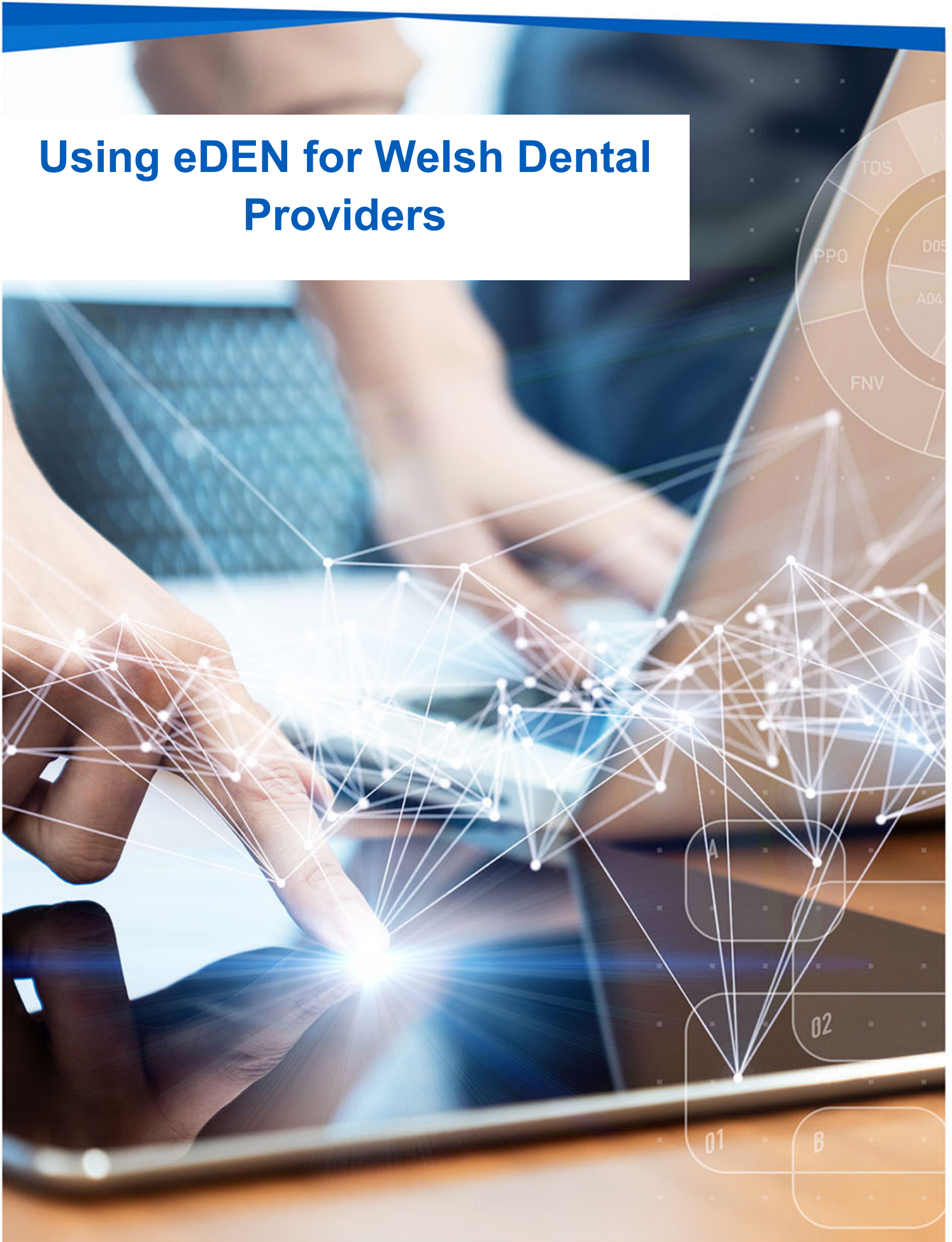![NHS Business Services Authority]

Using eDEN for Welsh Dental Providers

Interactive Contents

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

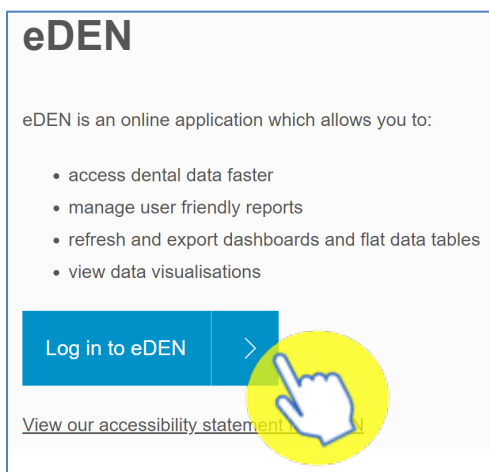**Just click the titles below to go directly to that section:**

Accessing and Navigating eDEN

Accessing eDEN

To log into eDEN you need to:

1.   Go to the eDEN webpage 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: Don't use your COMPASS login details as they will not work in eDEN. You will need to use the username and password provided to you on sign up. You can contact the nhsbsa.dentalinsight@nhs.net team if you have any queries.

4.   Enter your password

5.   Click Sign In

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
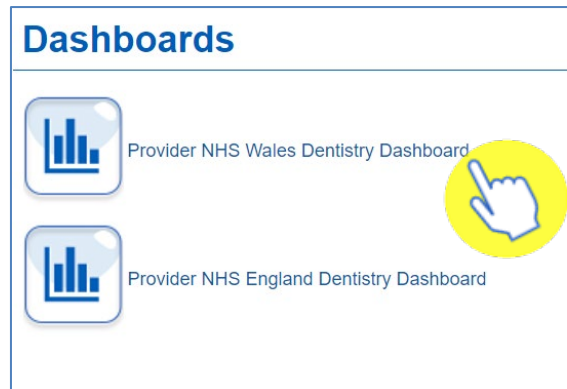

1.   Useful Links - From here users can select a hyperlink to useful content external from the eDEN system.

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 Welsh Provider you will select the 'Provider NHS Wales Dentistry Dashboard to view your report

4.   Feedback – here you can click on the feedback button to give your feedback on the system and its reports.

Access your reports

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

2. The dashboard will open and display the 'Contract Overview' page, other reports can be selected by clicking the blue title page links.

Select your contract

When you open your dashboard, you will need to select the Contact Number you would like to see data for.

1. To select the contract you want to view, click on the dropdown arrow of the Contract Number prompt

2. Select the data you want to see the reports for

3.   Click on 'Apply'

eDEN will then display the dashboard reports for your contract.

Interactive views

Some of the charts on your reports will be interactive, meaning you can change the way the data is displayed.
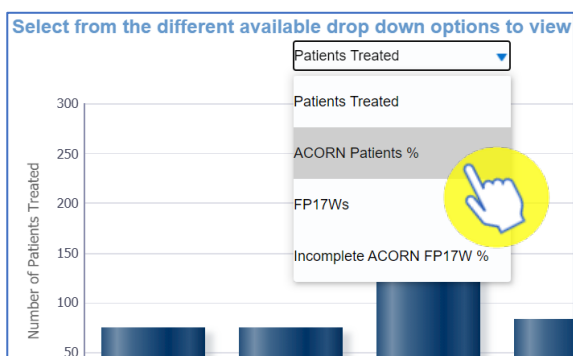
This could mean changing a graph to a table view or even filtering the view to just show specific information.
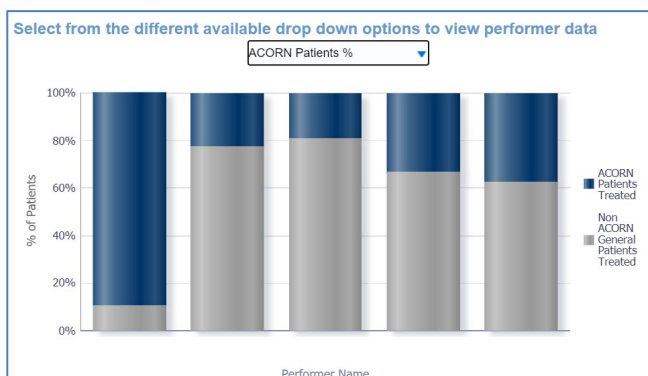
To change the view

1.   Click the drop-down arrow

2.   Click on the view you want to see

3.   The view will update

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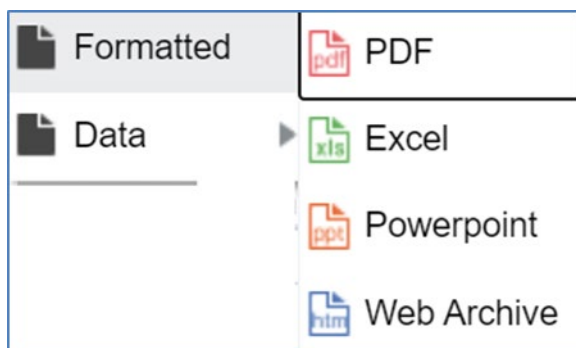
Exporting data

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

Exporting views

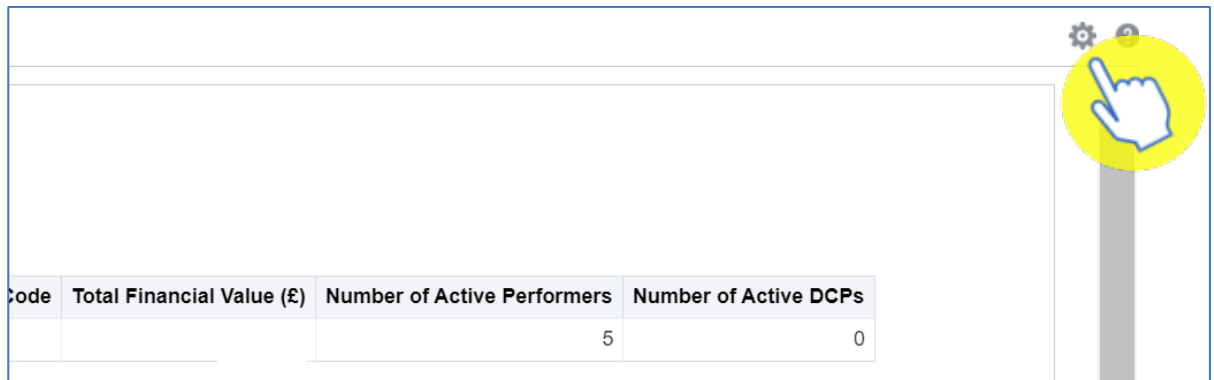1. Click the 'Export' option beneath the view/s you want to export.

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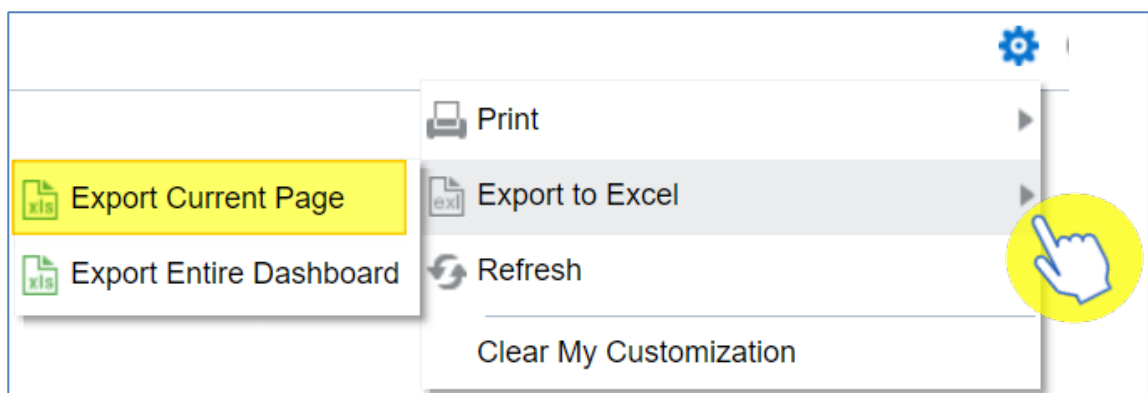
Exporting a full page

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'

Detailed Dashboard Guidance

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

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

Getting more help

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