



DATA RETRIEVAL TRAINING SUMMARY

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INTRODUCTION

1/ The aim of our session today is to see how to extract data:

- how to use a standard report already created in ProMISe
- how to save them and use them again
- how to copy them into Excel
- how to go from a report to data entry
- how to apply a subpopulation selection
- and quickly how to export

In ProMISe there are 2 kinds of report: the standard and the advanced queries. To explain the difference between these 2 kinds of report we need to look at the database structure.

It is a relational database, therefore it is composed of several different tables (ie Patient, Treatment, Assessment ...). These tables are linked to each other with identifiers (number of the centre, number of the patient, date of treatment).

For one patient, it is possible to have several records in the same table (ie assessment at time of diagnosis, assessment at time of HSCT, assessment at time of follow-up).

Current Database Structure:



Record Locator in Data Entry:



If we need a report with the same information at a different time point in the patient history (ie: the disease status at time of transplantation plus the disease status at time of last follow-up) we need to specify it in the query structure. This kind of intricate report using data from different tables is called an Advanced Query.

Simpler queries (using data from the same table) are called Standard.

2/ Today we will focus on the Standard report, and we will follow this document. You can write on your copy and take it away to help you when you will be back in your office.

For each step of the training, I will show you an example and then we will do class exercises. I kindly ask you to pay attention to the demo, and don't use your computer during the example. You will have time to practise it yourself during the exercise.

Access to ProMISe

During training sessions you will log on to the Demo version of ProMISe, however for future you can run reports while logged on to your own centre. If you would like access to the Demo version when working in your centre, please contact <u>registryhelpdesk@ebmt.org</u> to request a password. (This is normally used to practise data entry because running a report will not modify any of your data).

To access to the database from your centre:

homepage <u>www.ebmt.org</u>:

- Data Management
- Login to ProMISe

3	MEDAB
Type of this Session	Scope of this session
All programs	Donor outcome
Data Entry only (simplified)	Med-AB: All diseases
Data Reports only	
Predesigned Reports	
SecureOploadOnly	
username	
password	
	Lession
Renew password? Click here	

Enter your personal username and password to view data reports on your own centre.

To apply for access go to <u>www.ebmt.org</u> \rightarrow [Data Management]:

- Data Retrieval (For a data download application form)

- Data Submission (For a data entry application form which automatically includes data download access)



The stored reports are split into the above groups. Note there are different classes of reports and they can be edited and saved for future use. Instructions on editing and saving are given near the end of the course. This session will only include:

A: COLUMNAR REPORTS - STANDARD ONLY

B: DESCRIPTIVE REPORTS – e.g. Frequencies & Cross-tabulations

First we are going to look at COLUMNAR REPORTS.

https://www3.clinicalresearch.nl/ - MEDA	B[NEW][EBMT][S][promise8003s][CIC:8003(9)] [Med-AB: All - Internet Explorer		
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	1		Info
Specify List Status Table Cont	ent 1 Registry default		
	DATA REPORTS	[
- STORED REPORT SPECIFICATIONS	Please remember that F1 provides help with the specification of a report at any time!	Ţ.	
Search among titles:	New Report start report construction		
- DATA			
- COLUMNAR	Explain the different types of Reports		
+ Project			
+ Registry			
+ Your own Reports			
+ ADVANCED			
+ DESIGNER			
+ DESCRIPTIVE			
+ STATUS			
+ QUALITY			
+ LOGFILES			
+ survival(obsolete)			
4) Window Suis			
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PROMISE			♥ 100% ▼

<u>COLUMNAR – STANDARD reports are split into the following groups. (Open the following folders in turn to view some example report titles):</u>

- Click on **PROJECT**
- Click on **REGISTRY**
- Click on YOUR OWN REPORTS

For the first example report we will use SIMPLE TRANSPLANT LISTING and paste the results into an Excel file:

WARNING: Please avoid "Transplant Index – All" at this stage because the report may be too large to paste to Excel in one go and may need to be exported. Exports will be shown later in the course. All other reports under Transplant Index should paste OK

- Click on **STANDARD**
- Click on **PROJECT**
- Click on **TRANSPLANT**
- Click on **SIMPLE TRANSPLANT LISTING (D)**

<u>D</u> ata Entry <u>Report</u> E <u>x</u> port <u>H</u> elp <u>F</u> ilter
Specify List Status Table Content
DAT
- STORED REPORT SPECIFICATIONS
Search among titles:
- DATA
- COLUMNAR
- STANDARD
- Project
+ Allograft, GvHD
+ Central Data Management
+ Check
+ Data quality
+ Diagnosis
+ Follow up
+ Test SQL
+ Transplant assessment
- Transplant
Chimaerism
\Rightarrow Simple transplant listing (D)
+ Transplant index (1 line_patient)
Transplant index w. patient and diagnosis details (A)
+ Transplant index

• Click Load and Generate

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	000	3 30	5 0003 UKRFG	1 DDALU	BO 3//011	60	0	1947/06/10	2010/03/0	1 3201	
		10 61	2 9002	IBRAUL	1 100/0	0	d	1050/00/11	2011/04/25	201	
		12 16	6			de	u	1930/09/11	2010/09/1	3201	
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• To translate the headers to text, mark the option "Column headers use labels":

– Display Options	
Ctrl Alt L Codes:Labe	Is
 Output Table 	
Show hidden rows	3
Total # of rows	985
No scroll bars	
Column headers use label	s 💭
Use external item names	
Hide empty columns	
– Data Manager	
- Modify	
🔎 📃 Load into Data-E	ditor
+ Status Report	
+ ADDITIONAL PAGES	

• Each 'light blue' field in the headers signifies a new table (see the database structure on page 2)

	- MEDAE	[NEW]	[EBMT][S][p	romise8003s][CIC:8003(9)]	[Med-AB: /	All - Internet Explorer							
Data Entry Report Exp	ort F	lelp	Filter		[8003][DEM	//O][City_2]							13:31
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										Report	General	Info	
ecify List Status Table	Conte	ent											
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	Mon, M	ar 07, 2	2016 [13:2]	1:50] (n=162)									
isplay Options		CIC	Patient	Centre Unit	Unit type	Contact person	UPN	2nd initials	1st initials	Date of birth Dossier number	r Area code Diagnosis da	te Diagnosi:	
Ctrl Alt L Codes:Labels		8003	32	8003			99915348			1957/03/27	2014/01/01		1
Output Table		8003	989	8003 bmt	1	dr dupont		A	P	1965/01/10	2001/05/15	1	
how hidden rows 🛛 🔀		8003	989	8003 bmt	1	dr dupont	45362	A	P	1965/01/10	2001/05/15	:	
otal # of rows 162		8003	17	8003 Maastricht	1	Schouten	2587563	BI		1980/12/14	2010/01/01		
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o scroir bars		8003	73	8003 Institut Curie	1	BRAULT	1219560	LE	MA	2005/10/03	2013/01/01	1	
olumn headers use labels		8003	73	8003 Institut Curie	1	BRAULT	1219560	LE	MA	2005/10/03	2013/01/01	1	
lide empty columns		8003	137	8003 utm	7	Dr	1754545	mb	nb	1958/02/08	2013/10/15		
		8003	28	8003 uniklinikum reg	1	raithel	22	1	1	1940/10/15	2011/03/01		
ata Manager		8003	53	8003 IGR	1	Adam	2222	в	A	1809/09/09	1999/05/15	1	
utu Hunuger		8003	2122	8003 ABM	1	Dr SCHMIDT	13752	С	М	1966/09/28	2009/10/02	4	
		8003	13	8003 ABM	7	Dr SMITH	13752	С	M	1966/09/28	2009/10/02	4	
DDITIONAL PAGES		8003	13	8003 ABM	7	Dr SMITH	13752	С	м	1966/09/28	2009/10/02	4	
		8003	120263	8003 HRH	1	GL	150005	м	L	1960/12/20	2012/09/16	1	
		8003	2015	8003 INSTITUT CURIE	1	BRAULT	1503445	BR	PH	1928/01/01	2014/01/01	4	
		8003	12	: 8003 ABM	7	Dr Smith	10876	G	G	1961/11/29	2011/04/29		
		8003	45	8003 ABM	7	Dr Smith	10876	G	G	1961/11/29	2011/04/29	· · · · · ·	
		8003	95	8003 ABM	7	Abderrahmane	10876	G	G	1961/11/29	2011/04/29		
		8003	393	8003 BMT	1	Dr Smith	5555	g	g	1961/11/29	2011/04/29		
		8003	58	8003 ORRFG	1	CAPALBO	37/011	GU	ID	1947/08/10	2010/03/01	1	
		8003	15	8003 INSTITUT CURIE	1	BRAULT	10876	G	G	1961/11/29	2011/04/29		
		8003	63	8003	1		111	c	d	1950/09/11	2010/09/11		
		8003	16					dr	sa	1980/07/09	2003/07/05		
		8003	121	8003 ABM	1	ADAM	XXXX	A	2	1965/01/10	2001/05/15		
		8003	121	8003 ABM	1	ADAM	XXXX	A	Р	1965/01/10	2001/05/15		
	4	8003	51	8003 CHU Angers	1	Nicole Raus	1256	D	L	1946/06/23	2010/09/23		
	-												
	<												
	< MARK:	CIC	Patient	Centre Unit	Unit type	Contact person	UPN	2nd initials	1st initials	Date of birth Dossier number	Area code Diagnosis dat	e Diagnosis	·

- The number of results in the report will be shown above the list (n=***)
- A left-click on a column header will sort the results (first mouse over the heading until it is underlined). A right-click will produce a frequency table for that item: eg auto v allo (HSCT type). The frequency table output is in the [Table] tab, however the columnar output remains in the [List] tab:

<u>D</u> ata Entry	<u>R</u> epo	rt E <u>x</u> port	t <u>H</u> elp <u>F</u>	Eilter			ME	DAB	[8001][DE	EMO][City_1]	I	
<u>S</u> pecify <u>L</u> ist S	St <u>a</u> tus	a <u>T</u> able <u>C</u>	ontent					Sim	ple trans	plant listing		
USOT .												
HSCT type		Count Tota	al % Valid % C	umul %								
{sysmis}	nu	8	1%	0%								(±)
		1 501 5	1% 51%	51%								\smile
Autologous		2 476 4	90/ 100/	10.0%								
Autologous		2 4/0 4	0 /0 45 /0	100 %								
TOTAL		985	977									
counting Treat-recor	ds					Autolog 476 (48	gous: .7%)				llogeneic: j01 (51.39	%)
<u>D</u> ata Entry <u>R</u> eport Exp	ort <u>H</u> e	lp <u>F</u> ilter	[8	003][DEMO][City_2]	I					<u>k</u> = Q (en 🍣 🔹
Specify List Status Table	Conten	t										
	Mon Mar	07 2016 [13:21:50]	(n=152)									
Display Options	Unit type	Contact person	UPN	2nd initials	1st initials	Date of birth	Dossier number	Area code	Diagnosis date	Diagnosis Treatment	date HSCT type	HSCT number
Ctrl Alt L Codes:Labels			99915348			1957/03/27			2014/01/01	1 2014/06/15	1	1
Output Table	1	Schouten	2587563	BI		1980/12/14			2010/01/01	1 2011/10/03	1	1
Show hidden rows	7	Dra. Varela	CHUAC048	FF	J	1953/06/07			2014/11/19	1 2015/06/11	1	1
Total # of rows 162	1	Ur raithel	1/54545	mo	nd I	1958/02/08			2013/10/15	1 2014/04/22	1	1
No scroll bars		rana rot		dr	sa	1980/07/09			2003/07/05	2 2003/11/08	1	

Total # of rows 162	7	Dr	1754545	mb	nb	1958/02/08		2013/10/15	1	2014/04/22	1	1
No correll have	1	raithel	22	l .	1	1940/10/15		2011/03/01	1	2011/07/14	1	1
No scroll bars				dr	sa	1980/07/09		2003/07/05	2	2003/11/08	1	
Column headers use labels		ZZZ	1156	0	D	1965/07/24		2009/03/19	1	2011/03/03	1	1
Hide empty columns				MO	DR	1965/06/18		2005/06/15	2	2011/05/26	1	
	1	Dr SHMIDT	6667	D	F	1965/02/15		2007/02/01	3	2010/01/14	1	1
Data Managar			896	D	F	1965/02/15		2007/02/01	3	2010/01/14	1	1
Data Hanager	7	DE SMITH	336h	E	М	1985/10/26		2009/12/15	1	2010/04/22	1	1
	7	JHGF	2015.07	A	N	1981/12/29	2015.07	2009/12/14	1	2011/02/01	1	2
ADDITIONAL PAGES			99998888			1970/07/07		2000/01/01	2	2004/04/04	1	1
	1	Jenny Roberts	256	m	е	1969/04/10		2011/12/12	1	2012/05/03	1	1
	7	VER	1525	D	F	1965/02/15	1525	2007/02/01	3	2010/01/14	1	1
	1	Nicole	565656	A	N	1981/12/29	565656	2009/12/15	1	2011/02/01	1	1

You can filter within the list by clicking on a code/label in a row of that column.
 Eg Left-click code 2 in the Diagnosis column to view the list restricted to chronic leukaemias:

Mon, Mar	Ion, Mar 07, 2016 [13:21:50] (n=162)									
Unit type	Contact person	UPN	2nd initials	1st initials	Date of birth	Dossier number	Area code	Diagnosis date	Diagnosis	Treatment date
			dr	sa	1980/07/09			2003/07/05	2	2003/11/08
			MO	DR	1965/06/18			2005/06/15	2	2011/05/26
		99998888			1970/07/07			2000/01/01	2	2004/04/04
1	Adam	2222	в	A	1809/09/09			1999/05/15	2	2011/01/07
1	GL	150005	м	L	1960/12/20			2012/09/16	2	2013/05/15
1	Nicole Raus	1256	D	L	1946/06/23			2010/09/23	2	2011/01/07
1	aziza abaza	121546	an	ma	1946/06/23			2011/09/25	2	2014/02/02
		565656			1980/08/08			2009/09/09	2	2010/10/10
7	DR SMITH	9722	D	L	1946/06/23			2010/09/23	2	2011/01/07
		22226			1952/01/05			2012/05/01	2	2015/12/03

• You can change codes to labels



Û

UPN Tx	2nd initia	ls1st initial	s Date of birth	Dossier numberA	rea code	Diagnosis	date	Diagnosis
1df6dg	f	j	1950/04/05		1	1960/04/08 {	exact}	Chronic leukaemia
	s	f	1965/05/04		1	1966/05/04 {	exact}	Chronic leukaemia
gd1f6g1df6g		f	1963/04/05		1	1965/08/07 {	exact}	Chronic leukaemia
161s6df1	s	f	1962/04/05		1	1968/04/06 {	exact}	Chronic leukaemia
16sfd1f3v	xc	f	1965/04/08		1	1980/04/01 {	exact}	Chronic leukaemia
s1d6f1s6		d	1965/04/08		1	1968/07/08 {	exact}	Chronic leukaemia
	s	f	1960/05/04		1	1965/05/05 {	exact}	Chronic leukaemia
1sd65f	d	g	1965/04/08		1	1980/04/08 {	exact}	Chronic leukaemia
16516	g	d	1965/04/05		1	1980/04/05 {	exact}	Chronic leukaemia
99999	L	к	1945/08/09		1	1988/08/08 {	exact}	Chronic leukaemia
sdf5sd31f	v	r	1965/04/05		1	1990/05/04 {	exact}	Chronic leukaemia

• You can restore the full list using 'show hidden rows'

- Display Options
Ctrl Alt L Codes:Labels
- Output Table Show hidden rows 932
Total # of rows 985
No scroll bars
Column headers use labels
Use external item names
Hide empty columns
+ Data Manager
+ ADDITIONAL PAGES

 FOR REGISTRIES/LARGER CENTRES ONLY: You can show 'additional pages'. This applies if output is >2,500:



Printing your report:

This is not recommended for longer lists such as this because you would have to print each block in turn. Longer lists can be converted to Excel, which will be explained later in the course. For viewing on screen, you can increase the max. number of rows to 9999 (or 0 for unlimited) in the report specification, to obtain results in one page rather than in blocks:

Generate Report	^
Preview Report	
Save Report Specification	
Redisplay this tree	
+ Conversions	
-Class, Format & Complexity	
New Report Specification	
Choose Report Class data	
Format columnar	
Complexity standard	
+ Content	
+ Structure	
- Filters	
+ Item Filtering	
+ Record Filtering	
+ Population Filtering	
Advanced/Designer Query Filtering Apply Advanced/Designer Query yes	
Stored Query to apply DO:SOL 002: Transplant listing	a
Show items in SQL filter	
+ Record Sorting	
- Lavout report	
for columnar format	
Max. # of rows per page	
Horizontal headers	
+ for status-like format	
+ for guality format	
+ for descriptives	~

• If you mouse over the patient ID number you can see an overview of data entered for that patient. (Restricted to the items selected in the current report):

Specify List Status Table Content										
Tue, Mar 07, 2017 [15:05:56] (n=985)										
Display Options	MARK: CIC	Patient	Centre Tx	Unit Tx	Unit type	Contact person	UPN Tx			
Ctrl Alt L Codes:Labels	8001	158	TC	3ghfgjf1gh5	Haematology	df31gdf16g	3115616dfg			
Output Table	8001	304	TC	3516gh1ft6h16gf	Adults	dfg61df6g	1df6dg			
Charachidden anna CET	8001	130	TC	3165165thf	Haematology	dgdfg	156			
Show hidden rows	8001	270								
Total # of rows 985	8001	112								
	8001	131	TC	3 dghdfgh	Adults	fghfgh	65165			
No scroll bars	8001	302	TC	3sdfsdf	Oncology	f1sd6f	gd1f6g1df6g			
Column headers use labels	8001	382	TC	3151	Oncology	1516g	G16D51G6`			
Use esternal item servers	8001	31010	: 8	001	BMT uni	d6f51s6df	161s6df1			
Use external item names	8001	Pat	ient 3	82	Oncology	h1dg16sdg	1616dgf1g			
Hide empty columns	8001	1 Cer	ntre Tx	C3	Allograf	16d16fgh1drg	dfg16df16g			
	8001	3(51	Oncology	sd1f31sd56f	16sfd1f3v			
	8001	31	t type	516a	Haematology	sdf13	s1d6f1s6			
Data Manager	8001	211121	NTX	316D51G6"						
	8001	1!2nd	initials 0)F	Adults	d1fgd156fg	6161			
ADDITIONAL BACES	8001	1(1st	initials N	4	Paediatrics	dg16er	g16d1g6			
ADDITIONAL PAGES	8001	11 Dat	e of birth 🛛 1	965/04/08	Oncology	sd1f6s16df	d1d5f16gd1f6g			
	8001	Dia	gnosis date <mark>1</mark>	970/04/08 {exact}	Allograf	sdfs1df	1616sdf			
	8001	31 Dia		ADS/MPN	Oncology	h16fgh	1d65fg			
	8001	14 14	CT type	sourdarua (exact)	Adults	sdf1	d1gdf16g			
	8001	14 HS	CT number	First	BMT uni	dfg1dfg5	fgh13f1gh5			
	8001	75	ic	3g11502113		sdf1s	513			
	8001	141	TC	3ddfgdfg	Allograf	dgh3dfgh1	161			

• FOR THOSE WITH DATA ENTRY ACCESS: It is possible to view the patient data entered by **Right**-clicking in the **MARK**: column next to the patient ID if you need to make any modifications:

MARK:	CIC	Patient	Centre Tx	Unit Tx
	8001	158	TC3	ghfgjf1gh5
	8001	304	TC3	516gh1ft6h16gf
	8001	130	TC3	165165thf
\geq	8001	270		
	8001	112		
	8001	131	TC3	dghdfgh
	8001	302	TC3	sdfsdf
	8001	382	TC3	151
	8001	303	TC3	d1fg6d16fg

Getting Output from the Report

Report output – step by step

- We recommend you change codes to labels every time before getting the output so that you can easily interpret the output results
- **Left**-click on the **print icon** if you want to start the process of preparing to print, or conversion of the current window to another application such as Excel

Data Entry Report Export Help Filter [8003][DEMO][City_2] E 🔓 🏹 📩 🔍 🛑 🜫 Specify List Status Table Content

- Note that 2 pop-up windows are created. One which contains identical information to the current report, and to the left you will see the "output handling" window
- Click on **Convert Output**

	Output Handling
	Direct Print Print Preview Change Layout
	E-mail Output Convert Output
	Conversion options
Below one or	is a list of objects taken from the output screen. You may first selec more of those objects
	to prepare for copy to the Clipboard (press Ctrl-C yourself and afterwards Ctrl-V in another program)
	to automatically export the selected tables to Excel (keep Shift pressed for faster conversion without CSS styles)
	to automatically export the selected tables to Word
Redis Colun	play all tables nnarTable
You m selecti	hay also hide or show certain parts of the screen before printing by ing one or more tables and then either <u>exclude</u> them from the

• Click on **ColumnarTable**



•

to automatically convert to Excel (creating new sheets on the fly).

- Keep the Shift key pressed when you click on the Excel option for a faster conversion to Excel without any formatting,
- Your list should now appear in Excel (Sheet 2)

Exercise I:

- GO BACK TO THE MAIN **REPORT** SCREEN. (Close the print output windows if they are still open).
- Click SPECIFY
- IN STORED REPORT SPECIFICATIONS
- Click **PROJECT**

Load any report from the **transplant index** (except transplant index: all) e.g 2012. Click 'Search among the titles' to search by a keyword instead of scrolling:



Click on the report title. [Generate Report] then copy and paste into Excel

B. DESCRIPTIVE REPORTS (Frequencies and Cross Tabulations)

Load a Descriptive Report – eg Main Disease Subclassification

- GO BACK TO THE MAIN **REPORT** SCREEN.
- Click SPECIFY
- IN STORED REPORT SPECIFICATIONS
- Click on the folders below, or quicker: search by keywords "main disease sub" and you will see the report title highlighted
- Click DATA
- Click **DESCRIPTIVE**
- Click STANDARD
- Click **PROJECT**
- Click FREQUENCY
- Click **DIAGNOSIS**

Click MAIN DISEASE SUBCLASSIFICATION

rioq	
- STORED REPORT SPECIFICATIONS	
Search among titles: main disease sub	^
- DATA	
+ COLUMNAR	
+ SURVIVAL	
- DESCRIPTIVE	
- STANDARD	
- Project	
+ Data quality	
- Freq	
+ Allo	
+ Cell therapy	
+ Complications (non infectious)	
+ Data quality	
- Diagnosis	
Global subclassificaiton	
Global subclassification with multiple HSCT	
MDS and MDS subclassification	
MDS and MPS subclassification Number of indications per HSCT for natients with more than 1 HSCT 2000 onwards	
+ Drugs	

• Select GENERATE Report (=LOAD+Generate)

https://www3.clinicalresearch.nl/ - MEDAB[NEW][EBMT][S][promise8003s][CIC:8003(9)] [Med-	AB: All - Internet Explorer	
<u>D</u> ata Entry <u>R</u> eport Export <u>H</u> elp <u>E</u> ilter	I	14:42
Specify List Status Table Content		Report General Info
Erequency of dia	anosis	Monday March 07 2016 14(41
Diagnosis Count Total % Valid % Cumul %	-	- TABLES
Acute leukaemia 1 52 39% 39% 39% Chronic leukaemia 2 11 6% 8% 47% Lymphoma 3 5 25% 25% 73% Plasma cell disorders 4 21 16% 16% 88% Solid tumours 5 3 2% 29 90% MDSMPN 6 10 7% 7% 99% Bone marrow failure 7 2 1% 1% 99% Hemoglobinopathies 11 1 1% 135 135 counting Diagn-records 135 135 135 135	Bone marrow failure: 2 (1.5%) NDS/MN: 10 (7.4%) Solid tumours: 3 (2.2%) Plasma cell diorders: 21 (15.6%) Lymphoma: 35 (25.9%) Lymphoma: 10 (2.4%) Chronic leukaemia: 11 (8.1%)	Show all tables Jump to DISMCLFD (Diagnosis) DISMCLFD (Diagnosis) VAL (LALL: TRA classification] VAL (LALL: TRA classification] VAL (LALL: Thremological classification] VALLIALL VHO descriftation] VALLSUBC (Dher dravic leukaemia diagnosis) VCHLSUB (CML subclassification] VCHLSUB (CML subclassification] VCHLSUB (LML subclassification] VCHLSUB (LMM phone WHO subclassification)] HODGALN (Hodgins type] VVLCES (LMM phone WHO subclassification)] HOUGALN (Hodgins type] VLCESSI (LM regionary Flasma cell disorders]
Actafe keskaemia diagnosis Count Total % Vaid % Cumul % (sysmis) null 83 61% 0% AML & Related Precursor Neoplasms 1 39 25% 75% Precursor Lymphoid Neoplasms (old ALL) 2 12 9% 23% 98% Natural killer (MK) cell lymphoblastic leukaemia 7 1 1% 2% 100% TOTAL 135 52 52 52 53	Natural killer (KK) cell lymphoblastic leukaemia: 1 (1.5%) Precursor (old AL): 12 (23.1%) AML & Related Precursor Neoplasms (old AL): 12 (25.0%)	VPLCEDS3 [Type of Multiple myeloma] VSOLTUHO [Solid Humor classification] VHDSMPS [MDS and Myeloproliferative neoplasms] BMFSACQ [Acquired BM failure syndrome] BMFSGEN [Centic BM failure syndrome] IMHODE [Inherited disorders] VINEERR3 [Inherited disorders] VINTOMIX [Autommune: consective tissue] VAUTOMIX [Autommune: Activitis] VAUTOMIX [Autommune: Activitis] VAUTOMIX [Autommune: Hematological disorders] VAUTOMIK [Autommune: Hematological] VAUTOMIK [Intelassemini type] AACOD21 [Disease classification]
AML: FAB classification Count Total % Valid % Cumul % {sysmis} null 135 100% 0% TOTAL 135 0 counting Diagn-records		
		۹ 100% ح

- You will see frequency tables by main diagnoses and their sub-classifications.
- **Left**-click on the [Show all tables] button or a single item e.g. VAML to generate the graphics in the Output window

- TABLES	3	
	Show all tables	
-Jum	p to	
DIS	SMCLFD [Diagnosis]	
VA	CLEUK [Acute leukaemia diagnosis]	
VA	ML [AML: FAB classification]	
AM	L [AML WHO classification]	
ALL	L [ALL WHO classification]	
VA	LLIMCL [ALL: Immunological classification]	
VC	HRLEUK [Chronic Leukaemia classification]	

Getting Output from the Report

- Again you can copy into Excel using the print icon
- Click Show all tables
- Click the **PRINT ICON**
- Click [CONVERT OUTPUT]



- Note 'Redisplay all tables' at the beginning of the list will clear your current selection
- Select one or more tables from the list to transfer to Excel
- Pressing the Shift key highlights consecutive tables in the list
- Pressing the Ctrl key highlights multiple tables in any order
- Copy to clipboard

<u>OR</u>

• Click on the Excel icon to paste the tables directly to a new sheet in Excel

ADDITIONAL EXAMPLE – e.g. WITH DONOR RELATION.

- GO BACK TO THE MAIN **REPORT** SCREEN. (Close the print output windows if they are still open).
- Click SPECIFY
- IN STORED REPORT SPECIFICATIONS
- Again you can click on the folders below, or quicker: search by keywords "type of donor" and the report title will be highlighted
- Click **DATA**
- Click **DESCRIPTIVE**
- Click STANDARD
- Click **PROJECT**
- Click FREQUENCY
- Click ALLO
- Click **TYPE OF DONOR**

Data Entry Report Export Help Filter MEDAB [8001][DEMO][City_1	1)
Specify List Status Table Content	in
DATA REPORTS	Freq::Diagnosi
REPORT & QUERY SPECIFICATION Generate Report Save Report Specification Redisplay this tree Conversions Class, Format & Complexity New Report Specification Choose Report Class data Format descriptive t Content Structure # of item(s) for statistical description # of item(s) to crosstabulate with Save Section	STORED REPORT SPECIFICATIONS Search among titles: type of donor DATA COLUMINAR SURVIVAL DESCRIPTIVE STANDARD Project Data quality Freq Allo Centres HLA reported during 2015, donor HLA reported during 2015, patient Type of donor

- Select GENERATE Report (=LOAD+Generate)
- Note that the number of donors is often higher than the number of allo transplants, due to the number of multiple donors for some transplants.
- When the table appears, click on the name of the link you want to see e.g.
 left-click on `unknown' to see which patient has HLA match `unknown', or click any other type:

HLA match	Count	Total %	Valid %	Cumul %	
{sysmis}	null	7	2%		0%
Identical sibling	1	128	46%	47%	47%
Syngeneic	2	7	2%	3%	50%
Matched other relative	4	16	6%	6%	56%
Matched unrelated	5	6	2%	2%	58%
Mismatched relative 6		6	2%	2%	60%
Mismatched unrelated 7		5	2%	2%	62%
Unrelated	8	103	37%	38%	100%
unknown	3	1%		100%	
TOTAL	281		271		
 counting Donor-records 					

• You can see the tabs have changed i.e. **Table** to **List**:



The list you are now looking at has the same properties as those we saw when we ran a columnar report. ie: can change codes to labels, sort, print, etc. Data Entry Modification

- `Load' the patient (**Right** Click) in the MARK column to switch directly to data entry
- Note the Tabs have changed again
- Have a look at the record locator in the data entry screen (it relates back to the database table structure shown on page 2)
- Handy tip: If you **right**-click on a table heading in the record locator you can see an overview of the data that has been entered for that table

<form></form>	https://www3.clinicalresearch.nl/ - MEDAB[NEW][EBMT][S][promis	e8003s][CI0	C:8003(9)] [Med-AB: All - In	ternet Explorer					
	Data Entry Report Export Help Filter			I				15:	46
	ProMISe has computed some additional modifications for the Please save these pending changes as soon as convenient for	current c	ase, which also need to	be saved.		A 2 ()) 🛛 🗖 🖪 🗖	🚍 🔍 📻 🗢 🛛 🐥 📃 🛛	
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	Index Editor Overview						1 Registry default		
	3.9 Patient	value	label			11 and the set			
	CIC	8003	8003			+ Actions			
Circle (Ld) Any wavelety is Any	Patient	8002	8002			Comparison of the law	NCCT MED R socialization	Create Delete Move/ pending	
	Patient data					Are you adding M	2	Copy Save modifications Show C	Jancel
	Form information					UPN	4567	- Record Locator	_
Producting function during functin during function during function during funct	Form about to be entered	12	HSCI MED-B registration			Date of birth	1965/02/15	- Patient [8003] 8002	-
Projecting at languing protones below one all day registered For subsequent treatment: same centre? For subsequent treatment: same centre? Product operating at languing product operating at languing treatment: same centre? Product operating at languing product operating at languing treatment: same centre? Product operating at languing product operating at languing treatment: same centre? Product operating at languing product operating at languing treatment: same centre? Product operating at languing product operating at languing treatment: same centre? Product operating at languing treatment: same centre? Product operating at languing treatment: same centre? Product operating at languing treatment same centre	Are you adding Med-B items to a Med-A registration?					Are you adding M	?	Patient [0003] 0002	
Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive description Productive descripti	To which registered transplant number are you adding data?			·			-1	Diagn 2007/02/01 [Main indicatio]	
Point subsequent heatings:	For subsequent treatment: same diagnosis?			A click below will go to	Show empty	itoms		- Treat 2007/02/01 [Non graft treatment]	
For dispendent learner Image: A later is and the last transplant B003 City, 2 [17:2] Patient dispendent learner B003 City, 2 [17:2] Name of unit to team for the last transplant ABM And to the last transplant To the last transplant Area do units transplant Patient dispendent learner Area do units transplant Non- Patient disser number too y boo pono 1486 <t< td=""><td>For subsequent treatment: same centre?</td><td></td><td>·\$.</td><td>that item on that record</td><td>onow empty</td><td>101113</td><td></td><td>and a contract of prior grant a cautioning</td><td></td></t<>	For subsequent treatment: same centre?		·\$.	that item on that record	onow empty	101113		and a contract of prior grant a cautioning	
Patient information Image Patien	For subsequent treatment: same unit or team?			CIC	8003			Drug Cyclophosphamide / Endoxan	
Centre for fast transplant 8003 City_2 (TC2) Name of unit of team for the last transplant AM Type of unit or team for the last transplant BMT unit Contact person for the last transplant BMT unit Date of the 1st opt Excort Creation date 2012/06/07 1623:00 Date of the 1st opt D1200/1000000000000000000000000000000000	Patient information			Patient	8002			Drug Fludershipe	
Name of unit of team for the last transplant AbM AbM <t< td=""><td>Centre for last transplant</td><td>8003</td><td>City 2 [TC2]</td><td>Diagnosis date</td><td>2007/02/01 (ex</td><td>(act)</td><td></td><td></td><td></td></t<>	Centre for last transplant	8003	City 2 [TC2]	Diagnosis date	2007/02/01 (ex	(act)			
Type of unit or learn for the list transplant T BMT unit Contact pression to the list transplant FMT unit Contact pression transplant FMT unit Contact pression transplant FMT unit Contact pression transplant FMT unit FMT unit Contact pression transplant FMT unit FMT unit <td>Name of unit or team for the last transplant</td> <td>ABM</td> <td>ABM</td> <td>Record creation date</td> <td>2012/06/07 16:</td> <td>23:00</td> <td></td> <td>Drug CD20(rituximab,mabthera)</td> <td></td>	Name of unit or team for the last transplant	ABM	ABM	Record creation date	2012/06/07 16:	23:00		Drug CD20(rituximab,mabthera)	
Contact person for the last transplant DR SMITH DR SMITH DR SMITH Jate of the fast report 2012005/10 Main indication is diagnosis Main indication is diagnosis Jate of the fast report 2012005/10 Main indication is diagnosis Main indication is diagnosis Jungue Patient Monter/Coeglinem 4567 4567 Main indication is used. Main indication is used. Patient dossier number (Optional) 4567 4567 Bease classification NHL Main indication is used. Data of birts frame F F Disease classification NHL Disease classification NHL Invol Asset 200707070 [Complete remission] Disease classification NHL Disease classification Disease classification NHL <td>Type of unit or team for the last transplant</td> <td>7</td> <td>BMT unit</td> <td>Record modification date</td> <td>2012/06/07 16:</td> <td>:23:00</td> <td></td> <td>Assel 2007/02/01 Main indication diagno</td> <td>eiel</td>	Type of unit or team for the last transplant	7	BMT unit	Record modification date	2012/06/07 16:	:23:00		Assel 2007/02/01 Main indication diagno	eiel
Area code where patient lived at time of HSCT(optional) 01/20/5/10	Contact person for the last transplant	DR SMITH	DR SMITH	How approximate is the Index Dat	This month			Terrel Dana Manani	anay
Date of the 1st report 2012/05/10 Date of the 1st report 0 Pate of the 1st mame 0 Date of birth of the patert 16650/215 Sex of the patert 1 Patert Allow of the patert 1 All ndex clade for new record 0 All ndex clade for new record 0 <tr< td=""><td>Area code where patient lived at time of HSCT(optional)</td><td></td><td></td><td>Type of diagnosis</td><td>Main indication</td><td>diagnosis</td><td></td><td>Invol Bone Marrow</td><td></td></tr<>	Area code where patient lived at time of HSCT(optional)			Type of diagnosis	Main indication	diagnosis		Invol Bone Marrow	
Date of the last report INO Pattern in mail (virturentational study / trial 1 Unique Pattern Number (Obtinal) 4567 Pattern in mail (virturentational study / trial) 4567 Base of he pattern Aumone Pattern in mail (virturentational study / trial) Virturentational study / trial Pattern in mail (virturentational study / trial) 106502715 Disease classification NHL Disease classification NHL Disease classification NHL Disease classification A. Index code for new record A. Index code for new record A. Index code for new record A. Index code for new record A. Index code for new r	Date of the 1st report	2012/05/10	2012/05/10	Diagnosis	Lymphoma	rulagnosis		Invol Nodes above diaphragm	
Patient in nat / International study / Irial 1 No Unique Patient Number/code (when by hospital 467 Patient dossier number (Optional) 467 467 4667 Biggin 9 Systemic symptoms 9 Systemic symptoms 9 Date of birth of the patient 10660/2015 Patient ACI for the patient 10660/2015 At mode date for new record 2 At index code for new record -	Date of the last report			Age at this diagnosis	41.96			Asse1 2007/07/01 [Complete remission]	
Drique Patient Number/Ode given by hospital 467 467 Pratent dosser number (Optimal) 467 467 Inflatility first name p p p Date of birth of the patient 166502715 p p Disease classification NHL p p p Disease classification NHL p p p p A: Index clain for new record 1 A p	Patient in nat / international study / trial	1	No	I ymphoma WHO subclassification	L vmphoplasma	acytic lymphoma			
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Indults	Patient dossier number (Optional)	4567	4567	Systemic symptoms	B			Drug R-CHOP	×
Initials/Jaminy Tatility Description Data of birth of the patient 1965/02/15 Sex of the patient 1 Male Patient Rhouse factor 2 Present Market Result A Index data for new record 1 A Index code for new record 1 A Index code for new record 1 Base of the patient Rhouse factor 1 Base of the patient Rhouse factor 1 A Index code for new record 1 Base of the patient Rhouse factor 1	Initial(s) first name	-	P	Disease classification	NHL				
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Second and Definition 1 Mate Patient RD look group 1 A Patient RD look group 1 A Patient RD look group 2 Present A Index date for new record Patient reformation A Index code for new record Patient reformation We record creation We record creation We record creation We record creation	Pare of bird of the patient	1903/02/13	Mala	<u>'</u>			_	- Chapters & Sections	
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Exercise II:

Load and generate another example that starts with 'Freq' e.g. Type of HSCT

- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN STORED REPORT SPECIFICATIONS
- You can open the folders below, or quicker: search by keywords "type of HSCT" and the report title will be highlighted
- OPEN DESCRIPTIVE STANDARD PROJECT Freq HSCT Treatment details
- Load and generate TYPE OF HSCT



C. CROSS TABULATIONS

We are looking at 2 factors: For example we could look at the **type of transplant** by **gender**; another example might be **type of transplant** by **year**.

- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN STORED REPORT SPECIFICATIONS
- OPEN DESCRIPTIVE STANDARD PROJECT X tab



Example I:

NUMBER OF TRANSPLANTS BY TYPE AND YEAR

- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN STORED REPORT SPECIFICATIONS
- OPEN DESCRIPTIVE STANDARD PROJECT X tab Type of HSCT x year



- Generate
- View the [table]

<u>D</u> ata Entry <u>R</u> eport Export <u>H</u> elp <u>F</u> ilter										
<u>Specify List Status</u> Table Content										
HSCT type Allogeneic Autologous TOTAL										
Year of this treatme	nt		1	2						
2000		2000	1		1					
2001		2001		13	13					
2002		2002	1		1					
2003		2003	1	2	3					
2004		2004	1		1					
2007		2007	1	2	3					
2009		2009	1	1	2					
2010		2010	18	18	36					
2011		2011	41	41	82					
2012		2012	4	5	9					
2013		2013	1	1	2					
2014		2014	3	3	6					
2015		2015	1	2	3					
TOTAL			74	88	162					
ounting (Treat)-rec	orde									

- Remember that it can be converted to Excel (i.e. print icon/convert etc etc)
- Remember that you can access the real patient data behind the table, e.g. by **left** clicking on a number in one of the rows in order to [list] the individual records.

<u>Data Entry</u> <u>Report</u> Exp Specify <u>List</u> St <u>a</u> tus <u>T</u> able	ort <u>H</u> <u>C</u> onte	rt <u>H</u> elp <u>F</u> ilter [8003][DEMO][City_2]				I		
Tue, Mar 08, 2016 [11:17:37] (n=1) Type of HSCT i							by yea	ar
- Display Options	MARK:	CIC	Patient	Treatment date	Year of this treatment	HSCT type		~
Ctrl Alt L Codes:Labels		8003	48	2015/06/11 {exact}	2015	Allogeneic		
 Output Table 								Ť
Show hidden rows	<						>	
Total # of rows	MARK:	CIC	Patient	Treatment date	Year of this treatment	HSCT type		
No scroll bars	<							>
Column headers use labels CRITERION: Select records if it is true that								

• You can even load the patient and modify the data! (**Right**-Click in the MARK column)

Example II:

DISEASE BY TRANSPLANT – ALL (shows all data with no filters applied)

- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN STORED REPORT SPECIFICATIONS
- OPEN DESCRIPTIVE STANDARD PROJECT X tab Disease x HSCT details All (A)



- GENERATE
- Scroll down to view the list of tables that have been generated.
- Have a look through the tables e.g YEAR OF THIS TREATMENT.
- Remember that this can be converted to Excel or click on a number to view a list.

D. POPULATION FILTERS (and how to apply them)

- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- Have a look through the list of embedded population filters

	<u>D</u> ata Entr <u>y</u>	<u>R</u> eport	E <u>x</u> port	<u>H</u> elp	<u>F</u> ilter	[1	3001]
	Specify	List S	tatus T	able	Content	1 Registr	y defa
l			04	MA KEP	OKIS		
	- REPORT &	QUERY SPI	ECIFICATIO	N			~
		ave Report S	pecification				
	Redisplay t	his tree					
	+ Convers	ions					
	- Class, F	ormat & Cor	nplexity				
		Choose R	enort Class		ata		
	Format	:	oport oldoo	d	lescriptive		
	+ Content						
	- Structur	re		_	_		
	# of ite # of ite	em(s) for sta em(s) for fre	atistical desci	ription] a		
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	- Filters						
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	- Pon	ulation Filter	ina				
	Ap	ply POPULAT	ION Filter		0		
	Em	bedded Pop	ulation	Γ			
	Adv	anced/Desig	ner Query Fi	iltering			
	Ap	ply Advance ared Query t	d/Designer Q o apply	uery y	es	t deper disenseisu All	
		Show	items in SQL	filter		c, donor, diagnosis: All	
	- Layout	report					
	+ f	or columnar	format				
	<u> </u>	or descriptiv	es				
	Ma	x. # of rows	in a table	9	99		\sim

In the Population filtering folder – Embedded Population: here you have a list of filters to select transplants in a certain period. You can search by keywords e.g. "Transplant 2013":

FilterActivator Webpage Dialog	
Choose a Population Filter to embed Clear Pattern to find: tra	ansplant 2013
Transplant 2004 onwards Transplant 2004-2006	^
Transplant 2004-2007	
Transplant 2005 Transplant 2005 opwards	
Transplant 2005-2006	
Transplant 2005-2010	
Transplant 2006	
Transplant 2006 onwards	
Transplant 2006-2011	
Transplant 2007	
Transplant 2007 onwards	
Transplant 2007_07 - 2007_09	
Transplant 2008	
Transplant 2008 onwards	
Transplant 2009	
Transplant 2009-2011	
Transplant 2000 2011	
Transplant 2010 onwards	
Transplant 2010, from 2001	
Transplant 2010-2011	
Transplant 2010-2012	
Transplant 2011	
Transplant 2011, onwards	
Transplant 2012	
Transplant 2013	
Transplant 2013, offwards	
Transplant 2014, onwards	
Transplant 2015	
Transplant 2015, onwards	
Transplant before 1980	
Transplant before 2012	
Transplants in January - 2006 onwards	
Within last year	~
Within the last 2 years	

• Allo transplant filter

Apply POPULATION Filter	auto
Embedded Population	Public:Transplant::Type::Allo SCT

• Auto transplant filter



- Note that a population filter finds the **PATIENT** not one specific transplant. For example, if you want to restrict your report to transplants done since 2010 and you apply a population filter, you will get all the patients who had a transplant since 2010 – but if any of them had an earlier transplant as well – those transplants will also appear on your report because they belong to the Patient.
- If you see any reports with 'EMBEDDED RECORD FILTERS' applied, they must <u>not</u> be changed!

TRAINING EXAMPLE – Selecting a Specific Year

In Report-Specify, you should still have the report we were working on
 (X-Tab::Disease x HSCT details::All (A)). If this report is not on your screen,
 load the report again from the Stored Reports:

DESCRIPTIVE	
- STANDARD	~
- Project	
+ Cell therapy	
+ Data quality	
+ Freq	
+ Infections	
Queries answered by centres. Usernames	
- X tab	
+1st HSCT for the patient	
+ Adult	
+ Allo	
+ Cause of death	
+Country x HSCT details	
Disease x HSCT details	
<u>1990-2008</u>	
2007 (A)	
2007 Adults (A) 2007 Paediatrics (A)	
After 1994, Allos (A)	
After 1994, Autos (A)	
After 2000, Allos (A)	
After 2004, Solid tumours, Allos (A)	
Allo PB from 2005 (A)	
Allos (A)	
Auto PB from 2005 (A)	
Autos (A) Briman (AM), pon mysleablative, 2000, 2008, CB1 (A)	
Primary APIC, non myeloablative, 2000-2000, CKI (A)	
Haemoglobinopathy at transplant (A)	
Lymphoma (A)	~

• Click on **Embedded Population**

Data Entry Report	E <u>x</u> port	<u>H</u> elp	<u>F</u> ilter		[8003][DEMO][C
Specify List Status	<u>T</u> able <u>C</u> or	ntent			1 Same as Essential prope
		DATA	REPORTS		
- REPORT & QUERY SPEC	IFICATION				
Generate Report]				^
Save Report Spec	ification				
Redisplay this tree					
+ Conversions					
 Class, Format & Complex 	aty				
New Report Spe	cification	1.1			
Choose Report	Class	data			
Format		des	criptive		
+ Content					
- Structure		_			
# of item(s) for statistica	description	6			
# of item(s) for frequenc	y tables	19			
# of item(s) to crosstabu	late with	1			
Compare to complement					
Min. # of cases per dash	ooard (sub)gi	roup 1			
- Filters					
+ Item Filtering					
+ Record Filtering					
 Population Filtering 					
Apply POPULATION Filt	er	auto	D		
Embedded Population		Pub	lic:Transpla	nt::Year::Transpla	nt 2010 onwards

- In folder Public Transplant Year: find 'Transplant: Year::2010
 onwards' (You can search by keywords 2010 onwards and scroll down until
 you get to the folder titled 'Year'). Click this title.
- Click back to the output [Table]. We will be looking at the same report we were using in section C (Crosstabs), but will now restrict the output to transplants done since 2010.
- Note total transplants before and after
- Click <a>Generate Report the table has now got the transplants from 2010; however you may notice some from earlier years. (See table Year of this Transplant). These also belong to the patients that have had at least one transplant since 2010. No need to panic the population filter is selecting patients not transplants as mentioned above. We will now show you how to remove the pre 2010 cases if you prefer.
- Click Print screen icon/convert/select 'year of this treatment' from the list, copy to clipboard and click on the Excel icon as we have done before.

- Delete the pre-2010 rows in Excel
- The new totals will be incorrect after the deletion but you can recalculate the totals of the columns by using **autosum** Σ

Second Example – Using the same Table.

- Go to **Specify**
- Click Embedded Population Filter
- Remove the current filter (transplants after 2010) clicking "no" to Apply POPULATION Filter:



- We are going to apply a filter to show us patients that are still alive.
- Have a look at the total on the table as it stands. This total should change, as we are only going to see living patients.
- Go back to **Specify**
- Embedded Population Filter

Scroll down the list of filters and find Public:Patient:Status:ALIVE

You can search by keyword "alive" but scroll down to Patient Status:

	Generate Report
	Save Report Specification
Redisp	lay this tree
+ Cor	iversions
- Cla	ss, Format & Complexity
	New Report Specification
	Choose Report Class data
Fo	rmat descriptive
+lcor	tent
	nen.
stn #	JCture of item(s) for statistical description
#	of item(s) for frequency tables
#	of item(s) to crosstabulate with
	mpare to complement
~~~	
- Isite	515
Filt	These Standard
- Filt	Item Filtering
- Filt + +	Item Filtering Record Filtering
- Filt + -	Item Filtering Record Filtering Population Filtering
- Filt + +	Item Filtering Record Filtering Population Filtering Apply POPULATION Filter auto

**Exercise III -** Apply a **population filter** to a Frequency table as follows:

Open the Conditioning report in DESCRIPTIVE – STANDARD - PROJECT – FREQ - DRUGS

- Select the folder "At HSCT or immediately afterwards"
- Select title: All





- NB: You will see a long list of drugs this is all conditioning as selected above
- However we only want to see the conditioning for **CLL** so need to apply a filter
- Find and apply the **population** filter in the Report Specify screen
   (Public:Diagnosis::Disease::CL::CLL or PLL)

You can search by keyword CLL

- [Generate Report]
- Now you will have a table for CLL conditioning only

## E. SAVING REPORTS

All reports can be saved for future use and this can be very useful for reports that have to be repeated at regular intervals.

• Report/Specify – under **`content'** put in a new title for your report. This is the title that will be displayed on the screen when you run it.

<u>D</u> ata Entry <u>R</u> ep	ort E <u>x</u> port <u>H</u> e	lp <u>F</u> ilter	[8001][DE	MO][City_1]
<u>Specify</u> List	St <u>a</u> tus <u>T</u> able	e <u>C</u> ontent DATA REPORTS	<b>1</b> Registry default	
REPORT & QUERY     Generate	Report			^
Redisplay this tree	ort Specification			
Class, Format &	Report Specification			
Format	se Report Class	data descriptive		
<mark>- Content</mark> → <u>Title</u> Subtitle		Chemo, MoAB, etc.	given at or immediately afte	r HSCT
Provide a Title fo	r your report			
Accept	Default	Cancel	×	

• Near the start of the specification you will see [Save Report Specification] with the red pencil:

Data Ent	гұ <u>R</u> ep	ort E <u>x</u> p	ort <u>H</u> e					
<u>S</u> pecify	<u>L</u> ist	<u>L</u> ist St <u>a</u> tus						
-REPORT & QUERY SPECIFICATION								
	Generate	Report						
Save Report Specification								

- Click [Save Report Specification] or use shortcut Ctrl-S
- Enter the new report name you would like to save it as. Press [ok]

- You may have noticed that the reports we're showing are "public" i.e. all users can access these, but in the Demo, or when you log in as a centre, the edited reports can be saved 'for private use only'. Reports saved in a centre will only be accessible to users in that centre.
- The next section shows how to retrieve your saved reports
- F. Finding Your Saved Report
  - Open **STORED REPORTS**
  - Click **DESCRIPTIVE** (or relevant folder for the type of report you saved)
  - Click on **STANDARD** (or relevant folder for the type of report you saved)
  - Click 'Your Own Reports'
  - In order to find this folder, it may be easier to close the Public and Registry folders first.



GENERATE Report

This will run your report that you saved previously.

## **G. EXPORTS**

Data Entry Report Export Help Filter

HOW TO USE EXPORT TAB to CONVERT STORED COLUMNAR REPORTS to other software.

This cannot be done for frequencies or cross tabulations.

- Move to Export tab
- Go to Stored Export Jobs
- Select Public
- Select Transplant Transplant Index 2004 onwards

You can search by keyword 2004

• LOAD



 Preview data: It is good practice to preview the data and check the results before executing the export. The system will also force you to run a preview automatically, before you can execute a report. (NOTE: to check the total number of records you would need to run a preview in the [Report] tab for STANDARD reports. Only Advanced/Designer reports show totals in Export previews)

<u>D</u> ata Entry <u>R</u> eport <u>Export</u> <u>H</u> elp <u>F</u> ilter	[8001][D
<u>]obs</u> <u>U</u> pload	
Transplant: Transplant index from 2004 onwards	
EXPORT SPECIFICATION     Perform Export     Preview Export     Ctrl S Save Export Specification	^
- Contents	
New Export specification	
Purpose of export report	
Data base type Excel	
- Options	

- A choice of database types is available. You can change the database type to **Excel**. (You can run Excel macros to manipulate the data and we will show this in further training sessions).
- You can view the download in your Secure Download Facility (SDF) in the [Export] tab, or request for an email notification to be sent to a recipient of your choice

Notification type	ink i
User (Authorized Download)	shelley.hewerdine@ebmt.o
+Schedule	
Username(s) (or E-mail address(es) to t	become Authorized Download Users automatical
Username(s) (or E-mail address(es) to t Shelley hewerdine@ebmt.org ×	become Authorized Download Users automatical

Here you can enter their Promise username or their email address.

If their Promise username is entered, an email notification will be sent to their registered email address on Promise.

If an email address is entered, an account to use the SDF only will be set up automatically for them (if not already on the system). Users can manage the passwords themselves through the password manager on the Promise logon page. (Any email address can be entered – but check first that the recipient should be allowed to see data from the centre involved). Example email notification to recipient to inform that the download is waiting:

From: promise@lumc.nl RE: A new file is available on the Promise SDF of the EBMT Registry Dear datamanager@hospital.org, A new file has been added to the ProMISe Secure Download Facility (SDF) which you can view or download securely from the EBMT Registry by using your private account with username: datamanager@hospital.org File:12345.PDF Sent by: Promise user 1 (clinician@hospital.org) (whom you may contact for further information) You can use this link to access all downloads made available to you: Logon to Secure Download Facility Downloads will expire 28 days from today If you think this information is not intended for you, please notify us as soon as possible at registryhelpdesk@ebmt.org

Note that you can share downloads in your SDF retrospectively if you did not enter the username or email address in the Export specification itself. (As long as it is before the expiry date). To share downloads in your SDF, please see the icon below (further in this section)



- The default schedule for the export is "Now"
- The same report can be scheduled to run at regular intervals by selecting 'REPEAT PATTERN'. If you want to have the output of the report immediately, run it once <u>before</u> setting the Schedule. Once the Schedule has been set, **you MUST Save the report or it will not repeat!**

Important: note that email notifications are not sent for repeating jobs. The user/recipient has to physically log in and go to the SDF to view their regular download

• Remember you must run a Preview to check the data before exporting



Once the preview has run, click [Perform Export]

• Note the 'pencils' that monitor the progress of the export under the 'current jobs' heading after the export has been generated. (The time is the local time in the Netherlands where the server is based)

- lau	IPPENT JOBS at 16:56
	REFRESH Job Tree
	Waiting PROMISE_REPORT (run: 2015-02-18 16:56) Running
	Success & Rescheduled
	Failed
	Others

• When the job has run successfully it appears in the Secure Download Facility (SDF). The most recent download will appear at the top:

	Secure Authenticated Download & Upload Facility										
Manageme	nt of files,	owned by	current user, ready for download (last <mark>re</mark>	fresh on 20	015/02/18 1	6:56:42)					
Open/ Save	0,0	JOBID (scope)	Creation date Expiration date	Size		2					
		2015-02-18 16:56:27 (8001) 2015-03-18 16:56:27		854KB	1	2		F			
		7 (8001)	2015-02-18 16:27:14	854KB	1	2		F			
	<b>₿</b>	6 0	2015-01-28 15:46:36	70KB	1	2		F			
	<b>₿</b>	5 0	2015-01-27 14:58:38	45KB	1	2		F			
You may upload any ZIP/PDF/GIF/JPG file to the Download Queue and then authorize new or existing users to download that file in (secure, encrypted and with audit trail)											
Locate the	file on you	r hard disk		Browse	and cli	ck on Up	load (ma	ax 10Mb			

- Click the disk icon to open/save the download
- Any files can be uploaded here to exchange with other users. The accepted file formats are ZIP/PDF/GIF/JPG with a maximum size of 10GB per file. The uploads remain on the server for 28 days. This period can be extended 24 hours by clicking on the clock. You can extend by 24 hours multiple times, up to a maximum of 100:



If you wish to remove the file from the server, click on the minus symbol to delete the output

• An annotation can be added to store a title or info about your report (because they are saved only by date & time):



• You can exchange your download with an authorised user in the list, or a recipient of your choice. (Check first that the recipient should be allowed to see data from the centre involved). Click the icon below to share your download:



<b>≍</b>			
To ADD an Authorized User			
Specify a valid e-mail or mobile number to author	prize:		then clic
			<b>Č</b>
or choose from existing active or expired (#) P	rowise users		
shellev.hewerdine@kcl.ac.uk	[shelley.hewerdine@kcl.ac.uk on CTC=0]	~	
bmt0001a	[Asterios Kasmiris on CIC=1]		
bmt0001b	[Babatunde Ovenuga on CIC=1]		
bmt0001d	[Babatunde Ovenuga on CIC=1]	100	
bmt0002d	[Babatunde Oyenuga on CIC=1]		
bmt0001cr	[Carmen Ruiz de Elvira on CIC=1]		
bmt0002cr	[Carmen Ruiz de Elvira on CIC=1]		
medab0001	[Carmen Ruiz de Elvira on CIC=1]		
hm+0001-	[Judith Aben on CIC=1]	$\sim$	

Then select a username or email address from the list where available, or enter the username or email address manually in the input box, then click



The recipient will receive an email notification that this download is ready.

A full user guide for the Secure Download Facility is available in the Data Management – Data Retrieval section of www.ebmt.org

For downloads in Excel, a manual regarding the macros is available, also in the Data Retrieval section as above.

- H. Apply a Population Filter to the Export
  - For example in STORED EXPORT JOBS go to PUBLIC TRANSPLANT and select **Transplant Index** as the export:

-STORED EXPORT JOBS	
- Public	2
+Activity Survey	
+Core data w. follow up	
+Data quality	
+ EFG	
+ Follow up	
+Med-A 2008 SQL 007	
+ Study	
+ Testing	
+Transplant, donor, conditioning, diagnosis, GvHD, relapse, last assessment	
+ Transplant, donor, diagnosis	
- Transplant	
List of transplants w Diagnosis	
Simple transplant listing (D)	
Transplant index	
Transplant index 2007	
Transplant index from 2004 onwards	
Transplant index w. patient and diagnosis details (A) Access All	~

- Load the Export.
- We only want Adults (18 and above)
- Click on Embedded Population Filter
- Scroll down the list of filters and select. Or search by keyword "adult" or "GE 18":



- Select database type where appropriate
- [Preview Export] to check the results
- [Perform Export]
- Your edited export can be saved for future use to be re-run at any time. You can also schedule an export to repeat at regular intervals in the 'Schedule' section.
- When the job has run successfully it appears in the Secure Download Facility (SDF) as before. Here you can download/upload/exchange files; annotate files; extend storage period or delete files as mentioned previously.
- Proceed with opening the Excel datasheet. Have a look at how the data is presented and the macros available.

## SUMMARY OF WHAT HAS BEEN LEARNED

- 1. Understanding the different classes of report
- 2. Standard Columnar reports
- 3. Descriptive Reports (Frequencies and Cross-tabulations)
- 4. Filtering lists and generating frequency tables from a list
- 5. Converting lists to Excel
- 6. Converting tables to Excel or other applications
- 7. Checking and modifying data in the report output
- 8. Applying population filters
- 9. Saving reports
- 10. Export jobs and the Secure Download Facility (SDF)
- 11. Excel macros available for Export results

## GLOSSARY

## **Report**

This function is accessed using the menu or tab called [Report]. It allows the user to create and to run queries within ProMISe, with the possibility to move from a report to the [Data Entry] tab in order to correct and complete records.

### **Export**

This function is accessed using the menu or tab called [Export]. It allows the user to extract data (using reports created in the Report function), convert the reports to a different format (access, excel, spss) and download them on their own computer.

#### **Relational database**

Database composed of several tables (e.g. Patient, Treatment, Assessment ...). These tables are linked to each other with identifiers (number of the center, number of the patient, date of treatment ....).

For one patient, it is possible to have several records in the same table (ie assessment at time of diagnosis, assessment at time of HSCT, assessment at time of follow-up).

#### **Standard Queries**

Simpler report queries that extract items from the same table

#### Advanced Queries

More intricate report queries that extract items across tables.

#### **Population Filter**

Used to extract a patient population. An example population would be "female patients who had a transplant in 2015". Note that a population filter will show the whole patient, so the filter will show not only her transplant in 2015, but also her transplants from other years if she had more than one transplant.

## Stored Reports/Exports – Subfolders

- STORED REPORT SPECIFICATIONS	
Search among titles:	
DATA	
- COLUMNAR	
STANDARD	
+ Project	
+ Registry	
+ Your own Reports	
+ ADVANCED	
+ DESIGNER	
+ SURVIVAL	
+ DESCRIPTIVE	Stored EXPORT JOBS
+ STATUS	Search among titles:
+ QUALITY	+ Public
+ LOGFILES	+ Registry
+ survival(obsolete)	+ Center (your own selections)

### Project folder

Queries created by the EBMT Central Registry Office. These queries are public and available for every ProMISe user.

They can be modified and saved in "Your own Reports" folder, without modifying the original query in Project folder.

(In **Exports**, the **public** folder has this same function)

#### **Registry folder**

Queries created by the EBMT Working Parties and National Registries. These queries are public and available for every ProMISe user.

They can be modified and saved in "Your own Reports" folder, without modifying the original query in Registry folder.

(In **Exports**, the **Registry** folder has this same function)

#### Your own Reports folder

Queries created by you or other users in the same centre (CIC code). These queries are private and available only for users who have access in your centre.

(In **Exports**, the **Center (your own selections)** folder has this same function)

# CATALOGUE OF ESSENTIAL REPORTS

Find below a selection of essential report queries commonly used for providing information and data quality checks on transplants in your centre. They are located in Stored Report Specification – Project folders.

COLUMNAR - STANDARD - Project - Transplant Simple transplant listing (D)

COLUMNAR - STANDARD – Project – Transplant index All

COLUMNAR - STANDARD - Project - Follow up - Due Last seen more than 1y ago, HSCT less than 10y ago Last seen more than 2y ago, HSCT between 10-20y ago Last seen more than 5y ago, HSCT more than 20y ago

COLUMNAR - STANDARD - Project - Data Quality - Identifiers Hospital unique patient number (UPN) shared by 2 patients records Transplant Source of stem cells missing Follow-up Cause of death is GvHD but no GvHD recorded

COLUMNAR - ADVANCED – Project – Comprehensive (Queries containing one line per HSCT e.g. 2 lines for a patient with 2 HSCT) a Core data with Follow Up items – all = summary of most MED-AB items per HSCT c Conditioning chemotherapy (all) = summary of conditioning drugs/doses per HSCT

## ESSENTIAL EXPORTS

All of the above reports can be run as an Export, so you can have the data in various formats Access, Excel, SPSS. You can export the **Comprehensive** set of reports to download all or some parts of MED-AB.

The following export can be used to download full MED-A per HSCT. The download is used in the **MED-A Merge program (MS Office 2007)** to obtain a paper copy or an Excel spreadsheet of each Med-A submitted to the EBMT, with or without the missing items highlighted.

