DATA RETRIEVAL TRAINING SUMMARY

Contents

Updated 23 September 2020

INTRODUCTION

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

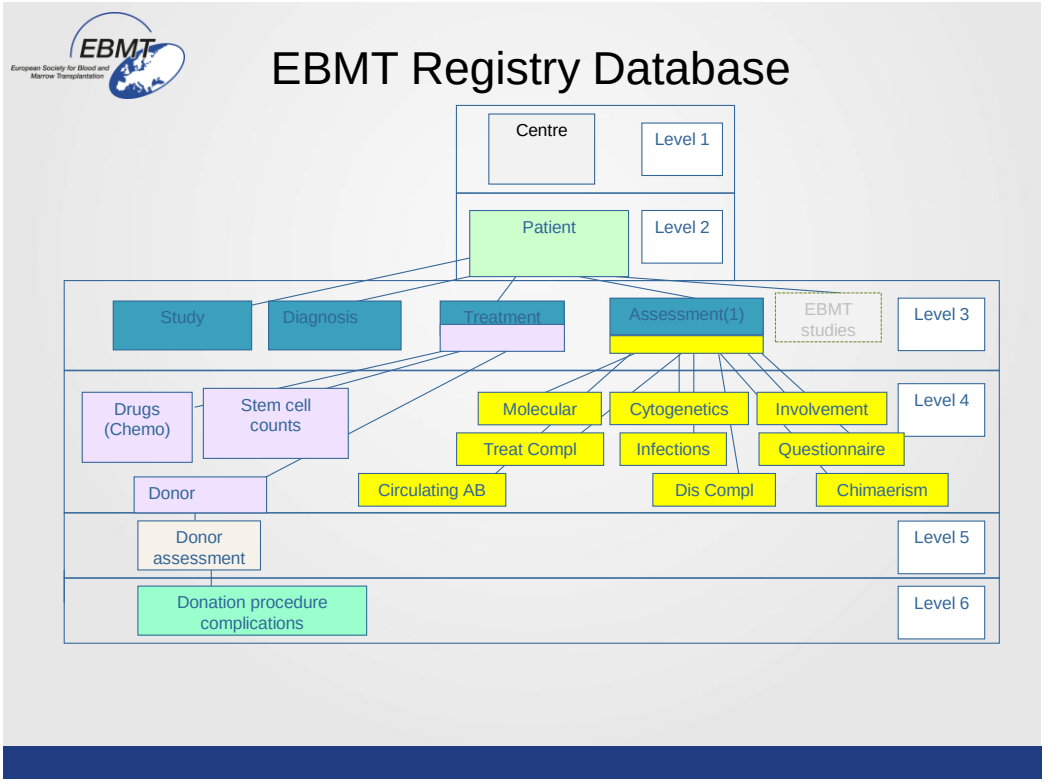
- how to use a standard report already created in ProMISe
- how to save them and use them again
- how to copy them into Excel
- how to go from a report to data entry
- how to apply a subpopulation selection
- and quickly how to export

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.

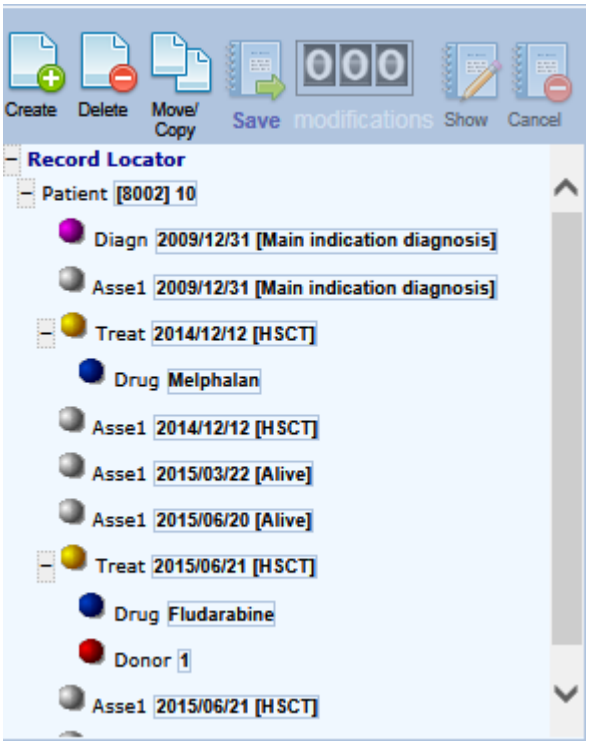
It is a relational database, therefore it is composed of several different tables (ie Patient, Treatment, Assessment …). These tables are linked to each other with identifiers (number of the centre, number of the patient, date of treatment).

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

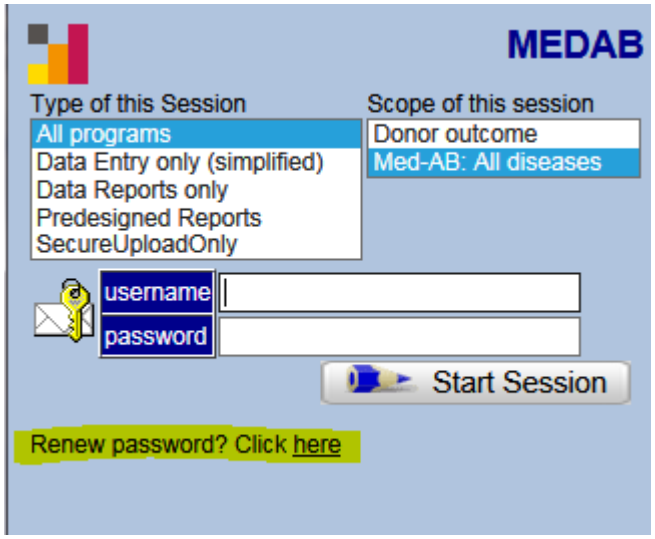
During training sessions you will log on to the Demo version of ProMISe, however for future you can run reports while logged on to your own centre. If you would like access to the Demo version when working in your centre, please contact registryhelpdesk@ebmt.org to request a password. (This is normally 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 www.ebmt.org:

- Data Management

- Login to ProMISe



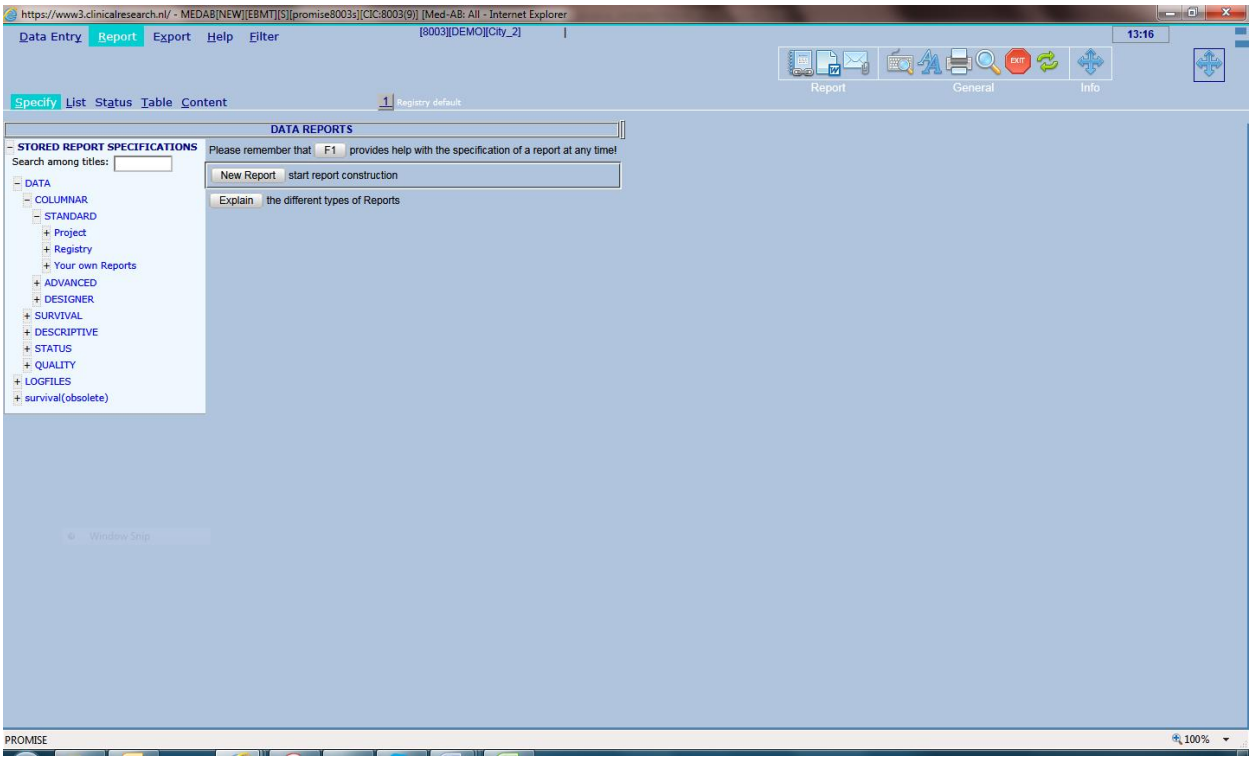
Enter your personal username and password to view data reports on your own centre.

To apply for access go to www.ebmt.org → [Data Management]:

- Data Retrieval (For a data download application form)

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

Start your training session in the REPORT - Specify screen

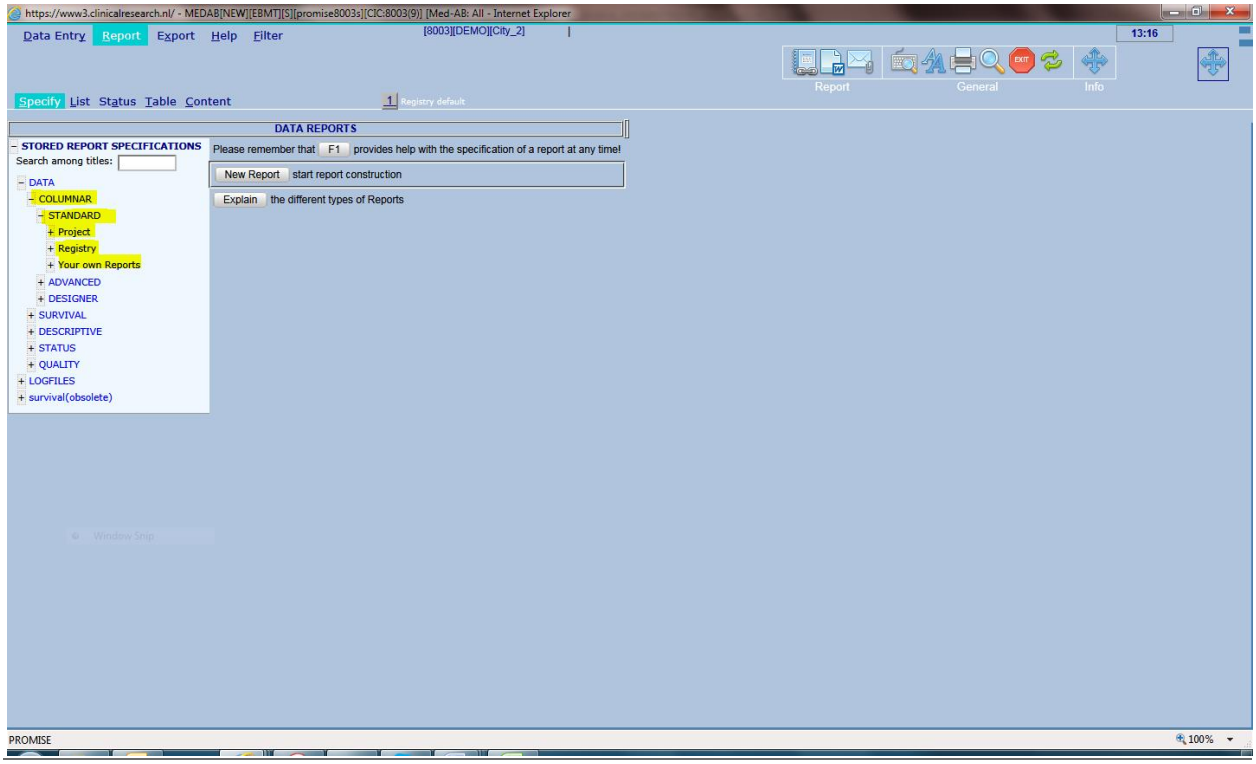


The stored reports are split into the above groups. Note there are different classes of reports and they can be edited and saved for future use. Instructions on editing and saving are given near the end of the course. This session will only include:

A: COLUMNAR REPORTS - STANDARD ONLY

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

First we are going to look at **COLUMNAR REPORTS**.



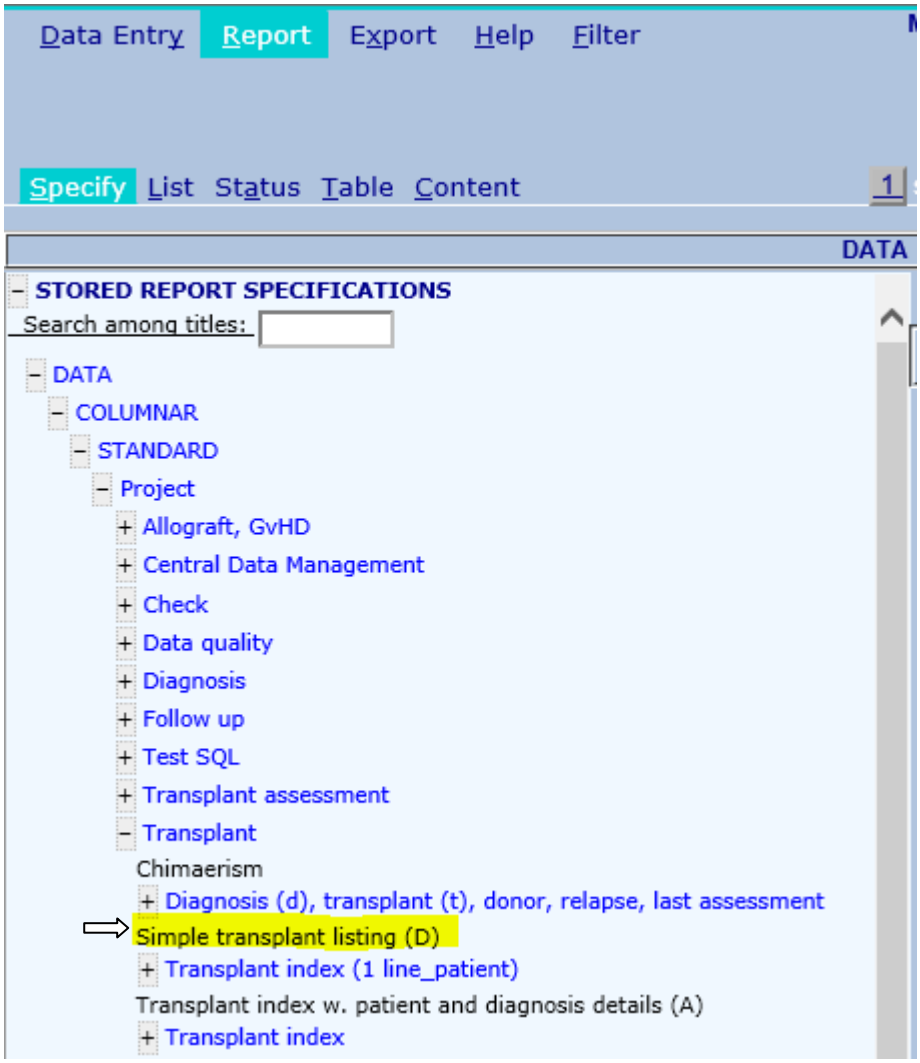
COLUMNAR – STANDARD reports are split into the following groups. (Open the following folders in turn to view some example report titles):

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

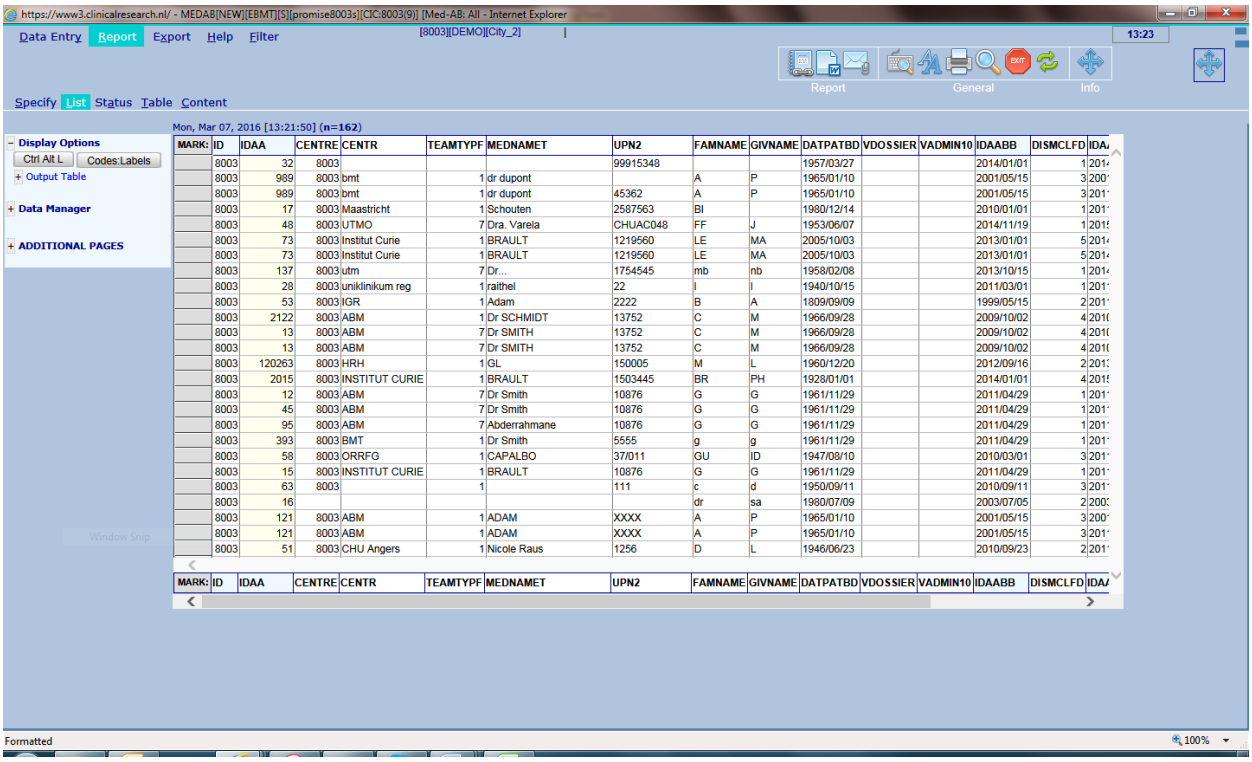
For the first example report we will use SIMPLE TRANSPLANT LISTING and paste the results into an Excel file:

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

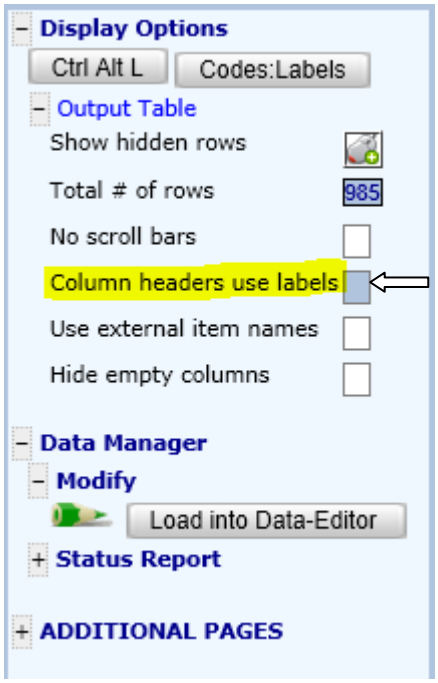
- Click on **STANDARD**
- Click on **PROJECT**
- Click on **TRANSPLANT**
- Click on **SIMPLE TRANSPLANT LISTING (D)**



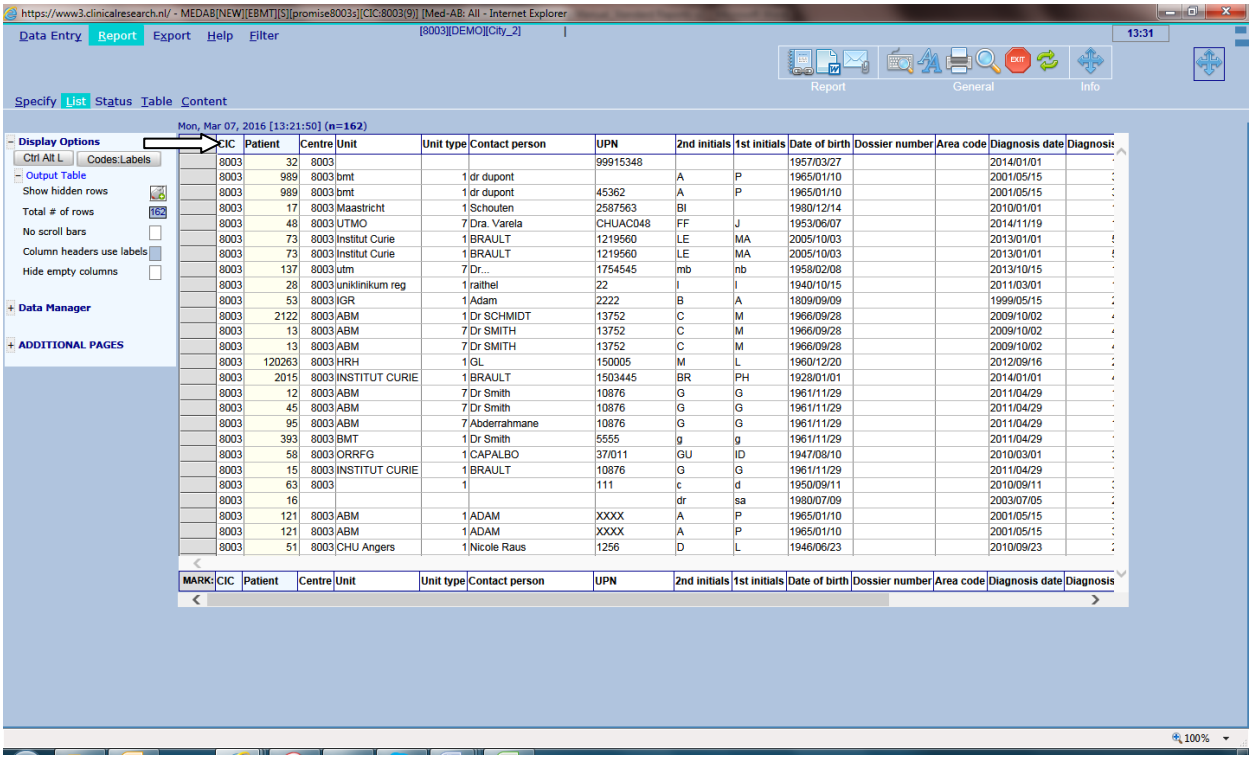
- Click **Load and Generate**



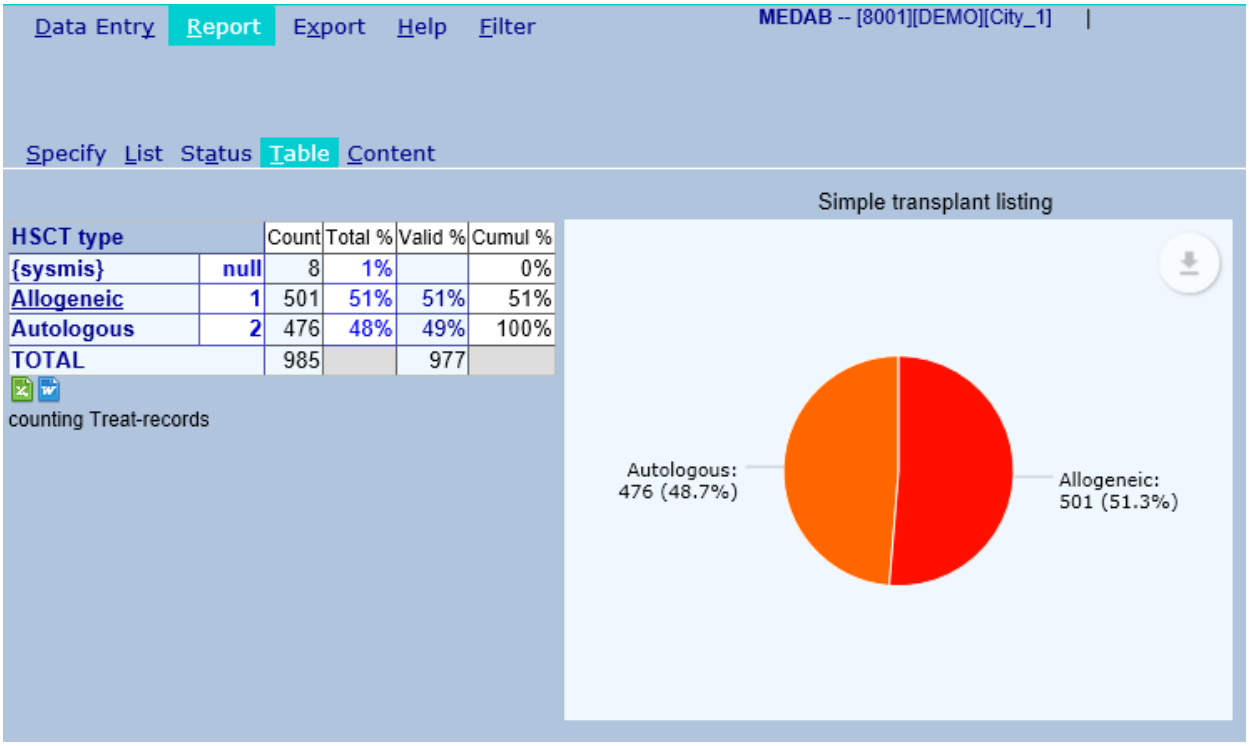
- To translate the headers to text, mark the option “Column headers use labels”:

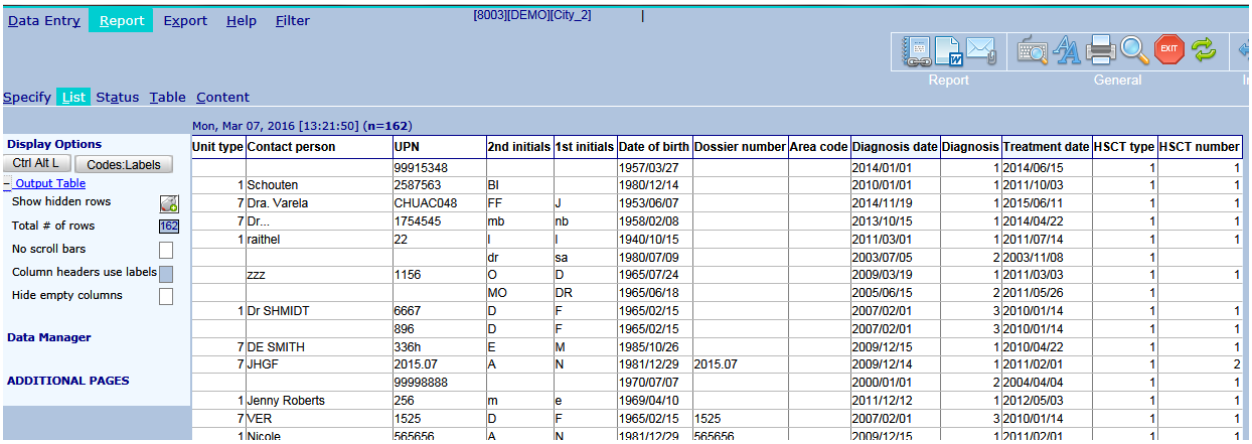


- Each 'light blue' field in the headers signifies a new table (see the database structure on page 2)

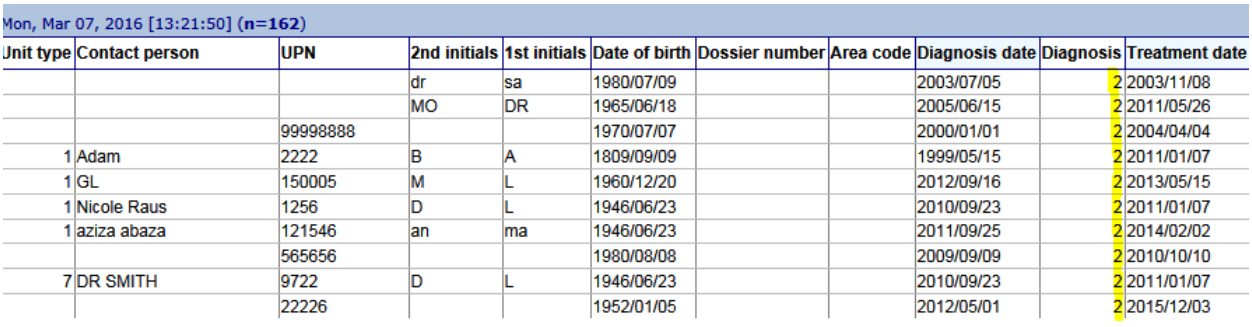


- The number of results in the report will be shown above the list (n=***)
- A **left**-click on a column header will sort the results (first mouse over the heading until it is underlined). A **right**-click will produce a frequency table for that item: eg auto v allo (HSCT type). The frequency table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





- 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:



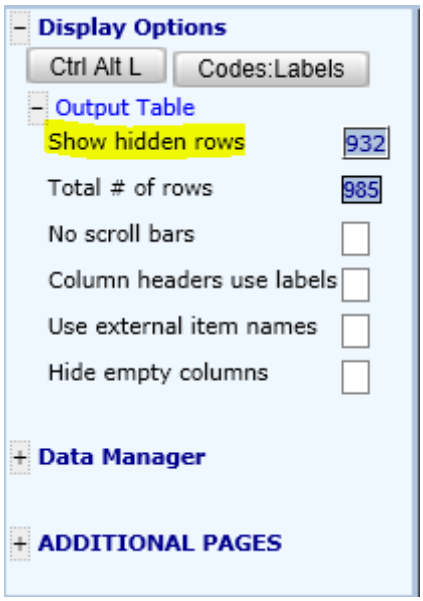
Mon, Mar 07, 2016 [13:21:50] (n=162)

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	B	A	1809/09/09			1999/05/15	2	2011/01/07
1	GL	150005	M	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

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

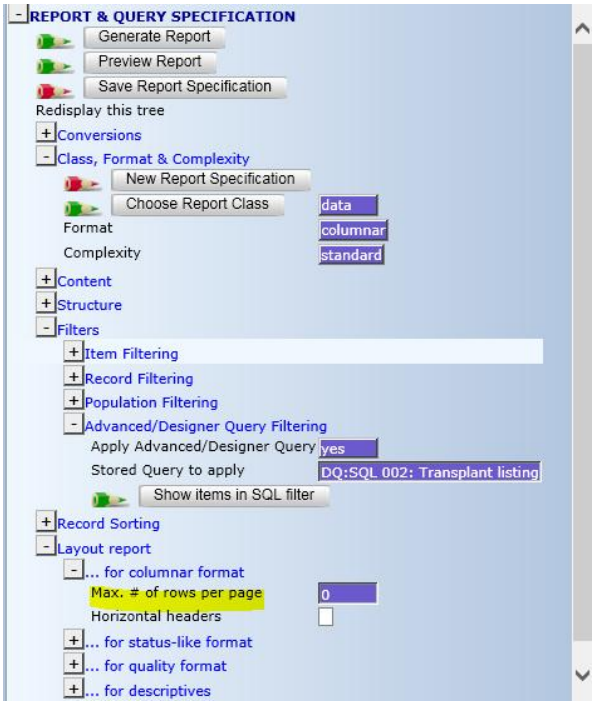
- You can restore the full list using 'show hidden rows'



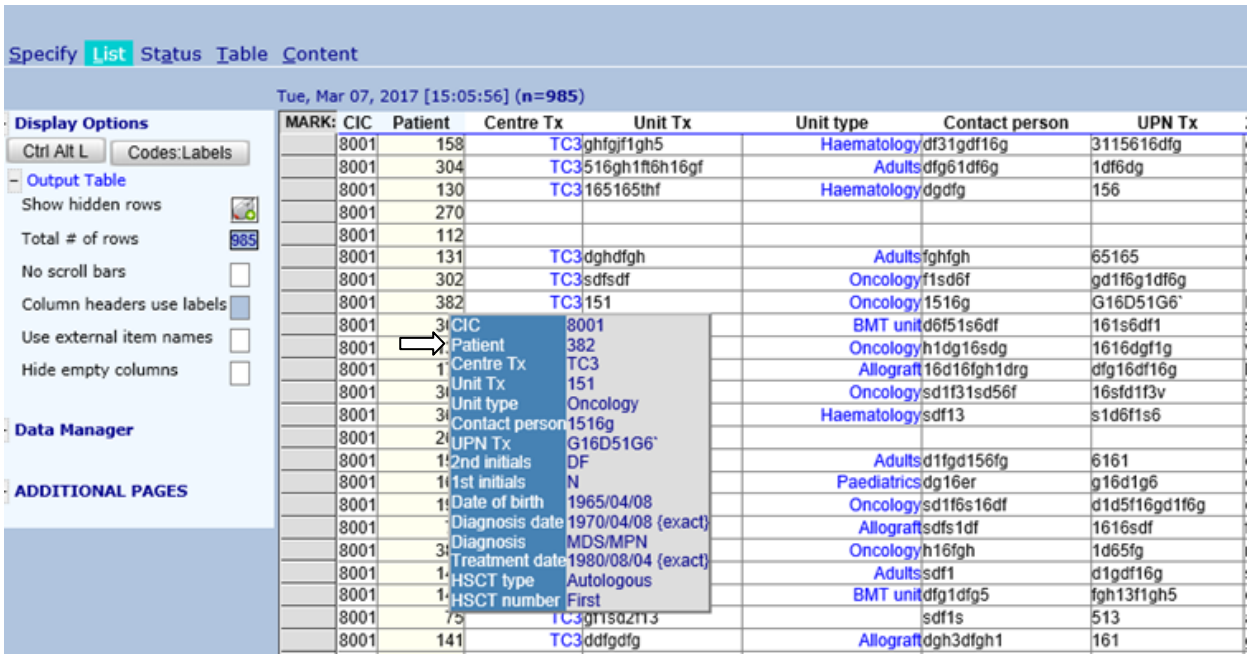
- FOR REGISTRIES/LARGER CENTRES ONLY: You can show 'additional pages'. This applies if output is >2,500:

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:



- 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):



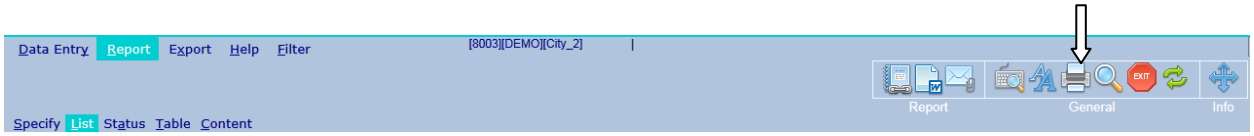
- FOR THOSE WITH DATA ENTRY ACCESS: It is possible to view the patient data entered by **Right**-clicking in the **MARK:** column next to the patient ID if you need to make any modifications:

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

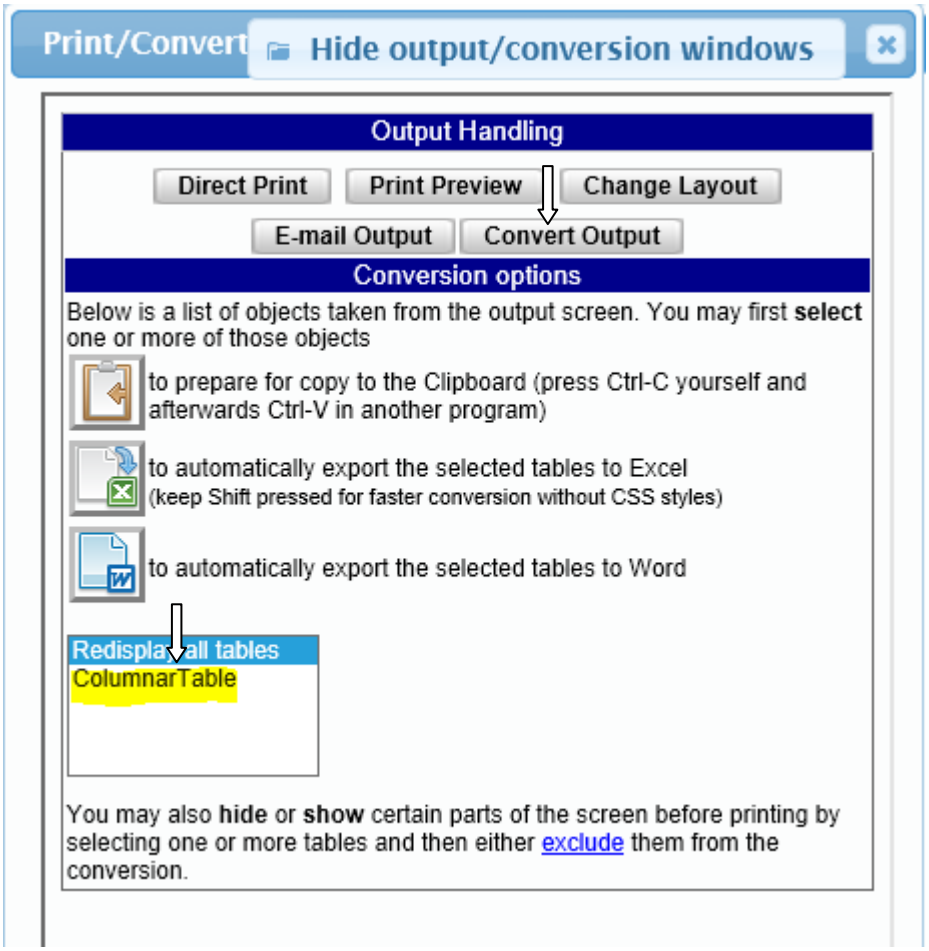
Getting Output from the Report

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



- 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**

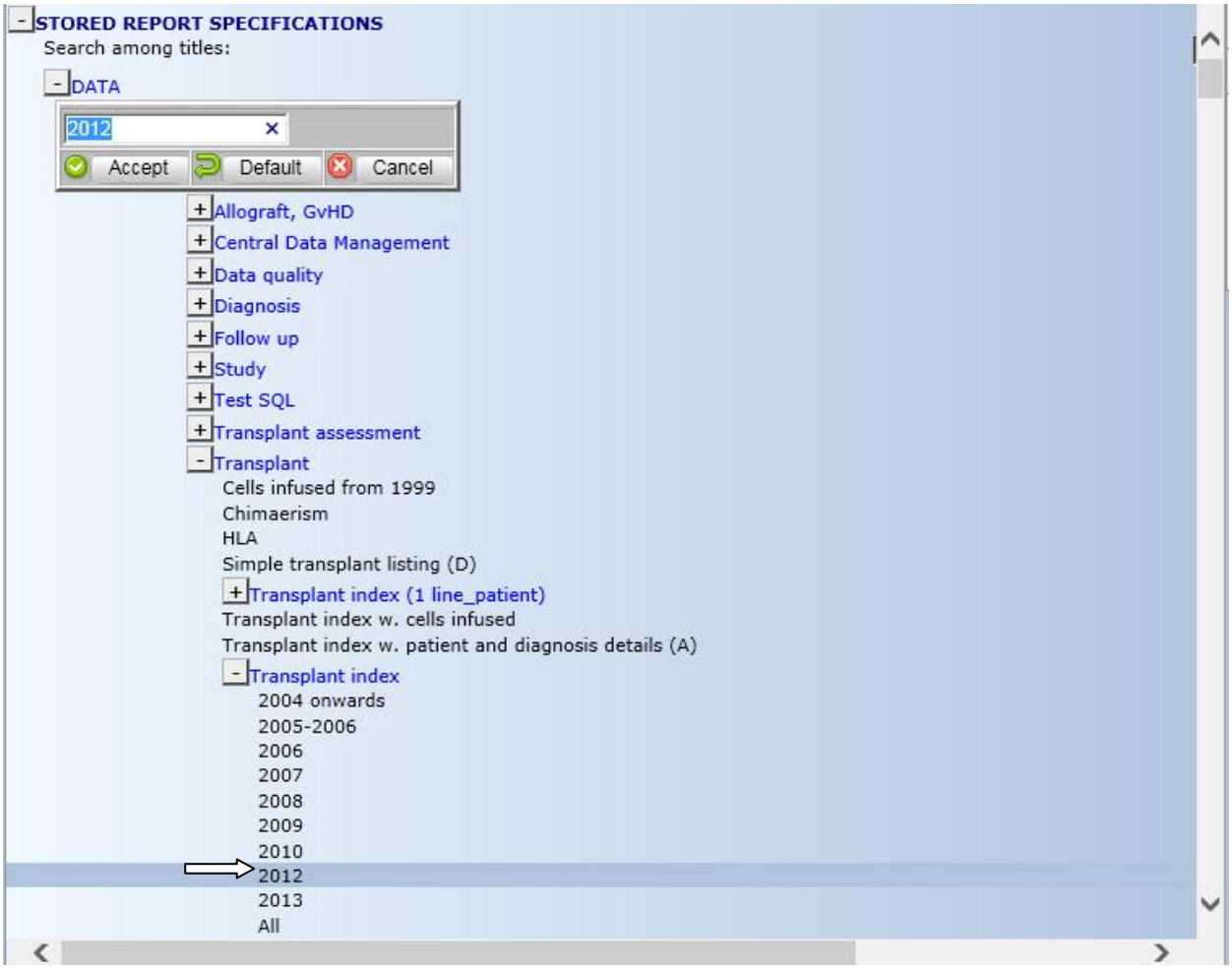


- Click on **ColumnarTable**
- Click on  to automatically convert to Excel (creating new sheets on the fly).
- **Keep the Shift key pressed when you click on the Excel option for a faster conversion to Excel without any formatting,**
- Your list should now appear in Excel (Sheet 2)

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:

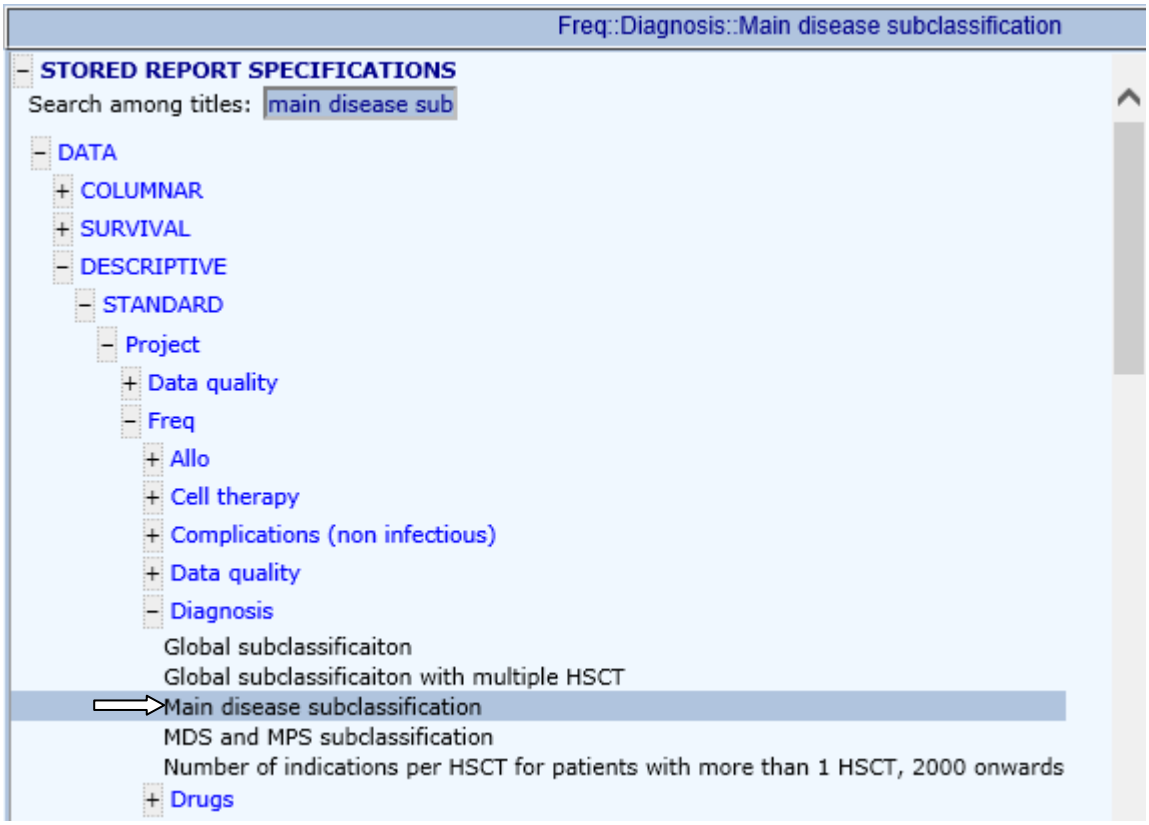


Click on the report title. [Generate Report] then copy and paste into Excel

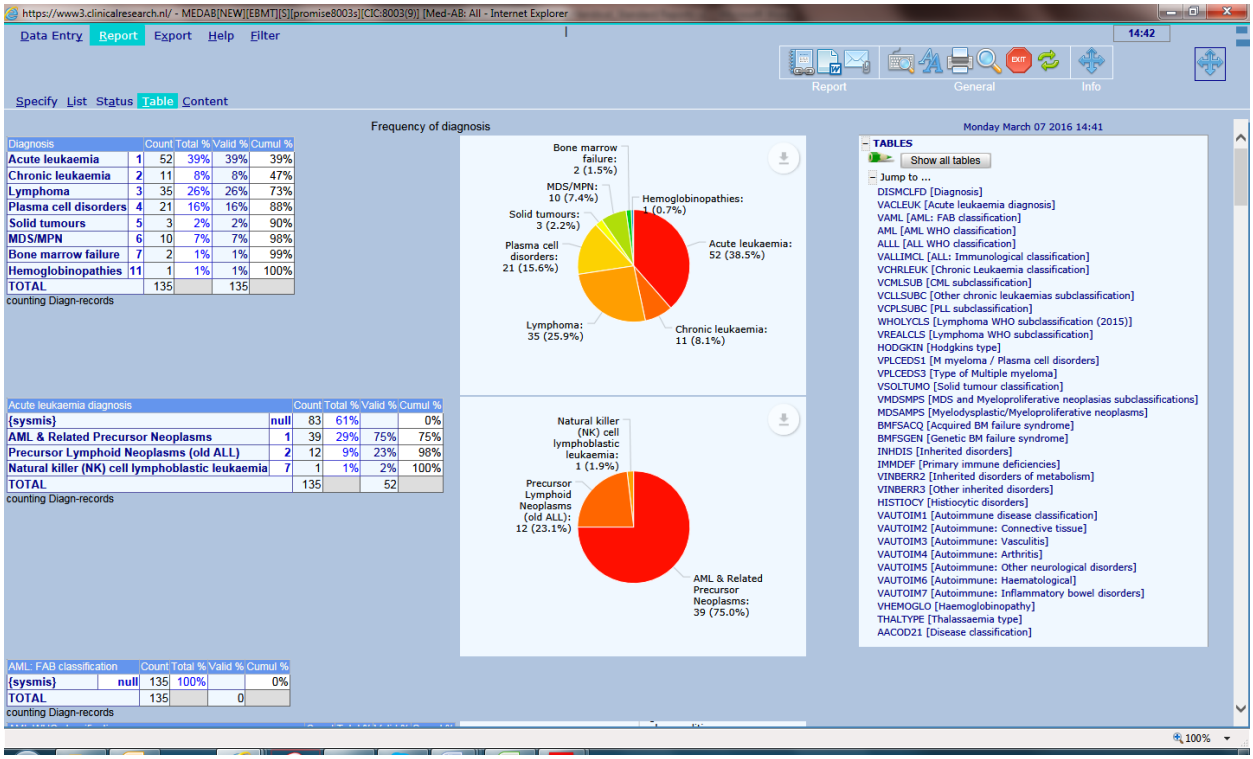
B. DESCRIPTIVE REPORTS (Frequencies and Cross Tabulations)

Load a Descriptive Report – eg **Main Disease Subclassification**

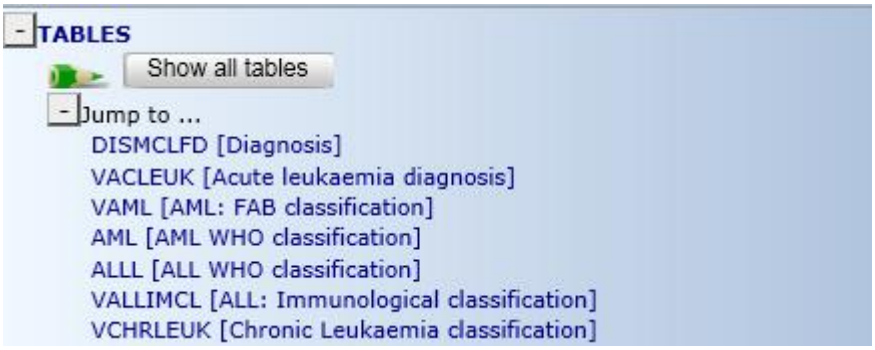
- GO BACK TO THE MAIN **REPORT** SCREEN.
- Click **SPECIFY**
- IN **STORED REPORT SPECIFICATIONS**
- Click on the folders below, or quicker: search by keywords "main disease sub" and you will see the report title highlighted
- Click **DATA**
- Click **DESCRIPTIVE**
- Click **STANDARD**
- Click **PROJECT**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



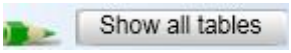
- Select GENERATE Report (=LOAD+Generate)



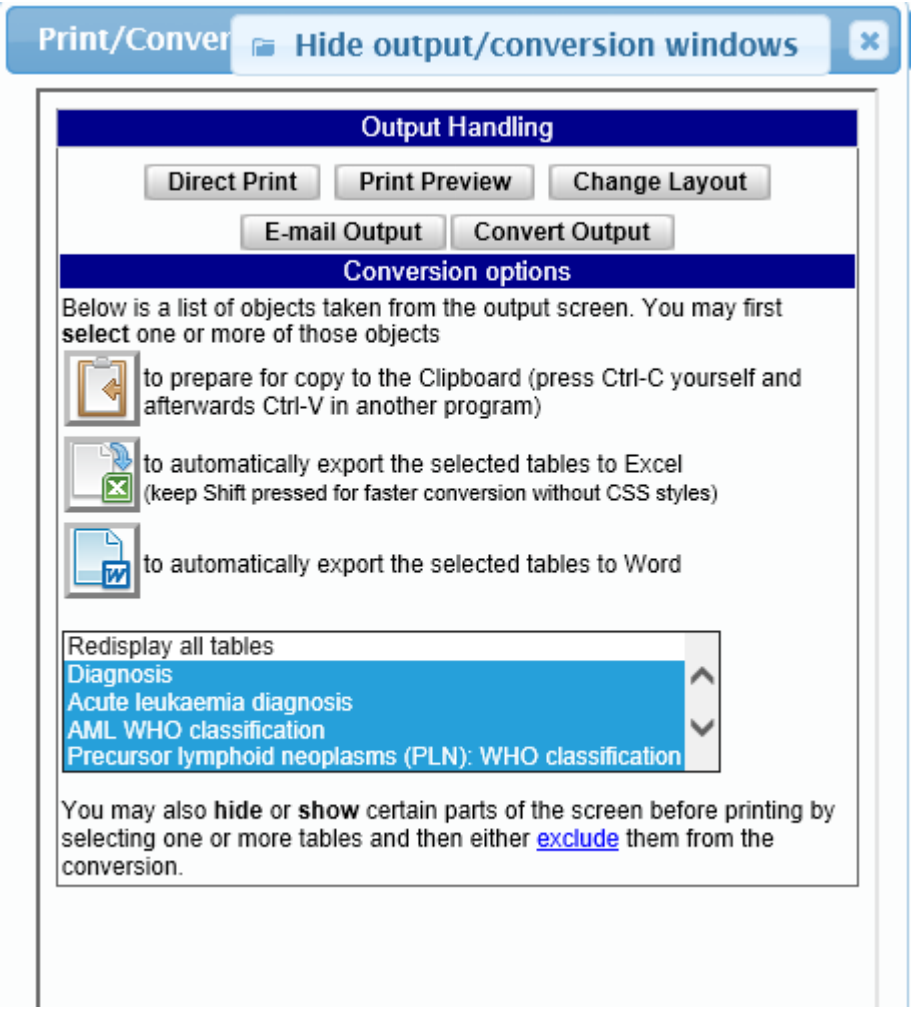
- You will see frequency tables by main diagnoses and their sub-classifications.
- **Left**-click on the [Show all tables] button or a single item e.g. VAML to generate the graphics in the Output window



Getting Output from the Report

- Again you can copy into Excel using the print icon
- Click 

- Click the **PRINT ICON**
- Click [**CONVERT OUTPUT**]

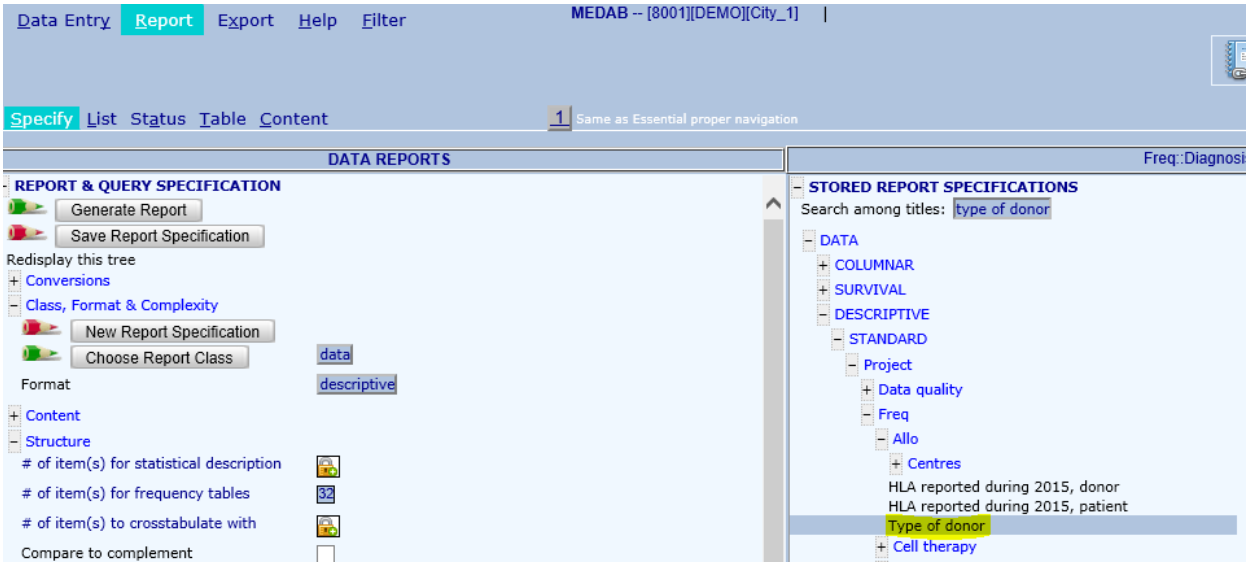


- Note '**Redisplay all tables'** at the beginning of the list will clear your current selection
- Select one or more tables from the list to transfer to Excel
- Pressing the Shift key highlights consecutive tables in the list
- Pressing the Ctrl key highlights multiple tables in any order
- **Copy to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

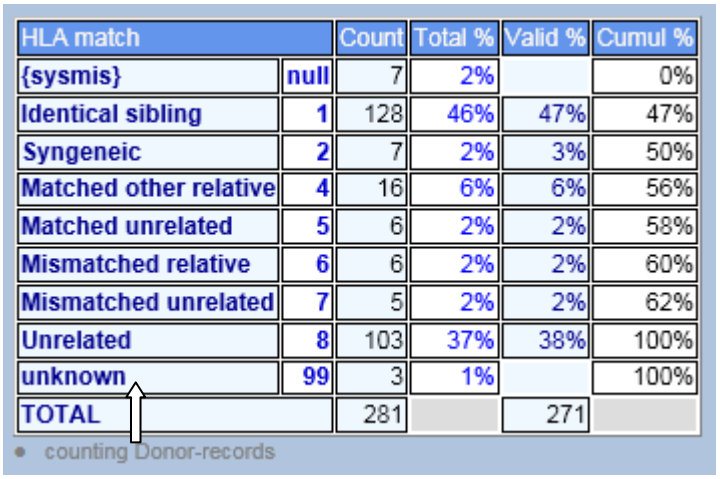
  OR
- Click on the Excel icon to paste the tables directly to a new sheet in Excel

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**



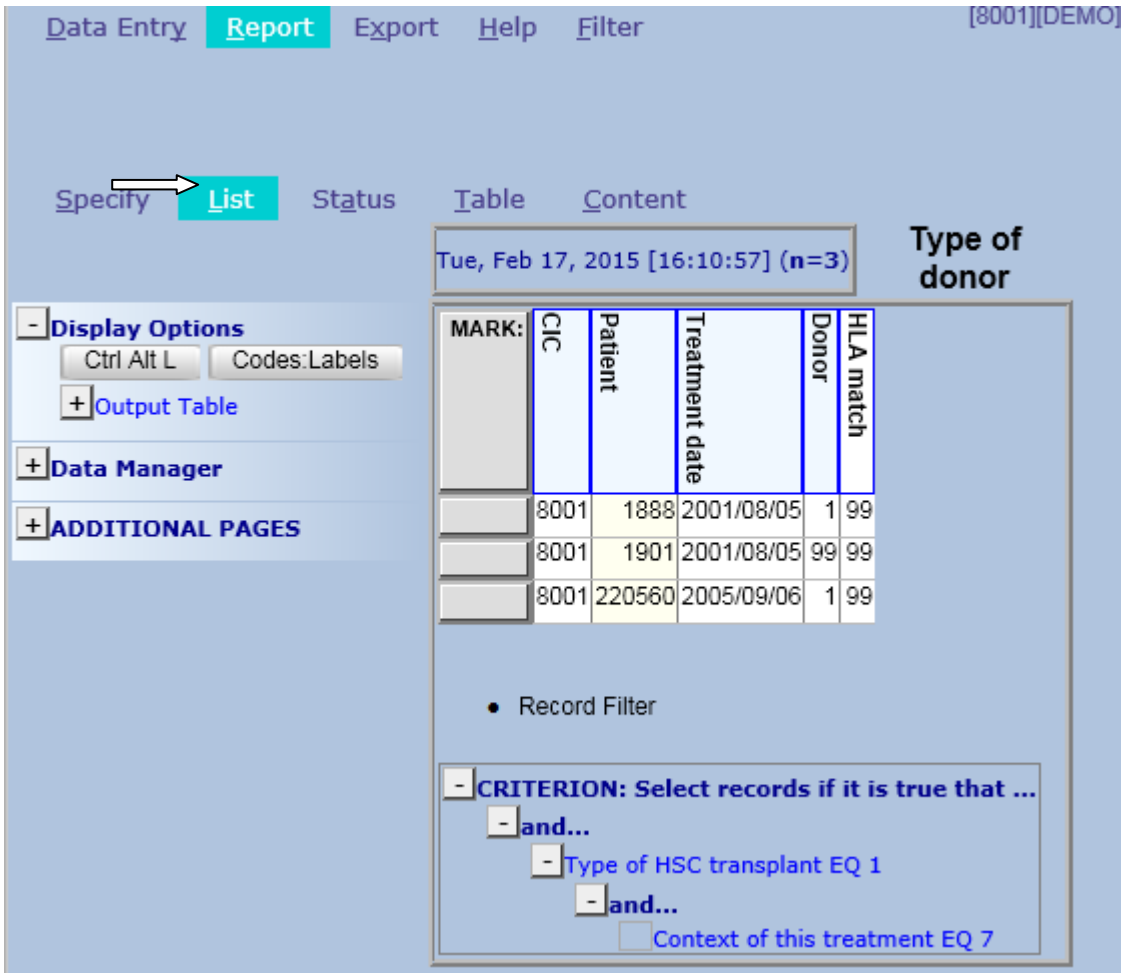
- Select GENERATE Report (=LOAD+Generate)
- Note that the number of donors is often higher than the number of allo transplants, due to the number of multiple donors for some transplants.
- When the table appears, click on the name of the link you want to see – e.g. **left**-click on 'unknown' to see 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	99	3	1%		100%
TOTAL		281		271	

• counting Donor-records

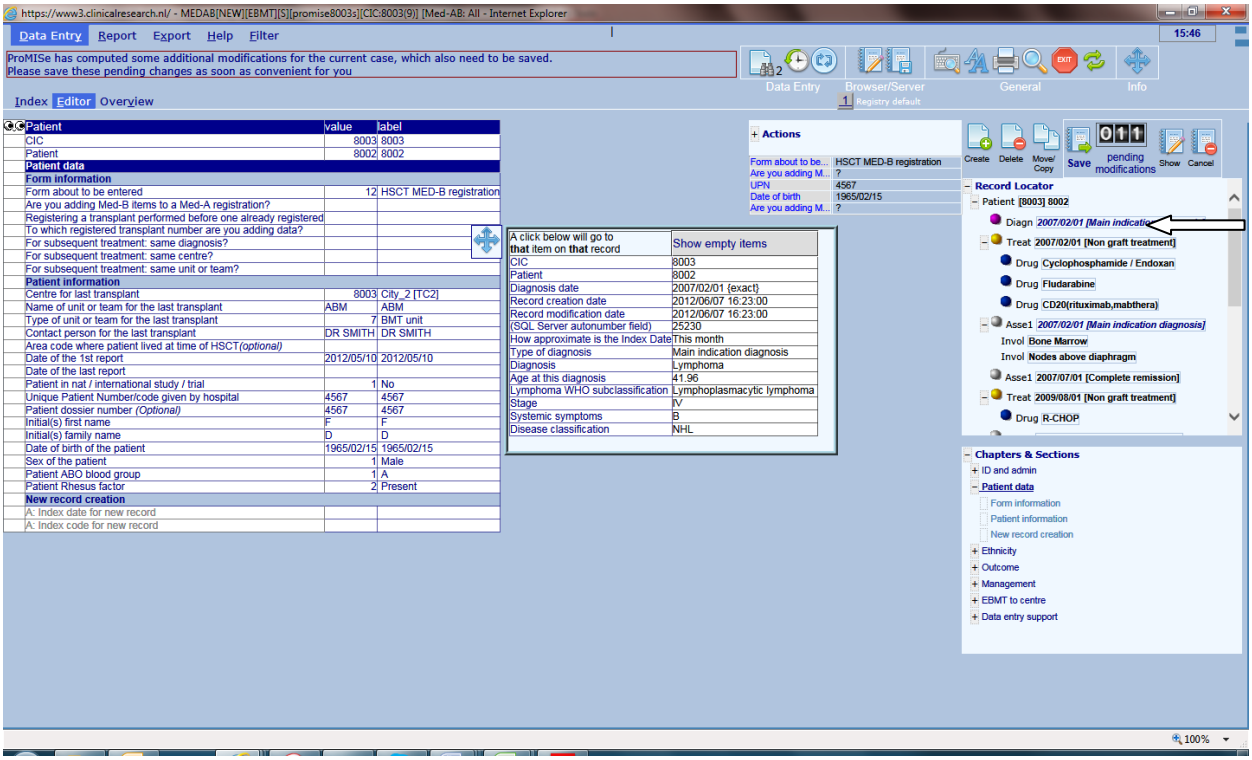
- You can see the tabs have changed i.e. **Table** to **List**:



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

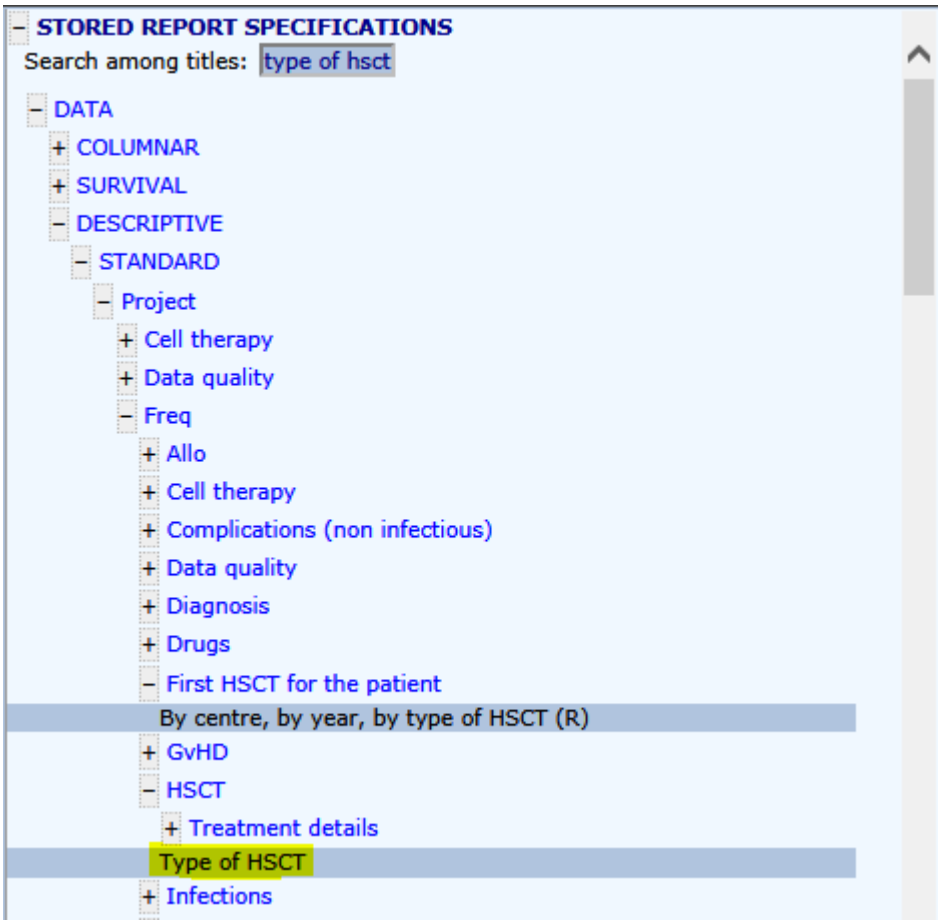
- 'Load' the patient (**Right** Click) in the MARK column to switch directly to data entry
- Note the Tabs have changed again
- Have a look at the record locator in the data entry screen (it relates back to the database table structure shown on page 2)
- Handy tip: If you **right**-click on a table heading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



Exercise II:

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

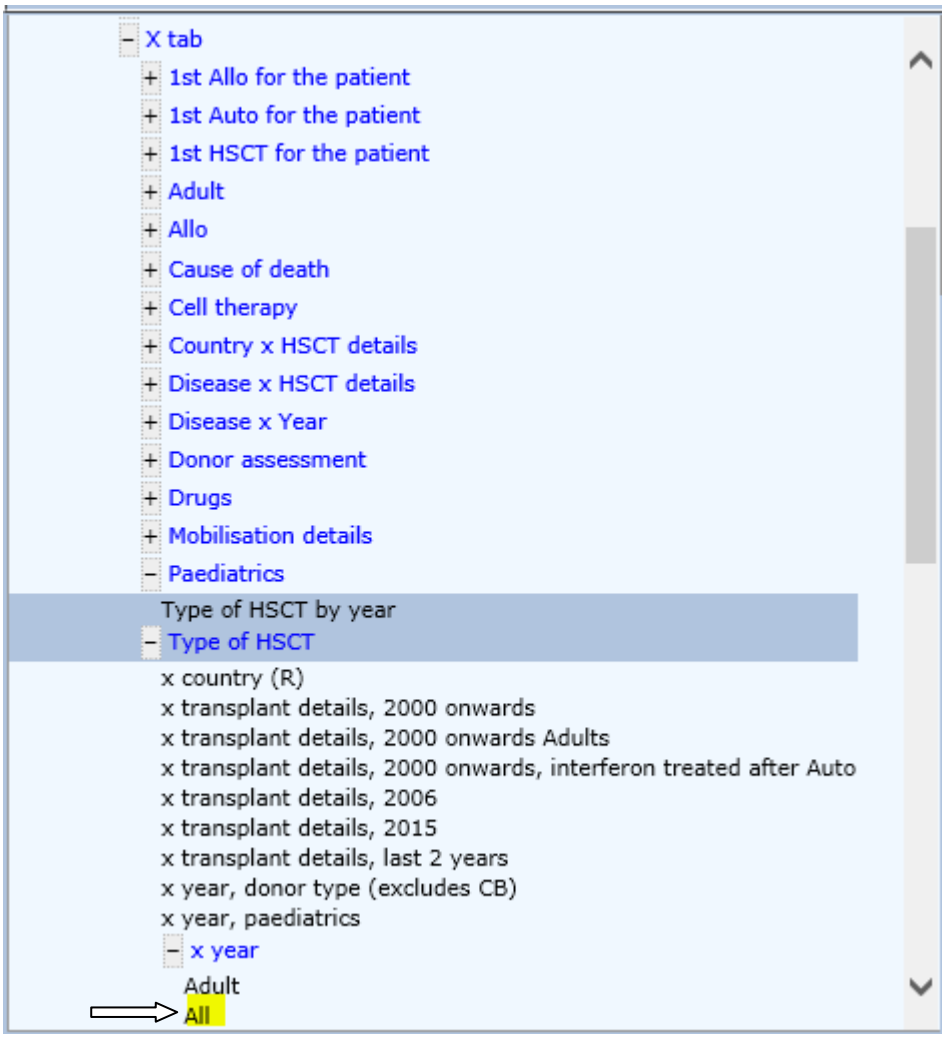
- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN **STORED REPORT SPECIFICATIONS**
- You can open the folders below, or quicker: search by keywords "type of HSCT" and the report title will be highlighted
- OPEN **DESCRIPTIVE** – **STANDARD** - **PROJECT – Freq - HSCT – Treatment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

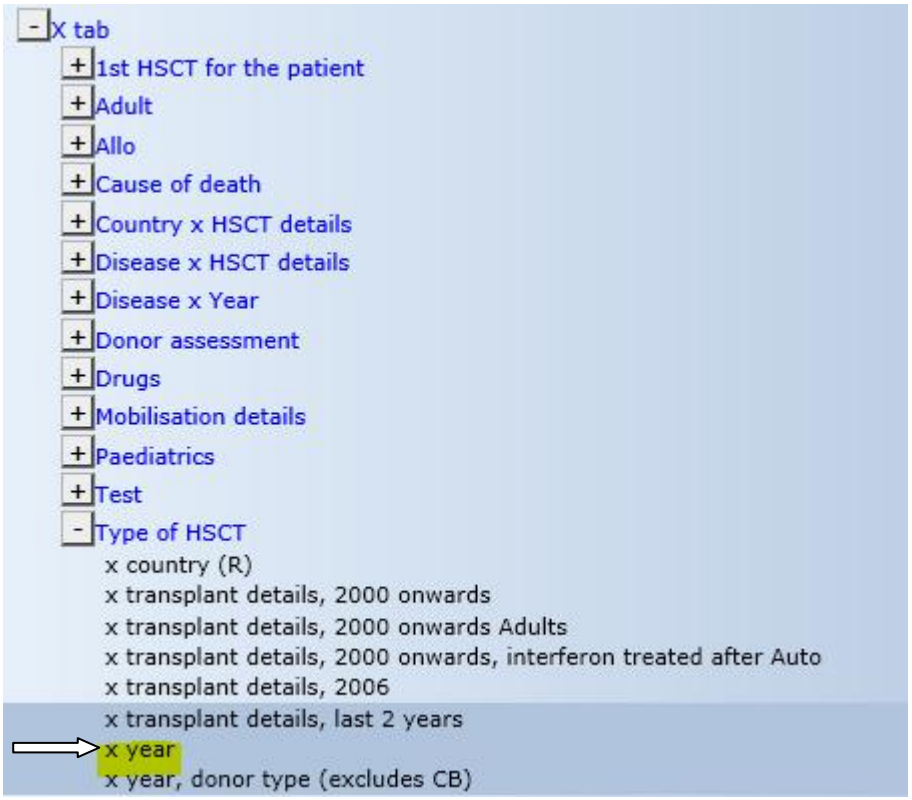
- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN **STORED REPORT SPECIFICATIONS**
- OPEN **DESCRIPTIVE** – **STANDARD** - **PROJECT – X tab**



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]

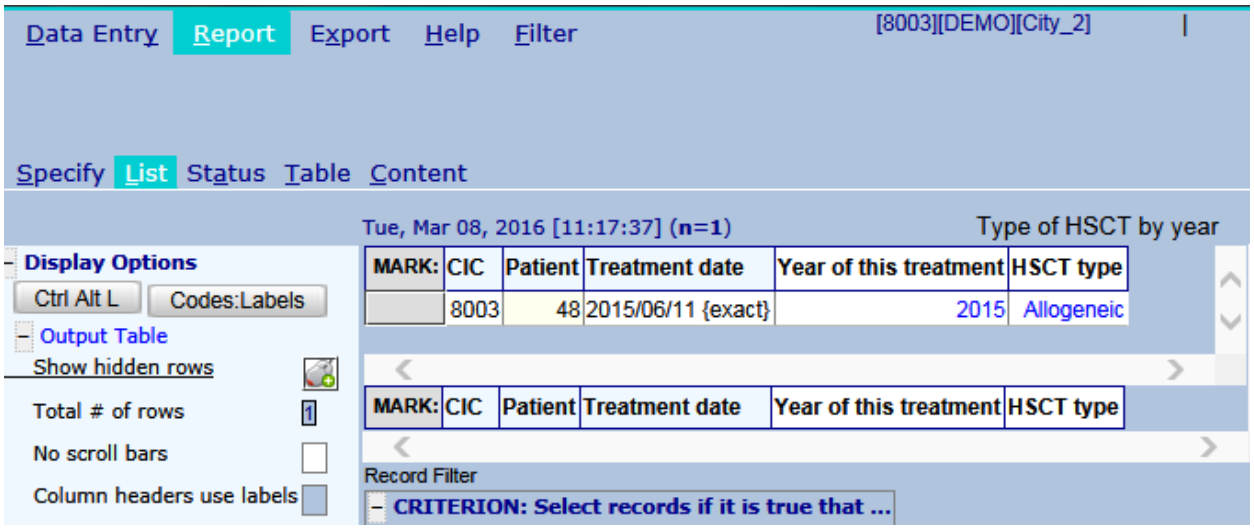
Data Entry | Report | Export | Help | Filter

Specify | List | Status | Table | Content

Year of this treatment	HSCT type	Allogeneic 1	Autologous 2	TOTAL
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

counting {Treat}-records

- 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.

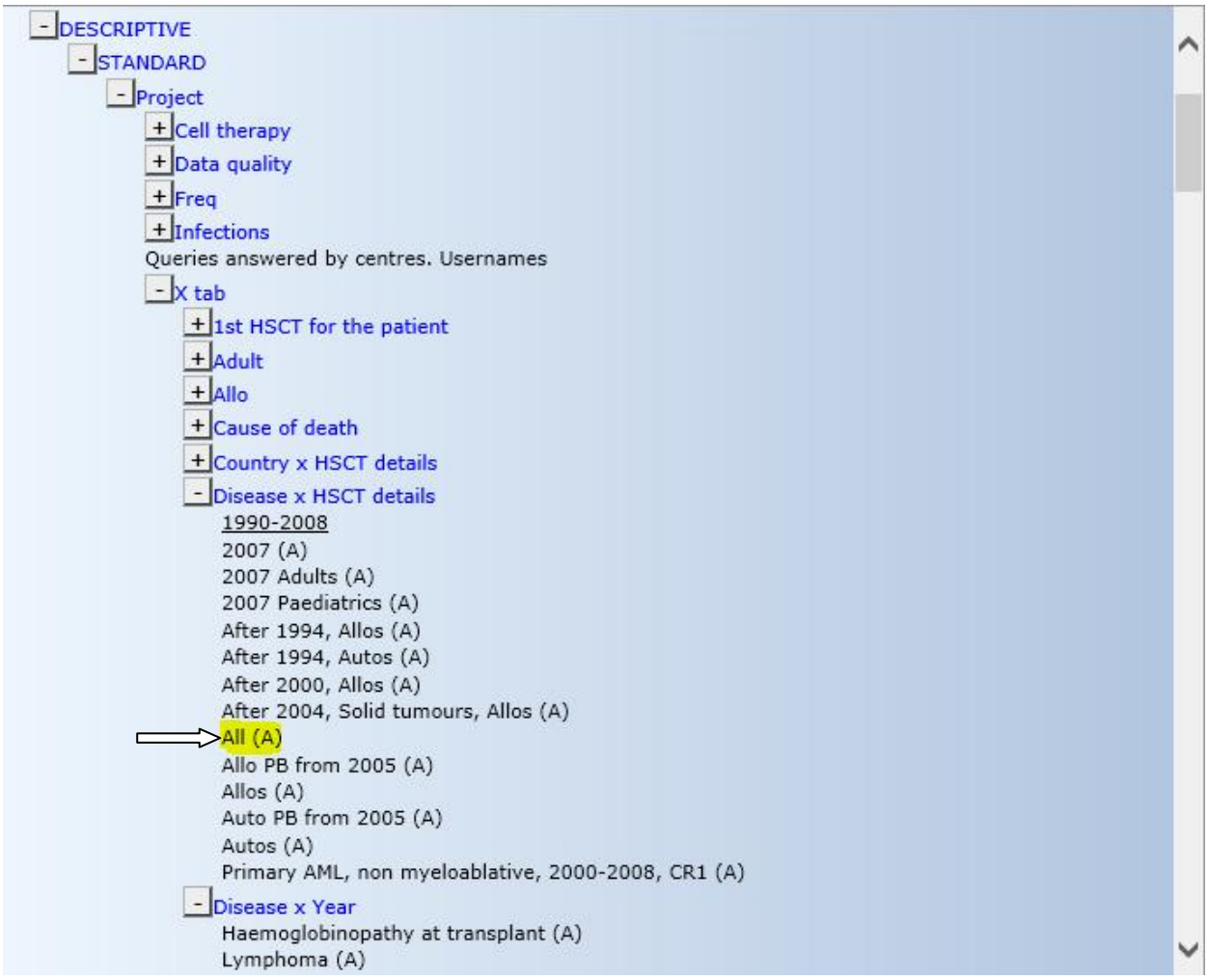


- You can even load the patient and modify the data! (**Right**-Click in the MARK column)

Example II:

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

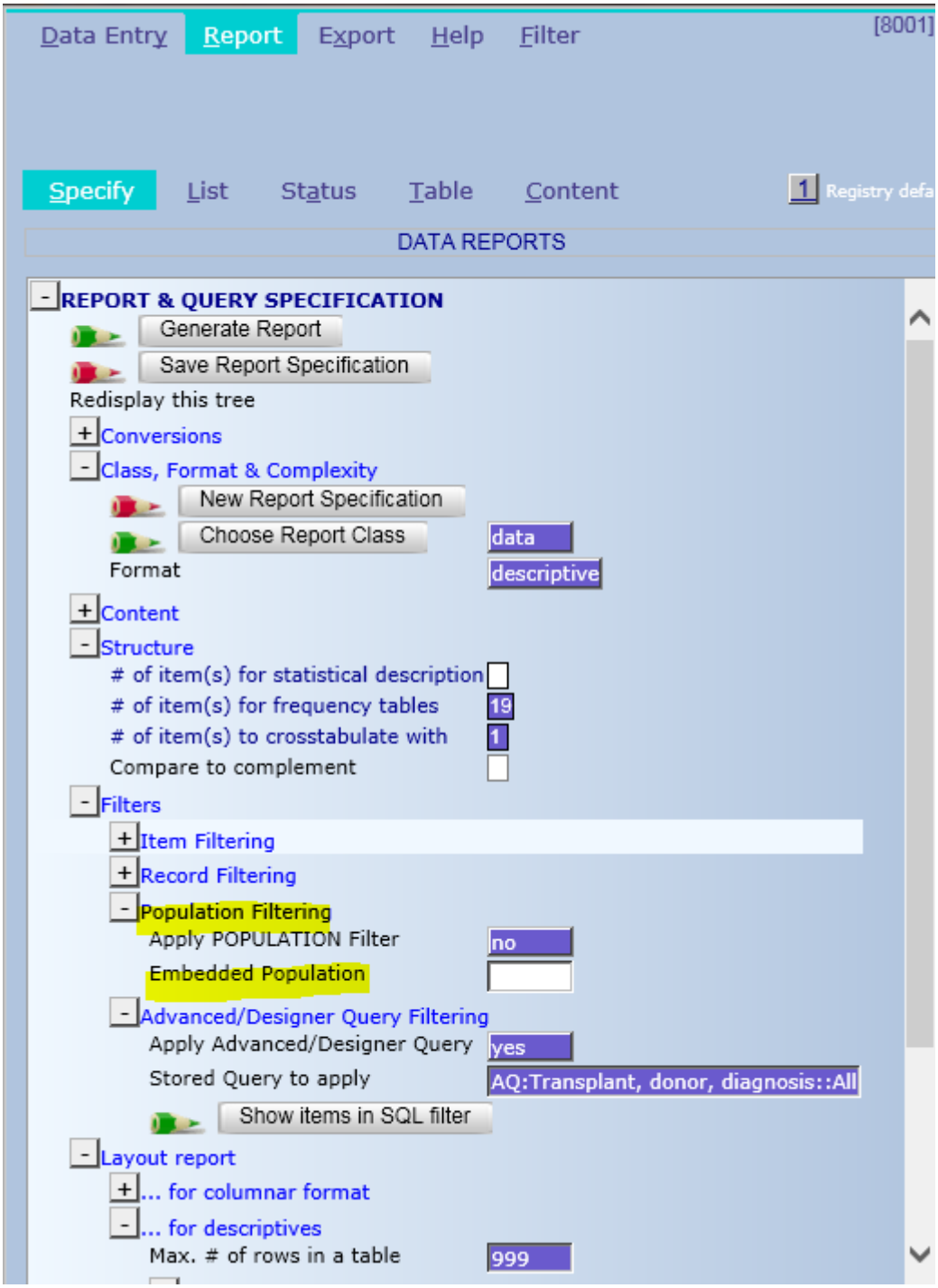
- GO BACK TO THE MAIN **REPORT** SCREEN.
- GO BACK TO **SPECIFY**
- IN **STORED REPORT SPECIFICATIONS**
- OPEN **DESCRIPTIVE** – **STANDARD** - **PROJECT – X tab –** Disease x HSCT details – All (A)



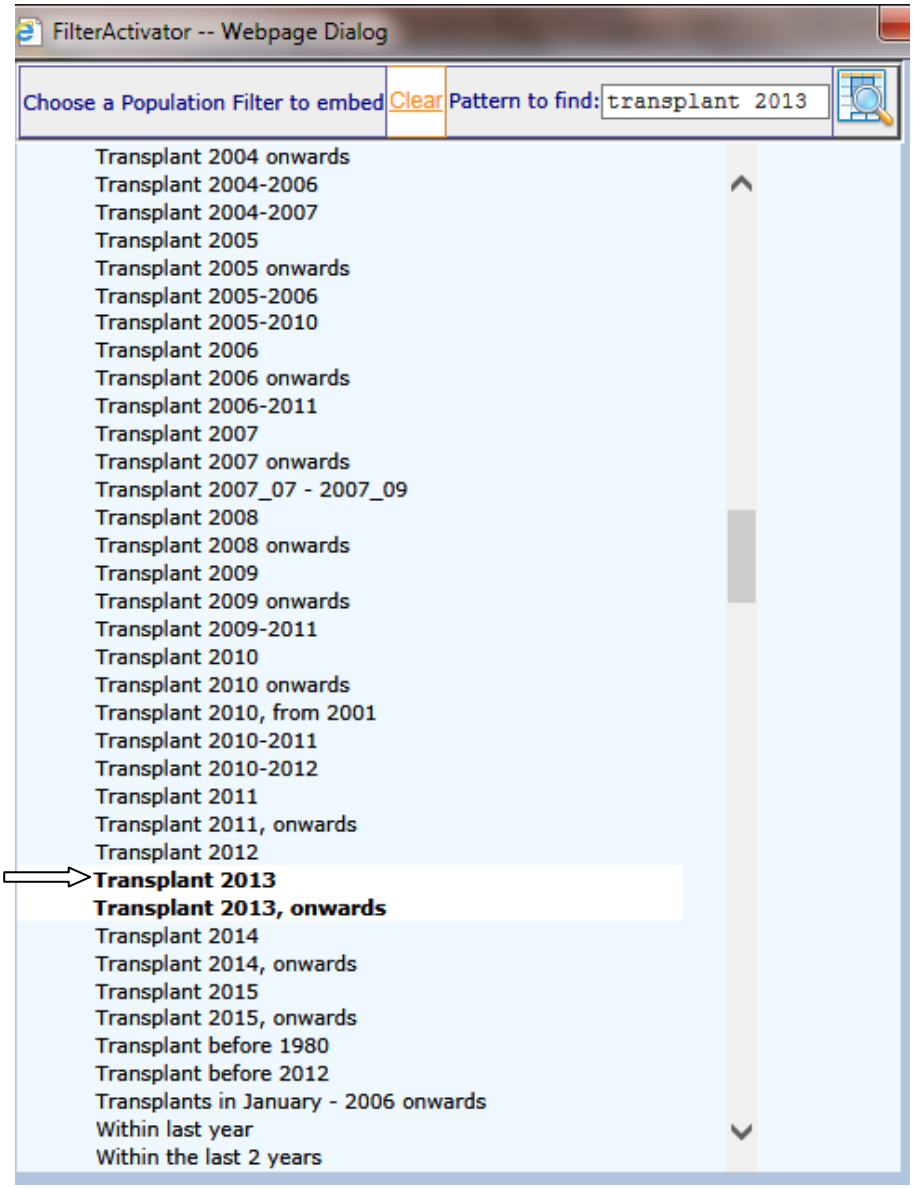
- **GENERATE**
- Scroll down to view the list of tables that have been generated.
- Have a look through the tables e.g YEAR OF THIS TREATMENT.
- Remember that this can be converted to Excel or click on a number to view a list.

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



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":



- Allo transplant filter

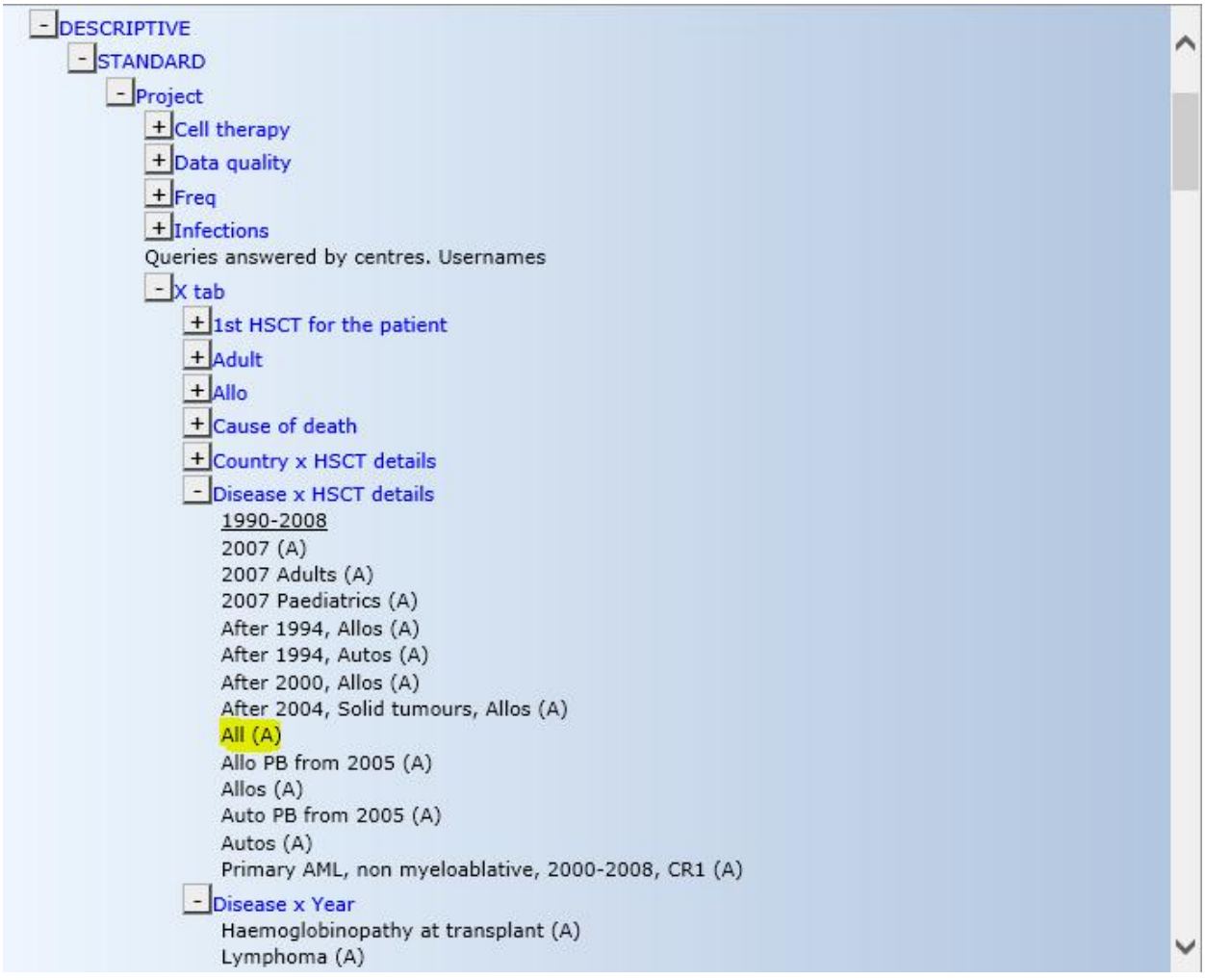
- Auto transplant filter

- 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.

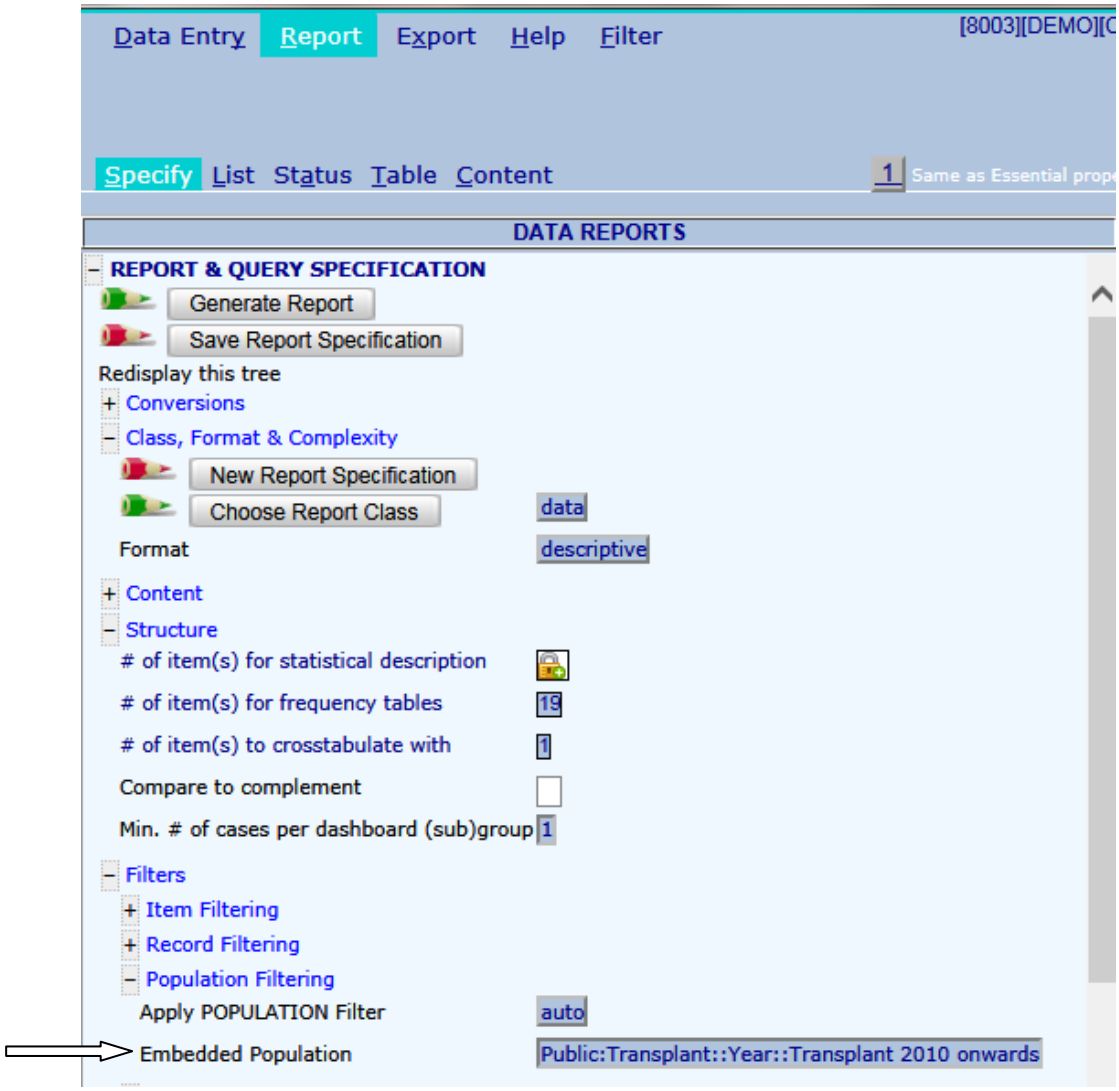
- If you see any reports with '**EMBEDDED RECORD FILTERS'** applied, they must **not** be changed!

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:



- Click on **Embedded Population**



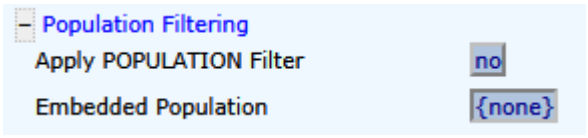
- In folder Public – Transplant – Year: find **'Transplant: Year::2010 onwards'** (You can search by keywords **2010 onwards** and scroll down until you get to the folder titled 'Year'). Click this title.
- Click back to the output [Table]. We will be looking at the same report we were using in section C (Crosstabs), but will now restrict the output to transplants done since 2010.
- Note total transplants before and after
- Click 

– 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.

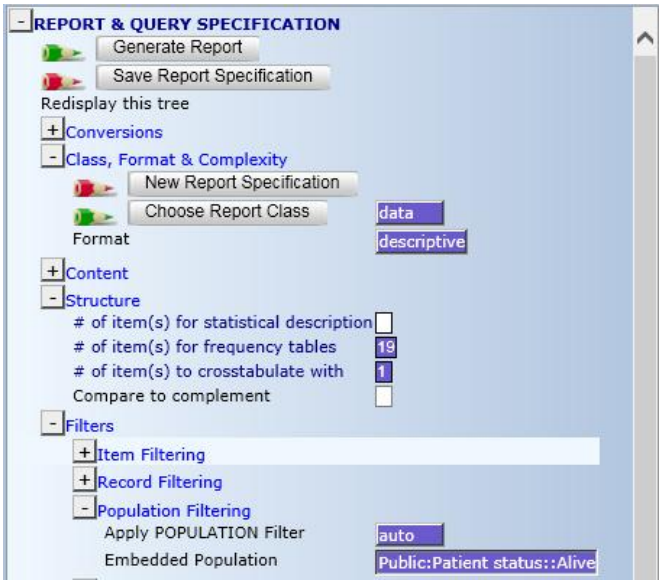
- Go to **Specify**
- Click **Embedded Population Filter**
- Remove the current filter (transplants after 2010) clicking "no" to Apply POPULATION Filter:

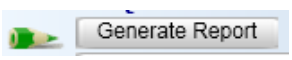


- We are going to apply a filter to show us patients that are still alive.
- Have a look at the total on the table as it stands. This total should change, as we are only going to see living patients.
- Go back to **Specify**
- **Embedded Population Filter**

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

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

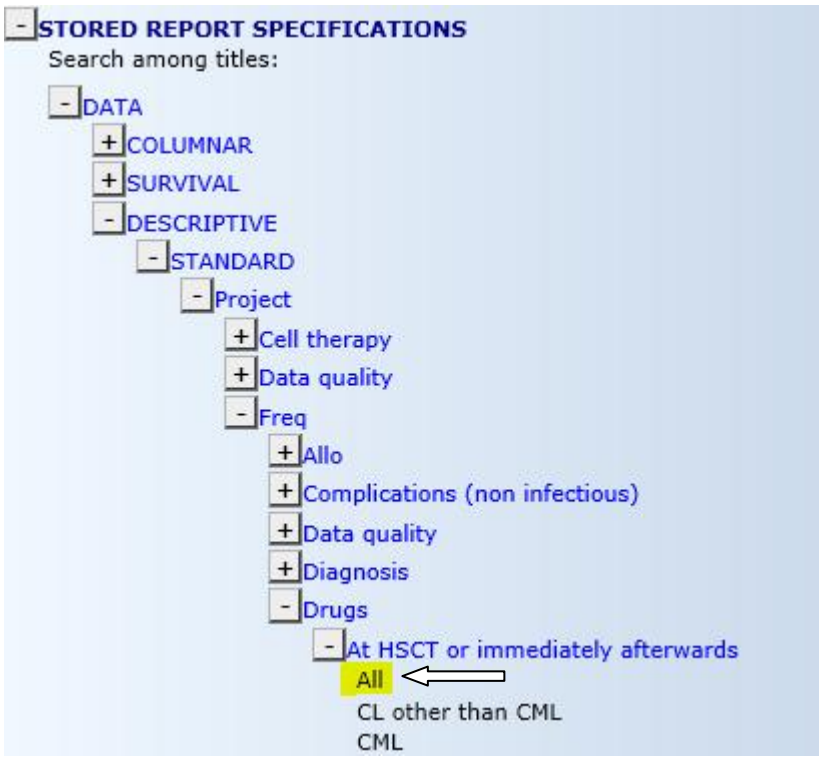




Exercise III - Apply a **population filter** to a Frequency table as follows:

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

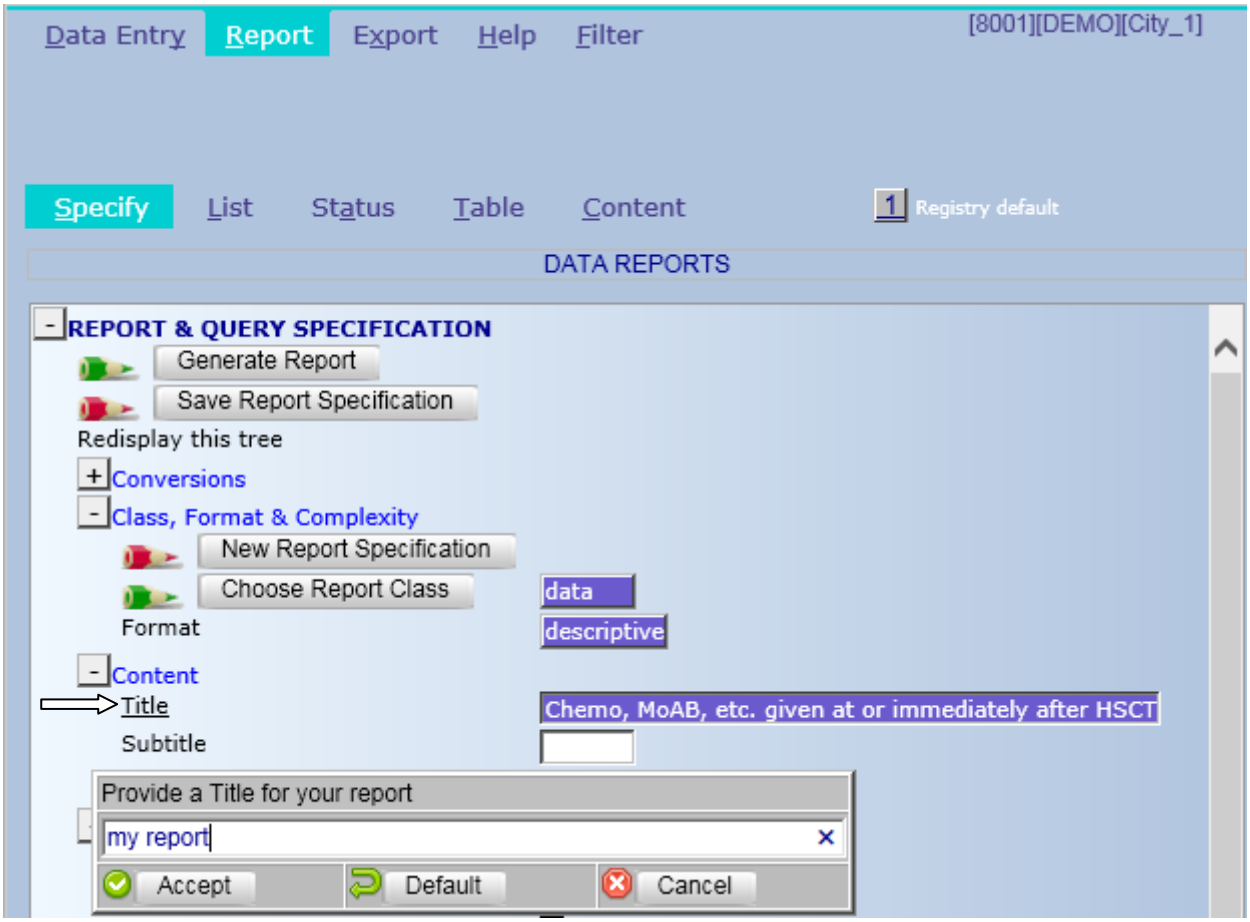
  (Public:Diagnosis::Disease::CL::CLL or PLL **)**

  You can search by keyword **CLL**
- [Generate Report]
- Now you will have a table for CLL conditioning only

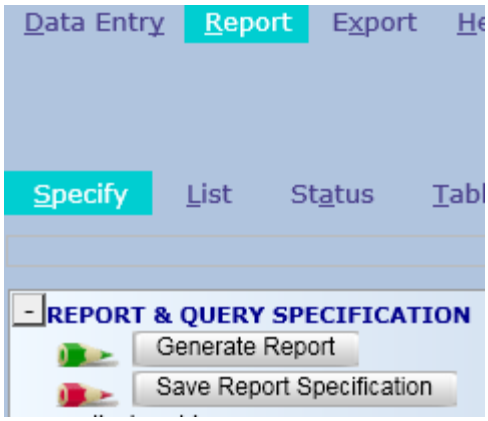
E. SAVING REPORTS

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.



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

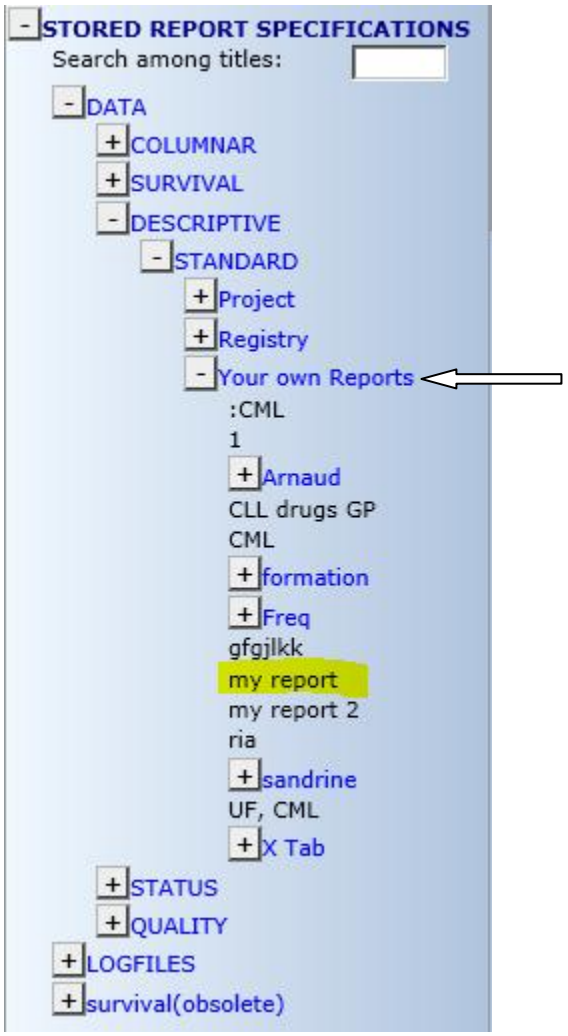


- Click [**Save Report Specification] or** use shortcut Ctrl-S
- Enter the new report name you would like to save it as. Press [ok]

- 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

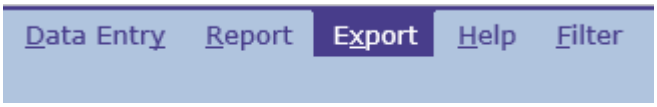
- Open **STORED REPORTS**
- Click **DESCRIPTIVE** (or relevant folder for the type of report you saved)
- Click on **STANDARD** (or relevant folder for the type of report you saved)
- Click '**Your Own Reports'**
- In order to find this folder, it may be easier to close the Public and Registry folders first.



- GENERATE Report

This will run your report that you saved previously.

G. EXPORTS



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

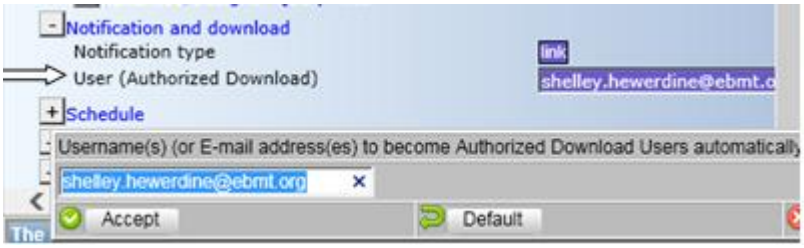
This cannot be done for frequencies or cross tabulations.

- 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)

- 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



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 before setting the Schedule. Once the Schedule has been set, **you MUST Save the report or it will not repeat!**

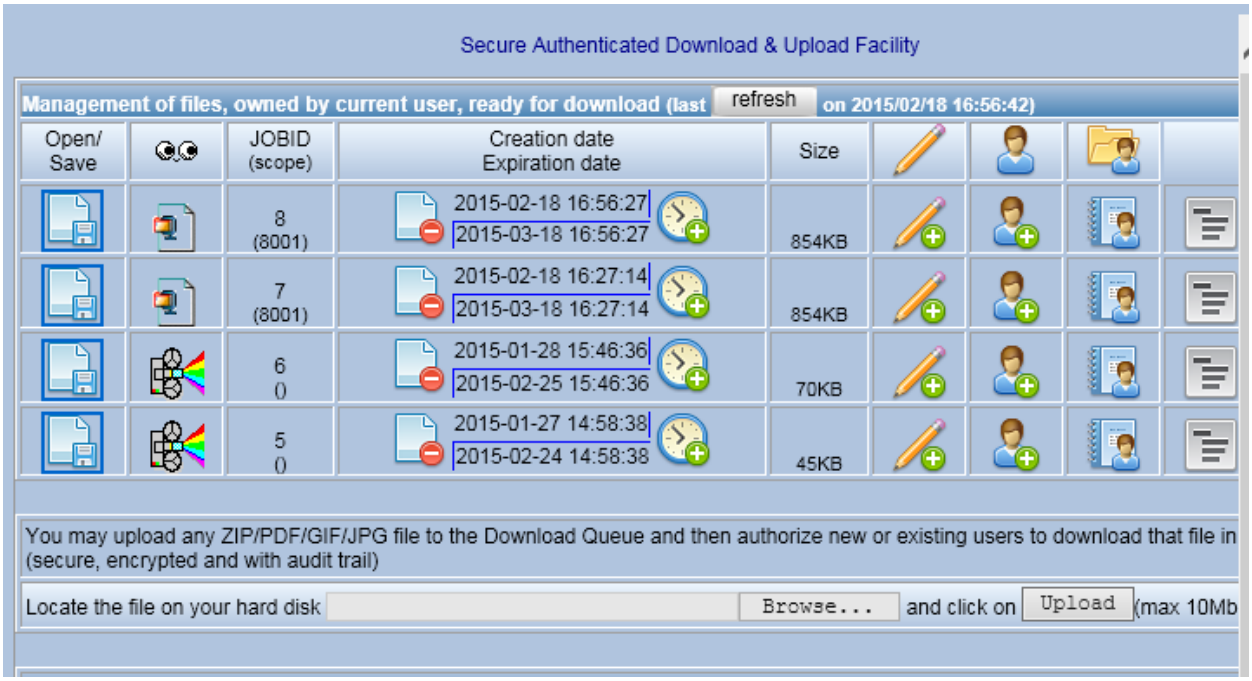
  Important: note that email notifications are not sent for repeating jobs. The user/recipient has to physically log in and go to the SDF to view their regular download

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

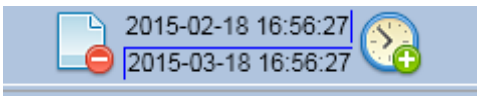
Once the preview has run, click [Perform Export]

- 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)

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



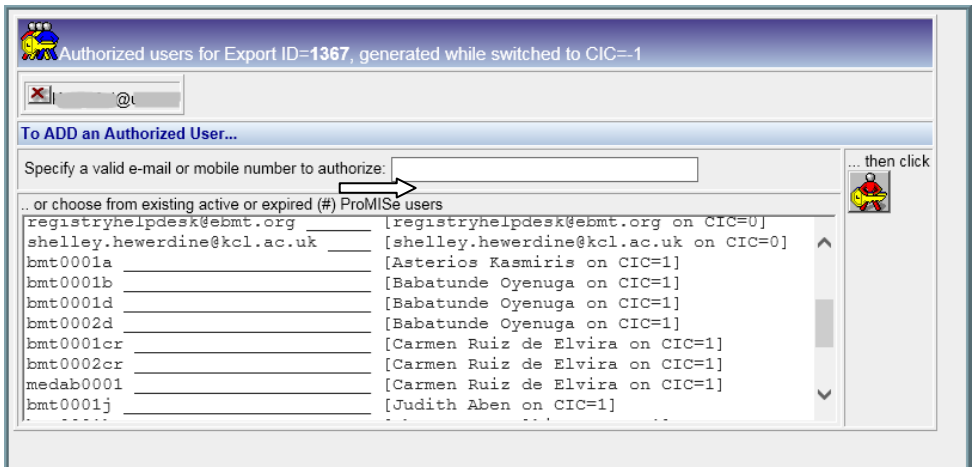
- Click the disk icon to open/save the download
- Any files can be uploaded here to exchange with other users. The accepted file formats are ZIP/PDF/GIF/JPG with a maximum size of 10GB per file. The uploads remain on the server for 28 days. This period can be extended 24 hours by clicking on the clock.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



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

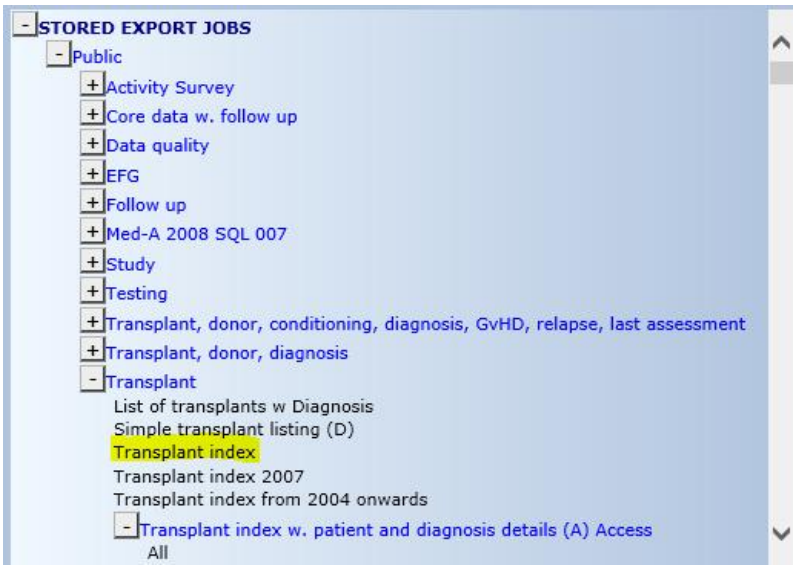
The recipient will receive an email notification that this download is ready.

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

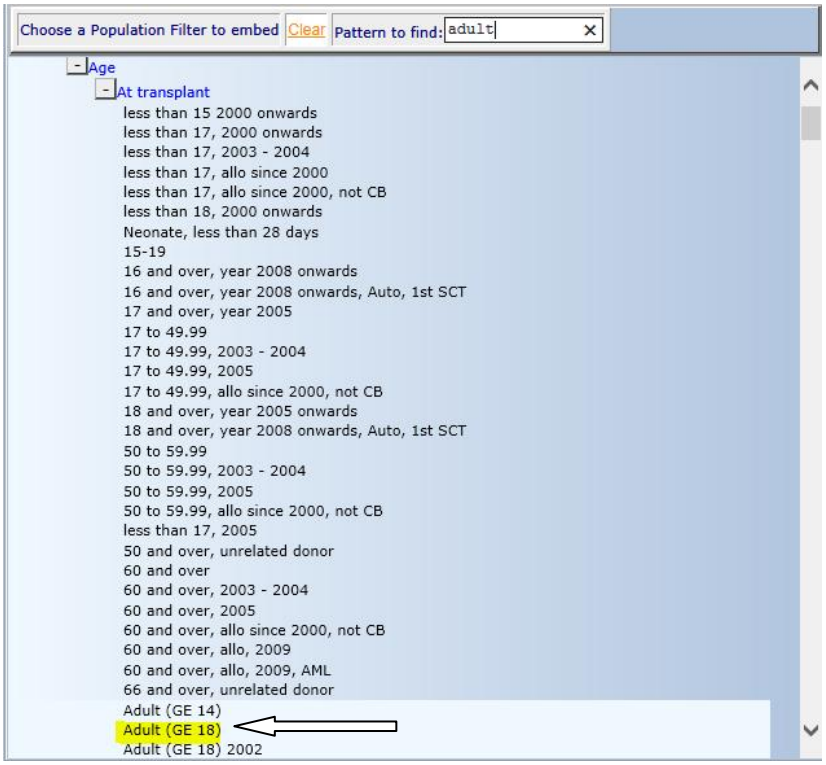
For downloads in Excel, a manual regarding the macros is available, also in the Data Retrieval section as above.

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:



- **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

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.