

Importing RCP biological therapies data into IBD Registry Web Tool

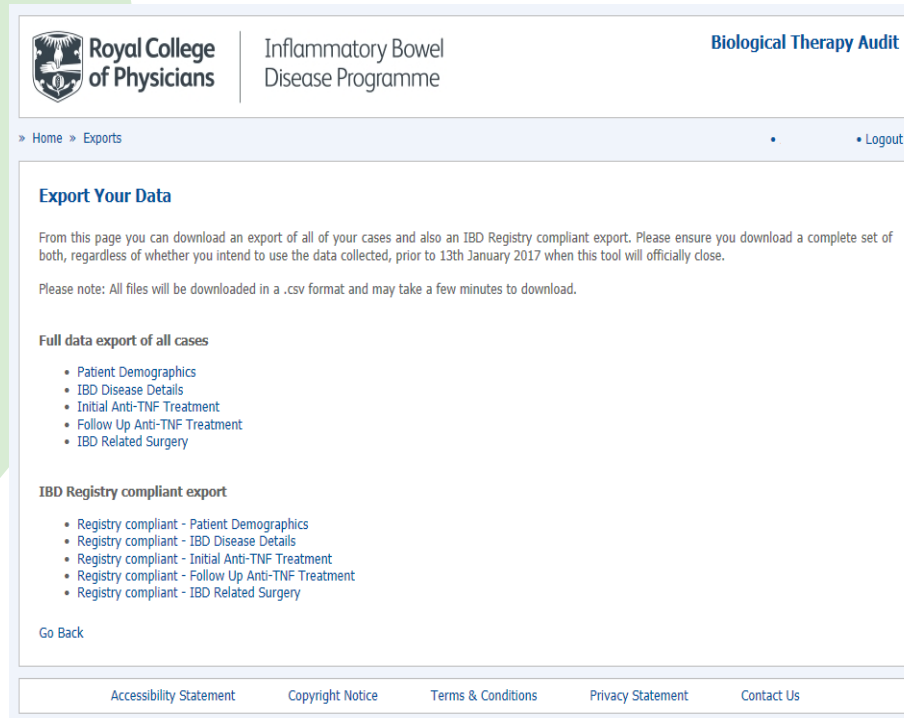
User Guide 2016/17

Presentation title:

Prior to importing your RCP biological therapies data into the IBD Registry, you will need to have exported the required files from the RCP Audit tool.

<https://www.ibdbiologicsaudit.org/WebPages/Login/frmLogin.aspx>

They are found in the section 'Export data you entered'. A screenshot of the exports required to download is found below.



Royal College of Physicians | Inflammatory Bowel Disease Programme | Biological Therapy Audit

» Home » Exports | Logout

Export Your Data

From this page you can download an export of all of your cases and also an IBD Registry compliant export. Please ensure you download a complete set of both, regardless of whether you intend to use the data collected, prior to 13th January 2017 when this tool will officially close.

Please note: All files will be downloaded in a .csv format and may take a few minutes to download.

Full data export of all cases

- Patient Demographics
- IBD Disease Details
- Initial Anti-TNF Treatment
- Follow Up Anti-TNF Treatment
- IBD Related Surgery

IBD Registry compliant export

- Registry compliant - Patient Demographics
- Registry compliant - IBD Disease Details
- Registry compliant - Initial Anti-TNF Treatment
- Registry compliant - Follow Up Anti-TNF Treatment
- Registry compliant - IBD Related Surgery

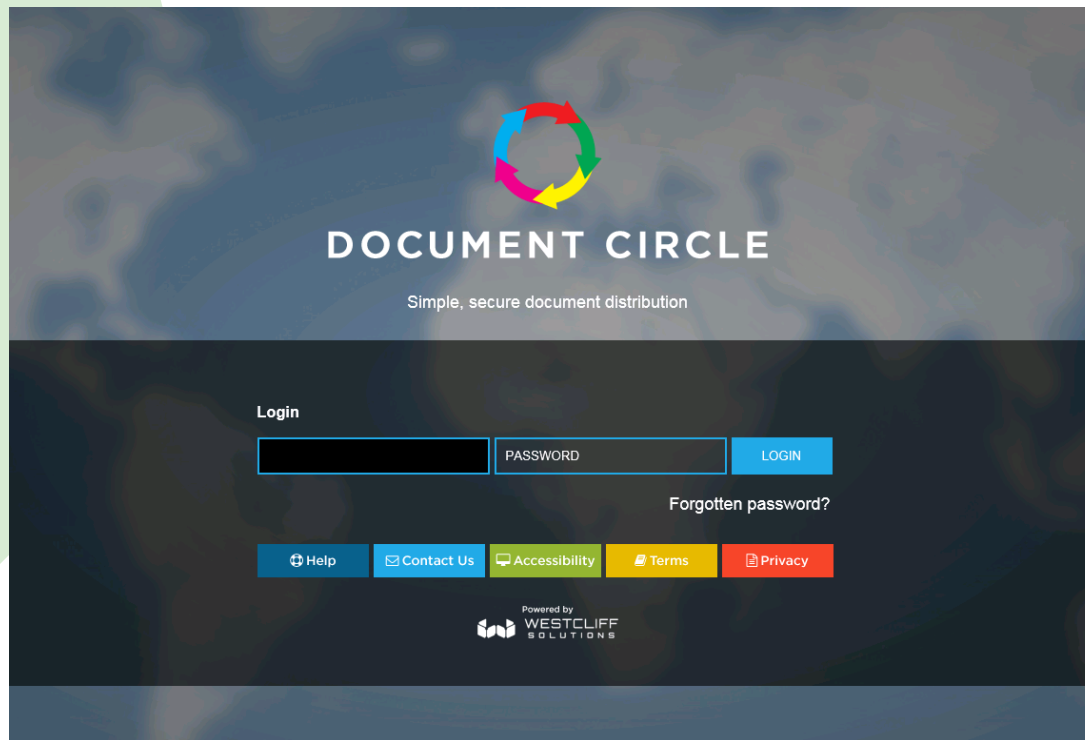
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Presentation title:

Go to IBD Registry's Document Circle webpage: <https://nww.ibdregistryweb.nhs.uk/DocumentCircle>

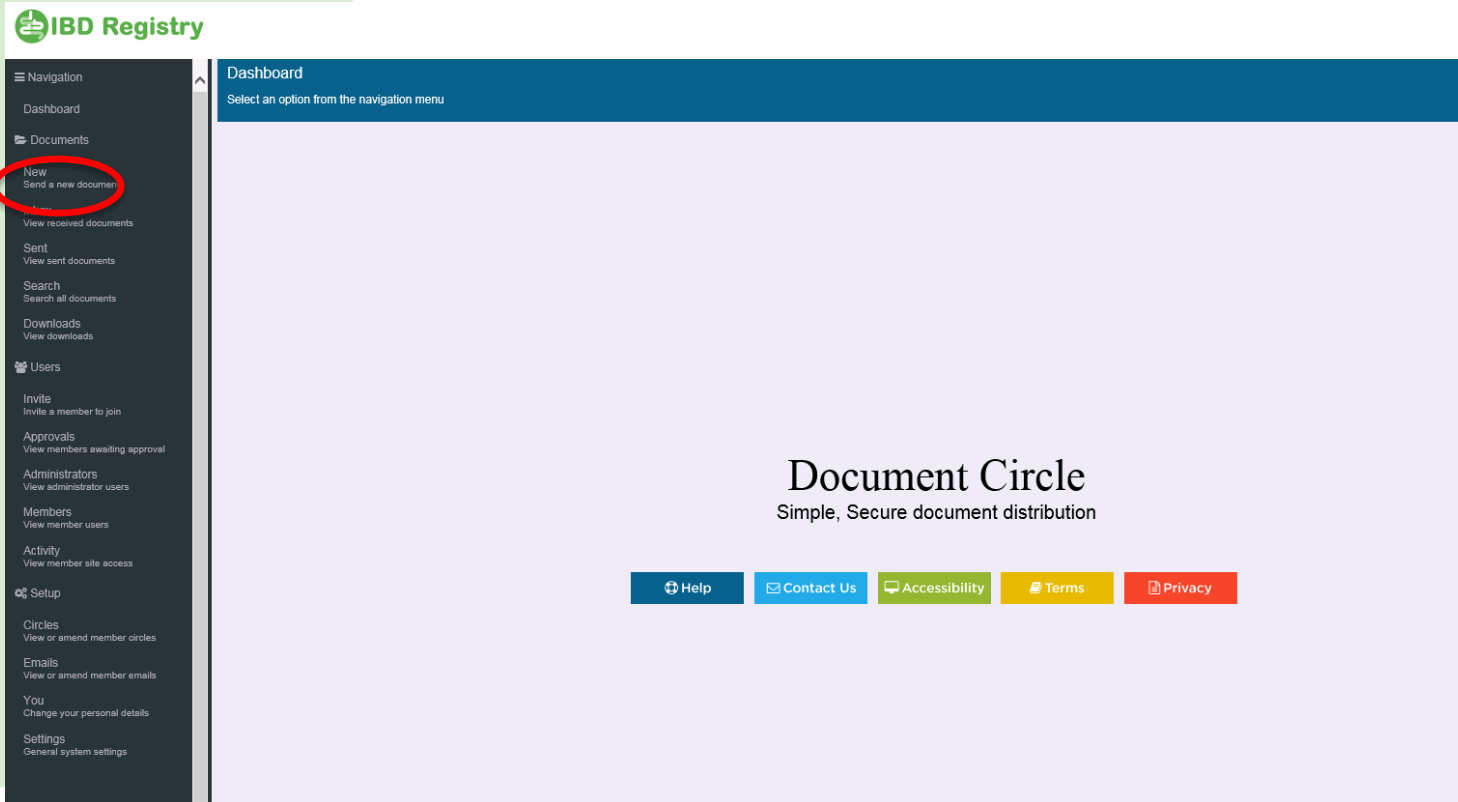
To receive your login details please contact Mark at support@ibdregistry.org.uk.



Presentation title:

Once logged in, you will need to send the RCP extract files to the Registry.

Click *New* on the left hand side.



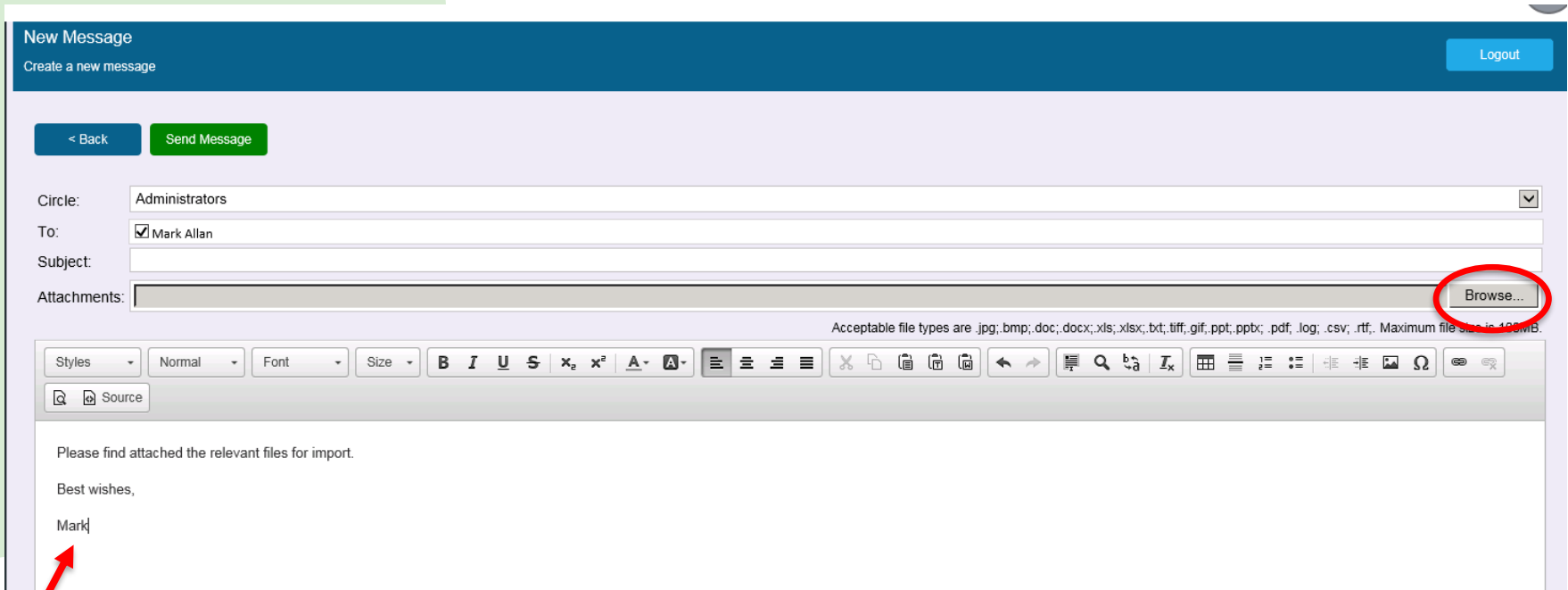
The screenshot shows the IBD Registry dashboard. On the left, a dark navigation menu lists various options. The 'Documents' section is expanded, and the 'New' option, which includes the sub-text 'Send a new document', is highlighted with a red circle. The main dashboard area has a blue header with the text 'Dashboard' and 'Select an option from the navigation menu'. Below this, the 'Document Circle' logo is centered, with the tagline 'Simple, Secure document distribution'. At the bottom of the dashboard, there are five colored buttons: 'Help' (blue), 'Contact Us' (light blue), 'Accessibility' (green), 'Terms' (yellow), and 'Privacy' (red).

Presentation title:

When the new message opens it will by default set the 'Circle' field as 'Administrators' and the 'To' field as 'Mark Allan'.

Enter a subject heading made up of your IBD Audit code followed by the words 'RCP data import'.
For example, IBD001 RCP data import.

To choose the files to upload, click *Browse* and select the files from where they are saved. You can select **multiple files** in one selection, for example using the Shift or Ctrl keyboard buttons.



New Message
Create a new message Logout

< Back Send Message


Circle: Administrators

To: Mark Allan

Subject:

Attachments: Browse...

Acceptable file types are .jpg;.bmp;.doc;.docx;.xls;.xlsx;.txt;.tiff;.gif;.ppt;.pptx;.pdf;.log;.csv;.rtf. Maximum file size is 10MB.

Styles Normal Font Size **B** *I* U ~~S~~ x_2 x^2 A ~~A~~ 

Source

Please find attached the relevant files for import.

Best wishes,

Mark

Please note: You will need to type text into the message body before the message will be sent.

Presentation title:

To confirm your message with attachments has been sent to Mark Allan at the Registry, you can check in the *Sent* folder on the left hand side.

The files will be imported at the earliest convenience. Please contact Mark at support@ibdregistry.org.uk to arrange a date in order to import your data.

In order to process the imports the Web Tool will be unavailable every Monday between 1830 – 2100.

Contacting the Registry:

If you have any queries please contact the IBD Registry team.

Email: support@ibdregistry.org.uk

Tel: 0203 725 6150 (Monday – Friday, 09:30am – 16:30pm.)