



Chameleon Information Management Services Limited

# InfoFlex IBDR Reporting System – Simple User Guide for data extracting

(Associated Reporting Module Version: 1.3)

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## Document control

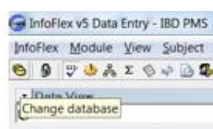
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Status	Final

## Logging into IBD Reporting database

Start InfoFlex 5 by double-clicking the icon on the desktop. Or select to change database.



InfoFlex5



### Selecting a Database

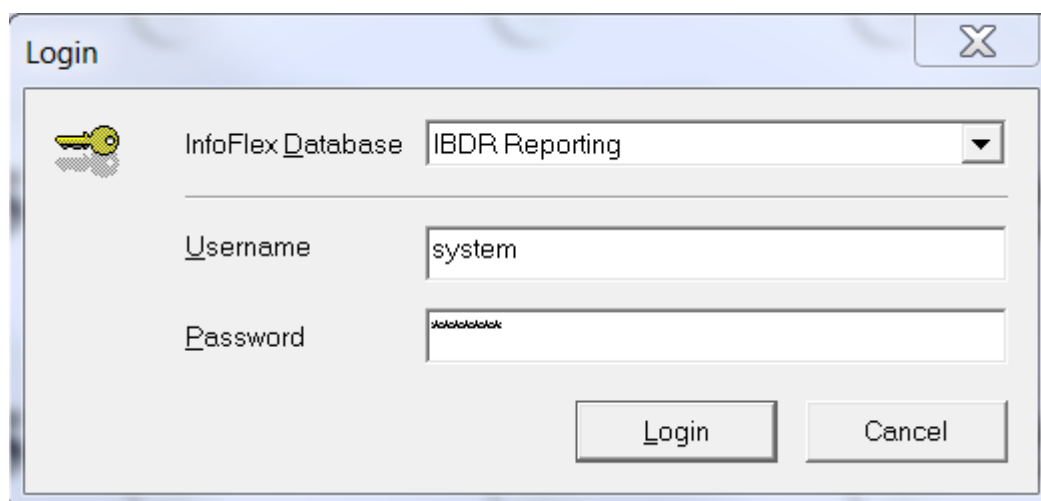
Select the **IBD Reporting** database from the dropdown list.



### Logging in

Type **system** in the **Username** box, then press the **tab** key, or use the mouse to move to the **Password** box.

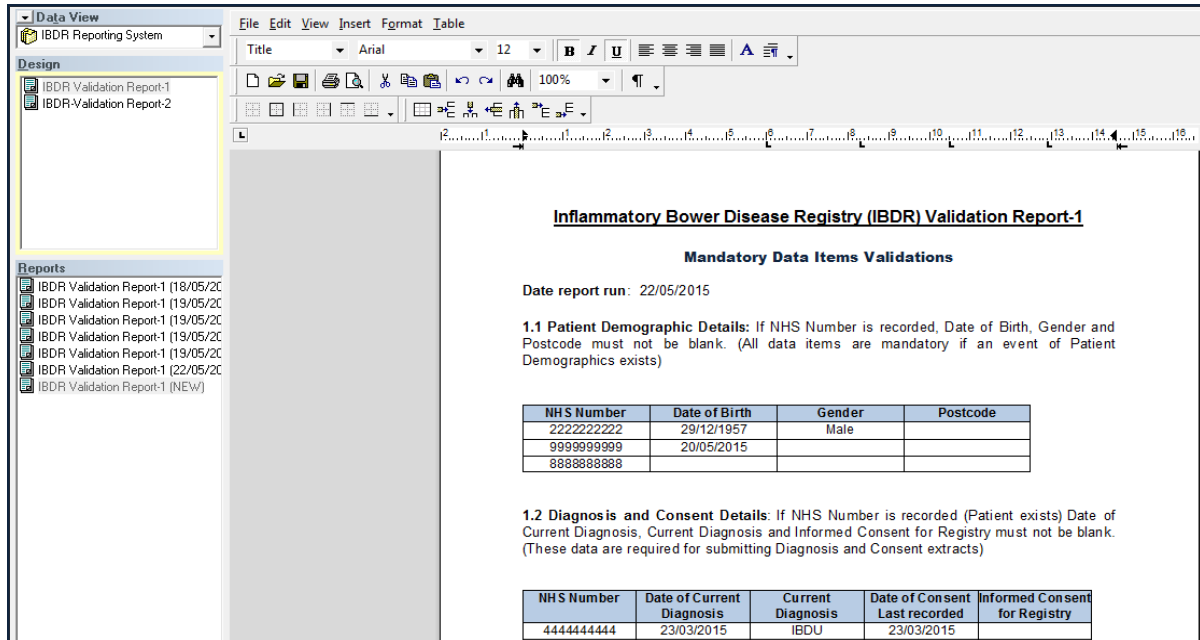
Type **manager** in the **Password** box, then press return or click the **Login** button.



## Running Validation Reports

Users should run the Validation reports on IBDR Reporting system first to check that data are all valid.

To run the reports, switch to the “Reporting module” of the InfoFlex “IBDR Reporting System” and either “Double click” on the required report or select the report and click ‘Generate’ from the ‘Report’ menu.



The screenshot displays the InfoFlex IBDR Reporting System interface. The main window shows a validation report titled "Inflammatory Bowel Disease Registry (IBDR) Validation Report-1". The report content includes:

**Mandatory Data Items Validations**

Date report run: 22/05/2015

**1.1 Patient Demographic Details:** If NHS Number is recorded, Date of Birth, Gender and Postcode must not be blank. (All data items are mandatory if an event of Patient Demographics exists)

NHS Number	Date of Birth	Gender	Postcode
2222222222	29/12/1957	Male	
9999999999	20/05/2015		
8888888888			

**1.2 Diagnosis and Consent Details:** If NHS Number is recorded (Patient exists) Date of Current Diagnosis, Current Diagnosis and Informed Consent for Registry must not be blank. (These data are required for submitting Diagnosis and Consent extracts)

NHS Number	Date of Current Diagnosis	Current Diagnosis	Date of Consent Last recorded	Informed Consent for Registry
4444444444	23/03/2015	IBDU	23/03/2015	

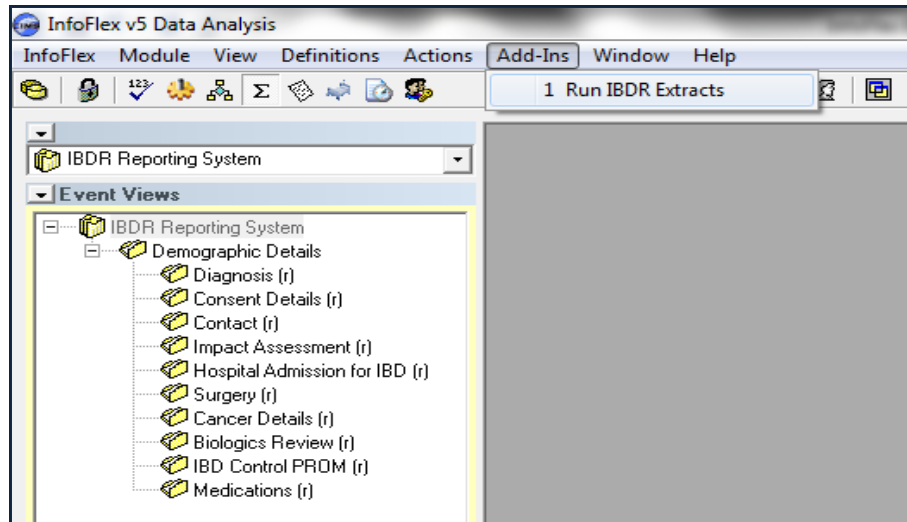
The reports can be viewed, saved and printed as with any Infoflex reports.

The user should check any patient details that would fail the upload. This data should be corrected in the **Live InfoFlex IBD PMS System** and the data in the InfoFlex "IBDR Reporting System" will be repopulated the following Monday. Note: the validation is rechecked on import of the data, therefore changes made locally in the reporting system will not be reflected in the validation reports.

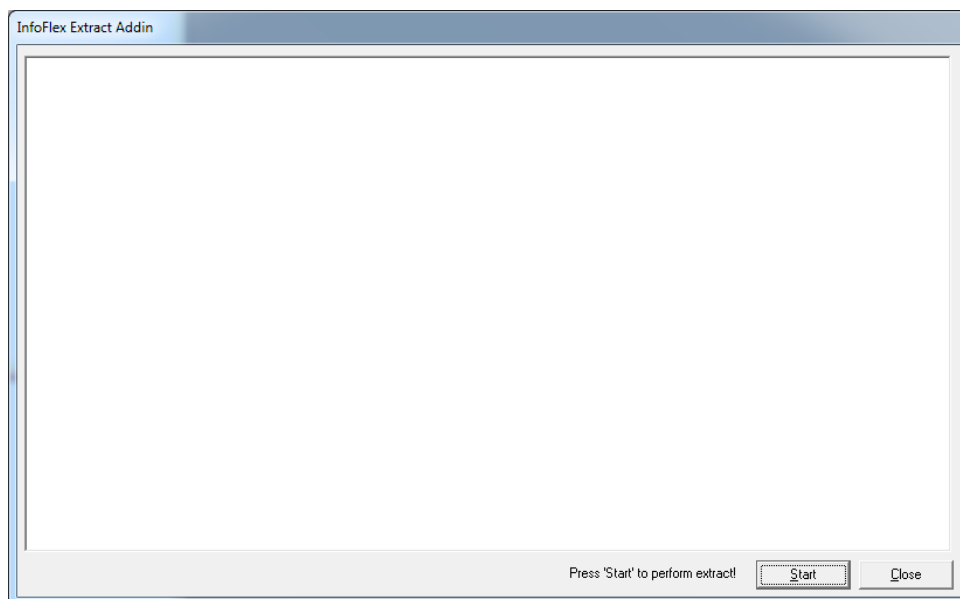
## 5.2 Generating CSV Extract Files for Upload to IBD Registry

The following section details how the IBDR extract files can be created from the InfoFlex "IBDR Reporting System" for upload to the IBDR system.

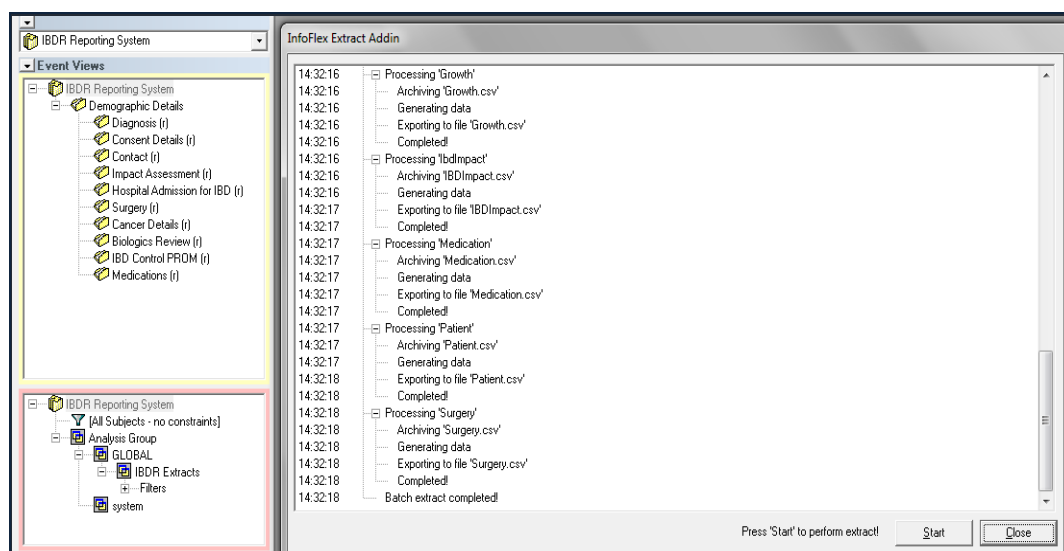
- a. In the Data Analysis module, select the menu option 'Add-Ins' and "Run IBDR Extracts."



- b. Click on 'Start' to run the extracts.



- c. Data Extracts will run one by one till all extracts are run.
- d. The extract has finished exporting when "Batch extract completed" is displayed at the bottom of the information panel. Click on 'Close' to exit.



- e. **The extracts can be found at the file location defined as part of the initial configuration Usually on your C drive (C:\InfoFlex v5\data) unless otherwise agreed with the Trust due to C drive access policies.**

Note: Any files in this directory will be moved into an archived directory before the new extracts are created.

Please use this guide in conjunction with InfoFlex IBDR Reporting User Guide-V1.4.pdf