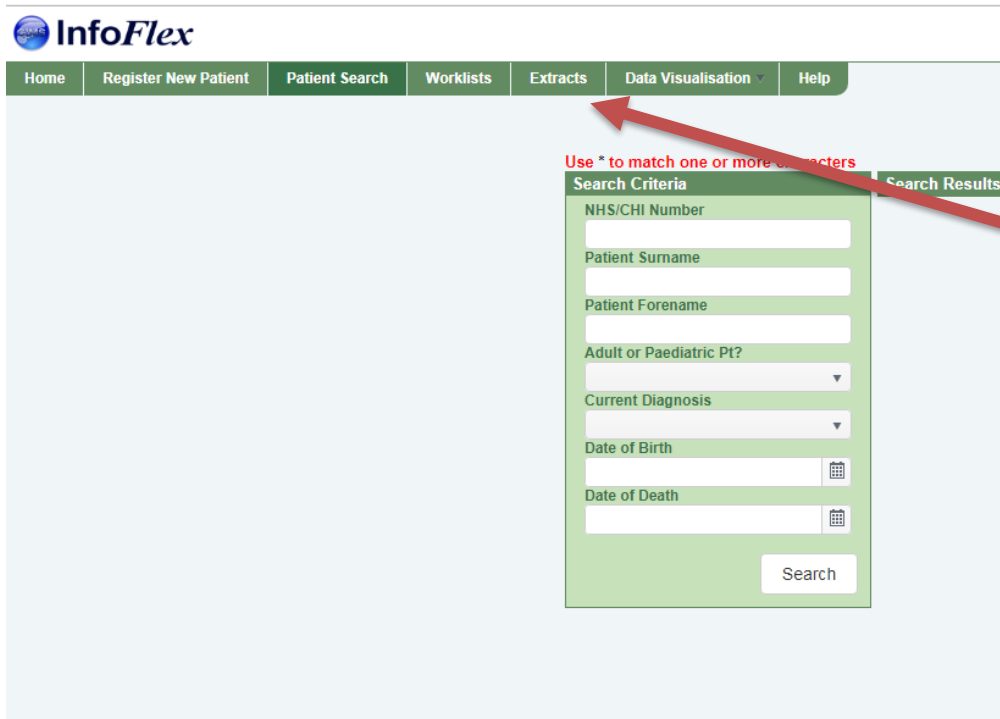


Guide 4 – Quarterly Submissions

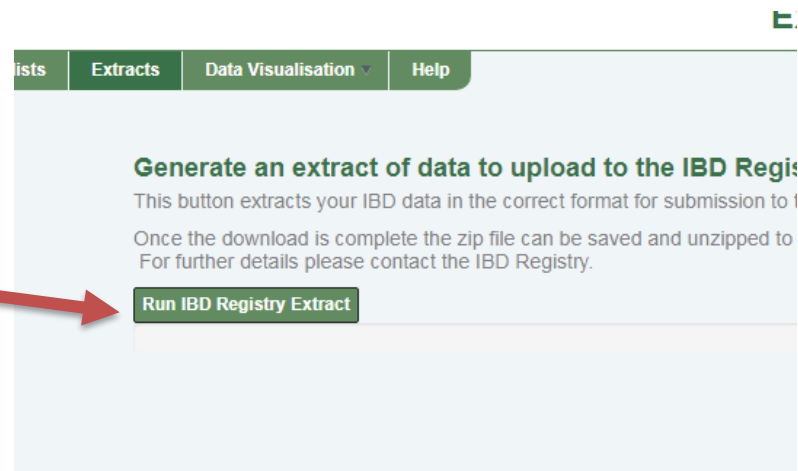


The screenshot shows the InfoFlex web tool interface. The top navigation bar includes 'Home', 'Register New Patient', 'Patient Search', 'Worklists', 'Extracts', 'Data Visualisation', and 'Help'. The 'Extracts' menu item is highlighted with a red arrow. Below the navigation bar, there is a search criteria form with the following fields: NHS/CHI Number, Patient Surname, Patient Forename, Adult or Paediatric Pt?, Current Diagnosis, Date of Birth, and Date of Death. A red arrow points from the 'Extracts' menu item to the search criteria form.

Step 1 – Click *Extracts*

Step 2 – Then click *Run IBD Registry Extract*.

This will download a .zip file to your computer containing 15.csv (Excel) files.

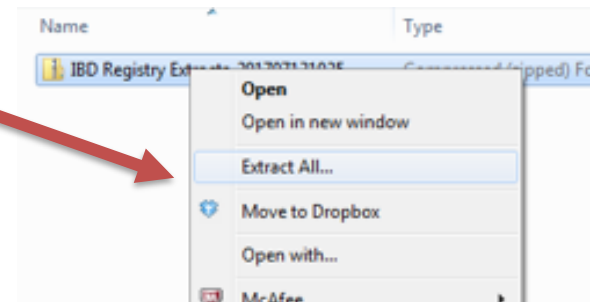


The screenshot shows the 'Run IBD Registry Extract' button in the web tool interface. The button is located below the search criteria form. A red arrow points from the text 'Then click Run IBD Registry Extract' to the button. The button is labeled 'Run IBD Registry Extract'.

Step 3 – Locate the .zip folder on your computer – it may be in your Downloads folder – and extract the files by right-clicking on the file and clicking *Extract All*.

Choose the file location of where to save the IBD Registry Extract files. Remember where these files are saved as this will be required when submitting data to the IBD Clinical Audit Portal with NHS Digital.

The files contain patients' NHS numbers and dates of birth so should be saved in a safe location that ensures your Trust's Information Governance processes are adhered to.



Step 4 – Go to <https://clinicalaudit.hscic.gov.uk/ibd> and Sign in



Health & Social Care Information Centre

[Sign In](#)

[Clinical Audit Home](#)
[ERROR Home](#)
[Add/Search for Patient Record](#)
[Reporting](#)
[File Submission Dashboard](#)

NHS number:
Date of birth:
Primary diagnosis:
Date of diagnosis:

Sorry, an error occurred whilst processing your request.

Need help?

For technical problems and login queries, please contact NHS Digital on:
0300 303 5678
enquiries@nhsdigital.nhs.uk

[Accessibility](#) | [Freedom of Information](#) | [Privacy and cookies](#) | [Terms and Conditions](#) | [Contact Us](#)

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Sign in

Username

Password

[Sign in](#)

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Having trouble? Contact us on 0300 303 5678 or enquiries@nhsdigital.nhs.uk

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Step 5 – Click *Inflammatory Bowel Disease Audit*

(You will not see the words UAT environment on any screen –the screenshots for this guide were created from NHS Digital's test system).



UAT environment

You are signed in as Sarah.Miles

Sign Out >

[Clinical Audit Home](#) |

Clinical Audit Home

Welcome to Clinical Audit.

All the audits that are available to you are accessible here, in one place. If you don't see an audit which you think you should be able to access please contact us:

Telephone: 0300 303 5678

Email: enquiries@nhsdigital.nhs.uk

My Available Audits

> [Inflammatory Bowel Disease Audit](#)

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Step 6 – Click *File Submission Dashboard*




UAT environment

You are signed in as Sarah.Miles
You are registered at HSCIC - Admin user organisation

Sign Out 

[Clinical Audit Home](#) | [IBD Home](#) | [Reporting](#) | [File Submission Dashboard](#)

 [Back](#) [Home](#)

Inflammatory Bowel Disease Audit

 [File Submission Dashboard](#)

 [Reporting](#)

 [Deletion](#)

Need help?

For technical problems and login queries, please contact NHS Digital on:

0300 303 5678

enquiries@nhsdigital.nhs.uk

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You will see a list of the files you have previously submitted, if any. If this is the first time your site is submitting data to the IBD Registry you will just see the Upload a File panel.

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[Back](#) [Home](#)

File Submission Dashboard

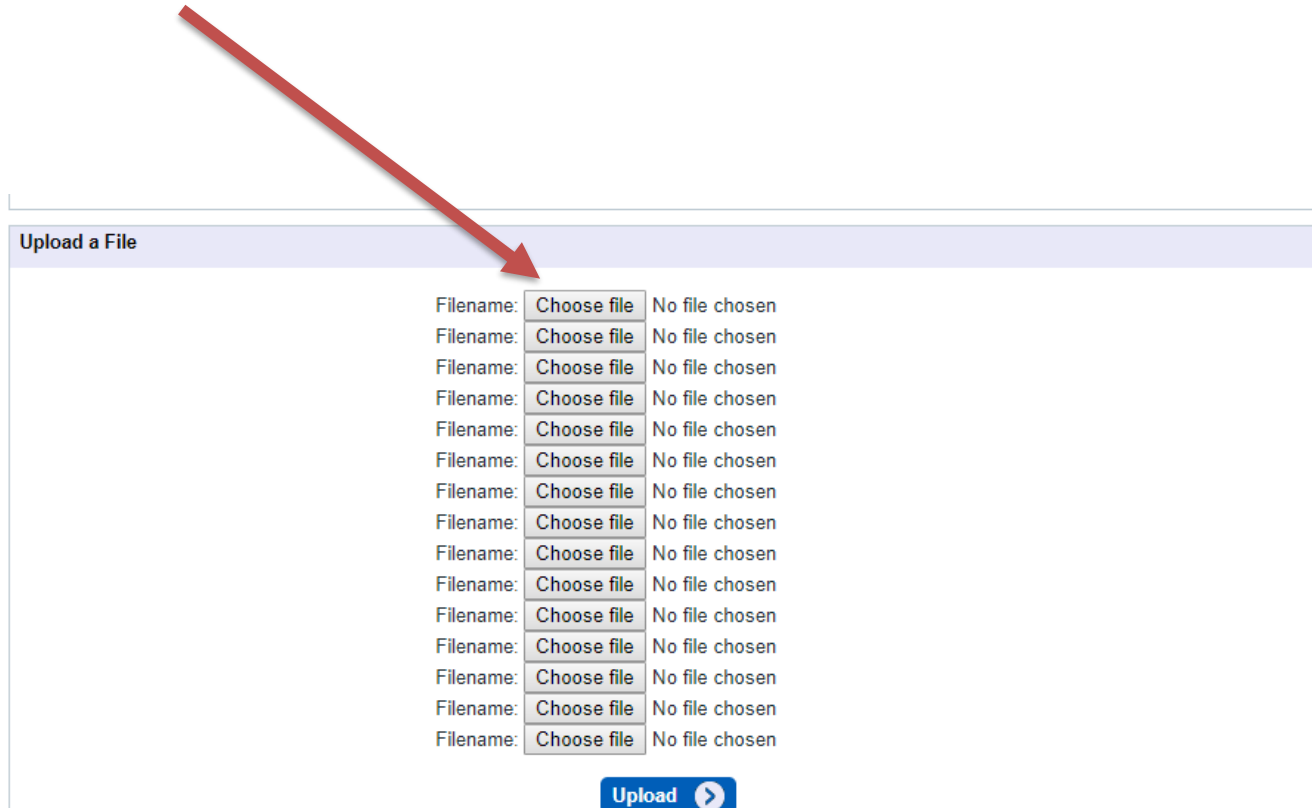
HSCIC Uploaded Files

Show entries Search:

Job ID	Uploaded By	File Name	Uploaded on	No of Records	Successfully Imported	Successfully Imported with Warnings	Unsuccessful	View File Details
349	Stephen Grainger	Consent.csv	04/04/2019 13:05	6	✓ 5	⚠ 0	✖ 1	View
349	Stephen Grainger	Patient.csv	04/04/2019 13:05	6	✓ 5	⚠ 0	✖ 1	View
348	Stephen Grainger	Consent.csv	04/04/2019 12:55	5	✓ 4	⚠ 0	✖ 1	View
348	Stephen Grainger	Patient.csv	04/04/2019 12:55	6	✓ 5	⚠ 0	✖ 1	View
347	Stephen Grainger	Consent.csv	03/04/2019 10:55	4	✓ 0	⚠ 0	✖ 4	View
347	Stephen Grainger	Patient.csv	03/04/2019 10:55	4	✓ 0	⚠ 0	✖ 4	View


Step 7 – Click *Choose File*, locate the files that were extracted from your Webtool, and select the **Patient.csv** (the patient file must be uploaded first), then select each of the other files.

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Upload a File

Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen
Filename:	Choose file	No file chosen

Upload 


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This shows a list of files that have been selected for uploading.
Make sure you have selected the **Patient.csv** file first so the system knows about any new patients since the last data upload. The rest of the files can follow in any order.

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Upload a File

Filename:	<input type="button" value="Choose file"/>	Patient.csv
Filename:	<input type="button" value="Choose file"/>	Admission.csv
Filename:	<input type="button" value="Choose file"/>	BiologicsEve...ollowUp.csv
Filename:	<input type="button" value="Choose file"/>	BiologicsEven...itiation.csv
Filename:	<input type="button" value="Choose file"/>	Cancer.csv
Filename:	<input type="button" value="Choose file"/>	Consent.csv
Filename:	<input type="button" value="Choose file"/>	Contact.csv
Filename:	<input type="button" value="Choose file"/>	Contact_DC.csv
Filename:	<input type="button" value="Choose file"/>	Contact_DS.csv
Filename:	<input type="button" value="Choose file"/>	Diagnosis.csv
Filename:	<input type="button" value="Choose file"/>	Growth.csv
Filename:	<input type="button" value="Choose file"/>	IbdImpact.csv
Filename:	<input type="button" value="Choose file"/>	Medication.csv
Filename:	<input type="button" value="Choose file"/>	PromControl.csv
Filename:	<input type="button" value="Choose file"/>	Surgery.csv




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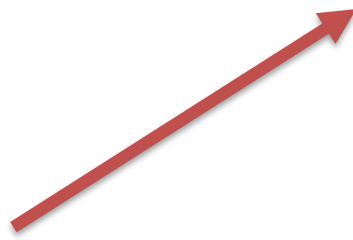
Upload a File

Filename:	<input type="button" value="Choose file"/>	Patient.csv
Filename:	<input type="button" value="Choose file"/>	Admission.csv
Filename:	<input type="button" value="Choose file"/>	BiologicsEve...ollowUp.csv
Filename:	<input type="button" value="Choose file"/>	BiologicsEven...itiation.csv
Filename:	<input type="button" value="Choose file"/>	Cancer.csv
Filename:	<input type="button" value="Choose file"/>	Consent.csv
Filename:	<input type="button" value="Choose file"/>	Contact.csv
Filename:	<input type="button" value="Choose file"/>	Contact_DC.csv
Filename:	<input type="button" value="Choose file"/>	Contact_DS.csv
Filename:	<input type="button" value="Choose file"/>	Diagnosis.csv
Filename:	<input type="button" value="Choose file"/>	Growth.csv
Filename:	<input type="button" value="Choose file"/>	IbdImpact.csv
Filename:	<input type="button" value="Choose file"/>	Medication.csv
Filename:	<input type="button" value="Choose file"/>	PromControl.csv
Filename:	<input type="button" value="Choose file"/>	Surgery.csv



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Step 8 – Click *Upload*



Once the files have been uploaded, 'processed' notifications will slowly appear on the right hand side of the screen.

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File Submission Dashboard

HSCIC Uploaded Files

Show entries

Search:

Job ID	Uploaded By	File Name	Uploaded on	No of Records	Successfully Imported	Successfully Imported with Warnings	Unsuccessful	View Details
357	Sarah.Miles	Patient.csv	07/06/2019 16:01	5	3	0	2	View
357	Sarah.Miles	Consent.csv	07/06/2019 16:01	3	2	0	1	View
357	Sarah.Miles	Contact_DC.csv	07/06/2019 16:01	2	0	1	1	View
357	Sarah.Miles	Admission.csv	07/06/2019 16:01	0	0	0	0	View
357	Sarah.Miles	Cancer.csv	07/06/2019 16:01	0	0	0	0	View
357	Sarah.Miles	IbdImpact.csv	07/06/2019 16:01	0	0	0	0	View

6 of 6 records processed. [Click here to view details](#)

Contact_DC.csv processed
 2 of 2 records processed. [Click here to view details](#)

Contact_DS.csv processed
 1 of 1 records processed. [Click here to view details](#)

Growth.csv processed
 1 of 1 records processed. [Click here to view details](#)

Medication.csv processed
 7 of 7 records processed. [Click here to view details](#)

BiologicsEvent_FollowUp.csv processed
 3 of 3 records processed. [Click here to view details](#)

BiologicsEvent_Initiation.csv processed

Showing 1 to 10 of 331 entries

Upload a File

Once the upload is complete, the File Submission Dashboard shows a summary of the upload process for each file. The Job ID is specific for all uploads processed at the same time. For an explanation of the warnings and which records were not successfully uploaded, if any.

Step 9 – Click *View*

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File Submission Dashboard

HSCIC Uploaded Files

Show entries Search:

Job ID	Uploaded By	File Name	Uploaded on	No of Records	Successfully Imported	Successfully Imported with Warnings	Unsuccessful	View File Details
357	Sarah.Miles	Patient.csv	07/06/2019 16:01	5	3	0	2	View
357	Sarah.Miles	Consent.csv	07/06/2019 16:01	3	2	0	1	View
357	Sarah.Miles	Contact_DC.csv	07/06/2019 16:01	2	0	1	1	View
357	Sarah.Miles	Admission.csv	07/06/2019 16:01	0	0	0	0	View
357	Sarah.Miles	Cancer.csv	07/06/2019 16:01	0	0	0	0	View
357	Sarah.Miles	lbdImpact.csv	07/06/2019 16:01	0	0	0	0	View

Showing 1 to 10 of 331 entries ◀ Previous Next ▶

This report shows that 3 records were successfully imported. 2 were rejected because the NHS Numbers/Postcode were invalid. Correcting on your Webtool the errors on the patients' records will mean they will upload successfully when you next make a submission to the Registry.



UAT environment

You are signed in as Sarah.Miles
 You are registered at HSCIC - Admin user organisation

Sign Out

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[Back](#) Home > File Submission Dashboard

File Submission Details

File Name: Patient.csv

File Type: patient

No. Of Records: 5

✓ Successfully imported: 3

⚠ Successfully imported with warnings: 0

✗ Unsuccessful: 2

Download CSV

Show 10 entries

Search:

Row	NHS Number	Status	Notifications
1	1223456321	Record Import Unsuccessful - Errors Generated	✗ NHS Number [1223456321] NHS Number is invalid
2	1234567891	Record Import Unsuccessful - Errors Generated	✗ NHS Number [1234567891] NHS Number is invalid ✗ Postcode is invalid.

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You can download a copy of the notifications and errors for each file by clicking Download CSV. This may be helpful in identifying and correcting errors on your IBD database. *This file contains your patients' NHS numbers and dates of birth and should be saved securely in accordance with your Trust's Information Governance processes.*

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UAT environment

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You are registered at HSCIC - Admin user organisation

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[Back](#) Home > File Submission Dashboard

File Submission Details

File Name: Patient.csv

File Type: patient

No. Of Records: 5

✓ Successfully imported: 3

⚠ Successfully imported with warnings: 0

✗ Unsuccessful: 2

Download CSV

Show 10 entries

Search:

Row	NHS Number	Status	Notifications
1	1223456321	Record Import Unsuccessful - Errors Generated	✗ NHS Number [1223456321] NHS Number is invalid
2	1234567891	Record Import Unsuccessful - Errors Generated	✗ NHS Number [1234567891] NHS Number is invalid ✗ Postcode is invalid.