



Public Health  
England

Protecting and improving the nation's health

# ICU Data Capture System User Guide

Line Listings Report

# About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. We do this through world-leading science, research, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. We are an executive agency of the Department of Health and Social Care, and a distinct delivery organisation with operational autonomy. We provide government, local government, the NHS, Parliament, industry and the public with evidence-based professional, scientific and delivery expertise and support.

Public Health England  
Wellington House  
133-155 Waterloo Road  
London SE1 8UG  
Tel: 020 7654 8000  
[www.gov.uk/phe](http://www.gov.uk/phe)  
Twitter: @PHE\_uk  
Facebook: [www.facebook.com/PublicHealthEngland](http://www.facebook.com/PublicHealthEngland)

For queries relating to this document, please contact: [ICCCQIP.surveillance@phe.gov.uk](mailto:ICCCQIP.surveillance@phe.gov.uk)



© Crown copyright 2021

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit [OGL](#). Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Published February 2021

PHE supports the UN  
Sustainable Development Goals



## Document History

Revision Date	Author	Version
01/05/2018	Public Health England	1.0
07/10/2020	Public Health England	1.1
25/02/2021	Public Health England	1.2

## Contents

About Public Health England	2
Document History	3
Line Listings report	5
Introduction	5
Accessing Line Listings reports	5
Report Parameters	7
Period To and From	7
Organisation Type	8
Region	8
Data Collection	9
Category	9
Organisation	10
Question Grouping	10
Sector	11
Field Listing	12
Patient Age From and To	13
To run the Line Listing Report	14
Export Report	15
My Line Listing Report	15
Downloading the Line Listings report	17

# Line Listings report

## Introduction

The Line Listings Report provides case level information on each case/record reported to the ICU Data Capture System (DCS). The information provided by this report will depend on the logged in user's roles and permissions as well as their organisational type.

The Line Listings Report allows a user to view cases mapped to their Organisation for example; a user from a Public Health England Centre would view cases in the Line Listings report for all ICUs mapped to their Centre while a user from an ICU would only be able to view patient records from their ICU. The Report is also limited by the role type a user has, for example, an ICU Local Administrator for a single ICU would be able to view cases in the Line Listings Report for patients within their ICUs only while an ICU Local Administrator for three ICUs within the same NHS Trust would be able to view patient-level records for all three ICUs.

## Accessing Line Listings reports

To access the Line Listings Report, log in to the ICU DCS system using your user name and password, select 'Reports' from the 'Menu Toolbar' and then select 'Line Listings' (Figure 1). You can then select specific data parameters that best suit the desired output (Figure 2).

Default options for 'Organisation Type', 'Region', 'Organisation', 'Category', 'Question Grouping', 'Sector', and 'Field Listing' are dependent on the users' Organisation, their roles and permissions. Most of these options are pre-set and cannot be changed. For example, an ICU Data Entry user will only have access to their ICU's data thus the 'Organisation Type', 'Region', 'Organisation', and 'Sector' will reflect the particular ICU, while a PHE Centre user with appropriate permissions will see all commissioning, reporting and residential route cases for their Centre and the 'Organisation Type', 'Region' and 'Organisation' will reflect the particular Centre.

Figure 1: Selection of Line Listings Report

The screenshot shows the ICU Surveillance system interface. At the top, there is a header with the Public Health England logo, a user dropdown menu (currently showing 'as System Administrator'), and links for 'Help', 'AAA', and 'Logout'. Below the header is a navigation bar with 'Home', 'About Us', and 'Contact Us' buttons. The main content area has a 'Menu Toolbar' on the left with various options. The 'Reports' option is highlighted with a blue box and a blue arrow pointing to a detailed 'Reports' menu. In this menu, the 'Line Listings' option is highlighted with a blue box and a blue arrow pointing to a sub-menu. In this sub-menu, the 'Line Listing Report' option is highlighted with a blue box.

Figure 2: Line Listings Report: Data parameters

**Line Listings**

<b>Period From</b>	<input type="text" value="01/01/2020"/>	<input type="text" value="15/01/2021"/>	<b>Period To</b>	<input type="text" value="15/01/2021"/>	<input type="button" value="View Report"/>
<b>Organisation Type</b>	<input type="text" value="Intensive Care Unit"/>	<b>Organisation Classification</b>	<input type="text" value="-All-"/>		
<b>Region</b>	<input type="text" value="NORTH OF ENGLAND"/>	<b>Data Collection</b>	<input type="text" value="ICU Blood Stream Infections"/>		
<b>Category</b>	<input type="text" value="Episode Details, System"/>	<b>Organisation</b>	<input type="text" value=""/>		
<b>Question Grouping</b>	<input type="text" value="Episode Details - Specimen Details, E"/>	<b>Sector</b>	<input type="text" value="NHS"/>		
<b>Field Listing</b>	<input type="text" value="Specimen Date, Specimen Time, Spec"/>	<b>Patient Age From</b>	<input type="text" value="0"/>		
<b>Patient Age To</b>	<input type="text" value="150"/>	<b>Sex</b>	<input type="text" value="-All-"/>		

## Report Parameters

### Period To and From

These parameters will limit the search result to cases whose specimen date was within a set time period.

**‘Period From’**- serves to restrict the report to infection episodes with a specimen date (date of specimen collection or date received by the laboratory) on/after a specified date i.e. infections episodes from this date onwards will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector (Figure 3). It is defaulted to the first day of the current month of last year, i.e. on 7<sup>th</sup> October 2020 it will show Period From 01/10/2019.

**Figure 3: ‘Period From’ parameter**

The screenshot shows the 'Line Listings' report configuration interface. The 'Period From' field is highlighted with a green box, displaying a date selector for January 2020 with the 1st highlighted. Other fields include 'Period To' (15/01/2021), 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Organisation' (empty), 'Sector' (NHS), 'Patient Age From' (0), and 'Sex' (-All-). A 'View Report' button is on the right.

**‘Period To’**- serves to restrict the report to infection episodes with a specimen date (date of specimen collection or date received by the laboratory) on/before a specified date, i.e. infections episodes up to this date will be included.

The date can be typed in directly in the DD/MM/YYYY format or selected from the date selector (Figure 4). It is defaulted to today’s date, i.e. it will show 07/10/2020 on 07/10/2020.

**Figure 4: ‘Period To’ data field**

The screenshot shows the 'Line Listings' report configuration interface. The 'Period To' field is highlighted with a green box, displaying a date selector for January 2021 with the 15th highlighted. Other fields include 'Period From' (01/01/2020), 'Organisation Type' (Intensive Care Unit), 'Region' (NORTH OF ENGLAND), 'Category' (empty), 'Question Grouping' (Episode Details - Specimen Details, E), 'Field Listing' (Specimen Date, Specimen Time, Specimen), 'Patient Age To' (150), and 'Sex' (empty). A 'View Report' button is on the right.

### Organisation Type

In order to see data relevant to the ICU surveillance programme (e.g. ICU Blood Stream Infections, ICU Monthly Census, ICU Daily Census), you must select 'Intensive Care Unit' for the 'Organisation Type' Parameter (Figure 5).

Figure 5: 'Organisation Type' parameter

The screenshot shows the 'Line Listings' form with various filters. The 'Organisation Type' dropdown is highlighted with a green box and set to 'Intensive Care Unit'. Other filters include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Region' (empty), 'Category' (Episode Details, System), 'Question Grouping' (Episode Details - Specimen Details, E), 'Field Listing' (Specimen Date, Specimen Time, Spec), 'Patient Age To' (150), 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Organisation' (empty), 'Sector' (NHS), 'Patient Age From' (0), and 'Sex' (-All-). A 'View Report' button is visible on the right.

### Region

Refers to the respective geographical region of the 'Organisation'. National 'Organisation Types' have their 'Region' defaulted to "National" with other options available to narrow down the data by individual regions (London, Midlands and East, North of England and South of England) (Figure 6, Figure 7).

Figure 6: 'Region' parameter

The screenshot shows the 'Line Listings' form with 'Region' set to 'NORTH OF ENGLAND', highlighted with a green box. All other filters are the same as in Figure 5.

Figure 7: Drop down options for 'Region' parameter

The screenshot shows the 'Line Listings' form with the 'Region' dropdown menu open, highlighted with a green box. The menu options are: NATIONAL (checked), (Select All), LONDON, MIDLANDS AND EAST, NORTH OF ENGLAND, and SOUTH OF ENGLAND. All other filters are the same as in Figure 5.

## Data Collection

This parameter limits the search result returned to either reported cases of ICU Blood Stream Infections, ICU Daily Census and ICU Monthly Census (Figure 8).

Figure 8: Data Collection parameter

The screenshot shows the 'Line Listings' form with various search criteria. The 'Data Collection' dropdown menu is highlighted with a red box, showing three options: 'ICU Blood Stream Infections', 'ICU Daily Census', and 'ICU Monthly Census'. Other fields include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Region' (NORTH OF ENGLAND), 'Category' (Episode Details, System), 'Question Grouping' (Episode Details - Specimen Details, E), 'Field Listing' (Specimen Date, Specimen Time, Spec), 'Patient Age To' (150), 'Organisation Classification' (-All-), 'Sector' (NHS), and 'Sex' (-All-). A 'View Report' button is visible on the right.

## Category

Allows you to select a subset of data from each of the tabs available on case capture (Figure 9). Please note that the options available are specific to individual Data Collection options as shown in Figure 8. The default is to have a minimum dataset selected – these again are different based on the Data Collection selected. If you want a more detailed dataset then use the Category dropdown menu to select all of the relevant parts from the Case Capture record you require (Figure 9).

Figure 9: 'Category' parameter drop-down for ICU Blood Stream Infections

The screenshot shows the 'Line Listings' form with the 'Category' dropdown menu highlighted by a red box. The dropdown menu is open, showing the following options: 'Episode Details, System', '(Select All)', 'Episode Details', 'Positive Blood Culture', 'Clinical Symptoms', 'Repeat Positive Blood Culture', 'Treatment', 'CVC Data', 'Source of Infection', 'System', and 'ICU System'. The 'System' option is checked. Other fields in the form are the same as in Figure 8.

**Note:** the 'System' category includes system-generated fields, such as patient age.

### Organisation

Refers to the specific Organisation for which data will be displayed and is only activated when a 'Region' has been selected. This parameter will default to the 'Organisation' you are logged in as (Figure 10). National and subnational 'Organisation Types' can either view all cases mapped to them, or limit their search to a specific subnational 'Organisation' or to an Organisation Unit (elementary unit of data collection; only have patient level access to records entered by itself) lower down their 'Organisation Type' hierarchy (this may require selecting a specific 'Region').

Figure 10: 'Organisation - Region' parameter for Organisation Unit

The screenshot shows the 'Line Listings' configuration page. On the left, there are several filter categories: 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Region' (NATIONAL), 'Category' (NATIONAL), 'Question Grouping' (LONDON, MIDLANDS AND EAST, NORTH OF ENGLAND, SOUTH OF ENGLAND), 'Field Listing', and 'Patient Age To'. On the right, there are more filters: 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Organisation' (highlighted with a red box), 'Sector' (NHS), 'Patient Age From' (0), and 'Sex' (-All-). A 'View Report' button is located in the top right corner.

### Question Grouping

Refers to subgroups of questions/fields from case capture that will be displayed on the Line Listings Report. The available options are depended on selection of options from 'Data Collection' and 'Category' parameters. For example, selection of 'ICU Blood Stream Infections' from 'Data Collection' and 'Episode Details' from 'Category' will result in display of episode specific question groups, in particular Specimen Details, Patient Details and Admission Details (Figure 11).

Figure 11: 'Question Grouping' parameter for a specific combination of 'Data Collection' and 'Category' parameters

The screenshot shows the 'Line Listings' configuration page with the 'Question Grouping' dropdown menu highlighted by a red box. The dropdown menu is open, showing the following options: 'Episode Details - Specimen Details, E', '(Select All)', 'Episode Details - Specimen Details', 'Episode Details - Patient Details', and 'Episode Details - Admission Details'. The other filters and the 'View Report' button are the same as in Figure 10.

Sector

This parameter allows the user to change the healthcare sector between 'NHS', 'Independent' or view data for both sectors when selecting '-All-'. The only option available for Intensive Care Unit 'Organisation Type' is NHS and 'Independent' for Independent Sector Intensive Care Unit 'Organisation Type', while national and subnational Organisation Types can view data by all three options (Figure 12a, Figure 12b, Figure12c).

**Figure 12a: 'Sector' parameter for Intensive Care Unit 'Organisation Type'**

The screenshot shows the 'Line Listings' form with the following settings: Period From: 01/01/2020, Period To: 15/01/2021, Organisation Type: Intensive Care Unit, Organisation Classification: -All-, Region: NATIONAL, Data Collection: ICU Blood Stream Infections, Category: Episode Details, Question Grouping: Episode Details - Specimen Details, E, Field Listing: Specimen Date, Specimen Time, Spec, Patient Age To: 150, Organisation: (empty), Sector: NHS, Patient Age From: (empty), Sex: -All-. A 'View Report' button is visible on the right.

**Figure 12b: 'Sector' parameter for Independent Sector Intensive Care Units 'Organisation Type'**

The screenshot shows the 'Line Listings' form with the following settings: Period From: 01/04/2019, Period To: 30/04/2020, Organisation Type: Independent Sector Intensive Care Units, Organisation Classification: -All-, Region: NATIONAL, Data Collection: ICU Blood Stream Infections, Category: Episode Details, System, Question Grouping: Episode Details - Specimen Details, E, Field Listing: Specimen Date, Specimen Time, Spec, Patient Age To: 150, Organisation: NV7R1 - BUPA CROMWELL ICU, NW, Sector: Independent, Patient Age From: (empty), Sex: (empty).

**Figure 12c: 'Sector' parameter for Independent Sector Intensive Care Units 'Organisation Type'**

The screenshot shows the 'Line Listings' form with the following settings: Period From: 01/04/2019, Period To: 30/04/2020, Organisation Type: Public Health England (National), Organisation Classification: -All-, Region: NATIONAL, Data Collection: ICU Blood Stream Infections, Category: Episode Details, System, Question Grouping: Episode Details - Specimen Details, E, Field Listing: Specimen Date, Specimen Time, Spec, Patient Age To: 150, Organisation: PUBLIC HEALTH ENGLAND, Sector: NHS, Patient Age From: (empty), Sex: (empty).

**Field Listing**

Refers to specific fields from case capture that will be displayed on the Line Listings Report. The available options are dependent on the selection of options from 'Data Collection', 'Category' and 'Question Grouping' parameters. For example, selection of 'ICU Blood Stream Infections' from 'Data Collection', 'Episode Details' from 'Category' and 'Episode Details-Specimen Details' from 'Question Grouping' will result in display of fields specific for the specimen, in particular Specimen Date, Specimen Time and Specimen No (Figure 13). The User can further decide to include all or only some of these in the report by deselecting/selecting specific options (Figure 14).

**Figure 13: 'Field Listing' parameter for a specific combination of 'Data Collection', 'Category' and 'Question Grouping' parameters**

**Figure 14: Line Listings Report headings based on parameter selection in Figure 13.**

Period From	01/01/2020	Organisation Type	Intensive Care Unit	Organisation		
Period To	15/01/2021	Region	NATIONAL	Data Collection	ICU Blood Stream Infections	
Category	Episode Details	Question Grouping	Episode Details - Specimen Details	Field Listing	-All-	
Patient Age From	0 - 150	Sex	-All-	Sector	NHS	
Organisation Classification	-All-					
<b>ID</b>	<b>Data Collection Date</b>	<b>Data Collection</b>	<b>Critical care unit Code</b>	<b>Specimen Date</b>	<b>Specimen Time</b>	<b>Specimen No</b>

## Patient Age From and To

Allows users to select age range of patients to be included in the report. The default values are 0 to 150 years (Figure 15).

**Figure 15: 'Patient Age From' and 'Patient Age To' parameter.**

The screenshot shows the 'Line Listings' configuration page. The 'Patient Age From' field is set to 0 and the 'Patient Age To' field is set to 150. Both fields are highlighted with a green border. Other visible fields include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Region' (NATIONAL), 'Category' (Episode Details), 'Question Grouping' (Episode Details - Specimen Details), 'Field Listing' (Specimen Date, Specimen Time, Specimen Details), 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Sector' (NHS), and 'Sex' (-All-). A 'View Report' button is located on the right side.

## Sex

Allows users to select a subset of data based on gender. Available options are '-All-', 'Male', 'Female' and 'Unknown' (Figure 16).

**Figure 16: 'Sex' parameter.**

The screenshot shows the 'Line Listings' configuration page with the 'Sex' dropdown menu open. The dropdown menu is highlighted with a green border and shows the following options: '-All-', 'Male', 'Female', and 'Unknown'. The 'Sex' field in the configuration is set to '-All-'. Other visible fields include 'Period From' (01/01/2020), 'Period To' (15/01/2021), 'Organisation Type' (Intensive Care Unit), 'Region' (NATIONAL), 'Category' (Episode Details), 'Question Grouping' (Episode Details - Specimen Details, Episode Details), 'Field Listing' (Specimen Date, Specimen Time, Specimen Details), 'Patient Age From' (0), 'Patient Age To' (150), 'Organisation Classification' (-All-), 'Data Collection' (ICU Blood Stream Infections), 'Sector' (NHS), and 'View Report' button.

## To run the Line Listing Report

Selecting 'View Report' enables you to view the records specified by your previously made parameter selections (Figures 17 and Figure 18). Please note the 'View Report' functionality only enables the first 25 records to be displayed. This is to provide a preview of the report content prior to exporting the data in its entirety. 'Export Report' functionality is outlined below.

**Figure 17: 'View Report' functionality**

**Figure 18: Example of the 'View Report' output**

The line list displayed only shows 25 records. Click Export for full report

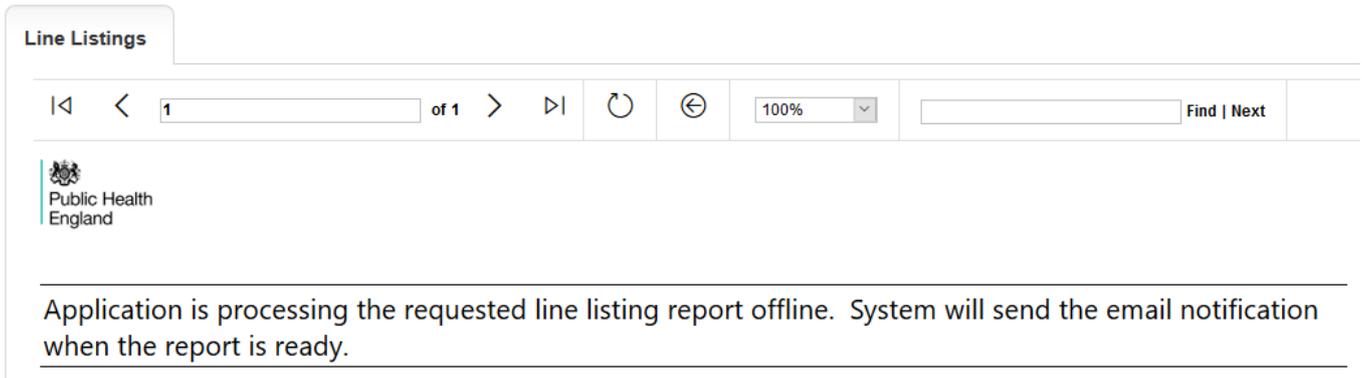
**EXPORT**

Period From	01/01/2020	Organisation Type	Intensive Care Unit	Organisation	-All-	
Period To	15/01/2021	Region	NATIONAL	Data Collection	ICU Blood Stream Infections	
Category	Episode Details	Question Grouping	Episode Details - Specimen Details	Field Listing	-All-	
Patient Age From	0 - 150	Sex	-All-	Sector	NHS	
Organisation Classification	-All-					
<b>ID</b>	<b>Data Collection Date</b>	<b>Data Collection</b>	<b>Critical care unit Code</b>	<b>Specimen Date</b>	<b>Specimen Time</b>	<b>Specimen No</b>

## Export Report

Selecting 'Export' from the 'View Report' output (Figure 18) enables the export of all records fulfilling the previously specified criteria. The output is in .txt format. The download progress is conducted offline and a system message is displayed (Figure 19).

**Figure 19: Progress message of export functionality**



## My Line Listing Report

In order to view the progress of the export, the user will need to select 'My Line Listings Results' (Figure 20) from the Menu Toolbar. This will produce a results window (Figure 21) listing all the reports generated by the user.

**Figure 20: 'My Line Listings Results' option**



**Figure 21: 'My Line Listing Report' window**

	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
<a href="#">Download</a>	01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL'	ICU Blood Stream Infections	Completed	20210126182	26-01-2021 18:30:17
<a href="#">Download</a>	01-01-2016	30-09-2020	R0A - ACUTE INTENSIVE CARE UNIT (ADUL'	ICU Daily Census	Downloaded	20201117112f	17-11-2020 16:45:00

The My Line Listings Report results window provides the following information for the user:

- Period From and Period To of the data extracted
- Data Collection
- Status of the file being exported
- Name of the user who generated the report
- Date and time the report was generated

Please note when a large amount of data is extracted the 'File processing Status' column will display 'In Progress', until the file is complete and ready for download (Figure 22).

**Figure 22: Different statuses of file processing**

	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
<a href="#">Download</a>	01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL'	ICU Blood Stream Infections	Completed	20210126182	26-01-2021 18:30:17
<a href="#">Download</a>	01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL'	ICU Blood Stream Infections	Downloaded	20210126185	26-01-2021 18:56:21
	01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL'	ICU Blood Stream Infections	In Progress		26-01-2021 18:58:49

Once the line listing report is ready for the user to download, an email will be generated by the HCAI DCS which will be sent to the email address registered by the user; to let them know that the report is ready to be downloaded (Figure 23).

**Figure 23: Email received on completion of exporting of your data**

### PHE Data Capture System: Line Listing Export Request Completed



HCAI DBMail <HcaiDcs@phe.gov.uk>  
To



18:56

Your line listing report is now ready to download from the DCS. Please navigate to the 'My Line Listings page' and download the report file.

This message has been auto-generated, please do not reply to this message

## Downloading the Line Listings report

Once the file is complete, a blue 'Download' button will be enabled at the beginning of the row. By clicking the 'Download' button (Figure 24) in the My Line Listings Results window, the file will be downloaded onto the user's PC.

The filename will always start with the user's surname and first name followed by the date of extraction. This file must be saved to a location where the user can easily navigate to.

**Figure 24: My Line Listings Results window when the file is ready to be downloaded**

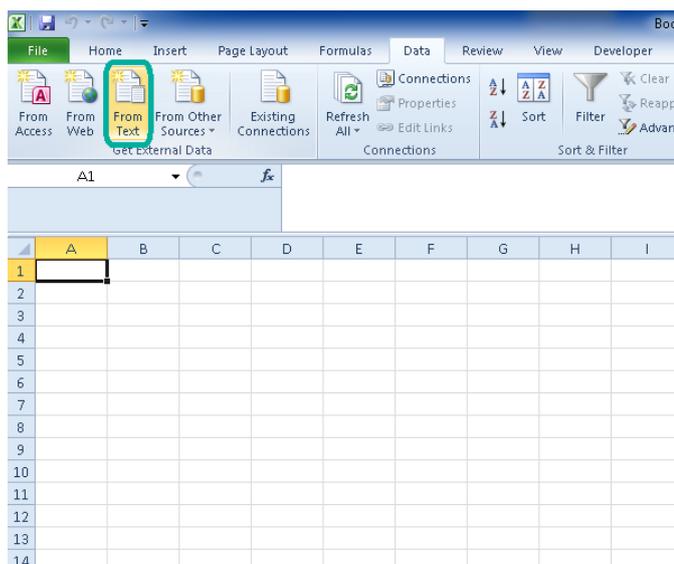
The screenshot shows a web interface titled 'My Line Listing Report'. Below the title is a section 'Line Listing Reports' containing a table. The table has columns: 'Period From', 'Period To', 'Organisation Name', 'Data Collection', 'File Processing Status', 'File Name', and 'Created Date'. There are three rows of data. The first row has a blue 'Download' button highlighted with a red box. The second row also has a blue 'Download' button highlighted with a red box. The third row has a greyed-out 'Download' button. The data in the table is as follows:

Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL	ICU Blood Stream Infections	Completed	20210126182	26-01-2021 18:30:17
01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL	ICU Blood Stream Infections	Downloaded	20210126185	26-01-2021 18:56:21
01-01-2020	15-01-2021	R0A - ACUTE INTENSIVE CARE UNIT (ADUL	ICU Blood Stream Infections	In Progress		26-01-2021 18:58:49

Due to the usually large size of the Line Listing output file, the Line Listing report can only be exported as a “|” (“pipe”) delimited .txt file. This is in order to minimise its download time. Should you require the output file in Excel format, you can save the output file as an Excel workbook (.xls or .xlsx) by following the steps below:

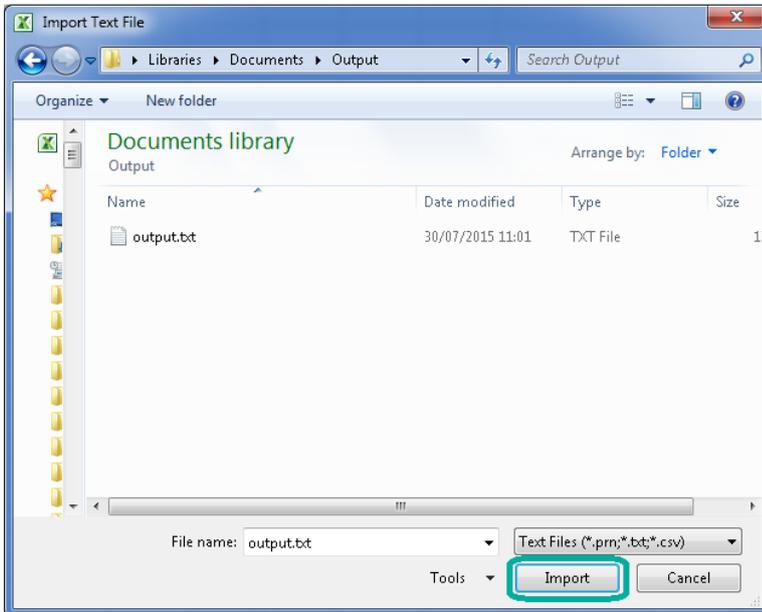
- Open a new Microsoft Excel workbook
- Select the “From Text” option in the “Data” tab (Figure 25)

**Figure 25: Importing the text file**



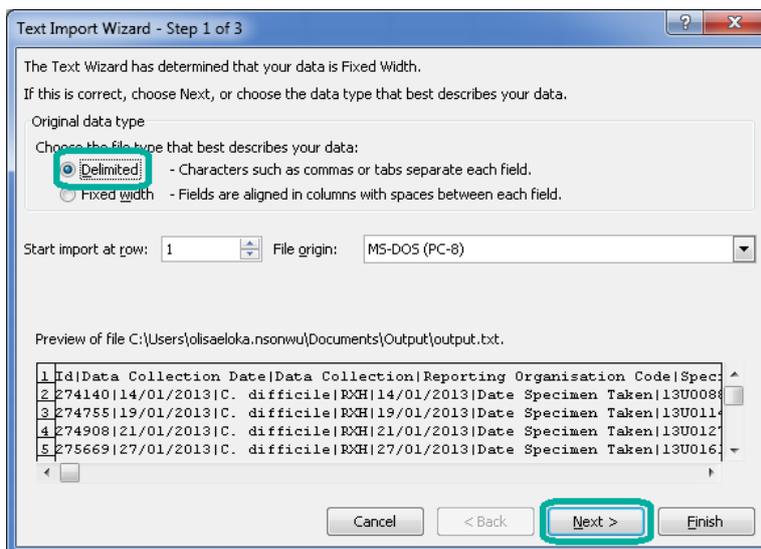
- A browse window will then pop up. Select the output file and click “Import” (Figure 26).

Figure 26: Import text file browse window



- This will launch the **Text Import Wizard**. In Step 1 change the file type to “Delimited” and click “Next” to move to Step 2 (Figure 27).

Figure 27: Text Import Wizard – Step 1



- Under “Delimiters ” untick the “Tab” option and type in the “|” (“pipe”) character in text box beside the “Other” option (Figure 28). This is usually located at the bottom left corner of your keyboard (Figure 29). Note that you may need to hold down the ‘Shift’ key. Click the “Finish” button to complete the import.

Figure 28: Text Import Wizard – Step 2

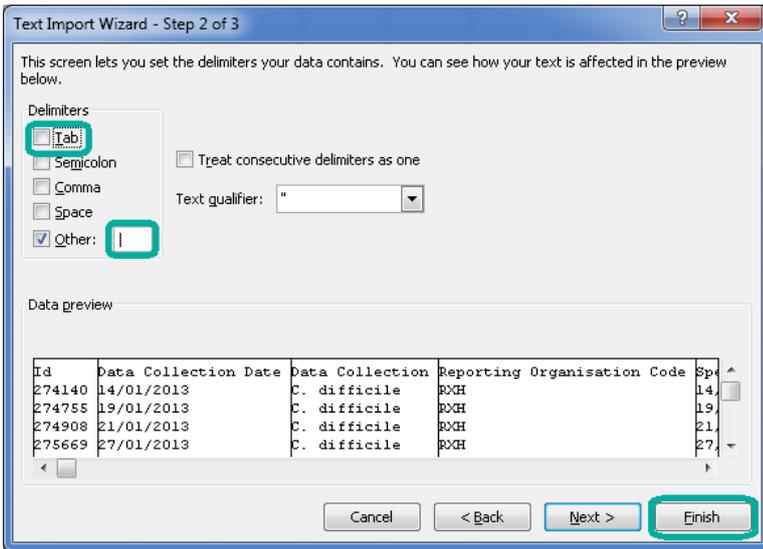


Figure 29: “|” (Pipe) character on the keyboard



- In the next prompt leave the options as shown below and click “OK” (Figure 30)

Figure 30: Position on worksheet to import data



- Once completed you should have a sheet similar to that shown below (Figure 31).

Figure 31: Example of imported data

Id	Data Collection Date	Data Collection	Reporting Organisation Code	Specimen Date	Type of Specimen Date	Specimen No	Laboratory where specimen processed Code	Laboratory where specimen processed Code
274140	14/01/2013	C. difficile	RXH	14/01/2013	Date Specimen Taken	13U008815	LAB311065	BRIGHTON MICROBIO
274755	19/01/2013	C. difficile	RXH	19/01/2013	Date Specimen Taken	13U011486	LAB311065	BRIGHTON MICROBIO
274908	21/01/2013	C. difficile	RXH	21/01/2013	Date Specimen Taken	13U012787	LAB311065	BRIGHTON MICROBIO
275669	27/01/2013	C. difficile	RXH	27/01/2013	Date Specimen Taken	13U016184	LAB311065	BRIGHTON MICROBIO
275889	29/01/2013	C. difficile	RXH	29/01/2013	Date Specimen Taken	13U017066	LAB311065	BRIGHTON MICROBIO
275894	29/01/2013	C. difficile	RXH	29/01/2013	Date Specimen Taken	13U017068	LAB311065	BRIGHTON MICROBIO
276976	04/02/2013	C. difficile	RXH	04/02/2013	Date Specimen Taken	13U021943	LAB311065	BRIGHTON MICROBIO
277845	05/02/2013	C. difficile	RXH	05/02/2013	Date Specimen Taken	13U021968	LAB311065	BRIGHTON MICROBIO
278426	13/02/2013	C. difficile	RXH	13/02/2013	Date Specimen Taken	13U026734	LAB311065	BRIGHTON MICROBIO
278771	13/02/2013	C. difficile	RXH	13/02/2013	Date Specimen Taken	13U027601	LAB311065	BRIGHTON MICROBIO
278796	13/02/2013	C. difficile	RXH	13/02/2013	Date Specimen Taken	13U027264	LAB311065	BRIGHTON MICROBIO
279199	18/02/2013	C. difficile	RXH	18/02/2013	Date Specimen Taken	13U029593	LAB311065	BRIGHTON MICROBIO
279201	17/02/2013	C. difficile	RXH	17/02/2013	Date Specimen Taken	13U029582	LAB311065	BRIGHTON MICROBIO
279441	19/02/2013	C. difficile	RXH	19/02/2013	Date Specimen Taken	13U030999	LAB311065	BRIGHTON MICROBIO
279765	21/02/2013	C. difficile	RXH	21/02/2013	Date Specimen Taken	13U032311	LAB311065	BRIGHTON MICROBIO
279989	22/02/2013	C. difficile	RXH	22/02/2013	Date Specimen Taken	13U033264	LAB311065	BRIGHTON MICROBIO
281309	03/03/2013	C. difficile	RXH	03/03/2013	Date Specimen Taken	13U038530	LAB311065	BRIGHTON MICROBIO
281472	28/02/2013	C. difficile	RHV	28/02/2013	Date Received in Lab	13V112888	LAB285500	UNIVERSITY COLLEGE
282649	10/03/2013	C. difficile	RXH	10/03/2013	Date Specimen Taken	13U043660	LAB311065	BRIGHTON MICROBIO
282889	08/03/2013	C. difficile	RXH	08/03/2013	Date Specimen Taken	13U043021	LAB311065	BRIGHTON MICROBIO
283079	13/03/2013	C. difficile	RXH	13/03/2013	Date Specimen Taken	13U045749	LAB311065	BRIGHTON MICROBIO
283094	10/03/2013	C. difficile	RXH	10/03/2013	Date Specimen Taken	13U045795	LAB311065	BRIGHTON MICROBIO
284081	21/03/2013	C. difficile	RXH	21/03/2013	Date Specimen Taken	13U050815	LAB311065	BRIGHTON MICROBIO
284267	22/03/2013	C. difficile	RXH	22/03/2013	Date Specimen Taken	13U051645	LAB311065	BRIGHTON MICROBIO
284326	24/03/2013	C. difficile	RXH	24/03/2013	Date Specimen Taken	13U052148	LAB311065	BRIGHTON MICROBIO
284640	25/03/2013	C. difficile	RXH	25/03/2013	Date Specimen Taken	13U053427	LAB311065	BRIGHTON MICROBIO
284751	27/03/2013	C. difficile	RXH	27/03/2013	Date Specimen Taken	13U054535	LAB311065	BRIGHTON MICROBIO
284795	28/03/2013	C. difficile	RXH	28/03/2013	Date Specimen Taken	13U054812	LAB311065	BRIGHTON MICROBIO
285932	03/04/2013	C. difficile	RXH	03/04/2013	Date Specimen Taken	13U057398	LAB311065	BRIGHTON MICROBIO
286364	03/04/2013	C. difficile	RXR	03/04/2013	Date Specimen Taken	B161570	LAB361780	ST RICHARD'S HOSPIT.
287821	13/04/2013	C. difficile	RXH	13/04/2013	Date Specimen Taken	13U063574	LAB311065	BRIGHTON MICROBIO
289446	25/04/2013	C. difficile	RXH	25/04/2013	Date Specimen Taken	13U071064	LAB311065	BRIGHTON MICROBIO
289462	26/04/2013	C. difficile	RXH	26/04/2013	Date Specimen Taken	13U071403	LAB311065	BRIGHTON MICROBIO
289778	29/04/2013	C. difficile	RXH	29/04/2013	Date Specimen Taken	13U072667	LAB311065	BRIGHTON MICROBIO
291651	08/05/2013	C. difficile	RXH	08/05/2013	Date Specimen Taken	13U077852	LAB311065	BRIGHTON MICROBIO
292972	16/05/2013	C. difficile	RXH	16/05/2013	Date Specimen Taken	13U082944	LAB311065	BRIGHTON MICROBIO
293544	20/05/2013	C. difficile	RXH	20/05/2013	Date Specimen Taken	13U084852	LAB311065	BRIGHTON MICROBIO

- To save the sheet, press “Ctrl” and “S” together on the keyboard and another browse window will appear. Browse to any destination folder of your choice, choose a name for the file, Select “Excel Workbook (\*.xlsx)” or “Excel 97-2003 Workbook (\*.xls)” and click “Save”.