Detect Cancer Early
Data Mart

Business Objects Xi Manual
(for consumer users)

Version 1.1
# Document Control

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## Date Issued
07 January 2014

## Author(s)
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## Other Related Documents

## Comments to
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# Document History

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<td>1.0</td>
<td>02/12/2013</td>
<td>First version for demonstration sessions</td>
<td>Gary King</td>
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<tr>
<td>1.1</td>
<td>07/12/2014</td>
<td>Added QA reports and updated management reports</td>
<td>Gary King</td>
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1. Introduction

1.1 Background

The Detect Cancer Early (DCE) programme was launched by the Scottish Government in early 2012 with the aim of improving the survival for people with cancer in Scotland to amongst the best in other European countries by diagnosing and treating the disease at an earlier stage. The programme will initially concentrate on breast, colorectal and lung cancer.

One of the objectives contributing to the aim of the programme is to increase the proportion of people with stage 1 disease at diagnosis and to use performance against a HEAT target as an approach to improvement.

The DCE HEAT target\(^1\) objective is to increase the proportion of people diagnosed and treated in the first stage of breast, colorectal and lung cancer by 25% by 2014/2015.

To support the DCE programme, ISD have developed a Business Objects universe, known as the DCE data mart, which can receive and store data submitted by NHS Boards. Appropriately trained and authorised NHS Board staff can securely access, analyse and export the data to compare results against aggregated national data.

1.2 Detect Cancer Early data mart

The Detect Cancer Early (DCE) data mart is a database that stores data submitted by NHS Boards in support of the DCE programme. It contains data uploaded from local Cancer Audit systems for the monitoring of the Scottish Government HEAT target.

Business Objects is an application that sits at the front-end of the database and is used to query the data. The advantages of using this software are:

- It is relatively easy to use - you do not need to know how to write SQL code
- Reports are already written for you - you do not need to know how to build reports
- You can run the reports anytime you want, retrieving data as soon as it is loaded
- It is read-only, which means that you can only read the data from the data mart, you are unable to write to the database. You cannot make a mistake and change the data.

There are different levels of access:

- non-confidential / confidential access (ability to see patient level data)
- consumer / power access (ability to build own reports)

\(^1\) Scottish Government DCE HEAT target webpage - [http://www.scotland.gov.uk/About/Performance/scotPerforms/partnerstories/NHSScotlandperformance/DetectCancerEarly](http://www.scotland.gov.uk/About/Performance/scotPerforms/partnerstories/NHSScotlandperformance/DetectCancerEarly)
2 Logging On and Navigation

The DCE data mart can only be accessed on an NHS N3 connection (i.e. within an NHS network). Access is gained via the internet - the preferred browser is Internet Explorer version 8 or above. Other internet browsers are not supported.

2.1 Logging on

Open Internet Explorer and enter https://www.bi.nhsnss.scot.nhs.uk/InfoViewApp in the address bar - you should be taken to the following webpage.

Enter your username and password making sure that the authentication is set to LDAP.

If you already use another ISD data mart such as ACaDMe, Outpatients, Waiting Times, A&E etc. you will already have a user name and password and you should use the same details for DCE.

If you are using ISD data marts for the first time and have submitted a request for access then you should be sent your user name and password by email once access is authorised. You will be sent a temporary password in the email alongside a link for you to change your password to something easier to remember.

If you are having trouble accessing your account you can contact the Customer Support Desk on 0131 275 7777 or email rss.csd@nhs.net to get your password reset.
**Note:** It is important that you are careful and enter your password in the correct case. If you enter it in the wrong case, you will be able to log on but some of the functionality in the software won’t be available.

If this has happened you will get an error message **invalid username/password; logon denied** when trying to run a report. If you get this message you will need to log out and then log back in with your password in the correct case.

### 2.2 Navigation

When logging into Business Objects for the first time, the first page you will see is the **InfoView Home** page as shown below. This page contains some information about the use of the data, please take time to read this.

At the top of the page is the **Header panel** this contains the NHS logo and username of the account that you have logged into. At the bottom of the Header panel is the **Header panel toolbar**, which we will look at in more detail later on in this section.

If you press the **Document List** button on the Header panel toolbar you will be taken to the Document List page as shown in the following screenshot.
The **Document List** page is the main page you will use in Business Objects – it is used for doing everything you need to do with reporting; viewing, saving and printing reports. It’s also where you do your housekeeping; creating folders, moving reports etc.

There are 4 main areas on this page that we will focus on:

**Header panel toolbar:** This is the toolbar at the top.

**Navigation panel toolbar:** This is the second toolbar on the page.

**Navigation panel:** This is the window on the left-hand side of the screen that allows you to navigate through your folders.

**Workspace panel:** This is the window on the right-hand side of the screen, what you see displayed here changes depends on what you are doing. It can be from seeing the contents of a folder to viewing a report itself.

### 2.3 **Header panel toolbar**

There are several buttons here, but we are only going to focus on the ones we think you are more likely to use.

**Home:** This takes you back to the Home page that we first saw when we logged in.

**Document List:** This takes you to the page we are currently on. This is the page you will spend most time on and will want to go directly to when using Business Objects.
You can set in the **Preferences** if you want to see the Document List page rather than the Home page when you log in (or even a particular folder you commonly work from).

**Help:** This is an online help function and to be honest it might not be particularly helpful in most cases.

For queries about Business Objects please contact: nss.isdDetectCancerEarly@nhs.net.
For queries about definitions please contact: nss.isdCancerAudit@nhs.net.
For queries related to file submissions please contact: nss.dcesubmissions@nhs.net.

**Preferences:** You can expand and collapse the options under any heading by clicking on the heading name.

There are many options here but we are only going to look at one in particular for now. A useful option can be found in the **General** section. There are options under the sub-section called **Document Viewing.** If you can change the selection here to **In a single fullscreen browser window, one document at a time** and then click the OK button. This will mean that every time you open a document it will open in a new window, giving you more space to work.

**Log Out:** Use this button to log out. For security we recommend that you always log out this way rather than by just closing the window.

Please bear in mind that if you are logged on and not performing any actions you will be timed out after a period of time and will need to log back on. If you have a report open the idle time is 5 minutes. If you don’t have a report open the idle time is 1 hour. If you are working on a report, make sure you do all you have to do at that time and then close the report. If you leave it for too long you may by timed out and lose the work you have done.

### 2.4 **Navigation panel toolbar**

This is the second toolbar down and this is what each buttons does:

**Switch to Folders:** This is the ‘default’ view – your documents are contained in folders. This works very much in the same way as the folders you have in Windows Explorer with a hierarchy of folders, sub-folder and documents.

**Switch to Categories:** This is a different way of organising and managing your documents. We won’t cover it here but just be aware if the folder structure in the Navigation panel doesn’t look familiar then you might have hit this button, just press the **Switch to Folders** button to get back to the folder view.

**Refresh:** This refreshes the navigation and workspace panels. Do this to see any changes you have made, such as adding a new folder or moving a report from one folder to another.
New: There are lots of options here, most of which we don’t think you will ever use. The only one we think you will use is the **Folder** option, we will look at this later in section 3.

Organize: This contains cut, copy, paste and delete options that are used to manage folders and documents, we will look at this later in section 3.

Actions: When a folder is selected this lets you look at Properties relating to that folder. When a document is selected, it lets you view, modify, schedule documents in addition to looking at the document properties.

Search: Allows you to search for documents that are stored in your folders.

### 2.5 Navigation and Workspace panels

The main part of the Document List page is taken up by the Navigation panel, on the left-hand side of the page, and the Workspace panel on the right-hand side.

The Navigation panel shows the folder structure in Business Objects and it looks a bit like Windows Explorer, this is where all the documents you have access to are stored. Navigate through the folders as you would do in Windows.

Click on the expand button (➕) to reveal the sub-folders beneath and click on the collapse button (➖) to close the folder again. Clicking on a folder in the Navigation panel will show the contents in the Workspace panel.

In the Navigation Panel there are three main folders - My Favorites, Inbox and Public Folders;

**Public Folders:** This area contains a set of template reports that are available for everyone to use. Whilst you can run these reports, you are not able to save them here to stop any changes being made to the templates.

The main public folder containing most of the reports you will need to run is here: Public Folders / Scotland / NHS / Detect Cancer Early / Standard Reports

**Inbox:** This is the folder where reports will appear if other users send them to you, it is like an internal email system within Business Objects.

**My Favorites:** This folder is your own personal folder that only you can see. You can save copies of any reports here if needed but there may be consequences depending on the way you do this, we will look at this later in section 4.
3 Folder Management

When you start to see several reports in a folder it can be a good idea to manage them a bit better; to be able to find them more easily. You might want to group reports into logical groups and place them into sub-folders.

There are two ways you can create a new folder:

1) In the Navigation panel, select the folder where you want the new folder to appear (e.g. My Favourites). On the Navigation panel toolbar, press the New button and then select Folder. In the pop-up box that appears, type the name you want to give the new folder (e.g. DCE) and click the OK button.

2) The alternative way, and possibly an easier way, is to use the right-click menu. Right-click on the folder you wish to create a folder in (e.g. My Favorites) then left-click New and then Folder. In the pop-up box that appears, type the name you want to give the new folder (e.g. DCE) and click the OK button.

You will now see the new folder in the Workspace Panel. If you want to change the folder name, assign it a description or key word, you can right-click on the folder name and select Properties as shown in the next screenshot. You can also perform this action on a report for the same purpose.
4 Document Management

4.1 Copying a report

If there is a report in the public folders that you use frequently you may want to create a copy in your personal folder - My Favorites. You can’t move or delete a report in the public folders as these are managed by ISD, it is only possible to make a copy or create a shortcut to it.

While they may sound similar, which one you would choose is very important to the effect it may have on the report output. If you create a copy and the original in the public folder is changed, your copy will be out of date. If you create a shortcut and the original is changed, your shortcut will update because it contains a link to the latest version.

To create a shortcut to a report, navigate to the report folder in the Navigation panel and then in the Workspace panel right-click on the report and select Organize and then Create Shortcut as shown below.

![Create Shortcut](image)

Navigate to the destination folder in the Navigation panel and then, while hovering over the folder, right-click and then select Organize and then Paste Shortcut as shown in the next screenshot. The shortcut will then appear in the Workspace panel.
Creating a copy of a report might be useful if you wanted to save a copy of the data that you have just run. You can copy the report into your personal folder and run it from there. This would allow you to view the data you ran the last time before re-running it.

Another way to save a copy of the data would be to save the report to Excel or PDF format as will be covered in the next section.

4.2 Running a report
To open a report, navigate to the report in the Navigation panel and then double-click on it in the Workspace panel. Alternatively, you can right-click on the report in the Workspace panel and select View from the right-click menu.

After opening a report you will be presented with a prompt window as shown in the following screenshot. The prompt window is where you select the values you want to report on – for example your NHS Board (e.g. NHS Board of Diagnosis) and the time period (e.g. Diagnosis Year and Quarter).
You will need to provide values for each prompt. Select the value you require from the list of values and press the **Add** button ( ), the value will then appear in the selection box.

**Note:** If at any time you do not see any values in the list press the **Refresh Values** button ( )

When the prompt has been fulfilled you will get a green tick in the top window for that prompt as highlighted below.
Select any further prompts that need to be completed in the top window, indicated by the red arrow (➔). For some prompts you will be able to select more than one value from the list. If this is an option there will be a large selection box to allow more space for the extra values. Add the values you need as before. If you need to remove a value highlight it in the selection box and press the Remove button (♂).

Only when you have provided values for all of the prompts, and all prompts have green ticks beside them, then the Run Query button will become active and you can run the report. Run the report by pressing the Run Query button.

Business Objects will then connect to the server and retrieve data, you will see the following screen. This usually only takes a minute or so but may take longer depending on the amount of data being requested.
If you need to re-run the report, for example to choose different values, press the **Refresh Data** button (Refresh Data) on the Workspace toolbar and the prompt window will appear again allowing you to choose new values and run the report again.

Some reports have multiple report sheets switch between them by selecting the required tab as highlighted in the screenshot below. In this example, there are three report sheets; one each for breast, colorectal and lung.
4.3 Saving a report

As was mentioned on section 4.1, there might be a situation where you want to save a copy of the report along with the data returned. As a consumer user, however, you can only save a report in your personal folder. If you try to save a report into any other folder you will see an error message.

After opening a report and running it, to save the report go to the Workspace panel toolbar and press the Document button then select Save as and a pop-up window will appear as shown below.

Navigate to and select the folder you want to save the report in the window on the left-hand side. You can change the name of the report in the Name box if you wish. Click the OK button to save the report.

Once you are working with the report in your personal folder and wish to save an updated copy of the data simply press the floppy disc icon on the Workspace toolbar as highlighted below.
4.4 Saving a report to Excel or PDF

To save a version of the report into Excel go to the Workspace panel toolbar and press the Document button, then select **Save to my computer as** and then Excel.

A file download window will then appear. Choose either **Open** to open the file directly in Excel or **Save** the report as an Excel file on your PC.

To save a version of the report as a PDF follow the same instructions but choose the **PDF** option instead of Excel.
5  Standard Reports

These are a set of reports that are located in the public folder area of DCE. To view the reports navigate to the following folder in the Navigation panel;

Public Folders / Scotland / NHS / Detect Cancer Early / Standard Reports

The standard reports are organised into 3 sub-folders:

(01) Data Submission   - reports relating to the submission of files.
(02) QA Reports        - checking the quality of the data before reporting.
(03) Management Reports - reporting of the data.

5.1  DCE - Error Report

This report can be used to find the error reports for files you have submitted. You will need the File ID for the file you submitted; it can be found in the error report emailed out after the file has been through validation. However, as only the File IDs for your own NHS Board will be visible in the list of values you should be able to find you latest report fairly easily as it will be one with the highest number.

The report is identical to the report that is emailed out although this version does not suppress CHI numbers (unless you are a non-confidential user). The report can be found in the (01) Data Submission folder. In the prompt window, select the File ID as required.

![Error Report Image]

The report can be viewed grouped by either the validation error code or the row number of the submission file.
5.2 DCE - Case Ascertainment

You will only be able to run this report if you also have access to the ACaDMe data mart. Use this report to check the number of records submitted against the latest Cancer Registrations figures.

The report can be found in the **(02) QA Reports** folder. In the prompt, select your **NHS Board of Diagnosis** and the **Diagnosis Calendar Year and Quarter** as required.
The report can be found in the (02) QA Reports folder. In the prompt, select your **NHS Board of Diagnosis** and the **Diagnosis Calendar Year and Quarter** as required.

5.3 **DCE - Diagnosis Location Check**

Use this report to check if there have been any patients diagnosed in private hospitals or the Golden Jubilee. You would have already received a warning in the error report for such records.

The report can be found in the (02) QA Reports folder. In the prompt, select the **Diagnosis Calendar Year and Quarter** as required.
The report contains a tab for each cancer type. The report is split by NHS Board of Diagnosis and Diagnosis Calendar Year and Quarter. The report contains the details of the patient and the diagnosis location. Patient details will only be visible to confidential users.

5.4 DCE - Flagged Cases

Use this report to check for patient records that have been flagged as being inappropriate or queried for their combinations of derived TNM.

The report can be found in the (02) QA Reports folder. In the prompt, select your NHS Board of Diagnosis and the Diagnosis Calendar Year and Quarter as required.
The report contains a tab for each cancer type. The report contains two tables; one for patient records flagged as being inappropriate and one for those flagged as queried. A full listing of all combinations of derived TNM values, which are considered inappropriate or are being queried are available in the respective stage matrix documents. The report contains the CHI number and date of diagnosis for each flagged patient record, as well as the derived stage items and the submitted items used in their calculation. CHI numbers will only be visible to confidential users.
5.5 DCE - Staging Breakdown by HBD

This report shows the list of patients assigned to each stage. All of the data items that are used in the DCE algorithm are shown as well as the patient’s NHS Board of Residence.

The report can be found in the (02) QA Reports folder. In the prompt, select your NHS Board of Diagnosis and the Diagnosis Calendar Year and Quarter as required.

You can use drop down menus in the report filter toolbar to choose different groups of patients e.g. filter out only those patient in a particular NHS Board of Residence (as highlighted in red below)
5.6 DCE - Staging Breakdown by HBR

This report shows the list of patients assigned to each stage. All of the data items that are used in the DCE algorithm are shown as well as the patient’s NHS Board of Diagnosis.

The report can be found in the (02) QA Reports folder. In the prompt, select your NHS Board of Residence and the Diagnosis Calendar Year and Quarter as required.

You can use drop down menus in the report filter toolbar to choose different groups of patients e.g. filter out only those patient in a particular NHS Board of Diagnosis (as highlighted in red below)
5.7 DCE - Staging Tables by HBD (Quarter)

The report can be found in the (03) Management Reports folder. In the prompt, select your NHS Board of Diagnosis and the Diagnosis Calendar Year and Quarter as required.

This report contains four tables; one for each cancer type and one for all three cancers added together. The figures are given by NHS Board of Diagnosis and are broken down by stage. It can be used to check the number of records you have submitted for each quarter. These are then the records that will contribute to the HEAT target staging tables for your NHS Board of Diagnosis; the staging tables for the HEAT target being reported by NHS Board of Residence.

Details of the algorithm used to derived stage categories for each cancer is available in the document DCE TNM staging algorithm.
5.8 DCE - Staging Tables by HBD (Year)

The report can be found in the **(03) Management Reports** folder. In the prompt, select your **NHS Board of Diagnosis** and the **Diagnosis Calendar Year and Quarter** as required.

This report is the same report as the report in section 5.5 except that it given by year rather than year and quarter.
5.9  DCE - Staging Tables by HBR (Quarter)

The report can be found in the (03) Management Reports folder. In the prompt, select your NHS Board of Residence and the Diagnosis Calendar Year and Quarter as required.

This report contains four tables; one for each cancer type and one for all three cancers added together. The report can be run for a quarter or multiple quarters (the total figures for the quarters chosen are given at the bottom of each table).
The number and percentage for each stage are given by NHS Board of Residence. Since the report is by NHS Board of Residence, it shows the staging figures used in the HEAT target.

5.10 DCE - Staging Tables by HBR (Years)
The report can be found in the (03) Management Reports folder. In the prompt, select your NHS Board of Residence and the Diagnosis Calendar Year as required.

This report contains four tables; one for each cancer type and one for all three cancers added together.
The report can be run for a single or multiple years (the total figures for the years chosen are given at the bottom of each table).

The number and percentage for each stage are given by NHS Board of Residence.

Since the report is by NHS Board of Residence, it shows the staging figures used in the HEAT target. If the report is run for 2010 and 2011 it will show the HEAT target baseline figures in the totals rows (the target uses the figures for 2010 and 2011 combined). Likewise, the first year HEAT target figures for 2011 and 2012 can be previewed by choosing these years together. Remember that the data within the reports is for management information only until published by ISD.

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