

Protecting and improving the nation's health

Breast screening: achieving and maintaining the 36-month round length

Appendix 4: Helpful features on the National Breast Screening System (NBSS)

Crystal reports are stored on the NBSS server. The location for storage of the reports can be viewed in system manager. To view, log into system manager and double click on system parameters, the report folder will have the file path visible. Once the reports are stored in this location the reports can be run directly from NBSS using SPRPT.See the NBSS user guide stored under documents in the NBSS Website for full details of SPRPT. w to run Crystal report SR050 from NBSS.

- 1. Log in into NBSS Live.
- 2. Go to SP Prints Menu then select SPRPT Adhoc reports.

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Available Transactions	Notice Board	
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SPCRS Report Schedule Maintenance	Messages	
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A function starts showing all the available reports.

3. Select the SR050 report by double clicking on it, or click the report and 'select'.

Run Reports	_		x		
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Brint Screen Run Reports 🔹 🕄 What's This? 💡 Help Contents					
Reports			_		
Reports		Select			
SR023 SCR to ASS DOFOA Monthly Monitoring(1).rpt			- 1		
SR025 SCR to ASS Monthly Monitoring report.rpt					
SR026 Screen to RR Monthly Monitoring Report.rpt					
SR027 National TR Monthly Monitoring Report.rpt					
SR030 Totals for Randomisation.rpt					
SR044 Previous Scr Date checker.rpt					
SR050_RL Weeks After 36m.rpt					
text message cancellation report (HUB) (1).rpt					
text message cancellation report (HUB).rpt					
text message report (HUB).rpt					
Totals for Randomisation.rpt					
TR RECALLS LEANNE.rpt					
TR REPEATS LEANNE.rpt					
TR report for Leanne.rpt					
Upper Age Band Activity.rpt					
QA Remote Access is logged on. 95 items in 'DWNL-D: \NBSS\Reports'.		16:01	- //		

4. The Print Report screen is displayed. This gives further information about the selected report and allows you to change the printer used for the report. You can either view a preview of the report on the screen before printing or print it immediately.

	Print Report X
Report Details	· · · · · · · · · · · · · · · · · · ·
Report Name	SR050_RL Weeks After 36m
Author	John Orrell
Comments	This report looks at the interval between the previous screening date and the ODFOA (Date Of First Offered Appointment) for routine recalls. It shows the number of women broken down by age at DOFOA and interval since previous screening date. The national target is for 90% of women to be screened within 36 months.
Last Modified	18/04/2017 16:01:40
Printer Option	15
Name	Microsoft XPS Document Writer, A4, Automatically Select Change
	Preview Print Now Close

5. Click on 'preview' to bring up the date parameters for the report.

6. Enter 'Date From' and 'Date To' then click on 'OK'. The report will then run (this may take several minutes), before being displayed on the screen. The date range entered filters episodes based upon date of first offered appointment (DOFOA).

	Enter Parameter Values	×
Parameter Fields: Date From Date To		
, Date of first offered ap	Pick from defaults	
Discrete Value	01/01/2017	
	OK Cancel	

Print report confirmation

The following options are available.

Change Displays the Print Setup screen (see **Error! Reference source not found.** for more details)

- **Preview** Displays a Print Preview of the report on the screen (see below for more details)
- **Print Now** Prints the report without displaying it on the screen first. First the Print screen will be displayed, and then, if the report requires them, the Report Parameters screen will be displayed. The report will then be printed. See below for details of the **Print** and **Report** screen. **Close** closes the Print Report screen, and returns to the main menu

This window appears when you click the **Change...** button on the Print Report Confirmation screen:

Print Setup	×
🗖 No Printer	
Printer	
<u>N</u> ame:	\\LON1SRV2\HP LaserJet 4100
Status:	Ready
Туре:	HP LaserJet 4100 PCL 6
Where:	7th Floor
Comment:	Black and white 4100
- Paper	Orientation
Size:	A4 Portrait
<u>S</u> ource:	Form Select
Network	Reset to Default OK Cancel

This screen allows the printer, paper size, paper source and page orientation (portrait or landscape) to be changed. Further options are available by clicking the **Properties** button (for example print quality, colour options etc). The appearance and options of the Print Properties screen depends on the make and model of printer being used.

Print preview

If any parameters are required for the selected report. The **Report** screen will be displayed (see below for details).

SR050_RL Weeks After 36m										
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review										
Aged 48			_	_	_	_	_	_	_	_
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Aged 56	For Date Of	First Offered A	ppointment	between 1	-Oct-16 an	d 31-Dec-1	6			
Aged 57										
Aged 58	This re	nort looks of	the interv	al hetunor	the energy	iono erroe	otob enio	and the F	OFOR (D)	
Aged 59	Offered	Appointment) for routi	ne recalls	It shows	the num	ber of w	and the L	en down	by age a
Aged 60	DOFOA	and interval	since pre	vious scre	ening date	. The nat	ional targe	t is for 9	0% of wor	men to be
Aged 61	screene	d within 36 m	onths.							
Aged 62										
Aged 63										
Aged 64		1-12	13-24	25-30	31-32	33-34	35-36	36m+0	36m+0	36m+0
Aged 65		Mnths	Mnths	Mnths	Mnths	Mnths	Mnths	1wk	2wks	3wks
Aged 66		-								
Aged 67	Aged 48		1	1						
Aged 68	Aged 49			1	1		18			
Aged 69		-								
Aged 70	Aged 50	2			1	2	72			
Aged 71	Aged 51	1	2	2	2	8	81	1		
-	0,000,01					- °		' '		
Aged 72		-								

The	following	functions	are available	on the	toolbar:



- 1. **Print Report** Prints the report. Displays the **Print** dialog (see below) before printing the report.
- 2. **Export Report** Export the report as a file that can be loaded into another application (for example Microsoft Excel, Microsoft Word, Text file or PDF)
- 3. **Toggle Group Tree** Only available where a report contains groups. Hides or displays the Group Tree on the left-hand side of the window. The Group Tree can be used to display a high-level outline of the report and shows a hierarchy of groups within a tree format. Click on an element within the group tree to view the report details for that element.
- 4. **Zoom** Amend to change the size of the report on the screen.
- 5. Go to 1st Page Goes to first page of the report
- 6. **Previous Page** Goes to the previous page of the report
- 7. Page No Enter a page number to go directly to that page
- 8. Next Page Goes to the next page of the report
- 9. Go to Last Page Goes to the last page of the report
- 10. Search Text Locate text within the report

Print

You can print all pages or a range and specify how many copies of the report you want.

Print		×
Printer: Print Ra	System Printer (\\LON1SRV2\HP LaserJet 4100) nge	OK Cancel
⊙ <u>Al</u> O <u>P</u> age Er	es rom: 1 <u>I</u> o:	<u>C</u> opies: 1 . ▼ Collate Copjes

Report parameters

This screen is used to enter parameters for the selected report. Not all reports require parameters, so this screen will not always be displayed.

The fields that require a value are listed at the top of the window, under Parameter Fields. Select each in turn, and the current value is displayed in the Discrete Value field. If required, a different value can be typed in to the Discrete Value field. When all the parameters have a value entered, click **OK**. The values entered will be used to populate the report.

Selective batch booking

NBSS can now extract specified groups of people from a screening batch. This can help in managing round length. In particular, 'perpetual non-attenders' can be extracted from a batch and sent to a different location than the remainder of the batch. This is particularly helpful when round length is a problem at a mobile unit and removing perpetual non-attenders gives greater capacity.

Satch Mainte	enance (Play CD)		- 0 ×
<u>File Edit Viev</u>	w <u>H</u> elp		
Print Screen	n Batch Selection 👻	✓ ②What's This?	
Batch Id		Include NBR batches	
Ratab Titla		SAAP Automatic Appointments Batch: IOM-009236E - NTDD IOM Recall November 2017	
batch file		Brink Course A shareho a With the Tain 20 Male Contents	
Batch Status	C	erint screen Automatic Appointme • 🖓 What's Inis? 💡 Help Contents 😜	
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		SO Batch ID IOM-009236E Automatic Appointments partially run	Find
		Batch Title NTDD IOM Recall November 2017 NHAIS Batch ID 999999	
Batch ID	Batch Title	Table Genetic Ratch 407 Table Second 407 Alexadu Descended 405 Outstanding 0	^
IOM-009237F	NTDD IOM Call November 20	20 Total clients in balant 1907 To be screened 1907 Aiready Processed 1906 Outstanding 10	Open Totals
IOM-009236E	NTDD IOM Recall November	er Screening Start Date 01-Nov-2017 Screening End Date 30-Nov-2017	
IOM-009233D	NTDD IOM Recall October 201	20	Match Clients
IOM-009233A	NTDD IOM Call September 2	2 Selection Realize	Open Clients
IOM-009232X	NTDD IOM Recall September	per selective booking Perpetual non-attenders	<u>open elene</u>
IOM-009231W	NTDD IOM Call August 2017 NTDD IOM Recall August 20	1/ and •	Complete
IOM-009229T	NTDD IOM July 2017		Ó na sinh
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IOM-009227Q	NTDD IOM Call June 2017	Date of hirst Appointment Calculate Availability	Edit Batch
TOM-009226P	NTDD TOM Recall June 2017 NTDD TOM Call May 2017	¹⁷ Attached Clinics Clinic Order Clinic Name Start Date End Date Spec. Appt. Available Slots	
IOM-009224M	NTDD IOM Recall May 2017	17 IM004 1 BREAST SCREENING SER 07/12/2015 Add	
IOM-009223L	NTDD IOM Call April 2017		
IOM-009222K	NTDD IOM Recall April 2017	Amend	
TOM-009221J	NTDD IOM call March 2017 NTDD IOM Recall March 201		
IOM-009219G	Isle of Man Call February 20	20	
IOM-009218F	Isle of Man recall February	y 2	
IOM-009217E	NTDD IOM Call January 201		
IOM-009216D	NTDD IOM Recall January 2	20 Linked Clinics 1 Total	
IOM-009213C	NTDD IOM Call December 20	Client Order for Allocation Letter Type CALREC Call and Recall	
IOM-009213X	NTDD IOM Call November 20	20	
IOM-009212W	NTDD IOM Recall November	er	
IOM-009211U	NTDD IOM Call October 201	Dif Diary Preview Generate Quit	
I IOM-009210T	NIDD IOM Recall October 2	21	
Screening Office	Manager is logged on.		16:31

Smart clinics

Smart clinics book people into clinics based on their probability of attendance. The Smart clinics can be used across a service or in combination with ordinary and DNA (did not attend) clinics.

To designate a clinic a Smart clinic, the 'Smart Clinic' box must be checked on the following NBSS screen at the point of clinic creation. Note that you cannot change an existing clinic into a Smart clinic by ticking this box. You must generate a new clinic code and tick the box to make it a Smart clinic.

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😑 SCC Clinic Header -	New Clinic	×
Brint Screen Clinic H	Header 🔹 😲 What's This? 🦞 Help Contents	
Clinic Code	IM022 THE BREAST SCREENING UNIT	
Consultant	CL CELIA LEWIS	
Sub Speciality Code	BS Breast Screening	
Smart Clinic		
Timeslot Capacity		
SS Booking Warning		
Clinical Team	MCO1 💽 Warwickshire, Solihull & Coventry	
Clinic Name (Listings)	Breast Screening	
Clinic Name (Letters)	Breast Screening	
Start Date Open Ended	12-Apr-2016 End Date	
Clinic Inactive		
	Save Quit	
Enter the name for this c		

Decide how many people you want to screen per day and set up the clinic as normal, with the number of slots equalling the number of people required to attend. If you want to screen 50 people per day, then the number of people booked into the clinic will result in 50 attendances.

The predicted number of attendances is documented at the end of each clinic control sheet and you can run a report on NBSS (SEXA) to show the number of predicted attendances versus the number of actual attenders at clinics that have already taken place.