

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.

| Main Men | - | σ |
|--|-------------------|---|
| Eie Edit View Iools Help | | |
| Gegint Screen 9 Help Contents | | |
| Beru code: P(p Mådvanced Search | | |
| Available Transactions | Notice Board | |
| SAD Administrative Details Neru SAP Appointments Neru SAP Appointments Neru SAP Area Codes Neru SAR Area | | |
| SPCIS Report Shelske Maintenance | Messages | |
| SPOL Repet Table Restered of SPOL Complete Report Table SPI Cleft Repet Table SPI Cleft Repet Notion SPI Cleft Repet Notion SPI Cleft Repet Notion SPI Cleft Repet Notion SPI Film Reader Menu | Date Tine Message | |

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 |
|---|---|--------|------|
| <u>F</u> ile <u>E</u> dit <u>V</u> iew <u>H</u> elp | | | |
| 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 | | | |
| < III > | | | |
| | | | |
| 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 | 5 |
| 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 Prin <u>t</u> er | |
| 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 O Portrait |
| <u>S</u> ource: | Form Select C Landscape |
| 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).

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|---------------------|--------|-------------------|--------------|-------------|------------|------------|------------|-------------|------------|-----------|-------------|
| Preview | | | | | | | | | | | |
| - Aged 48 | | | | | | | | | | | |
| - Aged 49 | | | | | | | | | | | |
| - Aged 50 | | | | | | | | | | | |
| - Aged 51 | | | | | | | | | | | |
| - Aged 52 | | | | | | | | | | | |
| - Aged 53 | | | | | | | | | | | |
| - Aged 54 | | Round Lo | enath - | Exten | ded b | v Weel | (S | | | | |
| - Aged 55 | | | | | | | | | | | |
| - Aged 56 | | For Date Of First | t Offered Ap | pointment | between 1 | -Oct-16 an | d 31-Dec-1 | 6 | | | |
| - Aged 57 | | | | | | | | | | | |
| - Aged 58 | | This repor | Looks at | the interva | al between | the previ | ous scree | atch pain | and the D | OFOA (Da | de Of First |
| - Aged 59 | | | | | | | | | | | by age at |
| - Aged 60 | | DOFOA at | | | vious scre | ening date | . The nat | ional targe | t is for 9 | 3% of wor | men to be |
| - Aged 61 | | screened v | vithin 36 mo | nths. | | | | | | | |
| - 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 48 | | | | | | | | | |
| Aged 67 | | ×360.40 | | ' | | | | | | | |
| - 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 | | |
| | | | | - | - | - | | | | | |
| Aged 72 Aged 73 | | Aged 52 | | 6 | 5 | 3 | 8 | 112 | | | |

| 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: | System Printer (\\LON1SRV2\HP LaserJet 4100) nge | OK Cancel |
| ⊙ All © Page En | rs om: 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 Vie</u> | w <u>H</u> elp | | |
| Print Screen | n Batch Selection - | ▼ ②What's This? P Help Contents | |
| Batch Id | | Include NBR batches | |
| Batch Title | | SAAP Automatic Appointments Batch: IOM-009236E - NTDD IOM Recall November 2017 | |
| | | BPrint Screen Automatic Appointme - 🕄 What's This? 🦞 Help Contents 🗢 | |
| Batch Status | C | erint screen Automatic Appointme • 🖓 What's This? 💡 Help Contents 😜 | |
| NHAIS | - | Batch ICM009236 | |
| | | 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 | Total Clients in Batch 407 To be Screened 407 Already Processed 406 Outstanding 0 | ^ |
| IOM-009237F | NTDD IOM Call November 20 | | Open Totals |
| IOM-009236E IOM-009235D | NTDD IOM Recall November NTDD IOM Call October 201 | | |
| IOM-009235D | NTDD IOM Recall October 201 | | Match Clients |
| IOM-009233A | NTDD IOM Call September 2 | | Open Clients |
| IOM-009232X | NTDD IOM Recall September | | |
| IOM-009231W IOM-009230U | NTDD IOM Call August 2017 NTDD IOM Recall August 20 | | Complete |
| IOM-009229T | NTDD IOM July 2017 | | |
| IOM-009228R | NTDD IOM Recall July 2017 | | Appoint |
| IOM-009227Q | NTDD IOM Call June 2017 | | Edit Batch |
| IOM-009226P IOM-009225N | NTDD IOM Recall June 2017 NTDD IOM Call May 2017 | 1/ 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 IOM-009221J | NTDD IOM Recall April 2017 NTDD IOM call March 2017 | | |
| IOM-0092215 | NTDD IOM Recall March 2017 | | |
| IOM-009219G | Isle of Man Call February 20 | | |
| IOM-009218F | Isle of Man recall February | | |
| IOM-009217E | NTDD IOM Call January 201 | | |
| IOM-009216D IOM-009215C | NTDD IOM Recall January 2 NTDD IOM Call December 20 | 20 | |
| IOM-009214A | NTDD IOM Recall December | | |
| IOM-009213X | NTDD IOM Call November 20 | | |
| IOM-009212W | NTDD IOM Recall November | | |
| IOM-009211U IOM-009210T | NTDD IOM Call October 201 NTDD IOM Recall October 2 | | ~ |
| | | 40 | 15.01 |
| 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.

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

| 😑 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.