

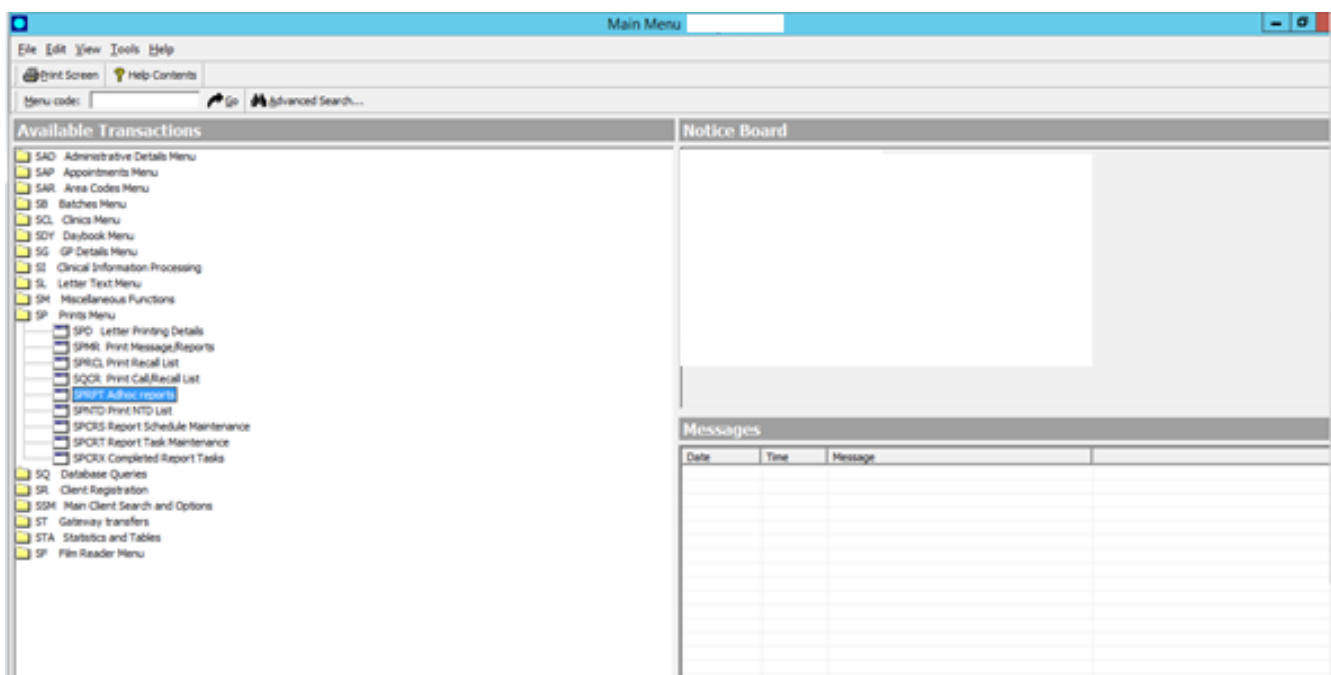


## Breast screening: achieving and maintaining the 36-month round length

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

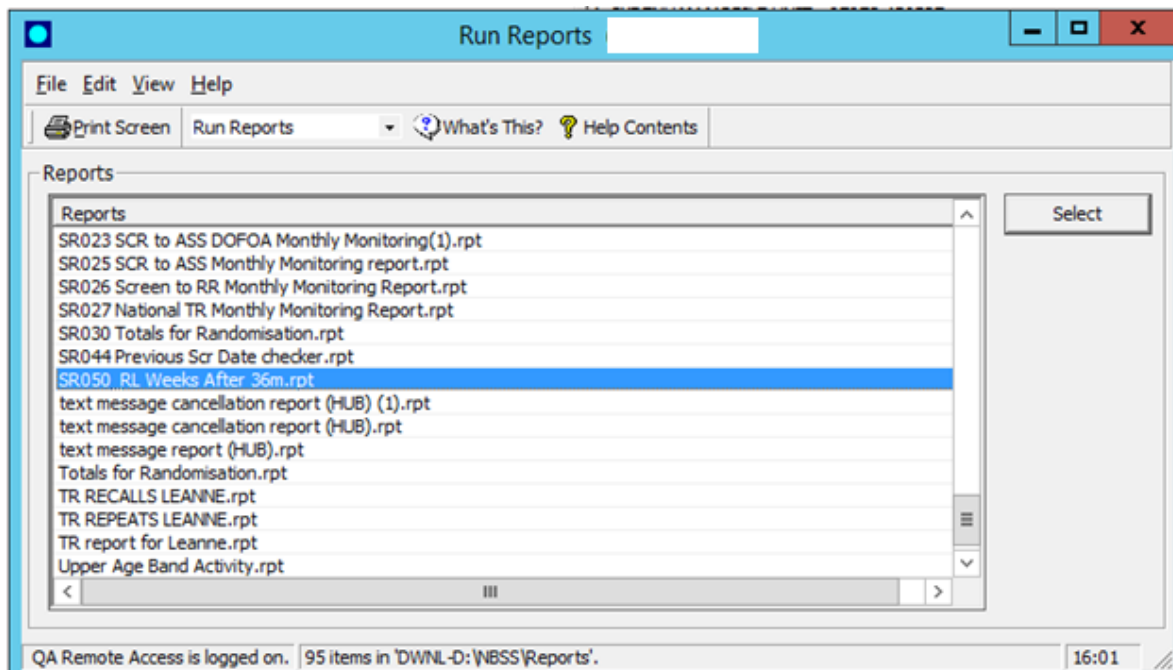
Crystal reports are stored on the NBSS server. The location for storage of the reports can be viewed in system manager. To view, log into system manager and double click on system parameters, the report folder will have the file path visible. Once the reports are stored in this location the reports can 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.

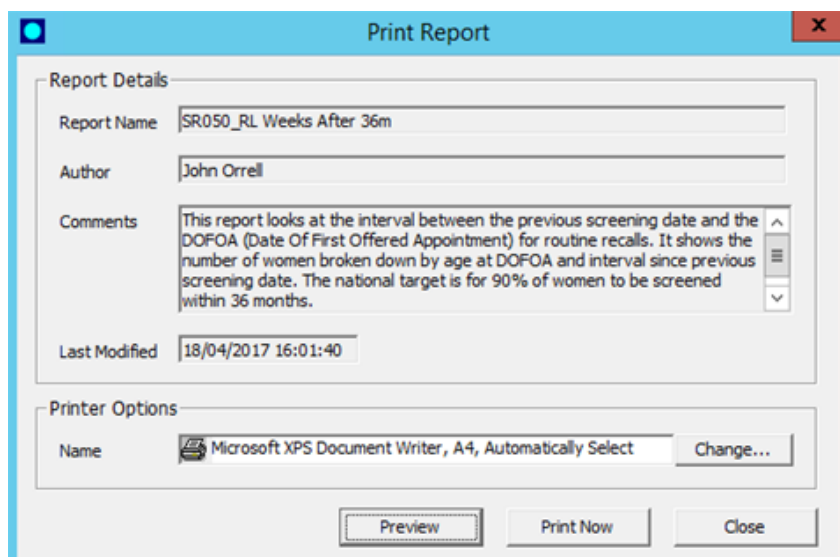


A function starts showing all the available reports.

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

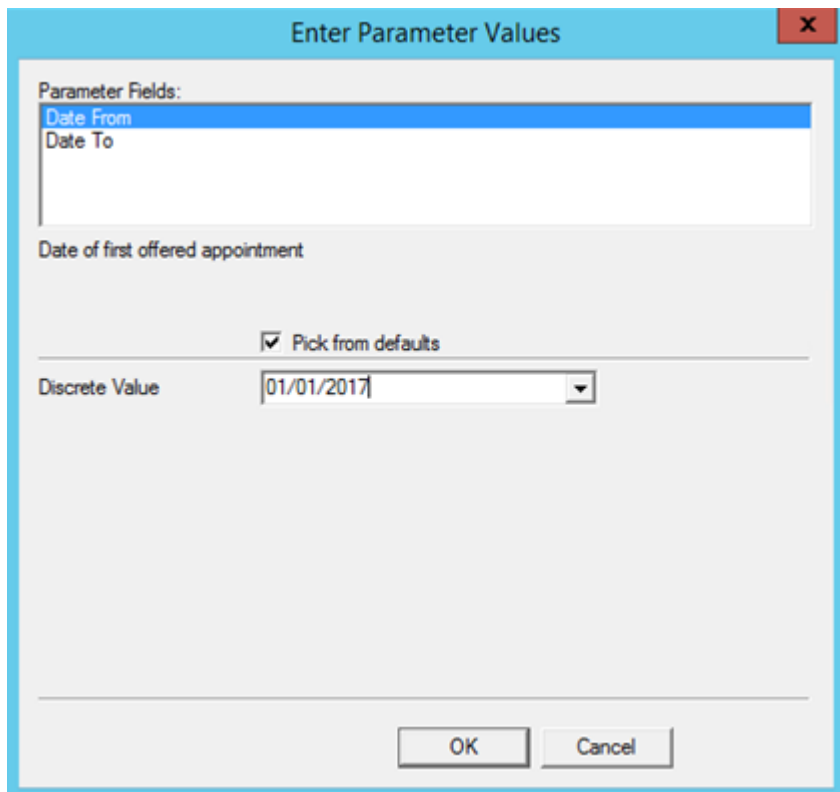


4. The Print Report screen is displayed. This gives further information about the selected report and allows you to change the printer used for the report. You can either view a preview of the report on the screen before printing or print it immediately.



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).

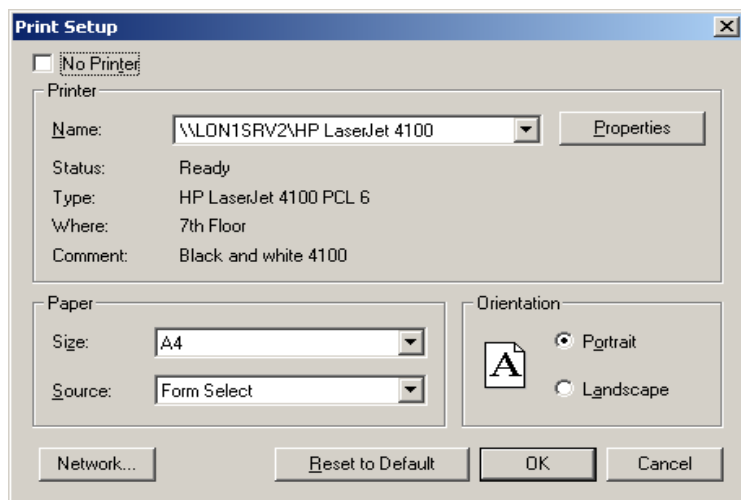


## Print report confirmation

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

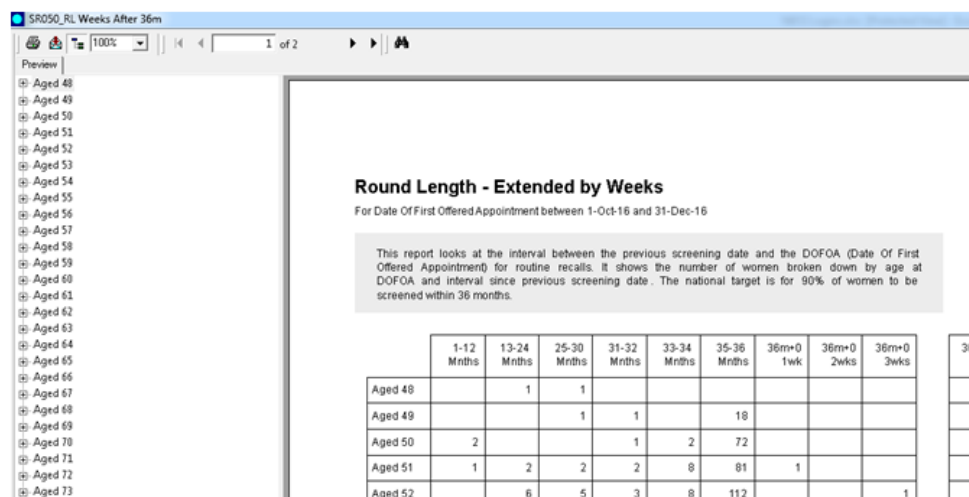
This window appears when you click the **Change...** button on the Print Report Confirmation screen:



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).



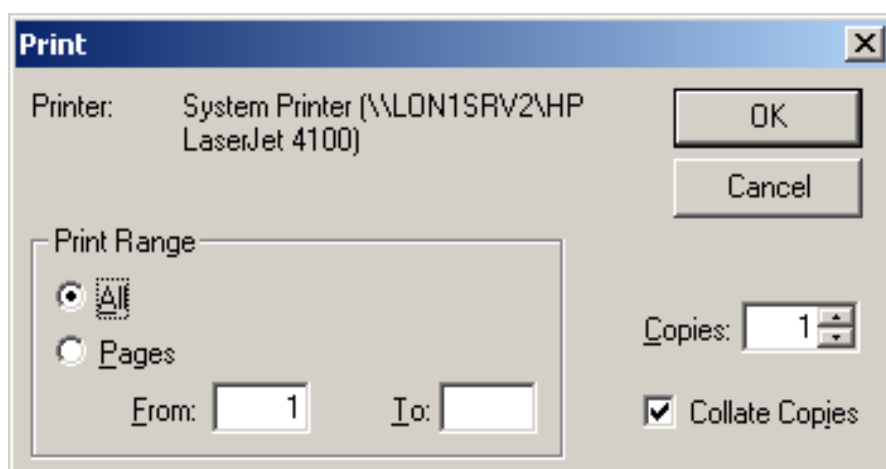
The following functions are available on the toolbar:



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.



## 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.

The screenshot shows the 'Batch Maintenance (Play CD)' application window. A sub-window titled 'SAAP Automatic Appointments Batch: IOM-009236E - NTDD IOM Recall November 2017' is open. The main window displays a list of batches on the left and a detailed view of the selected batch on the right. The sub-window contains the following fields and tables:

- Batch Information:**
  - Batch: IOM009236E
  - SO Batch ID: IOM-009236E
  - Batch Title: NTDD IOM Recall November 2017
  - NH&IS Batch ID: 999999
  - Automatic Appointments partially run
- Client Statistics:**
  - Total Clients in Batch: 407
  - To be Screened: 407
  - Already Processed: 406
  - Outstanding: 0
- Screening Dates:**
  - Screening Start Date: 01-Nov-2017
  - Screening End Date: 30-Nov-2017
- Selective Booking:**
  - Selective Booking: Perpetual non-attenders
  - and: (empty dropdown)
- Appointment Dates:**
  - Date of First Appointment: (empty)
  - Date of Last Appointment: (empty)
  - Calculate Availability: ☐
- Attached Clinics Table:**

Clinic	Order	Clinic Name	Start Date	End Date	Spec. Appt.	Available Slots
IM004	1	BREAST SCREENING SER...	07/12/2015			
- Buttons:** Add, Amend, Remove
- Summary:**
  - Linked Clinics: 1
  - Total: (empty)
- Client Order for Allocation:** (empty dropdown)
- Letter Type:** CALREC
- Call and Recall:** ☐
- Buttons:** Diary, Preview, Generate, Quit

## 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.

The screenshot shows a software window titled "SCC Clinic Header - New Clinic". At the top, there is a toolbar with a "Print Screen" icon, a "Clinic Header" dropdown menu, and two help links: "What's This?" and "Help Contents". The main form area contains several fields and checkboxes:

- Clinic Code:** A text box containing "IM022" and a label box containing "THE BREAST SCREENING UNIT".
- Consultant:** A dropdown menu showing "CL" and a text box containing "CELIA LEWIS".
- Sub Speciality Code:** A dropdown menu showing "BS" and a text box containing "Breast Screening".
- Smart Clinic:** A checked checkbox.
- Timeslot Capacity:** A dropdown menu.
- SS Booking Warning:** A checked checkbox.
- Clinical Team:** A dropdown menu showing "MCO1" and a text box containing "Warwickshire, Solihull & Coventry".
- Clinic Name (Listings):** A text box containing "Breast Screening".
- Clinic Name (Letters):** A text box containing "Breast Screening".
- Start Date:** A date picker showing "12-Apr-2016".
- End Date:** An empty date picker.
- Open Ended:** A label.
- Clinic Inactive:** An unchecked checkbox.

At the bottom right, there are two buttons: "Save" and "Quit". At the bottom left, there is a text box with the placeholder "Enter the name for this clinic".

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.