



Public Health  
England

Protecting and improving the nation's health

# HCAI Data Capture System User Manual

Line Listings

# About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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](https://www.facebook.com/PublicHealthEngland)

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# Line Listings report

## Introduction

The Line Listing report provides case level information on each case reported to the HCAI DCS as well as aggregate level QMLR data returns. 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 through more than one pathway (commissioning, reporting or residential route) depending on their role and organisational type (Please see the Roles and Permissions user guide). This is the only report allowing this to happen. As a result an Organisation could have more cases in the Line Listings report compared to other reports (e.g. Counts or Rates of Infection Episodes report) even with the same report parameters being used. For example; a Public Health England Centre would view cases in the Line Listings report that have been assigned to it through the commissioning, reporting and residential route, while it can only view cases through its default pathway (reporting route) in the Counts or Rates of Infection Episodes report.

## Accessing Line Listings reports

To access the Line Listings report, log in to the HCAI DCS system using your user name and password, select Reports from the Menu Toolbar and 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' depend on the users' Organisation, their roles and permissions. Most of these options are pre-set and cannot be changed. For example, an NHS Trust data entry user will only have access to their Trust data thus the 'Organisation Type', 'Region', 'Organisation', and 'Sector' will reflect the particular Trust, 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.

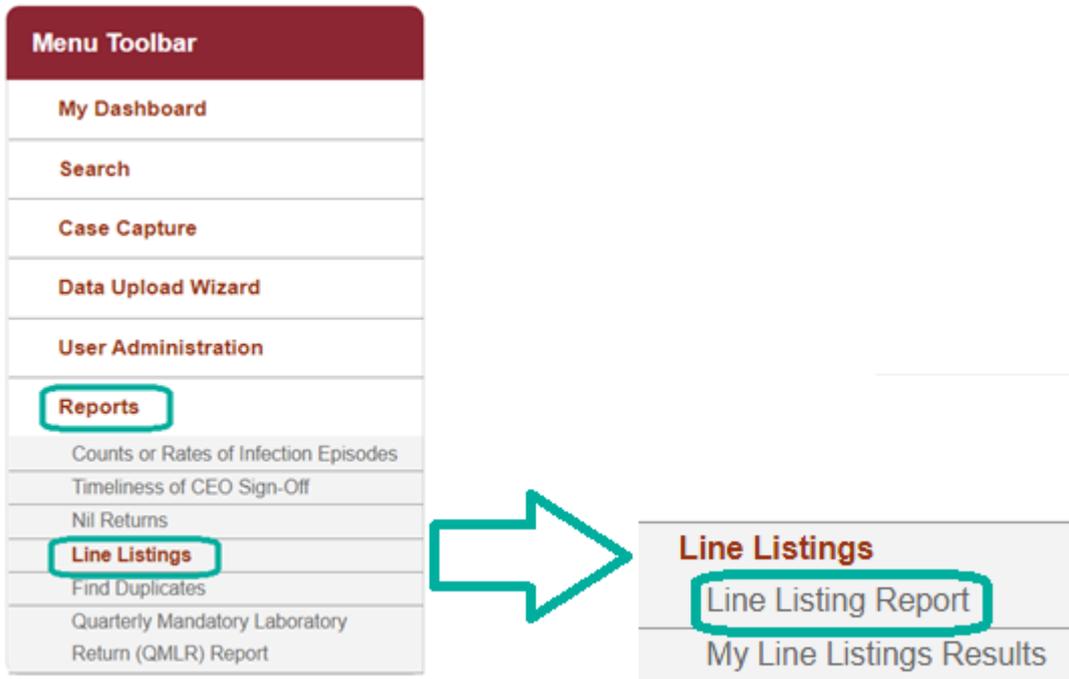


Figure 2: Data parameters.

The screenshot shows the 'Line Listings' data parameter form. The form is organized into two columns of fields. The left column includes: 'Period From' (01/07/2018), 'Organisation Type' (Public Health England (National)), 'Region' (NATIONAL), 'Category' (Episode Details, System), 'Question Grouping' (Episode Details - Specimen Details), 'Field Listing' (Specimen Date, Type of Specimen), and 'Patient Age To' (150). The right column includes: 'Period To' (23/07/2019), 'Organisation Classification' (-All-), 'Data Collection' (MRSA), 'Organisation' (PUBLIC HEALTH ENGLAND), 'Sector' (NHS), 'Patient Age From' (0), and 'Sex' (-All-). A blue 'View Report' button is located to the right of the 'Period To' field.

## 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. it will show 01/09/2014 on 02/09/2015.

Figure 3. ‘Period From’ parameter.

The screenshot shows a web interface for report parameters. On the left, a list of parameters is shown: 'Period From', 'Organisation Type', 'Data Collection', 'Organisation', 'Sector', 'Patient Age From', and 'Sex'. The 'Period From' field is highlighted with a red box and shows a date selector for September 2014. The date '01/09/2014' is entered in the text box above the calendar. The calendar shows the days of the month, with the 1st selected. On the right, other parameters are shown: 'Period To' (08/09/2015), 'Region' (NATIONAL), 'Category' (Episode Details, Source of Bacte), 'Question Grouping' (Episode Details - Specimen Deta), 'Field Listing' (Specimen Date, Type of Specime), and 'Patient Age To' (150).

**‘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 02/09/2015 on 02/09/2015.

Figure 4: 'Period To' data field.

**Line Listings**

Period From: 01/09/2014

Organisation Type: Public Health England (National)

Data Collection: MRSA

Organisation: PUBLIC HEALTH ENGLAND

Sector: NHS

Patient Age From: 0

Sex: All

Period To: 08/09/2015

Region: [Dropdown]

Category: [Dropdown]

Question Grouping: [Dropdown]

Field Listing: [Dropdown]

Patient Age To: [Dropdown]

September 2015						
M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today is 08 September 2015

## Organisation Type

This parameter will limit the search result to cases from a specified type of organisation. The options available for 'Organisation Type' can vary based on the your roles, permissions and organisational hierarchy.

The default option reflects the Organisation you are logged in as (Figure 5). If you are logged in as a national or subnational 'Organisation Type' and have specific permissions, you can select to view cases by other Organisation Types lower in the hierarchy e.g. an NHS England Commissioning Board Region user can limit the report to view cases (mapped via commissioning, reporting, or residential route) by CCG, Independent Sector Healthcare Provider Site, Local Authority, NHS England Area Team, NHS Trust and Renal Unit within their geographical area (Figure 6).

Figure 5: 'Organisation Type' parameter.

**HCAI DCS System (HCAIWEBPOR03)** Home About

**Line Listings**

Period From: 01/09/2014

Organisation Type: Public Health England (National)

Data Collection: MRSA

Organisation: PUBLIC HEALTH ENGLAND

Sector: NHS

Patient Age From: 0

Sex: -All-

Period To: 02/09/2015

Region: NATIONAL

Category: Episode Details, Source of Bacte

Question Grouping: Episode Details - Specimen Deta

Field Listing: Specimen Date, Type of Specime

Patient Age To: 150

Figure 6: Sub national 'Organisation Type' and associated Organisation Types that contribute cases via commissioning, reporting, or residential route.

The screenshot shows the 'Line Listings' section of the HCAI DCS System. The 'Organisation Type' dropdown menu is open, displaying a list of options: 'NHS England Commissioning Board Region' (highlighted in blue), 'Clinical Commissioning Group', 'Independent Sector Healthcare Provider Site', 'Local Authority', 'NHS England Area Team', 'NHS Trust', and 'Renal Unit'. The 'Region' dropdown is set to 'LONDON'. Other filters include 'Period From' (01/09/2014), 'Period To' (02/09/2015), 'Data Collection' (empty), 'Category' (Episode Details, Source of Bacte), 'Question Grouping' (Episode Details - Specimen Deta), 'Field Listing' (Specimen Date, Type of Specime), 'Patient Age From' (0), 'Patient Age To' (150), and 'Sex' (-All-).

## Region

Refers to the respective geographical region of the 'Organisation' (Figure 7). 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 8).

Figure 7. 'Region' parameter.

The screenshot shows the 'Line Listings' section of the HCAI DCS System. The 'Region' dropdown menu is highlighted in green and set to 'LONDON'. Other filters include 'Period From' (01/09/2014), 'Period To' (02/09/2015), 'Organisation Type' (NHS England Commissioning Board Region), 'Data Collection' (MRSA), 'Category' (System), 'Question Grouping' (System - Data Collection Date, S), 'Field Listing' (Week No, Month No, Year No, Fc), 'Patient Age From' (0), 'Patient Age To' (150), and 'Sex' (-All-).

Figure 8: Drop down options for 'Region' parameter of a national 'Organisation Type'.

**HCAI DCS System (HCAIWEBPOR03)** Home About

**Line Listings**

Period From: 01/09/2014 Period To: 02/09/2015

Organisation Type: Department of Health Region: NATIONAL (checked), LONDON, MIDLANDS AND EAST, NORTH OF ENGLISH, SOUTH OF ENGLISH

Data Collection: MRSA Category: Question Grouping: Field Listing: Patient Age To: 150

Organisation: DEPARTMENT OF HEALTH Sector: NHS Patient Age From: 0 Sex: -All-

## Data Collection

This parameter limits the search result returned to either reported cases of MRSA, MSSA, *Klebsiella* spp., *Pseudomonas aeruginosa*, *E.coli* and *C. difficile*. (Figure 9). The default option is MRSA (Figure 10).

Figure 9: Drop down options for 'Data Collection' parameter.

**Line Listings**

Period From: 01/07/2019 Period To: 16/07/2020 View Report

Organisation Type: NHS Trust Organisation Classification: -All- Data Collection: MRSA (highlighted), MSSA, QMLR, Pseudomonas aeruginosa, Klebsiella spp, E. coli, C. difficile

Region: LONDON, MIDLANDS AND EAST, NC Category: Episode Details, System Question Grouping: Episode Details - Specimen Details, t

Field Listing: Specimen Date, Type of Specimen D Patient Age To: 150 Sex: Organisation: NHS Trust

Figure 10: 'Data Collection' parameter default option.

HCAI DCS System (HCAIWEBPOR03)		Home	About
<b>Line Listings</b>			
Period From	<input type="text" value="01/09/2014"/>	Period To	<input type="text" value="02/09/2015"/>
Organisation Type	<input type="text" value="NHS England Area Team"/>	Region	<input type="text" value="MIDLANDS AND EAST, NORTH"/>
Data Collection	<input type="text" value="MRSA"/>	Category	<input type="text" value="Episode Details, Source of Bacte"/>
Organisation	<input type="text" value="NHS ENGLAND MIDLANDS AN"/>	Question Grouping	<input type="text" value="Episode Details - Specimen Deta"/>
Sector	<input type="text" value="NHS"/>	Field Listing	<input type="text" value="Specimen Date, Type of Specime"/>
Patient Age From	<input type="text" value="0"/>	Patient Age To	<input type="text" value="150"/>
Sex	<input type="text" value="-All-"/>		

## Category

Allows you to select a subset of data from each of the tabs available on case capture. Please note that the options available are specific to individual Data Collection options as shown below and in Figures 11, 12;

**MRSA:** 'Episode Details', 'Species', 'Prior Trust Exposure', 'Source of Bacteraemia' and 'Associated Infections', 'Risk Factors and Treatment', 'Healthcare Interactions 1-9', 'Data Enrichment', 'Additional Comments', 'System', and 'Renal'

**MSSA:** 'Episode Details', 'Source of Bacteraemia and Associated Infections', 'Risk Factors and Treatment', 'Species', 'Healthcare Interactions 1-9', 'System' and 'Renal', 'Prior Trust Exposure', 'Renal Organisations' and 'Data Enrichment'

**Klebsiella:** 'Episode Details', 'Species', 'Risk Factors', 'Renal', 'Prior Trust Exposure', 'Data Enrichment' and 'System'

**Pseudomonas aeruginosa:** 'Episode Details', 'Risk Factors' 'Renal' 'Prior Trust Exposure', 'Data Enrichment', 'System' and 'Renal Organisations'

**C. difficile:** 'Episode Details', 'Prior Trust Exposure', 'Risk Factors', 'Healthcare Interactions', 'Inpatient Details', 'Renal', 'Data Enrichment', 'System' and 'Renal Organisations'

**E. coli:** 'Episode Details', 'Risk Factors', 'System' and 'Renal', 'Prior Trust Exposure', 'Data Enrichment' and 'System'

**QMLR:** 'Quarterly Mandatory Lab Return', 'System' and 'Aggregate'

Note, the System 'Category' includes system generated fields, such as organisational mappings and patient age.

Figure 11: 'Category' parameter drop-down for MRSA and MSSA Data Collections.

The figure displays two screenshots of the HCAI Data Capture System interface, showing the 'Category' parameter drop-down menu for MRSA and MSSA data collections. Both screenshots show the same search criteria: Period From (01/07/2019), Period To (16/07/2020), Organisation Type (NHS Trust), Region (LONDON, MIDLANDS AND EAST, N), Organisation Classification (-All-), Organisation (MANCHESTER UNIVERSITY NHS), Sector (NHS), Patient Age From (0), and Sex (-All-). A 'View Report' button is visible in the top right of both screenshots.

**Top Screenshot (MRSA Data Collection):**

- Category:** Episode Details, System
- Question Grouping:**
  - (Select All)
  - Episode Details
  - Species
  - Prior Trust Exposure
  - Source of Bacteraemia & Associated
  - Risk Factors & Treatment
  - Healthcare Interactions (1)
  - Healthcare Interactions (2)
  - Healthcare Interactions (3)
  - Healthcare Interactions (4)
  - Healthcare Interactions (5)
  - Healthcare Interactions (6)
  - Healthcare Interactions (7)
  - Healthcare Interactions (8)
  - Healthcare Interactions (9)
  - Data Enrichment
  - Additional Comments
  - System
  - PIR

**Bottom Screenshot (MSSA Data Collection):**

- Category:** Episode Details, System
- Question Grouping:**
  - (Select All)
  - Episode Details
  - Source of Bacteraemia & Associated
  - Risk Factors & Treatment
  - Healthcare Interactions (1)
  - Healthcare Interactions (2)
  - Healthcare Interactions (3)
  - Healthcare Interactions (4)
  - Healthcare Interactions (5)
  - Healthcare Interactions (6)
  - Healthcare Interactions (7)
  - Healthcare Interactions (8)
  - Healthcare Interactions (9)
  - Data Enrichment
  - Species
  - Prior Trust Exposure
  - Additional Comments
  - System

Figure 12: 'Category' parameter drop-down for *E. coli*, *C. difficile*, *Klebsiella*, *Pseudomonas* and QMLR Data Collections.

**Line Listings**

Period From: 01/07/2019 | Period To: 16/07/2020 | View Report

Organisation Type: NHS Trust | Organisation Classification: -All-

Region: LONDON, MIDLANDS AND EAST, NC | Data Collection: **E. coli**

Category: Episode Details, System

Question Grouping:
 

- (Select All)
- Episode Details

Field Listing:
 

- Risk Factors
- Archived (Risk Factors)
- Prior Trust Exposure
- Data Enrichment
- Additional Comments
- System

Patient Age To: | Sex: -All-

---

**Line Listings**

Period From: 01/07/2019 | Period To: 16/07/2020 | View Report

Organisation Type: NHS Trust | Organisation Classification: -All-

Region: LONDON, MIDLANDS AND EAST, NC | Data Collection: **Klebsiella spp**

Category: Episode Details, System

Question Grouping:
 

- (Select All)
- Episode Details

Field Listing:
 

- Species
- Risk Factors
- Prior Trust Exposure
- Data Enrichment
- Additional Comments
- System

Patient Age To: | Sex: -All-

---

**Line Listings**

Period From: 01/07/2019 | Period To: 16/07/2020 | View Report

Organisation Type: NHS Trust | Organisation Classification: -All-

Region: LONDON, MIDLANDS AND EAST, NC | Data Collection: **Pseudomonas aeruginosa**

Category: Episode Details, System

Question Grouping:
 

- (Select All)
- Episode Details

Field Listing:
 

- Risk Factors
- Prior Trust Exposure
- Data Enrichment
- Additional Comments
- System

Patient Age To: | Sex: -All-

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	NHS Trust	Organisation Classification	-All-	
Region	LONDON, MIDLANDS AND EAST, NC	Data Collection	C. difficile	
Category	Episode Details, System	Organisation	MANCHESTER UNIVERSITY NHS I	
Question Grouping	<input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Episode Details <input checked="" type="checkbox"/> Prior Trust Exposure <input checked="" type="checkbox"/> Risk Factors <input checked="" type="checkbox"/> Legacy Healthcare Interactions <input checked="" type="checkbox"/> Healthcare Interactions (1) <input checked="" type="checkbox"/> Healthcare Interactions (2) <input checked="" type="checkbox"/> Healthcare Interactions (3) <input checked="" type="checkbox"/> Healthcare Interactions (4) <input checked="" type="checkbox"/> Healthcare Interactions (5) <input checked="" type="checkbox"/> Healthcare Interactions (6) <input checked="" type="checkbox"/> Healthcare Interactions (7) <input checked="" type="checkbox"/> Healthcare Interactions (8) <input checked="" type="checkbox"/> Healthcare Interactions (9) <input checked="" type="checkbox"/> Inpatient Details <input checked="" type="checkbox"/> Data Enrichment <input checked="" type="checkbox"/> Additional Comments <input checked="" type="checkbox"/> System	Sector	NHS	
Field Listing		Patient Age From	0	
Patient Age To		Sex	-All-	

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	NHS Trust	Organisation Classification	-All-	
Region	LONDON, MIDLANDS AND EAST, NC	Data Collection	QMLR	
Category	System	Organisation	MANCHESTER UNIVERSITY NHS I	
Question Grouping	<input checked="" type="checkbox"/> (Select All) <input checked="" type="checkbox"/> Quarterly Mandatory Lab Return <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Aggregate	Sector	NHS	
Field Listing		Patient Age From	0	
Patient Age To		Sex	-All-	

## Organisation

Refers to the specific Organisation, of 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 13). 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 14).

Figure 13: 'Organisation' parameter for Organisation Unit.

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	NHS Trust	Organisation Classification	-All-	
Region	LONDON, MIDLANDS AND EAST, NC	Data Collection	MRSA	
Category	Episode Details, System	Organisation	MANCHESTER UNIVERSITY NHS I	
Question Grouping	Episode Details - Specimen Details, I	Sector	<input checked="" type="checkbox"/> MANCHESTER UNIVERSITY NHS FOUNDATION TRUST <input type="checkbox"/> ROYAL FREE LONDON NHS FOUNDATION TRUST <input type="checkbox"/> WEST HERTFORDSHIRE HOSPITALS NHS TRUST	
Field Listing	Specimen Date, Type of Specimen D	Patient Age From		
Patient Age To	150	Sex		

Figure 14: 'Organisation' parameter options for National 'Organisation Type'\*

\* User logged in as PHE (National) with search limited to PHE Centre 'Organisation Type' and Midlands and East 'Region'

## Question Grouping

Allows specific subsections of data to be displayed as defined by the 'Data Collection' and 'Category' parameters; for example, selecting MRSA from 'Data Collection', 'Episode Details' from 'Category' and 'Episode Details-Specimen Details' from 'Question Grouping' will result in only data fulfilling these conditions being displayed in the final report – in this instance 'Specimen Date', 'Type of Specimen Date', 'Specimen No', 'Laboratory where specimen processed Code', 'Laboratory where specimen processed' and 'Other Laboratory' (Figure 15).

Figure 15: 'Question Grouping' parameter options\*

\* 'Data Collection' is 'MRSA' and Category limited to 'Episode Details'.

## Sector

This will filter cases reported by either the (e.g. NHS Trusts) or by Independent Sector organisations (Figure 16). Only national and sub-national 'Organisation Types' will be able to filter cases by this parameter to 'All', 'NHS' or 'Independent Sector', with the default option being 'NHS' (Figure 17a,b).

Figure 16: 'Sector' default options for Organisation Units.

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	Independent Sector Healthcare Provider Site	Organisation Classification	-All-	
Region	MIDLANDS AND EAST,NORTH OF I	Data Collection	MRSA	
Category	Episode Details, System	Organisation	BMI THE EDGBASTON HOSPITAL, I	
Question Grouping	Episode Details - Specimen Details, I	Sector	Independent	
Field Listing	Specimen Date, Type of Specimen D	Patient Age From	0	
Patient Age To	150	Sex	-All-	

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	NHS Trust	Organisation Classification	-All-	
Region	NATIONAL	Data Collection	MRSA	
Category	Episode Details, System	Organisation	AINTREE UNIVERSITY HOSPITAL, I	
Question Grouping	Episode Details - Specimen Details, I	Sector	NHS	
Field Listing	Specimen Date, Type of Specimen D	Patient Age From	0	
Patient Age To	150	Sex	-All-	

Figure 17a: 'Sector' parameter options for Subnational 'Organisation Types'.

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	Public Health England Centre	Organisation Classification	-All-	
Region	NATIONAL	Data Collection	MRSA	
Category	Episode Details, System	Organisation	LONDON	
Question Grouping	Episode Details - Specimen Details, I	Sector	NHS	
Field Listing	Specimen Date, Type of Specimen D	Patient Age From		
Patient Age To	150	Sex		

Sector dropdown menu options: NHS, -All-, Independent, NHS

Figure 17b: 'Sector' parameter options for National 'Organisation Types'.

Line Listings

Period From	01/07/2019	Period To	16/07/2020	View Report
Organisation Type	Department of Health	Organisation Classification	-All-	
Region	NATIONAL	Data Collection	MRSA	
Category	Episode Details, System	Organisation	DEPARTMENT OF HEALTH	
Question Grouping	Episode Details - Specimen Details, I	Sector	NHS	
Field Listing	Specimen Date, Type of Specimen D	Patient Age From		
Patient Age To	150	Sex		

Sector dropdown menu options: NHS, -All-, Independent, NHS

## Field Listing

Allows you to select data for specific data fields (questions) as per Case Capture. Options available depend on 'Data Collection', 'Category' and 'Question Grouping' parameters previously selected (e.g. selecting 'MRSA' from 'Data Collection', 'Episode Details' from 'Category', 'Episode Details' from 'Question Grouping' and selecting all fields in 'Field Listing' will result in displaying all of these variables in the Line Listings report) generated (Figure 18).

Figure 18: 'Field Listing' parameters\*

The screenshot shows the 'Line Listings' filter interface. The 'Field Listing' dropdown is open, showing a list of data fields with checkboxes. The 'Data Collection' dropdown is set to 'MRSA', 'Category' to 'Episode Details', and 'Question Grouping' to 'Episode Details - Specimen Details'. The 'Patient Age To' dropdown is set to '(Select All)'. A 'View Report' button is visible on the right.

\* 'Data Collection' is set to 'MRSA', 'Category' is set to 'Episode Details' and 'Question Grouping' is set to 'Episode Details- Specimen Details'.

## Patient Age From and Patient Age To

These parameters limit the search result to cases reported in patients within a specified age range.

**'Patient Age From'**- this parameter allows you to narrow down the Line Listings report to cases in patients equal to or above a specified age. The default option is '0' (Figure 19). This is a free text field.

**(N.B. C. difficile infections in patients aged under 2 years are not mandatory to report; the patient age from should be set to 2 to replicate official PHE outputs)**

Figure 19: 'Patient Age From' parameter default option.

The screenshot shows the 'Line Listings' configuration page. The 'Patient Age To' field is highlighted with a red box and contains the value '150'. Other fields include 'Period From' (01/07/2019), 'Period To' (16/07/2020), 'Organisation Type' (Public Health England (National)), 'Region' (NATIONAL), 'Category' (Episode Details, System), 'Question Grouping' (Episode Details - Specimen Details, I), 'Field Listing' (Specimen Date, Type of Specimen D), 'Organisation Classification' (-All-), 'Data Collection' (C. difficile), 'Organisation' (PUBLIC HEALTH ENGLAND), 'Sector' (NHS), and 'Sex' (-All-). A 'View Report' button is located on the right side.

**‘Patient Age To’** - this parameter allows you to narrow down the Line Listings report to cases from patients equal to or below a specified age. The default option is ‘150’ (Figure 20). This is a free text field.

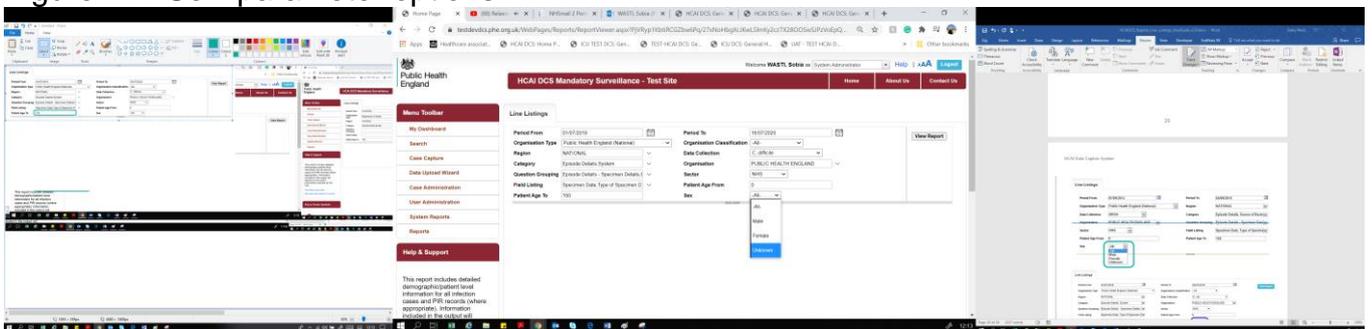
Figure 20: ‘Patient Age To’ parameter default option.

This screenshot is identical to Figure 20, showing the 'Line Listings' configuration page with the 'Patient Age To' field highlighted in red and containing the value '150'.

## Sex

This parameter allows you to restrict the data included in the report by patient gender. The default option is ‘All’, with other options being available from the drop-down menu: ‘Male’, ‘Female’ and ‘Unknown’ (Figure 21).

Figure 21. ‘Sex’ parameter options.



## View Report

Selecting ‘View Report’ enables you to view the records specified by your previously made parameter selections (Figures 22, 23). Please note ‘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 22: 'View Report' functionality.

Figure 23: Example of the 'View Report' output.

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

**EXPORT**

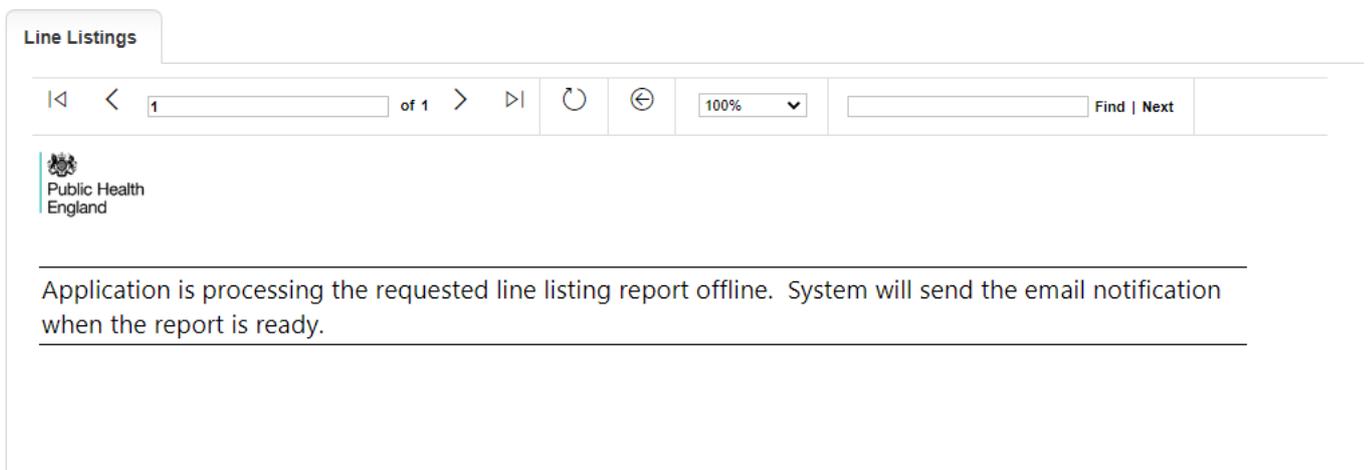
ID	Data Collection Date	Data Collection	Reporting Organisation Code	Specimen Date	Type of Specimen Date	Specimen No
902904	02/07/2019	MRSA	RYJ	02/07/2019	Date Specimen Taken	A123456
902967	02/07/2019	MRSA	RPA	02/07/2019	Date Specimen Taken	A123456
903043	02/07/2019	MRSA	R0B	02/07/2019	Date Specimen Taken	A123456

## Export Report

Selecting 'Export' from above the 'View Report' output enables the export of all records fulfilling the previously specified criteria. The output is in .txt format. The download progress is conducted offline and the message in Figure 25 is displayed. Once the download is completed, a smaller window will pop up giving you options to open or save the file, or cancel the export (Figure 26).

Figure 24. Export functionality.

Figure 25: Progress message of export functionality.



## My Line Listing Report

In order to view the progression of the export, the user will need to select the 'My Line Listings Report' option from the Menu toolbar. This will produce a results window (Figure 27) listing all the reports generated by the user.

Figure 26. My Line Listings Report option

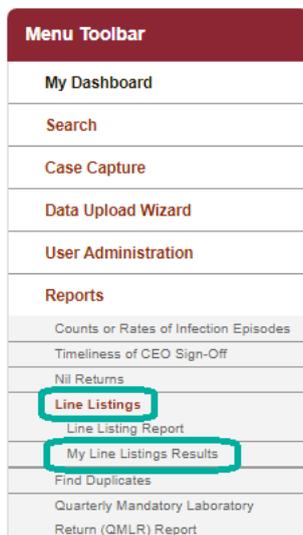


Figure 27. My Line Listings Report results window.

	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
<a href="#">Download</a>	01-07-2010	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	MRSA	Completed	WASTI, Sobia2020071616	16-07-2020 16:48
<a href="#">Download</a>	01-07-2019	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	MRSA	Downloaded	WASTI, Sobia2020071616	16-07-2020 16:32

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

- period from and 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 28.)

Figure 28. Different statuses of file processing

	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
<a href="#">Download</a>	01-07-2010	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	MRSA	Completed	WASTI, Sobia2020071616	16-07-2020 16:48
<a href="#">Download</a>	01-07-2019	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	MRSA	Downloaded	WASTI, Sobia2020071616	16-07-2020 16:32
	01-07-2011	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	E. coli	In Progress		16-07-2020 17:43

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 28).

	Period From	Period To	Organisation Name	Data Collection	File Processing Status	File Name	Created Date
<a href="#">Download</a>	01-07-2010	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	MRSA	Completed	WASTI, Sobia2020071616	16-07-2020 16:48
<a href="#">Download</a>	01-07-2019	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	MRSA	Downloaded	WASTI, Sobia2020071616	16-07-2020 16:32
	01-07-2011	16-07-2020	MANCHESTER UNIVERSITY NHS FOUND/	E. coli	In Progress		16-07-2020 17:43

Please note, occasionally the email is filtered into junk/spam inboxes, thus users are requested to check these inboxes, prior to contacting the DCS support team.

Figure 28. Email received on completion of exporting of your data.



### 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 29.)in the My Line Listings results window the file will be downloaded onto the user’s PC.

Figure 29. My Line listings results window when file is ready to be downloaded.

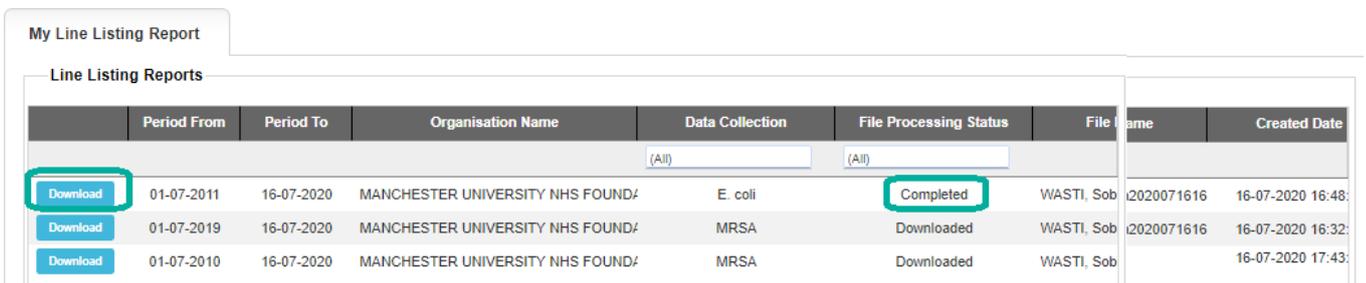
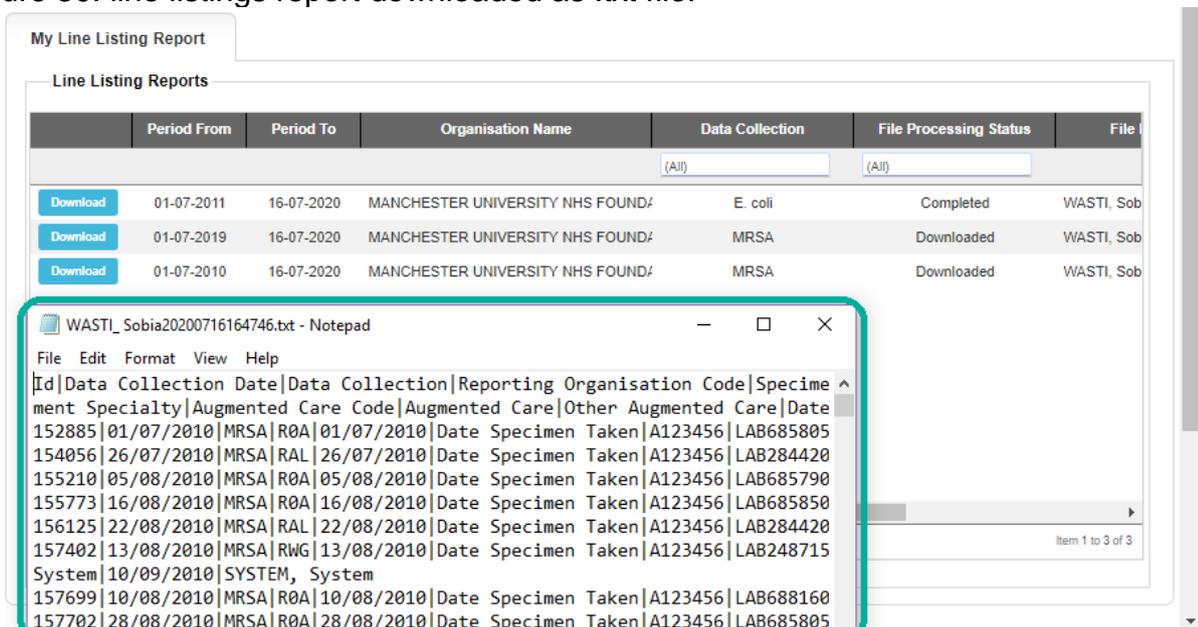


Figure 30. line listings report downloaded as .txt file.

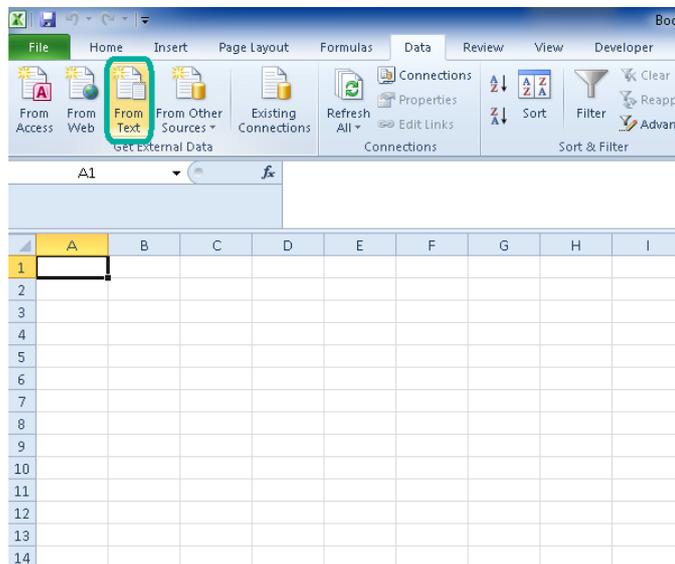


The filename will always start with the users surname\_first name followed by the date of extraction. This file must be saved to a location where the user can easily navigate to.

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.

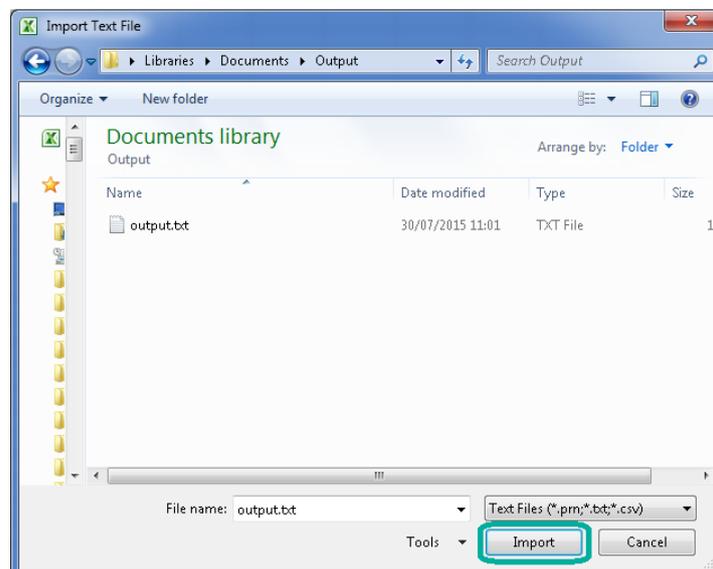
- Open a new Microsoft Excel workbook
- Select the **“From Text”** option from the **“Data”** tab

Figure 31: Importing text file



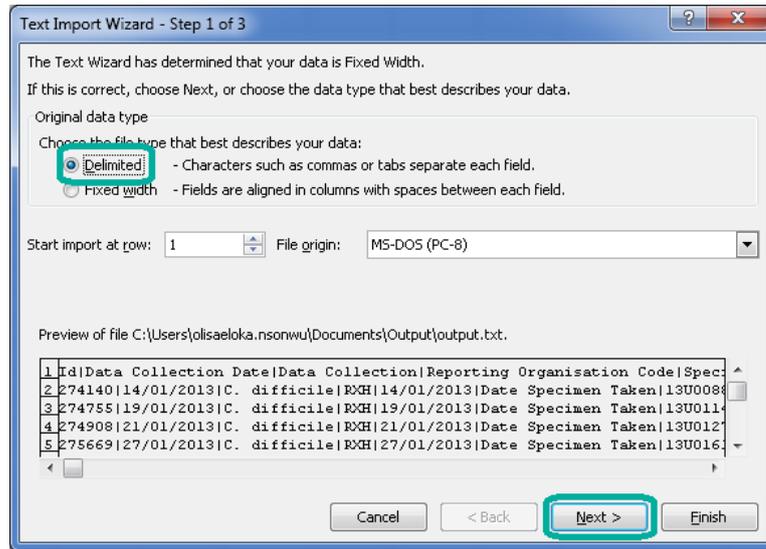
- A browse window will then pop up. Select the output file and click **“Import”**

Figure 32: Import text file browse window



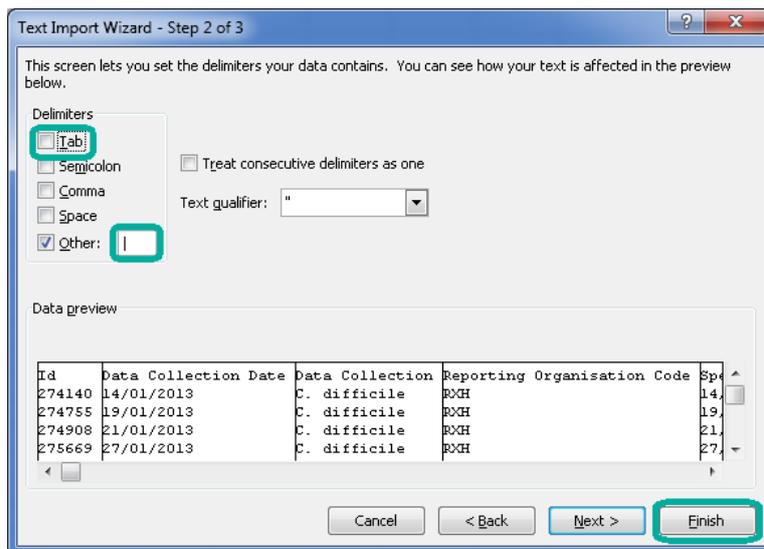
- This will launch the **Text Import Wizard**. In Step 1 change the file type to **“Delimited”** and click **“Next”** to move to Step 2 as shown below.

Figure 33: Text Import Wizard – Step 1



- Under **“Delimiters”** untick the **“Tab”** option and type in the **“|”** (**“pipe”**) character in text box beside the **“Other”** option. This is usually located at the bottom left corner of your keyboard (Fig 35). Click the **“Finish”** button to complete the import.

Figure 34: Text Import Wizard – Step 2



- In the next prompt leave the options as show below and click **“ok”**

Figure 35: “|” (Pipe) character on the keyboard



Figure 36: Position on worksheet to import data



- Once completed you should have a sheet similar to that shown below.

Figure 37: 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
2	274140	14/01/2013 C. difficile	ROH	14/01/2013	Date Specimen Taken	130008815	LAB311005
3	214795	15/01/2013 C. difficile	ROH	15/01/2013	Date Specimen Taken	130011486	LAB311005
4	274908	21/01/2013 C. difficile	ROH	21/01/2013	Date Specimen Taken	130012787	LAB311005
5	275669	27/01/2013 C. difficile	ROH	27/01/2013	Date Specimen Taken	130016184	LAB311005
6	275869	29/01/2013 C. difficile	ROH	29/01/2013	Date Received in Lab	130017066	LAB311005
7	276594	29/01/2013 C. difficile	ROH	29/01/2013	Date Specimen Taken	130017868	LAB311005
8	276976	04/02/2013 C. difficile	ROH	04/02/2013	Date Specimen Taken	130021343	LAB311005
9	277845	05/02/2013 C. difficile	ROH	05/02/2013	Date Specimen Taken	130021968	LAB311005
10	278426	13/02/2013 C. difficile	ROH	13/02/2013	Date Specimen Taken	130026754	LAB311005
11	278771	13/02/2013 C. difficile	ROH	13/02/2013	Date Specimen Taken	130027601	LAB311005
12	278796	13/02/2013 C. difficile	ROH	13/02/2013	Date Specimen Taken	130027264	LAB311005
13	279199	16/02/2013 C. difficile	ROH	16/02/2013	Date Specimen Taken	130029993	LAB311005
14	279201	17/02/2013 C. difficile	ROH	17/02/2013	Date Specimen Taken	130029982	LAB311005
15	279441	19/02/2013 C. difficile	ROH	19/02/2013	Date Specimen Taken	130030999	LAB311005
16	279765	21/02/2013 C. difficile	ROH	21/02/2013	Date Specimen Taken	130032311	LAB311005
17	279969	22/02/2013 C. difficile	ROH	22/02/2013	Date Specimen Taken	130032264	LAB311005
18	281300	03/03/2013 C. difficile	ROH	03/03/2013	Date Specimen Taken	130038930	LAB311005
19	281472	26/02/2013 C. difficile	RRV	26/02/2013	Date Received in Lab	130112888	LAB295500
20	282649	10/03/2013 C. difficile	ROH	10/03/2013	Date Specimen Taken	130040600	LAB311005
21	282809	08/03/2013 C. difficile	ROH	08/03/2013	Date Specimen Taken	130040821	LAB311005
22	283079	13/03/2013 C. difficile	ROH	13/03/2013	Date Specimen Taken	130045740	LAB311005
23	283094	10/03/2013 C. difficile	ROH	10/03/2013	Date Specimen Taken	130045795	LAB311005
24	284001	21/03/2013 C. difficile	ROH	21/03/2013	Date Specimen Taken	130050915	LAB311005
25	284267	22/03/2013 C. difficile	ROH	22/03/2013	Date Specimen Taken	130051645	LAB311005
26	284226	24/03/2013 C. difficile	ROH	24/03/2013	Date Specimen Taken	130052148	LAB311005
27	284640	25/03/2013 C. difficile	ROH	25/03/2013	Date Specimen Taken	130053427	LAB311005
28	284791	27/03/2013 C. difficile	ROH	27/03/2013	Date Specimen Taken	130054535	LAB311005
29	284795	29/03/2013 C. difficile	ROH	29/03/2013	Date Specimen Taken	130054812	LAB311005
30	285932	03/04/2013 C. difficile	ROH	03/04/2013	Date Specimen Taken	130057398	LAB311005
31	286364	03/04/2013 C. difficile	ROH	03/04/2013	Date Specimen Taken	6161570	LAB361789
32	287821	13/04/2013 C. difficile	ROH	13/04/2013	Date Specimen Taken	130062574	LAB311005
33	289446	25/04/2013 C. difficile	ROH	25/04/2013	Date Specimen Taken	130071864	LAB311005
34	289462	26/04/2013 C. difficile	ROH	26/04/2013	Date Specimen Taken	130071403	LAB311005
35	289778	29/04/2013 C. difficile	ROH	29/04/2013	Date Specimen Taken	130072467	LAB311005
36	291651	09/05/2013 C. difficile	ROH	09/05/2013	Date Specimen Taken	130077822	LAB311005
37	292972	14/05/2013 C. difficile	ROH	14/05/2013	Date Specimen Taken	130082944	LAB311005
38	293544	20/05/2013 C. difficile	ROH	20/05/2013	Date Specimen Taken	130084852	LAB311005

- 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”.