

HCAI PPS Data Capture System User Guide

Line Listings Report

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Document History

Revision Date	Author	Version
25/09/2023	UK Health Security Agency	1.04

Introduction

The Line Listings Report provides case level information on each case/record reported to the Healthcare-associated Infection Point Prevalence Survey (HCAI PPS) Data Capture System (DCS). The information provided by this report will depend on the logged in user's roles and permissions as well as their organisational type (Please see <u>'Roles and Permissions User Guide'</u>).

The Line Listings Report allows a user to view cases mapped to their Organisation, for example a user from a Ward would view cases in the Line Listings report for all patients mapped to their Ward

Accessing Line Listings reports

To access the Line Listings Report, log in to the HCAI PPS DCS using your user name and password, select 'Reports' from the 'Menu Toolbar' and then select 'Line Listings' and 'Line Listings report' (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' are dependent on the users' Organisation and their roles and permissions. Most of these options are pre-set and cannot be changed. For example, an HCAI PPS Data Entry user will only have access to their patients'and/or ward's data.



Figure 1: Selection of Line Listings Report

Figure 2: Line Listings Report: Data parameters

UK Health Security Agency	HCAI DCS	S Mandatory Surve	illance			
Menu Toolbar	Line Listings					
Search	Period From	01/07/2022		Period To	27/07/2023	Ē
Case Capture	Organisation Type	HCAI PPS Ward V		Organisation Classification	-All- 🗸	
Data Upload Wizard	Region	LONDON	~	Data Collection	<select a="" value=""> 🗸</select>	
but opicut meard	Category		~	Organisation		~
Reports	Question Grouping		~	Sector	×	
	Field Listing		~	Patient Age From		
lelp & Support	Sex	-All-		Patient Age To	150	

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'- restricts the report to infection episodes with a specimen date (date of specimen collection or date received by the laboratory) on/after a specified date, that is, 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 the previous year, that is on 27 July 2023 it will show Period From 1 July 2022.

Figure 3: 'Period From' parameter

l	ine Listings														
	Period From	0	1/07	7/202	2							Period To	27/07/2023		View Report
	Organisation Type	1	4		Ju	ily 202	22		→			Organisation Classification	-All- 🗸		
	Region	-	<u>M</u> .	<u>T</u>	. <u>W</u>	_T20	F	F <u>S</u>		<u>5.</u>	~	Data Collection	<select a="" value=""> 🗸</select>		
	Category		4	5	6	7	د	89	1	0	\sim	Organisation] ~	
	Question Grouping		11	12	13	14	1	5 16	1	7	\sim	Sector	\checkmark		
	Field Listing		18	19	20	21	2	2 23	2	4	~	Patient Age From]	
	Sex	l	25	26	27	28	2	9 30	3	1		Patient Age To	150]	
	Sampling Criteria	N	oda	/ is 27	July 2	023			_						

'Period To'- restricts the report to infection episodes with a specimen date (date of specimen collection or date received by the laboratory) on/before a specified date, that is, 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, that is it will show 27/07/2023 on 27 July 2023.

Figure 4: 'Period To' data field

Line Listings										
Period From	01/07/2022		Period To	27/0	7/202	3				
Organisation Type	HCAI PPS Ward V		Organisation Classification	-		Jul	ly 2023	;		•
Region	LONDON	\sim	Data Collection	_ <u>M</u>	 27	 28	 20		<u>S</u>	2
Category		\sim	Organisation	3	4	5	6	7	8	9
Question Grouping		\sim	Sector	10	11	12	13	14	15	16
Field Listing		\sim	Patient Age From	17	18	19	20	21	22	23
Sex	-All- 🗸		Patient Age To	24	25	26	27	28	29	30
Sampling Criteria	~			31	1	2	3	4	5	6

Organisation Type

This is defaulted to the organisation type relevant for your role within the HCAI PPS (as selected when registered on the HCAI PPS DCS). For example, HCAI PPS Data Entry users will be able to select HCAI PPS Ward (Figure 5)

Figure 5: 'Organisation Type' parameter for HCAI PPS Data Entry roles, HCAI PPS Ward

	Line Listings						
	Period From	01/07/2022	i	Period To	27/07/2023		View Report
L	Organisation Type	HCAI PPS Ward V		Organisation Classification	-All- 🗸		
۲	Region	LONDON	~	Data Collection	<select a="" value=""> 🗸</select>		
	Category		\checkmark	Organisation] ~	
	Question Grouping		\checkmark	Sector	\sim		
	Field Listing		\sim	Patient Age From]	
	Sex	-All-		Patient Age To	150]	
	Sampling Criteria	\checkmark					

Region

Refers to the respective geographical region of the 'Organisation' and is defaulted to the region of the Ward (Figure 6).

Figure 6: 'Region' parameter

ine Listings						
Period From	01/07/2022		Period To	27/07/2023		View Repo
Organisation Type	HCAL PPS Ward V		Organisation Classification	-All-		Them Repo
Region	LONDON		Data Collection	<select a="" value=""> 🗸</select>		
Category		~	Organisation] ~	
Question Grouping		~	Sector	\checkmark		
Field Listing		~	Patient Age From]	
Sex	-All- 🗸		Patient Age To	150]	
Sampling Criteria	~					

Data Collection

This parameter limits the search result to either reported cases for HCAI PPS Patient or HCAI PPS Ward if the user is entering data for a Ward (Figure 7).

Figure 7: Data Collection parameter

Line Listings						
Period From	01/07/2022		Period To	27/07/2023		View Report
Organisation Type	HCAI PPS Ward V	_	Organisation Classification	-All-		
Region	LONDON	~	Data Collection	<select a="" value=""> 🗸</select>		
Category] ~	Organisation	Select a Value>] ~	
Question Grouping] ~	Sector	HCAI PPS Ward		
Field Listing] ~	Patient Age From]	
Sex	-All-		Patient Age To	150]	
Sampling Criteria	~					

Category

Allows you to select a subset of data from each of the tabs available on case capture (Figure 8). Please note that the options available are specific to individual 'Data Collection' options and relate to the user role as shown in Figure 7a (HCAI PPS Data Entry users) and Figure 7b. The default is to have a minimum dataset selected – these again are different based on the 'Data Collection' selected. If you want a more detailed dataset then use the 'Category' drop-down menu to select all of the relevant parts from the Case Capture record you require (Figure 8).

Figure 8: 'Category' parameter drop-down for 'HCAI PPS Patients'

Line Listings					
Period From	01/07/2022		Period To	27/07/2023	View Repor
Organisation Type	HCAI PPS Ward V		Organisation Classification	-All-	
Region	LONDON	\sim	Data Collection	HCAI PPS Patient	
Category	Patient Details,System	\sim	Organisation		
Question Grouping	(Select All)	~	Sector	NHS 🗸	
Field Listing	Patient Details	~	Patient Age From	0	
Sex	AMU1		Patient Age To	150	
Sampling Criteria	AMU2				
	System				

Please note: the 'System' category includes system-generated fields, such as patient age.

Organisation

Refers to the specific Organisation for which data will be displayed. This parameter will default to the 'Organisation' you are logged in as (Figure 9).

Figure 9: 'Organisation - Region' parameter for Organisation Unit

Period From 01/	1/07/2022		Period To	27/07/2023		
	ICAI PPS Ward V					View Repo
Organisation Type HC			Organisation Classification	-All- 🗸		Ten Repo
Region LOI	ONDON	\sim	Data Collection	HCAI PPS Patient V		
Category Pat	atient Details,System	\sim	Organisation	Ward A		
Question Grouping Epi	pisode Details - Patient Details,Sys	\checkmark	Sector	Ward B		
Field Listing We	/eek No,Month No,Year No,NHS Ni	\sim	Patient Age From	Ward C		
Sex -Al	All- 🗸		Patient Age To			
Sampling Criteria -Al	All- 🗸				<i>li</i> .	

Sector

This parameter is defaulted to the healthcare sector of the ward for HCAI PPS Data Entry users (Figure 10).

Figure 10: 'Sector' parameter for Ward 'Organisation Type'

L	ine Listings						
	Period From	01/07/2022		Period To	27/07/2023		View Report
	Organisation Type	HCAI PPS Ward V		Organisation Classification	-All-		them report
	Region	LONDON	· ~	Data Collection	HCAI PPS Patient V		
	Category	Patient Details,System	~	Organisation		_	
	Question Grouping	Episode Details - Patient Details,Sys] ~	Sector	NHS 🗸		
	Field Listing	Week No, Month No, Year No, NHS Nu] ~	Patient Age From	0]	
	Sex	-All-		Patient Age To	150		
	Sampling Criteria	-All- 🗸					

Question Grouping

Refers to subgroups of questions/fields from case capture that will be displayed on the Line Listings Report. The available options depend on selection of options from 'Data Collection' and 'Category' parameters. For example, selection of 'HCAI PPS Patient ' from 'Data Collection' and 'Patient Details' from 'Category' will result in display of episode specific question groups, in particular Episode Details- Patient Details (Figure 11)

Figure 11: 'Question Grouping' parameter for a specific combination of 'Data Collection' and 'Category' parameters

I	ine Listings						
	Period From Organisation Type Region	01/07/2022 HCAI PPS Ward V	~	Period To Organisation Classification Data Collection	27/07/2023 -All-		View Report
	Category Question Grouping Field Listing Sex	Patient Details Episode Details - Patient Details Zepisode Details - Patient Details) }	Organisation Sector Patient Age From Patient Age To	NHS ▼ 0 150]	
	Sampling Criteria					-	

Please note: the 'System' category includes system-generated fields, such as Data Collection Date.

Field Listing

Refers to specific fields from case capture that will be displayed on the Line Listings Report. The available options depend on the selection of options from 'Data Collection', 'Category' and 'Question Grouping' parameters. For example, selection of 'HCAI PPS Patient' from 'Data Collection', 'Patient Details' from 'Category' and 'Episode Details- Specimen Details' from 'Question Grouping' will result in display of fields specific for the specimen, in particular the 'NHS Number', 'Hospital number' and 'Sex of the reported case' (Figure 12). The User can further decide to include all or only some of these in the report by deselecting/selecting specific options (Figure 13).

Figure 12: 'Field Listing' parameter for a specific combination of 'Data Collection', 'Category' and 'Question Grouping' parameters

Line Listings					
Period From	01/07/2022		Period To	27/07/2023	View Report
Organisation Type	HCAI PPS Ward V		Organisation Classification	-All-	
Region	LONDON	~	Data Collection	HCAI PPS Patient V	
Category	Patient Details	~	Organisation		
Question Grouping	Episode Details - Patient Details	~	Sector	NHS V	
Field Listing	NHS Number, Hospital number, Sex o	~	Patient Age From	0	
Sex	✓ (Select All) ✓ NHS Number		Patient Age To	150	
Sampling Criter a	 Hospital number Sex of the reported case 	J			

Figure 13: Line Listings Report headings based on parameter selection in Figure 12.

ID	Date of Survey	Data Collection	n	Ward Name Code	NHS Number	Hospital number	Sex of the reported case
Organisation	-All-	Sampling Criteria	-All-				
Patient Age From	0 - 150	Sex	-All-	Sector	NHS		
Category	Patient Details	Question Grouping	-All-	Field Listing	-All-		
Period To	27/07/2023	Region	-All-	Data Collection	HCAI PPS Patient		
Period From	01/07/2022	Organisation Type	HCAI PPS Ward	Organisation	-All-		

Patient Age From and To

Allows users to select age range of patients to be included in the report. The default values are 0 to 150 years (Figure 14).

Figure 14: 'Patient Age From' and 'Patient Age To' parameter.

Line Listings					
Period From	01/07/2022		Period To	27/07/2023 Vi	iew Report
Organisation Type	HCAI PPS Ward V		Organisation Classification	-All-	
Region	LONDON] ~	Data Collection	HCAI PPS Patient V	
Category	Patient Details] ~	Organisation		
Question Grouping	Episode Details - Patient Details] ~	Sector	NHS	
Field Listing	NHS Number, Hospital number, Sex of] ~	Patient Age From	0	
Sex	-All-		Patient Age To	150	
Sampling Criteria	-All- 🗸				

Sex

Allows users to select a subset of data based on gender. Available options are '-All-', 'Male', 'Female', 'Other (e.g., transsexual)' and 'Unknown' (<u>Figure 15</u>).

Figure 15: 'Sex' parameter.

Line Listings						
Period From	01/08/2022		Period To	10/08/2023		View Dement
Organisation Type	HCAI PPS Ward V		Organisation Classification	-All- v	_	view Report
Region	LONDON	\sim	Data Collection	HCAI PPS Patient V		
Category	Patient Details, Patient Details 2, AMU1	\sim	Organisation	PRINCESS GRACE HOSPITAL - 2nd	~	
Question Grouping	Episode Details - Patient Details, Patie	\sim	Sector	NHS V		
Field Listing	Week No,Month No,Year No,NHS Nun	\sim	Patient Age From	0		
Sex	-All-		Patient Age To	150		
Sampling Criteria	-All-					
	Male					
	Female					
	Other (e.g., transsexual)					
	Unknown					

To run the Line Listing Report

Selecting 'View Report' enables you to view the records specified by your previously made parameter selections (Figure 16 and Figure 17). Please note the '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 16: 'View Report' functionality

Line Lis	tings					
Period F	rom	01/07/2022		Period To	27/07/2023	View Report
Organisa	ation Type	HCAI PPS Ward V		Organisation Classification	-All-	
Region		LONDON	\sim	Data Collection	HCAI PPS Patient V	
Category	y	Patient Details	\sim	Organisation		
Question	n Grouping	Episode Details - Patient Details	\sim	Sector	NHS V	
Field Lis	ting	NHS Number, Hospital number, Sex o	\sim	Patient Age From	0	
Sex		-All-		Patient Age To	150	
Samplin	g Criteria	-All- 🗸				

Export Report

Selecting 'Export' from the 'View Report' output (<u>Figure 17</u>) enables the export of all records fulfilling the previously specified criteria. The output is in .txt format. The download progress is conducted offline and a system message is displayed (<u>Figure 18</u>).

Figure 17: Example of the 'View Report' output

classification												
ganisation -	All-	Sampling Criteria	a -All-									
tient Age From 0) - 150	Sex	-All-				Sector	NHS	i			
tegory P	Patient Details	Question Grouping	-All-				Field Listing	-All-				
iod To 2	27/07/2023	Region	-All-				Data Collection	HCA	IPPS Patient			
iod From 0	01/07/2022	Organisation Typ	e HCAI	PPS Ware	d		Organisation	-All-				
e line list disp EXPORT	played only shows	25 records. Clic	k Export	t for ful	l report						_	
K Health ecurity gency					Line	Listings					1	
۹ 🗸 ۱		of 1	>	Þ١	\circlearrowright	©	100%	~		Find	Next	
mpling Criteria	-All- V											
x		ital hambel, eex e		Patient	Age To		150					
ld Listing	NHS Number Hosp	ital number Sex o	× ×	Patient		m	0	•				
tegory	Patient Details	ationst Distails	×	Organi	sation		NUC					
gion	LONDON		\sim	Data C	ollection		HCAI PPS	Patient N	•			
ganisation Type	HCAI PPS Ward V	•		Organi	sation Cl	assification	-All-		~			
eriod From	01/07/2022			Period	То		27/07/2023					

Figure 18: Progress message of export functionality

⊲ < 1	of 1 >	⊳। () (100% 🗸	
UK Health Security Agency					

My Line Listing Report

In order to view the progress of the export, the user will need to select 'My Line Listings Results' (Figure 19) from the Menu Toolbar. This will produce a results window (Figure 20) listing all the reports generated by the user.

Figure 19: 'My Line Listings Results' option



Figure 20: 'My Line Listing Report' window

Line Listing Reports	6					
Created Date	Recurrence Exists?	Period From	Period To	Organisation Name	Data Collection	File Processing
					(All)	(All)
27-07-2023 10:57:24	No	01-Jul-2022	27-Jul-2023		HCAI PPS Patient	In Progress

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

- Date and time the report was generated
- Period From and Period To of the data extracted
- Organisation Name
- Data Collection
- Status of the file being exported
- Name of the user who generated the report

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 21).

Figure 21: Different statuses of file processing

Line	Listing Reports						
	Recurrence Exists?	Period From	Period To	Organisation Name		Data Collection	File Processing Status
					(All)		(All)
:24	No	01-Jul-2022	27-Jul-2023		1	HCAI PPS Patient	In Progress

Once the line listing report is ready for the user to download, an email will be generated by the HCAI PPS 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 22).

Figure 22: Email received on completion of exporting of your data

PHE Data Capture System: Line Listing Export Request Completed



HCAI DBMail <HcaiDcs@phe.gov.uk>



Your line listing report is now ready to download from the DCS. Please navigate to the 'My Line Listings page' and download the report file.

This message has been auto-generated, please do not reply to this message

Downloading the Line Listings report

Once the file is complete, a 'Download' button will be enabled at the beginning of the row. By clicking the 'Download' button (<u>Figure 23</u>) in the My Line Listings Results window, the file will be downloaded onto the user's PC.

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

Figure 23: My Line Listings Results window when the file is ready to be downloaded

My Line Listing Report							
	Created Date	Recurrence Exists?	Period From	Period To	Organisation Name		
						(All)	
Download	27-07-2023 10:58:11	No	01-Jul-2022	27-Jul-2023	PRINCESS GRACE HOSPITAL - 2nd Floor, PRINC	(ł

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 in the 'Data' tab (Figure 24)

Importing text files – office 360

Figure 24: Importing the text file



• A browse window will then pop up. Select the output file and click 'Import' (Figure <u>25</u>).

Figure 25: Import text file browse window



• This will launch the **Text Import Wizard**. In Step 1 select Custom from the Delimiter menu (Figure 26).

Figure 26: Text Import Wizard – Step 1

File	Home	Insert Draw P	age Layout	Formulas	Data	Review	View	Help 🔎	Search	ß	Share 🖓
P						$\Box \nabla c$	loor	👫	30		
Get											
Data ~											
Get & Tra	File Origin	n	Del	imiter			ta Type Det	ection			
Δ1	1252: W	estern European (Windo	ws)(Custom		-	ased on first	200 rows	*		Ca
· · · ·			Co	olon							
	ld	Data Collection Date	Data pll Eq	omma wale Sign		D	e of interest	Week No	Month No	Year No	NHS Num
	1031186	08/02/2022	CPE F S F Se	micolon			08/02/20	22 2022W6	2	2022	9999
			Sp	ace							
			Ta	b							
			(Custom							
1				Fixed Width	Custon	n					
2											
4	<										>
5											
6								Load	* Transfo	orm Data	Cancel
7											
•											

 Step 2. Type in the '|' ('pipe') character in text box beside the 'Other' option (Figure 27). This is usually located at the bottom left corner of your keyboard (Figure 28). Note that you may need to hold down the 'Shift' key. The preview window will show how the data will appear in the excel workbook. If you are satisfied, click the 'Load' button to complete the import.

Figure 27: Text Import Wizard – Step 2

tara w		Delimite	er -	Data Type Detect	ion			
1252: Wi	estern European (Windo	NS) VCustr		Based on first 20	0 rows	•		La
ld	Data Collection Date	Data Collection	Reporting Organisation Code	Date of interest	Week No	Month No	Year No	NHS Nu
1031186	08/02/2022	CPE PPS Patient	CRAN2	08/02/2022	2022W6	2	2022	999

Figure 28: '|' (Pipe) character on the keyboard



• Once completed you should have a sheet similar to that shown below (Figure 29).

Figure 29: Example of imported data

Auto	oSave 💽 0	€ E 9~	Q (£ - ÷	Book	1 - Excel		Tabl	Jocelyn Elmes	JE I	五 —		
File	Home	Insert	Draw	Page Layout	Formulas Data	Review	View Help	Desi	gn Query	Q	Search	Ŕ	P
Table N ELMES '⊕' Res	lame: Jocely size Table	Summarize	e with Piv uplicates Range	votTable Insert Slicer	Export Refresh	 ✓ Header R Total Row ✓ Banded R 	ow First Colur Last Colur ows Banded Co	nn nn olumns	✓ Filter Button	Quick Styles ~			
Pro	perties		Tools		External Table Data		Table Style Op	otions		Table Style	s		^
A1	Ŧ	: × •	f _x										~
	A	В	_	С	D		E	<u> </u>				_	
1 Id	Data	B a Collection Da	ate 💌 🛙	C Data Collection	D Reporting Organi	sation Code	E • Date of inter	C	ueries & C	onnect	tions	$\overline{\mathbf{v}}$	×
1 Id 2 10	A Data 31186	B a Collection Da 08/02	ate 🔽 [2/2022 (C Data Collection CPE PPS Patient	D Reporting Organi CRAN2	sation Code	E Date of inter 08/02		ueries & C	onnect	tions	Ţ	×
1 Id 2 10 3	A Data 31186	B a Collection Da 08/02	ate 🔽 [2/2022 (C Data Collection CPE PPS Patient	D Reporting Organi CRAN2	sation Code	E Date of inter 08/02		Ueries & C Jeries Connection	onnect	tions	~	×
1 ld 2 10 3 4	A Data 31186	B a Collection Da 08/02	ate 🔽 [2/2022 (C Data Collection CPE PPS Patient	D Reporting Organi CRAN2	sation Code	Date of interv 08/02		Queries & C Jueries Connection	onnect	tions	~	×
1 Id 2 10 3 4 5	A Data 31186	B a Collection Da 08/02	ate ▼ [2/2022 (C Data Collection CPE PPS Patient	CRAN2	sation Code	Date of inter 08/02		Queries & C ueries Connectio uery	onnect	tions	Ţ	×
1 Id 2 10 3 4 5 6	A Data 31186	B a Collection Da 08/02	ate 🔽 [2/2022 (C Data Collection CPE PPS Patient	CRAN2	sation Code	Date of inter 08/02		Queries & C Ieries Connectio Iuery] Filename	onnect	tions	Ţ	×

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'.

Importing text files - older versions of excel

Figure 30: Importing the text file

X		5- (¥ ▼ ▼	-					
File Home		me Inse	ert Pag	e Layout	Formulas	Data F	Review Viev		
From Fr Access W		From Web	From iro Text So Get Extern	m Other urces * I Data		Refresh All + Conr	Connection Properties Edit Links rections	^s ⊉↓ Z↓	AZA Sort
		A1		- (=	f _x				
		A	В	С	D	E	F	G	
1									
2									
3									
4									
5									
6									
7									

Figure 31: 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 (Figure 32). Figure 32: Text Import Wizard – Step 1

Text Import Wizard - Step 1 of 3									
The Text Wizard has determined that your data is Fixed Width. If this is correct, choose Next, or choose the data type that best describes your data.									
Original data type Charace the file type that best describes your data: Delimited Tixed width - Fields are aligned in columns with spaces between each field.									
Start import at row: 1 🚔 File grigin: MS-DOS (PC-8)	:]								
Preview of file C:\Users\olisaeloka.nsonwu\Documents\Output\output.txt.									
Id Data Collection Date Data Collection Reporting Organisation Code Spec: 2 274140 14/01/2013 C. difficile RXH 14/01/2013 Date Specimen Taken 13U008 3 274755 19/01/2013 C. difficile RXH 19/01/2013 Date Specimen Taken 13U011 4 274908 21/01/2013 C. difficile RXH 21/01/2013 Date Specimen Taken 13U012 5 275669 27/01/2013 C. difficile RXH 27/01/2013 Date Specimen Taken 13U012 4 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2									
Cancel < Back Next > Einish									

• Under 'Delimiters' untick the 'Tab' option and type in the '|' ('pipe') character in text box beside the 'Other' option (<u>Figure 33</u>). This is usually located at the bottom left corner of your keyboard (<u>Figure 34</u>). Note that you may need to hold down the 'Shift' key. Click the 'Finish' button to complete the import.

Figure 33: Text Import Wizard – Step 2

Text Import Wizard - Step	p 2 of 3	? X
This screen lets you set the below.	e delimiters your data contains. You can see how your text is affected in	the preview
Delimiters	Treat consecutive delimiters as one	
Space Other:		
Id Data Colle	ction Date Data Collection Reporting Organisation	Code Spe 🔺
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Figure 34: '|' (Pipe) character on the keyboard

• In the next prompt leave the options as shown below and click 'OK' (Figure 35)



Figure 35: Position on worksheet to import data



 Once completed you should have a sheet similar to that shown below (Figure 36).

Figure 36: Example of imported data

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1	id	Data Collection Date	Data Collect	ion Reporting Organisa	ation Code	Specimen Date	Type of Specimen D	Date 1	Specimen No	Laboratory w	here specimen processed Code	Laboratory where spe
2	274140	14/01/2013	C difficile	RXH		14/01/2013	Date Specimen Tak	en 1	13U008815	LAB311065		BRIGHTON MICROBIO
3	274755	19/01/2013	C. difficile	RXH		19/01/2013	Date Specimen Tak	en 1	13U011486	LAB311065		BRIGHTON MICROBIO
4	274988	21/01/2013	C. difficile	RXH		21/01/2013	Date Specimen Tak	en 1	13U012787	LAB311065		BRIGHTON MICROBIO
5	275669	27/01/2013	C. difficile	RXH		27/01/2013	Date Specimen Tak	en 1	13U016184	LAB311065		BRIGHTON MICROBIO
6	275889	29/01/2013	C. difficile	RXH		29/01/2013	Date Received in La	ab 1	13U017066	LAB311065		BRIGHTON MICROBIO
7	275894	29/01/2013	C. difficile	RXH		29/01/2013	Date Specimen Tak	en 1	13U017068	LAB311065		BRIGHTON MICROBIO
8	276976	04/02/2013	C difficile	RXH		04/02/2013	Date Specimen Tak	en 1	13U021343	LAB311065		BRIGHTON MICROBIO
9	277845	05/02/2013	C. difficile	RXH		05/02/2013	Date Specimen Tak	en 1	13U021968	LAB311065		BRIGHTON MICROBIO
10	278426	13/02/2013	C. difficile	ROCH		13/02/2013	Date Specimen Tak	en 1	13U026734	LAB311065		BRIGHTON MICROBIO
11	278771	13/02/2013	C. difficile	RXH		13/02/2013	Date Specimen Tak	en 1	130027601	LAB311065		BRIGHTON MICROBIO
12	278796	13/02/2013	C. difficile	RXH		13/02/2013	Date Specimen Tak	en 1	130027264	LAB311065		BRIGHTON MICROBIO
13	279199	18/02/2013	C difficile	RXH		18/02/2013	Date Specimen Tak	en 1	13U029593	LAB311065		BRIGHTON MICROBIO
14	279201	17/02/2013	C. difficile	RXH		17/02/2013	Date Specimen Tak	en 1	130029582	LAB311065		BRIGHTON MICROBIO
15	279441	19/02/2013	C. difficile	RXH		19/02/2013	Date Specimen Tak	en 1	13U030999	LAB311065		BRIGHTON MICROBIO
16	279765	21/02/2013	C. difficile	ROOH		21/02/2013	Date Specimen Tak	en 1	130032311	LAB311065		BRIGHTON MICROBIO
17	279989	22/02/2013	C. difficile	RXH		22/02/2013	Date Specimen Tak	en 1	130033264	LAB311065		BRIGHTON MICROBIO
18	281309	03/03/2013	C difficile	RXH		03/03/2013	Date specimen Tak	en 1	130038530	LAB311065		BRIGHTON MICROBIO
19	281472	28/02/2013	C difficile	RRV		28/02/2013	Date Received In La	10	13V112888	LAB285500		UNIVERSITY CULLEGE
20	282649	10/03/2013	C. difficile	ROCH		10/03/2013	Date specimen Tak	en a	130043660	LAB311065		BRIGHTON MICROBIO
21	202087	08/03/2013	C. dimale	PO(PI		08/03/2013	Date specimen Tak	en 1	130043821	LAB311065		BRIGHTON MICROBIO
22	203075	10/03/2013	C difficile	PAR .		10/03/2013	Date Specimen Tak	en i	100043743	LAD211065		BRIGHTON MICROBIO
23	203034	10/03/2013	C difficile	PAR .		10/03/2013	Date specimen Tak	en a	130043795	LABSILIUGS		BRIGHTON MICROBIO
24	204081	22/03/2013	C difficile	RAH RAH		22/03/2013	Date Specimen Tak	en 1	100050615	140311065		BRIGHTON MICROBIO
25	204267	24/02/2013	C difficile	RVH		22/03/2013	Date specimen Tak	en 1	120052149	140311065		BRIGHTON MICROBIO
20	284640	25/03/2013	C difficile	Rich		24/03/2013	Date Specimen Tak	en 1	131/053427	LAB311065		BRIGHTON MICROBIO
28	284751	23/03/2013	C difficile	RXH		27/03/2013	Date Specimen Tak	en 1	131/054535	LAB311065		BRIGHTON MICROBIO
29	284795	28/03/2013	C difficile	Rich		28/03/2013	Date Specimen Tak	en 1	131/054812	148311065		BRIGHTON MICROBIO
30	285932	03/04/2013	C difficile	RXH		03/04/2013	Date Specimen Tak	en 1	13U057398	LAB311065		BRIGHTON MICROBIO
31	286364	03/04/2013	C difficile	RVR		03/04/2013	Date Specimen Tak	en l	8161570	LAB361780		ST RICHARD'S HOSPIT
37	287821	13/04/2013	C difficile	RXH		13/04/2013	Date Specimen Tak	en 1	13U063574	LAB311065		BRIGHTON MICROBIO
32	289.446	25/04/2013	C. difficile	RXH		25/04/2013	Date Specimen Tak	en 1	13U071064	LAB311065		BRIGHTON MICROBIO
34	289462	26/04/2013	C difficile	RKH		26/04/2013	Date Specimen Tak	en 1	13U071403	LAB311065		BRIGHTON MICROBIO
35	289778	29/04/2013	C. difficile	RXH		29/04/2013	Date Specimen Tak	en 1	13U072667	LAB311065		BRIGHTON MICROBIO
36	291651	08/05/2013	C. difficile	RXH		08/05/2013	Date Specimen Tak	en 1	13U077852	LAB311065		BRIGHTON MICROBIO
37	292972	16/05/2013	C. difficile	RXH		16/05/2013	Date Specimen Tak	en 1	13U082944	LAB311065		BRIGHTON MICROBIO
38	293544	20/05/2013	C. difficile	RXH		20/05/2013	Date Specimen Tak	en 1	13U084852	LAB311065		BRIGHTON MICROBIO
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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'.

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the <u>Department</u> of <u>Health and Social Care</u>.

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