



CRANE Database
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CLEFT REGISTRY & AUDIT NETWORK

CRANE Database – Exports.
 Prepared by the CRANE Database Project Team
 June 2016

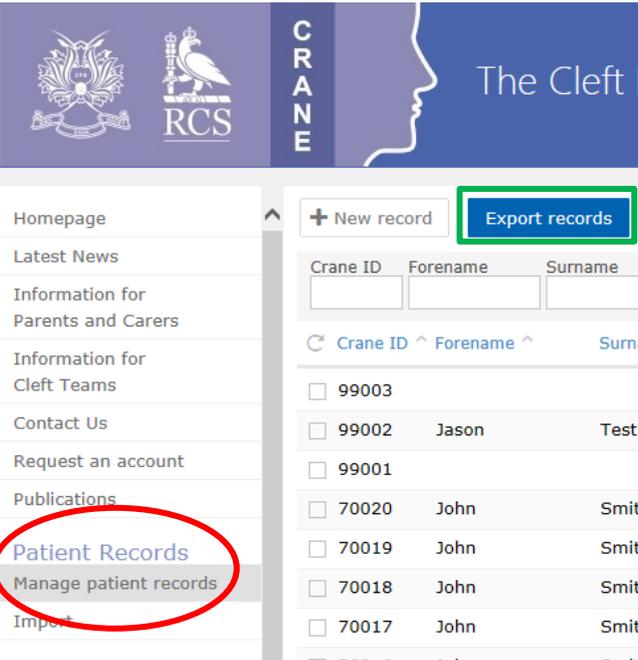
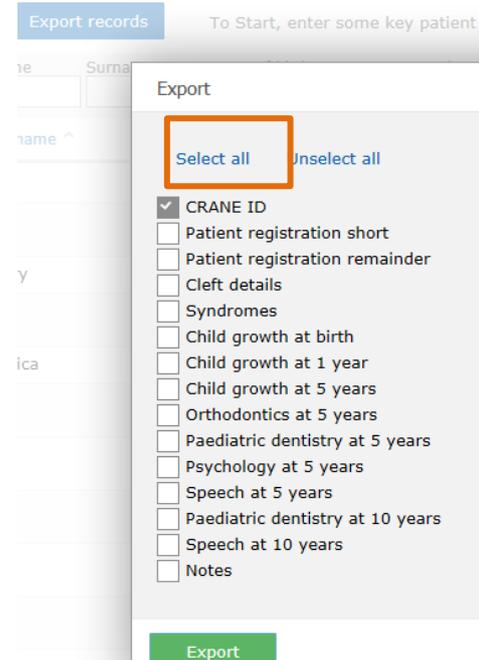
The CRANE Database system ‘Export’ function allows you to download information about the patients registered to your administrative unit. You can choose which patient groups to include in your export and specify whether you want to see all or some of the data fields.

The information can be used to cross-check against internal administrative systems that all relevant patients and outcomes have been registered on the CRANE Database; and that the information supplied is correct. You may also wish to use this information to conduct analyses that are of particular interest to your unit.

1. Export all of your patient records

Log in to the system through the CRANE Website & Database page at www.crane-database.org.uk.

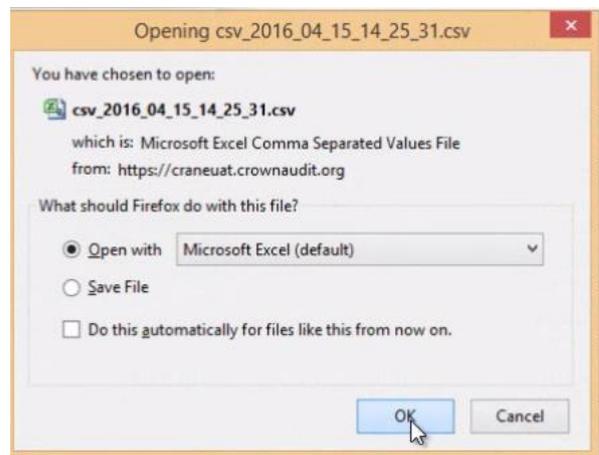
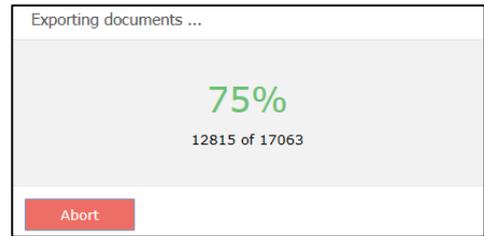
1. Then go to “Manage patient records” area by selecting that option listed in the menu on the left – under “Patient Records” (see below-left in **red**).
2. Once in the “Manage patient records” area, you will be able to immediately export all of your/your unit’s/your region’s patient records by selecting “Export records” – as shown below-left in **green**.

The screenshot shows the CRANE Database interface. On the left, the 'Patient Records' menu item is circled in red. In the main content area, the 'Export records' button is highlighted with a green box. On the right, the 'Export records' dialog box is open, with the 'Select all' button highlighted in an orange box. The dialog box contains a list of data fields to be included in the export, with 'CRANE ID' checked.

Crane ID	Forename	Surname
<input type="checkbox"/> 99003		
<input type="checkbox"/> 99002	Jason	Test
<input type="checkbox"/> 99001		
<input type="checkbox"/> 70020	John	Smit
<input type="checkbox"/> 70019	John	Smit
<input type="checkbox"/> 70018	John	Smit
<input type="checkbox"/> 70017	John	Smit
<input type="checkbox"/> 70016	John	Smit

3. Once you have selected “Export records”, a window will open up (as in above-right) which will allow you to select the sections of your patients’ records that you wish to export. For ease you may “Select all” (above-right in orange) and then ‘Export’.
4. Please refer to the ‘CRANE Database – Data Dictionary’, found in the **Information for Cleft Teams** page of the website. This will provide you with more information on the data items/fields of the sections of the database/patient records; to inform your Export choices (e.g. ‘Cleft Details’ contains 14 data fields such as information on submucous clefts).
5. While you wait for your Export to download, you will be given an indication as to the progress of the export (as right).
6. Once your Export has been downloaded as a single spreadsheet in *.csv file format, you can open and/or save, view and manipulate your data for your own purposes with Microsoft Excel.
7. You will get the option to open and/or save your Export through a pop-up window – such as the one shown right or the one shown below.
8. The column headings for the data fields in your single-spreadsheet Export will match the ‘field names’ listed and detailed in the ‘CRANE Database – Data Dictionary’ – found in the **Information for Cleft Teams** page of the website.



2. Filter your Export

You can filter your Export so that the resulting single-spreadsheet is refined and more useful for your specific query or analysis. You can do this in three ways:

1. Conduct a Basic Search (shown below in blue): You can do this by Crane ID, Forename, Surname, Date of birth, NHS number, Administrative Unit Number and Postcode; and then follow steps 3 onwards of the Export process outlined previously from page 1.

- Basic Searches can be conducted on 1 + of the available fields at once. You can also enter the first part of a name or number e.g. forename ‘Ror’ or postcode ‘SN’. You can use the ‘*’ symbol as a wildcard e.g. NHS number *4567* or surname *brot* to find records containing the specified values within them (not just at the start). Remember to press the search button again each time you add new criteria. The number of records found is indicated by the ‘Documents found’ counter; which will update as you vary the search criteria (the counter is shown on page 3 – Advanced Searches).



2. Conduct an Advanced Search (shown above in purple): This allows you to filter your data by date ranges, consent status, whether or not patients are a current patients, submucous cleft status, LAHSAL code, Pierre Robin status and cleft category; as well as considering where data is missing for these fields. Once you have filtered your data in the ‘Advanced Search’ area, select “Export records” (shown below in green) and follow steps 3 onwards of the Export process outlined previously from page 1.

- Advanced searches allow you to **identify cases eligible for audit** – by refining the criteria for the cases you want to audit or explore further (what some of you may call ‘running reports’). For example, you can search for only consented cases, with a specific cleft type, born between 1 Jan 2000 to 31 Dec 2000. This will automatically give you a count of the children fitting your criteria, and list them (below the CRANE ID, Forename, Surname, etc section. Count and listing area shown below in red).

+ New record **Export records** To Start, enter some key patient details in the Search bars and click Search ⓘ

Advanced search ↑ Standard search

Administrative unit name

Date range: Date of birth

From: 01/01/2000 To: 31/12/2000

Consent status:
 Patient has given written confirmed consent
 Patient has declined to consent
 Consent status unknown - awaiting verification*
 Not possible to verify consent status*
 Not entered/Missing

Current Patient:
 Attending Centre
 Not Attending
 Not entered/Missing

Submucous cleft:
 Yes
 No
 Not entered/Missing

LAHSAL code:

Pierre Robin:
 Yes
 No
 Not entered/Missing

Cleft type category:
 Isolated cleft lip (CL)
 Isolated cleft palate (CP)
 Unilateral cleft lip and palate (UCLP)
 Bilateral cleft lip and palate (BCLP)
 Not entered/Missing

Documents found: 163

Crane ID	Forename	Surname	Date of birth	NHS number	Postcode	Administrative unit name	Consent

3. Manually select the patient records for which you wish to export data. The example below-left shows that 3 records have been selected for export from the “Manage patient records” area, or from a filtered search, by ticking the box to the left of the listed records. The next pop-up window (as below-right) will confirm that you are only exporting ‘selected’ patient records. After this point, you can follow steps 3 onwards of the Export process outlined previously from page 1

Crane ID	Forename	Surname	Date of birth	
<input checked="" type="checkbox"/>	39016	Test	Patient	07/08/1996
<input checked="" type="checkbox"/>	39017	Jane	Salinger	07/08/1996
<input checked="" type="checkbox"/>	39023	Lucian	Skywalker	14/12/2005
<input type="checkbox"/>	39025	Lucy-Leia	Princess	12/07/2005

Export options

To export following documents

Only selected

All

CRANE ID

Patient registration short

Thank you very much for your work with the CRANE Database project.

If you have any questions about this User Guide, or wish to provide us with any feedback on this document, please contact us on 020 7869 6639 or crane@rcseng.ac.uk.