



CRANE Database
 T: 020 7869 6610
 E: crane@rcseng.ac.uk
 W: www.crane-database.org.uk

CLEFT REGISTRY & AUDIT NETWORK

CRANE Database – Exports.

Prepared by the CRANE Database Project Team

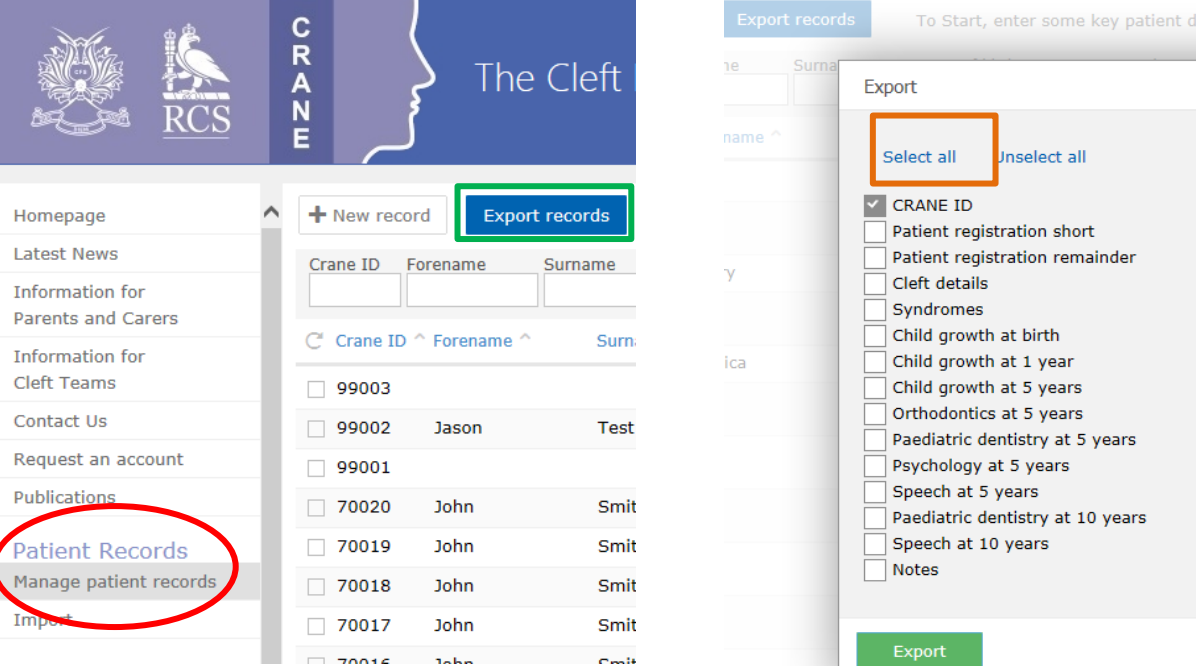
The CRANE Database system ‘Export’ function allows you to download information about the patients registered to your administrative unit. You can choose which patient groups to include in your export and specify whether you want to see all or some of the data fields.

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 and by clicking on the “CRANE Data Entry System” button at the top of the webpage.

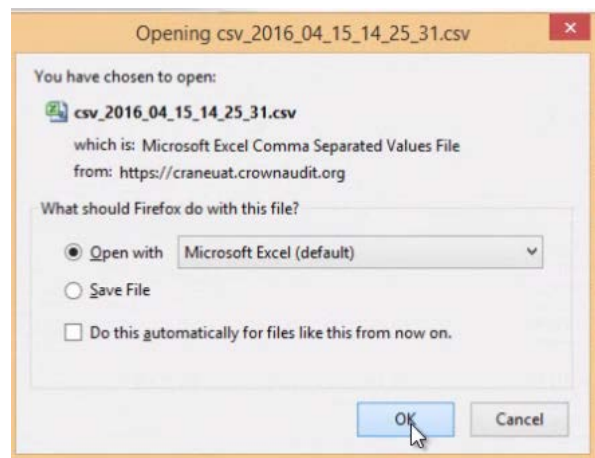
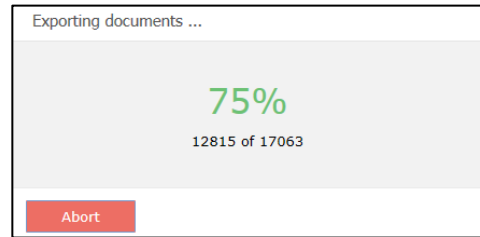
1. Then go to “Manage patient records” area by selecting that option listed in the menu on the left – under “Patient Records” (see below-left in **red**).
2. Once in the “Manage patient records” area, you will be able to immediately export all of your/your unit’s/your region’s patient records by selecting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



The screenshot displays the CRANE Database web interface. On the left, a navigation menu includes 'Patient Records', which is circled in red. The main content area shows a table of patient records with columns for 'Crane ID', 'Forename', and 'Surname'. An 'Export records' button is circled in green. An inset window shows the 'Export' dialog box, where the 'Select all' option is highlighted with an orange box.

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).

