Thursday, January 15, 2009

Instruction for opening and manipulating an ICU or Medicine database search output that has been "saved" to "dataf" subdirectory.

1. ICU DATABASE – Multisearch Program – select dates, unit and site
2. when search is run, you will get window saying: "do you want to print out search criteria" say YES OR NO. It is up to you. This is just a printout of the search criteria you asked multisearch to run.
3. you will then get the result reporting screen.
4. Top right of this screen fill in the dot save to: "DISK". (this is automatically defaulted to PRINTER).
5. Under section: Additional printouts, select "LOG PRINT".
6. Press "PRINT OUT SELECTION BUTTON"
7. you will get a window telling you multisrch saved to C:\tmsx\dataf\mult001.MRC.
   This number will go up every time you save so you don't overwrite the existing search you saved in the dataf folder.   Remember the name and number of this search. If you have other searches save in there you won't know which one it was that you just ran.
   NOTE: Once you have finished all you searches, or when you have time, clean out the dataf folder of all MRC files and any searches you run and save to dataf will start at 001. You can pile up lots of stuff in here, so it would be good to use Mr. Clean.
8. Open your Excel program
9. Go to top tab: FILE, then OPEN and a window will open up "LOOK IN"
10. Find the TMSX folder on your C drive, then go into the DATAF folder.
11. Once you open the DATAF folder, you will not see multi001.MRC that you ran. At the bottom of this screen where is says FILE TYPE: in the drop down list select ALL TYPE(*.*). You should now see you multi001.MRC.   SELECT it and press OPEN.

*** UPDATE (you will SKIP steps 12-19 below, if you do the following two steps).
• A. change the file extension from MRC to CSV.
• B. Now click on this file and it will automatically open up with EXCEL.
You can now move on to step 20. I will rewrite later. Will put instruction on WIKI. Never go around to doing that in August.
Trish

ELIMINATE steps 12-19 if above 2 steps followed.
x12.   You will get a series of window for opening it up in EXCEL.
x13.   The first window you see pop open is the WIZARD that tells you that it detects that your files is delimited (separated by comma, colons etc). The option chosen is the one that says chose the file type that best describes you data type. DELIMITED is the what is selected.
x14.   Press NEXT
x15.   Delimiters: check of TAB, SEMI COLON and COMMA
x16.   Press NEXT
x17.   Column data format : GENERAL is selected and date format is in M/D/Y
x18.   Press FINISH
x19.   Now you have imported your search file into excel in proper columns

Continued here…………..

20. Output cleaning time……….if you don't like the lay out of the imported file into Excel then you need to strip off anything you don't want. If you want to do any type of sorting of the outputted data after you have cleaned it up, you want to keep the column header row . The header row is the NAME assigned to each column of data E.G. Study, Name etc.

NOTE: you want to put a label into the first name column header row, if you don't and you want to sort data, you will have a problem. I usually put FN, the abbreviation for first name.

21. SAVE YOUR WORK from a txt format to an EXCEL FORMAT
22. Select FILE, then SAVE AS. You will see a window pop up. At the bottom you want to RENAME the file to what you want (so you remember what your search is). Example: Name of FILE: Logprint April 2008 HSC MICU
SAVE AS TYPE: must be changed to "Microsoft EXCEL 97- 2003…….workbook"
If you don't do this, then you file will remain and delimited txt file and you will loose any formatting you may have done.
23. You can format this EXCEL sheet with borders, headers and footers and dates and sort output however you want. Don't forget to SAVE, because if you have an "oops" you will be able to recover and not have to start from scratch.
24. When you save the file it will be on C:/TMSX/dataf. The initial multi001.mrc will also be there, so if you lose your excel sheet, you can start over at step 8.