

Epi-Centre

for Windows

User Manual

Epi-Centre

for Windows

User Manual

Draft

Contents

Introducing Epi-Centre	v
Features in the Software	v
Who should read this book	v
Prerequisites	vi
Recommended Software and Hardware requirements.....	vi
Software	vi
Hardware.....	vi
What is this book about	vi
Chapter 1 - Installation	1
Getting Started	5
Chapter 2 – Data Entry	9
Quarterly Reports in various formats (CF / SC / RT / PM).....	10
Adding a new record.....	10
Modifying the existing record	12
Cursor movements in Programme Management.....	15
Master Maintenance	17
State.....	17
District	18
TU	19
District-wise and TU-wise Projected population	20
District-wise.....	20
TU-wise	21
Clear record locking selection.....	21
Chapter 3 – Send / Receive	23
E-mail quarterly data to CTD, State and Others	24
E-mail for requesting approval from CTD.....	25
Save quarterly data files to	26
Retrieve data from E-mail	27
Status of requested approvals	29
Status of requested approvals	30
Chapter 4 – Check	31
Cohort Analysis	31
TU-wise	31
District-wise.....	32
Quarterly reports not received	34
Chapter 5 – Output	35
Tables	35
Charts	37
Map	39

To plot performance indicator data on a map	41
Print Forms	43
Chapter 6 – Utilities	45
Scientific Calculator	45
Notepad	45
Epi-Map	45
Export data to Excel	46
Admin Tools	48
Create new users	48
Change password	48
Delete Users	49
Network details	50
Authorise a district to enter another district data	51
Import / Export Master data files	53

Introducing Epi-Centre

Welcome to Epi-Centre application. This software is developed for the programme managers at district, state and national level to record, report, maintain and monitor Tuberculosis data. It can also be used for supporting research activities and statistical analysis. Epi-Centre consists of several components.

- Database Entry Module – Manages entry of quarterly TU-wise data
- Data Compilation Module– Automated sending and retrieval of Tuberculosis data via E-mail
- Data Exporter Module - Exports selected raw data from Epi-Centre into MS-Excel
- Analysis Module – Multi-varied Single Interface reporting tool, generating tables and graphs
- Thematic Representation Module – Epidemiological representation of data and statistics on maps using modern GIS tools

Features in the Software

Users of previous version of the Epi-Centre software would notice a number of new features and improvements besides simplifications. However, secured access to information has been given prime importance

- User-friendly, ergonomically designed screens (intended to maximize productivity by reducing operator fatigue and discomfort)
- Limited and secured access to information at all levels. Depending on installation location and user type, right to access information is decided. For e.g. district data entry operator cannot modify state level information
- Database is encrypted and password protected
- Automated back-up of database every time user quits Epi-Centre software
- Powered Geographic Information Systems (GIS) tools for online representation of data on maps
- Multi-varied Single Interface reporting tool for epidemiological interpretation of data in form of tables and graphs (Bar, Pie, Line etc.)
- Fully automated e-mail sending and retrieval directly from user's Inbox
- Simplified selected data exporting to MS-Excel for further analysis
- Easy switch over from stand alone to network (LAN) and vice versa

Who should read this book

This book will be useful for Epi-Centre users like Data Entry Operators, District and State Programme Managers, Field Consultants, Epidemiologists etc.

Prerequisites

You should be familiar with Microsoft Windows operating system, MS-Office components (MS-Word, MS-Excel, MS-PowerPoint, MS-Outlook)

Recommended Software and Hardware requirements

Software

- Windows XP Professional edition with Service Pack 2 (works on Win-NT or Windows 2000 also)
- Microsoft Office XP or 2003 Professional edition
- Microsoft Outlook or Outlook Express configured for TBCINDIA E-mail

Hardware

- Pentium IV processor
- 256 MB of Random Access Memory
- At least 250 MB of free hard disk space
- Internet connection (Dial-up or Broadband)
- 24x CD writer drive
- Any Printer for printing outputs

What is this book about

This manual will cover:

- Installation of Epi-Centre software
- How to start the program
- The process of entering data
- Compilation of data via E-mail
- Analysis of data
- Explanation and examples of the other additional functions and features of the program
- Frequently Asked Questions
- Understanding common errors and rectifying them

Chapter 1 - Installation

EPI-CENTRE has to be installed from the CD onto the hard disk drive before it can be used. We cannot use the software directly from the CD.

The instructions below will guide you through the installation process which is very simple. Please do not change any option unless absolutely necessary.

- Insert the CD labeled EPI-CENTRE FOR WINDOWS in the CD drive and wait for few seconds. The system will start the Installation process automatically; windows installer will prepare to start installation process as shown in Fig 1 below.

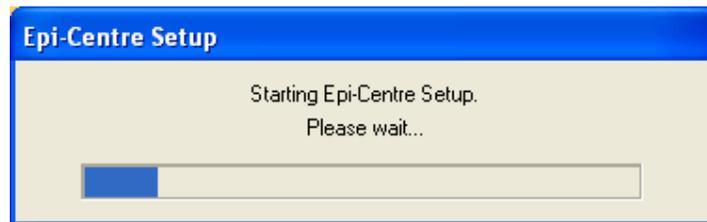


Fig 1

- Epi-Centre Dialog box will appear, click on 'NEXT' (Fig 2)



Fig 2

- Welcome Dialog box will appear, click on 'NEXT' to continue with setup (Fig 3)

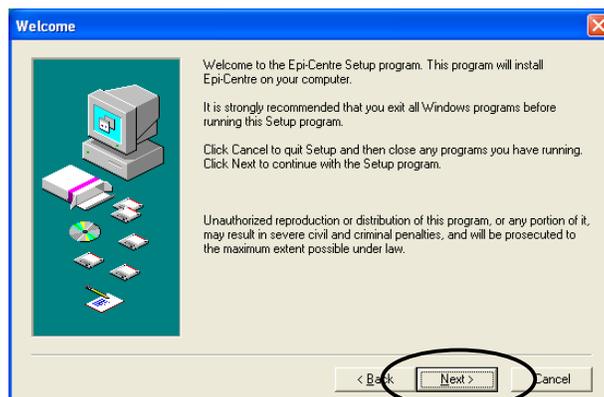


Fig 3

- Important Notes Dialog box will appear, click on ‘NEXT’ (Fig 4) to proceed.

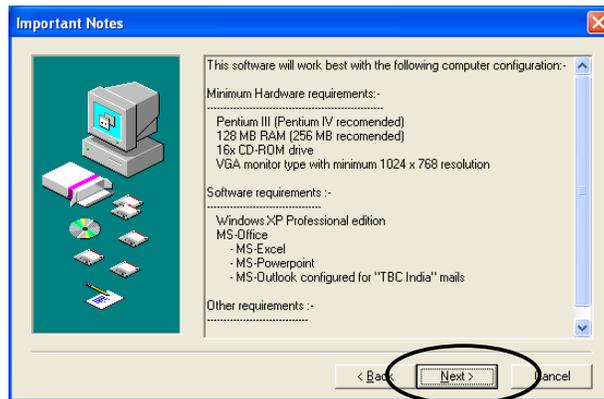


Fig 4

- On clicking “Next” button, “Change Destination Location” Dialog box appears.
- Changing the default destination is not recommended. Click on ‘NEXT’ (Fig 5)

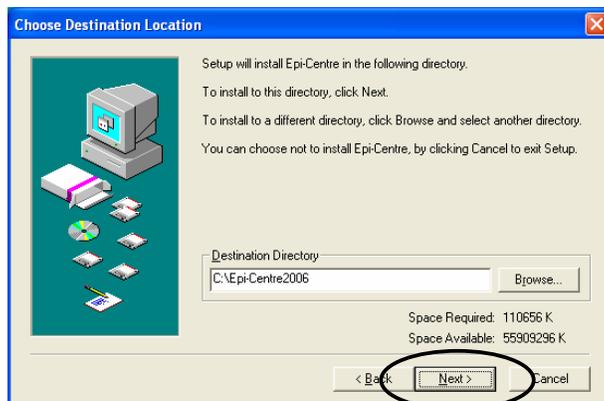


Fig 5

- Program Folder Dialog box will appear. Changing of the default folder “EPI-CENTRE” is not recommended. Click on ‘NEXT’ (Fig 6)

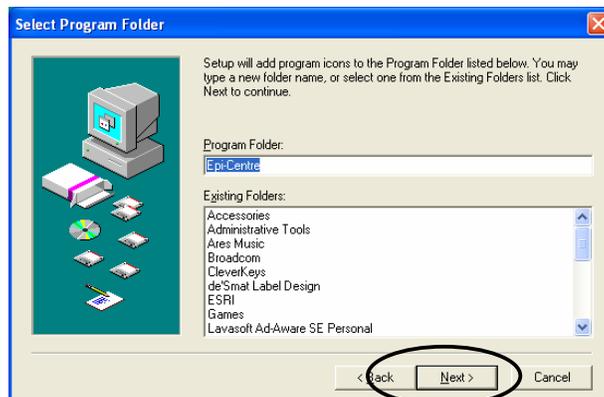


Fig 6

- Ready to Install Dialog box will appear. If you want to change any of the previous setting click on 'Back' to go to the previous screen else if everything is correctly selected Click on 'NEXT' (Fig 7) to start installation.

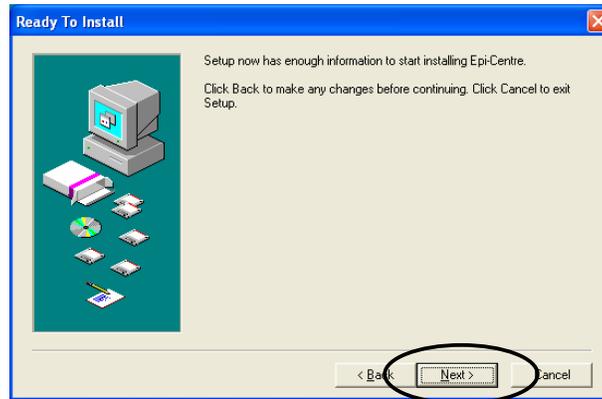


Fig 7

- The Installation process starts and all necessary files are being copied into the specified folder (Fig 8). Necessary DLL & OCX files are registered automatically.

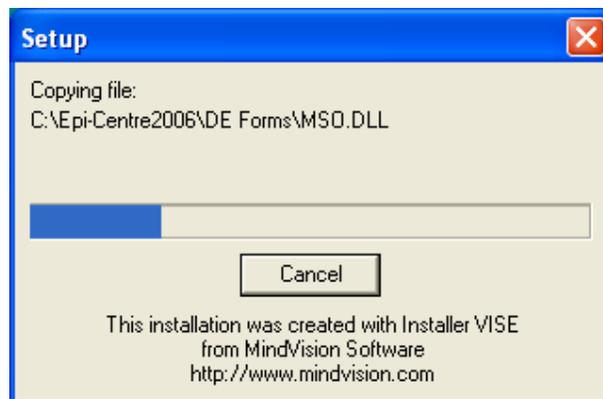


Fig 8

- Click on 'CLOSE' button (Fig 9) to restart the computer now. It is mandatory to restart the computers to activate the recent changes.

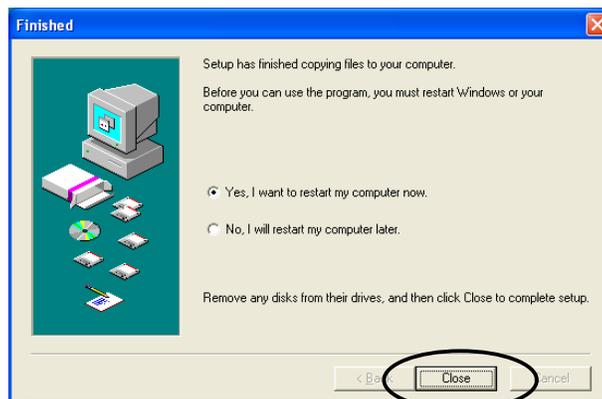


Fig 9

- A shortcut icon will automatically be created on the main Windows desktop screen
- Double click on the shortcut icon to start EPI-CENTRE for Windows. Alternatively, to start Epi-Centre, click on “Start – Programs – Epi-Centre 2006 – Epi-Centre”.

If you have selected a location other than the default path during installation of EPI-CENTRE for Windows, you have to be careful while editing the location at various points while using EPI-CENTRE for Windows.

Getting Started

Once EPI-CENTRE for Windows is successfully installed, it can be used for Tuberculosis data management. But it needs to be customized to make it ready for use, before entering the quarterly data of Case Finding, Smear Conversation, Treatment Results and Programme Management reports.

To customize or make it ready to use, do the following:-

- Double-click EPI-CENTRE shortcut icon on the desktop.
- The following screen (Fig 10) is displayed. Installation location information has to be provided. If Epi-Centre is installed at the **state or district** computer, then the name of the state or district where it is installed have to be correctly provided. Installation location in **STDC** computer will be as a “state”. **Consultants** do not need to provide any state or district information as they at times work beyond state boundaries, working in more than one state or may be transferred to another state. Names of all existing districts and state are already pre-loaded along with the software.



Fig 10

- Select the option according to the level of reporting unit (Central, State or District) from drop down list for Installation Location (Fig 10)
- On selecting STATE option in Installation Location window, the field for STATE NAME is displayed. Select the appropriate state from the drop down list (Fig 11)

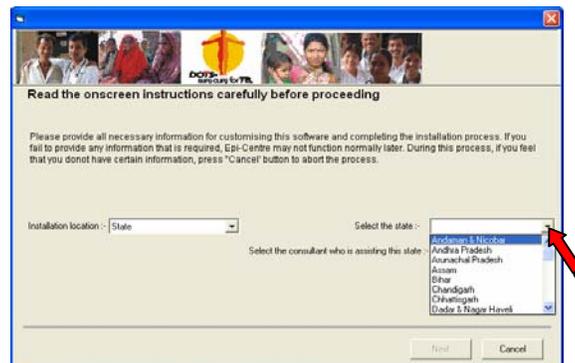


Fig 11

- On selecting District option in Installation Location window, the fields for STATE NAME, and DISTRICT NAME are displayed. Enter the information from the drop down list of the respective fields (Fig 12)



Fig 12

DISTRICT option does not activate till you select a STATE. Names listed in District field are based on State selected previously.

- Click on 'NEXT' (Fig 12)
- Congratulation screen is displayed. Click on 'FINISHED' to complete the customization process. Logon Information Dialog box appears (Fig 13)



Fig 13

- Since there are no users created yet, so for the first time, logon with the following information and create users as per your requirement.

User Name :- admin

Password :- nimda

Log on as :- Data Manager

- Please note:- User name and Password are not case-sensitive.

Please remember to create users immediately after successful first-time login. To do this click on 'Utilities – Admin Tools' from the main menu and refer to page no 48 for details on how to create users.

- The following screen of main menu is displayed (Fig 14)

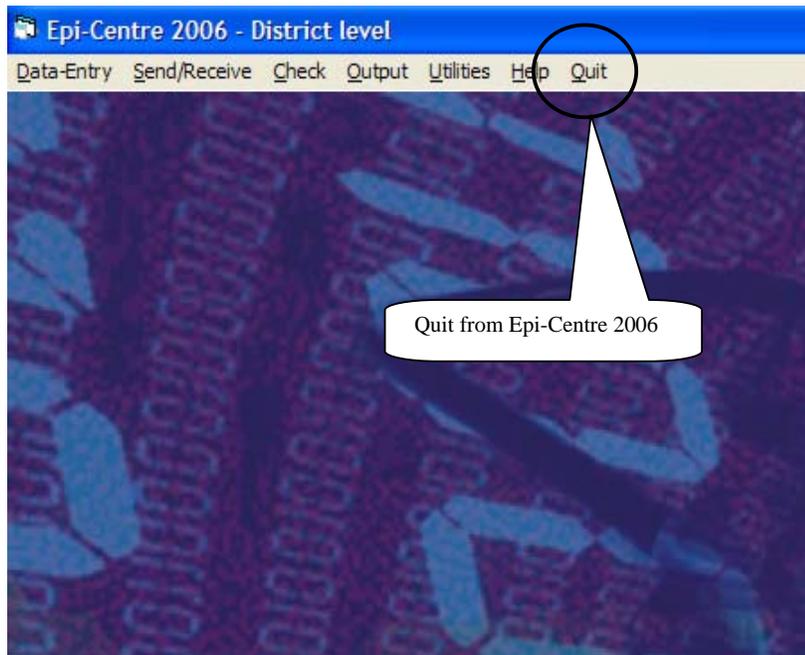


Fig 14

- To quit Epi-Centre, click on 'Quit' option in the main menu as shown in Fig 14. Alternatively, you can quit Epi-centre, by clicking on the Close button  but for this, you have to additionally confirm by clicking on 'Yes' button has shown below in Fig 15. This protection is given to prevent users from accidentally closing Epi-Centre actually when they wanted to close some other application or some other child window of Epi-Centre. But on clicking the 'Quit' option from the main menu, the additional confirmation is not required as it is assumed that the user has purposefully clicked on the quit button to close Epi-Centre.

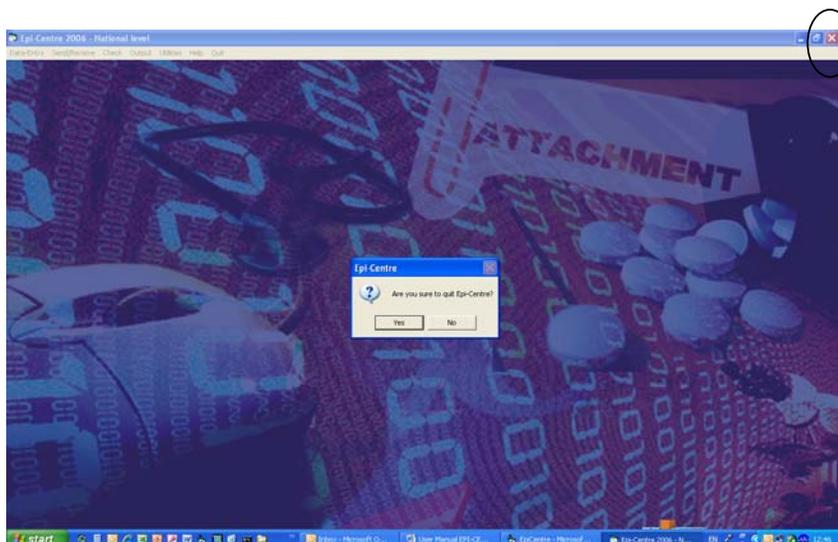
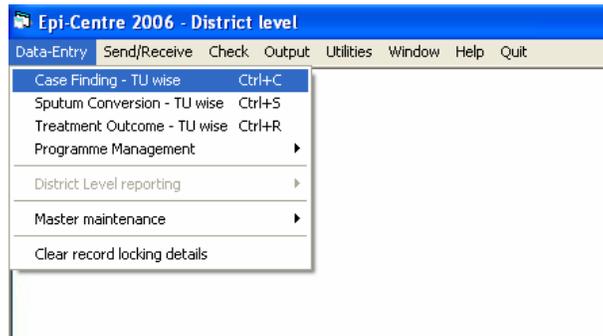


Fig 14a

Chapter 2 – Data Entry

The “Data-Entry” option under main menu allows a user to enter / modify all quarterly aggregated reports and also allows users to add / update state, district and TU information. The options under this are:

- Case Finding – TU wise
- Sputum Conversion – TU wise
- Treatment Outcome – TU wise
- Programme Management
 - ▶ TU
 - ▶ District
- District Level reporting (only available to the National level users)
- Master Maintenance
 - ▶ State
 - ▶ District
 - ▶ TU
 - ▶ Projected population



- Clear record locking details

Fig 15

The following commands have the same meaning during all data entry options mentioned above.

- | | | |
|-------|-------------|--|
| ← | Backspace | Deletes the character to the left of the cursor |
| → | Right Arrow | Moves the cursor one character to the right |
| ← | Left Arrow | Moves the cursor one character to the left |
| ↑ | Up Arrow | Moves the cursor to the previous item in the pop-up drop down list |
| ↓ | Down Arrow | Moves the cursor to the next item in the pop-up drop down list |
| <Tab> | | Moves the cursor to the next field |

- <Home> Moves the cursor to first character of the field
- <End> Moves the cursor to last character of the field
- <Delete> Deletes a character at the cursor location

Quarterly Reports in various formats (CF / SC / RT / PM)

The following have the same meaning during data entry in all reporting formats screens (Fig 16):



Saves the current record entered / modified.

Logically deletes only the flag for



the record from the database. Physically the record exists but record deletion is set to True



Cancels the process of entry or modification, flushes / clears all data and cursor moves to very first blank field (State name) for a new selection.



Prints the current record from the original database (Epi-Centre.mdb). Preview is shown on screen and can be later printed by clicking on the print button.



Exits from the reporting format data entry screen and cursor moves back to the main menu

Fig 16

Adding a new record

- Select the desired STATE name from the state drop down list (Fig 16).
- Select the desired DISTRICT name from the district drop down list. Only districts belonging to the State previously selected from the State drop down list, will be displayed.
- Select the desired TU name from the drop down list. Only TU's belonging to the District previously selected from District drop down list will be displayed.
- Select the desired Quarter from quarter drop down list.

- Select the desired year by clicking on up or down button or by pressing up and down arrow key from the keyboard.
- Click on 'CONFIRM SELECTION' button to finalize the selection criteria.
- Once confirmed, selection criteria fields (like State name, District name, TU name etc.) gets locked. If the data for the selection criteria already exists in the database, it will be populated in the respective text boxes.
- Enter or modify the data in each text box and press <Enter> or <TAB> to move to the next field.
- The cursor automatically moves to the first text box of the next page (sheet tab), only on valid data entry in the previous sheet tab. You can change tabs by clicking on the particular tab. Forward movement of tab is only permitted in case current tab is completely filled with valid values. No restriction on backward tab movement.
- 'SAVE' button gets enabled only at the end of the data entry form i.e. when all data has been entered correctly.

Invalid data entry will not allow the cursor to move to the next field. Mismatch of data will move the cursor to the original parent field from where the error may have originated.

Data can't be printed while it is being entered or modified. To print, save the record and reopen it. Click on the Print button to see the preview. Click on the Print button from the preview window to print it on a printer.

Please note:- After a record is reopened for printing purpose, any modification purposeful or by mistake will disable the 'Print' button immediately.

Modifying the existing record

To modify an existing data, select the desired State, District, TU, Quarter and Year respectively. Confirm the selection and the data will be displayed, if found

*If modified **within 75 days** from the last day of the quarter*

At National level computer

- **No restrictions.** Users can modify data any number of times irrespective of the site of data entry i.e. at which level (national / state / district level) computer, the data was originally entered.

At State level computer

- **Limited access.** Users can modify data any number of times, if it was entered at the state level computer. If it was uploaded from an email send by a district then it can't be modified but can be opened for viewing and printing only.
- Any entry / modification done at the state level computer will always be overwritten by data received from the district through email for the same selection.

At District level computer

- **No restrictions.** Users can modify data for any number of times both for his district as well as data entered for any other district within the state for the current quarter.

If modification is permitted, then data will be saved in the original database (Epi-Centre.mdb)

*If modified **after 75 days** from the last day of the quarter*

At National level computer

- **No restrictions.** Users can modify data any number of times irrespective of the site of data entry i.e. at which-ever level (national / state / district) computer, the data was originally entered, it can be modified by national level users. **Modified data will be saved in the original database (Epi-Centre.mdb).**

At State level computer

- **No access.** Users can't modify data after 75 days, even if it was entered at the state level computer. It can be only opened for viewing, printing and deleting.

At District level computer

- **Limited access.** Users can modify data only for their district. Any data entered for any other district within the state is allowed for viewing, printing and deleting. User can modify the data as many number of times as required but once the modified data is emailed to CTD and others, it is blocked for editing. It remains blocked till the time CTD doesn't approve or disapprove it. For details on the approval process please refer to Chapter 3. **Modified data will be saved in the temporary database (TmpApvr.mdb)**
- If allowed for editing, an alert message appears at the beginning, informing users that "YOU WILL NEED TO GET AUTHORIZATION FROM CTD FOR CHANGING THE RECORD AS IT IS BLOCKED FOR EDITING. THE DATA WILL BE SAVED IN A TEMPORARY FILE" (Fig 17)

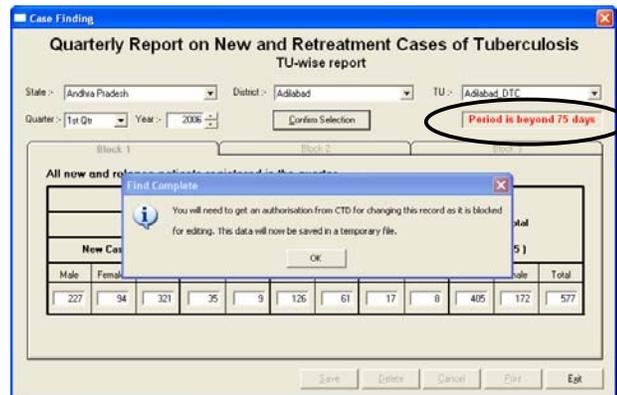


Fig 17

- A blinking message continuously alerts, "PERIOD IS BEYOND 75 DAYS" (Fig 17).

Note: The data which is displayed in the text boxes for the selection is always shown from the original database (Epi-Centre.mdb).

The 'PRINT' button in this case also prints data from the original database (Epi-Centre.mdb) even if modifications are saved in a temporary file (TmpApvr.MDB). As long as CTD does not approve the modification of frozen data, it will not be reflected in the original database.

- Modification to the original data can be done now and it will be saved in a separate temporary database file (TMPAPVR.mdb).
- Once modification to frozen data is saved, the next time when it is opened, the blinking message previously showing "Period is beyond 75 days" changes to "AUTHORIZATION AWAITED" (Fig 18) informing users that an modification to the data has already been saved.

The previously modified data can be viewed and printed later by clicking on the 'VIEW APPROVAL REQUESTED DATA' button. (Fig 18)

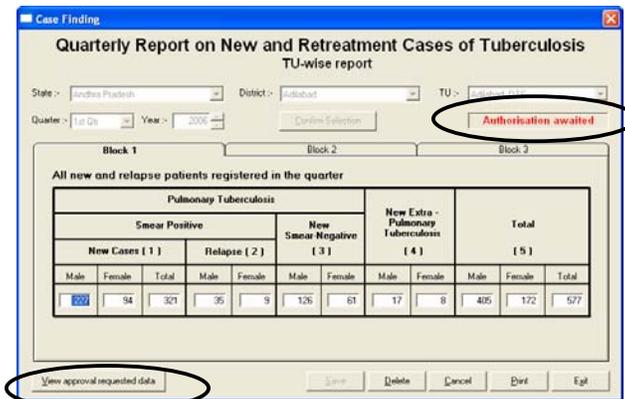


Fig 18

Once Request Approval data is emailed to CTD, further modifications are prevented till CTD approves the current request. (Fig 19)

▶ But original data and Request Approval data still can be viewed and printed.

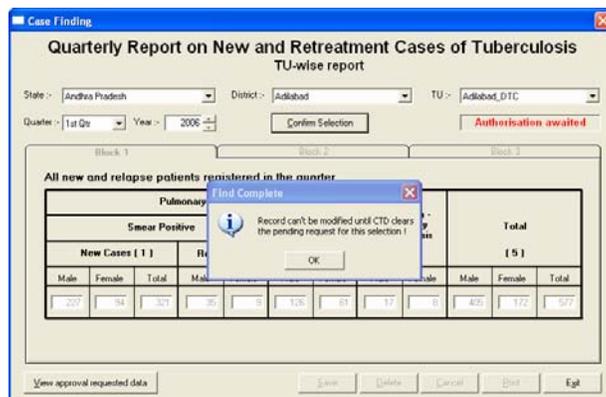


Fig 19

Cursor movements in Programme Management

- The data type encircled in Fig 20(a) and (b) i.e. check boxes and option buttons, can be selected or deselected by clicking on the desired option with the help of a mouse only.

Programme Management - District (Page 1 of 11)

Quarterly Report on Programme Management and Logistics
District Level

State :- Andhra Pradesh District :- Hyderabad Quarter :- 3rd Qtr Year :- 2006

Total population of the district (in numbers): 3915378 Confirm Selection
Population of the district covered by the RNTCP(in numbers): 3915378

Stake-holders	Public Sector(Include Medical Colleges, Govt. health department, other Govt. Department and PSUs)	Private Sector(Private Medical Practitioner, Private Clinics/Nursing Homes and Corporate sector)	NGOs	Total (in the District)
Number of TU	7	0	1	8
Number of DMC	16	0	11	27

The following reports are enclosed(Tick to indicate that the report is enclosed)

Quarterly Report on Case-Finding Quarterly Report on Results of Treatment
 Quarterly Report on Sputum-Conversion Quarterly Report on Programme Management

If any report is not enclosed, give reason:

A. Number of PHIs expected to submit monthly PMRs :- 0
B. Number of PHIs that submitted monthly PMRs for all 3 months in the :- 0

Print Cancel Delete Next Exit

Fig 20a

Programme Management - District (Page 5 of 11)

Quarterly Report on Programme Management and Logistics
District Level

State :- Andhra Pradesh District :- Hyderabad Quarter :- 3rd Qtr Year :- 2006

Random blinded re- checking of routine slides at Num Deno Per
Number (%) of DMC with high false Results (HFN and /or HFP results) in the year (January to December) :- 8 31 25%

Staff Position and Training:-
(Click if in place or not during quarter and trained or not)

District Tuberculosis Officer in place :-	<input checked="" type="radio"/> FT* <input type="radio"/> PT* <input type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Statistical Assistant in place :-	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Treatment Organizer in place :-	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Laboratory Technician in place :-	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Data Entry Operator :-	<input checked="" type="radio"/> Yes <input type="radio"/> No	Trained in EPI-Centre	<input type="radio"/> Yes <input type="radio"/> No
Driver :-	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Back Next

Fig 20b

- In the table format data entry screen, like the one shown in Fig 21, cursor can be moved up, down, left and right to any desired cell by pressing the corresponding arrow keys from the keyboard. The <Enter> key from the keyboard will take the cursor to the cell in the adjacent column. If the cell pointer is already in last column, then the cell pointer will move to the cell in the first column of the next row. Alternatively, clicking by mouse on any cell will move the cell pointer to the cell which is being clicked.

Programme Management - District (Page 2 of 11)

Quarterly Report on Programme Management and Logistics
District Level

State :- Andhra Pradesh District :- Hyderabad Quarter :- 2nd Qtr Year :- 2005

Supervisory activities by the staff of the DTC(DTO and second MO-DTC):-

Type of Unit	Number of (1) in the District	Number of (2) participating in the RNTCP	Number of these (3) visited * during quarter by	
			DTO	MO(s) DTC
Tuberculosis Units				
Designated MCs				
PHIs other than DMCs				
TB Hospital/Medical college				
Other Govt. hospitals				
Treatment Observation Centres/DOT providers				
Non-governmental organization health facilities				
Private sector hospital/Nursing home				
Patients				
VCTC				

Back Next

Fig 21

- Grey colored cells are barred for data entry, either they are self calculated fields (Fig 22) or no values are expected in those cells (Fig 21).

Programme Management - District (Page 5 of 11)

Quarterly Report on Programme Management and Logistics
District Level

State :- Andhra Pradesh District :- Hyderabad Quarter :- 3rd Qtr Year :- 2005

Random blinded re- checking of routine slides at
Number (%) of DMC with high false Results I HFN and /or HFP results) in the year (January to December) :-

Num	Deno	Per
8	3	25%

Staff Position and Training:-
(Click if in place or not during quarter and trained or not)

District Tuberculosis Officer in place :-	<input checked="" type="radio"/> FT* <input type="radio"/> PT* <input type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Statistical Assistant in place :-	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Treatment Organizer in place :-	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Laboratory Technician in place :-	<input type="radio"/> Yes <input checked="" type="radio"/> No	Trained in RNTCP	<input type="radio"/> Yes <input type="radio"/> No
Data Entry Operator :-	<input checked="" type="radio"/> Yes <input type="radio"/> No	Trained in EPI-Centre	<input type="radio"/> Yes <input type="radio"/> No
Driver :-	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Back Next

Fig 22

Master Maintenance

The master file maintenance comprises of State, District, TU and TU population. By these options, you can add, enter or modify details for the State, District and TU like address, telephone no, email id etc..

State

On selecting 'State' option from the main menu under 'Data Entry – Master Maintenance', the following screen for State Master Maintenance appears. (Fig 23)

Name	Mobile	Start Date	End Date	Status

Fig 23

- ◀ Displays the first state record
- ◀ Displays previous state
- ▶ Displays next state
- ▶ Displays the last state record
- 📄 Allows editing the current record
- ✕ Deletes the current record
- 🖨 Prints the current record

There is no option of adding a new state as this is a rare circumstance and only a database administrator at Central level can add a new state if need arises.

Same with Delete option.

District

On selecting the District option from the main menu under 'Data Entry – Master Maintenance', the following screen for District Master Maintenance appears (Fig 24)

Year	PP Qtr 1	PP Qtr 2	PP Qtr 3	PP Qtr 4

Name	Mobile	Start Date	End Date	Status

Fig 24

-  Displays the first district record
-  Displays the previous state
-  Displays the pervious district
-  Displays the next district
-  Displays the next state
-  Displays the last district record
-  Allow users to add a new district record
-  Allows editing the current record
-  Deletes the current record
-  Prints the current record
-  Finds a record matching the search criteria

District level users can not add a new district. A 'Data Manager' at State or National level can only add a new district.

District once created, can not be deleted. The name or spelling of the district also can not be changed in case if the district name or spelling has changed.

In case, if a district has stopped functioning because of a merger or split, the district needs to be stopped by clicking on the "Yes" option button and entering the stop date. In future, for all quarters after the stop date, data entry for that particular district will not be allowed.

TU

On selecting TU option the window for Tuberculosis Unit Master Maintenance appears. (Fig 25)

Year	PP Qtr 1	PP Qtr 2	PP Qtr 3	PP Qtr 4

Fig 25

- Displays very first TU record
- Displays previous state record
- Displays previous district record
- Displays pervious TU record
- Displays next TU record
- Displays next district record
- Displays next state record
- Displays very last TU record
- Adds a new TU record
- Edits the current record
- Deletes the current record
- Prints the current record
- Find the record

A "Data Manager" at any level except 'Consultants' can add a new TU.

TU once created, can not be deleted. The name or spelling of the TU also can not be changed in case if the TU name or spelling has changed or the TU has been merged with another TU.

In case, a TU has stopped functioning because of a merger or split, the TU needs to be stopped by clicking on the "Yes" option button and entering the stop date. In future, for all quarter after the stop date, data entry for that particular TU will not be allowed.

District-wise and TU-wise Projected population

District-wise

District-wise projected population are prepared and provided by CTD. This can be entered quarter-wise under District Master Maintenance (refer to Fig 24). Once the district is opened in editing mode, the “Add” button in the ‘Projected population’ frame is enabled (Fig 26).

Fig 26

- On clicking on the “Add” button, the following window opens (Fig 27).

Fig 27

- To enter all the four quarters projected population figures for the entire year in one go, select ‘1st Quarter’ while selecting the quarter. While saving the projected population figures, Epi-Centre automatically fills up remaining quarters of the year with the same figures. That is, on selecting ‘1st quarter’ the same population figure of 1st quarter is replicated in other 3 quarters. If ‘2nd quarter’ is selected, then remaining 2 quarters i.e. 3rd and 4th quarter will be filled up with 2nd quarter population figures and in this case 1st quarter will remain blank.
- Click on the “Save” button to save the data. The window will close automatically and the Projected population list in the District Master maintenance window will be updated.

TU-wise

- Select the state, district, quarter and year. Click on the “Confirm” button to confirm the selection. On confirming the selection criteria, the “Total district population” figure is automatically filled in from the previously entered “District Master Maintenance” sheet. The name of all functional TUs are displayed in the right-hand side grid. Fill in the projected population figures for all the TUs.
- TU-wise projected population can be saved only if the district projected population is found for the selected year and quarter and the total sum of all TUs projected population figures match with district projected population figures.

The screenshot shows a software window titled "TU Population" with a subtitle "Projected Population for TUs'". The window contains several input fields and a table:

- State: [Dropdown menu]
- District: [Dropdown menu]
- Quarter: [Dropdown menu]
- Year: [Spin box showing 2007]
- Confirm button
- Total District Population:- [Text box showing 0]
- TU Population entered till now:- [Text box showing 0]
- Balance:- [Text box showing 0]
- Note: "Save" button gets enabled only when the Balance is 0 i.e. the difference between Total TU population and district population becomes 0.
- Table with columns "Name of TU" and "Population" (multiple empty rows)
- Save, Cancel, and Exit buttons at the bottom.

Fig 28

- If the district projected population figures for the selected criteria were not previously entered in the “District Master Maintenance” sheet then the “Total district population” figure is filled as Zero. You can enter/modify the projected population of the district for the selected year and quarter by double-clicking on the “Total District Population” figure text box and fill-in the data. On saving, the “District Master Maintenance” sheet is also updated.
- Epi-Centre automatically saves the same population figures for every TU for the remaining quarters of the year after the selected quarter i.e. if the selected quarter is 1st quarter then Epi-Centre will automatically fill 2nd, 3rd & 4th quarter with the same population figures for all TUs. Similarly if 2nd quarter is the selected quarter then Epi-Centre will fill 3rd and 4th quarter but leave 1st quarter as blank.

Clear record locking selection

Epi-Centre protects from more than one user working on the same record at the same time from two workstations on a network. It locks the record once the user confirms the selection. Any other user is prevented from entering, viewing or modifying data for the same selection.

In case of a previous failure to save the data or cancellation of the selection due to any reason, the record remains locked and no modifications are permitted even by the same user at a later point of time even in a single user machine. Clear record locking selection will release the record for further entry or modifications.

Chapter 3 – Send / Receive

The various sub-options under SEND/RECEIVE menu, options are:

- E-mail quarterly data to CTD, State and Others
- E-mail for requesting approval from CTD
- Save quarterly data files to ...
- Save request approval data files to
- Retrieve data for E-mail
- Status of requested approvals
- Additional E-mail features
- Customize (currently disabled)
- Failed sending E-mails
 - Resend data
 - Clear last E-mail history
- Send data from State to District (currently disabled)
- Send data from Central to State/District (currently disabled)

According to the location of the installation of Epi-Centre i.e. National / State / District / Consultants the menu options vary for this category. For ex. if Epi-Centre is installed in the National or Consultants computer then first 4 option of sending data files will remain disabled in their computers. The reason for this is that the Consultant will never be sending quarterly data files to national level as they do not have permission to enter data.

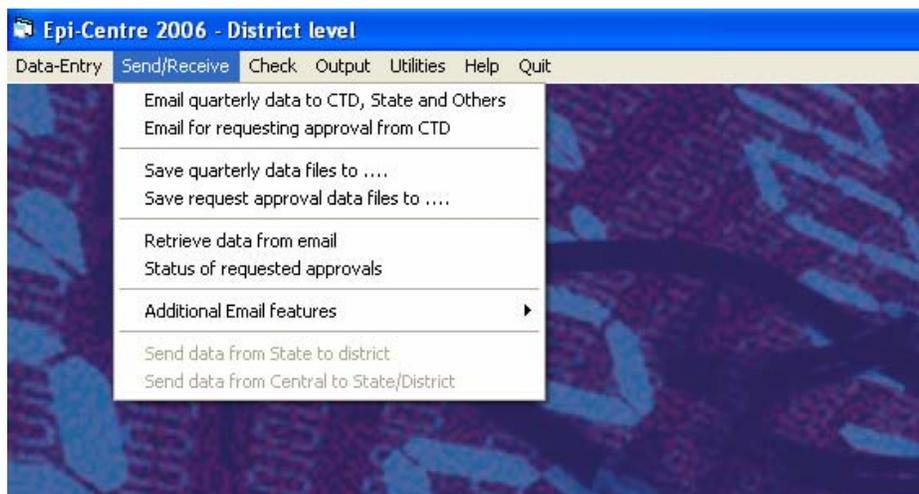


Fig 29

E-mail quarterly data to CTD, State and Others

This option allows users at state or district level to e-mail all new and updated quarterly data to a level higher i.e. District will send data to National, STO, STDC if any and all Consultants in the State; State will send data to National, STDC if any and all Consultants in the State.

- On selecting this option(Fig 30), all records which have been previously emailed are removed from a copied file of the original database to reduce the attachment size.
- The file is then compacted, encrypted, password protected and renamed as 'EPI-CENTRE.CPY' before being attached to the E-mail.
- Note: The original file is kept safely in the 'DATA' folder in its original format.
- All concerned persons addresses are automatically filled in the respective text boxes i.e. "To" and "Cc". Both the text boxes are locked and cannot be modified.
- 'BCC' address field is enabled and left empty. E-mail-id of any other intended recipients can be typed in the space reserved for 'BCC' option. Each address should be separated by a semi-colon.
- 'SUBJECT' of the E-mail is also auto generated and cannot be modified.
- Standard auto generated text appears in the body text of the E-mail message. Extra information can be written in the space provided.
- Once the email is composed, click on the 'SEND DATA' button to E-mail.
- Clicking on 'CANCEL' will abort or cancel the process.
- Records included in the E-mail attachment are marked as 'E-MAILED' in the original database only after the composed e-mail is successfully sent to the 'OUTBOX' of the Microsoft Outlook or Outlook Express.

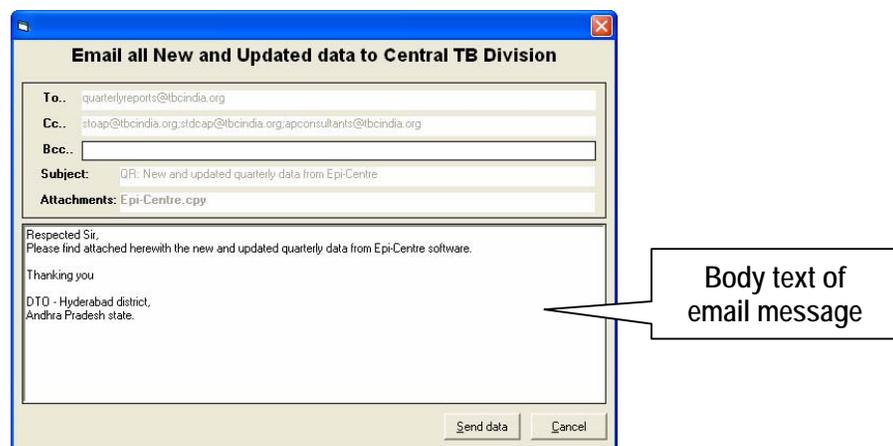


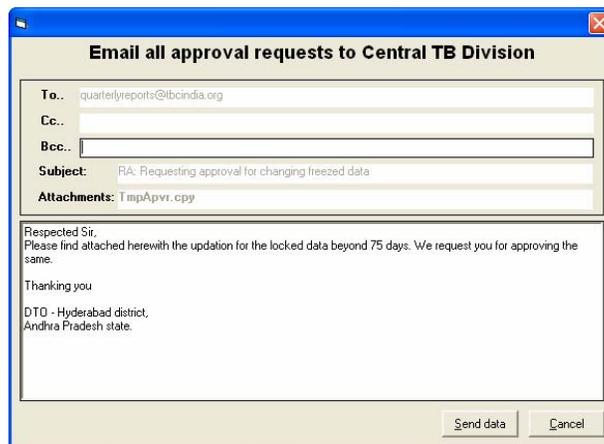
Fig 30

E-mail for requesting approval from CTD

This option is used only at the District level. By this option the districts can request national level for approving the modification of existing freezed data.

The process is same as previous except for the following differences:-

- Subject of the e-mail is 'RA: REQUESTING APPROVAL FOR CHANGING FREEZED DATA'.
- The E-mail attachment file is renamed as 'TMPAPVR.CPY' before being attached to the E-mail



The screenshot shows a window titled "Email all approval requests to Central TB Division". The window contains the following fields and text:

- To..**: quarterlyreports@tbcindia.org
- Cc..**: (empty field)
- Bcc..**: (empty field)
- Subject:** RA: Requesting approval for changing freezed data
- Attachments:** TmpApvr.cpy

The body of the email contains the following text:

Respected Sir,
Please find attached herewith the updation for the locked data beyond 75 days. We request you for approving the same.

Thanking you

DTO - Hyderabad district,
Andhra Pradesh state.

At the bottom right of the window, there are two buttons: "Send data" and "Cancel".

Fig 31

Save quarterly data files to....

or

Save request approval data files to...

This option can be used only in a case of emergency when emails can not be send from the host computer (the computer on which Epi-Centre is installed and used) because of internet not working or telephone lines are down, hence can not connect to the internet nor send emails or for any other similar reasons. In such circumstances, the quarterly data files can be sent from any external computer, maybe from an internet café. This option will help the user to save the file which was supposed to be sent as an email attachment into a floppy disk or pen drive or CD.

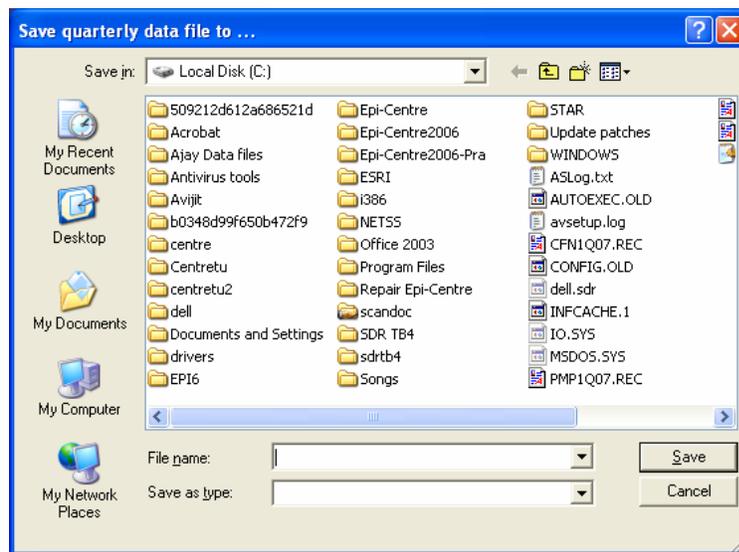


Fig 32

- Once you click on this option from the “Send/Receive” option of the main menu, the “Save quarterly data file to ...” or “Save request approval data file to...” window opens (Fig 32).
- First select the location to save the file. Either it can be a Floppy disk or Pen drive or CD-RW drive or any other location where you want to be save the file.
- The name of the file should be given as “Epi-Centre.cpy” in the first case or “TmpApvr.cpy” in the second case. The name of the file is not case-sensitive.
- The type of the file mentioned in the “Save as type” textbox should be left blank.
- In this option also all records which has been previously emailed but not updated after it was emailed, are removed from the copied database file. So, only new and updated records are present in the file. The new file is then compacted, encrypted and password protected before it is saved in the desired location.
-

Retrieve data from E-mail

This option is used by all i.e. users at National, State, District and Consultants level. It allows retrieving and uploading data from E-mails received. There can be 2 types of emails which are received. They can be either with subject

“QR: New and updated quarterly data from Epi-Centre”, normally referred as “QR mails”. They are send by districts or state to National, STDC, Consultants and state (if send from district)

or

“RA: Requesting approval for changing freezed data”, normally referred as “RA mails”. They are send by district to National, State STDC and Consultants or approval/dis-approval status are send back to the districts by the National level.

National, State, STDC and Consultants receive both QR and RA mails. Districts receive only return RA mail from National level with approval/disapproval status.

- On selecting the option of retrieving data from E-mail, ‘CHOOSE PROFILE’ dialog box appears (Fig 33)



Fig 33

- Click on ‘OK’ to proceed with OUTLOOK as the default profile as shown in Fig 33.
- ‘RETRIEVE EMAIL DATA’ window appears.

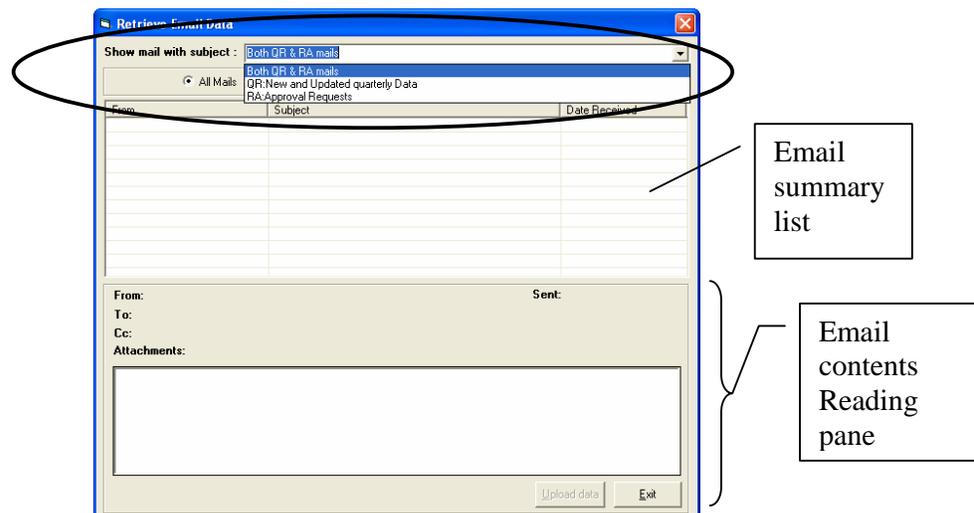


Fig 34

- Depending on the installation location of Epi-Centre, choices for the combo box of “Show emails with subject” may vary (Fig 34).
 - ▶ In case, the installation location is **district**, then it displays only RA mails in the ‘Email summary list’ and “Show mails with subject” combo box displays the subject of RA mails. *The combo box is disabled for selection.* Hence, in this case, subjects for other types of emails are not visible, selectable or uploadable.
 - ▶ In case, the installation location is **other than district**, then you can select any one out of the 3 choices available in the “Show emails with subject” combo box.
- ‘BOTH QR AND RA MAILS’ – Display all Epi-Centre related emails lying in the ‘Inbox’ of MS-Outlook.
- ‘QR: NEW AND UPDATED QUARTERLY DATA’ – Displays only mails with the above mentioned subject from the ‘Inbox’ of MS-Outlook.
- ‘RA: APPROVAL REQUESTS’ – Displays only mails with the above mentioned subject from the ‘Inbox’ of MS-Outlook.

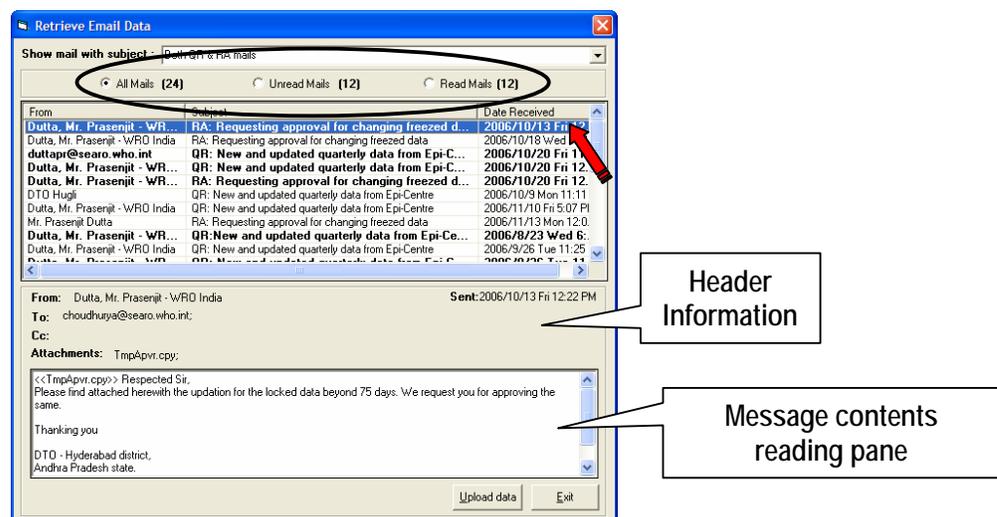


Fig 35

- To select only E-mails like ‘UNREAD Mails’ or ‘READ Mails’ click on bulleted buttons encircled (Fig 35). The ‘UNREAD mails are shown in bold and ‘READ Mails’ are shown in regular font style in the ‘Email summary list’ window.
- Contents of the mail can be read in E-mail contents reading pane as shown in Fig 34 with header contents and message displayed separately as shown in Fig 35.
- By default, the emails are sorted in descending order of date i.e. the most recent email will be on the top of the list. You can change the sorting pattern by clicking on the column headings (From, Subject, Date Received). A single click on any column heading will sort the list in the reverse order from its current sort order i.e. if it was in ascending order then it will be arranged in descending order.
- To upload the data from an email, you have to first click on the email for which the data is to be uploaded in the ‘Email summary list’. The content of the email message is displayed in the reading pane and the “Upload data” button gets enabled.

- Click on the “Upload data” button to start uploading the data (Fig 36). Epi-Centre reads the contents of the email attachment and then adds it to its own database if it didn’t find a previous entry of the same record else it updates the existing record.

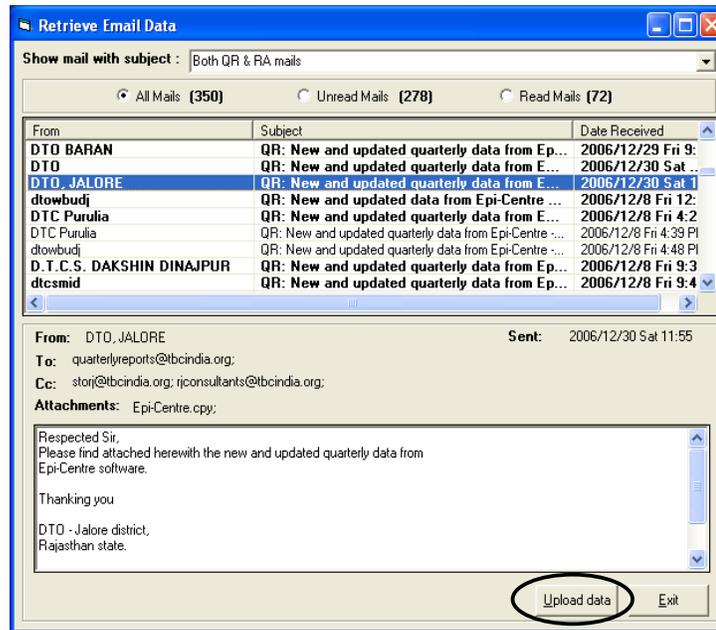


Fig 36

- After uploading all the records from the email attachment, the email is moved from the Inbox of MS-Outlook to “Epi-Centre mails” folder in MS-Outlook. The email summary list is also refreshed in Epi-Centre by removing the uploaded email from the summary list.
- So once all the emails are uploaded then the email summary list becomes empty.
- Click on ‘EXIT’ button to quit from ‘RETRIEVE EMAIL DATA’ window.

Note:- The

Chapter 4 – Check

Sub-options under CHECK menu, options are:

- Cohort Analysis
 - ▶ TU-wise
 - ▶ District-wise
- Quarterly reports not received

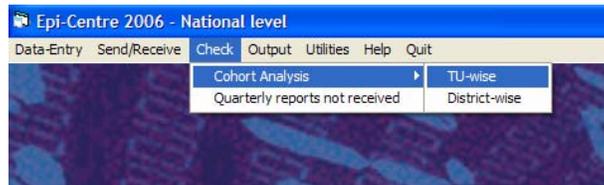


Fig 38

Cohort Analysis

Ideally, the number of patients reported for each category of TB patients in the Case Finding form should match with the cases reported in the Sputum Conversion and Treatment Outcome forms. During data entry of Sputum Conversion or Treatment Outcome any mismatch in cohort reporting is checked and recorded in the database while saving. This option displays the previously recorded cohort mismatches.

TU-wise

This option displays the TU-wise cohort mismatches for each category of TB patients. (Fig 39)

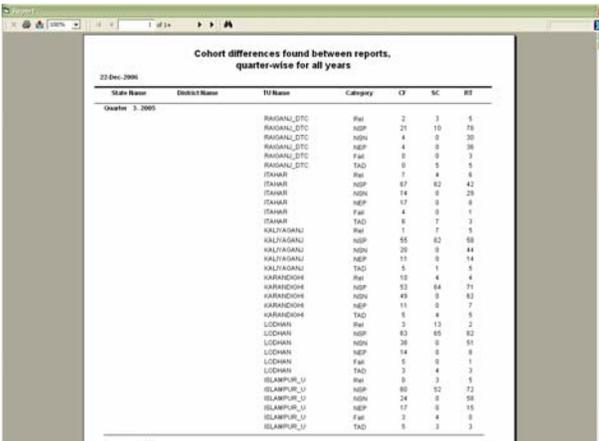
The image shows a screenshot of a window titled "Cohort Difference". It contains a table with the following data:

State	District	TU	Quar...	Year	Categ...	CF	SC	RT
Rajasthan	Jaipur	Arner	1	2006	NSP	21	10	
Rajasthan	Jaipur	Arner	1	2006	Rel	2	3	
Rajasthan	Jaipur	Arner	1	2006	TAD	0	5	
Rajasthan	Jaipur	DTC Jaipur	1	2006	NSP	0	123	
Rajasthan	Jaipur	DTC Jaipur	1	2006	Rel	0		
Rajasthan	Jaipur	DTC Jaipur	1	2006	Fail	0		
Rajasthan	Jaipur	DTC Jaipur	1	2006	TAD	0		

At the bottom of the window, there are three buttons: "Print", "Refresh", and "OK".

Fig 39

-  Prints the cohort difference report



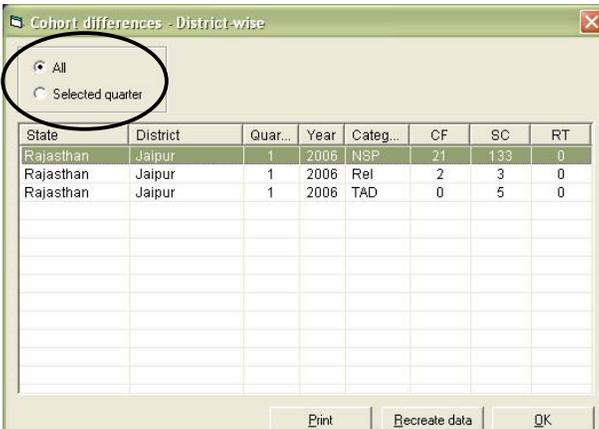
State Name	District Name	To Name	Category	CF	SC	RT
Quarter 3, 2005						
	RAJANGAN	DTG	Rel	2	3	5
	RAJANGAN	DTG	NSP	21	10	76
	RAJANGAN	DTG	NSN	4	0	30
	RAJANGAN	DTG	NEP	4	0	38
	RAJANGAN	DTG	Fai	0	0	3
	RAJANGAN	DTG	TAD	0	5	5
	RAJANGAN	DTG	TAD	0	4	0
	ITANAR	DTG	NSP	87	62	42
	ITANAR	DTG	NSN	14	0	28
	ITANAR	DTG	NEP	0	0	0
	ITANAR	DTG	Fai	4	0	1
	ITANAR	DTG	TAD	6	7	3
	ITANAR	DTG	Rel	1	7	5
	KALZAGANU	DTG	NSP	55	62	58
	KALZAGANU	DTG	NSN	20	0	44
	KALZAGANU	DTG	NEP	11	0	14
	KALZAGANU	DTG	TAD	0	1	0
	KARANDIGOH	DTG	Rel	10	4	4
	KARANDIGOH	DTG	NSP	53	64	71
	KARANDIGOH	DTG	NSN	49	0	62
	KARANDIGOH	DTG	NEP	11	0	7
	KARANDIGOH	DTG	TAD	1	4	0
	LODHAN	DTG	Rel	3	13	2
	LODHAN	DTG	NSP	63	65	62
	LODHAN	DTG	NSN	30	0	51
	LODHAN	DTG	NEP	14	0	0
	LODHAN	DTG	Fai	0	0	1
	LODHAN	DTG	TAD	3	4	3
	LODHAN	DTG	Rel	0	3	0
	SELAMPUR_LJ	DTG	NSP	80	52	72
	SELAMPUR_LJ	DTG	NSN	24	0	58
	SELAMPUR_LJ	DTG	NEP	0	0	10
	SELAMPUR_LJ	DTG	Fai	0	4	0
	SELAMPUR_LJ	DTG	TAD	0	0	3
Quarter 1, 2006						
Rajasthan	Jaipur	DTG	NSP	0	123	0

Fig 40

-  This option recalculates the cohort mismatches that have been previously recorded in the database. When modifications are done in the Sputum Conversion and Treatment Outcome data, records of previous discrepancies are automatically removed from the database if the figures match. In case of Case Finding data modification, automatic checking of cohorts discrepancy doesn't occur while the data is saved and hence to settle previous cohort discrepancies, we need to refresh the list. This option scans through the entire database and prepares a new list of records with cohort discrepancies.

District-wise

This option displays the District-wise cohort mismatches (Fig 41).



State	District	Quar...	Year	Categ...	CF	SC	RT
Rajasthan	Jaipur	1	2006	NSP	21	133	0
Rajasthan	Jaipur	1	2006	Rel	2	3	0
Rajasthan	Jaipur	1	2006	TAD	0	5	0

Fig 41

- Print Prints the cohort difference report

State Name	District Name	Category	CF	SC	RT
Quarter 2, of 2006					
	Jaipur	NSP	0	0	0
	Jaipur	Rel	0	307	0
	Jaipur	TAD	0	50	0
	Jaipur	TAD	0	25	0
Quarter 1, of 2006					
Rajasthan	Jaipur	NSP	21	133	0
Rajasthan	Jaipur	Rel	2	3	0
Rajasthan	Jaipur	TAD	0	5	0
Quarter 3, of 2006					
	Jaipur	NSP	0	0	5
	Jaipur	Rel	0	0	86
	Jaipur	TAD	0	0	254
	Jaipur	TAD	0	0	30
	Jaipur	TAD	0	0	27
	Jaipur	TAD	0	0	24

Fig 42

- Recreate data Similar to the TU, during data modification of Case Finding, mismatches in cohort reporting are not checked or recorded in the database while saving. This option recalculates the cohort discrepancies and record it in the database.
 - The discrepancies can be viewed for a selected quarter and for all quarters. To filter and display selected discrepancies, Click on “Selected quarter” option button.
 - On selecting ‘Selected Quarter’, tick the check box for the desired quarters (encircled)
 - Select the Year by clicking on up and down arrow keys.
 - To refresh the list with only selected quarters discrepancy list, click on the ‘REFRESH LIST’ button (Fig 43).

State	District	Quar...	Year	Categ...	CF	SC	RT
Rajasthan	Jaipur	1	2006	NSP	21	133	0
Rajasthan	Jaipur	1	2006	Rel	2	3	0
Rajasthan	Jaipur	1	2006	TAD	0	5	0

Fig 43

- Cohort difference list is shown as per the selections made, district wise (Fig 43).

Chapter 5 – Output

Output option in the main menu is used for generating standard performance indicators in the form of tables/graphs. It also displays the information on performance indicators by plotting the processed information on maps.

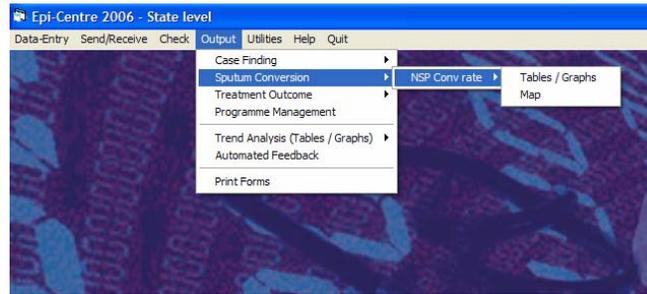


Fig 45

Tables

To display the performance indicator information in the form of Tables or Graphs, 'Report Selection' window appears. This is a single window interface for all different types of performance indicator reports. By the 'Report selection' criteria window, multiple variables can be selected to define the necessary parameters for the desired report. There are 2 sheet tabs in the 'report selection' window. "Tables" tab in 'Report Selection' window generates tables for the required criteria and "Charts" displays the performance indicators graphically (Fig 46).

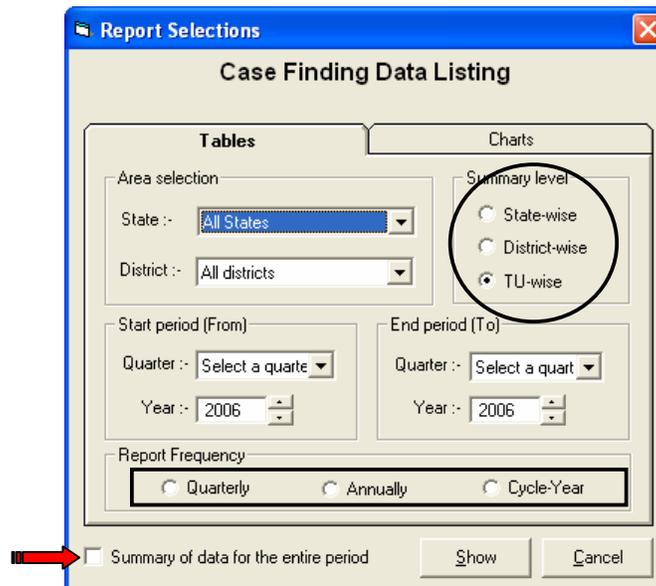


Fig 46

- ▶
- ▶

► The different variables displayed in the Tables sheet tab are explained below:-

- Area Selection – If ‘All States’ and ‘All districts’ are selected then the report would be displayed for the entire country. If a specific state but all districts are selected then all districts in that specific state is displayed in the report. And if a specific state and a specific district from the specified state is selected then the report is displayed with information from that particular district only.
- Summary Level – This selection criterion is to display the report summarized on either state-wise or district-wise or TU-wise.
- Start Period (From) – To define the starting period for the report. The mentioned quarter data is included in the report
- End Period (To) – To define the ending period of the report. The mentioned quarter data is included in the report
- Report Frequency – This option describes the reporting frequency i.e. whether the output will be displayed quarterly or summarized as per calendar year (annually) or summarized as per a cycle of 4 quarters. Each cycle starts from the starting quarter and ends after adding 3 more quarters to the starting quarter to make a full one year data or 4 quarters data. Cycle-year method compiles data for one full cycle of 4 quarters.
- Summary of data for the entire period – This option will compile data for all the quarters from the beginning of the period to the end of the period mentioned for the report. For ex. when this option is selected for a period from 1st quarter 1999 till 4th quarter 2007 for the entire country for total number of NSP cases for India, it will calculate and show the total number of NSP patients treated till 4th quarter 2007 in the country from 1st quarter 1999.
- A sample report is shown in Fig 47

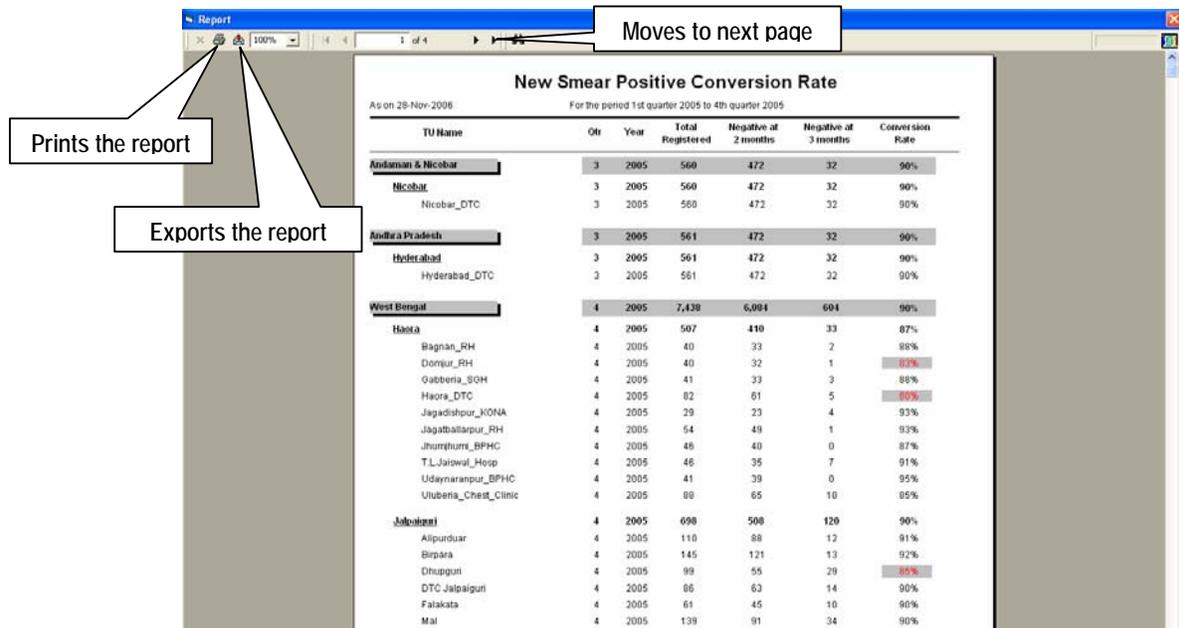


Fig 47

Charts

The Chart option displays performance indicators graphically. The various variable options in the 'Charts' sheet tab of the 'Report Selection' window is shown in Fig 48.

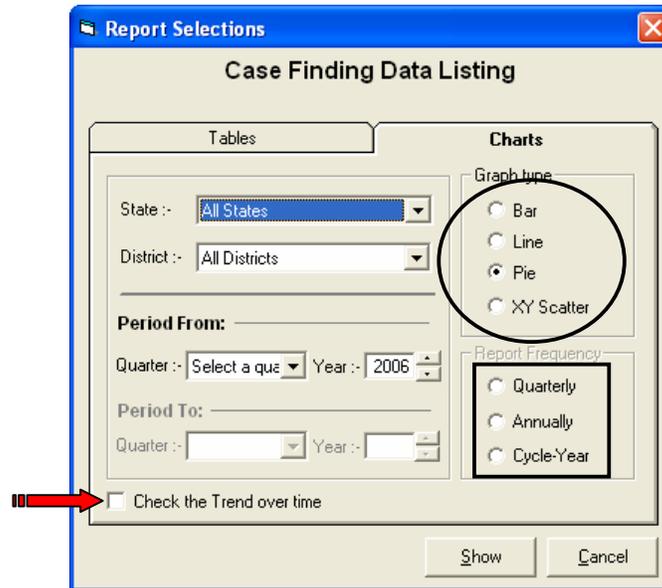


Fig 48

- Area Selection – If 'All States' and 'All districts' are selected then the graph would be displayed on data of the entire country. If a specific state but all districts are selected then data from all the districts in that specific state is displayed in the graph. And if a specific state and a specific district from the specified state are selected then the graph is displayed with information from that particular district only.
- Period From – This is generally to define the quarter and year for which the graph is to be displayed. In case of trends, this defines the starting period of the line graph showing a trend. The mentioned quarter data is included in the report
- Period To – This is only available when the 'Check the trend over time' check box is checked. To define the ending period of the line graph showing a trend, the quarter and year is selected. The mentioned quarter data is included in the graph.
- Report Frequency – This option describes the reporting frequency i.e. whether the output will be displayed quarterly or summarized as per calendar year (annually) or summarized as per a cycle of 4 quarters. Each cycle starts from the starting quarter and ends after adding 3 more quarters to the starting quarter to make a full one year data or 4 quarters data. Cycle-year method compiles data for one full cycle of 4 quarters.
- Check the trend over time – This option will compile data for all the quarters from the beginning of the period to the end of the period mentioned for the graph.

- A sample graph is shown in Fig 49

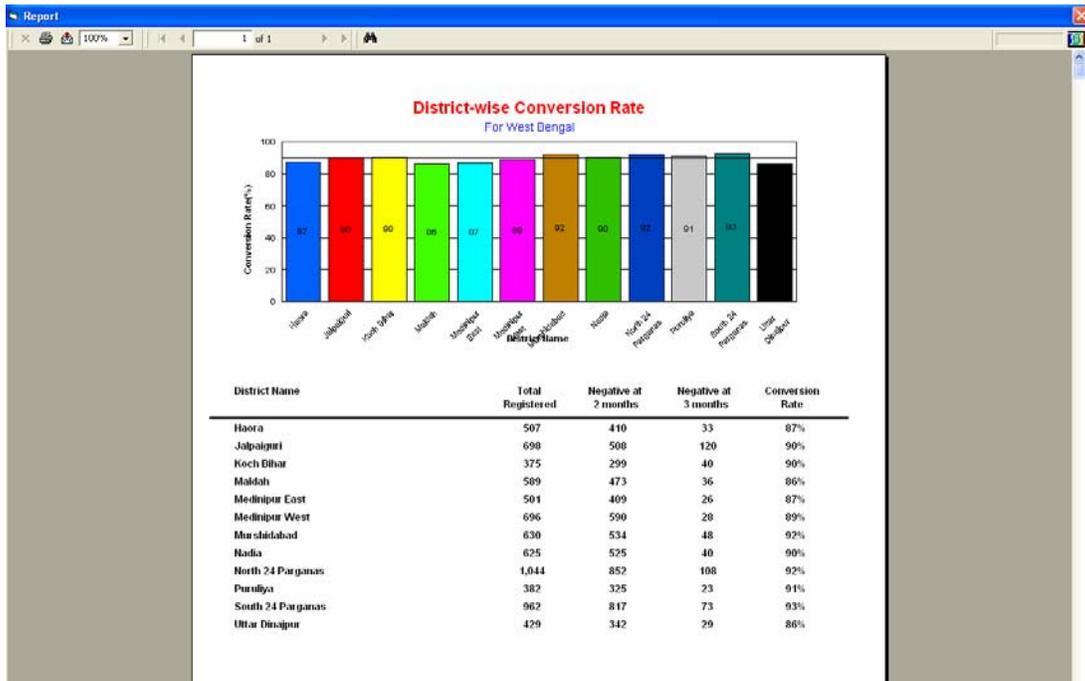


Fig 49

Map

The geographic representation of data is an important feature of the Epi-Centre 2006 software. With the help of this feature, programme managers can quickly have an overview of the performance of various reporting units in his/her area. He can also perform epidemiological interpretation of data by looking into the clustering patterns and other aspects of the programme which may be visible on a map and in most circumstances not perceptible in a table / graph. To plot the programme performance indicator data on a map, select the appropriate Map type. Quarter and Year Selection for Maps window appears as shown in Fig 50. Select the year and quarter and then proceed to the next level by clicking on 'OK'.



Fig 50

Similar to the tables and graphs, maps are also displayed through a single window interface. Depending on the location of installation of Epi-Centre, the option for the map criteria selection window changes and the default map that is displayed also varies.

- If installation location is “**National**”, then the map display window displays the country map with district and state boundaries as shown in Fig 51.
- If installation location is “**State**”, then the map display window displays the default state map with district and TU boundaries as shown in Fig 52.
- If installation location is “**District**”, then the map display window displays the default District map with TU boundaries as shown in Fig 53

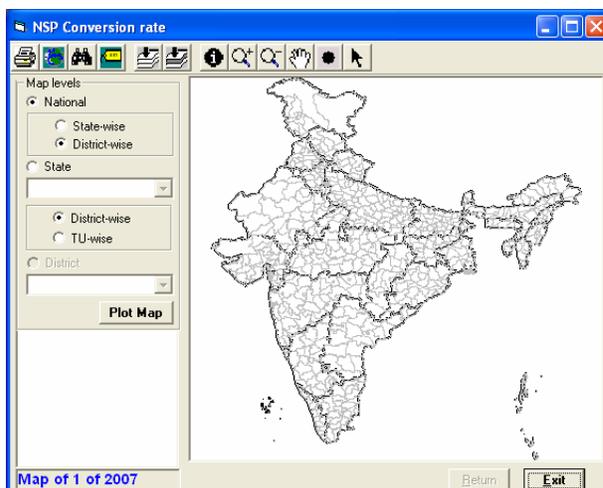


Fig 51

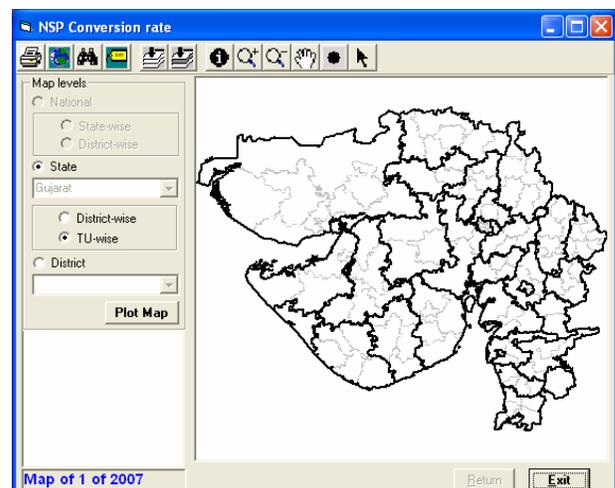


Fig 52

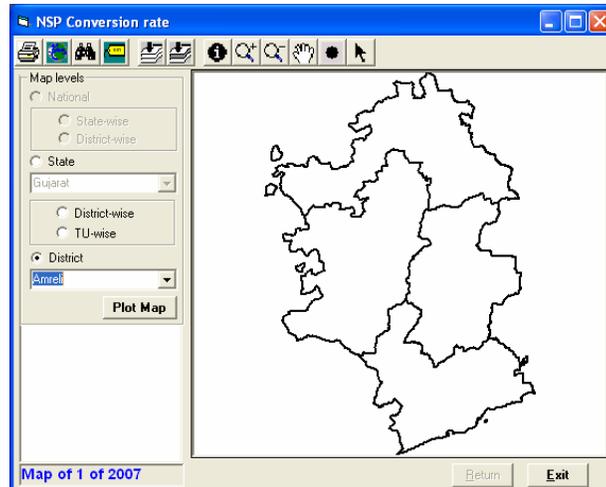


Fig 53

Depending on installation location, the 'Map level' options also changes. National level users can view maps till the district level and state and district level users can view TU level maps. This can be well understood on careful scrutiny of the above figures i.e. Fig 51,52 & 53

The map display window has few short-cut button icons which is described below: -

 Prints the map as shown on the screen, to a printer

 Exports the map to power point slide

 It finds a map feature matching with the specified text given in the find string. A map feature can be a State or District or TU boundary and after finding it highlights the boundary by blinking the location. Find doesn't search in numeric fields. Characters need not be enclosed in quotes. Find is not case sensitive. You can enter the part of the text. For example, just typing KOL and click 'FIND' will also find Kolar, Kollam, Kolhapur, Kolkata etc. Wildcard characters are not supported by Find.

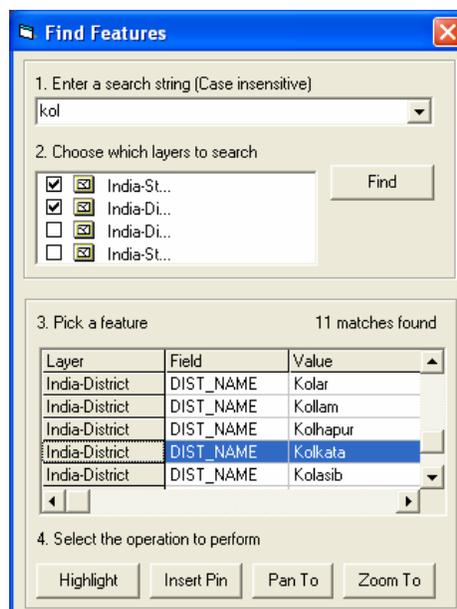


Fig 54

- Click on the desired item in the list “3. Pick a feature” and click on any of the appropriate buttons to perform the task

-  Highlights the selected feature on the map by blinking the entire polygon.
-  Inserts a dot point on the selected feature on the map.
-  Scrolls the map to display the selected feature in the centre.
-  Zooms the selected features to the fullest extent.

 Labels all the map units with its name on the map like labels all districts with its name.

 Zooms to the fullest extent of the page. On clicking, it displays the entire map on the screen.



 Display the attributes of a map feature. To use this, click on the Identify tool in the shortcut bar and then click on any map feature in the map. All Attributes of the identified map features are displayed.

 Zooms-In the contents of the map in the zoom box you defined by drawing with the help of a mouse on the map view.

 Zooms-Out from the position you click or the area you define on a map view.

 You can pan (scroll) the view by dragging it with the help of a mouse in any direction.

 Draws a point with a symbol on map view.

 The Identify, Zoom-In, Zoom-Out, Pan and Draw point shortcut buttons are recursive in nature i.e. once any of this buttons are clicked, the same job can be done again and again till it is not stopped by clicking on the Arrow button. The Arrow button stops the previously selected repetitive function and returns the mouse pointer symbol back to a normal arrow.

To plot performance indicator data on a map

- First select the level of map you want to display i.e. national level map or a state level map or a district level map. National level maps are not available to the state and district level users. (Fig 55)

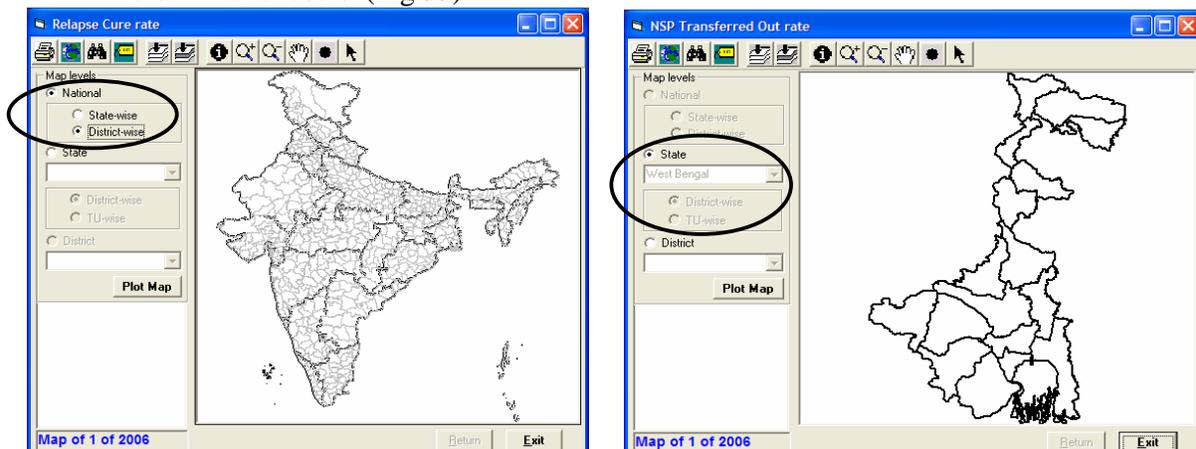


Fig 55

- Once the level of map is selected, the next step is to select the sub-level i.e. state-wise or district-wise maps in case of National level and district-wise or TU-wise in case of state level.
- The state name has to be selected first before the sub-levels are selected i.e. district-wise or TU-wise, if a state level map is selected.
- On completion of the above selection an empty map is shown in the map-view area.
- Click on “Plot Map” to display the performance indicator data on the map (Fig 56).

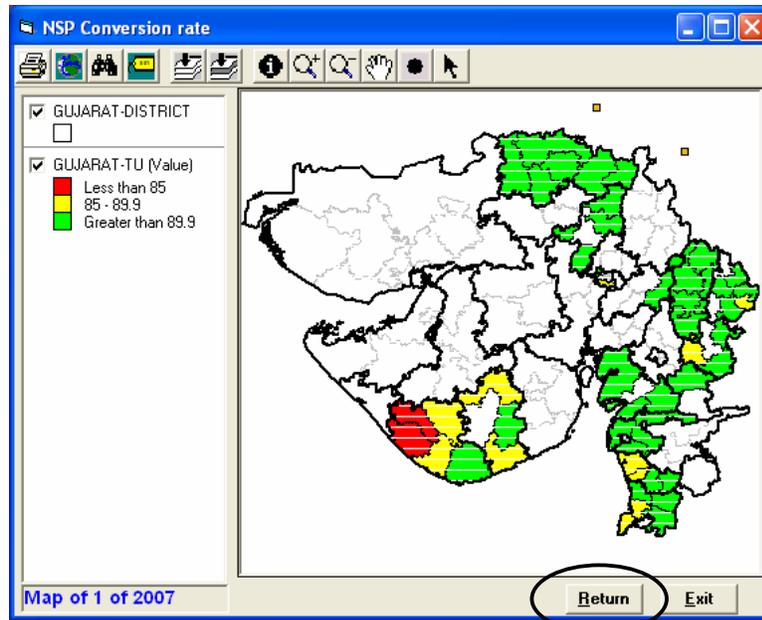


Fig 56

- To return to the map selection window, click on “Return” button (encircled) as shown in Fig 56.
- To close the window, click on ‘Exit’ button

Print Forms

This option allows users to print quarterly reports of all levels – TU-wise, District-wise and State-wise. The resultant output can be viewed on the screen or printed directly on a printer. To print the quarterly forms, select Output – Print forms from the main menu.

- The “Print Form” window opens as shown in Fig 57
- Select the “Print Options” before making any selection. To summarise all TUs in a district and print district-level report, select “District-wise” option button. State-wise reports can be printed by selecting “State-wise” option button. All districts in the selected state will be summarised to prepare the state-level report.

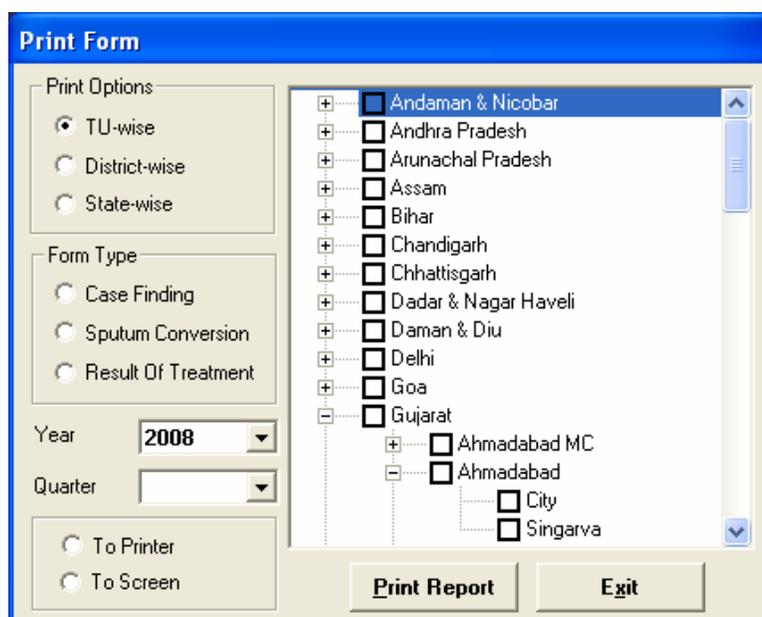


Fig 57

- After selecting the ‘Print Option’, select the desired reporting unit by checking the check box besides the name for which form printing is required. Multiple selections are possible and checking the check box of a higher level will automatically select all the reporting units under it. Like if we had selected TU-wise printing of reports and checked the check box besides ‘Ahmadabad’ district name, then all TUs of Ahmadabad are automatically checked and on printing it will print all the TUs of Ahmadabad one by one.
- Printing to screen has no restrictions regarding number of selection of reporting units but when printing to printer, restrict your selection of reporting units to maximum 10 at a time. The maximum number of selection can vary from computer to computer depending on the available free RAM space.

Chapter 6 – Utilities

The various sub-options under UTILITIES menu are:

- Scientific Calculator
- Notepad
- Epi-Map
- Import and Export Master Data Files
- Admin Tools
- Export data to Excel



Fig 58

Scientific Calculator

You can use Calculator to perform any of the standard operations for which you would normally use a handheld calculator. Calculator performs basic arithmetic operations, such as addition, subtraction etc. Functions found on a scientific calculator, such as logarithms and factorials can also be done with the help of this calculator.

Notepad

Notepad is a basic text editor that you can use to create simple documents. The most common use for Notepad is to view or edit text (.txt) files.

Epi-Map

EpiMap is a freely available mapping application program that can be used as an effective tool to perform some of the basic Geographical Information System (GIS) functions. It does not contain all the features available in a GIS application like ArcView but is useful for simple spatial representation of data. If you do not have access to any desktop GIS application but still want to undertake additional spatial analysis, EpiMap is a helpful tool to work beyond the standard in-built spatial analysis of Epi-Centre. To use the Epi-Map tool, you have to additionally install it from “Epi-Info for Windows” CD available on request or downloadable from the www.cdc.gov web site.

Export data to Excel

One of the most interesting features of Epi-Centre 2006 is the exporting of raw data to MS-Excel. This option helps the programme managers, Epidemiologist and all others associated with the programme, which would be required to work beyond the standard outputs of Epi-Centre and with the raw data. **The export data to Excel works on a quarterly reporting pattern** i.e. Sputum conversion data is exported from one previous quarter along with case finding data and Treatment outcome is from one previous year. This is just the same way as routine reporting occurs.

To export raw data to MS-Excel

- Select the desired STATE from the drop down list. Even if “All state” and “All districts” are selected, only available data is exported. This means that if a user at state level forgets to select the state name, or wrongly enters another state name, there would either be no action or the same dataset will be exported, had a state name been properly selected. This is because in the state computer, there is no other states data.

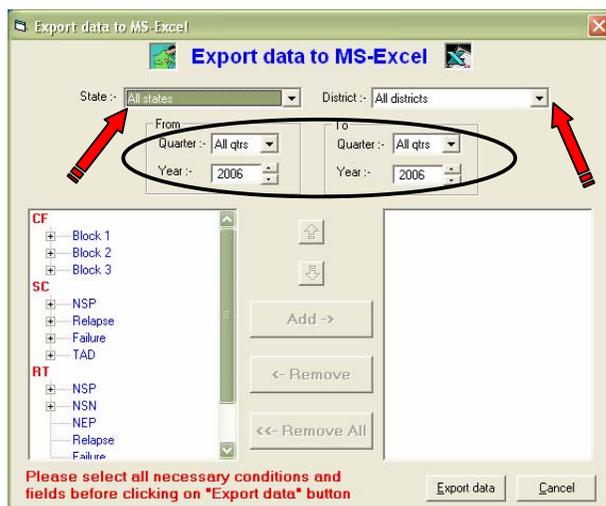


Fig 59

- Same principle of selection is applicable in the case of district selection.
- Select the period of data to export by providing the desired information in the ‘From’ quarter and year and ‘To’ quarter and year. *During exporting, data from the quarters of ‘From’ and ‘To’ are included during exporting.*
- The tree structure on the left side of the window, displays the variable list from all the quarterly forms. The form names are displayed in Red (CF / SC / RT). On double-clicking on the first level variables below the form name or clicking on the ‘+’ sign besides the variables will expand the next level. This process can be continued till the unitary level variables are displayed (Fig 60).
-
-
-

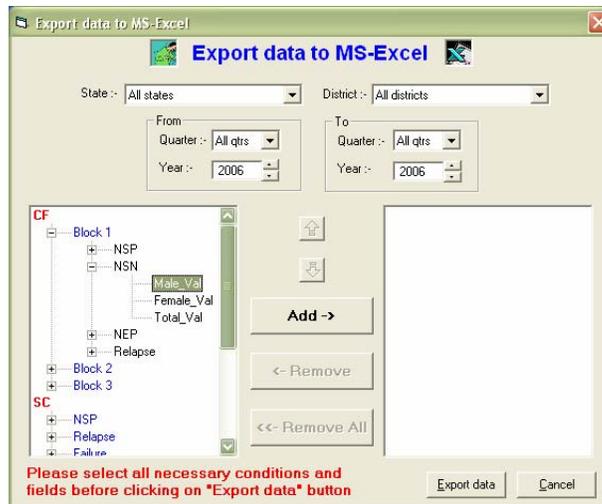


Fig 60

- Once the lowest level variables or unitary variables are displayed, the desired variables for exporting can be selected by either double-clicking on the variables or clicking on the variable and then clicking on “Add ->” button. This will append to the list of selected variables on the right hand side list as shown is Fig 61 (encircled).

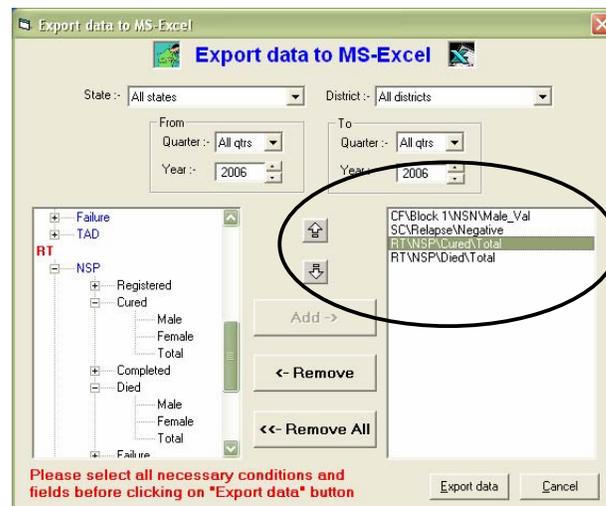


Fig 61

- To change the order of selected variables in the list, highlight the variable name and click Move up  or Move down  button. To remove a variable from the selected list, select the variable from the selected list and by clicking on the desired variable name and then click on ‘REMOVE’ button. To remove all the fields together, click on ‘REMOVE ALL’ button.
- Once the selected list is finalized both in terms of the selection of all desired variables and the order in which it should be exported to MS-Excel, click on the ‘EXPORT DATA’ button. This will export data, open MS-Excel and display the exported data in a spreadsheet.

Please Note:- The exported data is not saved anywhere in the hard disk. To save the exported data, click on File – Save in MS- Excel to save it in a different folder.

Admin Tools

The Admin Tools is a tool for managing various administrative functions like: -

- Create new users
- Change password of existing users
- Delete users
- Network details – to provide the server path in case Epi-Centre is used in a LAN settings
- Authorise a district to enter another district data.

Create new users

New users can be created by any ‘Data Manager’ only. Other types of users do not have privileges to create new users. Two users with the same name and same user type can not be created. User name and password are not case sensitive. Figure shown below displays different attributes of the ‘Create New user” sheet tab (Fig 62). The password can be entered with a combination of characters, numerical and special characters and does not require any minimum or maximum length. A character entered in upper case in password string does not have any special significance.

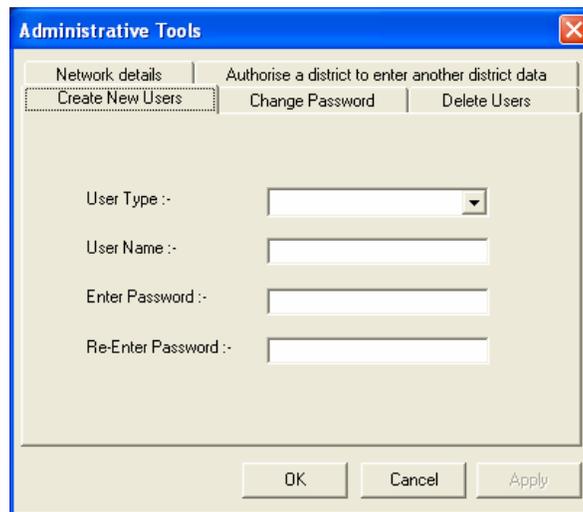


Fig 62

Change password

As the name denote, ‘Change password’ is to change the password of a user. Below are few points to remember during change of password.

- A user can only change his/her password and can not change password of any other user.

- A ‘Data Manager’ can change password of any user but he also would need an authorization from the user, in form of his/her old password. This is to protect the individual users privacy so that a ‘Data Manager’ can not change the password on his own and restrict the user from accessing the data.
- In case of emergency, where the user has forgotten his password and wants to reset the password, a ‘Data Manager’ can help him to reset the password. In this case the password of the user will be reset to ‘NEWPASS123’.
- The ‘Reset’ button is visible only when the user has logged on as “Admin” - “Data Manager”.

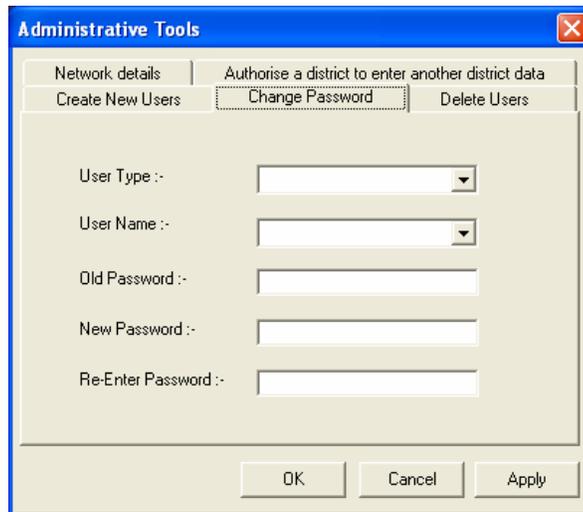


Fig 63

Delete Users

This function will allow the ‘Data Manager’ to delete a user who has already left the programme or the user has been wrongly created. A normal user cannot delete him/her or any other user. To protect the privacy of individuals, the ‘Data Manager’ also cannot delete a user without his/her consent in the form of his/her password.

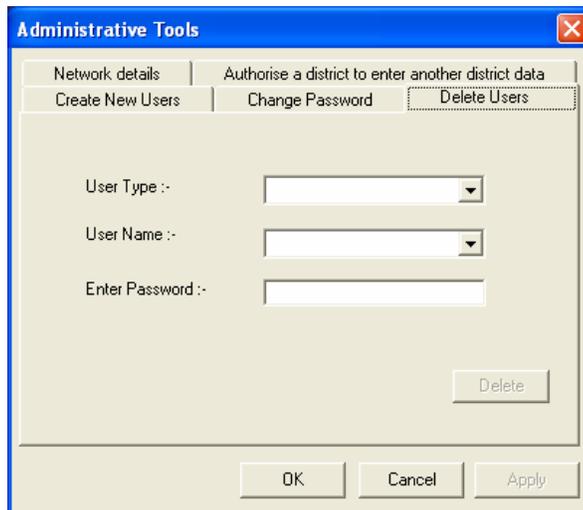


Fig 64

Network details

Epi-Centre can be installed on a single user computer or on a Local Area Network (LAN). To use Epi-Centre in a LAN settings, the network path has to be provided to Epi-Centre, so that each time information is required from the database, it can be accessed from the server by the software installed in the users machine.

The database is kept in the same path in the server as it is kept in the user's machine i.e. "Epi-Centre2006\Data Files\". So while entering the server path, you should enter the complete path where Epi-Centre2006 is installed including the server name.

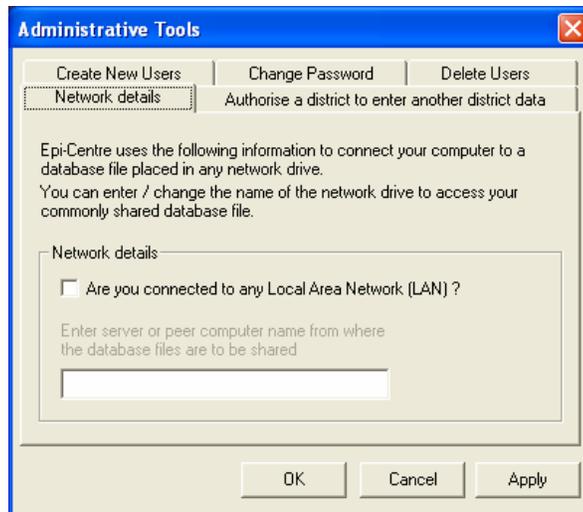


Fig 65

Please Note:- There is no need to prefix '\\ ' before the server name as Epi-Centre prefixes the '\\ ' before the server name.

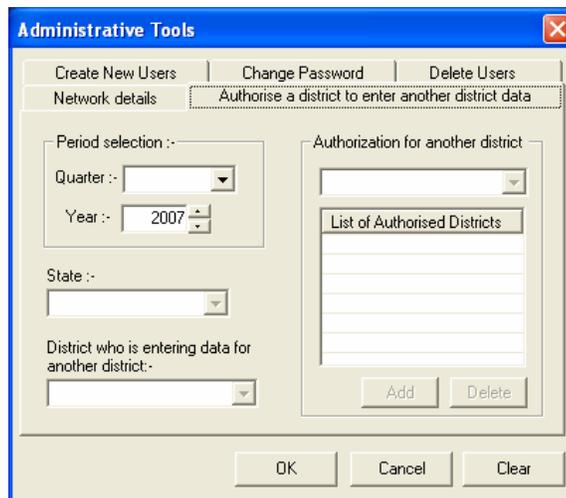
Warnings :- Please do not enter any details in this sheet tab unless you are actually working in the LAN. Any testing may be disastrous as this will stop functioning of Epi-Centre. During configuration, get in touch with the helpdesk to receive assistance and proper guidance.

Authorise a district to enter another district data

This tool is used by State, Consultants and National level users only. District level users do not need to use this tool at all. This tool is used to authorize a district to enter another district data.

There is no restriction at district level to enter data of another district. Any district level user can enter not only data for his/her district but also data for any other district. And since there is no control by the user over the data that is sent through email, there is a fair chance of garbage entering into the state and national level computer. To avoid this, the following steps will help to minimize the risk. Also, there may be a district where the Data Entry Operator (DEO) is not in place and in such circumstances it may be required that a DEO of an adjoining district enters the data and sends it to state, consultant and national level along with his own district data.

- Identify a district level DEO who can enter the data of the district where the DEO post is vacant. If the adjoining district DEO can travel to the district and enter the data in that district's computer, then there is no need of any adjustments at any level.
- But in case, the identified DEO can not travel to the other district in that case the data from the other district has to be entered in his/her computer. If at the state level or consultant level or national level computer the district is not given permission to enter and send data, then in spite of the district entering and sending data, it will be rejected at the higher level assuming that the data from the other district is garbage.
- To avoid this, central level, state level and consultants need to be informed by email that the other district data is entered by an adjoining district and it should be accepted in the system.
- On receiving the email, users at the 3 levels i.e. national, state and consultant will open admin tools and click on the sheet tab "Authorise a district to enter another district data" as shown below in Fig 66.



The screenshot shows a software window titled "Administrative Tools" with a blue header bar. Below the header are three tabs: "Create New Users", "Change Password", and "Delete Users". The "Authorise a district to enter another district data" tab is selected and highlighted. The main area of the window is divided into several sections. On the left, under "Period selection :-", there are dropdown menus for "Quarter :-" and "Year :-" (set to 2007). Below this is a "State :-" dropdown menu and a "District who is entering data for another district :-" dropdown menu. On the right, under "Authorization for another district", there is a dropdown menu and a table titled "List of Authorised Districts" with several empty rows. Below the table are "Add" and "Delete" buttons. At the bottom of the window are "OK", "Cancel", and "Clear" buttons.

Fig 66

- **This authorization is valid for only one quarter.** If the same arrangement exists in the next quarter, the same procedure has to be followed.
- The authorization of a district to enter another district data can be done within a state only.

- A district can be authorized to enter multiple district data in a single quarter.
- If authorization is not awarded before uploading data from the email, then data of the district which sends the email is only uploaded and the other district data is rejected for uploading.
- Below is an example (Fig 67) where “Ghaziabad” of “Uttar Pradesh” is planned to enter and send data of “Gautam Budh Nagar” and “Meerut” for 1st quarter 2008. The authorization is done at all levels i.e. state, consultant and national level computer. Now when Ghaziabad sends an email with data of his/her district along with data of Gautam Budh Nagar and Meerut, it is accepted and uploaded in Epi-Centre.

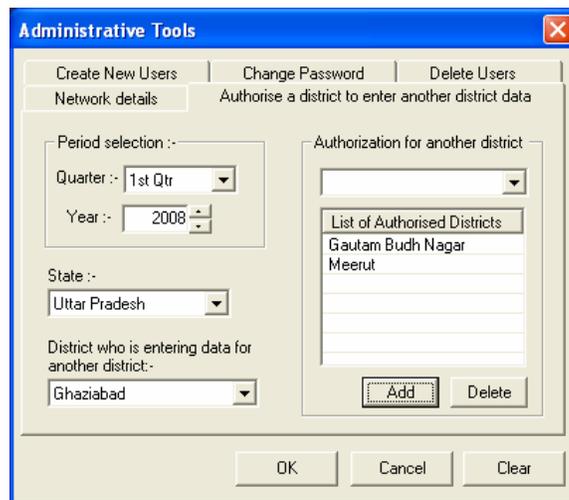


Fig 66

Import / Export Master data files

Import / Export function facilitates the data entry by a district for another district where the DEO is not in place. In this case, the name or codification of TU names for that district should not be done again. This is to avoid wrong codification or spelling mistakes in the TU names.

If data entry has to be done by another district, then the state should export the name of the TUs and send the exported data by email to the district which is entering the data. On receiving the email, the district will import the TU names into their master database and then start data entry.

- If installation location is state then this function will perform to export data to a file which can be later send by email (fig 67).

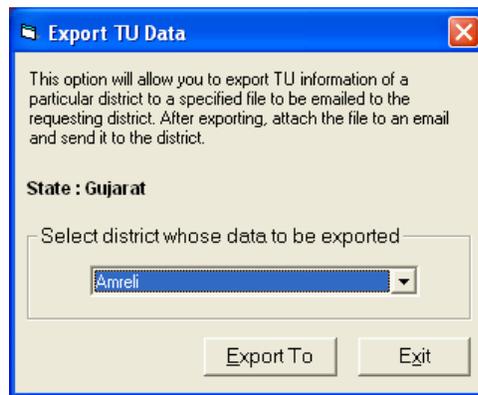


Fig 67

- If the location is 'District' then this function performs to import data from a file received through email (Fig 68).

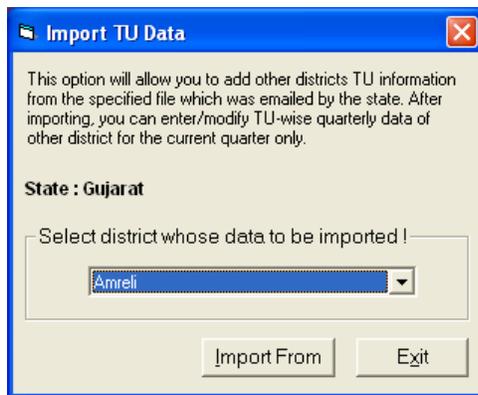


Fig 68