

Installing the new Excel data collection template

Many of the features have been created using macros and in order for these to work Excel's security setting must be set to 'medium'.

To update your security settings:

- Open a blank Excel spreadsheet
- Click on 'Tools' > 'Macro' > 'Security'
- This will bring up a grey information box titled 'Security'
- Click on the 'Security Level' tab and ensure that security is set to 'Medium'.
Note: If security is set to 'High' the macros will be disabled and none of the new features will work.

Next time you open the spreadsheet a grey information box will appear. **To ensure that the new features are activated, click 'Enable Macros'**. *Note: If your security level has been set to 'Low' the macros will automatically be enabled.*

Transferring data from the 'old' spreadsheet

Important: Before installing the new version of the spreadsheet, please ensure that your current data has been backed up.

If you have already been collecting waiting times data you will need to transfer all your data from the previous data collection template into this one.

If you have added additional columns to your spreadsheet for local use, these will need to be moved to the end of your spreadsheet (column L onwards).

To transfer your data:

- On your original spreadsheet, highlight all the fields containing data avoiding the two title rows (i.e. starting at row 3).
- Click 'Edit' > 'Copy'
- Open the new spreadsheet and ensure that the cursor is in the first empty cell in the service ID column (Cell A3).
- Click 'Edit' > 'Paste Special' and select 'Values'
- Click 'OK'

Save the file to an appropriate location and check that all the data has been transferred correctly. To avoid confusion you can now delete or archive the old data file.

The validation checks will only be carried out on new data added to the spreadsheet. Data that has been copied and pasted into the spreadsheet will not go through the new validation checks. Any errors in this information will be identified when it is processed by the ADATs and will need to be corrected.

If you have any queries about installing the revised spreadsheet please contact either Adrian Hyndman (0141 282 2275, adrian.hyndman@nhs.net) or Robyn Munro (0131 275 6967, robyn.munro@nhs.net).