

Data Collection Guidance

Please note

Macros must be enabled on the spreadsheet for the following instructions and validation of data to function.

Service ID set up

If you have the spreadsheet open in front of you, you will notice that there are two tabs at the bottom left, one marked 'Waiting Times' and one marked 'Services'. Before keying any new data into the 'Waiting Times' sheet the 'Services' sheet must be set up. Information added to the 'Services' sheet will be displayed within the pick list for the service ID column on the main 'Waiting Times' sheet. To create this pick list, key the service ID's used by your service into 'column A' starting at 'row 1'. Your 'Services' sheet will then look something like this:

	A	B	C
1	Service1		
2	Service1-A		
3			

Click on the 'Waiting Times' tab and then click on the first empty cell in the service ID column. An arrow will appear next to this cell, click on this arrow to display the service ID pick list.

You can add to this pick list at any time by returning to the 'Service' sheet and entering additional service ID's into 'column A'.

There are now 3 new function keys, ARCHIVE, LONG WAITS, and CLEAR WAITS

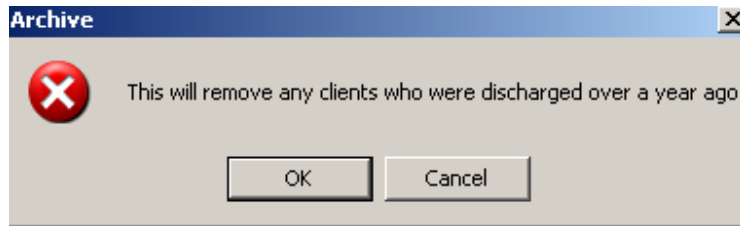
Archive function

- By selecting this option, all clients with a discharge date greater than 52 weeks from the current date, will be selected and copied to a text file and deleted from the spreadsheet. This will make the spreadsheet/data easier to maintain for service staff and ADAT's.
 - Choose option



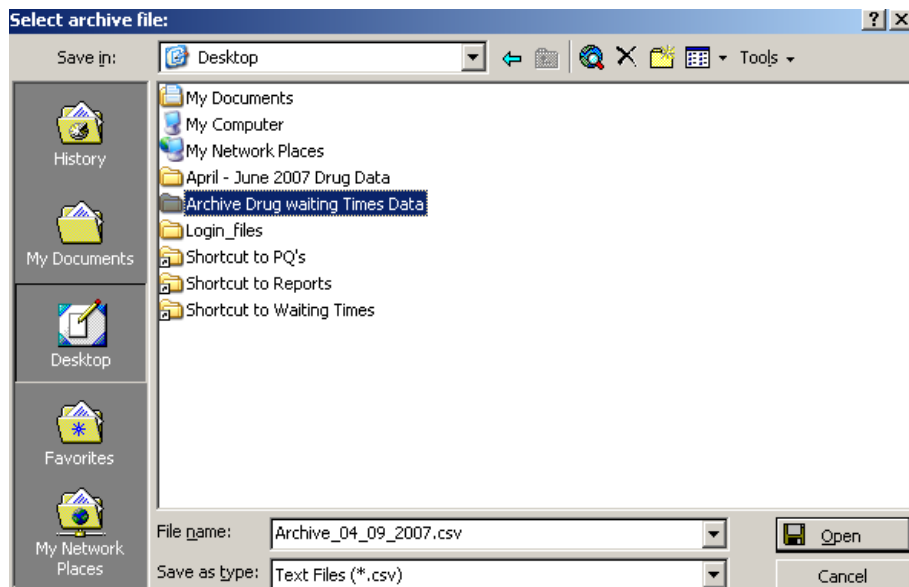
(At top right of screen)

- A warning will then be displayed



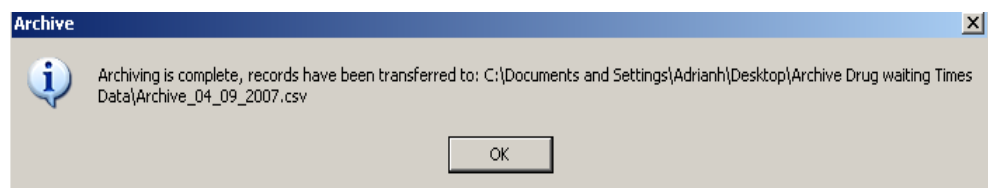
Choose OK

- The file directory window will then appear



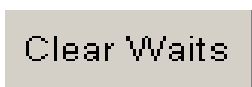
Once you have selected the destination folder, chose option 'open' and 'save' file

- You will then receive the following message



- Click ok.
- Save spreadsheet in usual way.

Clear waits Function

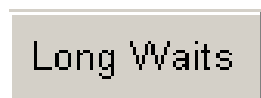


On completion of viewing long waits, users must choose this option to reset the spreadsheet; it will also return all text to black.

Long Waits Function

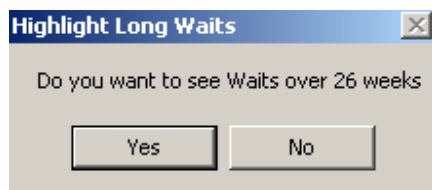
- By selecting long waits, users will be given an option to view records for those clients with waits over 26 weeks, or over 2 weeks. In each case the text will be changed to **RED** for those still waiting for an appointment and **BLUE** for those already offered an appointment.

- Choose option

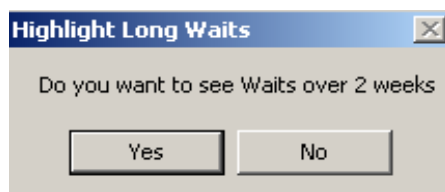


Step 1

- Users will then be presented with the following option



If you select No, the option to view waits over 2 weeks will be shown, as below



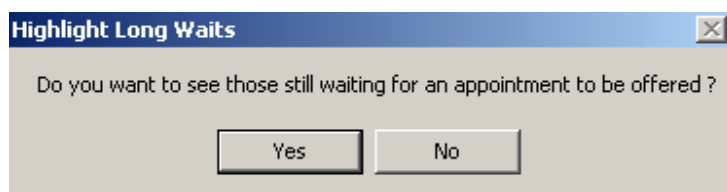
If you again select No, the following message will be shown



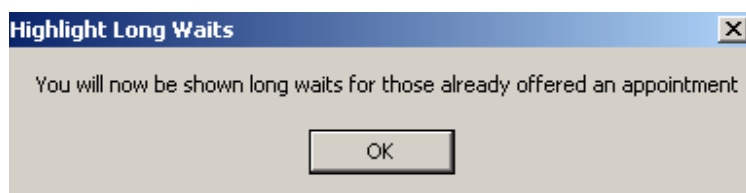
Select OK, this will take you back to the spreadsheet.

Step 2

- However, if you choose option Yes, at either 26 or 2 weeks, you will be given a choice to either view those clients still waiting



Or by choosing option No, those clients already offered an appointment.



- When choosing the option to view those clients still waiting, the following message will appear



All clients who are still waiting an appointment on the spreadsheet will be highlighted in red text.

- Those clients that have been offered an appointment will be highlighted in blue text



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