CanReg5

Functionality

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02/09/2008: Not all illustrations have been updated yet. Some are still using screenshots from CanReg4.

Start

START

CanReg5 welcome screen

There are two options in this CanReg5 welcome screen:

* "Login"
If CanReg5 has already been setup on this computer for your cancer registry, then click on this option to pass to the "Login/Password" panel.
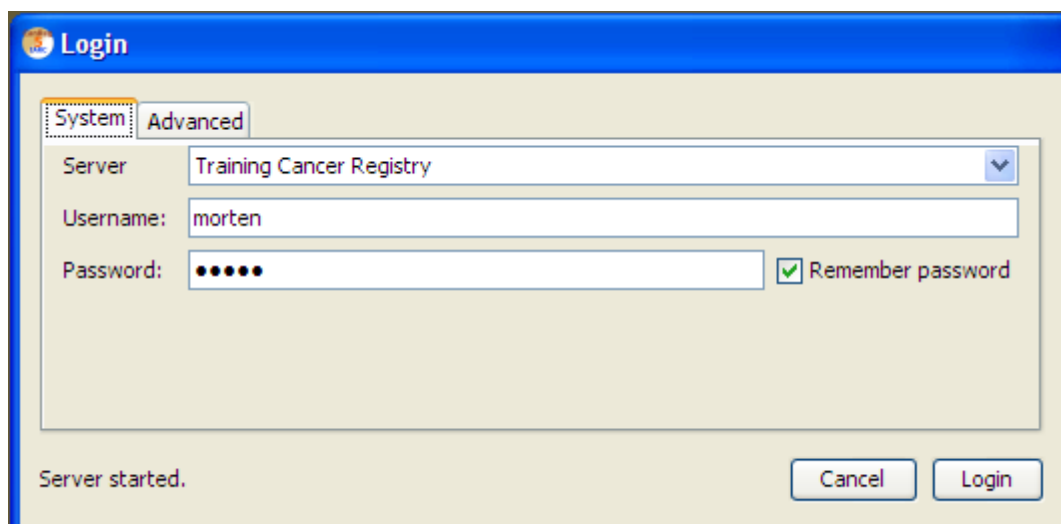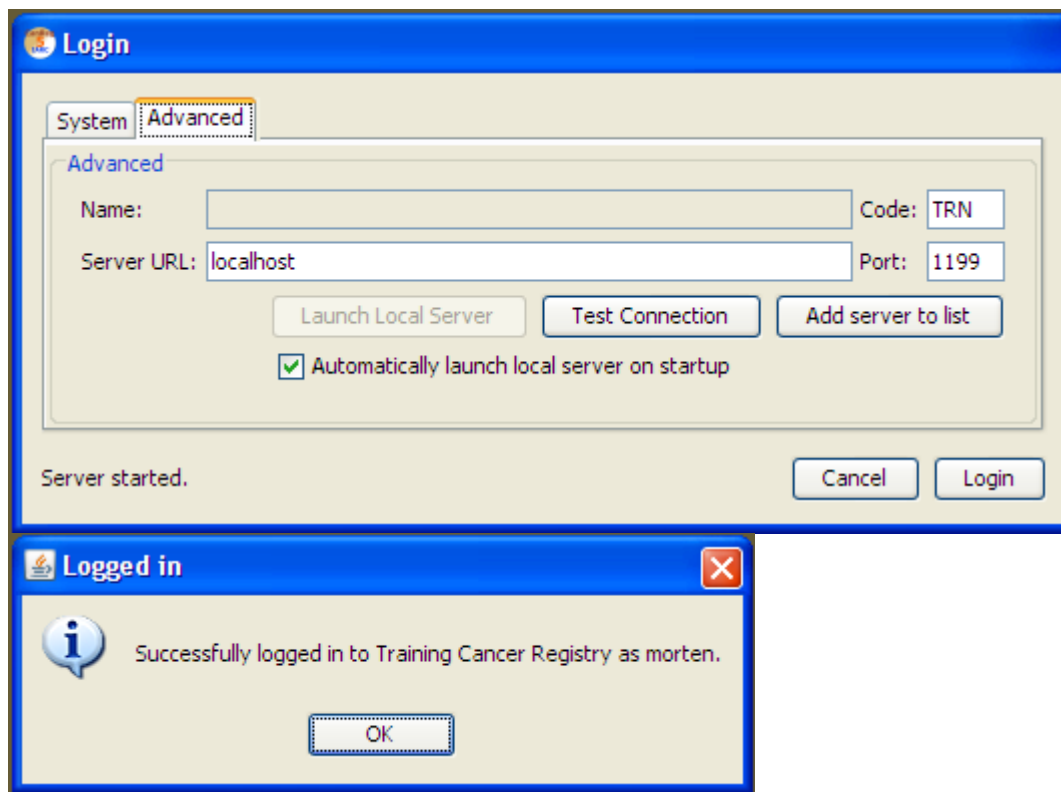
* "Restore from backup"

The CanReg5 program has been installed but you wish to add the Registry definition, dictionary codes and any data for a particular Cancer Registry.
This option restores those files from the backup so that you can continue working.
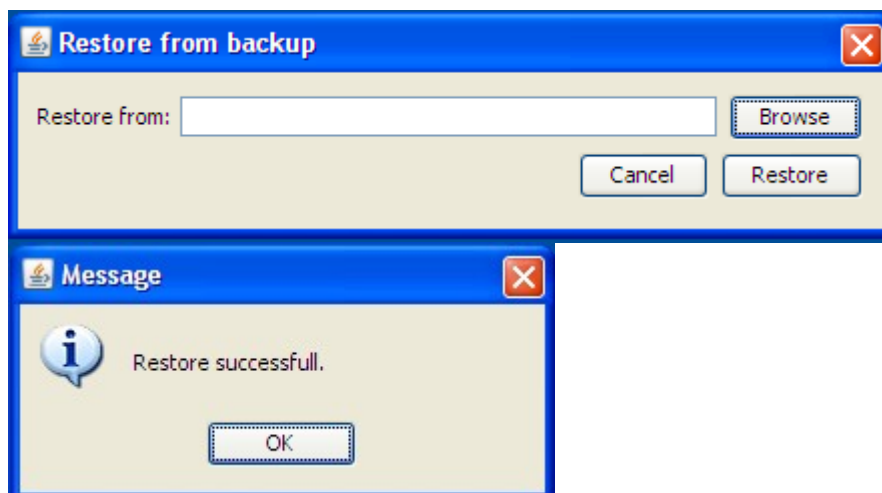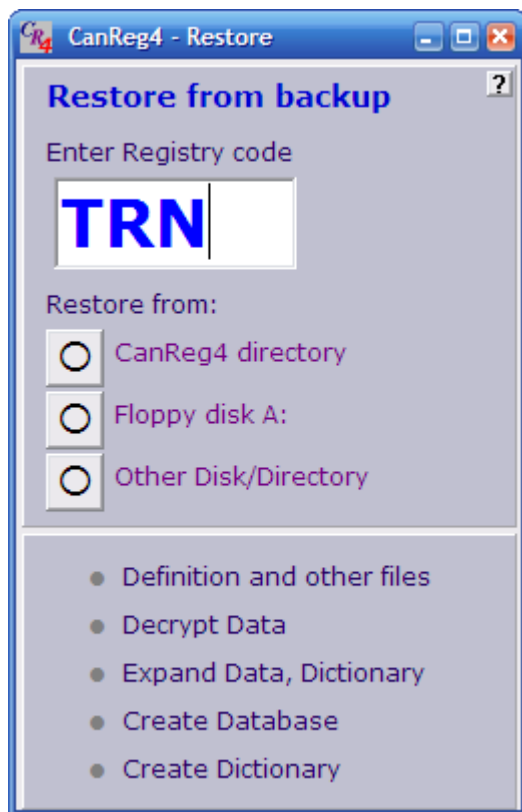See the "Backup" option in the "System Management" menu.

First time CanReg installation

Restore

CanReg4 - Restore

Restore from backup

Enter Registry code

TRN

Restore from:

- ○ CanReg4 directory
- ○ Floppy disk A:
- ○ Other Disk/Directory

- Definition and other files
- Decrypt Data
- Expand Data, Dictionary
- Create Database
- Create Dictionary

To restore your Registry definition, dictionary codes and any data from a CanReg5 backup.
You will probably perform this either:
* at first installation, or
* if re-installing on a new computer, or
* recovering from a lost or damaged computer situation!

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First, fill in the three-character registry code.
Then click on the button corresponding to where you have the backup:
* Default CanReg5 directory - the backup was performed but the files were not copied elsewhere.
* Other Hard Disk directory - the backup files were copied to another disk, directory or network drive. You will be able to specify where.

Main menu
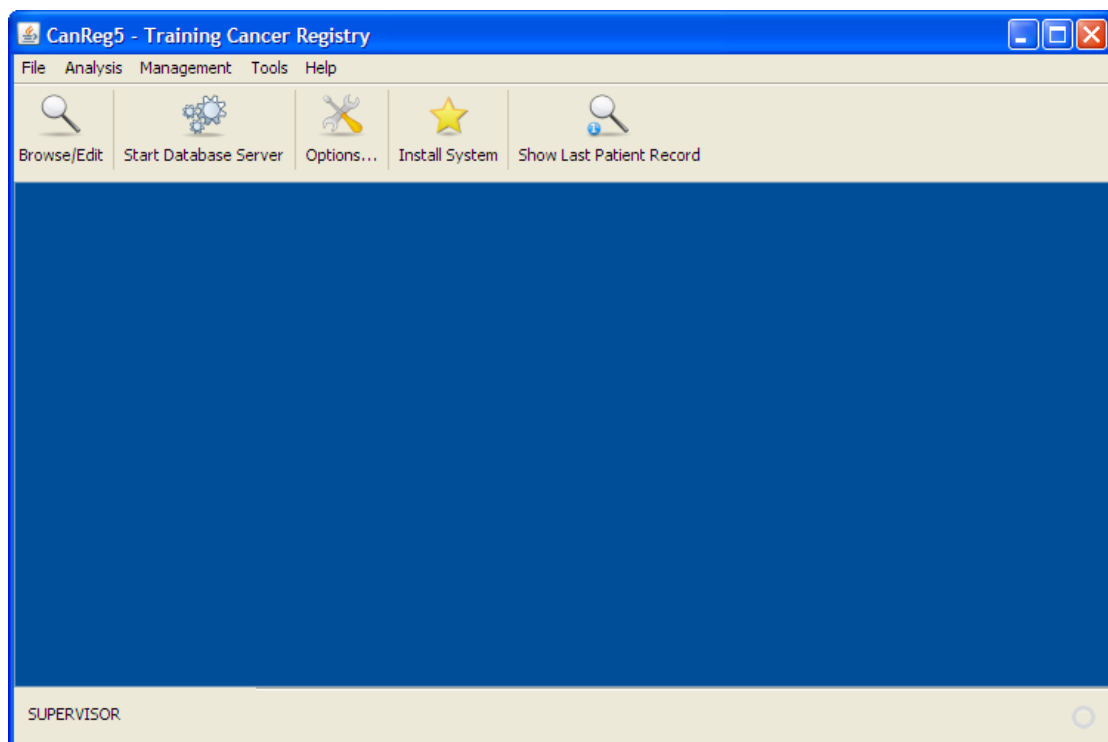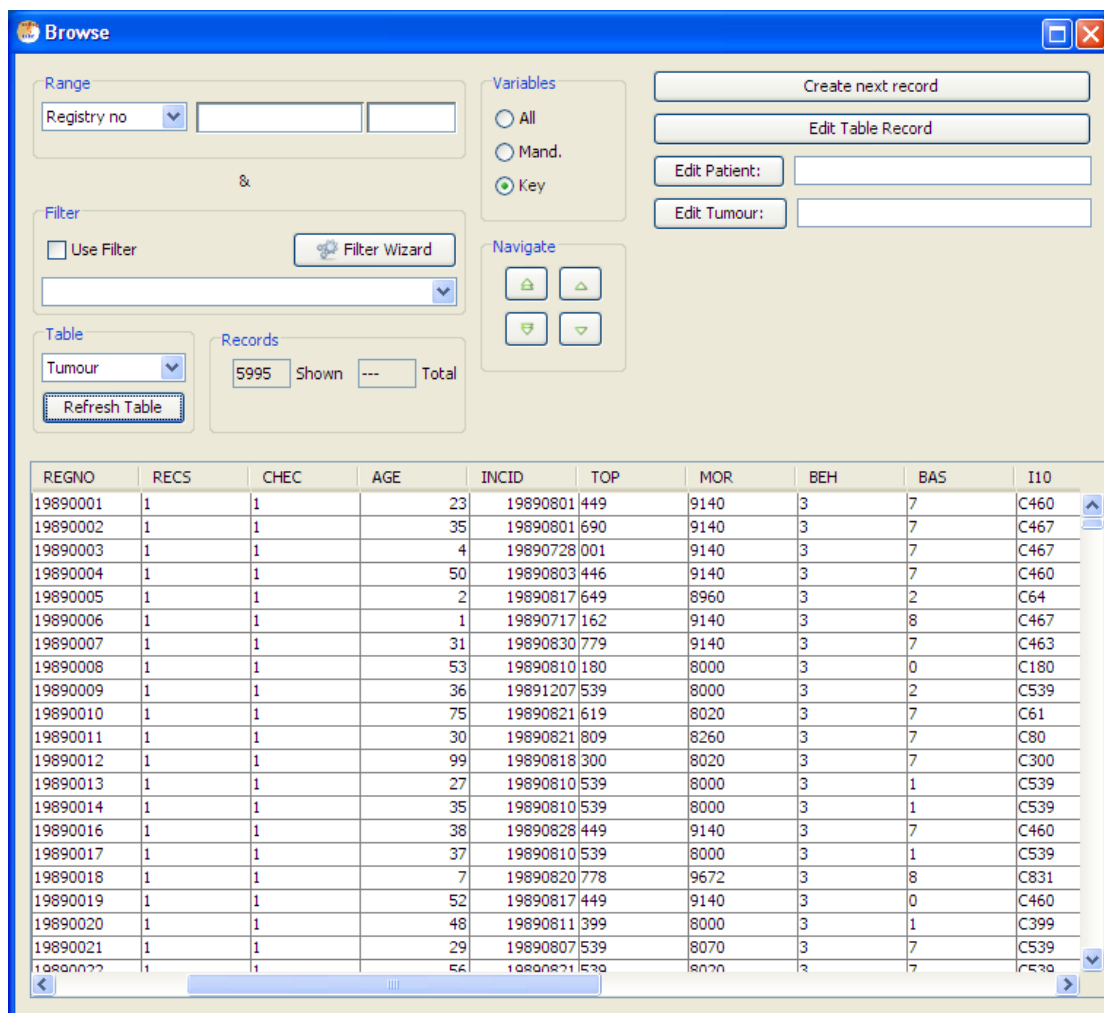
File

Data Entry

BROWSE / EDIT

This part of CanReg5 allows you to view and edit the database records.

For Data Entry purposes, you can use this Browse part to look for a particular record to Edit, or to see if a particular person has a cancer notification already stored.

The table below shows the data - move (with the "Scroll Bars") horizontally to see other variables, or vertically to view other records.

You can use the <u>Filter</u>, Index and <u>Ranges</u> to select which records to show, and the Variables radio buttons to select the variables columns.

Use these buttons to go to the Edit Form:
 - Create next record: If you have checked that the patient has no record already, use this option to create a new blank edit form. The next available registration number will be assigned when you save the record.
 - Edit Table record: to edit the record highlighted by the blue bar in the data table.
 - Edit Record number: Before clicking this button, fill in the Registration number of the record you wish to edit. If the record exists already, you can edit it; if not, this number will be assigned to a new blank record. USE THIS OPTION TO SET THE REGISTRATION NUMBER FOR YOUR FIRST RECORD.
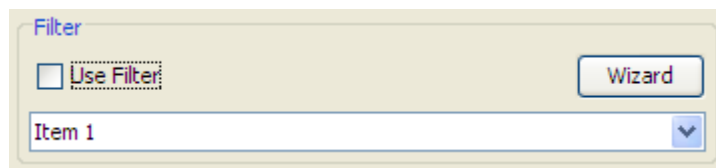
 - Re-draw table:
If you have made changes to the database, use this button to update the table displayed.

FILTER

To select records.
(Use "Index" and "Range" as primary selection - it is quicker)

Examples of how to use:

Sex=1
Age>=60
Sex=2 and Age<60
Name='Smith'
Basis=7 or Basis=5
Topog='50*' (for all Breast cases)
Date='199904*' (for April, 1999)

Filter wizard
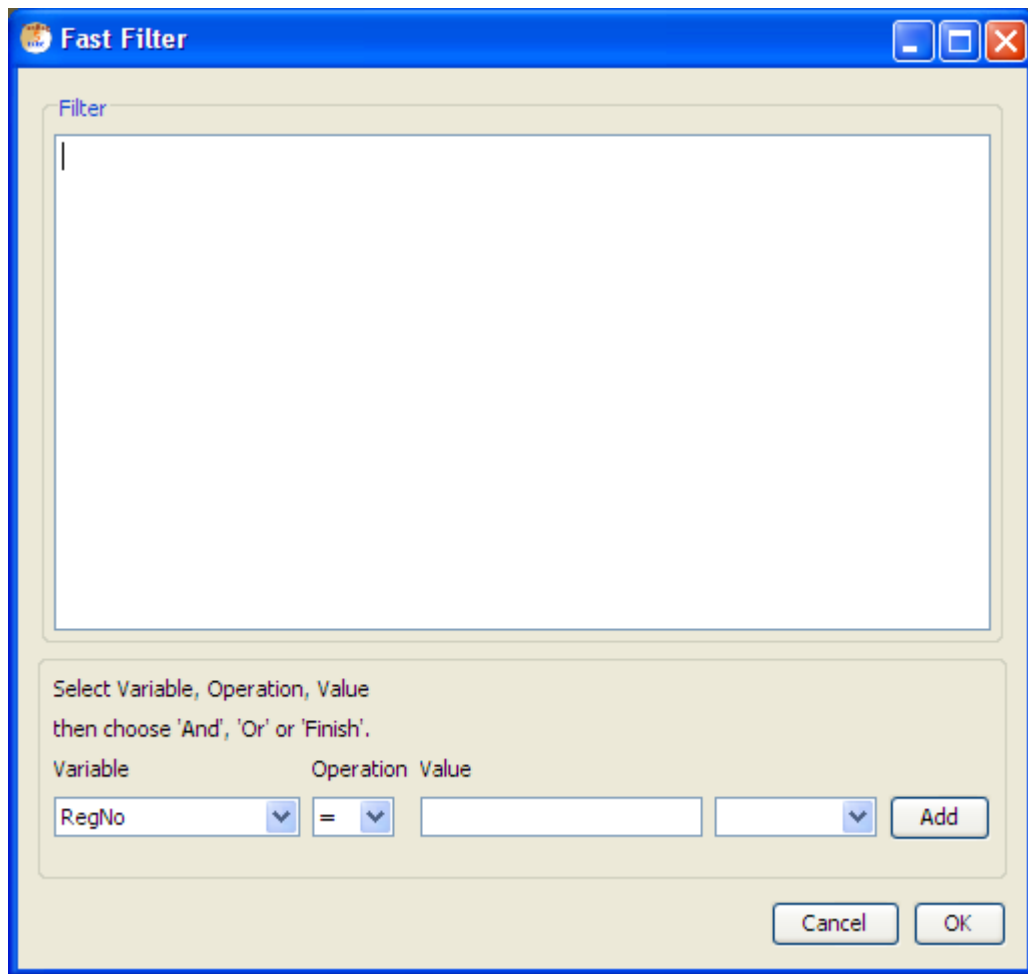
Fast method to specify filter, or selection, criteria.

For example, to select
Females over 60 years old....

Click on ...

 - Variable - "Sex"
 - Operator - "="
 - Value - "Female" (from Dictionary)
 - "And"

 - Variable - "Age"
 - Operator - ">"
 - Value - type "60"
 - "Finish"

For some combinations using "And" and "Or" you may need to add brackets after.
e.g.
  Topog = 220 and (Basis=1 or Basis=2)

SEQUENCE / RANGE
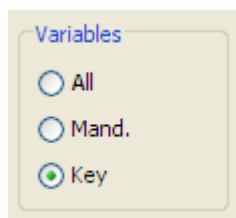
The records will be ordered (or sorted) by the Sequence chosen.
You can specify the Range start and end values for that sequenced variable.

Example of how to use:
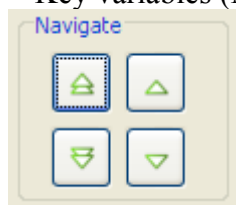
  Sort by Date of Incidence,
 show records of years 2000 and 2001 only:
   Sequence = Incidence Date
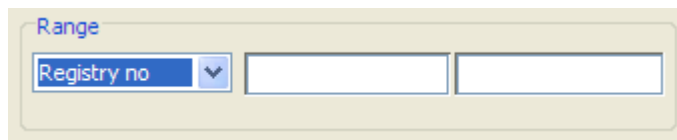   Range Start = 2000
   Range End = 20019999

DISPLAY VARIABLES

Click on a "radio button" above to display either:
 - All variables
 - Mandatory variables (those that MUST be filled in the Edit form)
 - Key variables (Names, Age, Date Incidence, Topog etc)

Click on the Navigation buttons below to move record: Top, Bottom, Up, Down.

EDIT

This consists of the "System Variables"(?) panel,
the "Multiple Primaries"(?) panel, and the
scrollable Data Entry form, below.

You can move around the Data Entry form in the following ways:
 - up or down arrow keys to move to the next or previous variable;
 - "Enter" key for the next variable;
 - PgDown, PgUp keys for the next, previous group;
 - "Home, "End" keys for the first, last variable.
 - Type "?" to see a Dictionary popup.
With the mouse, simply click on the variable you wish to edit, or on the dictionary
box to select from the popup of the valid dictionary codes.

When you have finished entering the data, you must perform the checks as described
in the system variables help below.

SYSTEM VARIABLES

After data entry, you must perform the following steps...
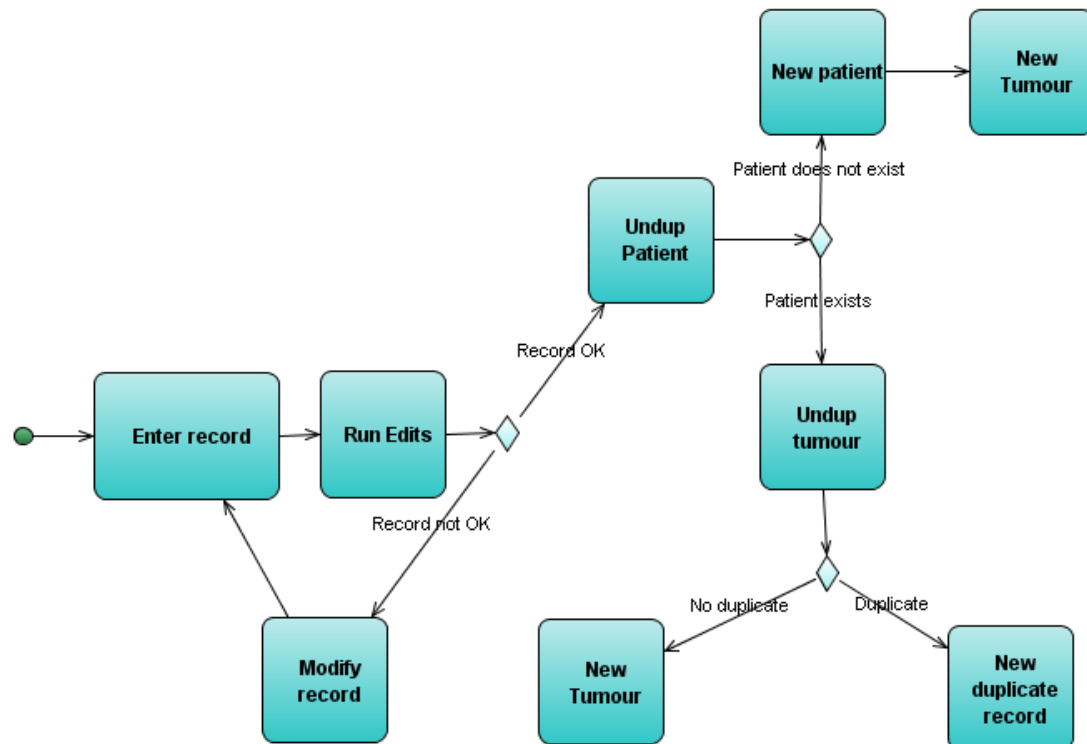
 - Check(?) -
Performs various consistency checks on the data you have entered.

 - Person Search(?) -
Searches for any records that might belong to the same person.

 - Record Status -
All new records are set to "Pending" and cannot be "Confirmed" until the "Check"
and the "Person search" have been successfully performed. Only confirmed cases are
used for analysis. Only a user with "Supervisor" permission level can confirm rare or
multiple primary cases, or delete records.

 - Save/Quit -
If a red asterisk appears beside the word "Save" then you have made changes to the
record - these will be lost unless you click on the Save button.

The "Update" box shows the date that the record was last edited.

CHECK

Any variables found in error or query will be marked in red in the data entry form. There are three sections to the checks:

- Mandatory variables -
Indicates any variables, defined as mandatory for your Registry, that have not been filled in. If the value is really not available, then fill in "9" or "99" etc. - the code for "Unknown".

- First Name and Sex -
Checks the combination of First Name and Sex. e.g. "Mary", "male" would probably be an error! A name that is really used by both sexes can be defined as "Unisex".

- Cross checks -
These are the same consistency checks as in the IARC Tools "Check" program. Some combinations would be marked as errors:
e.g. Sex = Female and Topography = Prostate, while others could be marked as "Rare". Only a Supervisor can confirm a Rare case.

As well as performing these checks, this function also determines the ICD-10 code derived from the ICD-O Topography and Morphology.

PERSON SEARCH

The whole database is searched using "Probability Matching" for any records that might belong to the same person. All personal data such as Date of Birth, Place of Residence, Id Number, plus a phonetically simplified form of the name are used in this search. Any other record with a percentage match higher than the "Minimum Match" is displayed.

If no match is found, a message will be displayed to that effect.

Otherwise, the computer only displays possibilities - YOU must decide if it really is the same person.

A table is displayed, where the top line contains the original record you are editing, and other lines contain possible matches. You must tick the corresponding box on the left if you are sure it is the same person. (Tick the appropriate "Display variables" boxes to adjust what variables are displayed.) If you tick a record, then you must perform the "Multiple Primary Test" to see whether these two tumours are similar (and therefore duplicates) or not (multiple primaries). In case of duplicates, you must make one good record with all new information updated, and delete the other. In the case of Multiples, both records are kept, and the MP sequence and total boxes are automatically filled in.

MULTIPLE PRIMARIES

A person with more than one primary tumour is said to have "Multiple Primaries".

On the left, the two numbers indicate the multiple primary sequence number and total. e.g. 2/3 means this is the second of three tumours for this patient.
0/1 means that there are no multiple primaries.

Button Options:

 - "New Tumour Same Person" -

(Supervisor only) if you are sure that this patient has another tumour apart from this one, click this button to create a new edit form with the patient's personal and follow-up information already copied over.

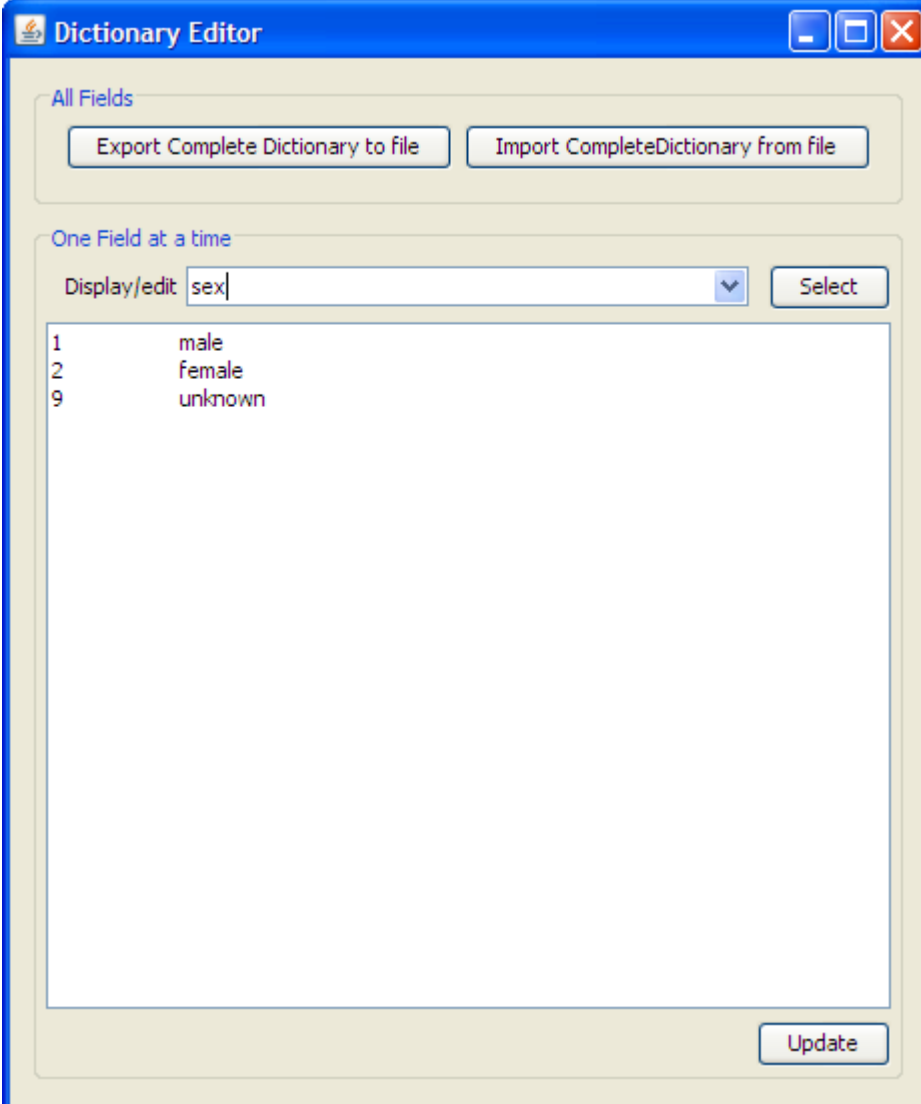The following options are only visible if this is a Multiple Primary...

 - View Other Tumours -
Displays details of all the MPs for this patient, in order.

 - Copy Follow-up variables -
If you have edited any variables such as "Date Last Contact" or "Cause of Death" then this option will copy this new information to the other multiple primary records.

Dictionary

Export Dictionary to file

Export the current set of CanReg5 dictionaries to a tab-separated file for editing in for example Excel.

Import Dictionary from file

Import a complete set of CanReg5 dictionaries from an tab-separated file.

Display/edit … Select

This will export any dictionary picked by the user for editing directly in CanReg. The format will be standard tab-separated values so that the user can also copy and paste this into general spreadsheet applications.

Update

This will import the dictionary picked by the user from the text area. The format must be tab-separated values. This means that the users can copy and paste directly form general spreadsheet applications (i.e. Excel).

IMPORT - GENERAL

Data in an external file may be added to the CanReg database by importing. It should be of the following format:
- Tab delimited
- Comma Separated Variables
- Bar | delimited

The program will automatically detect what type it is.
The easiest way is to have the variable names at the top of each column.

There are four main steps to importing a data file.
 - Choose the file
 - Identify the variables
 - Choose the various options - see specific helps

- Import the file (maybe in "test only" mode first)
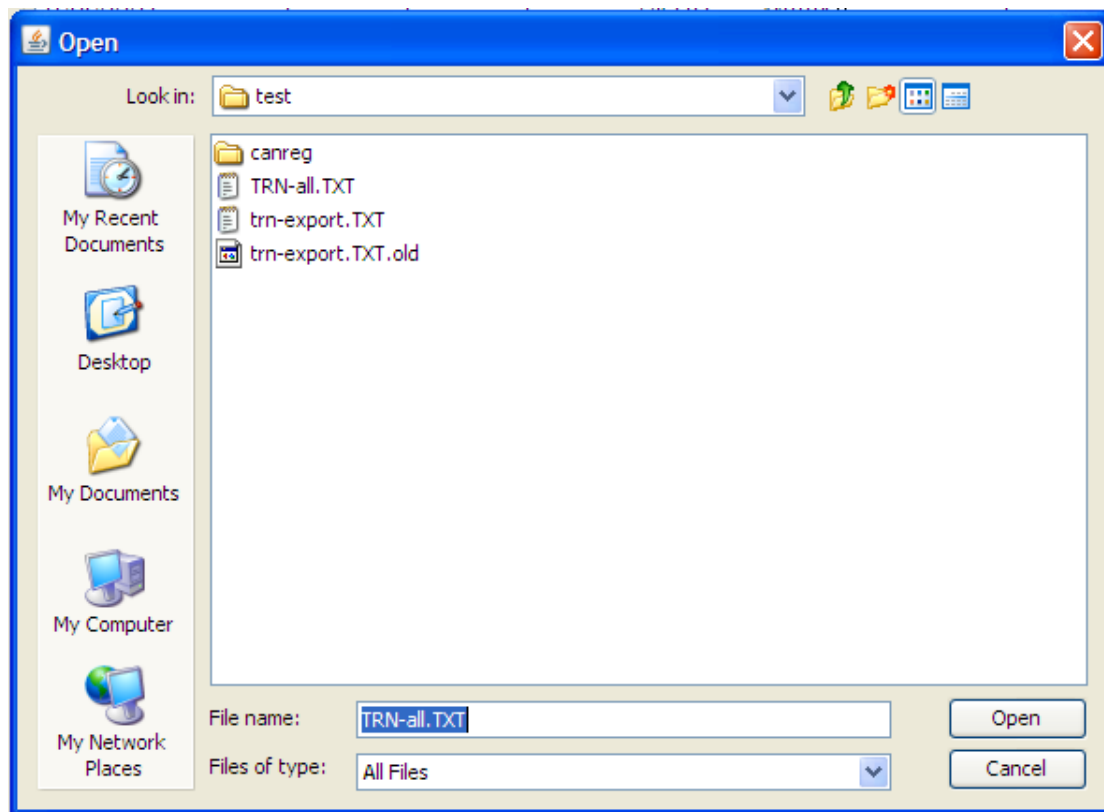
Import

Choose File | **Associate Variables** | **Import File**

Variable in file to be imported	Variable in CanReg database
RegNo	RegNo
RecS	
Chec	Chec
PerS	PerS
FamN	FamN
FirstN	FirstN
MaidN	MaidN
Sex	Sex
Age	Age
BirthD	BirthD
Trib	Trib
Addr	Addr
Occu	Occu
InciD	InciD
Top	Top
Mor	Mor
Beh	Beh
Bas	Bas
I10	I10
MPcode	MPcode

[Back] [Cancel] [Next]

DISCREPANCIES

A discrepancy is when a record is found with the same registration number as one in the database, but there are differences in some of the data.

Click on a "radio button" to either:
- Reject these discrepancies (they will not be imported)
- Update them (any new data will be copied over to the database record)
- Overwrite (ALL variables will be copied over, even empty ones)

Max. Lines / Test only

For testing purposes, you may wish to specify how many lines of the import file to read.
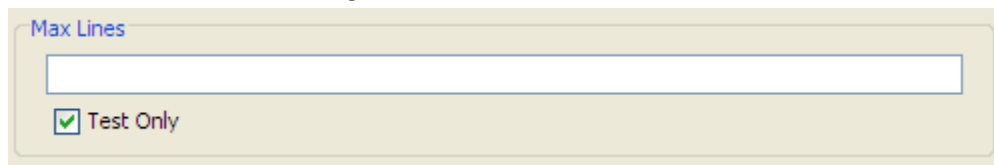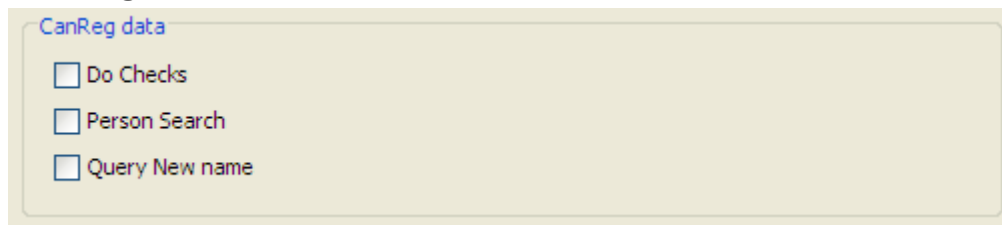
With "Test only" ticked, NO data is actually added to your database; only a report is generated showing what WOULD happen. It lists discrepancies, possible matches, rare or error cases etc.

CanReg DATA

Perform Checks

If the data to import was not created using CanReg, or if it is a Pending case, then the Checks must and will be performed.

If however, the case has already passed the Checks, the Checks will NOT be performed again unless specified by ticking this option.

Perform Person Search

Normally, when importing CanReg data, the Person Search will still be performed even if already done. If this option is NOT ticked, then the Person Search will NOT be repeated in this case. This is only advisable is the case of having no original data.

Query New First Name

For data that has not already passed the checks, the First Name and Sex combination will be checked and updated. Tick this option if you wish all NEW names to be set as pending.
If you are starting a new registry then you probably don't want all new names to be set as pending, however, if you have several years of data already, then it would be advisable to query names not already known.

View work files
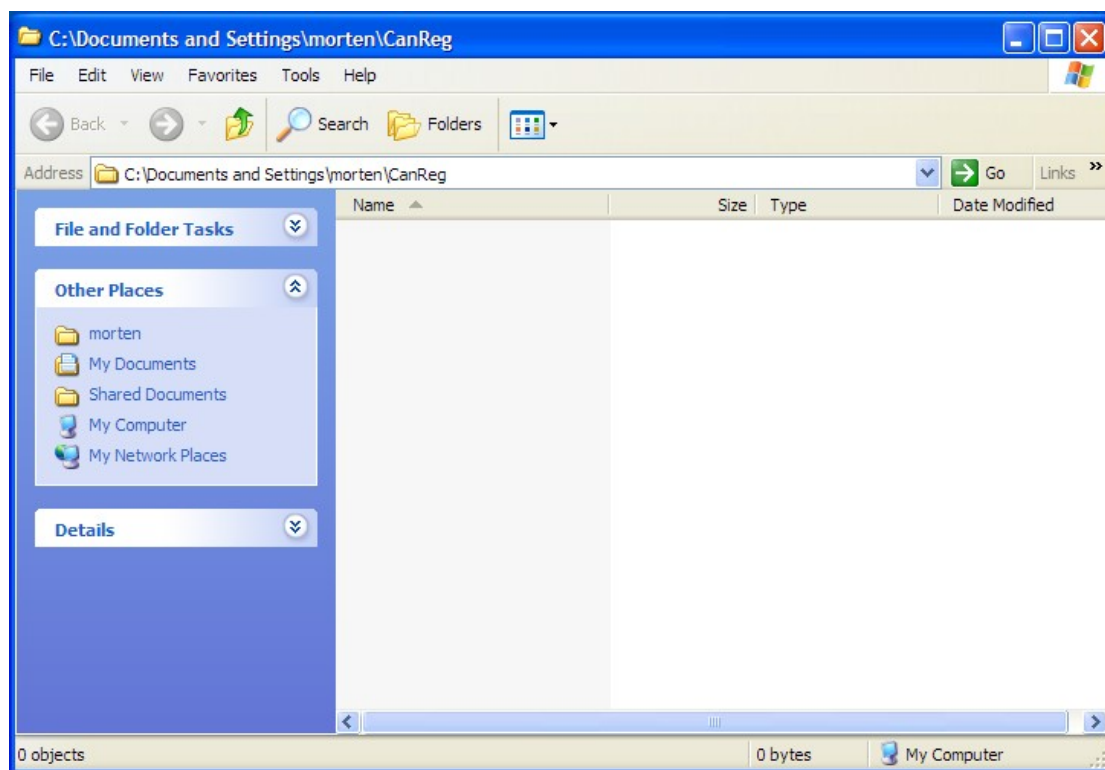
Analysis

FREQUENCY DISTRIBUTIONS

This option creates text files showing the number of cases by year for different variables.

Three Files are created by default:
- Sex / Record status
- Month
- ICD-10 group

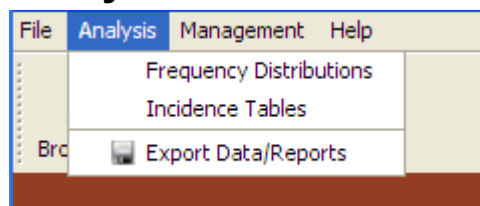For the remaining variables, choose from the scroll box. For variables using compound dictionaries, you can choose whether to count the number of cases by category, or full dictionary code.

The text files are created in your CR4-WORK directory. Use the "View Work Files" option of "Management" to view them. (Tick "Fixed Width")

INCIDENCE TABLES

Incident cases are newly diagnosed cases of cancer.

The Incidence Rate is defined as

$$\frac{\text{Incident cases per year}}{\text{Population at risk}} \times 100,000$$

This gives an idea of the risk of getting each type of cancer - the tables consist of Incidence Rates by Sex, Age group and ICD10 cancer type.

In order to create tables of incidence rates, we need to know the size of the population at risk. Therefore, a "Population Data Set" is needed.

The two options here allow to
 - Use an existing P.D.S.
 - Create a new one.

The last step is to define the time period for which the incidence rates are to be calculated.

POPULATION DATA SET

PopEditForm

Edit Population Data Set

P.D.S. Title
Karma City, 1992

Source
Government Census

Filter
Addr = 120

Date
30/06/1992

Standard pop.
o Edit   World

Ages	Male	Female	World
0-4	94229	96223	120
5-9	62071	68627	100
10-14	55023	70246	90
15-19	56087	78065	90
20-24	68891	69780	80
25-29	61606	55525	80
??	0	0	x100
Total	520361	540589	1000

O Save - Replace

O Save As New

A "Population Data Set" consists of
 - Population data, by sex and by age-group
 - Source of this data (e.g. whether Goverment Census, or Estimation)
 - Date when the population was at this amount.
 - "Filter" or selection criteria, so the program only selects records corresponding to the population (e.g. Address code >= 10 and Address code <= 19)
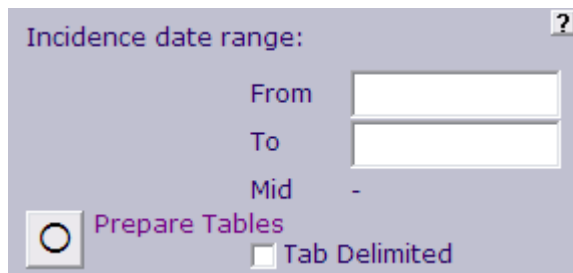
The "??" boxes are for the populations of Males and Females of unknown age - as sometimes included in census results.

"Age Standardised" rates are calculated in order to compare rates from different countries that have different age profiles. Normally the "Standard" population is the World standard included here. If you wish to change this, click on the standard pop. edit button. The numbers are in 100s. Note that the total must always be 1000.

When you have filled in the P.D.S. click on a "Save" button, then "OK".

The Population Data Set editor also allows you to import a PDS from an Excel-file.

INCIDENCE DATE RANGE

Fill in the "From" and "To" dates to define the time period (the incidence date range) for which the incidence rates are to be calculated. Generally, because of natural fluctuations, it is best to use a period of around 5 years. The P.D.S. should represent a good approximation of the average population of the people at risk during that period.
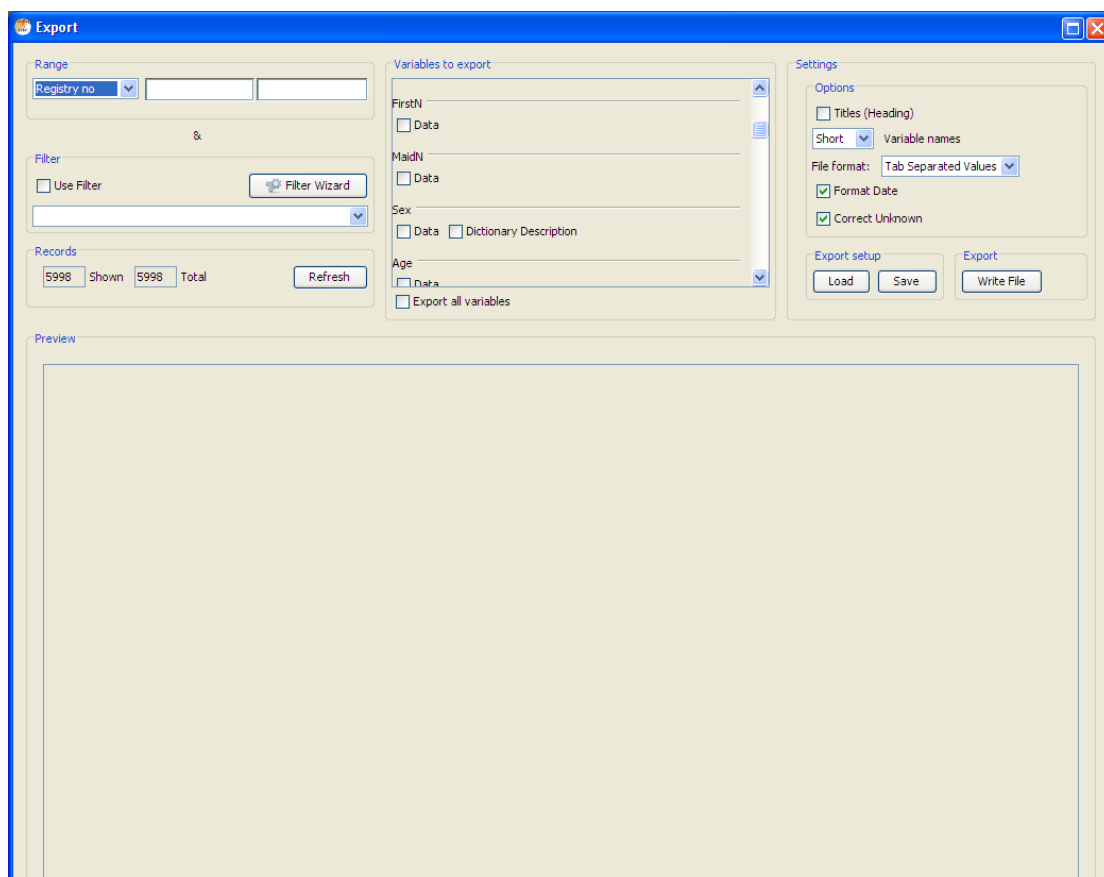
E.g.
 P.D.S. date = 01/06/2002,
 Period = 01/01/2000 to 31/12/2004

The tables will be prepared as a fixed-width text file (suitable to print with "Word"); otherwise, tick "Tab delimited" to create a file suitable to use with "Excel".

EXPORT DATA

To export (write out) all, or part of, your CanReg5 data to an external text file.
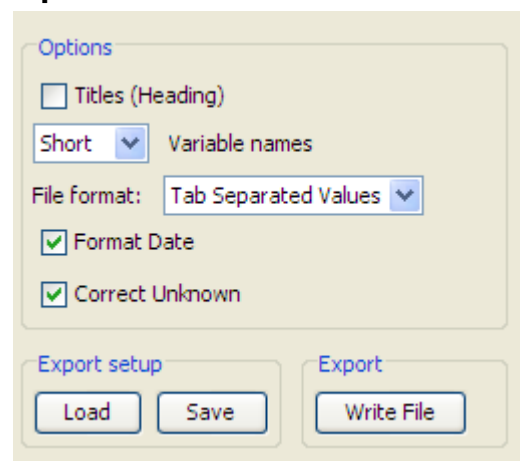
There are two main reasons for doing this:

 - To be able to Import the file into another computer program (e.g. Microsoft's "Excel" or "Access") for further analysis.

 - To produce a report, or case listing, that could be read into "Word" and printed out.

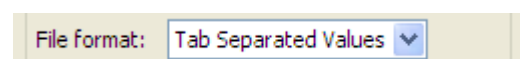The following steps need to be taken:

1/ Specify the records you want to be selected by using the Filter(?) and Range(?) options, and the order in which they will be written using the Index(?).

2/ Select the Variables(?) to display.

3/ Tick the Titles(?)/Variable headers to include.

4/ Choose the File Style(?) suitable for your needs.

5/ ...

(?) - see the particular help for this item

Options

EXPORT FILE STYLE

All file styles produce text files, with a new line at the end of each case.
They all have default extension .TXT except for "Comma Separated Variable", which has .CSV.

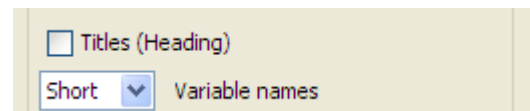"Tab Delimited" writes each variable separated by the TAB character.

"Comma Separated Variables" encloses each variable in quotes, and separates by a comma.

"Fixed Width, no space" pads each variable with trailing blanks up to its maximum width. This will produce aligned columns when viewed as a text file using a fixed-width font eg Courrier.

"Fixed Width + 1 space" is the same as above, but with an extra space to separate the columns for easier reading.

"Fixed Width + 2 spaces" as above, but with two spaces between columns.

TITLES, VARIABLE NAMES

 - "Titles" will write at the top of your export file:
   the filter criteria, index and ranges used,
   today's date.
   This option is useful is you are writing a report, or case listing.

 - "Short Variable name" puts the abbreviated names of the variables at the top of each column.
   If this file were imported into "Microsoft Access" then these would automatically become the names of the variables in Access.

 - "Long Variable name" writes the full name of the variable at the top of each column.

VARIABLES

Select the variables to export.

Click on the variable name to select (or deselect).
They will appear in the data grid.
You can drag the grid columns to change the order of the variables.

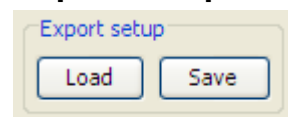Click on "All variables" to select them all.

DATE FORMAT

Tick "Format Date", for example, to export "21/04/2001" instead of numeric form "20010421".

Tick "Correct Unknown" so that unknown day will be written as "01" and unknown month as "07".
This is necessary if you wish to import the data into Excel, or any other software that will reject invalid dates.
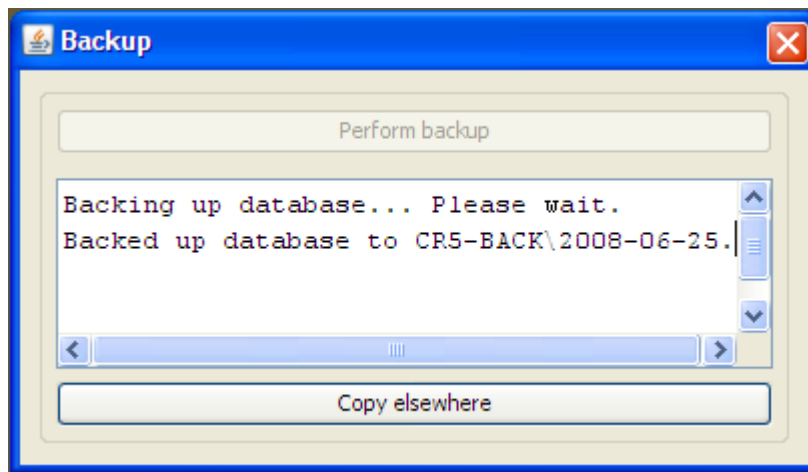
Export setup

This module is used to load previously made export settings or save the current settings. This includes the filter, the sequence, the variables to export and the various options.
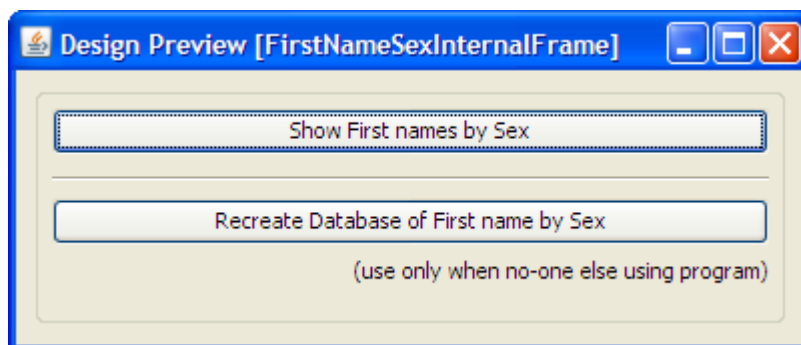
Management
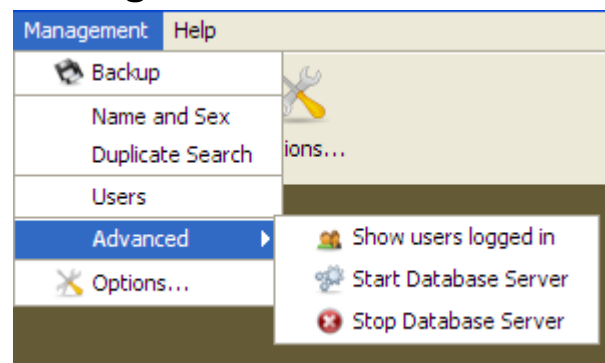
BACKUP

To make a copy of all your data, in case something goes wrong with your computer!

This backup procedure compresses and encrypts all the data, and copies your dictionary codes, population data, CanReg5 system definition etc.

NAME AND SEX

Click the button "Show First names by Sex" to view all the names used in your registry:
 - Male names
 - Female names
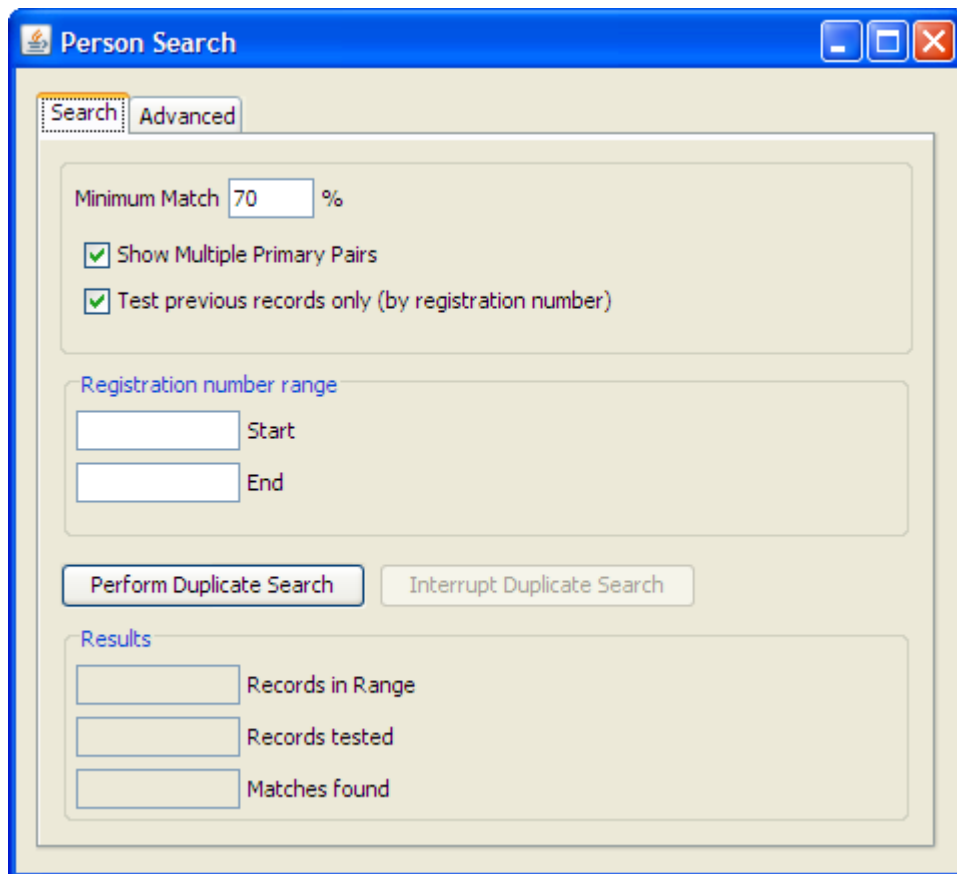 - Unisex names (used by both sexes)

You should periodically review these lists to check for obvious errors.
_____

New names are automatically added to the lists.
However, if you have made corrections and some names are in the wrong category, the supervisor can recreate the lists by clicking the second button. In a network environment, only do this when nobody else is using the program.
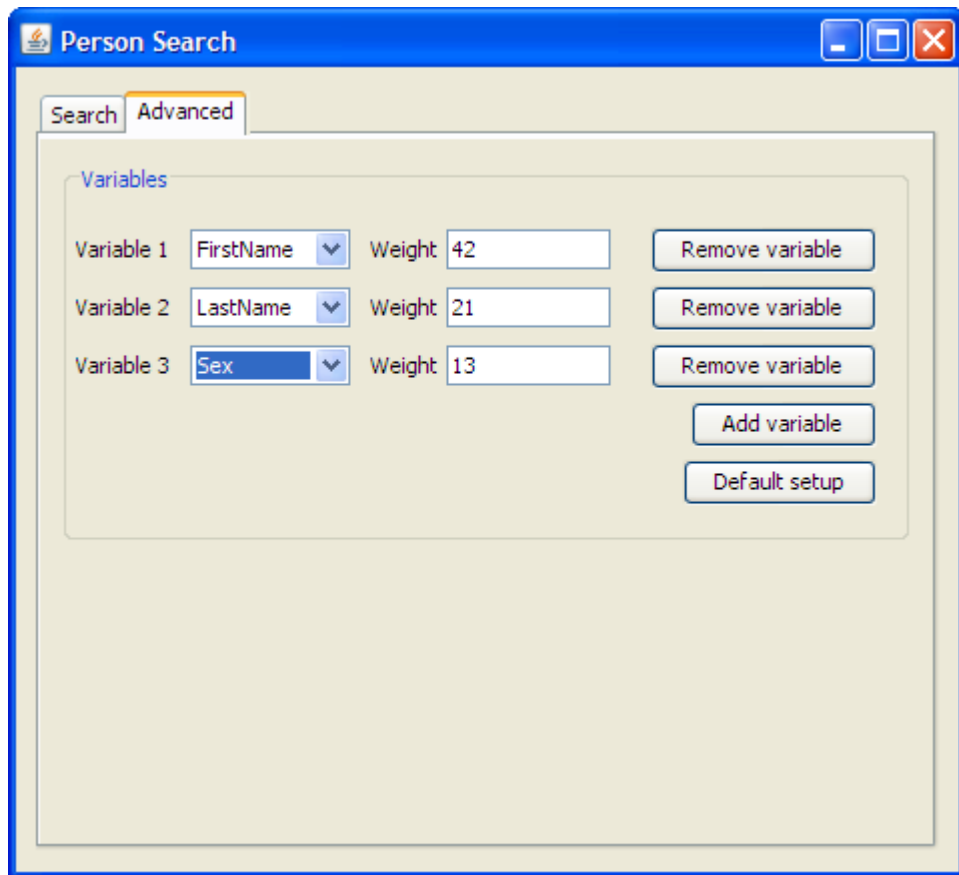CanReg5

Person Search

Search

Minimum match

Registration number - range start and end.

Show Multiple Primary pairs

Test for previous cases only

Advanced

Change weights and variables.

Users

CHANGE DATABASE PASSWORD
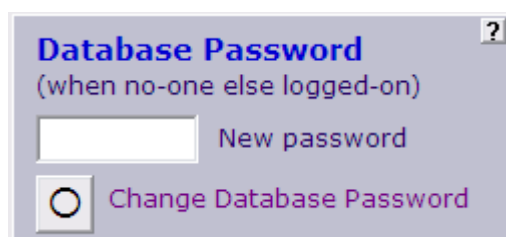
For extra security of confidentiality of the database, this option allows for a password to be set to lock the database. Do not perform this while others users are using the program.

Once set, you will be asked to type the password for every option that accesses the database (Browse, Export etc).

BE VERY CAREFUL NOT TO FORGET THIS PASSWORD!

If you wish to cancel the password, leave the box empty and click "Change Password".

CHANGE USER'S PASSWORD

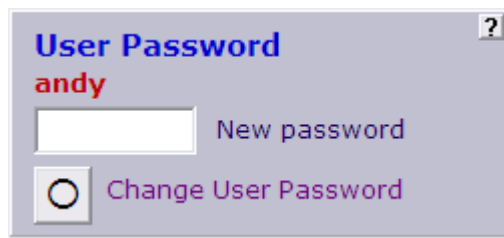**User Password**
andy

[   ] New password

( ) Change User Password

Each user is responsible for their own password. To ensure the confidentiality of the database, only authorised users should use the program and therefore their passwords should be kept secret.

To change your password, all you have to do is type in a new one in the box (preferably when other people are not looking!) and then hit the "Change User Password" button.

BE CAREFUL TO REMEMBER EXACTLY HOW IT IS TYPED - WHETHER UPPER CASE OR LOWER CASE.

RECORDS BEING EDITED

Records being edited

(●) List
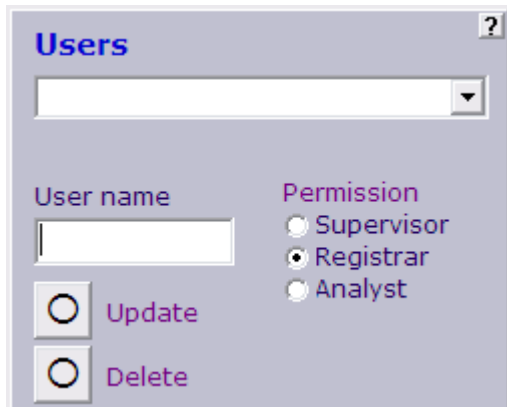
( ) Clear

No records now being edited

This option is mainly useful for people working in a network environment.

The "List" button allows you to see what other records are being edited and by whom.

The "Clear" button allows a supervisor to reset this list of users (in case of error, for example if the computer was switched off during data entry)

USER ADMINISTRATION

Users ?

User name | Permission
○ Supervisor
● Registrar
○ Analyst

○ Update

○ Delete

This option alows a Supervisor to manage the other users of the program.
Each user has their own login name, password and permission level.

 - A Supervisor can use all options;
 - A Registrar can perform most of data entry except to confirm rare cases or possible duplicates. Changing the Dictionary and User Administration are also prohibited.
 - An Analyst cannot make any changes to the database. Only browsing or analysis options are available.

The drop-down list box reveals the users currently authorised.
To add a new user, fill in the user's login name, choose a suitable permission level, then hit the "Update" button.
You can change a permission level for a user and hit "Update", or delete a user by putting the name in the box and then clicking the "Delete" button.
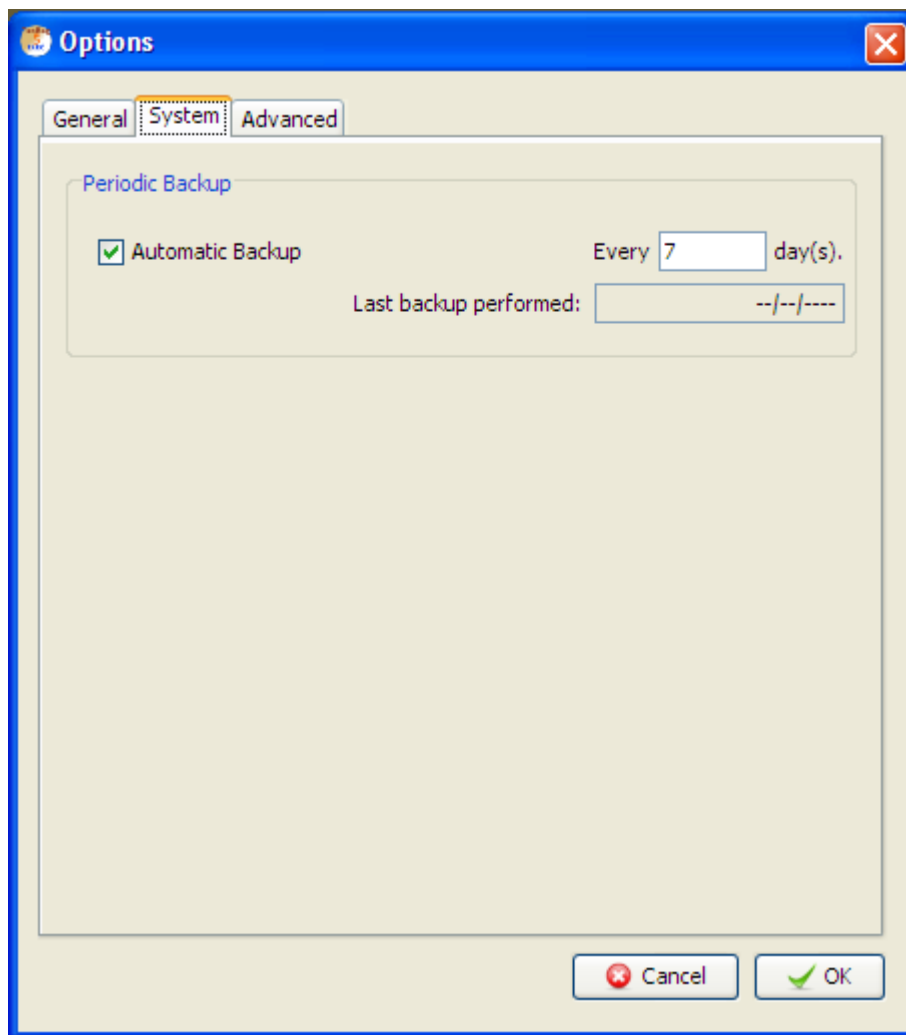
Options
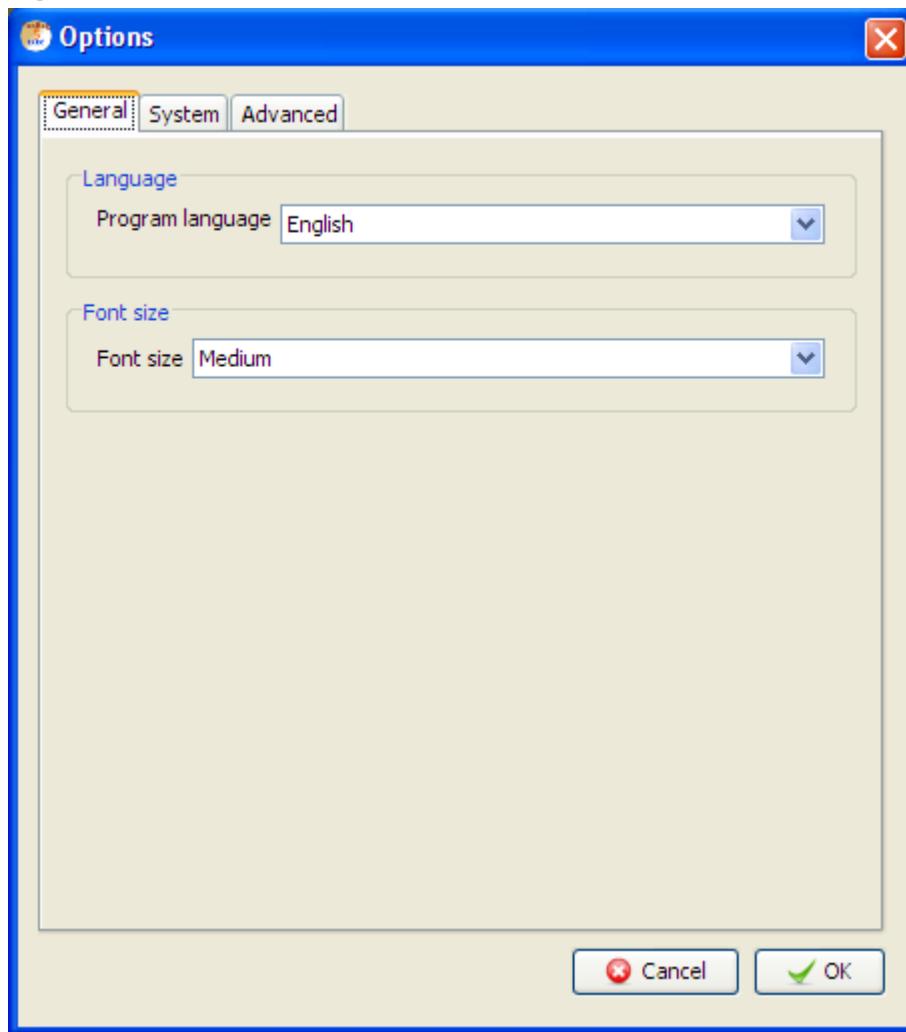
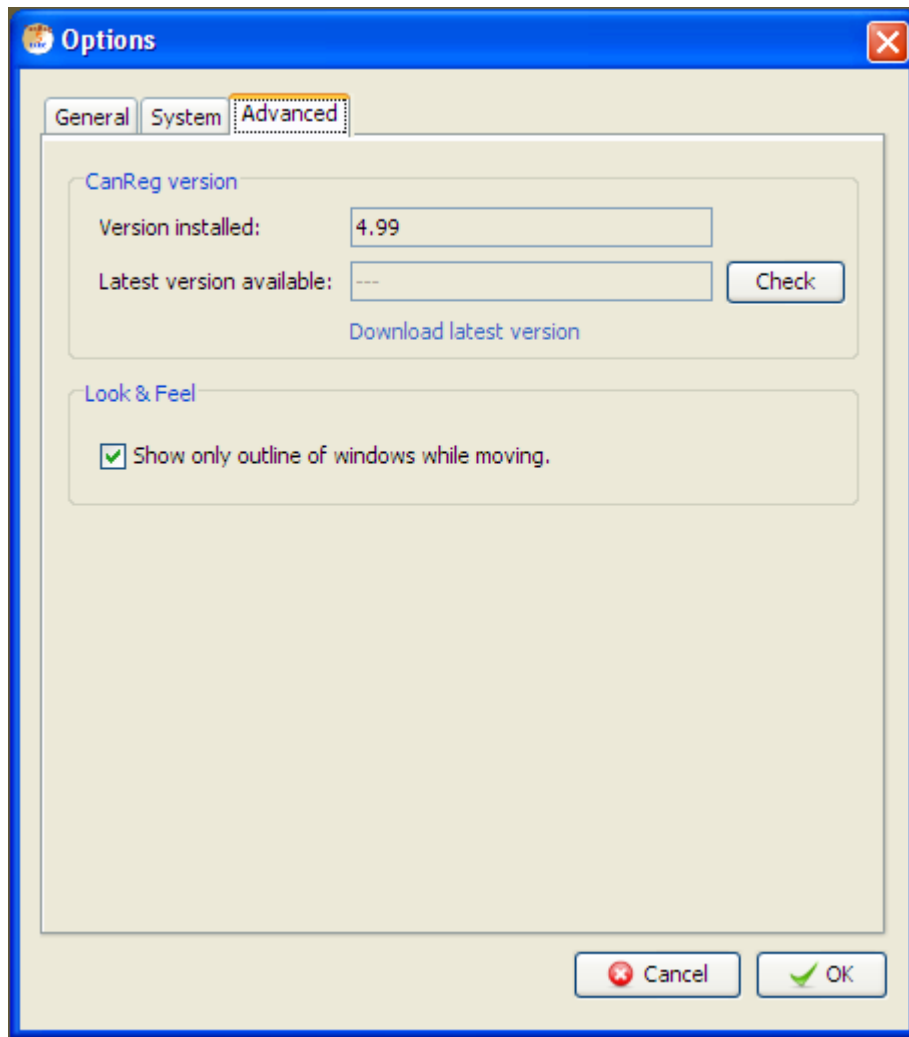**Language**

Change language of CanReg5

Screen/Font size

Change font size
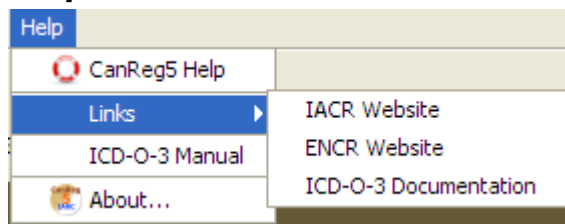
Periodic backup
Reminder/Forced backup options

CanReg version

Let the program check to see if the latest version of CanReg is installed. This access the internet to find the most recent version.

Help

CanReg5 Help

ICD-O-3 Manual

Browse the ICD-O-3 manual.

About…