Australian Government

Department of Health and Ageing

MHE NMDS 2015/2016 DATA ENTRY TOOL

USER GUIDE

For version 31 of MHE-NMDS-2015-2016-Interface.mdb

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The MHE NMDS Data Entry Tool allows for manual data entry of the MHE NMDS data and subsequent creation of a DAT file for validation and submission.

User Guide Contents:

NOTE: Some images in this document refer to the 2012-2013 version of the database, the application remains largely unchanged from this older version other than the displayed dates.

1. Getting Started

You will require Microsoft Access on your system to use the MHE NMDS Data Entry Tool.

The MHE NMDS 2015/2016 Data Entry Tool consists of two files:

**MHE-NMDS-2015-2016-Interface.mdb**   - the interface for data entry.

MHE-NMDS-2015-2016.mdb   - an empty database for your state's data.

You should download both files and place them in an empty folder. To begin using the tool, open the interface file in Microsoft Access.

2. Locating your data tables

Start the Data Entry Tool by opening the MHE-NMDS-2015-2016-Interface.mdb file in Microsoft Access.

If this is your first time running the tool, you will be asked for the location of your 'data tables' – the empty database you have just downloaded.
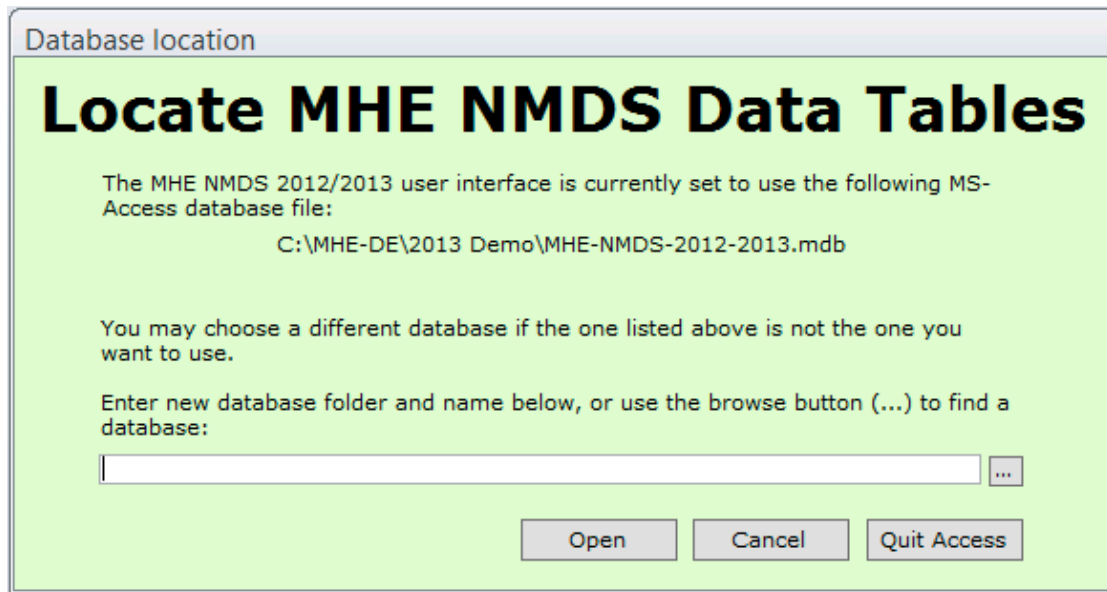
Use the browse button to select the empty database file, MHE-NMDS-2015-2016.mdb, from the folder where you have placed it. Click **Open** to select this database and proceed.

*Note: To change the data tables at a later stage, choose **Connect to Different Tables** from the **Data Utilities** menu of the tool. See section 8.*

Note that if the detailed structure of the selected data tables container does not match with that expected by the user interface, the following message will appear:
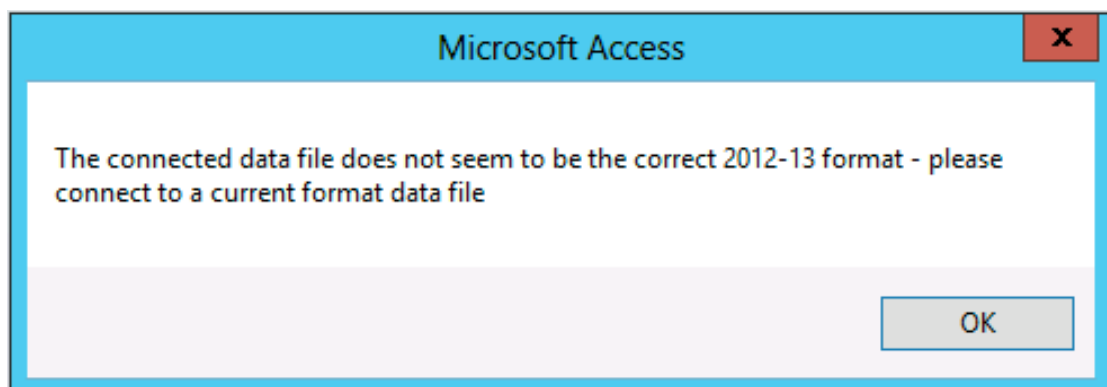
When you click the OK button, the "Locate MHE NMDS Data Tables" form will be re-opened, and you can select a different database.

You should not just rename a copy of last year's data tables file and use it this year, as their may be subtle changes that are not readily visible – always go to the MHE-DS website (https://validator.com.au/bin/view/Main/MHEDETHome) and download an empty data file for the current year.

3. Identifying your state and batch number

If you have opened a blank database, you will be asked to identify your State/Territory and starting batch number.

Choose your state from the drop down menu.

If this is your first submission for the year, begin your batch number at 1.

Press **OK** to continue.

(_Tip:_ If the Set Header window doesn't open after selecting your database, close access and reopen the interface again. The Set Header window should open straight away.)

4. The Main Switchboard

Data entry, previewing and data manipulation functions are accessed via the main switchboard, pictured below.

5. Entering data

To begin entering data, choose **Enter / View NSMHS Information** from the main switchboard. This will present the state data entry screen:

When entering data, navigate between entities using the *State*, *Region*, *Organisation* and *Service Unit Cluster / Full-time Equivalent Details / Hospital* tabs.

State, Region and Organisation markers at the top of the screen show the current entity.

To create regions within your state, use the 'Record' advancer shown at the bottom of the screen:

To create organisations within a region, use the Organisations tab:

6. Previewing summaries and reports

Service summaries and service profile reports can be previewed using the report generation options from the main switchboard:
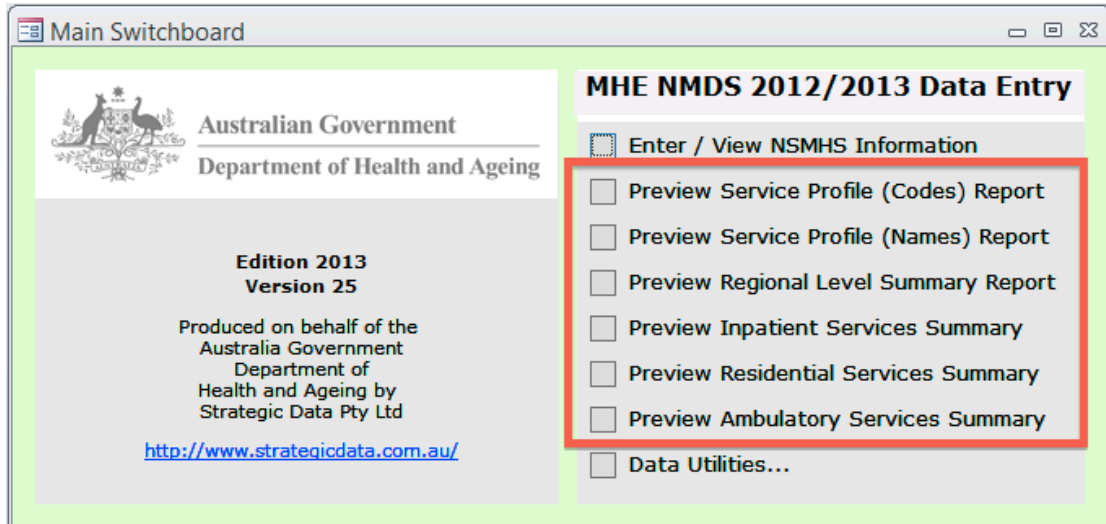
7. Exporting data for submission

To create a DAT file from the data for validation and submission, choose **Data Utilities…** from the main switchboard. From the *Data Utilities* menu, select **Export NSMHS**.

To create a DAT file, choose a Target Folder then select **Export**.

The DAT file will be automatically named and placed in the selected folder.

8. Connecting to a different data table

Once a database is established, the Data Entry Tool remembers its location. To change the database in use – for example, when reverting to a backup – choose **Connect to Different Tables** from the *Data Utilities* menu.

9. Automated backups

Each time the tool is run, a backup copy of the database is placed in a 'Backups' folder in the same directory as the database file. Backups are created only at the point when the tool is opened. If no 'Backups' folder exists, one is automatically created.
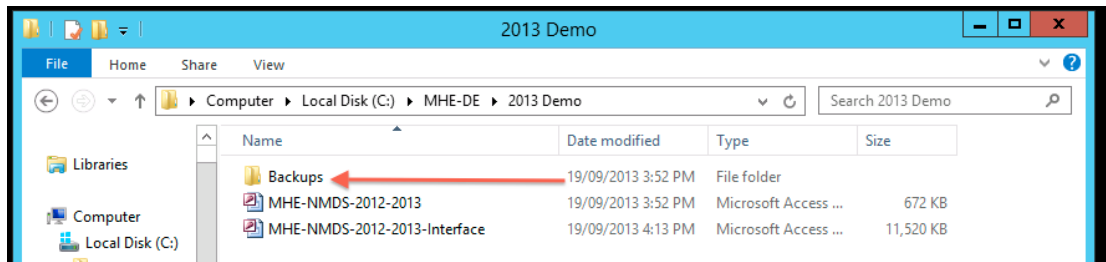
Time stamps for each backup are appended to the filename.
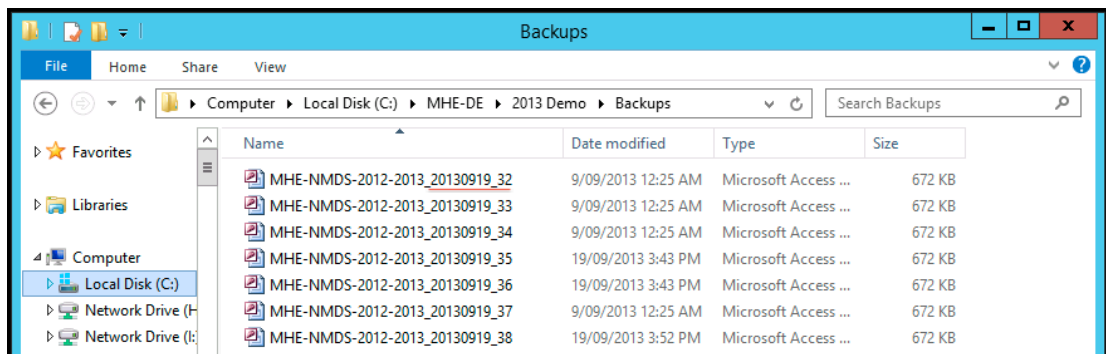
Note: To revert to a backup, copy the file to a fresh folder and rename it by removing the time stamp information.

10. Getting help

For further help or assistance with any aspect of the Data Entry Tool, please send an email to *support@strategicdata.com.au*.