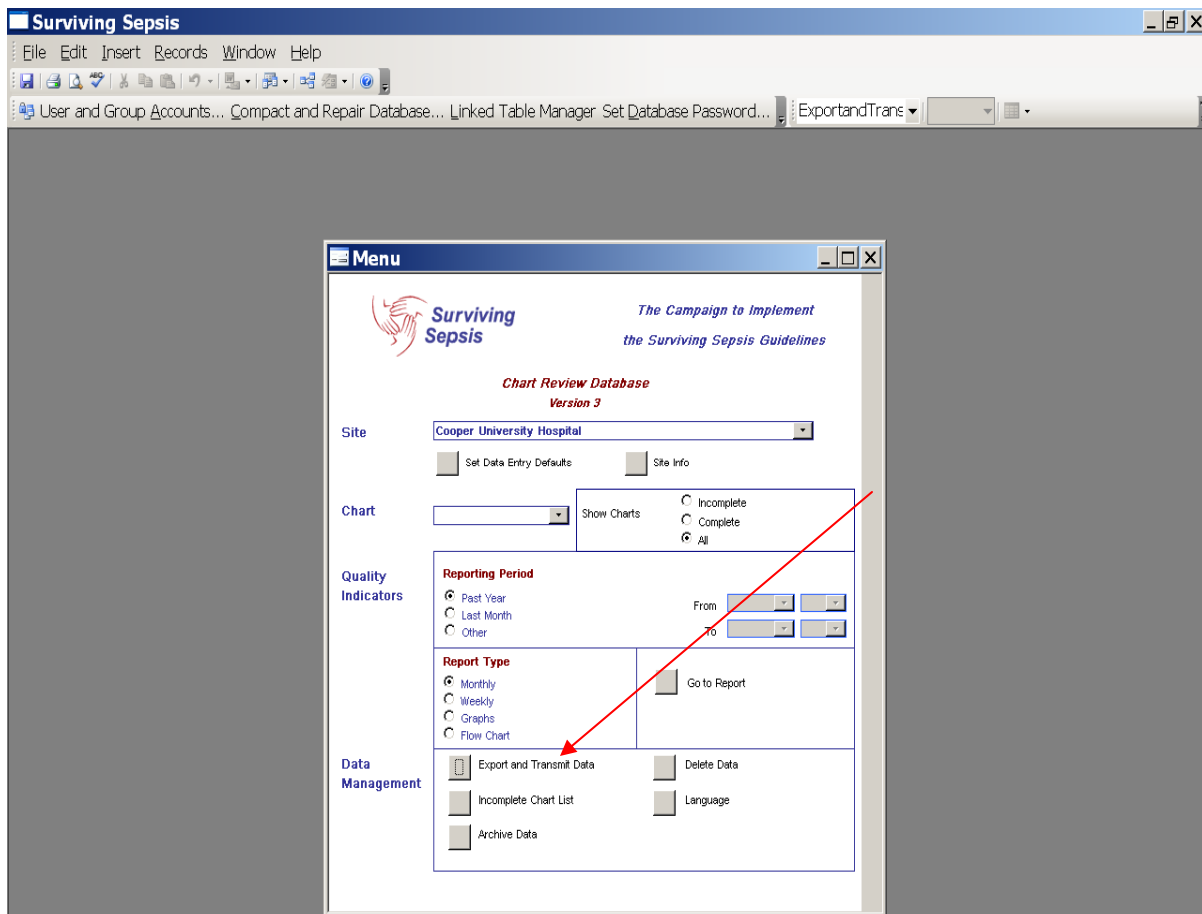


SSC DATABASE EXPORT/IMPORT TO EXCEL INSTRUCTIONS

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The following instructions will walk you through the steps you need to import your data into an excel format for internal analysis. Each step has an associated screen shot to help ensure your process is smooth. After the data is imported into an excel table you have the ability to sort and analyze as needed for your center.



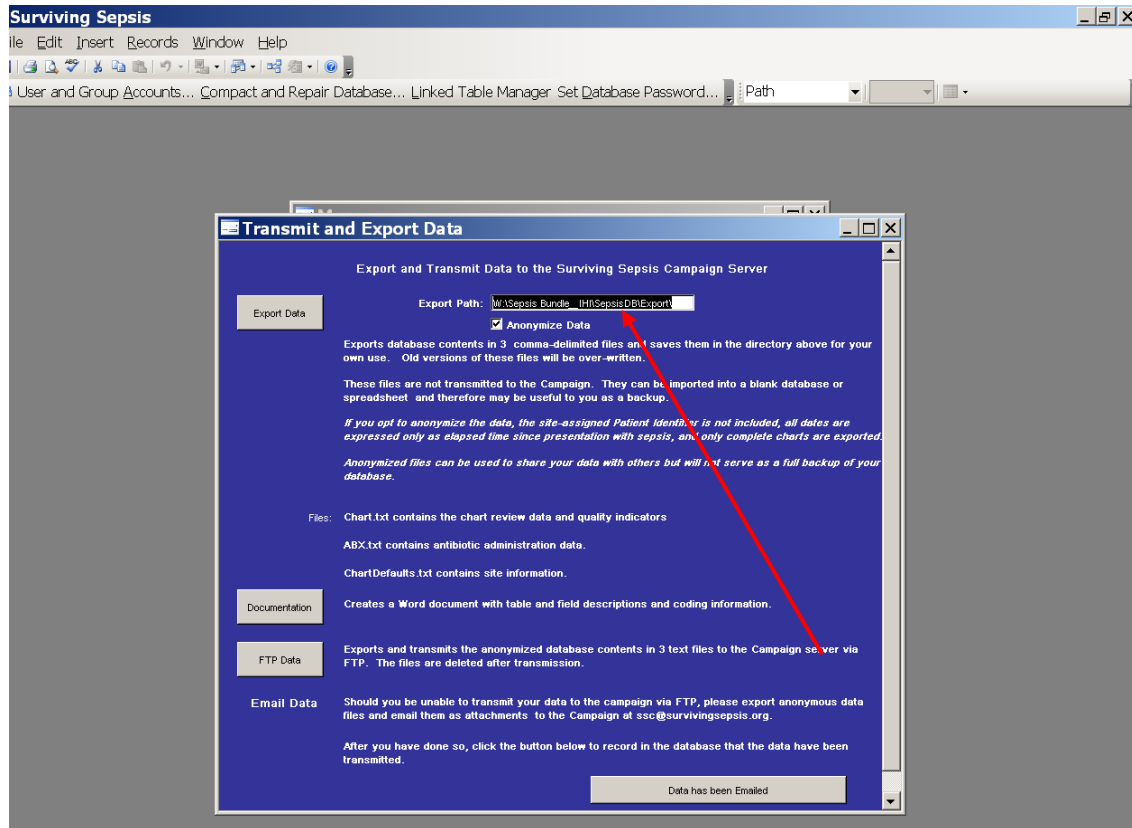
Step 1

Create Files

On the bottom of the main screen, in the Data Management section, click on “Export & Transmit Data”

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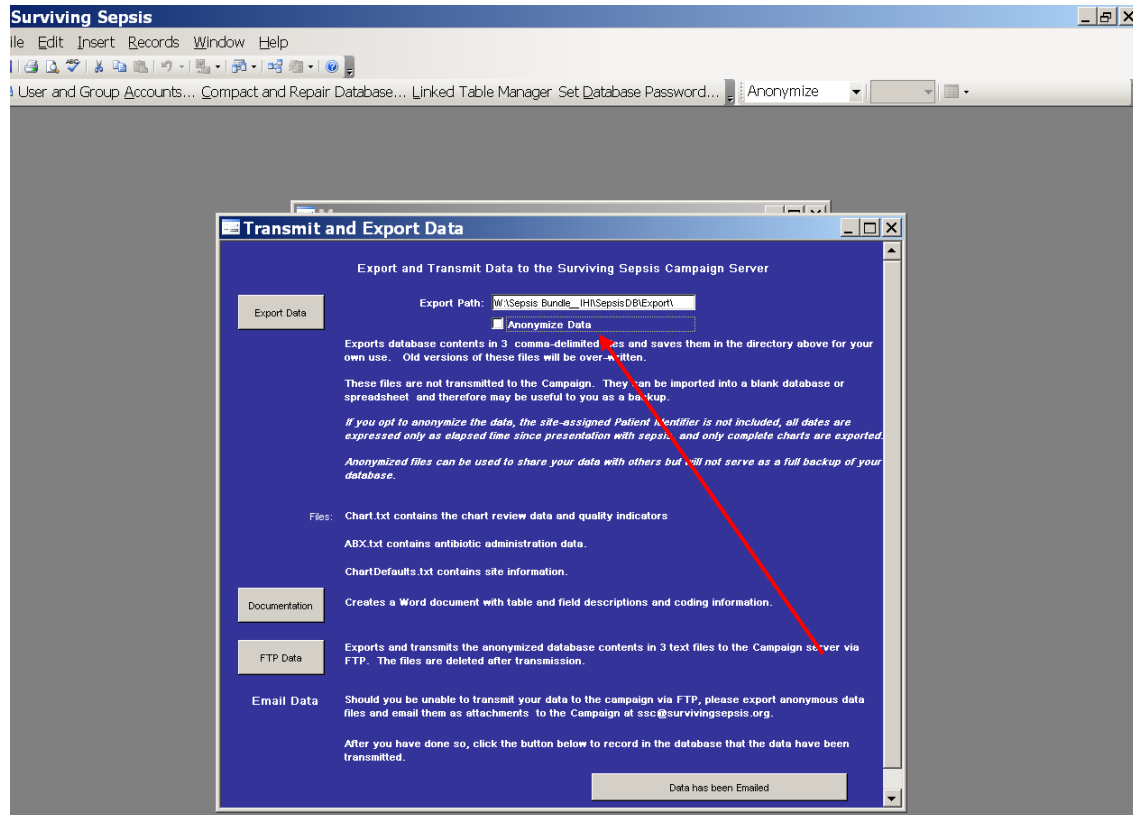


Step 2

The top of the Export and Transmit page contains the Export Data Path section. Write your Export Path information down, since you will need to retrieve your data from this pathway for future reference.

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Step 3

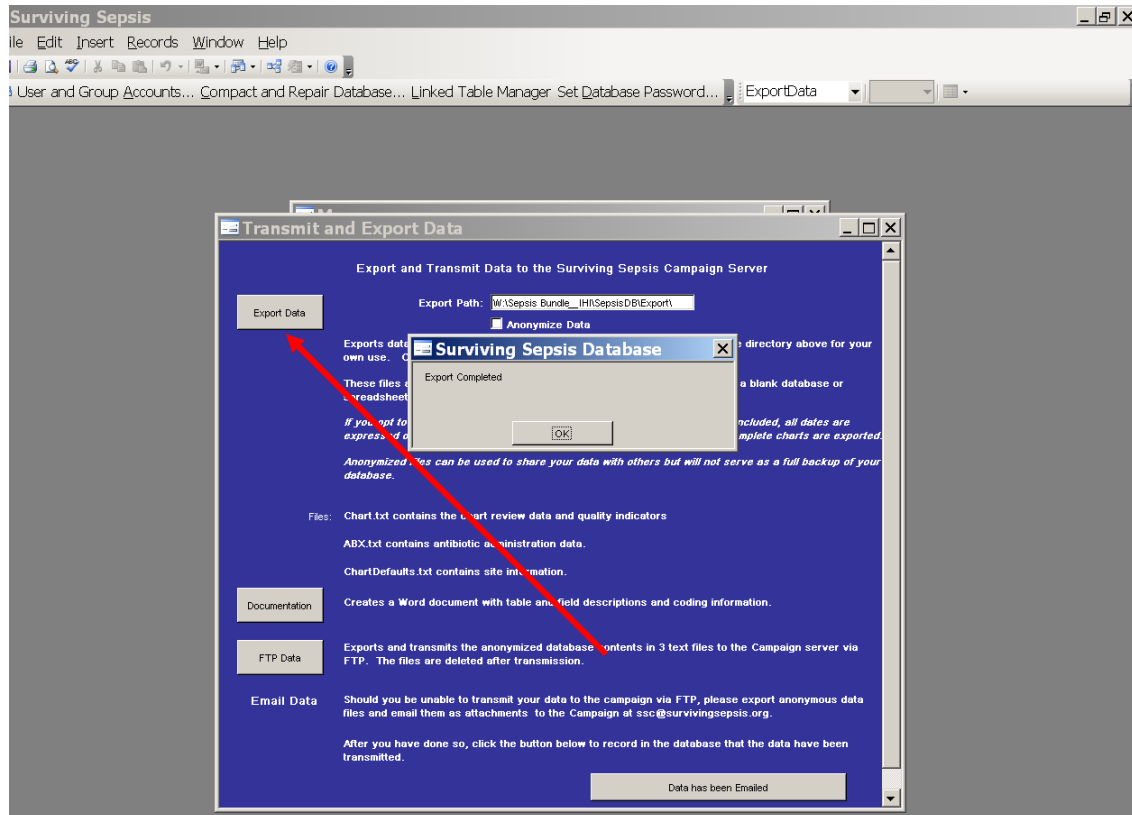
Clear the Anonymize Data checkbox. This will preserve your internal patient ID in the export file.

*If you would like the antibiotic table in elapsed time, leave the box checked.

* If you would like the date and time when the antibiotics were administered remove the check from the anonymize box.

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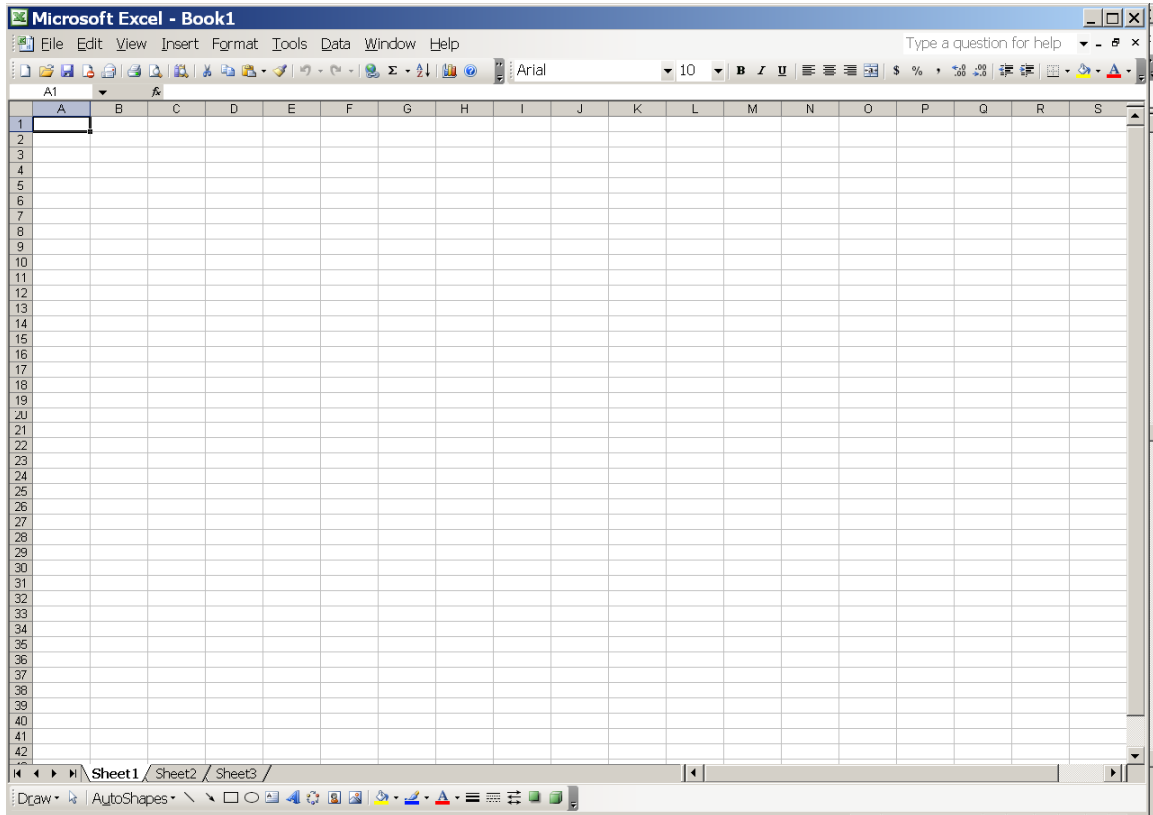
Step 4

Click on Export Data. This will create three files in the Export Path that you can access with MS Office applications or any other suitable application.

Version 2.0 of the database names these files Chartdefault.txt, Chart.txt, and Abx.txt. Version 3.0 names the same three files with the corresponding prefixes of 'cd__', 'c__', or 'a__', your site name and the date.

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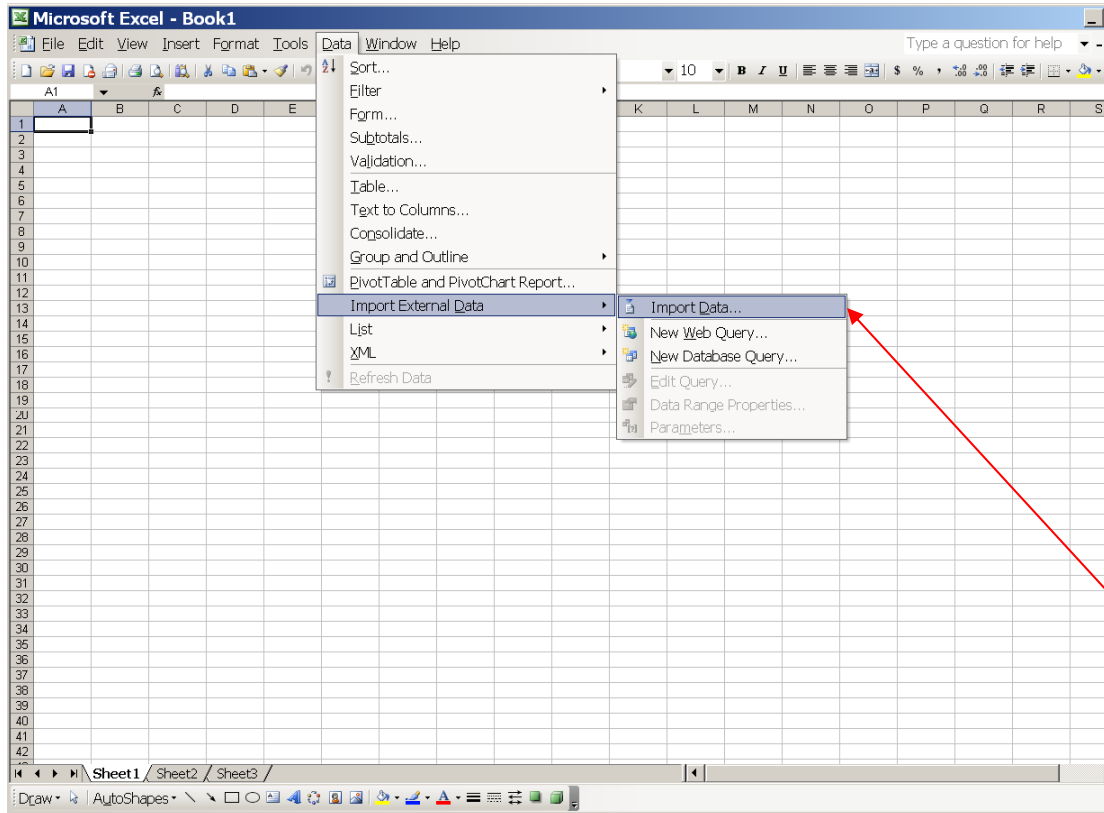


Step 5

Open Excel, click on Open and in the browse box navigate to the export path captured in Step 2.

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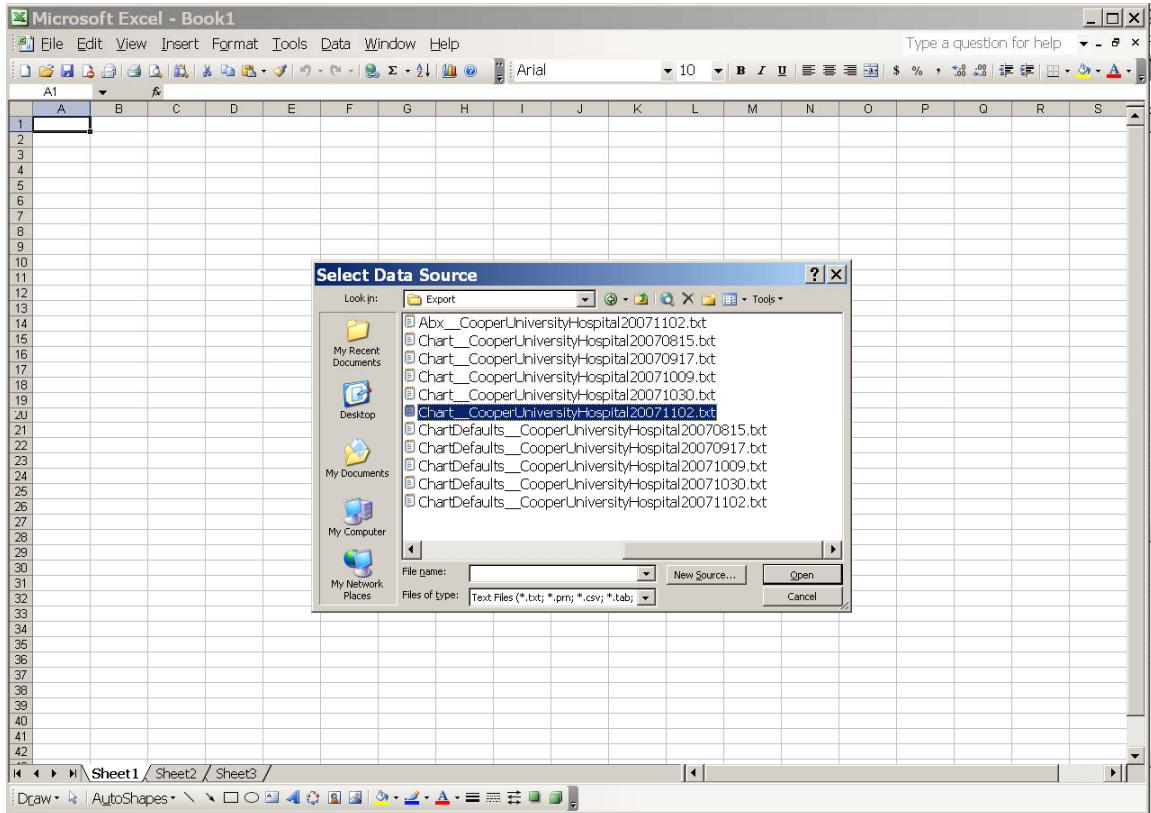


Step 6

In order to import data from files, from the tool bar select data and import data.

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Step 7

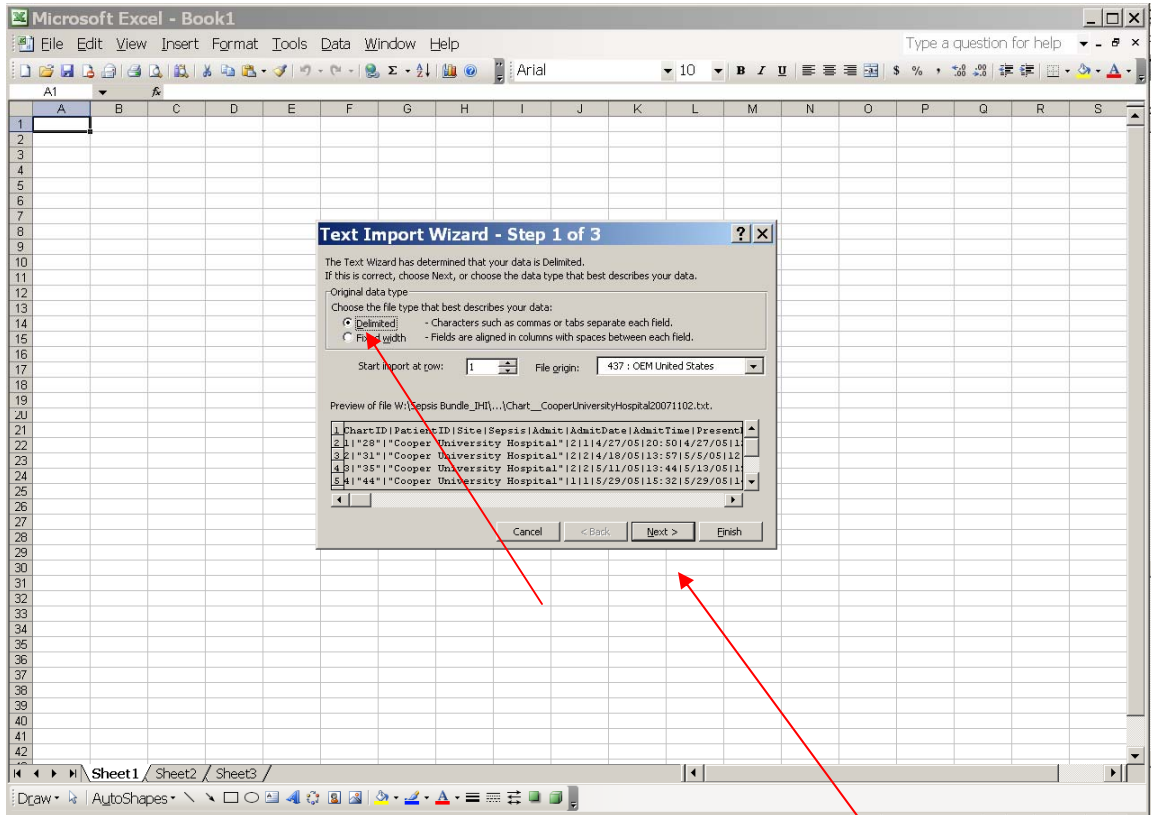
Set the file type box (under the file name box) to 'text files'

Find the desired chart file (file name will begin with 'chart' or 'c' and not 'cd').

Click on the file name.

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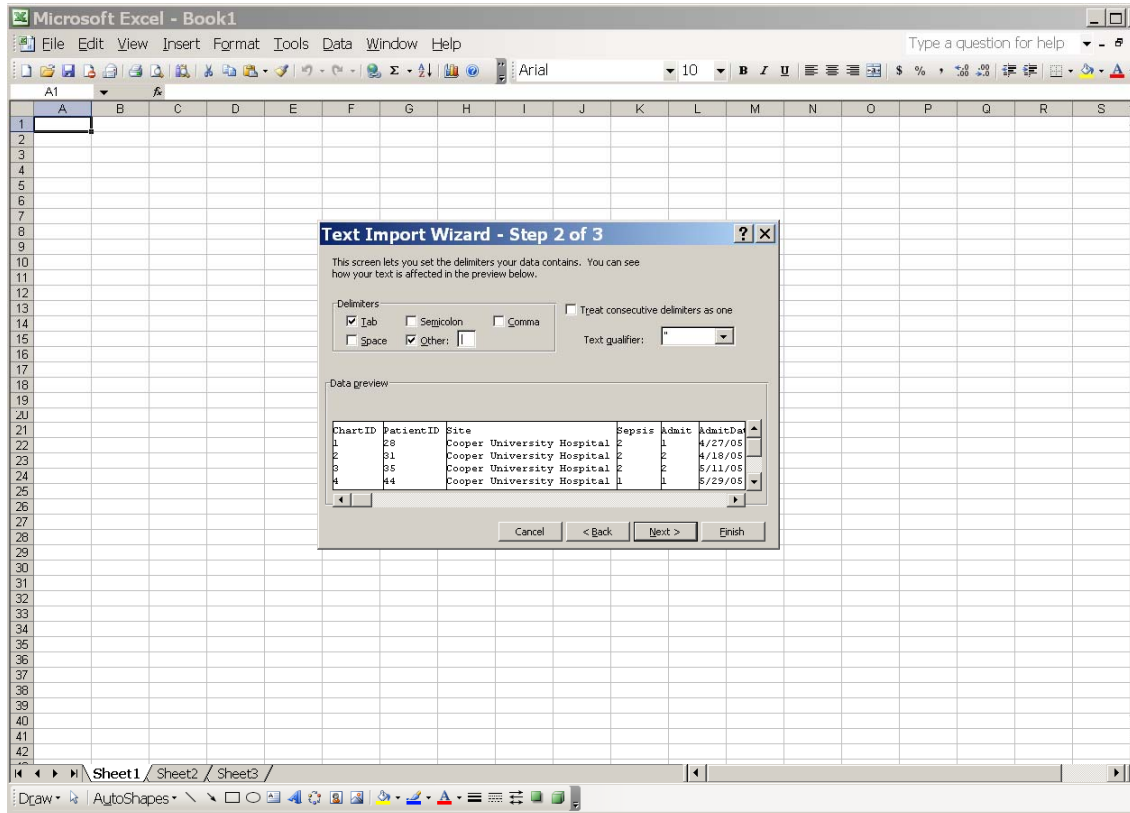


Step 8

Click Open to get to the import wizard.
Check delimited and Next.

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Step 9

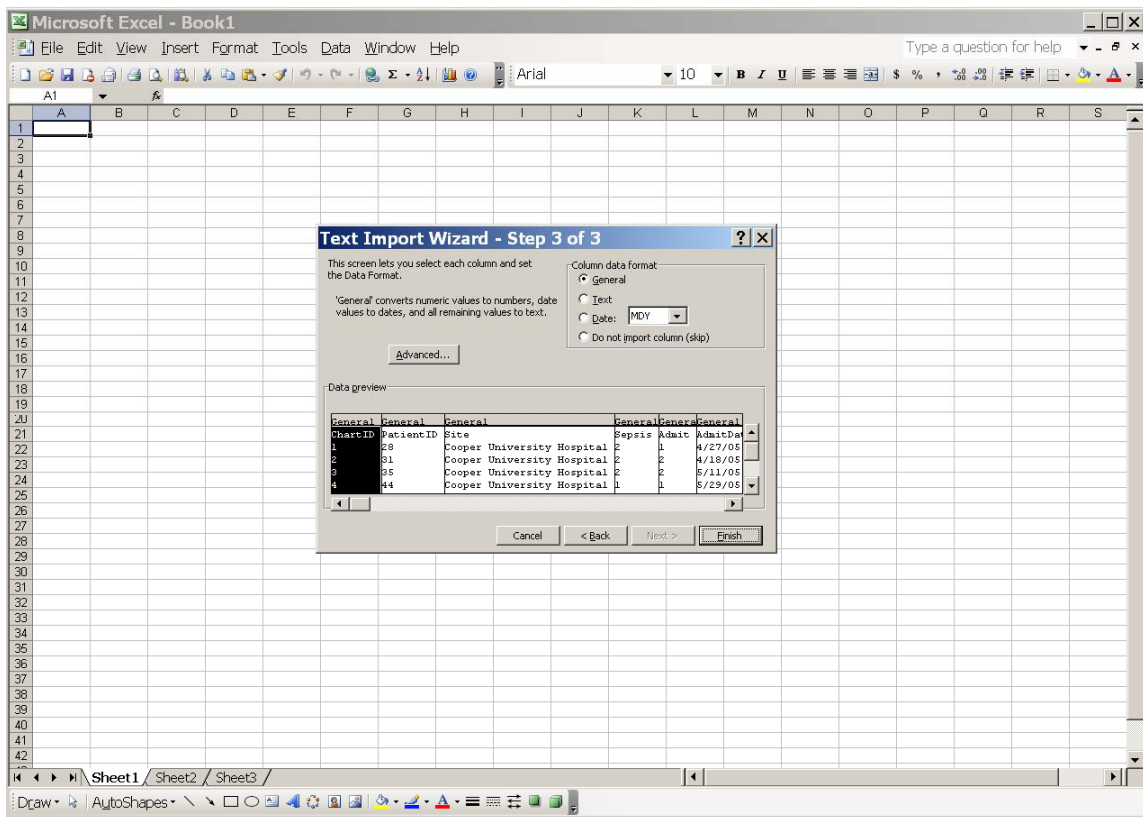
If you have **version 2.0** check the Comma box in the next screen, then Finish.

If you have **version 3.0** check the Other box, and in the box next to it enter the pipe character '|'. You will find this in the upper right of the keyboard above the '\'. Click Finish. (On some keyboards there is a break in the middle of the character.)

The text qualifier should be set to " quotations.

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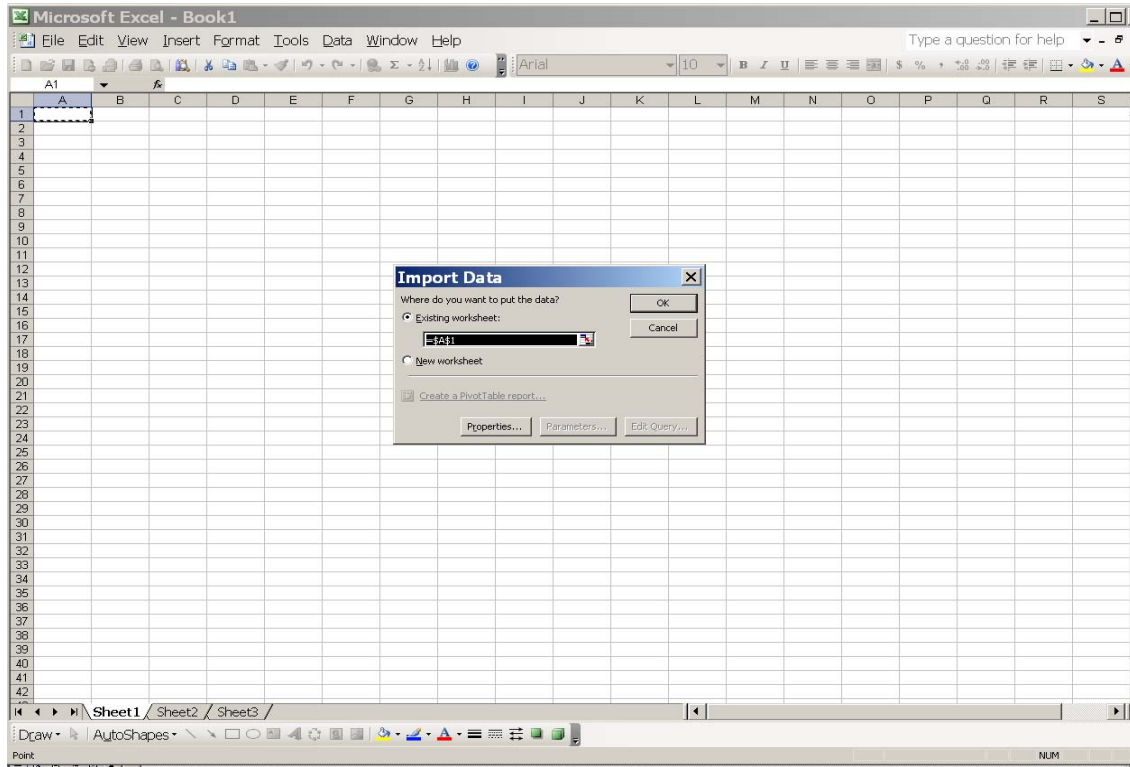


Step 10

The data should be in columns with the ChartID in the first column.

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Step 11

You may save the file to an existing or new worksheet.

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
ChartID	PatientID	Site	Sepsis	Admit	AdmitDate	AdmitTime	PresentDate	PresentTime	LactateDone	Lactate	LactateUnit	LactateDate	LactateTime	Abx	CultureDone	CultureDate
14	1	Cooper University Hospital	1	1	2/21/05	21:25	2/21/05	20:15	1	6.7	1	2/21/05	22:25	1	1	2/21/05
6	2	Cooper University Hospital	2	2	2/20/05	7:49	2/27/05	6:30	1	4.6	1	2/27/05	6:30	1	88	
7	3	Cooper University Hospital	2	3	2/26/05	12:08	3/2/05	10:25	1	0.7	1	3/2/05	10:25	88	88	
8	4	Cooper University Hospital	1	1	3/1/05	22:48	3/1/05	19:15	1	3.9	1	3/2/05	1:06	1	1	3/1/05
9	5	Cooper University Hospital	1	1	3/2/05	16:25	3/2/05	12:00	1	2.7	1	3/2/05	13:35	1	1	3/2/05
10	6	Cooper University Hospital	2	1	3/3/05	10:51	3/3/05	8:35	1	3	1	3/3/05	9:18	1	1	3/3/05
11	7	Cooper University Hospital	1	1	3/6/05	11:04	3/6/05	8:05	1	1.3	1	3/6/05	13:50	1	1	3/6/05
15	8	Cooper University Hospital	1	2	2/10/05	22:10	3/6/05	16:00	1	1.5	1	3/7/05	12:00	88	88	
16	9	Cooper University Hospital	2	2	1/11/05	10:26	3/10/05	8:30	1	3	1	3/11/05	3:30	88	88	
12	10	Cooper University Hospital	2	2	2/19/05	18:27	3/6/05	11:30	1	1.8	1	3/6/05	13:30	88	88	
17	11	Cooper University Hospital	2	2	3/15/05	15:18	3/15/05	11:35	1	2	1	3/15/05	15:10	1	1	3/15/05
18	12	Cooper University Hospital	2	2	3/18/05	10:46	3/19/05	8:00	1	3.1	1	3/20/05	4:20	88	88	
19	13	Cooper University Hospital	1	3	3/18/05	22:46	3/19/05	3:15	0	888	88			88	88	
20	14	Cooper University Hospital	1	2	3/8/05	4:05	3/22/05	17:35	1	3.8	0	3/23/05	0:20	0	0	
13	15	Cooper University Hospital	1	2	3/10/05	5:21	3/24/05	7:15	1	2.4	1	3/24/05	7:15	88	88	
24	19	Cooper University Hospital	2	2	3/14/05	5:56	3/29/05	23:00	1	3	1	3/30/05	4:00	1	1	3/30/05
25	20	Cooper University Hospital	1	2	2/15/05	15:33	3/28/05	1:00	1	1.6	1	3/28/05	1:00	1	1	3/28/05
21	21	Cooper University Hospital	2	2	3/21/05	21:00	3/31/05	3:48	1	1.1	1	3/31/05	4:55	1	0	
30	22	Cooper University Hospital	2	3	3/11/05	13:15	3/30/05	13:15	1	1	1	3/30/05	14:15	88	88	
26	23	Cooper University Hospital	2	2	3/13/05	18:26	4/13/05	9:15	1	1	1	4/13/05	10:21	1	88	
31	24	Cooper University Hospital	1	3	4/17/05	1:55	4/18/05	11:00	1	1.4	1	4/19/05	2:40	88	88	
27	25	Cooper University Hospital	1	1	4/25/05	2:09	4/24/05	22:05	1	7.2	1	4/25/05	1:20	1	1	4/25/05
28	26	Cooper University Hospital	1	3	4/24/05	13:38	4/27/05	18:15	0	888	88			88	88	
1	28	Cooper University Hospital	2	1	4/27/05	20:50	4/27/05	12:45	1	3	1	4/27/05	16:45	1	0	
32	29	Cooper University Hospital	2	1	5/4/05	20:45	5/4/05	17:58	1	1.8	1	5/4/05	18:43	1	1	5/4/05
33	30	Cooper University Hospital	1	2	3/28/05	17:10	5/6/05	17:30	1	1.3	1	5/6/05	18:30	88	88	
2	31	Cooper University Hospital	2	2	4/18/05	13:57	5/5/05	12:05	0	888	88			1	88	
34	32	Cooper University Hospital	2	1	5/12/05	10:45	5/12/05	9:05	1	7.2	1	5/12/05	9:25	1	1	5/12/05
61	33	Cooper University Hospital	1	1	5/15/05	12:17	5/15/05	9:50	1	2.6	1	5/15/05	10:31	1	1	5/15/05
35	34	Cooper University Hospital	1	2	5/12/05	2:20	5/14/05	10:25	1	12	1	5/14/05	11:00	88	88	
3	35	Cooper University Hospital	2	2	5/11/05	13:44	5/13/05	19:00	1	0.4	1	5/14/05	3:15	88	88	
36	36	Cooper University Hospital	2	2	5/14/05	16:15	5/17/05	15:45	1	3.2	1	5/17/05	22:30	1	1	5/17/05
37	37	Cooper University Hospital	2	1	5/19/05	22:16	5/19/05	19:15	1	2.5	1	5/19/05	21:30	1	1	5/19/05
38	40	Cooper University Hospital	1	2	5/19/05	15:56	5/21/05	1:00	1	1.2	1	5/21/05	3:00	1	1	5/21/05
39	42	Cooper University Hospital	1	1	6/1/05	18:55	6/1/05	15:50	1	4.1	1	6/1/05	17:02	1	1	6/1/05
40	43	Cooper University Hospital	1	1	5/27/05	14:35	5/27/05	11:30	1	3.6	1	5/27/05	13:09	1	1	5/27/05
4	44	Cooper University Hospital	1	1	5/29/05	15:32	5/29/05	14:00	1	1.5	1	5/29/05	22:00	1	1	5/29/05
41	45	Cooper University Hospital	2	1	5/31/05	5:16	5/30/05	22:50	1	2	1	5/31/05	0:05	1	1	5/31/05
42	46	Cooper University Hospital	1	2	5/4/05	20:20	5/29/05	19:00	1	3.6	1	5/29/05	4:15	1	1	5/29/05
43	47	Cooper University Hospital	2	1	6/6/05	10:20	6/6/05	9:55	1	3.5	1	6/6/05	10:23	1	1	6/6/05
44	48	Cooper University Hospital	2	2	6/9/05	14:27	6/9/05	21:10	1	2.5	1	6/9/05	21:10	1	1	6/9/05
45	50	Cooper University Hospital	2	3	4/21/05	23:30	6/18/05	8:00	0	888	88			88	88	
46	51	Cooper University Hospital	1	2	5/17/05	7:22	6/19/05	10:18	1	2.6	1	6/19/05	10:18	88	88	
47	52	Cooper University Hospital	1	1	6/19/05	21:50	6/19/05	19:50	1	2.1	1	6/19/05	20:32	1	1	6/19/05

Step 12
Save to Network file-Folder.