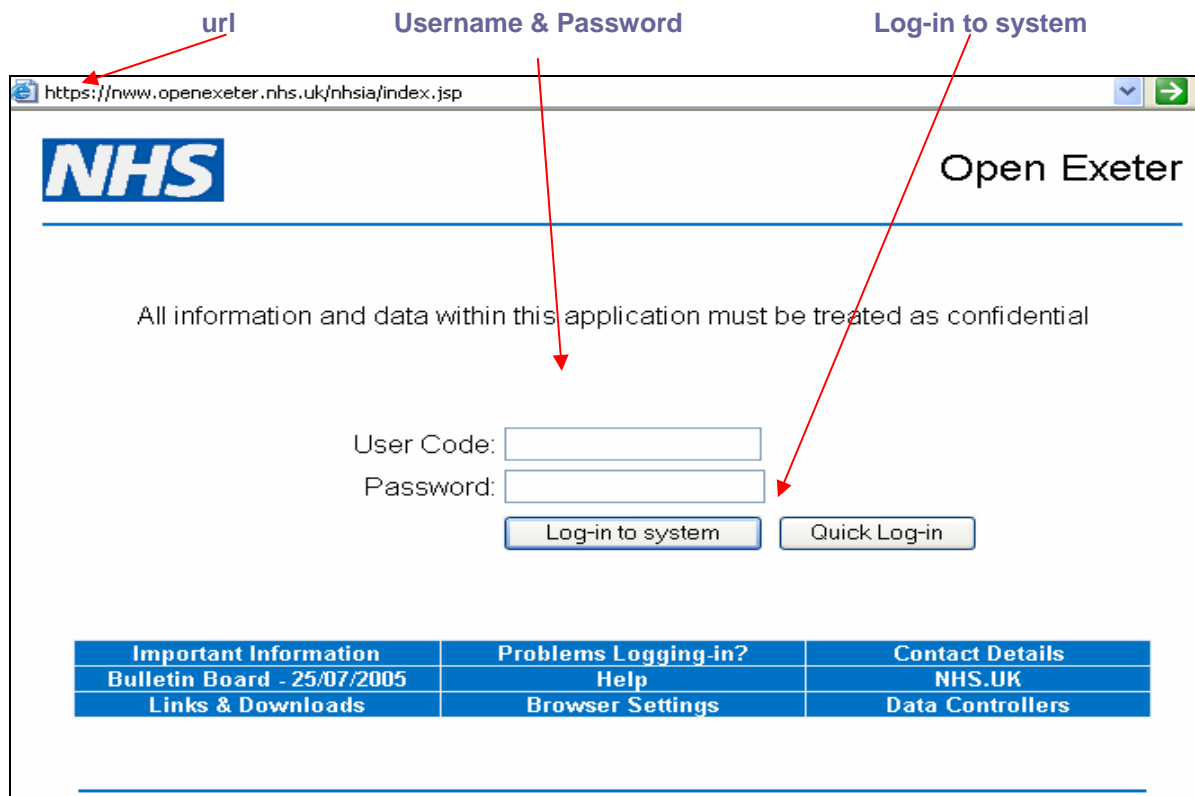


Open Exeter

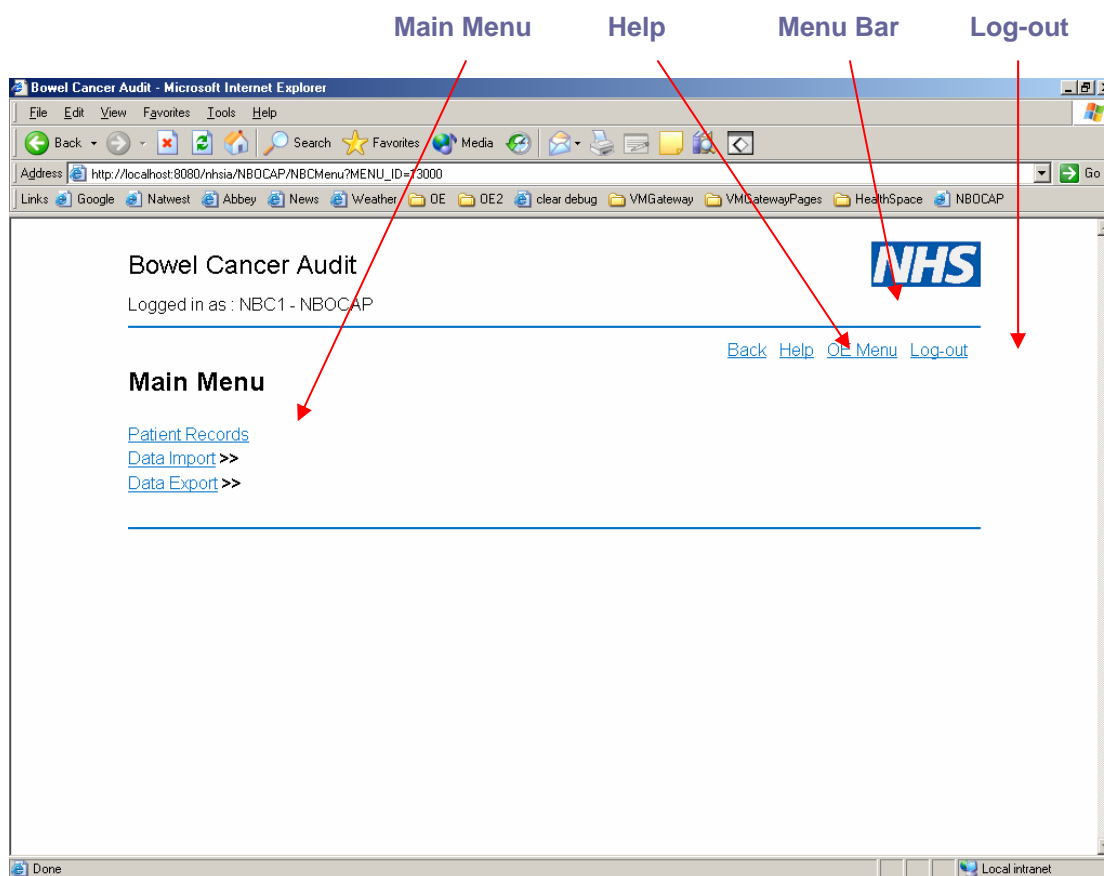
- Log into Open Exeter 2 using the url: <https://nww.openexeter.nhs.uk/nhsia/index.jsp>
- Enter username & password in UPPERCASE
- Click the 'Log-in to system' button



- On the following page, choose the National Bowel Cancer Audit application from the drop-down menu and continue. This will take you to the National Bowel Cancer Audit Home Page.

The Home Page

The Home Page is the first screen you see once you've successfully logged into the application from Open Exeter. The available options depend on the level of access you've been granted by your Primary Contact.



Menu Bar

There are four main menu buttons which appear on every page:

- Back – takes you back to the previous screen
- Help – provides a help screen for wherever you are in the application
- OE Menu – takes you back to the Open Exeter screens
- Logout – click this button to logout.

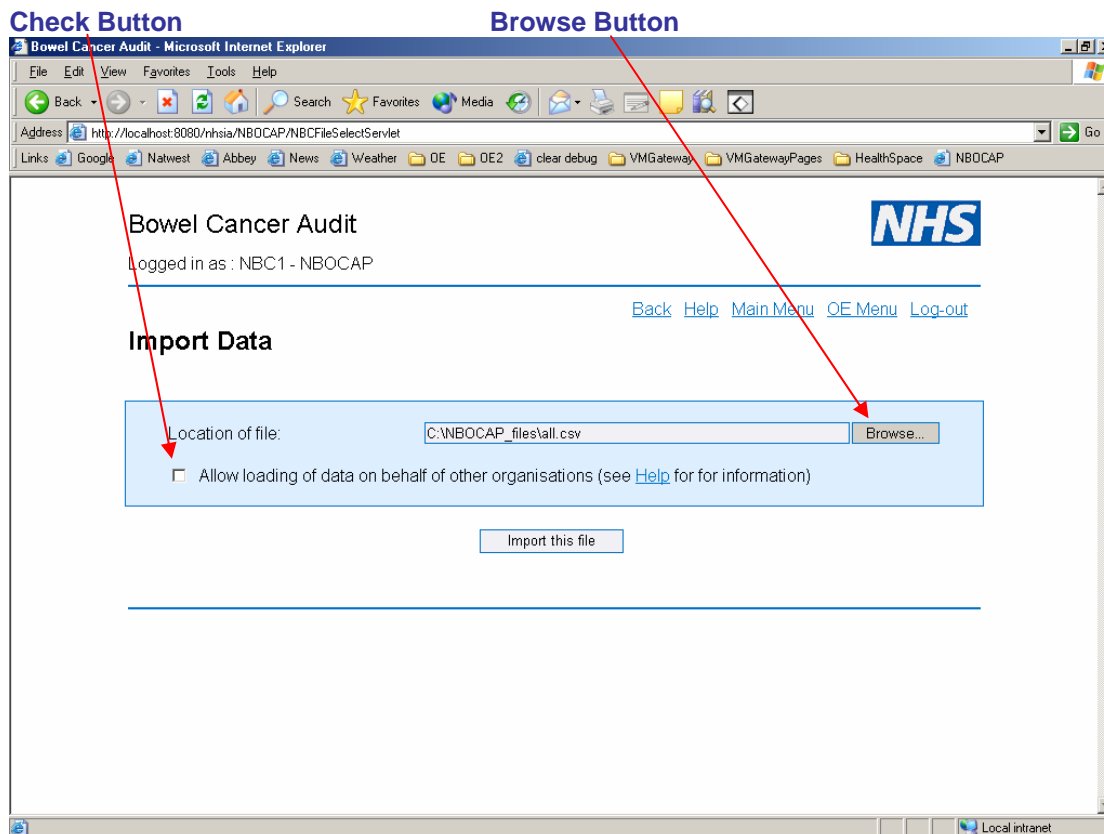
Menu Options

There are three menu options to choose from:

- Patient Records – view patient records and input data manually
- Data Import – provides the facility to upload a batch of records
- Data Export – provides a download of patient or CWT data submitted

Importing Records

- From the main menu, choose the 'Import Data' link
- Navigate and select the relevant file using the browse button
- Check the box if uploading on behalf of another organisation

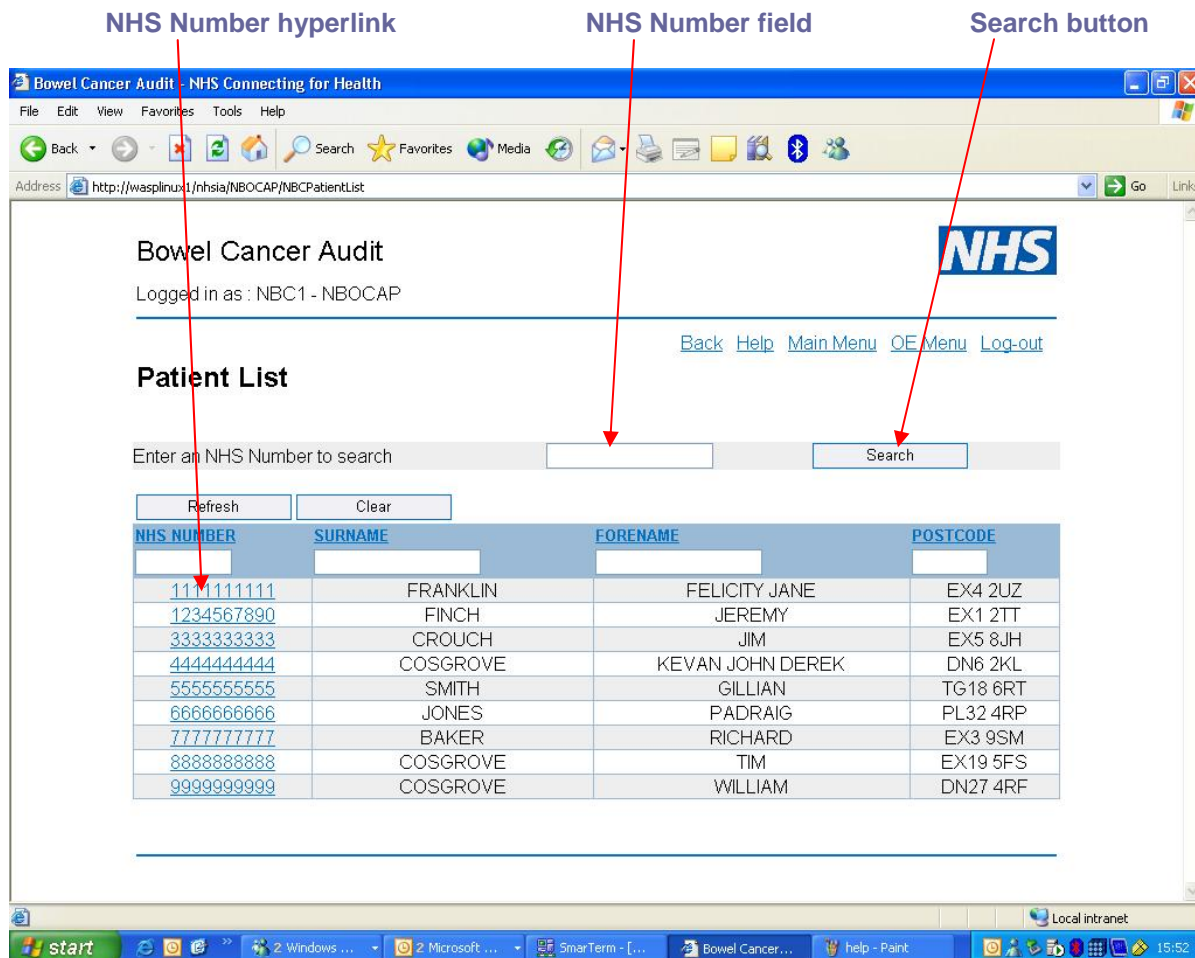


Checking Imported Records

- Unprocessed files can be deleted from the processing queue
- Badly formed records have problems with delimiters, incorrect number of elements etc
- Summary of errors are displayed to show overview of problems
- Validation problems are also shown in detail, giving identifiers to allow checking of data.

- **Working with Patient Records**

- From the Home Page choose the 'Patient Records' link
- To open an existing record, click on the relevant NHS Number hyperlink
- To create a new record, enter a valid NHS Number in the NHS Number field, and click on the 'Search' button



Leaving the Application

When you have finished using the application you must logout to stop unauthorised access.

Further Assistance

If you encounter a problem with the application and need more help contact the helpdesk on 01392 251289 or helpdesk@cfh.nhs.uk