National Congenital Heart Disease Audit (NCHDA)

Web Enabling Congenital Database User Guide

The National Institute for Cardiovascular Outcomes Research (NICOR)
March 2018

Prepared by Marion Standing

Change History

Date	Version	Author	Comments
02/03/2017	1.0	Marion Standing	
13/03/2018	1.1		

Target Audience

All NICOR Lotus Notes Congenital Database Users.

Introduction

.   NICOR have launched a new web interface as part of its overall upgrade to a new platform which will be launched later on in the year. The work to move the existing Lotus Notes database to the Web enabled database was completed at the end of February 2018 and the new web interface went live in the first week of March 2018. This marks the first stage of implementing a new reporting system. You will now be able to enter your 2017-18 data via the web interface, which is aligned to the updated Activity Algorithm (AA) and Specific Procedure (SP) algorithm and data manual recently circulated, but still uses the IBM Domino Lotus Notes Infrastructure.

As the new interface continues to use Lotus Notes, our security controls remain the same. Control of access and privileges will remain the same, however if you require further advice on information governance of the new web interface then please email: nicor-generalenquiries@bartshealth.nhs.uk

What's happening?

The congenital (PAEDS) database was scheduled for a major upgrade. The new web-enabled Congenital database, allows users to access their hospital data over the internet/N3 network via a browser (Internet Explorer 8 and upwards, Safari, Firefox, Chrome). It also means that licenses do not need to be purchased and any authorised person in your hospital will be able to access it (although of course the application process does not change).
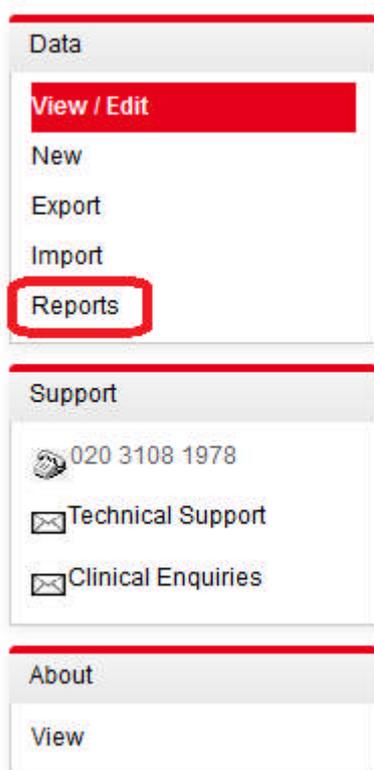
Fig. 1 New Congenital Web UI, phase I

After the Upgrade

Now the upgrade is complete, Congenital will remain accessible via Lotus Notes, although we would encourage you to start using the web version as we plan to phase out the Lotus Notes version. Please note, import of v6 records can ONLY be done in the web version. Existing records should not cause any problems unless edited and resaved, although you can still edit these using Lotus Notes.

There is a web Data Completeness reporting tool common to all applications using the new template design.

The export is available in the web application, but it is also going to be available in Notes for a short period of time until everyone is able to use it without any issues.

If you want to use the User Defined Fields, you will need to log a call to have the labels set up for you (if you require labels). This may change if the demand grows or if initial estimates of usage were too low.

Validation is strict in the web application which is in line with the dataset guidelines but it may require you "fix" certain fields on existing records if you wish to make adjustments to them in the web after the rollout. Examples are missing times in Procedure Date/time – these will no longer be able to be saved without a time (including existing records).

The import is now done in the background instead of while you wait, thus reducing the time your machine is held up whilst the import is being done.

What We Want From You

We need to ensure you can logon to the NICOR Web Portal, which is where congenital web database will be hosted. To do this, you will need a web username and password.

How to find your web User name

Launch Lotus Notes. Your congenital web username is the same as your Lotus Notes User name.
In the example below, Lucy locket's web username is Lucy Locket/FRE/NICOR

How to find your Web Password

This should be the same as your Lotus Notes password.

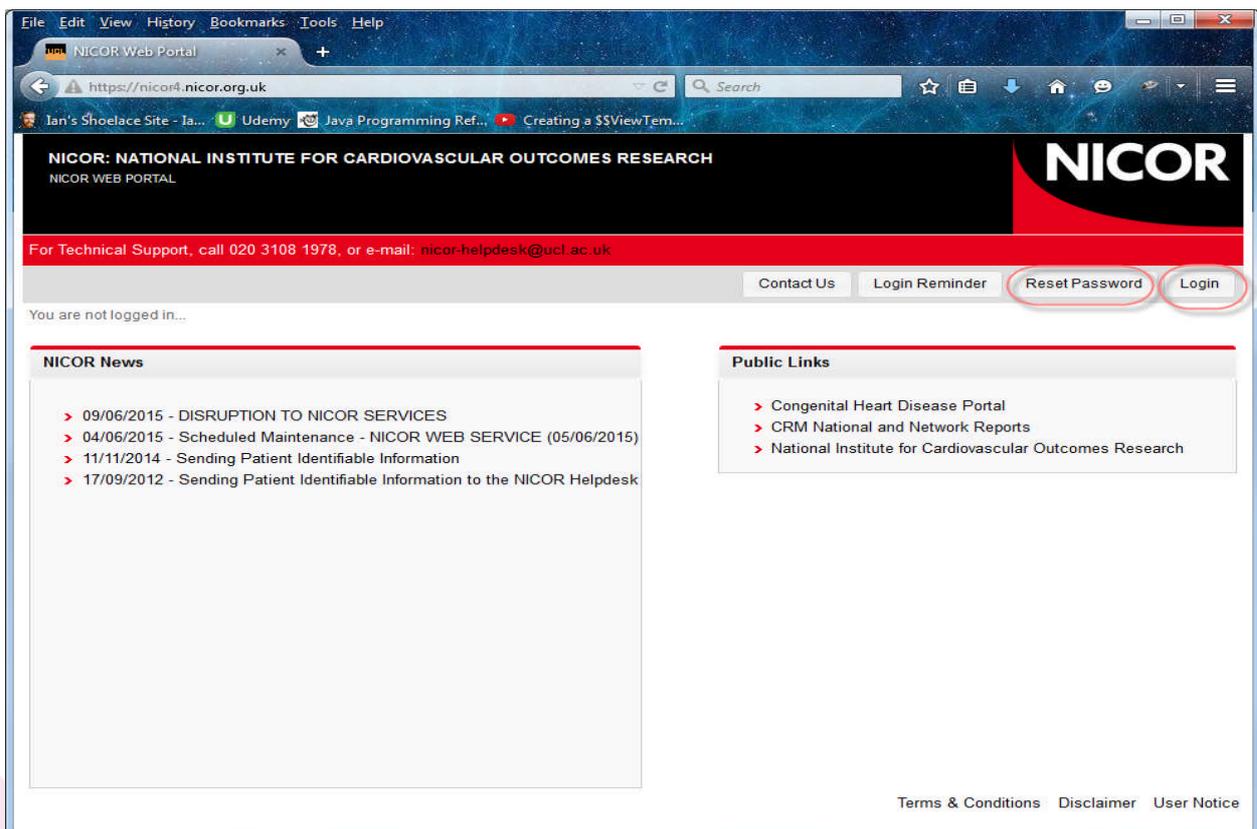Please test to see if you can login to the NICOR Web Portal by going to:

http://web.nicor.org.uk/   (connect via the internet. Most people use this link)
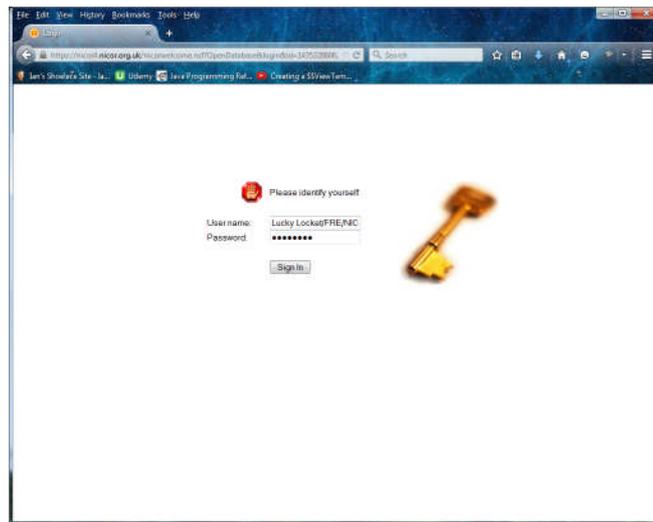or
http://web.nicor.nhs.uk/   (if the above doesn't work, try this. This is the NHS network)

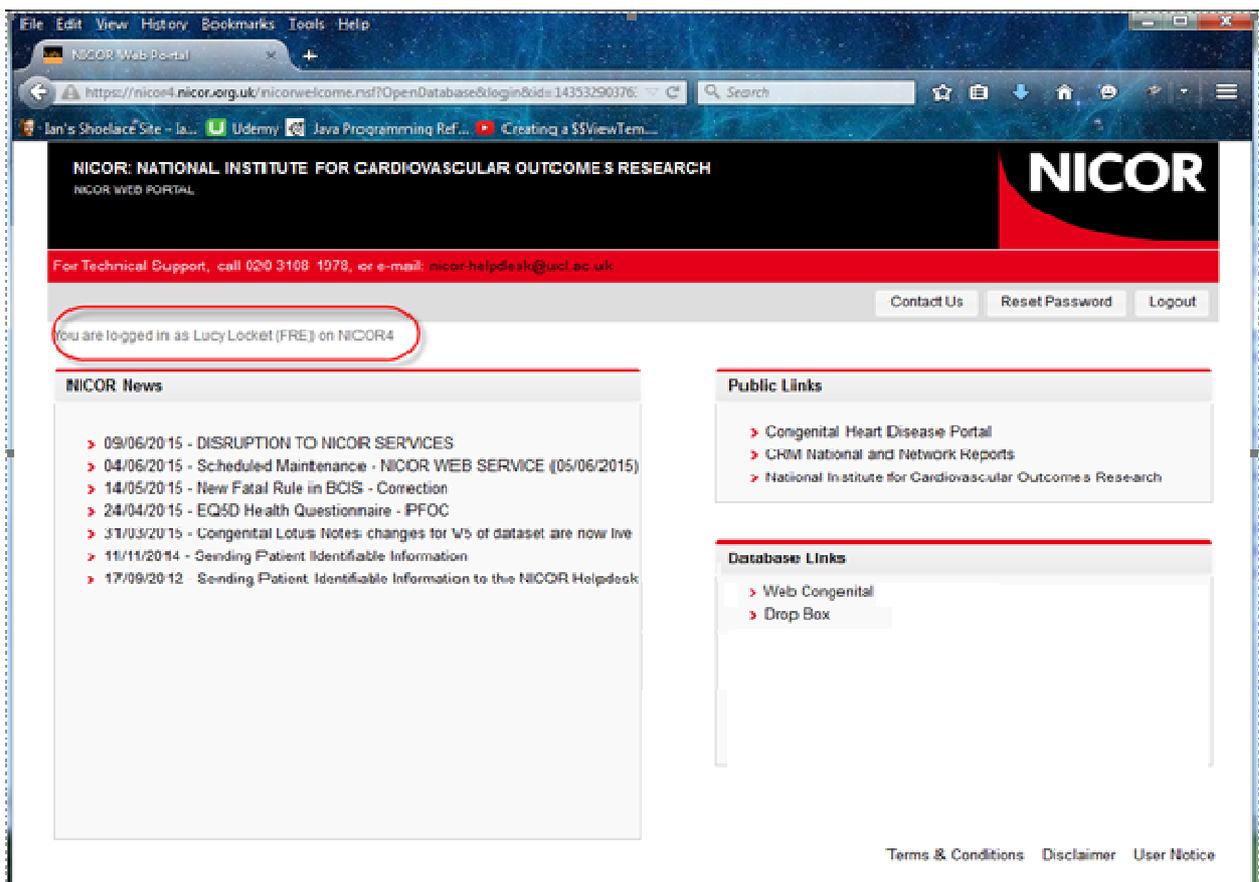One or the other should take you to the **NICOR Web Portal**, which looks like this:

Now click the **Login** button (top right), and enter your web **username** and **password**:
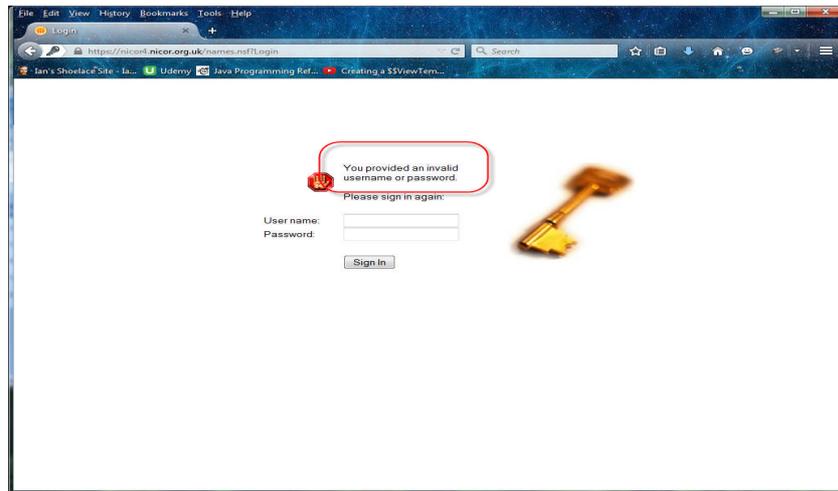
If you are successful, you will see this message (circled in red): *"You are logged in as [you] on [server name]"*

Now the Congenital web is live, you will see a link to it under **Database Links.**

That's it, - you're done! If you don't see this, read on….
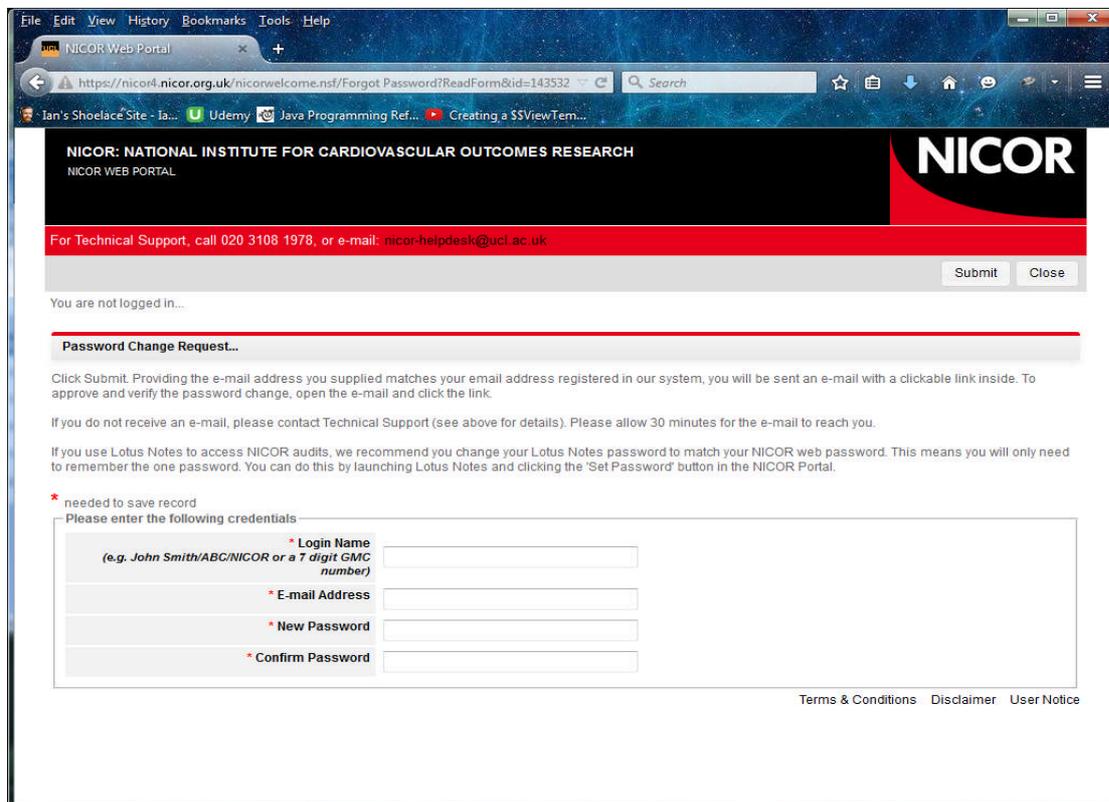

If you're still having problems logging on, your **password is incorrect**. Your User name is correct.

Click the **Back** button until you're back to the **NICOR Web Portal**.

Now click the **Reset Password** button, enter your details, and click **Submit**. Follow the instructions to get a new web **password.**

Once you have your new web password, try logging into the **NICOR Web Portal** again. You should be successful this time.

If you have any technical queries please email: nicor-helpdesk@bartshealth.nhs.uk.

Data entry support will be provided by Lin Denne: Lin.Denne@bartshealth.nhs.

Regards,

NICOR Technical Team