

# **BRU Birmingham Research Unit**

**INPS**

---

### Table of Editions and Contents

<b>Date</b>	<b>Version</b>	<b>Contents</b>	<b>Output</b>
11/04/02		Creating BRU reports	
25/04/06		new BRU Housekeeping	
06/10/06 27/02/07		edit JTHO	
16/03/07 19/03/07		edit SHAS edit JTHO	

Copyright © INPS Ltd 2007

---

# Contents

<b>BIRMINGHAM RESEARCH UNIT</b>	<b>1</b>
BRU Overview	1
What's New	2
BRU shortcut/icon	2
BRU Housekeeping	4
BRU Housekeeping Options	4
The Weekly Returns Report	6
Creating Weekly Reports from BRU Housekeeping	6
Creating Annual Reports	8
Send, resend, delete and maintain files	9
Report Status	9
Transmitting and Re-transmitting files	10
Deleting Reports	11
Copying Reports to a Floppy Disk	12
Marking Reports as Received	13
Automatic Cleaning	14
Automatic Sending	14



# Birmingham Research Unit

---

## BRU Overview

The Birmingham Research Unit (BRU) has for a number of years been collecting disease incidence data from a number of GP Practices on a weekly basis.

The Weekly Returns Report for Vision extracts data from the Vision system and writes the data to an export file, the format of which is specified by the Birmingham Research Unit. The data extracted includes: practice population, practice deaths, patient contact days, patient referrals and morbidity counts based on Read codes and Read code groups.

The Weekly Returns Report must be run once a week, ready for transmission on a Tuesday night.

The report period is based on the Extract Date (the date on which the report is run) and is defined as a seven-day period ending on the previous Sunday. The table below shows the expected reporting period for a range of extract dates.

Extract Date	From Date	To Date
Monday 08/07	Monday 01/07	Sunday 07/07
Tuesday 09/07	Monday 01/07	Sunday 07/07
Wednesday 10/07	Monday 01/07	Sunday 07/07
Thursday 11/07	Monday 01/07	Sunday 07/07
Friday 12/07	Monday 01/07	Sunday 07/07
Saturday 13/07	Monday 01/07	Sunday 07/07
Sunday 14/07	Monday 01/07	Sunday 07/07
Monday 15/07	Monday 08/07	Sunday 14/07
Tuesday 16/07	Monday 08/07	Sunday 14/07

Practice populations are calculated on the midday of the reporting period.  
The table below shows the expected Midday Date for different report ranges.

Report Range	Midday Date
01/07 - 07/07	04/07
01/07 - 31/07	16/07
01/07 - 01/07/97	30/12

---

## What's New

DLM 230 - 26/02/07

A new housekeeping application (BRUHousekeeping.exe) has been coupled with the BRU data mining application (bruwkrpt.exe) to allow the maintenance and re-transmission of any and all data files that are created. See page 4.

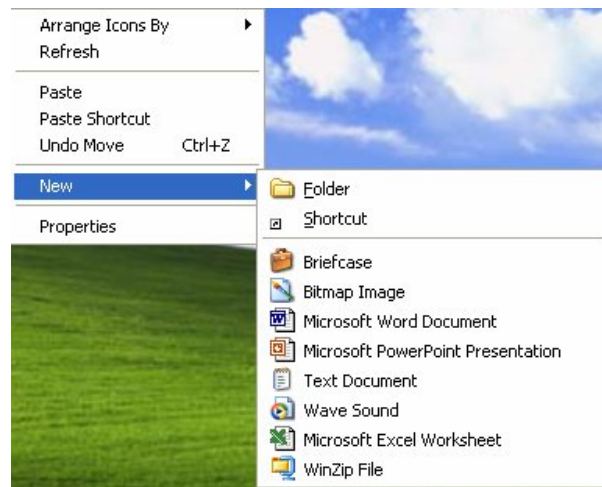
- Options including sending reports by email - see page 4
- Send, re-send, delete and maintain files - see page 9
- Marking reports as received - see page 13
- Automatic sending and Automatic cleaning (see page 14)

---

## BRU shortcut/icon

If you need to run the BRU housekeeping directly manually, it is easier to do so if you create a shortcut/icon on your desktop.

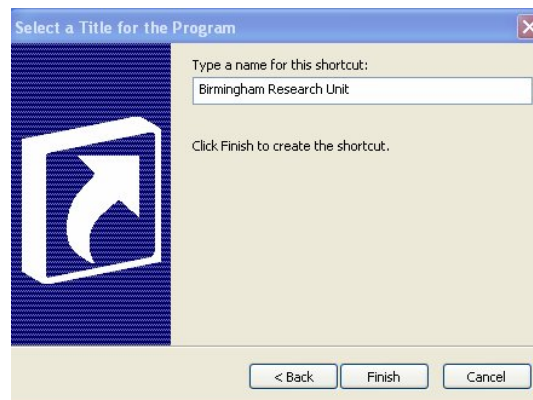
1. At your Windows desktop, right click in space where there are no icons and select New, Shortcut.



- At the next screen, select Browse and find your way to o:\program\bruhousekeeping.exe.



- Click on Next.
- Where it asks you to type a name for this shortcut, delete out bruhousekeeping.exe and type in Birmingham Research Unit.



- Click on Finish. A BRU icon should now be created as a shortcut



---

## BRU Housekeeping

In previous versions on the Birmingham Research Unit data collection application, it was only necessary for you to run the application manually, create the reports at a weekly interval, copy these reports to a floppy disk and send them on to the BRU. This has been revised.

A new housekeeping application (BRUHousekeeping.exe) has been coupled with the BRU data mining application (bruwkrpt.exe) to allow the maintenance and re-transmission of any and all data files that are created.

### BRU Housekeeping Options

There are various settings that describe when and why the housekeeping application is to perform a certain operation. These settings can be viewed by selecting the Options menu item under the Report menu (fig 3.8a) or by hitting CTRL+O on the keyboard.

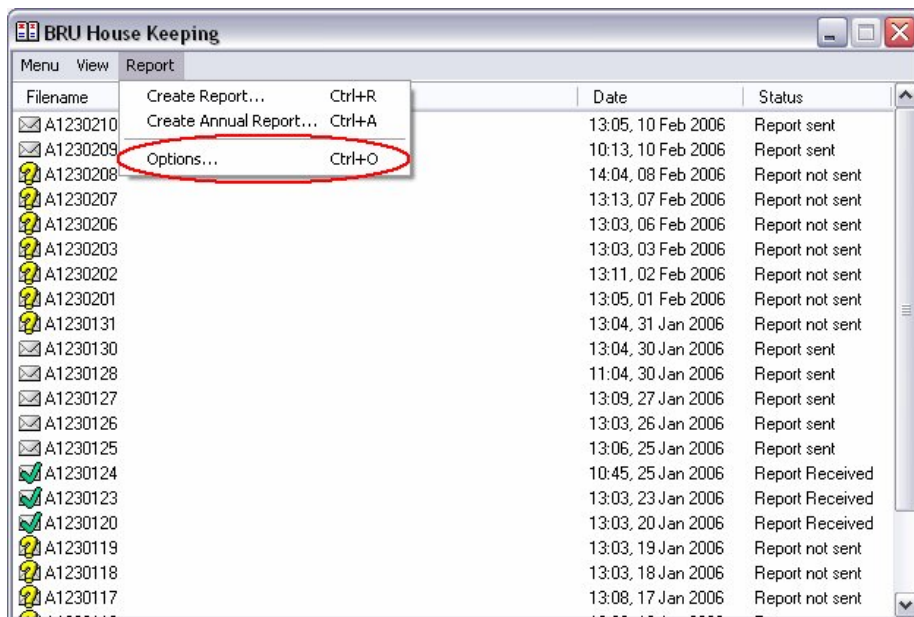


Fig 3.9a – Opening the options dialog box

Once the Options dialog box is visible (Fig 3.9b), these settings can be edited to suit the user's/practice's requirements. Below is a description of what each setting is and how it is used.



Fig 3.8b – Options dialog box

DTS Mailbox - Not Implemented and may be used in later versions.

Email Address - The email address to which reports are sent.

Auto send data files - If enabled, the housekeeping application will attempt to send the data files automatically at the specified interval (see pages 7 and 14).

Auto clean directory - If enabled, the housekeeping application will clean the report folder when the size exceeds the specified size (see page 14).

BRU Practice Number - Every practice is issued with a BRU practice number that will be used to identify them and their data. When the application first starts, it will ensure that this number is available (see page 6). If it is not, then the you will be prompted to enter it. This number can be changed at any time from the Options dialog box. Clicking on the Change link on the Options dialog box will open the dialog where the user may change the BRU number (fig 3.9.1). Note - This number must start with a alphabetic character followed by three numerical characters.



Fig 3.9.1 – Changing the BRU Practice Number

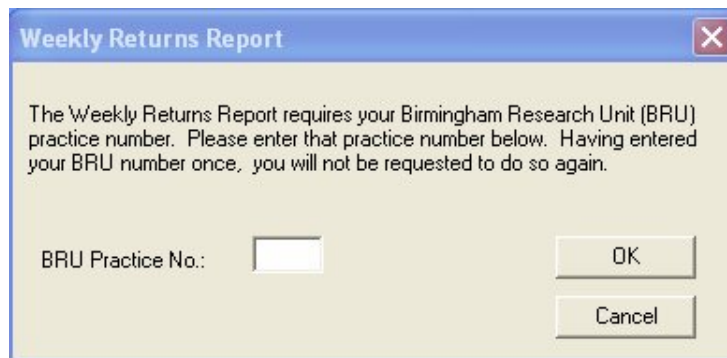
---

# The Weekly Returns Report

## Creating Weekly Reports from BRU Housekeeping

The reports must be created from the housekeeping application.

If you have never run a Weekly Returns Report, you must enter your BRU practice number (obtained from the BRU) before you can proceed to running reports. This number must start with a alphabetic character followed by three numerical characters. Note that later you can change the BRU practice number in Options from BRU Housekeeping (see page 5).



Access BRU housekeeping and click on the Create Report menu item in the Report menu (fig 3.8a) or hit CTRL+R on the keyboard.

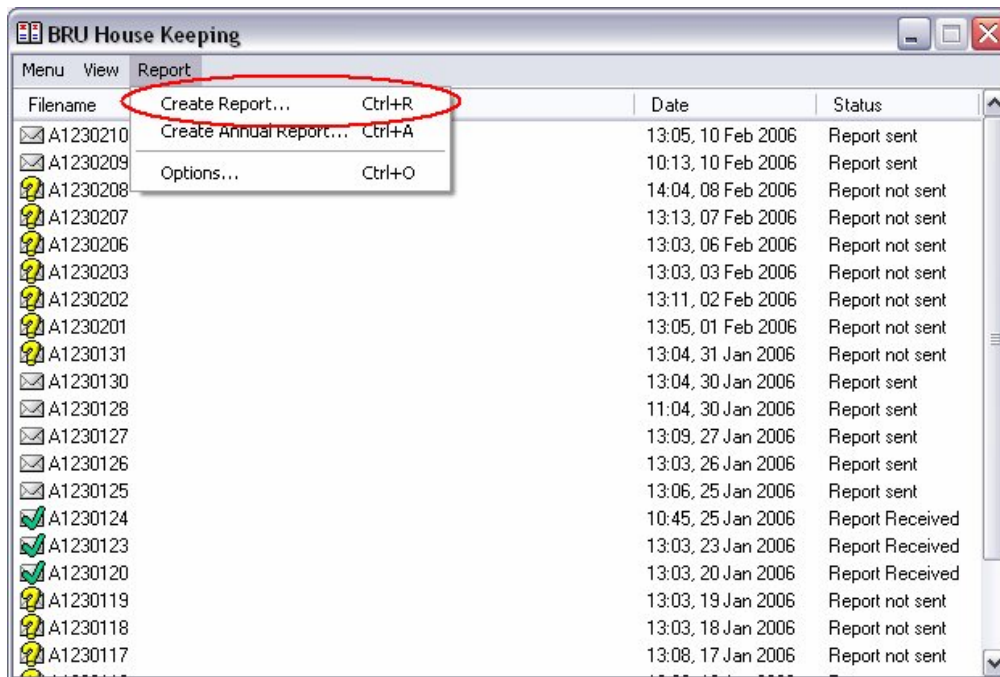


Fig 3.8a – Creating reports

This brings up a dialog where you can specify the start and end dates for the report (Fig 3.8b).



Fig 3.8b – Selecting report dates

Once the dates are selected, tapping the OK button will start the data mining application with the selected dates being passed to it. Once the report has been created, a new report item will appear in the main list of the housekeeping application.

If you have checked the box Auto-Send Data Files in Options (see page 5) and specified an email address to which reports will automatically be sent, then the report will be sent by email automatically after the specified time interval, assuming that Outlook is running on that machine.

If the Auto-Send Data Files option is not ticked, then the report will sit in the output folder with a status of Report not sent and must be sent manually, either by email or floppy, using the menu options in BRU Housekeeping of Send selected files and Copy selected files to floppy respectively.

## Creating Annual Reports

The BRU requires an annual report to be sent at the end of the year. This functionality will be automatically created via the scheduling but can also be created manually by selecting the Create Annual Report from the Report menu (fig 3.8.1a) or hitting CTRL+A on the keyboard.

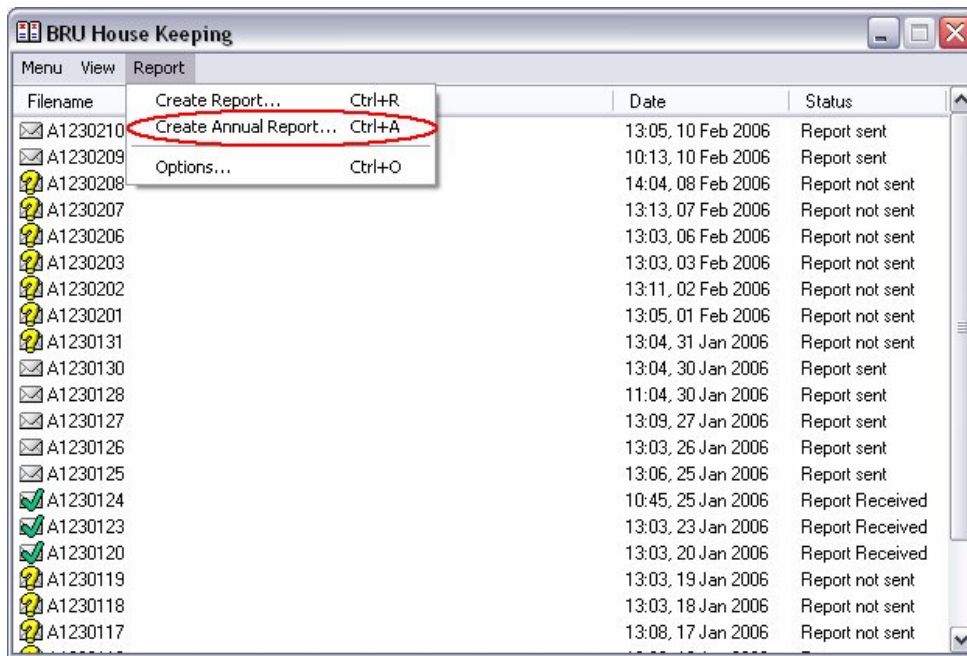


Fig 3.8.1a – Creating an annual report

Selecting this option allows you to select the year you wish to create the annual report for (fig 3.8.1b) the start and end date are displayed on the dialog for information proposes.

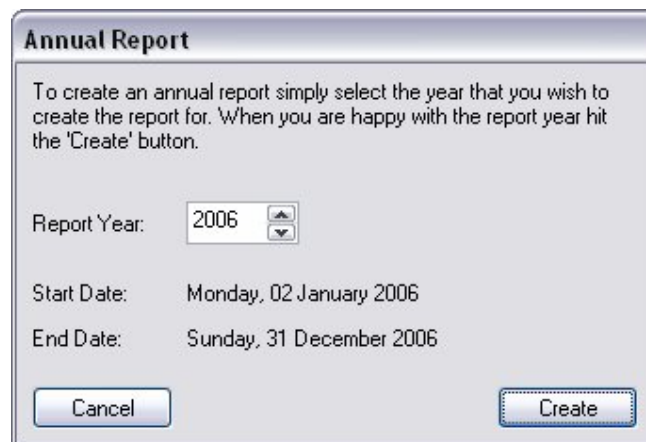
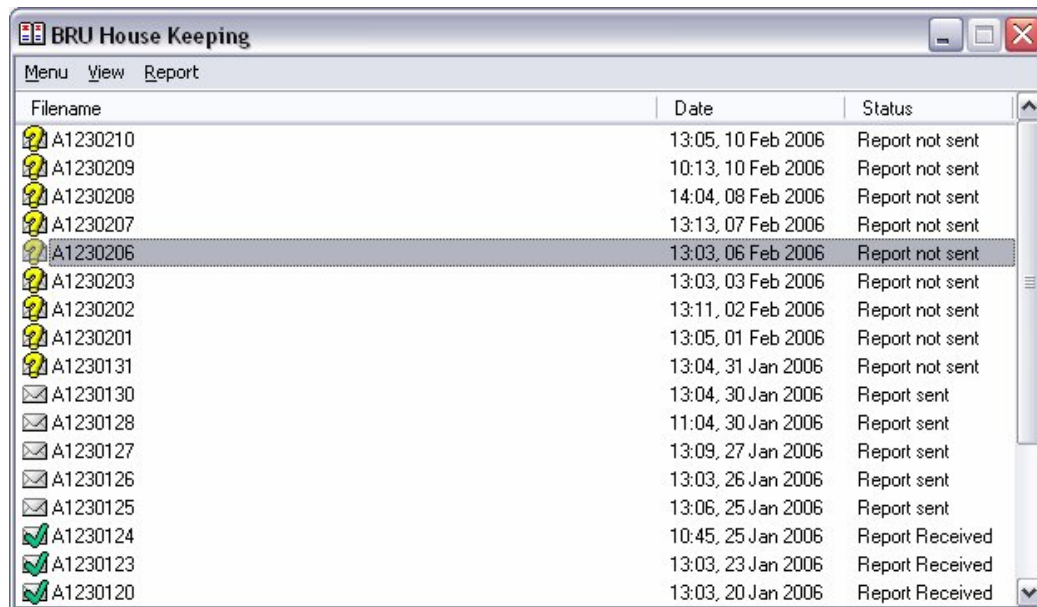


Fig 3.8.1b – Selecting the report year

---

## Send, resend, delete and maintain files

From BRU Housekeeping, you can send, re-send, delete and maintain the files created by the data mining application.



The screenshot shows a window titled "BRU House Keeping" with a menu bar containing "Menu", "View", and "Report". Below the menu bar is a table with three columns: "Filename", "Date", and "Status". The table lists 17 report items, each with a small icon to the left of the filename. The status of each report is either "Report not sent", "Report sent", or "Report Received".

Filename	Date	Status
A1230210	13:05, 10 Feb 2006	Report not sent
A1230209	10:13, 10 Feb 2006	Report not sent
A1230208	14:04, 08 Feb 2006	Report not sent
A1230207	13:13, 07 Feb 2006	Report not sent
A1230206	13:03, 06 Feb 2006	Report not sent
A1230203	13:03, 03 Feb 2006	Report not sent
A1230202	13:11, 02 Feb 2006	Report not sent
A1230201	13:05, 01 Feb 2006	Report not sent
A1230131	13:04, 31 Jan 2006	Report not sent
A1230130	13:04, 30 Jan 2006	Report sent
A1230128	11:04, 30 Jan 2006	Report sent
A1230127	13:09, 27 Jan 2006	Report sent
A1230126	13:03, 26 Jan 2006	Report sent
A1230125	13:06, 25 Jan 2006	Report sent
A1230124	10:45, 25 Jan 2006	Report Received
A1230123	13:03, 23 Jan 2006	Report Received
A1230120	13:03, 20 Jan 2006	Report Received

Fig 3.1 – Housekeeping Application

### Report Status

Each report item has an associated status. There are currently three states that any single report can be in:

- Report not sent – Indicates that the report has been created but has not yet been sent to the BRU.
- Report sent – Indicates that the report has been sent to the BRU. This does not mean that the report has been received by the BRU
- Report received – Indicates the report has been received by the BRU (This flag is manually set by the user when s/he receives the BRU weekly report)

## Transmitting and Re-transmitting files

In normal operation, the sending of the reports to the BRU will be handled automatically by the housekeeping application (see Automatic Sending on page 14). However, there may be cases where you may wish to send a report manually or (on request from the BRU) re-send an already sent report. This can be achieved by right clicking on the report(s) in question and selecting the Send menu item (fig 3.2a).

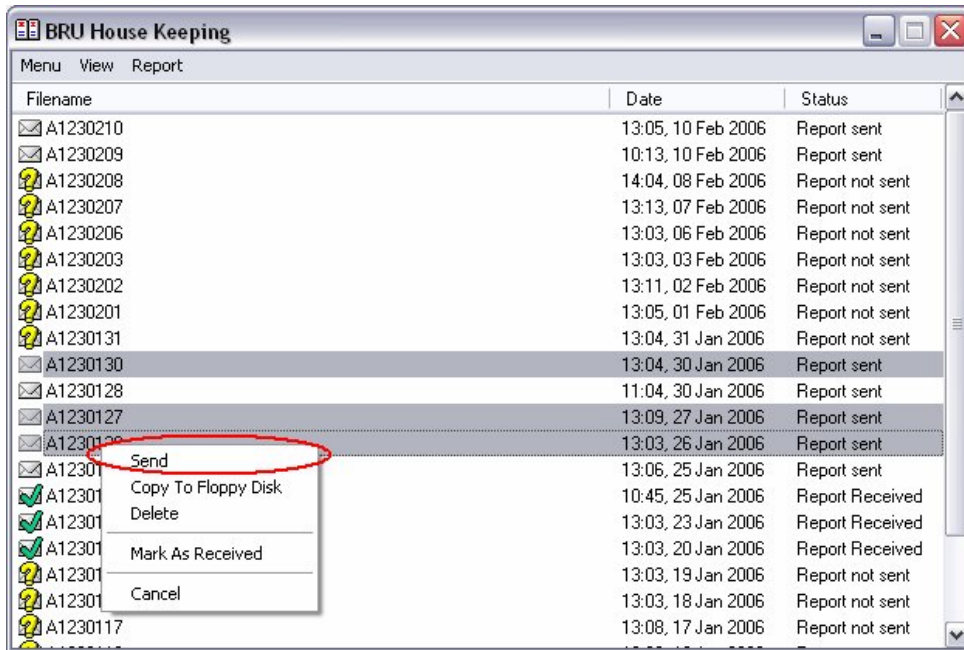


Fig 3.2a – Sending files via the context menu

The same can be achieved by selecting the report(s) in question and selecting Send Selected Reports from the main menu (fig 3.2b) or pressing CTRL+S on the keyboard.

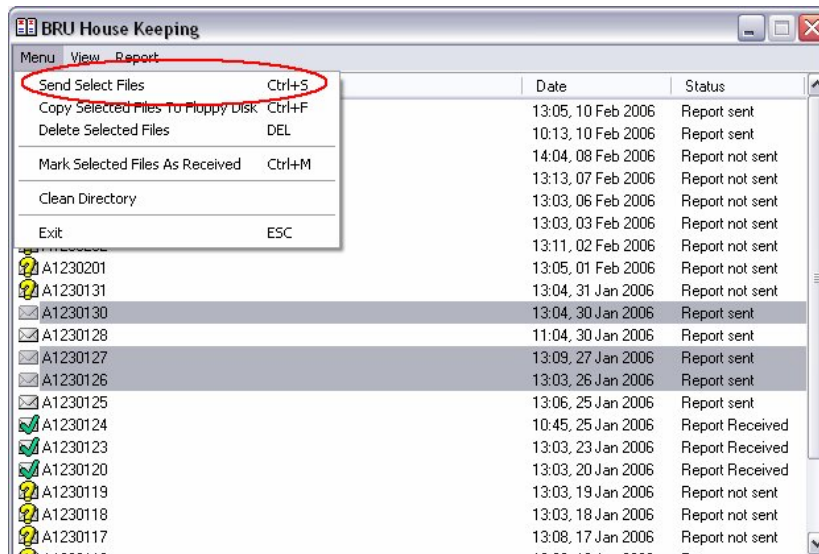


Fig 3.2b – Sending files via the main menu

## Deleting Reports

The housekeeping application will automatically keep the directory where the reports reside within a certain size range (see Automatic Cleaning on page 14). However, if you wish to delete a report manually there, you can select the files you wish to remove, right click and select the Delete option (fig 3.3a)

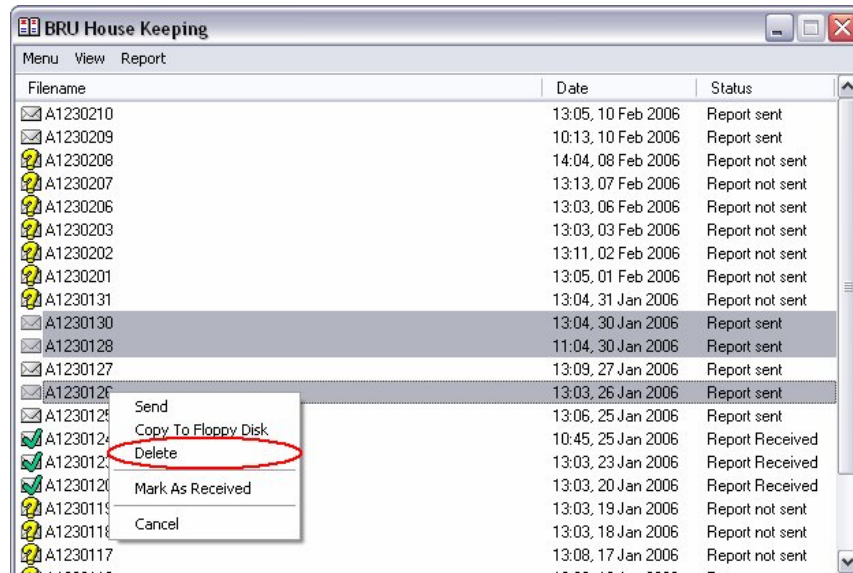


Fig 3.3a – Deleting reports via the context menu

Alternatively this task can also be accomplished by selecting the files to delete in the main list and selecting the Delete Selected Reports main menu item (fig 3.3b) or hitting the DEL key on the keyboard.

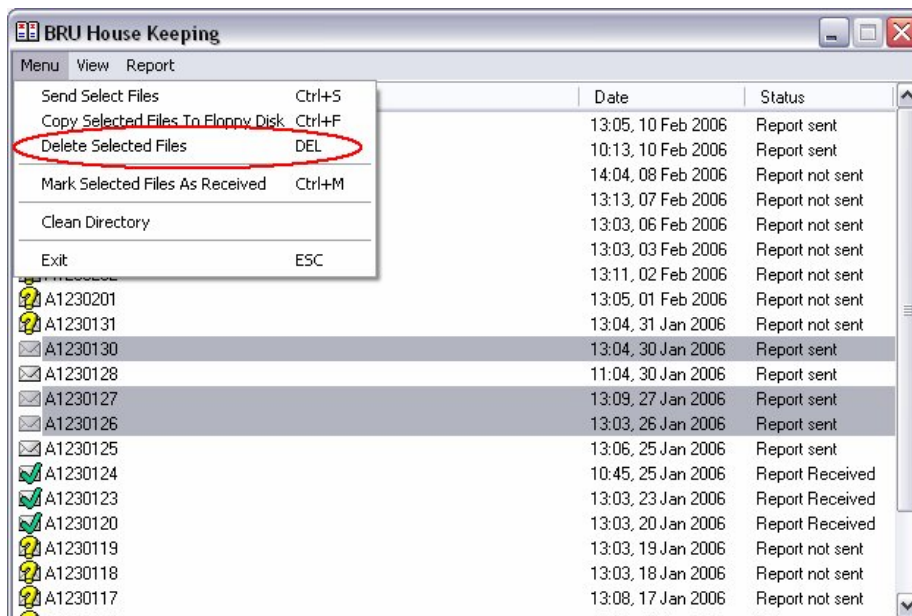


Fig 3.3b – Deleting reports via the main menu

## Copying Reports to a Floppy Disk

If email is unavailable as a transport mechanism for sending the reports to the BRU, then it is possible to copy these files manually to a floppy disk and post them to the BRU.

It is also possible to use this feature to back up any reports to floppy.

In order to copy one or more items to floppy disk, insert a disk into the floppy disk drive (A: \), select the required files, right click and select Copy To Floppy Disk from the menu (fig 3.4a).

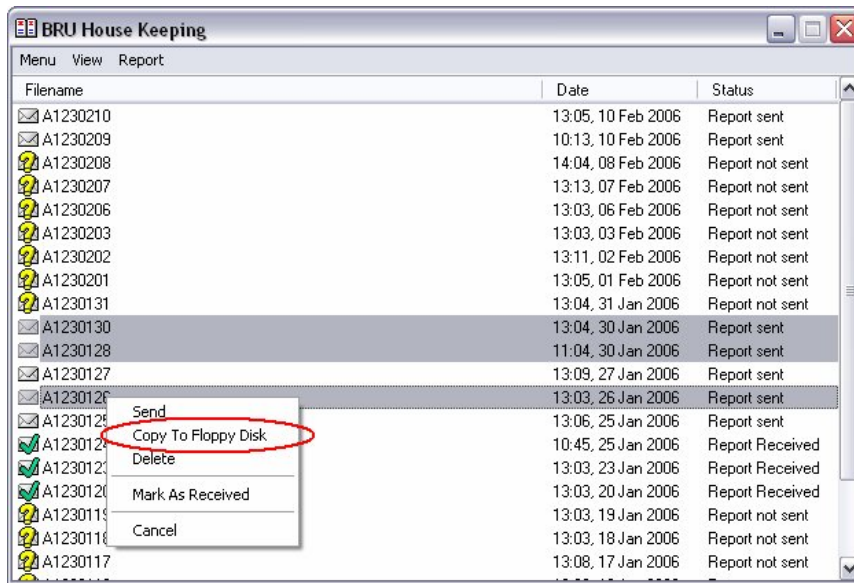


Fig 3.4a – Copying the reports to a floppy disk via the context menu

Another method of copy these files is to simply select the files in the list and select Copy Selected Files To Floppy Disk from the main menu (fig 3.4b) or hit CTRL+F on the keyboard.

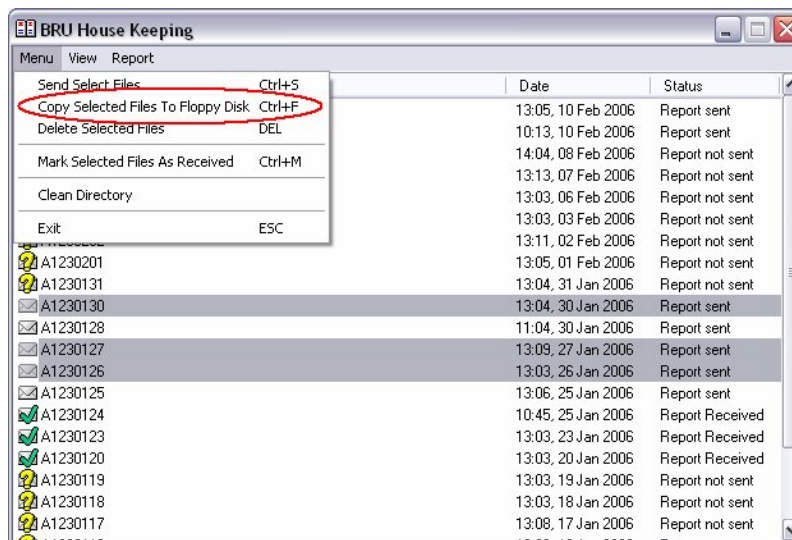


Fig 3.4b – Copying the files to a floppy disk via the main menu

## Marking Reports as Received

At regular intervals the BRU will send the practice a report detailing what reports have been received and what reports have not been received.

It is your task to mark these files as received on the housekeeping application. Marking files as received allows the housekeeping application to know what files are the safest to delete while automatically cleaning the report folder (see Automatic Cleaning on page 14).

To mark the files as received, select the required file(s) in the list, right click and select Mark As Received (fig 3.5a).

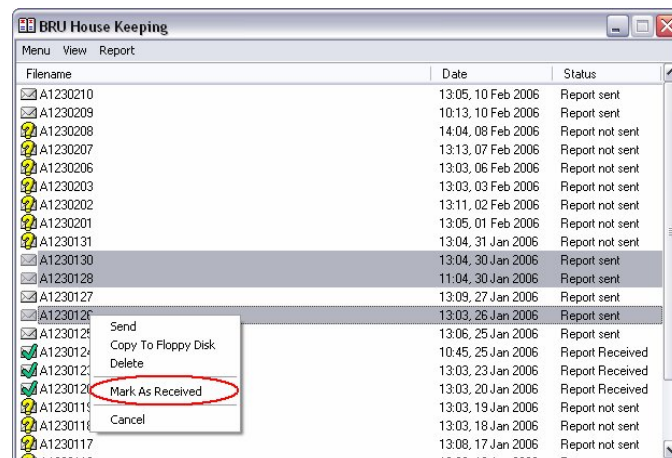


Fig 3.5a – Marking files as received via the context menu

Files can also be marked as received by selecting the file(s) and selecting the Mark Selected Files As Received from the main menu (fig 3.5b) or typing CTRL+M on the keyboard.

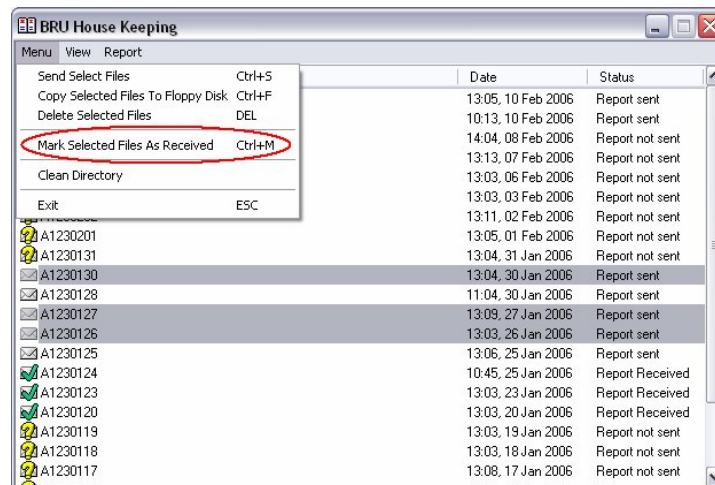


Fig 3.5b – Marking files as received via the main menu

## Automatic Cleaning

If you have checked the box Auto clean directory in Options (see page 5), the housekeeping application will automatically clean the report folder when it exceeds a certain user defined size. The housekeeping application will first delete all the files that have been marked by the user as received (see page 13) as since these files have been processed by the BRU, they are no longer of any use to the practice.

If the folder is still not below the user specified size, then the application will begin deleting files that have been sent with the oldest date until the folder size is under the required size. This function can be manually called from the main menu if required (fig 3.6) but is designed to run transparently.

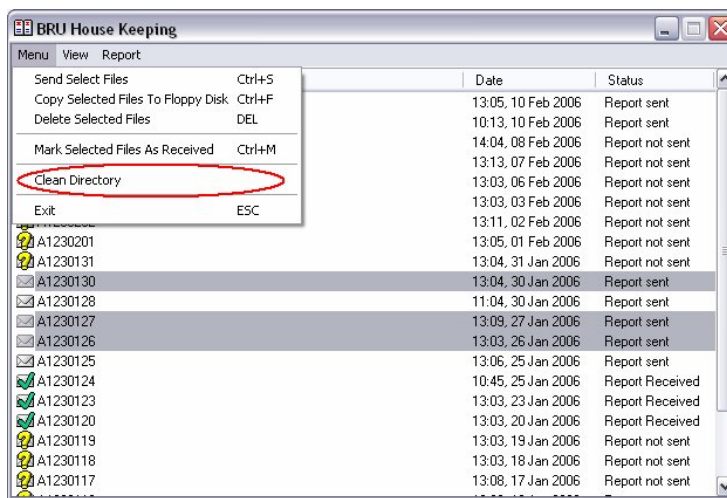


Fig 3.6 – Manually cleaning the report folder

## Automatic Sending

If you have checked the box Auto-Send Data Files in Options (see page 5) the housekeeping application will regularly attempt to send all unsent files and a user specified interval. When this interval elapses, the housekeeping application will send each of the unsent files to the BRU. This enables the housekeeping application to transparently transmit any files that are created by the data miner to the BRU.