

Monitoring cataract surgical outcomes

Quick guide for MCSO v2.4

When using the software for the first time, go to Utilities | Settings.

Set language

Click Utilities | Settings | Language

Set VA measurement system

Click Utilities | Settings | Visual Acuity Measurement

Set date format

Click Utilities | Settings | Date format

Set data entry method

Click Utilities | Settings | Data entry by

Set location of backup of data files

Click Utilities | Settings | Location backup data files

Set name of organisation

Click Utilities | Settings | Name of organisation

Add new Hospitals/Camps

Click File | Other files | Hospitals/Camps. Click 'Add' button, click Edit | New or press <Ctrl+Ins> to create new empty record. Highlight empty cell under ID and type 1. Press <Enter> and type name of hospital or camp. Click 'Save' button, click Edit | Save or press <Ctrl+S> to save this entry.

Add new Surgeons

Click File | Other files | Surgeons. Click 'Add' button, click Edit | New or press <Ctrl+Ins> to create new empty record. Highlight empty cell under ID and type 1. Press <Enter> and type name or code of surgeon. Click 'Save' button, click Edit | Save or press <Ctrl+S> to save this entry.

Add new IOL types (optional)

Click File | Other files | IOL Types. Click 'Add' button, click Edit | New or press <Ctrl+Ins> to create new empty record. Highlight empty cell and type the next number followed by the type of IOL. Click 'Save' button, click Edit | Save or press <Ctrl+S> to save this entry.

Open data file 'Patients'

Click File | Patients or press <F2> to open data entry screen

Add new record

Click 'Add' button (far left button on toolbar); click Edit | New or press <Ctrl+Ins> to create new empty record. Then click on tab 'Personal' and place the cursor in field 'Name' and start data entry.

Search for record

Open 'Patients' screen. Click 'Table order' box on toolbar and select field to search: Record number, Name, Hospital Registration No., Address, Serial No., Date of Operation. Type the wanted entry in the box on top of the 'Patients' screen and the record with this entry will be highlighted.

Detailed search

Place cursor in field to be searched. Click on 'Search' button (binoculars) on toolbar, click on Navigate | Search, or press <Ctrl+F> to open detailed 'Search' window. Selected field should be indicated. If not, first select which field to search, then enter the value of the field, and click on 'Search first'.

Find other records with same value

Place cursor in field of record. Click 'Field Filter' button on toolbar (second from right) or click Navigate | Set Filter. The font of the entry changes to italics and all records with the same entry in this field will be shown. When done, click on 'Release All Filters' button (far right on toolbar)

Navigate through record

Use red arrows on toolbar or click Navigate | First, Last, Previous, Next to move between records in the 'Patients' window.

Delete records

Click 'Delete' button on toolbar, click Edit | Delete, or press <Ctrl+Del> to delete a record.

Analyse data and create reports

Click Reports and click on report of your choice. 'Annual report' gives analysis by month and is best after records were entered for one year. 'Ongoing report' gives analysis by group of 100 operations and is best in between. 'Surgical details' will only show results when optional fields have been completed.

Print reports

When a report is shown on screen it can be printed by clicking on the Print button, with clicking on File | Print or by pressing <Ctrl+P>.

Save reports

When a report is shown on screen it can be saved by clicking on the Export button, with clicking on Edit | Save or by pressing <Ctrl+S>. Saving as a RTF (Rich Text Format) file maintains the layout as shown on the screen.

Export report tables to Excel

When report is produced, click 'Export' button on toolbar, select target directory, type name of file and select Excel file. Note that only the current page of the report will be saved as one worksheet.

Merge data files

Click on Utilities | Merge database. Selection screen opens. Select second database which has to be merged with the current database. Click 'OK' and both patient files will be merged. Check Files | Other files | IOL Types, Surgeons and Hospitals/Camps for any duplicate values. If duplicate values and/or codes exist (e.g. in Surgeons) then these have to be merged as follows:

- place cursor in title bar Name until it changes into an arrow and click. This will sort all names alphabetically.
- highlight secondary name that has to be merged with original primary name and click on the Merge button
- this will open a Merge dialog screen where the primary name has to be selected
- click on merge button: now all secondary names will be merged with primary names and secondary codes will be changed in primary codes
- continue until all duplicate names in IOL types, Surgeons and Hospitals/Camps have been removed.

Import data file

Click on Utilities | Merge database. Selection screen opens. Select database from where data have to be imported into the current – empty - database. Click 'OK' and patient files will be imported. Check Files | Other files | IOL Types, Surgeons and Hospitals/Camps for any duplicate values. If duplicate values and/or codes exist then these have to be merged as described above.

Export data file

Click on Utilities | Export. A copy of the patients file will be created as an Excel 2003 file without names and addresses.

Patient sampling

Click on Utilities | Patient sampling. A dialog screen appears. Indicate beginning and end of period that cataract operations took place. Type sample size required and click 'OK'. Give name to this file and this randomly selected list is created and saved. To check this list, click on the Table filter button and select sample file. To print record, click on File | Print preview.

When all records are completed, select report and select sample file in Make report screen. Report(s) will now only cover records selected in sample file.

Various reports

Click on Reports and click on required report. A 'Make report' dialog screen appears. Select Hospital/Camp, Surgeon and period. If no selection is made all records will be included in the report. If Sample file is selected only records in sample file are covered in report.

Check for possible errors in data file

Click System | Consistency check. Report with errors is created. Close report. Click on Table filter button and the Patients screen will be shown with only records with reported errors. The error is shown on Personal Tabular page.