

# Biological therapy audit

## Web tool exporting data guide

This user guide is designed to comprehensively cover any queries users may have in relation to the functionality of exporting data from the web tool. Please ensure you download all exports, regardless of whether you intend to use the data collected, prior to **13 January 2017** when the biological therapy audit web tool run by the Royal College of Physicians will officially close.


Please note: 7 days after exporting your data your access to the web tool will cease.

### Contents

1. How to access the web tool .....	2
2. How to login to the web tool .....	3
3. Forgotten password .....	4
4. How to register for a username and password to login to the web tool.....	5
5. Overview of the homepage once logged in.....	7
6. How to export your locked data.....	8
7. How to download documents (Site reports etc.).....	10

## 1. How to access the web tool

Into your web browser type, or copy and paste, the following: <https://www.ibdbiologicsaudit.org/>. Then hit the 'Enter' key on your keyboard. The webpage below should load within your web browser.



**Royal College of Physicians**

Inflammatory Bowel Disease Programme

**Biological Therapy Audit**

### Biological Therapy Audit

Welcome to the biological therapy audit web tool. The purpose of this audit is to measure the efficacy, safety and appropriate use of biological therapies in patients with inflammatory bowel disease in the UK.

#### Registration

To register for an account please click on the 'Register' button below and follow the instructions. If the team or trust you wish to register for is not listed please contact the project team details below.

[Register](#)

#### Sign In

Login:

Password:  [Login](#)

[Forgotten Password?](#)

#### Need Help?


Please log in to find useful FAQs and user guides available. For further information please visit the Royal College of Physicians Website ([www.rcplondon.ac.uk/biologics](http://www.rcplondon.ac.uk/biologics)).

If you still require assistance please email or call the project team on:

Tel: 020 3075 1566.  
Email: [Biologics.audit@rcplondon.ac.uk](mailto:Biologics.audit@rcplondon.ac.uk).

[Accessibility Statement](#) | [Copyright Notice](#) | [Terms & Conditions](#) | [Privacy Statement](#) | [Contact Us](#)

## 2. How to login to the web tool



**Royal College of Physicians**

Inflammatory Bowel Disease Programme

**Biological Therapy Audit**

**Biological Therapy Audit**

Welcome to the biological therapy audit web tool. The purpose of this audit is to measure the efficacy, safety and appropriate use of biological therapies in patients with inflammatory bowel disease in the UK.

**Registration**

To register for an account please click on the 'Register' button below and follow the instructions. If the team or trust you wish to register for is not listed please contact the project team details below.

[Register](#)

**Sign In**

Login:

Password:  [Login](#)

[Forgotten Password?](#)

**Need Help?**

Please log in to find useful FAQs and user guides available. For further information please visit the Royal College of Physicians Website ([www.rcplondon.ac.uk/biologics](http://www.rcplondon.ac.uk/biologics)).

If you still require assistance please email or call the project team on:

Tel: 020 3075 1566.  
Email: [Biologics.audit@rcplondon.ac.uk](mailto:Biologics.audit@rcplondon.ac.uk).

[Accessibility Statement](#)   [Copyright Notice](#)   [Terms & Conditions](#)   [Privacy Statement](#)   [Contact Us](#)

Enter your login and password details in the boxes provided here then click the 'Login' button.

### 3. Forgotten password

The screenshot shows the top navigation bar with the Royal College of Physicians logo, the text 'Inflammatory Bowel Disease Programme', and 'Biological Therapy Audit'. Below this is a welcome message for the audit tool. The main content area is divided into three sections: 'Registration' with a 'Register' button, 'Sign In' with fields for 'Login' and 'Password', a 'Login' button, and a 'Forgotten Password?' link; and 'Need Help?' with contact information. A footer contains links for 'Accessibility Statement', 'Copyright Notice', 'Terms & Conditions', 'Privacy Statement', and 'Contact Us'.


If you cannot remember your password click the 'Forgotten Password' link

Enter your NHS email address in the space provided and click the button 'Send Email'

You will shortly receive an email reminder of both your login and password details to your registered NHS email address.

The screenshot shows the 'Password Reset' page. It features the same top navigation bar as the home page. The main content area has a heading 'Password Reset' and a sub-heading 'Please enter the email address that you used to register for the site. Your existing password will be reset and a new password will be emailed to you.' Below this is an 'Email Address' input field and a 'Send Email' button. A 'Click here to go back' link is also present. The footer is identical to the home page.

## 4. How to register for a username and password to login to the web tool

**Royal College of Physicians**

Inflammatory Bowel Disease Programme

**Biological Therapy Audit**

---

**Biological Therapy Audit**

Welcome to the biological therapy audit web tool. The purpose of this audit is to measure the efficacy, safety and appropriate use of biological therapies in patients with inflammatory bowel disease in the UK.

**Registration**

To register for an account please click on the 'Register' button below and follow the instructions. If the team or trust you wish to register for is not listed please contact the project team details below.

[Register](#)

**Sign In**

Login:

Password:  [Login](#)

[Forgotten Password?](#)

**Need Help?**

Please log in to find useful FAQs and user guides available. For further information please visit the Royal College of Physicians Website ([www.rcplondon.ac.uk/biologics](http://www.rcplondon.ac.uk/biologics)).

If you still require assistance please email or call the project team on:

Tel: 020 3075 1566.  
Email: [Biologics.audit@rcplondon.ac.uk](mailto:Biologics.audit@rcplondon.ac.uk).

---

[Accessibility Statement](#)   [Copyright Notice](#)   [Terms & Conditions](#)   [Privacy Statement](#)   [Contact Us](#)

Click on the 'Register' button

**Registration**

User Name*	<input type="text"/>	Address	<input type="text"/>
Title*	<input type="text"/>		<input type="text"/>
Forename*	<input type="text"/>		<input type="text"/>
Surname*	<input type="text"/>	Post Code	<input type="text"/>
Telephone*	<input type="text"/>		
Fax	<input type="text"/>		
Email*	<input type="text"/>		
Health Board/Trust*	<input type="text" value="Royal College of Physicians"/>		
UK IBD Audit Site Name*	<input type="text" value="Royal College of Physicians"/>		
If other, please state	<input type="text"/>		
Position*	<input type="text"/>		
Password*	<input type="text"/>	When choosing a password, please ensure that you use both upper and lower case characters and that it is at least 8 characters in length.	
Confirm Password*	<input type="text"/>		

When choosing a password, please ensure that you include both upper and lower case characters and that it is at least 8 characters in length.

We are committed to a policy of protecting the rights and privacy of individuals in accordance with the Data Protection Act 1998. Any personal information that we collect from you is collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

[Register](#)[Go Back](#)[Accessibility Statement](#)[Copyright Notice](#)[Terms & Conditions](#)[Privacy Statement](#)[Contact Us](#)

Complete the registration form as follows:

- choose and enter a username,
- enter your title,
- enter your name,
- enter your surname,
- enter your work telephone number,
- enter your NHS email address,
- select your Health board or Trust from the drop down menu,
- then select your hospital site from the drop down list
- enter your job title
- then select a unique password which must contain both upper and lowercase letters and must be at least 8 characters in length (Fax, Address and Postcode fields are all non-mandatory)
- Now click 'Register'

You will receive an email confirming that you have submitted a request to register as a user. The registration will be reviewed by the audit team and approval will be sought from the clinical lead at your site. Once fully approved you will receive 3 automated emails, the first welcoming you to the audit, the second will have details of your username, and the third with details of your password. You may now proceed to login to the web tool.

## 5. Overview of the homepage once logged in

The screenshot shows the homepage of the Biological Therapy Audit system. At the top, it features the Royal College of Physicians logo and the text 'Inflammatory Bowel Disease Programme' and 'Biological Therapy Audit'. A navigation bar includes 'Home', 'Your name', and 'Logout'.

The main content area is titled 'Welcome Royal College of Physicians' and shows 'Your activity at: Monday 16 February 2015'. It is divided into several sections:

- Patients:** A box showing 'Number of Patients added to Web Tool' with a large green '6'. Below it, '0 Patient(s) overdue for follow up/review' and a link to view overdue patients.
- Performance:** A box showing 'Number of patients with locked Follow Up/Review' with a red sad face icon. A legend indicates: green circle for '>= 75%', yellow smiley for '> 25% < 75%', and red sad face for '<= 25%'.
- Submissions:** A box with a pie chart showing 4 locked (red) and 5 unlocked (green) submissions. A link to view unlocked submissions is provided.
- Patients Initiating Biologics:** A bar chart showing 'Initial Treatments' for Golimumab, Remicade, and Remsima, each with a value of 1.
- Activity:** A line graph showing 'Locked Cases' from Jan to Dec 2015. The legend includes IBD Disease Details (blue), Initial Treatments (orange), Follow Up/Review (red), Patient Demographics (green), and Surgery (grey).

At the bottom, there is a row of action buttons: 'Add new patient', 'View existing patient list', 'Lock and submit cases', 'Import data from Excel', 'Export data you entered', and 'Download files'. A footer contains links for 'Accessibility Statement', 'Copyright Notice', 'Terms & Conditions', 'Privacy Statement', and 'Contact Us'.

Callouts provide the following explanations:

- Top right:** 'This shows which site you are logged into.' (points to 'Your name')
- Patients box:** 'This first box gives you an overview of how many patients you site has entered. The number in green is the number of patients entered to the audit, the number in red below is the number of patients that have not had a follow up/review 90 days post initial treatment. Click the link in blue to view the patients that fall into this category.' (points to '6' and the overdue link)
- Performance box:** 'The second box gives you the percentage of all patients you have entered to the audit that have locked follow up/review. The expression on the face dictates what percentage bracket your site falls into.' (points to the sad face icon)
- Submissions box:** 'The third box tells you how many of the records entered have been locked. Only locked records can be seen by the audit team. Click the link in blue below the Pie chart to see which records are unlocked.' (points to the pie chart and the link)
- Activity graph:** 'The activity graph shows the number of locked cases each month over time for each of the different types of records.' (points to the line graph)
- Bottom buttons:** 'The relevant buttons will be explained in more detail over the next few pages.' (points to the row of buttons)

## 6. How to export your locked data

The screenshot displays the 'Biological Therapy Audit' interface for the Royal College of Physicians. The page includes a header with the organization's name and logo, a navigation bar with 'Home', 'Your name', and 'Logout', and a main content area with several data visualization components:

- Welcome Royal College of Physicians**: A greeting message and the current date, 'Tuesday 24 February 2015'.
- Patients**: A card showing 'Number of Patients added to Web Tool' as 8, with a sub-note that 3 patient(s) are overdue for follow up/review.
- Performance**: A card showing the 'Number of patients with locked Follow Up/Review' with a yellow sad face icon. A legend indicates performance levels: green for  $\geq 75\%$ , yellow for  $> 25\% < 75\%$ , and red for  $\leq 25\%$ .
- Submissions**: A card showing a pie chart with 11 locked (green) and 14 unlocked (red) submissions. A legend identifies 'Locked' (green) and 'Unlocked' (red).
- Patients Initiating Biologics**: A bar chart showing the number of initial treatments for four biologics: Golimumab (1), Inflectra (2), Remicade (1), and Remsima (2).
- Activity**: A line chart showing 'Locked Cases' from January to December 2015. The legend includes IBD Disease Details, Initial Treatments, Follow Up/Review, Patient Demographics, and Surgery.
- Navigation Buttons**: A row of six buttons: 'Add new patient', 'View existing patient list', 'Lock and submit cases', 'Import data from Excel', 'Export data you entered', and 'Download files'.
- Footer**: A row of five links: 'Accessibility Statement', 'Copyright Notice', 'Terms & Conditions', 'Privacy Statement', and 'Contact Us'.

To export data that you have entered click on the export data button.





## Export Your Data

From this page you can download an export of all of your cases and also an IBD Registry compliant export. Please ensure you download a complete set of both, regardless of whether you intend to use the data collected, prior to 13th January 2017 when this tool will officially close.

Please note: All files will be downloaded in a .csv format and may take a few minutes to download.

### Full data export of all cases

- Patient Demographics
- IBD Disease Details
- Initial Anti-TNF Treatment
- Follow Up Anti-TNF Treatment
- IBD Related Surgery

### IBD Registry compliant export

- Registry compliant - Patient Demographics
- Registry compliant - IBD Disease Details
- Registry compliant - Initial Anti-TNF Treatment
- Registry compliant - Follow Up Anti-TNF Treatment
- Registry compliant - IBD Related Surgery

[Go Back](#)

On the export data homepage you will notice there are two sets of five different exports.

This first set of exports includes all your locked and unlocked data submitted to the web tool.

This second set of exports includes only your locked data submitted to the web tool. These exports are designed to match the IBD Registry dataset.

To export the above data click on each item in turn. A prompt will appear asking you whether you would like to open the document or save the document. Save the document to your computer and then select the next export you would like to download. Please download one document at a time, allowing one download to finish prior to beginning another.

It is important that these files are saved in:

- the same format in which they are downloaded (.csv),
- a safe location in line with the data protection act.

Please note: The patient demographics export will contain patient identifiable information, if you have entered it. While this is only viewable to you, it is important that local governance rules are applied to this data.

## 7. How to download documents (Site reports etc.)

The dashboard displays the following information:

- Patients:** 8 patients added to the Web Tool. 3 patient(s) are overdue for follow up/review.
- Performance:** A yellow smiley face icon indicates performance. Legend: Green (>= 75%), Yellow (> 25% < 75%), Red (<= 25%).
- Submissions:** A pie chart shows Locked (green) and Unlocked (red) submissions.
- Patients Initiating Biologics:** A bar chart showing initial treatments for Golimumab, Inflectra, Remicade, and Remsima.
- Activity:** A line chart showing Locked Cases from Jan to Dec 2015 for IBD Disease Details, Initial Treatments, Follow Up/Review, Patient Demographics, and Surgery.

Navigation buttons at the bottom include: Add new patient, View existing patient list, Lock and submit cases, Import data from Excel, Export data you entered, and Download files.

To download files such as site reports. Click on the 'Download files' button.

The download files page will open. Select a folder from the choice on the left. It will then bring up a list of documents within that folder on the right.

The 'View Downloads' page shows a list of folders on the left and a table of documents on the right.

Download Name	ID	Download	View
Biological therapy audit site report 2015			
Biological therapy audit site report 2016			
Biological therapy site report 2013	51614680	Download	View
Biological therapy site report 2014			
Certificate of participation			
Paper versions of audit tool dataset			
PROMs Forms			
User guide			

Choose the file you wish to download and click on the little green arrow ( ↓ ) to start the download.