

User Guide to Excel Macros

As used by ProMISe Exports
in Excel Format



For the MED-AB project

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Automatic layout and colouring	5
Display text labels instead of code values for coded items	6
Selecting values for coded items from a list	7
Typing values that are not in the list.....	7
Modified values	8
List of all modified values	8
Display the information vertically (like ProMISe)	9
The Manager spreadsheet	11
Switch between text and values	11
Mark items to prevent them switching to text labels	12
How to manually add items that will not be switched to their text labels	12
Mark items as required	13
Items that must always be filled in	14
Items that must be filled in only under certain conditions	15
Disable the 'number as text' Excel warning	17
Remove repeated ID columns	18
Import Excel File	19
Create an Excel file for each Center	19
Merge two spreadsheets	20
Show/Hide ProMISe spreadsheets	21
Item information	22
Codes information	22
Combine 'yes'/no' items	23
Moving Columns	26

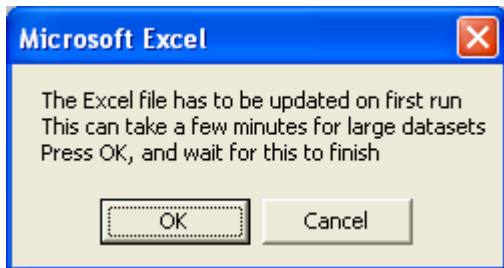
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ProMISe Excel export with macro functions

The ProMISe export function allows you to download a backup or report in Excel format. This Excel export will have various macros and layout functions that will make it look better than an unmodified Excel file and make it easier to use for data entry.

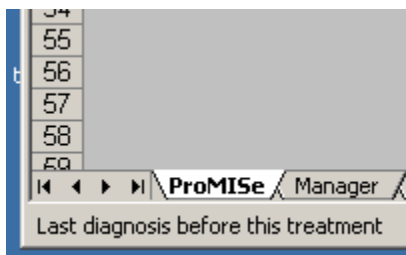
In order for the Macros to run, the Excel security default must have been set to allow this. Make sure this has been set correctly before opening the downloaded file.

The first time you open a downloaded Excel file you will see the message:

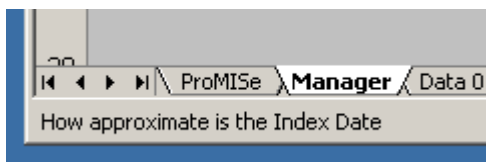


Press OK and let it proceed.

The file has several spreadsheets and will open automatically on the 'ProMISe' spreadsheet. This spreadsheet contains two buttons that will run macros.



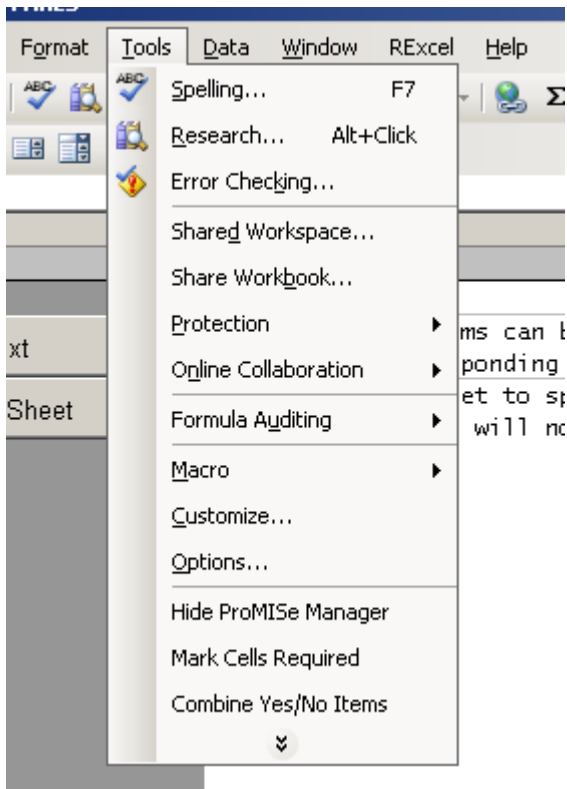
Many of the macros that data managers can use to prepare an Excel file are available on the spreadsheet 'Manager'



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Some functions are available from the Excel menu, under tools:

- *Hide ProMISe manager*
- *Mark Cells Required*
- *Combine Yes/No items*



We will be moving from one spreadsheet to another as needed, and will also use the Tools menu above.

Automatic layout and colouring

When the Excel file is opened the first time, it will add extra header information that makes it easier to see what data is on the spreadsheet. The data is in spreadsheet 'Data 0' and will look like this:

	A	B	C	D	E
1	ID	IDAA	PATSEX.AT	ID.CKLMOPQRST	IDAA.CKLMOPQRST
2	Patient			Treatment	
3	CIC	Patient	Sex of the patient	CIC	Patient
4	8002	2001		2	8002
5	8002	2001		2	8002
6	8001	1500		1	8001
7	8002	111		1	8002
8	8002	262		1	8002
9	8001	1511			8001
10	8002	559		1	8002
11	8002	575		1	8002

The first row is the short database name for each item, such as it is being used within ProMISe (queries, etc).

The second row displays the table, such as Patient and Treatment, where the items are stored. The colour of these sections changes, which makes it easier to see to which table the items belong.

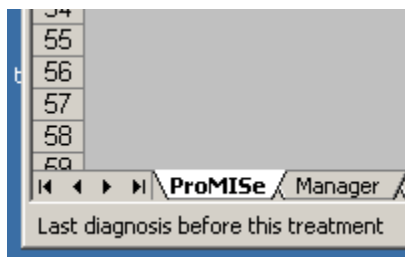
The third row displays the labels for each item name, the way they appear during data entry.

Display text labels instead of code values for coded items

Many items contain coded entries. These items contain numbers which are codes representing specific text labels. For example, for 'Type of transplant' the coded values 1 and 2 represent the text *Allogeneic* and *Autologous* respectively.

Jla Bar		N	O
ST	YTRANTYP.CKLMOPQRST	YBMSC.CKLMOPQRST	YPBSC.CKLMOPQRST
	Type of HSC transplant	Bone marrow (BM)	Peripheral blood
		2	1
		2	1
		1	2
7777		2	1

The macros allows you to switch between the display of the numbers and the corresponding text. To do so, go to the spreadsheet 'ProMISe'



And press the button 'Switch to text'

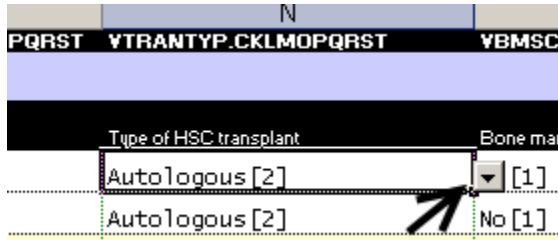


When we now look at the data in spreadsheet 'Data 0' we see that the coded items display the corresponding text labels.

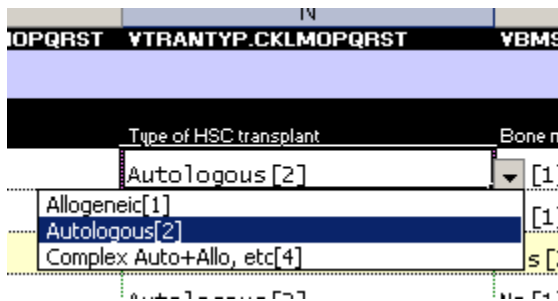
N		O
RST	YTRANTYP.CKLMOPQRST	YBMSC.CKLMOPQRST
	Type of HSC transplant	Bone marrow (BM)
	Autologous [2]	No [1]
	Autologous [2]	No [1]
	Allogeneic [1]	Yes [2]
	Autologous [2]	No [1]
	Autologous [2]	No [1]

Selecting values for coded items from a list

The macros provide a dropdown list from which you can choose a number corresponding to the coded values for that specific item.

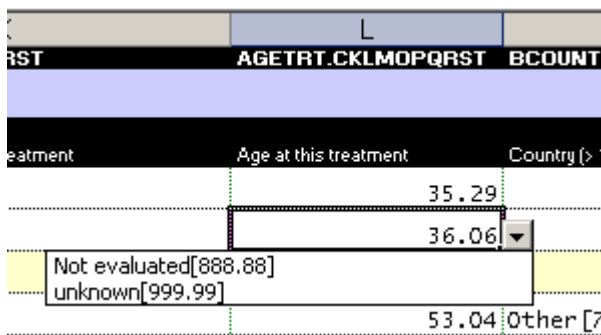


Press the small button with the down arrow that is next to the cell. This opens the list of options for this item.



Typing values that are not in the list

Some items that contain numbers are not coded fully coded, but will accept a continuous range of possible values. Age is a typical example since it can go from 0 to over 100 years in a continuous fashion. In these cases, a few special codes may be used to indicate "unknown", "not evaluated", etc. For example in 'Age at treatment', where the value 999.9 means the age is unknown. The dropdown list allows you to select this special value.



For text, dates or otherwise uncoded fields, you can type the actual value, just as you would do in a normal Excel cell.

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Modified values

When the value of an item is altered, the background of the cell changes into the colour *tan*. This makes modified values easy to detect.

	CL	CM	
	INTENGR.EOPQRST	CHMPB.EOPQRST	AGV
	Interval to engraftment (days)	Overall graft function / Haemopoietic chimaerism	aGVH
	21	Full (donor) [1]	
	unknown [999]		
	24		No

List of all modified values

It is possible to view a list of all modifications. To view this list, go to the spreadsheet 'Modifications'

This will go through each value in every spreadsheet. If it detects that the value has changed, it will be added to the list.

This macro has to check each value and can take a long time for large data files. Press the escape button [Esc] on your keyboard if you want to abort this process.

Excel	oldval	oldlabel	nwval	nwlabel	varcode	varname	sheet	id0	id1	id2	id...
Data 0!\$CL\$4			21	21	INTENGR.EOPQRST		Data 0	ID:8002	IDAA:2001		
Data 0!\$CM\$5			1	Full (donor)[1]	CHMPB.EOPQRST		Data 0	ID:8002	IDAA:2001		

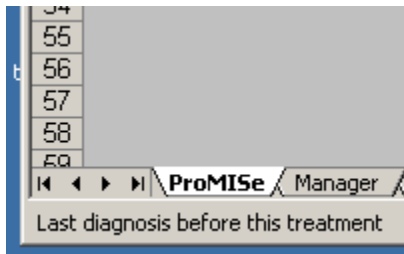
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Display the information vertically (like ProMISe)

The information on the data spreadsheets presents the data for each patient, transplant or selected event on a row (whether each row represents one patient, one transplant, or one other event depends on the downloaded report).

It is also possible to view and edit the same data with the data being displayed in a continuous format, like it is presented in ProMISe when doing data entry.

Open the ProMISe spreadsheet



On top of this spreadsheet we see two dropdown lists. The Patient list allows you to select one of the patients.

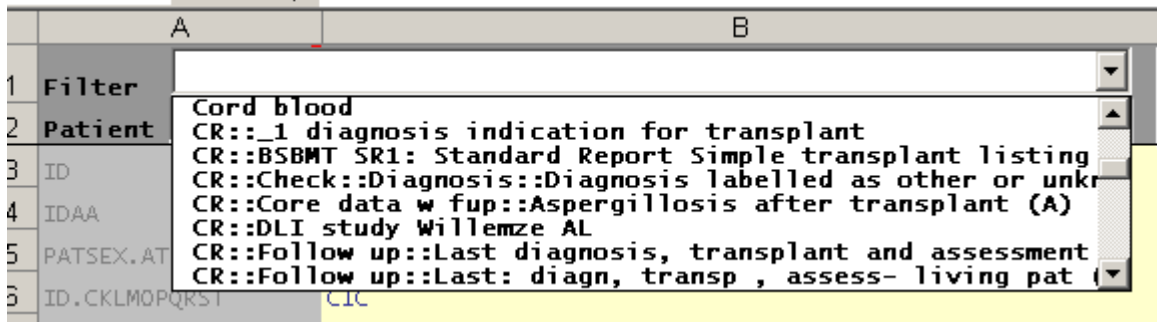
	A	B
1	Filter	
2	Patient	
3		8002 2001
4		8002 2001
		8001 1500

This will load the information for this patient

	A	B	C	D
	Filter		Switch to values	Show/Hide manager sheets
	Patient	8002:2001		
	ID	CIC	8002	8002
	IDAA	Patient	2001	2001
	PATSEX.AT	Sex of the patient	Female[2]	Female[2]
	ID.CKLMOPQRST	CIC	8002	8002
	IDAA.CKLMOPQRST	Patient	2001	2001
	IDAABC.CKLMOPQRST	Treatment date	6/18/2002	3/24/2003
	_BC_FUZ.CKLMOPQRST	How approximate is the Index Date	exact[0]	exact[0]
	_BC_EVD.CKLMOPQRST	Context of this treatment	HSCT[7]	HSCT[7]
	CENTRE.CKLMOPQRST	Centre in which this treatment was given		
	VCENLAND.CKLMOPQRST	Country of the centre		
	AACOD2T.CKLMOPQRST	Last diagnosis before this treatment		
	AGETRT.CKLMOPQRST	Age at this treatment	35.29	36.06
	BCOUNTRY.CKLMOPQRST	Country (> 10 centres)		

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It is also possible to display only relevant items. Selecting a filter will automatically hide the items that are not relevant.



	A	B
1	Filter	
2	Patient	Cord blood
3	ID	CR::_1 diagnosis indication for transplant
4	IDAA	CR::BSBMT SR1: Standard Report Simple transplant listing
5	PATSEX.AT	CR::Check::Diagnosis::Diagnosis labelled as other or unkr
6	ID.CKLMOPQRST	CR::Core data w fup::Aspergillosis after transplant (A)
		CR::DLI study Willemze AL
		CR::Follow up::Last diagnosis, transplant and assessment
		CR::Follow up::Last: diagn, transp, assess- living pat (

To display all items again, make the filter text empty.

[Note that the filters that appear here are those in the Private folder only.]

The Manager spreadsheet

The manager spreadsheet provides several additional functions.

1	Command	Description	Values
2		Version	1.01.01
3	Switch to text	The values for items can be displayed as (stored) numbers or as their corresponding labels	Item values displayed as numbers
	Switch To Item Sheet	Switch to Item Sheet to specify Required Items and to specify Items that will not be translated into Labels	Not translated items: _AA_ID,_AA_IDAA,_BA_ID,_BA_IDAA,_BB_ID,_BB_IDAA,_BB_IDAAB,_BC_ID,_BC_IDAA,_BC_IDAAB C,_BE_ID,_BE_IDAA,_BE_IDAAB,_BG_ID,_BG_IDAA,_BH_ID,_BH_IDAA,_CA_ID,_CA_IDAA,_CA_IDAABE, _CB_ID,_CB_IDAA,_CB_IDAABE,_CC_ID,_CC_IDAA,_CC_IDAABE,_CD_ID,_CD_IDAA,_CD_IDAABC, _CE_ID,_CE_IDAA,_CE_IDAABC,_CF_ID,_CF_IDAA,_CF_IDAABC,_CF_IDAABCF,_CG_ID,_CG_IDAA, _CG_IDAABE,_CH_ID,_CH_IDAA,_CH_IDAABC,_CH_IDAABCC,_CK_ID,_CK_IDAA,_CK_IDAABE,_CL_ID, _CL_IDAA,_CL_IDAABE,_CM_ID,_CM_IDAA,_CM_IDAABE,_CN_ID,_CN_IDAA,_CN_IDAABE,_CO_ID,_CO_IDAA, _CO_IDAABE,_CP_ID,_CP_IDAA,_CP_IDAABE,_DA_ID,_DA_IDAA,_DA_IDAABC,_DA_IDAABCC, _DB_ID,_DB_IDAA,_DB_IDAABC,_DB_IDAABCC, Required items:
4	Disable Number As Text Warning	When a Promise item of type text contains a number, then Excel displays a warning for that cell. This is because calculations might fail if formulas expect numbers. If you know that these items will not be used for calculations, then it is save to disable the warning	
5	Remove repeated ID columns	Remove the repeated main ID columns in Reports (for example a Treatment has the patient ID). Reports have one row per main records and the main ID's are the same through the entire row	ID, IDAA
6	Import Excel File	Combine Excel exports by adding the sheets from another opened Export to his Excel file. The other Excel file should also be opened.	
7			
8			
9	Create an Excel file for each Center	<input checked="" type="checkbox"/> Hide the Manager sheet in the new files	Finished
10	Merge two sheets	Select two sheets to be merged (in the cells C10 and C11 to the right). The data from the second sheet will be added to the end of the first sheet. Select the tables that have to match (in cells D10 and D11). The sheets can only be merged when the ID columns match exactly	
11		Show or hide the ProMISE sheet	<input checked="" type="checkbox"/> ProMISE sheet visible
12		Show or hide the Modifications sheet	<input checked="" type="checkbox"/> Modifications sheet visible
13		Show or hide debug Log information	<input type="checkbox"/> Log sheet visible
14			
15	Remarks:	Changes in datasheets structure, such as adding and removing columns or rows require an update of the hidden copy of the data. This may removes the old information on changed values	
16	Moving columns	Columns can easily be moved. Select an entire column by clicking the header. Then move the mouse on the 'edge' of the selection and you see the cursor change to a cross. Shift-click and drag the column to its new position.	
17	Hide the manager sheets	From menu: Tools, Hide/Show Promise Manager, can make the Manager, Code, Items, etc sheets invisible	
18			
19			
20			

Switch between text and values

The value of coded items can be displayed as the stored values (mostly numbers) or as their corresponding text values.

2	Version	1.01.01
3	Switch to values	The values for items can be displayed as (stored) numbers or as their corresponding labels

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Display the values

	G	H	
	BC_FUZ.CKLMOPQRST	BC_EYD.CKLMOPQRST	CENTRE
How approximate is the Index			Centre in which was given
Date	Context of this treatment		
2002	0		7
2003	0		7

Display as text

	G	H	
	PQRST BC_FUZ.CKLMOPQRST	BC_EYD.CKLMOPQRST	CE
How approximate is the Index			Centre in which was given
Date	Context of this treatment		
8/2002	exact [0]	HSCT [7]	
4/2003	exact [0]	HSCT [7]	
1/2003	exact [0]	HSCT [7]	
0/2000	This year [11]	HSCT [7]	TC

There is also a button with the same function on the ProMISe spreadsheet (see above). This can still be used when this 'Manager' spreadsheet is not visible.

Mark items to prevent them switching to text labels

The normal behavior is that each item that has a label set can be displayed as the coded value or text label by clicking the buttons mentioned above. This is not desirable for all items. For example most users prefer the CIC to remain as a number rather than have it changed to the name of the hospital.

The default behavior excludes all ID variables (items that act like table keys in the database) when switching to text

It is also possible to specify additional items that will not be switched to their text display.

How to manually add items that will not be switched to their text labels

Go to the 'ITEMS' spreadsheet.



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The first column (A) in this spreadsheet allows you to specify that this item will not be switched to text labels.

	A	B	C	D
1	Translate	Required	DBYNAAM	DBYLAB
2	no		_AA_ID	CIC
3	no		_AA_IDAA	Patient
4			PATSEX	Sex of the patient
5	no		_BA_ID	CIC
6	no		_BA_IDAA	Patient
7	no		_BB_ID	CIC
8	no		_BB_IDAA	Patient
9	no		_BB_IDAABB	Diagnosis date
10			_BB_FUZ	How approximate is the Index Date
11			DISMCLFD	Diagnosis
12			AGEDIAG	Age at this diagnosis
13	<input type="text" value=""/>		VACLEUK	Acute leukaemia diagnosis
14	yes		VAML	AML: FAB classification
15	no		VAMLMS	AML: FAB M5 Type
16			VALLIMCL	ALL: Immunological classification
17			VALLBLIN	B-lineage ALL
18			VALLTLIN	T-lineage ALL
19			VCHRELIK	Chronic Leukaemia classification

Select 'yes' to allow switch to text. Select 'no' to prevent switch to text.

Mark items as required

The excel macros allow you to mark cells with an orange border. This is normally used as an indication to the users that these entries require editing.

	Patient	Sex of the patient	CIC	Pati
02	262	Male [1]		8002
01	1511			8001
02	559	Male [1]		8002
02	575	Male [1]		8002
02	650	Male [1]		8002
02	629	Female [2]		8002
02	703			8002
02	784	Male [1]		8002
02	785	unknown [001]		8002

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There are two ways to mark items.

Items that must always be filled in

The simple method is to say that an item is required (is not allowed to be empty), such as 'Sex of the patient'.

In the 'ITEMS' spreadsheet, find the item 'Sex of the patient'. In the column 'Required' select yes.

L4 ▼ /x yes

	A	B	C	
1	Translate	Required	DBYNAAM	DBYLAB
2	no		_AA_ID	CIC
3	no		_AA_IDAA	Patient
4		yes	TSEX	Sex of the patient
5	no		_BA_ID	CIC
6	no		_BA_IDAA	Patient
7	no		_BB_ID	CIC
8	no		_BB_IDAA	Patient

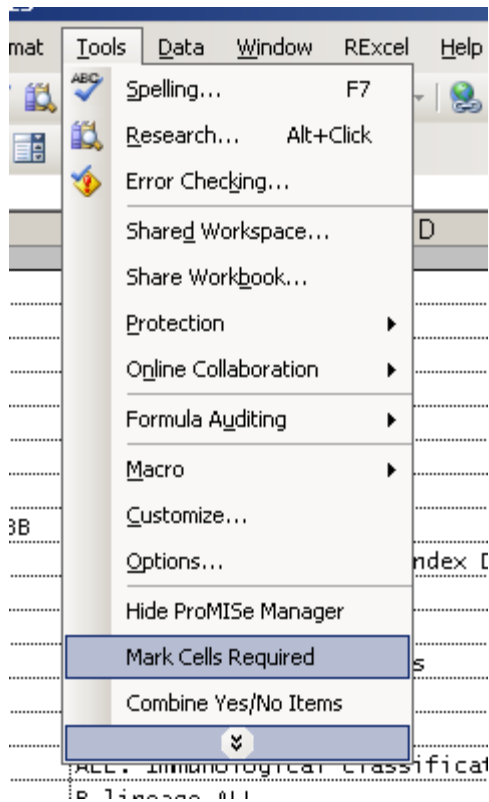
If we now look at the data spreadsheet, we see that all empty cells for 'Sex of the patient' have an orange border.

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Items that must be filled in only under certain conditions

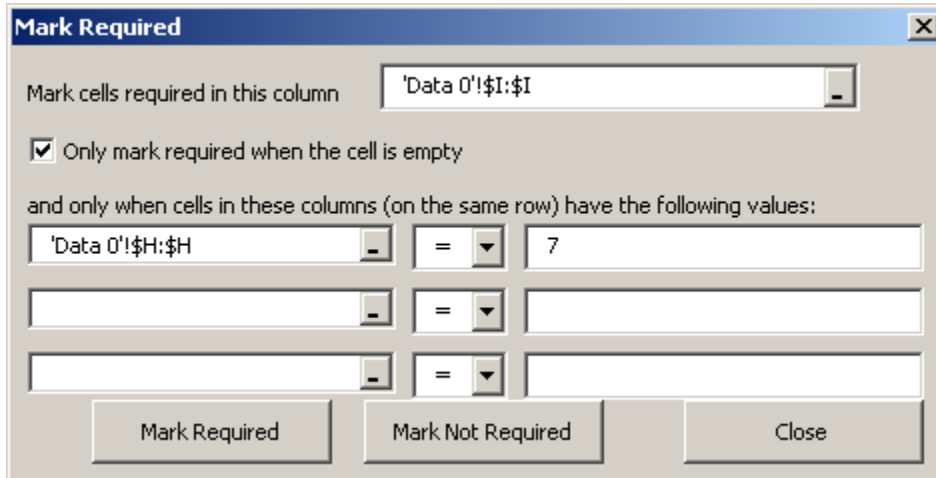
The criteria for some items can be more complicated. For example the item 'Specify other' has to be filled in only if the previous question was answered with other

From the menu, choose tools, Mark Cells Required.

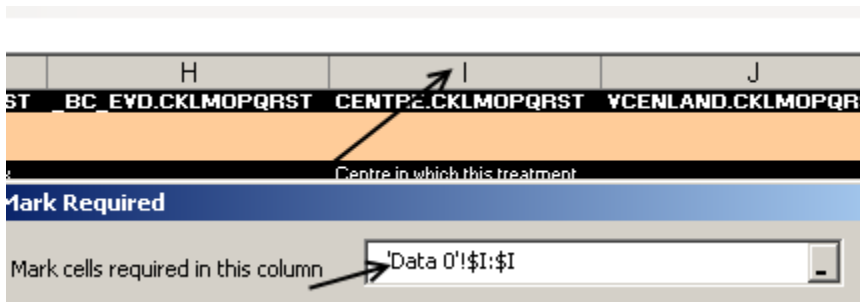


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This brings up a 'technical windows' that allows you to specify complex criteria. It is a generic tool. So it is flexible and also a little bit complicated



- In this window we first specify the item or cells that might have to get marked, for example, the cause of death which should only be filled in if the patient is dead. The easiest way is to click in the top white box. Now click in the data spreadsheet on the gray column header, for example I



Note: If you want to mark a single cell without criteria then select the top white box, click the cell in the datasheet and press 'Mark Required'

- Then, we specify when the cells selected above should get marked. For example, if the value in column H has the value 7. To do so, click in the left white box of the first row. Click on the header of column H in the data spreadsheet. Select '=' and type the value 7

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and only when cells in these columns (on the same row) have the following values:

'Data 0'!\$H:\$H	=	7
	=	
	=	

Mark Required Mark Not Required Close

If we now press 'Mark Required', the cells in column I, which have a value 7 in column H, are marked with an orange border.

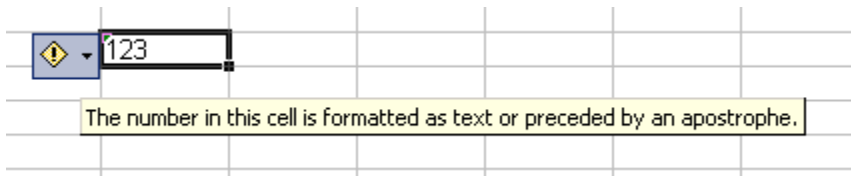
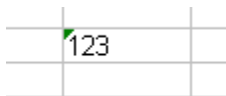
You can repeat this as often as you need. For example to also mark for the value 6: Change the value 7 to 6 and press 'Mark Required' again. This will add more marked cells without removing the marking for those cells that had been marked with the previous condition.

You can test for empty by leaving the right box empty

The button 'Mark Not Required' will remove the orange border, when that cell meets the criteria.

Disable the 'number as text' Excel warning

Cells in Excel automatically select the format text or number depending on the data being entered into them. It is possible to tell Excel that a number should be put into a cell as a text by preceding it with an apostrophe. This could lead to confusion if you apply formulae. Therefore Excel displays a small green triangle in the cell and a warning notification:



Some people find this warning signs confusing. Pressing the button 'Disable number as text warning' on the Manager spreadsheet will disable these warnings.

Remove repeated ID columns

Excel reports can contain many columns. So removing columns that are not required makes the 'Data 0' spreadsheet easier to work with. It is possible to remove the repeated ID columns for the patient.

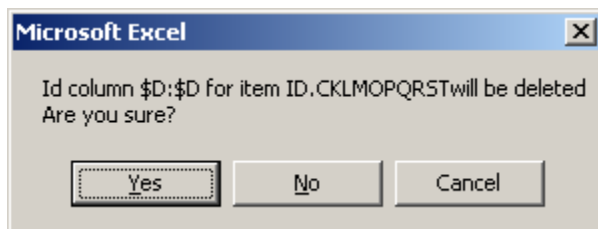
An Excel report contains multiple sections, which correspond to the tables/forms in ProMISe. For example a Patient and a Treatment section.

	A	B	C	D	E	F	
1	ID	IDAA	PATSEX.AT	ID.CKLMOPQRST	IDAA.CKLMOPQRST	IDAABC.CKLMOPQRST	_BC_FUZ
2	Patient			Treatment			
3	CIC	Patient	Sex of the patient	CIC	Patient	Treatment date	How approx Date
4	8002	2001	Female [2]	8002	2001	6/18/2002	exact [0
5	8002	2001	Female [2]	8002	2001	3/24/2003	exact [0
6	8001	1500	Male [1]	8001	1500	1/1/2003	exact [0
7	8002	111	Male [1]	8002	111	11/10/2000	This ve

Each section contains all the items that identify that specific record, such as Patient or Treatment (ID means identifier) For example a treatment is identified by the CIC, the Patient number and the treatment date.

Now for an export where we know that each row is only one patient, we do not need the CIC and the Patient number in the Treatment section. We can read this in the patient section. So in that case we can remove these columns. For this example the columns D and E can be removed.

Pressing the button 'Remove repeated ID columns, will search the Excel export for these columns and will ask you if you want to remove this column



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And the spreadsheet will now look like this

The screenshot shows an Excel spreadsheet with the following data:

ID	IDAA	PATSEX.AT	IDAABC.CKLMOPQRST	BC_FUZ.CKLMOPQRST	BC_EVD.CKLM
8002	2001	Female [2]	6/18/2002	exact [0]	HSCT [7]
8002	2001	Female [2]	3/24/2003	exact [0]	HSCT [7]
8001	1500	Male [1]	1/1/2003	exact [0]	HSCT [7]

Import Excel File

Sometimes you create multiple exports in ProMISe. This function allows you to copy the different 'Data 0' spreadsheets from one Excel file into another, so you can create one Excel file with many data spreadsheets.

The Excel macro functions need extra information on items, types, labels etc. This information is stored on the spreadsheets ITEMS, CODES, etc. So this function can copy a spreadsheet and keep the macros working by also copying the extra information.

To do this:

1. Open all Excel files from which you want to copy.
2. Open the Excel file where the data should be copied to.
3. On this 'target' Excel file, open the Manager spreadsheet and press the button 'Import Excel file'. This will look at every opened Excel file and will ask whether you want to copy the data spreadsheet from it.
4. The 'target' Excel file will now contain several extra datasheets reflecting the copied spreadsheets from the other files.

Create an Excel file for each Center

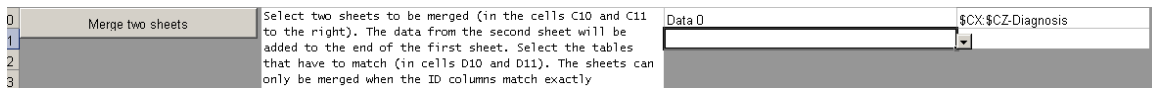
An excel export may contain the data for multiple centers if you have necessary permissions (for example, registry managers). Typically the registry manager marks several cells which require updating by local centers, such as missing information, etc. Then s/he will send the Excel file to the center and ask them to provide the information. However, each center should only see the information for her/his center.

This 'Create an Excel file for each Center' button will create many copies of the Excel file for each center (CIC) represented in the data. These files will contain only the data (rows) for that specific center.

Merge two spreadsheets

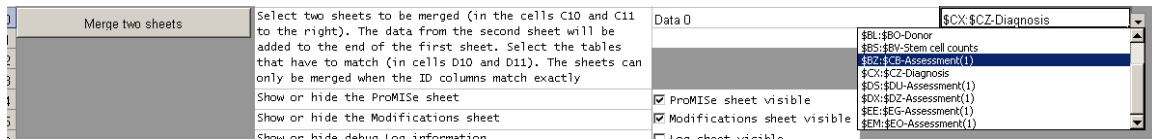
When you have two or more spreadsheets that have information on the same patients, in the same order, then these spreadsheets can be merged. What the merging will do is copy the information from the second spreadsheet (the columns) to the end of the first spreadsheet.

Of course, copying the information at the end of the spreadsheet is only valid if the rows on the spreadsheets are for the same record, such as patient or treatment. Mixing data from different patients is not allowed and dangerous. Therefore, this procedure will do a check if the rows contain information on the same patient or treatment, etc.



How does this work: Select the first white cell to the right of the instruction. This will present an arrow to indicate that it has a dropdown list. Click the arrow and choose the target spreadsheet, where the data will be copied to. In this example spreadsheet 'Data 0'

Now click the next white cell and click the arrow to open the dropdown list. This will display a list of all sections on the spreadsheet. Choose the section for which the spreadsheets have to match.



Repeat this on the second row, where you indicate where the data comes from.

Now press 'Merge two spreadsheets' This will look at the ID items in the specified sections and for each row in the two spreadsheets, it will check if these match. Only when these match exactly, then it will copy the data from spreadsheet two to the end of spreadsheet one.

Show/Hide ProMISe spreadsheets

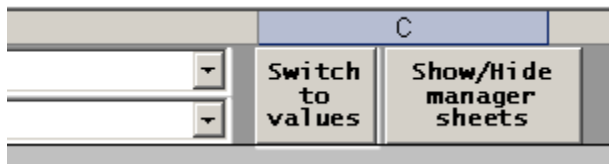
An Excel export contains many spreadsheets, such as a list of all information on the items, the codes, etc. Most users do not need to see this information and might find it confusing. Therefore there are options to hide these spreadsheets.

On the Manager spreadsheet are three options to hide the spreadsheets: ProMISe, Modifications and Log

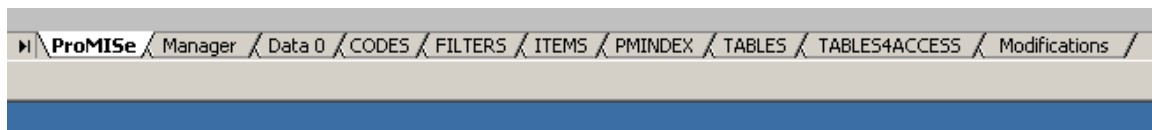
Check or uncheck the box will hide or show the spreadsheet

Show or hide the ProMISe sheet	<input checked="" type="checkbox"/> ProMISe sheet visible
Show or hide the Modifications sheet	<input checked="" type="checkbox"/> Modifications sheet visible
Show or hide debug Log information	<input type="checkbox"/> Log sheet visible

There are two options to hide the other 'non data' spreadsheets. On the ProMISe spreadsheet there is a button 'Show/Hide manager spreadsheets' Press this button to show or hide all other 'non data' spreadsheets. The spreadsheets can also be shown/ hidden from the Excel menu: tools, show/hide manager spreadsheets



Sheets shown



Sheets hidden



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Item information

Each column in the Excel file corresponds to an item/ question in ProMISe. These items have a lot of information, such as the name, a long title, the type number or text, etc. All this information can be found on the Item spreadsheet.

Some items are coded. The item spreadsheet can tell you the number of the codes set. These codes can then be looked up on the Codes spreadsheet. The item spreadsheet has also a direct link. Clicking on the link will open the codes spreadsheet and display the corresponding codes

	F	G	H	I	J	K
	T	DBYSET	Links	C	DBYMIS1	DBY
	AA_	1002	CODES 1002	-1		
	AA_	0		-1		
	AA_	220	CODES 220	0	99	
	BA_	1002	CODES 1002	-1		
	BA_	0		-1		
	BB_	1002	CODES 1002	-1		

For example clicking on the codes for diagnoses opens the codes spreadsheet for codes 60

Codes information

The codes spreadsheet displays the code sets that contain the coded values for the items. Each code type is coloured so it is easier to see which codes go together.

	A	B	C
1	LBISSET	LBIVAL	LBISTR
129	49	2	Yes[2]
130	49	3	No conditioning[3]
131	49	99	unknown[99]
132	60	1	Acute leukaemia[1]
133	60	2	Chronic leukaemia[2]
134	60	3	Lymphoma[3]
135	60	4	Plasma cell disorders[4]
136	60	5	Solid tumours[5]
137	60	6	Myelodysplastic/Myeloproliferative[6]
138	60	7	Aplastic anaemia/BM Aplasia[7]
139	60	8	Inherited disorders[8]
140	60	10	Auto-immune diseases[10]
141	60	11	Hemoglobinopathies[11]
142	60	12	Neurologic disorder[12]
143	60	13	Heart disease[13]
144	60	88	Uncoded[88]
145	60	99	unknown[99]
146	67	0	Dead[0]
147	67	10	Moribund[10]

Combine 'yes'/'no' items

Some items in ProMISe are yes/no questions. For example some items in treatment

	M	N	O	P	
ST	YBMS.CKLMOPQRST	YPBSC.CKLMOPQRST	YCBSC.CKLMOPQRST	YOTSC.CKLMOPQRST	BMTNR.CK
	Bone marrow (BM)	Peripheral blood (PB)	Cord blood (CB)	Other tissue source	Chronologic transplant for
		Yes [2]			Third[3]
	No [1]	Yes [2]	No [1]	No [1]	First[1]
	No [1]	Yes [2]	Yes [2]	Yes [2]	First[1]
	No [1]	Yes [2]			First[1]
	No [1]	Yes [2]			Second[2]
		Yes [2]			Second[2]
	Yes [2]	No [1]	Yes [2]	No [1]	First[1]
	Yes [2]	No [1]	Yes [2]	No [1]	Second[2]
	Yes [2]	No [1]			First[1]
	No [1]	Yes [2]	No [1]	No [1]	First[1]

The four questions use four columns. It may look much nicer to combine these four columns into one. For example (the third row) some one with BM:no, PB:yes, CB:yes, Other:yes. This could be combined into one column Treatment that has the value: PB, CB, Other. So this will contain the values for which the treatment was yes

How does this work: First we insert a new column in the datasheet. Right click on the gray header and select insert

O	P	Q	
SC.CKLMOPQRST	YOTSC.CKLMOPQRST		BMTNR.CK
blood (CB)	Other tissue source		Chronologic transplant for
			Third
[1]	No [1]		First
[2]	Yes [2]		First

Give the header of this column a comprehensive name and description

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	P	Q	
RST	YOTSC.KLMO PQRST	Comb Treatment	BM
	Other tissue source	Combined Treatment information	Chr tran
	No [1]		Th
			Fi

Now from the Excel menu: open tools, combine yes/no items

Combine Yes/No Items

Update cells in this column: \$Q\$43

Add labels for cells in these columns (on the same row):

Concat by: ,

Column: [Empty]

Yes - label: [Empty]

No - label: [Empty]

Empty - label: [Empty]

Other - label: [Empty]

Add Labels Close

First we select where the combined value will go. Select the top white box. Then click on the gray column header. In this example Q

Combine Yes/No Items

Update cells in this column: "Data 0!"\$Q:\$Q|

Add labels for cells in these columns (on the same row):

Concat by: ,

Now click the left white box under 'Column' and then click the header of the first yes/no column. In our example that is column M with the BM information

Combine Yes/No Items

Add labels for cells in these columns (on the same row):

Column: "Data 0!"\$M:\$M

Yes - label: [Empty]

We will now specify what text will be placed in the combined column for the different situations: yes value, no value, empty value and other value

In the example we will put the text 'BM' in the combined column and for all other values, leave it empty

Combine Yes/No Items

Add labels for cells in these columns (on the same row):

Column: "Data 0!"\$M:\$M

Yes - label: BM

No - label: [Empty]

Empty - label: [Empty]

Other - label: [Empty]

Add Labels Close

Now Press Add label and the text BM will be put in the combined column if the value for BM is yes.

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Note: You can also type the complete text Bone Marrow, or any other text that is most informative to the users

Now repeat this for the other three columns

Click the white box under Column; Select the 'source' column. Type in the text that should be put in the combined column and press Add label

The end result will be something like

	AP	AI	AJ	AK	AL	
RST	YBMS.CKLMOPQRST	YPBSC.CKLMOPQRST	YCBSC.CKLMOPQRST	YOTSC.CKLMOPQRST	CombTreatment	BM
	Bone marrow (BM)	Peripheral blood (PB)	Cord blood (CB)	Other tissue source	Combined Treatment	Chr tran
		Yes [2]			PB	Th
	No [1]	Yes [2]	No [1]	No [1]	PB	Fi
	No [1]	Yes [2]	Yes [2]	Yes [2]	PB, CB, Other	Fi
	No [1]	Yes [2]			PB	Fi
	No [1]	Yes [2]			PB	Sec
		Yes [2]			PB	Sec
	Yes [2]	No [1]	Yes [2]	No [1]	BM, CB	Fi
	Yes [2]	No [1]	Yes [2]	No [1]	BM, CB	Sec
	Yes [2]	No [1]			BM	Fi
	No [1]	Yes [2]	No [1]	No [1]	PB	Fi
	No [1]	Yes [2]	No [1]	No [1]	PB	Fi
	Yes [2]	No [1]	No [1]	No [1]	BM	Fi
	Yes [2]	No [1]	No [1]	No [1]	BM	Fi
	Yes [2]	No [1]			BM	Fi

The other four columns could now be made hidden or removed from the spreadsheet.

Moving Columns

The order in which the columns or sections are displayed is not always the most intuitive to the user. It could be better to move the columns or sections to a better place. For example we may want to display the diagnoses information directly after the patient information instead of the treatment

	ID	IDAA	PATSEX.AT	IDAABC.CKLMOPQRST	BC_FUZ.CKLMOPQRST
1					
2	Patient			Treatment	
3	CIC	Patient	Sex of the patient	Treatment date	How approximate is the Index Date
43	8001	335	Female [2]	6/30/1998	
44	8001	335	Female [2]	1/15/2004	exact [0]

How do we do this: We use the common feature from Excel to move columns. First we find the column that is going to be moved. Select this and all other columns that are going to be moved by dragging the cursor on the header. For example here we have selected all the columns of the treatment section

	ID	IDAA	IDAABB	_BB_FUZ	DISMCLFD
	Diagnosis				
ssion	CIC	Patient	Diagnosis date	How approximate is the Index Date	Diagnosis
	8001	335	1/7/1998		Acute leu
	8001	335	1/7/1998		Acute leu
	8001	693	1/1/2000		Acute leu

Now move your cursor to the edge of the selection and see that the cursor changes into a cross. This is very sensitive, so you have to put the cursor exact on the edge of the selection. Press the shift button and keep it pressed. Now left click and drag the selection to the desired position. In our example that is directly after the patient information. And release the left mouse button

The columns now are moved and the spreadsheet looks like this

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C47		fx Male[1]				
	A	B	C	D	E	F
1	ID	IDAA	PATSEX.AT	ID.BNPQRST	IDAA.BNPQRST	IDAABB.BNP
2	<i>Patient</i>		<i>Diagnosis</i>			
3	CIC	Patient	Sex of the patient	CIC	Patient	Diagnosis date
43	8001	335	Female [2]	8001	335	1/7,
44	8001	335	Female [2]	8001	335	1/7,
45	8001	693	Female [2]	8001	693	1/1,

Please, advise the Registry Office if any errors are found in this manual by writing to: registryhelpdesk@kcl.ac.uk.