

How to import and run searches in TPP

EARLY Identification Tool v1.3s

February 2024

Change log:

V1.3 February 2024 - updated
V1.2 January 2023 – change log added and footer updated
v1.0 June 2022 Guide created



You will receive these searches by email either in a zip folder or XML file (please see instructions on how to save from an email)

Please note the screenshots are examples only. The title of Early Identification Tool v1.3s will be what you receive.

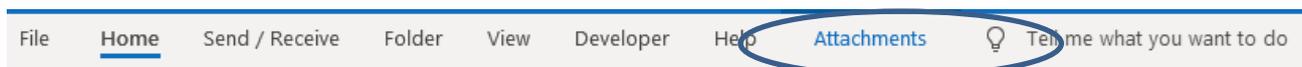
When receiving the searches by email in a zip folder

Download the zip folder you have been sent and **Save** it onto your **desktop** (or somewhere you can access)

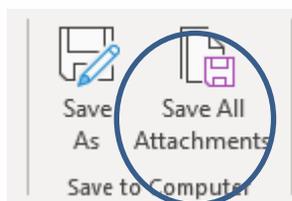
Example



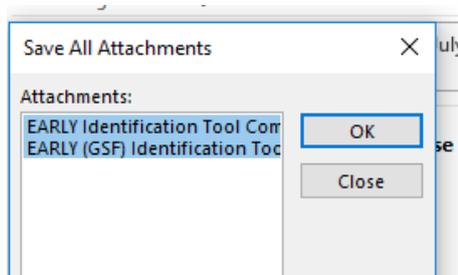
To save the attachment: In your email go to the **Attachment tab** on the top ribbon



Select **Save all attachments**

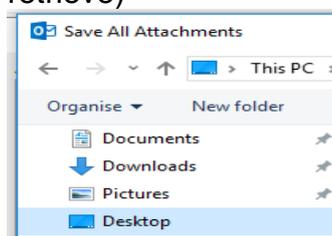


Click **OK**





Now choose where you would like to save the zip folder (on your desktop, where it's easy to retrieve)

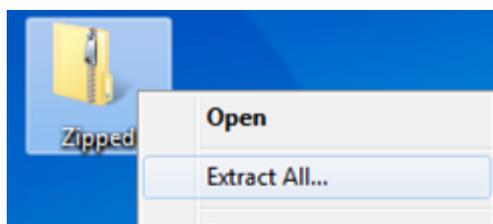


You have now saved the zip folder on your desk top. Please follow the next steps to unzip

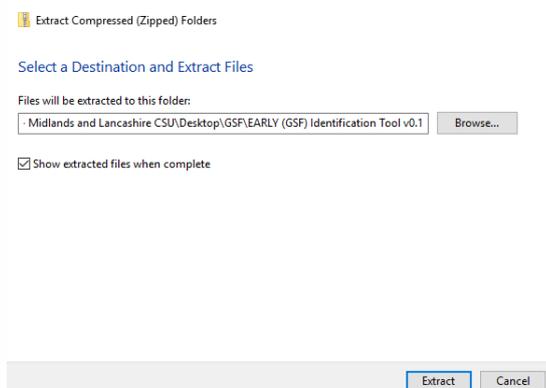
The zip denotes the contents of the folder needs extracting



Right Click the folder and choose **Extract All**



Choose **extract**



You have now extracted the files from the zip folder into the folder listed above.

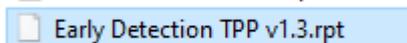


You have now saved your search file ready to import into TPP

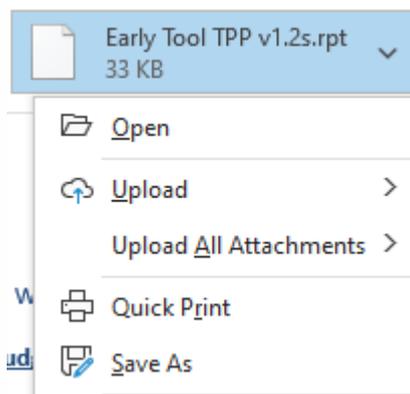
When receiving the searches by email in rtf format

Download the rpt file you have been sent and **Save** it onto your **desktop** (or somewhere you can access)

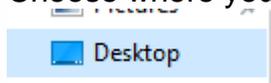
Example



Right click on attachment and select **save as**



Choose where you would like to save this (on your desktop, where it's easy to retrieve)

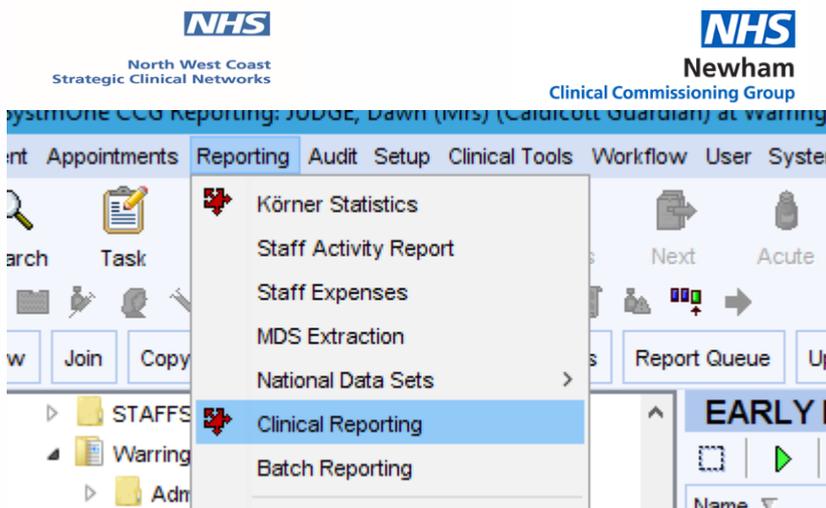


You have now saved your search file ready to import into TPP

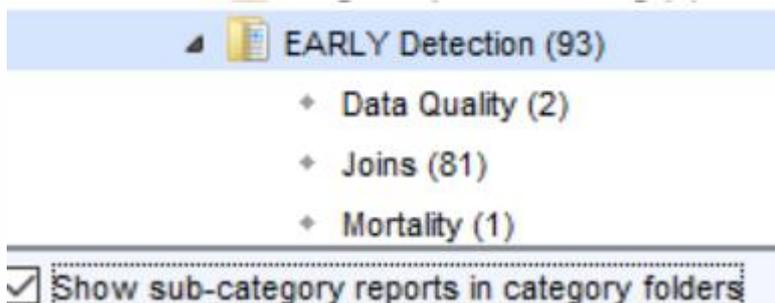
How to import a search into SystemOne TPP

Deleting and Importing Searches into SystemOne

Go into Clinical Reporting: To do this click **Reporting** from the drop-down menu and then select **Clinical Reporting**

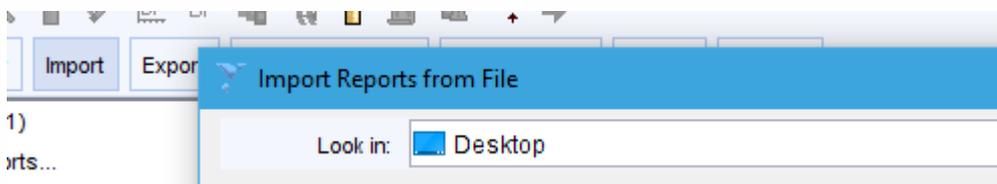


Go to local reports and select the folder of your Early detection reports, select the folder EARLY Detection and ensure the tick in show sub-category reports in category folders is ticked

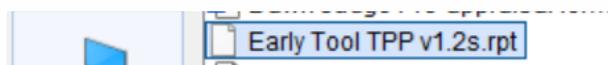


Now delete the reports in this folder.

Click on the folder where you want the folder to be saved and click **import** you will now see the bar below



Select the file you wish to import

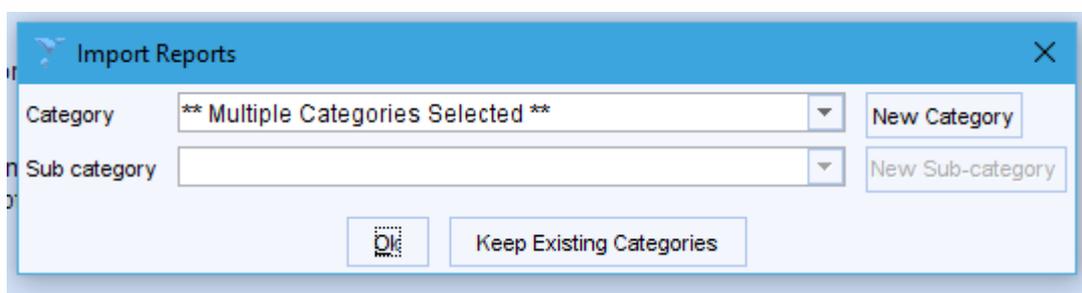


Navigate where you saved the search from the email (see relevant previous section), highlight and click **select**. Note: This will be a rpt document.

You will then receive an information notice to say that you have successfully read 143 reports into TPP

Successfully read 143 report(s) from C:\Users\dawn.judge\OneDrive - Midlands and Lancashire CSU\Documents\Early Detection TPP v1.3.rpt.

You will then receive an import reports section, select **Keep Existing Categories** at the bottom of the screen and click ok



You will now have a folder as shown below in local reports

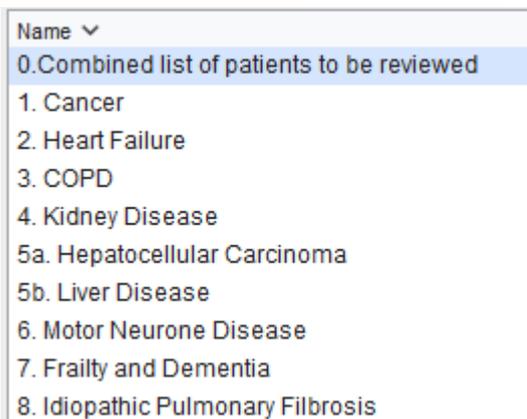


The searches will now be in your system and ready to run.

Running searches in TPP

You need to run the searches to obtain the search results. You can run a search immediately after you import.

Navigate to and select the required search you just imported EARLY Detection. Click on the folder of the search.



Click on the  and all of the reports will be highlighted then click  the green run icon this will run all the searches together.

When viewing search results, you will need to re-run the search to update the results so you are working with the latest results.

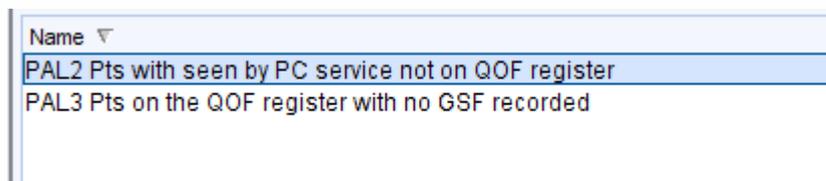
You can view the search results by 0, Combined list of patients to be reviewed, shows all patients with any of the conditions indicated in report 1-7. You can also search on the specific number to look at individual areas.

Data Quality Folder:

Within the data quality folder there are 2 searches with reports.

PAL2. This gives you the patients that have been seen by Palliative Care Service in L2m but are not on your QOF Palliative care register

PAL3. This gives you patients on the QOF register but they have no GSF stage recorded



The Data Quality searches are there to help you identify patients that may have miscoding or may have something missing on their record.



Mortality Audit:

This search looks at patients who have died in the last 12 months.

name ▾
Patients who have died in the last 12 months

This search can help the practice to review those patients who have died over the last 12 months. Viewing the report indicates if they were already on the palliative care register, had an EPaCCS record, their preferred place of care/death recorded and carer/next of kin details.

Warning: Be aware of Information Governance standards before sharing files.

This guide has been written by the Data Quality Team Lancashire to help practices understand the tools created to assist with the EARLY Identification Tool v1.3s. If you believe items are inaccurate or something is missing from the content, please contact your data quality contact within your area.

