

NJR SUPPLIER FEEDBACK 2



April 2014

User Guide v1.00

This document provides help and guidance to assist users of the National Joint Registry Supplier Feedback system. It includes screen-shots and explanations of all functions available in the system.

Please note that *none* of the screen-shots included in this guide show identifiable supplier information.

NJR Supplier Feedback 2

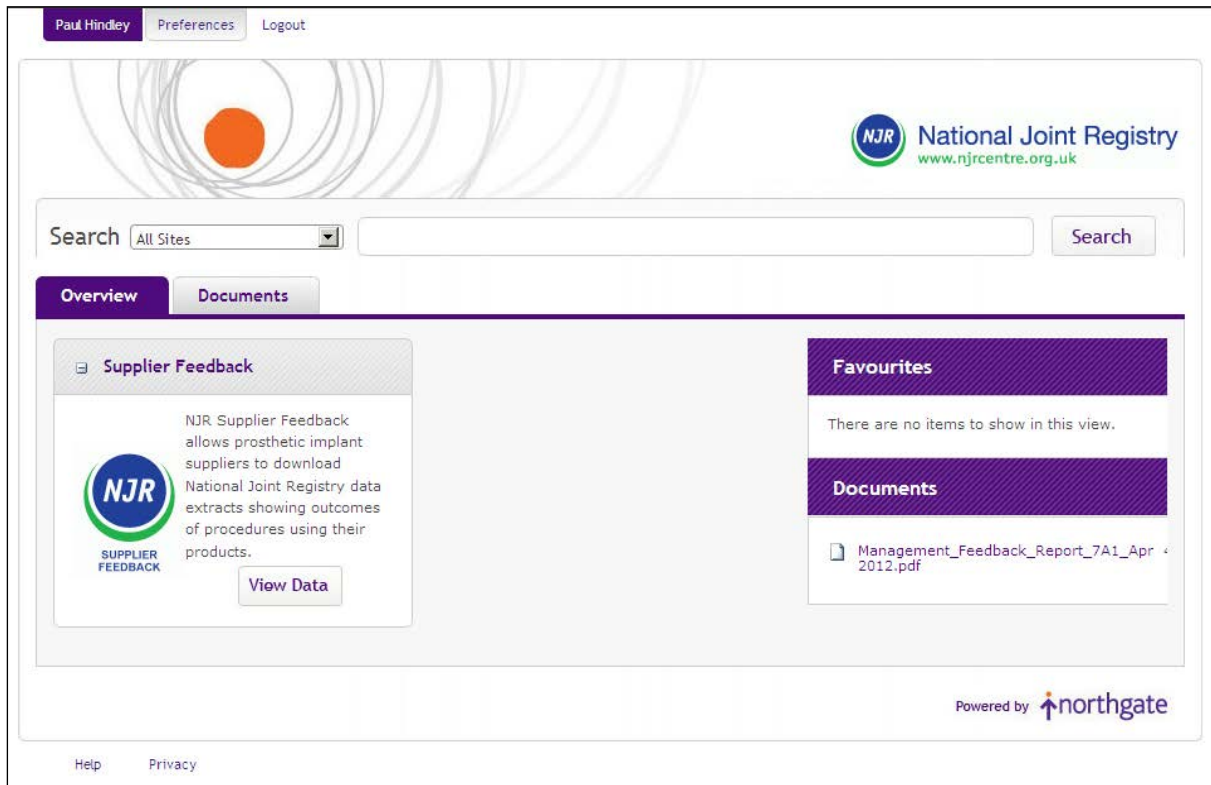
USER GUIDE V1.00

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INTRODUCTION

NJR Supplier Feedback allows prosthetic implant suppliers to download National Joint Registry (NJR) data extracts showing outcomes of procedures using their products. The reports are generated monthly. NJR Supplier Feedback is delivered via the online Health InSight Portal.



GETTING STARTED

In order to use NJR Supplier Feedback you need to register as a user (via the Health InSight portal). Registration is online, but you will need to wait for your registration to be approved by the NJR Service Desk. This approval process exists to ensure that only legitimate users may access sensitive data about each supplier’s implants.

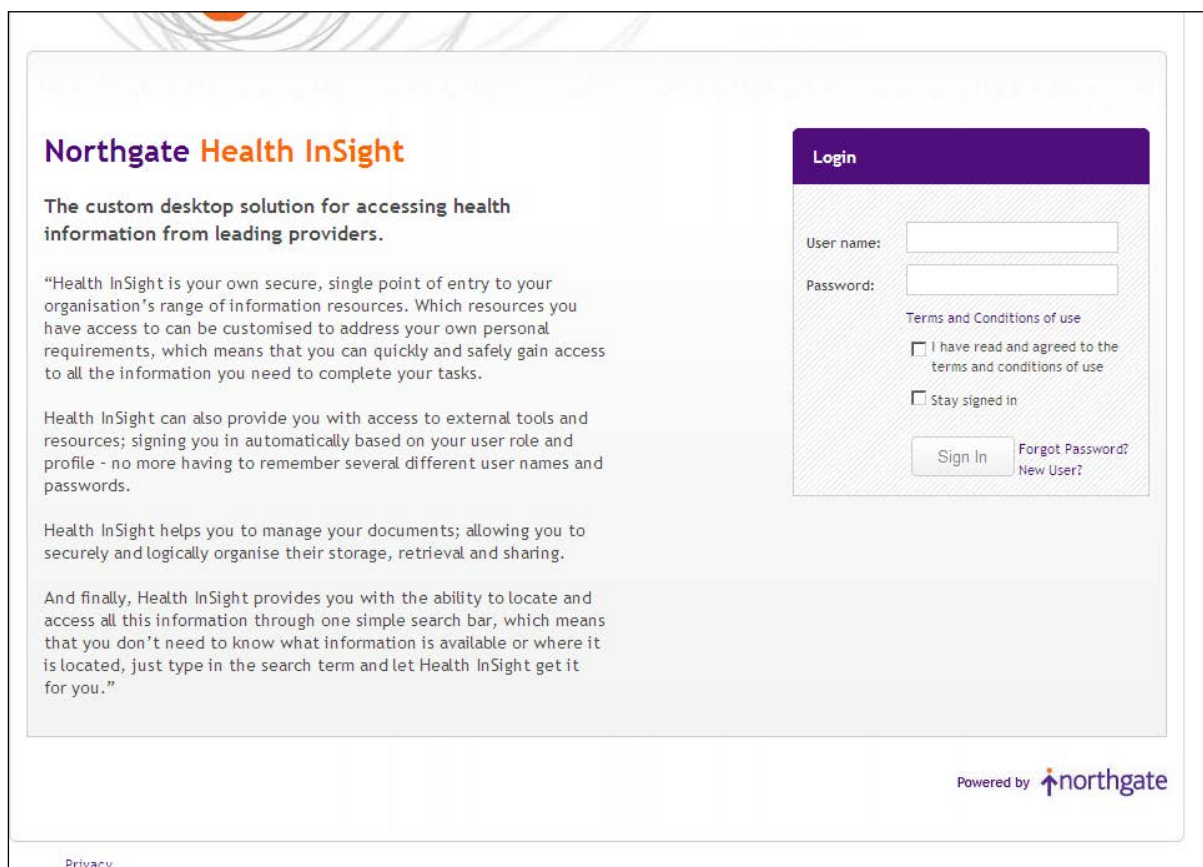
Registration

To register for NJR Supplier Feedback, go to the NJR website at:

<http://www.njrcentre.org.uk>

Select the **Implant Suppliers** link on the left-hand bar, then select **“Supplier Feedback”** from **Secure access**.

A new window will open containing the login page for the Health InSight portal.



Click on the **New User?** link at the bottom of the **Login** box on the right-hand side. The **Account Registration** screen will be displayed.

Account Registration

*Items marked * are mandatory*

Personal Details

First name:*

Last name:*

Telephone no:*

Telephone no 2:

Account Details

Email address:* *You will use your email address to log into your account.*

Password:* *Minimum 8 alphanumeric characters with at least one letter and one digit.*

Re-enter password:*

Employment Details


Channel:* *Please select your channel.*

Organisation:* *Please select your organisation.*

Department:

Speciality:

Job title:* *Please select a job title that best matches your position.*

Powered by 

Complete all fields under **Personal Details** and **Account Details** (fields marked with an asterisk are mandatory). If you attempt to **Submit** a Registration request with invalid or missing data in mandatory fields, the submission will fail with the missing/invalid data highlighted as shown below:

Account Registration

Personal Details Items marked * are mandatory

First name:*

Last name:*

Telephone no: *

Telephone no 2:

Account Details

Email address:* You will use your email address to log into your account.

Password:* Minimum 8 alphanumeric characters with at least one letter and one digit.

Re-enter password:*

Employment Details

Channel:* Please select your channel.

Organisation:* Please select your organisation.

Department:

Speciality:

Job title:* Please select a job title that best matches your position.

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Under **Employment Details**, select **NJR-Supplier Feedback** from the **Channel** drop-down list. Open the drop-down list for **Organisation** and select your company's name. Enter your Department.

From the **Job title** drop-down list, select the closest match to your job title. If you wish, you may use the **Speciality** field to indicate your full job title.

Click on the **Submit** button.

You will then receive an e-mail requesting that you click on the link contained to confirm that the e-mail address entered is valid, which will trigger the authentication process.

Once you have submitted your application, you will need to wait for the user authentication process to be completed by the NJR Service Desk. This may take up to two weeks. You will receive an e-mail once your account has been activated.

Logging in

Once you have received your login details, return to the Health InSight Portal as described in *Registration* (above).

Enter your username and password and click the **Sign In** button.

Northgate Health InSight

The custom desktop solution for accessing health information from leading providers.

“Health InSight is your own secure, single point of entry to your organisation’s range of information resources. Which resources you have access to can be customised to address your own personal requirements, which means that you can quickly and safely gain access to all the information you need to complete your tasks.

Health InSight can also provide you with access to external tools and resources; signing you in automatically based on your user role and profile - no more having to remember several different user names and passwords.

Health InSight helps you to manage your documents; allowing you to securely and logically organise their storage, retrieval and sharing.

And finally, Health InSight provides you with the ability to locate and access all this information through one simple search bar, which means that you don’t need to know what information is available or where it is located, just type in the search term and let Health InSight get it for you.”

Login

User name:

Password:

Terms and Conditions of use

I have read and agreed to the terms and conditions of use

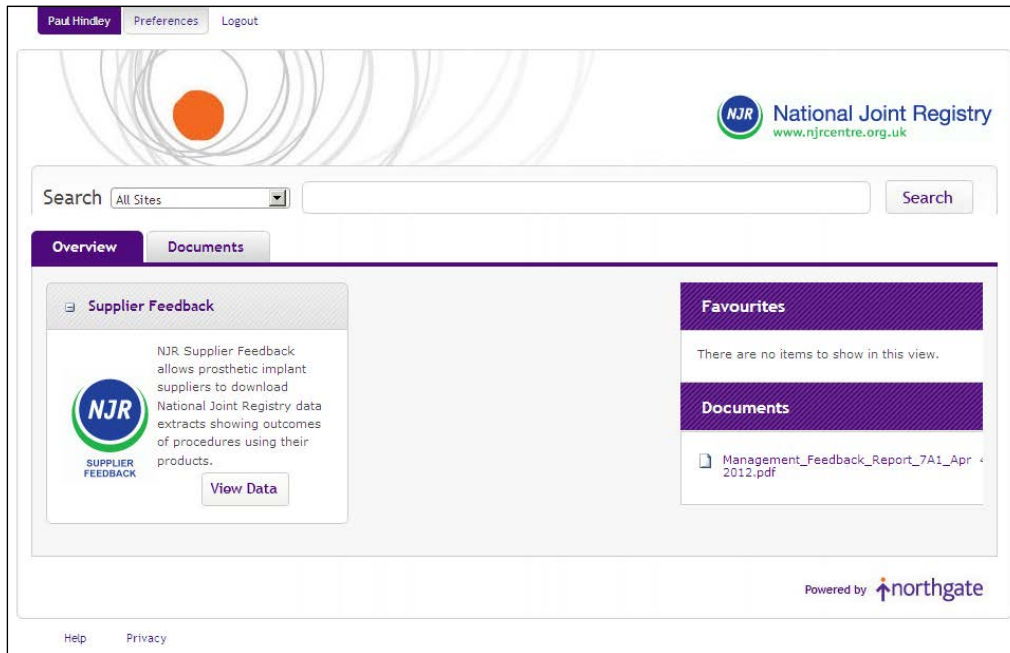
Stay signed in

[Forgot Password? New User?](#)

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[Privacy](#)

Two tabs are displayed with the **Overview** screen selected as shown below:

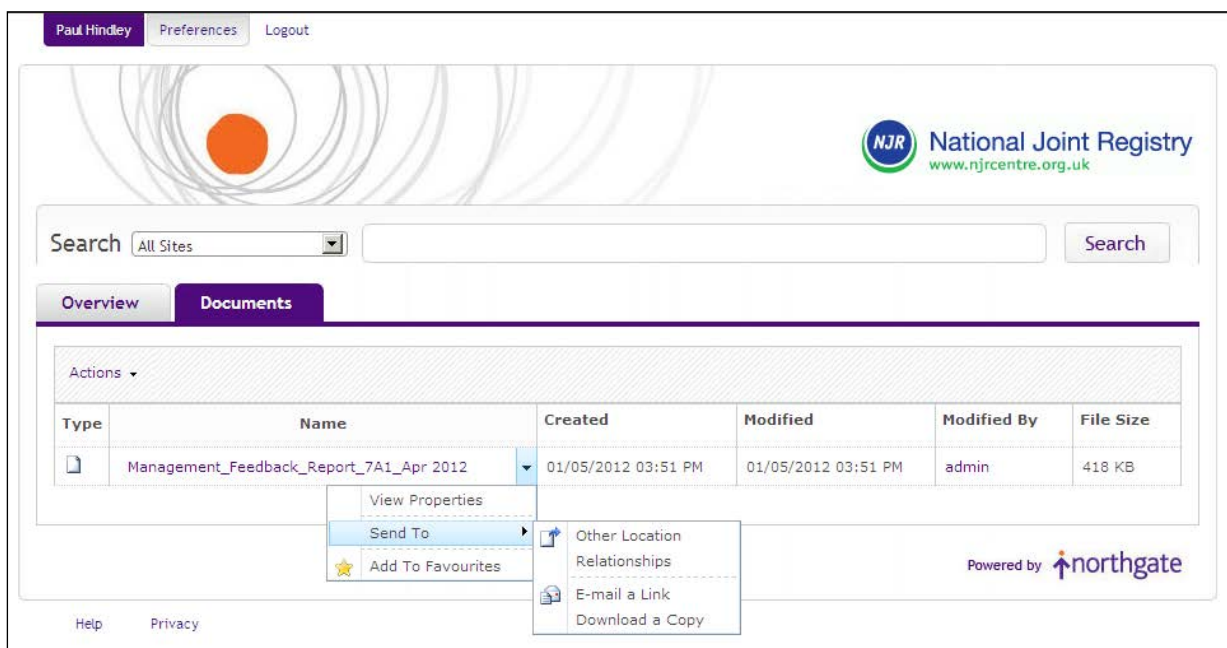


The **Overview** tab summarises the InSight Portal access your User Id provides, with the channels, i.e. **NJR Supplier Feedback**, to which you have access shown as boxes below the tabs.

The **Documents** tab can be used to provide links to any useful documents. If you would like a particular document to be made available, then this can be requested via the NJR Service Desk. The most recently accessed documents are also listed in the web slice on the right-hand side of the **Overview** page.

Any favourites you add will appear in the **Favourites** web slice.

The **Documents** Tab is shown below:



In addition to the ability to open Documents, you can view its properties, save it locally or add it to their Favourites using the drop-down as shown in the screenshot.

VIEWING THE DATA

In order to view the data extracts available to you, click on the **View Data** button at the bottom of the **NJR Supplier Feedback** box on the Overview tab.

The screenshot shows the NJR Supplier Feedback interface. At the top, there is a user profile for Paul Hindley with a Logout button. The main header features the NJR logo and the text 'National Joint Registry www.njrcentre.org.uk'. Below this is a search bar with a dropdown menu set to 'All Sites' and a Search button. The 'Supplier Reports' tab is active, displaying a table of reports. The table has columns for Type, Name, Created, Modified, and File Size. The reports listed are for 'Example Brand' and include file names like 'H_Bone Cement_EXAMPLEPLAST_1234_20101208'.

Type	Name	Created	Modified	File Size
Example Brand				
	H_Bone Cement_EXAMPLEPLAST_1234_20101208	30/11/2010 12:00 AM	02/12/2010 05:06 PM	14 KB
	H_Cemented Hip Cups_SAMPLE CEMENTED CUP_4321_20101208	30/11/2010 12:00 AM	02/12/2010 05:06 PM	147 KB
	H_Cemented Hip Cups_EXAMPLE CEMENTED CUP_1122_20101208	30/11/2010 12:00 AM	02/12/2010 05:06 PM	1 KB
	H_Cemented Hip Cups_EG CEMENTED CUP_2211_20101208	30/11/2010 12:00 AM	02/12/2010 05:06 PM	8 KB

The reports available to you will be listed. There will be a report for each of your company's implant brands. The format of the file name is as follows:

- Joint** – H(Hips), K(Knees), A(Ankles), E(Elbows), S(Shoulders)
- Implant Type** (e.g., Cementless Hip Cups)
- Brand**
- Unique Sequence Number** (generated by the system)
- Date** – the date the report was generated

If more reports are listed than will fit on a single page, click on the right-hand arrow icon in the bottom left-hand corner of the page to move to the next page. You may then use the left and right arrow icons to move backward and forward.

To return to any other area of the application, click on the **Close** button on the right-hand side above and below the reports listed.

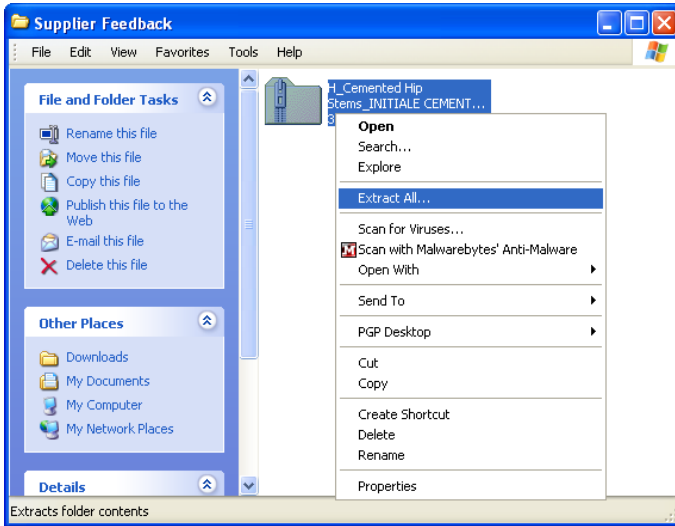
Note: *The maximum number of reports per page is set by the system administrator and may be subject to change.*

Opening a Report

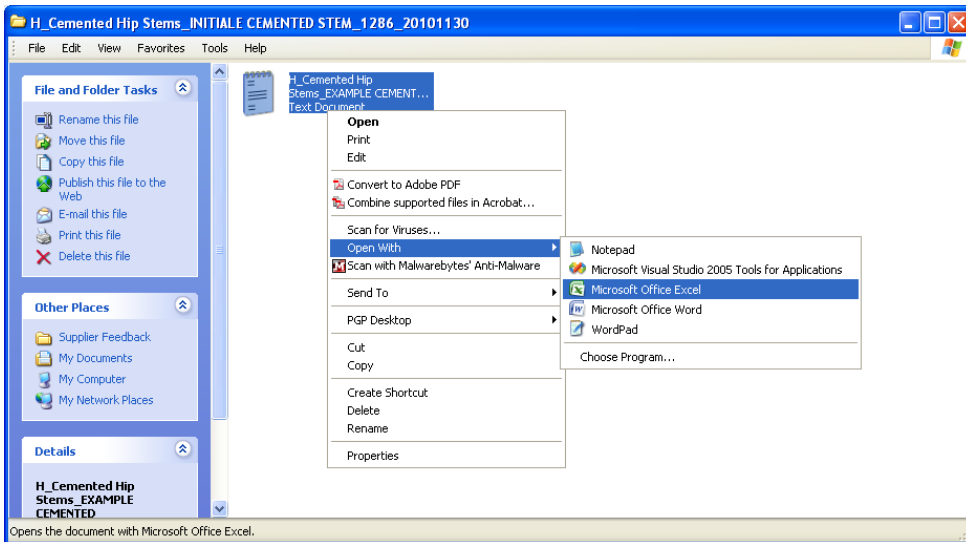
To open a report, click on its name. Depending on your browser settings, your web browser may prompt you to open or save the file.

Note: For efficient download, all reports are delivered in a compressed zip file format. Following download, you will need to extract the report from the zip file.

Save the file in an appropriate folder. You may then open the folder and extract the report.



Once you have extracted the report, open in a spreadsheet application, e.g. Excel.



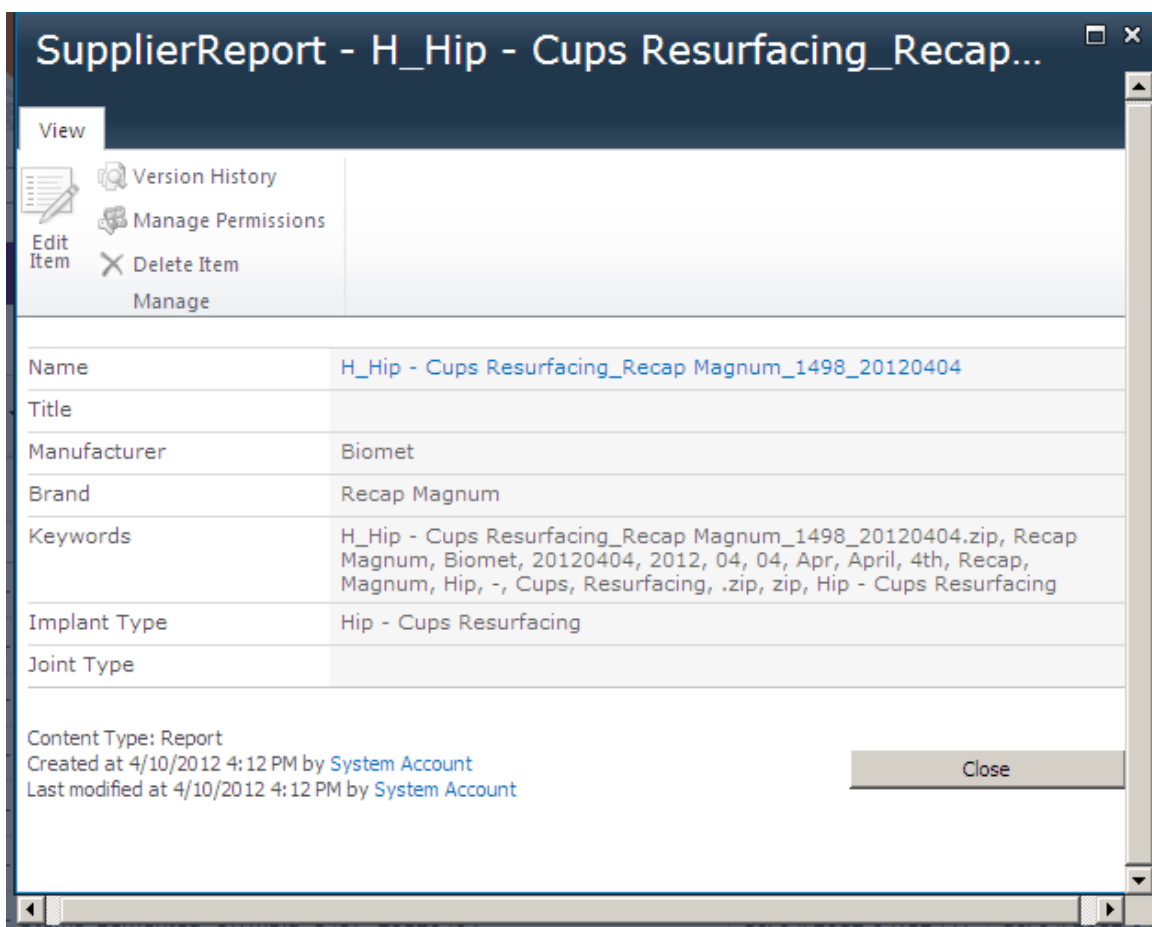
	A	B	C	D	E	F	G	H	I	J	K	
1	PrimaryMC	NJRIndex	ProcidPr	PrimaryBMI	AgeAtPrimary	Gender	PrimaryASA	Joint	Side	PrimaryDate	PrimarySurgicalUnit	Pr
2	2	123456	654321		66.74	M	P2 - Mild disease not incapacitating	H	L	05/08/2004	1234	
3	2	123457	654322		68.41	F	P3 - Incapacitating systemic disease	H	R	03/04/2003	1235	
4	2	123458	654323	0	81.04	F	P2 - Mild disease not incapacitating	H	R	15/06/2007	1236	
5	2	123459	654324	0	77.54	M	P3 - Incapacitating systemic disease	H	L	19/02/2007	1237	
6	2	123460	654325	0	88.45	F	P3 - Incapacitating systemic disease	H	L	04/05/2008	1238	
7	2	123461	654326	0	65.34	M	P3 - Incapacitating systemic disease	H	R	28/06/2008	1239	
8	2	123462	654327	0	74.89	M	P2 - Mild disease not incapacitating	H	L	22/03/2007	1240	
9	2	123463	654328	0	82.45	F	P2 - Mild disease not incapacitating	H	R	24/05/2006	1241	
10	2	123464	654329	0	81.34	M	P1 - Fit and healthy	H	L	24/12/2005	1242	
11	2	123465	654330	0	29.98	M	P1 - Fit and healthy	H	L	01/10/2006	1243	
12	3	123466	654331	0	79.55	M	P3 - Incapacitating systemic disease	H	L	20/08/2009	1243	

ADDITIONAL REPORT OPTIONS

In addition to viewing reports, by clicking on the drop-down next to the report filename, you have the following options:

- View Properties**
- Send To – Other Location**
- Send To – Relationships**
- Send To – E-mail a Link**
- Send To – Download a Copy**
- Add To Favourites**

Selection of **View Properties** displays the following screen:



This provides more detailed information about the selected report including:

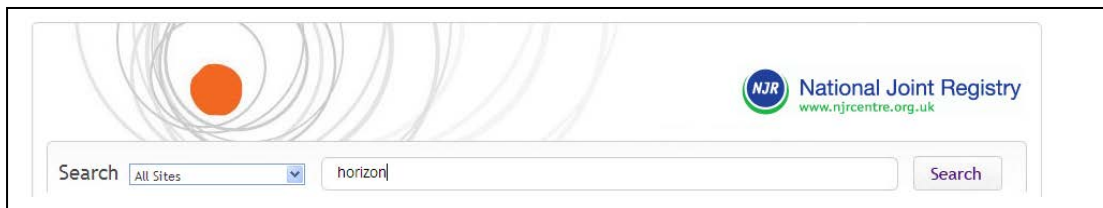
- Title**
- Manufacturer Name**
- Brand Name**
- Keywords** – these are used for searching and entry of any of the listed words in the **Search** field will result in this file being retrieved
- Implant Type**
- Joint Type**

Selection of **Send To – Other Location** or **Download a Copy** provide alternative methods to save files locally for detailed analysis. The Alert Me functionality is not available to this application, so should not be selected. The selection of **Add to Favourites** provides an alternative way of adding a file to your listed Favourites.

ADVANCED OPTIONS

Search Function

To search for reports, enter a search term, such as a brand, in the search box at the top of the screen, then click the **Search** button.



It should be noted that the functionality associated with the **People** option on the **Search** drop-down on the left is not available, so this option should not be selected.

Any reports with the search term contained within their name will be listed.

Click on the report title to view further details.

Click on the report name hyperlink to open the report.

Note: For a detailed description of the Search functionality, please refer to the related Supplier Feedback -Search Functionality Description document available by clicking on the Help hyperlink at the bottom of the screen.

Adding to Favourites

You may add a report to your NJR Supplier Feedback favourites for quick access. Favourites appear in a list on the right-hand side of the **Overview** screen.

To add a report to your favourites, place the mouse pointer over the report title, and a drop-down button will appear on the right hand side. Click on the arrow to view the drop-down menu and choose **Add to favourites**.

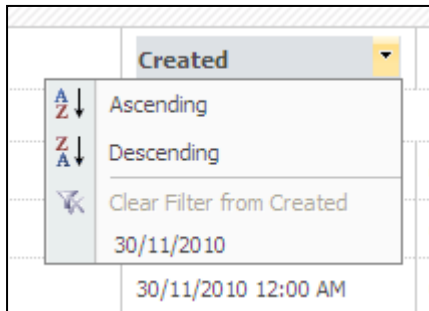
To add a batch of reports to favourites, open the **Actions** drop-down menu by clicking on the word “Actions” above the report list. Click on **Enable item selection**.

A column will appear in the reports list containing a tickbox for each report. Place a tick next to the reports you wish to add to favourites. Open the **Actions** list again and select **Add to Favourites**.

For information on managing favourites and **RSS Feeds**, see below.

Sorting and Filtering the Reports List

You may change the order in which the reports are listed using the column headings. Place the mouse pointer over any of the column headings and a drop-down button will appear. Click on the arrow to view the drop-down menu.



Select **Ascending** or **Descending** to sort the report list.

You may also filter the results for some of the columns. At the bottom of the drop-down menu, the unique values from the column will be listed. Click on one of the values to filter the column. For example, you may list only reports created on a specific date. To clear the filter, open the drop-down menu again and select **Clear Filter from [column name]**.

Subscribing to an RSS feed

You may subscribe to an RSS feed of your reports for quick access using your web browser's RSS feeds function.

Note: RSS stands for Really Simple Syndication. It allows content from many different web sites to be listed in accessible "feeds" in your browser, without the need to visit multiple web pages. For more information on using RSS, see your browser's help files.

To add the **NJR Reports** list as an RSS feed, place the mouse pointer over the report title and a drop-down button will appear on the right hand side. Click on the arrow to view the drop-down menu and choose **View RSS Feed**. The NJR Reports RSS feed will be displayed. Subscribe to the feed.

Note: The exact functionality to subscribe to an RSS feed varies between web browsers. See your browser's help files for details.

Northgate Health InSight: Report Documents

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying 25 / 25

All 25

Sort by:


- Date
- Title
- Author

[K_Unicondylar Knees_EXAMPLEBRAND_1034_20101130](#)

30 November 2010, 00:00:00 | System Account 

Manufacturer: Example
Brand: EXAMPLEBRAND
Keywords: K_Unicondylar Knees_EXAMPLEBRAND_1034_20101130.zip, EXAMPLEBRAND, Unicondylar Knees, Knee, Example, 20101130, 2010, 11, 30, Nov, November, 30th, EXAMPLEBRAND, Unicondylar, Knees, .zip, zip, Unicondylar Knees
Implant Type: Unicondylar Knees
Joint Type: Knee

[K_Patella Femoral_SAMPLE PF_1310_20101130](#)

30 November 2010, 00:00:00 | System Account 

Manufacturer: Example
Brand: SAMPLE PF
Keywords: K_Patella Femoral_SAMPLE PF_1310_20101130.zip, SAMPLE PF, Patella Femoral, Knee, Example, 101130, 2010, 11, 30, Nov, November, 30th, Patella, Femoral, .zip, zip, Patella Femoral
Implant Type: Patella Femoral

Note: Although you will be able to view the RSS feed without logging in, when you select one of the reports in the feed, you will be required to log in to the Health InSight portal before you may view the report.

PREFERENCES

To edit your preferences, click on the **Preferences** tab at the top of the screen. Two tabs will appear next to the **Overview** tab:

- User Administration:** allows you to update your personal details and change your password.
- Favourites:** allows you to manage your NJR Supplier Feedback favourites.

To return to the **Overview** screen, click on the **Overview** tab.

Changing your Password

Click on the **User Administration** tab. Under **Account Details**, enter your old password, enter your new password, and re-enter your new password. Click on the **Save Changes** button.

The screenshot shows a web interface with three main tabs: 'Overview', 'User Administration' (which is selected and highlighted in purple), and 'Favourites'. Under 'User Administration', there are two sub-tabs: 'User Data' and 'Channel Membership'. The 'User Data' sub-tab is active, displaying a form titled 'Personal Details' with a note 'Items marked * are mandatory'. The form fields include: 'First name:' with the value 'Sample'; 'Last name:*' with the value 'User'; 'Telephone no:*' with the value '01234 567890'; and 'Telephone no 2:'. Below this is the 'Account Details' section, which includes: 'Email address:*' with the value 'sample.user@example.com'; 'Old password:*' with a text input field and a note 'Enter your old password only if you intend to change it.'; 'New password:*' with a text input field and a note '8 characters minimum with at least one digit.'; and 'Re-enter new password:*' with a text input field. At the bottom of the form are two buttons: 'Save Changes' and 'Cancel'. In the bottom right corner of the page, there is a logo for 'Powered by northgate'.

Updating your Personal Details

Click on the **User Administration** tab. Under **Personal Details**, update the applicable details. You may also update your password under **Account Details**. Click on the **Save Changes** button.

Updating your Channel Membership Details

None of the data specific to the Channel for which you are registered can be edited (i.e. Channel, Organisation, Department, Speciality and Job Title). If any of the details need to be changed, this is achieved by requesting membership of a new Channel which, on approval, will result in the previous

Channel Membership account being suspended as you can only have one active Channel at any given time.

Managing Favourites

The **Favourites** tab allows you to rename or delete NJR Supplier Feedback favourites.

Place the mouse pointer over the report title, and a drop-down button will appear on the right hand side. Click on the arrow to view the drop-down menu and choose the required option.



Clicking on **Open** will allow you to open or save the report.

If you wish to rename the favourite, click on **Rename** in the drop-down menu. A box will appear requesting the new name for the favourite. Enter the name, then click the **Rename** hyperlink.

The SharePoint functionality associated with **Featured Favourites** is not available so this option should not be used.



If you wish to delete the favourite, click **Delete** in the drop-down menu.

INTERPRETING THE REPORT

Each data extract report includes a single line for each linkable primary procedure using the specified implant. The report columns include data relating to the primary, and also to the endpoint for outcomes monitoring: revision or death.

All prosthesis and cement details are included in the brand data extract file even when the other prosthesis and cement are manufactured by a different supplier. However, if the data file is for a cement brand, then only the cement details are included except where the manufacturer is also the manufacturer of any one of the prosthesis, in which case all prosthesis details are supplied.

The following document describes the columns in each of the joint brand reports:



Primary_Outcomes_
Field_Description_v1.



Revision_Extract_Fiel
d_Description_v1.10.



Revision_Outcomes_
Field_Description_v1.

LOGGING OUT

To log out of NJR Supplier Feedback, click on the **Logout** hyperlink at the top of the screen.