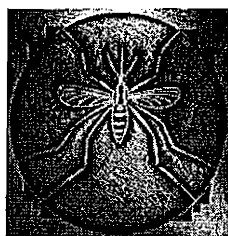


SPC
614-532
SIM 2001



SIMIS

SOLOMON ISLANDS

MALARIA INFORMATION SYSTEM

Version 2

MANUAL

Final Draft

SPC/AusAID Pacific Regional Vector-Borne Disease Project
Funded by AusAID

PREFACE

This manual is provided for staff working with the Solomon Islands Malaria Information System (SIMIS) version 2, running in EpiInfo 6.04c.

The first section gives general advice on looking after your computer. The main part of the manual about SIMIS 2 is divided into three parts -

1. Operating SIMIS:

Running SIMIS 2 and entering data - for staff at province level.

2. Using SIMIS data:

Producing reports and exporting data to other software - for staff at province level or SIMTRI who wish to examine data and use it for monitoring and planning.

3. Managing SIMIS:

Installing and maintaining SIMIS 2 and EpiInfo 6.04c - for SIMIS 'managers' at SIMTRI or elsewhere.

SIMIS version 2 is currently in a trial ('beta') version. Because SIMIS 2 must run in the C:\SIMIS directory, it is not possible to have the SIMIS original version and version 2 running on the same computer simultaneously.

A missing piece in SIMIS at the moment is the population data from the 1999 census. Some reports in SIMIS 2 cannot work properly until that data is fully integrated into the programme. However these reports can be produced by exporting SIMIS 2 data to Excel or Access.

SIMIS 2 has been tested on computers running Windows 95 and 98. **It has not been tested on computers running Windows 2000.** Because EpiInfo 6.04c is a DOS-based program and Windows 2000 has reduced support for DOS, it is quite likely that it will not function properly in Windows 2000.

In SIMIS version 2, all years in the data files are coded as four digits. Therefore, SIMIS version 2 cannot handle data files created in SIMIS version 1, unless they have first been converted to four digit years. If this has been done, then SIMIS version 2 will be able to read those files.

SIMIS version 1 was written by Steven Bjorge with input from Brad Otto. Advice on requirements and design was given by Jayan Velayudhan, Kevin Palmer, Bernard Bakote'e. Modifications for SIMIS version 2 were added by Tom Kiedrzyński and Patricia Graves.

This manual was written by Patricia Graves with assistance from Jayan Velayudhan, Luke Honiela and Erick Hale.

Support for SIMIS development was provided by the World Health Organization. Revision of SIMIS to version 2 and production of the manual were funded by AusAID through the SPC Pacific Regional Vector-Borne Disease Project.

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LOOKING AFTER YOUR COMPUTER

AVOID POWER SURGES

Voltage surges ("spikes") of power can badly damage the computer's central processing unit (the main box) and screen.

These surges can happen when you turn on the power, when it comes on after a power cut, or when the power is poorly regulated by the electric company or generator. It can also happen when lightning strikes a part of the electricity network or the building you are in.

Power surges can also damage your modem, if you have one, through the telephone line if lightning strikes the telephone system.

To avoid these power surges:

- When setting up a computer, attach the cables to the main box, screen and printer first, before plugging them into the wall.
- When turning on the computer at the beginning of the day, turn on the power at the wall, then turn on the switches on the main box, screen and printer.
- If you have a surge protector, **use it**. Make sure that the UPS is plugged into it, or if you do not have a UPS, that power to both the main box and screen goes through the surge protector first.
- If you have an "uninterruptible power supply" (UPS) **use it**. It gives you a few minutes of power after a power cut. It has two purposes -
 - 1) to let you shut down the computer properly
 - 2) to let you save your work.Make sure you have both main box and screen plugged into the UPS. On some computers, the screen is plugged into the back of the main box, so you only need one socket on the UPS. Other computers need two sockets on the UPS, one for the main box and one for the screen.

A UPS does not protect your computer from power surges.
- Stop working and turn off your computer at the wall if a thunderstorm is nearby.
- Turn off your computer (and modem, if you have one) at night in case a thunderstorm occurs during the night.
- When you finish work, always shut the computer down properly by closing the program and shutting down Windows. **Never** just pull out the plug or turn off the power.

KEEP THE COMPUTER CLEAN

Cover the computer and printer with a piece of cloth when not in use. This stops dust from falling onto it. Use cloth, not plastic, because plastic will just trap moisture underneath and water is bad for the computer.

PROTECT YOUR DATA

Computers sometimes 'crash' i.e. break down in a way that cannot be fixed except by wiping out everything that is on them. If this happens, you will lose all your data if it is not 'backed up' (copied) onto a floppy disk or another computer. Even if you still have the data on paper, it will all have to be entered again.

Do not let this happen to you!

Make a routine of backing up your data files at least once a week. This means copying important data files onto a floppy disk or a zip disk. Because floppy disks sometimes become unreadable, it is a good idea also to copy the files onto another computer.

A computer crash can be caused by a virus (a computer program that "infects" computers and damages them). Viruses can be passed from one computer to another on floppy discs or by email. Make sure you have an up-to-date anti-virus program and know how to use it and update it.

WHAT TO DO IF THE COMPUTER GETS STUCK

- 1) Try closing the program you are using by clicking on the X in the top right corner.
- 2) If this doesn't work, try pressing the Esc ("Escape") key several times.
- 3) If this doesn't work, try pressing the Ctrl and Alt and Del keys together one or two times. This should bring up a window asking if you want to close the program or shut down the computer. Choose "Close Program". You will lose any work which is not saved.
- 4) If this doesn't work, try pressing the Ctrl and Alt and Del keys together again, two or three times and choose "Shut down".
- 5) If this doesn't work, and if your computer Main Box has a RESET button, then press it.
- 6) If none of these work, then you will have to turn off the computer main box. This is bad for the computer hard disk, so only do this after you have tried the other suggestions above.
- 7) If you have to turn off the computer at the main box, **wait** a few minutes before you turn it back on again.

INTRODUCTION TO SIMIS

The purpose of SIMIS is to provide VBDCP data in a computerized form to monitor and evaluate the malaria control programme. This data can be used to produce reports such as incidence by month and year, summaries of mass blood surveys, and bednet and spray coverage reports. The data files are also available for other analyses, reports and mapping.

In addition to tracking the success of the control programme, the data can be used for inventory management - e.g. keeping track of how many nets or how much insecticide has been used. This helps in planning orders and organizing distribution around the country.

These are the basic types of data stored:

1) Passive case detection (PCD) blood-slide examination results

- a) PCD case details (a line listing of each blood slide examined from patients coming to clinics, with data on each patient's age, sex and locality (village));
- b) PCD summary data of the total slide results by clinic and month, as given in the monthly report.

2) Mass blood survey (MBS) results

- a) MBS case details (a line listing of all slide results from mass blood surveys performed in a village, with information on each person's age and sex)
- b) MBS summary data by village (a summary of the total results for each MBS survey).

3) Bed net data

A summary of the numbers of nets issued and re-impregnated, by village and date.

4) Spraying data

A summary of the number of houses sprayed, by village and date.

PART 1: OPERATING SIMIS

RUNNING SIMIS

Starting the computer

Push the power buttons on the computer main box and screen. Sometimes the screen is plugged into the back of the computer main box, so it comes on automatically when you turn on the main box.

If asked for a password, either

- Enter the password, if you know what it is, or
- Click on Cancel, or
- Press the Esc ("Escape") key.

Windows will start up, and you will see the Windows desktop (with all the little pictures, call **icons**). You should see one icon marked SIMIS.

Starting SIMIS

Start SIMIS by double-clicking on the SIMIS icon on the Windows desktop. This will bring up the **Main Menu** screen (see picture on next page).

Another way to start SIMIS is to click on **Start** at lower left of screen, select Run from the Start menu, and type "C:\SIMIS\SIMIS.EXE" in the 'Open' box. Click "OK".

Stopping SIMIS

To get out of SIMIS, press the F10 key at any time. Depending on how deep you are in the program, you may need to press it more than once to get all the way out. You may be asked if you want to save data before exiting. Choose Y then Enter if Yes, N then Enter if No, or Esc to cancel and return to the programme.

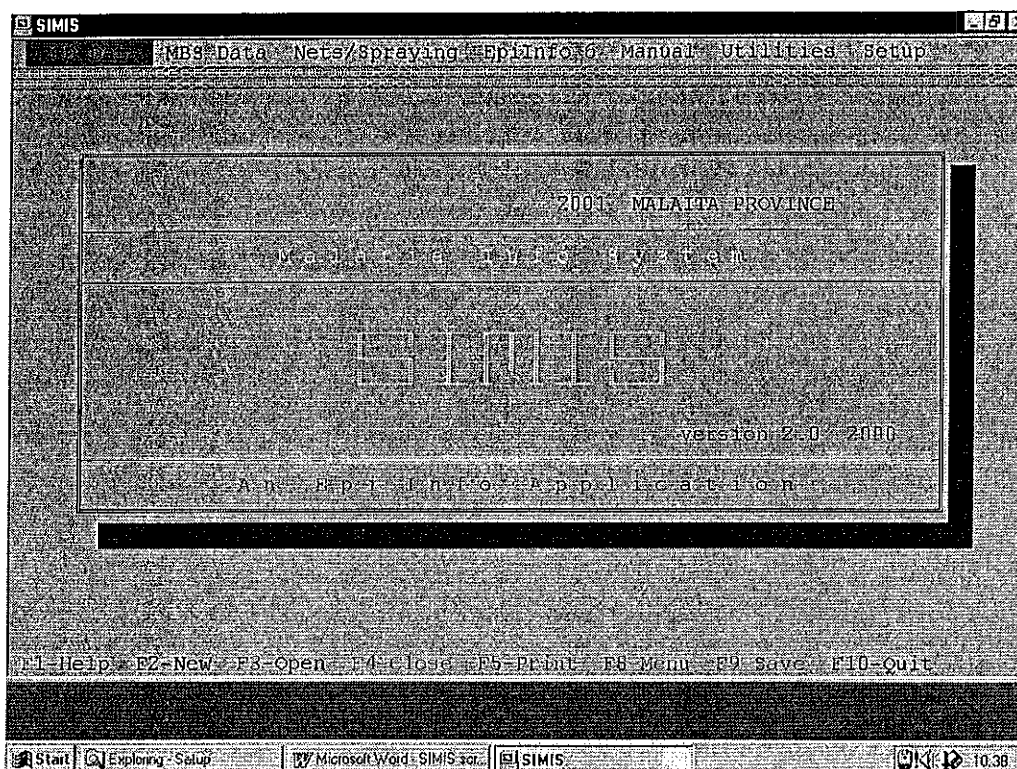
Turning off the computer

Once you are back to the Windows desktop (where you see all the little icons), click on **Start** and choose **Shut down**.

Wait until you see a message saying "It is now safe to turn off your computer" and then turn off the main box and screen. On some computers, the main box may turn off automatically.

SIMIS MAIN MENU

The first screen you will see contains a menu of options. This is called the Main Menu. It should say on the screen "SIMIS Version 2, 2000" and identify which province and year you are currently in for data entry. If this is not in the correct province and year, it can be corrected under the menu item "Setup", see below under "New Year Setup", page 19.



The main menu choices can be seen in a row along the top of the screen. Use the left and right arrows to move between the different choices. Press the **Enter** key to pick that item and bring up a new menu of choices. Use the up and down arrows to select a choice and press **Enter** again to pick that choice.

PCD Data

For entry of PCD data (case detail and monthly summary), and for making reports from these data.

MBS Data

For entry of MBS data (case detail and village summary), and for making reports from these data.

Nets/Spraying

For entry of Nets and Spraying data by village, and for making reports from these data.

EpiInfo 6

Takes you to the EpiInfo 6.04c program.

Manual

Takes you to the EpiInfo manual.

Utilities

In this section you can edit the lists of lab/clinics, microscopists, localities, zones and/or populations for your province.

You can also perform various backup and data management tasks.

Setup

Under this choice, you can change the province name and province code. This should only have to be done once in each province when the programme is first installed. The master copy at SIMTRI is the only version that should have to switch between provinces.

You use this menu item to change the year for data entry. This will have to be done at the beginning of each new year (see below under "New Year Setup, page 19).

At the beginning of each new year, you also use this part of the menu to create new data files, because each year's data is stored in a separate file.

You also have to change the year any time that you want to run reports on any year's data other than the current year.

The choices for creating new files of lab/clinics, localities, zones/populations, and microscopists should not be used routinely. This should only need to be done once by the SIMIS manager (for example when moving to a new computer, or setting up from the SIMTRI master copy after a crash). It will delete any previous files for the province.

DATA ENTRY

General rules

There are some general rules for data entry which are the same in all forms.

- Press **Enter**, or use the **up** and **down arrow** keys to move from box to box in the form (not the left and right arrows).
- "Locality code" on the form means Village. Each village has a unique four letter code. Press **F9** to bring up a list of villages in your province. Try to find the place on this list if possible. Some names may not be spelled exactly as you have written them. Highlight the name, then press **Enter**.
- If the village is not in the list, choose "NOT IN LIST". Then type the name of the village in the Other Village Name box (which will pop up) and the Zone number under Zone.
- Press **F9** to bring up a list of choices for other variables such as Region, Microscopist, Labname, or Blood Slide Result. Use the up and down arrows to highlight the correct name, then press **Enter**.
- Sometimes a message will pop up to tell you that you have missed a field (e.g.: YOU MUST ENTER A DATE!). Press the **Esc** key to remove these messages and let you enter a value.
- For ages of patients, enter:
 - The number of years for known ages
 - 99 for adults of unknown age
 - 00 for babies under one year, then type the number of months in the new box that appears.
- For slide density, enter
 - a number of parasites per 200 fields, if you have it, in the Density box, or
 - A number 1, 2, 3 or 4 (meaning +, ++, +++ or ++++), in the PlusCode box.
- When you get to the end of the information for one patient, a line will appear at the bottom of the screen asking you "Save data to disk?" If you are happy with the data entry, type **Y** then **Enter**, and go on to the next record. If you want to abandon the record and start again press **N** then **Enter**. If you want to change something in what you have just entered press **Esc**.
- Some of the information like Date, Island/Prov., Region, Microscopist and Lab Name will automatically be repeated when you go to a new case. This saves time typing, but make sure you change it when it changes to a new value.
- To get out of data entry and back to the Main Menu press **F10**. You will be asked if you want to save the data (see previous point). Answer as appropriate.

Entering PCD data

a) PCD case detail

From the main menu, click on **PCD data**

Choose **Enter PCD case detail form**.

SIMIS - ENTER

Date Slide Case No.

First Name

Second Name

Age-Years

Sex

Locality code

Island/Prov. Zone

Region

Microscopist

BSCollection Lab Name

BSResult

Density /200wbc or PlusCode plus

Solomon Islands

MIS

Malaria

Info

System

Version 2

DATESLIDE: Valid values: 01/01/1990 to +inf Mode: Multiuser

<Ctrl-N> New <Ctrl-F> Find <Ctrl-P> Print <Ctrl-D> Delete <Ctrl-C> Choices <Ctrl-Q> Done Rec= 1

Specific instructions for this form:

Enter a three digit number for the case number.

b). PCD monthly summary data

From the main menu, click on **PCD data**

Choose **Enter PCD summary data**

SIMIS - ENTER

MONTHLY REPORT OF PCD CASES

Solomon Islands

Lab Name
 Zone
 Region
 Province

Report date: Month
 Year

Date entered
 Remarks

Total slides examined
 Total slides positive
 Number Pf only
 Number Pv only
 Number Pf + Pv

Number infants examined
 Number infants positive

LACHNAME: Valid values: ADAU, AERO, AFI2, ALLI, AMBE, ATOI, AUKI, Mode: Multiuser
 <Ctrl>N-New <Ctrl>F-Find <Ctrl>P-Print <Ctrl>D-Delete <Ctrl>C-Choices <Ctrl>O-Done Rec= 1

Specific instructions for this form:

This form is for entry of a microscopist's monthly report (total cases, total positives etc). The **Month** should be entered as a number from 1 to 12.

The **Date Entered** is the date when you put in the data, not the date the report came in.

Under **Remarks**, make a note if the microscopist was on leave or away for another reason during the month. It is very important to distinguish between months which have no cases (or low cases) because the microscopist was away, and months where there are no or few cases because malaria transmission is down.

If the microscopist is not working, the data is "missing". If the microscopist is working but there are no cases, the data is "zero". There is no way to tell these two apart unless we know when the microscopist was working.

Entering MBS data

a) MBS case detail

From the main menu, click on **MBS data**

Choose **Enter MBS case detail form**.

The screenshot shows a Windows-style application window titled "SIMIS - ENTER". The form is divided into several sections for data entry:

- Top Left:** Fields for "Date Slide" (with a date picker), "Case No." (with a numeric keypad), "First Name", "Second Name", "Age-Years", and "Sex".
- Top Right:** A header area for "Solomon Islands" with the "SIMIS" logo and the text "Malaria Info System Version 2".
- Middle Left:** Fields for "Locality code", "Island/Prov.", "Zone", and "Region".
- Middle Right:** Fields for "Microscopist", "BSCollection", "Lab Name", "BSResult", and "Density". A mouse cursor is pointing at the "BSResult" field.
- Bottom:** A status bar area containing a message "DATESLIDE: Valid values: 01/01/1990 to +inf", a "Mode: Multiuser" indicator, and a menu bar with options: "< New", "< Find", "< Print", "< Delete", "< Choices", "< Done", and "Rec= 1".

Specific instructions for this form:

This form is exactly the same as the PCD case detail form. It is used for entering the details of every slide done in a Mass Blood Survey.

For case number, enter the number given to the slide during the MBS.

b) MBS summary data

From the main menu, click on **MBS data**

Choose **Enter MBS summary data**

SIMIS - ENTER

MBS SUMMARY REPORT

MBS date / /
 Locality code

Region Island/Province

Total slides examined
 Total slides positive
 Number Pf only
 Number Pv only
 Number Pf + Pv

Number infants examined
 Number infants positive

Solomon Islands
MIS
 Malaria
 Info
 System
 Version 2

MBSDATE: Valid values: 01/01/1990 to +inf
 Mode: Multiuser

<F1>-New <F2>-Find <F3>-Print <F4>-Delete <F5>-Choices <F6>-Done Rec= 1

Specific information about this form:

This form is for entering the totals from a MBS - total slides, total positives etc.

It does not include any details about the clinic or microscopist, but you must enter the Date, the village Locality Code, the Zone, Region and Province where the MBS was done.

Entering Net and Spray data

a) Net data

Mosquito net data is recorded by village. Each time a village is visited for net re-treatment, the data should be entered into this form.

From the Main Menu, choose **Nets/Spraying** and then **Enter Net Data by Village**.

The screenshot shows a DOS-style window titled "SIMIS - ENTER". The form is titled "BEDNET Record by Village" and "SOLOMON ISLANDS". It contains several input fields for data entry:

- Localcode: [] Village: [] Zone: []
- Island/Prov: MAL Region: CENTRAL
- Bednet Date: []
- POP: []
- Retreat Fm: [] Retreat Db: [] Retreat Sm: []
- NewNet Fm: [] NewNet Db: [] NewNet Sm: []
- TOTAL Fm: [] TOTAL Db: [] TOTAL Sm: []
- Chemical: [] Amount mls: []

At the bottom, there is a status bar with the following text: "LOCALCODE: Valid values: NOTIN, CHDW, FEMW, MALW, MATW, MTLW, ALQ Mode: Multiuser". Below this is a menu bar with options: "New", "Find", "Print", "Delete", "Choices", "Done", and "Rec= 43". The Windows taskbar at the bottom shows "Start", "Microsoft Word - Simis ma...", "SIMIS - ENTER", and "Exploring - Simis docs" with a clock showing 19:58.

Information specific to this form:

The form uses a list of villages instead of localities. Press F9 to bring up a list of codes and villages. When a village code is selected from the list and Enter is pressed, the village name is automatically inserted in the Village field. Then when Enter is pressed again, the Zone number is inserted in the Zone field.

If "NOTINLIST" is chosen, boxes for entering the village name and zone (as Zone2) pop up.

Bednet Date is the date that the field visit to the village was done.

There may be more than one page of the form for one village. If so, you can enter each page as a separate record. Make sure that the total at the bottom of the page is for that page only.

Under POP, enter the population of the village as you have it recorded on your paper form.

b) Spray data

Spray data is also recorded by village. Each time a village is visited for spraying, the data should be entered into this form.

From the Main Menu, choose **Nets/Spraying** and then **Enter Spray Data by Village**.

The screenshot shows a DOS-style window titled "SIMIS - ENTER". The window contains a form for recording spray data by village. The form has a title bar "SPRAY Record by Village" and a header "S O L O M O N I S L A N D S M I S". The form fields are as follows:

- Locality Code: []
- Island/Province: []
- Spray Date: []
- Zone: []
- Region: []
- Pop: []
- House Sprayed: []
- Refuse: []
- Locked: []
- Other: []
- Total Houses: []
- Spray Coverage: 0.0 %

At the bottom of the window, there is a status bar with the following text:

LOCALCODE: Valid values: NOTIN, CHDW, FEMW, MALW, MATW, MTLN, ALTMode: Multiuser
 <Ctrl>-New <Ctrl>-Find <Ctrl>-Print <Ctrl>-Delete <Ctrl>-Choices <Ctrl>-Done Rec= 1

Information specific to this form:

Under Pop, enter the population of the village as you have it recorded on the spraying form.

If the field visit lasted more than one day in a village, enter the first date under Spray Date.

Note: we should add a place in this form for which chemical was used and what concentration.

CHECKING AND EDITING DATA

Checking data

Mistakes are always made in data entry, however careful you are. Data should always be checked for accuracy, strange values, and double records. This is called 'Data Cleaning'

One way to check data is just to look at it in tabular form. Obvious mistakes can often be spotted by scrolling up and down the columns. To do this, from the Main Menu select **EpilInfo**, then choose **ANALYSIS of Data**. Type *read* and then press **Enter**. Use the arrow keys to pick the directory where your file is, then press **Enter**.

PCD data are in **C:\Simis\PCD**
MBS data are in **C:\Simis\MBS**
Net and Spray data are in **C:\Simis\VECTOR**

(See table on page 29)

Highlight the file you want by the province and year in the name, then press **Enter**.

Type *browse* (or press **F4**). You will see the data in columns, some of which may be off the screen to the right and can only be seen by using the right arrow key.

When you are in Browse, you cannot change anything. See next section to edit. To leave Browse, press **F10**.

Another very good way to check data is to print it out and check the printed data back against the paper form. To print out the data, it is simpler to export it to Excel or Access and then print it. This gives you much more control over how to print. See below under "Using the data" for how to export data from EpilInfo.

Editing data

Always make a back-up copy of your data on a floppy disk before changing it.

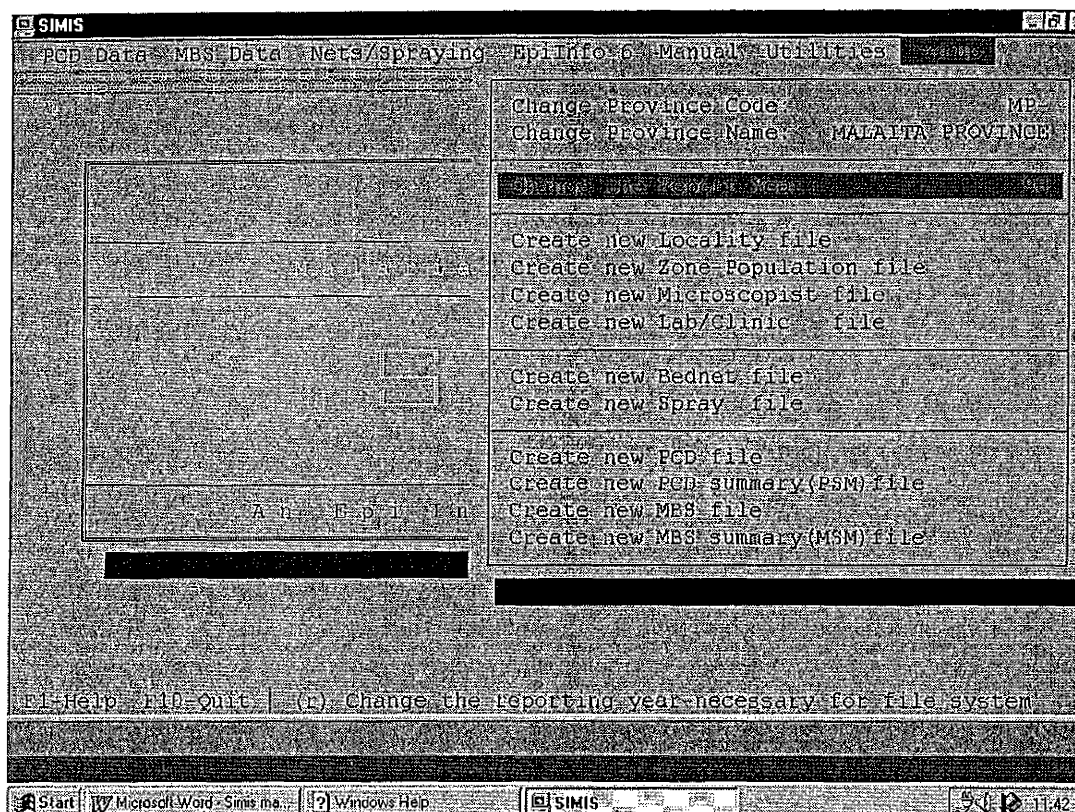
To make changes to a data file, follow the instructions above but instead of Browse, type *Update*. You will see the data in the same way as under Browse, but now you can make changes. After you make a change, when you try to move up or down, it will ask you if you want to save data to disk. Type **Y** if yes, **N** if you want to abandon the change, and **Esc** go back to the record.

If you want to delete a whole record (for example if it is duplicated), put the cursor somewhere in the record and press **F6**. The record will not actually disappear from the screen, but it will be starred and change colour. To undelete it, press **F6** again.

NEW YEAR SETUP

Changing the current year

In January every year, or when you have finished entering the previous year's data, you need to change the current year. In the Main Menu, go to "Setup" and select "Change the Report Year".



It will ask you first for the century (enter 19 or 20) and then the year (e.g. 99, 00, 01). Type in your choices in each case and press "Enter".

You will then see the year you chose displayed on the SIMIS main screen.

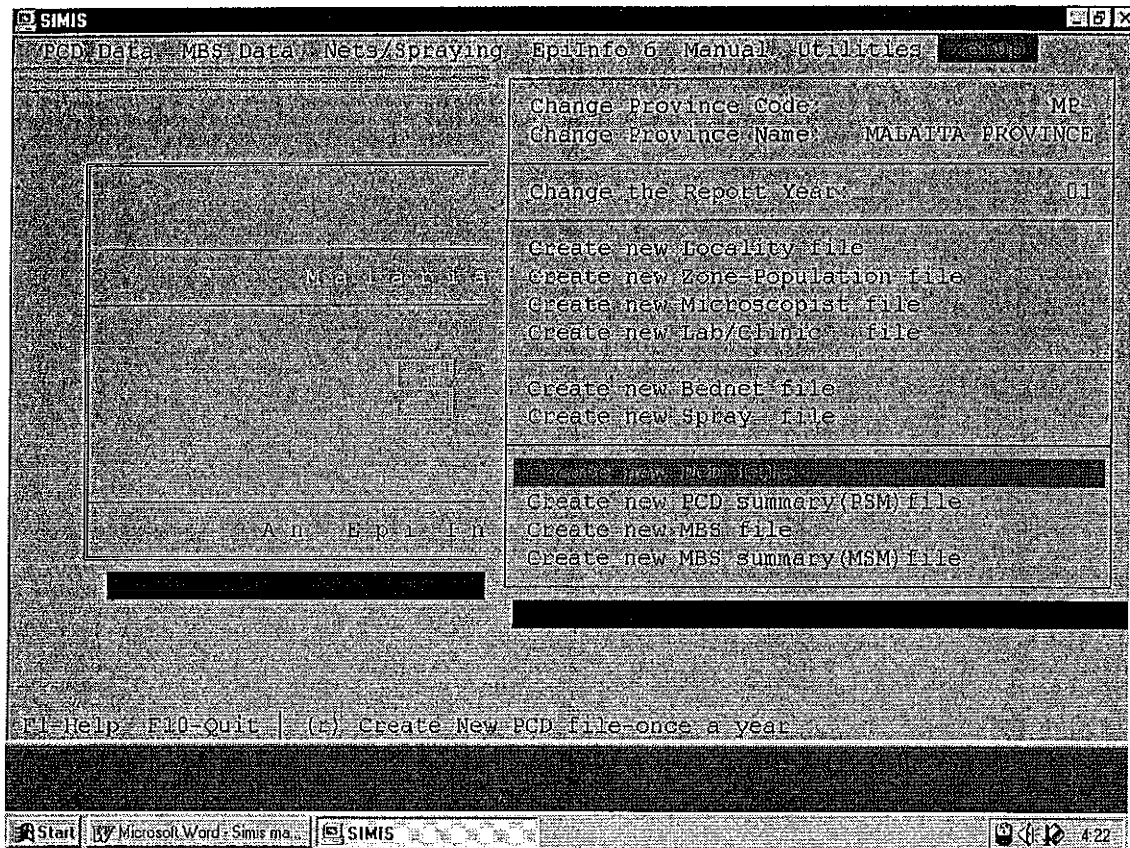
Setting up new data files

When you are ready to start entering a new year's data, you first need to create new data files for each type of data. There are six types of data file which need to be created:

PCD, PCD summary, MBS, MBS summary, Bednet and Spray.

As an example, the menu choice for creating a new PCD file is demonstrated below. First, make sure you have changed the current year to the correct year (see above). Select "Setup" in the main menu and select "Create new PCD file". The press "Enter".

The program will ask you twice if you are absolutely sure this is what you want to do. If you are, press enter each time.



CHANGING PROVINCE INFORMATION

Changing the locality list

Adding a village to the list

Click on **Utilities**
Choose **Edit Locality or Code**
Check for the village first
Press <End> to go to the bottom of the list
Type the four letter code of the new village, and then press the right arrow key
Type the name of the village, and then press the right arrow key
Type the zone number of the village, and then press <Enter>
Press <F10> when finished and type Y to save the new name.

Removing a village from the list

Click on **Utilities**
Choose **Edit Locality or Code**
Find the village to be deleted, and highlight the line
Press <F6> to delete the village
Press <F10> when finished, and type Y to save the new name.

Changing the microscopist list

Adding a microscopist to the list

Click on **Utilities**
Choose **Edit Microscopist List**
Using the arrow keys, move to the bottom of the list of names
Add new information in the same way the other names are listed:
 Type the microscopist's initials (two letters)
 Dash line (-)
 Space
 Quotation mark (")
 Microscopist's name (use all capital letters)
 Quotation mark (")
Press <Enter>
Press <F10> when finished, and type Y to save the new name.

Removing a microscopist from the list

Click on **Utilities**
Choose **Edit Microscopist List**
Using the arrow keys, highlight the name of the microscopist to be deleted
Press <F6> to delete the name.
Press <F10> when finished, and type Y to save the new name.

Changing the clinic list

Adding a clinic to the list

Click on **Utilities**

Choose Edit Lab/Clinic List

Using the arrow keys, move to the bottom of the list of clinics

Add new information in the same way the other clinics are listed:

Type the clinic codes using four capital letters

Space

Quotation mark (")

Clinic name(use all capital letters)

Quotation mark (")

Press <Enter>

Press <F10> when finished, and type Y to save the new name.

Removing a clinic from the list

Click on **Utilities**

Choose **Edit Lab/Clinic List**

Using the arrow keys, highlight the name of the clinic to be deleted

Press <F6> to delete the name.

Press <F10> when finished, and type Y to save the new list.

PART 2: USING THE DATA

PRODUCING REPORTS

When producing reports, make sure you are in the correct year for the data that you want to analyse. For example, if it is now 2001, but you want to look at year 2000 data, you will have to change the current year to 2000.

If necessary, change the year under **Setup - Change the Report Year** as described above under "NEW YEAR SETUP - Changing the current year".

After you have finished making your reports, make sure you change the year back to the current year. Otherwise you will enter data into the wrong file.

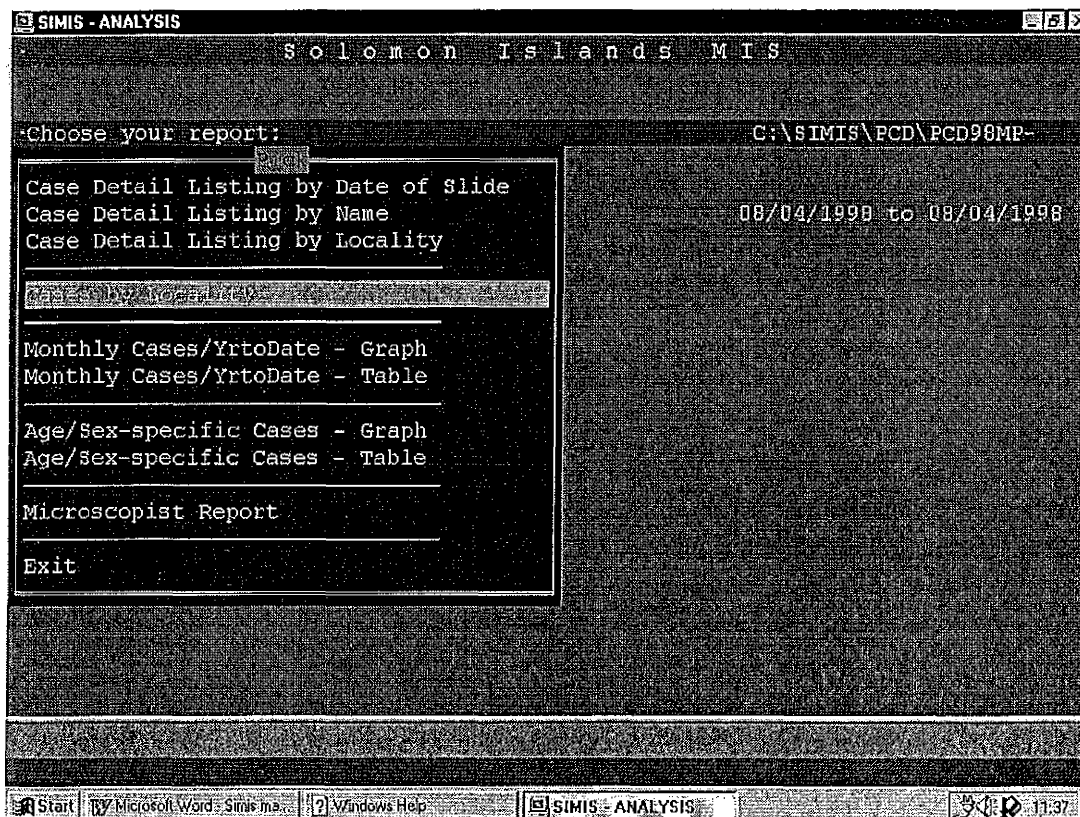
Analysis of blood slide data

(At present, reports only work for PCD data. The MBS reports have not yet been set up).

Monthly epi report - not working because no populations have been entered.

PCD case detail reports

To produce these reports, select **PCD Data** from the Main Menu and then **PCD Case Detail Reports**. You will see the following choices:



Whichever choice you pick, you will be asked to decide the time for which you want to do the report. The choices are:

MONTH (you will then be asked to pick which month)

CURRENT MONTH (this means the month we are in at the moment, even if it's for another year)

YEAR TO DATE (this means from the beginning of the year until the current date)

RANGE OF TIME (this means you can tell the programme what dates to use e.g. for a particular day or week, or a span of months).

Then you will be asked to pick whether you want to see the report on screen, print it, or send it to a file. It is best to look at it on screen first, to check it is what you want. Then to print it, the best way is to move down the bottom of the screen output and select "Send to file" (type **F** then **Enter**). This will save the written reports in a text file (ending in .txt) which can be opened in Word. Graphs are saved as bitmap files (.bmp) which can be opened in Paint or other programs, or imported into Word.

After your report has been sent to a file, press **Enter** to go back and make more reports, if you want.

Important: you must exit from the Report menu before you try and look at your reports in another program. You don't have to exit SIMIS, just go back to the Main Menu. Do this by choosing Exit at the bottom of the Reports menu.

You can choose several different types of reports at the same time. However you cannot make the same type of report for different time periods at the same time. Each one will write over the previous one. If you want to save a report that is in a file, you will have to rename it in Windows Explorer.

What are my report files called and where are they?

SIMIS 2 saves reports in the folder C:\Simis\Output. They are named as follows:

Caslide.txt:	Case detail listing by date of slide
Casname.txt	Case detail listing sorted by last name of patient (all the entries with missing last name will come first).
Casloc.txt	Case detail listing, sorted by clinic.
Diabyloc.txt	Table of results for each locality (village). This will miss out all the places where locality has not been entered as "Not in list".
Incidtb.txt	Table of number of cases of Pf and Pv (not incidence) by month for the province from the case detail entries.
Agesextb.txt	Produces two tables, one for males and one for females, of cases of Pf and Pv by age group.
Incidgr.bmp	Graph of number of cases of Pf and Pv (not incidence) by month.
Agesexgr.bmp	Graph of number of cases for males and females, by agegroup.

How do I look at and print my reports?

There are two ways to look at and print your reports outside SIMIS.

1) One way is to open Word or Paint, click File - Open, find your file by the above name in C:\Simis\Output, and open it.

For files ending in .txt, use Word to open them. The Paint program is used for the graph files Incidgr.bmp and Agesexgr.bmp. The Paint program can be found under Start - Programs - Accessories - Paint.

2) Another way is to open the files in Windows Explorer. Find the files under C:\Simis\Output. Just double-click on the file you want to open. Windows will know what programme to open them in. For .txt files, it will use a simple word-processing program called Notepad, unless the files are too big, in which case it will use WordPad. It will automatically use Paint to open the .bmp files.

Whatever way you open the files, you can print them in the usual way by selecting File-Print.

Reports on control data (nets and spraying)

Bednet coverage report

Spray coverage reports

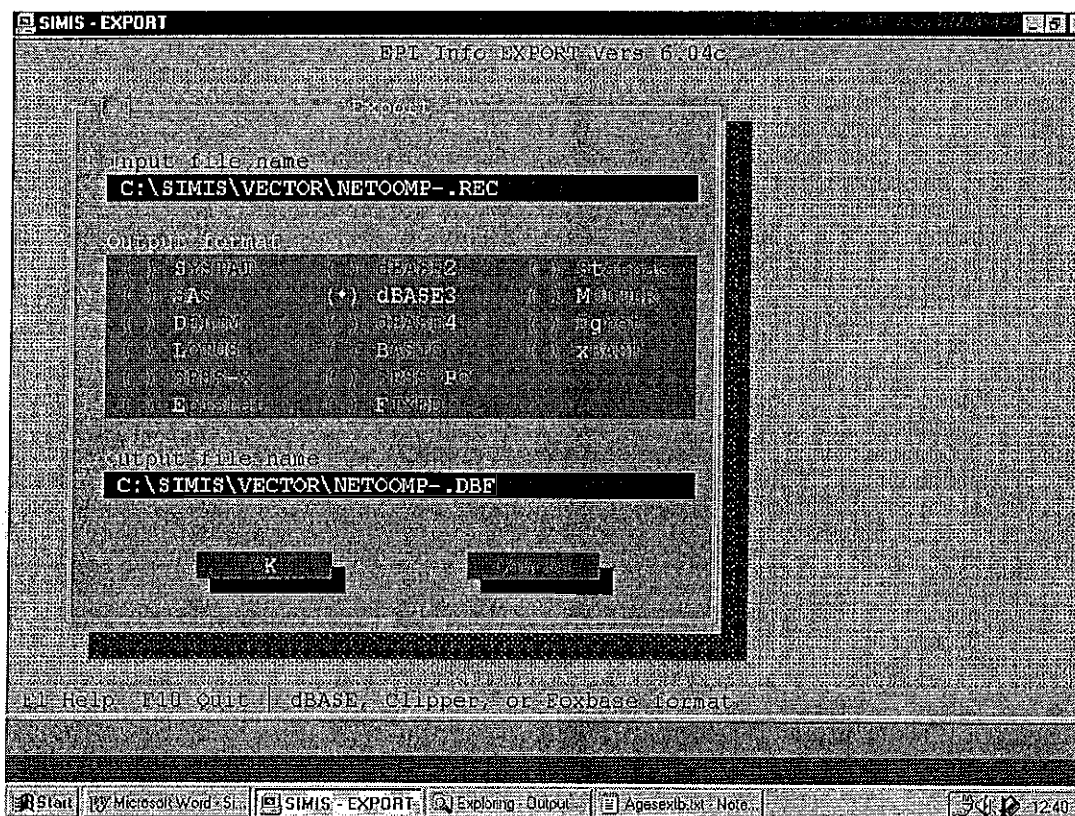
These reports are not working at the moment because of revision in the data file structures. They will be redone to calculate new indicators.

EXPORTING DATA TO OTHER PROGRAMS

Exporting the data

Data files cannot be directly exported from EpiInfo 6 to Excel or Access. You have to export to a Dbase 3 file (*.dbf) and then import the *.dbf file into Excel or Access.

To export data this way, go into EpiInfo using the EpiInfo 6 choice on the SIMIS main menu, choose "Export Files", enter the file location and name (e.g. C:\SIMIS\VECTOR\NET00MP-.REC, see below). Click on Dbase3 as the type of file, and the program will fill in the name of the exported file e.g. C:\SIMIS\VECTOR\NET00MP-.DBF. You can change the name if you wish. Then click "OK".

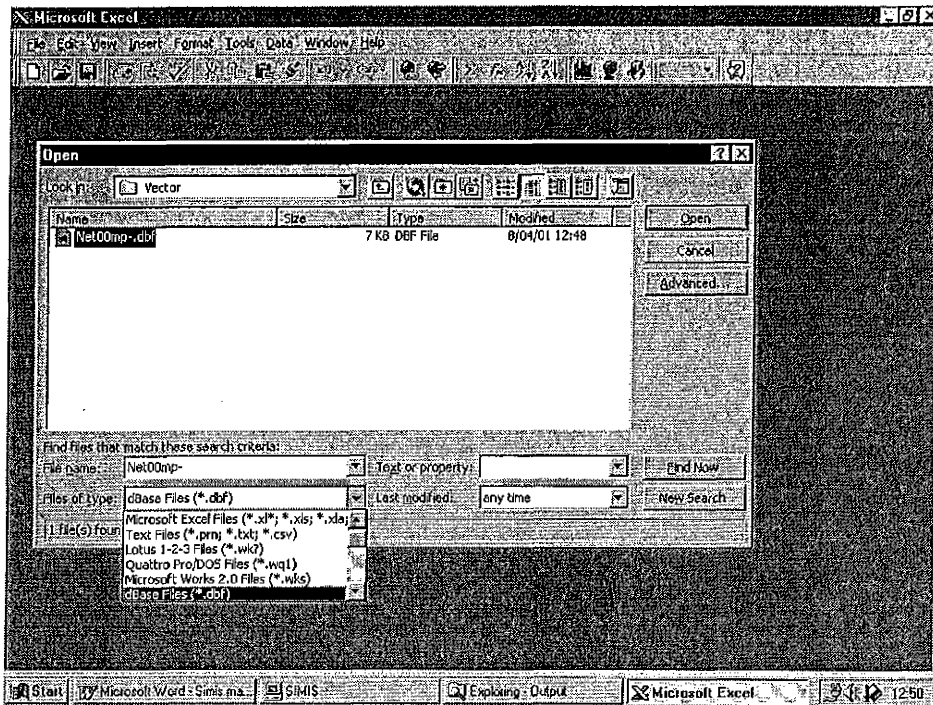


When the Export is finished, press "Cancel" to return to the main menu.

Importing to Excel

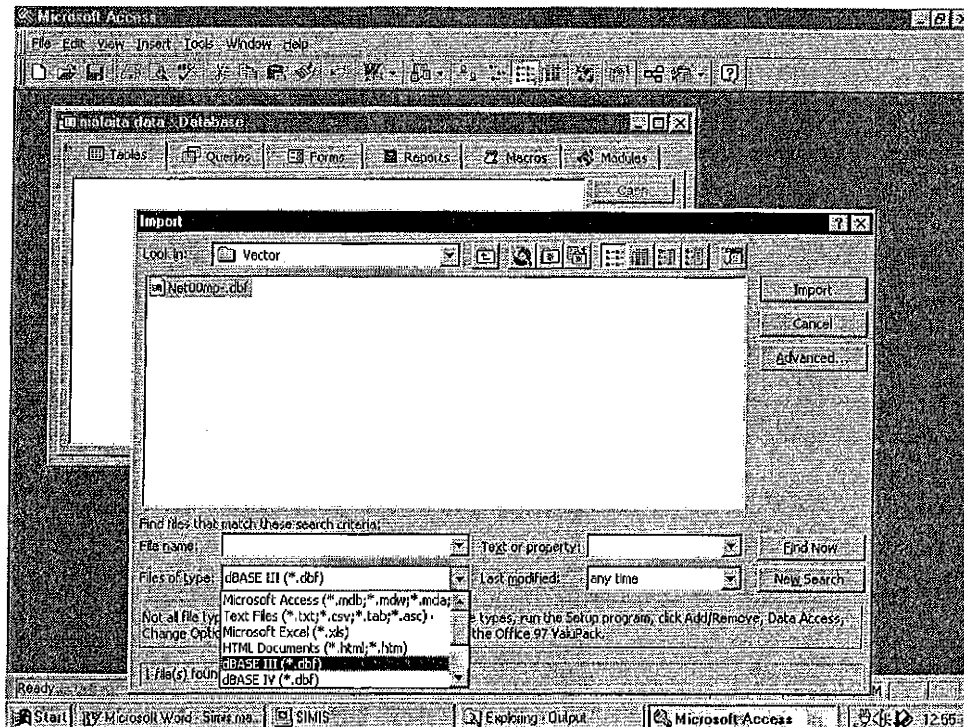
Start Excel, click "File - Open" and in the lower left of the dialogue box where it says "Files of type" select "Dbase". (See figure on next page)

Then find your file in the folder where you put it (e.g. C:\Simis\Vector\Net00Mp-.rec) and open it. You should see a spreadsheet in which the variable names have become the column headings in Excel. Save the file in Excel format (*.xls) and print it if you want.



Importing to Access

An EpiInfo data file will be imported as one table into an Access database. Start Access and either create a new database or open an existing one. Click on the Tables tab, then click on "File - Get External Data - Import". Then find your file, and change the "Files of type" to "dBase III (*.dbf)". Then click Import. Rename the table if you wish to and then save the database.



PART 3: MANAGING SIMIS

INSTALLING SIMIS

Necessary software

The SIMIS Version 2 programme runs in EpiInfo version 6.04c. To run it you must have installed EpiInfo version 6.04c in the directory C:\EPI6, and you must have installed the Y2K update (4bupdate.exe).

You also need to have WinZip on your computer.

To install or re-install EpiInfo, see the separate instructions below (page).

SIMIS installation

The SIMIS programme is provided as a zipped file on 2 diskettes. These files must be unzipped using the WinZip programme and placed in the directory C:\SIMIS\.

To unzip SIMIS, first put disk 1 in the A: drive. Open Windows Explorer. Go to A: and you should see the file SIMIS.ZIP. Right click on this file; this will bring up a menu. Left click on "Extract to:". This opens WinZip; click on "I agree".

A message will tell you to put disk 2 in the A: drive (this is so that WinZip can see how big the whole file is). Put disk 2 in A: and click OK. It asks you where to put the file. Change it to C:\.

Left-click on "Extract". Put disk 1 back in A: drive and click OK. When it asks you, put disk 2 in A:. When finished close WinZip.

There should be only one copy of the programme installed per province or region, to ensure no confusion between different copies of the database.

The programme requires that a set of files of province-specific information is installed for it to function in each province. These files contain lists of localities, clinics, zones/populations, and microscopists for each province. The set of files for each province should be copied to the appropriate directory after installing the programme. The correct locations of these files are shown in the table below (Page 35).

Programme master copy

A master copy of the programme and a full set of province-specific files (with backups) should be kept at SIMTRI.

The province-specific list files (localities, clinics, microscopists etc) may be periodically updated in the provinces, for instance when new clinics are added. The updated versions should be copied and brought back to the master version whenever the SIMTRI manager visits the provinces.

Creating a shortcut to SIMIS on the Windows desktop

After installing SIMIS, with your cursor on the desktop, click the right mouse button and select New, then Shortcut. Type "C:\SIMIS\SIMIS.exe" in the command line box and click "Next". Type SIMIS when asked to name the shortcut and click "Next". Choose the icon you prefer and click "Finish".

You should change some of the settings for the shortcut to improve the way SIMIS appears on the screen, such as what kind of window it starts in. Use your right mouse button to click the shortcut, and then click Properties. On the Program tab, make sure that "Close on Exit" is ticked. On the Screen tab, under Usage, click "Full-screen", and on the Misc tab, under Foreground, make sure that "Allow screen saver" is NOT clicked. Click on "OK".

DATA FILES

What are the data files called and where are they?

SIMIS stores data for each province and year in a separate file.

The PCD and PSM files are kept in C:\SIMIS\PCD\ and named as follows:

PCD[yr][province code].REC : Individual PCD data. (e.g. PCD98MP-.REC)
PSM[yr][province code].REC : PCD summary data (e.g. PSM99CHP.REC)

The MBS and MSM files are kept in C:\SIMIS\MBS\ and named as follows:

MBS[yr][province code].REC : Individual MBS data (e.g. MBS00MUP.REC)
MSM[yr][province code].REC : MBS summary data (e.g. MSM01WP-.REC)

The net and spray files are kept in C:\SIMIS\VECTOR\ and named as follows:

NET[yr][province code].REC : Net treatment data by village (e.g. NET98MP-.REC)
SPR[yr][province code].REC : Spray data by village (e.g. SPR98MP-.REC)

Important note about four digit years

In SIMIS version 2, all years in the data files are coded as four digits. Therefore, SIMIS version 2 cannot handle data files created in SIMIS version 1, unless they have first been converted to four digit years. If this has been done, then SIMIS version 2 will be able to read those files.

To convert previous data files to 4 digit years, open the file C:\EPI6\YEAR2000.txt in Word, print it out and follow the instructions. BUT first you must change the date on your computer back to 1999, otherwise it will put the current century ("20") into the dates instead of "19". When finished, change the computer's data back to the current year again.

Backups

Always, Always, Always: make sure you have a backup copy of your data files on floppy disks and store them in a safe location. You can back them up from SIMIS, or if you prefer, copy them to A: or a zip disk using Windows Explorer.

A list of zones in each province with their populations. This is needed for calculation of incidence.

(Note: The population has not been entered in many cases, and if it has, it is out of date. Therefore the incidence reports do not work. It is also of limited use because a new population figure is needed each year due to growth and migration. I suggest we do not do these incidence calculations in SIMIS but export the data to Excel and do it there).

It is likely that we will move toward clinic catchment areas rather than zones, so this file may become obsolete before it is fixed.

DATA FILE FORMATS

Variable names

In file names, the following codes are used by the programme:

%G1 = 2 digit year
%G2 = two or three letter province code
%G3 = report month
%G4 = province name
%G9 = century (19 or 20)

Master files

(common to all provinces)

MONTH
MONTH.REC
PROV.LST
PROV2.LST

Province-specific list or rec files

CLIN-%G2.LST	list of clinics – created from CLIN-XXX.LST
LOCAL%G2.REC	list of villages – created from LOCALXXX.REC
MICRO%G2.LST	list of microscopists – created from MICRXXX.LST
ZONE-%G2.REC	list of zones with their populations – created from ZONE-POP.REC

COVIL%G2.REC	list of locality codes and villages - used in Malaita
VILZO%G2.REC	list of village names and zones - used in Malaita

Province- and year-specific data files

PCD%G1%G2.REC - created from PCDMBS.REC

PSM%G1%G2.REC - created from PSM.REC

MBS%G1%G2.REC - created from PCDMBS.REC (Same format as PCD%G1%G2.REC)

MSM%G1%G2.REC -created from MSM.REC

NET%G1%G2.REC -- created from NET.REC

SPR%G1%G2.REC -- created from SPR.REC

File locations

Certain files must be in particular directories for the programme to work correctly.
See the table below on page 35.

INSTALLING EPIINFO 6.04C

EpiInfo comes as three compressed self-extracting files, usually on floppy disks, called:

Epi604_1.exe

Epi604_2.exe

Epi604_3.exe

and one update file called:

4bupdate.exe.

Make a folder on C:\ called C:\epitemp. To do this, open Windows Explorer, click on File - New - Folder , type in the name "epitemp" and press Enter.

Copy the three Epi604 files into C:\epitemp. Then double click each one in turn in Windows Explorer and it will extract itself. Find the file called Install.exe and double click it. EpiInfo will start to install to C:\epi6. Answer the questions as follows:

Source drive = C

Destination drive = C

Floppy diskette? = N

Press Enter for normal EpiInfo installation

I = install

F8 to select all video drivers

F8 to select all printer drivers

Enter to install all parts of EpiInfo

Y = autoexec.bat and config.sys.

After EpiInfo is installed, copy the file called 4bupdate.exe into C:\epi6 and double click it. Answer Y and press enter for all the questions it asks you.

TABLE OF SIMIS VERSION 2 IMPORTANT FILES AND THEIR LOCATIONS

FILE TYPE	LOCATION							
	C:\Simis	\Backup	\Locality	\Mbs	\Output	\Pcd	\Setup	\Vector
Data files				Mbs%G1%G2.rec Msm%G1%G2.rec		Pcd%G1%G2.rec Psm%G1%G2.rec		Net%G1%G2.rec Spr%G1%G2.rec
Menu files	Simis.mnu Simis.scr							
Program files	Simis.exe Simisx.pgm Simis.cfg							
List/Rec files	Month Month.rec	Up tp three levels of sequential backup of all data files and other list and rec files.	Clin-%G2.lst Local%G2.rec Micro%G2.lst Prov.lst Prov2.lst Zone-%G2.rec Covilmp-.rec Vilzomp-.rec				Month Month.rec	
Generic list files							Clin-XXX.lst LocalXXX.rec MicroXXX.lst Zone-pop.rec	
QES files							PcdMbs.qes Psm.qes Msm.qes Net.qes Spr.qes Zone-pop.qes	
CHK files				Mbs.chk Msm.chk		Pcd.chk Psm.chk	Zone-pop.chk	Net.chk Spr.chk
Generic data files							PcdMbs.rec Psm.rec Msm.rec Net.rec Spr.rec	
Output files					DiaByLoc.txt, CaseName.txt CaSlide.txt, CasLoc.txt IncidTb.txt, AgeSextb.txt IncidGr.bmp, AgeSexGr.bmp			

Note: %G1 = 2 digit year; %G2 = province code; %G3 = report month; %G4 = province name; %G9 = century (19 or 20).