

# Transferring Data From FPM Logbook Version 1 to Version 2.0

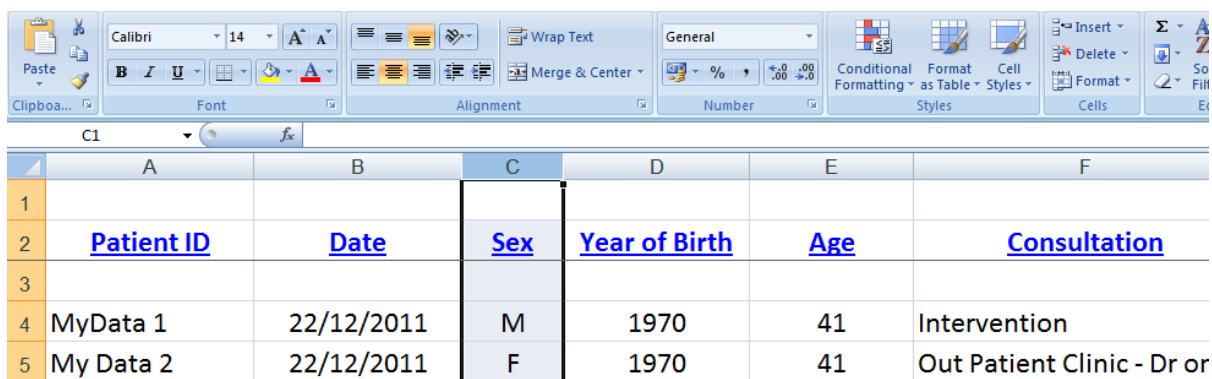
A step by step guide.

The FPM Logbook V2.0 has a new field 'Session Type'. To be able to transfer your data from the previous logbook to V2.0 requires a new blank column to be inserted into the V2 logbook. All your data can then be cut and pasted across.

Unfortunately V1 is not entirely compatible with the new version as there have been some changes to the dataset. This will affect the Contact Type and Supervision fields which have been completely revised and thus data from the previous logbook will not be analysed in the reports.

A step by step guide using MS Excel follows to help understand this process. The process should be similar with other operating systems.

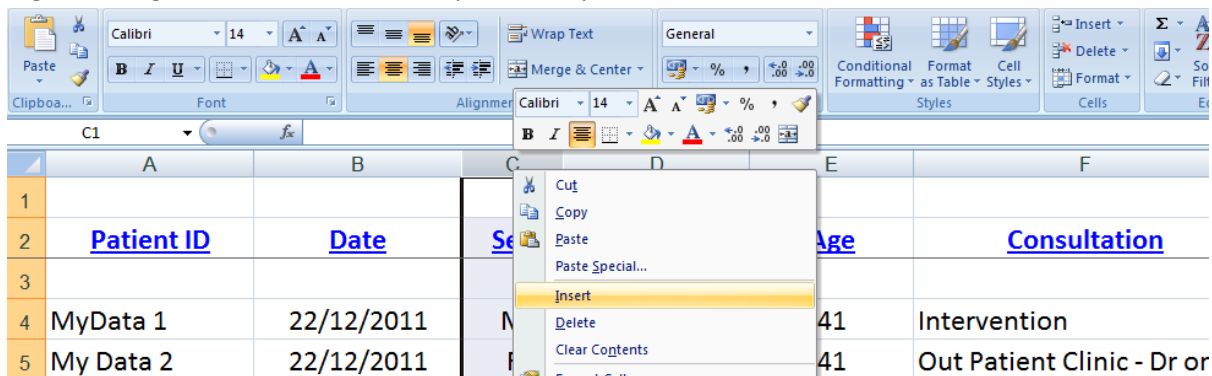
1. Open your original V1.0 logbook and select the entire column 'C' labelled 'Sex' by clicking on the column header.



The screenshot shows the MS Excel interface with the 'Sex' column (C) selected. The ribbon includes Font, Alignment, Number, and Styles. The spreadsheet has columns A-F and rows 1-5. The data is as follows:

	A	B	C	D	E	F
1						
2	<u>Patient ID</u>	<u>Date</u>	<u>Sex</u>	<u>Year of Birth</u>	<u>Age</u>	<u>Consultation</u>
3						
4	MyData 1	22/12/2011	M	1970	41	Intervention
5	My Data 2	22/12/2011	F	1970	41	Out Patient Clinic - Dr or

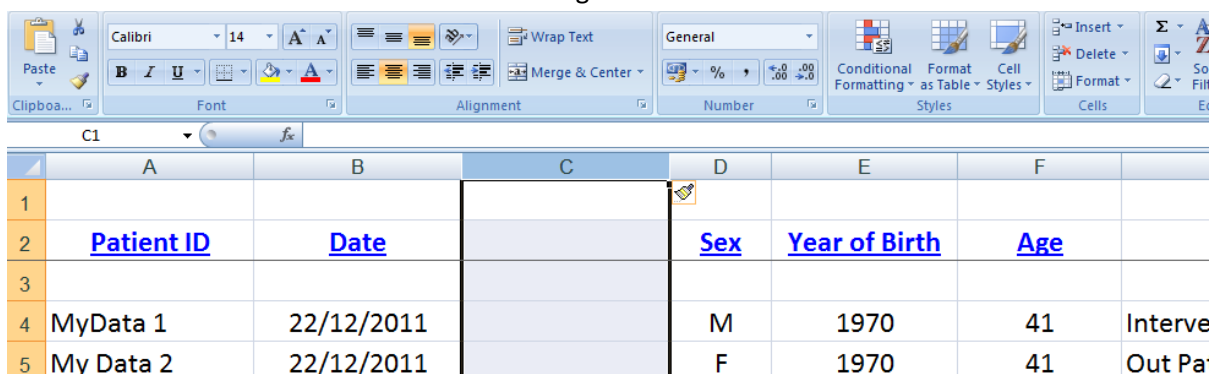
2. Right clicking on the column header opens a drop down menu and choose 'insert'.



The screenshot shows the MS Excel interface with the 'insert' option highlighted in the context menu. The spreadsheet is the same as in the previous image, but with a context menu open over the 'Sex' column header.

	A	B	C	D	E	F
1						
2	<u>Patient ID</u>	<u>Date</u>	<u>Sex</u>	<u>Year of Birth</u>	<u>Age</u>	<u>Consultation</u>
3						
4	MyData 1	22/12/2011	M	1970	41	Intervention
5	My Data 2	22/12/2011	F	1970	41	Out Patient Clinic - Dr or

3. A new blank column is inserted between the original date and sex columns.



The screenshot shows the MS Excel interface with a new blank column (D) inserted between the original date and sex columns. The spreadsheet is the same as in the previous image, but with a new column D added.

	A	B	C	D	E	F
1						
2	<u>Patient ID</u>	<u>Date</u>		<u>Sex</u>	<u>Year of Birth</u>	<u>Age</u>
3						
4	MyData 1	22/12/2011		M	1970	41
5	My Data 2	22/12/2011		F	1970	41

- Now select all the rows containing your data. The easiest way to do this is to click and drag the mouse down the left most column of record numbers, (shown as rows 4 and 5 here).

The screenshot shows the Excel ribbon with the 'Number' and 'Styles' tabs active. The spreadsheet has columns A through F. Row 2 contains headers: Patient ID, Date, Sex, Year of Birth, Age. Rows 4 and 5 are selected, containing data for 'MyData 1' and 'My Data 2'.

	A	B	C	D	E	F
1						
2	<u>Patient ID</u>	<u>Date</u>		<u>Sex</u>	<u>Year of Birth</u>	<u>Age</u>
3						
4	MyData 1	22/12/2011		M	1970	41
5	My Data 2	22/12/2011		F	1970	41

- Select Copy (or press Control + C).

The screenshot shows the same spreadsheet as above, but with a 'Copy (Ctrl+C)' tooltip displayed over the selected data in rows 4 and 5. The tooltip text reads: 'Copy (Ctrl+C) Copy the selection and put it on the Clipboard.'

	A	B	C	D	E	F
1						
2	<u>Patient ID</u>	<u>Date</u>		<u>Sex</u>	<u>Year of Birth</u>	<u>Age</u>
3						
4	MyData 1	22/12/2011		M	1970	41
5	My Data 2	22/12/2011		F	1970	41

- All your data should now be ready for copying.

The screenshot shows the same spreadsheet with a dashed border around the data in rows 4 and 5, indicating it is ready for copying.

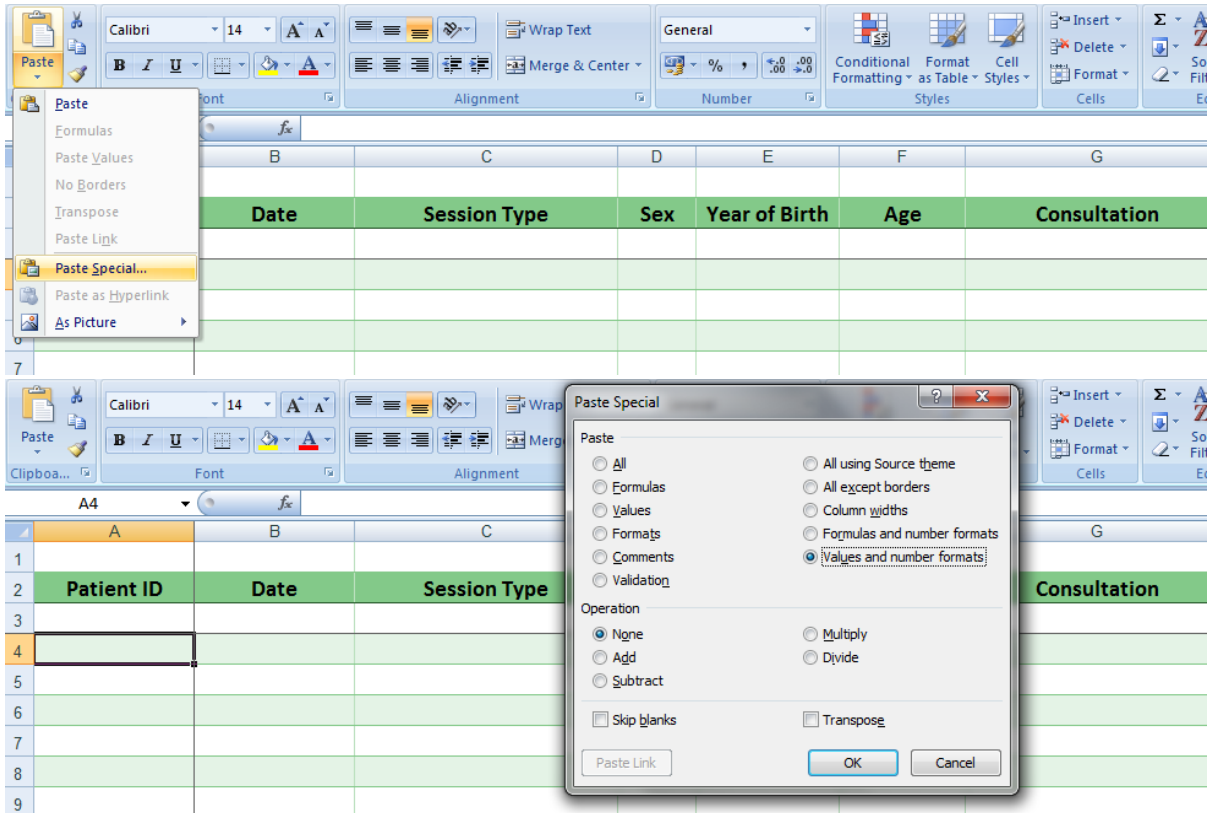
	A	B	C	D	E	F
1						
2	<u>Patient ID</u>	<u>Date</u>		<u>Sex</u>	<u>Year of Birth</u>	<u>Age</u>
3						
4	MyData 1	22/12/2011		M	1970	41
5	My Data 2	22/12/2011		F	1970	41

- Open the new blank logbook and select the DataEntry tab. Place your cursor on the first empty cell at the leftmost side (usually cell A4).

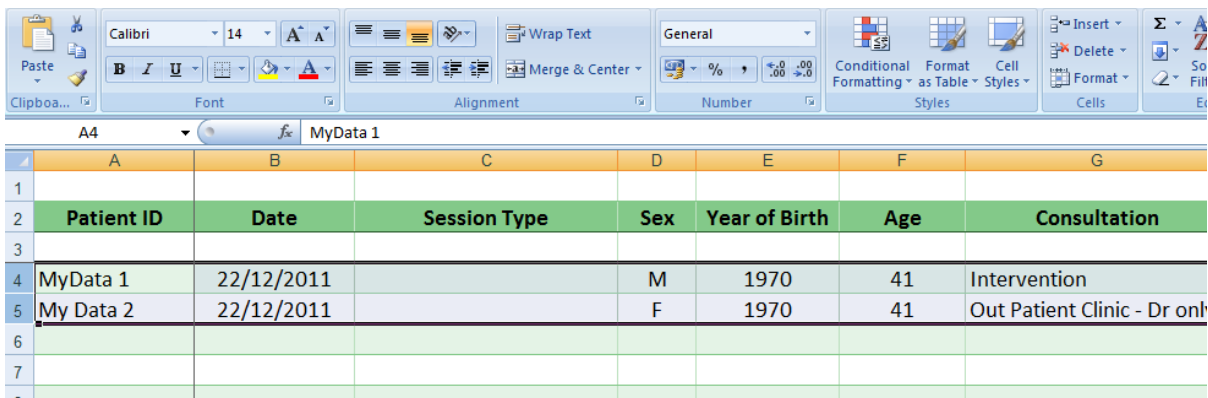
The screenshot shows a new blank logbook spreadsheet with the following headers in row 1: Patient ID, Date, Session Type, Sex, Year of Birth, Age, Consultation. The cursor is positioned in cell A4.

	A	B	C	D	E	F	G
1	<b>Patient ID</b>	<b>Date</b>	<b>Session Type</b>	<b>Sex</b>	<b>Year of Birth</b>	<b>Age</b>	<b>Consultation</b>
2							
3							
4							
5							
6							
7							

- Select 'Paste Special' followed by the 'Values and numbers' formats option in the dropdown box that appears followed by OK.



- All your data will now be copied across into the new logbook in the corresponding field columns.



- Save your new logbook. Our recommendation is that you use the 'Save As' option and give it a personalised file name.

Congratulations!

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