

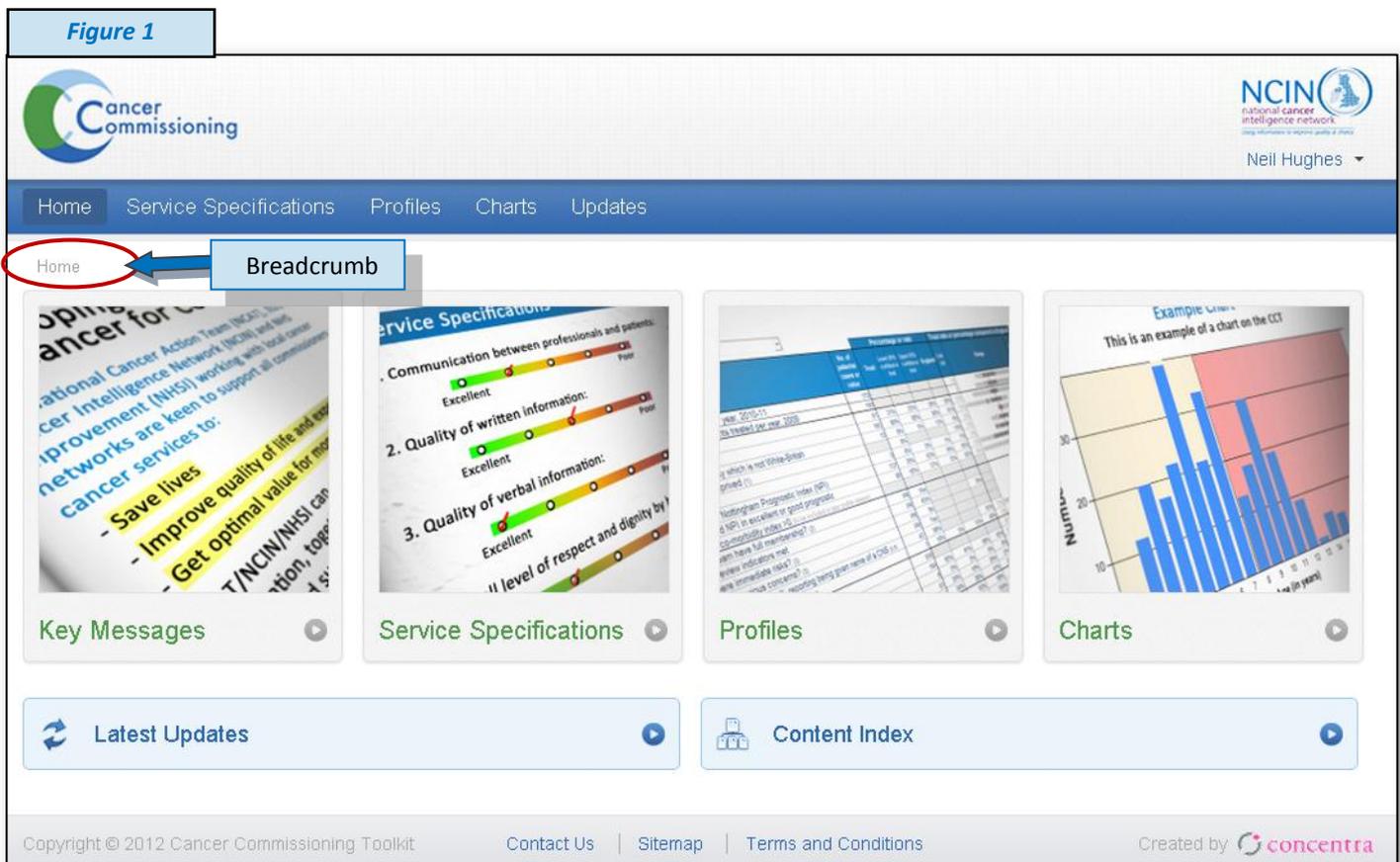
Cancer Commissioning Toolkit Navigation Quick Help Guide

Updated June 2013

Homepage

Following successful log-in, the CCT Homepage will be displayed. The Homepage contains four boxes; **Key Messages**, **Service Specification**, **Profiles** and **Charts**. The **Latest Updates** is displayed below. These are also available via the top Menu bar.

The top Menu bar and the Footer bar are visible throughout the use of the CCT. These contain quick access to the main areas of the CCT (See *Figure 1*).

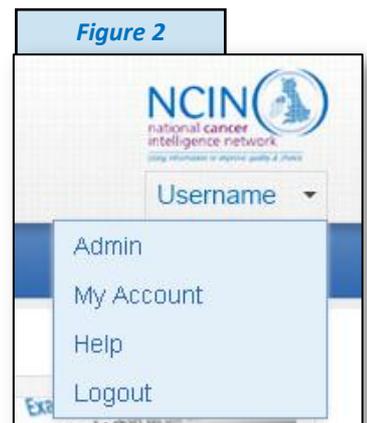


A 'breadcrumb' of the pages accessed will display in the top left for quicker navigation (See *Figure 1*).

A new feature is the dropdown menu from the username which includes user specific features such as **Admin** (organisation/user management for lead users), **My Account** (for personal details), **Help** and **Logout** (See *Figure 2*).

At any time to see the main Homepage click the **Home** link on the top menu.

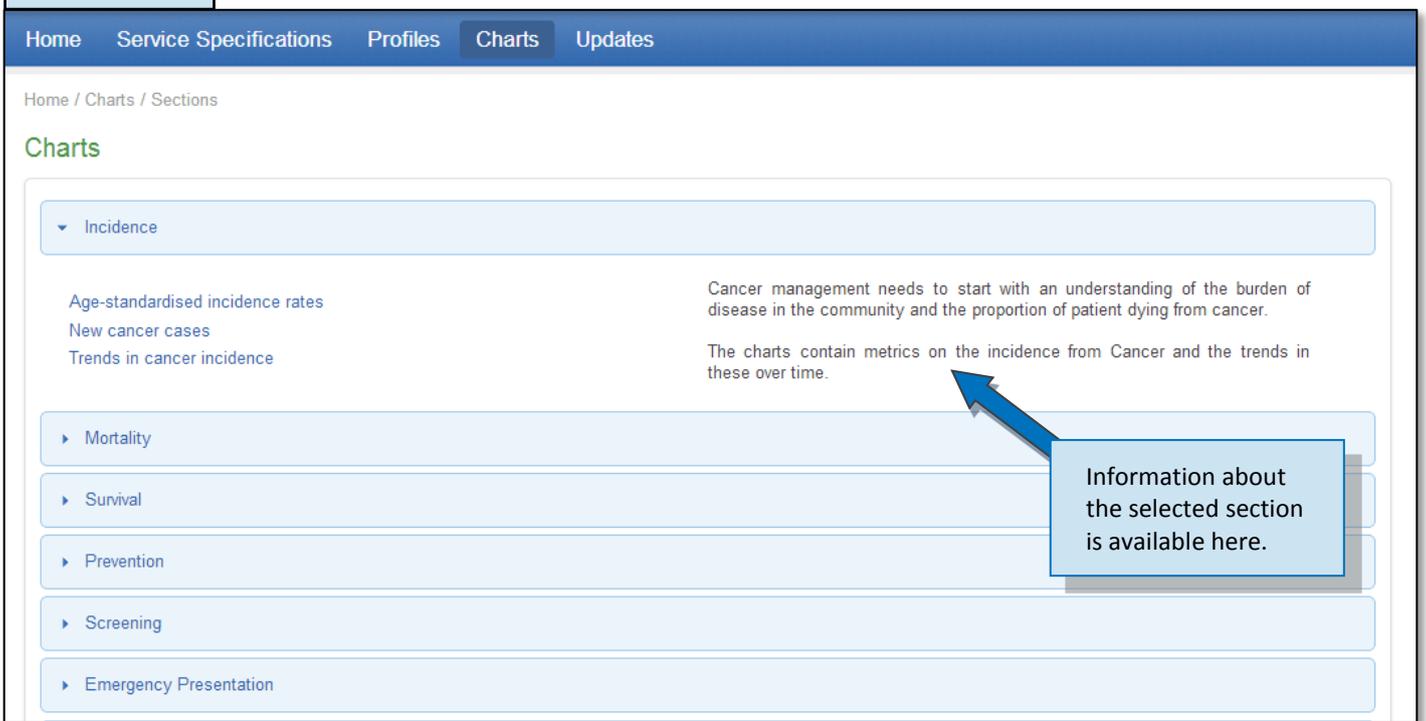
The NCIN and NCAT Logos at the top right will link you to their websites.



Charts and Reports

To view a specific chart select the **Chart** link on the top menu and click the corresponding tab to display the available charts (See *Figure 3*). A summary will show to the right describing the area selected. Click on a chart name to access.

Figure 3



The selected chart will be displayed on the page. Filters are available on the right hand side (See *Figure 4*).

Select the desired filters from the dropdown list and click **Ok** button at the end of the dropdown list, then the chart will display the results of the selected filters. To select option to Export or Print use the icons at the top of the Filter tab. (See *Figure 5*).

Figure 4

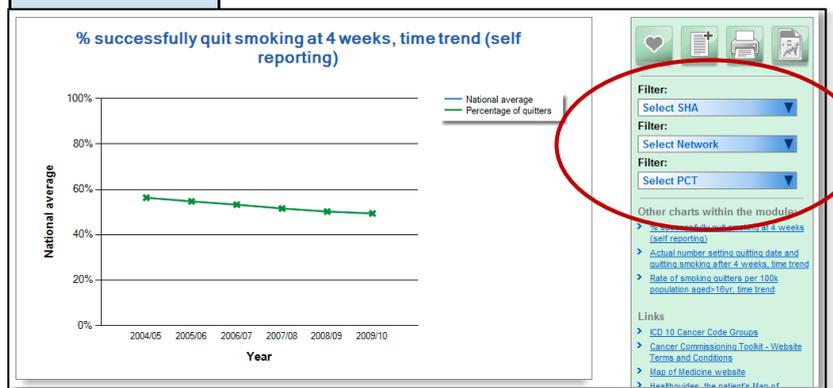
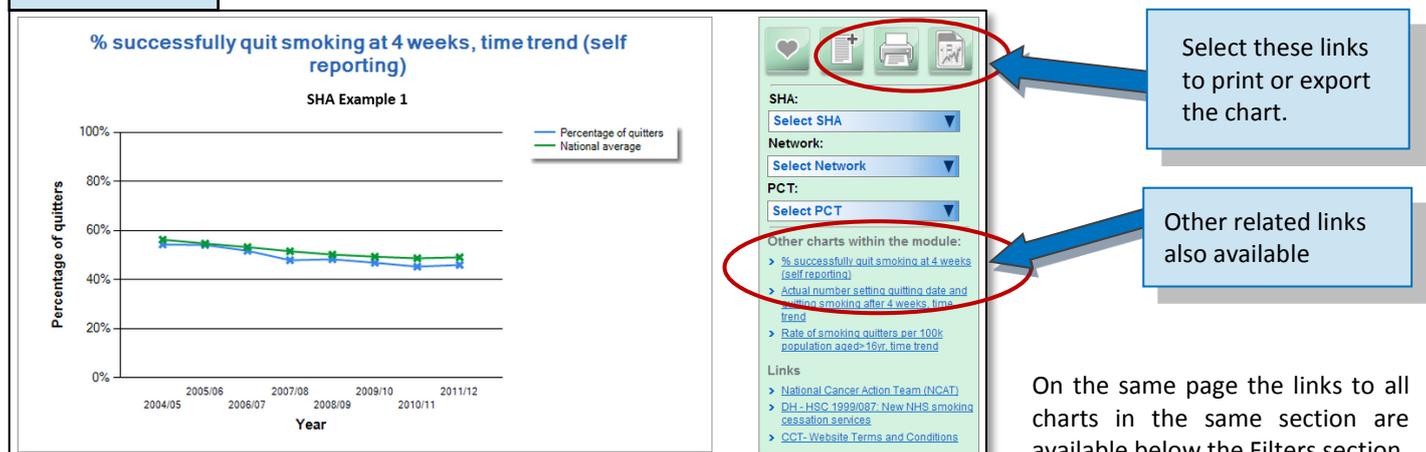
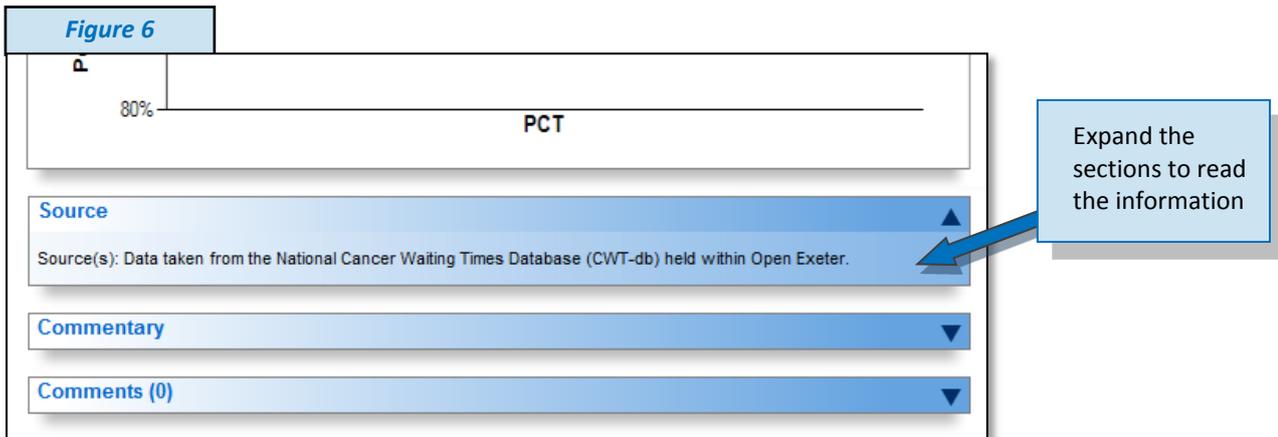


Figure 5



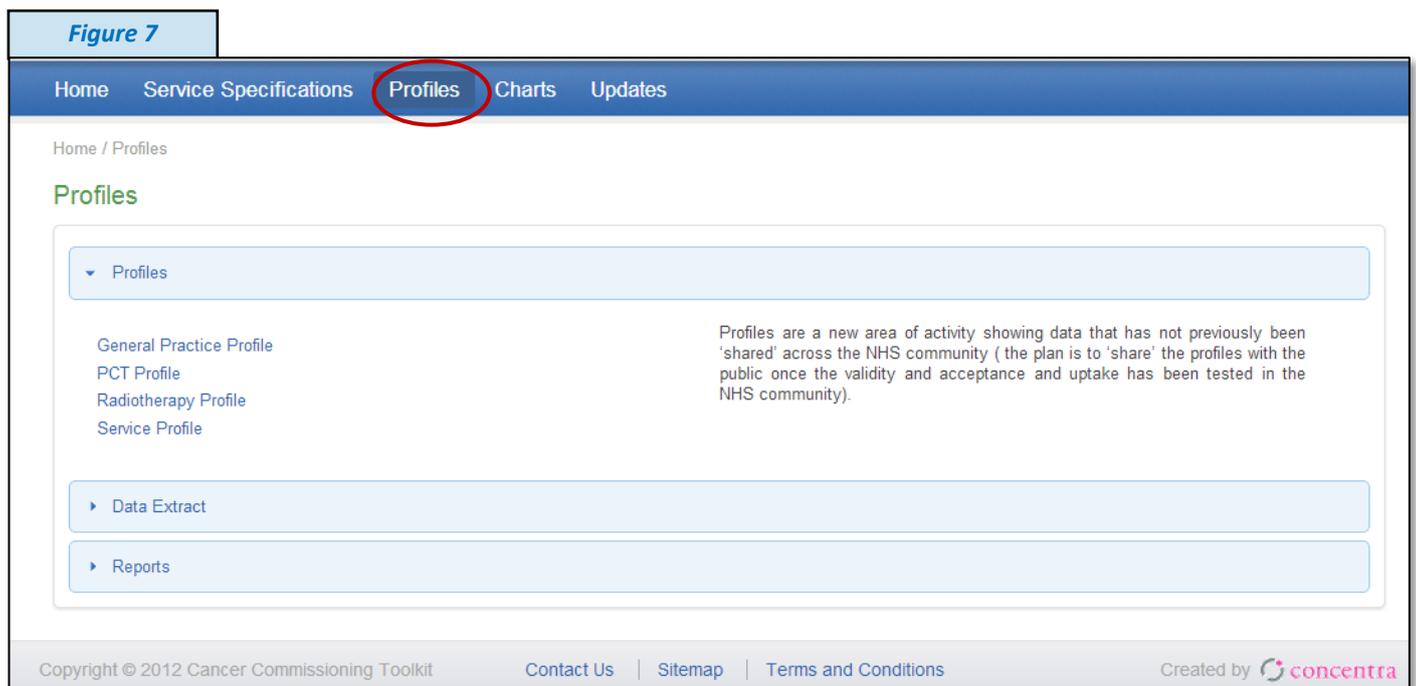
On the same page the links to all charts in the same section are available below the Filters section.

The **Source**, **Commentary** and **Comments** sections are available below the charts (See Figure 6).



Profiles

Profiles, Data Extracts and the Reports can be accessed via the **Profiles** option on the homepage or top menu bar (See Figure 7).

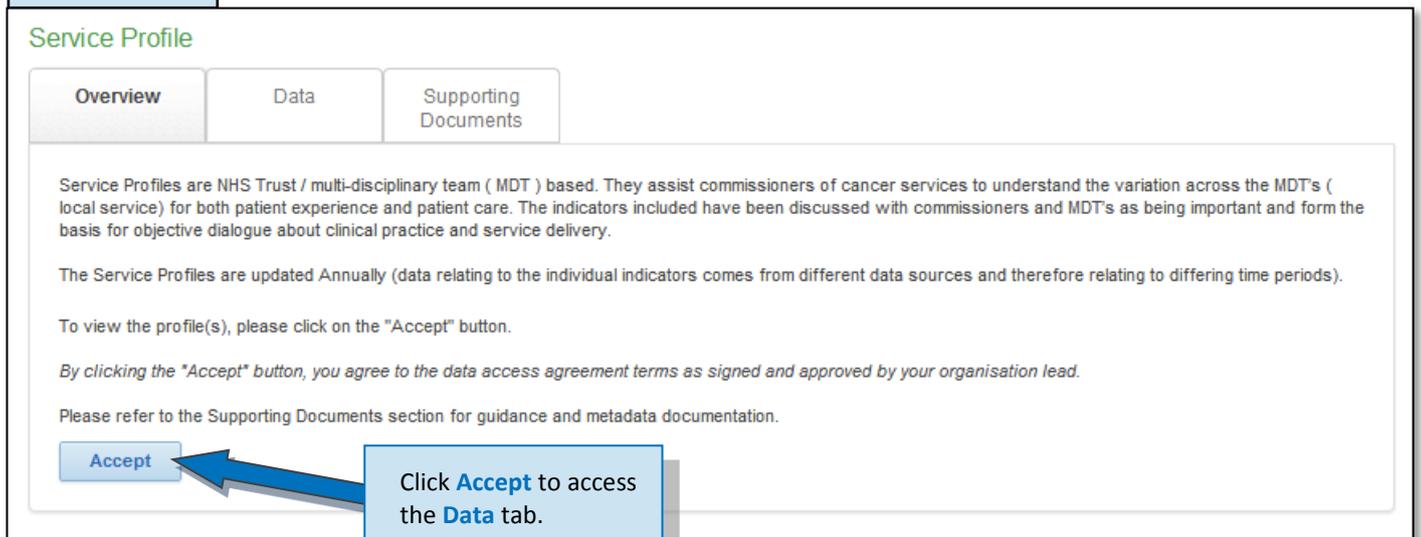


Once the option is selected a new screen will open (eg **Service Profiles** see Figure 8). This screen contains tabbed windows containing:

Overview:

This gives a brief description/overview explaining what data is contained within the selected Profile. Clicking Accept will take the User to the Data tab to select the items for download.

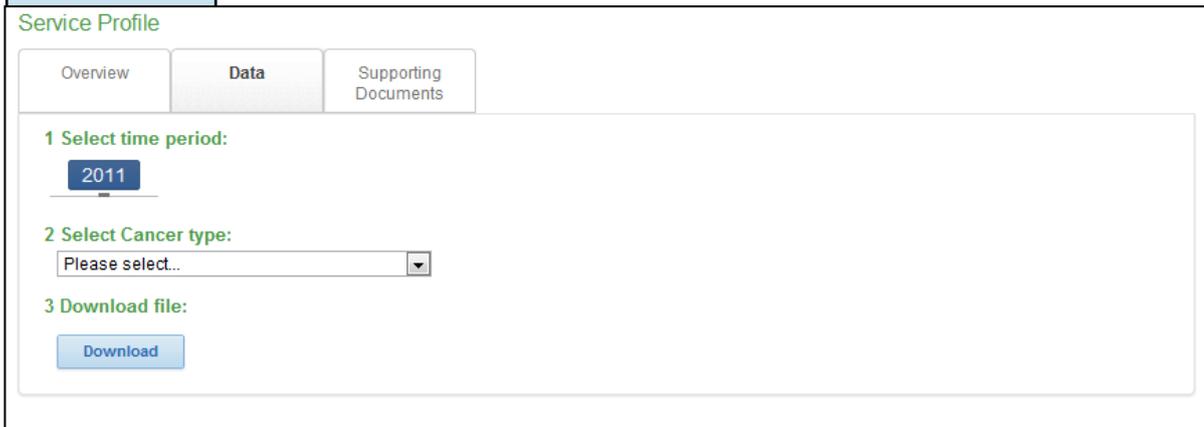
Figure 8



Data:

This contains options for download which take you step-by-step to selecting your desired profile. Each Profile/Data Extract/Report contain variations in data download options. To download the profile to your computer click the **Download** button (See Figure 9).

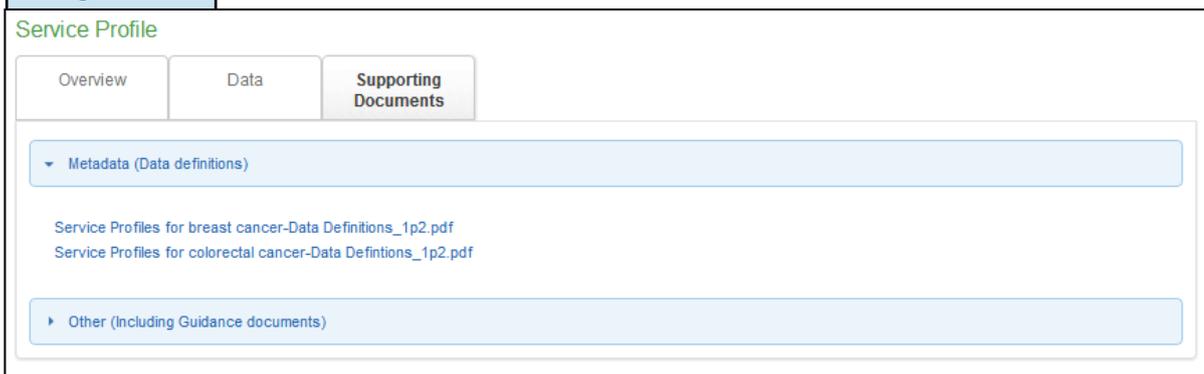
Figure 9



Supporting Documents:

This tab is where all documents which refer to the selected Profile are located (ie Metadata, Guidance and Service Specifications) click the tab to see relevant detail. (See Figure 10).

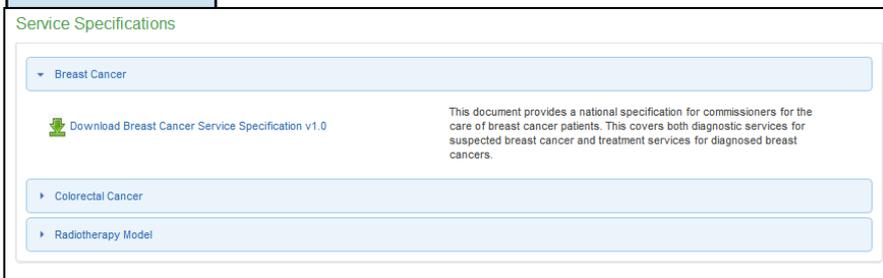
Figure 10



Key Messages and Service Specifications

Select **Key Messages** or **Service Specifications** on the homepage or top menu bar to access these document libraries, then select download to save to your computer. (See Figures 11 & 12).

Figure 11



Service Specifications

Breast Cancer

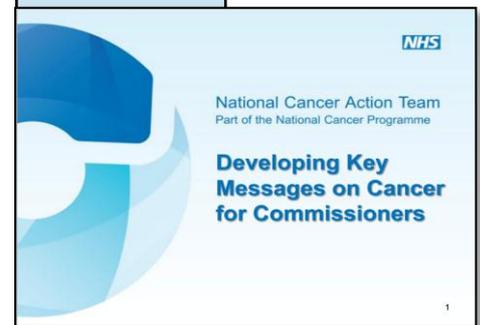
Download Breast Cancer Service Specification v1.0

This document provides a national specification for commissioners for the care of breast cancer patients. This covers both diagnostic services for suspected breast cancer and treatment services for diagnosed breast cancers.

Colorectal Cancer

Radiotherapy Model

Figure 12



NHS

National Cancer Action Team
Part of the National Cancer Programme

Developing Key Messages on Cancer for Commissioners

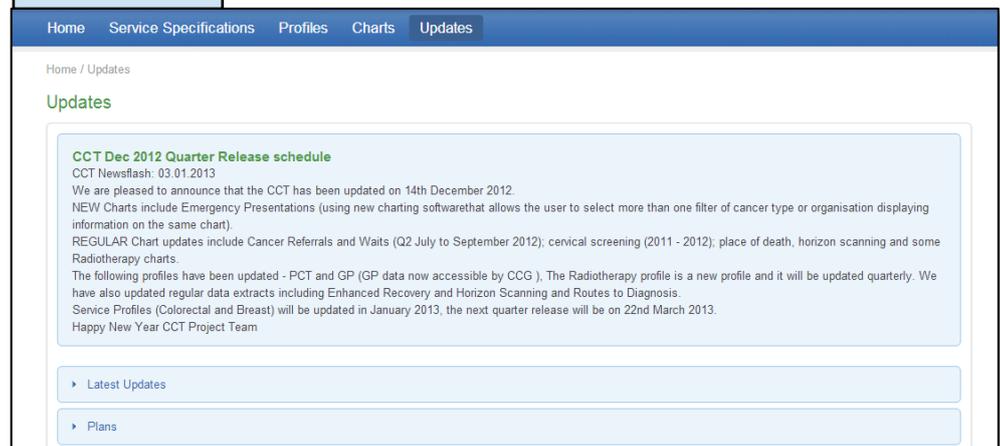
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Updates

Updates contain Quarterly Release information and Plans from the CCT Team informing of new items/developments (See Figure 13).

Latest Updates provide quick access to the latest quarterly data release updates containing **New Charts**, **New Profiles**, **Updated Charts** and **Updated Profiles**. This screen is updated quarterly and shows users quickly which areas within the CCT have been updated with hyperlinks to **Charts** or **Profiles** sections (See Figure 14).

Figure 13



Home Service Specifications Profiles Charts Updates

Home / Updates

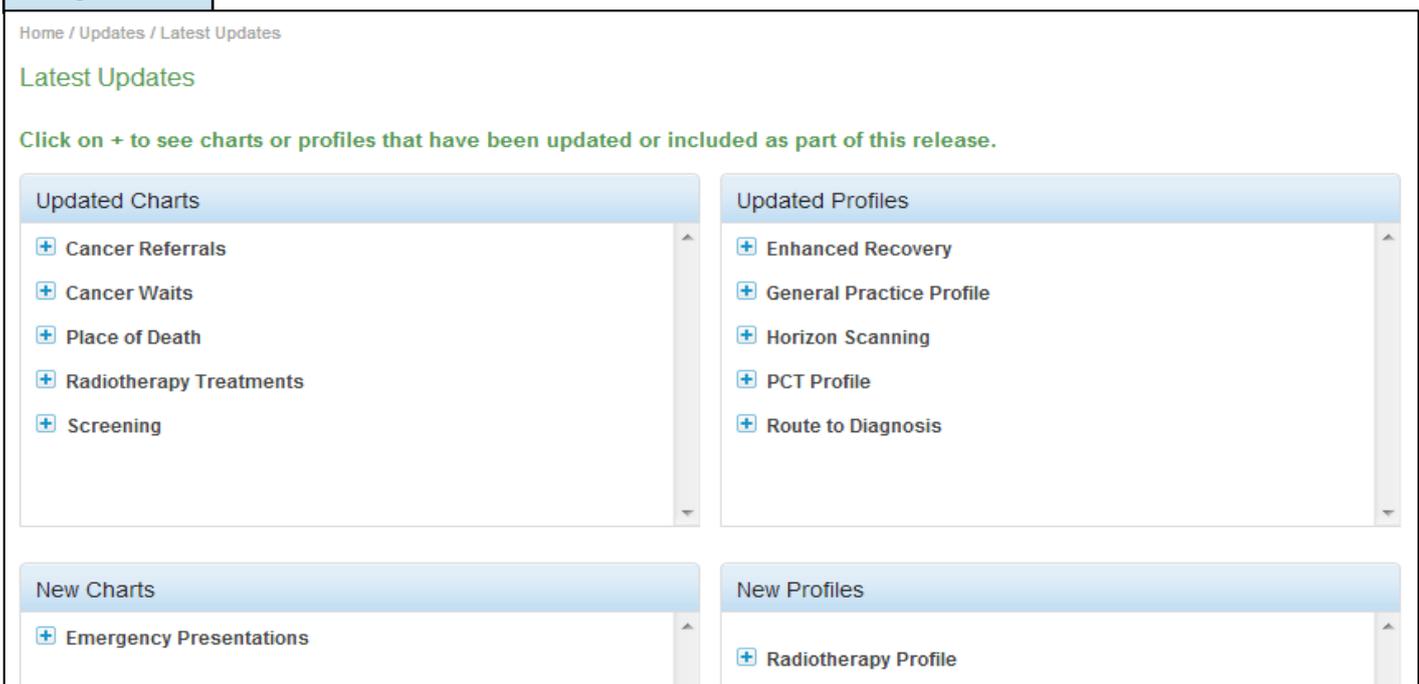
Updates

CCT Dec 2012 Quarter Release schedule
CCT Newsflash: 03.01.2013
We are pleased to announce that the CCT has been updated on 14th December 2012.
NEW Charts include Emergency Presentations (using new charting software that allows the user to select more than one filter of cancer type or organisation displaying information on the same chart).
REGULAR Chart updates include Cancer Referrals and Waits (Q2 July to September 2012); cervical screening (2011 - 2012); place of death, horizon scanning and some Radiotherapy charts.
The following profiles have been updated - PCT and GP (GP data now accessible by CCG), The Radiotherapy profile is a new profile and it will be updated quarterly. We have also updated regular data extracts including Enhanced Recovery and Horizon Scanning and Routes to Diagnosis.
Service Profiles (Colorectal and Breast) will be updated in January 2013, the next quarter release will be on 22nd March 2013.
Happy New Year CCT Project Team

Latest Updates

Plans

Figure 14



Home / Updates / Latest Updates

Latest Updates

Click on + to see charts or profiles that have been updated or included as part of this release.

Updated Charts

- + Cancer Referrals
- + Cancer Waits
- + Place of Death
- + Radiotherapy Treatments
- + Screening

Updated Profiles

- + Enhanced Recovery
- + General Practice Profile
- + Horizon Scanning
- + PCT Profile
- + Route to Diagnosis

New Charts

- + Emergency Presentations

New Profiles

- + Radiotherapy Profile

Further help guides can be found via the [Help](#) section.

Feedback on how you use the CCT is appreciated –
Please contact kathyates1@nhs.net or neil.hughes@ncin.org.uk for assistance
Please contact ServiceDesk@concentra.co.uk for technical support.