

Cancer Commissioning Toolkit Navigation Quick Help Guide

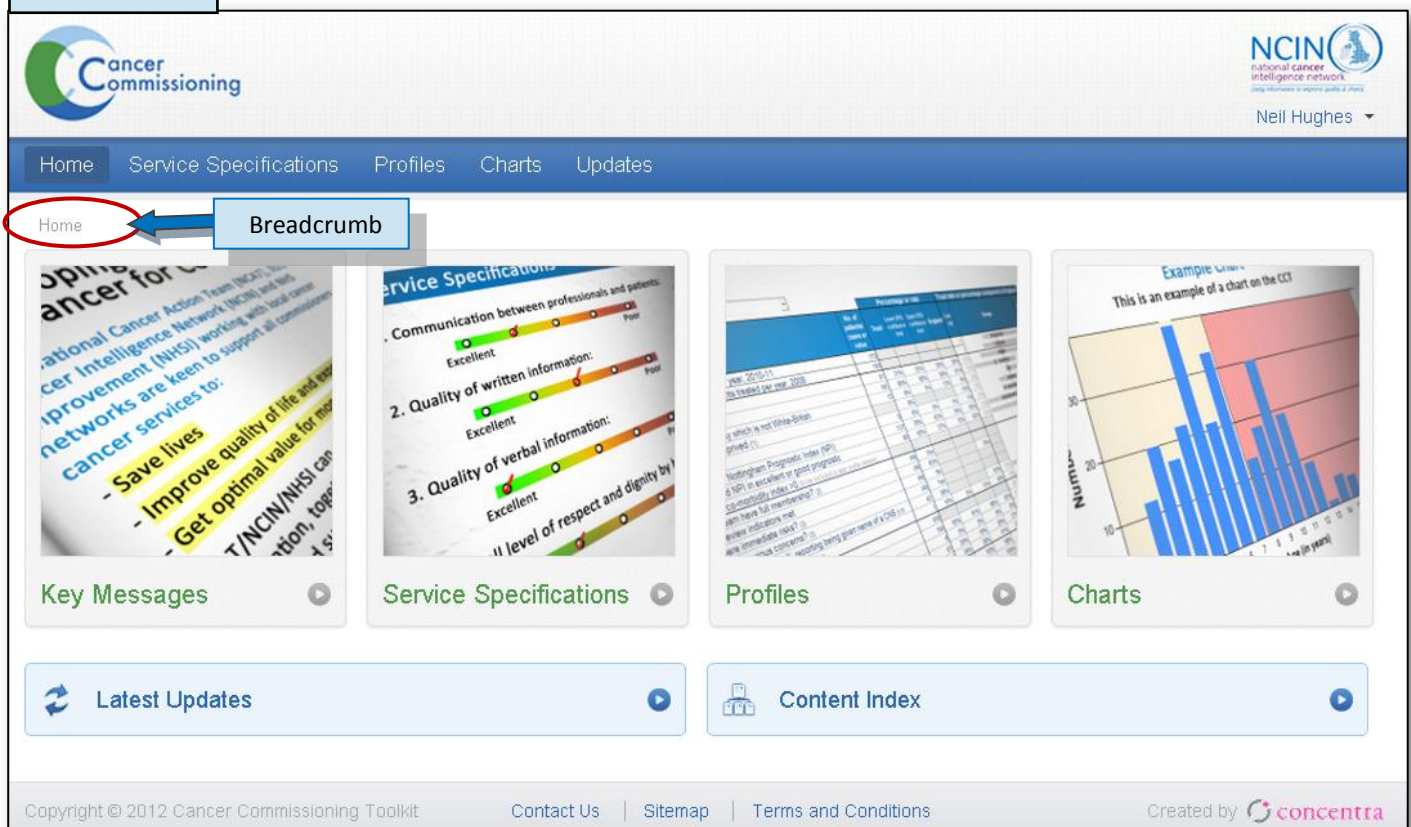
Updated June 2013

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).

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.

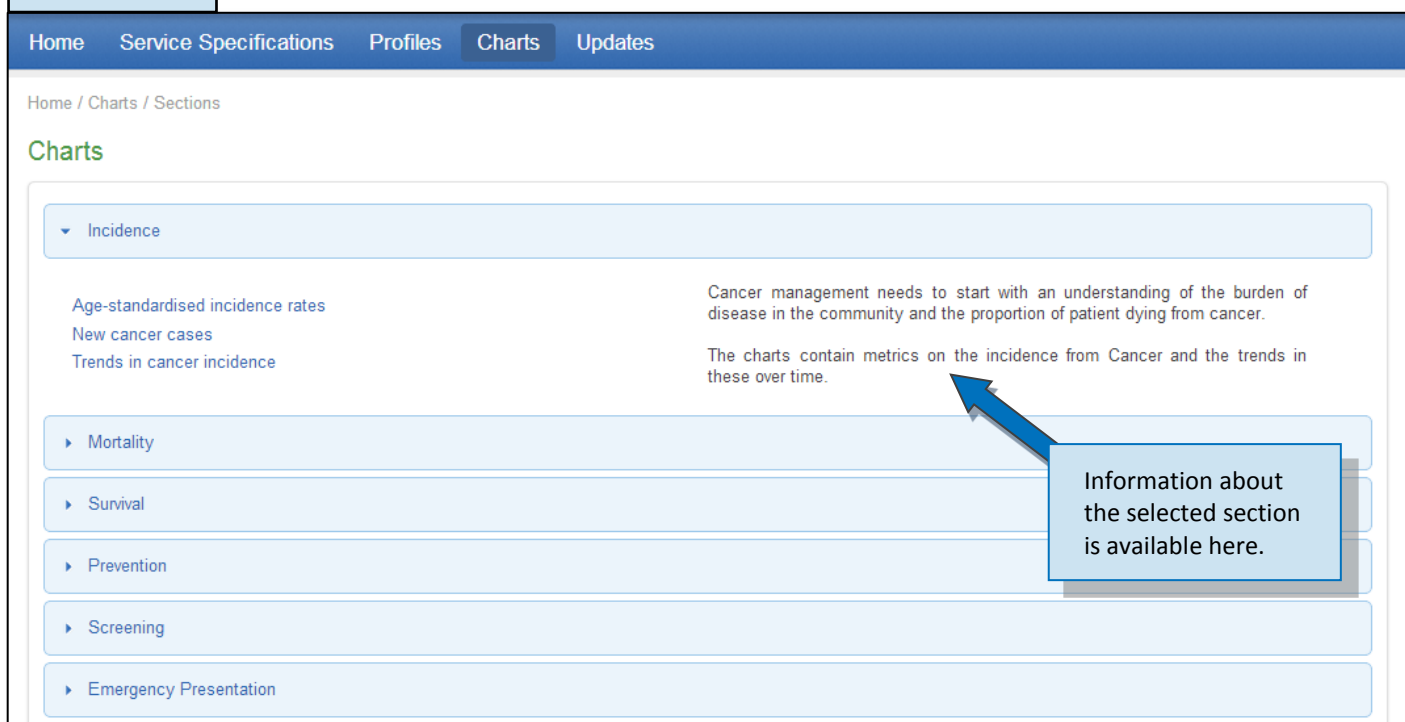
Figure 2



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

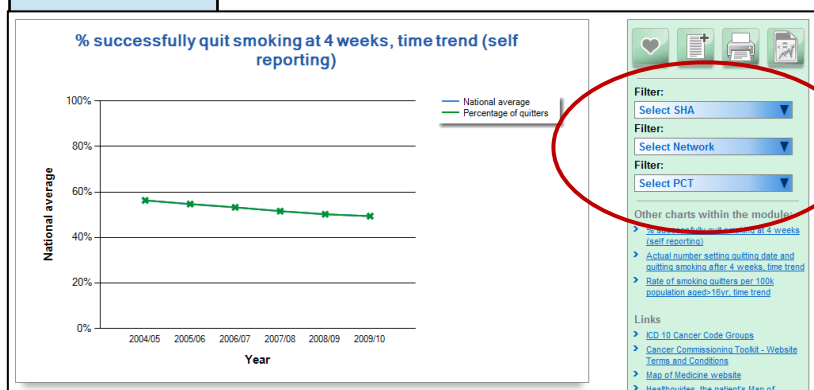
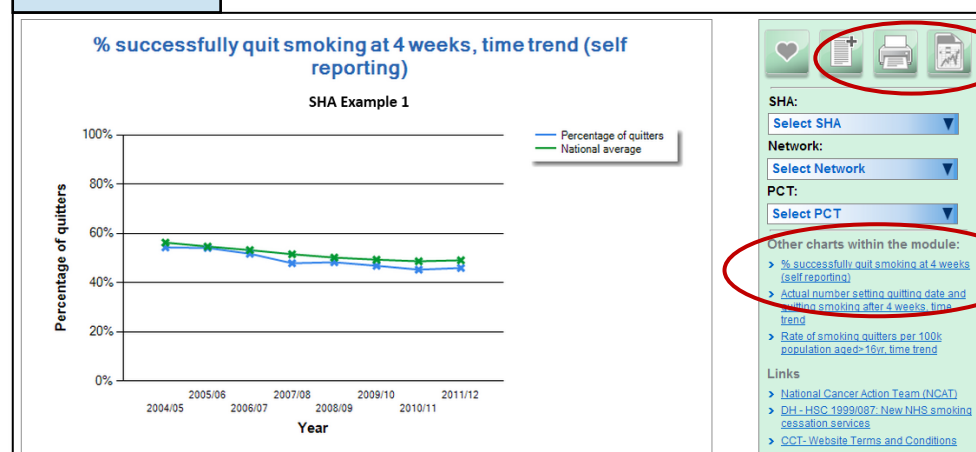


Figure 5

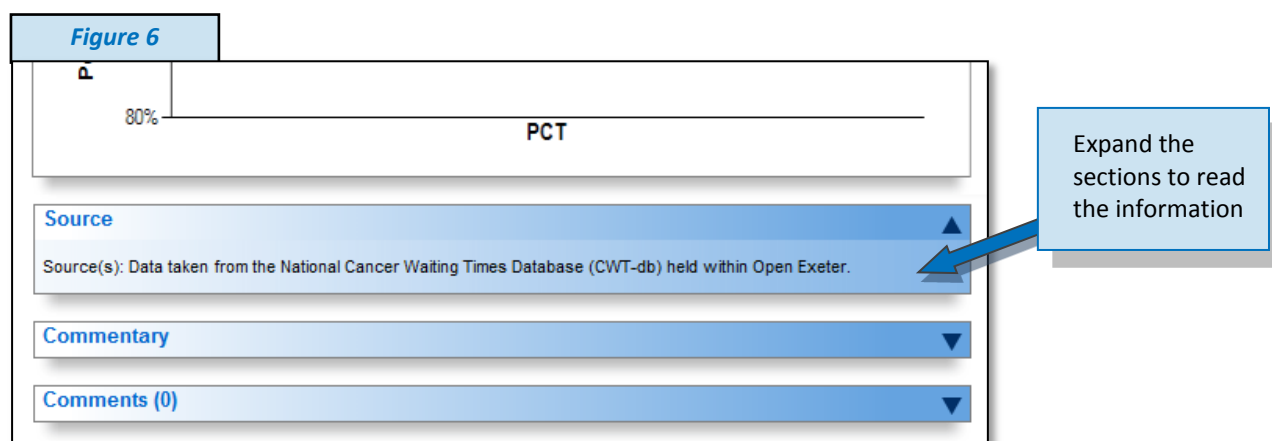


Select these links to print or export the chart.

Other related links also available

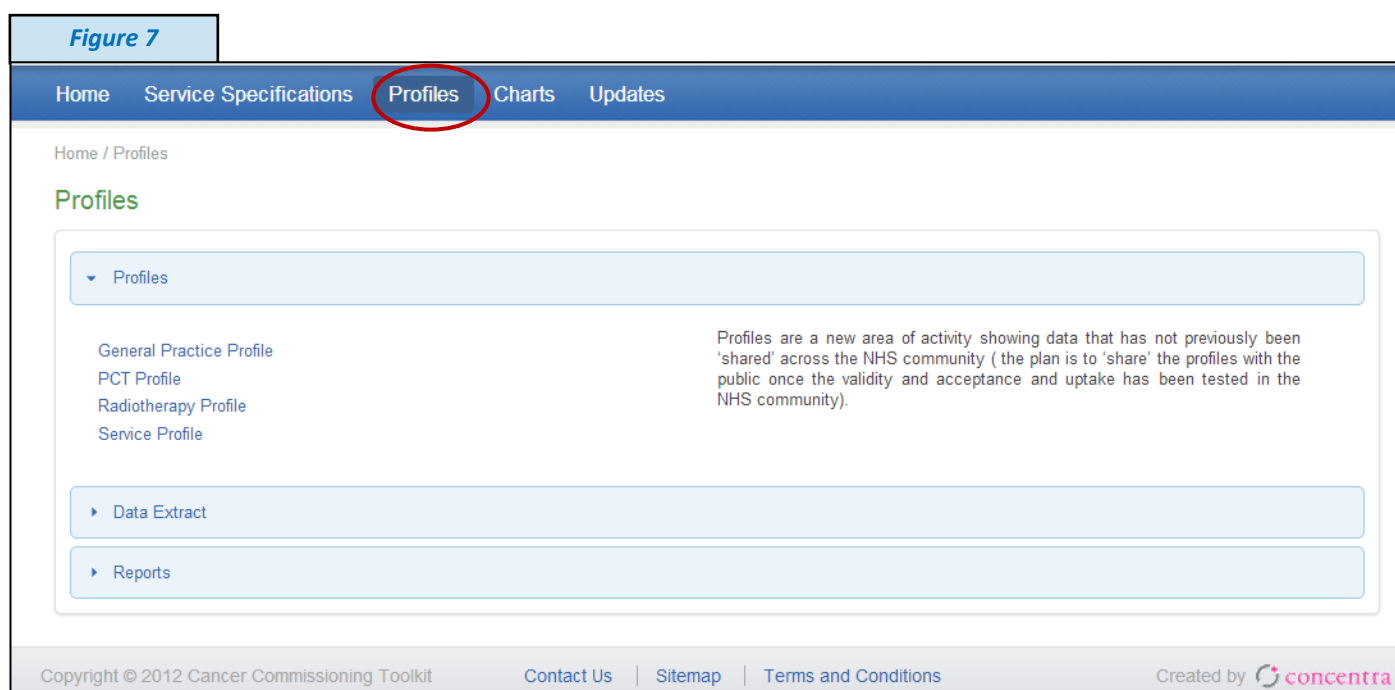
On the same page the links to all charts in the same section are available below the Filters section.

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

Service Profile

Overview Data Supporting Documents

Service Profiles are NHS Trust / multi-disciplinary team (MDT) based. They assist commissioners of cancer services to understand the variation across the MDT's (local service) for both patient experience and patient care. The indicators included have been discussed with commissioners and MDT's as being important and form the basis for objective dialogue about clinical practice and service delivery.

The Service Profiles are updated Annually (data relating to the individual indicators comes from different data sources and therefore relating to differing time periods).

To view the profile(s), please click on the "Accept" button.

By clicking the "Accept" button, you agree to the data access agreement terms as signed and approved by your organisation lead.

Please refer to the Supporting Documents section for guidance and metadata documentation.

Accept

Click **Accept** to access the **Data** tab.

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

Service Profile

Overview **Data** Supporting Documents

1 Select time period:
2011

2 Select Cancer type:
Please select...

3 Download file:
Download

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

Service Profile

Overview Data **Supporting Documents**

▼ Metadata (Data definitions)

Service Profiles for breast cancer-Data Definitions_1p2.pdf
Service Profiles for colorectal cancer-Data Definitions_1p2.pdf

► Other (Including Guidance documents)

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

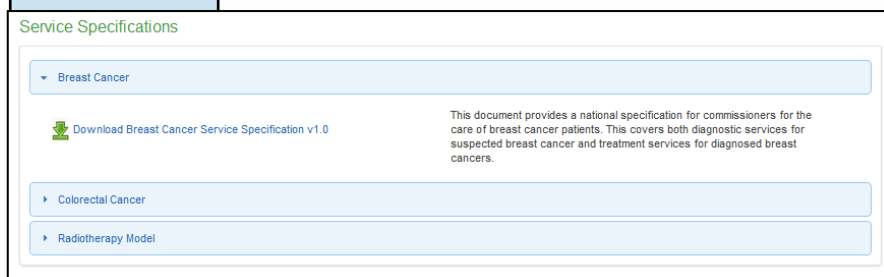
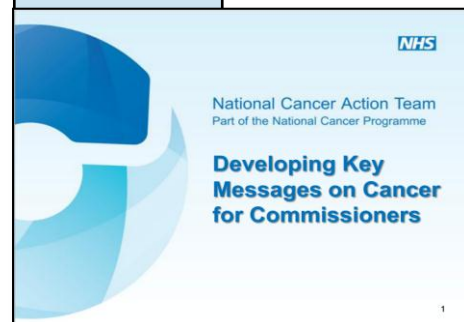


Figure 12



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

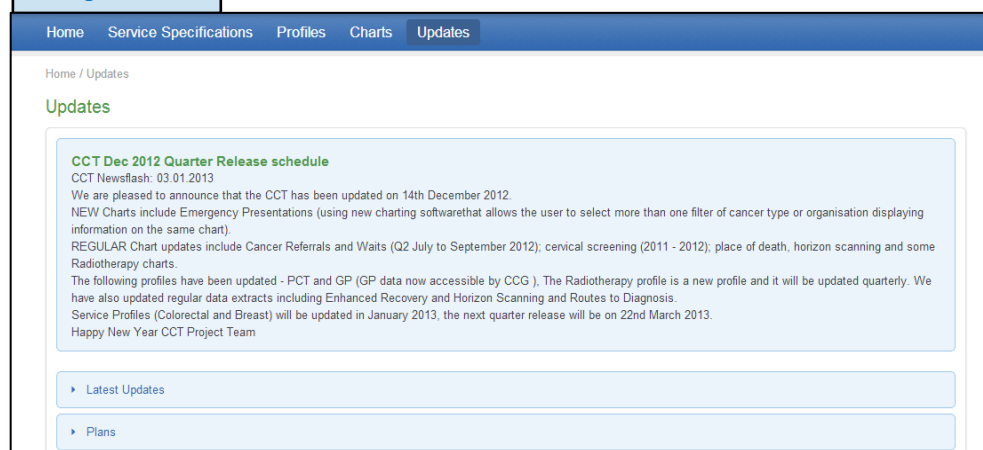
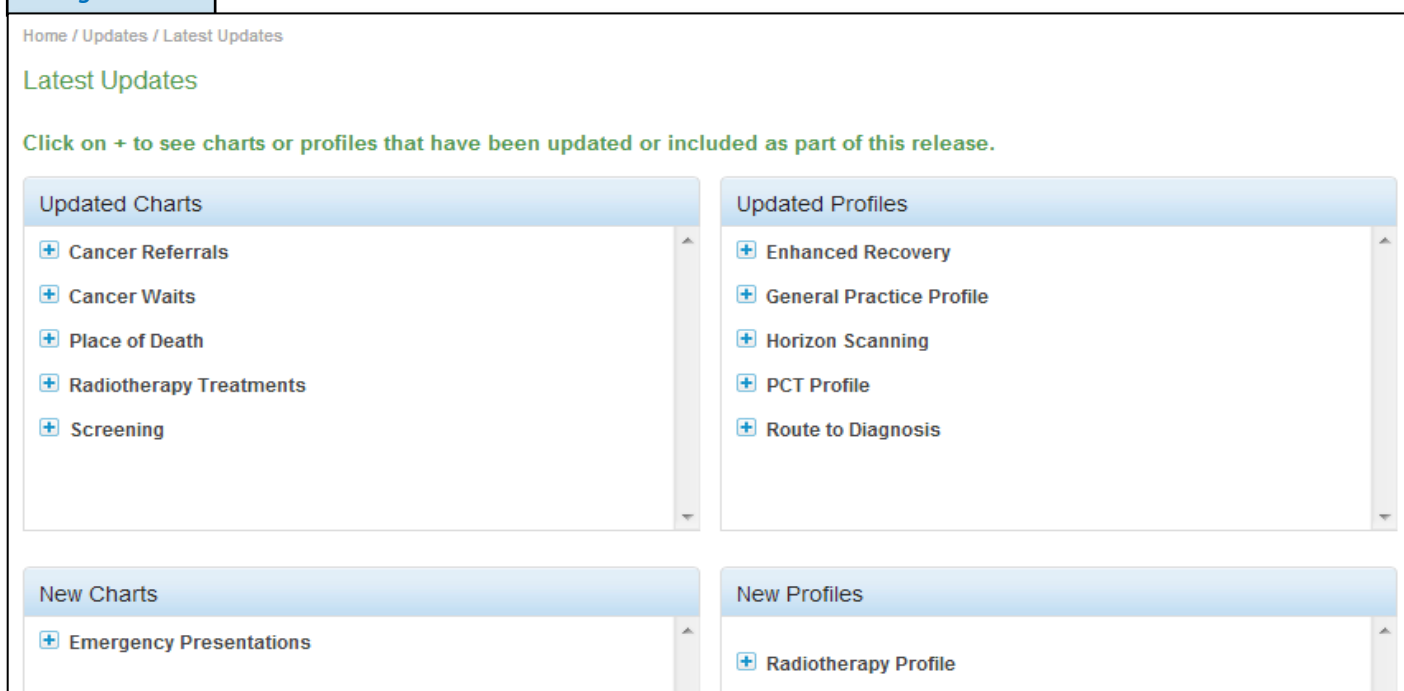


Figure 14



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.