

Q: How do I work out what I can and cannot enter in the different fields concerning Margins?

A: Please read the 'guide' tab (highlighted yellow) on the Excel sheet
There are certain fields that must be completed, macros must be accepted, and results refreshed etc.

Q: How do I sign up and access the BSDS Mohs logbook?

A: please fill out the following google doc <https://forms.gle/AyirS4uDxE9x6hjP8>

Q: With private cases. Do I need another logbook to record them?

A: practically speaking you can just include private cases - just select private on the NHS/private button (bottom left corner) IG wise you would need to inform your patients i.e. through your privacy policy for your business/private hospital - whoever manages your records. You may already have a suitable clause in your own privacy policy or can add something about quality outcomes and sharing with 3rd party data processors BSDS Privacy Policy can be found here for reference:



Q I have moved to a different location, what do I do?

A: Let us know where you are relocating to. You will continue to have access to your old cases in the previous location. Your old cases will remain visible to others in that location but won't show in the new one. When logging in, it should show your new department as 'default department'

Once switched and needing to action the reports' function, you will see an option to select which dept to show personal stats from - so you can download 2 separate graphic reports, or 2 sets of raw excel data and amalgamate yourself if required.

Q I have IT issues, HSCN and IP blocking issues

A: Yes, this is a problem that likely arises from the routing being directed outside the HSCN, and on to the world wide web. The IT department needs to set up a rule that traffic this site should be directed via the HSCN.

You could try <https://10.174.104.145/fmi/webd#cliniportal>

You may get a message about incorrect security certificate, but you may be able to click past it. However, if we ever reconfigure our server then you will possibly not be able to connect via this link. Really you need to get the IT department to implement the rule.

Q Can I reset my password?

A: Apologies to those who requested a reset password function. This has proved a lot harder than I expected, due to concerns about security. So we still don't have it but I will keep pushing for a solution. – *Dr Adam Bray*.

Q What happens if I am registered in the logbook for more than one Mohs unit?

A: You should be able to see all cases from both units and add your cases to either.

You must have a lead (*default unit*). Therefore, creating a new case will pre-enter your main unit but you can select another on the left under '*Unit group name*'.

Your reports should then show 1. A summary of all your own cases at any unit you have logged for. 2. The comparator summary results for your main unit. 3. The national comparator.

Q: How do I export data to excel?

A:

- On main menu click 'View or download my outcomes'
- On reports page, select type of file from 'Export' box below (*Full data or anonymised data*)
- Click Go
- Type a unique filename stating if anonymised or not (*e.g. DrX-mohsdata-anon-24.06.24*)
- Ensure 'tab' file type selected
- Click OK
- File should download to downloads folder.
- Open the file (*Click 'convert' if it asks to remove extra 0's*)
- Use the little box at top left above Column A (*usually says A1 in it*) to select the data by typing A1:CR10000.
- Copy using CTRL+C
- Open the template file that matches your export (*there is one for anonymised data, and one for full data*)
- Click into cell A2 and paste your data using CTRL+V
- Please use 'Save as' to save the file with a new name you can recognise (*or save over the other one*) and change the file type to Excel from Tab file. Happy analysing.