OBSTETRIC ANAEMIA DATA ENTRY FORM

USING THE MACRO ENABLED EXCEL SPREADSHEET

Please read these instructions before using the form

- This resource provides a simple interface to enter data in relation to obstetric anaemia.

- Double click on the Excel spreadsheet once you have downloaded it to open for the first time

- The form contains macros (small computer program instructions). The form will only work if you "enable content" by clicking on the toolbar "enable content" button when you first open the spreadsheet

- A patient identification number or local ID must be entered in the patient ID box on the form in order to proceed

- You can use the "tab" key to move through the form.

- Use standard highlight/delete to edit data you have entered or you can change it in the spreadsheet once you have closed the form

- Clicking on the "send data to spreadsheet" button sends each record to the spreadsheet

- After you submit a record the form goes blank and you can enter a new record

- When data entry is complete, click on the "close form" button

- Save the spreadsheet

- When you re-open you can either enter more data, or close the form and do analysis on the existing data

- It is suggested you copy all your data into a new worksheet and add to it to build a database of anaemia information that you can analyse separately. A blank worksheet called "working data" is provided as a new tab.

NOTE:

It may be that your organisation does not allow you to run macro enabled Excel files. If this is the case, speak to your IT department. If they will not allow this, you will not be able to use the form