

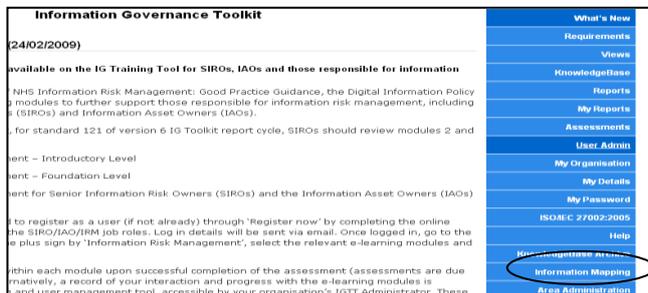
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ANNEX D - CREATING REPORTS (TRUSTS AND GP PRACTICES)

How Do I Run Reports?

1. Select the **Information Mapping** option on the bottom right-hand side of the screen.



Report selection screen

2. There are two categories of report available:

- National Reports - a set of pre-defined reports, and
- User Defined



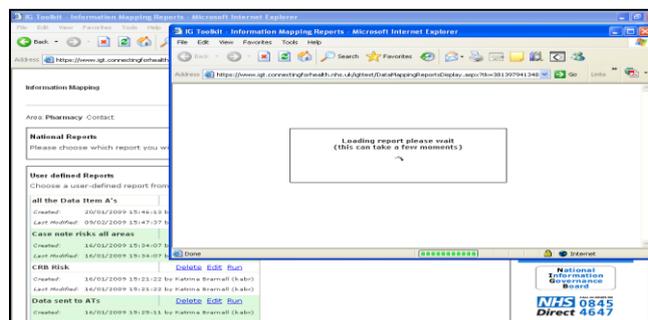
National Reports

3. These are various options available via a drop down menu

4. Select one of the options.



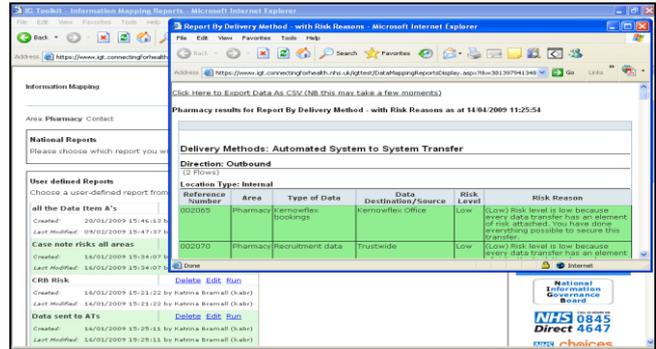
5. You will then see this screen to show the report is in progress.



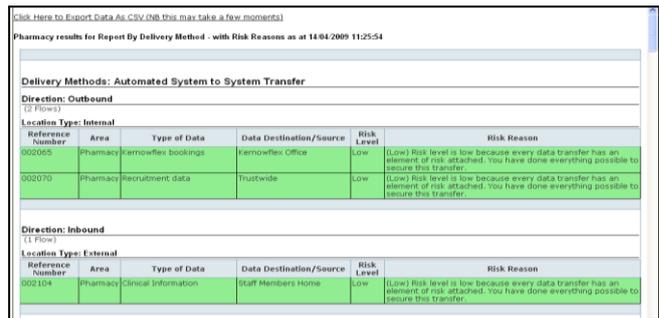
6. A few examples of the reports follow:

Report by Delivery Method (with Risk Reasons)

7. The report is shown on screen and risks are colour coded red, amber or green depending on the risk level. The reason that a flow has been allocated to a particular risk level is also shown.



8. The report shows the delivery method, the direction of the flow, i.e. inbound or outbound and the location type (internal or external). The data can be printed from screen or exported to a CSV file.



Report by Direction (with Risk Reasons)

Location Type: External							
Reference Number	Area	Type of Data	Data Destination/Source	Delivery Methods	Risk Level	Risk Reason	
002062	Pharmacy	Clinical Information	UK Addresses	Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.	
002063	Pharmacy	Clinical Information to other NHS Organisation	Other (NHS)	Email, Fax, Post	High	(High) You are not protecting the data so it can easily be intercepted. NHSmail or encryption should be used instead. (High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.	
002064	Pharmacy	Clinical Information to non-NHS Health Care Provider	Other (non NHS)	Email, Fax, Post	High	(High) You are not protecting the data so it can easily be intercepted. NHSmail or encryption should be used instead. (High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.	
002069	Pharmacy	Solicitors, Courts and other agencies	Various agencies	Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.	
002071	Pharmacy	Employee Contracts	UK Addresses	Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.	
002072	Pharmacy	Training Data	UK Addresses	Email, Fax, Post	High	(High) You are not protecting the data so it can easily be intercepted. NHSmail or encryption should be used instead.	
002075	Pharmacy	Clinical Information	Other (NHS)	Fax, Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.	

9. This shows the report exported to CSV file.

A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Direction	Location	Reference	Area	Type of Data	Dest	Delivery M	Risk Level	Risk Reason						
2	Outbound	Internal	2056	Pharmacy	Contract a Payroll		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
3	Outbound	Internal	2057	Pharmacy	Staff expst Payroll		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
4	Outbound	Internal	2058	Pharmacy	Absence n Payroll		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
5	Outbound	Internal	2059	Pharmacy	IT form (HR) Payroll		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
6	Outbound	Internal	2060	Pharmacy	Timesheet Payroll		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
7	Outbound	Internal	2061	Pharmacy	Coroners F Coroners (Post		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
8	Outbound	Internal	2066	Pharmacy	Kernowflex/Kernowflex/Automate		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
9	Outbound	Internal	2066	Pharmacy	IT access Informator/Fax, Manu		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
10	Outbound	Internal	2067	Pharmacy	Training re TREAD		Manual Sy	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
11	Outbound	Internal	2068	Pharmacy	Occupatio/Occupatio		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
12	Outbound	Internal	2070	Pharmacy	Recrutme/Trustwide Automate		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
13	Outbound	Internal	2073	Pharmacy	DVLA		Transport	Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.					
14	Outbound	Internal	2074	Pharmacy	Clinical Inf/Finance		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
15	Outbound	Internal	2076	Pharmacy	Clinical Inf/Private Pat		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
16	Outbound	Internal	2077	Pharmacy	Invoice Plg/Finance		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
17	Outbound	External	2062	Pharmacy	Clinical Inf/UK Address		Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.						
18	Outbound	External	2063	Pharmacy	Clinical Inf/Other (NHS) Email, Fax		Post	High	(High) You are not protecting the data so it can easily be intercepted. NHSmail or encryption should be used instead.						
19	Outbound	External	2064	Pharmacy	Clinical Inf/Other (non NHS) Email, Fax		Post	High	(High) You are not protecting the data so it can easily be intercepted. NHSmail or encryption should be used instead.						
20	Outbound	External	2069	Pharmacy	Solicitors, Various ag		Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.						
21	Outbound	External	2071	Pharmacy	Employee UK Address		Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.						
22	Outbound	External	2072	Pharmacy	Training DU/UK Address		Post	High	(High) You are not protecting the data so it can easily be intercepted. NHSmail or encryption should be used instead.						
23	Outbound	External	2075	Pharmacy	Clinical Inf/Other (NHS) Fax, Post		Post	High	(High) You are sending sensitive data not using tracked post, so it is more likely to be intercepted.						
24	Inbound	Internal	2079	Pharmacy	Payroll		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
25	Inbound	Internal	2082	Pharmacy	Personal Human Re		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
26	Inbound	Internal	2083	Pharmacy	Coroners F Coroners (Post		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
27	Inbound	Internal	2084	Pharmacy	Internal Re/Department		Email	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
28	Inbound	Internal	2089	Pharmacy	Occupatio/Occupatio		Email	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
29	Inbound	Internal	2091	Pharmacy	Contract/Trustwide		Post	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						
30	Inbound	Internal	2097	Pharmacy	Recrutme/Trustwide		Email	Low	(Low) Risk level is low because every data transfer has an element of risk attached.						

User Defined Reports

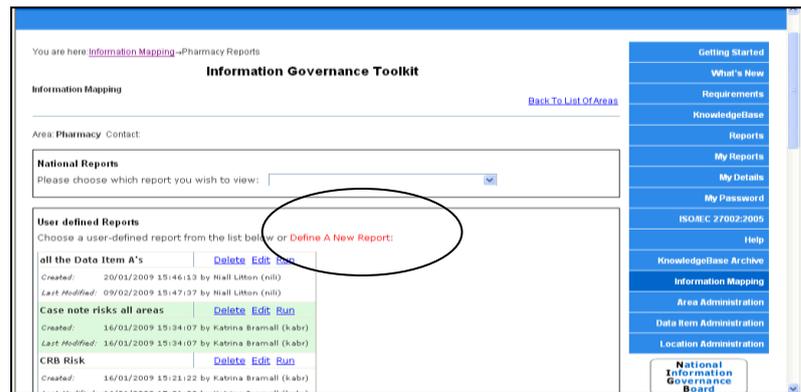
10. These reports enable the user define specific reports which can be named and saved for future use.

There are three steps to creating these reports. Users choose:

- the criteria to be included
- the fields to display in the report
- the headings to sort by

How to Create Your Own Report

11. Select “Define a New Report”

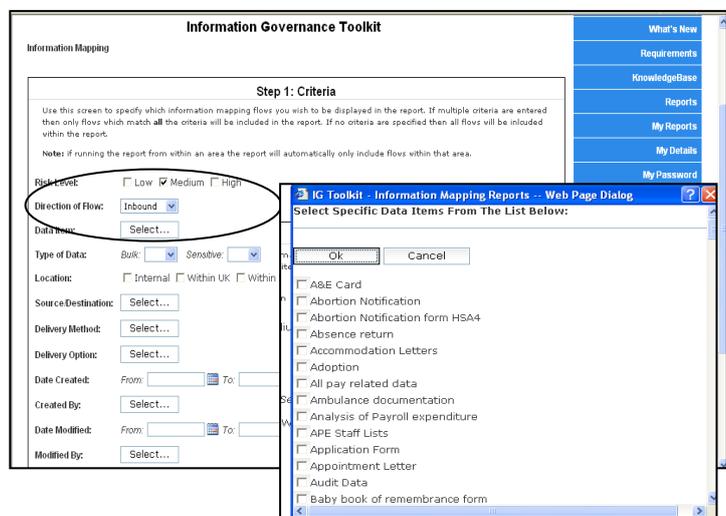


Step 1: Choose the Report Criteria

Note: If criteria are left BLANK then ALL flows will be included. If you select one or more criteria, then only those flows which match those criteria will be included in the report.

Choose Risk Level, Direction and Data Item

- Tick one or more Risk Level(s)
- Click on “inbound”, “outbound” or “any”
- Click “Select” next to “Data Items”, a pop up box appears; tick the boxes you want and click ‘OK’



Choose Type of Data and Location

12. Specify whether the data is bulk and / or sensitive, and whether it is being transferred internally, within the UK, within the EEA or outside the EEA.

Information Governance Toolkit
Information Mapping

Step 1: Criteria

Use this screen to specify which information mapping flows you wish to be displayed in the report. If multiple criteria are entered then only flows which match all the criteria will be included in the report. If no criteria are specified then all flows will be included within the report.

Notes: if running the report from within an area the report will automatically only include flows within that area.

Risk Level: Low Medium High

Direction of Flow:

Data Item:

Type of Data: Bulk: Sensitive:

Location: Internal Within UK Within EEA Outside EEA

Source Destination:

Delivery Method:

Delivery Option:

Date Created: From: To: Or Within Last:

Created By:

Date Modified: From: To: Or Within Last:

Modified By:

Choose the Transfer Destination

13. Click “Select” next to “Source Destination” [the list revealed is linked to the location choice you made on the previous screen].

14. Select the destination(s) you require from the pop-up box and click “OK”.

Information Governance Toolkit
Information Mapping

Step 1: Criteria

Use this screen to specify which information mapping flows you wish to be displayed in the report. If multiple criteria are entered then only flows which match all the criteria will be included in the report. If no criteria are specified then all flows will be included within the report.

Notes: if running the report from within an area the report will automatically only include flows within that area.

Risk Level: Low Medium High

Direction of Flow:

Data Item:

Type of Data: Bulk: Sensitive:

Location: Internal Within UK Within EEA Outside EEA

Source Destination:

Delivery Method:

Delivery Option:

Date Created: From: To: Or Within Last:

Created By:

Date Modified: From: To: Or Within Last:

Modified By:

IG Toolkit - Information Mapping Reports - Web Page Dialog
Select Specific Destinations From The Lists Below:

Locations:

- Acute Hospital Trust
- Adoption and Fostering Agencies
- Adult Screening Programmes
- Adult Social Services
- Ambulance Trust
- Anaesthetic Directorate
- Association of British Pharmaceutical Industries (ABPI)
- Audit Commission
- Barclays Bank
- Biobank
- British Telecom (BT)
- Brook Advisory Centre
- Cancer/ Disease Registers

Choose the Delivery Method

15. Click “Select” next to “Delivery Method”

16. Choose the item(s) you require from the pop-up box and click “OK”.

Information Governance Toolkit
Information Mapping

Step 1: Criteria

Use this screen to specify which information mapping flows you wish to be displayed in the report. If multiple criteria are entered then only flows which match all the criteria will be included in the report. If no criteria are specified then all flows will be included within the report.

Notes: if running the report from within an area the report will automatically only include flows within that area.

Risk Level: Low Medium High

Direction of Flow:

Data Item:

Type of Data: Bulk: Sensitive:

Location: Internal Within UK Within EEA Outside EEA

Source Destination:

Delivery Method:

Delivery Option:

Date Created: From: To: Or Within Last:

Created By:

Date Modified: From: To: Or Within Last:

Modified By:

Select Specific Delivery Methods From The List Below:

Automated System to System Transfer

Courier

Email

Fax

Hand delivery by staff

Manual System Transfer

Post

Text Message

Choose the Delivery Option(s)

17. Provide further detail on the method of delivery chosen on the previous screen:

18. Click **“Select”** next to **“Delivery Option”**, choose the options and click **“OK”**.

The screenshot shows a web-based dialog box titled "IG Toolkit - Information Mapping Reports - Web Page Dialog". On the left, there are several filter fields: Risk Level (Low, Medium, High), Direction of Flow (Inbound), Data Item (Select...), Type of Data (Bulk: No, Sensitive: Yes), Location (Internal, Within UK, Within EEA, Outside EEA), Source Destination (Select...), Delivery Method (Select...), and Delivery Option (Select...). The "Delivery Option" field is circled in red. On the right, there are two panes. The top pane has "Hand delivery by staff" and "Post" sections with checkboxes for various options like "Is data on an encrypted portable device e.g. USB stick?". The bottom pane has "Is the received data on removable media?", "Is the received data encrypted by the recommended method?", "Is data in a sealed envelope and fully addressed?", "Is data sent via tracked post?", and "Is data sent via recorded delivery?". There are "Ok" and "Cancel" buttons at the top and bottom right.

Choose Dates and Creators

19. **‘Date Created’** - choose the date period in which the mapping flows were entered.

20. **‘Created By’** - choose the person(s) who entered the flow from the pop-up box and click **“OK”**.

21. **‘Date Modified’** - choose the period that the flow was modified [may be useful to identify that the information entered has been modified / updated]

22. **‘Modified By’** - Click **“Select”** and choose the name of the person who modified the information flow – then click **“OK”** [may be useful to check updated have been completed].

The screenshot shows a dialog box titled "Step 1: Criteria". It contains the same filter fields as the previous screenshot. At the bottom, there are four fields circled in red: "Date Created" (From: [calendar icon] To: [calendar icon] Or Within Last 9 Months), "Created By" (Select...), "Date Modified" (From: [calendar icon] To: [calendar icon] Or Within Last [dropdown]), and "Modified By" (Select...). There are "Next" and "Cancel" buttons at the bottom right.

23. Click **‘Next’**

Step 2: Choose the Report Content and Order

24. The reports are displayed as a table (and can be exported into a spreadsheet). This screen enables customise the order and contents (fields) that you want in the report.

25. The right-hand box “**Display These Fields**” is pre-populated with some fields.

26. These fields appear in the report in the same order they appear in this list.

27. The top four fields can be used to ‘sort’ the results (Step 3).

28. You can move fields by:

- **Single** - select an item then:
 - use the single arrow (> < ΔV) to move it between left and right box in the direction of the arrow
 - use the double arrows ($\Delta\Delta$ and VV) to move an item to the top or the bottom of the list
- **All** - use the double arrows (>> and <<) to move the entire list to the left or to the right.

You are here: [Information Mapping](#) - [Pharmacy Reports](#) - New Report Definition

Information Governance Toolkit

Information Mapping

Step 2: Fields To Display

Use this screen to set what information should be displayed in the report and in what order. Fields at the top of the *Display These Fields* list will be displayed first on the report. The top four fields in the *Display These Fields* list are used to order the report and can also be used to create headings and sub-totals of number of flows in the next step.

Don't Display These Fields:		Display These Fields:
Risk Reason		Reference Number
Location Type		Risk Level
Location		Direction
Type of Data Description		Area
Data Destination/Source Description		Type of Data
Delivery Methods		Data Destination/Source
Delivery Options		Bulk Data
Created By		Sensitive Data
Created Date		
Modified By		
Modified Date		

Previous Next Cancel

Step 3: Choose the Report Headings

29. The report will be ordered in ascending order of the first four fields. The order can be changed by selecting the relevant check box:

- **‘Order in Reverse’** - sorts in descending order for that field
- **‘Make into Heading’** - makes a field into a column heading [note that headings must be defined in order e.g. the second field cannot be made into a heading unless the first field is also a heading]
- **‘Totals For Heading’** - includes a total of the number of flows within a given heading
- **‘Include Overall Total’** - includes a total count of all the flows within the report
- Click **‘Next’**

Information Governance Toolkit

Information Mapping

Step 3: Headings

By default the report will be ordered in ascending order of the first four fields (displayed below). To sort in descending order for a particular field tick the *Order In Reverse* box. e.g. For Dates ticking this will mean most recent dates are displayed first.

If you would like to make a field into a heading then click the *Make Into Heading* box. Note that headings must be defined in order, for instance you cannot make the second field into a heading unless the first field is also a heading.

To include a total of the number of flows within a given heading tick the *Totals For Heading* box.

Finally to include a total count of all the flows within the report tick the *Include Overall Total* box.

Field	Order In Reverse	Make Into Heading	Totals For Heading
Reference Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Include Overall Total:

Previous Next Cancel

Saving a User Defined Report

30. If you wish to save your defined report for future use.

- Enter a unique descriptive name [this name will be displayed on the report selection screen]
- Click the 'Finish' button

31. Your defined report will be saved and you will be returned to the report selection screen, from where you can run your report.

Run, Delete or Edit User Defined Reports

32. Delete, edit and run new report and all previously defined reports from this page.

33. The fields you defined at steps 1 and/or 2 are replicated in the report, which as before can also be exported into a CSV file.