

# EUROCAT Data Management Software

*Manage data*  
**Individual cases**

*Add, edit or delete individual cases*

# Introduction

- The section *Home>Manage data>Individual cases* allows to **add, modify or delete individual cases** manually.
- It is possible to **search through** the cases using various filters ([page 4](#)).
- You can **edit** existing individual cases ([page 5](#)), **add new** individual cases from an empty form ([page 6](#)) or **delete** existing individual cases ([page 7](#)).

# Table of contents

1. [Search individual cases](#)
2. [Edit individual cases](#)
3. [Add individual cases](#)
4. Delete individual cases
  - [One at a time](#)
  - [In bulk](#)
5. [About fields type](#)

# Manage individual cases

## Search individual cases

Pressing **Show filters** will show or hide the filters on top of the list of cases.  
By default, they are shown.

Use filters, for a quicker selection.

Click on the arrow to display the dropdown list – where available – or type your search criteria (e.g. numloc, birth year...).

Press **Search**, once the filters are positioned

Click on « + » to add a filter on other variables in the database (e.g. date of birth, whendisc, weight, etc...) see [Chapter on Export - Preliminary notions of this user guide](#)

By default, no list is displayed. This doesn't mean that there is no individual record. Click on search, even without any filter positioned, and the list of cases will appear (up to the 500th rows).

Enter your search criteria (e.g. Year of birth 2015)

# Manage individual cases

## Edit individual cases

In the search tab (see [page 4](#)), click on the directory icon to open a tab where you can check and edit the individual case.

Once you have edited the case, you can **Save** it by pressing on the save icon.

If you close the tab before saving, DMS will ask if you want to save the pending modifications: choose yes or no depending on what you need.

**Reload** will revert to the previous initial values - !!! only before the changes have been saved !!!

The case record can be removed by pressing the **Delete** icon.

Local ID	Infant DoB	Year of Birth	Place of Birth	Type of birth	Centre	Error count
2015C00369	2015/12/30	2015	C	4	Training	
2015C00357	2015/12/28	2015	C	1	Training	
2015C00030	2015/12/27	2015	C	1		

You can navigate through the various sections of the form by clicking on their name in bold (e.g. clicking on Malformations will lead you to that section)

You can **edit** (modify) any of the fields in the form up to *Local variables*. The sections below (*Derived variables*, *Validation errors*, *Duplicates*, etc.) are **calculated by DMS** when you save the case. [Read more about fields type](#)

Every time a case is edited, there will be a new element added to the *Changes History* section. You can add an explanatory message to the change log by writing it in the *Reason* text box and pressing **Save reason**.

Changes History
peranni modified this row at 10/10/2023
bmi changed from "null" to "22"
Reason: <input type="text"/>
<input type="button" value="Save reason"/>

# Manage individual cases

## Add individual cases

In the search tab (see [page 4](#)), click on **Add new** to open an empty form where you can add a new individual case.

The screenshot shows the 'Home' tab with a search bar and an 'Add new' button highlighted with a blue box. Below the search bar are input fields for 'Local ID', 'Centre name', 'Year of birth', 'Type of birth', and 'Place of birth'. There are also 'Load' and 'Save' buttons under a 'FILTER' section, and a 'Search' button at the bottom right. A table below shows a list of existing cases with columns: Local ID, Infant DoB, Year of Birth, Place of Birth, Type of birth, Centre, and Error count.

Fill the fields in the form for the new entry.

**Centre, numloc, birth\_date, sex, nrbaby and survival** are mandatory. You cannot leave them empty (you'll receive an error message when trying to save the case).

Fields marked in bold are **core variables**. Although not compulsory (except for those indicated above), they are expected to be filled in for at least 90% of the cases.

[Read more about fields type](#)

Once you have filled the form, you can **Save** it by pressing on the save icon.

If you close the tab before saving, DMS will ask if you want to save the pending modifications: choose yes or no depending on what you need.

**Reload** will revert to an empty form - !!! only before the changes have been saved !!!

The screenshot shows the 'Individual case data - new row' form. At the top, there are tabs for 'Home' and 'Search individual case data'. Below the tabs are icons for 'Save', 'Reload', 'Delete', 'Add new', 'Excel', and 'Pdf'. The form is divided into sections: 'Base', 'Baby', 'Mother', 'Diagnosis', 'Malformations', 'Exposure', 'Family history & Sociodemogr', 'Local variables', 'Derived variables', 'Deprecated variables', 'Validation errors', 'Duplicates', 'Anomaly groups', and 'Changes History'. The 'Baby' section includes fields for 'Birth date', 'Sex', 'Type of birth', 'Civil registration status', 'N. of babies/fetuses delivered', 'N. of malformed in multiple se', 'Weight at birth', 'Weight confirmed', 'N. of weeks of gestation', 'Gestation confirmed', 'Survival beyond one week of', and 'Date of death'. The 'Mother' section includes fields for 'Date of birth of mother', 'Age of mother at delivery', 'Confirmed', 'N. of previous pregnancies', 'Mother's residence code', and 'Maternal body mass index'. Fields marked in bold are core variables.

# Manage individual cases

## Delete individual cases – one at a time

In the search tab (see [page 4](#)), click on the directory icon to open a tab where you can check and edit the individual case.

The case record can be removed by pressing the **Delete** icon.

**!!! This action cannot be reversed !!!**

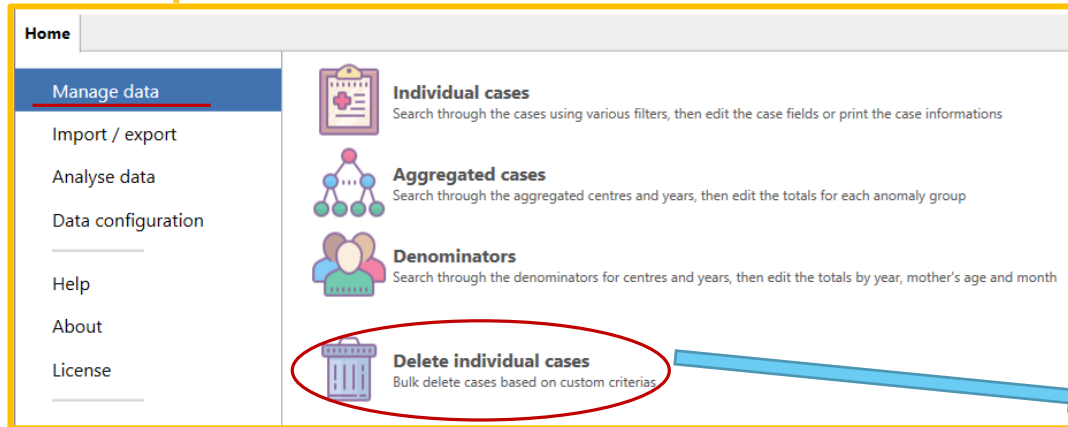
DMS will send a warning pop up and ask for confirmation.

# Manage individual cases

## Bulk delete individual cases

The **bulk delete** enables to remove several cases at once, based on custom criteria.

1. Search the cases fulfilling the selection criteria (e.g. TOPFA in 2015)



2. To select/unselect a case, click on its row. By default, cases with the search criteria are ALL selected (highlighted in grey).

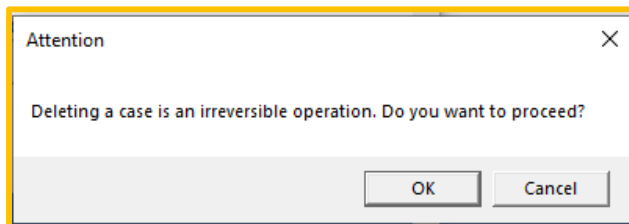
The screenshot shows the 'Bulk delete cases' interface. At the top, there are search filters for 'Local ID', 'Centre name', 'Year of birth', 'Type of birth', and 'Place of birth'. The 'Year of birth' is set to '2015' and 'Type of birth' is set to '4 TOPFA'. Below the filters are 'Load' and 'Save' buttons, and a 'FILTER' section indicating 'No filters defined'. A 'Search' button is circled in yellow. Below the filters is a table with the following columns: 'Local ID', 'Infant DoB', 'Year of Birth', 'Place of Birth', 'Type of birth', and 'Centre'. The table contains 12 rows of data, all of which are highlighted in grey. At the bottom of the table, there is a 'Select / deselect all' button circled in green and a 'Delete selected' button circled in red. A red arrow points from the 'Delete selected' button to the warning dialog box on the left.

Local ID	Infant DoB	Year of Birth	Place of Birth	Type of birth	Centre
2015A00034	2015/01/21	2015	A	TOPFA	
2015B0004	2015/08/06	2015	B	TOPFA	
2015C00054	2015/04/07	2015	C	TOPFA	
2015C00102	2015/05/30	2015	C	TOPFA	
2015A00109	2015/06/09	2015	A	TOPFA	
2015B00110	2015/08/27	2015	B	TOPFA	
2015B00113	2015/03/27	2015	B	TOPFA	
2015A00115	2015/03/19	2015	A	TOPFA	
2015C00120	2015/12/25	2015	C	TOPFA	
2015C00126	2015/07/31	2015	C	TOPFA	

Press **Delete selected** to complete the deletion.

**!!! This action cannot be reversed !!!**

DMS will send a warning pop up and ask for confirmation.

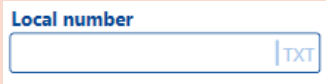
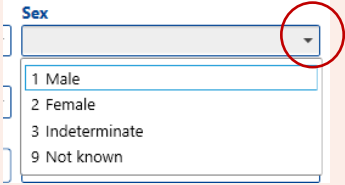






# Manage individual cases

## About fields type

Fields are subdivided in different **types**.

Field type	Example	Description
<b>Free input</b>		<p>Field where it is required to type the value through the keyboard. It provides you with a visual hint about the data type of the field:</p> <ul style="list-style-type: none"> <li>TXT: free text field</li> <li>ICD: illness code (ICD9 or ICD10 format)</li> <li>NUM: number (either integer or decimal)</li> <li>ATC: drug code (ATC format)</li> </ul>
<b>Drop down field</b>		<p>Field that allows a value only from a specific list of values.</p> <p>Press the down arrow button to open a popup with the available values and simply select the one you need.</p>
<b>Mixed field</b>		<p>Field that allows both a custom value, typed from the keyboard, or a value from a list (typically the Not known value).</p> <p>You can either type the value you want, or press the down arrow button to open a popup and simply select the one you need.</p>
<b>Date field</b>		<p>Field that represents a date. It is displayed in the format DAY MONTH YEAR.</p> <p>You can <u>either</u> select the first combo box and type the date (first the two digits of the day, then the two of the month, then the four of the year; the system will automatically switch between the combo boxes), <u>or</u> press the three down arrow buttons and select the values you need. (<i>Choose XX for unknown day or month</i>).</p> <p>If you don't know the date at all, select "Not known" in the YEAR combo box. (<i>NB: for Birth date, you must enter at least a year</i>).</p>

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