

Instructions for running the Neonatal-Perinatal Database Network (NNPD) software

1.1 System requirements

The system requirements for using this software are as follows:

- (a) Windows operating system (XP or Vista)
- (b) MS Office software with Microsoft Access 2000-03 or 2007
- (c) 3^{1/2} inch Floppy Disk Drive (FDD) and Hard disk, CD writer and CD ROM
- (d) This software, when unzipped, occupies 16 MB approximately of memory space
- (e) It's ideal to have a dedicated computer & printer for running the NNPD program; otherwise, system crash occurs frequently

1.2 The software

- (a) Download the NNPD zip folder from the following website: www.newbornwhocc.org
- (b) Save the folder on your computer
- (c) The software is in the zipped format; it has to be unzipped and written on your hard disk before you can use it (For this to be done see the next section on how to install the software)
- (d) Once opened, the software gives you options to enter data on infants
- (e) Once you choose an option, the relevant form for that category of infants appears
- (f) Each form is self-explanatory, the options for most of the variables are given in the form of boxes from which you can choose; you just have to choose the correct option and highlight it with your mouse for it to be registered.
- (g) Certain variables will need typing the data in and if an inappropriate entry is made, the software will halt and prompt you to make the correct entry
- (h) When an infant's record is completed, Click add the record (**Add record**) button to save (the form for the next record will appear now)
- (i) * Preview report – this is customized discharge summary for patient

**Customization of database to your need/with hospital name and logo can be done by yourself or paying Rs. 500/- on name of Mr. Sanjeev Negi. The customized programme will be couriered to you with CD Rom.*

Using the software

2.1 Steps to Install the software

- 2.1.1 Boot your computer
- 2.1.2 Go to the "**My Documents**" folder (or the folder where you have saved the downloaded program)
- 2.1.3 You will see an icon labeled "**NNPDatabase**"; double click this
- 2.1.4 Dialogue box of WinZip Self Extractor will appear
- 2.1.5 The software is designed to create a folder in your C drive and install itself by default to "**C:|WINDOWS|TEMP**" folder. When the WinZip extractor prompts you at this stage, you can specify the drive and the location you want to install this software in by typing in the location into the WinZip extractor's dialogue box
- 2.1.6 After specifying the location, click on the "**Unzip**" tab to begin the installation
- 2.1.7 After the process of unzipping is over, close the WinZip Self Extractor dialogue box.
- 2.1.8 Close all active windows and return to you active desktop
- 2.1.9 Your Installation is now over
- 2.1.10 We suggest each center to make a copy of this template file in addition to the copy that they are using to enter data. This is a safety measure in case the programmed functions are accidentally changed or deleted. The back-up file can then be used

2.2 To open your software

- 2.2.1 Boot/restart your computer if not already on
- 2.2.2 Go to "**Start**" menu
- 2.2.3 From the "**Programs**" option, choose "**Microsoft Access**"
- 2.2.4 Choose "**Open an existing file**" option from the Access dialogue box
- 2.2.5 Specify the drive you have installed the software in the "**Look in**" box
- 2.2.6 Choose the file "**NNPDatabase**" by highlighting it
- 2.2.7 Click on the "**Open**" tab to open the software

2.3 To enter data for Intramural livebirths

- 2.3.1 Once you open the software, the "**Main Switch Board**" window of the software opens with the following options for you to choose from
 - (a) Data Entry Intramural Live Births
 - (b) Data Entry Extramural Admissions
 - (c) Data Entry Still Births
 - (d) Exit Database
- 2.3.2 To enter data, choose the "**Data Entry Intramural Live Births**" option by clicking on this option in the Main Switch Board window
- 2.3.3 Choose the "**Data Entry Intramural Livebirths**" to enter data for Intramural livebirths
- 2.3.4 The SEARO Neonatal Perinatal Database form for entering data will appear. If it does not appear as a form, go to the "**View**" function and choose the "**Form View**" option.

- 2.3.5 You can go from one variable to the other on the form in a sequential pattern by using the Enter or Tab button on the keyboard. You can also go back or forward by using the up and down key or by clicking the mouse on the variable you want to enter data for.
- 2.3.6 Start entering data based on the Definitions given in the Manual; the variables with the type of data to be entered is detailed below: