

# Visual DIGS (2k) 2.0

## USER'S GUIDE

### Welcome To The VISDIGS Data Entry System

#### OVERVIEW:

The VISDIGS Data Entry System is designed to enable you to enter all non-confidential data collected using the Diagnostic Interview for Genetic Studies (DIGS) into a database. Each form and screen in the VISDIGS Data Entry System reflects the pages of the paper version of the DIGS. Press the tab key to move your cursor from one field to the next. Pressing the tab key at the last field on each page will move the cursor to the **Next** button. Press the **Next** button to proceed to the next form in the instrument. Or, if you prefer, you can use the **Sections** Menu located at the top of the screen in the menu bar to navigate from form to form.

The VISDIGS system also includes the ability to enter marginal notes from the interview. Marginal notes can be entered by clicking the button located on the bottom of each page to the left of **Back** button. See  **To Enter Marginal Notes**.

VISDIGS uses table-level validations to facilitate accurate data entry. The validation forces the user to enter data that falls within a specified range or meets a specific value. For example, the user will not be able to enter letters in fields where only numbers are permitted.

## INSTALLATION

### System Requirements

Your computer system must have the following for you to install and successfully run VISDIGS:

200 MHZ

64 MG RAM

Windows 95 or higher operating system

Microsoft Access 2000

15"-17" monitor

The Visdigs.2.0(2k) is compiled by Microsoft Access 2000. The program includes only one file named Visdigs.mde. After downloading, unzip the file into an empty directory (c:\Newlod is recommended but not required) in your system. Your system must have Access 2000.

### **☛ Installation for those who have already installed previous version of the program and have entered data**

Before you start the installation process, be sure to back up your data files. In order to incorporate your data into the new release of VISDIGS2.0, follow these procedures:

1. To rename you old version of the program, say Old\_Visdigs.mde
2. To download the new visdigs.mde, and unzip it into the same directory with Old\_Visdigs.mde.
3. To open Visdigs.mde in the edit mode  
When prompted for the Database password, enter the password and while holding down the shift key, either hit the enter key or click the OK button in the password dialog box.
4. To delete the tables in visdigs.mde  
In the Database window, press the table button and all the tables will appear. You may delete them one by one with the delete key.(there is no select all function)
5. To Import tables from Old\_Visdigs.mde  
Click the file item in the MS Access menu bar( the top menu bar), a drop down menu will be appear. Click Get external data in the drop down menu, then click Import. An Import window will be opened. Follow the instruction in the window, find the Old\_Visdigs.mde, then click Import button at the lower right corner of the window, after you enter the password, the Import Objects window will appear. Select all tables in the Old\_Visdigs.mde, then click OK; the tables of your old version now are copied into the new program.

## **GETTING STARTED**

### **☛ To Create VISDIGS Shortcut on Your Desktop**

- 1 Double-click on **My Computer** on your desktop.
- 2 Go to NEWLOD folder in your C drive (or the directory you chose).
- 3 Click once on VISDIGS.MDE to highlight the file.
- 4 Click on **File** menu located on the top left corner of the screen. Pull down the menu.
- 5 Click on **Create Shortcut**.

6 Find the icon that reads “**Shortcut to VISDIGS.mde**” on your desktop.

### ☞ To Start VISDIGS 2.0

Double-click the VISDIGS.mde to start the program.

After the password “Washington” is entered, the following screen appear:

The screenshot shows a window titled "Search / Add Form" with a blue title bar. The window is divided into two main sections. The left section contains a "Search..." area with two buttons: "By Subject" and "By Family", separated by "- or -". Below this is an "Add..." area with two buttons: "New Record" and "DIGS Only". The right section contains input fields for "Subject ID" and "Family ID" with a green "Search" button below them. Below that are input fields for "Site\_ID", "Subject ID", "Family ID", "Mother ID", and "Father ID" with an "Add" button below them.

### ☞ To Add a New Record

**1** Click the **New Record** button on the **Search/Add Form** screen.

**2** The cursor will be placed in the Site ID field; enter the Site ID. Enter all required information in the fields that are below the Site ID field. The VISDIGs system requires a Site ID, Subject ID, Family ID, Mother ID, and Father ID for every subject. These sizes (number of digits) for each ID are specified as following:

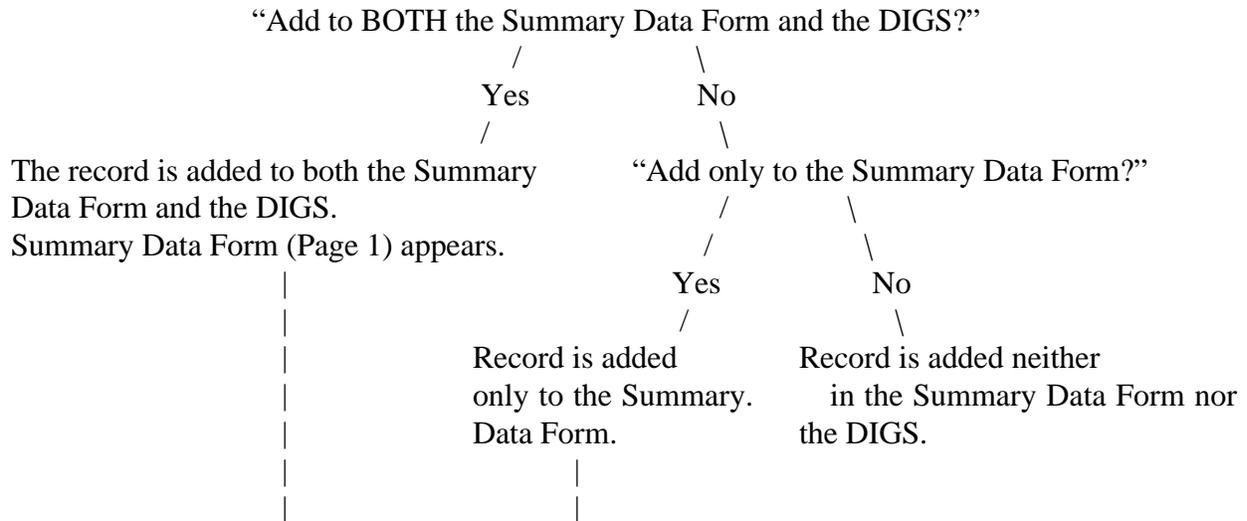
Name of ID	Number of digits
Site ID	2
Subject ID	5
Family ID	3
Mother ID	5
Father ID	5

Pressing the Tab key or Enter key on the keyboard will place the cursor on the next field where the information needs to be entered. Note: the family ID will appear automatically.

**3** Press the **Add** button located directly below the Father ID field.

The DIGS Only button is to be used for subjects that already have a Pedigree record entered. The idea was that many pedigrees would be entered, then many related DIGS records would be completed. The DIGS only button is used by entering a valid subject\_id (ie. pedigree record for that subject exists AND a DIGS record for that subject does not) in the enabled subject\_id field and then pressing the Add button to Add the DIGS records. If the subject\_id is valid, the user should be taken to the first DIGS data entry screen.

VISDIGS will ask you a series of questions to find out exactly where you would like to add the new record. Your choices are:

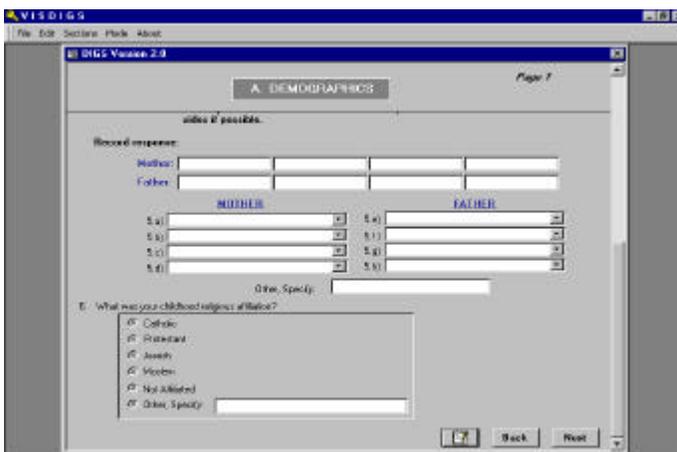


An hour glass will appear to indicate the new record is being added. Wait until the hour glass disappears and the Summary Data Form is displayed.

**4** Enter data in the appropriate forms by navigating from one form to another.  
See **To Navigate Between Forms**.

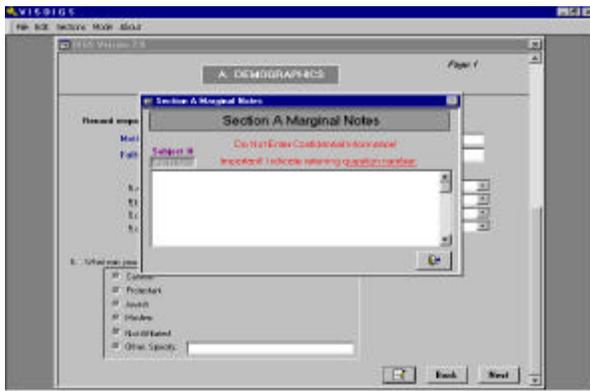
**To Enter Marginal Notes**

**1** Click the button to the left of **Back** button.



↑ **Marginal Notes Button**

## 2 Enter marginal notes in the pop-up screen. **Do Not Enter Confidential Information!**



**Important:** For ALL marginal notes being entered into the database, you must enter the question numbers in reference to the notes.

### To Search for a Form By Subject ID

- 1 Click **Edit** on the menu bar at the top of the screen to pull down its menu.
- 2 Click on the **Search/Add Form** on the pull-down menu.
- 3 Click **By Subject** on the **Search/Add Form** screen.
- 4 The cursor will be found in the Subject ID box. Enter the Subject ID in the box.

**Can't place cursor in the Family ID box?** In order to eliminate data entry errors, VISDIGS disables the Family ID field when you specify the search by Subject ID. Click on **By Family** to enable the Family ID field.

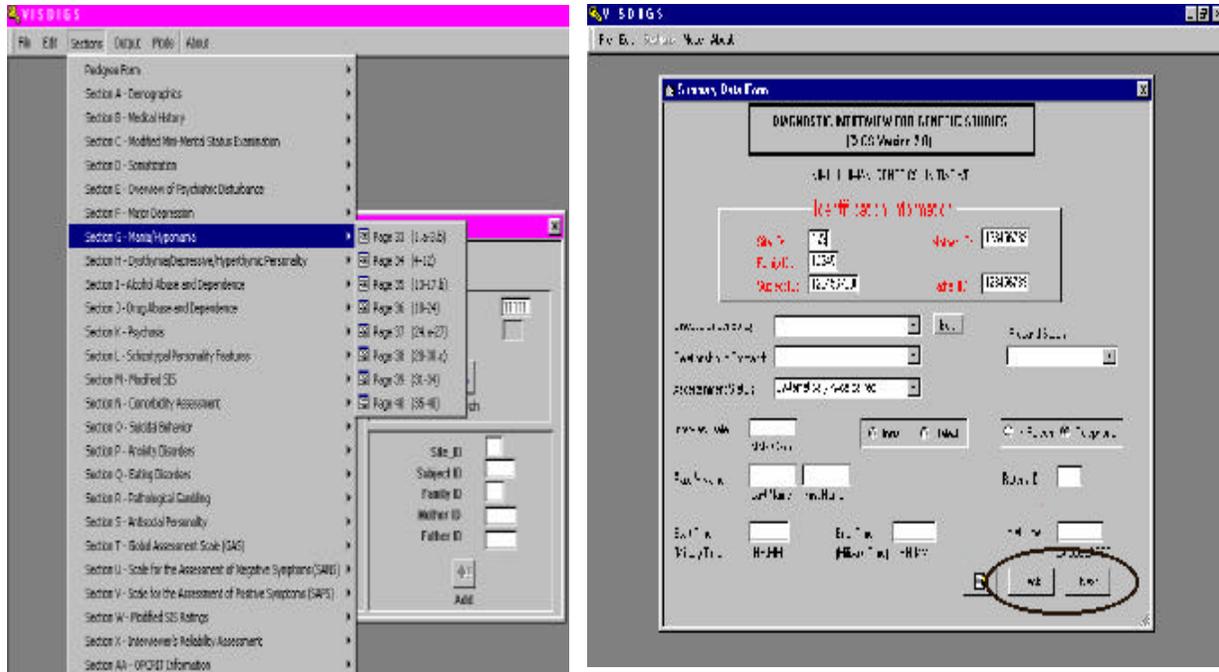
- 5 Click the **Search** button located below the Subject ID box. Pressing the tab key twice or pressing the enter key twice on the keyboard will also place the cursor on the **Search** button from the Subject ID box.

VISDIGS will display the first page of the Data Summary Form for the subject. By default, VISDIGS puts the user in the Edit mode which allows the user to edit data. If you are concerned about accidentally changing or deleting the data, switch to "View Only Mode." See  **To Edit or View Data**. Also see  **To Navigate Between Forms**.

## To Navigate between Forms

There are two ways to navigate the forms in VISDIGS: use the **Sections** menu in the menu bar and/or use the **Back** and **Next** buttons located at the bottom of each page.

The **Sections** menu allows the user to jump from one section or page to another while the **Back** and **Next** buttons allow the user to navigate between two consecutive pages.



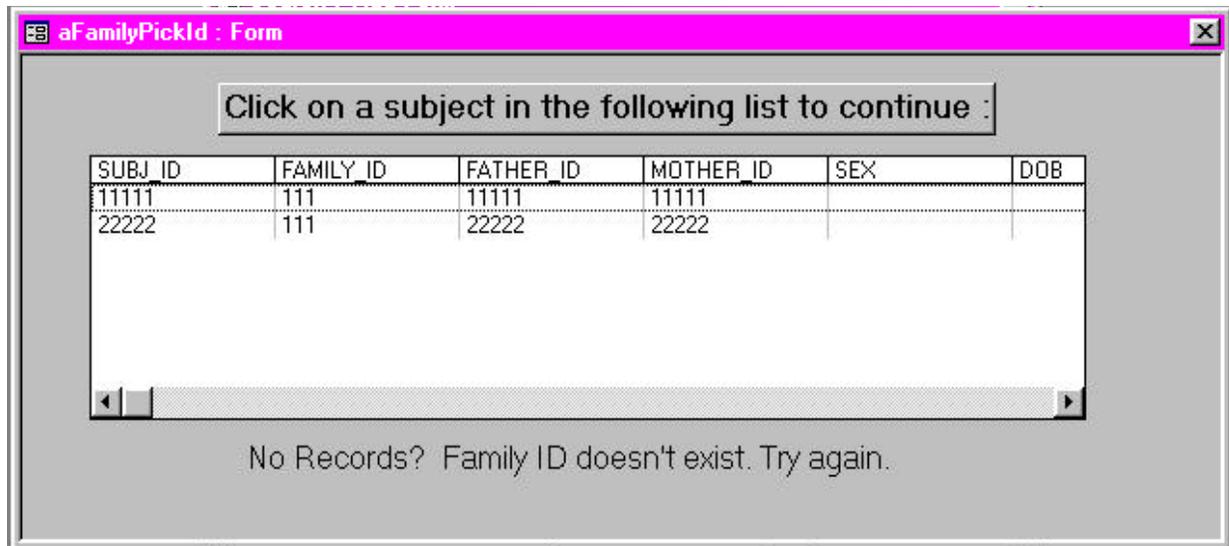
## To Search for a Form By Family ID

- 1 Click **Edit** on the menu bar at the top of the screen.
- 2 Click on the **Search/Add Form** on the pull-down menu.
- 3 Press the **By Family** button on the **Search/Add Form** screen.
- 4 The cursor will be placed in the Family ID field. Please enter the Family ID.

**Can't place cursor in the Subject ID box?** In order to eliminate errors, VISDIGS disables the Subject ID field when you specify the search by Family ID. You must search either by Subject ID or Family ID.

**5** Click **Search** button located below the Family ID box. Pressing the tab key twice or pressing the enter key twice on the keyboard will place the cursor on the **Search** button.

**6** Highlight the desired Subject ID on the list by clicking on it to continue. **VISDIGS** lists all subjects under one Family ID:



SUBJ ID	FAMILY ID	FATHER ID	MOTHER ID	SEX	DOB
11111	111	11111	11111		
22222	111	22222	22222		

No Records? Family ID doesn't exist. Try again.

### **To Delete a Record**

You can delete only one record at a time by Subject ID.

**1** Click **Edit** on the menu bar at the top of the screen.

**2** Select **Delete a Subject** from the pull-down menu.

**3** Enter the Subject ID that you want to delete.



Enter Subject ID To Delete

Delete Record

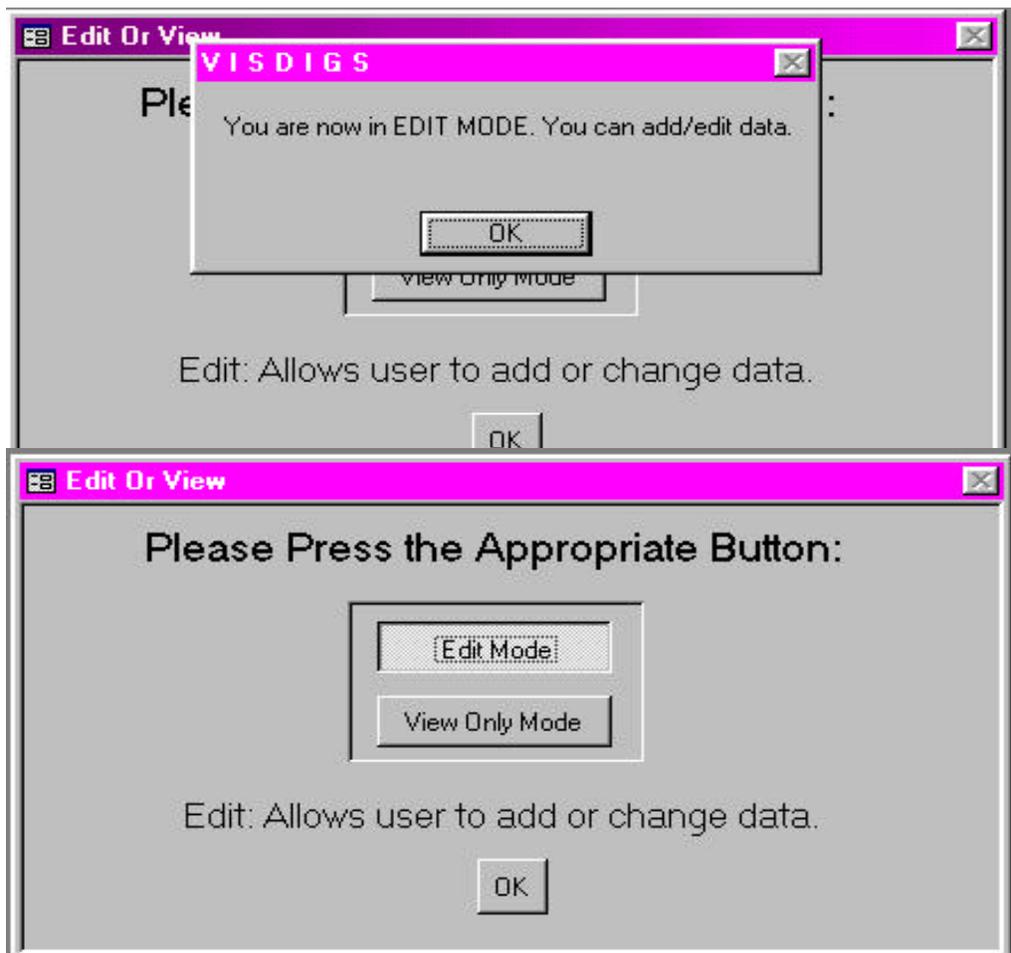
**4** Click **Delete Record**. Click **Yes** at the message prompt if you want to have the record deleted.

Click **OK** when the message prompts you that the record is deleted.

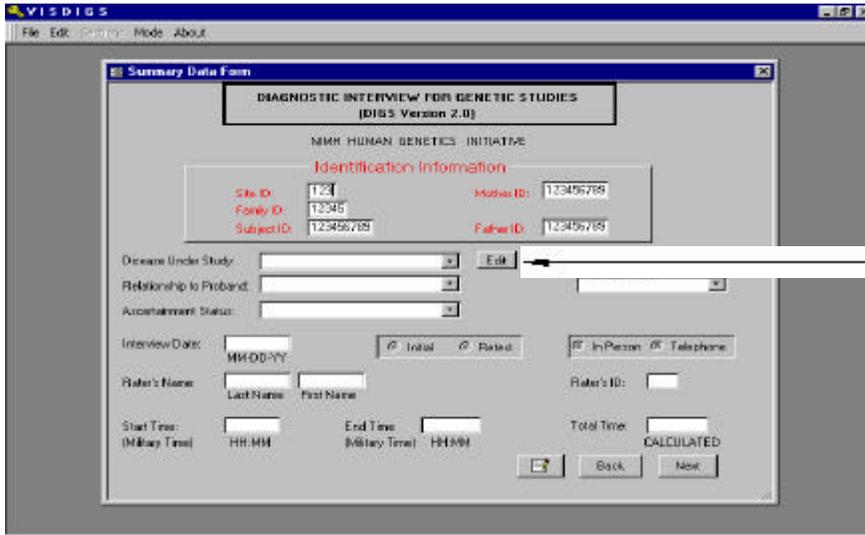
### To Edit or View Data

The mode is reset to default Edit mode each time you press the **Search** button. Search and locate the record first before changing the mode.

- 1 Click **Mode** on the menu bar at the top of the screen.
- 2 Select **Edit or View Mode** from the pull-down menu.
- 3 Press the appropriate button.
- 4 Click **OK** in the message box.



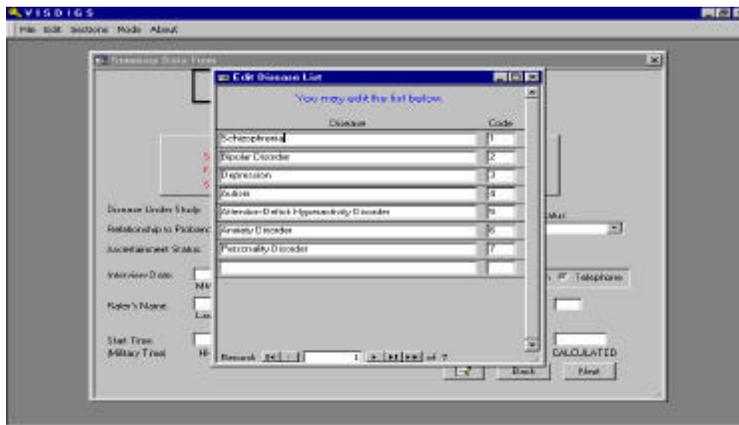
- 5 Press the appropriate button and then click **OK** on the “Edit or View” page.



☞ **To Edit List of Answer Choices**

VISDIGS allows users to edit the pull-down list of answer choices in some cases. Users may delete or add to the list by clicking

the **Edit** button located next to the fields.



**Edit Button**

Edit the list from the screen that appears by clicking the **Edit** button.

**Edit** buttons are available for the following fields:

**Disease Under Study** (Summary Data Form)

**Race** (Summary Data Form)

**Occupation** (Page 3, Section A)

### **To Browse Summary Data Form**

To check the status of information generally used to draw a family pedigree, use the **Browse Summary Data**.

- 1** Click **Mode** on the menu bar at the top of the screen.
- 2** Select **Summary Data Browse** from the pull-down menu.
- 3** Enter the Family ID.
- 4** Press the **Browse Family** button.

**What information can I browse?** You will find the following information displayed on the screen: Site ID, Subject ID, Family ID, Father ID, Mother ID, Relation to Proband, Sex, and Blood ID.

### **To Create Blood Labels**

Labels can be created for blood tubes or other material that needs to be labeled with a subject ID.

- 1** Click **Output** under the **File** menu.
- 2** Select **Blood Labels** from the pop-up menu.
- 3** Press the **Enable Fields** button on the **Blood Labels** screen.

**Important:** You will not be able to enter data in the fields unless you enable the fields by clicking **Enable Fields**.

- 4** Enter the full range of IDs to print.
- 5** Click **Print Blood Labels**.

6 Click **Exit** to close the form.

**Information:** You need to insert Avery 5267 Labels (1/2 x 1 3/4 @ 4 columns, 80 per page) into your printer to print the blood labels. This information can also be found by pressing the **Info** button on the Blood Labels screen.

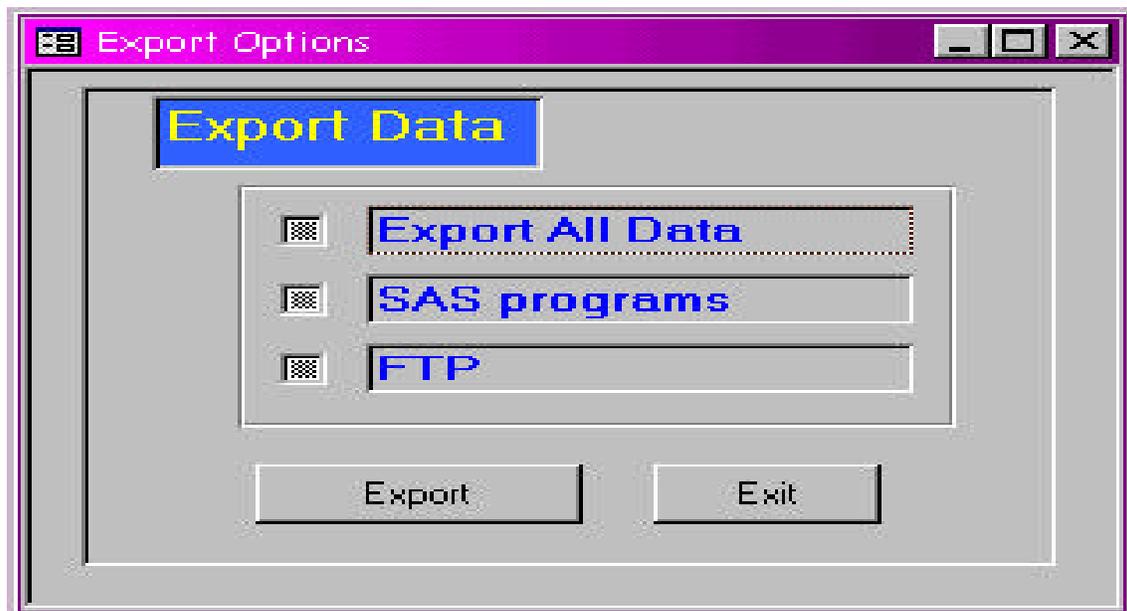
### To Export the Data to Text Files

**Why do I create text files?** You would create text files if you need to use SAS, SPSS, or other analytical application to read the data from the VISDIGS database. Text files may also be used to back up your data sets.

1 Click **Output** menu item under the **File** menu.

2 Click **Export** from the **Output** pop-up menu.

3 The Export Options dialog box should appear. Check any or all of the three check boxes presented.



4 Click the **Export** button.

The Export routines verify that all required configuration information is available and proceeds to execute the check boxed options.

The **Export All Data** option will create positionally delimited text files for every VISDIGS data table. These files will be placed in a temp subdirectory co-located with the VISDIGS program.

The **SAS programs** option will create text files of SAS programs containing the input statements and labels for each table. The input statements should be suitable for creating SAS data sets from the text files. NOTE: The default file path delimiter is for Unix operating systems so minor modifications are needed for PC SAS.

The **FTP** option will create batch files for zipping (compressing) the text files into one .zip file. You will be prompted for the anonymous FTP site that is to receive your data. This file will be sent to the 'incoming' folder of a designated anonymous FTP site. By modifying the VISDIGS.INI file, you can rename the .zip filename to the user's choosing.

Export produces output files in a 'temp' directory in the same directory as the VISDIGS.MDE file (usually C:\NEWLOD)

The files in temp will be:

T1.txt through T29.txt - Text files for DIGS sections
T1.sas through T29.sas - SAS input statements
PEDIGREE.TXT - Text file of Data Summary Form
TBLMNOTES.TXT - Text file of all marginal notes
TBLMNOTES.SAS - - SAS input statement to read in marginal notes

### **From the Access help menu**

#### *Remove a Database Password*

1. On the File menu, click Open Database.
2. Select the Exclusive check box, and then open the database.
3. In the Password Required dialog box, type the database password, and then click OK. Passwords are case-sensitive.
4. On the Tools menu, point to Security, and then click Unset Database Password. This command is only available if a database password was set previously.
5. In the Unset Database Password dialog box, type your current password.
6. Click OK.

#### *Protect a Database by Adding a Database Password*

1. Close the database. If the database is shared on a network, ask all other users to close the database.
2. Make a backup copy of the database and store it in a secure place.
3. On the File menu, click Open Database.
4. Select the Exclusive check box, and then open the database.
5. On the Tools menu, point to Security, and then click Set Database Password.
6. In the Password box, type your password. Passwords are case-sensitive.
7. In the Verify box, confirm your password by typing the password again, and then click OK.

The password is now set. The next time you or any other user opens the database, a dialog box will be displayed that requests a password.

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### Caution

1. If you lose or forget your password, it can't be recovered and you won't be able to open your database.
2. Do not use a database password if you will be replicating a database. Replicated databases can't be synchronized if database passwords are defined.

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### Notes

1. If you need more extensive security than that provided by a database password, you need to define user-level security. For information, click.
2. You can't set a database password if user-level security has been defined for your database and you don't have Administer permission for the database. Also, a database password is defined in addition to user-level security. If user-level security has been defined, any restrictions based on user-level security permissions remain in effect.
3. If a table from a password-protected database is linked, the password is cached (saved) in the database it is linked to when the link is established. This may have unforeseen consequences. For more information, click.

### **Additional Codes**

These diagnosis codes are available for each diagnostic system.

"60", "Undiagnosed and unspecified mental disorder"

"61", "Unknown psychotic disorder, without hospitalization"

"62", "Unknown psychotic disorder, with hospitalization"

"63", "Diagnosed but unspecified mental disorder, without hospitalization"

"64", "Diagnosed but unspecified mental disorder, with hospitalization"

"90", "Never mentally ill"

"97", "Other diagnoses without hospitalization"

"98", "Other diagnoses with hospitalization"