



***National Treatment Agency
for Substance Misuse***

National Drug Treatment Monitoring System (NDTMS)

NDTMS Drug and Alcohol Monitoring System (DAMS)

Regional User Guide

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1. Revision History

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1.0	M.Heap	Overhauled all sections in line with latest details	03/04/2006
1.1	M.Heap	Final tweaks made for issue to WM regional team pilot	10/04/2006
1.2	R.McKenna	Copyright added	10/04/2006
1.3	M.Heap	Amended FUP web address	03/05/2006
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1.5	R.McKenna	Tweaks to 'Logging On' and 'Managing External Data Updates'	05/06/2006
1.6	M.Heap	Amendments made in preparation for release 1.1	12/06/2006
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1.14	P. Mantrala	Removal of Reference data updates section Inclusion of changes in DAMS Phase III – Include, Exclude, Delete and Replace functions of the load component Updated screenshots (where necessary)	15/11/2010

2. External References:

No	Description	Version
1	NDTMS DAMS – Technical Specification	1.1
2	NDTMS DAMS – Functional Specification	1.0
3	NDTMS DAMS – Operational Processes	0.2
4	NDTMS DAMS – Terms and Conditions	2007-03-26
5	NDTMS DAMS – Minimum Environment Criteria	0.3
6	NDTMS DAMS – Agency User Guide	1.91

References to the above documents will be indicated by square brackets (eg [1])

3. Outstanding Issues:

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4. Significant Changes (in this issue):

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1		Change in the way the files are loaded

5. Distribution

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7. Introduction

This document details the process steps for using the NDTMS DAMS as a regional administrator.

The portal allows treatment providers (i.e. agencies) to validate and upload their agency files for monthly data submission to the NDTMS Programme.

This portal requires its user to agree to certain terms and conditions; these can be found at [4].

The minimum system requirements for using DAMS can be found at [5].

7.1 Copyright

Copyright for NDTMS, Drugs and Alcohol Management System (DAMS), and this User Guide is the property of the National Treatment Agency for Substance Misuse (NDTMS).

7.2 An overview of main facilities

Each geographic NDTMS region has its own web portal server.

These regional portals allow agencies within the regions to validate/submit data to the regional NDTMS team.

Each regional NDTMS team will manage and maintain its own web portal.

7.2.1 Regional functions

The regional NDTMS teams can carry out the following processes:

- upload files
- view the status of each month by agencies
- generate and view pre-generated reports
- manage recodes
- manage queues and de-queues
- reset regional data base
- reset agency database
- manage individual data
- manage users
- manage working months for data submissions
- manage opening/closing the portal (through reference data section)
- manage mismatched records check (through reference data section)
- view systems logs
- view/manage systems settings

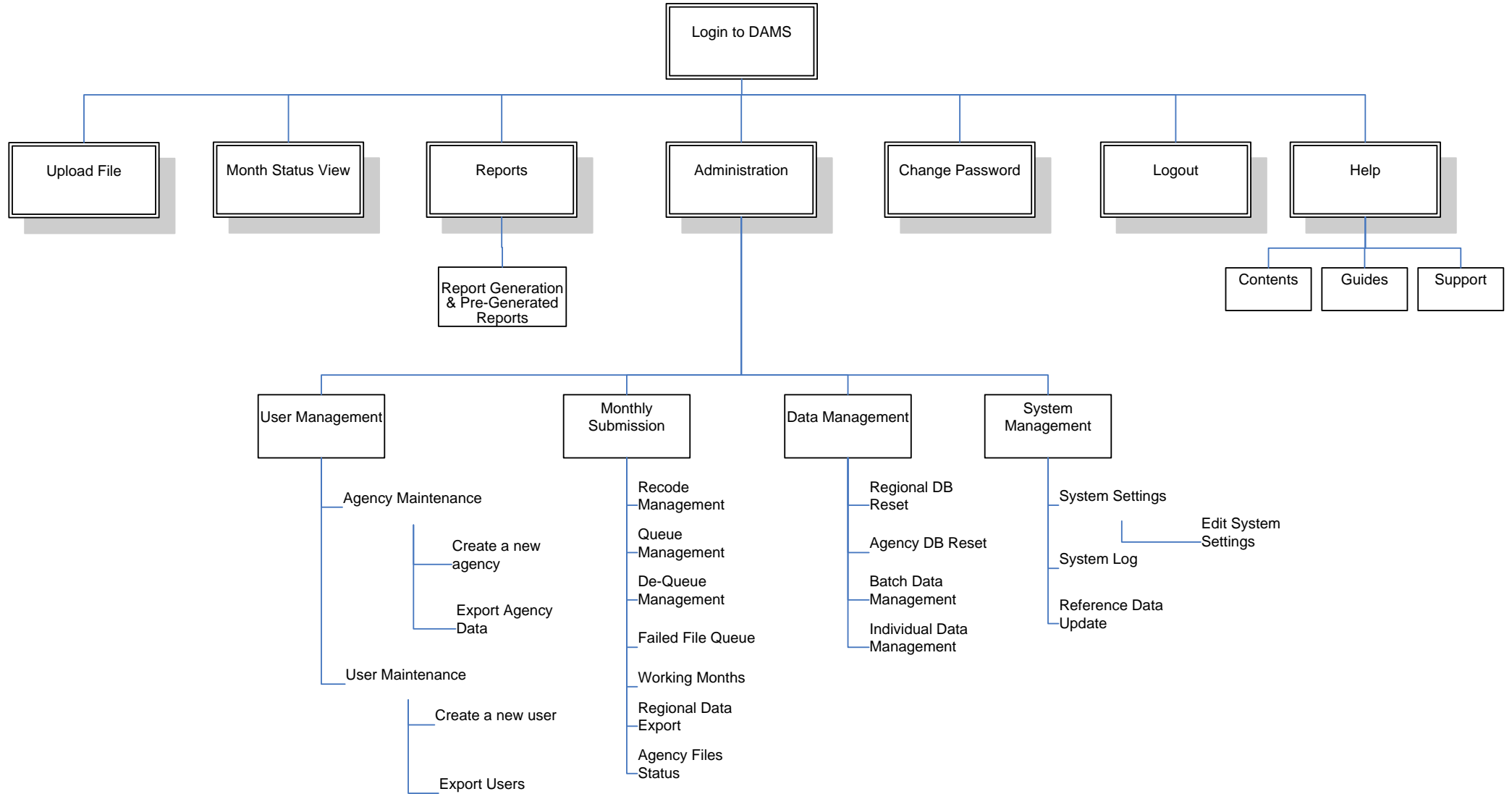
7.2.2 Agency functions

The agency (or DAT if directed by the region) can carry out the following basic portal procedures (further details of these can be found at [9]):

- validate file(s) online – as many times as they wish per month
- view validation results
- resolve missing information to improve data quality percentage before submission
- submit files to NDTMS regional teams for monthly submissions
- view data load results (i.e. load reports)

7.3 DAMS Regional Administrator Functions

Given below is a diagrammatic summary of the main functions in DAMS



8. Getting started

This section details the steps required for getting started with the DAMS.

8.1 Logging in to the system

All users access the system via the Internet. The web address is <https://www.ndtms.org/DAMS/>

Important note: you must type in the web address exactly as above (with trailing /), otherwise access will not be granted.

If the website is unavailable (e.g. page not available), or you are unable to access the system (e.g. user name not recognised), please contact your regional administrator using the phone number given on the login screen. Further contact details are given on the NTA website at <http://www.nta.nhs.uk/areas/regions/default.aspx>

8.2 A note on passwords

First time users will be requested to change their password after initial log on.

Passwords must be between 6 and 20 characters

Passwords must contain at least one number and one letter.

A new password cannot be the same as the previous password or the username.

If an invalid password is entered three times in a row, the user name will be disabled.

For example, a valid password might be: AgencyYH3

Please contact your regional DAMS administrator to reset the password.

8.3 DAMS Terms & Conditions

First time users of DAMS are presented with a terms & conditions page. It is mandatory that the user reads and accepts the terms & conditions before checking the box and clicking on the "Continue" button. Thereafter this screen doesn't appear at each login attempt.

Select Agency... Go Select Report... Go

DAMS terms and conditions

Our Responsibilities

1. We will securely look after any data that is validated, submitted, transferred and loaded using this system (DAMS) in compliance with all relevant UK legislation.
2. We need to sometimes access the system (DAMS) for the purpose of support and maintenance. However, the NTA undertakes not to access the contents of any data file or summary reports unless consented to do so.
3. We will make all reasonable efforts to ensure that the system (DAMS) is available for use as per the NDTMS timetable, but we cannot be held responsible for any consequential loss to you from the system (DAMS) being unavailable.
4. We will not disclose any personal data held on the system about you to anybody else, except when required by law.

Your Responsibilities

1. You agree that you will keep your password details secure and will not disclose them to anyone else for any purpose. You will notify us if you believe security may have been compromised.
2. You agree that you will not use the system (DAMS) to transfer any data in breach of the law. This includes any data whose transfer would infringe intellectual property rights.
3. You agree that you will not configure any automated system to connect to our system (DAMS) in such a manner as to risk causing excessive load either on the server or our networks. In particular you agree not to configure a computer or other similar device to automatically upload files onto our system (DAMS).
4. You understand that any data uploaded onto our system (DAMS) will be accessible to the administrators and NTA development teams of our system (DAMS).
5. You recognise that breach of any of the above may result in the termination of your access to this service.

I have read and agree to the DAMS terms and conditions

Continue Exit

TG1111-20100101-20100731-treat-in-g.csv	2	TG1111	12-08-2010 14:02	1	0	1	0	100%	100%	1	Validated	Validation Log
TG1111-20100101-	1	TG1111	12-08-2010 13:08	1	0	0	1	0%	0%	1	Validated	Validation Log

8.4 Changing passwords

Password changes may be enforced if your user account requires it so the screen below (Figure 1) may appear directly after you log on.

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Change Password Logged in as: nupuserL Today's Date: 02-06-2009

Change Password

Username nupuserL

Current Password

New Password

Confirm Password

Figure 1

Users can change their password at any time using the “Change Password” link at the top of the screen.

To change your password:

Click on “Change Password” link

Enter your current password in the “Current Password” box

Enter your new password in the “New Password” box

Enter your new password again in the “Confirm Password” box

Press “Change Password” button

8.5 Lost or forgotten passwords

You can retrieve your password if you have forgotten it. To do this, follow these steps:

Click on “Lost Password” link on the system homepage

Enter your email address associated with your user name

Press the “Email Password” button

9. The basics of DAMS

9.1 Viewing submissions (Month Status View)

Once you have logged in to the system, the screen below (figure 2) will appear showing the activity for those agencies which you have access to.

Each agency is displayed in its own section, beneath which are rows showing agency files that have been validated/uploaded, along with the corresponding file status.

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View Logged in as: nupuserL Today's Date: 06-12-2010

Active Filter: Current Month (Jun-10); [Clear Filter](#) Current Month: Jun-10 Month Close Date: 21-07-2010
Select a preset filter or choose a specific agency to view This month is open and is accepting new files

Select File Status... Go Current Month (Jun-10) Go
Select Agency... Go Select Report... Go
Select DAT... Go

AD001 (Adult only agency)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
AD001-20101021-20101009-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:41	1	0	1	0	100%	0%	1	Validated	Validation
AD001-20101021-20101008-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:40	1	0	1	0	100%	100%	1	Validated	Validation
AD001-20101021-20101007-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:38	1	0	1	0	100%	100%	1	Validated	Validation
AD001-20101021-20101006-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:36	1	0	1	0	100%	100%	1	Validated	Validation
AD001-20101021-20101005-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:32	1	0	1	0	100%	100%	1	Loaded	Validation
AD001-20101021-20101004-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:31	1	0	1	0	100%	100%	1	Loaded	Validation

AD002 (Adult Only Agency 1)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
AD002-20050401-20101105-TREAT-IN-G.CSV	2	nupuserL	02-12-2010 10:58	9200	0	9200	0	100%	95%	1	Loaded	Validation
AD002-20050401-20101105-TREAT-IN-G.CSV	1	nupuserL	01-12-2010 16:44	9200	0	9200	0	100%	95%	1	TechnicalFailure	Validation

L0001 (Axe Street Project)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
L0001-20101021-20101020-TREAT-IN-G.csv	1	nupuserL	01-12-2010 16:27	51	0	51	0	100%	0%	1	Validated	Validation
L0001-20101021-20101014-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:17	1	0	1	0	100%	0%	1	Validated	Validation
L0001-20101021-20101013-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:16	1	0	1	0	100%	0%	1	Validated	Validation
L0001-20101021-20101012-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:09	51	0	51	0	100%	0%	1	Loaded	Validation
L0001-20101021-20101011-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:07	51	0	51	0	100%	0%	1	Rejected	Validation
L0001-19940522-												

Figure 2

9.1.1 Column descriptions

Column name	Description of column
Filename	The name of the file that has been validated/uploaded
Ver	The version number of the file (an incremental number assigned when re-validating or re-loading the same file)
Uploaded By	The system username who uploaded the file
Date	The date and time that the file was uploaded
Records	The count of non-blank records in the file
Blanks	The count of blank records in the file
Valid	The count of valid records in the file
Invalid	The count of invalid records in the file
Load%	The percentage of records loaded (i.e. valid records divided by number of records)
DQ%	The data quality percentage (i.e. number of records with no errors or warnings divided by number of records)
Agys	The count of contributing agencies in file
File Status	The current status of file (see section 10.1.2 for further details)
Validation	Takes user to the validation summary and the file comparison with the previous submission

9.1.2 The status of a file

This section describes the various statuses that a file can be assigned:

File status	Description
Error	The file has not been validated; occurs if the validation process has stopped or exceptions have occurred (i.e. file-level errors)
Failed	The file has failed the validation rules and cannot be submitted
Validated	The file has been validated and is ready to submit for loading
Submitted	The file has been submitted for loading
Loaded	The file has been loaded
Rejected	A file submitted for loading has been rejected
Load Fail	A file has failed the load process
Await Loading	A file has been submitted to the Queue to be Loaded
Processing	The file is being processed by the load queue

9.2 Supported file names

The DAMS supports the following file naming conventions for agency submissions:

AAAAA-YYYYMMDD-yyyymmdd-TREAT-IN-X.CSV
AAAAAA-YYYYMMDD-yyyymmdd-TREAT-IN-X.CSV

Where:

AAAA or AAAAA is the agency code

YYYYMMDD is the start date

yyyymmdd is the end date

X is the dataset type (as a minimum C and D type files will be accepted in release 1.3)

The DAMS no longer supports these file naming conventions:

AAAAA-YYYYMMDD-yyyymmdd-TREAT-IN-X-Vnn-BB.CSV
AAAAA-YYYYMMDD-yyyymmdd-TREAT-IN-X-R-Vnn-BB.CSV

Where:

Vnn is the version number of the application used to generate the file

BB are the initials of the person who approved the input file (prior to submission)

9.3 Applying a filter to the views (Under review)

The user can apply a simple filter to the agency file submissions view (i.e. monthly status view) to narrow down the selection. This is quite helpful if you have several agencies in your monthly status view and only want to view one of them.

The user can filter on the following:

- File status
- Current month
- Agency
- DAT

The choices of filter options are restricted to those in the drop down menus.

Once you have selected your filter/s, press the “Go” button to apply. You can apply more than one filter, one after the other.

The screen shot below (figure 3) shows three orange circles highlighting that all three filters have been applied to the monthly status view (i.e. only validated files, for the agency L0001, presented to the DAMS during the January 09 period).

The screenshot shows the NDTMS DAMS - London interface. The top navigation bar includes 'Upload File', 'Month Status View', 'Reports', 'Administration', 'Change Password', 'Logout', and 'Help'. The 'Month Status View' is selected, and the user is logged in as 'nupuserL' on '29-01-2010'. The 'Active Filter' section shows 'Validated ; L0001 (Axe Street Project) ; Jan-09' with a 'Clear Filter' link. Below this, there are three filter dropdown menus: 'Validated', 'L0001 (Axe Street Project)', and 'Jan-09', each with a 'Go' button. The 'Select DAT...' dropdown is also visible. The main content area displays a table titled 'L0001 (Axe Street Project)' with columns for 'Filename', 'Ver', 'Uploaded By - Date', 'Records', 'Blanks', 'Valid', 'Invalid', 'Load%', 'DQ%', 'Agys', and 'File Status'. The table contains three rows of data, all showing 'Validated' status.

Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
L0001-19940524-20090924-TREAT-IN-G.CSV	1	nupuserL 19-01-2010 10:48	430	0	0	430	0%	100%	1	Validated
L0001-19940524-20090925-TREAT-IN-G.CSV	1	nupuserL 19-01-2010 10:47	430	0	0	430	0%	100%	1	Validated
L0001-19940524-20090926-TREAT-IN-G.CSV	1	nupuserL 19-01-2010 10:45	430	0	0	430	0%	100%	1	Validated

Figure 3

The screen shot below (figure 3.1) shows the list of files validated by each agency under Haringey DAT (H21B) during January 09.

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help
Month Status View Logged in as: nupuserL Today's Date: 29-01-2010

Active Filter: Validated ; Jan-09; Haringey (H21B); [Clear Filter](#)
Select a preset filter or choose a specific agency to view

Current Month: Feb-09 Month Close Date: 16-03-2009
This month is ready for the region to open to agencies for file uploading etc

Validated [Go] Jan-09 [Go]

Select Agency... [Go] Select Report... [Go]

Haringey (H21B) [Go]

L0019 (DASH St. Ann's)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
L0019-20080101-20090124-TREAT-IN-E.csv	1	nupuserL	09-09-2009 13:00	1	0	0	1	0%	0%	1	Validated	Validation Load

L0564 (Dual Diagnosis Team)
----- No Files Found -----

L0732 (SHOC WWP Prescribing Service)
----- No Files Found -----

L0734 (CRi Haringey DIP Prescribing / Treatment)
----- No Files Found -----

L0917 (Haringey Youth Offending Service)
----- No Files Found -----

L0924 (In-volve Haringey)
----- No Files Found -----

L1044 (Blenheim CDP Eban)
----- No Files Found -----

L5027 (Haringey Advisory Group on Alcohol)
----- No Files Found -----

Figure 3.1

9.3.1 Clear (reset) the filters

To return to a full list of files the filter must be cleared. This is done by choosing the 'clear filter' option which is at the top of the screen at the centre (see screen shot directly above, shown by red circle).

9.3.2 Viewing previous months

Previous months submissions can be viewed using the drop down menu at the very top right of the screen. By selecting any month from this drop down menu, only those files presented to the DAMS within that reporting period will be shown.

9.3.3 Tracking agency submission exceptions

To aid the tracking of exceptions with agency file submissions (i.e. the progress an agency submission has made), the user can view online reports specifically tailored to show certain criteria.

These reports list the agency names and codes, as well as the associated DAT names and codes for agency files meeting certain criteria. To view these reports, click on the 'Select Report' drop down menu on the monthly status screen and choose from the following:

Agencies without uploaded files

A list of agencies that have no files uploaded, for a given reporting period (i.e. agencies that have not presented any files to the DAMS)

Agencies without submissions

A list of agencies that have no files submitted for load, for a given reporting period (i.e. agencies that presented files to the DAMS, but have not submitted them for load)

Submitted file not loaded

A list of agency files that have been submitted, but not loaded by a regional NDTMS team (i.e. agency files that are awaiting a load report for files submitted for loading)

Loaded files not from DAMS

A list of agency files that have been loaded by a regional NDTMS team but did not originate in the DAMS

(i.e. agency files that have not been validated or presented using the DAMS, but loaded into the DAMS)

Users will only be able to see reports that relate to their agencies/DAT.

Within each of the reports the user can choose the relevant reporting period month from the drop down list at the top (see right hand red circle in screen shot directly below).

The user can also switch between reports from a drop down list at the top (see left hand orange circle in the screen shot shown in figure 4).

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Report Logged in as user Today's Date: 02-06-2009

Select another report: Agencies Without Submissions Select another month: Current Month (Jan-09) Go

Agencies Without Submissions

Reporting on Month: Jan-09

Agency Code	Agency Name	DAT Code	DAT Name
L0001	Axe Street Project (L0001)	H01B	Barking and Dagenham
L0002	New Directions (L0002)	H02B	Havering
L0003	Daybreak Drug Project (L0003)	H01B	Barking and Dagenham
L0004	Angel Drug Project (L0004)	H04B	Islington
L0005	South Camden Drug Services (L0005)	H03B	Camden
L0006	City Roads Cranstoun (L0006)	H04B	Islington
L0008	North Camden Drug Services (Response) (L0008)	H03B	Camden
L0011	Addaction-Hackney (L0011)	H06B	Hackney
L0012	Addaction: CDT Tower Hamlets (L0012)	H28B	Tower Hamlets
L0013	City & Hackney Specialist Addiction Unit (L0013)	H06B	Hackney
L0014	Tower Hamlets Specialist Addiction Unit (L0014)	H28B	Tower Hamlets
L0015	Healthy Options Team (HOT) (L0015)	H11B	Waltham Forest
L0016	CDT Newham (L0016)	H25B	Newham
L0017	LCR CLINIC LTD (L0017)	H06B	Hackney
L0018	CNWL - ECDAS: Enfield CDAS (L0018)	H18B	Enfield
L0019	DASH St. Ann's (L0019)	H21B	Haringey
L0020	DASH and Haringey DIP (L0020)	H21B	Haringey
L0021	Waltham Forest Community Drug and Alcohol Team (L0021)	H11B	Waltham Forest
L0024	CNWL - DTC Chelsea and Westminster (L0024)	H22B	Kensington and Chelsea
L0025	CNWL - DTC Hammersmith & Fulham (L0025)	H20B	Hammersmith and Fulham
L0027	Action on Addiction - Hope House (L0027)	H30B	Westminster
L0031	BDAS (L0031)	H12B	Barnet
L0032	CNWL - Harrow Drug and Alcohol Service (L0032)	H31B	Harrow
L0033	TP: Druglink H&F (L0033)	H20B	Hammersmith and Fulham
L0034	CNWL - CDU West Middlesex Hospital (L0034)	H33B	Hounslow
L0035	WDP - Westminster Drug Project LTD (L0035)	H30B	Westminster
L0036	CDC-SHARP (L0036)	H22B	Kensington and Chelsea
L0038	TP Ealing (L0038)	H17B	Ealing
L0039	Blenheim CDP Portobello Road (L0039)	H22B	Kensington and Chelsea
L0040	CNWL - Gatehouse (L0040)	H17B	Ealing
L0041	CNWL - Westminster Treatment Team (L0041)	H30B	Westminster
L0042	CNWL - Hillingdon Drug & Alcohol Service (L0042)	H32B	Hillingdon
L0043	Tasha Foundation (L0043)	H17B	Ealing
L0045	Addaction: Brent (Addaction Willesden) (L0045)	H14B	Brent
L0046	Drug and Alcohol Foundation (L0046)	H30B	Westminster
L0048	CNWL - TP Junction Service (L0048)	H14B	Brent
L0050	Drug & Alcohol Service for London (DASL) (L0050)	H25B	Newham
L0052	Create-Newham (L0052)	H25B	Newham
L0053	TP Hungerford Project (L0053)	H30B	Westminster
L0054	IDASS North (L0054)	H04B	Islington

Figure 4

9.4 File validation summary

From the month status view screen, click on the “validation” link (on the right hand side of each file validation entry).

This link will then display the validation summary, transactional file data, previously submitted data and mis-matched records for this file.

NDTMS
NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View
Logged in as: nupuserL Today's Date: 06-12-2010

Active Filter: Current Month (Jun-10); [Clear Filter](#) Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

Select a preset filter or choose a specific agency to view

AD001 (Adult only agency)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
AD001-20101021-20101009-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:41	1	0	1	0	100%	0%	1	Validated Validation
AD001-20101021-20101008-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:40	1	0	1	0	100%	100%	1	Validated Validation
AD001-20101021-20101007-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:38	1	0	1	0	100%	100%	1	Validated Validation
AD001-20101021-20101006-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:36	1	0	1	0	100%	100%	1	Validated Validation
AD001-20101021-20101005-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:32	1	0	1	0	100%	100%	1	Loaded Validation
AD001-20101021-20101004-TREAT-IN-G.csv	1	nupuserL	04-11-2010 16:31	1	0	1	0	100%	100%	1	Loaded Validation

AD002 (Adult Only Agency 1)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
AD002-20050401-20101105-TREAT-IN-G.CSV	2	nupuserL	02-12-2010 10:58	9200	0	9200	0	100%	95%	1	Loaded Validation
AD002-20050401-20101105-TREAT-IN-G.CSV	1	nupuserL	01-12-2010 16:44	9200	0	9200	0	100%	95%	1	TechnicalFailure Validation

L0001 (Axe Street Project)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
L0001-20101021-20101020-TREAT-IN-G.csv	1	nupuserL	01-12-2010 16:27	51	0	51	0	100%	0%	1	Validated Validation
L0001-20101021-20101014-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:17	1	0	1	0	100%	0%	1	Validated Validation
L0001-20101021-20101013-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:16	1	0	1	0	100%	0%	1	Validated Validation
L0001-20101021-20101012-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:09	51	0	51	0	100%	0%	1	Loaded Validation
L0001-20101021-20101011-TREAT-IN-G.csv	1	nupuserL	01-11-2010 15:07	51	0	51	0	100%	0%	1	Rejected Validation
L0001-19940522-											

Mis-matched records are not displayed when an agency’s file is loaded for the very first time into DAMS as there is no data in the database to compare with.

[< Back](#) Validation Detail Missing Information Screen

Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

[Validation Summary](#)

[Detailed Validation](#)

[Detailed Mismatches](#)

File Information

Filename: AD001-20101021-20101008-TREAT-IN-G.csv
Version: 1
Agency: Adult only agency (AD001)
Month: Jun-10

File Status: Validated [File History](#)
Uploaded By: nupuserL 04/11/2010 16:40:01
Submitted By:
ECMS Load Date:

Submit File For Loading

Ignore mismatches?

Validation Summary Information

Records	Valid	Invalid	Load %	DQ %	Agys	Errors	No Consent
1	1	0	100 %	100 %	1	0	0

Current File Data

Validation errors relating to the file you have uploaded

No transactional file validations.

Error Level Key:

FATAL = Severe Data Error
ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error

Previously Submitted Data

Validation errors in your data when compared to information previously provided to NDTMS

Severity	Rule Description	Error Count
CHANGE	Episode ID value changed	1

Error Level Key:

ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error
CHANGE = Value changed

Missing Information

Data you have submitted in previous months missing from the file you have uploaded

No missing information found.

Missing Information Level Key:

CLIENT = Expected client record not present
EPISODE = Expected episode record not present
MODALITY = Expected modality record not present
TOP = Expected TOP record not present

9.4.1 File information

The first main section of this page shows the following:

Filename
File status
Version
Uploaded by
Agency
Submitted by
Month
ECMS Load Date (to be reviewed)

Note: To ignore the mismatches, check the box that says "Ignore mismatches" and this prevents information being displayed under the **Missing Information** section

9.4.2 Validation summary information

The second section details the summary information, showing a file breakdown of the following:

The number of non-blank and blank records
The number of valid and non-valid records

The load and data quality percentage
 The number of agencies
 The number of errors
 The number of No Consent records present in the file

9.4.3 Transactional file data

The third section details the validations for the data being submitted in the transactional file alone. It displays the rules summary of errors detailing the severity and counts.

Note: At this point the data in the file is not compared with the data in the database. The validations are from within the file itself.

9.4.4 Previously submitted data

This section was formerly called as “Load Report”. The information furnished in this section is the list of validations grouped by severities and the number of the error counts. Data in the transactional file is compared with the persisted data in the database at this stage to produce the results. E.g. A changed value in the transactional file for a particular field when compared with the value in the database is shown with a severity of INFO. The changed values are shown in the image below.

Previously submitted data

Severity	Rule Description	Error Count
CHANGE	Alcohol use value changed	1
	Assault value changed	1
	Client ID value changed	2
	Episode ID value changed	2
	Ethnicity value changed	2
	First Offered Modality Appointment Date changed	1
	Modality Exit Status value changed	1
	Modality ID value changed	1
	Opiate use value changed	1
	Other Theft value changed	1
	Physical Health Status value changed	1
	Psychological Health Status value changed	1
	Quality of Life value changed	1
	TOP ID value changed	18

Error Level Key:
 FATAL = Severe Data Error
 ERROR = Error within a Record
 WARN = Potential Data Error
 INFO = Data Query
 REPAIR = Repairable Data Error
 CHANGE = Value changed

9.4.5 Missing Information

The fifth section displays the details of missing records. The client, episode, modality and TOP records of the loading agency that are present in the database but are not present in the transactional file will be displayed in this section.

9.5 Validating a file in DAMS

Details on validating a file in DAMS can be found in section 9.5 in the DAMS Agency User Guide at [6].

This document describes how to validate an agency file and how to interpret the validation details pages.

9.6 File loading notes for DAMS administrator

Only the DAMS administrator can bypass the minimum load AND data quality thresholds for a file. These thresholds usually have to be met before a file can be submitted for loading by an agency user.

If the regional DAMS administrator submits a file for loading that does not reach either the load or data quality thresholds, DAMS will ask the regional administrator to confirm if they wish to override the requirement and submit the file (see screen message below).

NDTMS
File Upload Portal - London

NHS
National Treatment Agency
for Substance Misuse

Upload a New File Month Status View Administration Change Password Logout Help

Submit File Logged in as: nupuser Today's Date: 30-03-2007

Submit File for Loading

WARNING: This file is under the 50.5% load threshold.
WARNING: This file is under the 50.5% quality threshold.

Filename: T0003-20061204-20070101-TREAT-IN-D.csv
Version: 1

Are you sure you wish to submit the selected file for loading?

Click 'Yes' to submit the file.
Click 'No' to cancel.

9.7 Rejecting an agency's file in DAMS

The DAMS administrator can reject an agency's submission (a particular version of a file submitted for loading) only after the file has been submitted for loading by the agency user.

Once the file has been submitted for loading, the DAMS administrator will be able to reject the file by doing the following:

From the month view status screen, click on a file's "Validation" link

The validation summary screen will appear, showing a button "Reject File Submission" (see screen shot below)

The next screen will ask the DAMS administrator to confirm the rejection of the file (see screen shot below)

Follow the on screen prompts, press "Yes" to proceed and "No" to return to the file validation summary screen

Once the file has been rejected, a screen will report that the rejection has been successful

[< Back](#) Validation Detail Mismatch Screen

Current Month: Jun-10 Month Close Date: 21-07-2010
This month is open and is accepting new files

[Validation Summary](#)

[Detailed Validation](#)

[Detailed Mismatches](#)

File Information

Filename: AD001-20101021-20101009-TREAT-IN-G.csv
Version: 1
Agency: Adult only agency (AD001)
Month: Jun-10

File Status: Validated [File History](#)
Uploaded By: nupuserL 04/11/2010 16:41:35
Submitted By:
ECMS Load Date:

Submit File For Loading

Ignore mismatches?

Validation Summary Information

Records	Valid	Invalid	Load %	DQ %	Agys	Errors	No Consent
1	1	0	100 %	0 %	1	0	0

Transactional file data

No transactional file validations.

Error Level Key:

FATAL = Severe Data Error
ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error

Previously submitted data

Severity	Rule Description	Error Count
WARN	Dates for this episode overlap other existing episodes	1

Error Level Key:

FATAL = Severe Data Error
ERROR = Error within a Record
WARN = Potential Data Error
INFO = Data Query
REPAIR = Repairable Data Error
CHANGE = Value changed

Mis-matched records

Type	Description	Count
Episode	Episode records previously submitted, not present in the file	1

Mismatch Level Key:

CLIENT = Expected client record not present
EPISODE = Expected episode record not present
MODALITY = Expected modality record not present
TOP = Expected TOP record not present

9.8 Tracking agency submission exceptions

To aid the tracking of exceptions with agency file submissions (i.e. the progress an agency submission has made), the user can view online reports specifically tailored to show certain criteria.

These reports list the agency names and codes, as well as the associated DAT names and codes for agency files meeting certain criteria. To view these reports, click on the 'Select Report' drop down menu on the monthly status screen and choose from the following:

Agencies without uploaded files

A list of agencies that have no files uploaded, for a given reporting period (i.e. agencies that have not presented any files to DAMS)

Agencies without submissions

A list of agencies that have no files submitted for load, for a given reporting period (i.e. agencies that presented files to DAMS, but have not submitted them for load)

Submitted file not loaded

A list of agency files that have been submitted, but not loaded by a regional NDTMS team (i.e. agency files that are awaiting a load report for files submitted for loading)

Loaded files not from DAMS

A list of agency files that have been loaded by a regional NDTMS team but did not originate in DAMS (i.e. agency files that have not been validated or presented but loaded into DAMS)

Users will only be able to see reports that relate to their agencies/DAT.

Within each of the reports the user can choose the relevant reporting period month from the drop down list at the top (see right hand red circle in screen shot directly below).

The user can also switch between reports from a drop down list at the top (see left hand orange circle in screen shot directly below).

Select another report: Agencies Without Submissions Select another month: Current Month (Jan-09) Go

Agencies Without Submissions

Reporting on Month: Jan-09

Agency Code	Agency Name	DAT Code	DAT Name
L0001	Axe Street Project (L0001)	H01B	Barking and Dagenham
L0002	New Directions (L0002)	H02B	Havering
L0003	Daybreak Drug Project (L0003)	H01B	Barking and Dagenham
L0004	Angel Drug Project (L0004)	H04B	Islington
L0005	South Camden Drug Services (L0005)	H03B	Camden
L0006	City Roads Cranstoun (L0006)	H04B	Islington
L0008	North Camden Drug Services (Response) (L0008)	H03B	Camden
L0011	Addaction-Hackney (L0011)	H06B	Hackney
L0012	Addaction: CDT Tower Hamlets (L0012)	H28B	Tower Hamlets
L0013	City & Hackney Specialist Addiction Unit (L0013)	H06B	Hackney
L0014	Tower Hamlets Specialist Addiction Unit (L0014)	H28B	Tower Hamlets
L0015	Healthy Options Team (HOT) (L0015)	H11B	Waltham Forest
L0016	CDT Newham (L0016)	H25B	Newham
L0017	LCR CLINIC LTD (L0017)	H06B	Hackney
L0018	CNWL - ECDAS: Enfield CDAS (L0018)	H18B	Enfield
L0019	DASH St. Ann's (L0019)	H21B	Haringey
L0020	DASH and Haringey DIP (L0020)	H21B	Haringey
L0021	Waltham Forest Community Drug and Alcohol Team (L0021)	H11B	Waltham Forest
L0024	CNWL - DTC Chelsea and Westminster (L0024)	H22B	Kensington and Chelsea
L0025	CNWL - DTC Hammersmith & Fulham (L0025)	H20B	Hammersmith and Fulham
L0027	Action on Addiction - Hope House (L0027)	H30B	Westminster
L0031	BDAS (L0031)	H12B	Barnet
L0032	CNWL - Harrow Drug and Alcohol Service (L0032)	H31B	Harrow
L0033	TP: Druglink H&F (L0033)	H20B	Hammersmith and Fulham
L0034	CNWL - CDU West Middlesex Hospital (L0034)	H33B	Hounslow
L0035	WDP - Westminster Drug Project LTD (L0035)	H30B	Westminster
L0036	CDC-SHARP (L0036)	H22B	Kensington and Chelsea
L0038	TP Ealing (L0038)	H17B	Ealing
L0039	Blenheim CDP Portobello Road (L0039)	H22B	Kensington and Chelsea
L0040	CNWL - Gatehouse (L0040)	H17B	Ealing
L0041	CNWL - Westminster Treatment Team (L0041)	H30B	Westminster
L0042	CNWL - Hillingdon Drug & Alcohol Service (L0042)	H32B	Hillingdon
L0043	Tasha Foundation (L0043)	H17B	Ealing
L0045	Addaction: Brent (Addaction Willesden) (L0045)	H14B	Brent
L0046	Drug and Alcohol Foundation (L0046)	H30B	Westminster
L0048	CNWL - TP Junction Service (L0048)	H14B	Brent
L0050	Drug & Alcohol Service for London (DASL) (L0050)	H25B	Newham
L0052	Create-Newham (L0052)	H25B	Newham
L0053	TP Hungerford Project (L0053)	H30B	Westminster
L0054	IDASS North (L0054)	H04B	Islington

10. Regional DAMS Administration

This section details the regional DAMS administrator's management role:

- User Management
- Monthly Submissions
- Data Management
- System Management

10.1 User Management

Each regional DAMS administrator will be issued with a user name and password with which to administer all user accounts (region, agency and DAT level).

This involves:

- Creating new user accounts (for region, agencies and DATs)
- Editing user accounts
 - Resetting user passwords
 - Agency assignment to agency users
 - Enabling and disabling users

10.1.1 Agency Maintenance

A regional administrator can create, edit, de-activate and export agency data. However an agency cannot be deleted but can only be de-activated.

Upon clicking the Agency Maintenance link, the user is presented with the following screen

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Administration Logged in as: nupuserL Today's Date: 10-01-2011

Options

[Create a new agency](#)
[Export Agency Data](#)
[<< Administration](#)

Agency Maintenance

Select Agency Code

Show All

	<u>Agency Code</u>	<u>Agency Name (on reports)</u>	<u>DAT Code</u>	<u>Active</u>	<u>De-Active</u>
Edit	AD001	Adult only agency	H08B	11/11/2008	
Edit	AD002	Adult Only Agency 1	H33B	11/11/2008	
Edit	L0001	Axe Street Project	H01B	03/11/2004	
Edit	L0002	New Directions	H02B	03/11/2004	
Edit	L0003	Daybreak Drug Project	H01B	03/11/2004	
Edit	L0004	Angel Drug Project	H04B	03/11/2004	
Edit	L0005	South Camden Drug Services	H03B	03/11/2004	
Edit	L0006	City Roads Cranstoun	H04B	03/11/2004	
Edit	L0008	North Camden Drug Services (Response)	H03B	03/11/2004	
Edit	L0011	Addaction-Hackney	H06B	03/11/2004	30/06/2008
Edit	L0012	Addaction: CDT Tower Hamlets	H28B	03/11/2004	31/10/2007
Edit	L0013	City & Hackney Specialist Addiction Unit	H06B	03/11/2004	
Edit	L0014	Tower Hamlets Specialist Addiction Unit	H28B	03/11/2004	
Edit	L0015	Healthy Options Team (HOT)	H11B	03/11/2004	09/02/2005
Edit	L0016	CDT Newham	H25B	03/11/2004	

1 2 3 4 5 6 7 8 9 10 ... >>

10.1.2 Creating a new agency

- To create a new agency, the Regional DAMS administrator will need to access the Administration pages. To do this:
- Click on Administration link
- Click on Agency Maintenance link
- Click on "Create a new agency" link (see screen shot below)

Agency Maintenance - Create

Agency Code

Enter the Agency code

Click on Proceed to enter the details of the agency (see screen shot below)

Agency Maintenance - Edit

Agency Code

Main Details	Treatment Services	Commissioning DATs	Technology	Contacts	Regional
Name	<input type="text" value="Adult only agency"/>	Agency Type	<input type="text" value="GP"/>		
Address 1	<input type="text"/>	Services provided to:	Drug	Alcohol	
Address 2	<input type="text"/>	Adults	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Address 3	<input type="text"/>	Young People	<input type="checkbox"/>	<input type="checkbox"/>	
Town	<input type="text"/>	Constitution:	<input checked="" type="radio"/> Statutory <input type="radio"/> Voluntary <input type="radio"/> Private		
County	<input type="text"/>	NHS Net?	<input type="checkbox"/>		
PostCode	<input type="text" value="SE1 7DU"/>	Full PostCode opt out?	<input checked="" type="checkbox"/>		
WebSite URL	<input type="text"/>	Enable mismatch feature?	<input checked="" type="checkbox"/>		
DAT	<input type="text" value="Lewisham (H08B)"/>				
<u>Mental Health Trust:</u>					
Part of MH trust?	<input type="checkbox"/>				
MH Trust Name	<input type="text"/>				

10.1.2.1 Enabling the mismatch feature

This is a new functionality introduced during phase III development of DAMS. The regional administrator can choose to enable/disable the mismatch functionality for each agency by checking/unchecking the box next to “**Enable mismatch feature?**”

The mismatch feature is provided at three different levels

- Enabling/Disabling the feature for the entire region (from reference data update section – refer to section 10.4.4.3)
- Enabling/Disabling the feature for each agency (as described above)
- Choosing to ignore the missing information during file validation (see Note under section 9.4.1)

Complete the sections Main Details, Treatment Services, Commissioning DATs, Technology, Contacts and Regional.

Click on “Save” to complete creating the agency.

10.1.3 Export Agency Data

- Click on the “Administration” link from the “Month Status View”
- Click on “Export Agency Data” to extract an .mdb file (see screen shot below)

The screenshot shows the NDTMS DAMS - London web application interface. At the top, there is a purple header with the NDTMS logo and 'DAMS - London' on the left, and the NHS logo and 'National Treatment Agency for Substance Misuse' on the right. Below the header is a navigation bar with links: 'Upload File', 'Month Status View', 'Reports', 'Administration', 'Change Password', 'Logout', and 'Help'. The 'Agency Data Export' page is active, as indicated by the text 'Agency Data Export' in the navigation bar and the page title. On the left side, there is an 'Options' section with links for '< Agency Maintenance' and '< Administration'. The main content area is titled 'Agency Data Export' and contains a single button labeled 'Export Agency Data'.

10.1.4 User Maintenance

The regional administrator can create a new user, enable/disable a user account from this section. Upon clicking on the User Maintenance link, the user is presented with the screen below

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

User Maintenance Logged in as: nupuserL Today's Date: 10-01-2011

Options
[Create a new user](#)
[Export Users](#)
[< Administration](#)

User Maintenance

Status

	First Name	Last Name	Username	Access Level	Disabled
Edit	(Bhu) Pinder	Braich	PinderB	Agency User	Enabled
Edit	a	f	aaa222	Agency User	Enabled
Edit	aa	aa	aaddda	Agency User	Enabled
Edit	abc	def	abcdef	Agency User	Enabled
Edit	Abdul	Rehman	ARehman	Agency User	Enabled
Edit	Abi	Richards	ARichards	Agency User	Disabled
Edit	Abigail	Gordon	AGordon	Agency User	Enabled
Edit	Abigail	Richards	ARichard	Agency User	Enabled
Edit	Aby	Rufus	ARufus	Agency User	Enabled
Edit	Adam	Bakker	ABakkerL	Agency User	Enabled
Edit	Adebowale	Ogundehin	AOgundehin	Agency User	Enabled
Edit	AdeJoke	Adenuga	AAdenuga	Agency User	Enabled
Edit	Adelaide	Mackenzie	AMackenzie	Agency User	Enabled
Edit	Adenike-(Left)	Afolabi	aafolabi	Regional User	Disabled
Edit	Adesola	Bodumde	ABodumde	Agency User	Enabled
Edit	Adil	Sami	ASamiL	Agency User	Enabled
Edit	Adrian	Smith	asmith	Agency User	Enabled
Edit	Ah-Mun-(left)	Kuan	AhmunK	DAT User	Disabled
Edit	Al	T	alt123	Agency User	Enabled
Edit	al	Torkpour	atorkpour	Regional User	Enabled
Edit	Alabede	Monsurat	AMonsurat	Agency User	Enabled
Edit	Alan	Honey	AHoneyL	DAT User	Enabled
Edit	Alan	Honey	AlanAgency	Agency User	Enabled
Edit	Alan	Moorhead	AMoorhead	DAT User	Enabled
Edit	Alan-(left)	Osman	aosman	Agency User	Disabled
Edit	Alex-(left)	Miller	AJMiller	Regional User	Enabled
Edit	Alexander-(left)	Miller	AMiller1	DAT User	Disabled
Edit	Alexandra	Gatzoflia	AGatzoflia	Agency User	Enabled
Edit	Ali	Saka	asaka	Agency User	Enabled
Edit	Alice	Ansell	AAnsell	Agency User	Enabled

10.1.5 Creating a new user

To create a new user account, the Regional DAMS administrator will need to access the Administration page. To do this:

- Click on the “Administration” link from the “Month Status View”
- Click on the “User Maintenance” link on the left hand side of the page
- Click on the “Create a new user” link (see screen shot below)
 - The screen shot directly below shows the default page for creating a new user
 - DAMS regional administrator can create three types of user account
 - Region
 - DAT
 - Agency

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Create User Logged in as: nupuserL Today's Date: 06-07-2009

Options
[< Manage Users](#)
[< Administration](#)

Create a New User

User Name

First Name

Last Name

Email Address

Confirm Email Address

Telephone

Access Level Agency User ▼

Region London ▼

DAT Code Barking and Dagenham (H01B) ▼

Create User Cancel

10.1.6 To create a regional user account

- Fill in the required fields (shown by *)
This can be seen in the screen shot directly below

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Create User Logged in as: nupuserL Today's Date: 06-07-2009

Options
[< Manage Users](#)
[< Administration](#)

Create a New User

User Name testregion

First Name Region

Last Name User

Email Address test.regionuser@test.com

Confirm Email Address test.regionuser@test.com

Telephone 02081112222

Access Level Regional User ▼

Region London ▼

DAT Code Barking and Dagenham (H01B) ▼

Create User Cancel

- The user name must be no longer than 10 characters
- Ensure that the "Access Level" drop down menu shows "Region User"
- Press "Create User" to create the user account; the next screen will appear informing the user that the account has been created (see screen shot directly below)
- Press "Cancel" to cancel this operation (the user account will not be created), the user will be taken back to the "User Maintenance" screen

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

User Created Logged in as: nupuserL Today's Date: 06-07-2009

Options
[Create a new user](#)
[< Manage Users](#)
[< Administration](#)

User Created

User Name: testregion
 Password: 23P963
 Agency Assignment: L0002 (New Directions), L0003 (Daybreak Drug Project), L0005 (South Camden Drug Services), L0006 (City Roads Cranstoun), L0008 (North Camden Drug Services (Response)), L0013 (City & Hackney Specialist Addiction Uni), L0014 (Tower Hamlets Specialist Addiction Unit), L0016 (CDT Newham), L0018 (CNWL - ECDAS: Enfield CDAS), L0019 (DASH St. Ann's), L0021 (Waltham Forest Community Drug and A), L0024 (CNWL - DTC Chelsea and Westminster)

[Click here to create another user](#)

- Once the region user has been created (see screen above), the administrator will see all the agencies assigned to that user for that region
- The new user account name and password will be shown – the regional administrator should make a note of this password now to send to the owner of this new account

10.1.7 To create an agency user account

- Fill in the required fields (shown by *)
This can be seen in the screen shot directly below

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Create User Logged in as: nupuserL Today's Date: 06-07-2009

Options
[< Manage Users](#)
[< Administration](#)

Create a New User

User Name: agyuser3
 First Name: Agency3
 Last Name: User
 Email Address: test.agencyuser@test.com
 Confirm Email Address: test.agencyuser@test.com
 Telephone: 02081112222
 Access Level: Agency User
 Region: London
 DAT Code: Barking and Dagenham (H01B)

Create User Cancel

- The user name must be no longer than 10 characters
- Ensure that the “Access Level” drop down menu shows “Agency User”

- Press “Create User” to create the user account; the next screen will appear asking the user to assign agencies to the agency user account (see screen shot directly below)
- Press “Cancel” to cancel this operation (the user account will not be created), the user will be taken back to the “User Maintenance” screen

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Assign Agencies Logged in as: nupuserL Today's Date: 06-07-2009

Options
[Reset Password](#)
[Agency Assignment](#)
[Enable / Disable](#)
[< User Details](#)
[< Manage Users](#)
[< Administration](#)

Assign Agencies to User - agyuser3

Select one or more agencies and click 'Add' to assign them to the selected user. To remove an assigned agency, select the agency on the right and click 'Remove'. Please note, your changes will be saved immediately.

Select from Agencies:

- L0001 (Axe Street Project)
- L0002 (New Directions)
- L0003 (Daybreak Drug Project)
- L0004 (Angel Drug Project)
- L0005 (South Camden Drug Services)
- L0006 (City Roads Cranstoun)
- L0008 (North Camden Drug Services (R
- L0011 (Addaction-Hackney)
- L0012 (Addaction: CDT Tower Hamlets)
- L0013 (City & Hackney Specialist Addi
- L0014 (Tower Hamlets Specialist Addic
- L0015 (Healthy Options Team (HOT))

Agencies Assigned to User:

You may select multiple agencies by holding down the CTRL and SHIFT keys.

You may select multiple agency assignments by holding down the CTRL and SHIFT keys.

Buttons: Add >>, << Remove, Finish

- Follow the on-screen prompts to move agencies from the left hand side to the right hand side, by selecting an agency (or multiple by pressing and holding the control key), then pressing “Add >>”.
- To remove an agency, select the agency and press “<< Remove”
- Once all the agencies have been assigned to the agency user, press “Finish”
- The following screen will then appear, showing the administrator that the agency user has been created and which agencies have been assigned

- Once the agency user has been created (see screen above), the regional administrator will see all the agencies assigned to that user
- The new user account name and password will be shown – the regional administrator should make a note of this password now to send to the owner of this new account

10.1.8 To create a DAT user account

Important note – read before creating DAT users

The agency assignment for a DAT user is very different from regional or agency user accounts – the agency assignment for a DAT user account is pre-assigned and defined in the DAMS agency details database (using the commissioning DAT functionality within DAMS):

Before using the agency database with the DAMS, ensure that the “CODES_Agency_CommDAT” table is populated correctly with appropriate commissioning DAT entries for each agency.

Using current DAMS functionality, ensure that each agency record has at least one commissioning DAT associated with it – this should be its own default DAT

When one creates a new user and providing the user with an access level to DAT the system then assigns the agency to that specific DAT

If needed, assign other additional commissioning DATs to agency records

This table will then drive the agency access level for all DAT users created in the DAMS

To create a DAT user:

- Fill in the required fields (shown by *)
This can be seen in the screen shot directly below
- The user name must be no longer than 10 characters
- Ensure that the “Access Level” drop down menu shows “DAT User”
- Once the DAMS administrator selects “DAT User” as the “Access Level”, the “DAT Code” drop down menu beneath will become active, allowing the administrator to assign the DAT User a specific (and single) DAT
- Select the appropriate DAT for the DAT User
- Press “Create User” to create the user account; the next screen (see below) will appear informing the regional DAMS administrator that the DAT user has been created
- Press “Cancel” to cancel this operation (the user account will not be created), the user will be taken back to the “User Maintenance” screen
- Once the user has been created, the screen directly below will then appear, showing the DAMS administrator that the agency user has been created and which agencies have been assigned

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for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

User Created Logged in as: nupuserL Today's Date: 07-07-2009

Options
[Create a new user](#)
[< Manage Users](#)
[< Administration](#)

User Created

User Name datuser5
Password 73yT4ILcu
Agency Assignment L0695 (Adult Substance Misuse Care Managem)

L0003 (Daybreak Drug Project)
L0695 (Adult Substance Misuse Care Managem)
L0731 (DRIVE)
L0904 (TLZ Young People Substance Misuse S
L0930 (Youth Offending Service (YOS))
L5001 (CRi Havering Community Drug and Alcol
L5002 (CRi Barking & Dagenham Community A
TG0011 (Blithe Computer Systems - agen)
TG0012 (Blithe Computer Systems - agen)
TG0013 (Blithe Computer Systems - agen)
TG0021 (ISOS Systems Limited - agency)
TG0022 (ISOS Systems Limited - agency)

[Click here to create another user](#)

- The regional DAMS administrator should make a note of the user name and password now to send to the owner of this new account

10.1.9 Editing user accounts

The following sections detail how to:

Reset a user's password

Re/assign agencies to an agency user

Enable and disable users

10.1.10 Reset user password

The regional DAMS administrator may need to reset a user's password from time to time. This can be achieved from the DAMS Administration "Reset Password" screen (see screen shot below).

To reset a user's password, follow these steps:

- Click on the "Administration" link
- Click on the "User Maintenance" link
- Click on the "Edit" link for the user you want to reset the password
- Click on the "Reset Password" link
- Press the "Reset" button to reset the password

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Upload File Month Status View Reports Administration Change Password Logout Help

User Reset Password Logged in as: nupuserL Today's Date: 07-07-2009

Options
[Reset Password](#)
[Agency Assignment](#)
[Enable / Disable](#)
[< User Details](#)
[< Manage Users](#)
[< Administration](#)

Reset User Password

User Name datuser5
First Name DAT
Last Name user

Reset Cancel

- The web page (shown in the screen shot directly below) will then appear informing the administrator that the user's password has been reset, highlighting the new password in bold. This functionality will also email the user with the new password

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for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

User Reset Password Logged in as: nupuserL Today's Date: 07-07-2009

Options
[Reset Password](#)
[Agency Assignment](#)
[Enable / Disable](#)
[< User Details](#)
[< Manage Users](#)
[< Administration](#)

Reset User Password

The user's password has been reset. Their new password is displayed below.
 An email has been sent to the user to notify them of the password change.

User Name datuser5
First Name DAT
Last Name user
New Password **E82r8u**

Reset Cancel

10.1.11 Enabling and disabling a user's account

This section details how to enable and disable a user account.

DAMS does not support the deletion of user accounts, but instead allows the enabling and disabling of users. This can be very handy to temporarily suspend user accounts within agencies or DATs.

Important note: you cannot disable your own account (i.e. a regional administrator account can only be disabled by another regional administrator account).

To enable or disable a user account:

- Click on the “Administration” link
- Click on the “User Maintenance” link
- Click on the “Edit” link for the user you want to reset the password
- From the “Disable User” page (see screen shot below), select either the Enable or Disable radio button accordingly
- Press the “Save” button to save the changes
- Press the “Cancel” button to cancel the changes

The screenshot displays the NDTMS DAMS - London interface. The top navigation bar includes links for 'Upload File', 'Month Status View', 'Reports', 'Administration', 'Change Password', 'Logout', and 'Help'. The 'Administration' section is active, showing 'User Status' and 'Logged in as: nupuserL Today's Date: 08-07-2009'. The main content area is titled 'Disable User' and shows the following details:

User Name	L0008
First Name	L0008 user 7)
Last Name	L0008 lastname
Current Status	Enabled
Set To	<input checked="" type="radio"/> Enable <input type="radio"/> Disable

Below the status options are 'Save' and 'Cancel' buttons. In the left sidebar, under 'Options', the 'Enable / Disable' link is circled in red.

- After a successful save (see screen shot below), a statement informing the administrator that the user details have been updated will be shown

Options

- [Reset Password](#)
- [Agency Assignment](#)
- [Enable / Disable](#)

- [< User Details](#)
- [< Manage Users](#)
- [< Administration](#)

Disable User

User details updated successfully.

User Name	L0008
First Name	L0008 user 7)
Last Name	L0008 lastname
Current Status	Enabled
Set To	<input checked="" type="radio"/> Enable <input type="radio"/> Disable

10.1.12 Viewing list of users

The DAMS administrator can view a list of DAMS users by using the “Administration” link.

Important note: the above is related to the User Management/User Maintenance functionality

10.1.13 Current users

The default page of the Administration section shows a list of current user activity over the last 10 minutes (see screen shot below)

The screenshot shows the NDTMS DAMS - London Administration interface. The top navigation bar includes links for Upload File, Month Status View, Reports, Administration, Change Password, Logout, and Help. The Administration section is active, displaying the User Status Report. The report includes a Refresh button and a table with columns for Username, Login Time, and Logout Time. The table lists three users: nupuserL, L0738, and L0738, with their respective login and logout times.

Username	Login Time	Logout Time
nupuserL	08/07/2009 17:01:31	
L0738	08/07/2009 10:30:53	
L0738	02/07/2009 15:52:12	

In the example shown above, DAMS reports ajohnston logged in and logged out, agencyuser is logged in and nupuser is logged in.

10.1.14 To view a list of all users

Click on the “Administration” link

Click on the “User Maintenance” link

This page will show a list of all users (see screen shot below), detailing the properties of each user:

First name

Last name

Username

Access level

Disabled

Options

[Create a new user](#)

[Export Users](#)

[< Administration](#)

User Maintenance

Status

	First Name	Last Name	Username	Access Level	Disabled
Edit	L0001 user 1)	L0001 lastname	L0001	Agency User	Enabled
Edit	L0002 user 2)	L0002 lastname	L0002	Agency User	Enabled
Edit	L0003 user 3)	L0003 lastname	L0003	Agency User	Enabled
Edit	L0004 user 4)	L0004 lastname	L0004	Agency User	Enabled
Edit	L0005 user 5)	L0005 lastname	L0005	Agency User	Enabled
Edit	L0006 user 6)	L0006 lastname	L0006	Agency User	Enabled
Edit	L0008 user 7)	L0008 lastname	L0008	Agency User	Enabled
Edit	L0011 user 8)	L0011 lastname	L0011	Agency User	Enabled
Edit	L0012 user 9)	L0012 lastname	L0012	Agency User	Enabled
Edit	L0013 user 10)	L0013 lastname	L0013	Agency User	Enabled
Edit	L0014 user 11)	L0014 lastname	L0014	Agency User	Enabled
Edit	L0015 user 12)	L0015 lastname	L0015	Agency User	Enabled
Edit	L0016 user 13)	L0016 lastname	L0016	Agency User	Enabled
Edit	L0017 user 14)	L0017 lastname	L0017	Agency User	Enabled
Edit	L0018 user 15)	L0018 lastname	L0018	Agency User	Enabled
Edit	L0019 user 16)	L0019 lastname	L0019	Agency User	Enabled
Edit	L0020 user 17)	L0020 lastname	L0020	Agency User	Enabled
Edit	L0021 user 18)	L0021 lastname	L0021	Agency User	Enabled
Edit	L0024 user 19)	L0024 lastname	L0024	Agency User	Enabled
Edit	L0025 user 20)	L0025 lastname	L0025	Agency User	Enabled
Edit	L0027 user 21)	L0027 lastname	L0027	Agency User	Enabled
Edit	L0031 user 22)	L0031 lastname	L0031	Agency User	Enabled
Edit	L0032 user 23)	L0032 lastname	L0032	Agency User	Enabled
Edit	L0033 user 24)	L0033 lastname	L0033	Agency User	Enabled
Edit	L0034 user 25)	L0034 lastname	L0034	Agency User	Enabled
Edit	L0035 user 26)	L0035 lastname	L0035	Agency User	Enabled
Edit	L0036 user 27)	L0036 lastname	L0036	Agency User	Enabled
Edit	L0038 user 28)	L0038 lastname	L0038	Agency User	Enabled

10.2 Monthly submission

10.2.1 Recode Management

Recode Management is used to map an Invalid Value of a field to a Valid Value that DAMS would accept during validation. To administer this section

Click on “Administration”

Click on “Recode Management” under “Monthly Submission”

The field be accessed from the drop down box (see below)

The Invalid Value is the value that appears in the file and the Recode Value is the value that DAMS can accept as valid. If any update is required to the existing recode value, select a value from the drop down box under the Update column and click on “Save”. If a recode is no longer required, it can be deleted by clicking the “X” button under Delete.

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Upload File Month Status View Reports **Administration** Change Password Logout Help

Administration Logged in as: nupuserL Today's Date: 08-02-2010

Options
< Administration

Recode Administration

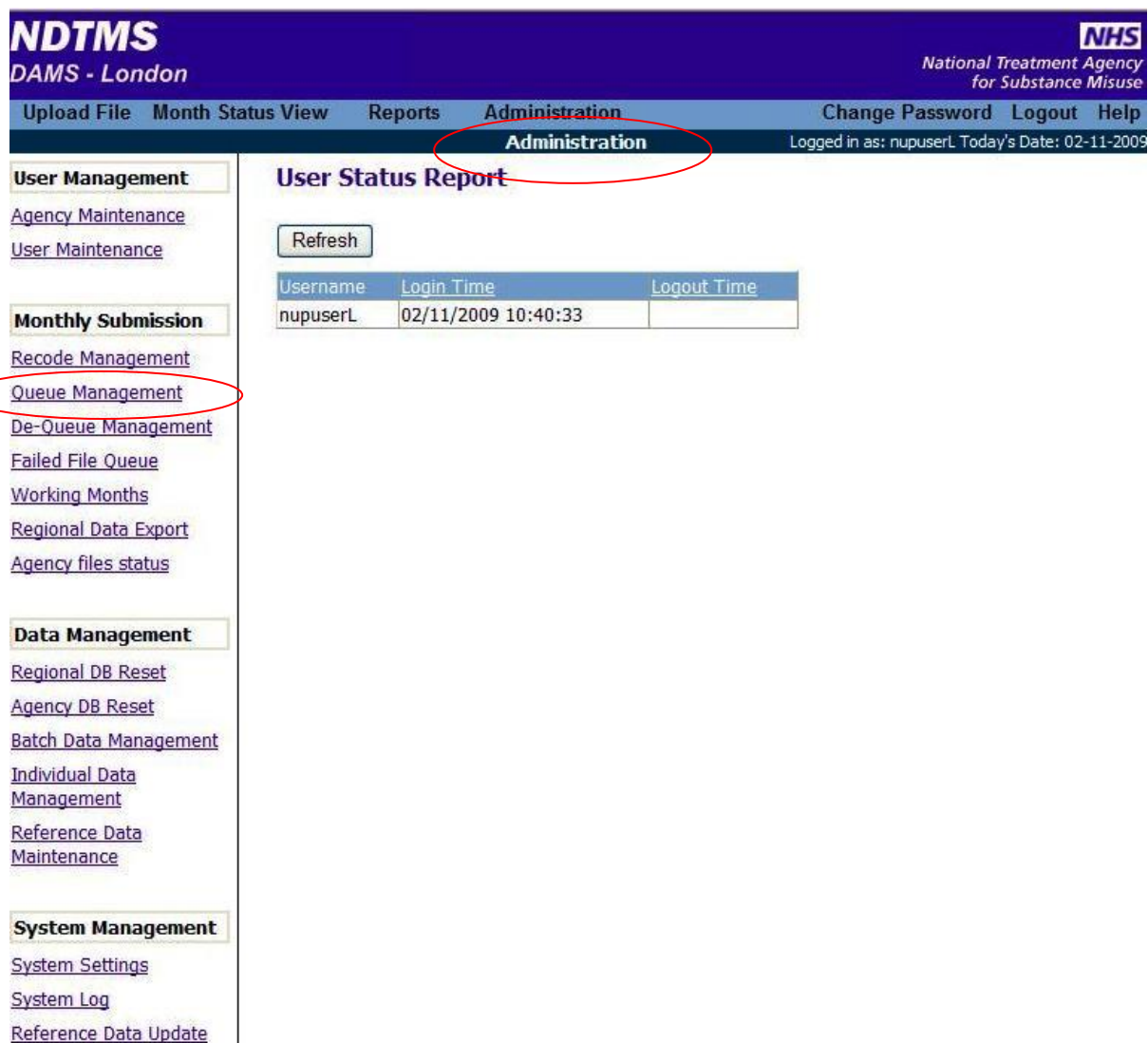
Select Field: DAT (78) << ASSAULT (3) DISRSN (5) >>

<u>Invalid Value</u>	<u>Recode Value</u>	<u>Update</u>	<u>Delete</u>
B & D	Barking and Dagenham	<input type="button" value="v"/>	<input type="button" value="X"/>
B&D	Barking and Dagenham	<input type="button" value="v"/>	<input type="button" value="X"/>
Barking Dagenham	Barking and Dagenham	<input type="button" value="v"/>	<input type="button" value="X"/>
BASILDON	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Basildon Essex	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Birmingham City Council	Birmingham	<input type="button" value="v"/>	<input type="button" value="X"/>
Brentwood	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Brentwood Essex	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Cambridge	Cambridgeshire	<input type="button" value="v"/>	<input type="button" value="X"/>
Camden Town	Camden	<input type="button" value="v"/>	<input type="button" value="X"/>
Canmden	Camden	<input type="button" value="v"/>	<input type="button" value="X"/>
Chelmsford Essex	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Chichester	West Sussex	<input type="button" value="v"/>	<input type="button" value="X"/>
City of Westminster	Westminster	<input type="button" value="v"/>	<input type="button" value="X"/>
Clacton	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Colchester	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Colchester Essex	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Colchester Essex	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Colchester North Essex	Essex	<input type="button" value="v"/>	<input type="button" value="X"/>
Crawley	West Sussex	<input type="button" value="v"/>	<input type="button" value="X"/>
Croyden	Croydon	<input type="button" value="v"/>	<input type="button" value="X"/>
E- ENFIELD	Enfield	<input type="button" value="v"/>	<input type="button" value="X"/>
e.sussex	East Sussex	<input type="button" value="v"/>	<input type="button" value="X"/>
East Devon	Devon	<input type="button" value="v"/>	<input type="button" value="X"/>
East Kent	Kent	<input type="button" value="v"/>	<input type="button" value="X"/>
East Surrey	Surrey	<input type="button" value="v"/>	<input type="button" value="X"/>
Elmbridge	Surrey	<input type="button" value="v"/>	<input type="button" value="X"/>

10.2.2 Queue Management

Once an agency's file has been submitted, it appears in the Queue Management as available for loading.

This can be accessed by clicking on Administration tab and then selecting "Queue Management" under the Monthly Submission menu (see below).



The screenshot shows the NDTMS DAMS - London Administration interface. The top navigation bar includes 'Upload File', 'Month Status View', 'Reports', 'Administration', 'Change Password', 'Logout', and 'Help'. The 'Administration' tab is selected and highlighted with a red circle. Below the navigation bar, the 'User Status Report' section is visible, featuring a 'Refresh' button and a table with columns for 'Username', 'Login Time', and 'Logout Time'. The table contains one entry for 'nupuserL' with a login time of '02/11/2009 10:40:33'. On the left sidebar, the 'Monthly Submission' menu is expanded, and 'Queue Management' is highlighted with a red circle. Other menu items include 'Recode Management', 'De-Queue Management', 'Failed File Queue', 'Working Months', 'Regional Data Export', and 'Agency files status'. Below this are sections for 'Data Management' and 'System Management'.

Username	Login Time	Logout Time
nupuserL	02/11/2009 10:40:33	

The "Queue Management" allows the user to load all agencies files in one go (check the Select/Unselect all the files in all the agencies) or load each individual agency by choosing an agency from the drop down box. Click on "Load Files" upon making a selection (see below)

Select a preset filter or choose a specific agency to view

Select Agency...

Load threshold %: 25.0
DQ threshold %: 25.0 [Change](#)

Select/Unselect all the files in all the agencies

L1049 (Harrow Road Surgery)												
<input type="checkbox"/>	Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status	
<input type="checkbox"/>	L1049-20090101-20091119-TREAT-IN-F.CSV	1	ASamiL 19-11-2009 13:48	57	0	57	0	100%	100%	1	Submitted	Validation Load

The Load Threshold and Data Quality Threshold can be changed from this screen directly. Set the thresholds to the required percentage and click save to save the changes. By clicking cancel the new values are not saved (see below)

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Upload File Month Status View Reports Administration Change Password Logout Help

Queue Manager Logged in as: nupuserL Today's Date: 02-11-2009

Select a preset filter or choose a specific agency to view

Select Agency...

Load threshold %:
DQ threshold %: [Save](#) [Cancel](#)

Select/Unselect all the files in all the agencies

Once the user is happy with the submitted files, they can then be loaded by clicking the "Load Files" button.

Note: The threshold values must not be changed while the files are being loaded. All the files will load as per the thresholds set. It is not a per file setting.

10.2.3 De-Queue Management

If the user wishes to remove all the files or one agency's file, this can be done from the De-Queue Management (see below)

NDTMS
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Upload File Month Status View Reports **Administration** Change Password Logout Help

Administration
Logged in as: nupuserL Today's Date: 02-11-2009

User Management

[Agency Maintenance](#)
[User Maintenance](#)

Monthly Submission

[Recode Management](#)
[Queue Management](#)
[De-Queue Management](#)
[Failed File Queue](#)
[Working Months](#)
[Regional Data Export](#)
[Agency files status](#)

Data Management

[Regional DB Reset](#)
[Agency DB Reset](#)
[Batch Data Management](#)
[Individual Data Management](#)
[Reference Data Maintenance](#)

System Management

[System Settings](#)
[System Log](#)
[Reference Data Update](#)

User Status Report

Refresh

Username	Login Time	Logout Time
nupuserL	02/11/2009 10:40:33	

To remove an agency's submitted file from the load queue, select an agency from the drop down box and click on "Go". Then click on De-Queue Files.

If all the files from all agencies are to be removed from the load queue, check the box next to "Select/Unselect all the files in all the agencies" and click on De-Queue Files (see below)

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National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

De-Queue Manager
Logged in as: nupuserL Today's Date: 25-11-2009

Select a preset filter or choose a specific agency to view

Select Agency... Load threshold %: 75.0
DQ threshold %: 0.0
[Change](#)

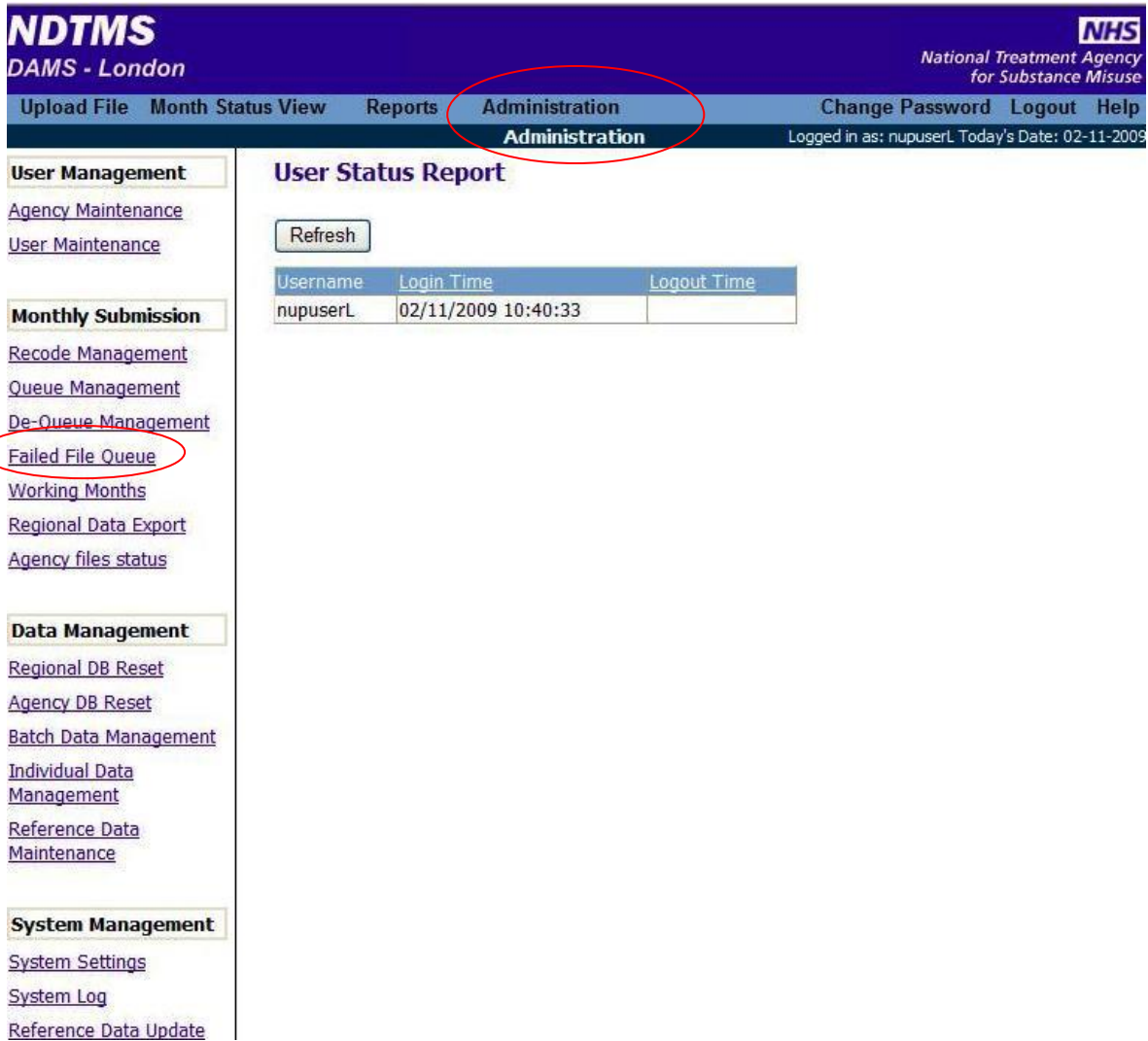
Select/Unselect all the files in all the agencies

L0275 (Mainliners SMART Service)

<input type="checkbox"/>	Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
<input type="checkbox"/>	L0275-20090527-20090416-TREAT-IN-F.csv	1	nupuserL 25-11-2009 15:36	4	0	4	0	100%	100%	2	Await Loading Validation Load

10.2.4 Failed File Queue

The files that have failed due to not meeting the required threshold are moved to Failed File Queue. It can be accessed by clicking on Administration and then on Failed File Queue link under Monthly Submission menu.



The screenshot shows the NDTMS DAMS - London Administration interface. The top navigation bar includes links for Upload File, Month Status View, Reports, Administration (circled in red), Change Password, Logout, and Help. The Administration menu is expanded, showing a sub-menu with Administration (circled in red) and User Status Report. The User Status Report page displays a table with columns for Username, Login Time, and Logout Time. The table contains one entry for user 'nupuserL' with a login time of '02/11/2009 10:40:33'. A 'Refresh' button is located above the table. On the left sidebar, the 'Failed File Queue' link under the 'Monthly Submission' section is circled in red.

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Upload File Month Status View Reports **Administration** Change Password Logout Help

Administration
User Status Report

Refresh

Username	Login Time	Logout Time
nupuserL	02/11/2009 10:40:33	

User Management
[Agency Maintenance](#)
[User Maintenance](#)

Monthly Submission
[Recode Management](#)
[Queue Management](#)
[De-Queue Management](#)
[Failed File Queue](#)
[Working Months](#)
[Regional Data Export](#)
[Agency files status](#)

Data Management
[Regional DB Reset](#)
[Agency DB Reset](#)
[Batch Data Management](#)
[Individual Data Management](#)
[Reference Data Maintenance](#)

System Management
[System Settings](#)
[System Log](#)
[Reference Data Update](#)

The status of the file is listed here and the user can verify the validation results and if the file failed to load due to high Load or Data Quality Threshold percentages, they can be lowered from the screen and can be submitted to the load queue can be dequeued by checking the box next the file name and selecting Load Files/De-Queue Files (see below).

Files failed to load due to “Technical Reason” are automatically moved to Failed File Queue. These files can be reloaded from here.

The following are the reasons for “Technical Failure”

Database connection issue

Network issues

Server Reboot

Data type mismatch

Missing stored procedure, tables, etc

Seek support from the Central Team (NDTMS.Admin@nta-nhs.org.uk) if the file fails to load for a second time.

Select a preset filter or choose a specific agency to view

Select Agency... Load threshold %: 100.0
 DQ threshold %: 70.0

Select/Unselect all the files in all the agencies

L0040 (CNWL - Gatehouse)

<input type="checkbox"/>	Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
<input type="checkbox"/>	L0040-20080101-20091001-TREAT-IN-F.csv	2	nupuserL 29-10-2009 14:36	10	0	10	0	100%	0%	1	Load Fail Validation Load
<input type="checkbox"/>	L0040-20080101-20090930-TREAT-IN-F.csv	1	nupuserL 29-10-2009 14:32	10	0	3	7	30%	0%	8	Load Fail Validation Load

L0246 (YAP Sutton)

<input type="checkbox"/>	Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
<input type="checkbox"/>	L0246-20080101-20090129-TREAT-IN-E.csv	1	nupuserL 14-10-2009 11:14	1	0	1	0	100%	100%	1	TechnicalFailure Validation Load
<input type="checkbox"/>	L0246-20080101-20090130-TREAT-IN-E.csv	1	nupuserL 14-10-2009 11:10	1	0	1	0	100%	100%	1	Load Fail Validation Load

L0275 (Mainliners SMART Service)

<input type="checkbox"/>	Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
<input type="checkbox"/>	L0275-20090417-20090410-TREAT-IN-F.csv	1	nupuserL 16-10-2009 16:15	3	0	3	0	100%	100%	1	Load Fail Validation Load
<input type="checkbox"/>	L0275-20090424-20090422-TREAT-IN-F.csv	1	nupuserL 15-10-2009 17:27	3	0	3	0	100%	100%	1	Load Fail Validation Load
<input type="checkbox"/>	L0275-20090327-20090423-TREAT-IN-F.csv	1	nupuserL 15-10-2009 17:07	243	0	204	39	83%	67%	3	Load Fail Validation Load
<input type="checkbox"/>	L0275-20090327-20090421-TREAT-IN-F.csv	2	nupuserL 09-10-2009 11:36	243	0	203	40	83%	64%	3	Load Fail Validation Load

L0016 (CDT Newham)

<input type="checkbox"/>	Filename	Ver	Uploaded By - Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
<input type="checkbox"/>	L0016-20081201-20081231-TREAT-IN-E.csv	1	nupuserL 21-10-2009 09:41	2114	0	2114	0	100%	99%	1	TechnicalFailure Validation Load

10.2.5 Working months

Working months in the DAMS defines a window of opportunity to present agency files to the DAMS. This window (i.e. a working month) is assigned a month and year value (e.g. January 06).

The working month window also controls where an agency file is uploaded to in the portal.

The scheduled dates for a month will be displayed to the user to assist in making them aware of the time they have remaining to complete submissions.

The period of a working month is determined by the system administrator and does not necessarily relate to a calendar month.

There can be any number of working months in a whole year.

NDTMS DAMS - London National Treatment Agency for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Month Status View Logged in as: nupuserL Today's Date: 08-07-2009

Active Filter: Current Month (Jan-09); [Clear Filter](#)
 Select a preset filter or choose a specific agency to view

Current Month: Jan-09 Month Close Date: 11-02-2009
 This month is open and is accepting new files

Select File Status... Go Current Month (Jan-09) Go

Select Agency... Go Select Report... Go

L0001 (Axe Street Project)
 ----- No Files Found -----

L0002 (New Directions)

Filename	Ver	Uploaded By	Date	Records	Blanks	Valid	Invalid	Load%	DQ%	Agys	File Status
L0002-19940522-20090609-TREAT-IN-E.CSV	1	L0002	08-07-2009 12:06	2095	0	2095	0	100%	100%	1	Validated

10.2.6 Regional Data Export

A regional extract can be requested by clicking on "Administration" and then on "Regional Data Export" under Monthly Submission (see screen shot below)

NDTMS DAMS - London National Treatment Agency for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Administration Logged in as: nupuserL Today's Date: 29-01-2010

Export Regional data

Export Regional data: Get the log table from: Export

Export Repatriated data: Export

Agency details: Format: Csv Format: Export

Export Regional data

Clicking on "Export" produces an mdb file. If a date is entered in the box next to "Get the log table from", the results of files on or after the entered date will be extracted into the table Tab_DATA_LogFileVerification in the extract.

By leaving the date blank, the information of all the files will be included.

Export Repatriated data

Clicking on “Export” generates the repatriated data in a zip format and will be sent to the e-mail address that was entered while registering the currently logged regional user. It is quite important to ensure that this e-mail address is working.

The variables included in the repatriated data extract are

- AGE1 – Age at Triage (Calculated as TRIAGE Date – DOB)
- AGE2 – Age at midpoint of financial year (Calculated this year as 30/09/09 – DOB)
- AGE3 – Age at midpoint of current effective treatment period (this is the age at the end of the ninth month before the extract month. E.g. in the December data this would be 31/03/09 – DOB)

AGE4 – Age at midpoint of latest 12 month rolling period (this is the age at the end of the sixth month before the extract month. E.g. in December data this would be 30/06/09 – DOB)

Agency details

Clicking on “Export” by choosing the format (Csv, XML and Excel) will produce a list of all agencies from all regions in the requested format.

10.2.7 Agency files status

Agencies with no files loaded

The screenshot below displays all the agencies that have not loaded any files for the month of February '09.

File status by agency

Month

Export data

Agencies with no files loaded

Search for an agency (Code or Name):

Agency code	Agency name
AD001	Adult only agency
AD002	Adult Only Agency 1
L0001	Axe Street Project
L0002	New Directions
L0003	Daybreak Drug Project
L0004	Angel Drug Project
L0005	South Camden Drug Services (SCDS)
L0006	City Roads Cranstoun [Odyssey Trust]
L0008	North Camden Drug Services (Response)
L0013	City & Hackney Specialist Addiction Unit
L0014	Tower Hamlets Specialist Addiction Unit
L0016	CDT Newham
L0018	CNWL - ECDAS: Enfield Community Drug and Alcohol S
L0019	Drug Advisory Service Haringey (DASH)
L0021	Waltham Forest Community Drug and Alcohol Team
L0024	CNWL - Kensington and Chelsea DTC
L0025	CNWL - DTC Hammersmith & Fulham
L0027	Action on Addiction - Hope House
L0031	Barnet Drug and Alcohol Service (BDAS)
L0032	CNWL - Harrow Drug and Alcohol Service
L0033	TP Druglink - Hammersmith and Fulham
L0034	CNWL - CDU West Middlesex Hospital
L0035	WDP - Westminster Drug Project LTD
L0036	CDC - SHARP
L0039	Blenheim CDP Portobello Road

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

NDTMS DAMS - London **NHS**
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help
Administration Logged in as: nupuserL Today's Date: 29-01-2010

File status by agency

Month

Agencies with no files loaded Other agencies status

Status

Search for an agency (Code or Name):

Agency code	Agency name	Number of Files
AD001	Adult only agency	0
AD002	Adult Only Agency 1	0
L0001	Axe Street Project	0
L0002	New Directions	0
L0003	Daybreak Drug Project	0
L0004	Angel Drug Project	0
L0005	South Camden Drug Services (SCDS)	0
L0006	City Roads Cranstoun [Odyssey Trust]	0
L0008	North Camden Drug Services (Response)	0
L0013	City & Hackney Specialist Addiction Unit	0
L0014	Tower Hamlets Specialist Addiction Unit	0
L0016	CDT Newham	0
L0018	CNWL - ECDAS: Enfield Community Drug and Alcohol S	0
L0019	Drug Advisory Service Haringey (DASH)	0
L0021	Waltham Forest Community Drug and Alcohol Team	0
L0024	CNWL - Kensington and Chelsea DTC	0
L0025	CNWL - DTC Hammersmith & Fulham	0
L0027	Action on Addiction - Hope House	0
L0031	Barnet Drug and Alcohol Service (BDAS)	0
L0032	CNWL - Harrow Drug and Alcohol Service	0
L0033	TP Druglink - Hammersmith and Fulham	0
L0034	CNWL - CDU West Middlesex Hospital	0
L0035	WDP - Westminster Drug Project LTD	0
L0036	CDC - SHARP	0
L0039	Blenheim CDP Portobello Road	0

1 2 3 4 5 6 7 8 9 10 ...

10.2.8 Portal folders

Every calendar month will have its own folder. Within this, each working month, has a folder for downloading agency files and uploading load report data.

The information about the working month folder is held in a reference table which contains the following information (Working month administration list).

- Month ID
- Month display name (gives the folder its name)
- Scheduled start date
- Scheduled close date

The month display name, scheduled start and close dates are created by the regional DAMS administrator. The month ID is generated by the portal.

10.2.9 Working month status

The working month folder goes through four stages:

- **Ready**
The month has not been opened yet and can be updated by the reference data table above
- **Open**
The month is open and accepting uploads (the period between scheduled start and close)
- **Closed**
DAMS no longer accepts agency submissions (closing is automatically enabled by the scheduled close date). The status can be re-opened by the regional DAMS administrator
- **Finished**
The working month has officially closed and cannot be re-opened. This status is set by the regional DAMS administrator

Handed Over

The working month has been handed over to the central team and cannot be re-opened.

10.2.10 Managing working months

The regional DAMS administrator can view and manage the working months from the administration screen.

To view the working months:

Click on the "Administration" link

Click on the "Working Months" link

The following screen will appear, showing the DAMS administrator the current DAMS working months

Options

[< Administration](#)

Working Months

Month	Due Open	Handover Due	Region Close Date	Status	
Jan-06	20/01/2006	13/02/2006	13/02/2006	Finished	Edit
Feb-06	17/02/2006	16/03/2006	16/03/2006	Finished	Edit
Mar-06	22/03/2006	11/04/2006	11/04/2006	Finished	Edit
Apr-06	19/04/2006	15/05/2006	08/05/2006	Finished	Edit
May-06	19/05/2006	15/06/2006	15/06/2006	Finished	Edit
Jun-06	21/06/2006	14/07/2006	14/07/2006	Finished	Edit
Jul-06	20/07/2006	15/08/2006	15/08/2006	Finished	Edit
Aug-06	21/08/2006	14/09/2006	14/09/2006	Finished	Edit
Sep-06	20/09/2006	16/10/2006	16/10/2006	Finished	Edit
Oct-06	20/10/2006	15/11/2006	15/11/2006	Finished	Edit
Nov-06	21/11/2006	13/12/2006	06/12/2006	Finished	Edit
Dec-06	18/12/2006	16/01/2007	10/01/2007	Finished	Edit
Jan-07	22/01/2007	13/02/2007	06/02/2007	Finished	Edit
Feb-07	19/02/2007	15/03/2007	15/03/2007	Finished	Edit
Mar-07	21/03/2007	13/04/2007	13/04/2007	Finished	Edit
Apr-07	19/04/2007	15/05/2007	15/05/2007	Finished	Edit
May-07	21/05/2007	14/06/2007	15/06/2007	Finished	Edit
Jun-07	20/06/2007	25/07/2007	27/07/2007	Finished	Edit
Aug-07	21/08/2007	13/09/2007	13/09/2007	Finished	Edit
Sep-07	19/09/2007	16/10/2007	16/10/2007	Finished	Edit
Oct-07	22/10/2007	15/11/2007	16/11/2007	Finished	Edit
Nov-07	21/11/2007	13/12/2007	12/12/2007	Finished	Edit
Jan-09	21/01/2009	12/02/2009	11/02/2009	Open	Edit

Current Working Month: Jan-09

To manage or amend the working months:

Note – working months are created in a table in the DAMS database and are set initially by the NTA head office.

Click on the “Edit” link, next to the relevant working month

For “Ready”, “Open” and “Closed” working months, the close date can be amended by entering another date (see below)

After making changes to the working month, press “Update”

To cancel the changes, press “Cancel”

- The next working month cannot be opened until the previous month status has been set to “Finished”.

Options

[< Administration](#)

Working Months

Month	Due Open	Handover Due	Region Close Date	Status	
Jan-06	20/01/2006	13/02/2006	13/02/2006	Finished	Edit
Feb-06	17/02/2006	16/03/2006	16/03/2006	Finished	Edit
Mar-06	22/03/2006	11/04/2006	11/04/2006	Finished	Edit
Apr-06	19/04/2006	15/05/2006	08/05/2006	Finished	Edit
May-06	19/05/2006	15/06/2006	15/06/2006	Finished	Edit
Jun-06	21/06/2006	14/07/2006	14/07/2006	Finished	Edit
Jul-06	20/07/2006	15/08/2006	15/08/2006	Finished	Edit
Aug-06	21/08/2006	14/09/2006	14/09/2006	Finished	Edit
Sep-06	20/09/2006	16/10/2006	16/10/2006	Finished	Edit
Oct-06	20/10/2006	15/11/2006	15/11/2006	Finished	Edit
Nov-06	21/11/2006	13/12/2006	06/12/2006	Finished	Edit
Dec-06	18/12/2006	16/01/2007	10/01/2007	Finished	Edit
Jan-07	22/01/2007	13/02/2007	06/02/2007	Finished	Edit
Feb-07	19/02/2007	15/03/2007	15/03/2007	Finished	Edit
Mar-07	21/03/2007	13/04/2007	13/04/2007	Finished	Edit
Apr-07	19/04/2007	15/05/2007	15/05/2007	Finished	Edit
May-07	21/05/2007	14/06/2007	15/06/2007	Finished	Edit
Jun-07	20/06/2007	25/07/2007	27/07/2007	Finished	Edit
Aug-07	21/08/2007	13/09/2007	13/09/2007	Finished	Edit
Sep-07	19/09/2007	16/10/2007	16/10/2007	Finished	Edit
Oct-07	22/10/2007	15/11/2007	16/11/2007	Finished	Edit
Nov-07	21/11/2007	13/12/2007	12/12/2007	Finished	Edit
Jan-09	21/01/2009	12/02/2009	11/02/2009	Open	Update Cancel

Current Working Month: Jan-09

To close a working month:

Press the "Close" button

The working months screen will now change, informing the DAMS administrator that the working month has been closed (see screen shot below)

Options

[< Administration](#)

Working Months

Month closed successfully.

Month	Due Open	Handover Due	Region Close Date	Status	
Jan-06	20/01/2006	13/02/2006	13/02/2006	Finished	Edit
Feb-06	17/02/2006	16/03/2006	16/03/2006	Finished	Edit
Mar-06	22/03/2006	11/04/2006	11/04/2006	Finished	Edit
Apr-06	19/04/2006	15/05/2006	08/05/2006	Finished	Edit
May-06	19/05/2006	15/06/2006	15/06/2006	Finished	Edit
Jun-06	21/06/2006	14/07/2006	14/07/2006	Finished	Edit
Jul-06	20/07/2006	15/08/2006	15/08/2006	Finished	Edit
Aug-06	21/08/2006	14/09/2006	14/09/2006	Finished	Edit
Sep-06	20/09/2006	16/10/2006	16/10/2006	Finished	Edit
Oct-06	20/10/2006	15/11/2006	15/11/2006	Finished	Edit
Nov-06	21/11/2006	13/12/2006	06/12/2006	Finished	Edit
Dec-06	18/12/2006	16/01/2007	10/01/2007	Finished	Edit
Jan-07	22/01/2007	13/02/2007	06/02/2007	Finished	Edit
Feb-07	19/02/2007	15/03/2007	15/03/2007	Finished	Edit
Mar-07	21/03/2007	13/04/2007	13/04/2007	Finished	Edit
Apr-07	19/04/2007	15/05/2007	15/05/2007	Finished	Edit
May-07	21/05/2007	14/06/2007	15/06/2007	Finished	Edit
Jun-07	20/06/2007	25/07/2007	27/07/2007	Finished	Edit
Aug-07	21/08/2007	13/09/2007	13/09/2007	Finished	Edit
Sep-07	19/09/2007	16/10/2007	16/10/2007	Finished	Edit
Oct-07	22/10/2007	15/11/2007	16/11/2007	Finished	Edit
Nov-07	21/11/2007	13/12/2007	12/12/2007	Finished	Edit
Jan-09	21/01/2009	12/02/2009	09/07/2009	Closed	Edit

Current Working Month: Jan-09

To re-open a working month:
Press the "Re-Open" button
DAMS reports that the working month has been successfully re-opened (see screen shot below)

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Logged in as: nupuserL Today's Date: 09-07-2009

Working Months

Options
[< Administration](#)

Month re-opened successfully.

Month	Due Open	Handover Due	Region Close Date	Status	
Jan-06	20/01/2006	13/02/2006	13/02/2006	Finished	Edit
Feb-06	17/02/2006	16/03/2006	16/03/2006	Finished	Edit
Mar-06	22/03/2006	11/04/2006	11/04/2006	Finished	Edit
Apr-06	19/04/2006	15/05/2006	08/05/2006	Finished	Edit
May-06	19/05/2006	15/06/2006	15/06/2006	Finished	Edit
Jun-06	21/06/2006	14/07/2006	14/07/2006	Finished	Edit
Jul-06	20/07/2006	15/08/2006	15/08/2006	Finished	Edit
Aug-06	21/08/2006	14/09/2006	14/09/2006	Finished	Edit
Sep-06	20/09/2006	16/10/2006	16/10/2006	Finished	Edit
Oct-06	20/10/2006	15/11/2006	15/11/2006	Finished	Edit
Nov-06	21/11/2006	13/12/2006	06/12/2006	Finished	Edit
Dec-06	18/12/2006	16/01/2007	10/01/2007	Finished	Edit
Jan-07	22/01/2007	13/02/2007	06/02/2007	Finished	Edit
Feb-07	19/02/2007	15/03/2007	15/03/2007	Finished	Edit
Mar-07	21/03/2007	13/04/2007	13/04/2007	Finished	Edit
Apr-07	19/04/2007	15/05/2007	15/05/2007	Finished	Edit
May-07	21/05/2007	14/06/2007	15/06/2007	Finished	Edit
Jun-07	20/06/2007	25/07/2007	27/07/2007	Finished	Edit
Aug-07	21/08/2007	13/09/2007	13/09/2007	Finished	Edit
Sep-07	19/09/2007	16/10/2007	16/10/2007	Finished	Edit
Oct-07	22/10/2007	15/11/2007	16/11/2007	Finished	Edit
Nov-07	21/11/2007	13/12/2007	12/12/2007	Finished	Edit
Jan-09	21/01/2009	12/02/2009	09/07/2009	Open	Edit

Current Working Month: Jan-09

To finish a working month:

A working month can only be finished when the status is "Closed"

Press the "Finish" button

The system then asks the user to confirm the request

Press "OK" to confirm, or "Cancel" to cancel

Once the user presses "OK", DAMS reports that the working month is finished (see screen below)

IMPORTANT NOTE: a working month cannot be finished if there are no more working months to move to (i.e. at the end of the year, or working month calendar) – the system will prevent this

NDTMS
File Upload Portal - London

NHS
National Treatment Agency
for Substance Misuse

Upload a New File Month Status View Administration Change Password Logout Help

Logged in as: nupuser Today's Date: 04-04-2006

Administration

Options
[< Administration](#)

Month finished successfully.

Month	Due Open	Due Closed	Region Close Date	Status	
January 06	1/1/2006	1/31/2006	2/5/2006	Finished	Edit
February 06	2/1/2006	2/28/2006	2/28/2006	Finished	Edit

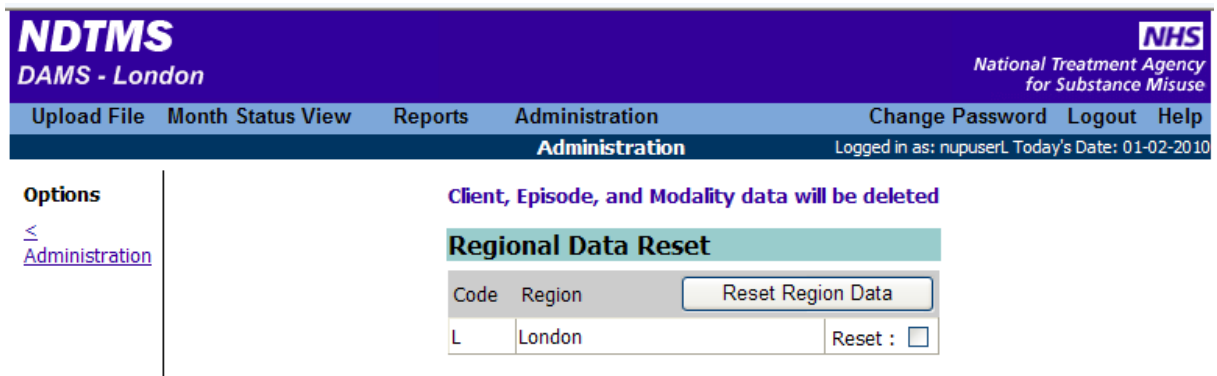
Current Working Month: None

10.3 Data Management

10.3.1 Regional DB Reset

The regional DB reset functionality resets the data in the entire region. Choosing this option will delete all Client, Episode and Modality data.

To perform a regional DB reset click on “Administration” and then on “Regional DB Reset” under Data Management (see below)



The screenshot shows the NDTMS DAMS - London Administration interface. The top navigation bar includes links for Upload File, Month Status View, Reports, Administration, Change Password, Logout, and Help. The current page is titled "Administration" and shows a warning: "Client, Episode, and Modality data will be deleted". Below this warning is a section titled "Regional Data Reset" with a table containing one row for "L" (London) and a "Reset Region Data" button. A "Reset" checkbox is also visible.

Code	Region	Reset Region Data
L	London	Reset : <input type="checkbox"/>

10.3.2 Agency DB Reset

The agency DB reset functionality deletes the Client, Episode and Modality data of the chosen agency.

Click on “Administration” and then on “Agency DB Reset” under Data Management

An agency’s data can be reset from a chosen discharge date (see below)

Options

[< Administration](#)

Select the level of delete you want to commit: (client, episode, and modality data will be deleted)

Agency Data Reset

Reset data from discharge date:

- If empty, all data of the selected agencies will be deleted
- If has value all data of the selected agencies with discharge date on and after the value will be deleted

Agency code	Agency name	Reset :
L0001	Axe Street Project	Reset : <input type="checkbox"/>
L0002	New Directions	Reset : <input type="checkbox"/>
L0003	Daybreak Drug Project	Reset : <input type="checkbox"/>
L0004	Angel Drug Project	Reset : <input type="checkbox"/>
L0005	South Camden Drug Services (SCDS)	Reset : <input type="checkbox"/>
L0006	City Roads Cranstoun [Odyssey Trust]	Reset : <input type="checkbox"/>
L0008	North Camden Drug Services (Response)	Reset : <input type="checkbox"/>
L0011	Addaction: CDS Hackney	Reset : <input type="checkbox"/>

10.3.3 Batch Data Management

The batch data management deletes the episodes, modality and top in a batch. This requires a .csv file with the selected choice of “Batch Episode Delete”, “Batch Modality Delete” and “Batch TOP Delete”.

To access this section, click on “Administration” and then on “Batch Data Management” under Data Management.

Options

[< Administration](#)

Batch Episode Delete File:

- Batch Episode Delete
- Batch Modality Delete
- Batch Top Delete

10.3.4 Individual Data Management & Re-parenting

When an episode belonging to an individual is being transferred to a new individual, this process is called re-parenting. The parent of the episode has been changed in other terms. To use this find the client attributers of the client's episode that needs re-parenting.

Enter the initials
Enter the date of birth
Enter the sex
Search

The screenshot shows the NDTMS DAMS - London interface. The header includes the NHS logo and the text 'National Treatment Agency for Substance Misuse'. The main navigation bar contains 'Upload File', 'Month Status View', 'Reports', 'Administration', 'Change Password', 'Logout', and 'Help'. The current page is 'Data Management', and the user is logged in as 'nupuserL' on '01-02-2010'. The left sidebar shows 'Options' and a link to '< Administration'. The main content area is titled 'Source Client Search' and contains the following form fields:

- Initials: Two input boxes.
- Date of Birth: Three input boxes for DD/MM/YYYY.
- Sex: One input box.
- Buttons: 'Search' and 'Clear'.

Below the form is a table with the following headers: 'F Initial', 'S Initial', 'Date of Birth', and 'Sex'. The table body is currently empty.

Upon identifying the individual, highlight the record and the system automatically displays the episodes belonging to the selected record. Select the episode that needs to be transferred/moved.

Now, search for the individual's record to which this episode is to be assigned.

Enter the initials
Enter the date of birth
Enter the sex
Search

Once the desired individual is identified, the "Move Episode" button becomes enabled and the episode can be moved.

If the user wishes to cancel this process click on "Cancel Episode Move". (see below)

Options

≡
[Administration](#)

Source Client Search

Initials:

Date of Birth: / / DD/MM/YYYY

Sex:

F Initial	S Initial	Date of Birth	Sex
A	A	18/12/1988	Male
A	A	20/11/1990	Male
A	A	11/05/1991	Male
A	A	20/11/1991	Male

Client Episodes

Agency	Referral	Triage	Discharge	Modalities			Tops
				Open	Closed	NS	Count
L0847	18/10/2005	04/11/2005	04/11/2005	0	1	0	0
L0847	01/11/2006	03/11/2006	04/11/2006	0	1	0	0
L0847	09/04/2008	10/04/2008	30/05/2008	0	1	0	1

Reparent Destination Client

Initials:

Date of Birth: / / DD/MM/YYYY

Sex:

F Initial	S Initial	Date of Birth	Sex

10.4 System Management

10.4.1 System settings

The regional administrator can view the following system settings within the administration section of DAMS (see screen shot below):

- System status
 - Online/offline status
- Offline message data
- Offline message
- Welcome message date
- Welcome message
- Reference data version
 - Last update date
- Regional data version
 - Last update date
- Agency data version
 - Last update date


The screenshot shows the NDTMS File Upload Portal - London Administration page. The page has a purple header with the NDTMS logo and the NHS logo. Below the header is a navigation bar with links for 'Upload a New File', 'Month Status View', 'Administration', 'Change Password', 'Logout', and 'Help'. The 'Administration' link is highlighted. Below the navigation bar is a status bar showing 'Logged in as: nupuser Today's Date: 04-04-2006'. The main content area is divided into two columns. The left column is titled 'Options' and contains links for 'Edit System Settings', 'User Status Report', and '< Administration'. The right column is titled 'System Settings' and contains a table of system settings.

Current System Status	Online
Offline By	N/A
Offline Message Date	24-01-2006
Offline Message	The system will be offline while the system is upgraded.
Welcome Message Date	23-01-2006
Welcome Message	Welcome to the NDTMS File Upload Portal. This website is only available to authorised NTA agency users. For help and assistance please contact nta@nta.com
Minimum Load Percentage	50%
Contact Phone	02081112233
Reference Data Version	2.07
Last Update Date	4/4/2006 5:09:48 PM
Regional Data Version	2.02
Last Update Date	4/4/2006 5:13:30 PM
Agency Data Version	1
Last Update Date	4/4/2006 5:14:36 PM

10.4.2 Edit settings

The administrator can edit the system settings by clicking the link "Edit System Settings". The following settings can be changed:

- Online/offline status
- Offline message
- Welcome message
- Load threshold % (acceptable values: 0-100%)
- Data quality threshold % (acceptable values: 0-100%)

NDTMS File Upload Portal - London		 National Treatment Agency for Substance Misuse																						
Upload a New File Month Status View Administration		Change Password Logout Help																						
Administration		Logged in as: nupuser Today's Date: 30-03-2007																						
Options < System Settings < Administration	<h3 align="center">Edit System Settings</h3> <table border="0"> <tr> <td>Current System Status</td> <td><input checked="" type="radio"/> Online <input type="radio"/> Offline</td> </tr> <tr> <td>Offline By</td> <td>N/A</td> </tr> <tr> <td>Offline Message Date</td> <td>13-03-2007</td> </tr> <tr> <td>Offline Message</td> <td><input type="text" value="Offline message"/></td> </tr> <tr> <td>Welcome Message Date</td> <td>13/03/2007</td> </tr> <tr> <td>Welcome Message</td> <td><input type="text" value="Welcome message"/></td> </tr> <tr> <td>Load Threshold %</td> <td><input type="text" value="50.5"/></td> </tr> <tr> <td>Quality Threshold %</td> <td><input type="text" value="50.5"/></td> </tr> <tr> <td>Reference Data Version</td> <td>2.16</td> </tr> <tr> <td>Recode Date Version</td> <td>2.07</td> </tr> <tr> <td>Agency Data Version</td> <td>1.57</td> </tr> </table> <p align="right"> <input type="button" value="Save Changes"/> <input type="button" value="Cancel"/> </p>		Current System Status	<input checked="" type="radio"/> Online <input type="radio"/> Offline	Offline By	N/A	Offline Message Date	13-03-2007	Offline Message	<input type="text" value="Offline message"/>	Welcome Message Date	13/03/2007	Welcome Message	<input type="text" value="Welcome message"/>	Load Threshold %	<input type="text" value="50.5"/>	Quality Threshold %	<input type="text" value="50.5"/>	Reference Data Version	2.16	Recode Date Version	2.07	Agency Data Version	1.57
Current System Status	<input checked="" type="radio"/> Online <input type="radio"/> Offline																							
Offline By	N/A																							
Offline Message Date	13-03-2007																							
Offline Message	<input type="text" value="Offline message"/>																							
Welcome Message Date	13/03/2007																							
Welcome Message	<input type="text" value="Welcome message"/>																							
Load Threshold %	<input type="text" value="50.5"/>																							
Quality Threshold %	<input type="text" value="50.5"/>																							
Reference Data Version	2.16																							
Recode Date Version	2.07																							
Agency Data Version	1.57																							

The administrator can edit the following settings by amending the table "Tab_SYSTEM_Setup" in the ECMS data database (brackets indicate the table name):

- Contact telephone (NDTMS_RegionalContactNo)
- System administrator email address (NDTMS_RegionalContactEmail)

10.4.3 System Log

The administrator can also view the system logs within DAMS. These logs detail messages and event types, with associated severity and the user. These logs are much like the logs stored in an event viewer and are helpful to diagnose problems experienced by users.

To view the logs:

- Click on the "Administration" link
- Click on the "System Log" link
- The events are listed in date descending order and a set of filters can be applied to narrow down the results (see screen shots below).

Options

[< Administration](#)

System Log

Quick Date Picker None Last 24 Hours Last 7 Days Last Month

Date From 28 March 2006

Date To 4 April 2006

Event Type All Event Types

Severity All Severity Levels

Go

1 2 3 4 5 6 7 8 9 10 ...

Event Date	Message	Event Type	Severity	User
04-04-2006 17:14	Reference Update - Agency Update	Reference Data Update	Low	nupuser
04-04-2006 17:13	Reference Update - Regional Update	Reference Data Update	Low	nupuser
04-04-2006 17:09	Reference Update - Reference Update	Reference Data Update	Low	nupuser
04-04-2006 17:01	Username:nupuser	User logs in	Low	nupuser
04-04-2006 16:58	Username:nupuser	User logs out	Low	nupuser
04-04-2006 16:58	Username:nupuser	User logs in	Low	nupuser
04-04-2006 16:50	Username:nupuser	User session expired	Low	nupuser
04-04-2006 16:32	Username:mheap	User session expired	Low	mheap
04-04-2006 16:11	Username:mheap	User logs in	Low	mheap
04-04-2006 16:11	Filename:L0012-20060203-20060208-TREAT-IN-B.csv	Validation Finished	Low	mheap
04-04-2006 16:11	Filename:L0012-20060203-20060208-TREAT-IN-B.csv	File uploaded	Low	mheap

10.4.4 Reference Data Update

10.4.4.1 Currently Logged On Users

The regional administrator can at a point view how many users are logged into the system

10.4.4.2 System Status

If DAMS system needs to be closed, the regional administrator can close down the system (only at regional level) by clicking on "Close System to Users" button. See below

NDTMS
DAMS - London

NHS
National Treatment Agency
for Substance Misuse

Upload File Month Status View Reports Administration Change Password Logout Help

Reference Data Update Logged in as: nupuserL Today's Date: 10-01-2011

Options
[< Administration](#)

Currently Logged On Users

User Name	Session Start	Last Activity	Session End	User Level	Region
nupuserL	10/01/2011 11:32:19	10/01/2011 11:38:54		Regional User	L

Click to Refresh list

System Status

Close System to Users
Open System to Users

Edit Offline Message :

THE LONDON PORTAL IS NOW CLOSED. THE NEW PORTAL WILL BE AVAILABLE SOON. WE WILL CONTACT YOU WITH DETAILS IN THE NEXT COUPLE OF WEEKS. THERE IS NO SUBMISSION IN AUGUST. THE NEXT

Update Offline Message

Reference Data Updates

Run Regional Data Update Reference file present
Regional file present

Run Agency Details Update

Mismatched Records Check

Enable mismatch feature
 Disable mismatch feature

Save

The description written in the text box is displayed on the home screen.

10.4.4.3 Mismatched Records Check

The regional administrator can control enabling/disabling the mismatch feature (also called missing information under the month status view) using the radio buttons.

This feature controls the enable/disable function for all the agencies within the region in one click and hence needs to be exercised cautiously.

10.5 Logging Out

On completion of all tasks, the administrator should logout by clicking on 'logout' on the top right hand side of the screen.

If the system is unused for 20 minutes then the user will be logged out and the screen displayed changed to the login screen.

11. Summary of monthly regional tasks

Below is a monthly checklist to help the regional administrator carry out regular tasks each month.

Working month	Task	Pass (✓)/Fail (✗)
	Agencies should have correct optional values set (e.g. post code opt in)	
	Agencies should have correct active and de-active dates	
	Agencies should have correct commissioning DATs assigned	
	Ensure DAMS database settings are current and reflects current month	
	All current local recodes updated in DAMS	
	System setup table should be correct with optional values	
	Local field settings (e.g. INJECT, SHARE, etc.)	
	Extract type	
	NDTMS Regional Admin telephone number	
	NDTMS Regional Admin email	
	DAMS validation and load submission percentage	
	Ensure that agency user accounts are enabled/disabled properly	
	Ensure that agency and DAT user agency assignment is correct	
	Opening working month	
	Ensure that the "Region Close Date" reflects the agency submission date	
	Close month	
	Handover the working month	

12. Appendix

12.1 FAQs

Users sometimes complain that they are unable to login as the system shows they are already logged in. What do I do?

DAMS sometimes retains the sessions of users who do not logout of the system. This could sometimes be due to accidental closure of the browser. In this case send an email to ndtms.admin@nta-nhs.org.uk with the details of the user (like user name) and the session(s) can be cleared from the backend.