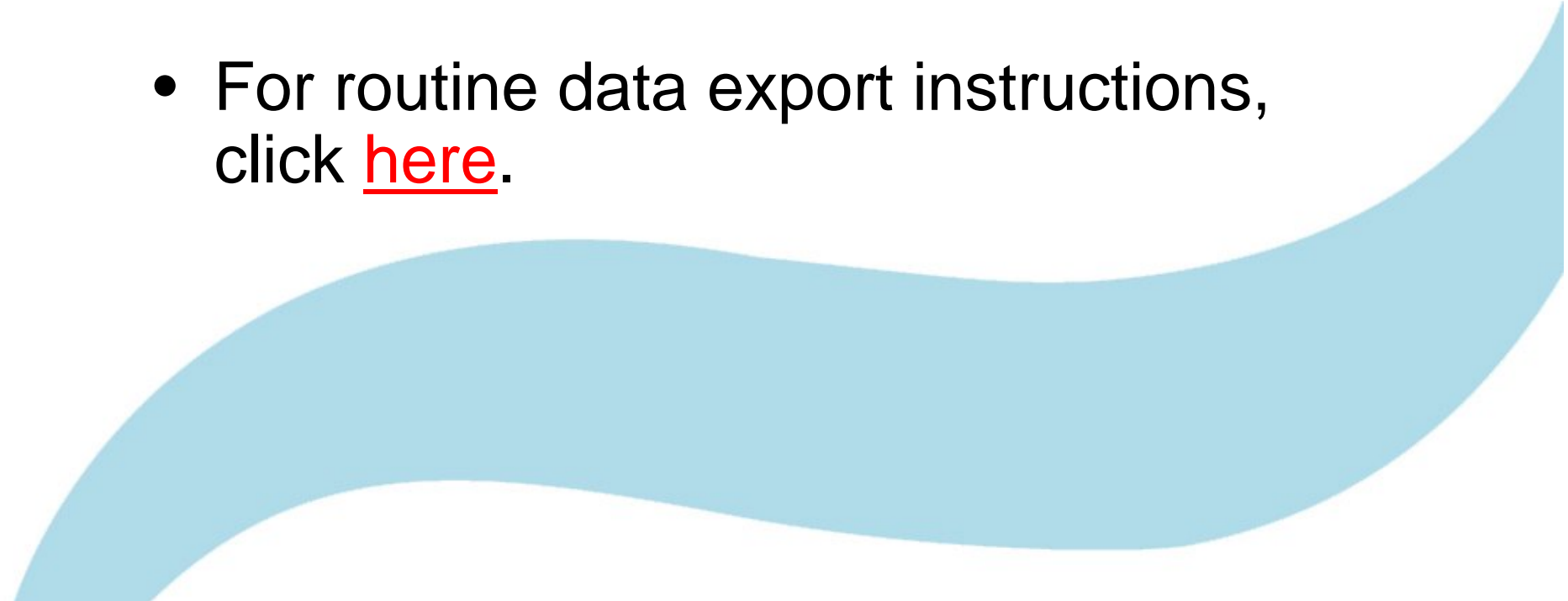


Submission With Internet File Transfer



User Guide - SEAN

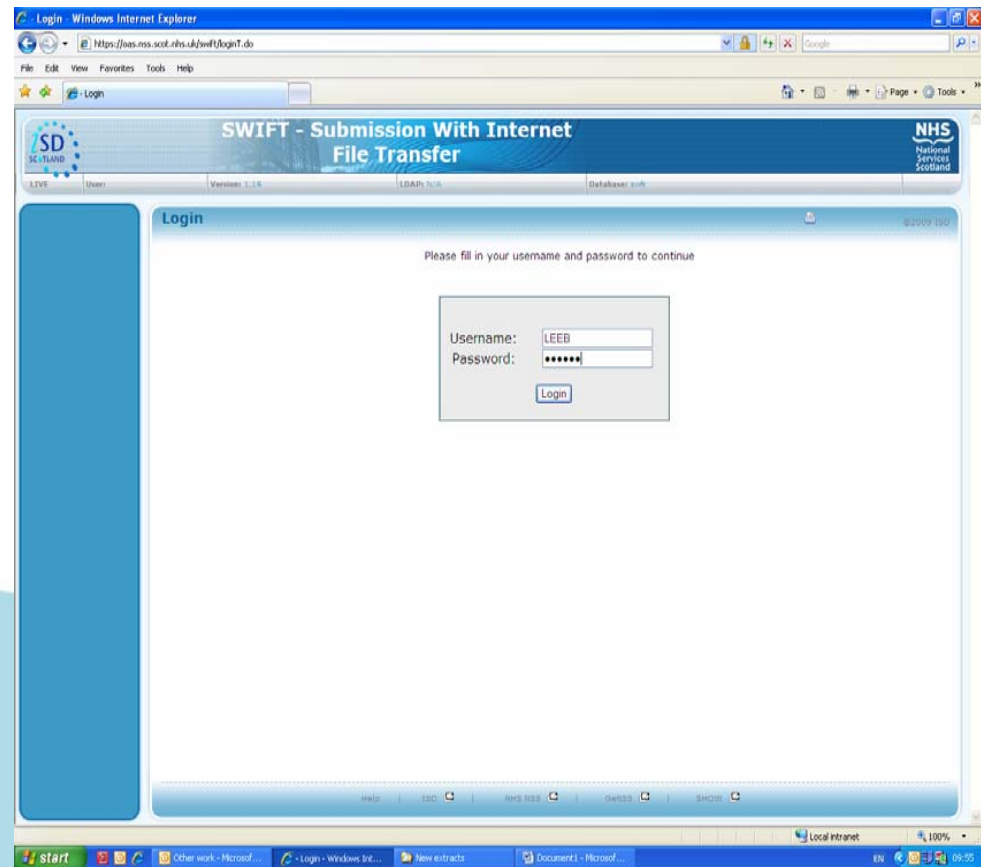
- First-time users, click [here](#) for details of initial set-up followed by details of routine export.
 - For routine data export instructions, click [here](#).
- 
- A large, light blue decorative wave graphic that spans the width of the slide, starting from the bottom left and curving upwards towards the right.

SWIFT Location:

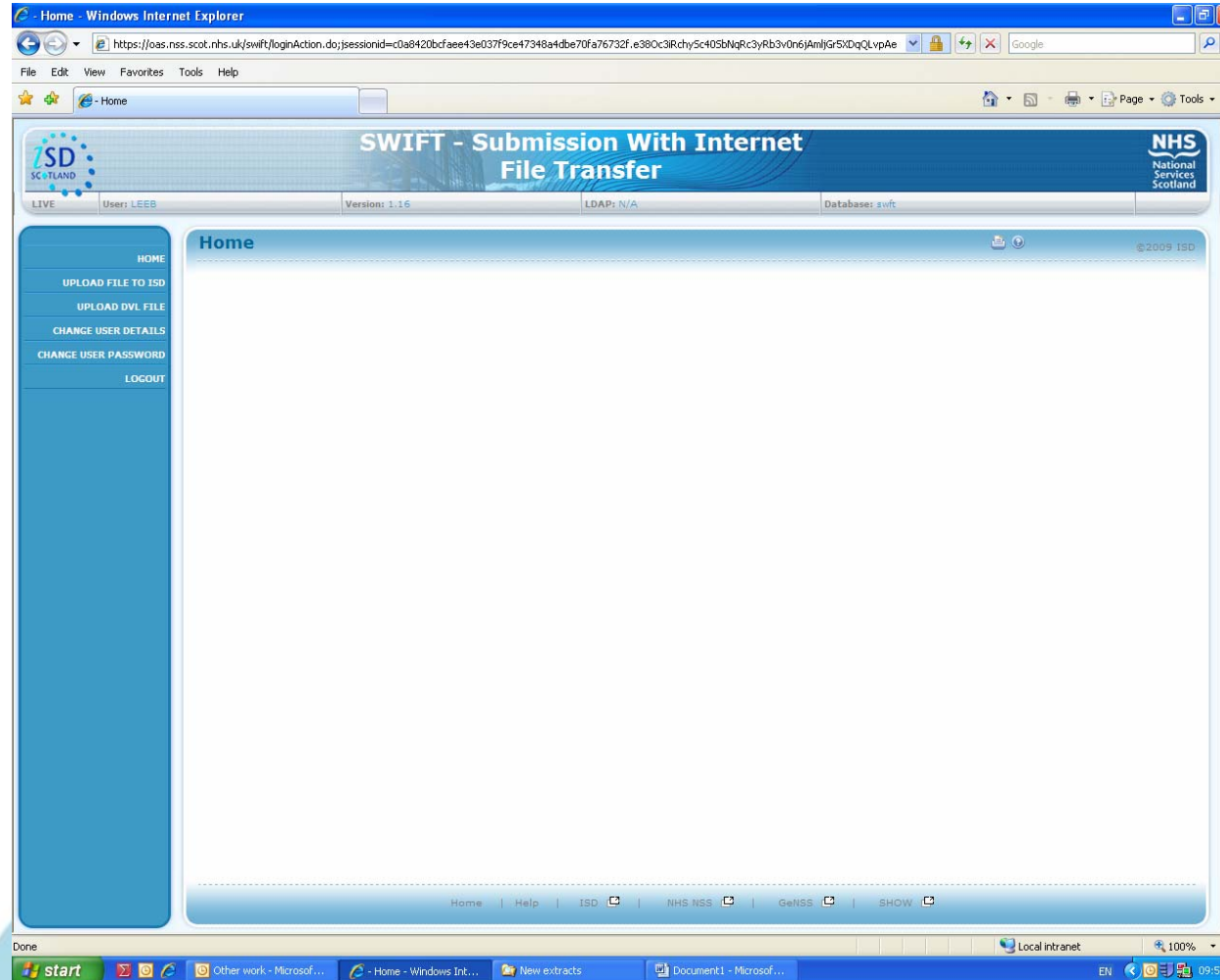
- Address of the site will be sent in an e-mail when registered
- <https://oas.nss.scot.nhs.uk/swift/>

Logging In

- Username and password are sent in 2 separate e-mails
- Password should be changed on first login
- Passwords can be reset by contacting SWIFT Admin (0131-275-6762)

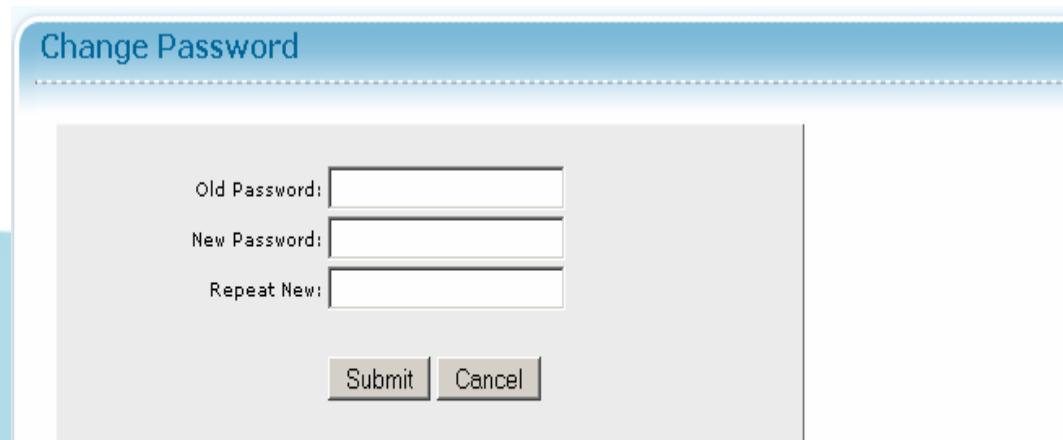
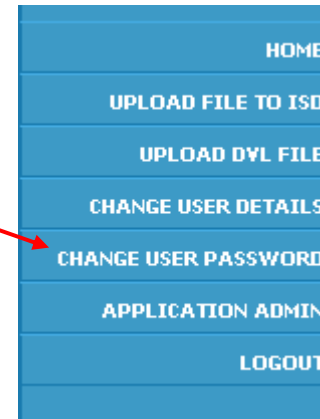


Opening Screen



Changing Your Password

- Select Change User Password
- Enter your old password then your new password twice
- Press 'Submit'
- Passwords must be longer than 5 characters and include at least one number



Change Password

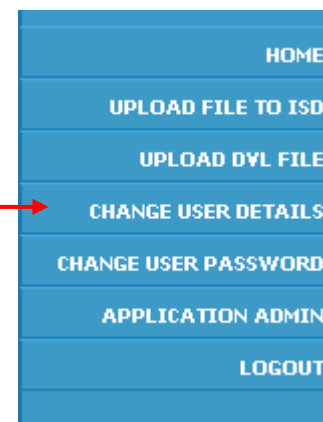
Old Password:

New Password:

Repeat New:

Updating Your Details

- Select Change User Details from the menu
- Make the required changes then press 'Submit'
- Please ensure your email address is up to date as it is used to notify users of downtime and to reset passwords



Change User Details

User Forename:

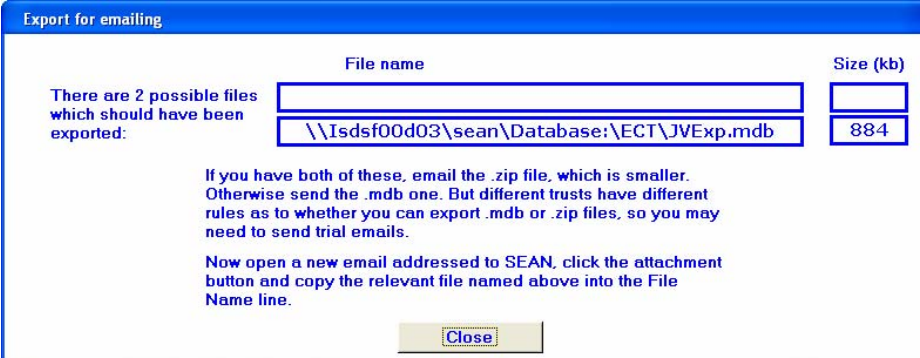
User Surname:

Contact Email Address:

Contact Tel Number:

Submitting a File (1)

- There are two methods, depending on which version of the database is installed.
- Perform the export from the SEAN database.
- If you get a window like this, with 'Export for emailing' in the title bar, read the next slide, then refer to the instructions on 'Browsing for a file'.
- If you get a window like this, with 'Export for SWIFT' in the title bar, read the next slide, then refer to the instructions on 'Pasting in a file location'.



Export for emailing

File name Size (kb)

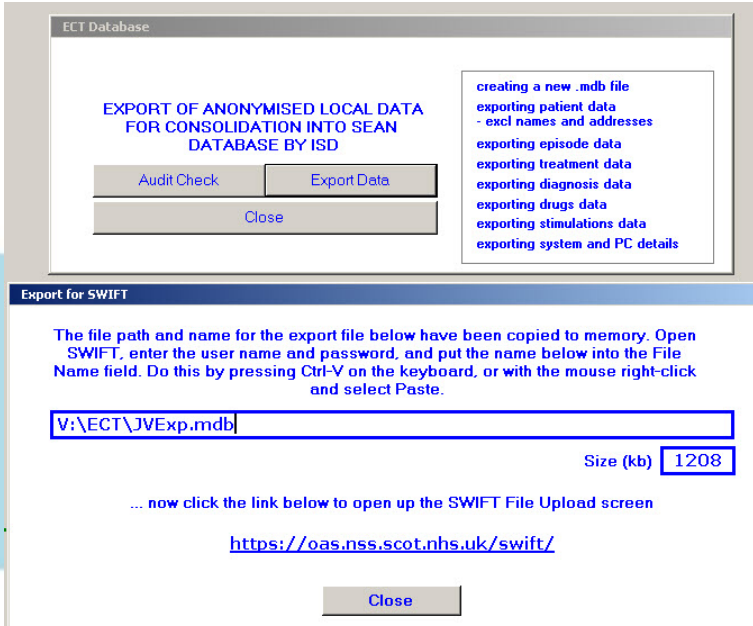
There are 2 possible files which should have been exported:

884

If you have both of these, email the .zip file, which is smaller. Otherwise send the .mdb one. But different trusts have different rules as to whether you can export .mdb or .zip files, so you may need to send trial emails.

Now open a new email addressed to SEAN, click the attachment button and copy the relevant file named above into the File Name line.

Close



ECT Database

EXPORT OF ANONYMISED LOCAL DATA FOR CONSOLIDATION INTO SEAN DATABASE BY ISD

Audit Check Export Data

Close

creating a new .mdb file
exporting patient data
- excl names and addresses
exporting episode data
exporting treatment data
exporting diagnosis data
exporting drugs data
exporting stimulations data
exporting system and PC details

Export for SWIFT

The file path and name for the export file below have been copied to memory. Open SWIFT, enter the user name and password, and put the name below into the File Name field. Do this by pressing Ctrl-V on the keyboard, or with the mouse right-click and select Paste.

Size (kb) 1208

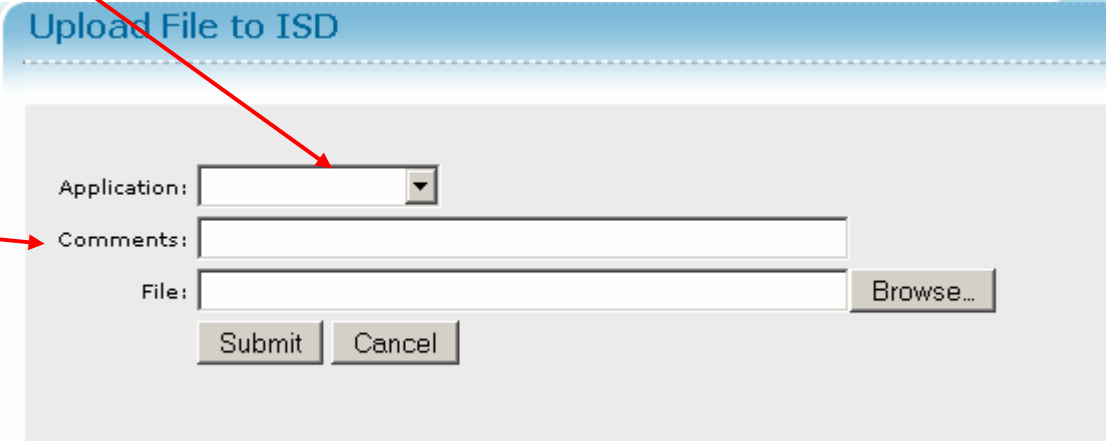
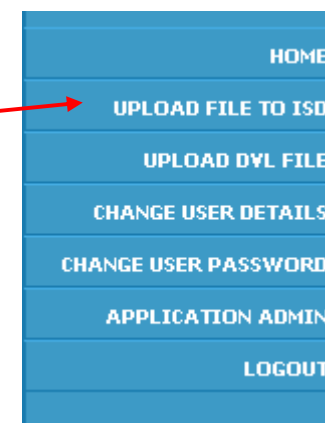
... now click the link below to open up the SWIFT File Upload screen

<https://oas.nss.scot.nhs.uk/swift/>

Close

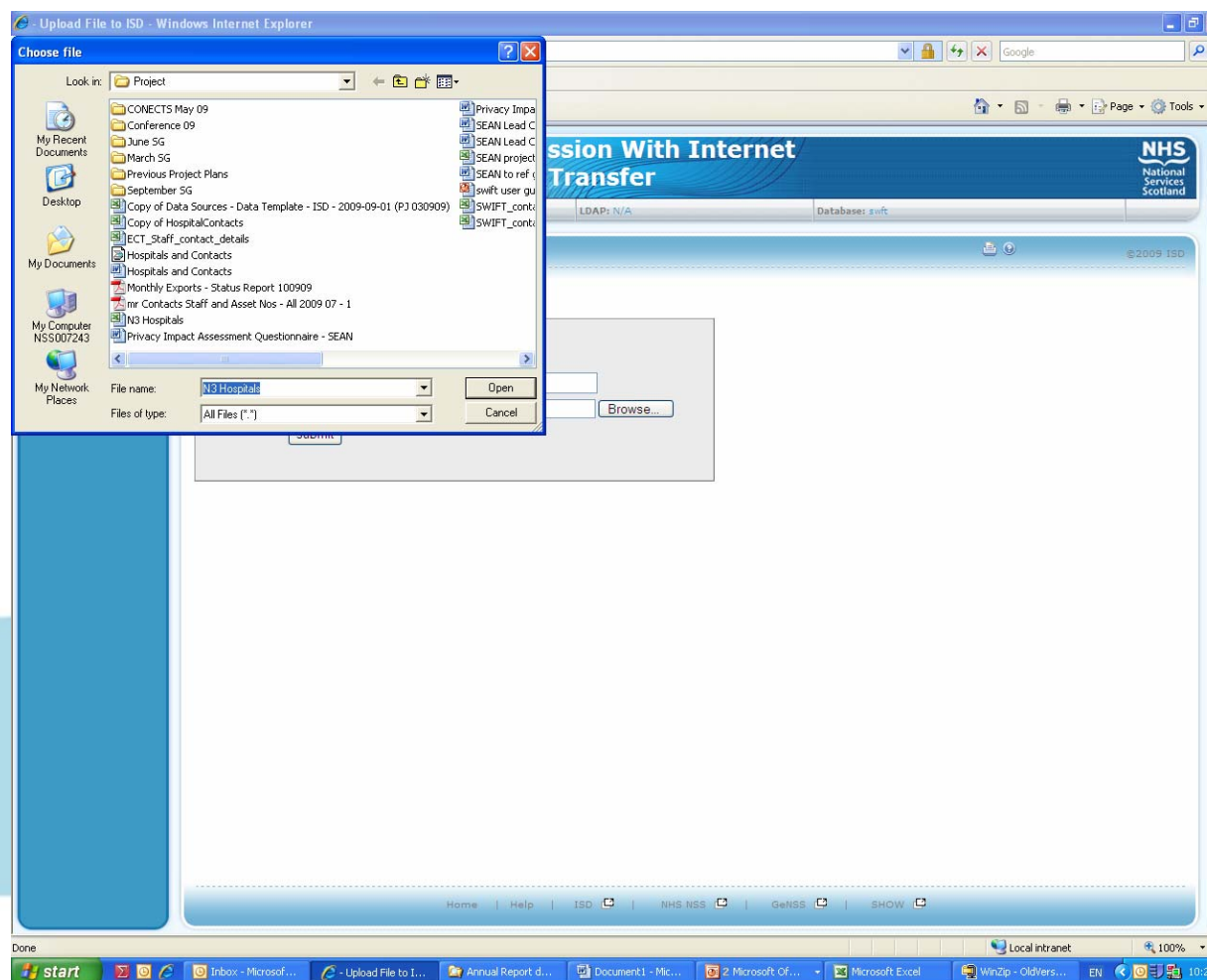
Submitting a File (2)

- Go to SWIFT
- Select 'Upload file to ISD' from the menu
- Select 'ECT' from the Application drop down list
- Add any comments



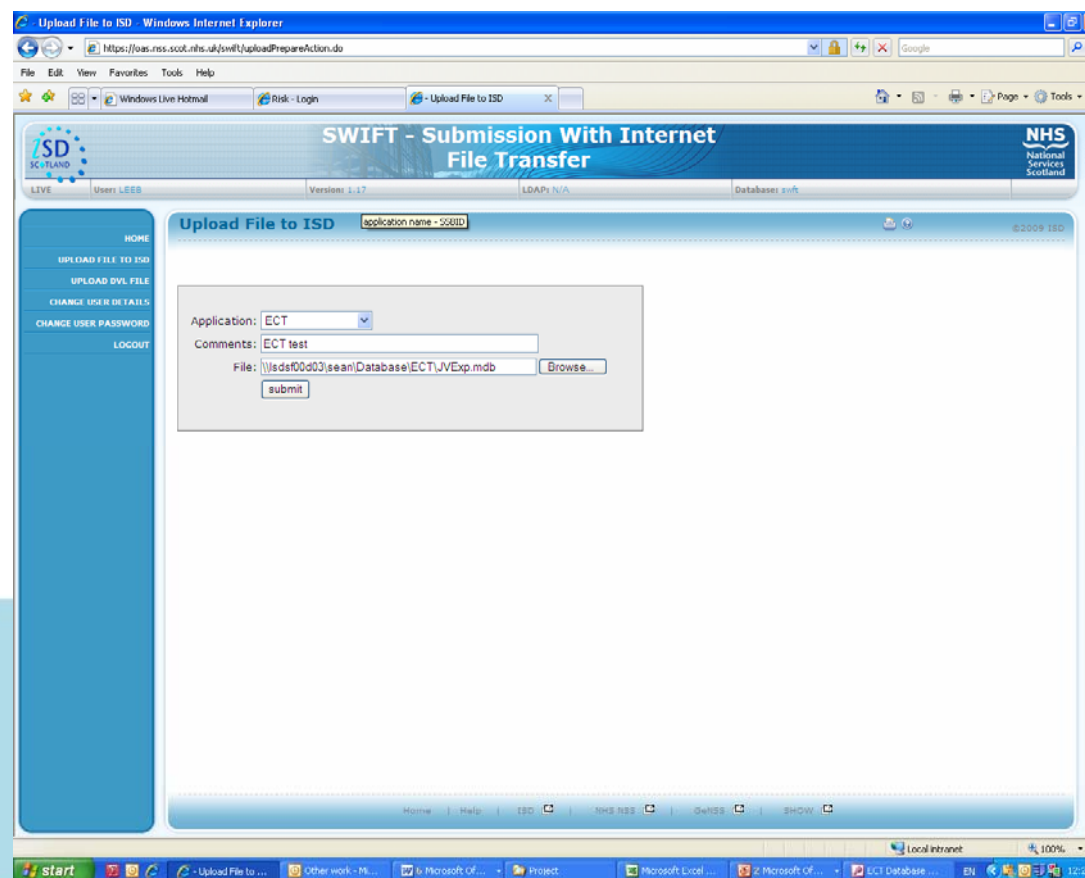
Browsing for a File...

- Make a note of the export filepath stated by the SEAN database.
- Select 'Browse' in the 'Export Data to ISD' Screen and navigate to the export file location using the dialog box.
- Highlight the export file and click 'Open'.
- The dialog box will close.
- Press 'Submit'.



Pasting in a File Location...

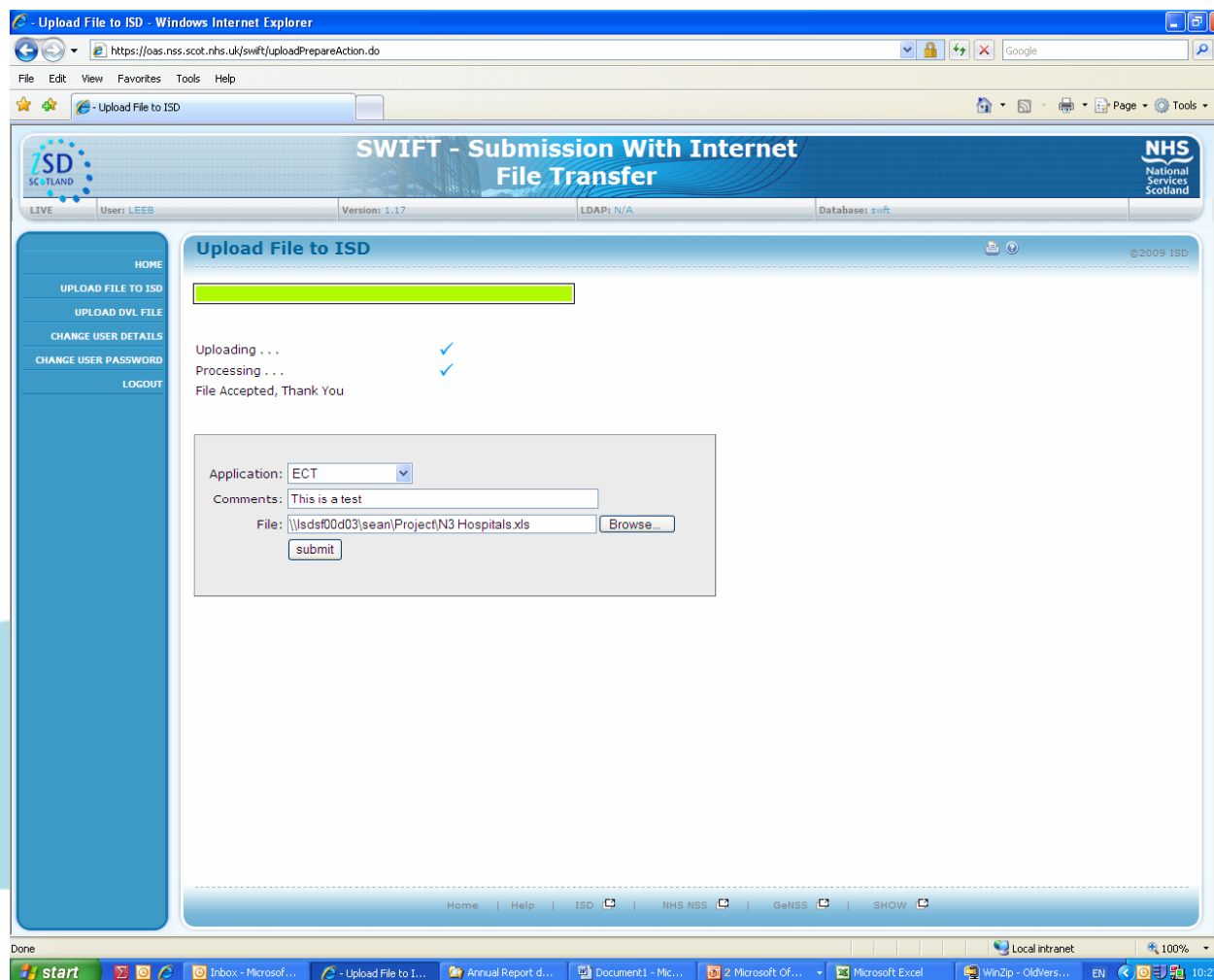
- Left-click in the 'File' field in the 'Export Data to ISD' screen and holding down 'Ctrl' on your keyboard, press 'V'.
- OR
- Right-click within the 'File' field in the 'Export Data to ISD' screen and left-click 'Paste'
- The export filepath should be pasted into 'File'
- Press 'Submit'.



File Submission



- After pressing 'Submit' once, process of file transfer will start (green bar will fill).
- If successful, 'File Accepted. Thank You' message will appear.
- Click on 'Logout' to exit SWIFT.



Following Submission



- Check e-mails for a message confirming successful file transfer.
- If after pasting filepath into SWIFT e-mail states that file was 'Zero-Length', the upload was not successful - try again and if problem persists contact ISD & IT dept.
- If there are any problems after receiving the file, a member of the SEAN team will be in touch.