

Blocked Alerts Report in the Enhanced Reporting System (ERS) for Privacy Officers

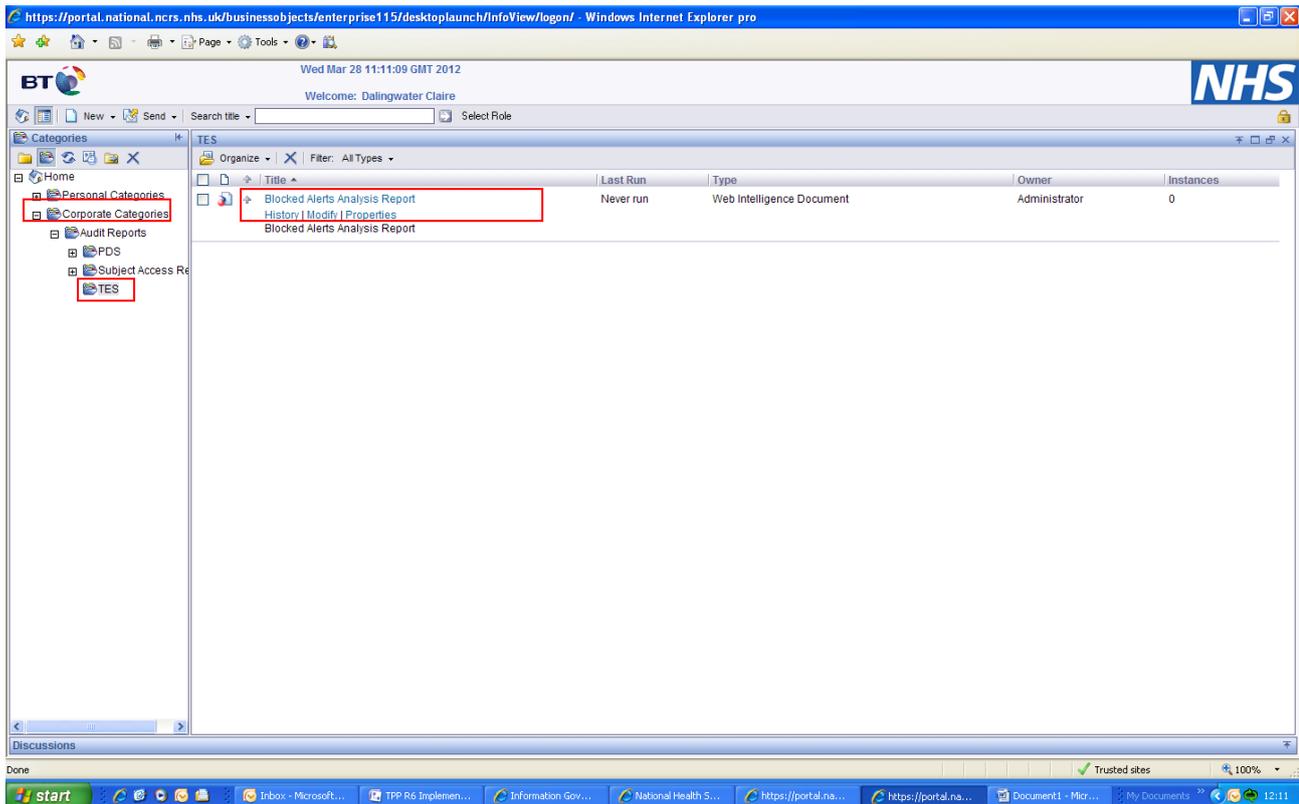
1. Log onto Spine Portal (<https://portal.national.ncrs.nhs.uk/portal/dt>) and choose Enhanced Reporting Service:

The screenshot shows the National Health Service Spine Portal in Internet Explorer. The browser title is "National Health Service Portal - Windows Internet Explorer provided by NHS Connecting for Health". The address bar shows the URL "https://portal.national.ncrs.nhs.uk/portal/dt". The page content includes:

- National Health Service Spine Portal** (with NHS logo)
- User Information**
 - Welcome!
 - Dalingwater Claire
 - Last Update: 28 March 2012 11:09
 - 599 minutes left
 - 600 minutes max idle time
- NHS Applications**
 - You have access to the following applications. Select the one you would like to launch by clicking on the link.
 - Note that all applications are launched in a child window.
 - Launch NCRS Smartcard Management Service
 - Launch Spine User Directory
 - Launch Enhanced Reporting Service (highlighted with a red box)
 - Launch Alert Viewer
 - Launch Self Service Portal
 - Launch User Terms and Conditions

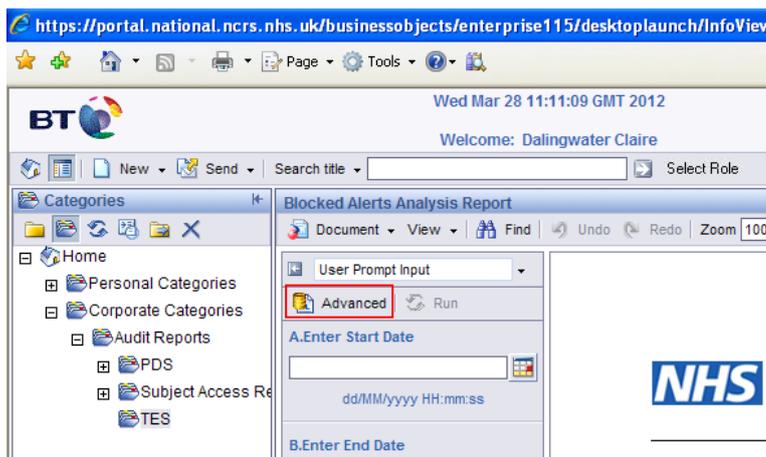
The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, TPP R6 Implementati..., Information Governa..., National Health Servi..., https://portal.nation..., Document1 - Microsof..., My Documents), and the system tray with the time 12:10.

2. Click on Corporate Categories>Audit Reports>TES>Blocked Alerts Analysis Report:

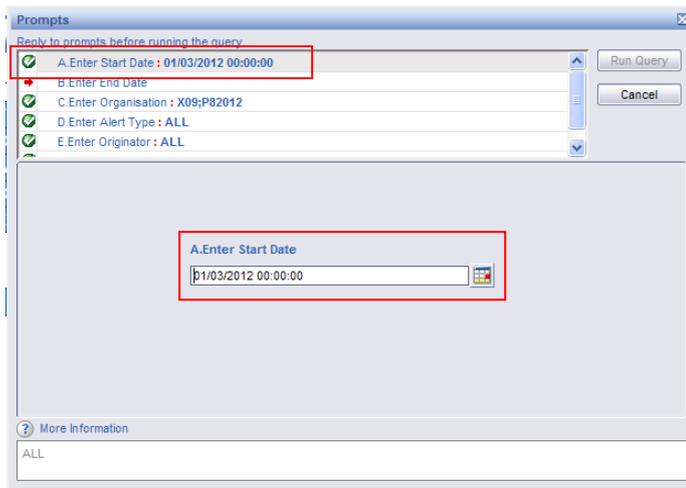


3. The first time you log on, you will need to create criteria for reporting on a regular basis, tailored to your specific organisations:

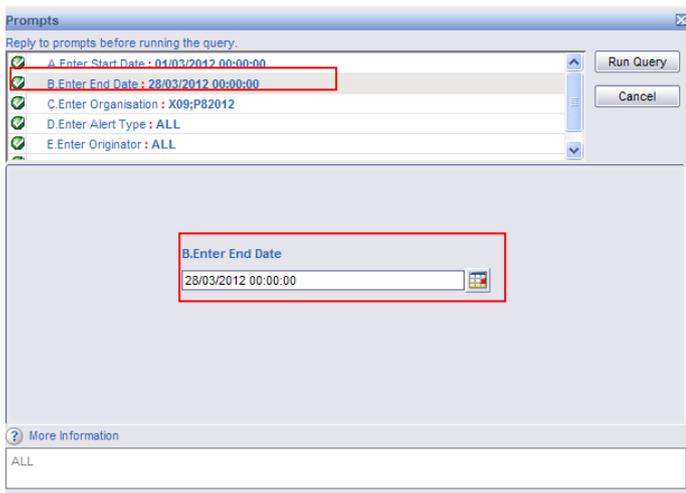
a) Click 'Advanced' option:



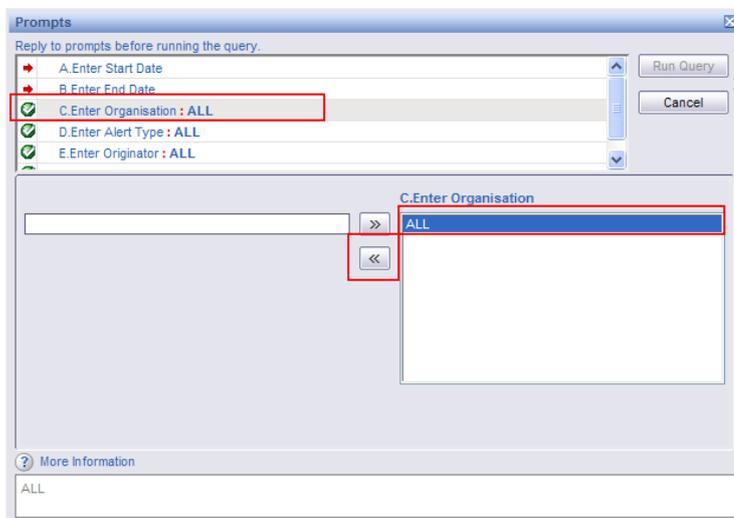
b) Enter start date using the calendar option to the right of the box:



c) Enter end date using the calendar option to the right of the box:



d) Click 'Enter Organisation', select 'ALL' from the list and remove using the left hand arrow:



- e) Enter the first organisation code into the left hand box and click on the right hand arrow to add it to the list. Repeat for every organisation for which you are privacy officer:

The screenshot shows a 'Prompts' dialog box with the following content:

- Header: Prompts
- Text: Reply to prompts before running the query.
- Buttons: Run Query, Cancel
- List of prompts:
 - A. Enter Start Date
 - B. Enter End Date
 - C. Enter Organisation : X09
 - D. Enter Alert Type : ALL
 - E. Enter Originator : ALL
- Main area: C. Enter Organisation
 - Left list: P82012
 - Right list: X09
 - Buttons: >>, <<
- Footer: More Information (ALL)

- f) Click 'Select Event Type', remove option 'ALL' using the left hand arrow and select alert processed using the right hand arrow. This does not mean that the alert has been addressed - only that it is a live alert and not one that has been blocked. Blocked alerts are not needed as part of this exercise.

The screenshot shows the 'Prompts' dialog box with the following content:

- Header: Prompts
- Text: Reply to prompts before running the query.
- Buttons: Run Query, Cancel
- List of prompts:
 - B. Enter End Date : 28/03/2012 00:00:00
 - C. Enter Organisation : X09:P82012
 - D. Enter Alert Type : ALL
 - E. Enter Originator : ALL
 - F. Select Event Type : ALERT_PROCESSED
- Main area: F. Select Event Type
 - Left list: ALERT_BLOCKED, ALERT_PROCESSED, ALL
 - Right list: ALERT_PROCESSED
 - Buttons: >>, <<
- Footer: More Information (ALERT_PROCESSED)

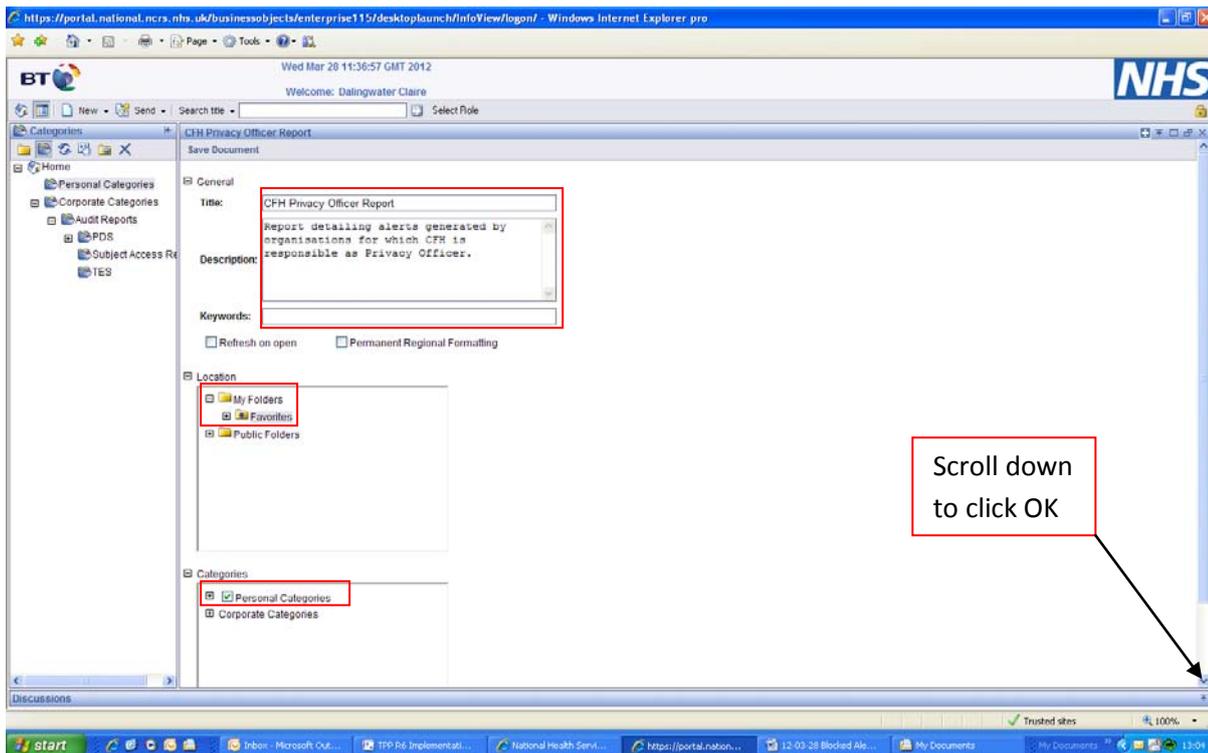
g) Click on 'Document Save As'

The screenshot shows a web browser window displaying a report titled 'Blocked Alerts Analysis Report' (Run Date: 28/03/2012). The report includes a summary table and a detailed data table. The 'Document Save As' menu is open, highlighting the 'Save as' option.

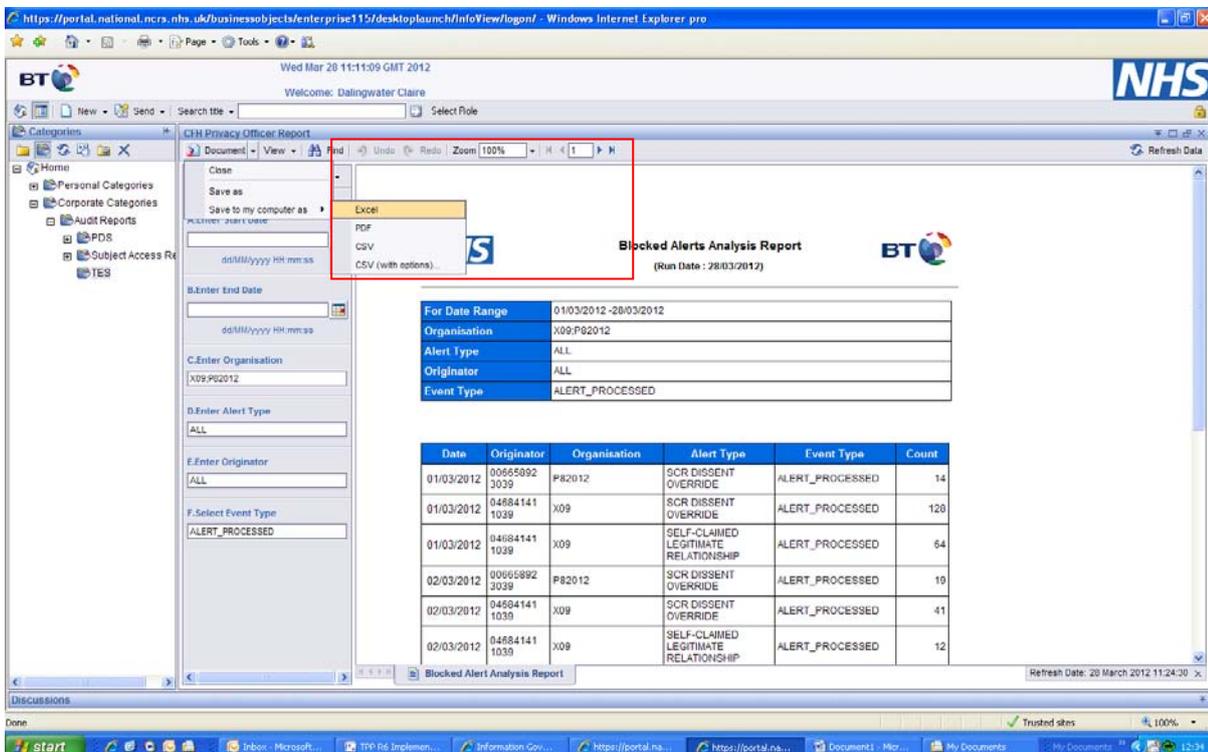
For Date Range	01/03/2012 - 28/03/2012
Organisation	X09.P82012
Alert Type	ALL
Originator	ALL
Event Type	ALERT_PROCESSED

Date	Originator	Organisation	Alert Type	Event Type	Count
01/03/2012	006658923039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	14
01/03/2012	046841411039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	128
01/03/2012	046841411039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	64
02/03/2012	006658923039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	19
02/03/2012	046841411039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	41
02/03/2012	046841411039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	12

h) Name your report in the 'Title' box e.g. CFH Privacy Officer Report
Describe your report in the 'Description' box e.g. what it contains
Remove detail from 'Keyword' box
Click on 'My Folders' in the drop down list and click on 'Favourites'
Click on the drop down 'Categories' and tick 'Personal Categories'
Scroll down and click OK in the bottom right corner - this will save the parameters of the report so that you will not need to repeat steps 1-8 every time you need to run this report.



- i) You will be returned to the report you have just generated and you can save this report as a PDF, word or excel document to your local drive or computer to use as desired:



The columns in the report show the date, organisation, type of alert and count generated on that date and indicates whether an organisation has generated an alert. You can then log into the Alert Viewer in order to action these alerts or check that alerts are being auctioned by the local GP Privacy Officer.

N.B. Alert_Processed does not mean that the alert has been dealt with, just that the alert has been generated and is a valid alert.

Date	Originator	Organisation	Alert Type	Event Type	Count
01/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	14
01/03/2012	04884141 1039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	128
01/03/2012	04884141 1039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	64
02/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	19
02/03/2012	04884141 1039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	41
02/03/2012	04884141 1039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	12
05/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	19
06/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	19
07/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	26
08/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	31
08/03/2012	04884141 1039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	2
08/03/2012	04884141 1039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	2
09/03/2012	00665892 3039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	21
	00665892 3039		SCR DISSENT		

j) When you go back to ERS to run the same report in future, this report will be saved in the 'Personal Categories' section and you will just need to amend the dates and click 'Run' to re-run the report:

Organise	Title	Last Run	Type	Owner	Instances
CFH Privacy Officer Report	History Modify Properties	Never run	Web Intelligence Document	778317614569	0
Report detailing alerts generated by organisations for which CFH is responsible as Privacy Officer.					

https://portal.national.nhs.uk/businessobjects/enterprise115/desktoplaunch/infoView/loqanf - Windows Internet Explorer pro

Wed Mar 28 11:36:57 GMT 2012

Welcome: Dalingwater Claire

BT **NHS**

Categories: Home, Personal Categories, Corporate Categories, Audit Reports, PDS, Subject Access Re, TES

CFH Privacy Officer Report

User Prompt Input

Advanced Run

A. Enter Start Date
ddMM/yyyy HH:mm:ss
ddMM/yyyy HH:mm:ss

B. Enter End Date
ddMM/yyyy HH:mm:ss
ddMM/yyyy HH:mm:ss

C. Enter Organisation
X09.P62012

D. Enter Alert Type
ALL

E. Enter Originator
ALL

F. Select Event Type
ALERT_PROCESSED

NHS **Blocked Alerts Analysis Report** **BT**
(Run Date : 28/03/2012)

For Date Range	01/03/2012 -28/03/2012
Organisation	X09.P62012
Alert Type	ALL
Originator	ALL
Event Type	ALERT_PROCESSED

Date	Originator	Organisation	Alert Type	Event Type	Count
01/03/2012	006550923039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	14
01/03/2012	048841411039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	128
01/03/2012	048841411039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	64
02/03/2012	006550923039	P82012	SCR DISSENT OVERRIDE	ALERT_PROCESSED	19
02/03/2012	048841411039	X09	SCR DISSENT OVERRIDE	ALERT_PROCESSED	41
02/03/2012	048841411039	X09	SELF-CLAIMED LEGITIMATE RELATIONSHIP	ALERT_PROCESSED	12

Refresh Date: 28 March 2012 11:44:06

Done

start Inbox - Microsoft Out... FTP B6 Implementati... National Health Servi... https://portal.nation... Documents - Microsof... My Document... My Document... 12:48