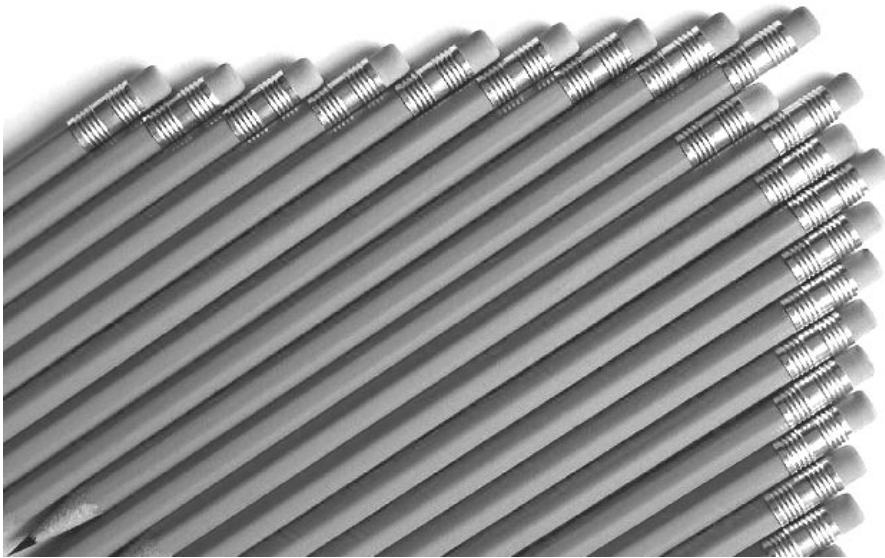


AudBase Tutorial



This step-by-step lesson on the basic features of AudBase shows you how to enter data, search for records, and export information from the database.

AudBase Tutorial

Welcome to the AudBase Tutorial. This tutorial is designed to give you the necessary skills to begin using the audiology features in your AudBase program. This tutorial will lead you step-by-step through three of the most commonly used functions of AudBase. We'll use a special set of data created to help you learn the program, complete with 49 fictitious subjects and their clinical histories.

In this tutorial, you will create a new subject record, fill in an Audiogram manually, add Word Recognition and Notes information to that Audiogram, and then save the information in the database. You will also search for subjects with a particular Examiner or Audiometer, and finally export the results of your search so you can view them outside the database. Once you've completed the tutorial, you'll have a solid understanding of the basic features of AudBase, and you'll be ready to create your own subject file for audiology studies. For instructions on using the full features of this program, please refer to your AudBase User Guide.

Please install AudBase before beginning the tutorial. You'll find directions for installing the program in the introduction of the User Guide.

Note: To clarify the tutorial instructions, pictures of a representative AudBase version have been used. You may be working with another version of AudBase, so what you see on the screen may differ slightly from the pictures in the tutorial. For instance, headings and navigational bars will vary between AudBase versions. However, the picture should be sufficiently similar to your version to help you complete this tutorial.

Working with passwords

If you are using the example data file you can use one of three User Name/Password combinations for this tutorial:

User Name	Password
Administrator	Otolith2
Subadministrator1	testonly
ProviderA	testonly

Note: Passwords are case sensitive.

How passwords work

AudBase remembers the last data file it was connected with and will require you to use the password(s) associated with that file to log in. When you switch to a different data file, you'll have to first enter the Administrator password for the old data file, synchronize with the passwords for the new data file and then enter a password for that file. All new versions of AudBase can be opened for the first time with the default "Administrator" password. But once you select an existing data file, the passwords in this data file will override the default passwords.

If you can't remember a password for a data file and can't log in, see the "Troubleshooting" section of the AudBase User Guide.

Starting with the example data file

To use this tutorial, you first have to connect AudBase to the example data file. If you have already done so, skip to the section titled “To enter a new subject record” on page 8.

If you have already started using AudBase with another data file, you will need to redirect it to the example data file.

To connect to the example data file.

1. Open the program by double-clicking on the AudBase icon
A Password dialog appears.
2. Enter your User Name and Password.
3. If you have already started using AudBase with another data file, hold down the Alt key (Windows) or the Option key (Macintosh) while clicking on Connect. Otherwise, just click on Connect.
The Open data file dialog appears.
4. Browse to the example data file.
5. Click Open.
6. If this is the first time you have used this data file, a Confirm dialog appears asking if you want to synchronize the structure and data files. Click Yes. An Alert dialog appears. Click on OK to close AudBase and then restart AudBase.



After the program initializes itself, the Home Window appears on your screen.

Now that you've successfully connected to the example data file, you're ready to begin the tutorial.

Entering data

The data entry forms in AudBase are easy to use, and are designed to minimize typing and ensure consistency by using pop-up lists and other automated features. This part of the tutorial will introduce you to the forms used to enter new subject information and a new Audiogram, including the Word Recognition test results and Notes.

Note: The purpose of this tutorial is to introduce you to some basic AudBase features. Once you have gotten some practice on a particular feature, we will move on. Thus, you may only complete a small portion of some forms.

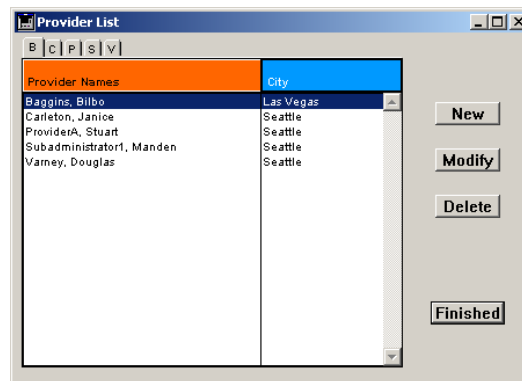
Entering Provider data

The Provider Information form is used to enter a record for all AudBase users, whether they are actual subject providers or not. The form is also an important hub used to set up and carry out many of the key functions needed to operate a multi-site clinical study. For the purposes of this tutorial you will create a new provider and assign it to the subject record you will be creating. For further information on providers see the chapter on “Providers and Clinical Groups” in the User Guide.

For administrators or subadministrators to open provider records:

- With the Home Window or Subject List form active, click File > Provider Info.

The Provider List form appears. It displays all providers and has alphabet tabs for faster navigation. The form has buttons to add, modify or delete providers. Subadministrators will find their own provider record at the top of the list for easy identification. The administrator does not have a provider record.



Using the Provider form

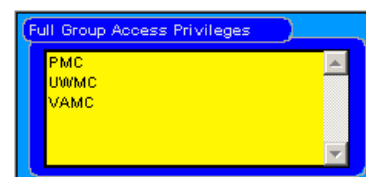
The administrator or a subadministrator can open an existing provider record by double-clicking on a provider name in the Provider List, or by clicking a name and selecting Modify. This opens a Provider Information form. Clicking New opens a New Provider form.

Both provider forms have two tabs, Demographics/Prefs and Login/E-mail.

A new provider record requires a first name and a last name. In addition you should enter a login name and password if the provider is also a user of your data file.

Full Group Access Privileges list

This informational list on the Provider Information form displays the Clinical Groups to which this provider has subject record access. This list can be modified by a group administrator, a subadministrator or the administrator through the Clinical Group form (see “Setting provider access to Clinical Group subjects” on page 8).

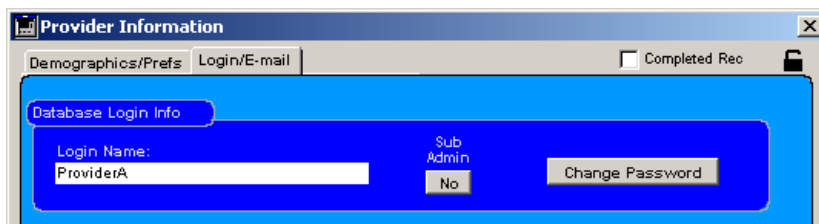


“All Subject” Privileges button

This button on the Provider Information form is only accessible to a subadministrator or the administrator. This gives a provider the privilege to view the record of every subject in the database. The button’s text displays the status of this privilege. If granted this privilege, a provider can choose to use it through the Subject List Criteria form (see the chapter on “Getting Started” in the User Guide.).

Entering Provider login and e-mail information

The second tab of the provider form allows you to enter, view or update information about provider login, subadministrator status and e-mail.



The screenshot shows a web browser window titled "Provider Information". It has two tabs: "Demographics/Prefs" and "Login/E-mail", with the latter being active. In the top right corner, there is a checkbox labeled "Completed Rec" and a lock icon. The main content area has a blue background and a rounded rectangle containing the "Database Login Info" section. This section includes a "Login Name:" label followed by a text input field containing "ProviderA". To the right of the input field is a "Sub Admin" label above a "No" button. Further to the right is a "Change Password" button.

Login Name

An individual provider is not able to change the Login Name entry field on his or her form. Only the administrator can change the login name or enter it for the first time. The login name does not have to have any relationship to the provider’s actual name.

Change password

You can change your password for logging into AudBase by clicking this button and typing a new password into the request form that appears. The administrator can change any provider’s password as well.

Sub Admin button

This reflects the provider’s current subadministrator status by displaying “Yes” or “No.” The button is disabled for all users except the administrator.

Viewing Clinical Group records

The Clinical Group Information form allows administrators, subadministrators and group administrators to view and update Clinical Group records. The form is also an important hub used to set up and carry out many of the key functions needed to operate a multi-site clinical study. For the purposes of this tutorial you will create a new clinical group and assign it to the subject record you will be creating. For further information on clinical groups see the chapter on “Providers and Clinical Groups” in the User Guide.

To view Clinical Group records and create a new one

1. Select File > Clinical Group Info.
For administrators or subadministrators, the Clinical Group List form appears, with a list of all Clinical Groups and buttons to add, modify or delete groups. Group administrators will be presented with the list of Clinical Groups they administrate, and providers will see groups of which they are members.
2. Open the Clinical Group Information form by double-clicking on a group name in the list, or selecting the name and clicking Modify. Clicking New opens a New Clinical Group form.

Clinical Group Names	City
Harborview Medical Center	Seattle
Pacific Medical Center	Seattle
University Of Washington Medical Center	Seattle
VA Medical Center	Seattle

A new Clinical Group record requires a full name and a List Name. The List Name needs to be unique.

The List Name appears in the Subject List and is also used to automate encryption and e-mail exporting/importing features. The administrator may have specified other checklist items (see the chapter on “Preferences” in the User Guide.).

Two items on the Clinical Group Information form deserve special mention:

Setting Clinical Group identifier format

This field on the Clinical Group form allows you to create a default format for a Clinical Group's identifiers. This format is applied to entries made on a subject form.

You can specify a default format by using one of the three special characters:

- The “\$” represents any numerical value
- The “@” represents any letter
- The “?” represents a letter or a number

Other characters or spaces are considered constants and do not need to be entered by the data entry personnel. For example, UWMC uses the following format for chart numbers:

U 1-23-45-67

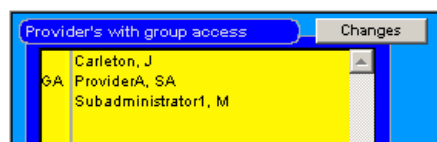
Here is how the default format appears for UWMC:

U \$-\$-\$-\$-\$-\$

In this format, the space, the hyphens and the letter “U” are all constants. The data entry person need only enter the variable number portion of the identifier (for example 1234567) and the number will be automatically formatted.

Setting provider access to Clinical Group subjects

Clicking Changes opens a Create List dialog box. You can add or remove names by dragging-and-dropping or shift-clicking. If a provider is included in this list, he or she will have access to all subjects who belong to this



Clinical Group. Remove names by dragging them to the trash on the form, or shift-clicking. For the purposes of the tutorial add the provider name you created previously.

Note: A group administrator can remove any provider except for another group administrator.

Entering a new subject record

Each new subject record starts with a basic demographic form. Make sure the Home Window is on your screen. Click on the New Subject button on the bottom of the Home Window. The Add Subject Records form opens, ready for data entry.

The following steps will take you through the process of entering a new subject in the database. Note that we will only enter enough information about the subject to get you familiar with using the form.

To enter a new subject record

1. Click on the “Sal” pop-up list (short for “Salutation”) and select “Mr.”
2. The subject’s name is John A. Smith. In the First Name box, type “john” and hit the Tab key to move to the Middle Name box. Enter the subject’s middle and last name.
Note that his first name is automatically capitalized.

3. John lives in Salem, Oregon. Type Salem into the City box. Then type “O,” the first letter in Oregon, in the State box and hit the Tab key. AudBase presents a dialog to help you select the correct two-letter state abbreviation. You can customize this list for provinces or any other administrative subdivision (see “Preferences” in the User Guide).

4. Select Oregon, then click on OK.
5. John was born on July 4, 1940. Tab through the other demographic fields until you reach the Date of birth box, or simply click in the Date of birth box. Type “07,” then “04,” and then “1940.”
The User Guide explains how to set default date formats for your country.
6. John’s most recent contact was a phone call on December 20, 2002. In the Last contact date box, type “12,” then “20,” and then “2002.”
A box for the Last contact type appears directly below the Last contact date box. Select “Phone, subject” from the pop-up list.
7. John’s primary Provider is J. Carleton and his primary Clinical Group is the University of Washington Medical Center (UWMC). Click on the respective Changes buttons, and complete the dialog that appears, to select the Provider and Clinical

Group. Signify “primary” status by clicking in the left column of the yellow box next to the desired name. The number one appears to indicate primary status. You can also choose to add the new provider and clinical group you created previously.

8. John’s chart number at the University of Washington is 9876543. Type this number in the Selected Identifier box on the bottom of the form. Note that the box is auto-formatted, using the University of Washington’s chart format. The User Guide explains how to set a preference for your own auto-formatting to help ensure consistent data entry.
9. You are finished entering John’s record, click Save. A new, blank form appears. You could begin entering other subjects, clicking Save after each.
10. Click Finished to exit the process. If you have not saved your last record, you will be given a chance to do so. When you are done, the Home Window reappears.

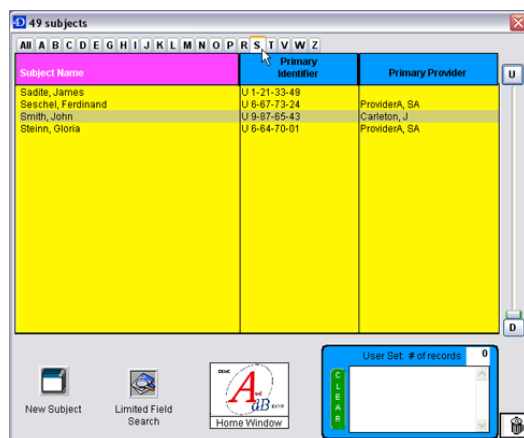
You have now successfully entered a subject record into AudBase. The information you entered is stored in the Subject table of the database.

Note on access to saved records

Once you have saved a record, your ability to view or modify it is determined by your user privileges. These are set by the AudBase administrator. (See Chapter 1, “Getting Started” in the User Guide.)

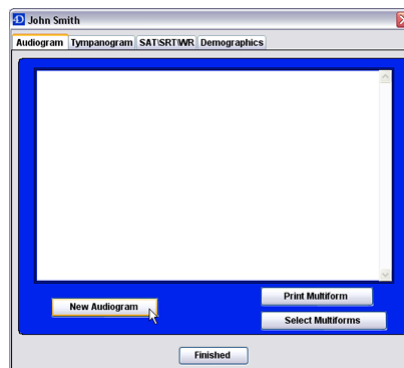
After you have entered a new subject in the database, his or her name will appear in the Subject List. To see the list, click on Subject List from the Home Window, or

select Subjects > Subject List from the menu bar. Click on the letter “S” tab at the top, and you will see John Smith’s name.



Double-click on John Smith’s name to open a Subject Studies form.

The Subject Studies form is a central “hub” you can use to navigate to the various features of your AudBase version, such as the Audiogram. If the navigation tab has more selections than will fit at one time on the form, use the arrow tabs to uncover all the selections.



Your version of AudBase comes equipped with an Audiogram feature that is designed for rapid and consistent data entry both manually and using a serial port to upload audiometer readings. The Audiogram feature performs calculations such as Pure Tone Average (PTA) and AMA Handicap values; it also allows you to compare a subject's results with known groups (for example, HTLA confidence limits). This part of the tutorial will explain how to manually enter a new Audiogram, as well as information about Word Recognition test results and a few Notes. Refer to the AudBase User Guide for instructions on using a serial port.

Note: *The purpose of this tutorial is to introduce you to some basic AudBase features. Once you have gotten some practice on a particular feature, we will move on. Thus, you may only complete a small portion of some forms. (For more information on the Audiogram feature, see Chapter 4, "Audiogram/Tympanogram," in the User Guide.)*

Entering new Audiogram results manually

After you have entered a subject in the database, his or her name will appear in the Subject List. To see the list, click on Subject List from the Home Window, or select Subjects > Subject List from the menu bar. Click on the letter "S" tab at the top, and you will see John Smith's name.

Note: *John Smith is a fictitious subject created in the first section of this tutorial. His record is not included in the original 48 subject records in the example data file. If you did not save John Smith's record in the previous portion of the tutorial, or if you are beginning the tutorial at this point, you may use any one of the 48 fictitious subjects in the example data file to complete the remainder of the tutorial.*

To enter audiogram pure tone results manually

1. From the Subject List, double-click on John Smith's name to open a Subject Studies form.
2. Select the Audiogram tab and click New Audiogram.
A blank Audiogram form appears with the Pure Tone Average (PTA) tab selected.
3. John Smith's Audiogram was performed on January 20, 2002.
Enter "01/20/2002" in the Date box.

Audiogram for John Smith

PTA | SRT | SAT | Word Rec | Tymps | Reflexes | Notes

☐ Completed Rec

Right Left

AC Conduct ☐ ☐

Masked ☐ ☐

Bone Conduct ☐ ☐

Masked ☐ ☐

Sound Field ☐ ☐

Masked ☐ ☐

Comfort Level ☐ ☐

Maximum ☐ ☐

Uncomfortable ☐ ☐

No Response ☐ ☐

Comment

Date: 01/20/2002

Select Examiner
Melissa Harris

Audiometer
CSI 61

Select Transducer (req)
TDH-50

Select Test Method
VROCA

Reliability: Good

Change Frequency Range

Test	MONAURAL				BINAURAL			
	RIGHT		LEFT		UNAIDED		AIDED	
Pure Tone Average (PTA)	AIR 7	SEHL 24	AIR 10	SEHL 24	AIR 5	SEHL 24	AIR 5	SEHL 24
	BONE	SEHL 24	BONE	SEHL 24				

- The Examiner for the Audiogram was Melissa Harris, an audiologist.
Type in “Melissa Harris” in the Examiner box.

Note: You can set up a modifiable Examiner list. This will allow you to speed up data entry by entering Examiners using a pop-up list instead of typing names in manually. Using pop-up lists also eliminates spelling errors and allows the search function to operate efficiently. (For more information on modifiable lists, see Chapter 6, “Preferences,” in the User Guide.)

Date: 01/20/2002

Select Examiner
Melissa Harris

Audiometer
GSI 61

Select Transducer (reg)
TDH-50

Select Test Method
VROCA

Reliability Good

- The Audiogram was performed at the University of Washington Medical Center (UWMC) using a GSI61 Audiometer, TDH-50 AC Transducer, and the VROCA Testing method.
Use the pop-up lists associated with these fields in the lower right to complete this basic Audiogram testing information.

Note: You can specify default settings for these pop-up lists. (For information on setting up defaults, see Chapter 6, “Preferences,” in the User Guide.)

Now you are ready to begin entering pure tone test results. John Smith was tested with Air Conduction, unmasked values for both the right and left ear. For the right ear his responses were 500 Hz at 10 dB, 1000 Hz at 5 dB, 2000 Hz at 5 dB, and 4000 Hz at 10 dB.

- From the palette on the right side of the Audiogram form, click on the Air Conduction, unmasked icon that corresponds to the right ear (O).
- Move the cursor over the graph, and click on the 10 dB hearing level at the 500 Hz test frequency. An icon appears on the graph.

Right Left

Air Conduct Unmasked (O) (X)

Masks (A) (B)

Bone Conduct Unmasked (C) (D)

Masks (E) (F)

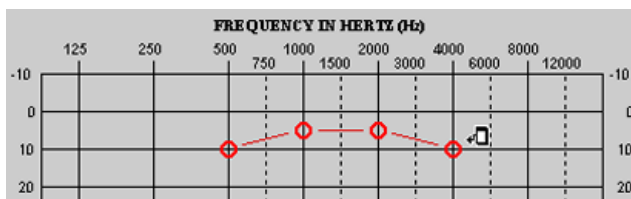
Sound Field Unaided - Aided (S) (A) (R) (AR)

Comfort Level Maximum (MC) (MC)

Uncomfortable (UC) (UC)

No Response

Comment (C)



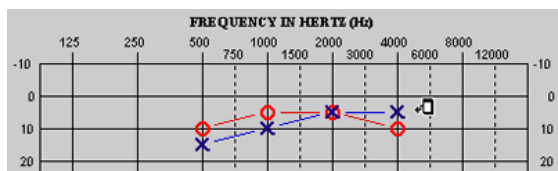
- Repeat this process until you have entered all of John Smith's right ear responses for the Air Conduction, unmasked portion of the Audiogram.

Note on repositioning misplaced icons

You can reposition pure tone icons vertically by clicking on a different hearing level. You can delete an icon by clicking on it again (as long as that icon is highlighted in the palette).

John Smith's left ear responses for the Air Conduction, unmasked portion of the Audiogram were 500 Hz at 15 dB, 1000 Hz at 10 dB, 2000 Hz at 5 dB, and 4000 Hz at 5 dB.

9. From the palette on the right side of the Audiogram form, click on the Air Conduction, unmasked icon that corresponds to the left ear (X).
10. Move the cursor over the graph, and click on the 15 dB hearing level at the 500 Hz test frequency. An icon appears on the graph.
11. Repeat this process until you have entered all of John Smith's left ear responses.



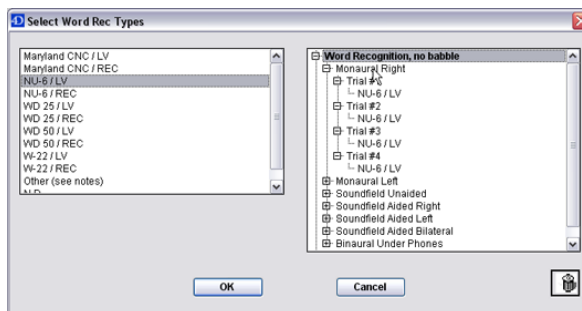
Note: If you look at the bottom of the PTA tab, you will see that the Pure Tone Averages (PTAs) have been automatically calculated by AudBase.

Next we will fill out a small section of the Word Recognition tab of the Audiogram form for the Monaural Right condition. For now, keep the Audiogram form open and proceed to the next section of the tutorial, “To enter Word Recognition results and Notes.”

For the remaining Audiogram sections, you enter values directly into tables below the pure tone graph. The pure tone graph reappears on each tab to allow for quick comparison with the additional test results.

To enter Word Recognition results and Notes

1. With John Smith's Audiogram form open, select the Word Rec tab.
2. Click on the Word Rec Type button. A Select Word Rec Types form appears.
3. Expand the Word Recognition, no babble sublist. Click on the NU-6/LV item in the left box and drag-and-drop it into the right box on top of the Monaural Right item.
4. Click on OK.



Note: The Word Rec Type button now appears in italics to indicate that there is an associated type.

Word Rec Type

For the Monaural Right condition John Smith got 40% correct at 20 dBHL, 70% correct at 50 dBHL, 80% correct at 70 dBHL, and 75% correct at 90 dBHL.

- Fill in these results by typing in the fields within the Monaural Right column. As you enter each value, AudBase adds points to the PI-PB graph on the right side of the form. You can control which graph appears by clicking on the header above each value field.

The screenshot shows the AudBase form with the 'Word Rec Type' button highlighted. Below it, the 'Monaural Right' column is visible, containing a table for entering word recognition results. The table has columns for 'dBHL' and '%'. The 'dBHL' column has values 20, 50, 70, and 90. The '% ' column has values 40, 70, 80, and 75. The 'Word Rec Type' button is also visible, and the 'Monaural Right' column is highlighted.

The first Word Recognition test condition for Monaural Right was masked at a 20 dB level.

- Click in the small white box to the left of the first percentage field. A dialog appears.
- Enter the value "20," then click on OK. An asterisk (*) appears in the box on the Word Rec form to indicate the presence of a masked value.
- Select the Notes tab of the Audiogram form.
- Use the pop-up Standard Comment List to indicate Head trauma in the Notes field.

The screenshot shows a blue dialog box titled 'Enter Masking Level'. It has a text input field containing the value '20'. Below the input field are two buttons: 'OK' and 'Cancel'.

The screenshot shows the AudBase form with the 'Notes' tab selected. The 'Notes' field is empty. To the right of the 'Notes' field is a 'Standard Comment List' button. Below the 'Notes' field are three tabs: 'Pure Tone Masking Info', 'Bone Transducer Info', and 'SRT/SAT/WR Masking Info'. The 'SRT/SAT/WR Masking Info' tab is selected, showing a list of 'Word Recognition Masking Values'.

Note: masking values are automatically displayed on the Notes tab of the form in a text field that allows you to copy and paste information into the Notes field. The Notes field allows you to record and store text that you can use later as search terms in the database (see "Chapter 5: Searching").

- Click on OK to save and close the Audiogram form.

Now that you have mastered some of the basic Audiogram features, you can begin learning how to retrieve data using AudBase's search function.

Searching for subjects

Some of the most commonly used features in AudBase begin with a search. Whether you are creating a report, exporting data, building a graph, or printing a letter, you begin by searching for such things as subjects or tests, and then putting the results together in different ways.

A relational database such as AudBase is essentially a collection of tables, divided into records (rows) and fields (columns). Each field has a unique name and stores a particular type of data such as text or numbers. You search the database by defining “sets” of records that meet certain criteria.

In this portion of the tutorial, we’ll cover two of the main steps in searching: creating an initial search set, then narrowing the set using drag-and-drop.

Knowing these two methods will give you a good foundation to begin using the full power of AudBase’s search capability. Your User Guide has two chapters that will give you a more complete understanding of searching methods and the underlying table structure of the database (see Chapter 5, “Searching,” and Chapter 10, “Database Design and Theory.”)

Creating an initial search set

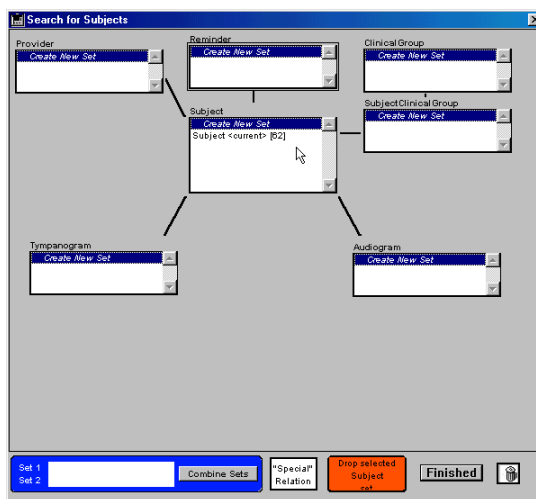
The first step in any AudBase search is to use the Search form and the New Query form to create a set of records meeting criteria you define. To practice this, we will perform a search for all subjects in the example data file who have an Audiogram record where Carol Jackson was the Examiner or where the Audiometer type was a GSI 16.

To perform a basic search

1. With the Home Window or the Subject List form on your screen, select Subjects > Search from the menu bar.

The Search for Subjects form opens. Each table list represents a different table in AudBase, with the name at the top (for example, “Subject”).

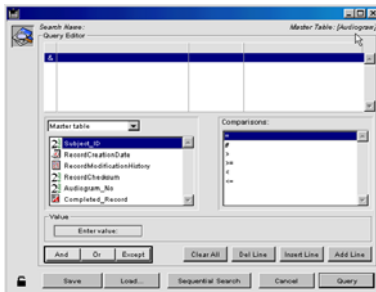
Some table names may be abbreviated. All the table lists display the highlighted “Create New Set” as the first item. The Subject table



list includes the current set of subjects displayed in your Subject List form, labeled “Subject <current> 62” in this example. The number 62 indicates the 61 original subjects in the example data set plus your example subject, John Smith. All set names end with the number of records in the set.

2. Double-click on the Create New Set item in the Audiogram table list.

The New Query form opens with the name of the table used to open the form displayed in the upper right as the “Master table.” The upper box, where you enter search criteria, is blank.



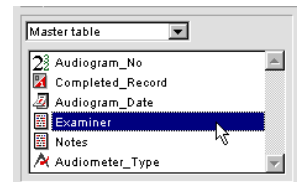
Shortcuts for creating sets

If you hold down the Shift key while double-clicking on a previously created set, you will duplicate the set. Holding down the Shift key while double-clicking on the Create New Set item creates a set with all the allowed records in the table.

3. In the box on the left side of the form containing icons and names of data fields, use the arrow to scroll down until you see the Examiner data field.

4. Click on Examiner.

The box at the top of the form displays the name of the field you clicked and the table it comes from.



Note: The Comparisons list and Value entry field change depending on the type of data field you have selected.

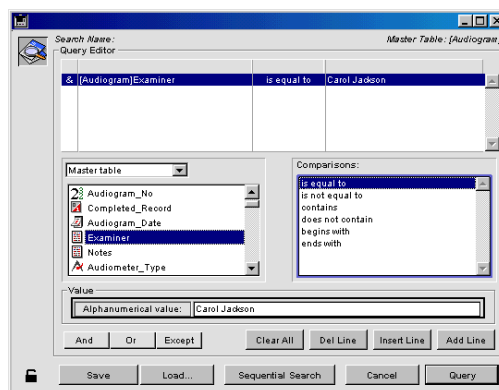
5. In the Comparisons box, select the “is equal to” option.

The upper box now displays this comparison term.

Each line of the search query compares one data field with a value to determine whether to include the record in the resulting set.

6. The cursor should have automatically moved to the Value entry field. Type in “Carol Jackson,” then hit the Tab key or click anywhere on the form.

Your first search query line is now complete.



Note: You could have performed a similar search using the comparison term “contains” and the Alphanumeric value “Jackson.” However, if you have more than one Examiner with the last name Jackson, or any Examiners with the first name of Jackson, you would have to narrow your search again later.

7. Create a new query line by clicking on the Add Line button

8. Since this will be a search for records with Carol Jackson as the Examiner or a

GSI 16 Audiometer, select the Or combining button on the lower left.

The “|” character (Or) replaces the “&” character (And) in the left column of the upper box.

A toolbar with buttons for logical operators: 'And', 'Or' (selected), and 'Except'. Other buttons include 'Clear All', 'Del Line', 'Insert Line', 'Add Line', 'Save', 'Load...', 'Sequential Search', 'Cancel', and 'Query'.

Search Name: Master Table: [Audiogram]
 Query Editor

& [Audiogram]Examiner	is equal to	Carol Jackson
[Audiogram]Audiometer_Type	contains	16

9. Select Audiometer_Type data field and the “contains” comparison term.

Type in the number 16 in the Value entry field, then hit the Tab key or click anywhere on the form.

10. Click on Query in the lower right of the form to execute the search.

The Search for Subjects form reappears, with the new set you created listed in the Audiogram table list (Audiogram 001 [7]).

Search for Subjects

Provider: Create New Set

Examiner: Create New Set

Clinical Group: Create New Set

Subject: Create New Set
 Subject count: 21

Subject Clinical Group: Create New Set

Tympanogram: Create New Set

Audiogram: Create New Set
 Audiogram 001 [7]

Set 1: Set 2: Combine Sets Special Relation Drop selected Subject Set Finished

You have now successfully used the New Query form to identify 7 Audiogram records where Carol Jackson was the Examiner or where the GSI 16 Audiometer was used. Keep the Search form open and move on to the next step, in which you will narrow the set you have created using the drag-and-drop method.

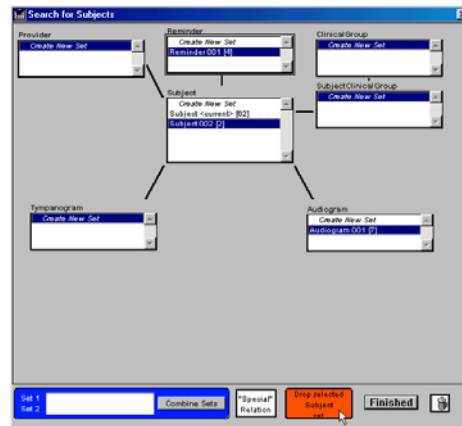
Narrowing the search set

The initial set you created in the first part of the search tutorial consists of 7 database records. AudBase makes it easy to narrow this set, for example to find out which of the seven records have Reminders associated with them.

The following steps will show you how to narrow the search set you created and then view the results in one of many ways.

To narrow the search set

1. With the Search form still open, click on the set you just created in the Audiogram table list, (Audiogram 001 [7]).
2. Drag-and-drop the set into the Reminder table list.
A new set appears in the second box, (Reminder 001 [4]). You have narrowed the set of 7 Audiograms with Carol Jackson as the Examiner or a GSI16 Audiometer to a set of 4 records that have Reminders.
3. Drag the newly created (Reminder 001 [4]) set to the Subject table list.
Another new set appears, Subject 002 [2]. This is the set of 2 subjects who have the 4 Reminders.
4. To view the subjects in the set, drag the Subject 002 [2] set to the orange “Drop selected Subject set” box at the bottom of the form.



The Subject List form appears, displaying the names of these subjects.

To check the search results, double-click on any subject in the list. The Subject Studies form will appear, allowing you to examine the various records in more detail.

When you drag a search set to a different table, you are essentially asking AudBase to find all the records in the second table that are related to those in the first. The 7 earlier records from the Audiogram table were related to 4 records in the Reminder table.

AudBase lets you manipulate search sets in many more sophisticated ways. (For further information, see Chapter 5, “Searching,” and Chapter 10, “Database Design and Theory,” in the User Guide.)

You have now completed the Searching portion of the tutorial. Next we'll look at how you export information stored in the database for use in other programs.

Exporting data

AudBase allows you to take information stored in the fields and tables of the database and export it for many uses. For example, you can share data with others involved in a clinical trial, and they can re-import the data into their version of AudBase, or you can export data in a format that can be used in popular word processing, spreadsheet, or statistical programs.

In this final part of the tutorial, you will repeat the search that found the 7 Audiograms where Carol Jackson was the Examiner or where a GSI 16 Audiometer was used. However, this time you'll export the information to a text file that can be viewed by many different programs.

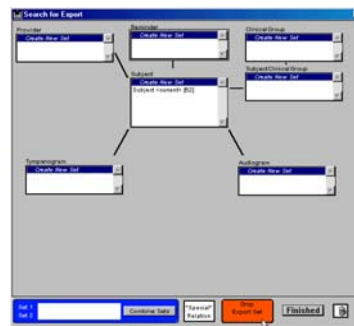
Begin this portion of the tutorial with the Home Window or the Subject List on your screen.

Selecting data for export

The first step in exporting is to find the records in the database you wish to export. You do this by creating a Search for Export.

To select data for export

1. From the menu at the top of your screen, select Reports > Export Data.
The Search for Export form appears. It is nearly identical to the Search form you used in the previous section of this tutorial, except that the box at the bottom has changed to "Drop Export Set."
2. Follow these steps to find the 7 Audiograms records in the example data file where Carol Jackson was the Examiner or where a GSI 16 Audiometer was used:



- Double-click on the Create New Set item in the Audiogram table list.
 - If you saved the search created in the previous section of the tutorial, you could reuse it by selecting Load when the New Query form opens.
 - If you did not save the search, enter these two lines in the New Query form (note the “[]” symbol stands for “Or”):
 - & [Audiogram]Examiner is equal to Carol Jackson
 - | [Audiogram]Audiometer_Type contains 16
 - Click on Query.
3. Drag the set you created (Audiogram 001 [7]) to the “Drop Export Set” box at the bottom of the form.

Search Name: Master Table: [Audiogram]

& [Audiogram]Examiner	is equal to	Carol Jackson
[Audiogram]Audiometer_Type	contains	10

An Export Settings form appears. Its title reflects the table you are exporting fields from (Export Data for Audiogram).

Export Data for Audiogram

Field Info | Export Format | Export Settings Name:

Master table: [Audiogram]

Select the fields:

- ☒ Subject_ID
- ☒ RecordCreationDate
- ☒ RecordModificationHistory
- ☒ RecordChecksum
- ☒ Audiogram_No
- ☒ Completed_Record
- ☒ Audiogram_Date
- ☒ Examiner
- ☒ Notes
- ☒ Audiometer_Type
- ☒ AC_Transducer
- ☒ Reliability
- ☒ Testing_method
- ☒ Testing_location

Export Field List:

Buttons: Save, Load..., Export Data, Finished

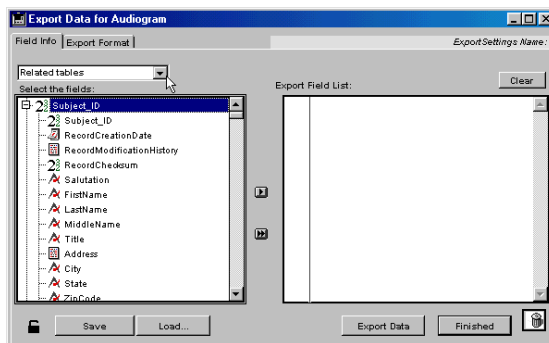
Next, we'll choose the fields we want to export.

Selecting export fields

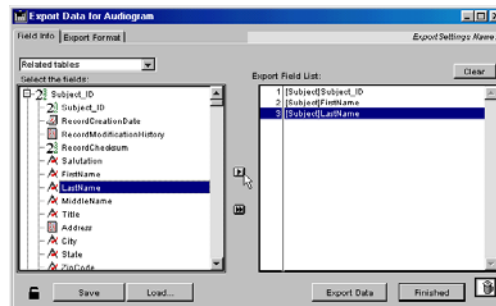
Once you've defined a set of records for export, you can select any number of fields that relate to those records and export the data. For example, we have chosen 7 Audiograms records in the example data file where Carol Jackson was the Examiner or where a GSI 16 Audiometer was used. We can export demographic data about these subjects, treatment methods, etc.

To select fields for export

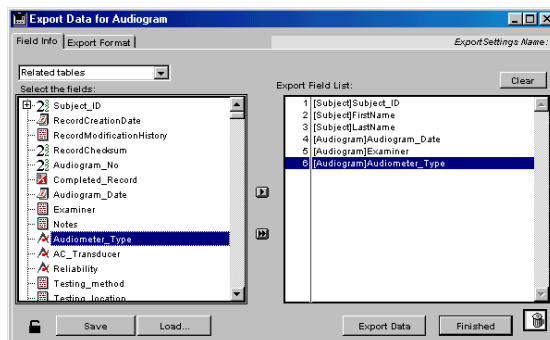
1. With the Export Settings form on your screen, make sure the first navigation tab of the form, Field Info, is selected.
The box at the left shows all the fields in the Audiogram table. You will choose the fields you wish to export by moving them to the Export Field List at the right.
2. Click the arrow next to the drop-down list above the box at the left, and select "Related tables."



3. Click the arrow or plus sign next to Subject_ID.
A sublist opens showing all the data fields in the Subject table. (The Subject_ID field is in both the Audiogram and Subject table, and connects or relates the two tables. To export information about the subjects who have these 7 records, you need to use fields from the Subject table.)



4. Click Subject_ID in the sublist, and drag it to the Export Field List. You can also click the field in the left box and use the arrow to move it to the right box, or shift-click on the name.
5. Drag-and-drop FirstName and LastName into the Export Field List.
6. Click on the minus sign or arrow next to the Subject_ID item to close the sublist and hide the Subjects table fields. You will now add fields from the Audiogram table.
7. Drag-and-drop Audiogram_Date, Examiner, and Audiometer_Type into the Export Field List.



You have chosen the fields for export, and the final step will be choosing an export format. Leave the Export Settings form on your screen and move on to the next section.

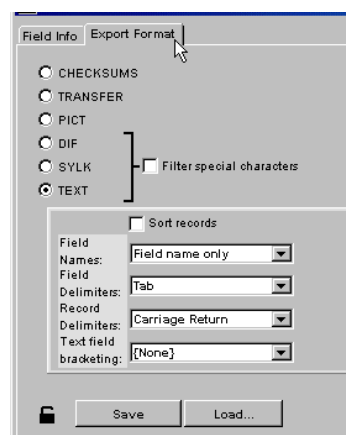
Note: Selecting the “double arrow” button would move all remaining fields to the Export Field List. You can change the order of fields by dragging them to new positions. When the field list fills the box, hold down the Shift key while dragging a new field and it will be added as the last item in the list. Remove fields by dragging them to the Trash icon.

Setting export format

AudBase allows you to select from a number of different formats for export. For the purposes of the tutorial, we will choose to export the data as a text file. (See Chapter 6, “Exporting and Reporting,” of the AudBase User Guide for a further explanation of all the format options.)

To set export format

1. Click the Export Format tab.
The fields you selected to export in the previous part of the tutorial are in the box at the right. The left side of the form is for defining your format. The first two formats are CHECKSUMS and TRANSFER. The PICT format will export a graphic that you have stored in AudBase. These are used for sharing data with other participants in a study using AudBase. The last three formats (DIF, SYLK, and TEXT) are all text formats that can be imported by spreadsheet and statistical packages, as well as by other databases.
2. Click the TEXT option.
3. Make sure “Field name only” is selected in the Field Names pop-up list. Leave the other options unchanged from their default settings.
4. Click Export Data on the lower right of the form.
A Save As dialog appears.
5. Browse to a destination folder on your computer, type in a name for the export file you are creating, and click Save.
6. Click Finished to return to the Search form for another export, if desired. If you are through exporting records, select Finished on the Search form to return to the Home Window or the Subject List form.



If you wish to view the export file that you have created, open the file with any word processing, spreadsheet, or statistics program. If you open the file in a spreadsheet program, the text format, tab-delimited export file will appear as follows:

	A	B	C	D	E	F
1	Subject_ID	FirstName	LastName	Audiogram_Date	Examiner	Audiometer_Type
2	109000	Yertzl	Allentown	8/29/03	Carol Jackson	GSI 16
3	4000	Genene	Boulvier	8/22/03	Cosmo Simpson	GSI 16
4	10000	George	Courtesan	6/29/01	Carol Jackson	GSI 16
5	155000	Phyllis	Donovan	5/13/00	Carol Jackson	GSI 61
6	256000	Joseph	Galippoli	4/15/03	Carol Jackson	GSI 61
7	256000	Joseph	Galippoli	8/29/03	Carol Jackson	GSI 16
8	80000	Richard	Tweater	5/29/03	Cosmo Simpson	GSI 16
9						

If you had wished to save the export settings you created to make it easier to export the same data in the future, you could have clicked the Save button on the Export form.

Congratulations! You have successfully completed the tutorial. You can continue practicing with the example data file, or create a new data file and begin using AudBase to manage your subject information and participate in clinical studies. For information on switching to a new data file, (see Chapter 1, “Getting Started,” in the AudBase User Guide).