



EXPOSURE PREVENTION ►
INFORMATION NETWORK ►

EPINet™ Network Administrator Manual

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Chapter 1 EPINet™: an Introduction

This is the manual to the fifth edition of the Exposure Prevention Information Network (EPINet™) surveillance system, a computer application for Microsoft Access that tracks sharps injuries and blood and body fluid exposures that occur to healthcare workers as well as the post-exposure follow-up. EPINet™ (the application), was developed in 1992 by Janine Jagger, M.P.H., Ph.D., Director of the International Safety Center (IHWSC) at the University of Virginia and has been administered by Ginger Parker, M.B.A., also of the Center. Becton Dickinson and Company (BD) has provided financial support since its development. Data Services, Inc. of Charlottesville, VA, provided Access coding for the three most recent versions. EPINet™ is a registered trademark and is copyright protected by the University of Virginia Patent Foundation. It includes reporting forms and customized data entry screens, a pre-programmed report facility, and graphing capabilities.

EPINet™ is a tool used to track blood and body fluid exposures sustained by healthcare workers. The 'needlestick and sharp object injury' (Needlestick) and 'blood and body fluid exposure' (BBF) reports track exposure events rather than individuals. The post exposure follow-up report tracks the healthcare worker as he or she progresses through the post-exposure protocol.

When a sharp-object injury or blood and body fluid exposure occurs, the injured healthcare worker completes the appropriate report form, usually with the assistance of the occupational/employee health department. This department then initiates the post-exposure protocol and enters the follow-up data through the pre-programmed data entry screens - a process that takes two to three minutes per incident. Each injury/ exposure is a single record in the database.

Data entry and report generation are very intuitive and require no programming expertise. Reports can be generated on selected records that the user specifies, such as exposures occurring within a specific range of dates, or those associated with a specific department, job, location, procedure, or device. The user selects the parameters for a report from drop-down menus. EPINet™ also has a report option that generates an OSHA-compliant OSHA 300 log. Maintaining this log is required in US hospitals.

The report generator provides the information needed to identify injury and exposure patterns in a facility or network. Identifying problem areas is the first step in focused prevention. On-going data review allows for the assessment of the effectiveness of prevention strategies.

EPINet™ works well in a single facility as a stand-alone database or in a network of multiple facilities that merge their data into a common database. The following instructions address the issues and options that relate to a network.

Installing the application on a secure network drive ensures data security and the regular performance of routine back-ups. It prevents total loss of data if the user's computer crashes and the loss of confidentiality if an unauthorized user opens EPINet™ when is located on the C drive. When installed on a network drive, there is the added advantage that users from multiple locations can access the application.

Facilities receive EPINet™ from the administrator as two files attached to an email, 1) the manual for installation and use, and 2) a compressed file containing six files. We recommend opening and reviewing the manual before unzipping the compressed file. The manual contains step-by-step instructions for setting up the Application for first use as well as for its continued use. The compressed file contains six files compressed using the WinZip software package. A free trial version of WinZip software is available on the WinZip website. Other compression software may work but confirm that the compression software used does not recompress the data upon closing the program.

The six files included in the 'zipped' file are the three questionnaire forms that are Microsoft Word documents --Uniform Blood and Body Fluid Exposure.doc, Uniform Needlestick and Sharp

Object Injury.doc, and Post Exposure Follow-up.doc. The 'working' EPINet™ database file has a name that specifies the version of Access, a country code abbreviation, and version. Before compression the size of this file was 6 megabytes or greater. The two additional database files, EPINetFull.mdb and EPINetConfidential.mdb, are required to export data into another Access database. These two database files contain three tables—BBF, Needlestick, and tblPostExposure. EPINetFull.mdb receives the tables containing all the data entered for the period specified during the export. EPINetConfidential.mdb contains all data for the period specified for the export except the healthcare worker's name—hence confidential. These databases, when emailed empty, are quite small.

History of EPINet™

The IHWSC first developed EPINet™ in 1992 as a package comprised of three data collection forms and a Disk Operating System (DOS) program using the Centers for Disease Control (CDC) software package EPI-Info. Following the 1995 EPI-Info upgrade, EPINet™ was upgraded to a Windows platform.

In 2000, the IHWSC introduced a version of EPINet™ using a Microsoft Access platform, requiring the user to have or install a full version of Microsoft Access. This platform allowed EPINet™ to operate in multiple configurations of Windows and Access and provided for functionality following Y2K computer upgrades. This version became the backbone for future development. The first international version released by the Center in this format was for the United Kingdom in 2000 followed in 2001 for the United States. Both Applications worked in Windows versions 95, 98, 2000, NT, ME, and XP in combination with Access versions 97, 2000, and later in Windows and Access XP (2002.)

The Access 2003 version of EPINet™ is in widespread use in the US and abroad. In 2008, we added an appointment prompt for each exposed worker's follow-up schedule. With minor changes, the Access 2003 version functions in Access 2007, 2010, and 2013. It operates in Windows versions XP, Vista, 7 and 8.

The Access 2003 version of EPINet™ has been customized for a number of countries and has been translated into 24 languages. It has been distributed in more than 90 countries. Upgrades for international customizations have occurred when the Center received requests from a country not yet upgraded.

In 2013 the US version was updated and re-programmed for Access 2010, and working within Windows versions XP, 7, and 8. Access 2010 EPINet™ provides an additional enhancement to the 2003 version by providing an option to generate an email to send to the injured or exposed healthcare worker as a reminder to return for follow-up testing.

With the exception of adding two questions required by California OSHA in 2000, no changes have been made to the US Needlestick and Sharp Object Injury and Blood and Body Fluid Exposure forms for the Access 2003 and 2010 versions. For international versions some modifications were made to accommodate local requirements. Access 2010 EPINet™ is programmed for the US and has not been translated or customized for other countries. It can, however, be used in its present form outside the US.

Each upgrade has allowed the user to import data from earlier versions of the application.

Access 2003 and 2010 Versions of EPINet™

There are currently two active versions of EPINet™--Access 2003 and Access 2010. The content of the two versions is the same for blood and body fluid exposures and for needlestick and sharp object injuries. Post Exposure Follow-up sections have been enhanced as described above.

When using the Access 2003 version in Access 2007 and Access 2010, the user must address a trust location issue for the database file and enable macros disabled by the later version of Access before logging in for the first time. After logging in, click the *Add-Ins* tab on the top menu bar and the standard EPINet™ menu appears. Whenever the EPINet™ menu bar is not visible, simply click the *Add-Ins* tab again for it to reappear. The Access 2003 version works in Windows versions XP, 7, and 8.

The Access 2010 version works in Access 2010 and Access 2013. It uses tabs and 'ribbons' instead of drop-down menu bars and can perform all the functions of the 2003 version. The Access 2010 version works in Windows versions XP, 7, and 8.

Version overlap allows users with differing versions of Access to participate in a network. Follow the instructions that match the version of EPINet™ AND the version of Microsoft Access installed on the user's computer. This document provides separate instructions for the Access 2003 version of EPINet™ installed in Access 2003, Access 2007, and Access 2010 and for the Access 2010 version of EPINet™ installed in Access 2010. There are no instructions provided for installation and use in Access 2013 but preliminary testing shows that it works in a manner similar to 2010—both for the 2003 and 2010 versions of EPINet™. The Access 2010 version does not work in earlier versions of Microsoft Access.

Program customization by user

The user should not make changes to EPINet™. Even minor changes can corrupt the database.

Maintaining confidentiality of the data when exporting and sharing data

It is essential, when using the application in a network, to insure the confidentiality of the facility and the exposed healthcare workers. To do so, assign a numeric **Facility ID** rather than the name of the facility or an abbreviation of that name. Do not distribute the list of Facility IDs with matching facility names to members of the network. This simple step keeps the facility's name anonymous when viewing reports that contain the ID.

Entering healthcare worker names when entering injury and exposure data is optional. If entered in the database, names are only visible when viewing the record on the screen. Names never appear on reports or graphs.

Have the members use the "Confidential Information Extracted" (2003 Access) or "Export with Names Removed" (Access 2010) option so that healthcare worker names are not exported. Assigning numeric Facility IDs and utilizing the export option that excludes names, assures confidentiality of exported data.

Timing of data entry

It is not necessary to enter data immediately after collection following an injury or exposure. Initiating post exposure prophylaxis is time critical but entering the data into the database is not. That said, timely entry of data is necessary before post exposure follow-up tracking can be fully realized. Since Post Exposure Follow-up records link to a BBF or a Needlestick incident, the injury or exposure record must exist before creating the corresponding post exposure follow-up record.

It is important for network administrators to allow an appropriate time lag before requesting data from the members of the network. Since there can be delay in the occurrence of the injury or exposure and the reporting of it, as well as a delay in entering the collected data, this time lag is necessary.

Chapter 2 Multi-facility Networks

Several facilities share data at a central location in a network. The shared data can be used for reports and graphs used to identify problem areas regarding blood-borne pathogen exposure. After instituting changes to reduce blood and body fluid exposures and sharps injuries to the healthcare workers, subsequent reports and graphs can assist in evaluating the efficacy of the changes implemented.

Data sharing in a network occurs in several ways. In method one, the user collects the data, enters it into a computer at the facility, and then exports it to the network administrator at a central location who imports the data into the aggregate database. In method two, the user sends the completed questionnaire (paper) forms to the network administrator who enters the data into the aggregate database.

A network can include both facilities entering their own data and facilities that send their paper questionnaire forms to the administrator. A facility in the network can itself have a network of facilities reporting to it--a 'sub-network'. In this case, the collecting facility submits the data from this 'sub-network' to the master administrator. In large networks, it may be preferable to have multiple sub-networks comprised of specific types of facilities, geographical location or other criteria.

EPINet™ residing with each member facility

In this scenario, each facility manages its own EPINet™ system independent of other facilities. Each collects and enters its own data and can generate its own reports and graphs. Periodically the facility exports and sends, its data to the administrator, who imports the data into the master database then generates reports and graphs based on the aggregate data to send to participants for comparison purposes. Each participating facility can compare its performance with that of the network overall. There are multiple independent copies of the application and one aggregate copy.

Network members submit their data to the administrator upon request. The request contains instructions detailing the steps to export the data and to transmit it to the administrator. If names are not required, the facility selects the "Confidential Information Extracted" (Access 2003 version) or "Export with Names Removed" (Access 2010 version) option to export the data for the requested period. If submitted by email, the user clicks "Reply" on the email from the administrator and attaches the `EPINetConfidential.mdb` database file to the email before sending it back to the administrator. By selecting the "Reply" option to the email from the administrator, the facility will not email the data to an incorrect address. Stress to the facilities to use "Reply" not "Reply to All" when submitting data!

In networks where each facility has its own version of EPINet™ installed, it is not necessary for all facilities to have the same version of Microsoft Access. It is necessary for the administrator to have a version of Access that is at least as high as the highest version of the members of the network. That is, if most users have Access 2003 installed, but one user has Access 2007, then the administrator must have Access 2007 or higher installed in order to be able to import the data from all facilities.

EPINet™ residing only with the Administrator

In this case, facilities send copies of their completed questionnaire forms to the administrator for data entry. They do this by periodic mail or hand delivery. We recommend that the copy submitted to the administrator either exclude healthcare worker names or have the names marked out to ensure confidentiality of the data while in transit. The administrator generates reports to send back to the facilities making sure each facility receives reports for that facility and for groups of facilities. For example, do not send reports from Facility 'A' to Facility 'B', only to Facility 'A'. Send reports generated from data from all facilities combined to Facility 'A' and Facility 'B'.

Multiple users sharing a single EPINet™ application

EPINet™ can have multiple users viewing (reports, etc.) in the same database at the same time and one user can be entering data while others are viewing data and generating reports as long as they are using the same version of Microsoft Access. Problems arise when more than one person is trying to enter a new record at the same time. This necessitates the coordination of data entry times when sharing one copy of EPINet™. For two facilities, it can be as simple as assigning one data entry person to enter data in the morning and assigning the other to enter data in the afternoon. When data entry involves several users, it is not as simple but a schedule for data entry can be established.

While we recommend multiple users within a facility share one copy of EPINet™, multiple users within a facility can have different versions of Microsoft Access--2003, 2007, and 2010. The users must not convert the shared database to a version of Microsoft Access other than 2003. If you do have users with different versions of access using EPINet™, do not convert the application to Access 2007 or Access 2010 format. Leave it formatted for Access 2003. Version sharing can only occur with the Access 2003 version.

If two users with differing versions of Microsoft Access are in the same copy of EPINet™ at the same time problems can (WILL) develop. An administrator will have to go in and "repair" the database each time both users with different versions of Access are in the system simultaneously. The administrator MUST go in from the machine that logged into the application second. We strongly recommend that users with different versions of Microsoft Access sharing a single copy of EPINet™ follow a strict data entry schedule. Such sharing can cause the loss of some records from the database. Save some hassle by using the same version of Microsoft Access within a given facility.

In a network where multiple users share one copy of EPINet™, ALL information is available to ALL users. Microsoft Access refreshes all open forms and datasheets with the entry of a response, or every 60 seconds, by default. This corresponds to the time it takes for a value/response entered to appear as changed on the screen. This 'refreshing' increases network traffic and slows response times. More locations using the same copy results in a slower response time for each user. I have not had complaints about speed for two facilities sharing one version of EPINet™ and know of no one with more than two sharing one copy so this may be a moot point.

We did not add extra coding to separate data by Facility ID. Even if we had, a user bypassing the password/start-up screen could view and edit all records in the database. While the keystroke combination to bypass the logon screen is not common knowledge, IT personnel familiar with it sometimes give that information to a user. Users of the keystrokes can access all code and may inadvertently corrupt the database if they go 'exploring'. This is less of a problem with Access 2010 EPINet™.

If the users from different facilities do not need to view the data of the other facilities, we recommend that each facility have a separate copy of EPINet™. Place EPINet™ on a shared, or network, drive at each facility to prevent the loss of data if the user's computer crashes. This action assumes the generation of routine backups of the shared/network drives. Each user emails the data to a designated administrator on a routine basis, or, if the administrator shares the server, the administrator can access each user's version to import the data to a master version.

Chapter 3 Distribution of the EPINet™ database

Distribute EPINet™ without charge to the user. Send it as two attachments to an email, burn it on a CD, or copy it to a thumb drive. Advise the recipient to open and review the directions, a Microsoft Word document or Adobe (pdf) file, prior to opening the 'zip' or 'mdb' files.

When emailing EPINet™, create a zip file that contains the questionnaire forms and the Microsoft Access database. Zipping the questionnaire forms and software together allows the delivery of the large (7 MB) database file as a small, compact unit that is usually around 1 MB in size. It also keeps the essential files together in one place. Firewalls may prevent delivery of both Access database files and zipped files attached to emails. Get around this by renaming the zip file as a txt file and advise the recipient to rename it back to a zip file before attempting to open it.

As the network administrator, setup the Application for each member facility by entering the facility type and assigned facility ID before distributing it. See the **Assign a Facility ID and Facility Type** section for instructions for entering facility ID and type.

See **Appendix 1** for sample letters to accompany EPINet™ when distributing it.

Install Application/Set-up a New Database

There is no 'installation' of EPINet™. It is an application for Microsoft Access, a part of the Microsoft Office Professional Suite. As such, you simply copy it to the desired location on the computer or computer shared drive. Since it is an application of Access, the computer must have Microsoft Access installed in order to use EPINet™.

The EPINet™ database file name includes the version number, the country of customization, and often the version of Microsoft Access. Examples include Poland EPINet 1-7d Access 2003.mdb, Access 2003 India EPINet V 3-1d.mdb, and Arabic_AccessEPINet_1-6j2.mdb. The current US version is Access EPINet US 1-7f.mdb. It is an Access 2003 database. Currently, the only Access 2010 version of EPINet™ is Access 2010 EPINet US v1-1.mdb.

Since steps to utilize the various features of EPINet™ depend on the version of EPINet™ and on the version of Microsoft Access installed, instructions appear for each configuration. Before following the directions in this document, please note the version of Microsoft Access installed (2003, 2007, or 2010) and the version of EPINet™ (2003 or 2010). While we provide no specific instructions for Access 2013, follow steps along the lines of installing and using it in Access 2010.

Note: Computer setting differences determine if a task requires one mouse click or two mouse clicks. Adapt the following instructions for this difference.

For ALL versions of EPINet™:

1. Save the **zip** file to the **epinet** folder on a shared, or network, drive that is limited to the users of EPINet™. If the epinet directory does not exist, create it and copy the file to it. Save the zip file to **c:\epinet** if you do not have a network drive. Do not overwrite a file that exists in that location. If a file with that name already exists at that location, rename the existing file so that new file will not overwrite the old file.
2. Those with WinZip® software installed can simply double click on the **EPINet.zip** file and select the **Extract** option. The Application will unzip to your default location, usually to the *My Documents* folder. Note the default location, go there and move the files to the **epinet** folder. If you have the option of specifying the location for the files when use the *Browse* button to locate the **epinet** folder and extract the files there.

3. There will be six files. Three of the six files are Word documents that are the reporting forms used with EPINet™. Create a shortcut for these files and place them on your *Desktop*. (See Microsoft Windows documentation if you need help with creating shortcuts.) Two of the files, **EPINetFull.mdb** and **EPINetConfidential.mdb**, will be empty databases used by the export features of Access. Do not delete these files. Move these files to **c:\epinet**, creating that directory on the C drive if necessary. The third mdb file is the actual 'application'. Create a shortcut to it to place the shortcut on your desktop. Double click the shortcut to open the Application.

If you do not have WinZip®, you may download an evaluation version free of charge from the website www.WinZip.com. We tested EPINet™ with WinZip but other decompression programs may work. If using something other than WinZip, use one that does not re-compress the database file when it is closed.

Keep EPINet™ in the format it was received. If you have already converted the 2003 version of EPINet™ to Access 2007 or 2010 format, delete it and unzip a new copy.

If you are upgrading to a new version of EPINet™, see the chapter titled **Install/Reinstall EPINet™ for an Existing User** that appears later in this document for instructions on setting up the database and importing pre-existing data.

Opening Access 2003 version of EPINet™ installed in Access 2003:

Double left click the database file (mdb file) to open the database.
Enter the username *data entry* and password *edit* in the login box.

Opening Access 2003 version of EPINet™ installed in Access 2007 or 2010:

The Access 2003 version of EPINet™ was not designed for Access 2007 or 2010 and adaptations are necessary to use it. After completing the above steps for ALL versions of Microsoft Access, follow the steps below when opening EPINet™ for the first time.

If asked a question about a '**Trusted location**' upon first opening EPINet™, accept that the Application is in a trusted location. A box may appear stating that possibly unsafe content is blocked. Change the default value to '**allow all content**'. If you open EPINet™ without allowing all content, you will be deleting essential code and EPINet™ will not function. Deleted code cannot be recovered. If you inadvertently delete code, simply unzip EPINet™ again and start over with a fresh copy.

Access 2007 only (see next section for Access 2010):

1. Do NOT convert EPINet™ to Access 2007. Leave it in Access 2003 format.
2. Double left click the database file (mdb file) to open the database.
3. Upon opening the Application in Access 2007, ignore the login box. Instead, look above and behind it at the yellow **Security Warning** bar and left click **<Options>**.
4. In the **Security Alert** that appears on the menu bar left click on the **<Enable this content>** button and left click **<OK>**.
5. Enter the username *data entry* and password *edit* in the login box.
6. Finally, left click the **<Add-Ins>** tab on the top menu bar and the EPINet™ menu bar will appear.
7. Close the **Navigation** pane that may appear to the left of the **Switchboard** if it opens.

You must go through steps 2 through 7 each time you open EPINet™ in Access 2007.

EPINet™ is now ready to go as before with one exception: The **Close** button on the EPINet™ menu bars do not function for REPORTS or GRAPHS. In order to close a report or graph, right click on the report or graph and select **<Close>** from the list of options. You may have to click on a down arrow (↓) in the box before the 'Close' command becomes visible.

Important note: After completing data entry, generating reports and graphs, and importing or exporting data, left click the **<Add-Ins>** tab on the top menu bar and the EPINet™ menu bars will reappear.

Access 2010 only (see previous section for Access 2007):

1. Do **NOT** convert EPINet™ to Access 2010. Leave it in the Access 2003 format.
2. Double left click the database file (mdb file) to open the database.
3. If asked about disabling **'possible unsafe code'** click **<No>**
4. Click **<Enable Macros>** on the yellow menu bar that appears above and behind it.
5. Tab to the login box. Enter the username *data entry* and password *edit*.
6. Click the **<Add-Ins>** tab on the top menu bar. At that time the two EPINet™ menu bars will appear.
7. Close the **Navigation** pane that may appear to the left of the **Switchboard** if it opens.

You must go through steps 5 through 7 each time you open EPINet™ in Access 2010.

EPINet™ is now ready to go as before with one exception: The close button on the EPINet™ menu bars does not function for REPORTS or GRAPHS. In order to close a report or graph, Right click on the report or graph and select **<Close>** from the list of options. (The first time you may have to click on a down arrow (↓) in the box that opens with the list of options, to display all options, so you can select Close.) This is a standard way to close files in most Microsoft Office applications.

Important note: After completing data entry, generating reports and graphs, and importing or exporting data, left click the **<Add-Ins>** tab on the top menu bar and the EPINet™ menu bars will reappear.

Opening Access 2010 version of EPINet™:

The first time you open Access 2010 EPINet™ please follow the 10 steps listed below to put in place the default settings for Access. These steps are only required the first time you open the Application.

1. Double left click the file `Access 2010 EPINet v 1-1.accdb` to open the database.
2. **Ignore the login box.** Instead, go to the top yellow bar under the menu bar: *"Security Warning Some active content has been disabled. Click for more details."* Click the **<Enable content>** box on the right. Note: If asked about making this a trusted location, click **<Yes>**.
3. If another yellow box does not appear, go to step 7.
4. Go to the second yellow menu bar: *"Read-Only This database has been opened read-only. You can only change data in linked tables. To make design changes, save a copy of the database."* Click the **<Save As...>** box on the right.
5. Click **<Yes>** when asked if you want to close all open objects.
6. Click **<Browse>** and go to the **epinet** folder and save the file. You can give the file a new name at this time if you wish.
7. Close Access 2010 EPINet™.
8. Create a shortcut to the newly created and named file and place the shortcut on your desktop.
9. Click the shortcut to open `Access 2010 EPINet v1-1.accdb`.
10. Note again the warning: *"Some active content has been disabled. Click for more details."* Once again, click the **<Enable content>** box on the right. (This warning may not appear.)
11. Tab to the login box. Enter the username *data entry* and password *edit*.

When you open `Access 2010 EPINet v1-1.accdb` in the future, you will go straight to the login box at Step 10. The yellow warning boxes will not appear.

Chapter 4 Administrative Duties

Assign a Facility ID and Facility Type

EPINet™ assigns a Facility ID to each record. The default facility ID is “Unknown.” The network administrator assigns a unique Facility ID to each facility in the network. The naming convention for the facility ID is up to the administrator but we suggest that the ID number be three numbers or more.

The administrator’s copy of EPINet™ needs to include all Facility IDs used in the network. For networks where each facility has its own version of EPINet™, the network administrator sets-up the assigned Facility ID in the software for each facility before distributing it to the facility. That is, the Application given to each facility should contain only the Facility ID assigned to it. This ensures the default facility number that appears on each record will be correct for each facility. This step is especially important. If these steps are not completed, and the facilities fail to set-up the assigned Facility ID on their own, all data coming in to the administrator will have “Unknown” as the Facility ID.

Assign the **Facility Type** along with **Facility ID** during set-up. The default Facility Type is “Non- teaching hospital.” Unlike the Facility ID, Facility Type is not associated with individual records but with a specific Facility ID. If you change the Facility Type for a Facility ID (for example, if a hospital goes from teaching to non-teaching), subsequent summary reports will not distinguish between the old and new facility types. All data for that facility will reflect the most recently entered Facility Type.

If you wish to distinguish between the old and new records when Facility Type changes, create a new **Facility ID** for the new **Facility Type** by adding another letter or number to the original Facility ID. For example, if Facility ID 237, identified as a *non-teaching* hospital, adds a medical school, you would create a new Facility ID, such as 237T. The Facility Type assigned to 237T would be *teaching* hospital to distinguish incidents occurring before and after medical students were incorporated into the healthcare worker pool. Subsequent data will appear to have occurred at two different facilities.

Note: If you plan to utilize the feature to add questions, follow the steps to assign Facility ID and Type, then immediately follow the steps to add the questions before closing and renaming the database. Those steps are in the following section, **Network use of the added questions feature**.

For ALL versions of Microsoft Access:

For each facility:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms menu>, <Modify tables>, <Facility ID, Type & User Defined Labels>.
2. Left click <Edit ID> and overtype “Unknown” in the ‘Enter Facility ID’ box with the assigned Facility ID number.
3. Select the **Type of Facility** from the drop down menu.
4. Left click <Close> if you are not adding questions, If you are adding questions follow the steps in the next section. It is not necessary to click “Save” since Microsoft Access saves by default.
5. Rename the file with a name unique to that facility—such as H123 EPINet .mdb.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 5 listed above.

Access 2010 version of EPINet™:

1. Left click the <Forms> tab then <Facility ID/User Defined Labels> on the **Setup Database Tables** ribbon.

2. Follow steps 2 through 5 listed above.

Network use of the added questions feature--labeled 'User-Defined Fields' in EPINet™

EPINet™ has programmed in the ability for the user to enter up to two new questions each for Blood and Body Fluid Exposures (BBFs) and Needlestick and Sharp Object Injuries (Needlesticks). These questions can be the same for 'BBFs' and 'Needlesticks' or different, depending on the needs of the facility or network. Enter these questions and responses during set-up. Add questions to a specific Facility ID. If all facilities are to use the same questions, add them to each ID separately.

You may use abbreviations to fit the space allowed for the question in the software, but on the paper injury and exposure reporting forms that the injured/exposed worker completes, your questions can be much longer. The questions added should be easy to understand and worded carefully to ensure correct interpretation. Responses to the questions added are limited to a drop down list created by the user. Responses cannot be free form text.

In a network of facilities, if the network wants to add customized questions, all facilities in the group must add the same customized questions on their paper report forms and in the software. If the network does not choose to add questions, each facility may decide whether or not to add questions. When this is the case, responses to those questions exported to the administrator are meaningless.

Few facilities, or networks, add questions to EPINet™

Adding questions is a three-part process--adding the questions to the reporting forms, to the data entry forms, and setting up the responses for the questions.

Add questions to paper reporting forms.

To add these additional questions to the report form completed by the injured/exposed healthcare worker, open and edit the appropriate Word file—US Uniform Needlestick and Sharp Object Injury.doc, or US Uniform Blood and Body Fluid.doc. If you are unfamiliar with inserting check boxes into your documents, simply copy a section from elsewhere in the report, replace the words, and adjust the tabs for proper alignment. Be sure to save your work, and save the original copy of the report form in a back-up folder. EPINet™ does not allow questions to be added to Post Exposure Follow-up.

Add questions to the data entry forms and reports.

For ALL versions of Microsoft Access:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms menu>, <Modify tables>, <Facility ID, Type & User Defined Labels>.
2. Left click <Edit ID>.
3. Using the right pointing arrow in the lower left of the box, scroll to the Facility ID for the question to be added.
4. Tab to the first block beside **BBF #1** that says 'User Defined Field 1' to enter the first Blood and Body Fluid Exposure question you are adding.
5. Type the new question.
6. Press <Enter>. If you have a second question to add, go to the block beside **BBF #2** that says 'User Defined Field 2'
7. Repeat steps 3 through 5, selecting **Needlestick #1** and **2**, to add Needlestick and Sharp Object Injury questions.
8. Left click <Close> to close the box. It is not necessary to click "Save" since Microsoft Access saves by default.

9. Follow the steps in the next section to enter the allowed responses for the added questions.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 9 listed above.
3. Close the **Navigation** pane, if it appears, by left clicking the double arrows pointing left. (<<).

Access 2010 version of EPINet™:

1. Left click the <Forms> tab then <Facility ID/User Defined Labels> on the **Setup Database Tables** ribbon.
2. Follow steps 2 through 9 listed above.
3. Close the **Navigation** pane, if it appears, by left clicking the double arrows pointing left. (<<).

Add responses to the newly added questions to computer data entry forms and reports

RESPONSES ENTERED IN THIS WAY ARE THE ONLY RESPONSES ACCEPTED WHEN ENTERING DATA. When entering data, these responses appear in alphabetical order. If you prefer a different order, simply place a sequence number in front of the response. For example, days of the week normally appear with Friday first in the list and Wednesday last. If you wish for Sunday or Monday to appear at the top of the list, simply enter 1. Monday, or 1. Sunday, then number the rest accordingly. Be sure to include this numbering when adding the questions to the paper injury and exposure reporting forms. Responses cannot be free form text.

For ALL versions of Microsoft Access:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms menu>, <Modify tables>, < User Defined Table Values >.
2. Left click the appropriate form and question number --<BBF User Defined Table 1 Values>.
3. Type the allowed responses to the question. Each time you press <Enter>, a new line will appear. Continue until all responses are entered.
4. Left click the **X** in the upper right of the box to close it.
5. Repeat steps 1 through 4 to enter responses for the remaining added questions, selecting <BBF User Defined Table 2 Values>, <Needlestick User Defined Table 1 Values>, and <Needlestick User Defined Table 2 Values> as needed.
6. Left click <Close>. It is not necessary to click "Save" since Microsoft Access saves by default.
7. Close the Application. If this is the initial set-up of the database, rename it with a name unique to that facility—such as H123 EPINet.mdb. If added to an existing version, do not rename the database.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 7 listed above.

Access 2010 version of EPINet™:

Blood and Body Fluid questions

1. Left click the <Forms> tab then <BBF Table 1 Responses> on the **BBF Added Question Responses** ribbon to enter the responses to an added Blood and Body Fluid question.
2. Type the allowed responses to the question. Each time you press <Enter>, a new line will appear. Continue until all responses are entered.
3. Left click the **X** in the upper right of the box to close it.
4. Repeat steps 1 through 3, to enter responses for a second added Blood and Body Fluid question, this time selecting <BBF Table 2 Responses>.

Needlestick and Sharp Object questions

1. Left click the <Forms> tab then <Needlestick Table 1 Responses> on the **Needlestick Added Question Responses** ribbon to enter the responses to an added Needlestick and Sharp Object Injury question.
2. Type the allowed responses to the question. Each time you press <Enter>, a new line will appear. Continue until all responses are entered.
3. Left click the **X** in the upper right of the box to close it.
4. Repeat steps 1 through 3 to enter responses for a second added Needlestick and Sharp Object Injury question, this time selecting <Needlestick Table 2 Responses>.

Close the Application. If this is the initial set-up of the database, rename it with a name unique to that facility—such as H123 EPINet .mdb. If added to an existing version, do not rename the database.

Prepare to import data

The steps below describe how to collect and merge the network data. Feel free to write your own code to automate this process.

Before receiving the first data, create a new, empty EPINet™ database file named for the date range or year (e.g. 2012 EPINet network data .mdb). Use this database for all imports for this date range. Once all data has been imported and reviewed, import the contents of this file into the Master database containing data from all years. By collecting data into the 'date range' database first, you can identify and correct problems before they corrupt the Master database.

Create an Excel spreadsheet to track the status of data collection. The columns in the first worksheet should include the year or date range of the collected data, Facility ID, date the file was received, date the data was cleaned, and the date the data was imported into the Master database.

Maintain records of data collected

The information collected by EPINet™ consists of the number of needlestick and sharp object injuries, the number of blood and body fluid exposures, and information on each injury followed up in the post exposure follow-up section. Additional information needed in a network includes basic facility information for each facility in the network and denominators matching those facilities. While EPINet™ contains the raw data, collect and maintain additional information related to project administration in Microsoft Excel files.

Create a Microsoft Word document or Excel spreadsheet that contains the names of the hospitals in the network with the matching Facility ID, contact name, address, phone number, and email address. A facility may have more than one contact. Update this file as needed.

2012			
Facility ID	total injuries	ADC	rate per Facility ID
1	338	419	80.67
2	233	812	28.69
3	192	850	22.59
4	70	360	19.44
5	135	200	67.50
6	196	990	19.80
7	272	555	49.01

Create an Excel spreadsheet to contain a summary of records collected. Use rows 1-3 for the worksheet titles, descriptions, or miscellaneous notes. Label column A, row 4 (A4) the date range--usually the entire year. Label A5 with Facility ID continue entering the column labels on row 5 as shown. Label the rows with the assigned Facility IDs beginning with A6. Average Daily Census (ADC) is the denominator used in this example, but you can use others. For each date range, add new columns to the worksheets, repeating the pattern, rather than creating.

Maintain a section of calculations at the bottom of the list. Label column A "Totals" then sum columns B and C and calculate the rate in column D.

The US differentiates between *teaching* facilities and *non-teaching* facilities. You may differentiate between categories by facility type or leave all facilities in the same category. Maintain statistics for each category. Rather than manually summing individual fields, copy the data to another worksheet and sort by category then count and sum each category. For example, place the category label in column A. Follow it with the sum of the # of injuries in that category in column B. In column C sum the denominator for that category then calculate the rate for that category in column D. Repeat the process for each category. By maintaining these statistics, you can answer any number of questions without doing further calculations.

Facilities may enter, or leave, the network. When a facility leaves the network simply, gray-out the fields for the years they do not participate keeping the Facility ID visible. Add new facilities, inserting the row to maintain alphanumeric order by Facility ID. Gray-out the fields for the years the new facility did not participate. Using the 'gray-out' method allows you to see how stable the network is with just a quick glance. It also provides a total number of facilities that have participated in the network over time. The category breakdown on the second worksheet provides the counts and stability of the different categories.

Place basic information about each facility in the Facility ID box by using Excel's 'Comment' feature. This is especially helpful when something has changed between years or if a facility joins or leaves the network midyear.

You can include a 'partial year' participant if you can match the number of injuries (the numerator) with the denominator for the same date range. The ADC is an easily obtained denominator. ADC is calculated by summing the number of occupied beds each day for the desired time range divided by the number of days in that time range.

When asked for information that results in additional calculations using EPINet™ data, add a new, appropriately named worksheet to the Excel file. It keeps the results together in one place, with one filename, and if asked for the same data again, you do not have to recalculate it.

Request data from member facilities

When the network administrator enters all records, the facilities can submit their paper questionnaire forms with or without names. No additional effort is required of the facility. When the forms are received containing healthcare worker names, the administrator chooses whether, or not, to enter the names into EPINet™.

If healthcare worker names are not required by the network administrator, facilities entering their own data use the '**Confidential Info Extracted**' option in the Access 2003 version whether being used in Access 2003, 2007, or 2010, or use the '**Export with Names Removed**' option in the Access 2010 version of EPINet™ when exporting data.

If the administrator needs the healthcare worker's names, members of the network send their completed EPINet™ data collection forms with names. Facilities entering their own data select the export '**Full Data Set**' option for Access 2003 version whether being used in Access 2003, 2007, or 2010 or use the '**Export with Names**' option for the Access 2010 version of EPINet™ when exporting data. When using these options, we recommend that you not share raw data among the facilities. You can distribute information to the facilities in the network through appropriate reports and graphs, not by making the Application available to others.

See **Appendix 2** for a sample of emails requesting the facilities submit their EPINet™ data. The samples provide step-by-step instructions for exporting the requested data. If you collect Post Exposure Follow-up data, add that information to the letter at the appropriate location.

Many firewalls prevent the sending or receiving of emails with a file type of .mdb or .zip. Have the user rename the 'mdb' file type to a 'TXT' extension. Upon receiving the .txt file from the user, immediately rename the file giving it the original extension—mdb. EPINetConfidential and EPINetFull must remain mdb files even when using the Access 2010 version of EPINet™.

Note: Renaming the file will not be effective if file types do not display with the file name. It will simply add 'txt' to the name before adding the file type 'mdb' or 'accdb'. The file name will be EPINetConfidential.txt.mdb or EPINetConfidential.txt.accdb. Delivery of an mdb or accdb attachment may be blocked, or the email containing such an attachment may be blocked.

See the section **Displaying File Types in Folders** in **Chapter 6 Miscellaneous Tips and How-tos** for instructions on displaying file types.

Steps after receiving data

Save the incoming email EPINetFull.txt or EPINetConfidential.txt attachment containing the data to a folder specifically for that Facility ID number. Rename it to include the Facility ID, time range, the word 'original' and the file type mdb. Note the receipt of this data on an Excel spreadsheet created to track the status of data collection. (Example H723 2012 quarter 3 -raw epinet.mdb) This spreadsheet is separate from the spreadsheet described in the section above, **Maintain records of data collected**.

Immediately open the 'mdb' file and note the number of records received for each table--BBF, Needlestick, and Post Exposure. Email that number back to the submitting facility to confirm that you received all the data. Place the number of injuries for each Facility ID in the appropriate cell on the Excel spreadsheet described above in section **Maintain records of data collected**.

Review and 'clean' the data. See the '**Cleaning' the data received**, section below for step-by-step instructions.

Save the 'cleaned' database using the Facility ID and time range with the word 'clean'. (Example H723 2012 quarter 3 -cleaned epinet.mdb). Update the Excel spreadsheet to reflect 'cleaned' data is ready to be imported. (Do not delete the original file from the facility. If the facility loses its data from a computer crash, you will provide this data back to the facility. It will be complete with everything except healthcare worker names.)

When all data have been imported, generate a summary report for the appropriate time range and confirm the import of all records by reviewing the '**In what facility did the incident occur**' sub-report. This report is one of the last sub-reports to appear in a Summary report. Confirm the number of records imported matches the number received for each facility entered on the Excel spreadsheet described in the **Maintain records of data collected**.

If there is a discrepancy, review the 'cleaned' database for the involved facilities. The most likely culprit is an invalid Facility ID missed during cleanup. Correct this by going into EPINet™ as an administrator, filtering the table in error by Facility ID then sorting by date and deleting all records within that time range. Close the table, Compact and Repair the database, correct the 'cleaned' database and reimport the data for that time range.

Take special care with Post Exposure data when re-importing data becomes necessary. A Post Exposure Follow-up (PEF) record must have a matching Facility and Incident ID in order to be imported (or even created). Once the PEF record is imported, a change to the name, date, or email address to the 'matching' BBF or Needlestick record does not carry over to the PEF record. Deleting the BBF or Needlestick record does not delete the PEF record. If, as an administrator, you collect Post Exposure

data and you need to 'clean,' then re-import records in either the BBF or Needlestick table, you must follow these steps. Delete records for that time range, for that facility, in all three tables--BBF, Needlestick, and Post Exposure Follow-up; 'clean' the data as described below; compact and repair the database; then re-import the data. This ensures the integrity of the link between the BBF or Needlestick record and the matching PE record.

'Clean' the data received

Depending on the future use of the data, the incoming data may need to be 'cleaned', particularly if the data are to be viewed by other facilities. We recommend cleaning up the individual files coming in, rather than importing it into the active version of EPINet™ and then cleaning it up.

The 'clean-up' steps below assume you are opening either an `EPINetConfidential.mdb` or `EPINetFull.mdb` file. These databases contain only the BBF, Needlestick, and Post Exposure tables that contain the injury and exposure information from each facility in your network. If you imported your data into EPINet™ before following the 'clean-up' steps, see the note following Step 3 below for instructions on gaining access to the tables to be 'cleaned'.

When sharing among multiple facilities, we recommend that you not enter healthcare worker names into the Application since it does not have the capability to screen records by Facility ID. Once data is in the EPINet™, it is visible to all users of that database.

Clean up involves one or more steps for BBF and Needlestick records. There is no specific clean-up procedure for Post Exposure Follow-up records. If names should appear, Step 1 is all of the cleaning needed. Where names are should not appear in the database, follow STEP 1 and 2 instructions. If you do not wish to see Manufacturer data, follow STEP 3 instructions as well.

STEP 1--Review the data for correct Facility ID and for duplicate entries.

To confirm use of the assigned Facility ID, open the mdb file submitted by a facility then double left click **<BBF>**, the first table in the list, to open it. In the BBF table scroll across to the **'Facility ID'** column then down the column to confirm that the assigned Facility ID was used (for example, 123, not 00123 or 123A) and that no record contains 'Unknown' as the Facility ID.

To check for duplicate records, scroll across to the **'Date'** column and right click. Click **<Sort>** and **<Newest to Oldest>**. Scroll down the list and review exposures that occur on the same date. Determine if those entries occurred at the same facility, at the same time, and have the same responses checked. If names are present, check to see if the exposure occurred to the same person. If there is a question, contact the facility to confirm there were two exposures on that date and that these are not duplicate entries. There are cases where contact with one patient will cause 'splash' exposures to multiple healthcare workers with similar fluids and in similar body parts. You can confirm a duplicate if names are present and all data matches. Another tip is if the exact wording in the 'Describe the circumstances field' (question 16) appears in both records. If it is a duplicate, delete it by right clicking the small square box to the left of the duplicate row and selecting **<Delete record>**. If names are not present, you may not be able to confirm the BBF record is a duplicate entry and should not delete it. Close the table by left clicking the small X in the upper corner of the table. There should be two Xs visible. Left click the lower one, not the uppermost one or you close EPINet™ instead of just the table. When asked about saving the changes to the table, click **<NO>**. If you click **<Yes>**, your data will appear sorted by date instead of Incident ID in future viewing. Clicking **<No>** does not prevent deletion of the record.

Scroll down the list of tables to locate and select the **Needlestick** table. (Tables appear in alphabetical order.) Double left click to open it and repeat the above steps, first by checking **Facility IDs**, then by locating and sorting the table by **Date**. While the same, or similar, exposures can occur to

multiple healthcare workers from an incident with one patient, this is not the case with needlesticks and sharps injuries. If names are present in the database and the facility ID, name, date, time, and responses checked are the same, it is a duplicate record. If names are omitted during data entry but a record occurs at the same facility ID, date, and time—with the same responses checked, and the exact same wording for the 'Describe circumstances' question (question 18), the record is a duplicate and should be deleted. It is easier to identify duplicate entries in the Needlestick table than in the BBF table.

Duplicates in BBF or Needlestick tables may carry over to Post Exposure. If a BBF or Needlestick record is a duplicate and has a PEF record matching it, be sure to retain the BBF or Needlestick record that matches the PEF record. If a PEF record exists for each duplicate BBF or Needlestick record, review to ensure the record retained is complete since each record may be only partially complete. Print both records and consolidate all information on the record that matching the BBF or Needlestick record to be retained.

If you will not be performing STEPS 2 and 3, save the cleaned database with its new name—replacing the word 'original' in the name with the word 'cleaned'.

STEP 2--If names and hospital identifiers should not appear, check to remove any names entered into name and non-name fields.

Open the database file submitted by a facility. Double left click <BBF>, to open it. In the BBF table scroll to the '**Last name**' and '**First name**' columns and scroll down to confirm names do not appear. If names were omitted during data entry, or if the 'Confidential Info Extracted (Access 2003 version) or 'Export with names removed' (Access 2010 version) option was selected when exporting data to send to the administrator, names will not appear in these two columns.

Scroll back to the top of the table, then scroll right to the '**Dept**' and '**Home**' columns. Scroll down these two columns deleting any references to a named facility. For example for entries, 'St Vincent ER' or 'Homewood Oncology', delete 'St Vincent' and 'Homewood' leaving 'ER' and 'Oncology'. Delete St Vincent and Homewood to avoid identifying the specific facility. ER and Oncology are departments and can remain. While St Vincent may be relevant to the individual facility, it should not be included for the administrator. Some administrators may choose to delete these fields altogether. When that is the case, it may be simpler to delete these fields from the appropriate Append query.

Scroll back to the top of the table, then scroll right to the '**Circumst**' column. After widening the column to display all of the description, review each description searching for names—such as Dr. Jones. Delete 'Jones' or replace it with an X.

Click the **X** in the upper right corner of the table to close it. (If you click the white X in the upper right corner of the Switchboard, you close the Application.)

Repeat the steps above, double clicking <Needlestick> instead of BBF table with one exception, instead of scrolling to the 'Circumst' column, scroll right to the '**Injury desc**' column. After widening the column to display all of the description, review each description, searching for names—such as Dr. Jones. Delete 'Jones' or replace it with an X.

Click the **X** in the upper right corner of the table to close it. (If you click the white X in the upper right corner of the Switchboard, you close EPINet™.)

If you will not be performing STEP 3, save the cleaned database with its new name—replacing the word 'original' in the name with the word 'cleaned'.

STEP 3--If you wish to exclude manufacturer or model names, follow the instructions for **STEP 2**, this time, reviewing columns 'Equipment', 'Manufactur' and 'ExpEmployeeDes' in the BBF table and columns 'Manufacturer', 'ManuOther', 'ManModel', and 'ModelOther' in the Needlestick table. You will also need to review the 'PurposeDes', 'OccurDes', 'DeviceDes', 'q19desc', and 'q20desc' columns in the Needlestick table since some users place brand, model, and/or manufacturer information in these descriptions as well.

Upon completing STEP 3, save the cleaned database with its new name by replacing the word 'original' in the name with the word 'cleaned'.

Important Note for Cleaning the Data: If you imported your data into your EPINet™ database before going through the data cleaning steps listed above, you will first need to go through the steps below to gain access to the tables containing the data and then follow the three Steps above to clean the data.

For ALL versions of Microsoft Access:

Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Modify EPINet> on the top menu bar.
2. Left click <Tables> in the **Objects** column to display a listing of the tables.
3. Follow *STEP 1*, *STEP 2*, and *STEP 3* that appear earlier in this section, selecting **BBF**, **Needlestick**, and **tblPostExposure** in that order.
4. Close each table by left clicking the small white **x** under the larger **X** in the upper right of the Switchboard.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Home> tab, the down arrow (↓) under **View** on the **Views** ribbon and <Design View> to view the Navigation pane.
2. If the **Navigation** pane that opens does not display **Tables**, left click the down arrow (↓) and select **Tables** under **Filter by Group**.
3. Follow *STEP 1*, *STEP 2*, and *STEP 3* that appear earlier in this section, selecting **BBF**, **Needlestick**, and **tblPostExposure** in that order.
4. Close each table by left clicking the small **x** under the larger **X** in the upper right of the menu bars until you are back to the Switchboard.
5. Close the **Navigation** pane by left clicking the double arrows pointing left (<<).
6. Left click the down arrow (↓) under **View** on the **Views** ribbon under the **Home** tab and select <Form View>.

Access 2010 version of EPINet™:

1. Follow steps 1 through 6 above.

Import/Export data to the administrator

Because of the auto-number feature of Incident IDs for BBF and Needlestick records, when these records are imported they are assigned new Incident IDs. In some cases, the new ID will be the same as the old ID. That is not likely for administrators.

Post Exposure Follow-up records import only when there is a matching BBF or Needlestick record. Since during data import, EPINet™ assigns new Incident IDs to BBF and Needlestick records, EPINet™ updates the PEF record ID to reflect these newly assigned Incident IDs. If the matching BBF or Needlestick record is deleted prior to the import, the unmatched Post Exposure record will not import.

On the predetermined schedule, email the network facilities a request for data. Sample letters are included in Appendix 2. Be sure to provide the correct period for the data and your contact information, so the facility can contact you in the event problems arise.

Even when the main database is located on a network, or shared, drive, the required location for the import/export files is on the "C" drive in the "epinet" folder of the computer from which the user is working. This means that the user must be able to read from, and write to, the "C" drive if data is to be imported or exported. If the user cannot read and write to the C drive, see **Chapter 6 Miscellaneous Info and How-to**, sections **Change the Default IMPORT location from C:\EPINet** and **Change the Default EXPORT location from C:\EPINet** for instructions.

Users within the network do not have to have the same version of Access. However, the person collating the data needs to have a version equal to or higher than the other users. If all users have Access 2003 then the administrator can have Access 2003, 2007, or 2010. If any facility in the network has Access 2010, then the network administrator must have Access 2010 or 2013.

IMPORT: Data to be imported must reside in the default location--on the 'C' drive in a folder named 'epinet'. The file to be imported must be named 'epinet.mdb' (C:\epinet\epinet.mdb) THIS NAMING CONVENTION IS NECESSARY EVEN WHEN ACCESS 2007 AND 2010 ARE BEING USED. Using the file type 'mdb' allows data entry from earlier versions of EPINet™.

Rename the file to be imported only, not the main database. If the file to be imported is in Access 2007 or 2010 format, it will be an 'accdb' file type'. In this case, rename it to be an 'mdb' file. It is not necessary to convert it to an Access 2003 file format. Be alert about file types being visible. If the file type remains hidden and therefore not displayed on your screen, your file name will be epinet.mdb.mdb or epinet.mdb.accdb. You must display file types before you can rename an 'accdb' file to an 'mdb' file. See the **Note** at the end of the **Request data from member facilities** section for step-by-step instructions on how to display file types.

EXPORT: Data exports to C:\epinet\EPINetFull.mdb or C:\EPINetConfidential.mdb. Note that the file types are 'mdb' even when exporting from Access 2007 or 2010. (Access 2007 and 2010 use the file type 'accdb'.) The EPINetFull.mdb and EPINetConfidential.mdb files must already exist on the 'C' drive in a folder called 'epinet' before the export takes place. These two files are included in the zip file that contains the main database and questionnaire forms. You can create these files by simply opening a blank database and saving it with the desired name and placing it at C:\epinet\.

Import network data

Copy a previously cleaned database file from a facility to C:\EPINet\ and rename the copy **epinet.mdb**. You will repeat the steps below for each facility ID, being careful not to import data from the same facility twice.

Be alert about file types being visible. If you rename a file when the file type does not display, your file name will be epinet.mdb.mdb or epinet.mdb.accdb and does not meet the required naming convention. If file types do not display, change the computer settings to show file types before renaming the database to prevent the mdb.mdb or mdb.accdb problem.

See the section **Displaying File Types** in **Chapter 6 Miscellaneous Tips and How-tos** for instructions on displaying file types.

For ALL versions of Microsoft Access:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Import/Export Menu> then <Import>.
2. Left click <Blood and Body Fluid>. Upon successful import of your data, the **Facility ID/User-defined Fields** box will open. If a small box labeled 'Enter Parameter Value' opens, click <OK> without entering anything in the empty box. This may occur several times.
3. Left click <Close> to close the box.
4. Repeat steps 1 through 3 selecting <Needlestick and Sharp Object>.
5. If you collect Post Exposure Follow-up data, repeat selecting <Post Exposure>. See **Problems importing Post Exposure data** in **Chapter 6 Miscellaneous Information and how-tos** if your Post Exposure data does not import or if you get an error message.
6. Left click <Close> to close the box.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 6 listed above.

Access 2010 version of EPINet™:

1. Left click the <Import/Export Menu> tab.
2. Left click <Blood and Body Fluid> on the **Import Tables** ribbon. Upon successful import of your data, the **Facility ID/User-defined Fields** box will open. If a small box labeled 'Enter Parameter Value' opens, click <OK> without entering anything in the empty box. This may occur several times.
3. Left click <Close> to close the **Facility ID/Type** box.
4. Repeat steps 1 through 3 selecting <Needlestick and Sharp Object>.
5. If you collect Post Exposure Follow-up data, repeat selecting <Post Exposure>.*

* **Note for Post exposure table:** If you are importing from the full database, not the exported table, see **Problems importing Post Exposure Data** in Chapter 6 if that table does not import.

Notes for ALL versions of EPINet™:

1. The most common reason to see an **Enter Parameter Value** box is when you have not entered healthcare worker names in your database. You will see this box for the 'Email' field when upgrading from an Access 2003 version of EPINet™ to the Access 2010 version. There may be a number of blank fields so you may have to click OK a number of times.

2. Once completing the steps above for the facility, open a **Needlestick and Sharp Object Injury**, a **Blood and Body Fluid Exposure**, and a **Post Exposure Follow-up** record to confirm the data has been imported. If not, contact EPINet™ tech support at ginger.parker@internationalsafetycenter.org. Do NOT attempt to import the Blood and Body Fluid, Needlestick and Sharp Object, or Post Exposure Follow-up data a second time.

3. If all data imported for that facility, return to the epinet folder on the C drive and delete the `epinet.mdb` file. By deleting the `epinet.mdb` file, you prevent the inadvertent re-import of the data that would create duplicate records. You should still have the original database in the original location.

There could be several reasons that data did not successfully import. The `epinet.mdb` file could be empty. If so, follow the steps in the previous paragraph--locate the most recent file and 'start over'. If your `epinet.mdb` file contains data, confirm that it was on the C drive in a folder called epinet.

Confirm that the file name is `epinet.mdb`, not `epinet.mdb.mdb` or `epinet.mdb.accdb`.

See the section **Displaying File Types in Folders** in **Chapter 6 Miscellaneous Tips and How-tos** for instructions on displaying file types.

Export network data

EPINet™ was programmed to export data into another Access database or to an Excel spreadsheet. The network administrator utilizes data exported to another Access database. These instructions appear in the email sent from the network administrator to the member facilities.

See the email letters in **Appendix 2** for step-by-step instructions for exporting data for all versions of EPINet™ and Microsoft Access.

You can also export the raw data to Excel and you can send data generated in a report to Excel. The latter choice utilizes the **Print** command.

To export raw data to an Excel spreadsheet:

For ALL versions of Microsoft Access:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click **<Import/Export>** on the top menu bar, then **<Export>**.
2. Left click **<Export to Excel>** then either **<Blood and Body Fluid>**, **<Needlestick>** or **<Post Exposure>**.
3. Type in the **Start Date** click being sure to type the **'/'**s or **'-'** between the month day and year. Year is typed in a 4 digits (e.g. 4/12/2013).
4. Left click **<OK>**.
5. Type in the **End Date** click being sure to type the **'/'**s or **'-'** between the month day and year. Year is typed in a 4 digits (e.g. 4/12/2013).
6. Left click **<OK>**.
7. Repeat steps 1 through 6 as needed to export another table--Blood and Body Fluid, Needlestick, or Post Exposure.

Note that it may appear as if nothing has happened when you return to the EPINet™ Switchboard. Minimize EPINet™ and go to C:\EPINet\ to locate the exported file. The file will be named: EPINetbbf.xls, EPINetNeedle.xls, or EPINetPostExp.xls, depending on the table exported. If the files do not appear at C:\EPINet\ check your *My Documents* folder.

Access 2003 version of EPINet™ installed in Access 2007 or Access 2010:

1. Left click the **<Add-Ins>** tab on the top menu bar.
2. Follow steps 1 through 7 above and review the Note that follows.

Access 2010 version of EPINet™:

1. Left click the **<Import/Export>** tab on the top menu bar.
2. Left click either **<Blood and Body Fluid>**, **<Needlestick>** or **<Post Exposure>** on the **Export to Excel** ribbon.
3. Type in the **Start Date** click being sure to type the **'/'**s or **'-'** between the month day and year. Year is typed in a 4 digits (e.g. 4/12/2013).
4. Left click **<OK>**.
5. Type in the **End Date** click being sure to type the **'/'**s or **'-'** between the month day and year. Year is typed in a 4 digits (e.g. 4/12/2013).
6. Left click **<OK>**.

Note that it may appear as if nothing has happened when you return to the EPINet™ Switchboard. Minimize EPINet™ and go to C:\EPINet\ to locate the exported file. The file will be named: EPINetbbf.xls, EPINetNeedle.xls, or EPINetPostExp.xls, depending on the table exported. If the files do not appear at C:\EPINet\ check the *My Documents* folder.

To export *report* data to an Excel spreadsheet:

For ALL versions of Microsoft Access:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Generate the report containing the data to be exported.
2. Left click the down arrow (↓) to the right of **Print** on the menu bar.
3. Left click **<Analyze it with Microsoft Office Excel>**.
4. If asked to overwrite an existing file, either click **<Yes>**, or enter a new file name and location.

Note: If you receive an **Overflow** message simply click **<OK>**. It will not affect the creation or contents of the spreadsheet.

Access 2003 version of EPINet™ installed in Access 2007 or Access 2010:

1. Left click the **<Add-Ins>** tab on the top menu bar.
2. Generate the report containing the data to be exported.
3. With the report visible on the screen left click the **<Print Preview>** tab.
4. Left click **<Excel>** on the **Data** ribbon.
5. In the **Export-Excel Spreadsheet** box that opens either enter the *file name* or **Browse** to the location you wish to place spreadsheet file. (You may also change the name of the file at this time.)
6. Using the drop down arrow, select the Excel file format. Even if you have Access 2007 or 2010, you may only be able to select Excel 97 format.
7. Make sure the option to **“Open the destination file after the operation is complete”** box is checked.
8. Left click **OK**.
9. If asked to overwrite an existing file, either click **<Yes>**, or enter a new file name and location.
10. When you close the Excel file, you will once again see the Access report. There is no need to save the export steps.

Note: If you receive an **Overflow** message simply click **<OK>**. It will not affect the creation or contents of the spreadsheet.

Access 2010 version of EPINet™:

1. Left click the **<Reports/Graphs>** tab on the top menu bar.
2. Follow steps 2 through 10 above and read Note.

The top row of the spreadsheet created contains the field names and the second row contains the value selected for that field name. For the Needlestick and Sharp Object report, columns Q, R, and S contain the report values in the order listed on the Access report. For the Blood and Body Fluid report, go to columns M, N, and O.

When you close the Excel file, you will once again see the Access report you generated.

Chapter 5 Install/Reinstall EPINet™ for an Existing User

Import Facility Information from a Previous Version

When upgrading EPINet™ to a later version you can import the master table of information from the earlier version.

In order for these imports to be successful, the previous version of EPINet™ must be placed on the C drive in a folder called **epinet** and named **epinet.mdb** (c:/epinet/epinet.mdb). It must have the "mdb" file name, even if it is the Access 2010 version and has an "accdb" file type.

Perform this step before any other tables are imported in order to have all facility information imported. If this step is omitted, the Master table will contain the Facility IDs of the imported records but not Facility Types and Customized questions added for each facility.

For ALL versions of Microsoft Access:

Place a copy of the old EPINet™ on the C drive in a folder called **epinet**. Rename the old file **epinet.mdb** (C:\epinet\epinet.mdb). See notes above about displaying file types with file names.

Open the new version using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Import/Export Menu>, and select <Import>.
2. You may have three options for the import (WinAccess, DOS, Previous version), if so select <Previous Access Versions>. This step may not be necessary, depending on the version of EPINet™ opened in Access 2003.
3. Left click <Facility Information>. The screen will not change upon successful completion of this procedure.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 3 above.

Access 2010 version of EPINet™:

1. Left click the <Import/Export Menu> tab.
2. Left click <Facility Information> on the **Import Facility Information** ribbon. The screen will not change upon successful completion of this procedure.

Import 'Other Tables' from a Previous Version

Other tables include the user-populated tables—Home department, Injury department, Doctor specialty, Manufacturer, and any user-defined question and responses.

For ALL versions of Microsoft Access:

Place a copy of the old EPINet™ on the C drive in a folder called **epinet**. Rename the old file **epinet.mdb** (C:\epinet\epinet.mdb). See notes above about displaying file types with file names.

Open the new version using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Once these tables have been imported, you can follow the steps described in the **Import network data** section above to import the existing data from the old Application.

Access 2003 version of EPINet™ installed in Access 2003:

1. Double left click <Modify EPINet>
2. Left click <Tables> in the **Objects** box that appears on the left of the screen. If “Tables” is not highlighted, left click it to select.
3. Locate the table—**IkupDocSpecialty**. (Tables are listed in alphabetical order).
4. Right click the table and left click <Rename>.
5. Give the table the same name, adding **-empty** to the end. For example, ‘IkupDocSpecialty’ will now be ‘IkupDocSpecialty-empty’.
6. Repeat this step for **IkupHomeDept**, **IkupInjuryDept**, and **IkupManufacturer**. If the user has added new questions, rename **IkupBBFUDF1**, **IkupBBF2**, **IkupNSUDF1**, and **IkupNSUDF2** as well. Only rename the tables listed above.
7. Left click <New> along the top of the database box. A small box, titled **New Table**, will open.
8. Left click <Import Table> and <OK>. The Import box that opens allows you to browse to the location of the file you want to import.
9. Browse to c:\epinet\epinet.mdb and left click it to highlight it.
10. Left click <Import> (in the lower right corner of the box.)
11. A long list of tables will appear in the box. While holding down the *SHIFT* key, select the tables to import--**IkupDocSpecialty**, **IkupHomeDept**, **IkupInjuryDept**, and **IkupManufacturer**. If the user has utilized the feature to add new questions, click **IkupBBFUDF1**, **IkupBBF2**, **IkupNSUDF1**, and **IkupNSUDF2** as well.
12. After making these selections, click <OK>.

These tables have been imported.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Home> tab, the down arrow (↓) under **View** on the **Views** ribbon and <Design View>.
2. Left click the **Tables** tab that appears in the **Navigation** pane that opens on the left. If **Tables** is not visible at the top of the **Navigation** pane, left click the down arrow (↓) on the top right of the pane, then left click <Tables> that appears following ‘Filter by Group’.
3. Locate the table—**IkupDocSpecialty**. (Tables appear in alphabetical order.)
4. Right click the table then left click <Rename>.
5. Give the table the same name, adding **-empty** to the end. For example, ‘IkupDocSpecialty’ will now be ‘IkupDocSpecialty-empty’.
6. Repeat this step for **IkupHomeDept**, **IkupInjuryDept**, and **IkupManufacturer**. If the user has added new questions to EPINet™, rename **IkupBBFUDF1**, **IkupBBF2**, **IkupNSUDF1**, and **IkupNSUDF2** as well. Only rename the tables listed above.
7. Double click the <External Data> tab then the <Access> option on the **Import (Import & Link for Access 2010)** ribbon.
8. In the **Get External Data-Access Database** box that opens, click <Browse> and go to c:\epinet\epinet.mdb.
9. Once selected, left click <Open> in the lower right corner of the **File Open** box.
10. Make sure that the option, “Import tables...” is selected, not “Link to the...”.
11. Left click <OK>. The **Import Object** box will open. If the **Tables** tab is not highlighted left click it to select. A long list of tables will appear in the box.
12. While holding down the *SHIFT* key, select the tables to import--**IkupDocSpecialty**, **IkupHomeDept**, **IkupInjuryDept**, and **IkupManufacturer**. If the user has utilized the feature to add new questions, click **IkupBBFUDF1**, **IkupBBF2**, **IkupNSUDF1**, and **IkupNSUDF2** as well.
13. After making these selections, click <OK>. There is no need to save the import steps.
14. Close the **Navigation** pane by left clicking the double arrows pointing left (<<).
15. Left click Home tab.
16. Left click the down arrow (↓) under **View** on the **Views** ribbon and select <Form View>.

These tables have been imported. There is no need to save the import steps.

Access 2010 version of EPINet™:

EPINet™ for Access 2010 has a built-in option to import the user-populated tables from the earlier version of EPINet™.

1. Left click the <Import/Export Menu> tab.
2. Left click <All Other Tables> on the **Import Facility Information** ribbon. The screen will not change upon successful completion of this procedure.
3. A box may open stating certain tables do not exist and will not import. Click <OK> to continue. This may occur several times. It is most likely to occur when upgrading from Access 2003 to Access 2010. When notified that tables are missing, you may also see a **Macro Single Step** box. Left click <Stop All Macros> when this box opens.
4. Repeat steps 2 and 3.

These tables have been imported. There is no need to save the import steps.

Note for ALL versions of Microsoft Access: If you forget to rename the tables to be imported from the old version, (such as lkupManufacturer-empty) the newly created tables will have a number one (1) added to the end of the name (lkupManufacturer1). Simply rename 'lkupManufacturer' to 'lkupManufacturer-empty', then rename 'lkupManufacturer1' to 'lkupManufacturer'.

If you wish to utilize a manual import of all the tables needed for the new copy of EPINet™, simply add BBF, Needlestick, tblPostExposure, and tblMaster to the tables list above. If you manually import these tables, make sure you have already renamed the original BBF, Needlestick, tblPostExposure, and tblMaster tables with '-empty' as described above. EPINet™ does not assign new Incident IDs when data are manually imported.

Chapter 6 Miscellaneous Info and How-to

Displaying File Types in Folders

If file types do not display, change the computer settings to show file types before renaming the database to prevent the txt.mdb or txt.accdb problem.

1. Go to the **C:\epinet folder**, left click **<View>** then **<Details>**.
2. Follow this by going back to the menu bar and left clicking **<Tools>**, **<Folder Options>**, and the **View** tab.
(If **View** does not appear on the menu bar, left click **<Organize>** then **<Folder and search options>** then the **View** tab.)
3. Uncheck **Hide extensions for known file types**. Click **<Apply>**.

Compact and Repair the Database

As you use EPINet™, and when you import data from facilities within the network, the database grows in size. You will need to “compact” your database. Perform this task monthly if you use the Post Exposure Email notification feature frequently. Otherwise, do it every year or so.

For ALL versions of Microsoft Access:

Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click **<Modify EPINet>**, then click **<Tools>** on the menu bar at the top of the screen.
2. Select **<Database Utilities>**, and click **<Compact and Repair Database>**.
3. Enter the administrative username and password when asked.

Access 2003 version of EPINet™ installed in Access 2007:

1. Left click on the **Office** button in the upper left – the round multi-colored circle.
2. Left click **<Manage>** then **<Compact and Repair>** in the right hand side of the box.
3. Enter the administrative username and password when asked.
4. Close the **Navigation** pane if it opens.

Access 2003 version of EPINet™ installed in Access 2010:

1. Left click the **File** tab.
2. Left click **<Info>** along the left of the box, then **<Compact and Repair>**.
3. Enter the administrative username and password when asked.
4. Close the **Navigation** pane by left clicking the double arrows pointing left. (<<).

Access 2010 version of EPINet™:

1. Follow steps 1 through 4 above.

Handling Data corruption:

If a database at a facility in the network becomes corrupt via virus or user error, use data from the administrator’s database to replace the data lost. The only data to be re-entered manually by the user is from the last export to the administrator. If the administrator’s database has become corrupt, recover the master database by re-importing all historical data.

Data corruption can occur accidentally or intentionally. We have been able to recover data in most cases, but in some cases, users have had to reenter all data because of corruption. This is why we recommend filing and retaining paper questionnaire forms and saving both the original and cleaned database files from each facility.

The first step in recovering a corrupt database is to contact the Information Technology person who manages the shared network server where EPINet™ resides.

Use of passwords

EPINet™ is distributed with pre-programmed usernames and passwords. When entering data use the *Data entry* username and *edit* password. If not entering data, but generating reports, or reviewing the data, use the *Read only* username and *read* password. For most uses, the data entry username is adequate.

Use the administrative username and password to compact and repair the database and to change user security or programming code; otherwise use the Read Only/Read or Data Entry/edit username and password.

We recommend that you do not overwrite or delete the default usernames and passwords. You can add as many as you need, assigning each a level of responsibility—read only, enter and edit data, or complete access of the software. We recommend limiting the number of users with administrative privileges.

Add a User

For ALL versions of Microsoft Access:

Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms Menu>, <Modify Tables>, then <Manage User Accounts>.
2. Left click <New>.
3. Type the new username and password. Use the drop down arrow (↓) to select the security level.
4. Left click <Save> then <Close>.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click <Add-Ins> on the top menu bar
2. Follow steps 1 through 4 listed above.

Access 2010 version of EPINet™:

1. Left click the <Manage User Accounts> tab, then <Add/Delete Users >.
2. Follow steps 2 through 4 listed above.

Delete a User.

For ALL versions of Microsoft Access:

Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms Menu>, <Modify Tables>, then <Manage User Accounts>.
2. Click the down arrow (↓) to the right of User name and left click the username to delete.
3. Left click <Delete>.
4. When told that you are about to delete one record, click <Yes> to confirm.
5. Left click <Close>.

Note: Do not delete the administrator's account.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 5 listed above.

Note: Do not delete the administrator's account

Access 2010 version of EPINet™:

1. Left click the <Manage User Accounts> accounts tab.
2. Left click <Add/Delete Users>.
3. Follow steps 2 through 5 listed above.

Note: Do not delete the administrator's account.

Change a User's Password

For ALL versions of Microsoft Access:

Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms Menu>, <Modify Tables>, then <Manage User Accounts>.
2. Click the down arrow (↓) to the right of User name and left click the username for the password change.
3. Overtyping the old password with the new password.
4. Left click <Save> then <Close>.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Double left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 4 listed above.

Access 2010 version of EPINet™:

1. Left click the <Manage User Accounts> accounts tab.
2. Left click <Change Password>.
3. Type the username.
4. Type the old password for that user.
5. Type the new password for that user.
6. Type the new password again to verify the change.
7. Left click <Close>.

Default currency symbol and date format (for International users)

By default, EPINet™ displays the USD (\$) currency symbol. Most customized versions display the currency symbol for that country.

The date format is set in the 'Regional Settings' menu of the computer's Control Panel. When data is imported, those settings are used. Changing these settings after entering or importing data does not change the existing data. Therefore, if you plan to use it on computers in different countries, confirm that the Regional Settings are appropriate *before* using EPINet™. Always keep an 'unused' version of the Application saved in an easily identified, but secure, location as a backup.

Delete a record

Be sure to verify that the correct record is highlighted because, once deleted, the record cannot be recovered and the delete cannot be undone. That record number will not be used again and you cannot recover any information contained in that record. Deleting a Blood and Body Fluid Exposure or Needlestick and Sharp Object Injury record does not delete the Post Exposure Follow-up record associated with it. That is a separate step.

For ALL versions of Microsoft Access:

Open EPINet™ using the *data entry* username and *edit* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Forms Menu>, then <Edit>, and <Blood and Body Fluid Incident>, <Needlestick and Sharp Object Incident> or <Post Exposure Incident>.
2. Locate the duplicate record to delete and view it on the screen
3. Left click <Record Navigation> on the menu bar, then <Delete record> WHILE THAT RECORD IS VISIBLE ON YOUR SCREEN.
4. Confirm the delete by clicking <Yes>.
5. Close the form by clicking the word <Close> on the menu bar.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Double left click the <Add-Ins> tab on the top menu bar.
2. Follow steps 1 through 5 listed above.

Access 2010 version of EPINet™:

1. Left click the <Forms> tab and either <Blood and Body Fluid>, <Needlestick and Sharp Object>, or <Post Exposure> on the **Modify/Correct Data Forms** ribbon.
2. Locate the duplicate record to delete and view it on the screen.
3. Left click the <Home> tab on the menu bar,
4. Left click the down arrow (↓) beside **Delete** on the **Records** ribbon.
5. Left click <Delete record> WHILE THAT RECORD IS VISIBLE ON YOUR SCREEN.
6. When asked, confirm the delete by clicking <Yes>.

Correct time format when exporting to Excel

There is no way for us to specify the time format when we export to Excel. It currently goes to Excel with a date of 1/0/1900 labeled **TimeIncident**. If you expand the column width, time still does not appear.

Select all of the 'cells' of the **TimeIncident** column, while in Excel, and select the desired time format.

Change default **IMPORT** file location from C:\EPINet\

EPINet™ defaults to importing data from the C drive. This is not a problem if the user never needs to import data. However, as an administrator, you expect to receive data from the user on a periodic basis, so if you cannot write to your C drive, you must make modifications to allow data import from another location. Changing the export location is a separate process.

For ALL versions of Access:

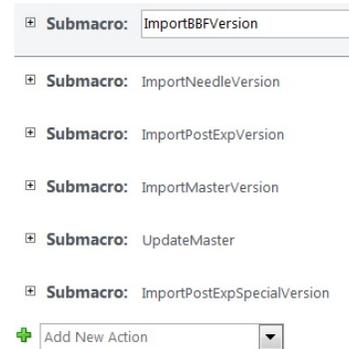
Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Modify EPINet> on the top menu bar.
2. In the **Objects** column left click once to highlight <Macros>.
3. Right click <import table> then left click <Design View>.
4. Left click on the right border of the column labeled **Macro Name** and drag it to the right to widen the column so all words in the column are visible.
5. Left click **ImportBBFVersion**. Note that it says **TransferDatabase** in the **Action** column (the third column). Ignore any macros appearing **before ImportBBFVersion**.
6. In the box that appears in the lower half of the screen, change the location of '**Database Name**' from **C:\EPINet\epinet.mdb** to the desired location. (For example: J:/myfolder/epinet.mdb).
7. Repeat for the macros listed below:
 - ImportNeedleVersion**
 - ImportPostExpVersion**
8. Left click **ImportMasterVersion**.
9. Scroll down one additional row and left click in the **Macro Name** column. Note that it says **TransferDatabase** in the **Action** column (the third column to the right) and follow step 6.
10. Skip **UpdateMaster**.
11. Left click **ImportPostExpSpecialVersion** and follow step 6.
12. Close the macro by left clicking the white **X** in the red box in the upper right of the box. When asked if you want to save the changes left click <Yes>.
13. Left click the box () to the left of the X on the **Switchboard** to maximize it.

Access 2003 version of EPINet™ installed in Access 2007:

1. Left click <Home> and the small down arrow (↓) under <View> on the **Views** ribbon.
2. Left click <Design View>.)
3. If **Macros** does not appear at the top of the **Navigation** pane that opens along the left of the screen, left click the down arrow (↓) and scroll down below '**Filter by Group**' and left click <Macros>.
4. Right click <import table> then left click <Design View>.
5. Left click on the right border of the column labeled **Macro Name** and drag it to the right to widen the column so all words in the column are visible.
6. Follow steps 5 through 12 above.
7. Left click the two left pointing arrows '<<' at the top of the **Navigation** pane to close it.
8. Again click the down arrow in the upper left corner under <View> on the **Views** ribbon.
9. Left click <Form View>.



Access 2003 version of EPINet™ installed in Access 2010:

1. Left click the <Home> tab.
2. Left click the down arrow (↓) under **View** on the **Views** ribbon then <Design View>.
3. If **Macros** does not appear at the top of the **Navigation** pane that opens along the left of the screen, left click the down arrow (↓) and scroll down below '**Filter by Group**' and left click <Macros>.
4. Right click <import table> then left click <Design View>.
5. If the box left of Submacro: **ImportBBFVersion** contains a '+' go to the

```

If [Forms]![Switchboard]![SecurityLevel]<>3 Then
/* import BBF from previous versions of access
ImportExportData
Transfer Type Import
Database Type Microsoft Access
Database Name c:\epinet\epinet.mdb
Object Type Table
Source BBF
Destination BBFImportData
Structure Only No

```

next step, otherwise, left click the '-' sign. You will note that the '-' sign is now a '+' sign and that all of the steps in the submacro disappear.

6. Repeat for each submacro until all are closed.
7. Re-expand the **Submacro ImportBBFVersion** by left clicking the '+' sign to its left.
8. If necessary, expand the line beginning **If [Forms]![Switchboard]![SecurityLevel] < > 3 Then** by clicking the '+' sign.
9. On the line labeled **Database Name**, change **C:\epinet\epinet.mdb** to the desired location. (For example: J:/myfolder/epinet.mdb).
10. Left click the '-' sign to minimize this submacro.
11. Repeat steps 7 through 10 for each of the following macros, doing so one at a time. Do NOT change any other import macros in the list:
 - ImportNeedleVersion**
 - ImportPostExpVersion**
 - ImportMasterVersion**
 - ImportPostExpSpecialVersion**_(or **ImportSpPostExpVersion**).
12. Close the macro by left clicking the small 'x', beneath the larger 'X', in the upper right corner of the EPINet™ screen, NOT the box. (You delete the submacro if you click the x inside the upper left of the box.)
13. Left click <Yes> to '**Save the changes**' when prompted.
14. Left click the two left pointing arrows '<<' at the top of the **Navigation** pane to close it.
15. Click the down arrow in the upper left corner under <View> on the **Views** ribbon on the **Home** tab.
16. Left click <Form View>.

Access 2010 version of EPINet™:

1. Follow steps 1 through 11 above. (Omit steps 12 through 14).
2. Right click <ImportOtherTables> then left click <Design View>.
3. If the '-' sign is already displayed to the left of **ImportOtherTables** continue without checking the box. Otherwise, left click the '+' sign. Note that the '+' sign is now a '-' sign and the submacro has been expanded to display all steps. (See pictures shown above.)
4. For each line that starts with **Database name**, change **C:\epinet\epinet.mdb** to the desired location. (For example, - J:/myfolder/epinet.mdb).
5. Close the macro by left clicking the small x, below the larger X in the upper right of the screen, NOT the box. (You delete the submacro if you click the x inside the upper left of the box.)
6. Left click <Yes> to '**Save the changes**' when prompted.
7. Close the **Navigation** pane by left clicking the double left pointing arrows (<<).
8. Left click the down arrow (↓) under **View** on the **Views** ribbon.
9. Left click <Form View>.

Change default **EXPORT** file destination from C:\EPINet\

EPINet™ defaults to importing and exporting data to the C drive. This is not a problem if the user never needs to import or export data. However, as an administrator, you expect to receive data from the user on a periodic basis, so you must make modifications to allow data export to another location. Changing the import location is a separate process.

There are more submacros to change when altering the export destination than when altering the import location.

For ALL versions of Access:

Open EPINet™ using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Left click <Modify EPINet> on the top menu bar
2. In the **Objects** column left click once to highlight <Macros>.
3. Right click to <export table> then left click <Design View>.
4. Along the left side, in the top row named **Macro Name** drag the right line at the border to make the column wider so all words in the first column are visible.
5. Highlight **exportBBFConfidential** in the **Macro Name** column.
6. Scroll down two rows to where **Transfer Database** appears in the **Action** column (the 3rd named column).
7. Place your cursor in the first column on that row and left click once.
8. In the box that appears in the lower half of the screen, change the location of '**Database Name**' from **C:\EPINet\EPINetConfidential.mdb** to the location you choose. (For example: J:/myfolder/EPINetConfidential.mdb).
9. Repeat steps 5 through 8 for:
 - exportNeedleConfidential**
 - exportPostConfidential**
10. Highlight **exportMasterConfidential** in the **Macro Name** column.
11. Scroll down one row to where '**Transfer Database**' appears in the '**Action**' column (the 3rd named column) Note that for the Master tables, you only scroll down one row, otherwise the steps are the same.)
12. Place your cursor in the first column on that row and left click once.
13. In the box that appears in the lower half of the screen, change the location of '**Database Name**' from **C:\EPINet\EPINetConfidential.mdb** to the desired location. (For example: J:/myfolder/epinet.mdb).
14. Repeat steps 5 through 8 for:
 - exportBBFFull**
 - exportNeedleFull**
 - exportPostFull**
15. Repeat steps 10 through 13 for:
 - exportMasterFull**
16. Repeat steps 5 through 8 for:
 - exportBBFExcel**
 - exportNeedleExcel**
 - exportPostExcel**
17. Close the macro box by left clicking the **X** in the upper right of the box (the one beneath the **X** to close the database.)
18. Left click <Yes> to '**Save the changes**' when prompted.
19. Left click the box (☐) to the left of the **X** on the **Switchboard** to maximize it.

Access 2003 version of EPINet™ installed in Access 2007:

1. Left click <Home> and the small down arrow (↓) under <View> on the Views ribbon.
2. Left click <Design View>.)
3. If **Macros** does not appear at the top of the **Navigation** pane that opens along the left of the screen, left click the down arrow (↓), scroll down below '**Filter by Group**' and left click <Macros>.
4. Right click <exporttable> then left click <Design View>.
5. Along the left side, in the top row named **Macro Name** drag the right line at the border to make the column wider so all words in the first column are visible.
6. Locate **exportBBFConfidential** in the **Macro Name** column.
7. Scroll down three rows to where **Transfer Database** appears in the **Action** column (the 3rd named column).
8. Place your cursor in the first column on that row and left click once.
9. In the box that appears in the lower half of the screen, change the location of '**Database Name**' from **C:\EPINet\EPINetConfidential.mdb** to the location you choose. (For example: J:/myfolder/EPINetConfidential.mdb).

10. Repeat steps 6 through 9 for:
exportNeedleConfidential
exportPostConfidential
11. Locate **exportMasterConfidential** in the **Macro Name** column.
12. Scroll down two rows to where **'Transfer Database'** appears in the **'Action'** column (the 3rd named column) Note that for the Master tables, you only scroll down two rows, otherwise the steps are the same.)
13. Place your cursor in the first column on that row and left click once.
14. In the box that appears in the lower half of the screen, change the location of **'Database Name'** from **C:\EPINet\EPINetConfidential.mdb** to the desired location. (For example: J:\myfolder\epinet.mdb).
15. Repeat steps 6 through 9 for:
exportBBFFull
exportNeedleFull
exportPostFull
16. Repeat steps 11 through 14 for:
exportMasterFull
17. Repeat steps 6 through 9 for:
exportBBFExcel
exportNeedleExcel
exportPostExcel
18. Close the macro box by left clicking the **X** in the upper right of the box (the one beneath the **X** to close the database.)
19. Left click **<Yes>** to **'Save the changes'** when prompted.
20. Left click the two left pointing arrows **'<<'** at the top of the **Navigation** pane to close it.
21. Go back to the upper left and again click the down arrow under **<View>** on the **Views** ribbon.
22. Left click **<Form View>**.

- ⊕ **Submacro:** exportBBFConfidential
- ⊕ **Submacro:** exportNeedleConfidential
- ⊕ **Submacro:** exportPostConfidential
- ⊕ **Submacro:** exportMasterConfidential
- ⊕ **Submacro:** exportBBFFull
- ⊕ **Submacro:** exportNeedleFull

Access 2003 version of EPINet™ installed in Access 2010:

1. Left click the **<Home>** tab.
2. Left click the down arrow (↓) under **View** on the **Views** ribbon then **<Design View>**.
3. If the **Navigation** pane does not display **Macros**, left click the down arrow (↓) and select **Macros** under **Filter by Group**.
4. Right click **<export table>** then left click **<Design View>**.
5. If the sign to the left of **Submacro:** **exportBBFConfidential** is a '+' sign, continue to the next step. Otherwise left click the '-' sign to minimize the submacro.
6. Repeat for each Submacro until all are minimized. Notice that the '-' signs have been replaced by '+' signs to the left of each submacro name.
7. Re-expand the submacro **Export BBFConfidential** by left clicking the '+' sign.
8. If necessary, expand the line beginning **If [Forms]![Switchboard]![SecurityLevel] < > 3 Then** by clicking the '+' sign.
9. The line that starts with **Database Name** is the name and location of the export file. Change **C:\EPINet\EPINetConfidential.mdb** to the desired

```

⊖ Submacro: exportBBFConfidential

⊖ If [Forms]![Switchboard]![SecurityLevel]<>3 Then
  ⊖ ⚠ SetWarnings
    Warnings On No
  OpenQuery
    Query Name ExportBBFConfidential
    View Datasheet
    Data Mode Edit
  ⚠ ImportExportData
    Transfer Type Export
    Database Type Microsoft Access
    Database Name c:\EPINet\EPINetConfidential.mdb
    Object Type Table
    Source BBFConfidential
  
```

location. (For example: J:\myfolder\epinet.mdb). Note: There may two **Database Name** lines for some submacros. If so, change both.

10. Left click the '-' sign to close this submacro.
11. Repeat steps 5 through 10 until **ALL** of the submacros listed below are changed to the new location.

exportNeedleConfidential
exportPostConfidential
exportMasterConfidential
exportBBFFull
exportNeedleFull
exportPostFull
exportMasterFull
exportBBFExcel
exportNeedleExcel
exportPostExcel

12. Close the macro by left clicking the small **x**, below the larger **X** in the upper right of the screen. Click **<Yes>** when asked about 'saving the changes'.
13. Close the **Navigation** pane by left clicking the double left pointing arrows (<<).
14. Go back to the upper left and again click the down arrow under **<View>** on the **Views** ribbon on the **Home** tab.
15. Left click **<Form View>**.

Access 2010 version of EPINet™:

1. Follow steps 1 through 15 above. Submacros **exportMasterConfidential** and **exportMasterFull** may be missing from the list for this version.

Problems importing Post Exposure data

The naming of Post Exposure tables has changed over the life of Access/EPINet so an adaption may be necessary when importing the data.

If you receive a message that the **PostExposure** table is missing, close the current database.

For ALL versions of Access:

Open the database you are trying to import from using the *admin* username and *epinet* password then follow the instructions listed below that match the version of EPINet™ and Microsoft Access installed on the computer.

Access 2003 version of EPINet™ installed in Access 2003:

1. Double left click **<Modify EPINet>**
2. Left click **<Tables>** in the **Objects** box that appears on the left of the screen. If "Tables" is not highlighted, left click it to select.
3. Locate the table—**tblPostExposure**. (Tables are listed in alphabetical order).
4. Right click the table and left click **<Copy>**.
5. Right click in the white area and left click **<Paste>**.
6. The **Paste Table As** box will open and you will be asked to provide a name for the new table. Type **PostExposure** (no spaces) in the box.
7. Ensure that **Structure and Data** is selected then left click **<OK>**.
8. Close the database.
9. Reopen the new database and follow the steps to import **Post Exposure** data as before.

Access 2003 version of EPINet™ installed in Access 2007 or 2010:

1. Left click the <Home> tab, the down arrow (↓) under **View** on the **Views** ribbon and <Design View>.
2. Left click the **Tables** tab that appears in the **Navigation** pane that opens on the left. If **Tables** is not visible at the top of the **Navigation** pane, left click the down arrow (↓) on the top right of the pane, then left click <Tables> that appears following 'Filter by Group'.
3. Follow steps 3 through 9 above.

Access 2010 version of EPINet™:

1. Follow steps 1 through 3 above.

Note: The box **Enter Parameter Value** may appear multiple times depending on the versions importing from and importing to. Click OK without entering a Parameter Value. Those are not considered error messages and are not a problem.

Network Technical Support

If you have problems or questions, please contact Ginger Parker at the International Safety Center, University of Virginia. E-mail: ginger.parker@internationalsafetycenter.org.

While this manual might make it appear that EPINet™ is complicated to manage, we think you will find that is not the case in practice. I wrote this manual for users not comfortable using Microsoft Access so I provided very detailed instructions. Those of you more comfortable with Access will be bored; but we encourage you to review the sections the first time or two you perform the tasks so you will not overlook some subtle, but important, steps.

Above all, we thank you for your interest in using EPINet™ and hope that it fulfills your needs.

Gini

Appendix 1

Letter to send EPINet™ to users-- Access 2003 version (even if used in Access 2007 or 2010)

I have attached 2 files. The installation and program instructions are in Microsoft Word. The second file contains 6 files compressed using WinZip. The questionnaires, (Needlestick and Sharp Object, Blood and Body Fluid, and Post-Exposure Follow-up) will unzip into Microsoft Word documents. The program database and the 2 blank databases are in Microsoft Access. The 2 blank databases (EPINetFull.mdb and EPINetConfidential.mdb) are required for the program export features to work properly. The actual program is Access EPINet US 1-7f.mdb. Please read the "How to Install" section of the directions before opening the program file.

EPINet™ is ready to use in versions of Microsoft Access from XP to 2003. Please follow the directions below for use in Microsoft Access 2007 and 2010.

SPECIAL DIRECTIONS FOR ACCESS 2007/2010 USERS ONLY:

EPINet™ was not designed for Access 2007 or 2010 and adaptations are necessary to use it.

When first opening EPINet™, you may be asked a question about a "Trusted location". Please accept that the file is being placed in a trusted location. A box may appear stating that possibly unsafe content is being blocked. Change the default value to allow all content. If you open without allowing all content, you will be deleting essential code and EPINet™ will not function.

2007

- 1) Do NOT convert EPINet™ to Access 2007. Leave it in Access 2003 format.
- 2) Upon opening in Access 2007 ignore the login box. Instead, look behind it at the Security Warning bar and left click **<Options>**.
- 3) In the Security Alert that appears at the bottom menu bar left click on the **'Enable this content'** button and left click **<OK>**.
- 4) Enter the username *data entry* and password *edit* in the **Login** box.
- 5) Finally, left click the **<Add-Ins>** tab on the top menu bar and the EPINet™ menu bars will appear.

It is now ready to go as before with 1 exception: The close button on the EPINet™ menu bar does not function for REPORTS or GRAPHS. In order to close a report or graph, right click on the report or graph and select **<Close>** from the list of options. You may have to click on a down arrow (↓) in the box to get to the bottom of the list for the 'Close' command to become visible. This is a standard way to close files in most Microsoft Office applications.

Note: You must go through these steps EACH time you open EPINet™ in Access 2007.

Close the **Navigation** pane whenever it appears. You do not need to use the forms and queries manually.

2010

1. Do NOT convert EPINet™ to Access 2010. Leave it in the Access 2003 format that was emailed to you.
2. If asked about disabling 'possible unsafe code' click **<no>**. This should only have to be done once.
3. When you open EPINet™ for the first time, left click **<Enable Macros>** on the yellow menu bar. This should only have to be done the first time the program is opened.
4. Click **<Add-Ins>** on the top menu bar. At that time the two EPINet™ menu bars will appear.

It is now ready to go as before with 1 exception: The close button on the EPINet™ menu bars does not function for REPORTS or GRAPHS. In order to close a report or graph, right click on the report or graph and select <Close> from the list of options. You may have to click on a down arrow (↓) in the box to get to the bottom of the list for the 'Close' command to become visible. This is a standard way to close files in most Microsoft Office applications.

Close the **Navigation** pane whenever it appears. You do not need to use the forms and queries manually.

If EPINet™ has already been converted to Access 2007 or 2010 format, simply rename it and unzip a new copy.

If you have problems, please email me and we can assist you.

Letter to send EPINet™ to users--Access 2010 version

I have attached 2 files. The installation and program instructions are in Microsoft Word. The second file contains 6 files compressed using WinZip. The questionnaires, (Needlestick and Sharp Object, Blood and Body Fluid, and Post-Exposure Follow-up) will unzip into Microsoft Word documents. The program database and the 2 blank databases are in Microsoft Access. The 2 blank databases (EPINetFull.mdb and EPINetConfidential.mdb) are required for the program export features to work properly. The actual program is Access 2010 EPINet US v 1-1.accdb. Please read the "How to Install" section of the directions before opening the program file.

I will be happy to arrange a phone call to walk you through the set-up steps.

Follow-up email--I have just emailed EPINet™ letter

Firewalls often prevent the delivery of EPINet™ attachments so send a second email, without attachments, to notify the recipient that you sent the EPINet™ files. This email notifies the recipient know that their request was received and responded to, and, what to do in the event the email or the attachments were blocked.

If the recipient does not have a personal email address, you can rename the 'zip' file as a 'txt' file and re-send it with detailed instructions to the recipient on how to re-name it so that it can be opened and used.

I have just sent EPINet™ to you as two attachments to an email. If the firewall at your hospital blocked the email or removed one or both of the attachments, please send me a personal email address that I can use to re-send it. Yahoo, gmail, hotmail, etc, usually do not have firewalls that remove the EPINet™ attachments. If you do not have a personal email address, let me know that as well so I can make alternative arrangements."

Appendix 2

Sample email requesting facility to send EPINet™ data to the administrator

(Edit the underlined parts based on the recipient and time range.)

For Access 2003 version, even if used in Access 2007 or 2010

Hello,

It's Gini here, from EPINet™ and it is that time again---data transmission time.

When I say left click some of you will left click once and some of you will have to left click twice--depending your computer settings. Do what works on your computer.

If you already have the EPINetConfidential.mdb export file set up and ready to go, you may begin at Step I.

If you do not have EPINetConfidential.mdb at C:\epinet\, open Microsoft Access selecting the **New**, or **Blank**, database option. Left click '**Save as**' then browse to C:\epinet and left click '**Save**' assigning the name **EPINetConfidential.mdb**.

Hooray, the hardest part is over.

Now the easy part...

- I. Open EPINet™ using the *data entry* username and *edit* password. (If using Access 2007 or 2010 left click **<Add-Ins>** after opening to display the EPINet™ menu bar.)
- II. Left click **Import/Export Menu** on the menu bar, then **Export**, then **Confidential Info Extracted**.

The first time through click **Blood and Body Fluid**:

type: 01/01/2012 in the starting date box and click **OK**

type 12/31/2012 in the ending date box and click **OK**.

Note: You must enter either a '/' or a '-', to separate the month from the day from the year.

Repeat step II clicking **Needlestick** this time and use the same starting and ending dates you used for the Blood and Body Fluid.

- III. Close EPINet™.
- IV. Go to C:\epinet\ and locate the file: EPINetConfidential.mdb. Open it and look in the Blood and Body Fluid and Needlestick tables to confirm the data from 2012 is there. Close the file. Right click on the file and rename it **EPINetConfidential.TXT**. Acknowledge that doing so may render the data unusable.

If data is not there:

Confirm that the file EPINetConfidential.mdb is indeed on the C: drive and in a folder called EPINet--not under C:\Program Files.

Confirm there is 2012 data in your EPINet™ program.

Confirm with your computer department that you can WRITE to the C: drive.

If problems continue, email me or call me (434) 962-3470 from a telephone that can make long distance calls. I will set up a good time to call you and walk you through the changes needed.

- V. Return to your email program.

VI. Once my email to you is open, click "**Reply**" and type your **Name**, your **Facility ID**, and **work telephone number** as a reply message. (Add any questions, comments, etc. that you have here as well.) Do **NOT** click "Reply to All."

VII. If you use Outlook, you will then click Insert, then File, and Browse to C:\epinet\EPINetConfidential.TXT. Highlight it and click **Insert**, and **Send**.

If you an email program other than Outlook, the process is similar although the commands may be different. Just follow your procedure to reply to my email and attach the EPINetConfidential.TXT file.

VIII. I will send you an acknowledgment that I received it and will tell you how many records I received to confirm I received all data from the time range.

Thank you for your EPINet™ participation. May this year be your safest year ever!

Warm regards,
Gini

For Access 2010 version

Hello,

It's Gini here, from EPINet™ and it is that time again---data transmission time.

When I say left click some of you will left click once and some of you will have to left click twice--depending your computer settings. Do what works on your computer.

If you already have the EPINetConfidential.mdb export file set up and ready to go, you may begin at Step I.

If you do not have EPINetConfidential.mdb at C:\epinet\, open Microsoft Access selecting the **New**, or **Blank**, database option. Left click '**Save as**' then browse to C:\epinet and left click '**Save**' assigning the name **EPINetConfidential.mdb**. You should have the option to save it in a 2002/2003 format. Select that option. If not, rename the newly created file it so that is an 'mdb' file.

Hooray, the hardest part is over.

Now the EPINet™ part of the process—the easy part...

I. Open EPINet™ using the *data entry* username and *edit* password going through the steps you would use to open EPINet™ to enter data.

II. Double left click the **Import/Export** tab on the menu bar, then **Blood and Body Fluid** on the **Export with Names Removed** ribbon. Type: **01/01/2012** for the start date and click '**OK**'. Type **12/31/2012** for the end date and click '**OK**'. **Note:** You must enter either a '/' or a '-' to separate the month from the day from the year.

Repeat step II clicking **Needlestick and Sharp Object**. Use the same start and end dates you used for the Blood and Body Fluid.

If you collect Post Exposure Follow-up data, repeat step II clicking **Post Exposure**. Use the same start and end dates you used for the Blood and Body Fluid.

III. Close EPINet™.

IV. Go to C:\epinet\ and locate the file: `EPINetConfidential.mdb`. Open it and look in the Blood and Body Fluid and Needlestick tables to confirm the data from 2012 is there. Close the file. Right click on the file and rename it `EPINetConfidential.TXT`. Acknowledge that doing so may render the data unusable.

If data are not there:

Confirm that the file `EPINetConfidential.mdb` is indeed on the C: drive and in a folder called EPINet--not under C:\Program Files.

Confirm there is 2012 data in your EPINet™ program.

Confirm with your computer department that you can WRITE to the C: drive.

If problems continue, email me or call me (434) 962-3470 from a telephone that can make long distance calls. I will set up a good time to call you and walk you through the changes needed.

V. Return to your email program.

VI. Once my email to you is open, click **"Reply"** and type your Name, your Facility ID, and work telephone number as a reply message. (Add any questions, comments, etc. that you have here as well.) Do **NOT** click **"Reply to All"**.

VII. If you use Outlook, you will then click **Insert**, then **File**, and **Browse** to `C:\epinet\EPINetConfidential.TXT`. Highlight it and click **Insert**, and **Send**.

If you use an email program other than Outlook, the process is similar although the commands may be different. Just follow your procedure to reply to my email and attach the `EPINetConfidential.TXT` file.

VIII. I will send you an acknowledgment that I received it and will tell you how many records I received to confirm I received all data from the time range.

Thank you for your EPINet™ participation. May this year be your safest year ever!

Warm regards,
Gini

Appendix 3

EPINet™ group training

A two-day training program for EPINet™ may be available to groups up to 25 people if requested and if expenses are covered (travel, food, and lodging). For groups of 2 to 5, training can be completed in one day. The program includes a slide show, lectures, and hands-on exercises with the EPINet™ application using sample data from our national database.

Training in EPINet™ involves learning how surveillance fits into the existing framework of Occupational Health activities within the hospital. Open discussion ensures the user has a good understanding of the questions on the forms, how those questions fit into the overall goal of reducing injuries and exposures, and the key variables to evaluate. Details on program installation and administration are hands on as users set up their own program, including customizing for departments, medical specialties, and device manufacturers. Exercises in generating reports and graphs of the data follows the data entry training.

Further exercises are designed to enable users to import and export data and to understand the role of the network administrator.

By the end of the training attendees have completed the initial setup of a new EPINet™ application, have entered sample data, and have generated graphs and reports. They have a blank version to take back to their facilities and can begin using EPINet™ immediately.

EPINet™ international training and computer requirements.

EPINet™ is an application using Microsoft Access. It is not a program and does not require installation. It is copied to the proper location and opened using the correct user name and password. Using Microsoft Access 2003 makes this process simple and only takes a few minutes.

- 1) EPINet™ can be used on both laptop and desktop computers.
- 2) It can be used in Microsoft Access 2003, 2007, and 2010—just tell us which one is installed BEFORE we leave the U.S.A. Using Access 2007 and 2010 with the Access 2003 version requires additional steps at startup and must have a trusted location set up as C:\epinet\. We can train in either Access 2003 or Access 2010. The trainees that use Access 2007 MUST be comfortable in using Access 2007.

The US has a version developed specifically for Access 2010. It can be arranged to use the Access 2010 version but, if so, all trainees must have Access 2010 installed. The use of the US version precludes translation and special coding for countries.

- 3) A printer DRIVER must be installed on each computer. There does not need to be a connection to a printer, just the driver.
- 4) The folder epinet must be created on the C drive (C:\epinet\) and the computer must be able to write to that location. EPINet™ does not reside in Program files.
- 5) English numbers MUST be the default number system and displayed as: 1, 2, 3. (True Arabic numbers will cause problems with dates and data cannot be entered.)
- 6) To receive the full benefit of training, Microsoft Word and Microsoft Excel, matching the version of Microsoft Access, should be installed on the computer. Some features do not work when the version of Word and Excel do not match the version of Access.

Please forgive such explicit instructions using both bold and underlining, but any time used during class to set up one or more computers means less time to learn the program for everyone. When we have to repeat the set-up steps, it means less time for all trainees. (It took over 2 hours of class time to set up 25 computers correctly in two different countries.)

We send our sincere thanks for your assistance in getting the computers set up. If you have further questions, please let us know by email or telephone. If you like, we can email you a copy of EPINet™ to open and confirm that everything is set.

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