
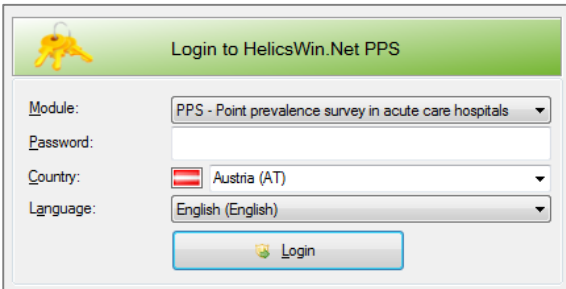


Getting started with HelicsWin.Net v2.3

This brief guide aims to get you started with HelicsWin.Net v2.3 and to explain where you can find more detailed information. The software can be downloaded from the ECDC website (URL: http://ecdc.europa.eu/en/healthtopics/Healthcare-associated_infections/HELICSWin-Net/Pages/HelicsWinNet-download-page-HWN.aspx) or the HAI-Net extranet (URL: <https://extranet.ecdc.europa.eu/HAINet/Software/Forms/AllItems.aspx>)

Opening HelicsWin.Net v2.3

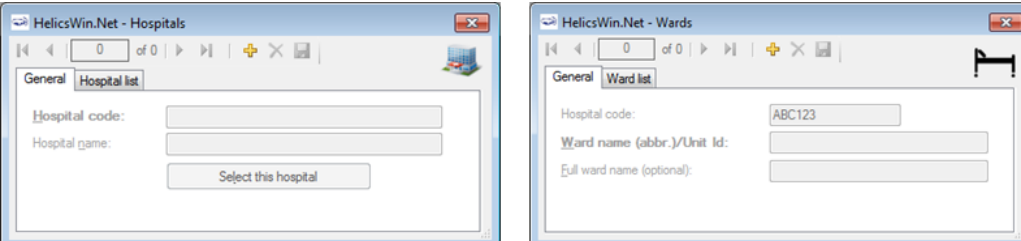
When you click the HelicsWin.Net icon  on your PC's desktop, a dialog-box prompts you to select which HelicsWin.Net module (CDI, ICU, or PPS), country and language¹ you want to use.



The default password is *helics*. You will be prompted to change this password and should do so quickly.

All data is saved on your local computer. When HelicsWin.Net opens the very first time, the database is completely empty.

You must therefore first define your hospital and wards. You will need the hospital code provided by your National HAI Surveillance Coordination Centre.



Only names and codes are entered for hospitals and wards at this stage.

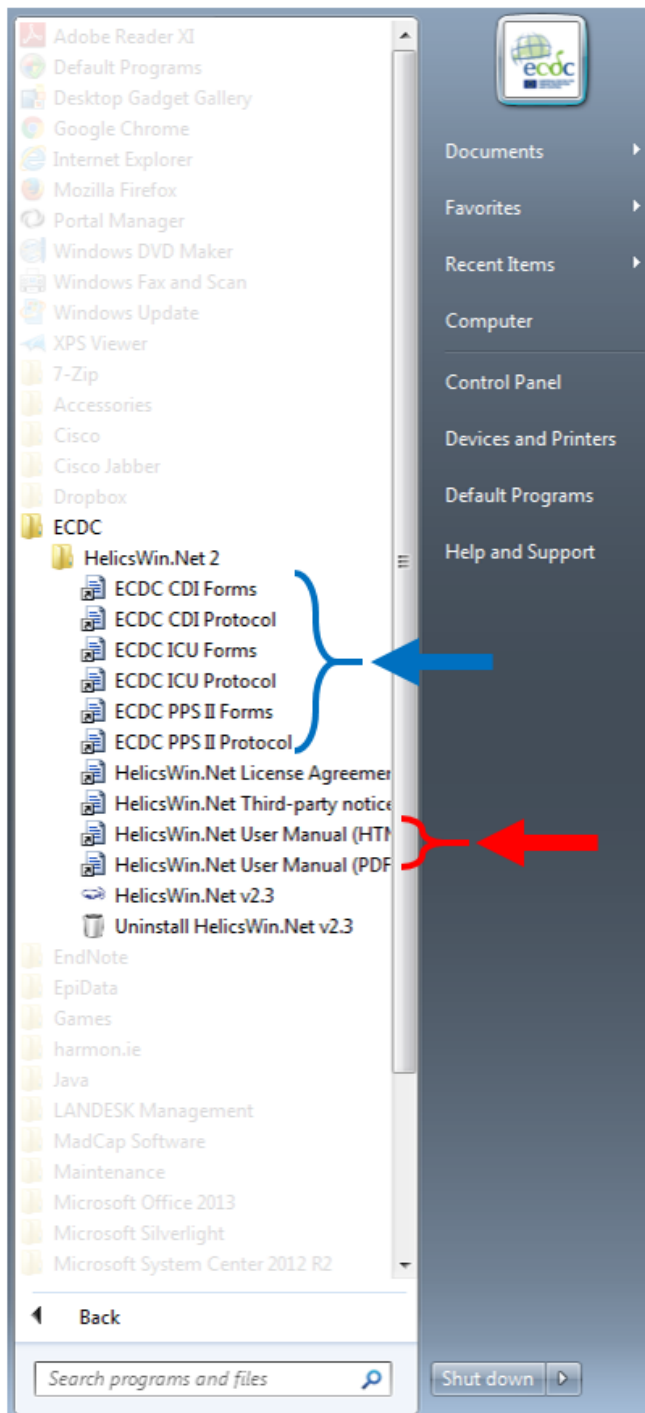
You add further details as you proceed to define your surveillance period, protocol type and the wards in your survey. The processes for this and the data collected vary between the CDI, ICU, or PPS modules and are described in the HelicsWin.Net user manual.

¹ Note that your language might not yet be translated. The default language on installation is English.

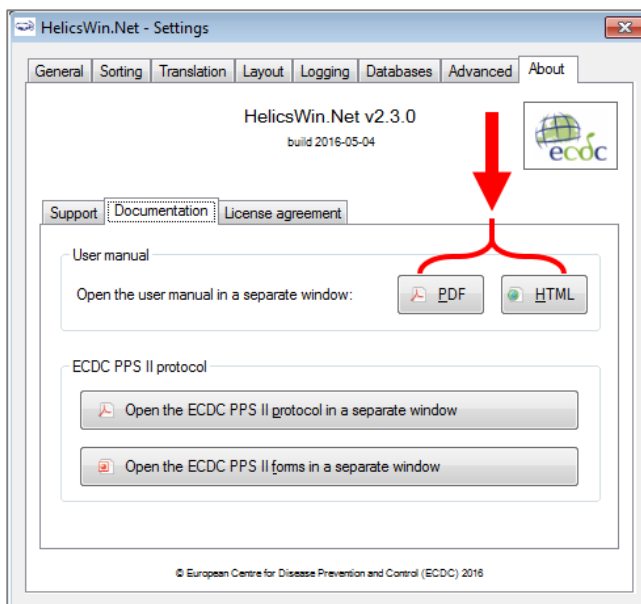
Finding Help in HelicsWin.Net v2.3

The HelicsWin.Net User Manual is now available in both PDF and HTML formats. The content is identical in both formats. The HTML format is recommended as it is easier to navigate.

You can access the User Manual (red arrow), along with the protocols and forms (blue arrow), through the **Windows Start** menu.



You can also access them through **Settings** in the HelicsWin.Net main menu: click **Settings** -> **About** -> **Documentation**, and select the format you prefer.



HTML user manual for HelicsWin.Net v2.3

Using the main menu

Use the main menu to open the main data entry forms for the different data levels. These forms are arranged in hierarchical order, based on hospital-, ward-, and patient-level data.

CDI main menu	ICU main menu	PPS main menu
CDI - ABC123 - No hospital survey selected	ICU - A2 - No hospital surveillance year selected	PPS - A1 - Backwoods General Hospital
[Hospital definition] [Ward definition]	[Hospital definition] [ICU definition]	[Hospital definition] [Ward PPS data]
[Data quality check] [Data report]	[Data quality check] [Data report]	[Data quality check] [Data report]
[Settings] [Quit]	[Settings] [Quit]	[Settings] [Quit]

Table 4: Summary of main menu functions

Button	Actions(s)
Hospital definition	Enter the name and code of a new hospital in the system. You can enter the data for different hospitals (sites) in the same database, e.g. hospitals within hospital trusts or organizations. This also enables national/regional coordinating centres to enter different hospitals data centrally, into a single database. If more than one hospital has been entered, you select individual hospitals here, by double clicking on its name in the Hospitals list.
Ward definition	Define all ward/ICU ID codes (abbreviated names). Optionally and in addition, full ward names can be entered.
ICU definition	

Important: Please note that you are using a local HTML installation in C:\HWN2 (default) – there is a known problem with local viewing that can occur when using Google Chrome. If you experience this issue, we recommend using Firefox or Internet Explorer instead. Two ways of achieving this are by changing your default internet browser, or by copying and pasting the URL from Google Chrome into the address bar in one of these browsers.