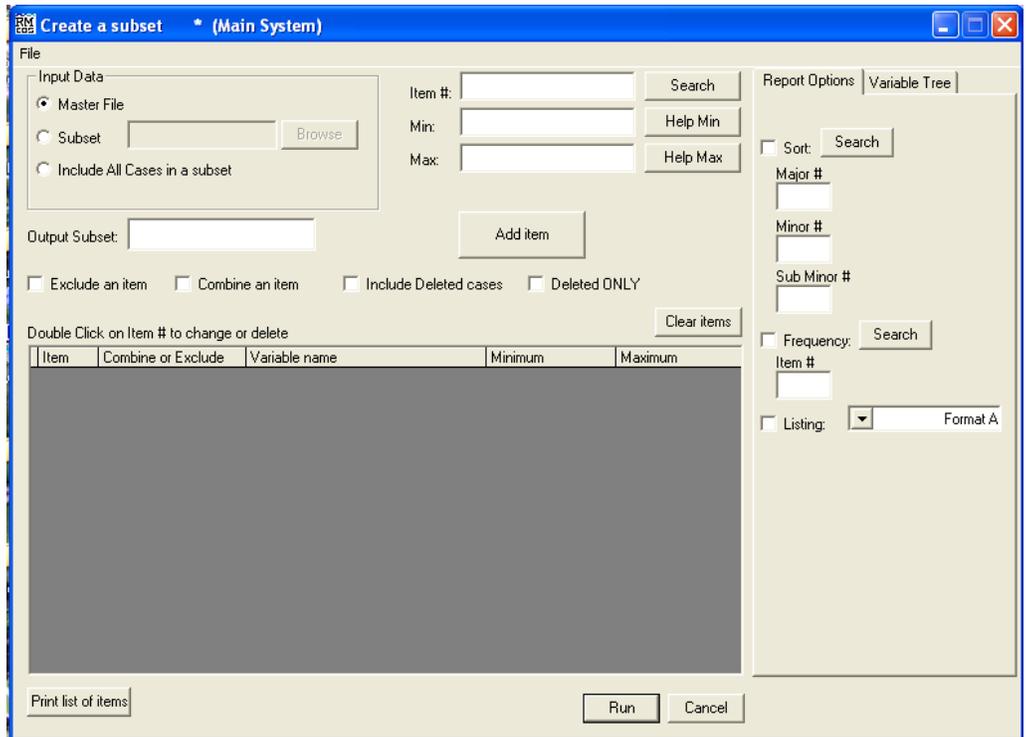


Create a Subset

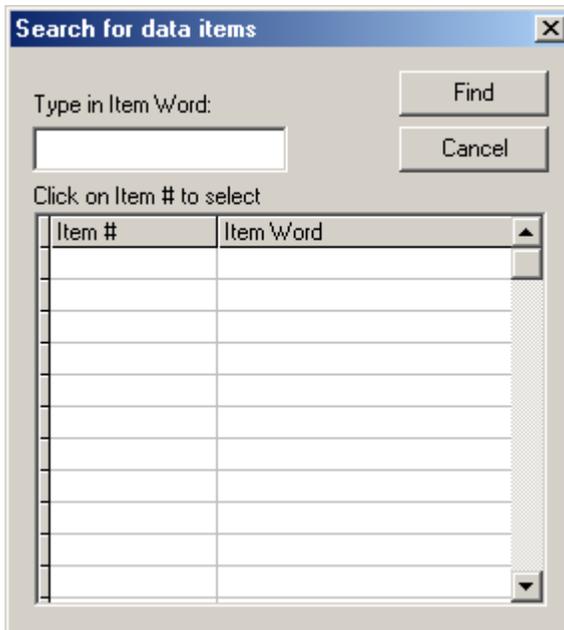
The first step in creating a subset file is to determine if your Input Data is from the master file or from a previously created subset. If you are creating from a subset when you click on the button for subset the box next to the option will highlight and allow you to type in your subset name or browse for the subset.

The third type of subset includes all cases in the master file.

You can also create reports directly from the subset program. The options for these reporting capabilities are the same as if you are running the report individually and are described in their own set of directions.



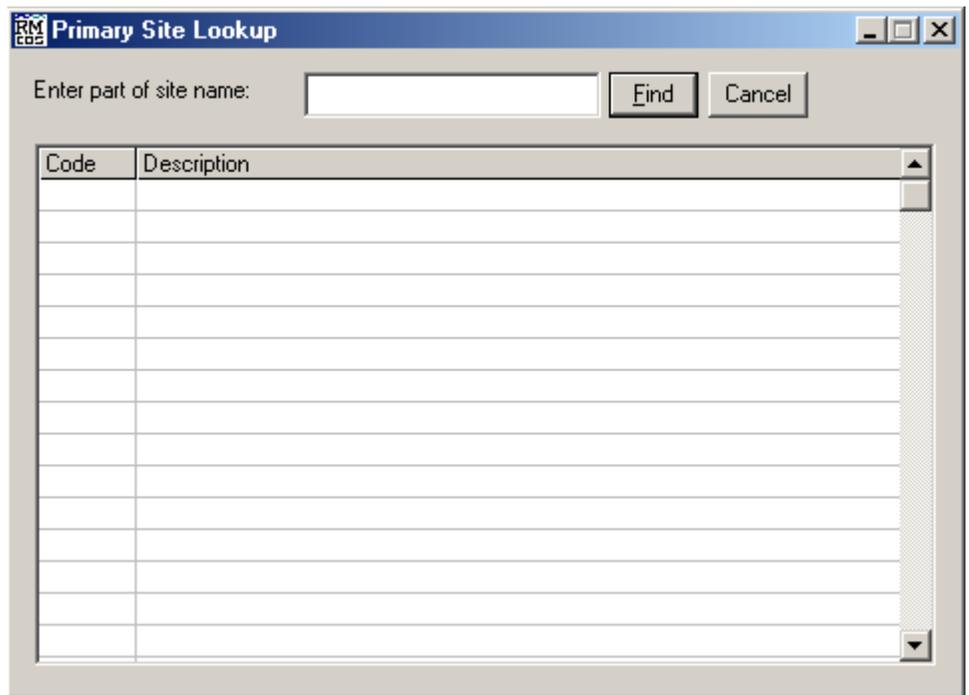
Once you have determined what your Input Data is you will need to name your Output subset. We recommend that you don't use spaces, instead you should use a "-" you can not use other special characters, i.e. *&%#.



You are now ready to start choosing your data variables. The box next to 'Item #' is where you will enter the number of the variable. If you have been using the RMCDs FORDS system for a while and know what the variable number is you can type it in the box. If you don't know the item number you can use the 'Search' option. They are consistent with the NAACCR numbers that can be found in your FORDS manual. A letter after the number indicates that this is an RMCDs specific variable.

To use the 'Search' option click on the 'Search' button. You will see a screen asking you to 'Type in Item Word'. The search function is looking for a string of letters that appears in the word. If you are looking for Primary Site you can type in 'Primary' or 'Site'. You do need to be careful not to type in too much information since some entries may be abbreviated.

To select Primary site, double click on the 'Item #' associated with the 'Item Word', in this case it is Item # 400. The *Item #* is inserted into the corresponding field in the Create a Subset window. Notice that the Label and length of this item number are listed next to the 'Add Item' button. To select *Maximum* and *Minimum* values for the *Item #* selected, you can type them in if you know them already, or you can search for them by clicking on the 'Help Min' and 'Help Max' buttons. Clicking on one of these buttons will bring up a lookup screen.



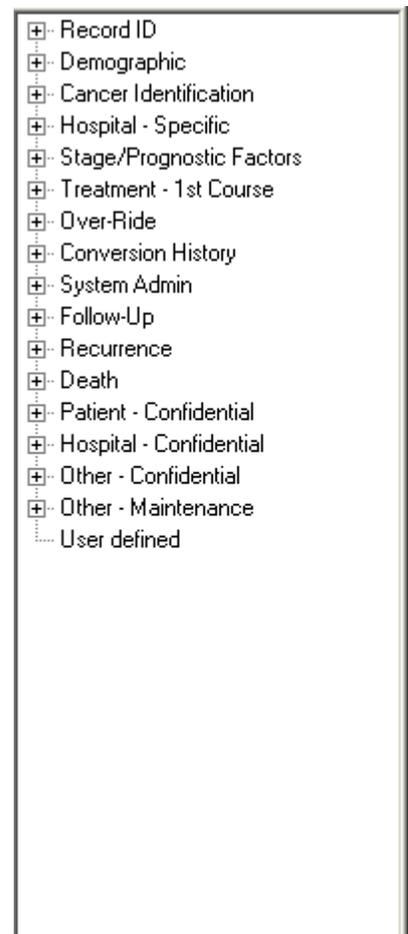
Type in part of the name that you would like to search for. For example, if you wanted to find the values for *Stomach*, you would type in Stom in the text line and then click on 'Find'. This will bring up all valid codes for site *Stomach*. Again, you will need to be careful not to type in too much of the word. In this example you would not get the site 'C165 Less Curv of Stom' if you had typed in Stomach as the entry has been abbreviated. To choose the site you want, double click on the corresponding code number to select the value. You will return to the 'Create A Subset Window'. You can use this same procedure for both the Min and Max values.

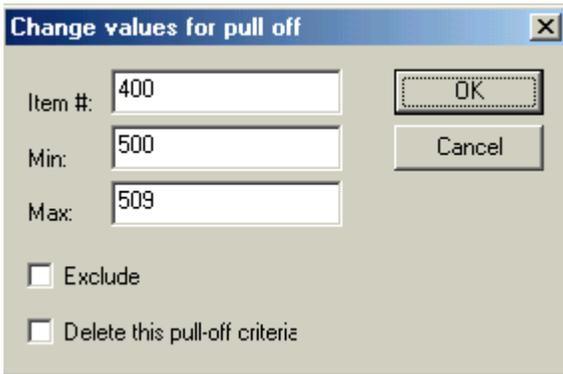
Once the *Item #*, *Min*, and *Max* are selected, click on the 'Add Item' button. The variable is then placed in the table in the middle of the window.

The second method of searching for an Item number is to use the tree structure at the side of the window.

For example, if you wanted to select *primary site*, you would first click on the + symbol next to *Cancer Identification*, then double click on *Primary Site*. Notice that when you double click on *Primary Site*, the *Item #* is filled in for you in the Create a Subset Window. Select the *Min* and *Max* values using the 'Help Min' and 'Help Max' buttons as described above.

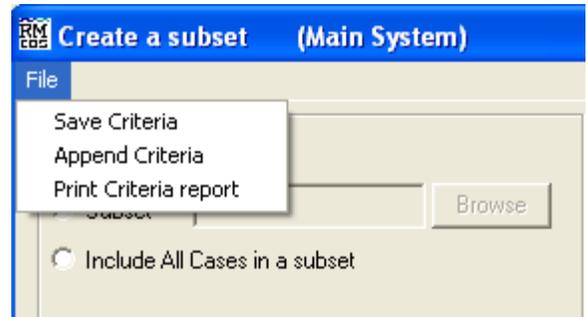
You can Exclude items from your pull-off, or combine items together for the pull off by clicking the check boxes above the criteria list box. You also have the option to include Deleted cases in your pull off. Clicking on the 'Clear Item' button will remove all criteria entries in the criteria table.



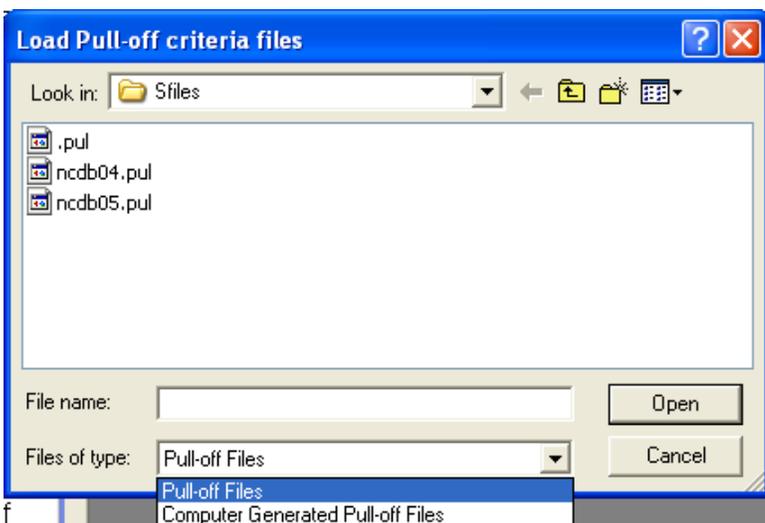


If you want to modify a criterion that has been entered, double click on the corresponding *Item #*. This will bring up a “*Change values for pull off*” window. In this window you have the options to change the values entered, to exclude this item, or to Delete this pull-off criteria. When you are finished modifying your selection, click ‘OK’.

At the top of the window, there is a pull down menu labeled ‘File’. This pull down menu gives you the options to *Save Criteria* to a file, *Append Criteria* from a file and *Print Criteria Report*. Clicking on *Save Criteria* will bring up a standard save window. Type in a name you want for this criteria in the box labeled ‘Files Name’, and click ‘Save’.



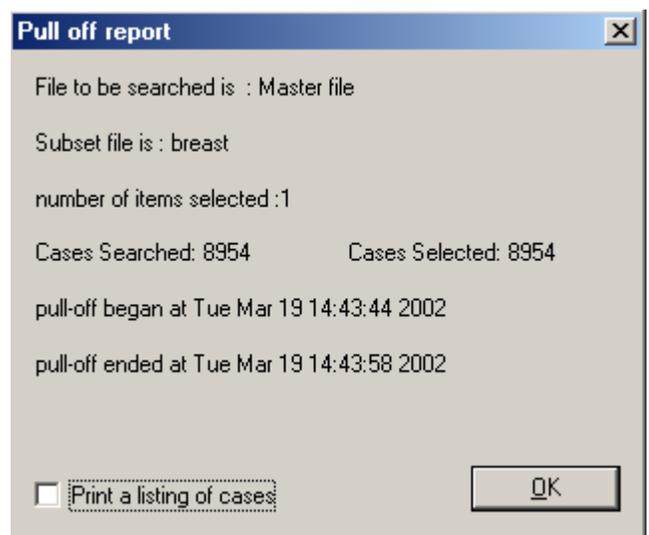
Clicking on *Append Criteria* will allow you to load a previously saved criteria file, appending it into any criteria currently listed on the screen. You have the option of appending a criteria file that you have saved or a computer generated file. Whenever you create a subset the computer automatically saves the criteria file with the same name as your subset. Clicking on *Print Criteria Report* will send the current criteria list to your printer so that you will have a hard copy.



If you want a print out of all items and their corresponding numbers, click on the ‘Print list of items’ at the bottom of the screen. This

brings up a list of all item numbers and names in your chosen word processor. From here, you can examine or print this list.

Once you have chosen your criteria you can develop your report. As mentioned above, directions for reports are separate. After you have finished entering all of the criteria for the subset, click on the ‘Run’ button at the bottom of the window. The subset will be created and you will see a *Pull off Report* window listing details on this subset. From here, you have the option to ‘Print a listing of cases’. If you want a listing of cases printed out, put a check in this box before you click ‘OK’. After you click ‘OK’ the *Create a Subset* window will close, and you will return to the main menu. One **warning** on using the ‘Print a listing of cases’ option. This option will not sort your print. The cases will be listed in the order that they were input into the computer. This order may or may not make any sense to you. If you have chosen to create reports your report windows will also be displayed.



Other Subset Options

Sort a Subset

Select Sort items

Major Item #: Search

Minor Item #:

SubMinor Item #:

Subset: Browse

Sorted Subset: Browse

Expanded record special option (Call RMCDS for details)

Include Deleted Cases

- Record ID
- Demographic
- Cancer Identification
- Hospital - Specific
- Stage/Prognostic Factors
- Treatment - 1st Course
- Over-Ride
- Conversion History
- System Admin

Run Cancel

Before you create a print out of your data you usually want to sort the subset that you are working with so the data will be in a more usable order. You can sort your data on up to 3 different data variables. You do not have to use all three.

The 'Search' function works for whichever item # field is selected (has the cursor displayed). The 'Search' function works the same as the 'Search' function described above in the 'Create a Subset' directions.

You will need to input your subset name. You can browse for the name. If you would like to keep the integrity of your original subset you should rename the sorted subset. In other words, once your subset has been sorted it

doesn't always make sense to resort it. If you have sorted by name and try and resort that subset by accession number it will have the cases sorted by name first and then accession number. So all you Smith, John listings will be together and sorted by accession number.

If you click the option to 'Include Deleted Cases' the sort will include any deleted cases you have in your subset file.

Once you have chosen your options click 'Run'. You will see the progress bar working at the bottom of the box. When the program is finished you will see a box telling you the number of cases in the sorted subset and the sorted subset name. When you click 'OK' you will be returned to the Main Menu.

Y_SORTPG

1074 records in the sorted subset: colon1n

OK

Hand pick a subset

The first box at the top of the window allows you to 'Create a new subset' or 'Append to an existing subset'. Choose 'Append to an existing subset' if you already have a subset of cases and you want to add more cases by accession number, otherwise select 'Create a new subset'.

If you want to consider 00 and 01 sequence the same, check the box next to that option.

In the box labeled 'Subset', type in a name for this subset. The hand picked subset will be saved with the name you enter here. If you are appending to an existing subset you can type the name of the subset you wish to append to, or you can use the 'Browse' button to select the subset from a list. The appended subset will be saved with the additional cases that you choose to add or remove.

Pick an option:

Create a new subset

Append on to an existing subset

Subset:

Do you wish to consider 00 and 01 sequence the same?

Acc # Seq:

Double Click the number to remove the case

Acc # Seq	Last Name	First Name	Site

In the box labeled 'Acc # Seq:' type in the accession number, with the sequence number included, for a case that you want added to the subset, then click the 'Add Case' button. The case will appear in the box at the bottom of the window. The *accession number, name and primary site* information for the case are displayed for the convenience of visually reviewing the case.

Do you want to remove this case from the subset?

Number: Last Name: Site:

REMOVE this case

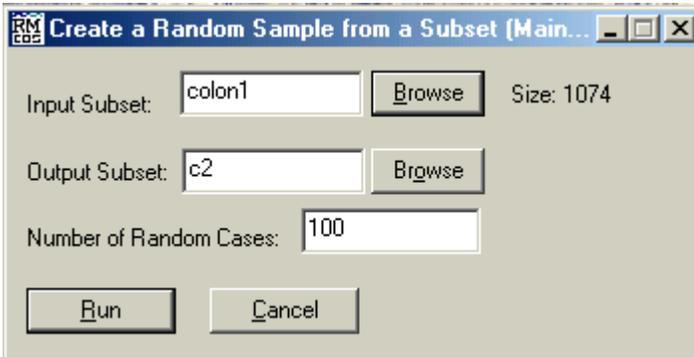
Repeat the process of adding cases by typing in the accession and sequence number until you have entered all desired cases for this subset. If you decide to delete a case from the list, double click on the accession number for that case. This will bring up a window asking if you want to delete this case from the subset.

Check the box labeled 'Remove this Case' to take this case off the list of cases to be added. This option can also be used to remove cases

from existing subsets that haven't been created using the 'Hand Pick a Subset' program. NOTE: this will not delete the case from the data base, it will simply remove it from the list.

After you have entered the cases that you want added to the subset, click the 'Finish' button. The subset will be created, the hand pick a subset window will close and you will be taken back to the Main Menu. The subset you have just created is now available for use.

Create a Random Sample



The first line of the 'Random Sample program is labeled 'Input Subset'. Enter the name of the subset from which you want to take the random sample. You can click on the 'Browse' button to select the input file from a list. Notice that after you select a subset a number appears to the right. This number indicates the number of cases that are contained in the selected subset.

The second line is labeled 'Output Subset'. Enter the name of the new subset. This subset will

contain the randomly selected cases.

The Third line is labeled 'Number of Random Cases'. Enter the number of cases you want selected from the input subset in this line.

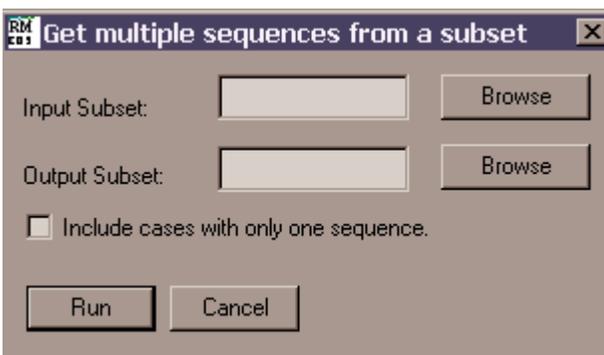
After entering the required information, click on the 'Run' button. The subset will be created and you will get a window similar to the following.

The 'Results' window lists the number of randomly selected cases and the name of the new subset. Click on 'OK' to close the 'Results' window. This will also close the 'Create a Random Sample' window and you will be taken back to the main menu.



Clicking on the 'Cancel' button at any time during this procedure will close the 'Create a Random Sample' window and take you back to the main menu.

Get Multiple Sequences from a Subset



This procedure describes how to create a subset of multiple sequence cases from an existing subset. All multiple sequences for cases in the original subset will be added to the new subset.

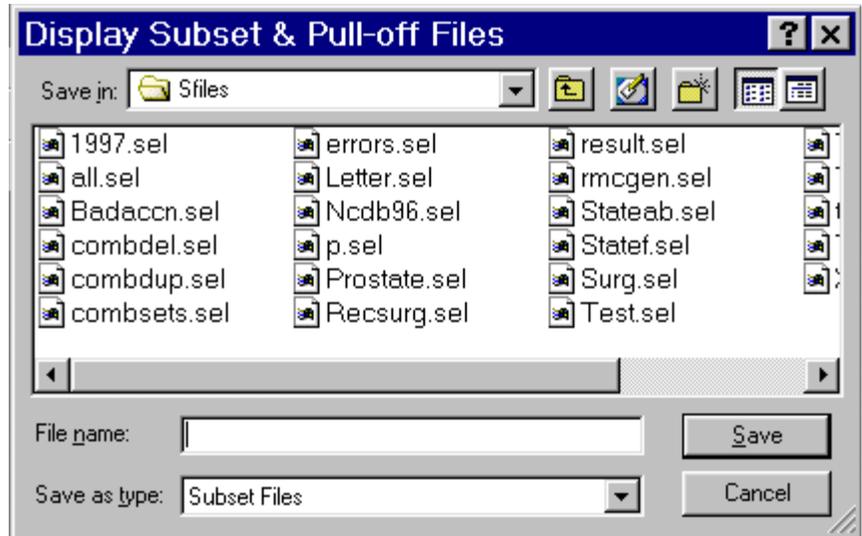
On the line labeled 'Input Subset', type in the name of the subset from which you wish to get the multiple sequence cases. You can use the 'Browse' button to the right if you would like to select the existing subset from a list. On the line labeled 'Output Subset', type in the name of the new subset which will contain all of the

multiple sequence cases from the input subset. If you also want to include cases from the original subset with only one sequence, be sure to put a check in the box next to that prompt. Once you have all of the information filled in, click on 'Run'. The program will create the new subset and after it is finished, you will see a window that will tell you the number of cases in the new subset. Click on 'OK' to close this window and return to the RMCDS Main Menu. The subset of multiple sequence cases is now ready for use.

Subset File Clean-up

These instructions describe how to display and delete existing subset files. After subsets are created, they are stored on your computer until you remove them. If there are numerous outdated and unused subsets on your machine, it may be a good idea to go through them and remove the subset files that are no longer needed. The display/ delete feature allows you to view the file names and remove any that are unwanted.

The window appears as if it is asking you to save a file, however, it allows you to view all of the subset files currently on your computer. This window also allows for file renaming and deleting.



To delete a file, simply highlight the file you want to remove and press the <Delete> key on your keyboard. You will get a message asking you to confirm that you want to send the selected file to the recycle bin. Click 'Yes' to delete the file. Click 'No' if you selected that file by mistake and do not want to delete it. You can also right click on a file name and select "Delete" from the menu.

You can also rename files from this window. To do this, right click on the file name and select 'Rename' from the menu. This will place a cursor by the name of the file. Type in the new name and press <Enter>. The file has been renamed. NOTE: Make sure that if you rename the file that it ends with the .sel extension. If it does not have the .sel ending the subset will not be seen by RMCDS as a subset file.

After you have finished viewing, deleting or renaming the subset files, click on 'Cancel' to close the window and return to the main menu.