Solus® Data
Quick Guide
Version 3.15.6

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1. Introduction

The Solus Data module is part of HD Clinical's Solus Clinical solution and provides clinical data where and when you need it. Built by technical experts and clinicians, it's a nationally compliant, paper-free solution with everything in one place. Solus is designed for medical, nursing and admin teams and will hold multiple departmental records in a secure and centralised source.

Solus Clinical is the next generation product from HD Clinical. The continuing evolution and growth of this product ensures the customer gets the most beneficial system, with the view to integrate other HD Clinical products into one. Solus Clinical can also be used on a Windows tablet to improve efficiency.

Solus Clinical incorporates Cardiology, Respiratory, Neurophysiology and other specialties. Please see our user guides for each of the Solus modules. These can be found on our online support hub or by request from HD Clinical's product team.

1.1. Symbols used in this guide

For ease of use this user guide also has various recurring elements and symbols:

- Routes for navigation within the software are highlighted in blue in this manual: *Home > System Settings*

Information
General information is highlighted in these boxes

Notes
Notes marked in yellow indicate possible operating errors.

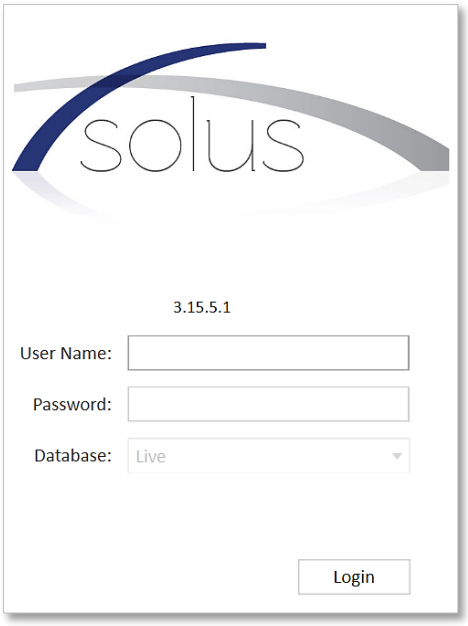
Tip
Advice on using the software is highlighted in green

Warning
Warnings marked in red must be observed, otherwise critical consequences may occur.

1.2. Logging into Solus®

The URL (website address) for access to our Solus system will be supplied to you by your System Administrator along with your unique username and password.

Active Directory or Active Directory Pass
If your region, trust or hospital uses an Active Directory or Active Directory Pass then the user's standard username and password should be the same as their standard settings for other IT systems.

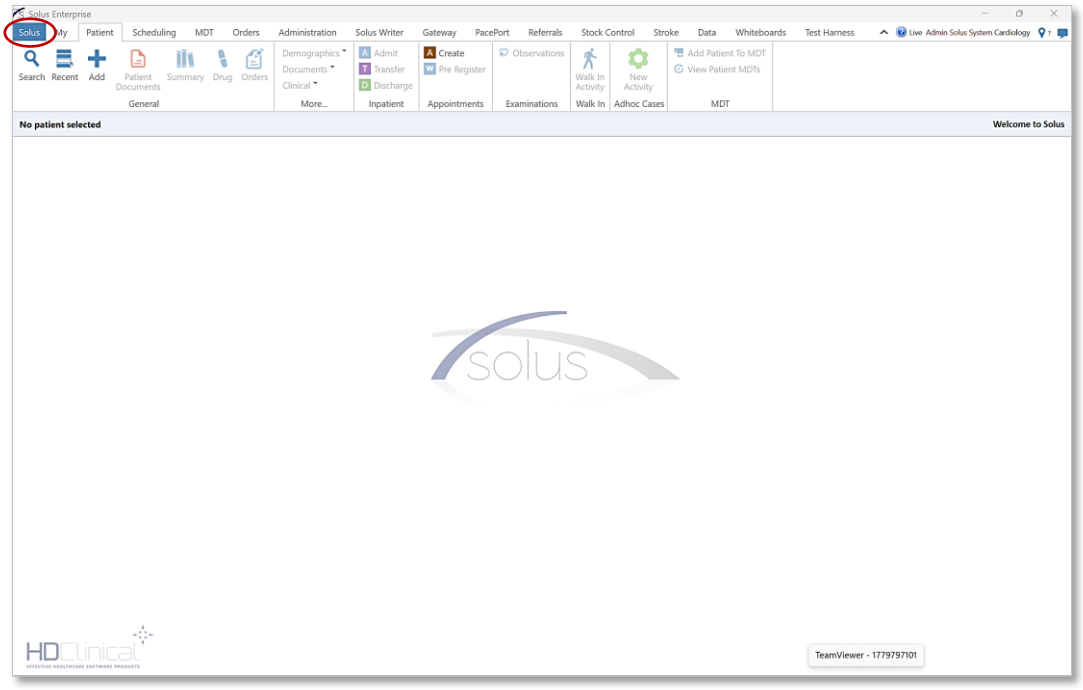


Note: Leave the database set to *Live.*

You will have been assigned a system role that will enable you to access the relevant areas of the software for you. This is a security feature enabled by your System Administrator.

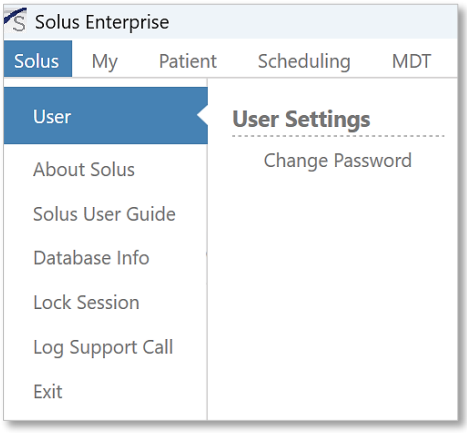
Warning
Please do not share or use anyone else's login information as this can cause auditing and permission errors.

1.3. Navigating Solus®



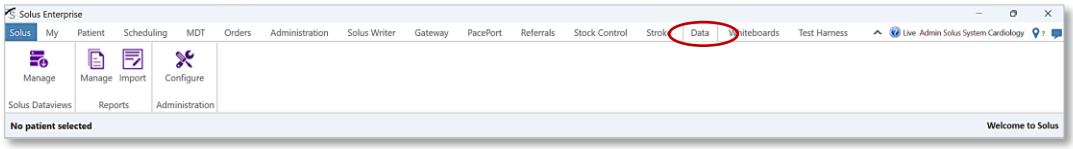
Once logged in you will see the dashboard for your hospital and modules, from here you can navigate to the area you require by selecting the required tab along the top navigation bar.

Further information about Solus can be found under the *Solus* tab as well as functions such as locking the session, logging a support call and exiting the application.



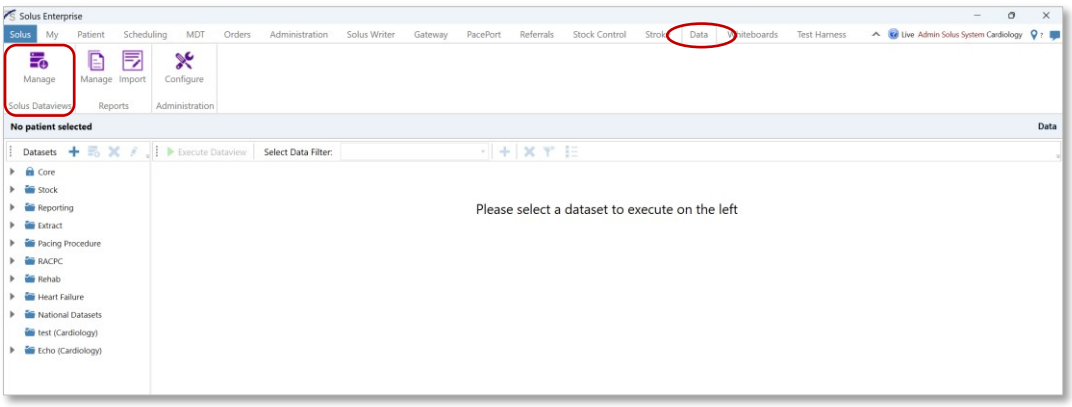
Solus will lock automatically after a period with no use, to protect the database, and will require you to re-enter your password to re-open. On logging back in Solus will re-open at the task you were last using. This can be done manually by selecting the *Lock Session* option.

1.4. Solus® Data Module



This user guide will focus on the *Data* module. This module helps users pull both clinical and administrative data held in Solus Clinical using both standard and customizable reports.

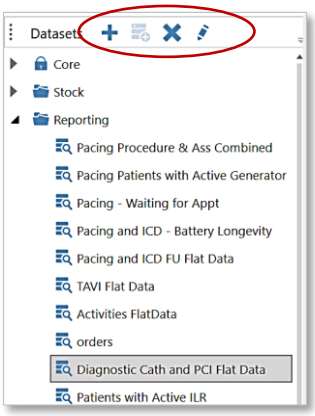
2. Solus Dataviews Manager



All the saved dataviews in Solus can be found in *Data>Solus Dataviews>Manage.* These dataviews are used to pull a dataset from the stored data in the system. These reports or audits can be used to collect information for national datasets, department information and clinical data as needed.

Dataviews
Whilst a range of preset dataviews that cover a range of requirements including those needed for national datasets will be preloaded in Solus, it is also possible to create bespoke datasets. For more information about bespoke datasets and support for this please contact HD Clinical.

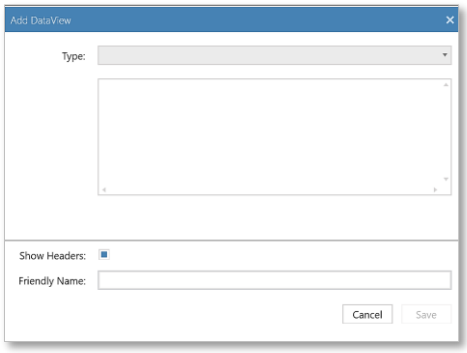
2.1. Managing Dataviews



- To add a new category to the dataview list, ***click*** the *Add* + button at the top of the column. A new pop-up box will appear. Fill this in as required and ***click*** *Save*.

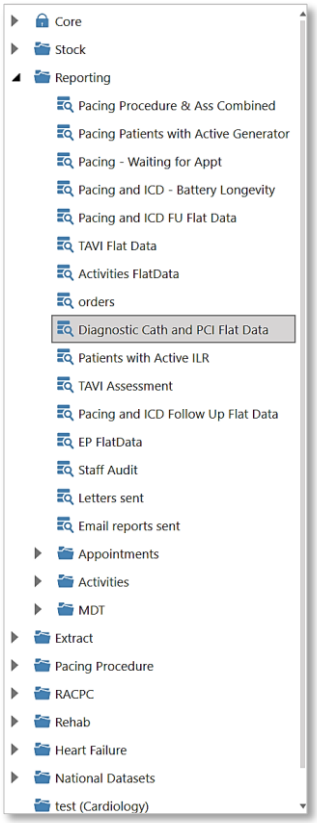


- To rename a dataview, select the required option and ***click*** the *rename* button. You will be asked to enter the new name for this option.
- To delete a category, select the required category and ***click*** the *delete* button. You will be asked to confirm that you wish to delete this dataview.
- To create a new dataview, select the heading this will appear under and click the *Add New Data View* button. A new pop-up box will appear. Fill this in as required and ***click*** *Save*.

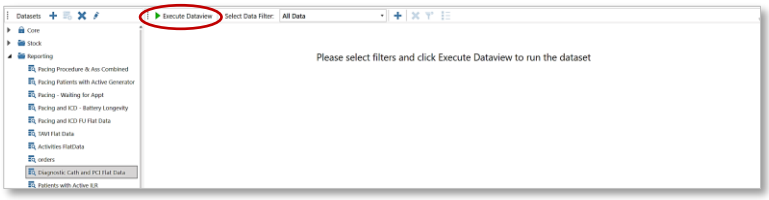


2.2. Extracting Data Using a Standard Dataview

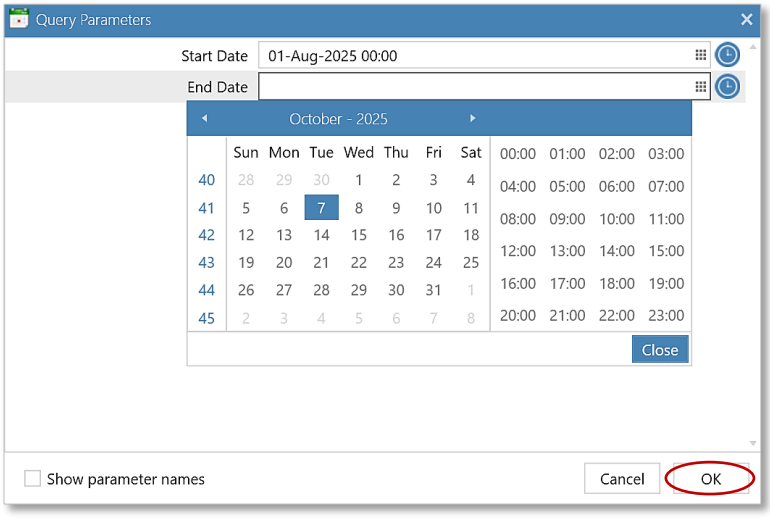
A list of available dataviews can be seen by expanding out the relevant activity heading or subheading in the left-hand dataview column.



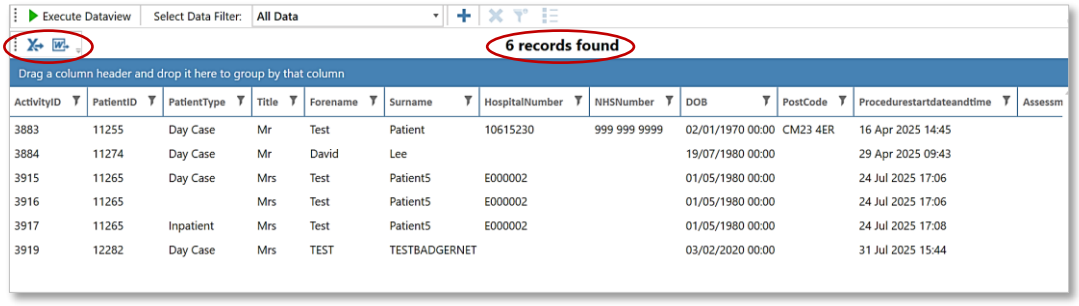
- To expand a heading ***click*** the triangle to the left of the heading.
- ***Click*** on the required dataview.
- At the top of the larger right-hand screen select the *Execute Dataview* button.



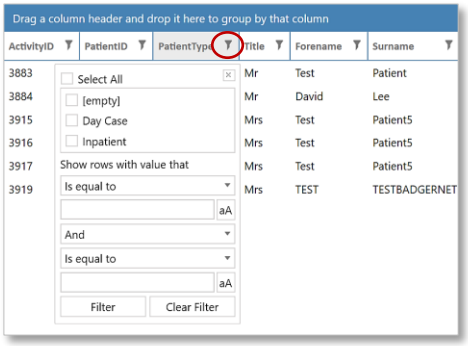
- This will bring up a *Query Parameters* pop-up box. The parameters requested will depend on the dataset selected. Fill in the required information and ***click*** *OK.*



- The requested data will be pulled from the system, and the resulting dataset will be displayed on the right-hand side of the screen along with the number of records found that matched the query parameters set.

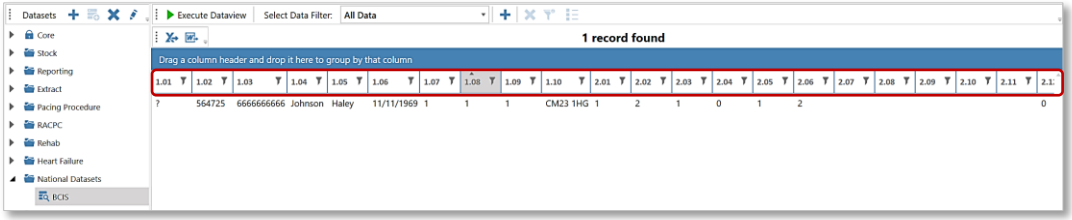


- To change or expand the parameters for this dataset extract, go back and reselect the *Execute Dataview* button.
- Depending on the number of columns and data produced you may need to use the scroll bars on the right-hand side and bottom of the page to view all the data extracted.
- This dataset can be further interrogated using the *filter* buttons in the headings at the top of each column.

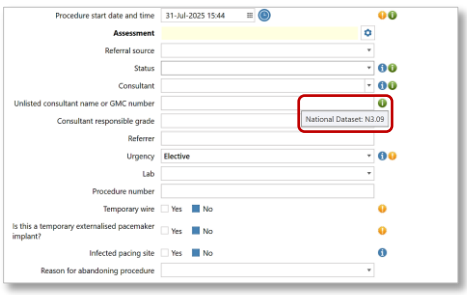


Filtering
Filtering is a quick and easy way to find and work with a subset of data in a range. A filtered range displays only the rows that meet the criteria you specify for a column.

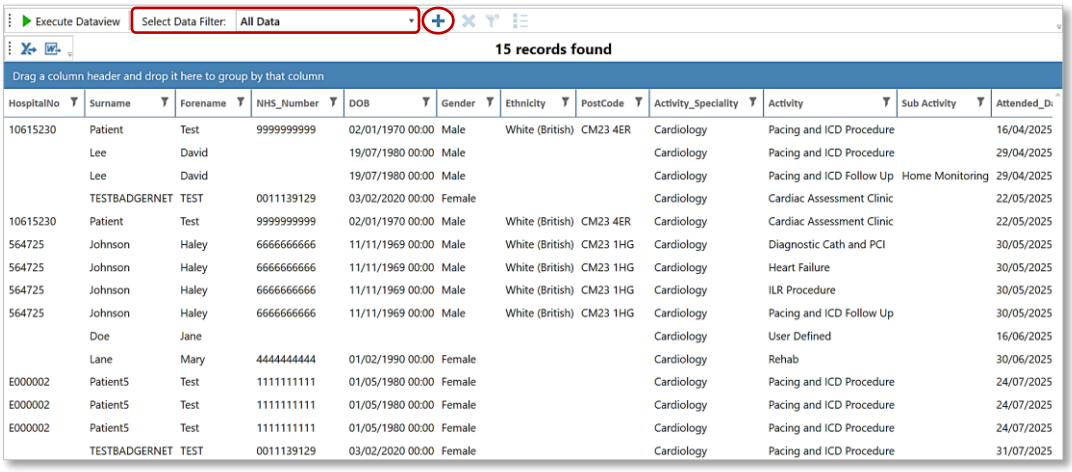
- Or the data can be exported by ***clicking*** on the *export to Excel* or *export to Word* buttons. You will then be given the opportunity to save the data file in a location of your choice on your PC or network drive.
- If extracting a national dataset, the headings will be coded ready for upload.



National Dataset Codes
These codes can be seen on the activities screens by clicking on the green information buttons. Mandatory data fields will also show the orange button.



2.3. Using Pre-set Data Filters

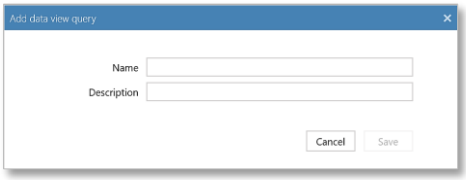


HospitalNo	Surname	Forename	NHS_Number	DOB	Gender	Ethnicity	PostCode	Activity_Speciality	Activity	Sub Activity	Attended_D
10615230	Patient	Test	9999999999	02/01/1970 00:00	Male	White (British)	CM23 4ER	Cardiology	Pacing and ICD Procedure		16/04/2025
	Lee	David		19/07/1980 00:00	Male			Cardiology	Pacing and ICD Procedure		29/04/2025
	Lee	David		19/07/1980 00:00	Male			Cardiology	Pacing and ICD Follow Up	Home Monitoring	29/04/2025
	TESTBADGERNET	TEST	0011139129	03/02/2020 00:00	Female			Cardiology	Cardiac Assessment Clinic		22/05/2025
10615230	Patient	Test	9999999999	02/01/1970 00:00	Male	White (British)	CM23 4ER	Cardiology	Cardiac Assessment Clinic		22/05/2025
564725	Johnson	Haley	6666666666	11/11/1969 00:00	Male	White (British)	CM23 1HG	Cardiology	Diagnostic Cath and PCI		30/05/2025
564725	Johnson	Haley	6666666666	11/11/1969 00:00	Male	White (British)	CM23 1HG	Cardiology	Heart Failure		30/05/2025
564725	Johnson	Haley	6666666666	11/11/1969 00:00	Male	White (British)	CM23 1HG	Cardiology	ILR Procedure		30/05/2025
564725	Johnson	Haley	6666666666	11/11/1969 00:00	Male	White (British)	CM23 1HG	Cardiology	Pacing and ICD Follow Up		30/05/2025
	Doe	Jane						Cardiology	User Defined		16/06/2025
	Lane	Mary	4444444444	01/02/1990 00:00	Female			Cardiology	Rehab		30/06/2025
E000002	Patient5	Test	1111111111	01/05/1980 00:00	Female			Cardiology	Pacing and ICD Procedure		24/07/2025
E000002	Patient5	Test	1111111111	01/05/1980 00:00	Female			Cardiology	Pacing and ICD Procedure		24/07/2025
E000002	Patient5	Test	1111111111	01/05/1980 00:00	Female			Cardiology	Pacing and ICD Procedure		24/07/2025
	TESTBADGERNET	TEST	0011139129	03/02/2020 00:00	Female			Cardiology	Pacing and ICD Procedure		31/07/2025

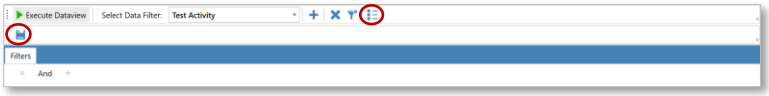
If *All Data* is selected within the *Select Data Filter,* then this will show the full dataset for the data view executed. This data can be filtered using the filter options at the top of each column, but this would need to be done every time the dataset is created. To make this process quicker the system enables users to define preset data filters to a dataset making the creation of consistent pinpointed data quicker and easier to pull from the system.

2.3.1. Creating a Data Filter

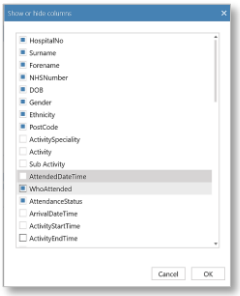
- To start select and execute a dataview (see above 2.2).
- Once a dataset is produced select the *Add New Data Filter* + button.



- This will bring up a pop-up box, enter the *Name* and if needed a *Description* for the new data filter and ***click*** *Save*.
- The other icons on the top menu bar will now become active.

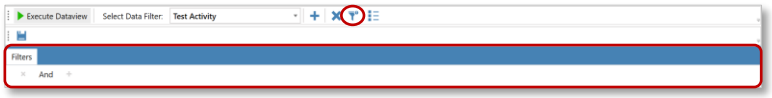


- Select the *Show or hide columns* icon. This will bring up a list of all the column headings in that dataset. These can be ***toggled on/off*** as needed. Once finished ***click*** *OK*.
- You will need to reconfirm the *Query Parameters* and ***click*** *OK*.
- Select the *save* icon to save this data filter.

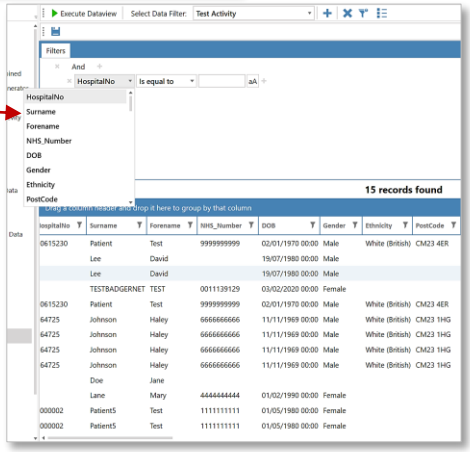


2.3.2. Creating a user-defined Data Filter

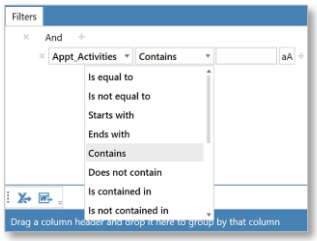
- Following the process defined above for creating a data filter.
- If the *Filters* box is not visible select the View *Data Query Filters* icon.



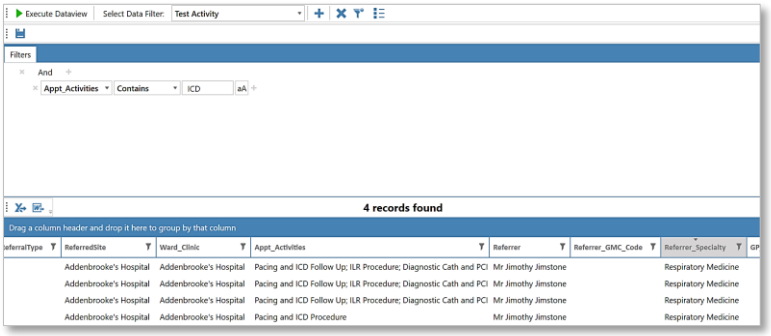
- ***Click*** on the + to the right of *And*. A dialog box will then appear with a list of all the column headings from the dataset.



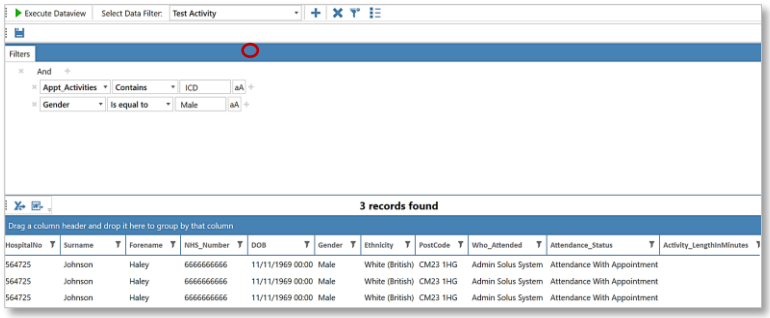
- Select the column, then choose the type of filter and then enter the data you are filtering against.



- As the filters are applied the data below should change.



- If you were to click on the *aA* button it would mean that the data would need to exactly match what has been typed into the third box including any use of capitals.
- Additional filters can be added as required by using the + function.

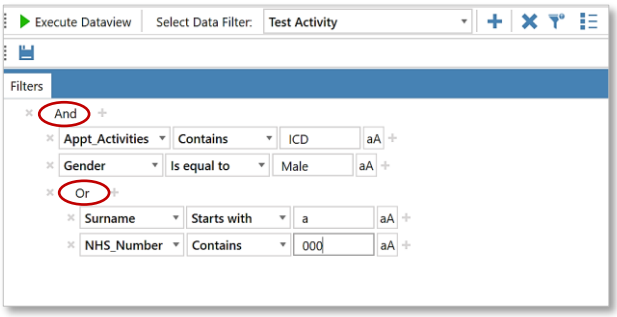


- Once the required filters have been added click the *save* icon to save this data filter.

A list of all the filter types that can be used is given here for reference purposes:

Filter	Meaning	Example of use
Is equal to	Text entered matches all text in the field	Filter on Title = 'Mr' – all those matching 'Mr' are returned
Is not equal to	Field has no text matching	Filter on Title = 'Mr' – all those that do not match 'Mr' are returned (e.g. Mrs and Miss)
Starts with	Text in field begins with	Filter on Title = 'Mr' – all those starting 'Mr' are returned (e.g. Mr and Mrs)
Ends with	Text in field ends with	Filter on Title = 'S' – all those ending 'S' are returned (e.g. Mrs and Miss)
Contains	Text in field contains text in filter anywhere (not case sensitive)	Filter on Title = 'R' – all those which have 'R' anywhere in the field (inc. within a word) are returned (Mr and Mrs and Dr)
Does not contain	Text in field does not contain any of the text in filter anywhere (not case sensitive)	Filter on Title = 'R' – all those which do not have 'R' anywhere in the field (inc. within a word) are returned (Miss and Ms)
Is contained in	Characters within a string – e.g. filter = abc – field is 'abcdef'	For values within quotes – e.g. Filter on 'Alphabet' = abc – all text in results are in quotes and returns all those with abc within quote. This is not often used
Is not contained in	Does not contain characters within a string – e.g. filter = abc – field is 'def'	For values within quotes – e.g. Filter on 'Alphabet' = abc – all text in results are in quotes and returns all those that do not contain abc within quote. This is not often used
Is empty	Field has quotes but no text	For values within quotes – e.g. Field contains ' ' but there is no text. This is not often used
Is not empty	Field has quotes and text entered	For values within quotes – e.g. Field contains ' ' and has any text within. This is not often used
Is less than	Value is less than the number entered in filter	Filter on Procedure Duration Minutes = 60 – returns all those with a duration 59 and under
Is less than or equal to	Value is less than or equal to the number entered in filter	Filter on Procedure Duration Minutes = 60 – returns all those with a duration to 60 and under
Is greater than	Value is greater than the number entered in filter	Filter on Procedure Duration Minutes = 60 – returns all those with a duration 61 and over
Is greater than or equal to	Value is greater than or equal to the number entered in filter	Filter on Procedure Duration Minutes = 60 – returns all those with a duration 60 and over
Is null	Field is blank	Filter on NHS Number = return any which are blank
Is not null	Field is not blank	Filter on NHS Number = return any which are not blank

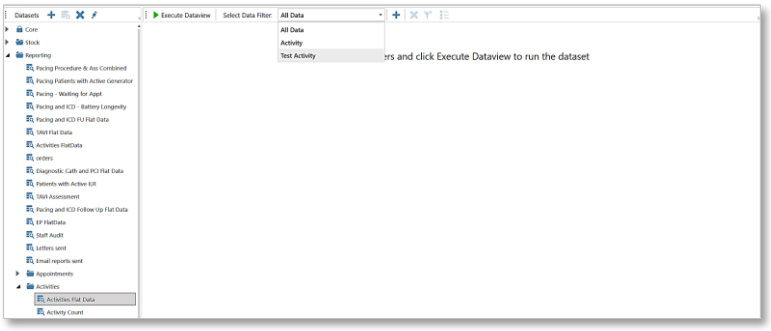
These filters can be combined together by the *And* or *Or* functions in the Filter instruction box. To change between these two functions, ***click*** on the function name.



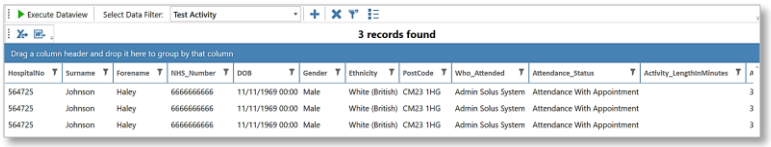
Help Available
Contact HD Clinical for any help needed setting up bespoke data filters.

2.3.3. Running a Data Filter

- To run a dataview with a pre-saved data filter. Select the required dataview and then select the required option in the *Select Data Filter* box.



- Then click the *Execute Dataview* box and fill out the *Query Parameters*. The dataset with the pre-applied filters will be created.



2.3.4. Deleting a Data Filter



- To delete a data filter, select the required option in the *Select Data Filter* box.
- Then ***click*** the *Delete* ✖ button. You will be asked to confirm this action, ***click*** *Yes.*

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