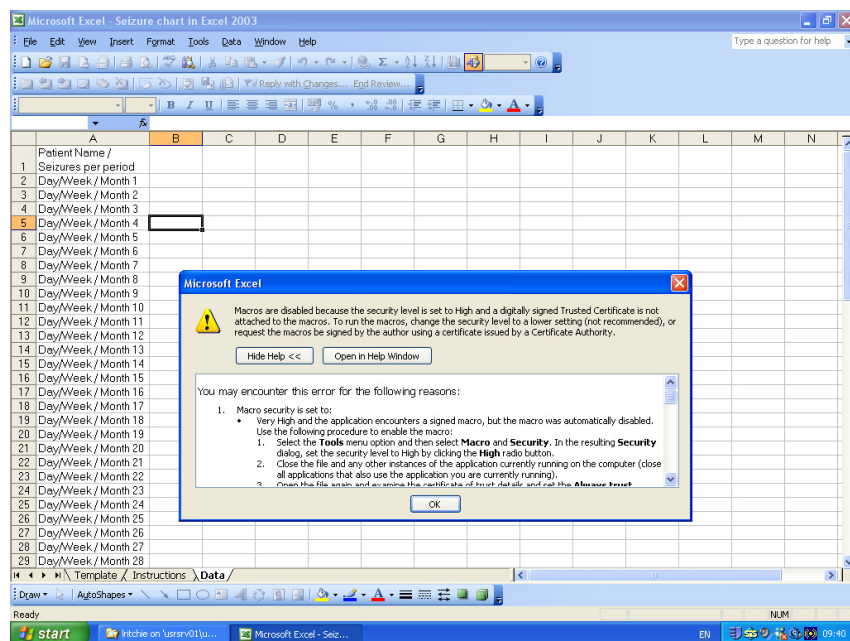


Seizure Monitoring Chart using Office Excel 2003

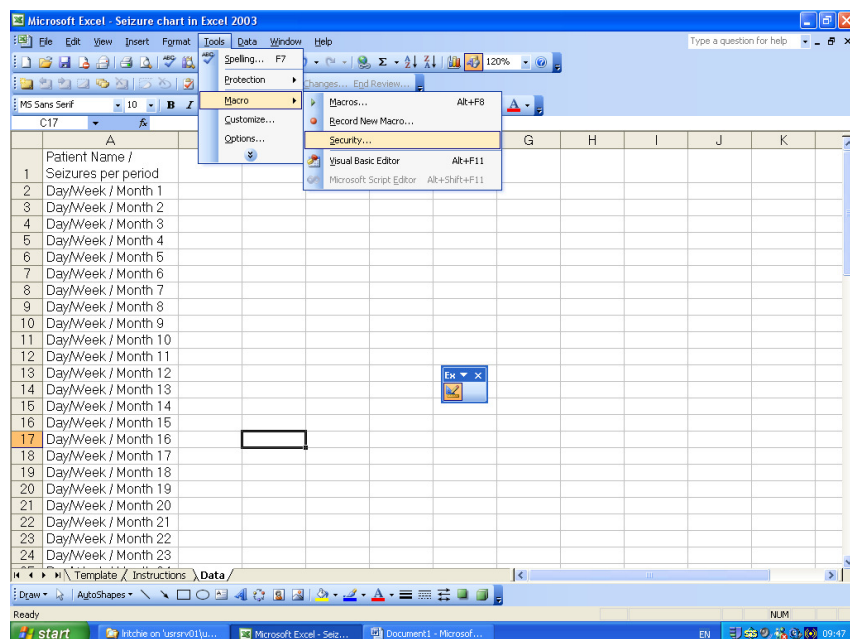
This package will produce an easy-to-view results chart from your daily, weekly or monthly records. The system can also produce multiple charts to show the frequency of seizures over an extended period of time.

If you are unfamiliar with using Windows Excel 2003 you may find it useful to print these guidelines to help you make the most of the package.

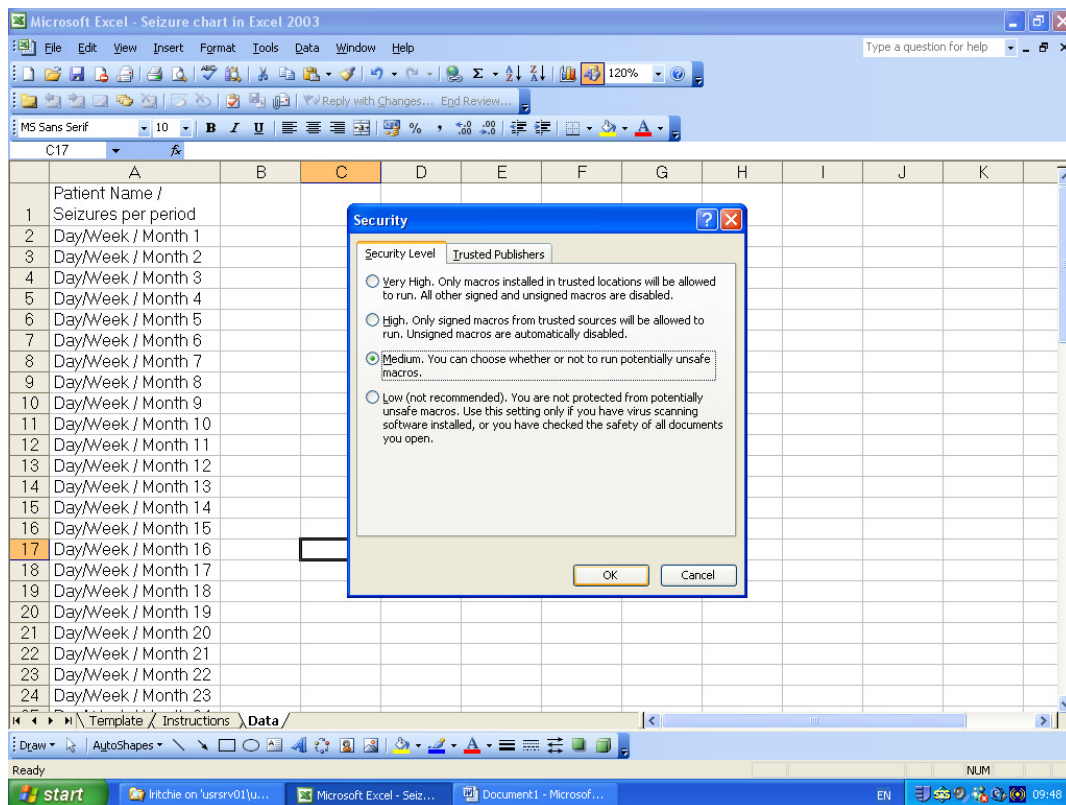
Firstly, ensure your security system will allow a 'macro' to run. When you first open the Excel workbook you may see the following message:



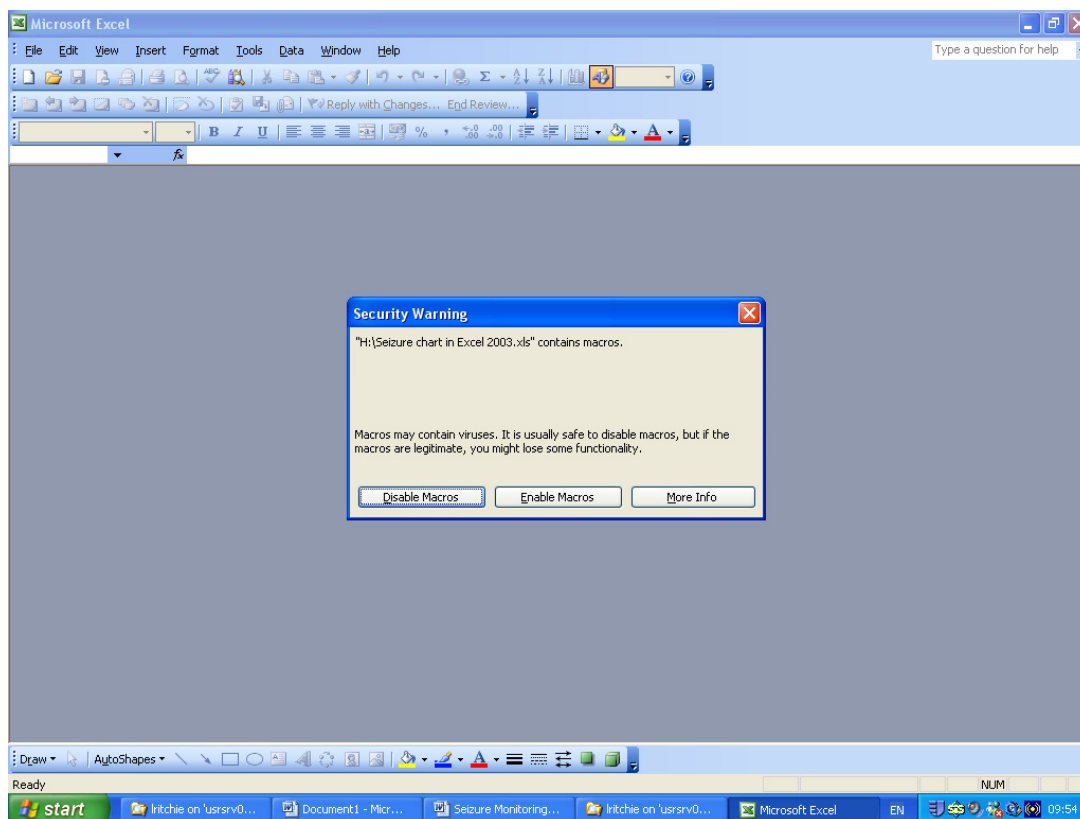
Go to 'Tools', 'Macro', 'Security'



Set the Security to 'Medium'



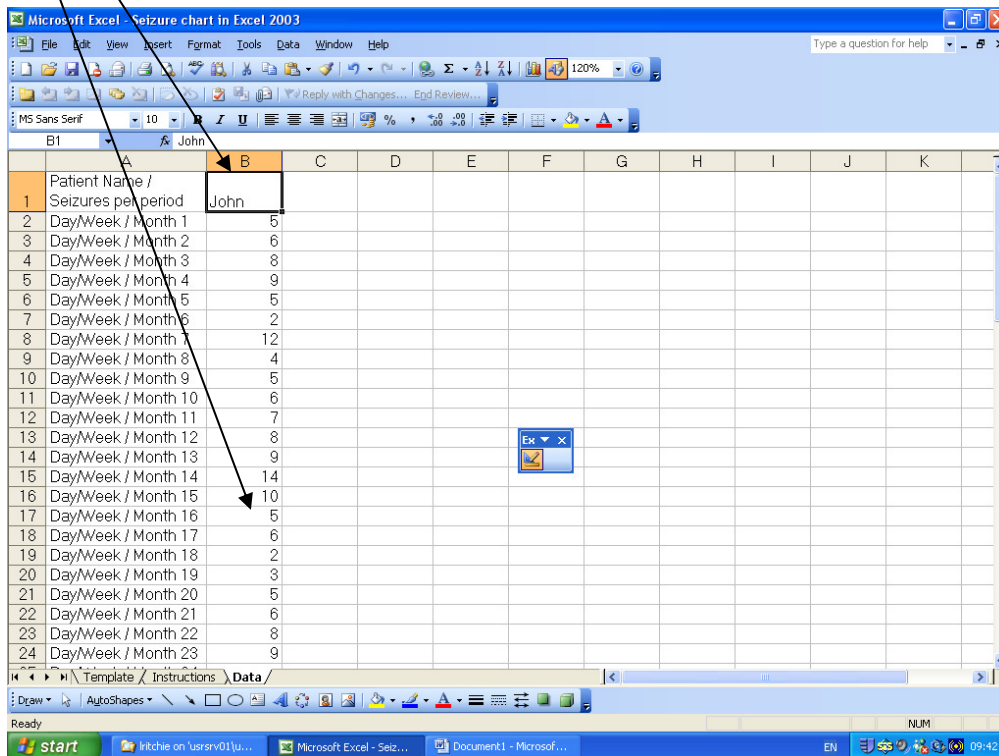
Close the Excel workbook to your computer, re-open and you will see the following:



Click 'Enable Macros'

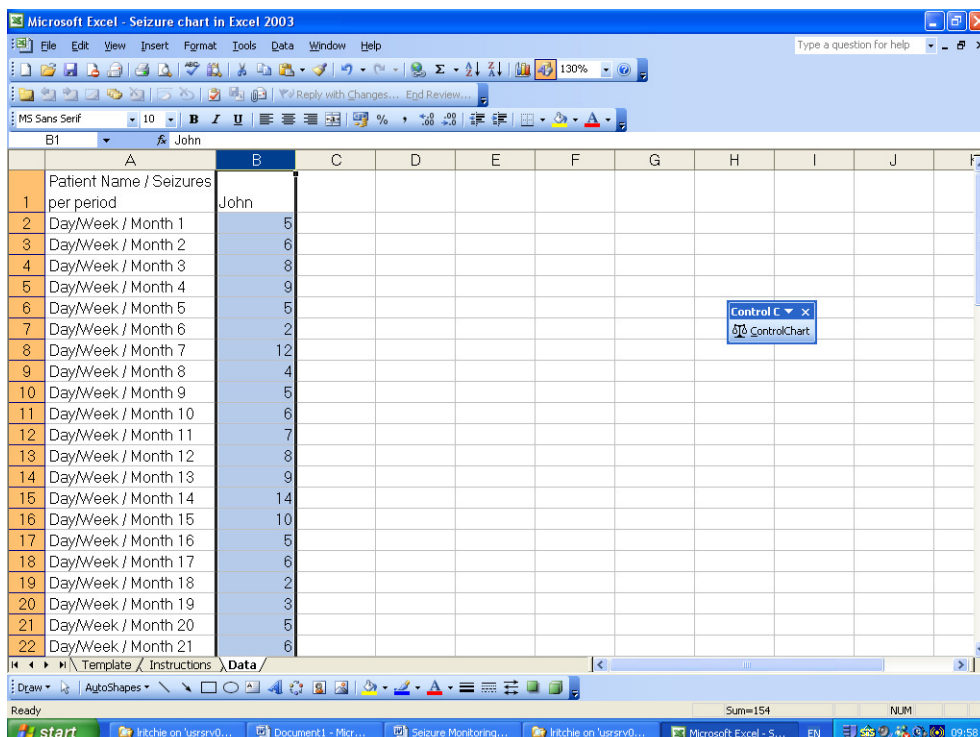
To use this program:

- Keep a record of seizures over **either** days, weeks or months
- At the bottom of the screen, click on the tab 'Data'
- At the top of column B enter the name of the person
- Starting from line 2, and working down the page, enter the number of seizures for each day, week or month. Always enter a number on each line or a complete chart will not be generated and you will need a minimum of 12 seizure counts (daily or weekly or monthly).



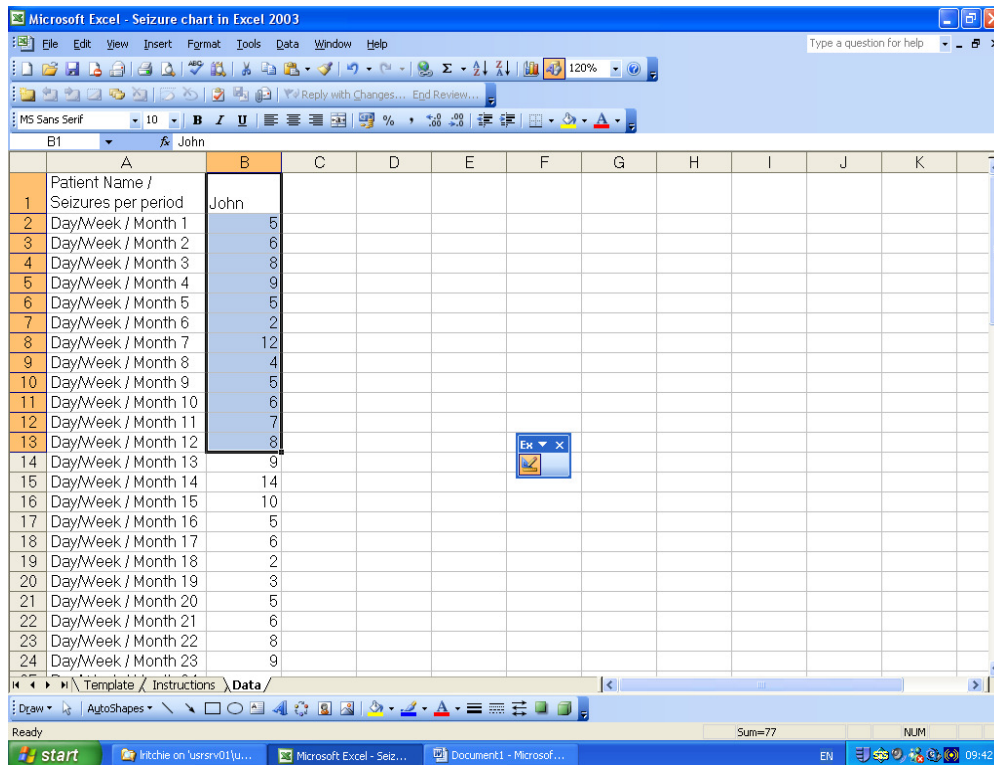
To produce a chart, select some data by, either:

- Hover the mouse over the top of the relevant column

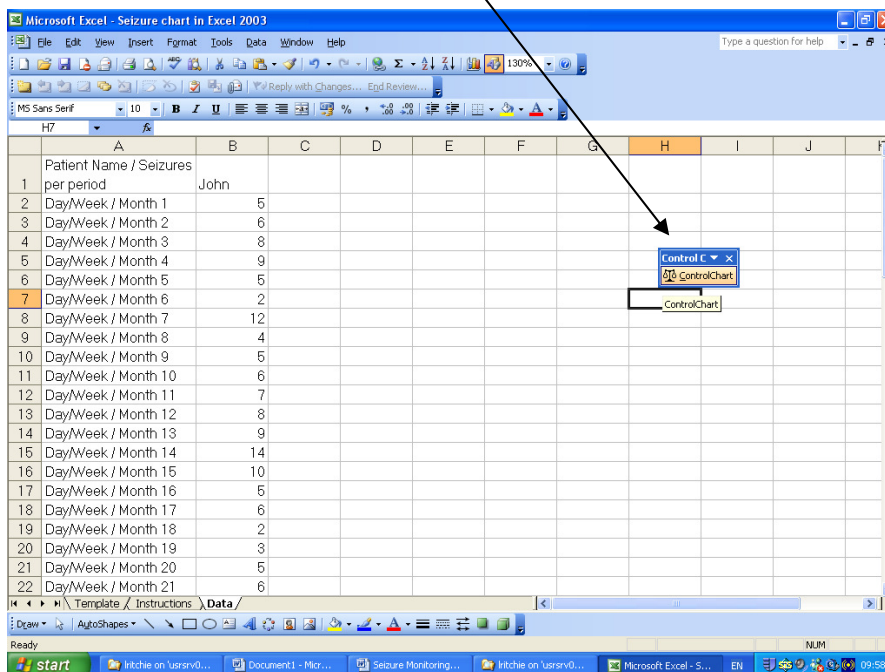


Or

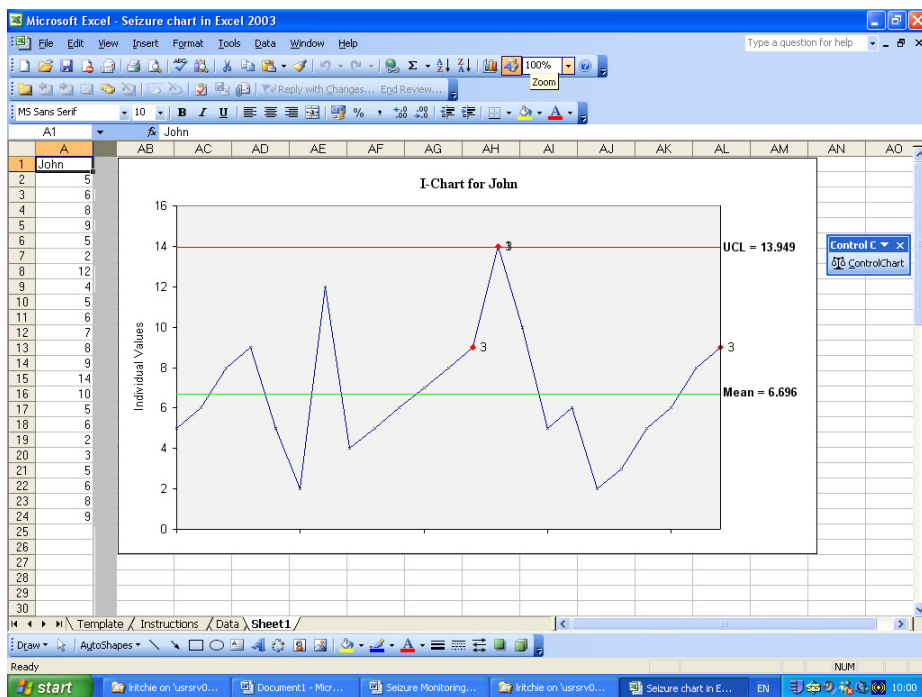
- Select part of a column – hover the mouse over the first cell you want to use; left click the mouse and drag to the last cell you want to use (at least 12 cells)



Click on the Control Chart logo



A new sheet will be created (Sheet 1) and the control chart for the selected column of data will be generated.



Save to your personal computer to keep the chart you have created.

To obtain the next chart, return to the 'Data' sheet and enter the next series of records in the next column (eg C) and select that column of data to repeat the process. This will create Sheet 2 and so on.

The screenshot shows an Excel 2003 window titled 'Seizure chart in Excel 2003'. The main sheet is 'Data'. The table has columns A, B, C, D, E, F, G, H, I, J. The data is organized into rows for Patient Name / Seizures per period, Day/Week / Month 1 through 21. The data for column C is highlighted.

	A	B	C	D	E	F	G	H	I	J
1	Patient Name / Seizures per period	John	John							
2	Day/Week / Month 1		5	3						
3	Day/Week / Month 2		6	5						
4	Day/Week / Month 3		8	8						
5	Day/Week / Month 4		9	9						
6	Day/Week / Month 5		5	10						
7	Day/Week / Month 6		2	4						
8	Day/Week / Month 7		12	5						
9	Day/Week / Month 8		4	5						
10	Day/Week / Month 9		5							
11	Day/Week / Month 10		6							
12	Day/Week / Month 11		7							
13	Day/Week / Month 12		8							
14	Day/Week / Month 13		9							
15	Day/Week / Month 14		14							
16	Day/Week / Month 15		10							
17	Day/Week / Month 16		5							
18	Day/Week / Month 17		6							
19	Day/Week / Month 18		2							
20	Day/Week / Month 19		3							
21	Day/Week / Month 20		5							
22	Day/Week / Month 21		6							

NB: Please do not shrink the columns

If you have any comments or would like further information please email communications@ncype.org.uk or call the communications team on 01342 832243