Importing Roche Results

Important Tables and Databases
L:/De/Roche : Store new set files here
L:/Daisy/RocheImport : Database used to import results
Uses following tables:
DaisyStripMaster: this table tells you which gene types are low, mod, high
NewSet: this table is used to run queries on the current set
SetXXX: New tables created for each set (saved on L drive)
Imports to following tables in Daisy database:
NecScreenInterview
Subject
RocheQC (eventually)

Coding
2 = 2B
2(0602) = 2
4* = 4A

How to import results (remember to always CLOSE tables)

1. Print Excel worksheet sent by email from Roche
2. Save file to directory on L drive
3. Go to Roche Import database
    a. File menu: Get external data: Import.
    b. Specify file is Excel (make sure it is right version) and hit Import
4. Use Wizard to finish importing
    a. Select box to specify that first row has column headings
    b. Store data in new table
    c. Select "No primary key"
    d. Import to table
    e. Finish—click OK box when it pops up
5. Delete unneeded rows
    a. Top rows—delete the Roche controls
    b. Bottom rows—"sample" and "PCR"
6. Write update query to add –0 to samples that need it (those that have only 5 digits)
    a. Query menu: New query
    b. Select specific set number
    c. Using sample field, put '"?????"' in the 'criteria' row and run query
    d. Query menu: Update query
    e. In update row: update to ' [sample] & "-0" '
    f. Look at table to make sure it worked
7. Delete old records from tblNewSet
8. Move the new records in
    a. New query using setXXX
    b. Query menu: append

    c. Table name: NewSet
    d. Highlight all and move down with mouse
    e. Run query
9. Go to Instructions form and push button to calculate our type
10. Manually go through table and confirm that our results match theirs
    a. Select columns for our type and theirs and alphabetize
    b. Use cheat sheet if needed
    c. May be some samples "for repeat"—have to wait on results, Roche doing further testing
11. Go to Instructions form and push button to import results into Daisy tables
    a. Confirm "yes" to do update.
    b. Several warnings will come up, say "yes"
    c. May have to enter set number multiple times
    d. This will generate reports and letters
12. Print out NEC and NOC recruitment sheets for Shell. Close after printing
    a. Box will pop up—answer "yes". This appends the NOC PRT table.
13. Print, on letterhead, the letters for low, mod, high. Close after printing
14. Print table with family members of any enrolled subjects or family members who were tested. Before printing, change page setup to "landscape". Review family gene types to make sure all are biologically plausible. If not, sample will need to be resent. Give form to Shell.
15. Check to make sure a letter has printed for all newly recruited NECs. Letter will not print if typing results in unclear risk. In this case, Roche is notified that further testing must be done so we can clarify risk.
16. Write query to look at new results in Subject table using this set #.
    a. Select ID, Type, Typedate, Set #, LowModHigh fields.
    b. In Set# column, criteria is "XXX" for the specific set #.
    c. Run query and check the ID's against the printed list to make sure we got everyone. If a subject has previously been typed, it may be in a different set. Use the ID field, with the specific ID as criteria, to confirm gene typing.
17. Make note to follow up on any repeat samples
18. Print labels using Report Labels in Reports menu.
    a. Select Preview to see labels, and then print. Computer will ask for the specific set#. Write the set # on the top of each sheet of labels.
19. Give labels, letters, and recruitment sheets to Rachel for copying and mailing (put mod and high letters on top).
20. Make note of any ambiguous risk types (those with a % sign next to risk) and check with Kathy and Roche to resolve.
21. Write set numbers on tracking sheets in binder in Iman's office, and check to see how many sets are expected.