

November 2024

OrgTRx Module User Guide

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Version	Release date	Changes
1.0	September, 2015	Communicable Diseases Branch, Prevention Division, Department of Health Email: cdu.online@health.qld.gov.au
1.1	September, 2015	Removal of Queensland Health specific access information L. Davis
1.2	January, 2017	Updated support contact email address L. Davis
1.3	May 2017	Updated formatting & numbering L. Davis
1.4	July 2018	Updated to Necto 16 (DSS)
1.5	September 2019	Updated with HTML5 changes
1.6	November 2024	Updated Figure 1, Figure 3, Figure 4. Updated Section 12.2 to include example of how to create a Line Chart for the Second Y axis.

1. Aim

The aim of this OrgTRx user guide is to assist those requiring access to and reporting on antimicrobial data.

2. Scope

This user guide provides information to enable the user to perform the following tasks within OrgTRx:

- request access to the Antimicrobial workboards
- access the Necto work area through the application bar
- filter a slicer
- use the dimension selector
- drill up, drill down, and drill through data
- generate a profile report, and subsequent drill through
- select members
- add and remove members or sets
- select highlighted members for viewing
- add and remove dimensions via the grid
- replace sets (Cumulative Antibigram workboard only)
- change the grid layout
- rotate the chart
- create a folder structure for saving workboards in Private content folder
- save, share, and open workboards
- export data in various formats (PDF, Excel, image)
- view and customise workboard charts.

3. Exclusions

This guide is for Decision Support System (DSS) functionality only and does not cater for individual position responsibilities or workplace processes required to effectively use the system.

Requirements:

- DSS access
- Basic windows navigation skills (expand and collapse folders/trees).

4. Introduction

The OrgTRx (antibiogram) system collects susceptibility data from the laboratory information system and makes a data cube available through the Queensland Health DSS. This enables the development of cumulative antibiograms and investigation of resistance trends. Clinicians with responsibility for antimicrobial stewardship (AMS) such as infectious diseases physicians, clinical microbiologists, microbiology scientists and AMS pharmacists have access to the data which they use to inform their local AMS program.

5. Terms & definitions

Table 1. Terms & definitions

Term	Definition
Dimension	Represents a category for defining members. It may be flat or have a hierarchal structure with multiple levels, each of which contains members of the dimension (i.e. dimensions are microbial, facility ward etc.).
Member	A member is a selection within a dimension. For example, for the dimensions – ‘specimen facility ward’ and ‘microbial’ - the members could be ‘specimen type’, ‘facility’ and ‘antimicrobial’.
Drill down	Drilling down lets users view a detailed breakdown of the data by expanding lower levels of grid members.
Drill up	Drilling up lets you hide lower levels of data by collapsing grid members into higher levels.
Drill through	Drilling through allows the user to drill a data cell down to the raw data at the base of the cell value.
Dimension Selector	Using the Dimension Selector allows the user to add and replace dimensions in the columns, rows and slicers of the view using drag and drop and to select and filter members.
View	View is the main component of a workboard. It retrieves data from a data source and shows it in a grid or a chart form. Views can be selected in three ways, either from the public, private or shared folders.
Workboard	Workboards provide a default view of data most commonly used. Users can also create personalised workboards and share workboards with colleagues.

6. Access & login

DSS System access is requested via email, contact OrgTRx support directly.

Best accessed via Internet Explorer, users will require a

Username: _____

Password: _____

7. Support

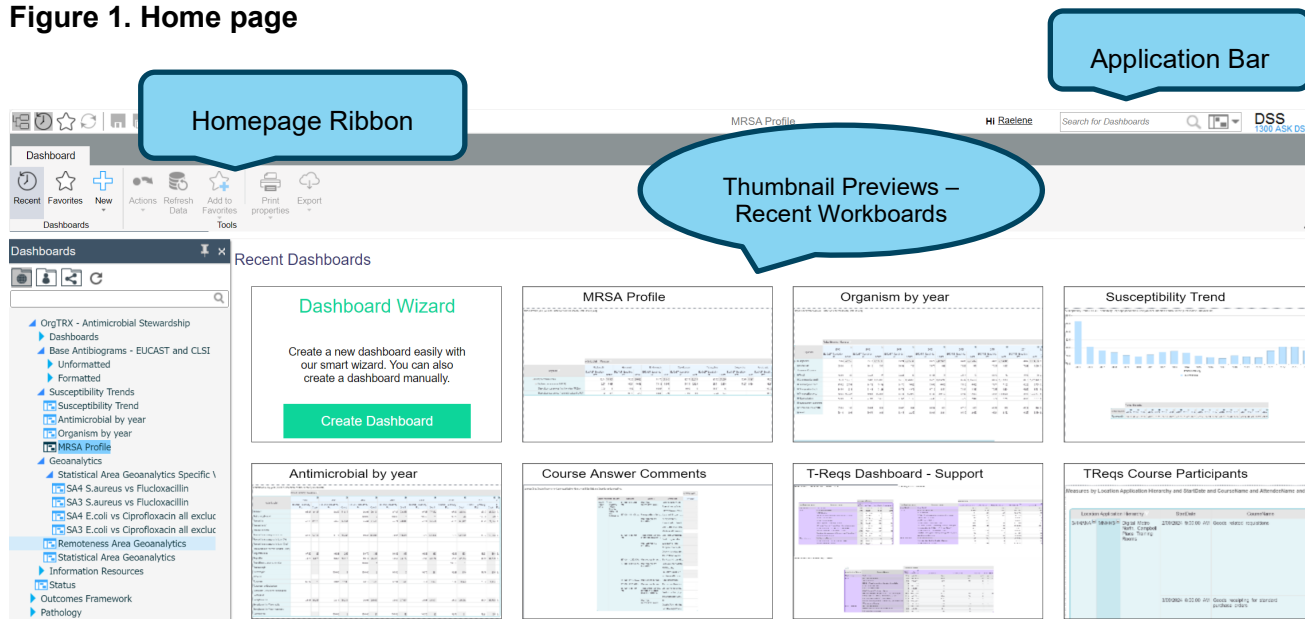
Contact: orgtrx-support@health.qld.gov.au

8. General navigation

The home page consists of three main areas (Figure 1):

- **Application bar** - The Application Bar is positioned at the top of the workboard on the Necto HTML5 Client page, it contains the options that apply to the entire application.
- **Homepage ribbon**- The Necto ribbon contains workboard link buttons and buttons for changing the thumbnail display layout.
- **Thumbnail Previews – Recent Workboards** – when you log into DSS, the workboards you have visited recently display in thumbnail format.

Figure 1. Home page



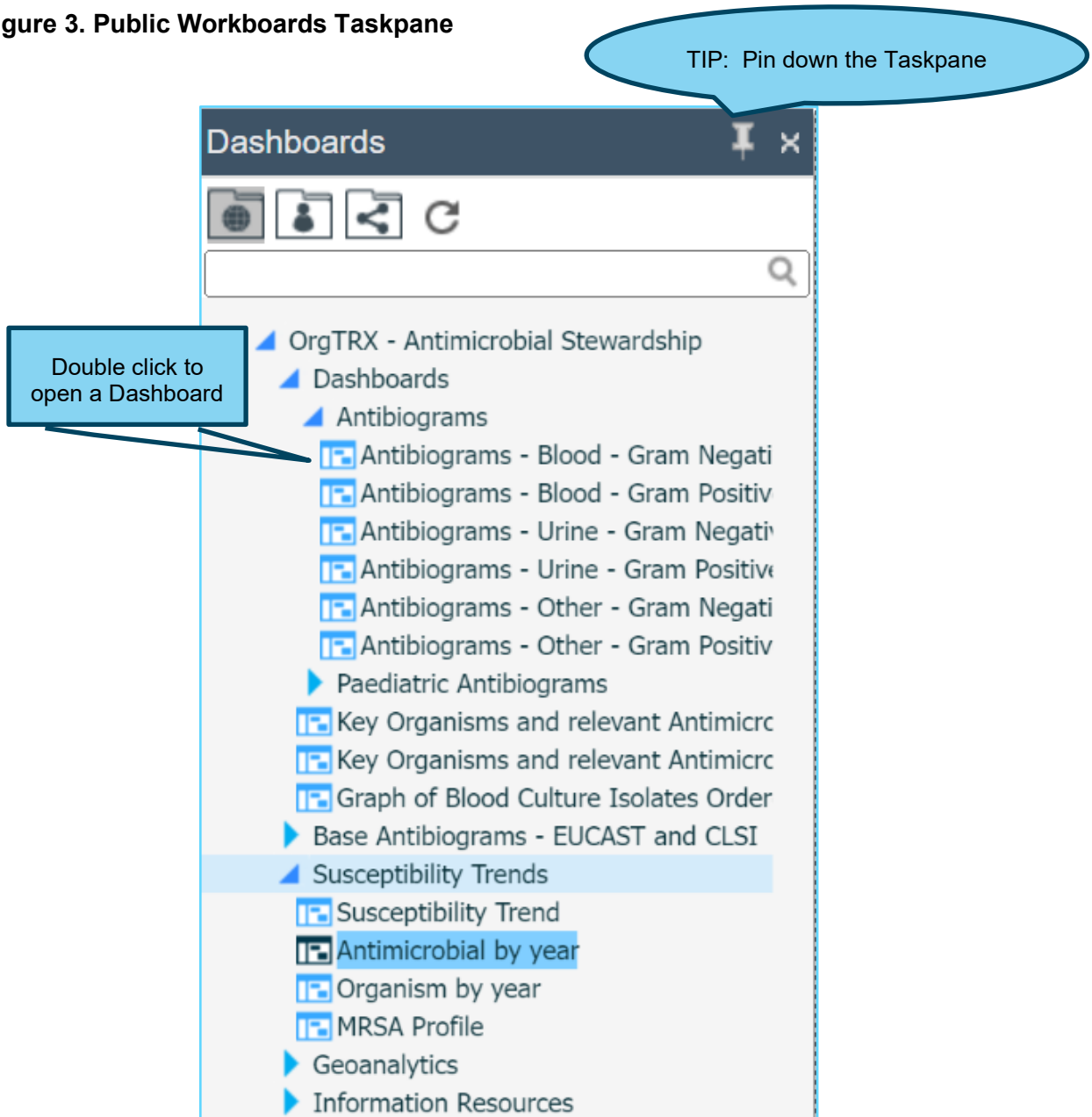
9. Necto work area

Figure 2. Application bar



The modules and its folders are located down the left side of the task pane; expand out each folder to view standard reports (Figure 3).

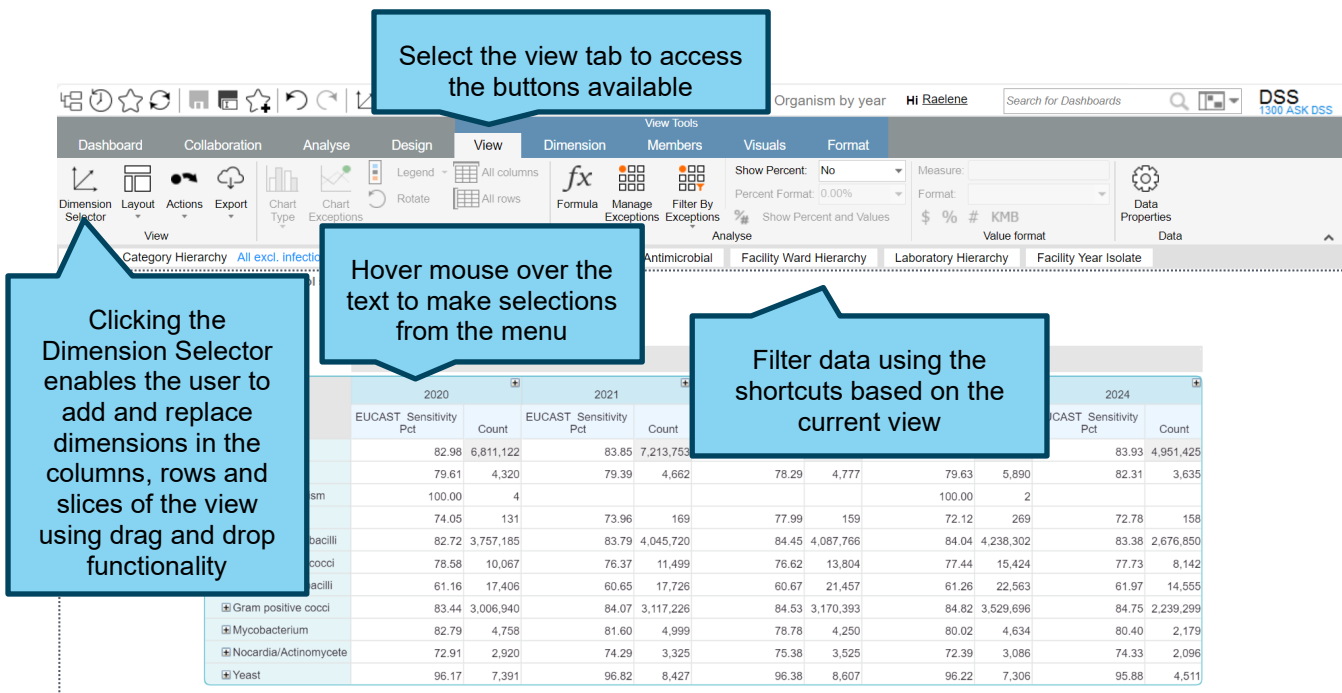
Figure 3. Public Workboards Taskpane



9.1 Table view screen (filtering slicer)

After running a standard workboard from the module in the Public Workboards pane (Figure 3), the table view screen is opened (Figure 4). Figure 4 details options to customise, search and filter in a workboard.

Figure 4. Public Workboards Taskpane



9.2 Dimension Selector

The Dimension Selector allows the user to add and replace dimensions in the columns, rows and slicers of the view using drag and drop functionality. It can also be used to select and filter members (Figure 5).

9.2.1 Add additional slicers – Dimension Selector

Additional members can be selected from the Dimension Selector and added into a workboard or used to filter data to assist with data analysis (Figure 5):

1. Click on the Dimensions Selector
2. Click and drag Slicers to and from the Columns and/or Rows Sections
3. Click on the Slicer, Measures or Rows to filter the data
4. The View now includes the additional slicers and filters. Click OK

9.3 Search and filter a slicer

Search slicers via the Navigation Bar (Figure 6). Search by text or code via the search field depending on the slicer e.g. text, code and text or code.

To search within a slicer:


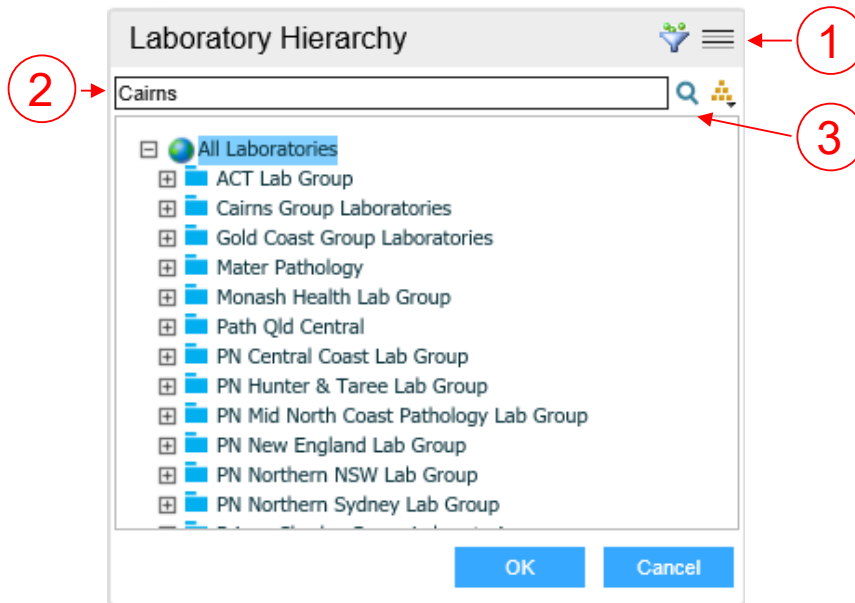
1. Click the slicer you wish to search
2. Type the description/code you are searching for
3. Click the  Filter to search

Figure 6. Search option within slicer



9.4 Drill down and Drill up

Use the drill down option to expand to lower levels of the hierarchy. For example, if you are viewing the Period Hierarchy for 2017 you may wish to drill down to view the individual months or the individual days within the months (Figure 7).

1. Click the **+** *plus* to expand to lower levels
2. Click the **-** *minus* to collapse the levels

Figure 7. Drill down and Drill up

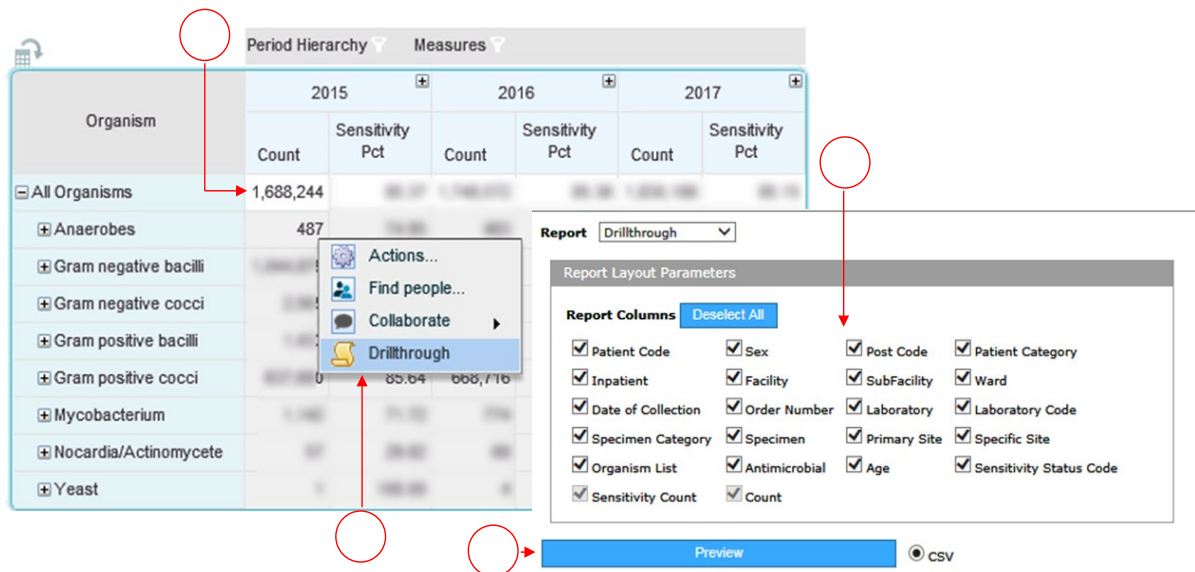
Organism	2015		2016		2017	
	Sensitivity Pct	Count	Sensitivity Pct	Count	Sensitivity Pct	Count
All Organisms	85.37	1,088,398	85.38	1,198,073	85.15	1,088,398
Anaerobes	74.85	487	73.57	483	88.77	388
Gram negative bacilli	85.38	1,088,378	85.18	1,076,187	84.82	1,117,812
Gram negative cocci	73.57	3,888	74.85	3,073	73.88	3,888
Gram positive bacilli	88.87	1,483	88.88	1,577	88.88	1,587
Gram positive cocci	85.38	837,888	85.37	888,718	85.37	788,488
Mycobacterium	71.52	1,182	82.88	778	82.88	787
Nocardia/Actinomycete	88.88	37	81.87	88	82.88	37
Yeast	188.88	1	188.88	8		

9.5 Drill through

Drilling through allows the user to drill a data cell down to view the base data of the cell value (Figure 8).

1. Right mouse click on a cell from the grid e.g. Count
2. Click Drill through from the menu – a new window will open
3. Click in the boxes to select/deselect Report Layout Parameters
4. Click Preview to generate the report

Figure 8. Drill through



9.5.1 Profile report – check

Some workboards allow users the option to view a Profile Report e.g. MRSA Profile report. Similar to a drill through, this option provides the user with more detailed information about the susceptibility patterns of an organism to selected antimicrobials.

Access a Profile Report (Figure 9):


1. Right mouse click on a cell from the grid e.g. Count
2. Click Profile Report from the menu – a new window will open
3. Click  Export to Excel *Export to Excel* from the top of the window

Figure 9. Profile report

Organism	Flucloxacillin		Gentamicin	
	Sensitivity Pct	Count	Sensitivity Pct	Count
Staphylococcus aureus	98.60	11,657		
Staphylococcus aureus				
Staphylococcus aureus (MRSA)				

icin	Erythromycin	Ciprofloxacin	Tetracycline	Fusidic acid	Rifampicin	Count
S	S	S	S	S	S	6774
S	S	S	S	S	S	1548
S	S	S	S	R	S	985
R	S	S	S	S	S	905
R	S	S	S	S	S	222
S	S	S	S	S	S	132
R	S	R	S	S	S	120
S	S	S	S	S	S	103
R	S	S	S	S	S	84

9.5.2 Profile report drill down – check

Users can drill down on a Profile Report to view detail for an instance (Figure 10).

Click on the symbol to drill down to view for example Patient_Code, Lab number etc.

Once expanded, click on the symbol to drill up.

Figure 10. Expanded profile report

	SSSSRRR	R	S	S	S	S	R	R	1
	SRRRRSR	S	R	R	R	R	S	R	1

Detail

DrillThroughGridView - Internet Explorer									
	SSSSRS	S	S	S	S	S	R	S	985
Detail									
Patient_Code	Order_Number	Specimen_Category	Organism						
ATP001278	7612210000	Tissue / Fluid / Pus / Prosthesis	Staphylococcus aureus						
ATP000000	7612210000	Tissue / Fluid / Pus / Prosthesis	Staphylococcus aureus						
ATP000074	7612210000	Tissue / Fluid / Pus / Prosthesis	Staphylococcus aureus						
ATP000000	7612210000	Tissue / Fluid / Pus / Prosthesis	Staphylococcus aureus						
ATP000000	7612210000	Tissue / Fluid / Pus / Prosthesis	Staphylococcus aureus						
ATP000000	7612210000	Tissue / Fluid / Pus / Prosthesis	Staphylococcus aureus						

9.6 Select members

Users can make specific member selections and change the data in the grid via the Select Members option (Figure 11). This functionality allows users to select members and customise the grid to display specific data.

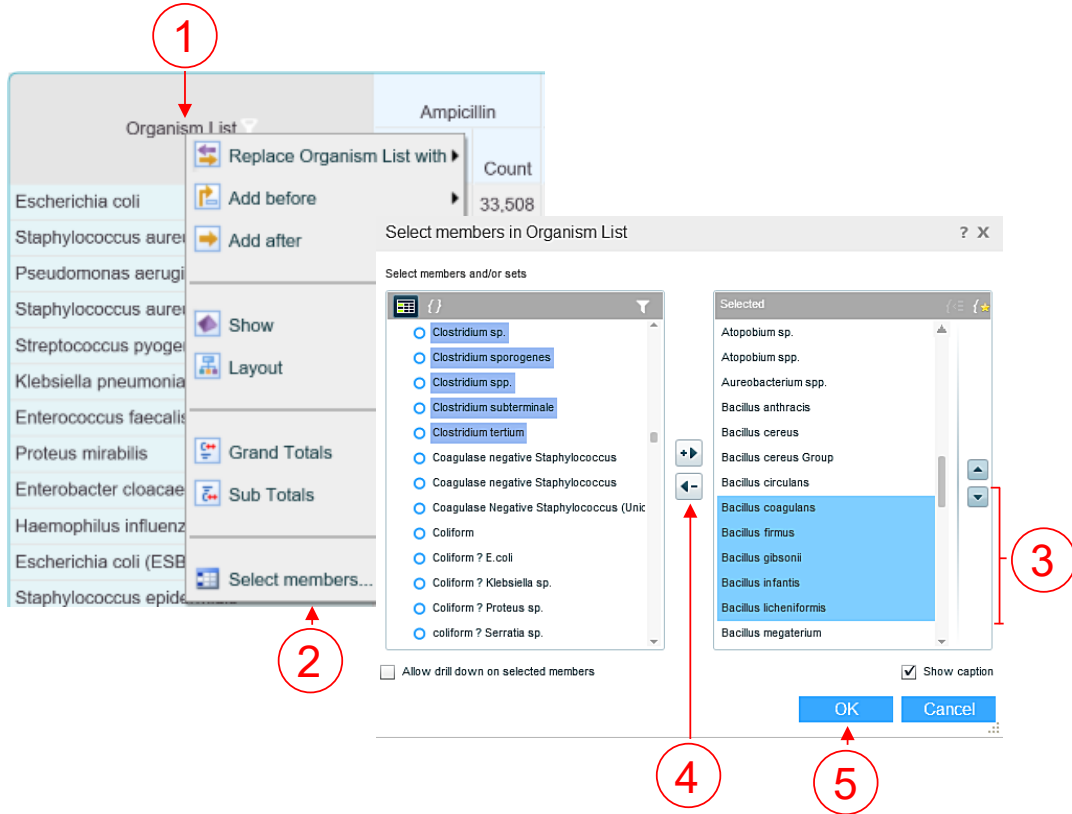
To select members (Figure 11):

1. Click on the member to display the options for example *Organism List*
2. Click *Select Members*, this will open the Select Members in Measures Panel
3. Select the Members you would like to add from the list on the left or remove from the list on the right



4. Click **Arrow** to move the *Members* you have selected to the left, or click **Remove** to remove from the list on the right
5. Click **OK** *OK* once you are happy with your selection

Figure 11. Select members



9.7 Select highlighted members

The Select highlighted members option allows users to select specific measures and/or members to display in the grid. Multiple members may be selected by holding down the control or shift keys.

To select highlighted members (Figure 12):

1. Click to highlight the member(s) you want to keep. Use the shift or Ctrl key to select a range
2. Right mouse click on a selected member
3. Click *Select highlighted members* from the menu

Figure 12. Select highlighted members

Antimicrobial	2006		2007		2008	
	Sensitivity Pct	Count	Sensitivity Pct	Count	Sensitivity Pct	Count
Amikacin					0.78	47,552
Aminosalicic acid						
Amoxicillin and enzyme inhibitor					0.12	45,831
Amphotericin B						
Ampicillin					0.04	54,957
Ampicillin and enzyme inhibitor						
Azithromycin						
Aztreonam					0.63	1,517
Benzympenicillin					0.93	42,514
Capreomycin	1				0.00	9
Cefaclor					0.50	16
Cefalexin					0.51	49,254

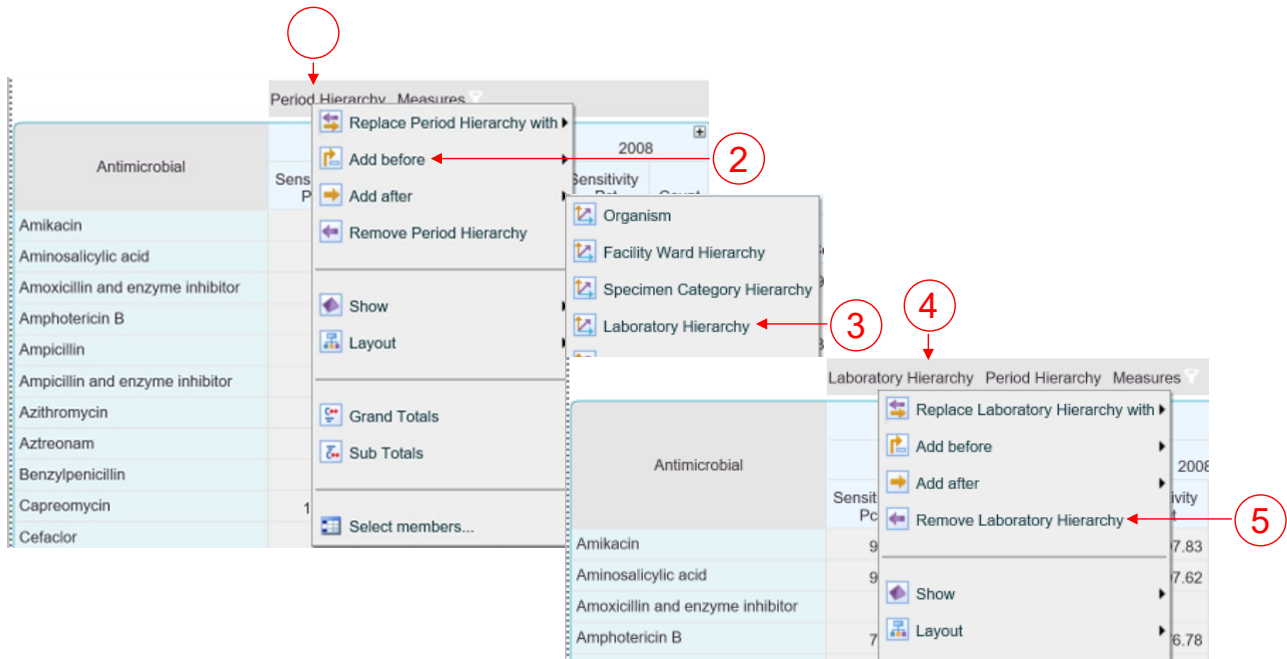
9.8 Add and remove dimensions

Users can add, remove or replace a dimension from within the grid. Dimensions are located in the dimension heading.

To Add and Remove dimensions (Figure 13):

1. Right mouse click on the Measures in the Heading of the Dimension (e.g. *Period Hierarchy*)
2. Select from the Dimension Menu; *Replace Period Hierarchy with, Add before or Add after*
3. Select the *Dimension* you would like to add (e.g. *Laboratory Hierarchy*)
4. Right mouse click to display options in the *Heading* of the *Dimension* (e.g. *Laboratory Hierarchy*)
5. Select *Remove Dimension* (e.g. *Laboratory Hierarchy*)

Figure 13. Add and remove dimensions



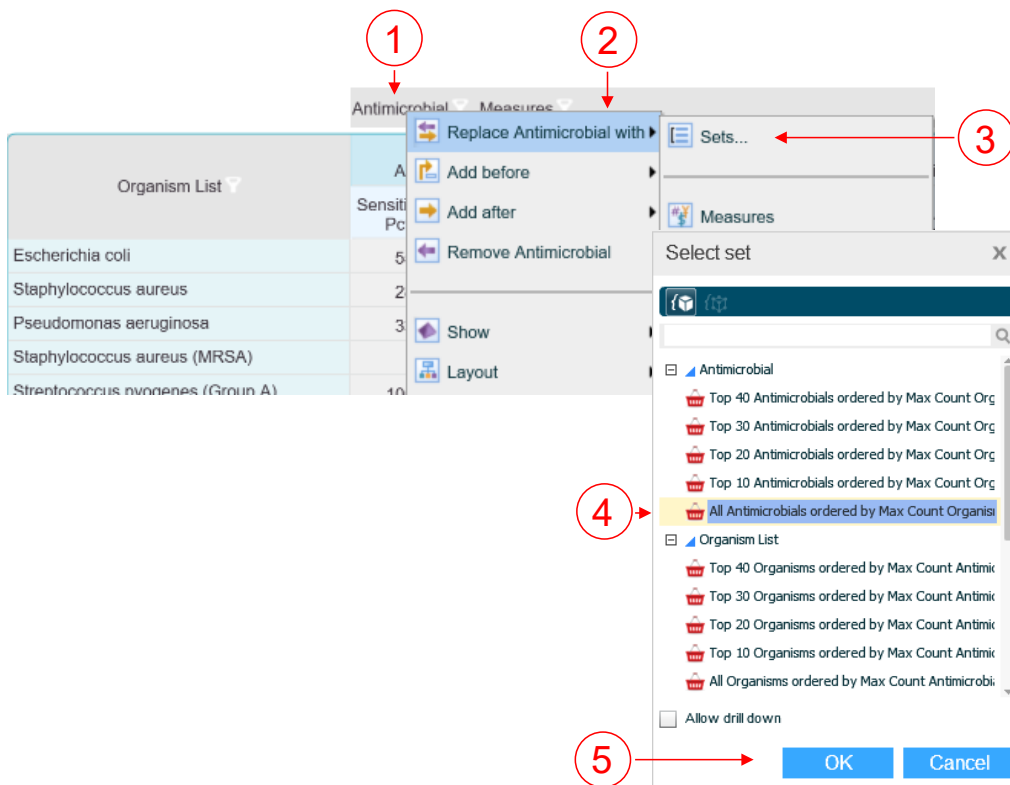
9.9 Replacing sets

The workboard Cumulative Antibigram defaults to display the Top 20 Antibiotics and Organisms only.

To change the Sets (Figure 14):

1. Right mouse click to display the menu on the Dimension e.g. *Antimicrobial*
2. Select Replace Organism List with
3. Click Sets
4. Click the set you wish to view – e.g. *All Antibiotics ordered by Max Count Organism*
5. Click OK

Figure 14. Replacing sets



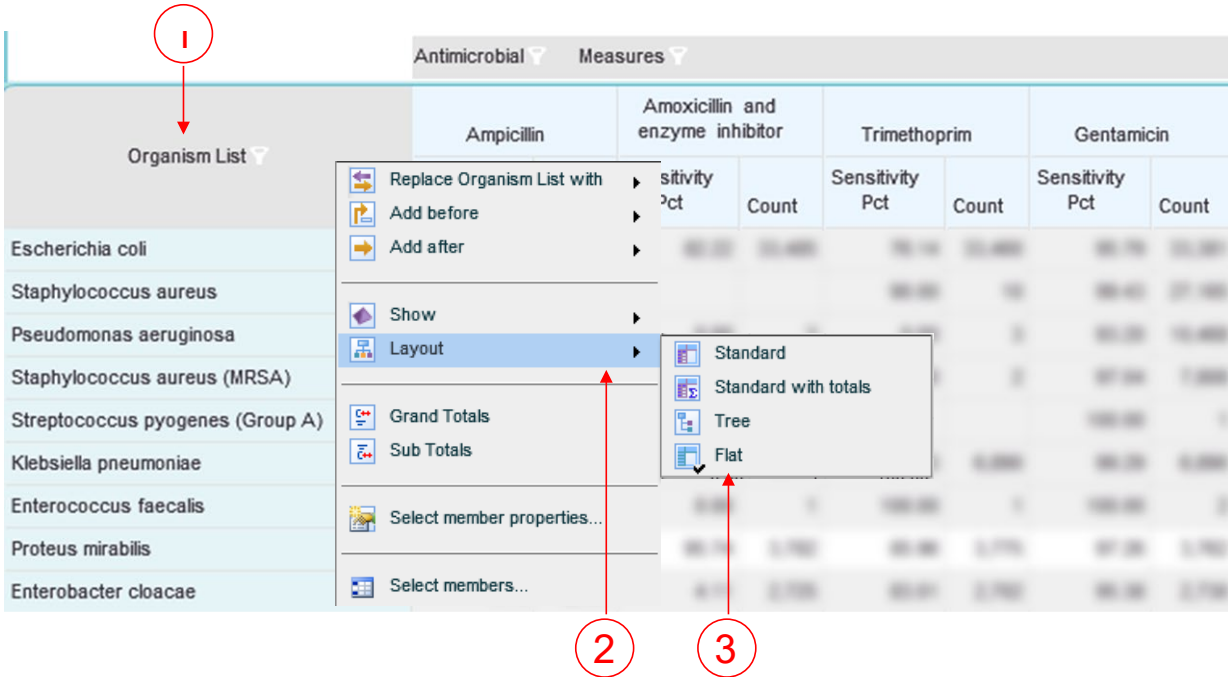
9.10 Change grid layout

The Layout tab provides multiple ways to display a hierarchy in the grid.

To change the grid layout (Figure 15):

1. Right mouse click on the measure in the workboard e.g. *Organism list*
2. Select *Layout*
3. Choose the preferred layout:
 - a) *Standard layout* - displays hierarchal format with no subtotals at a parent level
 - b) *Standard with parents* - displays hierarchal format with subtotals for the parent members
 - c) *Tree layout* - displays members and their parents with subtotals at parent level
 - d) *Flat layout* - removes hierarchies by hiding the parent member

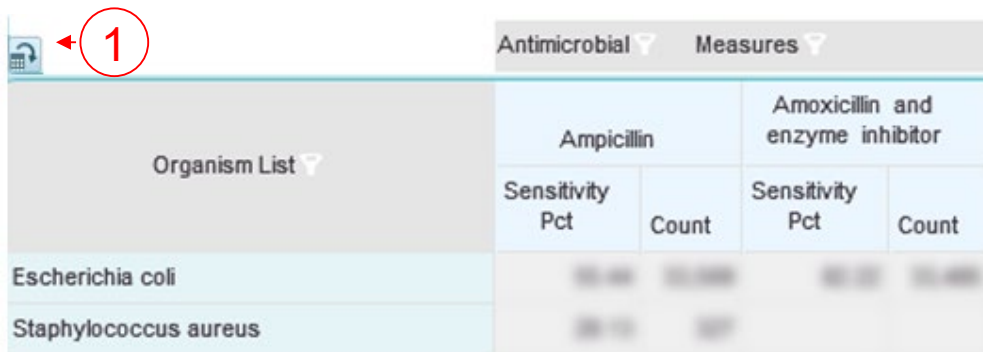
Figure 15. Change grid layout



9.11 Rotate grid

Grids, by default, are plotted along the vertical axis of the grid as the data series and the horizontal axis of the grid as the values (Figure 16).

Figure 16. Rotate grid




Click on the  *Rotate Grid* button to rotate the grid

10 Saving workboards

There are three parent folders in the Workboard Task Pane (Figure 17). The folders are visible when the *Workboard* tab and *Explore Workboards* button are selected in the ribbon.

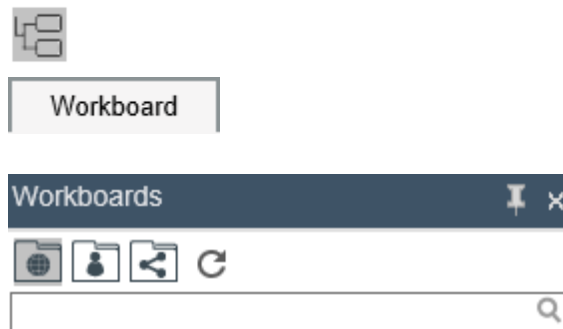
 *Show public content* - contains public reports based on a user's access approved access

 *Show private content* - contains saved private workboards which can be edited and re saved.

Content in this folder cannot be viewed by others unless you share it with them

 *Show shared content* – contains workboards that other users have shared with you

Figure 17. Folder structure



10.1 Create a folder structure

Users can save workboards in their Private content folder. A folder structure can be created for saving private workboards (Figure 18):




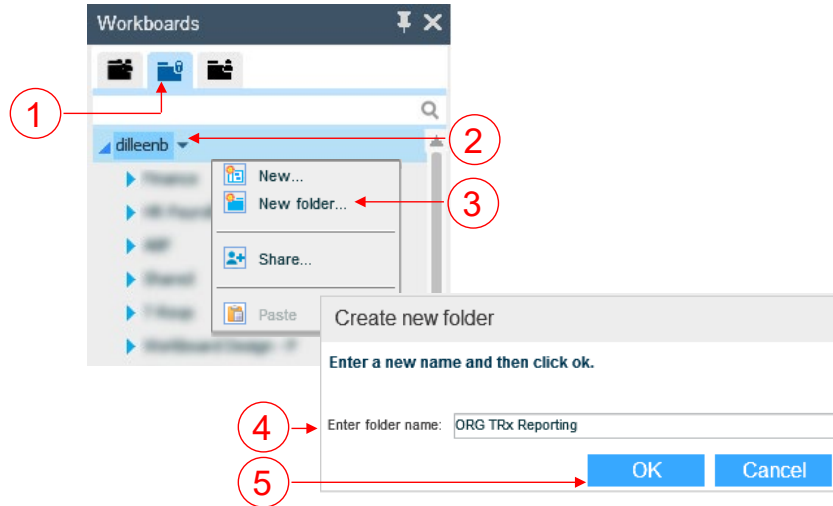
1. Click  *Show private content*
2. Right mouse click on the  symbol beside your username
3. Click *New folder*
4. Click in the *Enter folder name* pane and type in a name for your folder
5. Click  OK

Figure 18. Create a new folder



10.2 Save a workboard to your private content folder

Users can save workboards to their private content folder. Saved workboards can be edited and shared with other users.

To save a copy of a workboard in your private folder (Figure 19):




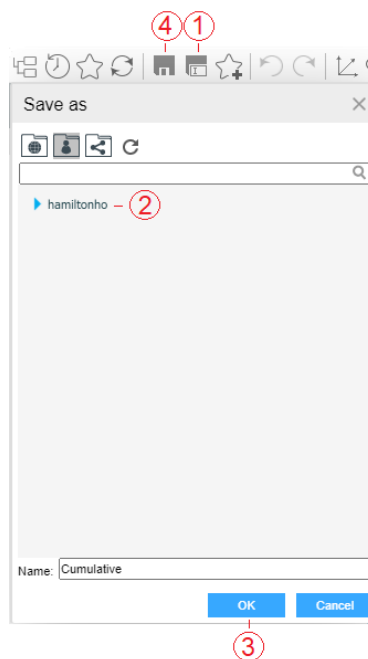
1. Click  Save as in the application bar
2. Enter the report name in the Name field
3. Click  OK
4. Once the workboard is saved, click  Save to save changes over a pre-existing workboard

Figure 19. Save as

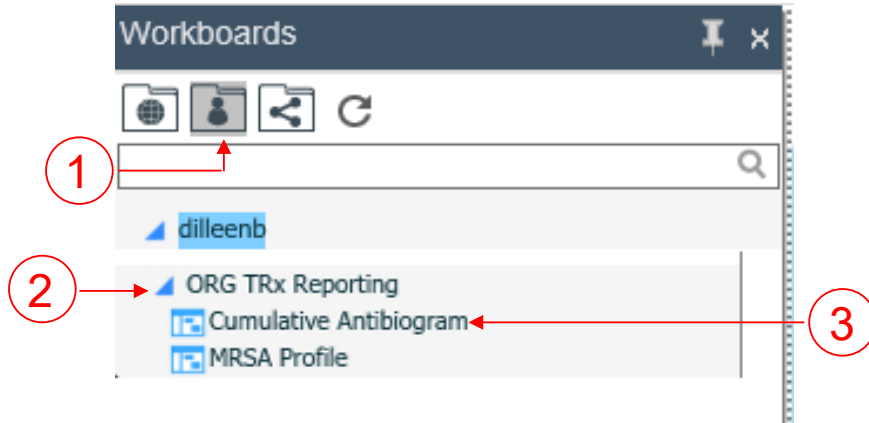


10.3 Open a private workboard

To open a private workboard (Figure 20):

1. Click the Private content folder
2. Click the sub-folder (if you want to save to a folder) then;
3. Double-click the workboard to open

Figure 20. Open a private workboard



10.4 Export

Data can be exported in multiple formats.

To export data (Figure 21):


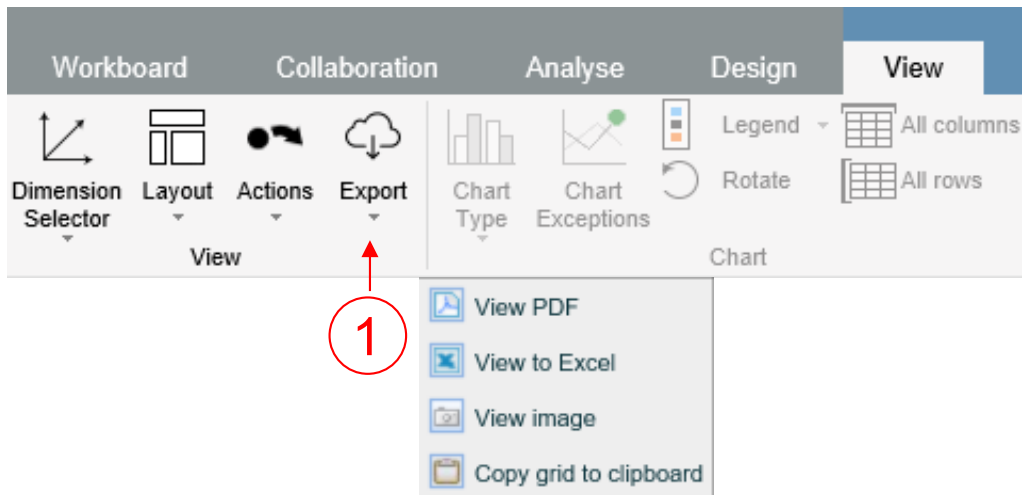
1. Click  *Export* button to view and select from the following options:
 - **View to PDF** – a PDF document will be generated
 - **View to Excel** – data will be exported in a formatted Excel format (.xls)
 - **View image** – an image of the workboard is created. The image can be saved to your computer
 - **Copy grid to clipboard** – allows users to copy the grid and paste into an Excel spreadsheet

Figure 21. Export



11. Sharing workboards

Users have the ability to share workboards. To share a workboard, you must first save a copy in your Private content folder (refer to the previous section for instructions).

11.1 Sharing a workboard with another user

To share a workboard with another user (Figure 22):




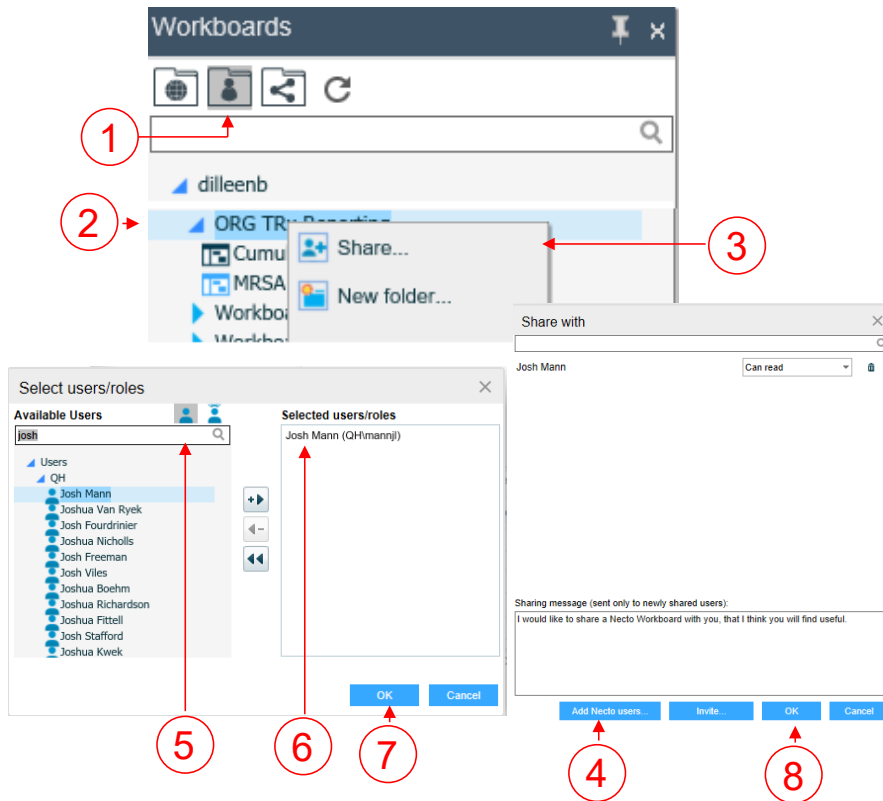
1. Click  *Show private content*
2. Right mouse click  on the symbol beside the Workboard you would like to share
3. Select *Share* from the options menu
4. Click  *Add Necto users*, wait for the user names to load
5. Click into the search pane and type in the person's name
6. Click on the name and move to the Selected users/roles pane
7. Click *OK*
8. Click *OK*

Figure 22. Sharing a workboard



Note: The user you are sharing a workboard with will not receive any notification, you must notify them.

To delete a sharing arrangement, click the trash can (Figure 22).

11.2 Open a shared workboard

Once a user has shared a workboard with other users it can be accessed via the Shared content folder.

To open a shared workboard (Figure 23):


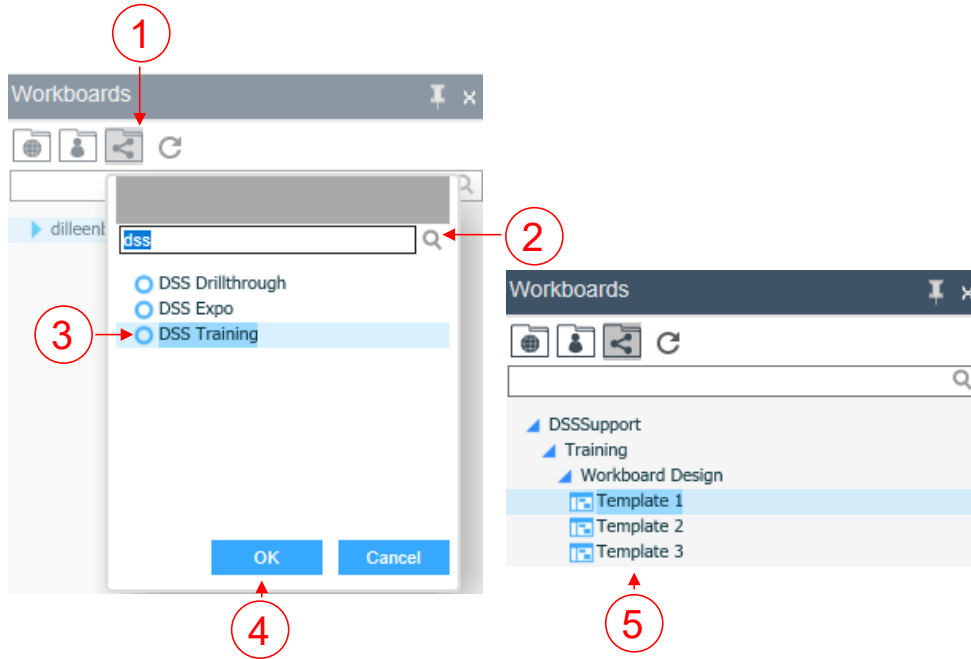
1. Click  *Shared Content*
2. Click into the search field and enter the name of the user who has shared report
3. Click on the user name to highlight
4. Click *OK*
5. Open the folder, locate the view and double click

Figure 23. Open a shared workboard

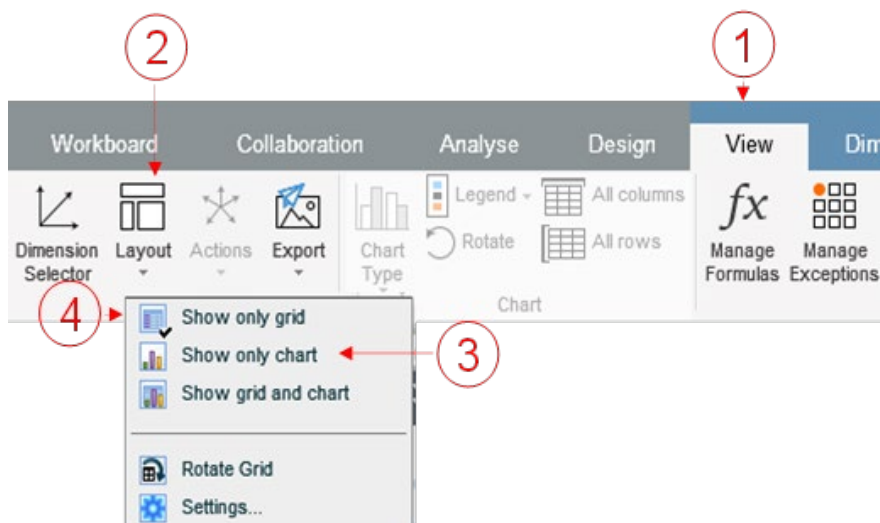


12. Chart functionality – change

Charts can be added to or replace a workboard (Figure 24):

1. Click the **View** View tab
2. Select the **Layout** button
3. Select *Show only chart*
4. Select *Show only grid* to remove chart

Figure 24. Add/remove a chart



12.1 Modify a chart – change

To modify a chart type via the View tab (Figure 25):





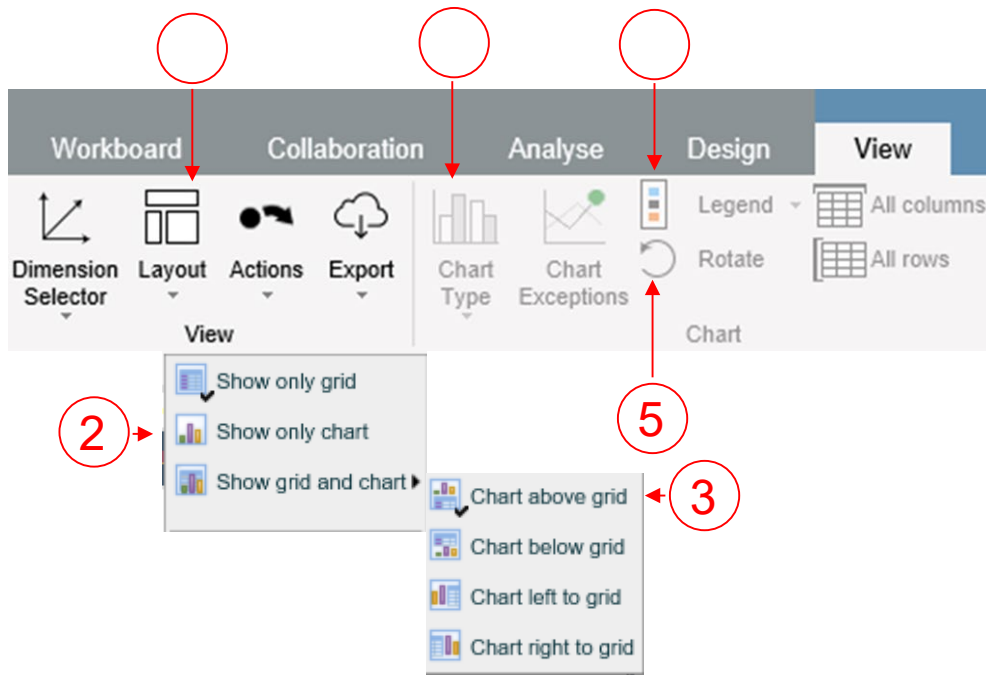
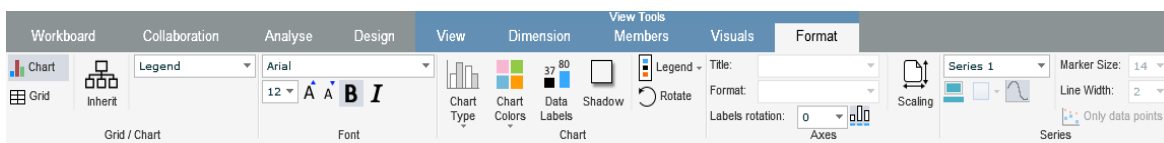
1. Select  *Layout* from *View* in the ribbon
2. Choose an option; *Show Chart* or *Show Grid and Chart*
3. Select where to place the chart e.g. *Chart above grid*
4. Click the  *Chart Type* to select a default chart from the menu
5. Click  *Rotate* to rotate the *Axis* on your *Chart*
6. Click  *Legend*
7. Select the position of the *Legend*

Figure 25. Modify a chart



Tip: additional formatting for charting can be found via the Format tab within View Tools. Click on Chart and deselect Inherit.



12.2 Select data to display in the chart change

You can choose data to display data in the chart by selecting data in the grid. You can only select data from members of the same level.

1. In the grid, click and drag the selection rectangle across a column to display that column in the chart
2. In the grid, click and drag the selection rectangle across a row to display that row in the chart
3. In the grid, click and drag the selection rectangle from the member level and drag from left to right and down

- To capture multiple rows or columns make the first select and then hold down the ctrl key and make further selections
- To remove a row or column hold down the Ctrl key and drag the selection triangle over that row or column

Below is the “Organism by Year” Dashboard

Organism	2022	2023	2024
	Count	Count	Count
All Organisms	7,314,738	7,827,172	4,951,425
Anaerobes	4,777	5,890	3,635
Anaerobic Organism		2	
Fungi	159	269	158
Gram negative bacilli	4,087,766	4,238,302	2,676,850
Gram negative cocci	13,804	15,424	8,142
Gram positive bacilli	21,457	22,563	14,555
Gram positive cocci	3,170,393	3,529,696	2,239,299
Mycobacterium	4,250	4,634	2,179
Nocardia/Actinomycete	3,525	3,086	2,096
Yeast	8,607	7,306	4,511

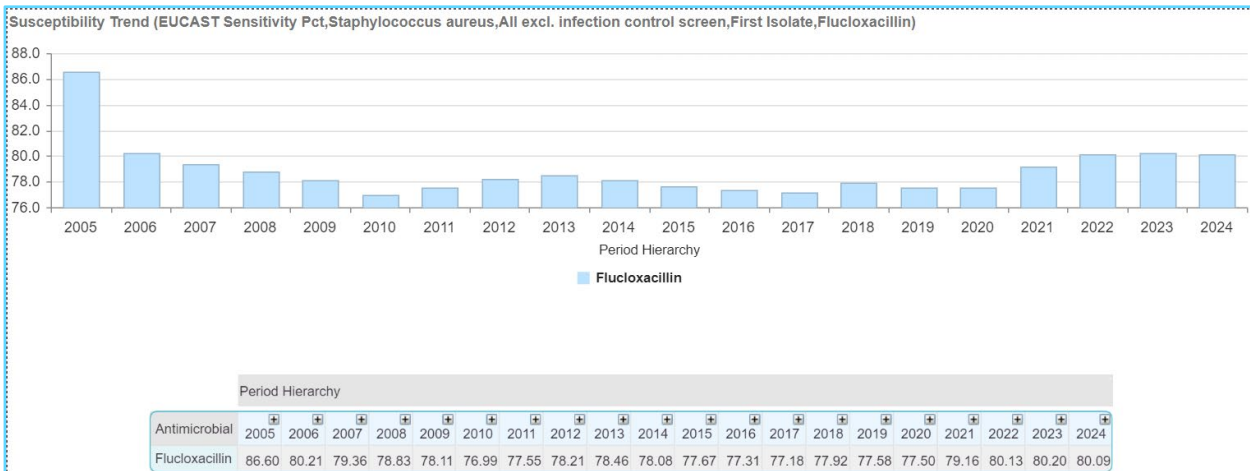
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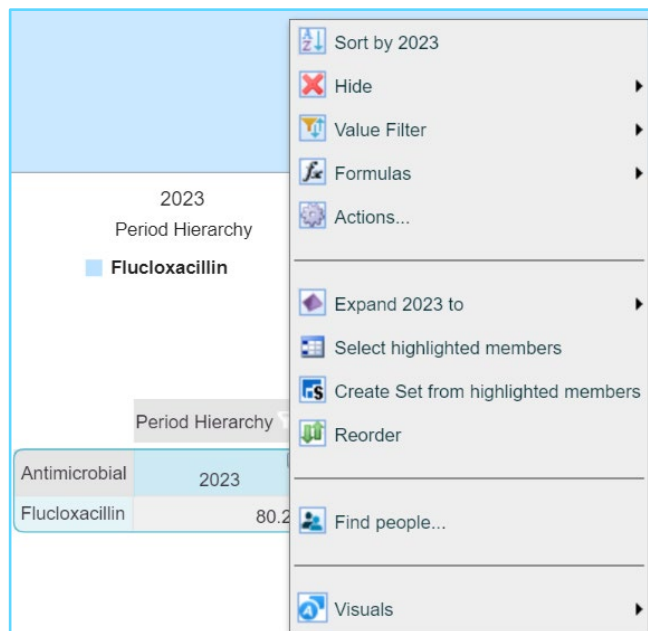
Organism	2022	2023	2024
	Count	Count	Count
All Organisms	7,314,738	7,827,172	4,951,425
Anaerobes	4,777	5,890	3,635
Anaerobic Organism		2	
Fungi	159	269	158
Gram negative bacilli	4,087,766	4,238,302	2,676,850
Gram negative cocci	13,804	15,424	8,142
Gram positive bacilli	21,457	22,563	14,555
Gram positive cocci	3,170,393	3,529,696	2,239,299
Mycobacterium	4,250	4,634	2,179
Nocardia/Actinomycete	3,525	3,086	2,096
Yeast	8,607	7,306	4,511

12.3 Creating a Line Chart for the Second Y axis example

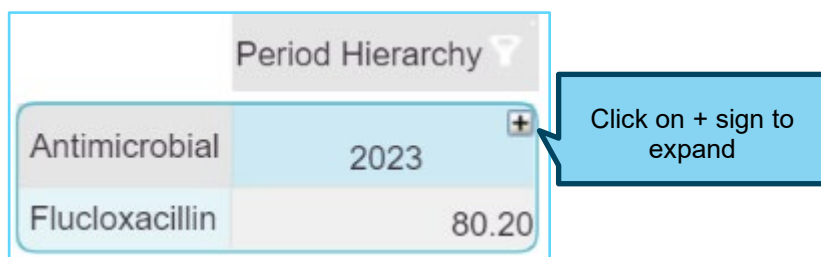
REPORT: Susceptibility Trend



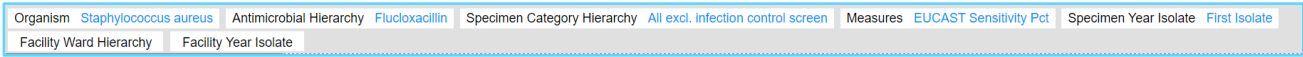
YEAR: Left click on column “2023”, then right click and click on “Select Highlighted Members”



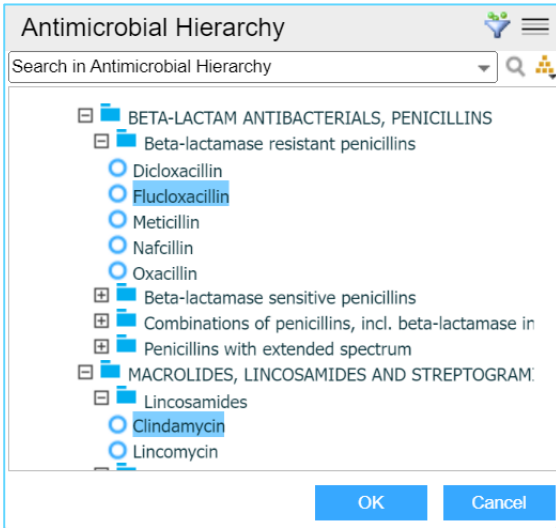
Click on the + sign on the 2023 column to expand out to the months of 2023



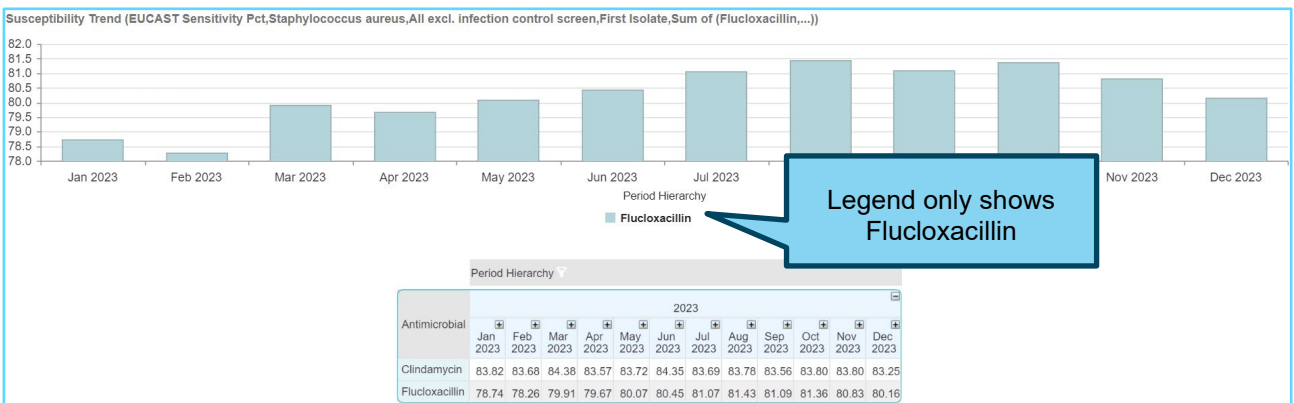
Click on the “Antimicrobial Hierarchy.”



Hold Ctrl button and select Clindamycin and Flucloxacillin so now you have two selections being “Flucloxacillin and Clindamycin” as below, then select OK.

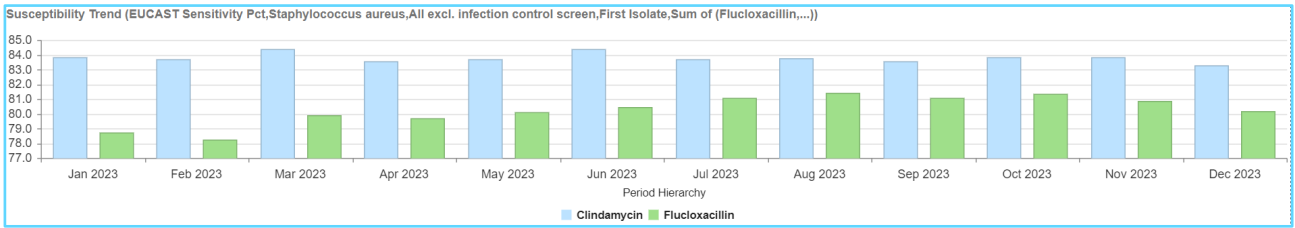


You will see in the chart below, it will only show data for Flucloxacillin which is identified by the figures highlighted darker grey in the grid. It only shows Flucloxacillin in the legend as well.



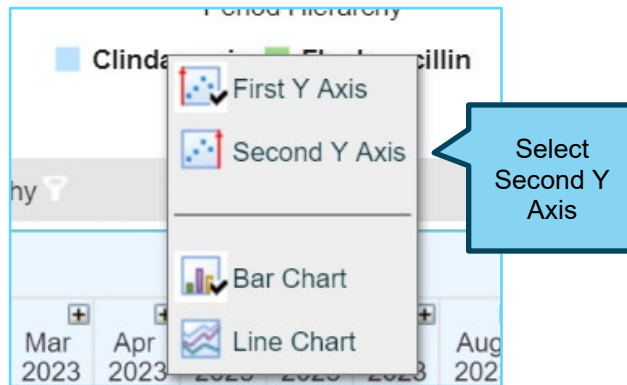
To include Clindamycin in the chart, in the grid, click and drag the selection rectangle across a row to display that row in the chart. See item 12.2 and dot point 2 and image number 2.

The chart will now change to show both data for Flucloxacillin and Clindamycin.

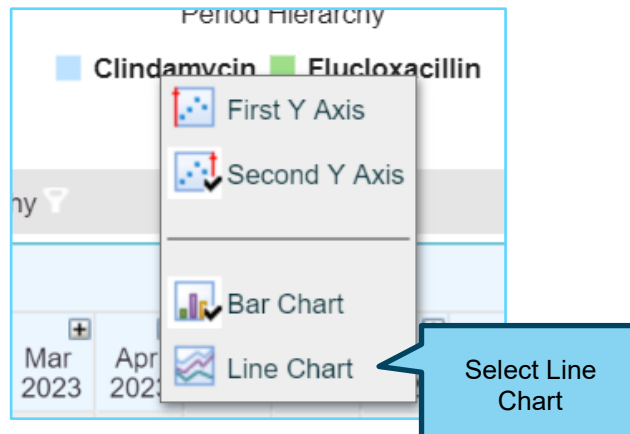


Now we want to add a Line Chart for Clindamycin.

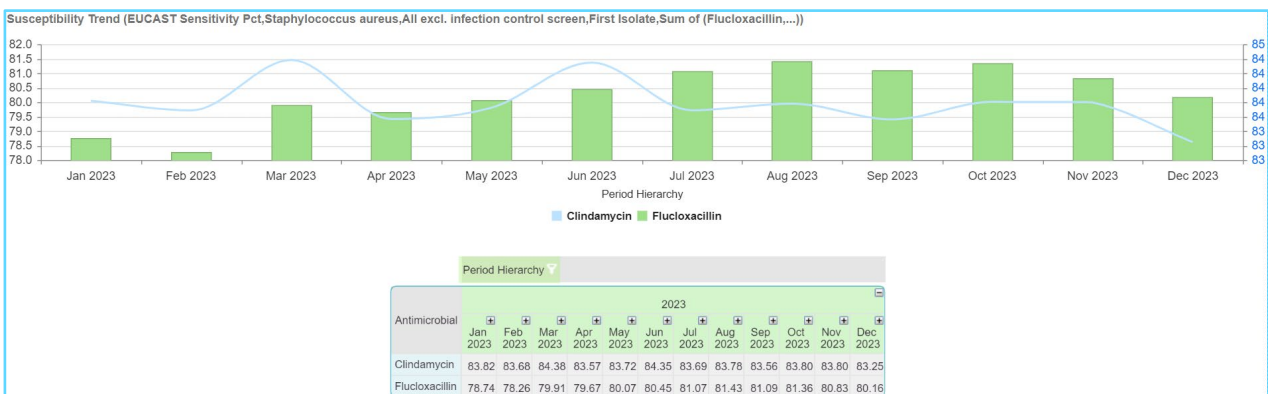
Right click on Clindamycin in the “Legend” and select 2nd Y axis.



Right click on Clindamycin and select Line Chart.



Customised final report below:



Following the logic above, other graphics which may be of interest are shown below:

Isolations of *Aeromonas* spp. over time.



Isolations and breakdown of *Burkholderia* sp. in blood cultures over time.

