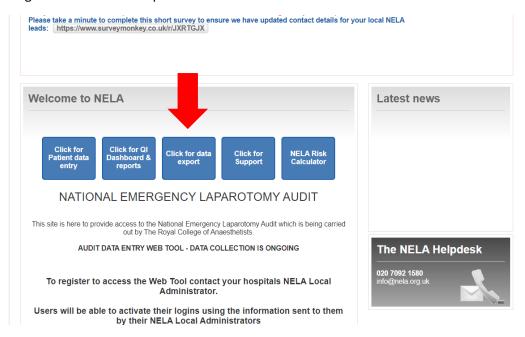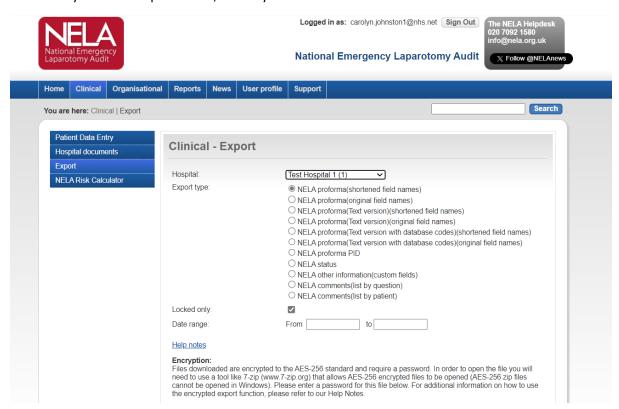From data.nela.org.uk- Click for data export:

This takes you to the export menu, where you have a number of choices:

As the file contains patient identifiable information, you should aim to download it as an encrypted file if possible, using a password you set on this screen. Some NHS computers will not allow for the download and extraction of encrypted zip files, and so in this scenario please check the box to remove the encryption and download a non-encrypted file. You must take care to protect this data (removing it from downloads lists etc), as it will contain a lot of patient identifiable data.

The downloaded file will be an excel spreadsheet, containing the data from the dates selected, and including unlocked cases if you chose this option.

The format of the spreadsheet will vary depending on the export type chosen:

NELA proforma(shortened field names)

NELA proforma (original field names)

NELA proforma (Text version)(shortened field names)

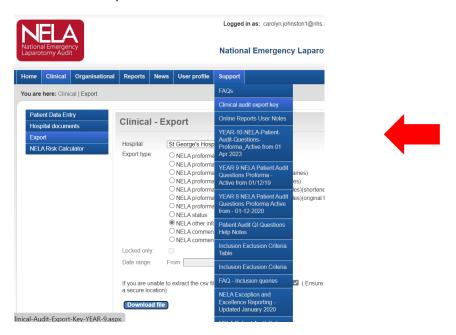**NELA proforma (Text version)(original field names)**

NELA proforma (Text version with database codes)(shortened field names)

NELA proforma (Text version with database codes)(original field names)

These are the downloads that will give you all the NELA data contained within the webtool.

They are all different presentations of the whole NELA dataset, with the headings either written in short form or in full, and the data either listed as text or database codes.

An explanation of these codes is contained within the 'Clinical audit export key', which is an excel spreadsheet you can download from the 'Support' tab which contains a list of the column headings and codes in the proforma.

NELA proforma PID

This is a shortened summary of the patient identifiable data- ie the names, DOB, postcode, NHS number, hospital and NELA IDs.

If you want to combine the full data download with this identifiable data such as the patient's name, you will need to match the data in this download with the main download data. This can be done using the NELA IDs, which are on both documents. Re-order both sets of data with the NELA ID in ascending order, and then cut and paste the columns of the NELA proforma PID onto the main data download, taking care to ensure the NELA IDs are matching.

If you want to review the data for a small number of patients, it is more straightforward to go back to the NELA data entry form and find the patient using the search function on that menu.

NELA status

This contains a monthly summary of the number of locked and unlocked NELA records.

NELA other information (custom fields)

This is the data you may capture in Section 8 of the audit form, which is for optional locally modified data fields.

NELA comments (list by question) and **NELA comments (list by patient)**

These are lists of the comments that your colleagues may add in the 'comments' box of the data entry form.