

## **Script for NORS: Full Download Feature (Pilot)**

Welcome to the NORS training module for the pilot NORS Full Download feature. The NORS Full Download feature is currently in its pilot phase, and many additional improvements are expected in 2011. This module assumes that you are already familiar with entering data into NORS.

This module will show you how to download data for all modes of transmission from NORS. Reporting Site Administrators can download data for the entire reporting site. Agency administrators and other users can download data for their individual agencies.

After you have logged in to NORS, scroll over the “Download” link at the top of the page and click “All data”. On the download page, enter the start and end dates of the time period for which you would like data. Please note that the start and end dates are based on the date the first case became ill. For instance, to download all of your site’s data from January, 2010, enter 01/01/2010 in the box labeled “Start Date”, and 01/31/2010 in the box labeled “End Date.” When you are finished, click the box labeled “Create Download File.”

Once the file is ready to download, a link will appear called “Download file that contains nORS data in Excel” with the date that the data was most recently updated. If you choose to download foodborne disease outbreak data with first ill start and end dates that occur prior to January 1, 2009, a link will appear called “Download Zip file that contains eFORS data in XML format” with the date that the data was most recently updated. At this time, eFORS data can be downloaded in XML format only. Data will be current through the previous day’s date. To download your requested data, click on the link. Select “Open” if you would like to open the file in Excel, or “Save” to save the file to your computer to use later.

We will now select “Save” to save the file to the desktop. We will now open a similar file with fake data to give you an idea of what the full download file looks like. To open the file in Excel, double click on the file name. Once the file is open in Excel, you can see that it contains data for all outbreaks reported into NORS by your agency or reporting site. The information is separated into many different tabs that reflect how the variables are currently grouped and organized inside the NORS database.

Many of the variables contained in the General sections of NORS are included in the NORSMain tab of the downloaded Excel spreadsheet. The unique StateID assigned by a report author is found in the column labeled LocallyAssignedID. Outbreak reports are linked across the tabs by the “RootID”, which is the same as the CDCID in the NORS paper and electronic reports.

For example, if you wanted to link a report from the NORSMain tab with the County tab, you would check the RootID in the NORSMain tab and then find the RootID column

contained in the County tab. In this tab, if more than one county was involved in an outbreak, you will see multiple data rows with the same RootID.

There are some tabs that do not have a 'RootID' column; these tabs are linked by other identification variables, such as EtiologyID, ImplicatedID, SchoolID or WaterVehicleID. For example, the Excel tab called "Agency", which lists the agency that reported the outbreak, links to the 'NORSMain' tab through the AgencyID. Using the AgencyID listed in the NORSMain tab, you can look up which agency reported the outbreak in the Agency tab.

Some table and variable names may be easy to understand, but we have provided a data dictionary to assist you as you work with the data. To access the data dictionary, go back to NORS. We have posted a link to the data dictionary on the NORS message board. Please note that you may need to log in again to see this screen. We have also emailed a copy of this data dictionary to all Reporting Site Administrators for distribution within their site. The data dictionary contains the names of all the tabs contained in the downloaded file, the names of all the variables in each tab, a short description of each variable, and where to find that variable on the NORS paper form and the electronic NORS form. A short summary of how the data tables are ordered has also been included at the bottom of the download page.

The NORS Full Download feature is currently in its pilot phase, and many additional improvements are already being prepared for release in 2011. Sites will additionally be able to download data by mode of transmission and will be able to choose from multiple file formats. An announcement will be sent to NORS users once the new features are available. In the interim, we would appreciate any feedback you have on the pilot Full Download feature. Please share any comments or suggestions by emailing us at [NORSAdmin@cdc.gov](mailto:NORSAdmin@cdc.gov).

Thank you for reviewing this module. This completes the training for the pilot Full Download feature of NORS. If you need any assistance with this or any other sections of NORS, please refer to the online technical and guidance documents or email us at [NORSAdmin@cdc.gov](mailto:NORSAdmin@cdc.gov) with any questions or comments.