



# Welcome to the Information Sharing Gateway

Connecting information sharing partners to create  
sharing agreements electronically.

**QUICK**

**GUIDE**

A Quick Guide to the Inventory & Data Assets

**ESBT Digital**

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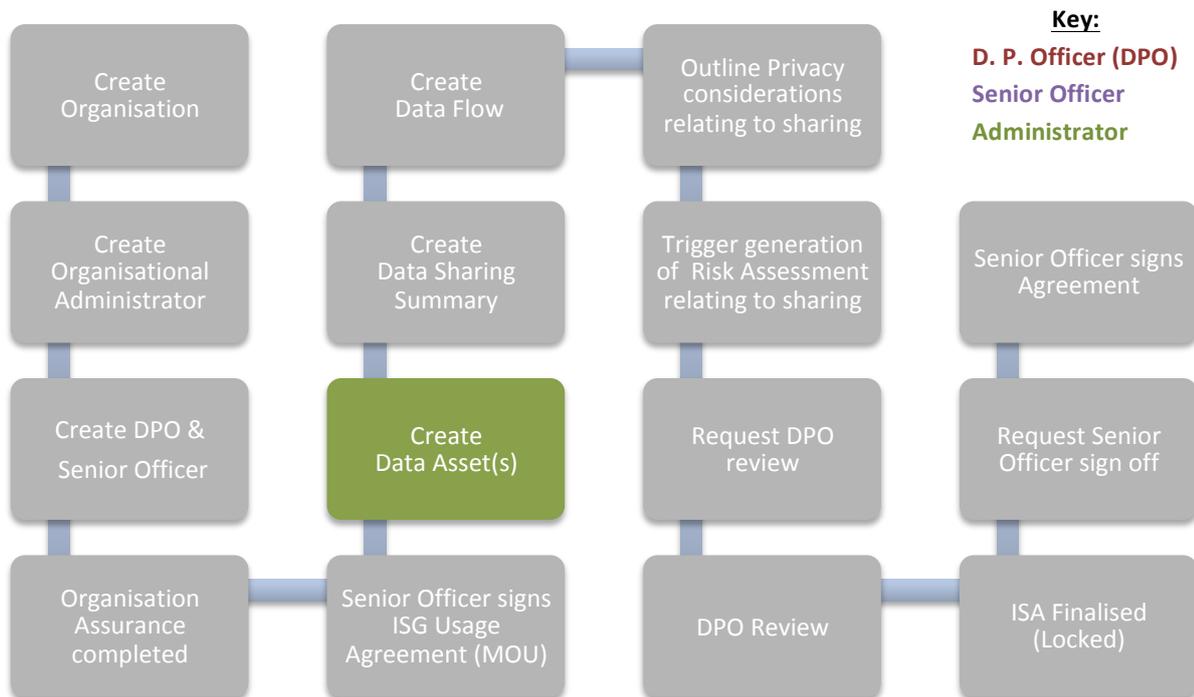
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# Welcome to the Information Sharing Gateway

The purpose of this guide is to help you record your organisations Data Assets, in the Inventory, on the Information Sharing Gateway (ISG) – an online platform to create and maintain robust information sharing agreements. It can be found at:

[www.informationsharinggateway.org.uk](http://www.informationsharinggateway.org.uk).

The process the ISG uses is as shown below. Typically many of the grey sections may be pre-populated to make things easier for users. The key indicates who completes which task. This guide relates to the Inventory – where Data Assets are recorded.



An organisation is initially set-up by a nominated “Lead Organisation” for the ISG in that area.

The licence for the ISG may be held by another organisation or the lead organisation, frequently this is:

**Health Education England**

*(Who have bought a group licence on behalf of the NHS.)*

## Introduction to the Inventory

The Inventory is where Data Assets are stored and managed within the ISG. You can choose any data asset you have recorded when you subsequently create data sharing agreements, so it is easier to add these before trying to create any sharing agreements.

It is accessed through the top menu. To create new entries in the Inventory you can need to hold any role except that of Viewer or Risk Reviewer (you can additionally hold one of these).

To get to the inventory, log in and on the top menu > click  .

## What is a Data Asset in the ISG

In simple terms a data asset can be anything that holds information. This could be a paper record, an IT database or a combination of the two. It could even be comprised of several different sources of information e.g. a combination of several IT databases.

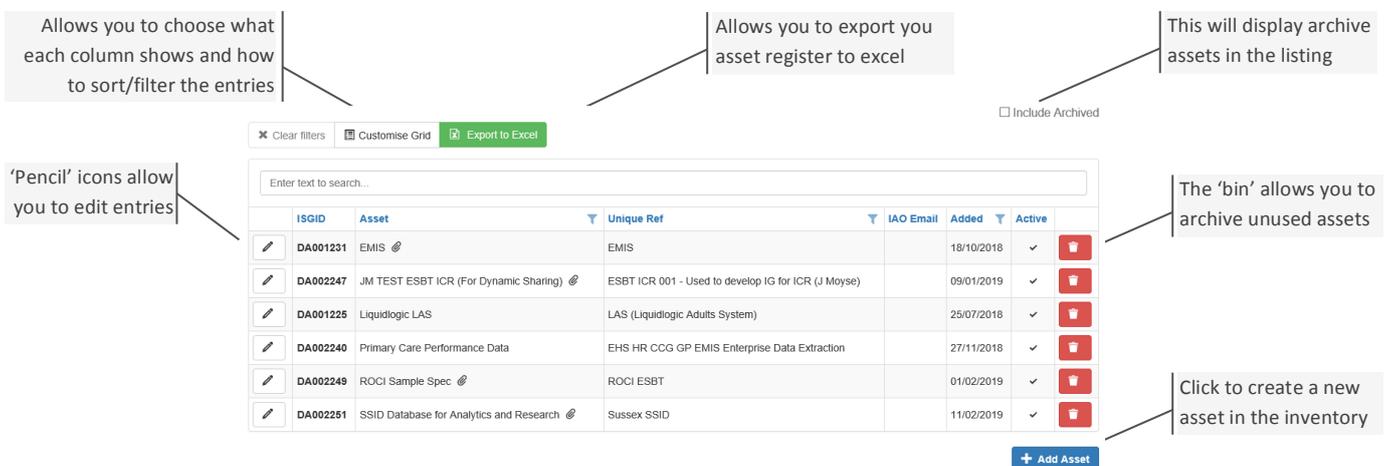
Typical data assets might include:

- Care record and administration systems
- Administration system
- Appointment booking system
- HR record / Payroll system

You can record any data asset in the ISG, not just those you may wish to share. One advantage of recording all your data assets in the Inventory, particularly for organisation with multiple data assets, is that it can help keep a central register and make reporting easier, although many organisations choose to only record the assets they use for sharing.

## The Inventory listing

The Inventory shows a table of all assets in the ISG. Additional functionality is available as follows:



The screenshot shows the Inventory listing interface with several callouts explaining its features:

- Allows you to choose what each column shows and how to sort/filter the entries**: Points to the 'Customise Grid' button.
- Allows you to export you asset register to excel**: Points to the 'Export to Excel' button.
- This will display archive assets in the listing**: Points to the 'Include Archived' checkbox.
- 'Pencil' icons allow you to edit entries**: Points to the pencil icons in the 'Asset' column.
- The 'bin' allows you to archive unused assets**: Points to the red trash bin icons in the 'Active' column.
- Click to create a new asset in the inventory**: Points to the '+ Add Asset' button.

ISGID	Asset	Unique Ref	IAO Email	Added	Active
DA001231	EMIS	EMIS		18/10/2018	✓ 
DA002247	JM TEST ESBT ICR (For Dynamic Sharing)	ESBT ICR 001 - Used to develop IG for ICR (J Moyse)		09/01/2019	✓ 
DA001225	Liquidlogic LAS	LAS (Liquidlogic Adults System)		25/07/2018	✓ 
DA002240	Primary Care Performance Data	EHS HR CCG GP EMIS Enterprise Data Extraction		27/11/2018	✓ 
DA002249	ROCI Sample Spec	ROCI ESBT		01/02/2019	✓ 
DA002251	SSID Database for Analytics and Research	Sussex SSID		11/02/2019	✓ 

## Creating or editing a Data Asset

To create a new Data Asset, click the **+Add Asset** button, to edit an existing one, click the 'pencil' icon to the left of it. From then on complete (or change) the fields as follows:

### *Asset Name*

This will be used to identify this asset when associating it with a data summary.

### *Discoverability*

- This will be used to set out the discoverability of this sharing summary by other ISG users. Normally we would suggest setting this to 'Private – Visible to sharing organisations only'

### *Unique Reference*

This should help identify this asset within its organisation. It can also be used to ID numbers used by large databases as a reference (e.g. each organisation using EMIS has an 'EMIS number' so we would suggest recording this here, making sure you say what the number means, e.g. "EMIS 1234")

### *Description*

Typically we use this to describe the asset and what it is use for. If the asset is a composite of many sources (e.g. several databases or paper+ digital records) then you should describe it here.

### *Asset contacts*

This could be any contact associated with this asset but typically it is the 'data asset owner'. You do not have to fill in this field.

### *Data asset documents*

You can append anything to this asset. Whilst it can be used for documents relating to specific data sharing of this asset, you may wish to attach these documents to the relevant data flow, rather than here. AS a learning tip, remember to click "Browse" first , select the document, then click "Upload" – if you click "Upload" first you will get an error.

### *Data Type / Subjects & Format*

These should be self-explanatory. Select one or more options from each category to best identify the asset. If the asset includes both structured and unstructured data, we recommend only ticking the combined option, not all of them.

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