

Saving Faces



DAHNO database **Upload-My-Data Manual**

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The DAHNO Upload-My-Data portal manual

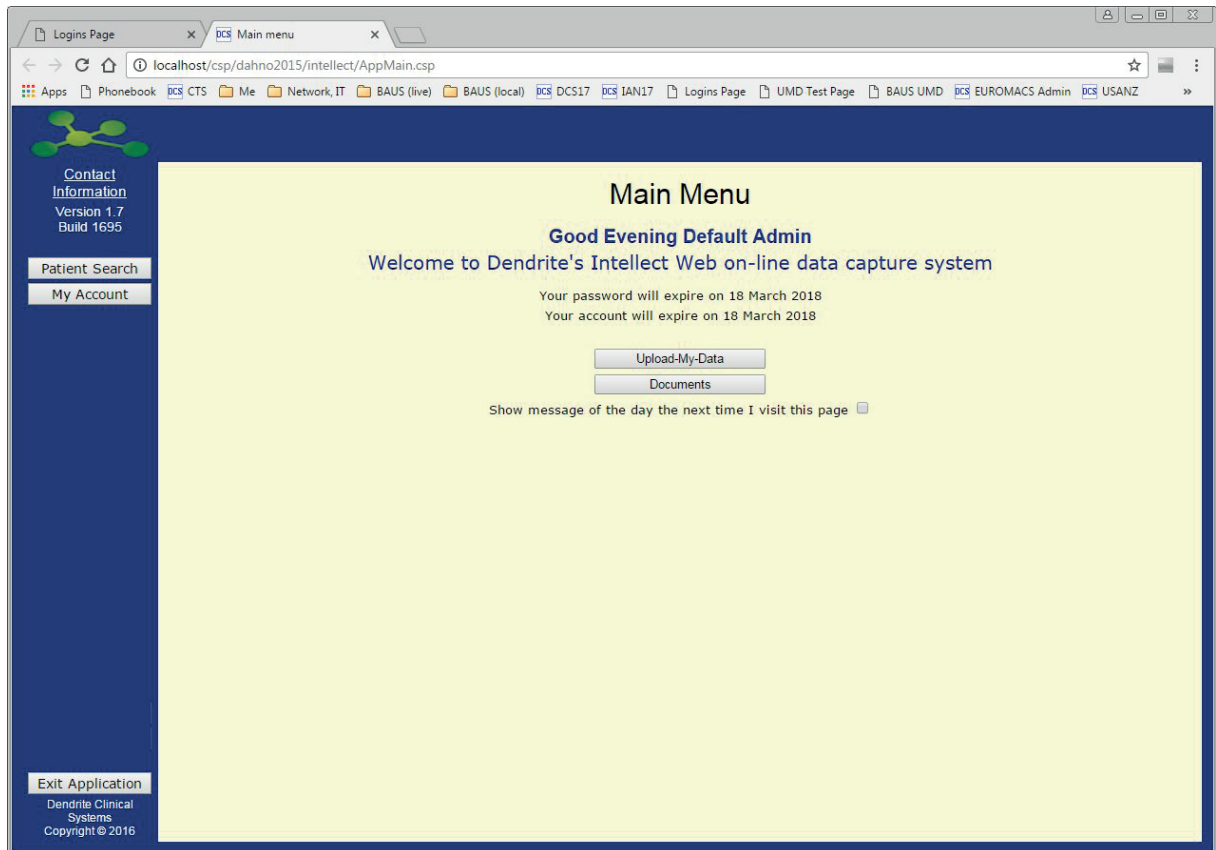
- 4** What you see on log in
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- 12** Data validation
- 14** Review data validation results
- 18** Submit your data
- 19** Access information on your last set of uploaded files



The DAHNO Upload-My-Data portal manual

What you see on log in

Once you have logged into the system this is the screen that you should see. To progress press the **Upload-My-Data** button.



The other button on this page is the **Documents** button, which gives access to resources that have been assembled to help with the upload process, such as:

- the DAHNO Upload-My-Data file specification
- the DAHNO Upload-My-Data manual



The welcome page

The screenshot below shows the Upload-My-Data welcome page. If you have submitted data in the past, you will see a précis of the results from the last batch of uploaded data files.

To progress with a new upload, press the **Step 1** button.

DAHNO2015 Log Out

Welcome to the DAHNO Registry Upload-My-Data portal.

You have been pre-authorised to upload and submit data for **Test Upload (ZZZ)**

Your last completed session was on 15 August 2016 at 05:38AM UTC

You uploaded and committed the following records:

Data set	Number of records for Test Upload				
	In File submitted for Upload	Disallowed (Fatal Fails)	Excluded (Missing desirable fields)	Excluded (Failed data validation)	Now held in the Registry
Patients	10	0	0	0	11
BaselineA	10	0	0	0	0
Surgery	6	0	0	0	0
BaselineB	10	0	0	0	0
Followup	18	0	0	0	0
NonSurgical	5	0	0	0	0

A new data upload process involves 5 steps:

1. Transfer your data files up to the secure DAHNO2015 server
2. Initiate verification of your files
3. Run validation checks on your data
4. Review the results of your data validation
5. Submit your data

Please follow the instructions on the screen carefully and ensure that your data files match the [required file specification](#).

Please feel free to contact us on 01491 411288 if you have any questions regarding the upload/submission process or if you encounter any technical problems.

Please continue to Step 1 to start your upload. Step 1 >>

Left Sidebar:

- Contact Information
- Version 1.7
- Build 1695
- Main Menu
- RunLogId = 0
- PreviousRunState = 2
- LastRunLogId = 93
- Log Out
- Dendrite Clinical Systems
- Copyright © 2016

At any time you may return to the main menu page using the **Main Menu** button. Any progress you have made with an upload will be saved for when you next log into the system.

You may also log out of the system at any time using the **Log Out** button; likewise, any progress you have made with an upload will be saved for the next log in to the system.

Please note that although the registry is named DAHNO2015 the system will accept data dated in 2016.



The file transfer page

The next page in the sequence is the file transfer page, as shown below. You will need to upload all **six** files in the fileset for an upload to be successful.

Each file is uploaded to the secure DAHNO server by pressing the **Choose File** button and navigating to the location of the tab-delimited text file on your local computer. When all six files have been correctly identified the screen should appear as shown on the facing page.

For a file to be accepted it must conform to the naming convention as laid out in the DAHNO Upload-My-Data file specification document.

The screenshot shows a web browser window with the URL `localhost/csp/dahno2015/umdlImport.csp`. The page title is "DAHNO2015" and there is a "Log Out" button in the top right. The main content area is titled "Step 1: Transfer your data files onto the secure DAHNO2015 server" and includes the instruction "Please select the following data files for transfer:". Below this, there is a table of files to be uploaded:

File Name	Action	Status
DAHNO2015_ZZZ_Patient.txt	Choose File	No file chosen
DAHNO2015_ZZZ_BaselineA.txt	Choose File	No file chosen
DAHNO2015_ZZZ_Surgery.txt	Choose File	No file chosen
DAHNO2015_ZZZ_BaselineB.txt	Choose File	No file chosen
DAHNO2015_ZZZ_Followup.txt	Choose File	No file chosen
DAHNO2015_ZZZ_NonSurgical.txt	Choose File	No file chosen

At the bottom left of the main content area, there is a "<< Back" button. The left sidebar contains navigation links: "Contact Information", "Main Menu", "UMD Import Home", "RunLogID 134", "FileSetExists=0", "DAHNO2015 - ZZZ", "Cancel Session", and "Log Out". The footer of the sidebar mentions "Dendrite Clinical Systems Copyright © 2016".

Say, for example, that you do not have a Followup file to submit, then you can go to the following link:

<https://cl2.n3-dendrite.com/csp/dahno2015/frontpages/docs.html>

There you can download one or more from the set of DAHNO Upload-My-Data template files. Each file in the suite of blank text files contains just the required SQL headers. If you rename the sample file so that it conforms to the naming convention for your submit group (replacing the ZZZ in the file name with your ODS code), you can then upload this empty file, which will enable you to proceed through the upload process, assuming that your other files pass the validation tests.



With all six files accepted, as shown below, you may now, and only now, transfer the files onto the secure server using the **Transfer Files** button.

Logins Page x BCS Upload My Data - Step 1 x

localhost/csp/dahno2015/umd/Umd1Import.csp

Apps Phonebook BCS CTS Me Network, IT BAUS (live) BAUS (local) BCS DCS17 BCS IAN17 Logins Page UMD Test Page BAUS UMD BCS EUROMACS Admin BCS USANZ BCS IFSOUMD on RS3

DAHNO2015 Log Out

Contact Information
Version 1.7
Build 1695

Main Menu

UMD Import Home

RunLogID 131
FileSetExists=0
DAHNO2015 - ZZZ

Cancel Session

Log Out
Dendrite Clinical Systems
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You are authorised to upload data for: **Test Upload (ZZZ)**

Step 1: Transfer your data files onto the secure DAHNO2015 server

Please select the following data files for transfer:

DAHNO2015_ZZZ_Patient.txt	<input type="button" value="Choose File"/>	DAHNO2015...TIENT.txt	✓ Correct file identified.
DAHNO2015_ZZZ_BaselineA.txt	<input type="button" value="Choose File"/>	DAHNO2015...LINEA.txt	✓ Correct file identified.
DAHNO2015_ZZZ_Surgery.txt	<input type="button" value="Choose File"/>	DAHNO2015...rgery.txt	✓ Correct file identified.
DAHNO2015_ZZZ_BaselineB.txt	<input type="button" value="Choose File"/>	DAHNO2015...LINEB.txt	✓ Correct file identified.
DAHNO2015_ZZZ_Followup.txt	<input type="button" value="Choose File"/>	DAHNO201...OWUP.txt	✓ Correct file identified.
DAHNO2015_ZZZ_NonSurgical.txt	<input type="button" value="Choose File"/>	DAHNO2015...rgical.txt	✓ Correct file identified.

Thank you for locating the correct files for transfer. When you are ready, start the transfer process

Please note that for large files, this may take some time.



DAHNO database

Upload-My-Data Manual

The transfer process can take a little while for large data files, so you will see a pop-up window that tells you that the transfer is in progress. Please be patient until the transfer is completed.

Upload-My-Data

The screenshot displays the DAHNO2015 web application interface for uploading data. The browser address bar shows the URL: `localhost/csp/dahno2015/umdl/umdlimport.csp`. The page title is "DAHNO2015".

Left Sidebar:

- Contact Information: Version 1.17, Build 1699
- Main Menu
- UMD Import Home
- RunLogID 132
- FileSetId=0
- DAHNO2015 - ZZZ
- Cancel Session
- Log Out
- Dendrite Clinical Systems
- Copyright © 2016

Main Content Area:

You are authorised to upload data for: **Test Upload (ZZZ)**

Step 1: Transfer your data files onto the secure DAHNO2015 server

Please select the following data files for transfer:

File Name	Action	Status
DAHNO2015_ZZZ_Patient.txt	<input type="button" value="Choose File"/>	Correct file identified.
DAHNO2015_ZZZ_BaselineA.txt	<input type="button" value="Choose File"/>	Correct file identified.
DAHNO2015_ZZZ_Surgery.txt	<input type="button" value="Choose File"/>	Correct file identified.
DAHNO2015_ZZZ_BaselineB.txt	<input type="button" value="Choose File"/>	Correct file identified.
DAHNO2015_ZZZ_Followup.txt	<input type="button" value="Choose File"/>	Correct file identified.
DAHNO2015_ZZZ_NonSurgical.txt	<input type="button" value="Choose File"/>	Correct file identified.

Thank you for locating the correct files for transfer. When you are ready, .

Please note that for large files, this may take some time.

Transferring Files Pop-up:

Please wait while your files are transferred to the server...



Once the files are safely lodged on the secure DAHNO server you can then move on to the next step by pressing the **Proceed (Step 2)** button.

If you decide that you have uploaded the wrong set of files, you may remove them from the server by pressing the **Discard File Selection** button, and then start the process again.

Logins Page x ICS Upload My Data - Step 1 x

localhost/csp/dahno2015/umdlImport.csp

Apps Phonebook ICS CTS Me Network, IT BAUS (live) BAUS (local) DCS17 ICS IAN17 Logins Page UMD Test Page BAUS UMD ICS EUROMACS Admin ICS USANZ ICS IFSOUMD on RS3

DAHNO2015 Log Out

Contact Information
Version 1.7
Build 1695

Main Menu

UMD Import Home

RunLogID 131
FileSetExists-1
DAHNO2015 - ZZZ

Cancel Session

Log Out
Dendrite Clinical Systems
Copyright © 2016

You are authorised to upload data for: **Test Upload (ZZZ)**

Step 1: Transfer your data files onto the secure DAHNO2015 server

You have a valid file set on the server:

DAHNO2015_ZZZ_Patient.txt	<input type="button" value="Choose File"/>	No file chosen	✓ Correct file identified.
DAHNO2015_ZZZ_BaselineA.txt	<input type="button" value="Choose File"/>	No file chosen	✓ Correct file identified.
DAHNO2015_ZZZ_Surgery.txt	<input type="button" value="Choose File"/>	No file chosen	✓ Correct file identified.
DAHNO2015_ZZZ_BaselineB.txt	<input type="button" value="Choose File"/>	No file chosen	✓ Correct file identified.
DAHNO2015_ZZZ_Followup.txt	<input type="button" value="Choose File"/>	No file chosen	✓ Correct file identified.
DAHNO2015_ZZZ_NonSurgical.txt	<input type="button" value="Choose File"/>	No file chosen	✓ Correct file identified.

You may proceed with processing this set of files, or discard the selections and select new files.

or



Initial file verification

If all six files pass the initial verification the next screen will appear as in the screenshot below. Essentially, each file has passed the following tests:

- the right Submit code is present in every row of data, as stipulated in the DAHNO Upload-My-Data file specification document
- all the required file headers are present and correct

The screenshot shows the DAHNO2015 web application interface. The browser address bar indicates the URL is localhost/csp/dahno2015/umid/Umd2FileResults.csp. The page title is "DAHNO2015". The main content area displays the results of the initial verification process for "Test Upload (ZZZ)".

Step 2: Review the results of the initial verification process

Filename	Result	Comment
DAHNO2015_ZZZ_Patient.txt	✓	Submit Group code present and correct for every row of data All header information present and correct
DAHNO2015_ZZZ_BaselineA.txt	✓	Submit Group code present and correct for every row of data All header information present and correct
DAHNO2015_ZZZ_Surgery.txt	✓	Submit Group code present and correct for every row of data All header information present and correct
DAHNO2015_ZZZ_BaselineB.txt	✓	Submit Group code present and correct for every row of data All header information present and correct
DAHNO2015_ZZZ_Followup.txt	✓	Submit Group code present and correct for every row of data All header information present and correct
DAHNO2015_ZZZ_NonSurgical.txt	✓	Submit Group code present and correct for every row of data All header information present and correct

The files have been loaded and have passed the initial verification process. Please continue to Step 3.

<< Step 1 Step 3 >>

Once you have a set of six files that have all passed the initial file verification tests, you may then proceed on to the next phase of the process by pressing the **Step3** button.



The following screenshot show the results for a set of files that have failed validation. The files that have validation failures are identified by a red cross icon, and the detail of the specific failures are noted to the right of the cross icon. As you can see, files may fail for a number of reasons:

- an unrecognised header has been detected, which might be either a typographical error in a required header, or a header that should not be present in the file
- a missing header, *i.e.*, a null value where a header should be found
- a duplicated header
- any one or more rows has an invalid / inappropriate Submit Code

DAHNO2015

Verification of data file structure for: **Test Upload (ZZZ)**

Step 2: Review the results of the initial verification process

Filename	Result	Comment	Detail *
DAHNO2015_ZZZ_Patient.txt	✗	One or more unrecognised headers detected One or more blank headers detected Invalid/Missing Submit Group code in one or more rows All error summary	View View View View All
DAHNO2015_ZZZ_BaselineA.txt	✗	One or more unrecognised headers detected Invalid/Missing Submit Group code in one or more rows All error summary	View View View All
DAHNO2015_ZZZ_Surgery.txt	✗	One or more blank headers detected Invalid/Missing Submit Group code in one or more rows All error summary	View View View All
DAHNO2015_ZZZ_BaselineB.txt	✓	Submit Group code present and correct for every row of data All header information present and correct	
DAHNO2015_ZZZ_Followup.txt	✗	One or more unrecognised headers detected Invalid/Missing Submit Group code in one or more rows All error summary	View View View All
DAHNO2015_ZZZ_NonSurgical.txt	✗	One or more unrecognised headers detected One or more blank headers detected One or more headers are duplicated Invalid/Missing Submit Group code in one or more rows All error summary	View View View View View All

Before you can proceed any further with the upload process you will need to address the issues as outlined above.

* The "View" link will open a summary sheet with details of the reasons for the failures.
If you need help, please contact Dendrite Support Desk at support@e-dendrite.com or phone +44 208 949 8999

You can review the errors by clicking on the [View](#) hyperlinks to the right of the validation failure comment. Clicking on the link will open the list in a new browser window, whereas right-clicking on the link will allow you to download a file listing all the errors to your computer.

Before you can proceed with the Upload-My-Data process you will need to address each of the issues that have been identified, generate a set of corrected files, and then begin the Upload-My-Data process from the beginning.



Data validation

The next screen allows you to run another suite of checks on your uploaded files. To begin the validation, press the **Start** button.

The screenshot shows a web browser window with the URL `localhost/csp/dahno2015/umd/Umd3Validation.csp`. The page title is "DAHNO2015" and it includes a "Log Out" button in the top right. On the left sidebar, there is a "Contact Information" section (Version 1.7, Build 1695), a "Main Menu", a "UMD Import Home" button, and a "RunLogID 131" label. At the bottom of the sidebar are "Cancel Session", "Log Out", and "Dendrite Clinical Systems Copyright © 2016" links.

The main content area is titled "Validation of data for: **Test Upload (ZZZ)**". It displays "Step 3: The Upload-My-Data Program will now validate all the data in your uploaded files." with a sub-note: "This will check all data for errors such as missing mandatory data, data outside limits, or incorrect data type formats:". Below this are "Start" and "Stop" buttons.

Section "3 a. Loading your files into validation tables" lists the following files in a table:

DAHNO2015_ZZZ_Patient.txt	
DAHNO2015_ZZZ_BaselineA.txt	
DAHNO2015_ZZZ_Surgery.txt	
DAHNO2015_ZZZ_BaselineB.txt	
DAHNO2015_ZZZ_Followup.txt	
DAHNO2015_ZZZ_NonSurgical.txt	

Section "3 b. Running validation checks on your data" lists the same files in another table:

DAHNO2015_ZZZ_Patient.txt	
DAHNO2015_ZZZ_BaselineA.txt	
DAHNO2015_ZZZ_Surgery.txt	
DAHNO2015_ZZZ_BaselineB.txt	
DAHNO2015_ZZZ_Followup.txt	
DAHNO2015_ZZZ_NonSurgical.txt	

At the bottom of the main area are navigation buttons: "<< Step 2" and "Step 4 >>".



When the validation has run the screen should appear as shown below.

You can check the results of the data validation by pressing the **Step 4** button.

Validation of data for: **Test Upload (ZZZ)**

Step 3: The Upload-My-Data Program will now validate all the data in your uploaded files.
This will check all data for errors such as missing mandatory data, data outside limits, or incorrect data type formats.

3 a. Loading your files into validation tables

DAHNO2015_ZZZ_Patient.txt	100%
DAHNO2015_ZZZ_BaselineA.txt	100%
DAHNO2015_ZZZ_Surgery.txt	100%
DAHNO2015_ZZZ_BaselineB.txt	100%
DAHNO2015_ZZZ_Followup.txt	100%
DAHNO2015_ZZZ_NonSurgical.txt	100%

3 b. Running validation checks on your data

DAHNO2015_ZZZ_Patient.txt	100%
DAHNO2015_ZZZ_BaselineA.txt	100%
DAHNO2015_ZZZ_Surgery.txt	100%
DAHNO2015_ZZZ_BaselineB.txt	100%
DAHNO2015_ZZZ_Followup.txt	100%
DAHNO2015_ZZZ_NonSurgical.txt	100%

The validation checks have been completed. Please continue to Step 4 to review the results.



Review data validation results

The screen shown opposite is an example set of data validation results.

For each file, you will see that there are various kinds of information available:

- the first row in the table shows the number of rows of data that have been uploaded; this can act as a very quick check that the data on the server matches what you expect for the files that you generated
- the next row shows the could of rows that have passed **all** validation tests
- third is the number of rows missing demographic data; this is one of the key data-items that are needed to link the data from different files together
- next is a count of the number of rows that have one or more missing **mandatory** fields; records that have missing mandatory data cannot be transferred to the merged DAHNO database
- the fifth row shows how may rows have one or more missing **desirable** data-items; desirable data are really useful for analysis, but are not absolutely required, so rows with some missing desirable data (but no missing mandatory data) can be transferred into the merged DAHNO database
- the sixth check is for data that fall outside of constraints set in the database; so, for example, it might be that height in cm is a data-item, with minimum and maximum constraints of 50 and 300 set for the HEIGHT question; any height data in an uploaded data file with a value of less than 50 or greater than 300 would be flagged in this validation check
- lastly is the data type check: for example, any data-item that is set as an integer will not accept any data that includes any character other than numbers; any coded data will accept only the prescribed codes

You can have look at a list of these errors for each file by pressing the **View errors** button at the foot of the table; an example is shown in the second, lower screenshot on the facing page. As you can see in the screenshot, you can toggle between the various summaries using the dropdown menu at the top of the page.

You can download an xml compatible file to your computer using the [Patient](#), [BaselineA](#), [Surgery](#), [BaselineB](#), [Followup](#) and [NonSurgical](#) hyperlinks at the head of the table. These can be opened in Microsoft Excel, using the File > Open menu.

Under the table is an areas that focuses on cross-check errors. This area would highlight rows in child tables (Surgery & Non-surgery) that do not have corresponding records¹ in the parent tables (BaselineA & BaselineB). Any rows in BaselineA that do not have a matching entry in BaselineB will also be flagged up in this section.

This information is shown to assist you in the upload of your data.

Records with missing mandatory data will be reject out-of-hand; if you want to make sure that these records do get into the central, merged DAHNO database, you must go away, complete all the mandatory fields and then re-submit your data.

Rows with missing desirable data and/ or data that fall outside the constraints set in the database can be uploaded and transferred to the central database, but the errant data-items will be rejected, and represented as null values in the final record.

1. For records to be linked across the six file fileset, corresponding rows must have the same [IMPORTLINKID](#) index; see the DAHNO Upload my data file specification document for more details. Records from the Patient file are linked to the parent Baseline files using the [DEMOGID](#) field.



Upload My Data - Step 4

localhost/csp/dahno2015/um/Umd4aValidationResults.csp

Apps Phonebook CTS Me Network,IT BAUS (live) BAUS (local) DCS17 IAN17 Logins Page UMD Test Page BAUS UMD EUROMACS Admin USANZ IFSOUMD on RS3

DAHNO2015 Log Out

Contact Information Version 1.7 Build 1695

Main Menu

UMD Import Home

RunLogID 130

Cancel Session

Log Out

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Project: DAHNO2015

Validation of data for: **Test Upload (ZZZ)**

Step 4: Review the results of the data validation.

Validation Reports as Excel compatible XML. To view them, download to your PC and open using Excel

[Patient](#) [BaselineA](#) [Surgery](#) [BaselineB](#) [Followup](#) [NonSurgical](#)

All Error Files (download links)

4 a. Summary

Description	Filename					
	Patient	BaselineA	Surgery	BaselineB	Followup	NonSurgical
Total number of records uploaded	11	10	6	10	18	5
Number of records that have passed all validation tests successfully	6	0	0	10	10	0
Number of records missing required demographic data	-	0	-	-	-	-
Number of records with one or more missing mandatory fields	4	2	3	0	5	0
Number of records with one or more missing desirable fields	0	5	6	0	0	2
Number of records with one or more fields that do not meet data constraints	0	2	0	0	0	0
Number of records with one or more fields that fail the data type check	2	9	4	0	3	4

View errors View errors View errors View errors View errors View errors

4 b. Cross-check errors

There are no cross-check errors.

Please continue to Step 5 to submit your data to the DAHNO Registry. Press "View errors" to see detail

<< Step 3 Step 5 >>

Upload My Data - Fail Report

localhost/csp/dahno2015/um/Umd4bFailReports.csp?datagroup=1

Apps Phonebook CTS Me Network,IT BAUS (live) BAUS (local) DCS17 IAN17 Logins Page UMD Test Page BAUS UMD EUROMACS Admin USANZ IFSOUMD on RS3

DAHNO2015 Log Out

Contact Information Version 1.7 Build 1695

Main Menu

UMD Import Home

DAHNO2015

Cancel Session

Log Out

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Data Validation Fail Summary for

BaselineA Patient BaselineA Surgery BaselineB Followup NonSurgical

Select other error summaries

BaselineA Validation Report as Excel compatible XML To view download to your PC and open using Excel

Download a fail summary for BaselineA as a CSV file.

Mandatory Desirable Out-of-range Invalid data

All errors found Missing mandatory data Missing desirable data Out of range Invalid data

FileRow	IMPORTLINKID	DATEOFDIAGNO...	COMORBIDITYI...	PERFORMANCES...	SYMPTOMSFIRES...	MRIPRIMARYPE...
1	1	missing				
2	2	missing	99			
3	3		98	missing	1900	
4	13	2011-11-33	missing	missing		7
5	14		missing	missing		8
6	15	2011-21-09				9
7	16	2011-21-11	missing	missing	2018	8
8	17	04-Aug-14	98	99		
9	18					
10	19					



This shows an example where a file has two rows with missing **mandatory** data.

The screenshot shows the DAHNO2015 Data Validation Fail Summary for BaselineA. The interface includes a sidebar with navigation links and a main content area with tabs for error types. The 'Missing mandatory data' tab is selected, displaying a table with two rows of missing data.

FileRow	IMPORTLINKID	DATEOFDIAGNO...
1	1	missing
2	2	missing

This shows an example where a file has four rows with missing **desirable** data.

The screenshot shows the DAHNO2015 Data Validation Fail Summary for BaselineA. The interface includes a sidebar with navigation links and a main content area with tabs for error types. The 'Missing desirable data' tab is selected, displaying a table with four rows of missing data.

FileRow	IMPORTLINKID	PERFORMANCES...	MDTORGANISAT...
3	3	missing	
4	13		
5	14	missing	
6	15		missing
7	16	missing	missing



The next example shows results for a file that has a number of data-items that are invalid. The codes are outwith the values set out in the Upload-My-Data file specification document.

Upload-My-Data

DAHNO2015

Data Validation Fail Summary for BaselineA

Back | BaselineA Validation Report as Excel compatible XML | To view this XML file, download to your PC and open using Excel.

Download a fail summary for BaselineA as a CSV file.

Mandatory | Desirable | Out-of-range | Invalid data

All errors found | Missing mandatory data | Missing desirable data | Out of range | Invalid data

FileRow	IMPORTLINKID	COMORBIDITYI...	MRIPRIMARYPE...	CTPRIMARYNEC...	REFERRALPRIO...	PETSCANPERFO...
2	2	99				
3	3	98				
4	13	missing	7			
5	14	missing	8	5	77	
6	15		9	5	77	
7	16	missing	8	5		0
8	17	98				0
9	18					0
10	19				76	

Cancel Session | Log Out | Dendrite Clinical Systems Copyright © 2016

The last example shows a file with a pair of rows where the data are out-of-range, i.e., data-items that failed the constraints set in the DAHNO database.

DAHNO2015

Data Validation Fail Summary for BaselineA

Back | BaselineA Validation Report as Excel compatible XML | To view this XML file, download to your PC and open using Excel.

Download a fail summary for BaselineA as a CSV file.

Mandatory | Desirable | Out-of-range | Invalid data

All errors found | Missing mandatory data | Missing desirable data | Out of range | Invalid data

FileRow	IMPORTLINKID	SYMPTOMSFI...
3	3	1900
7	16	2018

Cancel Session | Log Out | Dendrite Clinical Systems Copyright © 2016



Submit your data

The last stage is the commit phase, where all the appropriate data are merged into the central DAHNO database. There are two choices to make before starting the commit process:

- whether or not to allow rows with missing desirable data to be committed
- whether or not to allow rows with data-validation failures to be committed

Both these choices are set using the Yes/No radio buttons on the Submit Your Data web page.

Once you have made your choices as regards the rows data-issues, you can start the process by clicking on the **Submit** button.

When you press this button two things happen:

- any data previously submitted for your submit code are removed from the central DAHNO database
- the newly uploaded data are added into the central DAHNO database

The progress bars will give you an indication of how far the software has gone through the commit process. Please be patient as large files can take some time to process.

Logins Page x Upload My Data - Step 6 x

localhost/csp/dahno2015/umdc/umdcCommitData.csp

Apps Phonebook CTS Me Network IT BAUS (live) BAUS (local) DC517 SAN17 Logins Page UMD Test Page BAUS UMD EUROMACS Admin USANZ PFSOUND on R53 EuroMACS MRG DataExport/UMD.csp Patient Demographics

DAHNO2015 Log Out

Contact Information Version 1.7 Build 1695

Main Menu

UMD Import Home

CompletionSummary

RunId=131

Cancel Session

Log Out

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You are submitting data for: **Test Upload (ZZZ)**

Step 5: Submit your data to the merged DAHNO Registry

This process will delete any data you have previously submitted.

The Upload-My-Data program will **not** submit patient records that have missing mandatory fields. You now need to make a decision whether or not you wish to submit your records that have missing desirable data.

I wish to submit records with missing desirable data ☐ No ☒ Yes

You must also decide whether or not you wish to submit records that contain any data validation failures. These records will appear in the central merged database, but the fields that have failed the validation checks will be blank.

I wish to submit records that failed data validation ☐ No ☒ Yes

Submit Stop

5 a. Remove any existing data from the Database

Removing existing data: ☒ BaselineA ☒ Surgery ☒ BaselineB ☒ Followup

5 b. Committing the data to the Database

Demographics

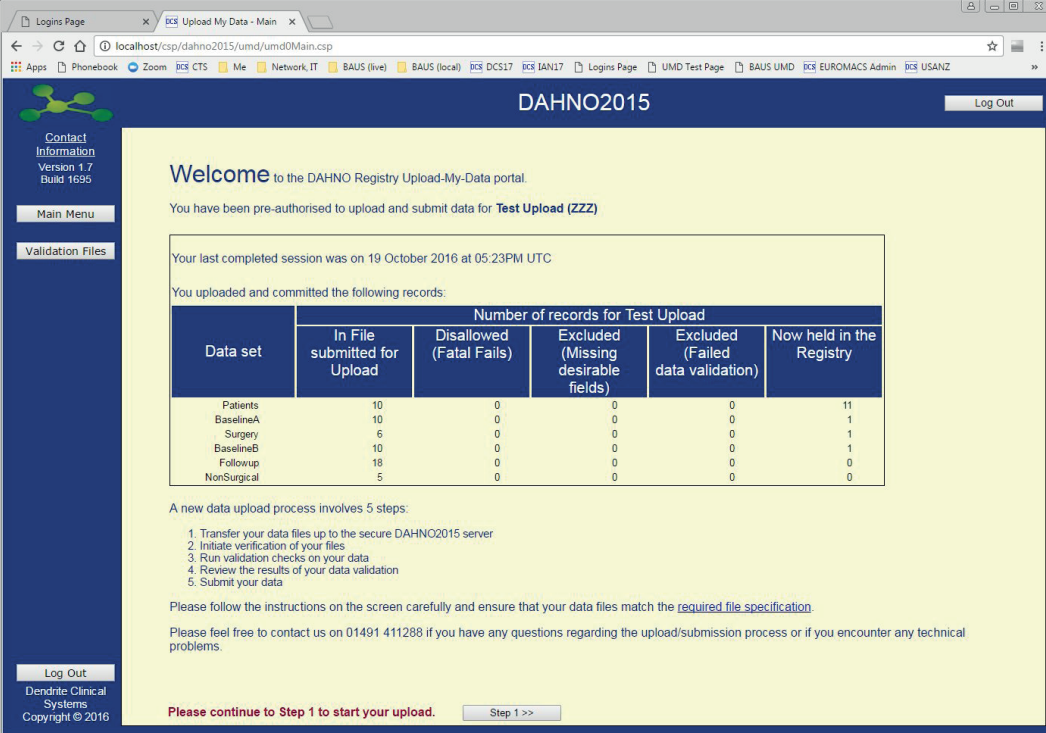
DAHNO2015_ZZZ_BaselineA.txt	
DAHNO2015_ZZZ_Surgery.txt	
DAHNO2015_ZZZ_BaselineB.txt	
DAHNO2015_ZZZ_Followup.txt	
DAHNO2015_ZZZ_NonSurgical.txt	

<< Step 4

Once the process is complete, you may log out and close the web page using the **Log Out** button at the bottom, left-hand side of the page.

Access information on your last set of uploaded files

This page provides access to the most recently generated set of **Validation Files** report.



Logins Page x Upload My Data - Main x

localhost/csp/dahno2015/umid/umidMain.csp

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DAHNO2015 Log Out

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Main Menu

Validation Files

Welcome to the DAHNO Registry Upload-My-Data portal.

You have been pre-authorised to upload and submit data for **Test Upload (ZZZ)**

Your last completed session was on 19 October 2016 at 05:23PM UTC

You uploaded and committed the following records:

Data set	Number of records for Test Upload				
	In File submitted for Upload	Disallowed (Fatal Fails)	Excluded (Missing desirable fields)	Excluded (Failed data validation)	Now held in the Registry
Patients	10	0	0	0	11
BaselineA	10	0	0	0	1
Surgery	6	0	0	0	1
BaselineB	10	0	0	0	1
Followup	18	0	0	0	0
NonSurgical	5	0	0	0	0

A new data upload process involves 5 steps:

1. Transfer your data files up to the secure DAHNO2015 server
2. Initiate verification of your files
3. Run validation checks on your data
4. Review the results of your data validation
5. Submit your data

Please follow the instructions on the screen carefully and ensure that your data files match the [required file specification](#).

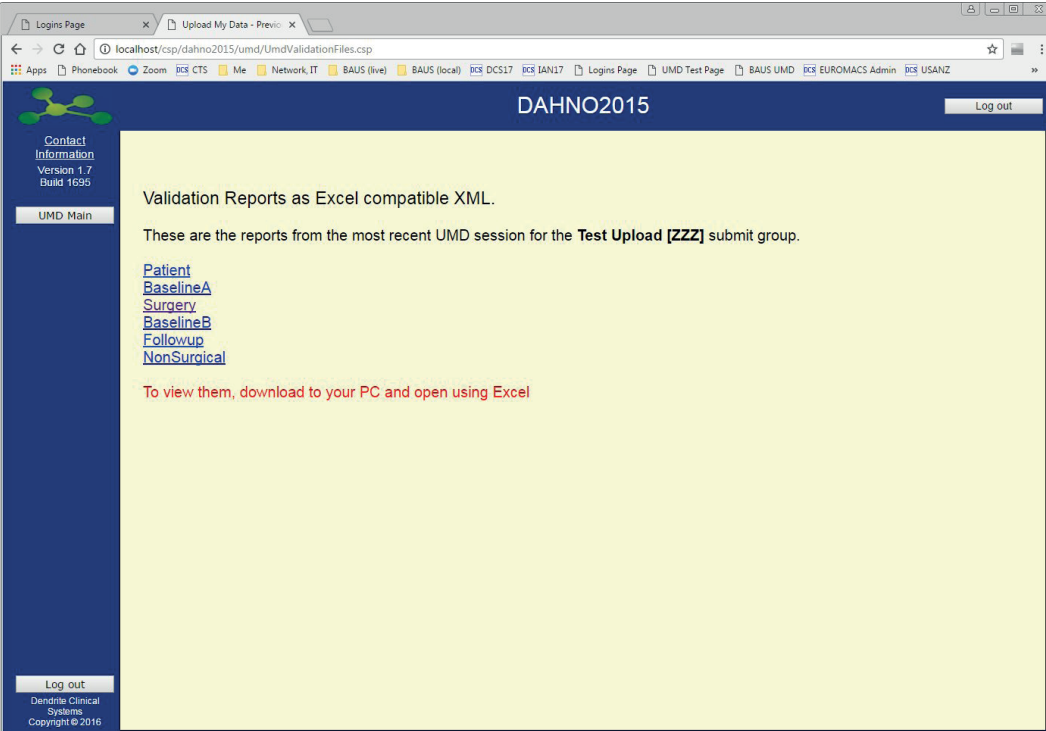
Please feel free to contact us on 01491 411288 if you have any questions regarding the upload/submission process or if you encounter any technical problems.

Log Out
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Please continue to Step 1 to start your upload. Step 1 >>

Clicking on the button takes you to the screen shown below.

The files are Excel-compatible XML files; because XML files are normally associated with a browser or XML editor, they cannot be opened by just double-clicking the file. You need to start Excel, then open the files using the File | Open command. When loaded into Excel, the files appear as multi-worksheet spreadsheets.



Logins Page x Upload My Data - Preview x

localhost/csp/dahno2015/umid/UmdValidationFiles.csp

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UMD Main

Validation Reports as Excel compatible XML.

These are the reports from the most recent UMD session for the **Test Upload [ZZZ]** submit group.

[Patient](#)
[BaselineA](#)
[Surgery](#)
[BaselineB](#)
[Followup](#)
[NonSurgical](#)

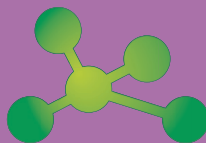
To view them, download to your PC and open using Excel

Log out
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