

# The BAPRAS UK National Flap Registry



## BAPRAS

British Association of Plastic  
Reconstructive and Aesthetic Surgeons

## Upload-My-Data manual

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# The BAPRAS UK National Flap Registry

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## The BAPRAS UK National Flap Registry Upload-My-Data manual

### Introduction

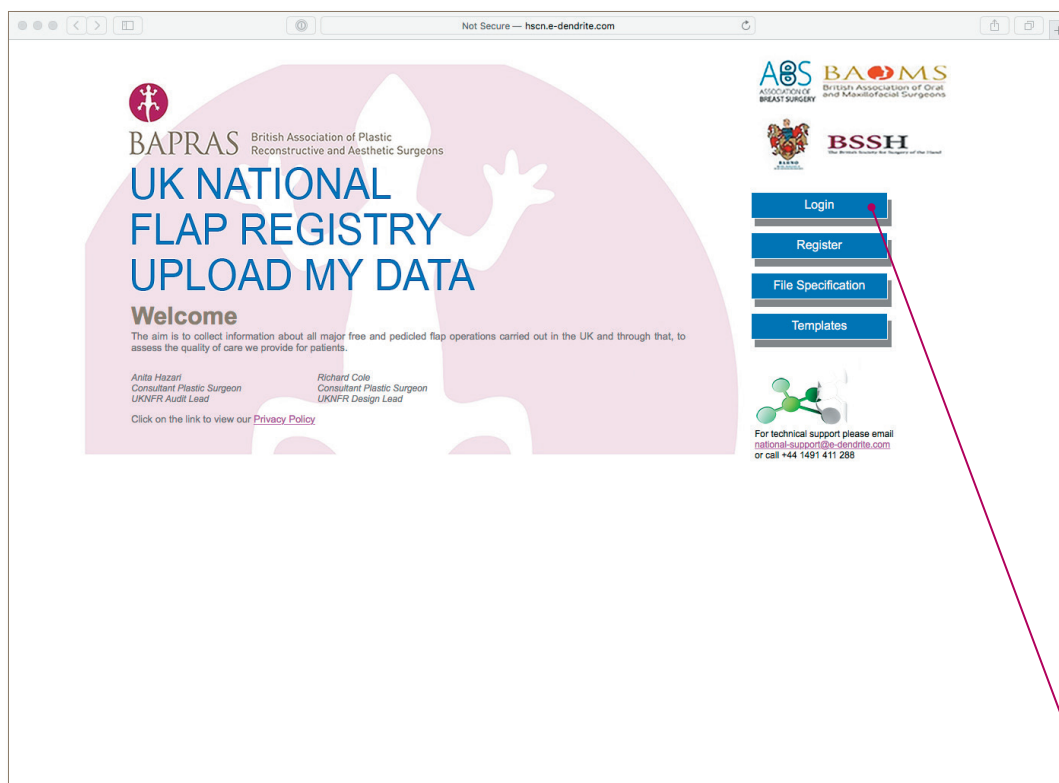
Upload-My-Data is a web-based portal that allows authorised users to upload data onto a dedicated, secure server and then submit those data to the BAPRAS UKNFR Registry. All users are given an unique account and all the appropriate details to access the web-portal at the time that they register with the Dendrite Support Team.

This manual has been designed to help users through the process by outlining the steps required to complete a successful data submission. It will also explain some of the potential errors in a data file that might prevent data from being successfully submitted.

### How to find the BAPRAS UKNFR Upload-My-Data portal

Enter the following web-address into your browser: [uknfrumd.e-dendrite.com](http://uknfrumd.e-dendrite.com).

BAPRAS UKNFR Upload-My-Data manual



**Start**

Click here to navigate to the Upload-My-Data log in page

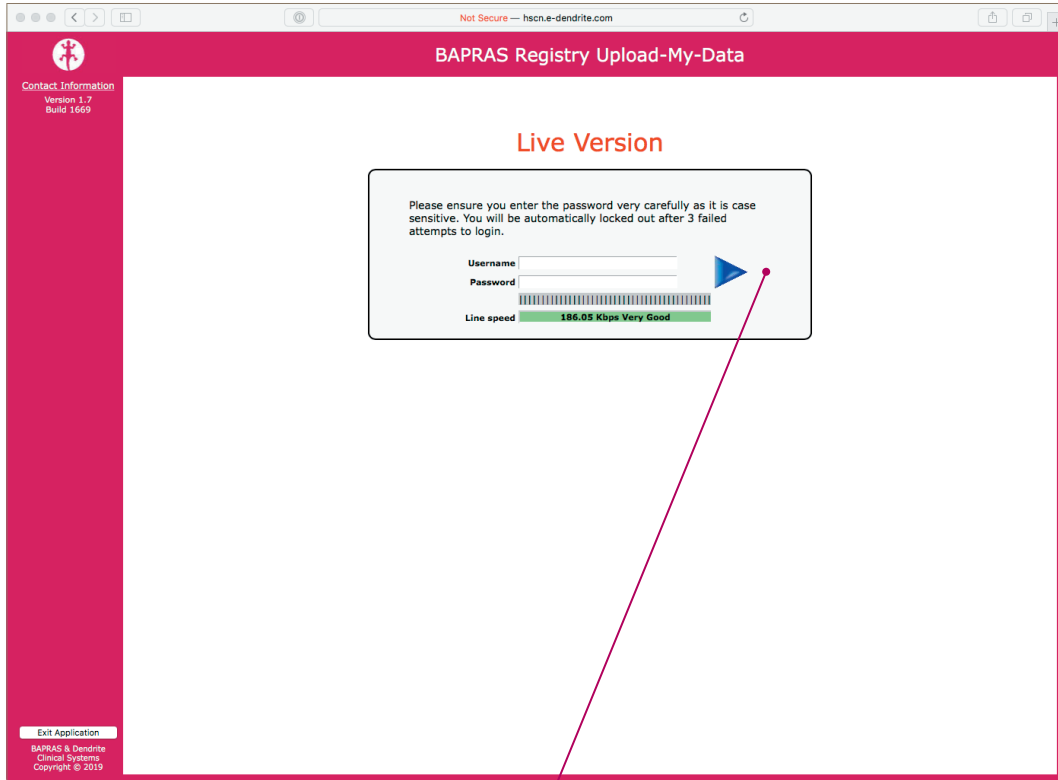
Click on the **Login** button to navigate to the Upload-My-Data log in page.

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## Login in to the Upload-My-Data portal

Using the details that you were given at registration, log into the system using your unique username and password. All passwords for the BAPRAS UKNFR Upload-My-Data portal are case-sensitive.



### Log in

Log in to the portal by completing your details and then hitting return or pressing the blue arrow.

After completing your details, either hit return or click on the large blue triangle to access the next page.

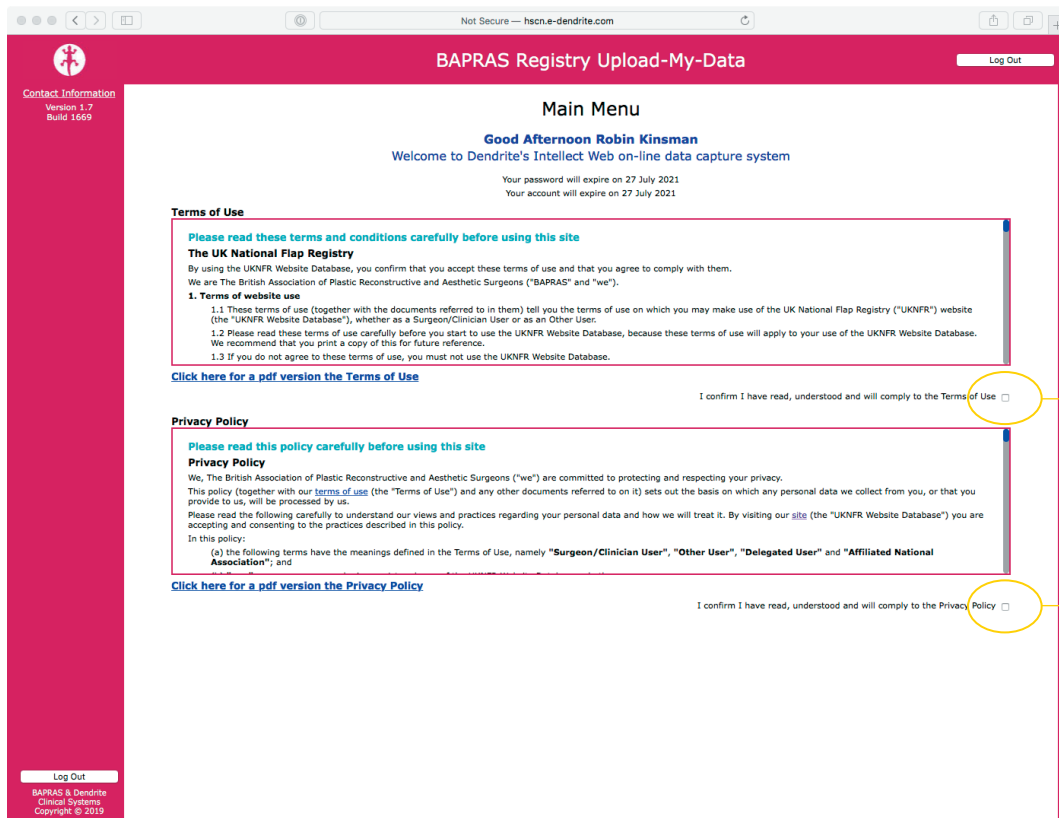
## Terms of use and privacy policy

### Main menu

After your first successful login, you will be presented with the screen below.

Before you can progress any further, you will need to tick the two check-boxes circled in yellow in the screenshot below. This confirms that you have:

- read, understood and will comply with the terms of use
- read, understood and will comply with the privacy policy



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Once the two check-boxes have been ticked, a new button labelled **Upload My Data** becomes visible, and clicking this will take you on to the upload portal itself.

Not Secure — hscn.e-dendrite.com

**BAPRAS Registry Upload-My-Data** Log Out

**Main Menu**

**Good Afternoon Robin Kinsman**  
Welcome to Dendrite's Intellect Web on-line data capture system

Your password will expire on 27 July 2021  
Your account will expire on 27 July 2021

**Terms of Use**

**Please read these terms and conditions carefully before using this site**

**The UK National Flap Registry**  
By using the UKNFR Website Database, you confirm that you accept these terms of use and that you agree to comply with them. We are The British Association of Plastic Reconstructive and Aesthetic Surgeons ("BAPRAS" and "we").

**1. Terms of website use**

- 1.1 These terms of use (together with the documents referred to in them) tell you the terms of use on which you may make use of the UK National Flap Registry ("UKNFR") website (the "UKNFR Website Database"), whether as a Surgeon/Clinician User or as an Other User.
- 1.2 Please read these terms of use carefully before you start to use the UKNFR Website Database, because these terms of use will apply to your use of the UKNFR Website Database. We recommend that you print a copy of this for future reference.
- 1.3 If you do not agree to these terms of use, you must not use the UKNFR Website Database.

[Click here for a pdf version the Terms of Use](#)

I confirm I have read, understood and will comply to the Terms of Use

**Privacy Policy**

**Please read this policy carefully before using this site**

**Privacy Policy**  
We, The British Association of Plastic Reconstructive and Aesthetic Surgeons ("we") are committed to protecting and respecting your privacy.  
This policy (together with our [terms of use](#) (the "Terms of Use") and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.  
Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting our [site](#) (the "UKNFR Website Database") you are accepting and consenting to the practices described in this policy.  
In this policy:  
(a) the following terms have the meanings defined in the Terms of Use, namely "Surgeon/Clinician User", "Other User", "Delegated User" and "Affiliated National Association"; and

[Click here for a pdf version the Privacy Policy](#)

I confirm I have read, understood and will comply to the Privacy Policy

**Contact Information**  
Version 1.7  
Build 1659

**Log Out**  
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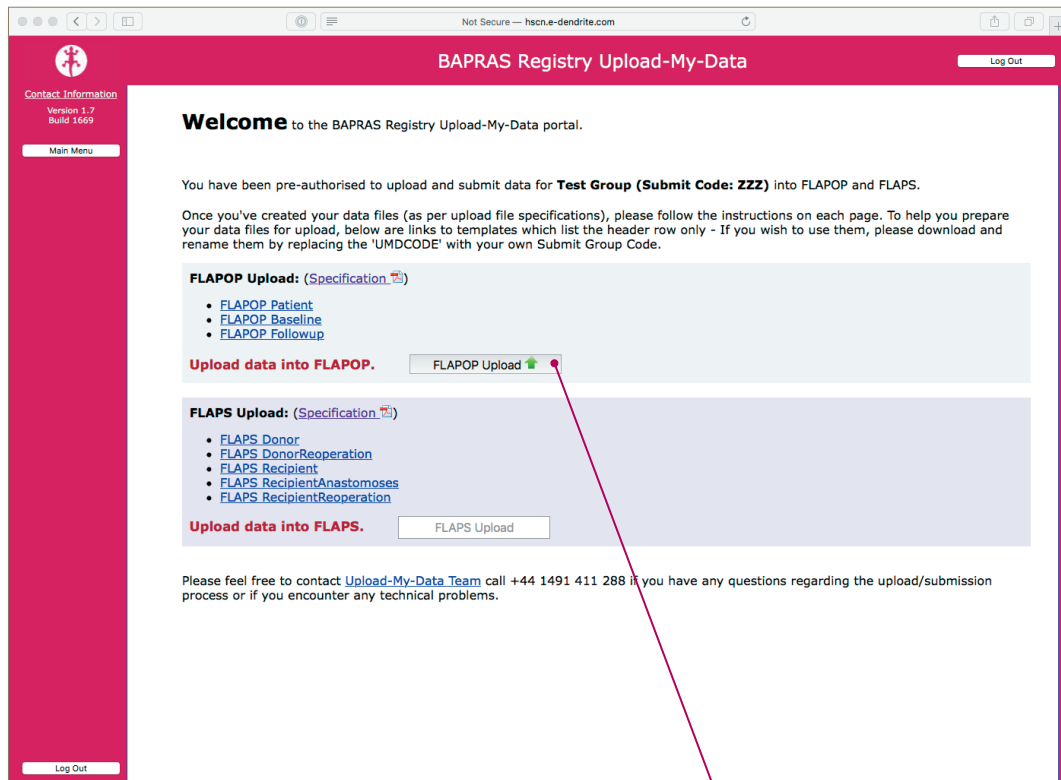
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## A successful upload and commit procedure

### Welcome

#### The welcome screen at first log on

The welcome screen displays the name of the contributor (in this case **Test Group**) and their associated **Submit code** (**ZZZ** in the example below). You must first upload the operation data (held in the FLAPOPOP suite of files) before uploading the donor and recipient data (the FLAPS suite of files), as the donor and recipient data are dependent on a corresponding, valid entry in the operation table (see page 5 of the file specification document).



### Start the process

At the time of your first login, the only active button will be the **FLAPOPOP Upload** button. Press this to begin

The files for transfer **must** be saved as text files, and name exactly as specified (please include the underscore characters in the file name):

- patient data file name: **FLAPOPOP\_SubmitterCode\_Patient.txt**
- operation data file: **FLAPOPOP\_SubmitterCode\_Baseline.txt**

In the example below, for a contributor whose *Submitter code* is DEN, the files would be named:

- patient data file name: **FLAPOPOP\_DEN\_Patient.txt**
- operation data file: **FLAPOPOP\_DEN\_Baseline.txt**

The full list of the 8 files required for each upload is detailed in the file specification document.



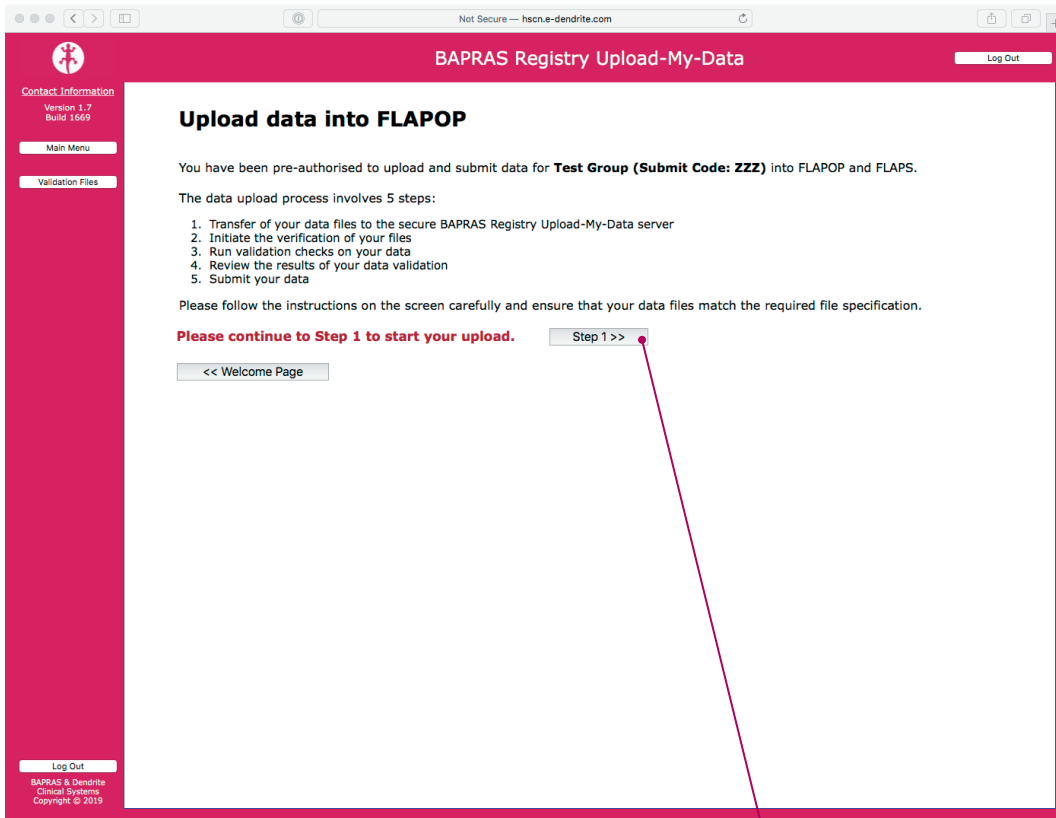
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## Upload into FLAPOP

### Start screen

Simply press the **Step 1** button to start the formal upload of the **FLAPOP** suite of data-files.



### Advance to Step 1

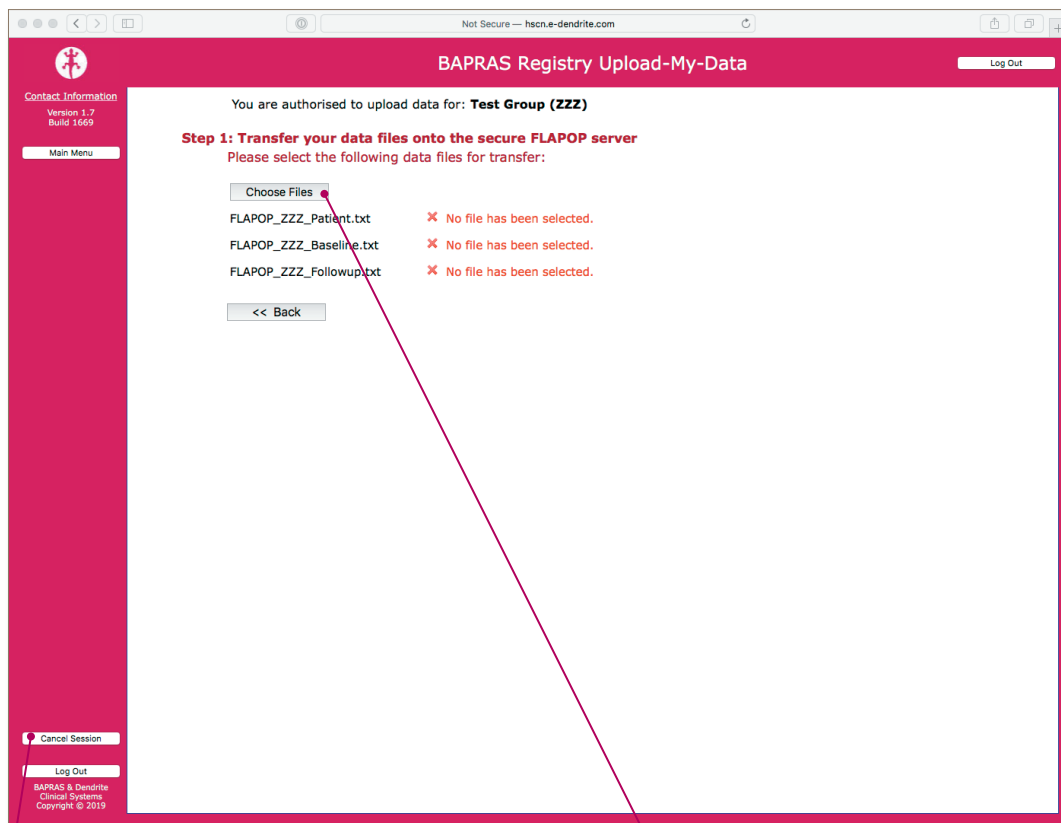
To start the Upload-My-Data process click on the **Step 1** button.

### Transfer your files

#### Selecting the files

Click on the **Choose file / Browse** button to navigate to the folder on your local computer that contains the 3 required files. Select all 3 files that are required for a successful upload at once. For each correctly named file the icon to the right of the file's name turns from a red cross with the text *No file has been selected* to a green tick with *Correct file identified*.

If you inadvertently select too few files or any one or more incorrectly named files, the message to the right of the **Choose file / Browse** button changes to a red cross with the message *File not selected*.



#### Cancel a session

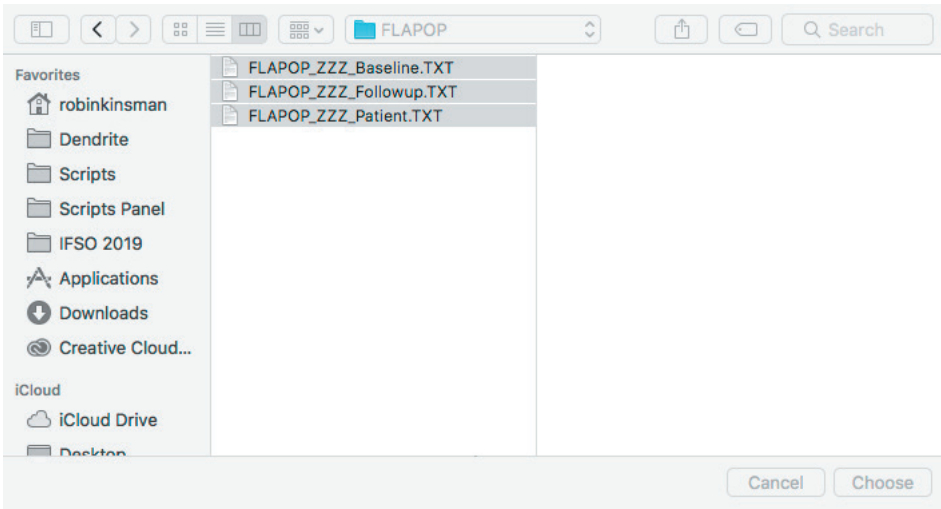
Click here at any time to cancel an Upload-My-Data session. Your progress is saved, so you may pick up where you left off after you have logged back into the portal.

#### Select the files for transfer

Click on the **Choose files / Browse** button to select a set of files for transfer. A dialog will open up, which will allow you to select your files. Click on the first file in the list and then Shift click on the last in the list, as shown opposite.

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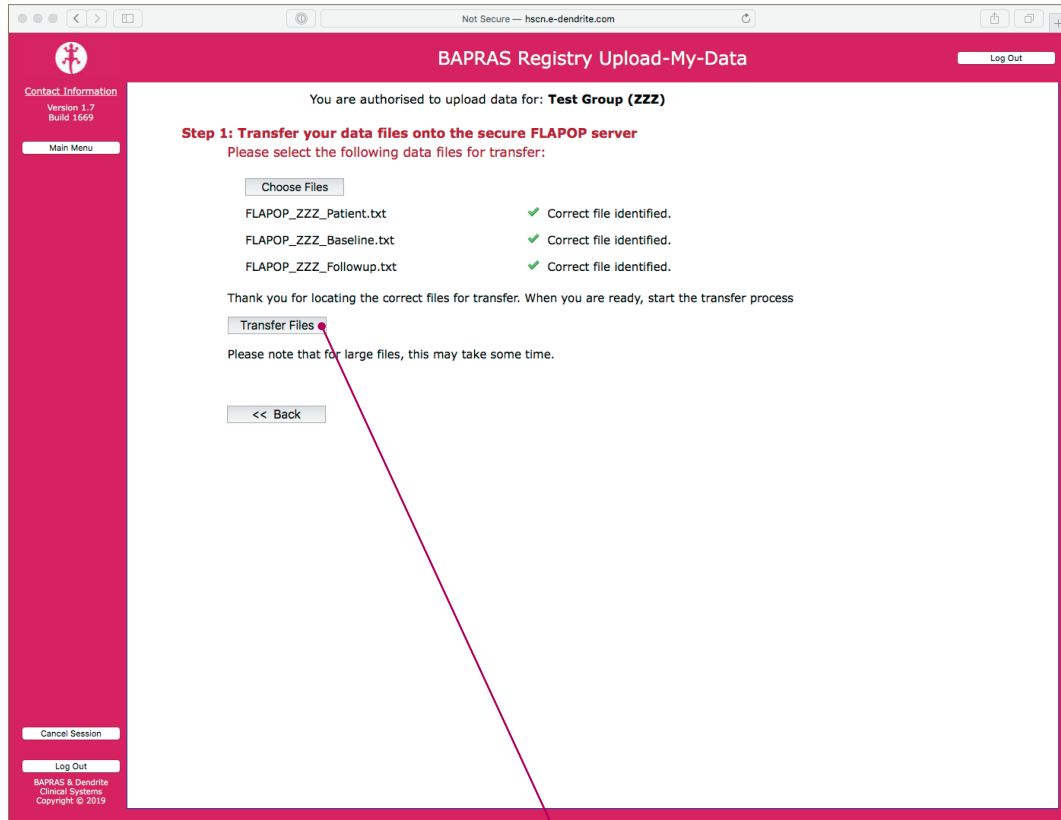


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## Transferring the files

Once all of the required files have been correctly identified, the screen changes to reveal a new button labelled **Transfer files**. Please note that this transfer process may take some time for very large files.



### Begin the transfer

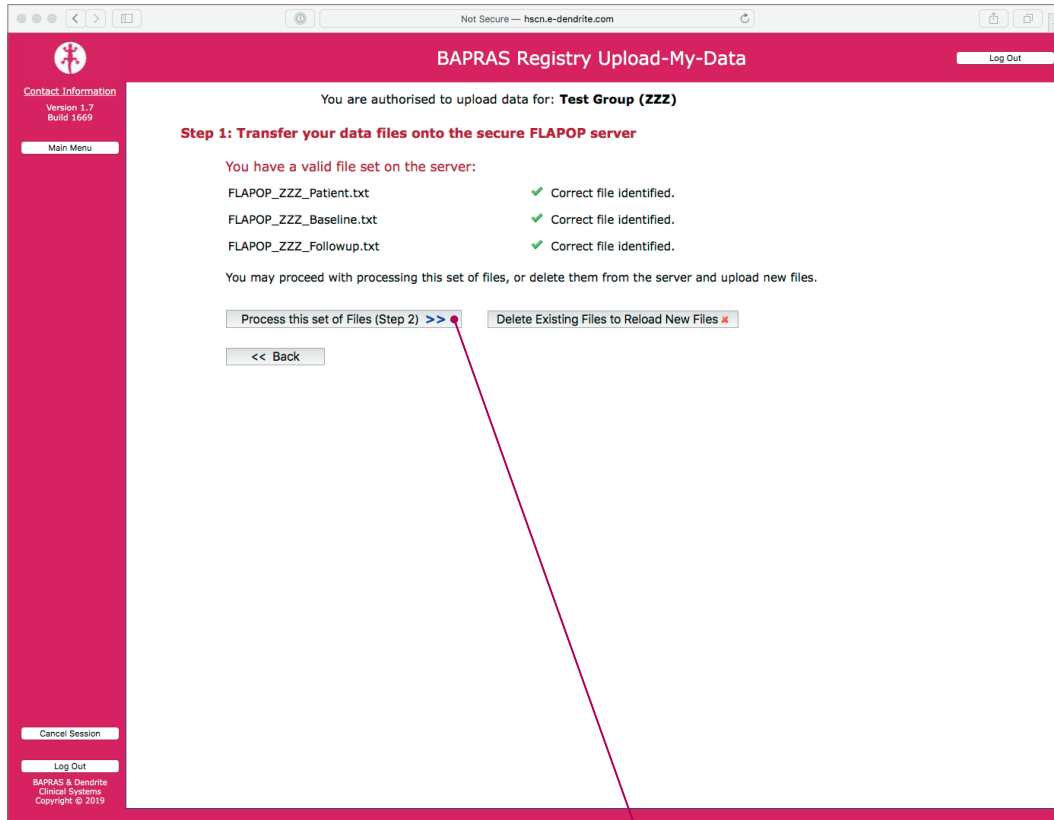
Click on the **Transfer files** button to move your files onto the BAPRAS UKNFR secure server.

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## Moving on to file verification

Once the files have been transferred, the screen changes as shown in the screenshot below. To proceed to step 2, please press the button labelled **Process this set of files**. You may remove the files you have transferred by pressing the button **Delete existing files to reload new files**.



### Proceed to step 2

To move on to the next stage, click on the **Process this set of files** button.

### Initial file verification

The screenshot below shows an example where both of the required upload files have been successfully transferred onto the BAPRAS UKNFR secure server, and the basic criteria for all 3 files have been met:

- each row of data has the correct **Submitter code** included
- all the header information is present and correct

At this stage the following classes of problem would be identified (see page 24 of this manual for more detail):

- missing required headers (mandatory fields that are not in the file)
- unrecognised (mis-named) headers
- blank headers
- invalid or missing **Submitter code** in one or more rows of data



### Continue the process

Click here to progress on to the next stage of the submission process. This button is only available if the correct files have been uploaded and have passed initial verification.

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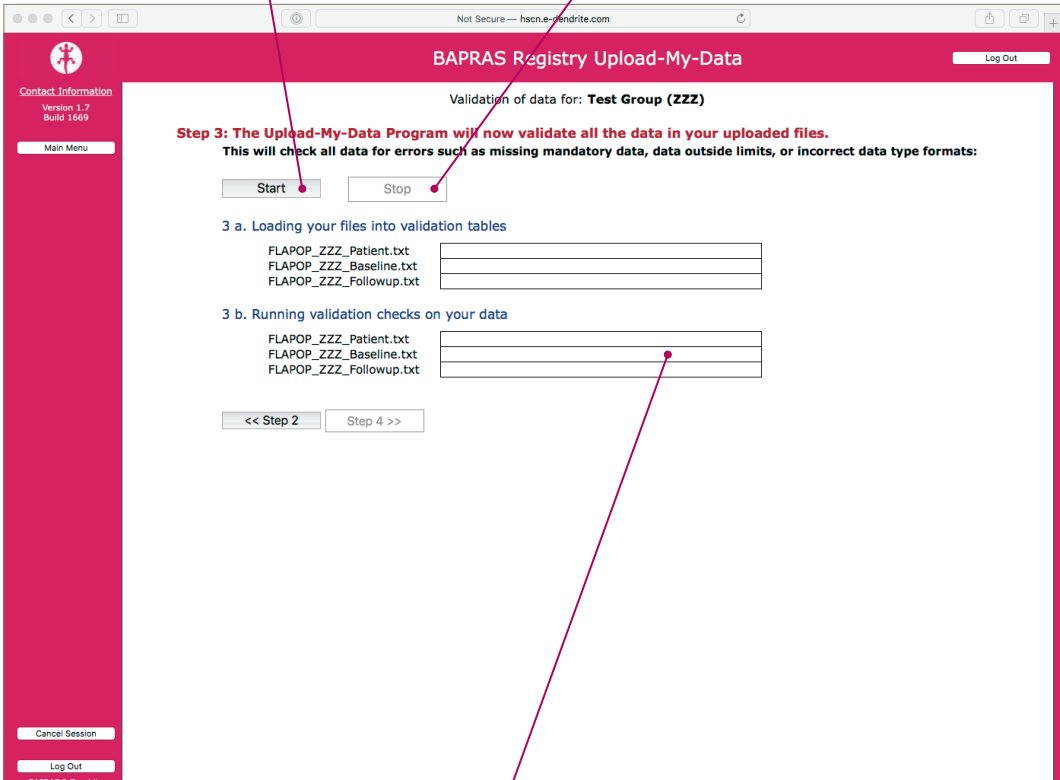
## File validation

### Starting the validation tests

The next stage is a more in-depth validation of the files you have uploaded.

**Start the process**  
Click the **Start** button to begin the validation process.

**Stop the process**  
If you need to halt the process at any time press the **Stop** button. This button becomes active after the **Start** button has been depressed.



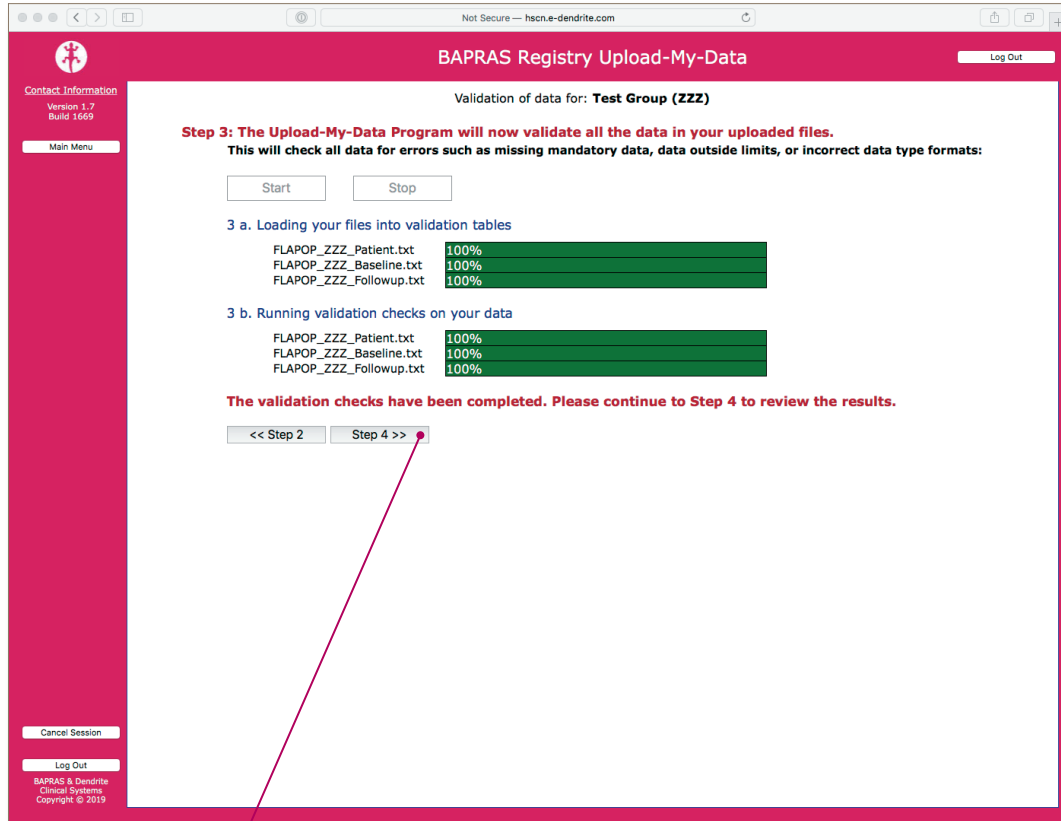
**Progress bars**  
Progress bars indicate the passage through the validation processes.

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## Continuing after validation has completed

Once all the progress bars have been filled with green and are all labelled 100%, the validation is complete. You can see a summary of the validation checks on the next page.



### Continue the process

Once all of the validation checks have been completed you may go on to view the validation results by clicking on the **Step 4** button.



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## Reviewing data validation results

The screenshot below shows that the portal reports back on the gross contents of your upload files and various potential errors commonly found in upload files:

- total number of records uploaded
- number of records that have passed all validation tests
- number of records missing required demographic data
- number of records with one or more missing mandatory fields
- number of records with one or more missing highly desirable fields
- number of records with one or more fields that do not meet data constraints
- number of records with one or more fields that fail the data type checks

There are also, potentially, **cross-check errors**, which are essentially errors in data-linkage across the various files. For more information on this kind of error, and an example of the way in which the portal reports on these errors see page 28 of this manual.

### Validation summary

The main body of the screen shows a summary of the validation tests.

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

**Step 4: Review the results of the data validation.**

Validation Reports as Excel compatible XML. Please download to your PC and open them using Excel.  
[Patient](#) [Baseline](#) [Followup](#)

4 a. Summary

Description	Data Files		
	Patient	Baseline	Followup
Total number of records uploaded	9	27	5
Number of records that have passed all validation tests successfully	9	0	5
Number of records missing required demographic data	0	0	NA
Number of records with missing mandatory fields	0	0	0
Number of records with missing desirable fields	0	27	0
Number of records with fields that do not meet data constraints	0	0	0
Number of records with fields that fail the data type check	0	0	0

4 b. Cross-check errors

There are no cross-check errors.

**Please continue to Step 5 to submit your data to the Registry.**

<< Step 3   Step 5 >>

### Cross-check errors

Any issues with linkage of follow up data to data in the baseline file would be reported here. In this example there are no cross-check errors.

### Proceed to commit the data

If you are happy with the results of the validation, you may move on to commit the data to the BAPRAS UKNFR Registry.

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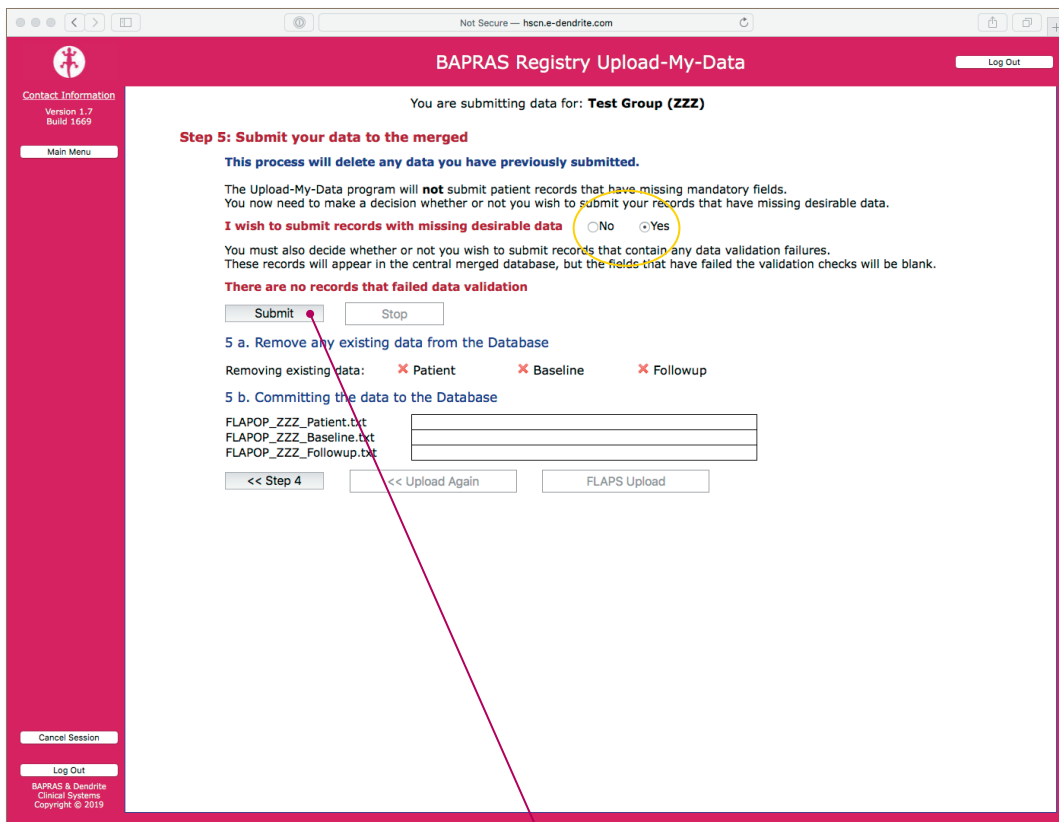
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## Committing data

### Starting the committal process

Once you have completed the validation of your data, you can commit your data to the BAPRAS UKNFR. Records with missing **mandatory** data will not be imported into the registry.

The screenshot below shows the validation results for a near-perfect data-file; there are some missing **desirable** data. So, for any files that has one or more missing desirable data-items you must decide whether or not you wish to commit the rows of data with missing desirable data (see page 28); this choice is made *via* the radio buttons circled in yellow on the screenshot below.



### Submit

Once you have answered the question *I wish to submit records with missing desirable data* the **Submit** button will become active. Click here to commit the data to the registry.

As the committal process begins the **Stop** button will become active; you may halt the process at any time.

At this point, please be aware that processing large data files can take some time. Please be patient, and wait for each of the progress bars to complete before pressing any buttons or closing the window.

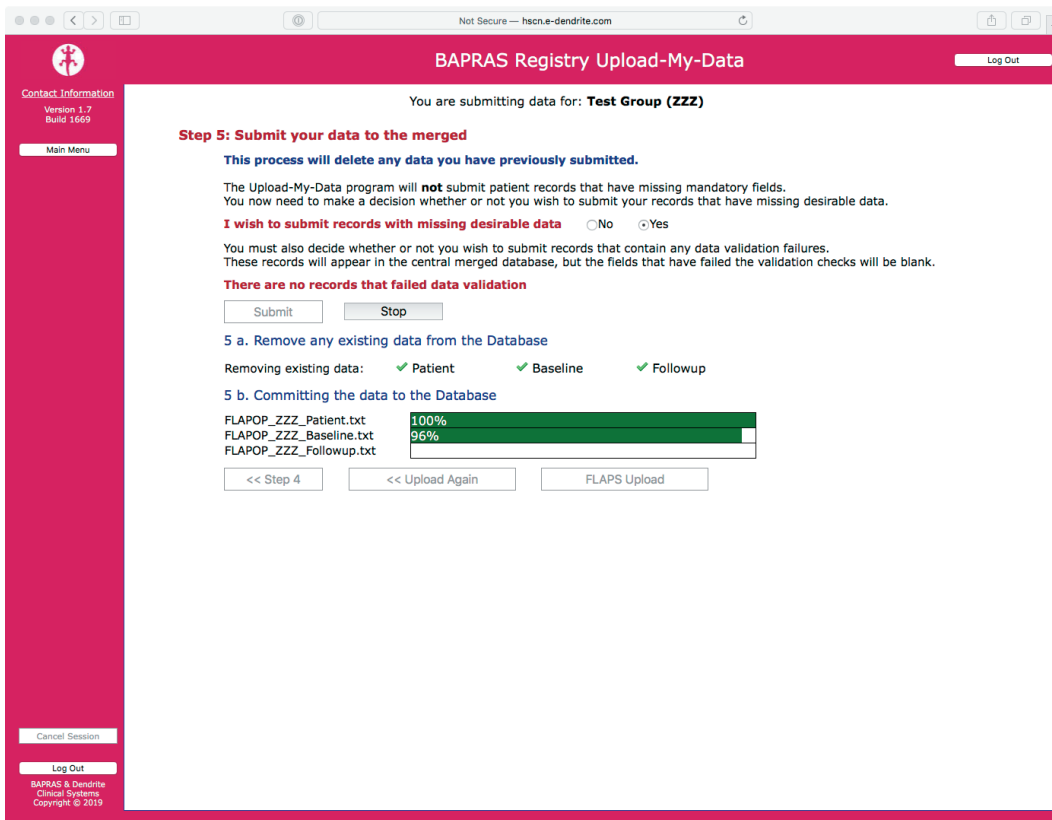
# The BAPRAS UK National Flap Registry

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## Completing the committal process

Once you have started the committal process, any data that you submitted to the BAPRAS UKNFR in the past will be removed from the central, merged registry. This is the first, background process that occurs after the **Submit** button has been pressed; you will see a report of the data being removed in the section labelled **Remove any existing data from the database**: the red crosses convert into green ticks, as shown in the screenshot below.

It is important that you submit all of the data you wish to be included in the merged registry each time you upload a set of files.



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## Reviewing the results of upload

The screen updates after the Upload-My-Data process has completed. There is a brief *précis* of the data now held in the central BAPRAS UKNFR for your **Submitter code** for the data in the main operation section of the database (the **FLAPOP** suite of files).

You can go on to upload your donor and recipient data (the **FLAPS** suite of files) by clicking in the **FLAPS upload** button, or use the **Log out** button to close down the portal.

**BAPRAS Registry Upload-My-Data** Log Out

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

**Step 5: Submit your data to the merged**

**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.

**There are no records that failed data validation**

**Thank you for submitting your data, the process has been successfully completed!**  
**You have uploaded the following records:**

Data set	Number of records for Test Group				
	In File submitted for Upload	Disallowed (Fatal Fails)	Excluded (Missing desirable fields)	Excluded (Failed data validation)	Now held in the Registry
Patients	9	0	0	0	9
Baseline	27	0	0	0	27
Followup	5	0	0	0	5

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## Uploading the donor and recipient data

If you choose to go on and upload your donor and recipient data (the **FLAPS** suite of files), you will arrive at the screen below. The same general process applies for the **FLAPS** data files as for the **FLAPOP** files, excepting the fact that there are 5 files in total for this part of the process:

- Donor
- DonorReoperation
- Recipient
- RecipientReoperation
- RecipientAnastomosis

The screenshot shows a web browser window displaying the BAPRAS Registry Upload-My-Data application. The browser's address bar shows "Not Secure - hscn.e-dendrite.com". The application has a dark red header with the title "BAPRAS Registry Upload-My-Data" and a "Log Out" button. On the left, there is a sidebar with a logo, "Contact Information" (Version 1.7, Build 1669), "Main Menu", and "Validation Files". The main content area is titled "Upload data into FLAPS" and contains the following text: "You have been pre-authorized to upload and submit data for **Test Group (Submit Code: ZZZ)** into FLAPOP and FLAPS. You have no previous uploaded records in FLAPS held on our server. The data upload process involves 5 steps: 1. Transfer of your data files to the secure BAPRAS Registry Upload-My-Data server, 2. Initiate the 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 continue to Step 1 to start your upload.** [Step 1 >>] [ << Welcome Page ]". At the bottom left of the sidebar, there is a "Log Out" button and copyright information: "BAPRAS & Dendrite Clinical Systems Copyright © 2019".

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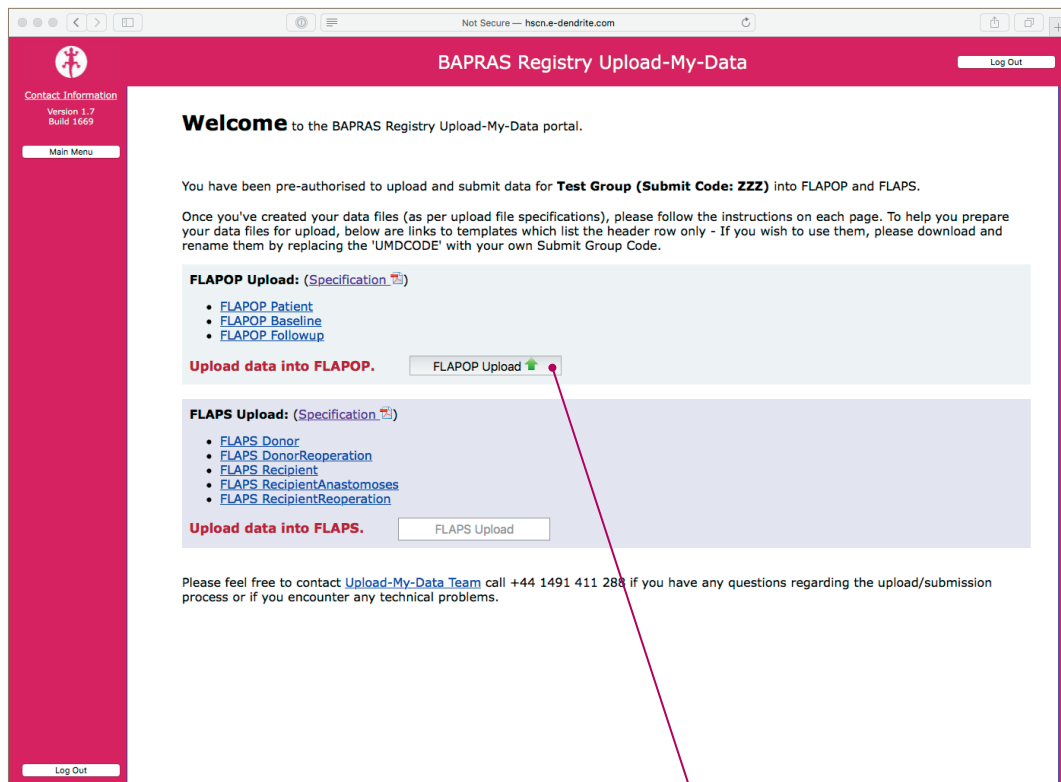
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## Breaking off and returning to the process

### Logging on again after a successful transfer

If, for any reason, you need to break off from the process of submitting your data without committing your **FLAPOP** (operation) data to the central BAPRAS UKNFR, when you log into the portal again and return to the welcome page it will display exactly as shown in the screen shot below.

When you move on to the next stage of the process under these circumstances you will see that your previously transferred data files are still held on the secure BAPRAS UKNFR server. After pressing the **FLAPOP upload** button you will be taken to the point at which you logged out of the system. As long as you are happy to proceed with these data files, you may progress all the way through to the committal phase.



### Start the process

To re-start the Upload-My-Data process click on the **FLAPOP Upload** button.

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## Logging on after a successful transfer and committal

If just your **FLAPOP** data have been uploaded and successfully committed to the BAPRAS UKNFR, then the welcome screen will appear in a different format, as shown below.

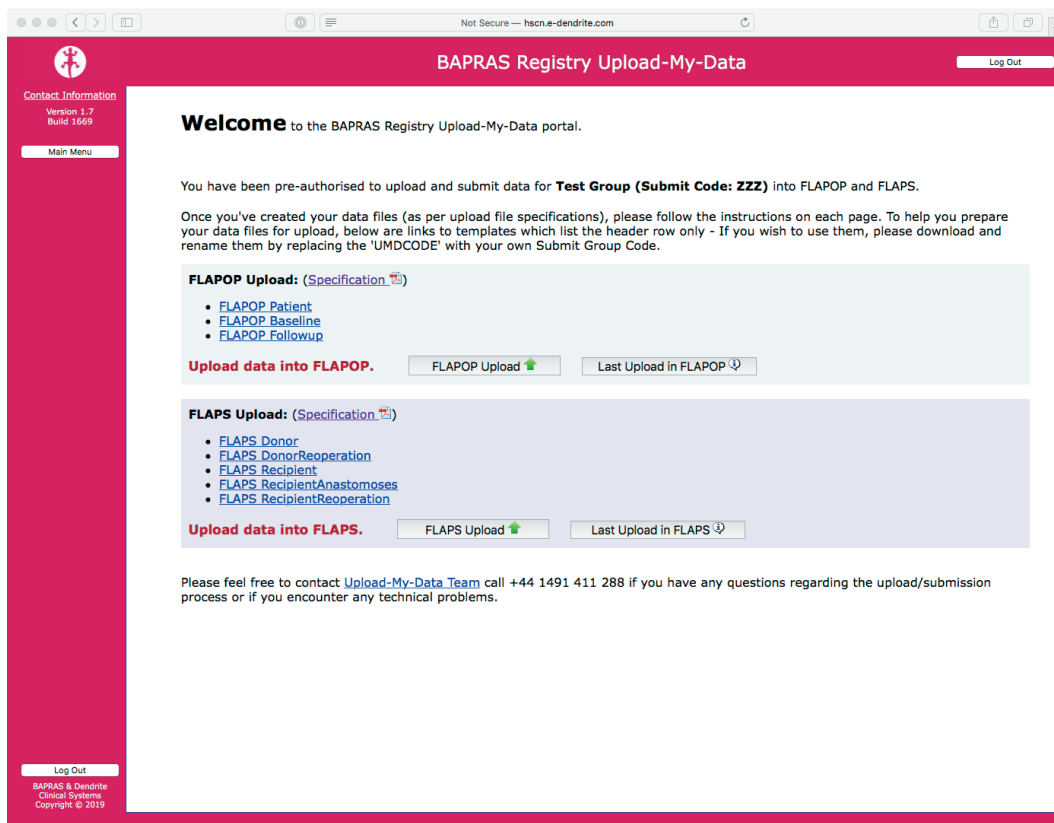
You can review the summary of the data uploaded by clicking on the **Last upload in FLAPOP** button.

The **Last upload in FLAPS** button will show that no data have yet been uploaded.

At this point you have a couple of choices:

- upload another set of **FLAPOP** data files by pressing the **FLAPOP upload** button
- upload a set of **FLAPS** data by pressing the **FLAPS upload** button

As part of any new upload and submission of data, **all** of your previously committed data will be removed from the BAPRAS UKNFR, so please ensure that all uploaded data files include **all** of the data that you wish to contribute to the project.



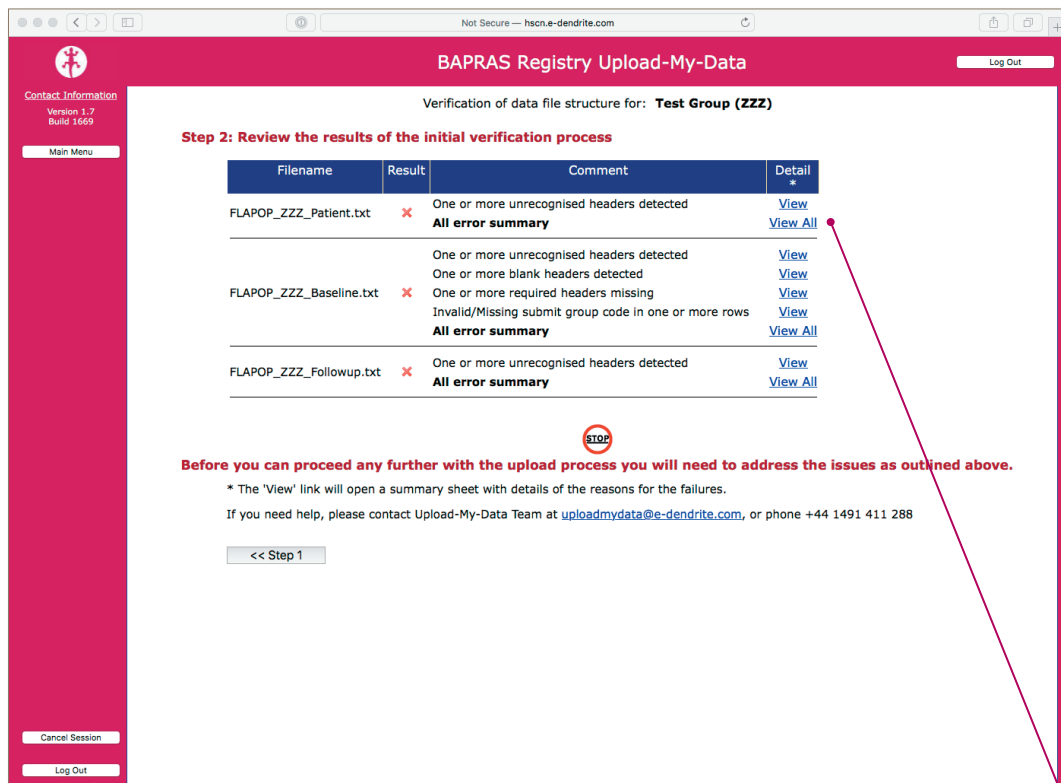
### Troubleshooting

All the following sections apply equally to the **FLAPOP** and the **FLAPS** suites data files. The **FLAPOP** processing will be used as an example throughout.

#### Initial verification errors

At this stage the following classes of problem might be reported back:

- missing required headers (mandatory are not in the file)
- unrecognised (mis-named) headers
- blank headers
- invalid or missing **Submit code** in one or more rows of data



#### View details of the errors

Clicking on the **View** or **View all** links opens another browser window that shows the detail of the errors detected.

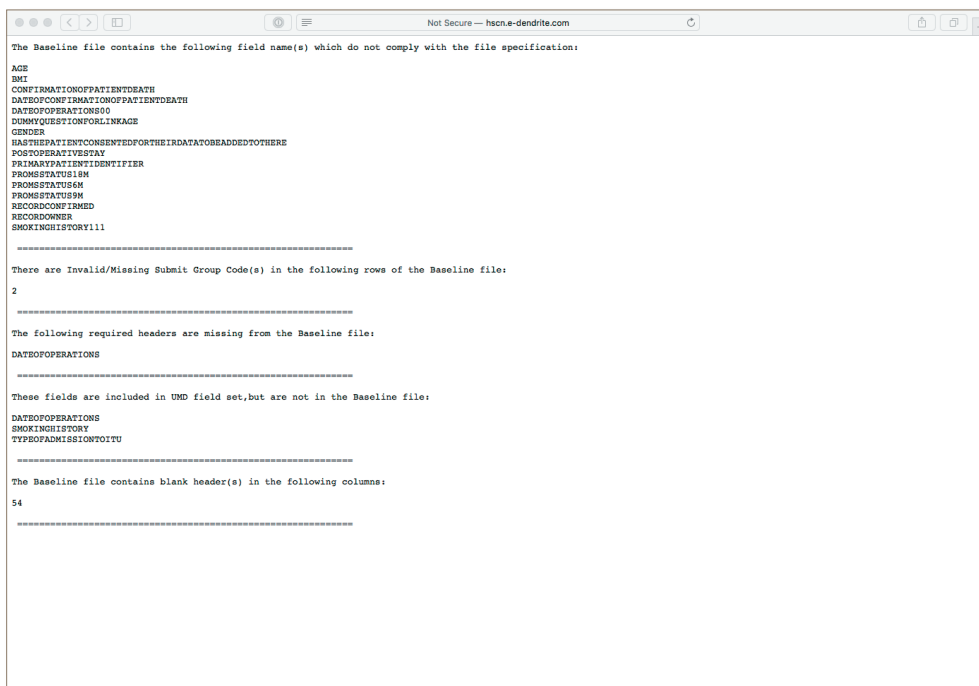
You can see the detail of the errors by clicking on either the **View** link or the **View all** link under the detail column. On the next page is an example of the **View all** results.



The contributor has submitted a file with some headers that are not required, such as **AGE**, **BMI** and **GENDER**. Two of these are data that are derived from other data (age at treatment and BMI, and the third is a component of the demographic data-file).

The report also shows that a row of data has the **SUBMITCODE** missing: 2. This is a **Mandatory** field, and cannot be left as a null value.

Some of the fields listed in the file specification, such as **SMOKING HISTORY** are absent from the file. Perhaps this field should be in column 54, which is reported as a blank header in the report.



```
The Baseline file contains the following field name(s) which do not comply with the file specification:
AGE
BMI
CONFIRMATIONOFFPATIENTDEATH
DATEOFCONFIRMATIONOFFPATIENTDEATH
DATEOFOPERATIONS80
DUNNYQUESTIONFORLINKAGE
GENDER
HASTHEPATIENTCONSENTEDFORTHEIRDATATOBEADDEDTOTHERE
POSTOPERATIVESTAY
PRIMARYPATIENTIDENTIFIER
PROMSSTATUS18M
PROMSSTATUS6M
PROMSSTATUS9M
RECORDCONFIRMED
RECORDOWNER
SMOKINGHISTORY111
-----
There are Invalid/Missing Submit Group Code(s) in the following rows of the Baseline file:
2
-----
The following required headers are missing from the Baseline file:
DATEOFOPERATIONS
-----
These fields are included in UMD field set, but are not in the Baseline file:
DATEOFOPERATIONS
SMOKINGHISTORY
TYPEOFADMISSIONFOITU
-----
The Baseline file contains blank header(s) in the following columns:
54
-----
```

All of these errors are deemed critical, and must be addressed before the data can be submitted to the BAPRAS UKNFR. In this case:

- all the extraneous fields such as **AGEATTREATMENT** must be removed or renamed appropriately
- all the **SUBMITCODE** fields must be completed
- the field **DATEOFOPERATIONS** must be added to the file as this is a **Mandatory** field
- the blank field in column 54 must be given a header or removed entirely

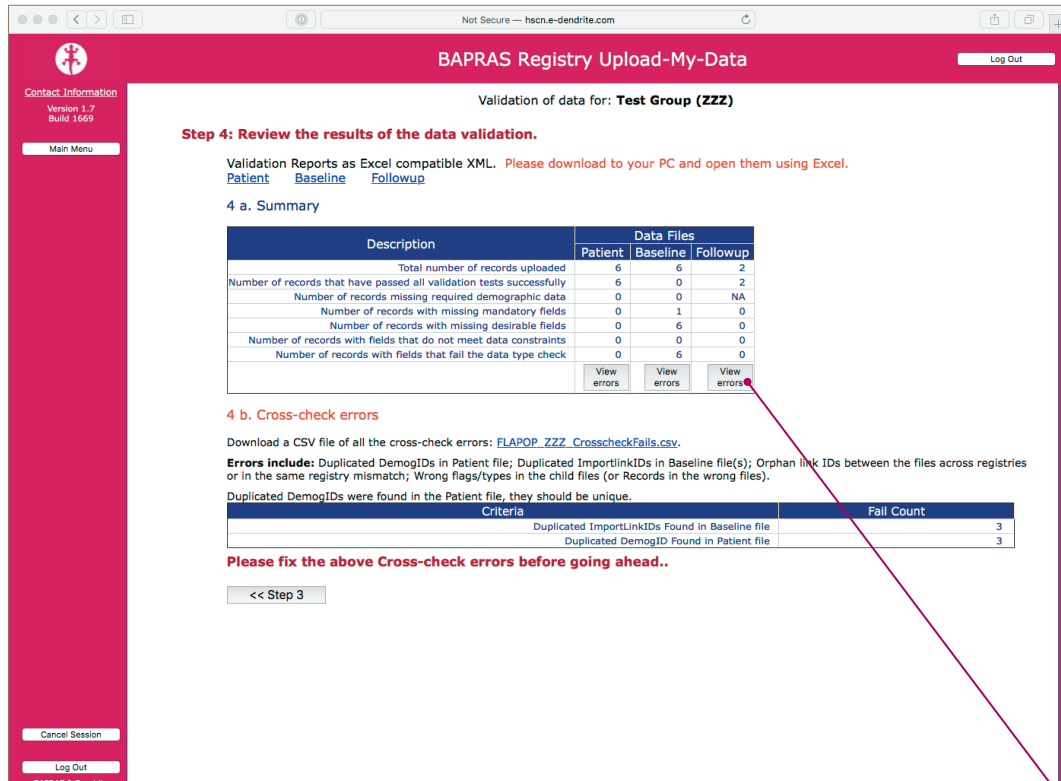
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## File validation errors

### File validation overview

If there are any reported file validation errors, you can see the detail of those errors by clicking on the **View errors** buttons, shown in the screenshot below:



### View details of the errors

Clicking on the **View errors** button opens another browser window that shows the detail of the errors detected.

# The BAPRAS UK National Flap Registry

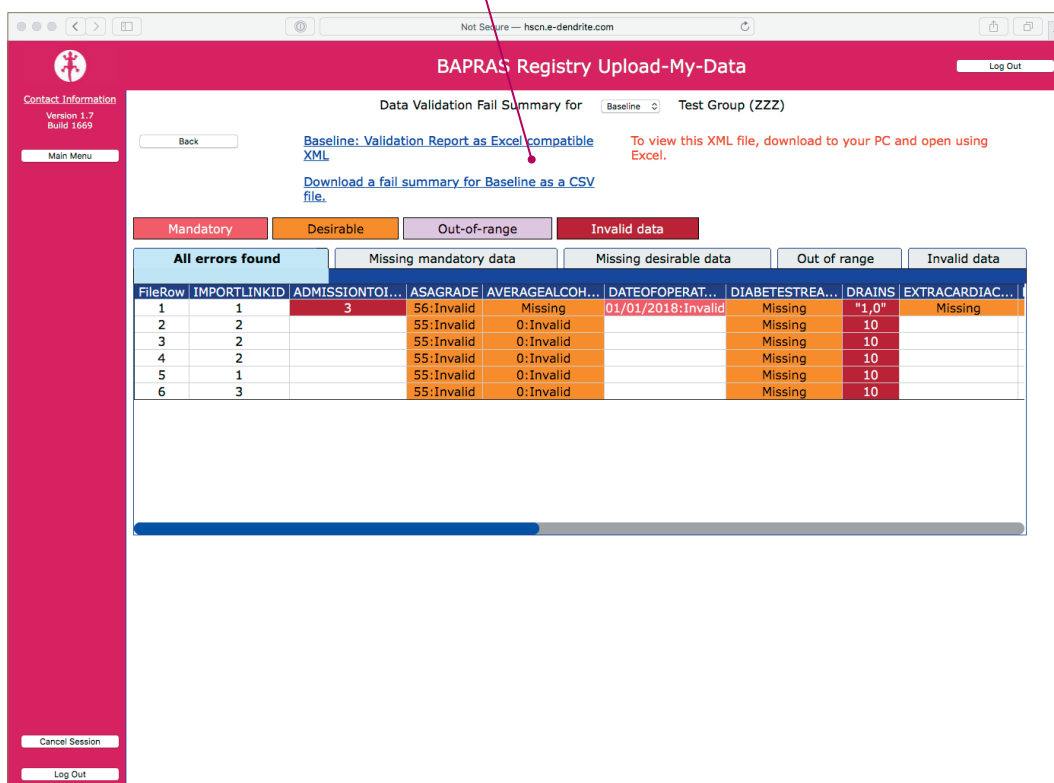
Upload-My-Data manual version **1.0**

## File validation error details

Clicking on the **View errors** button opens up a new browser window with a spreadsheet of the errors that have been detected. This information can be downloaded as a comma-separated values file using the links to the right of the **Back** button.

### Download a copy of the error report

These links allow you to download a complete list of the errors that have been detected.



In this example, the reported errors are largely missing **Mandatory** data or invalid data.

The **DATEOFOPERATIONS** is a **Mandatory** field, and has not been submitted for one of the rows listed above (highlighted in pink). These rows of data cannot be submitted to the BAPRAS UKNFR.

The **DRAINS** field contains an unrecognised code (**1,0** rather than **10**) for one row in this example file. Any unrecognised code is replaced with a null value in the uploaded data for **Desirable** or **Optional** fields.

There are also some rows where the **AVERAGEALCOHOLCONSUMPTION** data are out-of-range, which means either below the minimum value set for this field, or above the maximum that has been set. Alpha characters in a numeric (integer or floating point) field would trigger an invalid data error.

Missing data in a field flagged as **Desirable** would also be highlighted in this report: all of the rows for the field **DIABETESTREATMENT**.

Only rows with one or more errors are listed in these reports.

### Handling file validation errors

The different classes of errors are handled in various, different ways:

- **missing mandatory data**  
any records with one or more missing mandatory data-items **will not** be uploaded into the central BAPRAS UKNFR. All mandatory fields **must** be complete for a record to be created.
- **missing desirable data**  
as the contributor you can decide what happens to records with missing desirable data; either
  - i. the records are imported with missing data in the desirable fields
  - ii. all records with missing desirable data are excluded from the committal process
- **invalid data**  
all invalid data are converted into null data at the time of committal

As the contributor, you must decide whether or not to proceed to commit the data as they are, with the errors/omissions included: see page 18 (**Starting the committal process**) for information on how to action this decision. However, you may wish to abort the process and go back to your source data so that you can update/recode some of the information in the upload file so all your available data can be imported into the BAPRAS UKNFR.

### Cross-check errors

Each of the Upload-My-Data files contains one or more indices. This field is used to uniquely identify records and to allow the records in different files to be linked together correctly. These indices are **Mandatory** fields and are of the utmost importance.

#### Indices in the FLAPOP file suite

1. **Patient** file
  - i. **DEMOGID** - this index must be unique for each row in this file; it represents an individual patient
2. **Flapop** file
  - i. **DEMOGID** - this index can be repeated in **this** file; it is used to link the patient demographic data to the operation record
  - ii. **IMPORTLINKID** - this must be unique for each row in this file; it represents an individual operation
3. **Followup** file
  - i. **IMPORTLINKID** - this index can be repeated in **this** file; it is used to link the follow up record to the operation record

#### Indices in the FLAPS file suite

1. **Donor** file
  - i. **FLAPOPID** - this can be repeated in **this** file; it is used to link the donor data to the operation record (links to the **IMPORTLINKID** in the FLAPOP file)
  - ii. **IMPORTLINKID** - this must be unique for each row in this file; it represents an individual donor
  - iii. **RECIPIENTIMPORTLINKIDS** - this is used to indicate the recipients to which the donor is linked. If there are 2 or more recipients linked, the identifiers should be separated using the separator (S) as defined in column 1 of the upload file.

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2. **DonorReoperation** file
  - i. **IMPORTLINKID** -this can be repeated in **this** file; it is used to link the DonorReoperation record to the donor record
3. **Recipient** file
  - i. **FLAPOPID** - this index can be repeated in **this** file; it is used to link the recipient data to the operation record (links to the **IMPORTLINKID** in the **FLAPOPID** file)
  - ii. **IMPORTLINKID** -this must be unique for each row in this file; it represents an individual recipient
4. **RecipientReoperation** file
  - i. **IMPORTLINKID** -this can be repeated in **this** file; it is used to link the RecipientReoperation record to the recipient record
5. **RecipientAnastomoses** file
  - i. **IMPORTLINKID** -this can be repeated in **this** file; it is used to link the RecipientAnastomoses record to the recipient record

So, each single record in the operation file can be linked to one or more records in the followup file; in databasing terminology this is known as a one-to-many relationship. The relationship is maintained *via* the **IMPORTLINKID**. In formal databasing terms, the operation (**FLAPOPID**) file is a **parent table** (one record), with regard to the followup table data, which is known as a **child table** (many records are possible *per* operation). Of course, the patient (demographic) data has a one-to-many relationship to the operation data.

In the **child** files, it is possible to have valid records that have no matching record in the **parent**. This might be for a number of reasons:

- the record in the **child** file is *orphaned* in the source database, *i.e.*, the original baseline record has been deleted from the source database, but the corresponding records in the **child** table have not been removed
- there has been some unforeseen error in the export process used to generate the upload files for this project, and the **parent** record has not been exported whilst the **child** records for that operation have been exported
- the operation record has not passed file validation (it is missing one or more mandatory data-items) and so any linked data in a **child** table is effectively orphaned.

No matter what the cause, these orphaned records cannot be imported into the central BAPRAS UKNFR as they cannot be indexed back to a baseline record.

It is also important to make sure that some of the indices are unique within a file:

1. Patient file **DEMOGID**
2. Flapop file **IMPORTLINKID**
3. Donor file **IMPORTLINKID**
4. Recipient file **IMPORTLINKID**

Cross-check errors are listed so that you can review them and make a decision about the remedial action you wish to take, if any. Failure to address this issue will simply mean that the orphaned follow up records would be rejected when the other data were being committed to the central database.

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## To submit, or not to submit

At any time, you may halt the Upload-My-Data process, which means that your data will not be **committed** to the BAPRAS UKNFR. It is only at this final stage that the data you have uploaded onto the secure server are merged into the central database. Unless your data are perfect, there will be some rows of data that have one or more missing data-items, and, possibly, one or two rows that fail the validation checks.

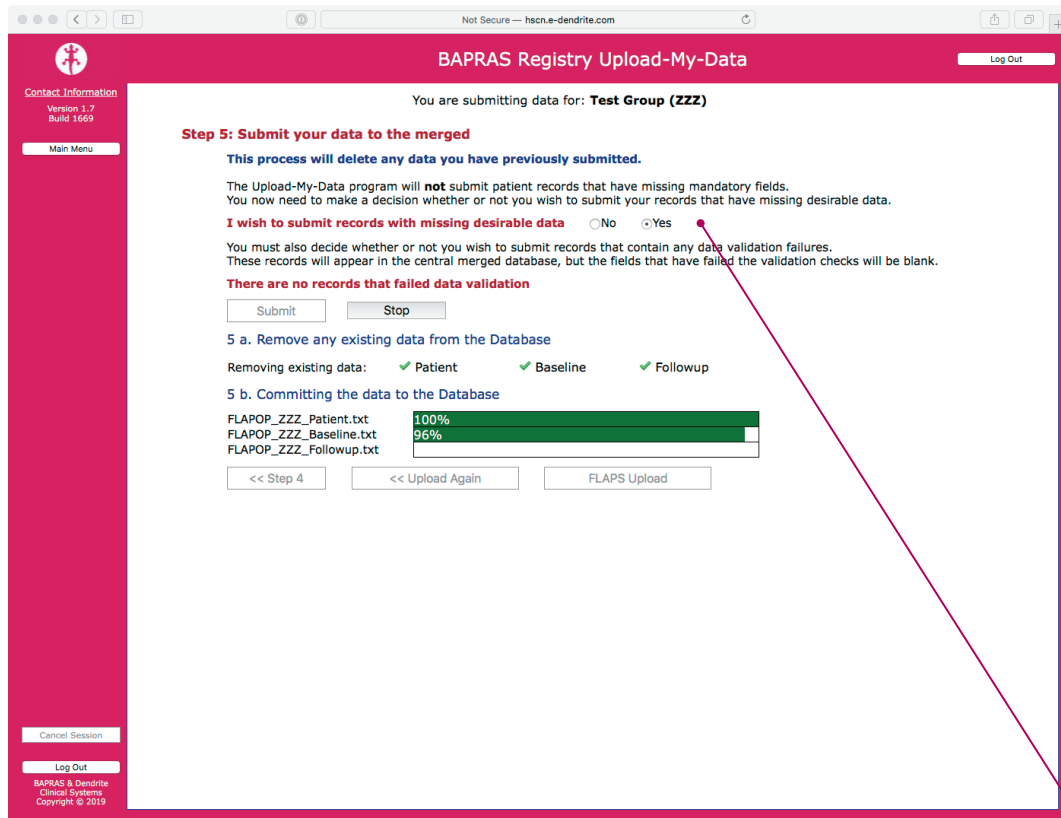
In a standard Dendrite Upload-My-Data portal, a user has two choices to make at this point:

- whether or not to submit data with missing **Desirable** data
- whether or not to submit rows that have failed validation

In most registry upload systems, contributors will have some records with missing desirable data. It is better to have a representative sample of all the data in your local database rather than just the *perfect* database entries. We would encourage you to submit operation records that have a little missing data, but, ultimately, the choice is yours.

Rows with data that have failed validation can be brought into the BAPRAS UKNFR (as long as none of the validation errors are in **Mandatory** fields), but the errant data will be represented in the central database as null data. For example, mis-coded data (**No** instead of the coded value **0**) would appear as missing; likewise, out-of-range data would be represented by missing data in the central database. Again, you may decide whether or not to submit such operation records.

You may wish to adjust the data in your upload files and then start the process again.



### Decision: submit records that fail validation

You need to decide whether or not to submit records that have missing desirable data and / or have failed validation.

## Points of contact

For queries about terminology relating to the upload process or the format of the upload files, please contact:

**Robin Kinsman** [robin.kinsman@e-dendrite.com](mailto:robin.kinsman@e-dendrite.com)

+44 1491 844 935

For questions relating to the functioning of the upload portal, please contact:

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