

British Association of Plastic Reconstructive and Aesthetic Surgeons

Upload-My-Data manual

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Upload-My-Data manual version 1.0

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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 registr 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.

		Not Secure — hscn.e-dendrite.com	C	1 0 +
Click on the link	British Association of Plasti Reconstructive and Aesther NATIONAL PREGIST OAD MY C DOAD MY C Dieder Information about all major free and thy of carea we provide for patients Consultant Plasti Consultant Plast	c Surgeons	to	enail Com
			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.

$\bullet \bullet \bullet \checkmark \blacksquare$		Not Secure — hscn.e-dendrite.com	¢	₫ ∂ +
		BAPRAS Registry Upload	d-My-Data	
Contact Information Version 1.7 Build 1669				
		Live Versio	n	
		Please ensure you enter the password very o sensitive. You will be automatically locked ou attempts to login. Username Password Line speed 186.05 Kbps Very 6	arefully as it is case after 3 failed	
			/	
Exit Application BAPRAS & Dendrite Clinical Systems Convident © 2019				
		/		
Login				
Log In				
Log in to th details and the blue an	e portal by comp then hitting retui ow.	leting your m or pressing		

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

	Not Secure — hscn.e-dendrite.com
(*)	BAPRAS Registry Upload-My-Data
Contact Information Version 1.7 Build 1669	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 UKMFR Website Database, you confirm that you accept these terms of use and that you agree to comply with them.
	We are the britsh Association of Hastic 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
	Une UNKY Website Database j, wineter as a surgeni/Limitant over un as an Uner 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 acres to these terms of use, you much not use the UKNEP Website Database
	Click here for a net greet or the terms of lise
	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 commutited to protecting and respecting your privacy. This policy (together with our terms of loss") 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 tollowing carefully to understand our views and practices regarding your personal data and now we will treat it. By visiting our site (the "UKNFK Website Database") you are accepting and consenting to the practices described in this policy.
	In this policy:
	(a) the following terms nave the meanings defined in the terms of Use, namely "surgeon/Linician User", "Uther User", "Delegated User" and "Attiliated 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
Log Out	
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Clinical Systems	

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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.

$\bullet \bullet \bullet \checkmark \blacksquare$	Not Secure — hscn.e-dendrite.com	(†) (†
(#)	BAPRAS Registry Upload-My-Data	Log Out
Contact Information Version 1.7 Build 1669	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	
	Errer Cinical Data	_
	Please read these terms and conditions carefully before using this site The UK National Flap Registry Building the UKPW behilding behaviors were complete these terms of use and that you arree to comple with them	
	We are the British Association of Plastic Reconstructive and Assthetic Surgeons ("BARPA" and "we"). I. Terms of website use I. There so the time is the company of the time is the company of the time is the time is the company of the time is the time is the company of the time is the tis the	
	(the "UKNR" kelosite Database"), whether as a Surgeory(Clinician User or as an Other User. 1.2 Piezes read these terms of use carefully before you start to use the UKNR" kelosite Database, because these terms of use will apply to your use of the UKNR Website Database. We recommend that you print a copy of this for future reference. 1.3 If you do not access the process the process that the terms of the DATABASE.	
	List a you wonke give to unsee terms of use, you must not use the owner weake deadese. 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 <u>terms of use</u> (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 prectices regarding your personal data and how we will treat it. By visiting our <u>alte</u> (the "UKNFR Website Database") you are accepting and consenting to the practices described in this policy. In this policy:	e
	(a) the following terms have the meanings berined in the terms of Use, namely "Surgeon/clinician User", "Other User", "Delegated User" and "Amiliated National Association"; and	
	Click here for a pdf version the Privacy Policy I confirm I have read, understood and will comply to the Privacy A	olicy 🖉
Log Out BAPRAS & Dendrite Clinical Systems Copyright © 2019		

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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 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 FLAPOP 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).

		Not Secure — hscn.e-dendrite.com	C	t d
- 🛞		BAPRAS Registry Upload	-My-Data	Log Out
ntact Information Version 1.7 Build 1669 Main Menu	Welcome to the BAPRAS Rec	istry Upload-My-Data portal.		
	You have been pre-authorised to upl	oad and submit data for Test Group (Su	bmit Code: ZZZ) into FLAPOP ar	d FLAPS.
	Once you've created your data files your data files for upload, below are rename them by replacing the 'UMD	as per upload file specifications), please f links to templates which list the header ro CODE' with your own Submit Group Code.	follow the instructions on each pa ow only - If you wish to use them	ge. To help you prepare , please download and
	FLAPOP Upload: (Specification)		
	FLAPOP Patient FLAPOP Baseline FLAPOP Followup			
	Upload data into FLAPOP.	FLAPOP Upload 👚 📍		
	FLAPS Upload: (Specification 🖄)			
	FLAPS Donor FLAPS DonorReoperation FLAPS Recipient FLAPS RecipientAnastomoses FLAPS RecipientReoperation			
	Upload data into FLAPS.	FLAPS Upload		
	Please feel free to contact <u>Upload-M</u> process or if you encounter any tech	<u>y-Data Team</u> call +44 1491 411 288 it you nical problems.	u have any questions regarding th	e upload/submission
Log Out				
ADDAC & Dendrite				
			Start the p	ocess
			At the a time of	f

At the time of your first login, the only active button will be the **FLAPOP 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: FLAPOP_SubmitterCode_Patient.txt
- operation data file:
 FLAPOP_SubmitterCode_Baseline.txt

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

- patient data file name: **FLAPOP_DEN_Patient**.txt
- operation data file: **FLAPOP_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*.



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.

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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.

		Not Secure — hscn e-dendrite.com	Ċ	(Å) (A)
		BAPRAS Registry Uploa	d-Mv-Data	Log Out
Contact Information Version 1.7	You are authorise	ed to upload data for: Test Group (ZZ	Z)	
Build 1669 Main Menu	Step 1: Transfer your data files Please select the following da	onto the secure FLAPOP server ata files for transfer:		
	Choose Files			
	FLAPOP_ZZZ_Patient.txt	 Correct file identifi 	ed.	
	FLAPOP_ZZZ_Baseline.txt	 Correct file identifi 	ed.	
	FLAPOP_ZZZ_Followup.txt	 Correct file identifi 	ed.	
	Thank you for locating the correct	ct files for transfer. When you are ready, s	tart the transfer process	
	Transfer Files			
	Please note that for large files, t	his may take some time.		
	<< Back			
Cancel Session				
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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**.

	Not Sec	cure — hscn.e-dendrite.com	C	₫ ₽ ₊
(₽)	BAPRA	S Registry Upload-N	My-Data	Log Out
Contact Information Version 1.7	You are authorised to upload	d data for: Test Group (ZZZ))	
Build 1669	Step 1: Transfer your data files onto the se	cure FLAPOP server		
Main Menu	You have a valid file set on the server:			
	FLAPOP_ZZZ_Patient.txt	 Correct file identified. 		
	FLAPOP_ZZZ_Baseline.txt	 Correct file identified. 		
	FLAPOP_ZZZ_Followup.txt	 Correct file identified. 		
	You may proceed with processing this set of fil	es, or delete them from the serv	ver and upload new files.	
	Process this set of Files (Step 2) >> •	Delete Existing Files to Reload No	ew Files #	
	<< Back			
	\			
	$\langle \cdot \rangle$	N		
		\		
		\mathbf{A}		
		\backslash		
		\		
		\backslash		
Cancel Session		\		
Log Out		$\langle \rangle$		
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		\backslash		

Proceed to step 2

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

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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

	Not Secure — hscn.e-dendrite.com Č	1 D +
(₩	BAPRAS Registry Upload-My-Data	Log Out
Contact Information Version 1.7 Build 1669	Verification of data file structure for: Test Group (ZZZ)	
Main Menu	Step 2: Review the results of the initial verification process	
	Filename Result Comment	
	FLAPOP_ZZZ_Patient.txt Contributor code present and correct for every row of data All header information present and correct	
	FLAPOP_ZZZ_Baseline.txt Contributor code present and correct for every row of data All header information present and correct	
	FLAPOP_ZZZ_Followup.txt Contributor code present and correct for every row of data All header information present and correct	
Cancel Session Log Dut May Dut May Sa Dundris Clausal Systems Copyright & 2019	The files have been loaded and have passed the initial verification process. Please continue to Step 3.	

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.



Progresss 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.

$\bullet \bullet \bullet < > \square$	Not Secure — hscn.e-dendrite.com
	BAPRAS Registry Upload-My-Data
Contact Information Version 1.7	Validation of data for: Test Group (ZZZ)
Build 1669 Main Menu	Step 3: The Upload-My-Data Program will now validate all the data in your uploaded files.
	3 a. Loading your files into validation tables FLAPOP_ZZZ_Patient.txt 100%
	FLAPOP_ZZZ_Baseline.txt 100% FLAPOP_ZZZ_Followup.txt 100%
	3 b. Running validation checks on your data
	FLAPOP_ZZZ_Patient.txt 100% FLAPOP_ZZZ_Baseline.txt 100%
	FLAPOP_ZZZ_Followup.txt 100%
	The validation checks have been completed. Please continue to Step 4 to review the results.
	<< Step 2 Step 4 >> •
Cancel Session	
Log Out BAPRAS & Dendrite Clinical Systems Copyright © 2019	
-	
	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.



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.

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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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.

$\bullet \bullet \bullet \checkmark \square$	Not Secure - hscn.e-dendrite.com C	(†
	BAPRAS Registry Upload-My-Data	Log Out
Contact Information Version 1.7	You are submitting data for: Test Group (ZZZ)	
Build 1669	tep 5: Submit your data to the merged	
Main Menu	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 \bigcirc No \bigcirc Yes	
	You must also decide whether or not you wish to submit records that contain on you 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	
	Submit Stop	
	5 a. Remove any existing data from the Database	
	Removing existing data: 🗙 Patient 🛛 🗙 Baseline 🛛 🗶 Followup	
	5 b. Committing the data to the Database	
	FLAPOP_ZZZ_Patient.bt FLAPOP_ZZZ_Baseline.bt FLAPOP_ZZZ_Followup.bt	
	<< Step 4 << Upload Again FLAPS Upload	
Cancel Session		
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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.

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.

	Not Secure - hscn.e-dendrite.com C	- D +
(#)	BAPRAS Registry Upload-My-Data	Log Out
Contact Information Version 1.7 Build 1669	You are submitting data for: Test Group (ZZZ)	
Mala Manu	Step 5: Submit your data to the merged	
Main Menu	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 ONo OYes	
	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	
	Submit Stop	
	5 a. Remove any existing data from the Database	
	Removing existing data: 🖍 Patient 🖍 Baseline 📌 Followup	
	5 b. Committing the data to the Database	
	FLAPOP_ZZZ_Patient.txt 100% FLAPOP_ZZZ_Baseline.txt 96% FLAPOP_ZZZ_FOlowup.txt	
	<> Step 4 << Upload Again FLAPS Upload	
Course la Coursian		
Cancel Session		
Log Out BAPRAS & Dendrite		
Clinical Systems Copyright © 2019		

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.

5: Submit your da This process will d	BAPR You are sub ata to the merged	AS Registry	Upload-My-	Data		Log Out
5: Submit your da This process will d	You are sub	mitting data for:	Test Group (ZZZ)	\		
5: Submit your da This process will d	ta to the merged					
This process will d						
	elete any data you hav	ve previously su	bmitted.			
The Upload-My-Data You now need to ma	program will not submit ke a decision whether or	t patient records t not you wish to s	hat have missing ma ubmit your records t	ndatory fields. hat have missing des	irable data.	
I wish to submit re	cords with missing de	esirable data	∩No ⊙Yes			
You must also decide These records will ap	whether or not you wisl	h to submit record jed database, but	ls that contain any d the fields that have f	ata validation failures ailed the validation c	i. hecks will be blank.	
There are no recor	ds that failed data val	idation				
Submit	Stop					
Thank you for s	ubmitting your data	, the process	has been success	fully completed!		
You have upload	led the following re	cords:		,,		
		Numbe	r of records for Tes	Group		
Data set	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	
<< Step 4	<< Upload Again		FLAPS Upload]		
	The Upload-My-Data You now need to ma I wish to submit re You must also decide These records will ag There are no recor Submit Thank you for si You have upload Data set Patients Baseline Followup << Step 4	The Upload-My-Data program will not submit You now need to make a decision whether or I wish to submit records with missing do You must also decide whether or not you wis These records will appear in the central merg There are no records that failed data val Submit Stop Thank you for submitting your data You have uploaded the following re Data set In File submitted Patients 9 Baseline 27 Followup 5 	The Upload-My-Data program will not submit patient records to You now need to make a decision whether or not you wish to s I wish to submit records with missing desirable data You must also decide whether or not you wish to submit record There are no records that failed data validation Submit Stop Thank you for submitting your data, the process I You have uploaded the following records: Numbe Data set In File submitted Disallowed (Fatal Falls) Patients 9 0 Baseline 27 0 Followup 5 0 << Step 4 << Upload Again	The upload-My-Data program will not submit patient records that have missing ma You now need to make a decision whether or not you wish to submit your records the I wish to submit records with missing desirable data No Yes Tour must also decide whether or not you wish to submit records that contain any do There are ne cords that failed data validation Submit Stop Thank you for submitting your data, the process has been success You have uploaded the following records: Number of records for Test Data set In File submitted Disallowed (Fatal Fails) Excluded Baseline 27 0 0 0 Baseline 27 0 0 0 Stop 4 << Upload Again FLAPS Upload	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 design the submit records will appear in the central merged database, but the fields that have failed the validation of There are no records that failed data validation There are no records that failed data validation Submit Stop Thank you for submitting your data, the process has been successfully completed! You have uploaded the following records: Number of records for Test Group Data set In File submitted Disallowed (Failed data validation) Patients 9 0 0 0 0 0 Baseline 27 0 0 0 0 Followup 5 0 0 0 0 <<< Step 4 << Upload Again FLAPS Upload	The lupload-My-Data program will not submit patient records that have missing mandatory fields. J with the submit records with missing desirable dat No Ors To must also decide whether or not you wish to submit records that contain any data validation failures. The records will appear in the central merged database, but the fields that have failed the validation checks will be blank. The nor records that failed data validation Submit Stop Thenk you for submitting your data, the process has been successfully completed! You have uploaded the following records: <u>Data set In File submitted Disallowed (Kissing data validation) Now held in the Registry</u> <u>Patients 9 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 </u>

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Uploading the donor and recipient data

If you choose to go on and upload your donr 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

$\blacksquare \land \land \land \land \blacksquare$	Not Secure - hscn.e-dendrite.com C	+
	BAPRAS Registry Upload-My-Data	Log Out
Contact Information Version 1.7 Build 1669	Upload data into FLAPS	
Validation Files	You have been pre-authorised 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	
Log Out BAPRAS & Dendrite Clinical Systems Copyright © 2019		

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.

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Please feel free to contact <u>Upload-My-Data Team</u> call +44 1491 411 288 if you have any questions regarding the upload/submission process or if you encounter any technical problems.		FLAPS Upload: (Specification ≅) • FLAPS Donor • FLAPS DonorReoperation • FLAPS RecipientAnastomoses • FLAPS RecipientReoperation Upload data into FLAPS.	
Leg Out	Log Out	Please feel free to contact <u>Upload-My-Data Team</u> call +44 1491 411 288 if you have any questions regarding the upload/submission process or if you encounter any technical problems.	

Start the process

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

Upload-My-Data manual version 1.0

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.

$\bullet \bullet \bullet \checkmark \blacksquare$	(◎) = Not Secure - hscn.e-dendrite.com	-
(#)	BAPRAS Registry Upload-My-Data	Out
Contact Information Version 1.7 Build 1669 Main Menu	Welcome to the BAPRAS Registry Upload-My-Data portal.	
	You have been pre-authorised to upload and submit data for Test Group (Submit Code: ZZZ) into FLAPOP and FLAPS.	
	Once you've created your data files (as per upload file specifications), please follow the instructions on each page. To help you prepare your data files for upload, below are links to templates which list the header row only - If you wish to use them, please download and rename them by replacing the 'UMDCODE' with your own Submit Group Code.	
	FLAPOP Upload: (Specification [®]) • FLAPOP Patient • FLAPOP Baseline • StaPOP Selemen	
	FLAPOP Followup Upload data into FLAPOP. FLAPOP Upload Last Upload in FLAPOP	
	FLAPS Upload: (Specification ^{TA}) • FLAPS Donor • FLAPS DonorReoperation • FLAPS RecipientAnastomoses • FLAPS RecipientReoperation	
	Upload data into FLAPS. FLAPS Upload T Last Upload in FLAPS (
	Please feel free to contact <u>Upload-My-Data Team</u> call +44 1491 411 288 if you have any questions regarding the upload/submission process or if you encounter any technical problems.	
Log Out BAPRAS & Dendritte Clinical Systems Copyright © 2019		

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



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.

Upload-My-Data manual version 1.0

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 if 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 files 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.

		Not Secure hscn.e-dendrite.com	Ċ	â 7 +
The Baseline file contains the following field name(s)	which do not comply	with the file specification:		
AGE BHI CONFIRMATIONOFPATIENTDEATH DATGOTORFIANATIONOFPATIENTDEATH DATGOTORFIANTONOFPATIENTDEATH DATGOTORFIATURE CONFORM HASHIDAYIENTORFIATURE PAGNESTATUS PAGNEST				
There are Invalid/Missing Submit Group Code(s) in the	ollowing rows of th	ne Baseline file:		
2				
The following required headers are missing from the Bas	eline file:			
DATEOFOPERATIONS				
These fields are included in UMD field set, but are not	in the Baseline fil	le:		
DATEOFOPERATIONS SMOKINGHISTORY TYPEOFADMISSIONTOITU				
The Baseline file contains blank header(s) in the follo	wing 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

Upload-My-Data manual version 1.0

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:

	Not Secure — hscn.e-der	idrite.com		Ċ	
♣	BAPRAS Regist	ry Uplo	oad-My-	Data	Log Out
t Information	Validation of da	ta for: Te	st Group (ZZZ)	
10 1669	Step 4: Review the results of the data validation.				
ain Menu					
	Patient Baseline Followup	nioad to y	our PC and	open them using Excel.	
	4 a. Summary				
	Description		Data Files		
	Description	Patient	Baseline F	ollowup	
	Total number of records uploaded	6	6	2	
	Number of records that have passed all validation tests successfully	6	0	2	
	Number of records missing required demographic data	0	1	0	
	Number of records with missing desirable fields	0	6	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	6	0	
		View errors	View errors	View errors	
	Download a CSV file of all the cross-check errors: FLAPOP ZZZ	crosscheck	alls.csv.		
	Errors include: Duplicated DemogIDs in Patient file; Duplicated or in the same registry mismatch; Wrong flags/types in the child	Importlink files (or Re	IDs in Baseli cords in the	wrong files).	s registries
	Errors include: Duplicated DemogIDs in Patient file; Duplicated or in the same registry mismatch; Wrong flags/types in the child Duplicated DemogIDs were found in the Patient file, they should	Importlink files (or Re be unique.	IDs in Baseli cords in the	wrong files).	s registries
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View details of the errors

Clicking on the **View errors** button opens another browser window that shows the detail of the errors detected. 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 er	ror report				
These links al complete list detected.	llow you to dov of the errors th	vnload a aat have beer				
			Not Sedure — h	scn.e-dendrite.com	Ċ	Ê 7 +
			BAPRAS R	egistry Upload-N	1y-Data	Log Out
Contact Information Version 1.7 Build 1669		Dat	a Validation Fail Sum	mary for Baseline 🗘	Test Group (ZZZ)	
Main Menu	Back	Baseline: Valida XML	tion Report as Excel	compatible To view Excel.	this XML file, download to	your PC and open using
		<u>Download a fail</u> file.	summary for Baselin	e as a CSV		
	Mandatory	Desirable	Out-of-range	Invalid data		
	All errors foun	d Missi	ng mandatory data	Missing desir	able data Out of	range Invalid data
	FileRow IMPORTLINK	ID ADMISSIONTOI 3	ASAGRADE AVERA	GEALCOH DATEOFOP issing 01/01/2018	ERAT DIABETESTREA Invalid Missing	DRAINS EXTRACARDIAC I
	2 2 3 2		55:Invalid 0: 55:Invalid 0:	Invalid Invalid	Missing Missing	10 10
	4 2		55:Invalid 0:	Invalid	Missing	10
	6 3		55:Invalid 0: 55:Invalid 0:	Invalid	Missing	10
Cancel Session						
Log Out						

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.

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

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 indifferent 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.

Upload-My-Data manual version 1.0

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 FLAPOP 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. RecipientAnastomses 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 (**FLAPOP**) 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.

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.

	Not Secure — hscn.e-dendrite.com C	
(*)	BAPRAS Registry Upload-My-Data	Log Out
Contact Information Version 1.7	You are submitting data for: Test Group (ZZZ)	
Main Menu	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 ONo OYes	
	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	
	5 a. Remove any existing data from the Database	
	Removing existing data: 🖋 Patient 🛛 🖋 Baseline 🔗 Followup	
	5 b. Committing the data to the Database	
	FLAPOP_ZZZ_Patient.txt 100% FLAPOP_ZZZ_Baseline.txt 96% FLAPOP_ZZZ_Followun.txt	
	<pre></pre> <pre></pre> <pre></pre>	
Cancel Session		
Log Out		\sim
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		\setminus

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 +44 1491 844 935

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

Suying Zhong suying.zhong@e-dendrite.com

+44 1491 844 938