Version 2.04

euromacs

Cardiac Ventricular Assist & Support Device Registry

Upload-My-Data manual

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Table of contents

4 euromacs registry Upload-My-Data manual

Introduction 4

How to find the euromacs registry Upload-My-Data portal 4

Login in to the Upload-My-Data portal 5

6 A successful upload and commit procedure

Welcome 6

The welcome screen at first log on 6

Transfer your files 7

Selecting the files 7

Transferring the files 8

Moving on to file verification 9

Initial file verification 10

File validation 11

Starting the validation tests 11

Continuing after validation has completed 12

Reviewing data validation results 13

Committing data 14

Starting the committal process 14

Reviewing the results of upload 16

Breaking off and returning to the process 18

Logging on again after a successful transfer 18

Logging on after a successful transfer and committal 19

20 Troubleshooting

Initial verification errors 20

File validation errors 22

File validation overview 22

File validation error details 23

Handling file validation errors 24

Cross-check errors 25

To submit, or not to submit 26

Points of contact 27

euromacs registry Upload-My-Data manual

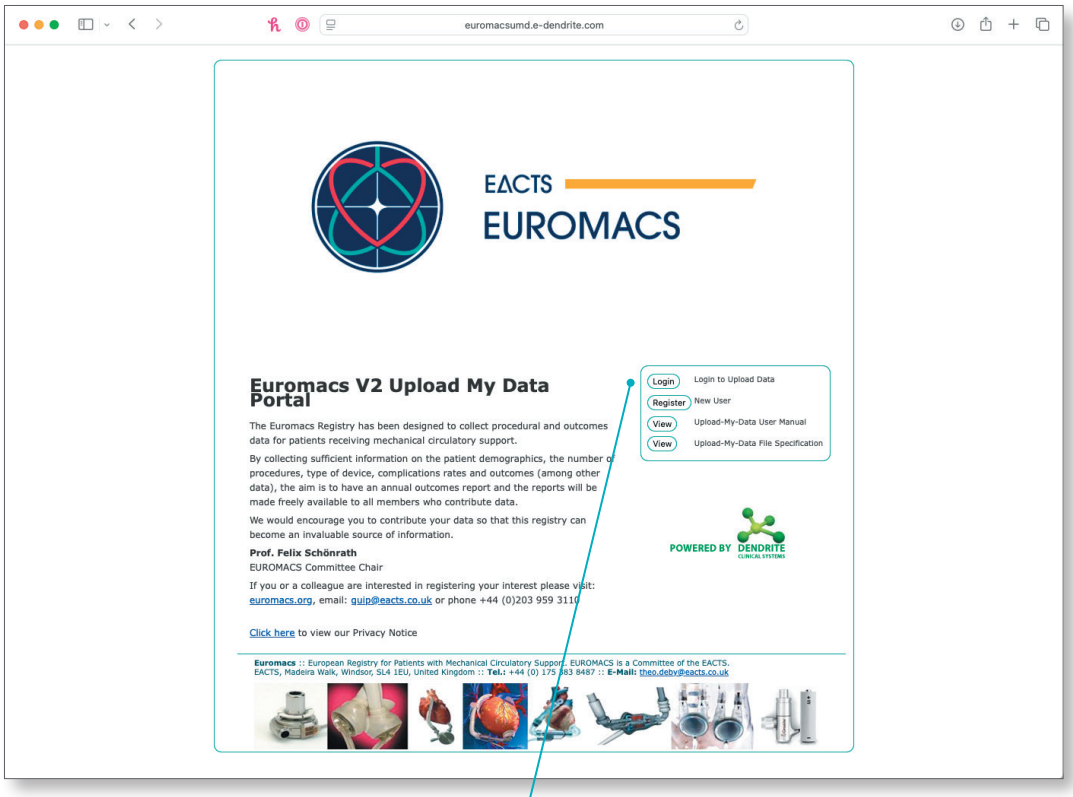
Introduction

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 euromacs 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 euromacs registry Upload-My-Data portal

Enter the following web-address into your browser: https://euromacsv2UMD.e-dendrite.com



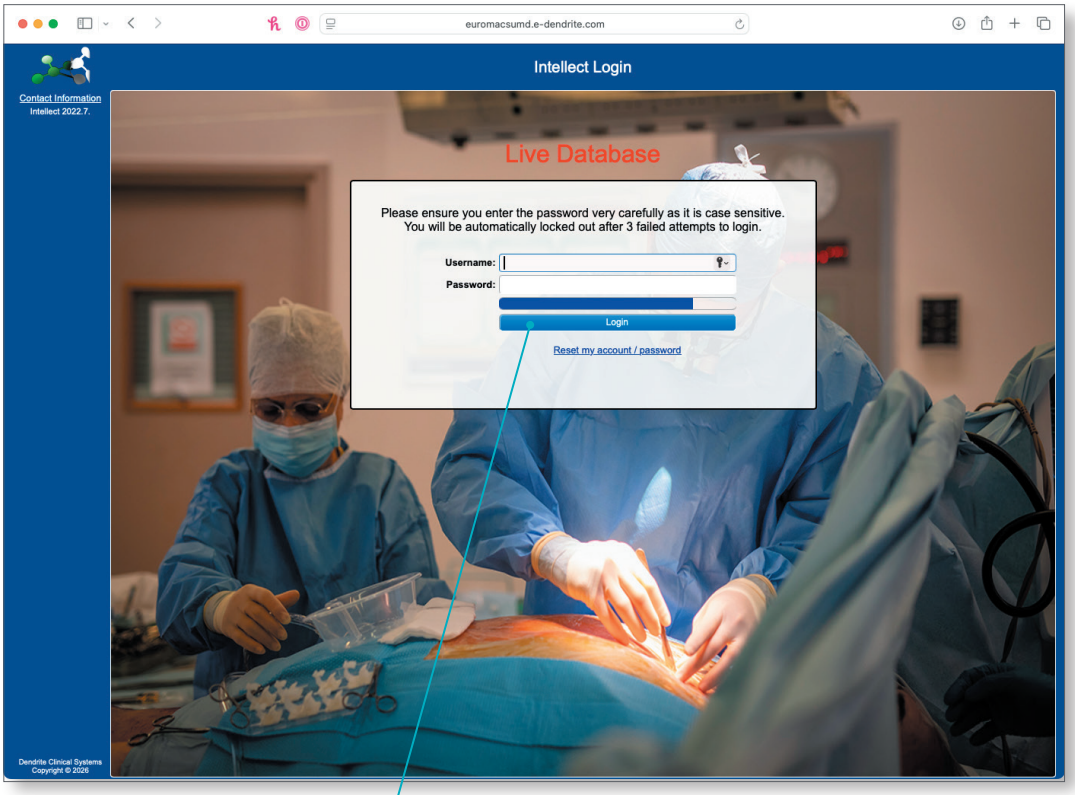
Start

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.

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 euromacs Upload-My-Data portal are case-sensitive.



Log in

Log in to the portal by completing your details and then hitting Login.

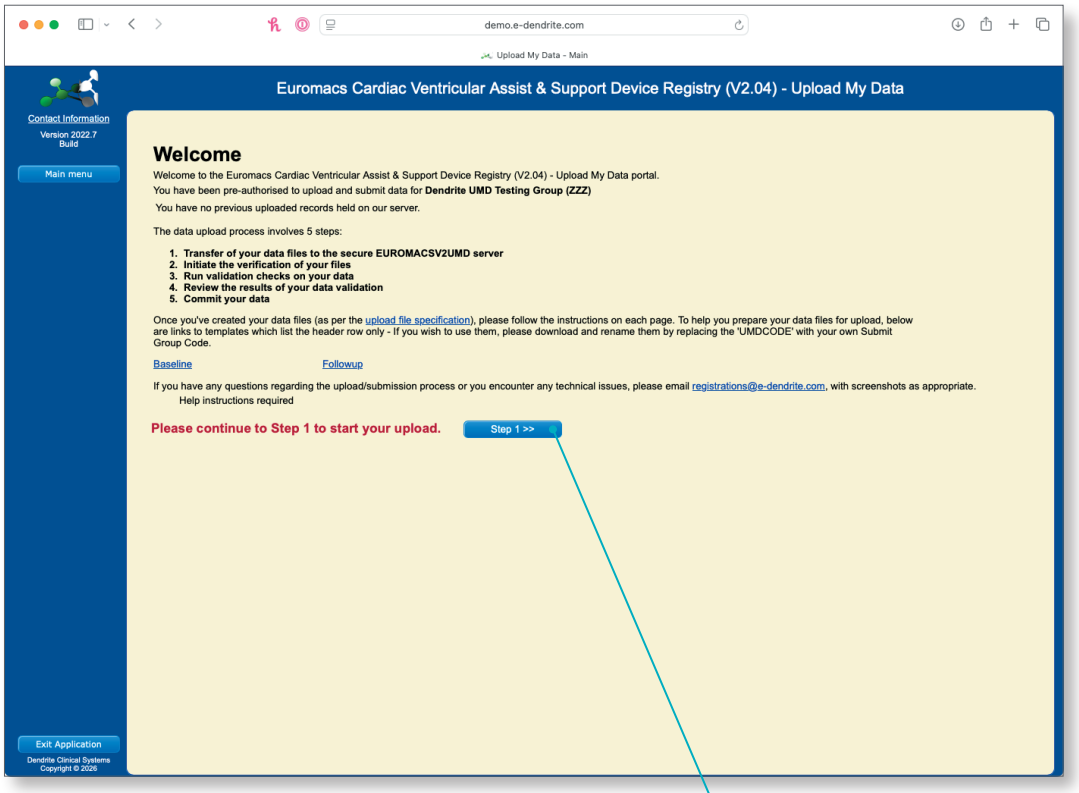
After completing your details, press the **Login** button access the next page.

A successful upload and commit procedure

Welcome

The welcome screen at first log on

The welcome screen displays the name of the name contributor (in this case **Dendrite UMD Testing Group**) and their associated **Submitter code** (**ZZZ** in the example below). It also describes the steps involved in successfully uploading data. There is a link on this page directly to the file specification document that describes how to name the data files and gives details on the data fields required for the upload.



Start the process

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

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

- baseline data file: **EUROMACSV2UMD_SubmitterCode_Baseline**
- follow up data file: **EUROMACSV2UMD_SubmitterCode_Followup**

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

- baseline data file: **EUROMACSV2UMD_DEN_Baseline**
- follow up data file: **EUROMACSV2UMD_DEN_Followup**

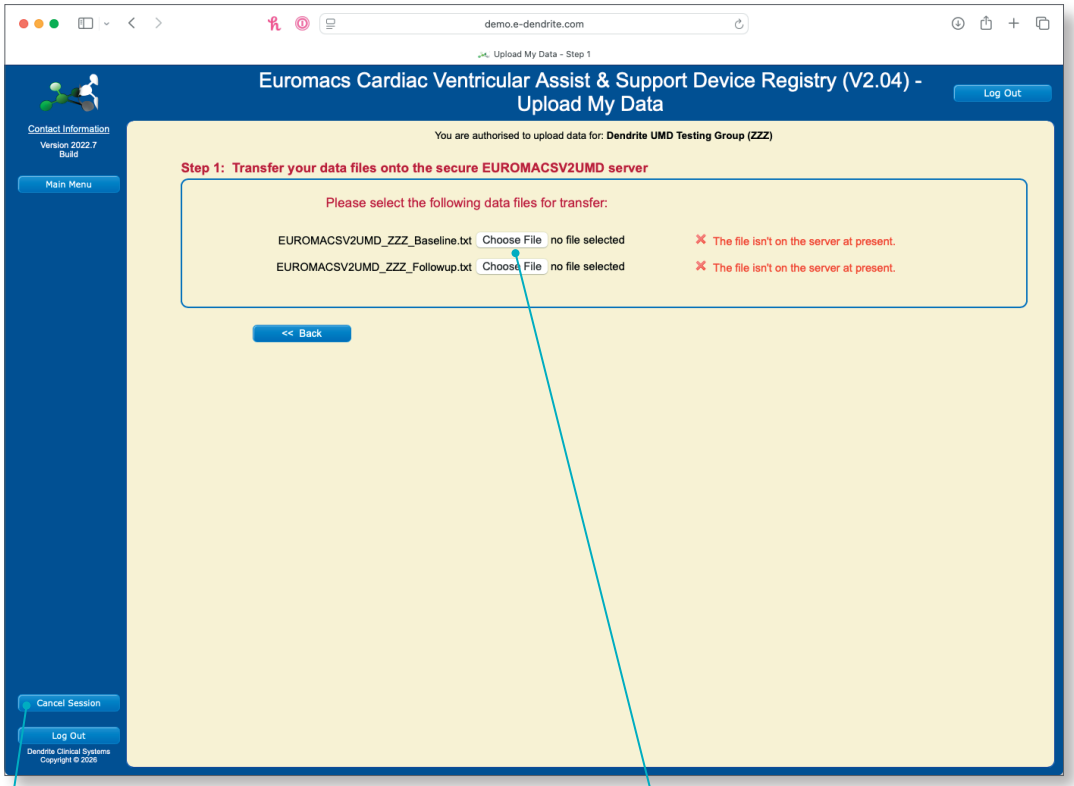
The full details for the 2 files required for each upload is detailed in the file specification document.

Transfer your files

Selecting the files

Click on the **Choose file / Browse** button next to the file that you wish to transfer, and then navigate to the file on your local computer. If the text file that you select is correctly named, then the icon to the right of the **Choose file / Browse** button turns from a red cross with the text *The file isn't on the server at present* to a green tick with *Correct file identified*.

If you inadvertently select the wrong file, the message to the right of the **Choose file / Browse** button changes to a red cross with the message *That is not the correct file*.



Select the files for transfer

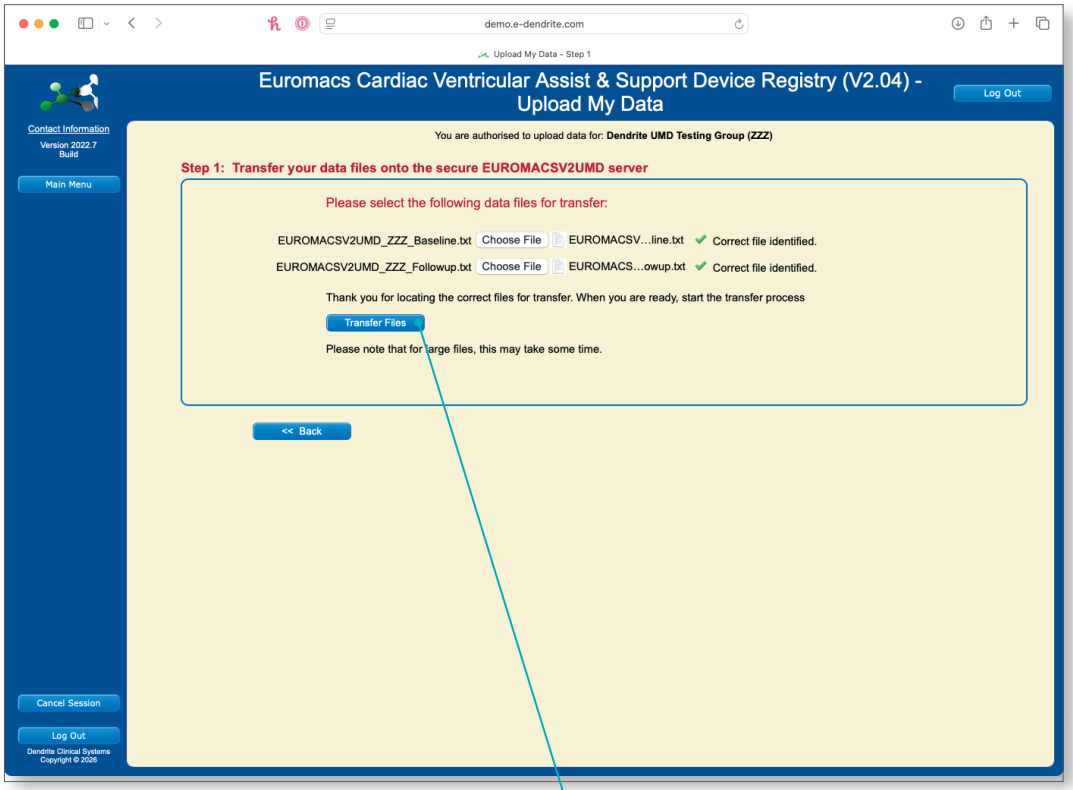
Click on the **Choose files / Browse** button to select a set of files for transfer. A dialog will open up, which will allow you to select your file.

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.

Transferring the files

Once both 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.

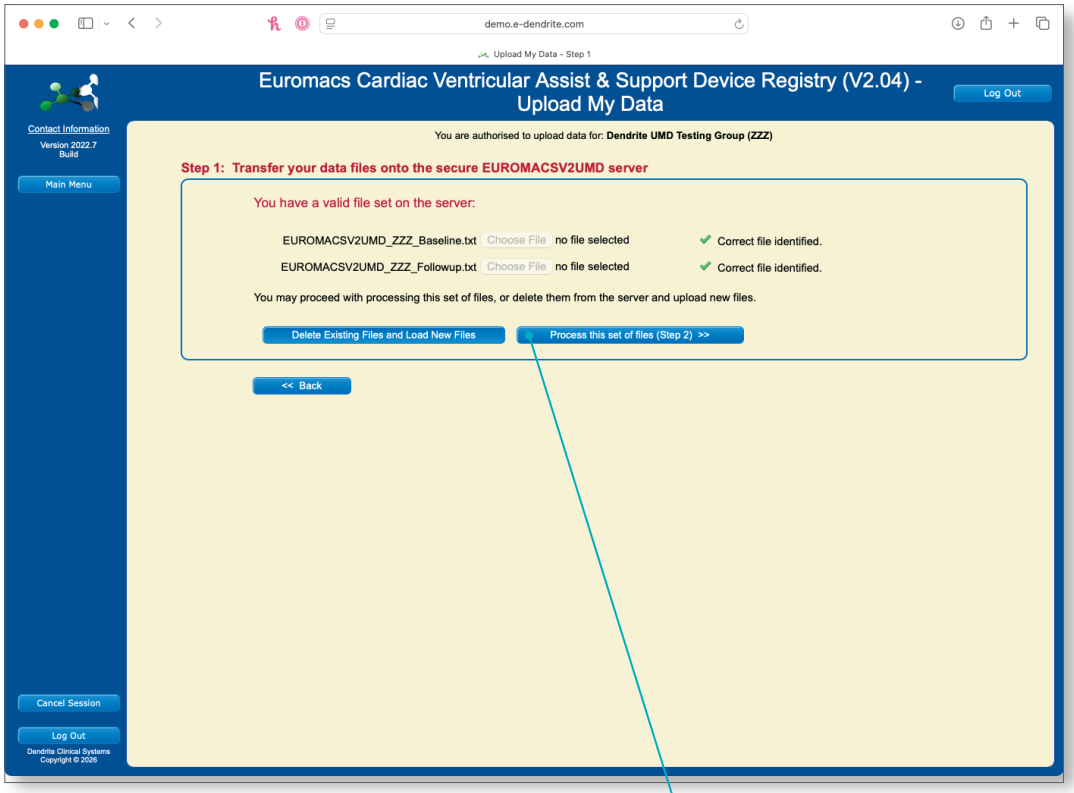


Begin the transfer

Click on the **Transfer files** button to move the files onto the euromacs secure server.

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 and load new files**.



Proceed to step 2

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

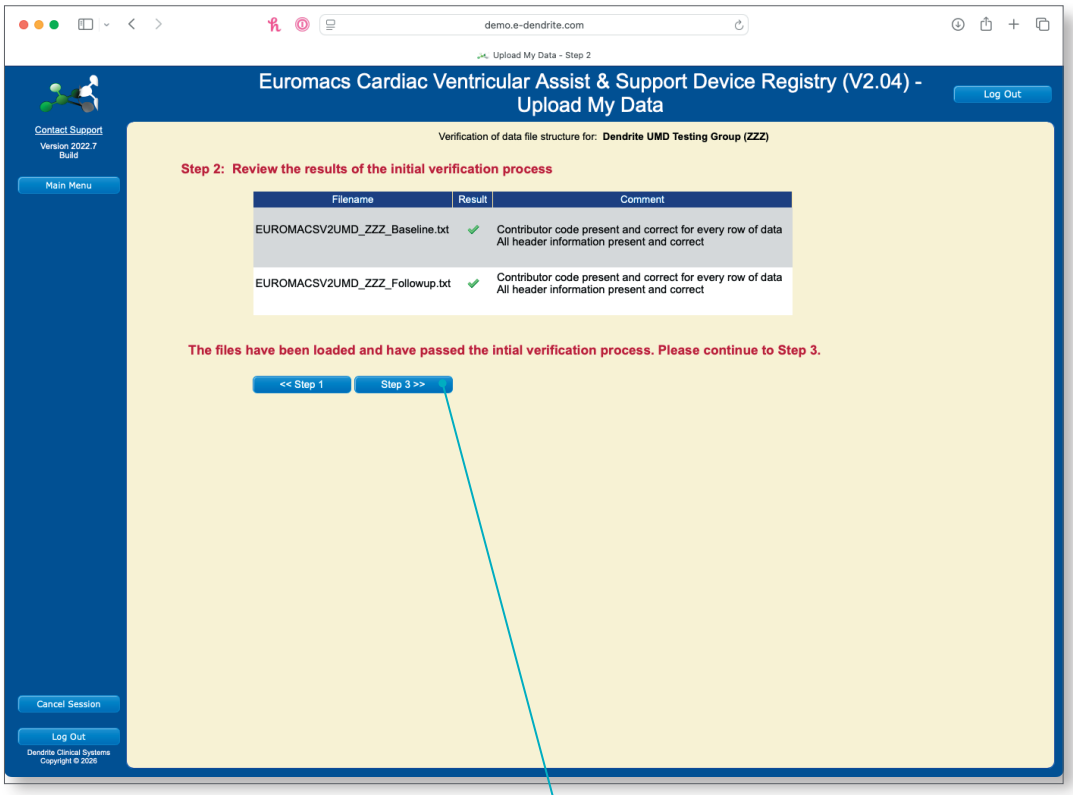
Initial file verification

The screenshot below shows an example where all of the required upload files have been successfully transferred onto the euromacs secure server, and the basic criteria for both the 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 20 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.

File validation

Starting the validation tests

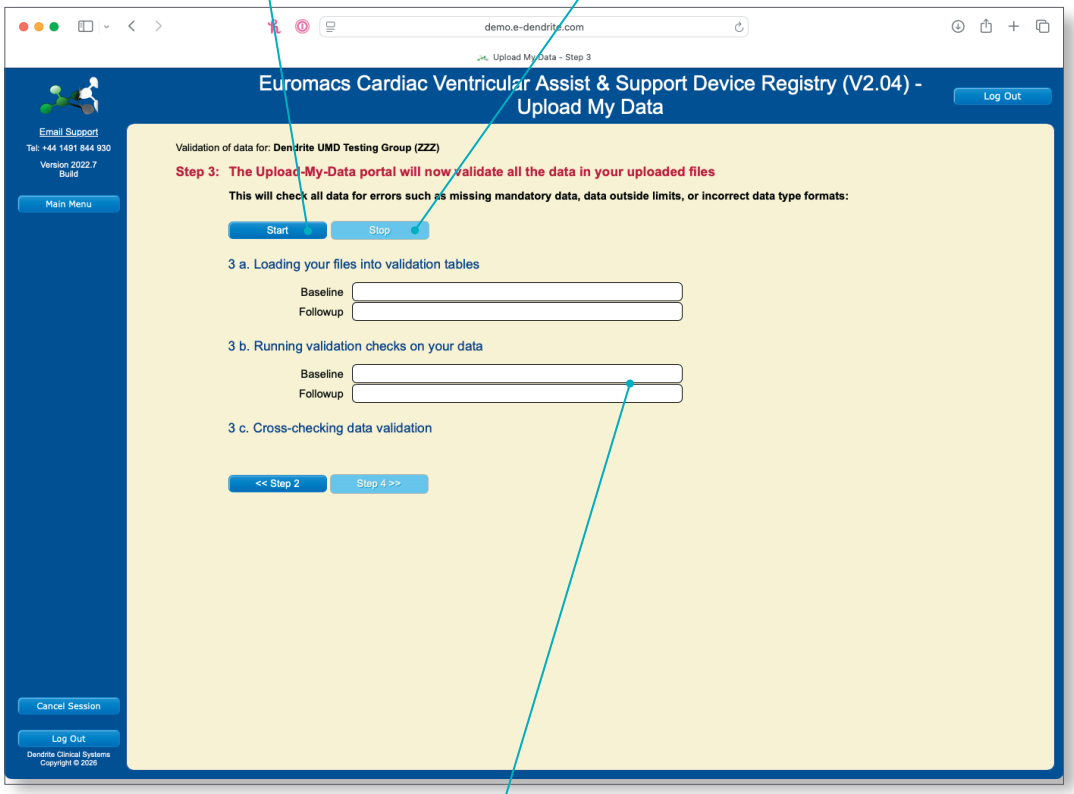
The next stage is a more in-depth validation of the files you have uploaded.

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.

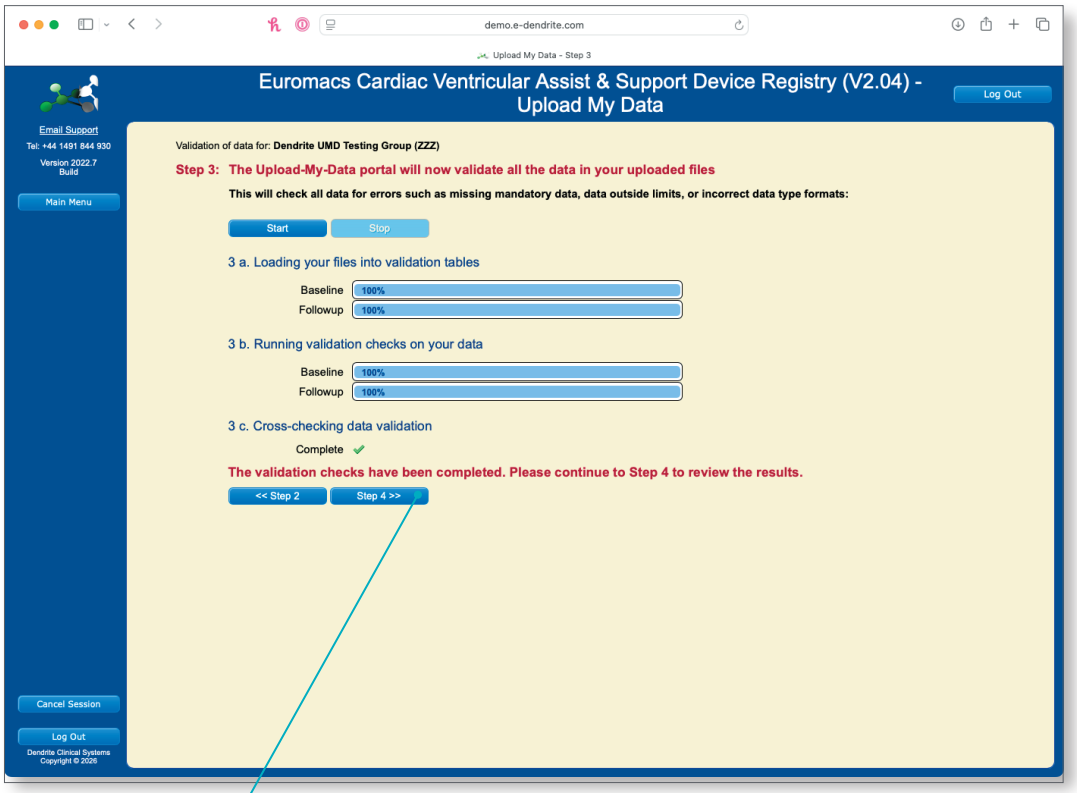


Progress bars

Progresss bars indicate the passage through the validation processes.

Continuing after validation has completed

Once all the progress bars have been filled with blue 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.

Reviewing data validation results

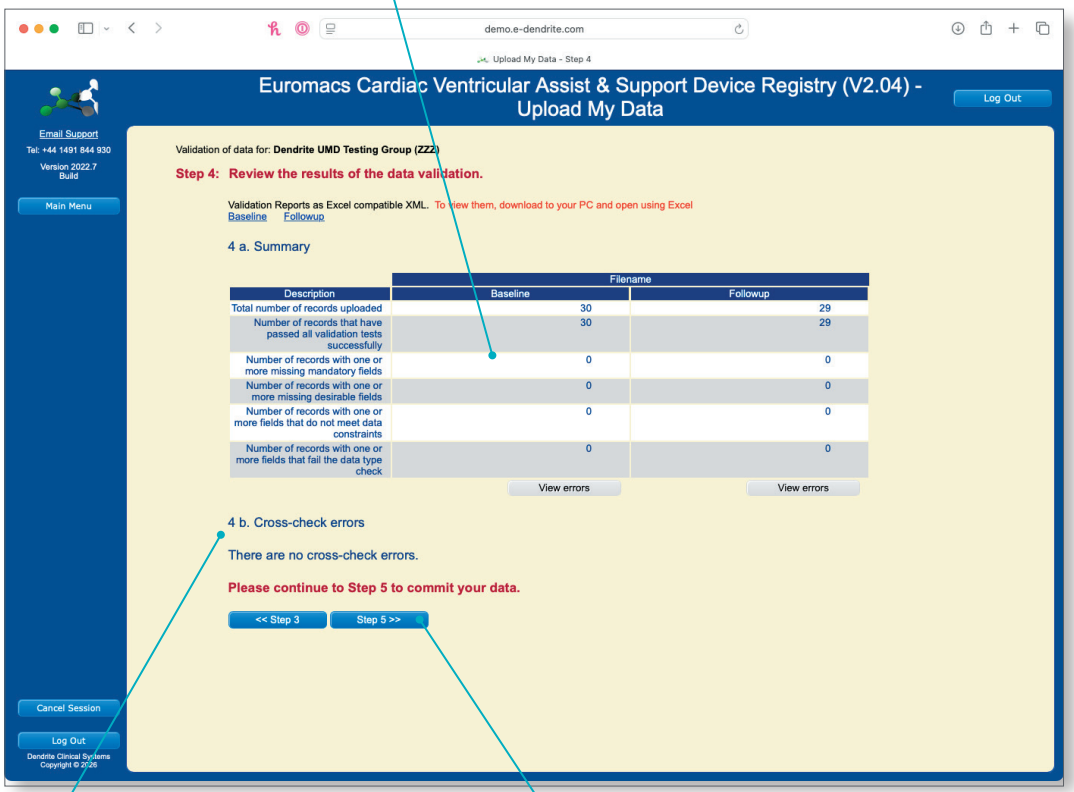
The screenshot below shows that the portal reports back on the gross contents of your upload files and various potential errors commonly found in upload files:

- total number of records uploaded
- number of records that have passed all validation tests
- number of records with one or more missing mandatory fields
- number of records with one or more missing 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 25 of this manual.

Validation summary

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



Cross-check errors

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

Proceed to commit the data

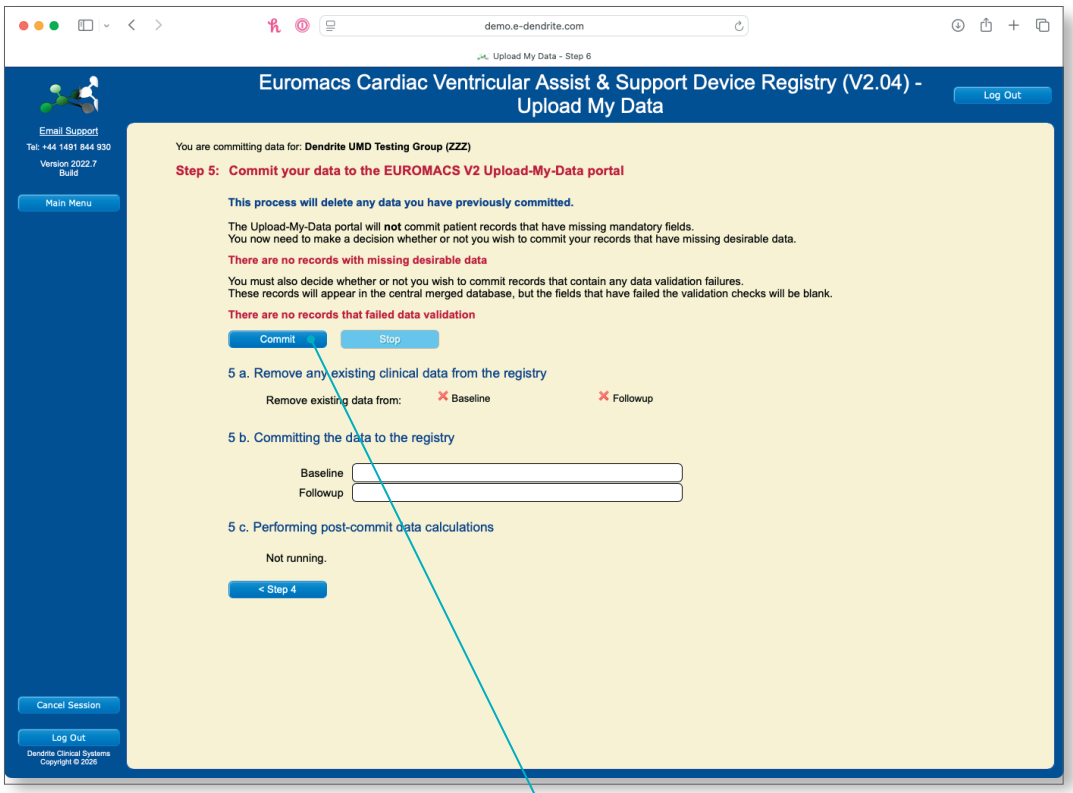
If you are happy with the results of the validation, you may move on to commit the data to the euromacs registry.

Committing data

Starting the committal process

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

The screenshot below shows the validation results for a perfect data-file: there are no missing desirable data. If your data-file 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). Data from most registries will have some missing desirable data.



Submit

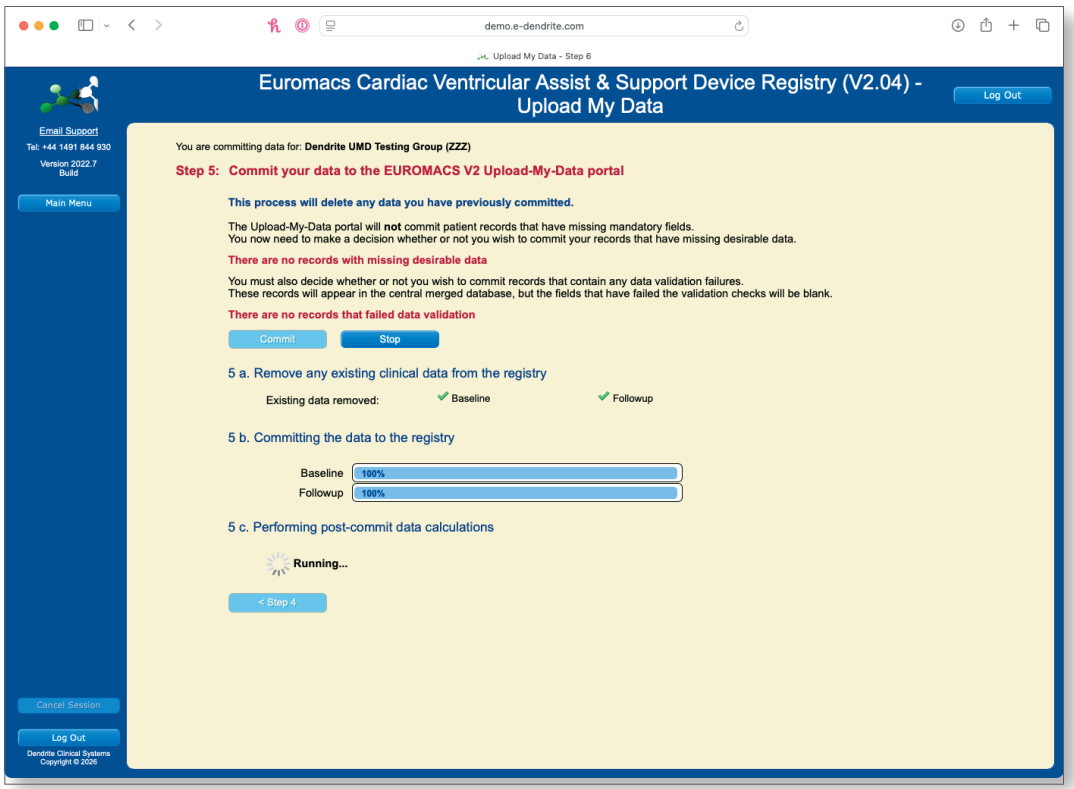
The **Commit** button will finally commit the data to the registry. As the committal process begins the **Stop** button will become active; you may halt the process at any time.

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 euromacs registry in the past will be removed from the central, merged registry. This is the first, background process that occurs after the **Commit** 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.

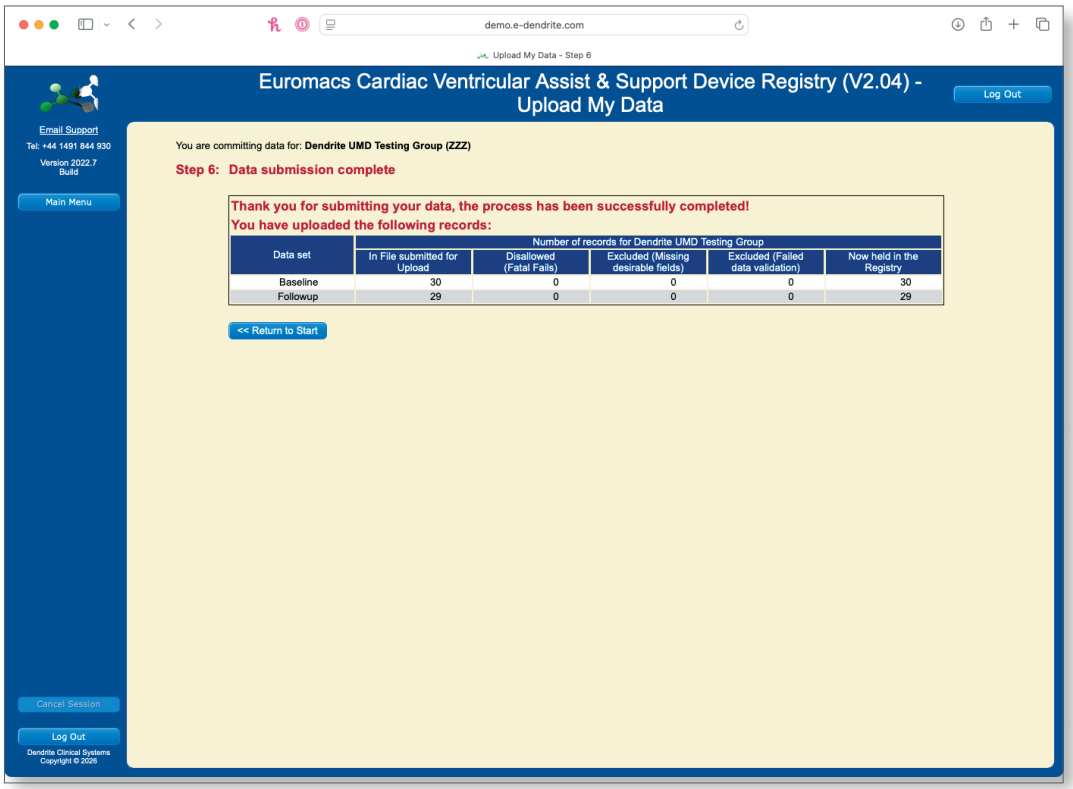
It is important that you submit all of the data you wish to be included in the merged registry each time you upload a set of files.



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 euromacs registry for your **Submitter code**.

You can now use the **Log out** button to close down the portal.

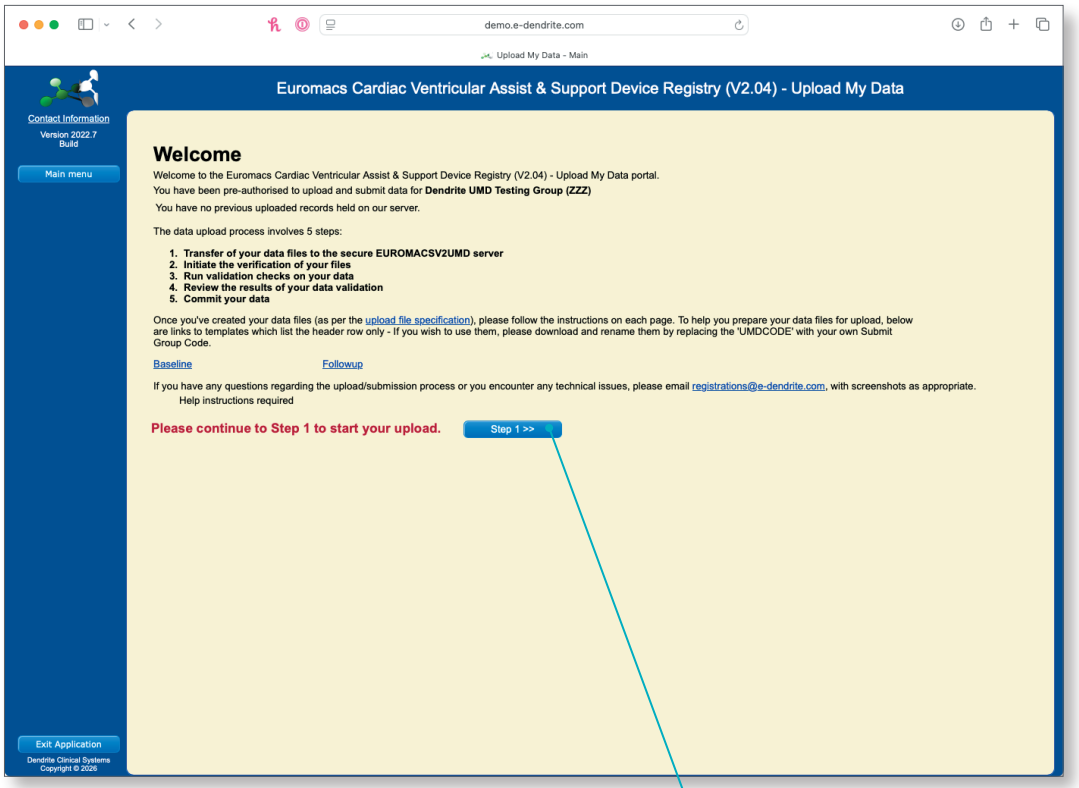


Breaking off and returning to the process

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 data to the central euromacs registry, when you log into the portal again and return to the welcome page it will 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 euromacs registry server. After pressing the **Step 1** button you will be taken straight to the page shown on page 9 (**Moving on to file verification**). As long as you are happy to proceed with these data files, you may progress through as described in the sections on pages 9-16.

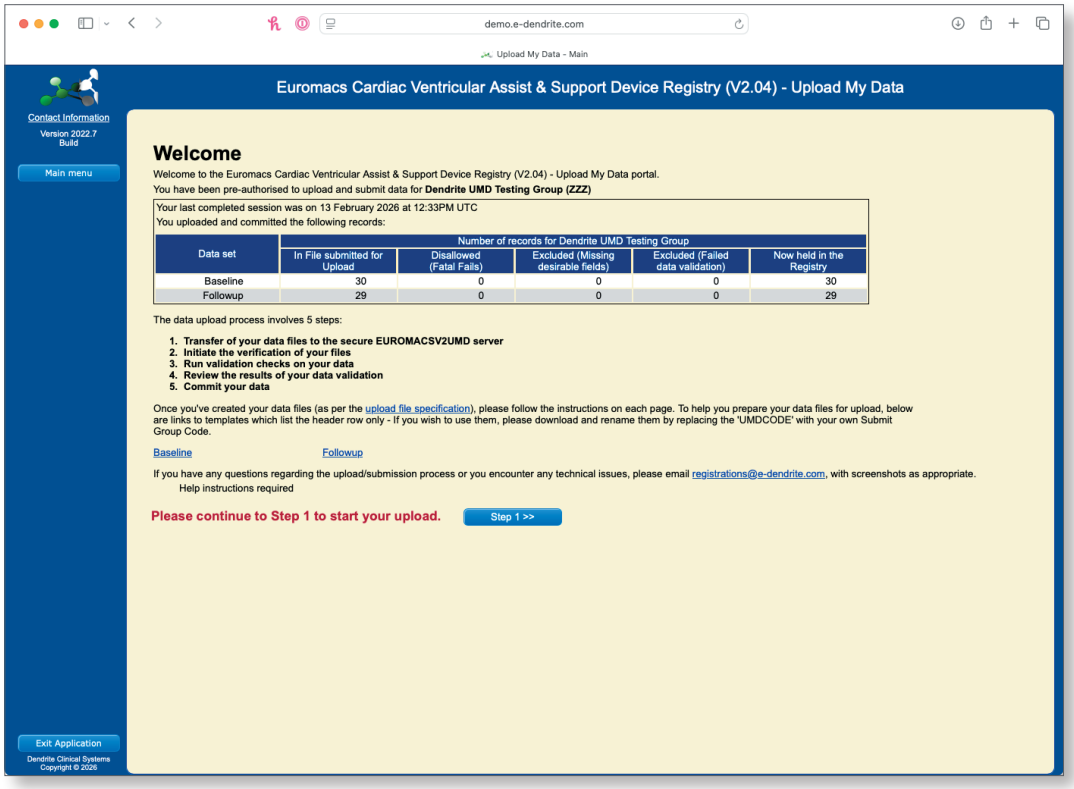


Start the process

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

Logging on after a successful transfer and committal

If data have already been uploaded and successfully committed to the euromacs registry, then the welcome screen will appear in a different format. It provides a précis of the previous upload, and gives the same basic instructions on how to proceed if you wish to initiate a completely new upload. As part of any new upload and submission of data, **all** of your previously committed data will be removed from the euromacs registry, so please ensure that all uploaded data files include **all** of the data that you wish to contribute to the project.



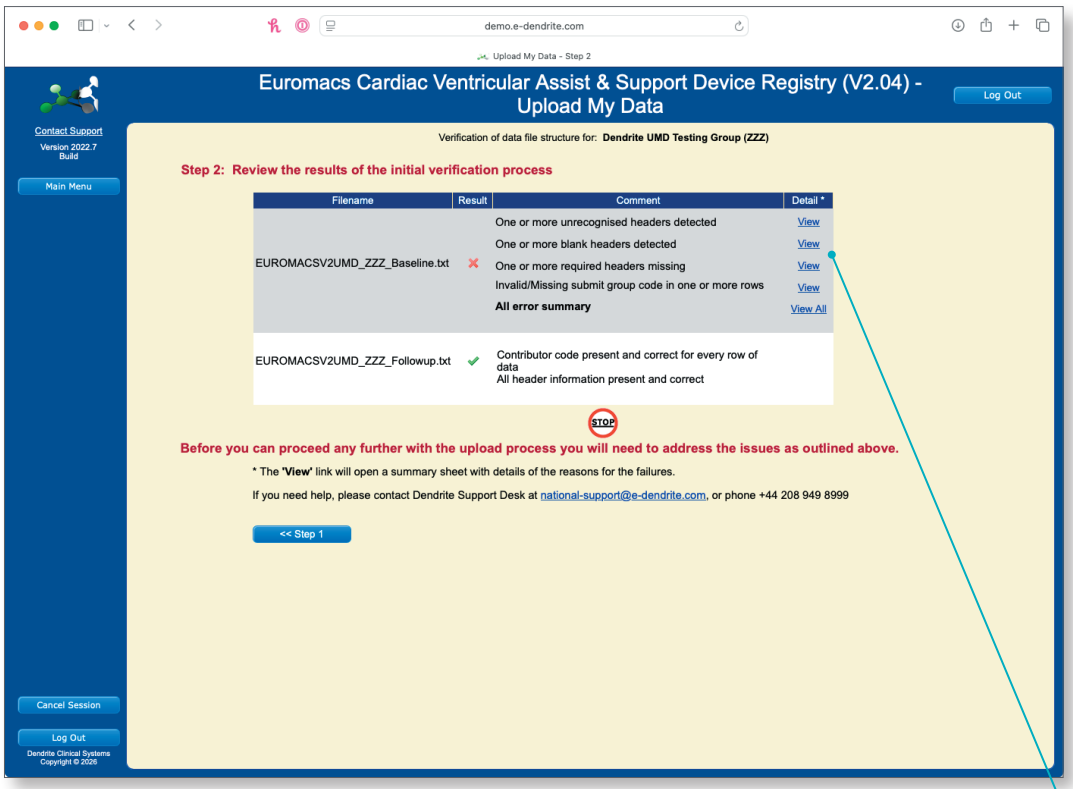
In this *scenario*, if you proceed on to the next screen you will see that there are no files held on the server. This is because the process of committing data to the euromacs registry removes the original upload files from the secure server. If you wish to transfer and commit another set of data, you can simply proceed with the rest of the process as described in the pages above.

Troubleshooting

Initial verification errors

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

- missing required headers (mandatory fields are not included 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

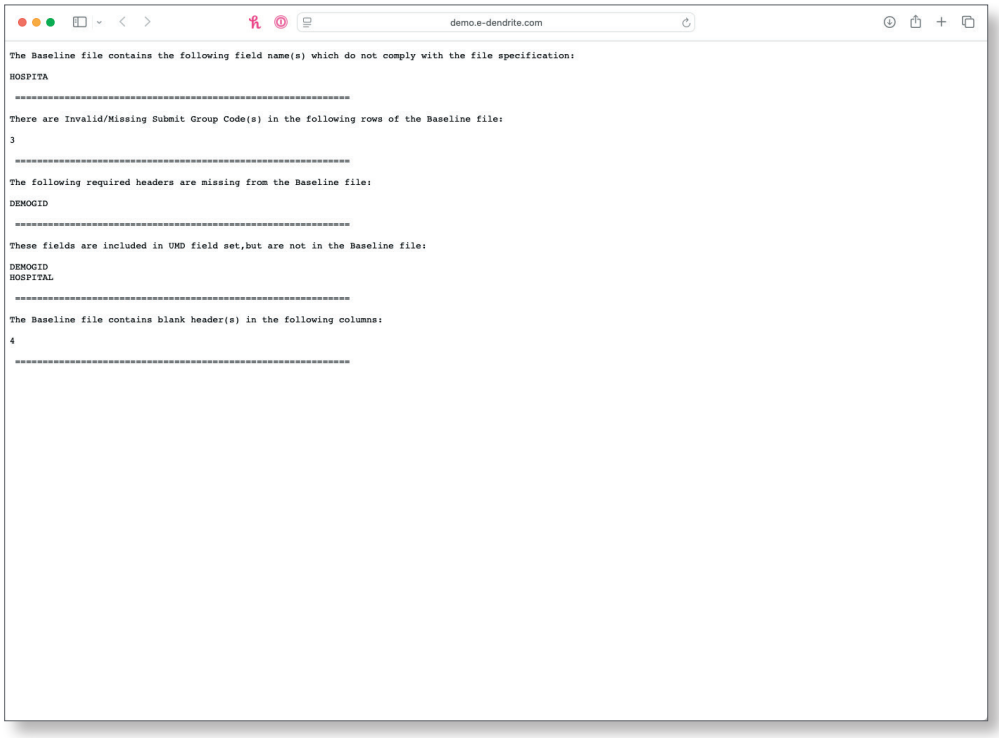
Clicking on the **View** or **View all** links opens another browser window that shows the detail of the errors detected.

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 **HOSPITA**. This is clearly a mis-named header, and should be named **HOSPITAL**.

The report also shows that one row of data has the **SUBMITCODE** missing: 3. This is a **Mandatory** field, and cannot be left as a null value.

Some of the fields listed in the files specification, such as **DEMOGID** are absent from the file.



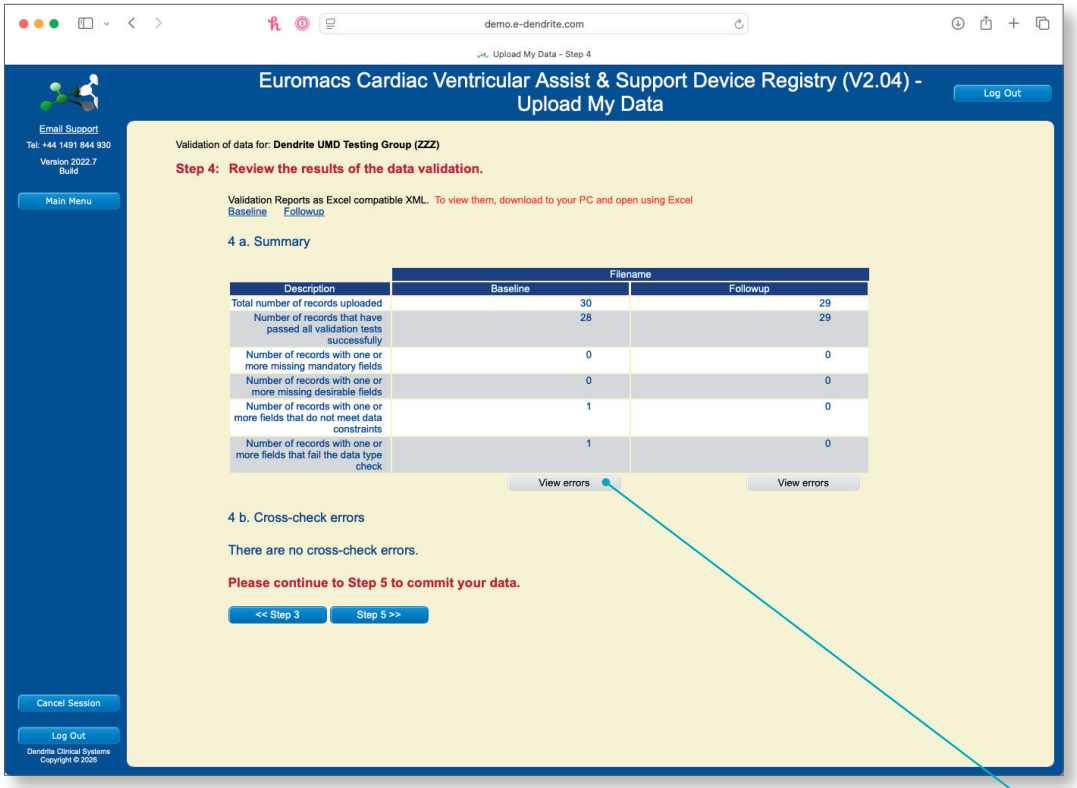
All of these errors are deemed critical, and must be addressed before the data can be submitted to the euromacs registry. In this case:

- all the extraneous fields such as **HOSPITA** must be removed (and replaced by **HOSPITAL** in this instance)
- all the **SUBMITCODE** fields must be completed
- the field **DEMOGID** must be added to the file
- the columns with blank headers must be completed or removed entirely

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

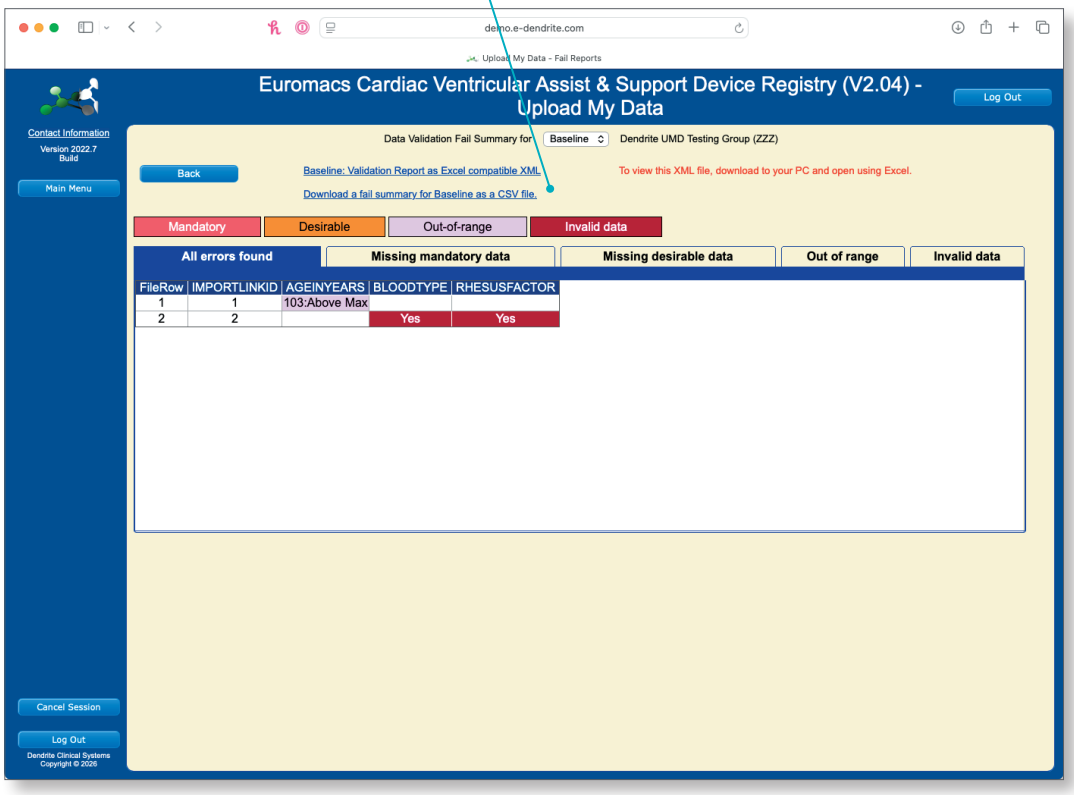
Clicking on the **View errors** button opens another browser window that shows the detail of the errors detected.

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 errors associated with missing **Mandatory** fields are highlighted in pink. Such rows of data cannot be submitted to the euromacs registry.

The **BLOODTYPE** field contains unrecognised codes for all the rows in this example file. Any such unrecognised code would replaced with a null value in the uploaded data for **Desirable** or Optional fields.

In this example screenshot there is one row where the data are out-of-range; out-of-range means either below the minimum value set for a field, or above the maximum that has been set. Alpha characters in a numeric (integer or floating point) field would also trigger an invalid data error for a numeric field.

Missing data in any field flagged as a **Desirable** data-item would be highlighted in this report in orange.

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 euromacs registry. 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 14 (**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 euromacs registry.

Cross-check errors

Each of the Upload-My-Data files contains the field **IMPORTLIKID**. This index is used to uniquely identify the baseline (operation) record. This index is a **Mandatory** field and is of the utmost importance.

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 euromacs registry. 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.

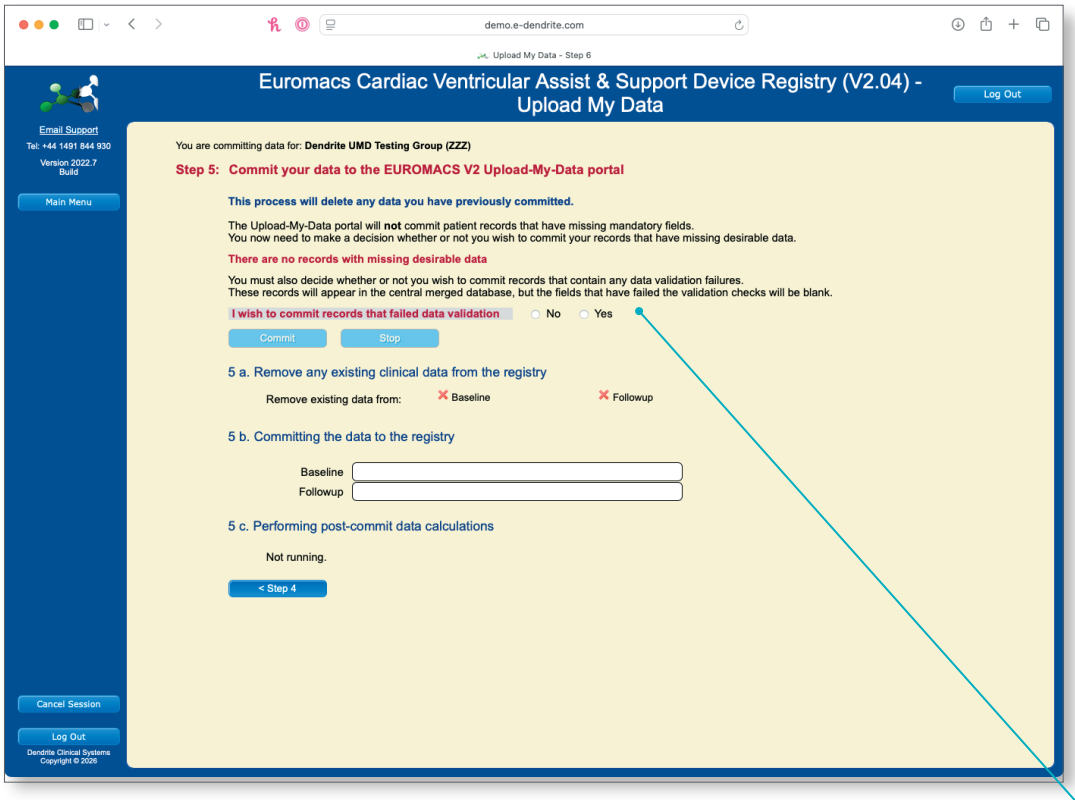
In a standard Dendrite Upload-My-Data portal, a user has two choices to make at this point:

- whether or not to submit records with missing **Desirable** data (there are currently very few **Desirable** fields in the euromacs registry, but the dataset might be adjusted over its lifespan, so this is something that might need your consideration in the future)
- 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 euromacs registry (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 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 411 288

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

Dave Kilburn dave.kilburn@e-dendrite.com

+44 1491 411 288