The European Registry for Patients with Mechanical Circulatory Support

euromacs

European Registry for Patients with Mechanical Circulatory Support e.V.

Upload-My-Data User Manual

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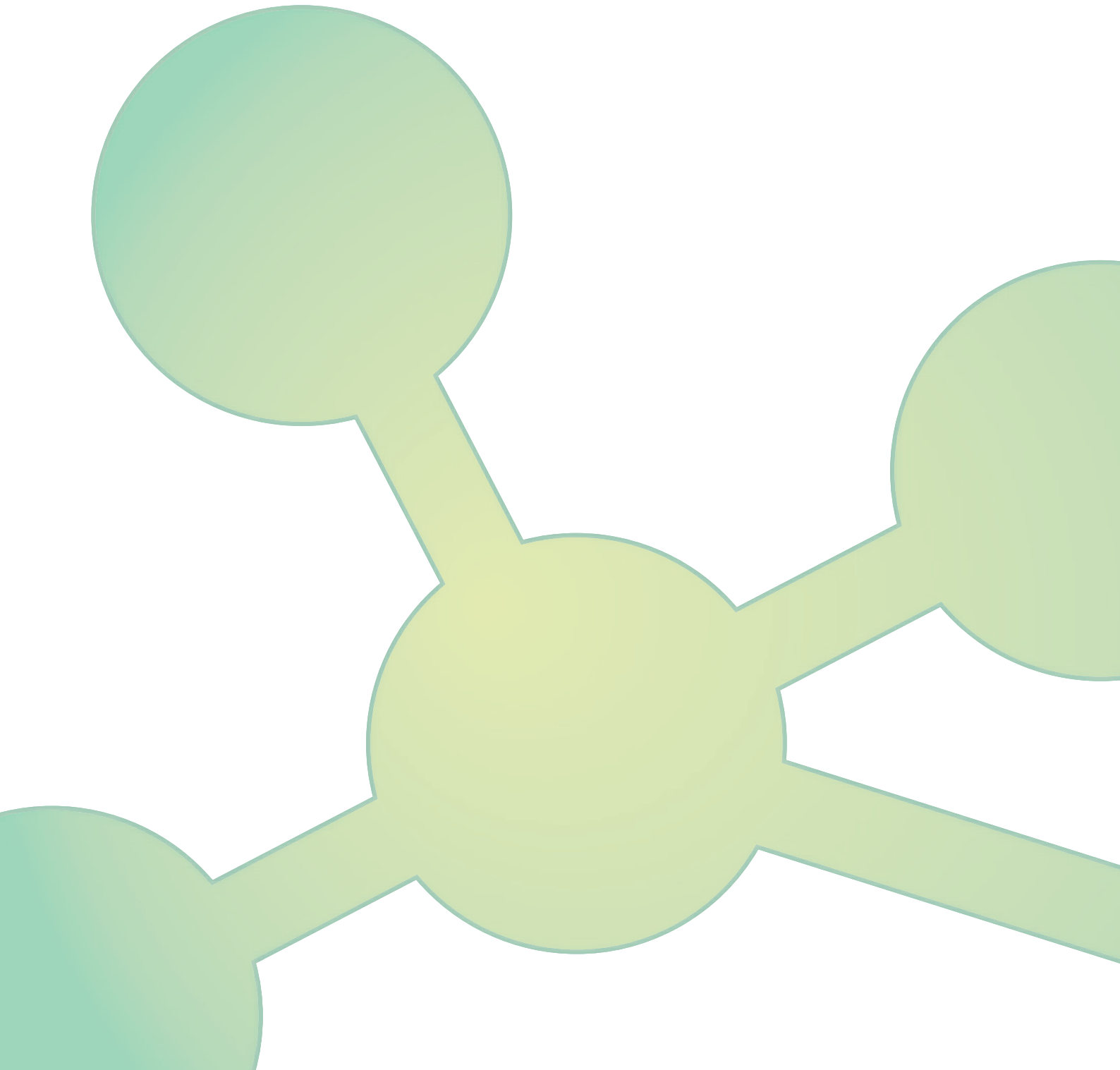

Euromacs Upload-My-Data User Manual

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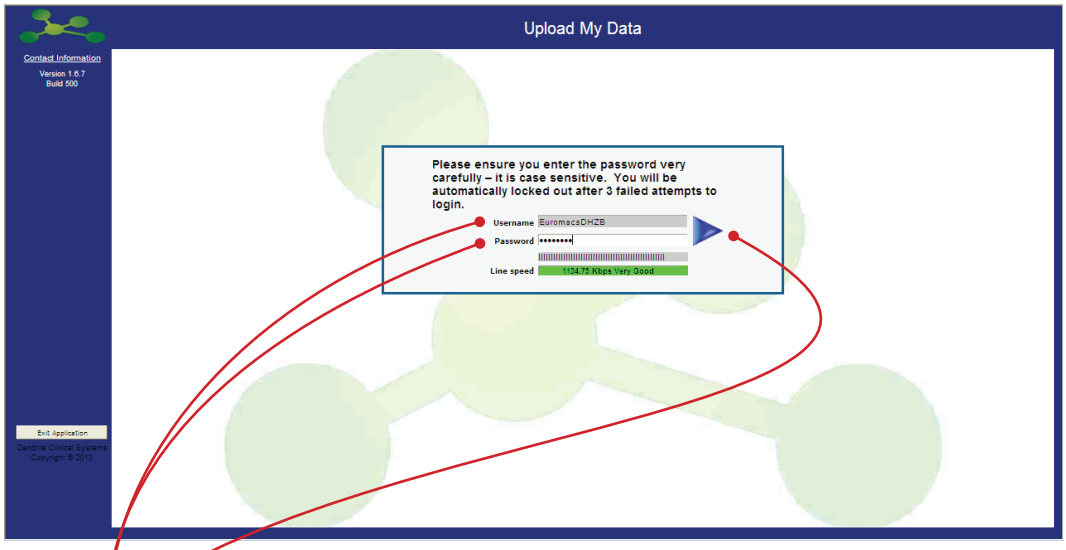
EuroMACS Upload-My-Data User Manual

Introduction

Upload-My-Data is a new web-based data collection system, which allows authorised users to upload and submit their data to the EuroMACS database. Users will have been provided with their individual login details and the website for accessing the system.

This manual has been designed to aid users in this process by outlining the various steps that needed to be undertaken to complete a successful data submission. It will also explain some data errors that may prevent the data being submitted successfully.

Logging into the Upload-My-Data Portal



Enter Username and Password

Enter your username and password in the boxes as shown and then press the **<Return>** key or click the blue arrow to move to the next screen

If the login user name and password combination is recognised as valid, the Welcome page will open.

Welcome to the Upload-My-Data Portal

Successful Upload Process

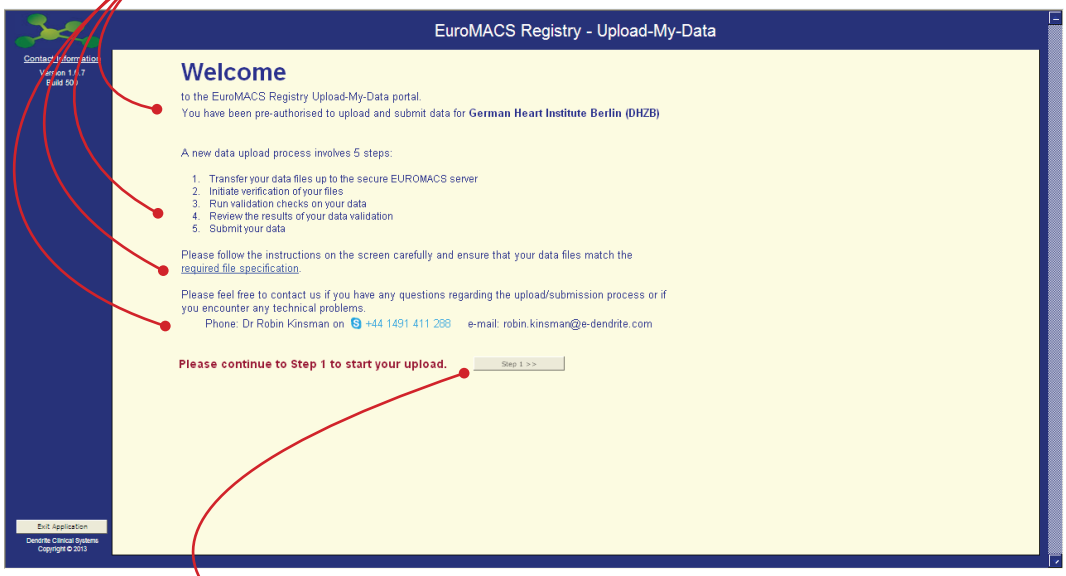
The first time that a new user logs onto the system, ie no data have yet been uploaded, the Welcome screen will appear as shown in the screen shot below. The Welcome screen displays the name of the hospital (and the associated code) for which the user is submitting data and describes the steps involved in successfully uploading data.

There is a link to the file specification document that describes the specifics of how to name the data files and all the detail on the data fields required for the upload (see required file specification).

The files for transfer MUST be saved exactly as specified, ie the initial data must be saved as EUROMACS_HOSPITALCODE_Initial.txt and the followup data as EUROMACS_HOSPITALCODE_Followup.txt

Upload-My-Data Welcome Screen

Hospital submitting data, steps involved in the process and required file specification link, plus a Help contact name and number are all displayed on the Welcome screen

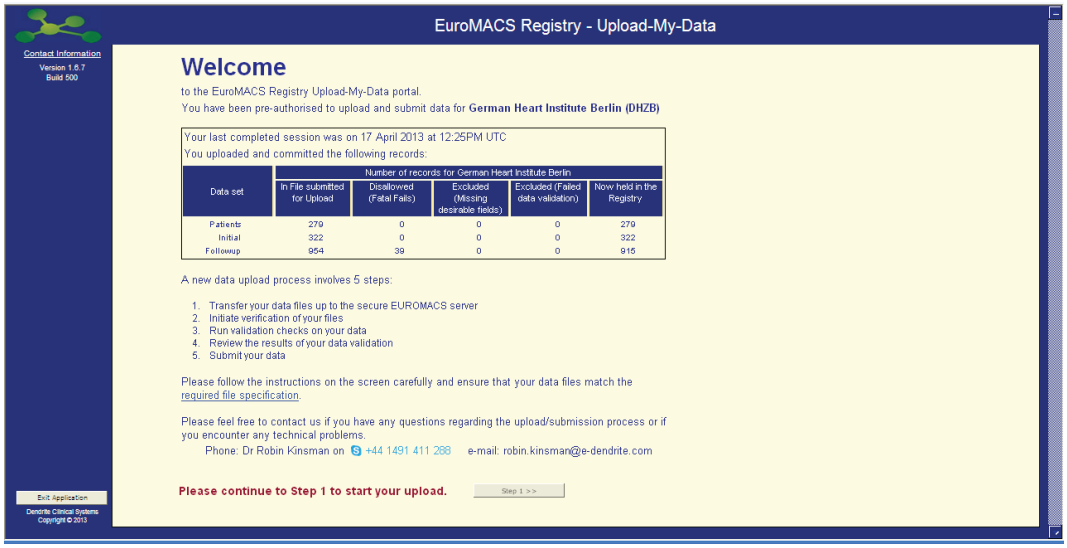


Start the Upload Process

Click the **Step 1 >>** button to start the upload process

Welcome Screen Detailing Previously Uploaded Data

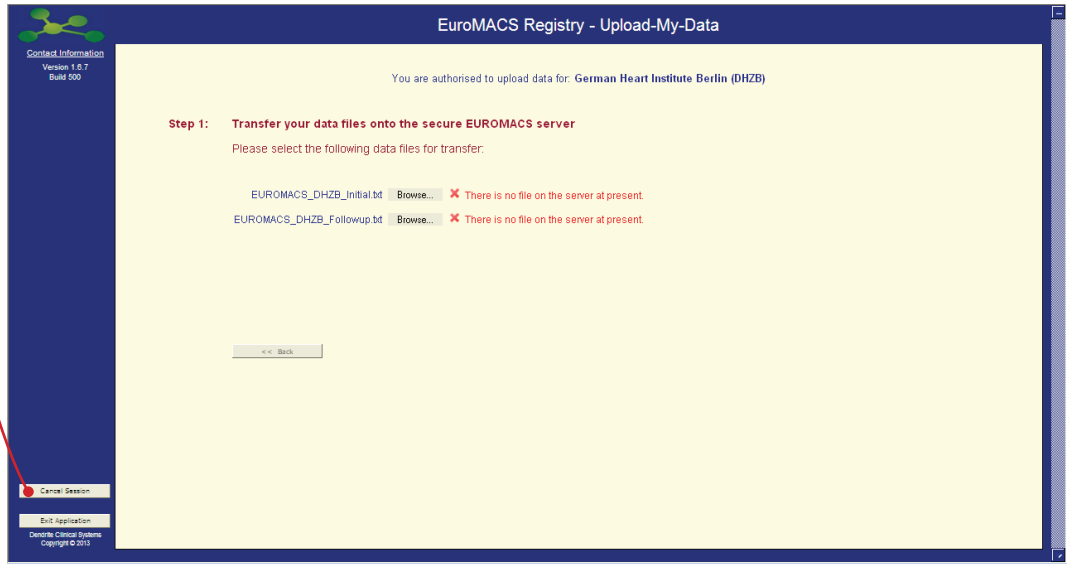
If data have been submitted previously, the Welcome screen will show the results of the last completed session and summarise the results in a table as shown below.



Cancel Session

Cancel Session

The upload process can be cancelled at any time by clicking the **Cancel Session** button. Note that once the data have been submitted this button will be inactive.

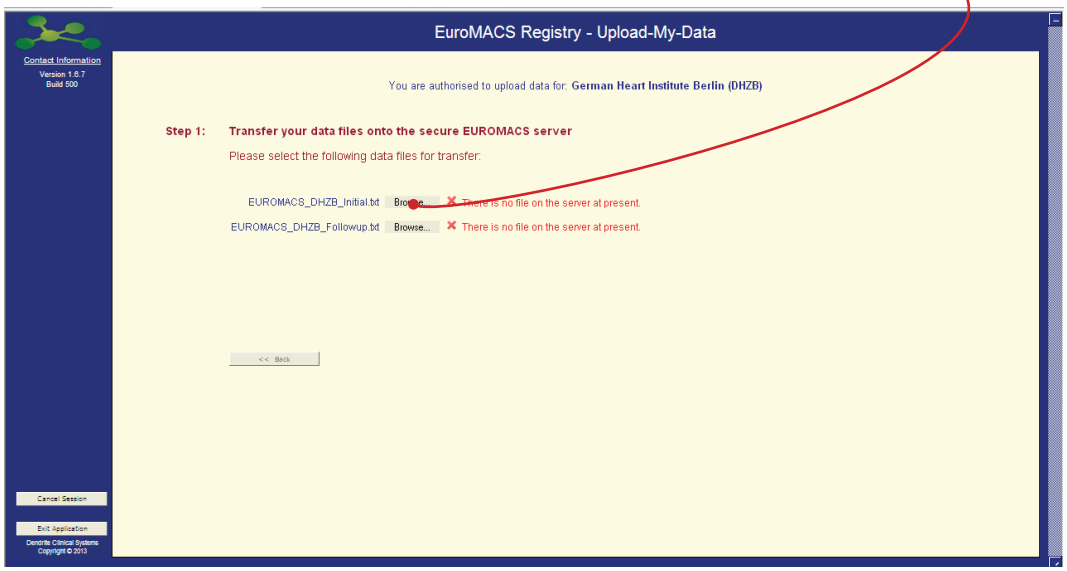


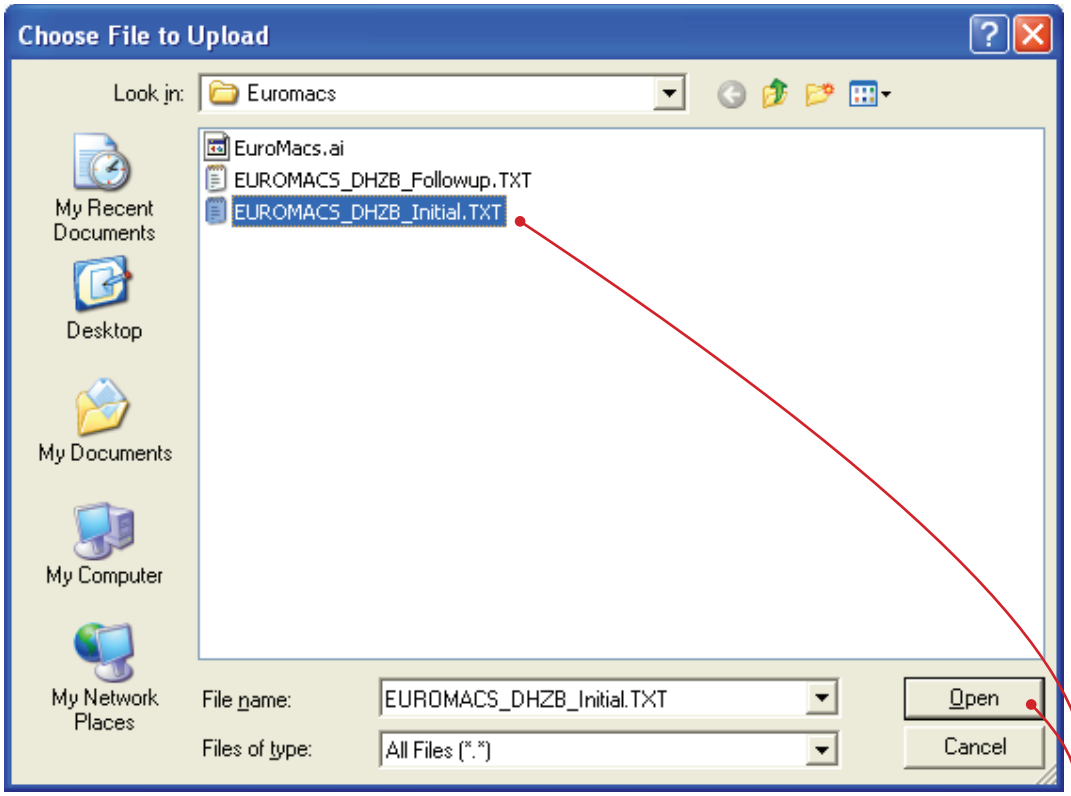
All Files Correct

Step 1 - Transfer the Data Files onto the Secure EuroMACS Server

Selecting the Data Files

In this example data is being submitted on behalf of the German Heart Institute Berlin. The file name used by other centres will be of the format EUROMACS_XXX_Initial.txt, where XXX is the hospital code.
Click the **Browse** button for the EUROMACS_DHZB_Initial.txt file





Open the File to Upload

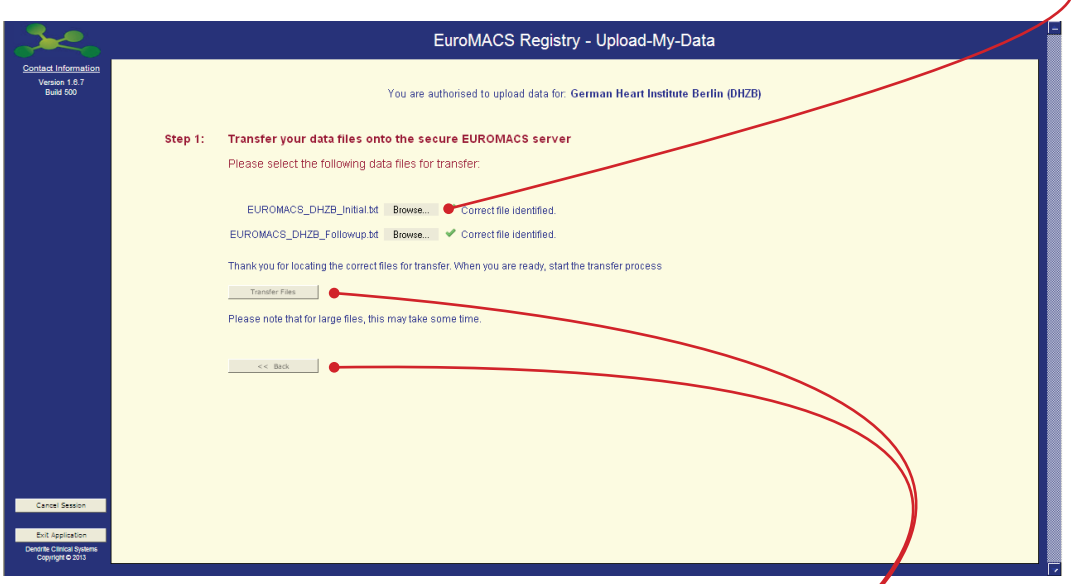
Navigate through your file structure to locate the upload file, select the appropriate file and click the **Open** button

Repeat this process for the Followup file. When finished the screen should resemble that shown on page 11 - you are now ready to transfer these files.

Files Correctly Identified

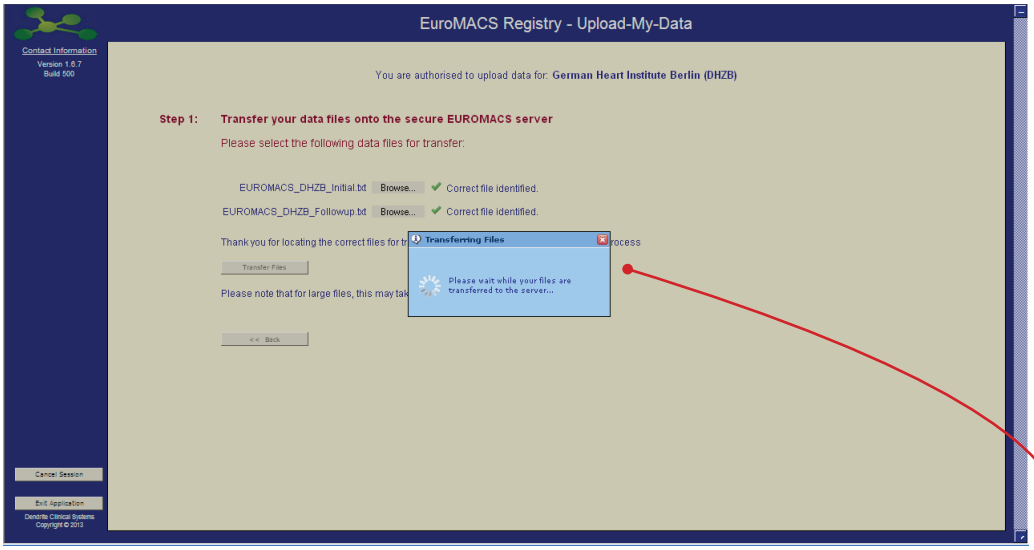
This is a screen shot where both files have been correctly identified.

If an incorrectly named file has been selected, then a red cross would appear to the right of the **Browse** button, in the place of the green tick



Transfer Files

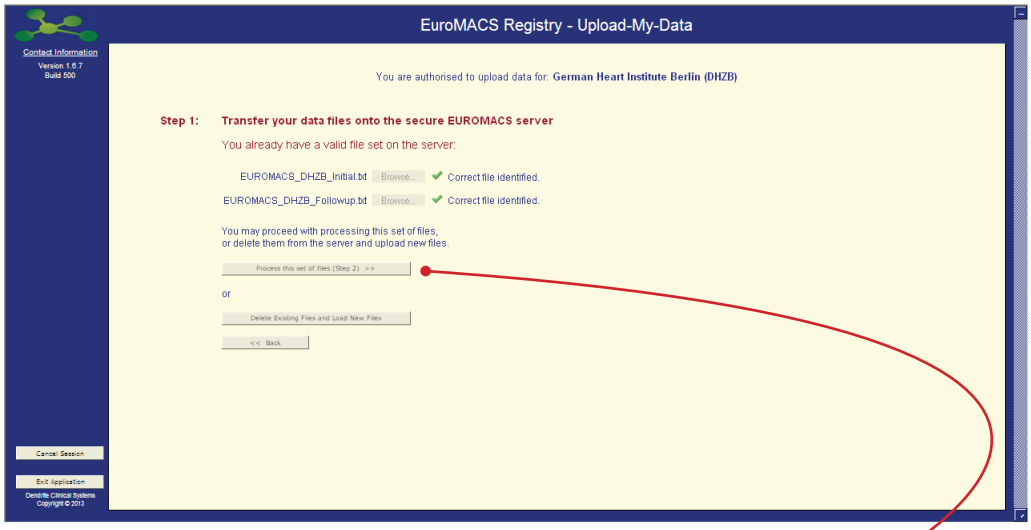
The **Transfer Files** button is only available if both the required files have been correctly identified.
Click the **Transfer Files** button to transfer the files or the **Back** button to return to the previous screen



Transferring and Verifying Files

Messages will display confirming that the files are being transferred and verified

Once the files have been transferred onto the EuroMACS Registry, the Step 1 screen updates as shown in the following screen shot. The transferred files can now be processed.



Process This Set of Files

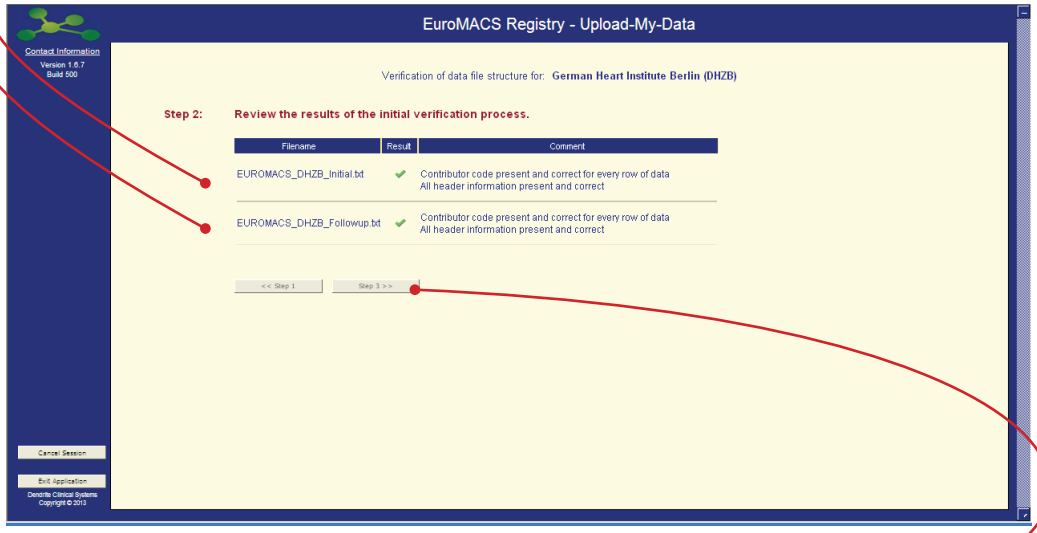
Click the **Process this set of files (Step 2)** >> button

Step 2 - Review the Results of the Initial Verification Process

If there is a red cross by the filename then the file that has been transferred cannot be verified. Refer to page 20 for help on resolving this issue.

Review Results Screen

In this screen shot both transferred files have the correct contributor code (the hospital code for which data are being submitted) and header information (the first row of each data file containing field names).



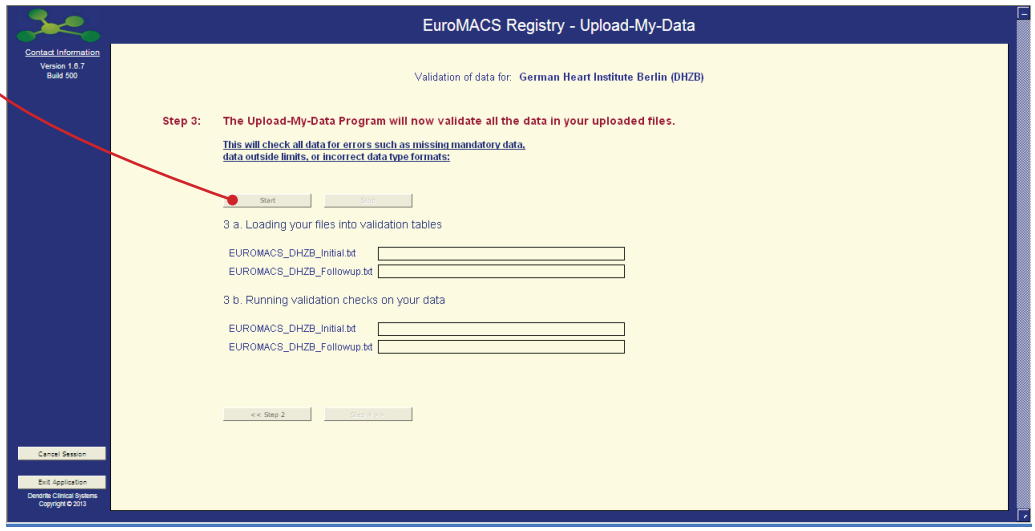
Continue the Submission Process

Click the **Step 3** >> button

Step 3 - The Upload-My-Data Program will Validate the Data in the Uploaded Files

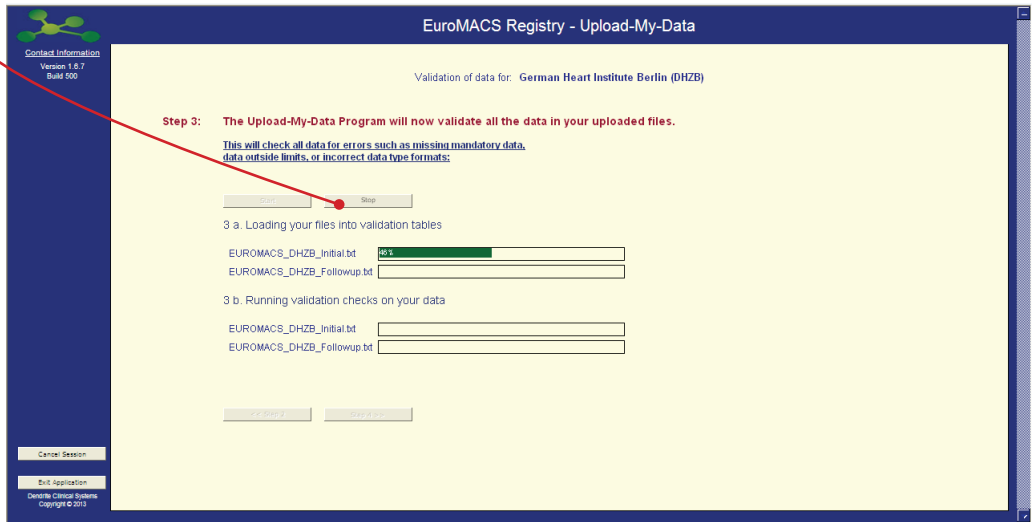
Validate Uploaded Files

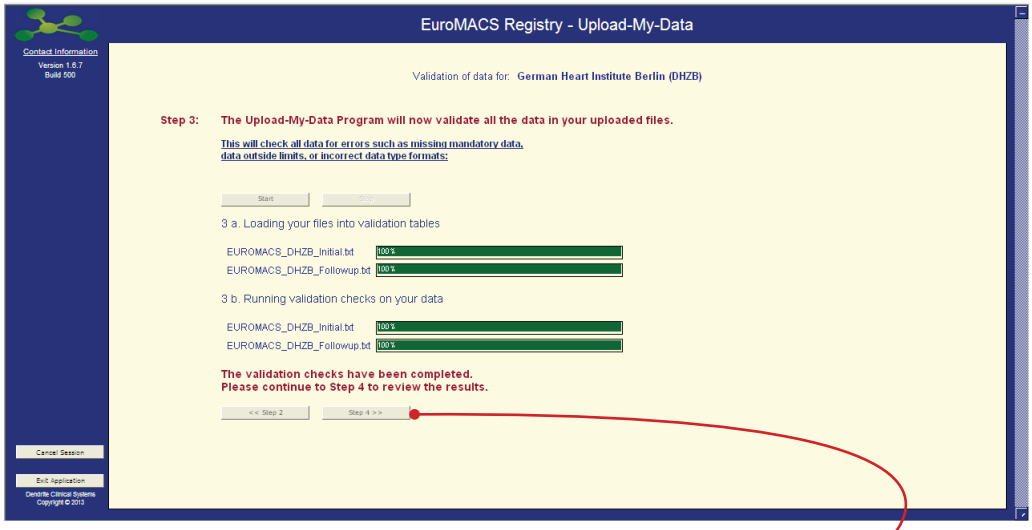
Click the **Start** button.



Uploading Files

Once the process of loading into validation tables has commenced, the **Stop** button will become active and the process can be stopped at any time.





Continue the Process

When the validation checks are complete the **Step 4 >>** button will become active.

Step 4 - Review the Results of the Data Validation

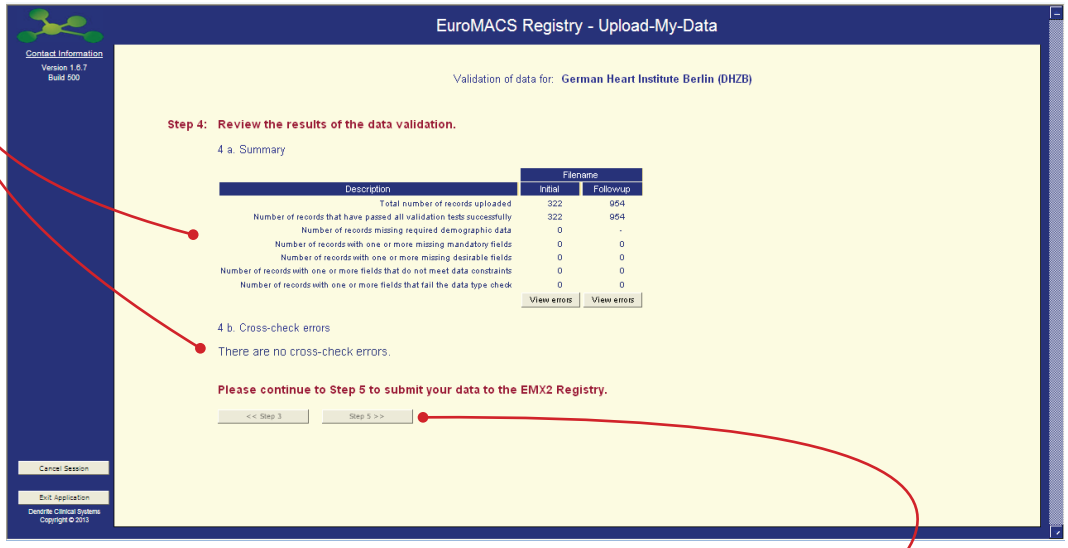
If there are any issues with any of the data fields at this stage, refer to page 25 for help on resolving these.

4 a. Summary

Displays the number of records that have not passed scrutiny because there are missing or invalid data items. In this screen shot all records have successfully passed all the validation tests so no errors are recorded

4 b. Cross-check Errors

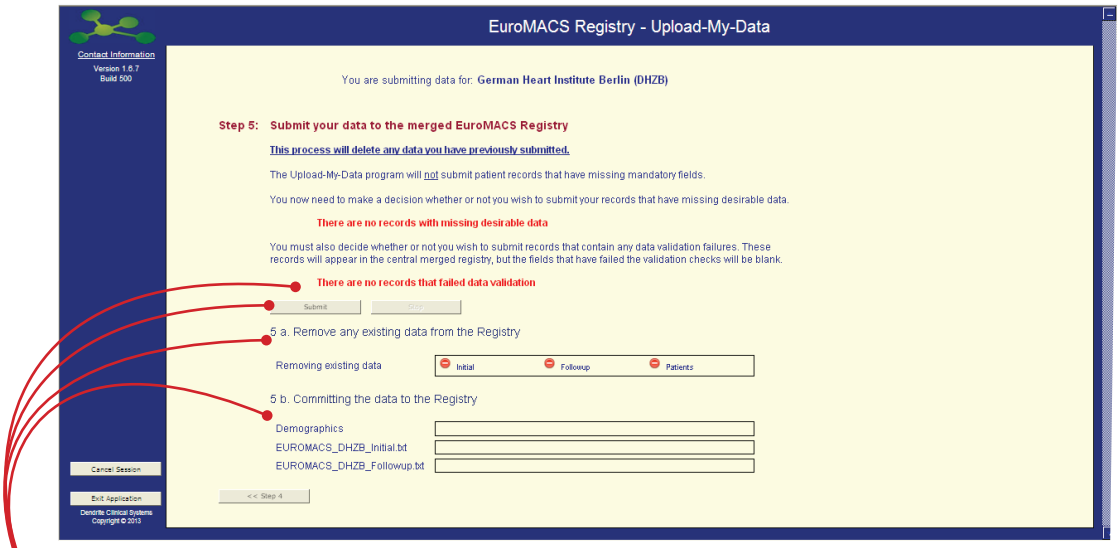
Each record has a unique identifier that should appear in both files. The cross-checking process looks to see whether or not all instances of the unique identifier appear in both files. This makes sure that there are no orphaned (without an initial entry in the database) follow up data.
In this example there are no cross-check errors



Submit Data to the SCTS UK Thoracic Surgery Registry

Click the **Step 5** >> button

Step 5 - Submit Data to the EuroMACS Registry



Submitting Data

Click the **Submit** button to start the process: After the **Submit** button has been pressed, the **Stop** button will become active and can be clicked at any time to stop the process

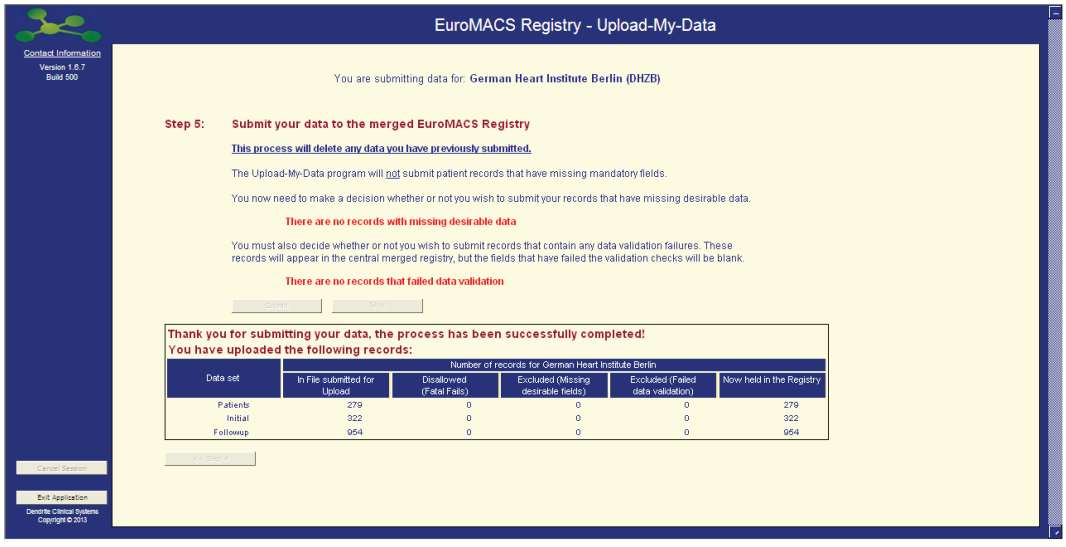
5 a. Any existing data are removed from the registry

As the data is removed the four 'No Entry' signs will be converted to Green ticks

5 b. The data are committed to the registry

As each data file is committed the progress bar will turn green

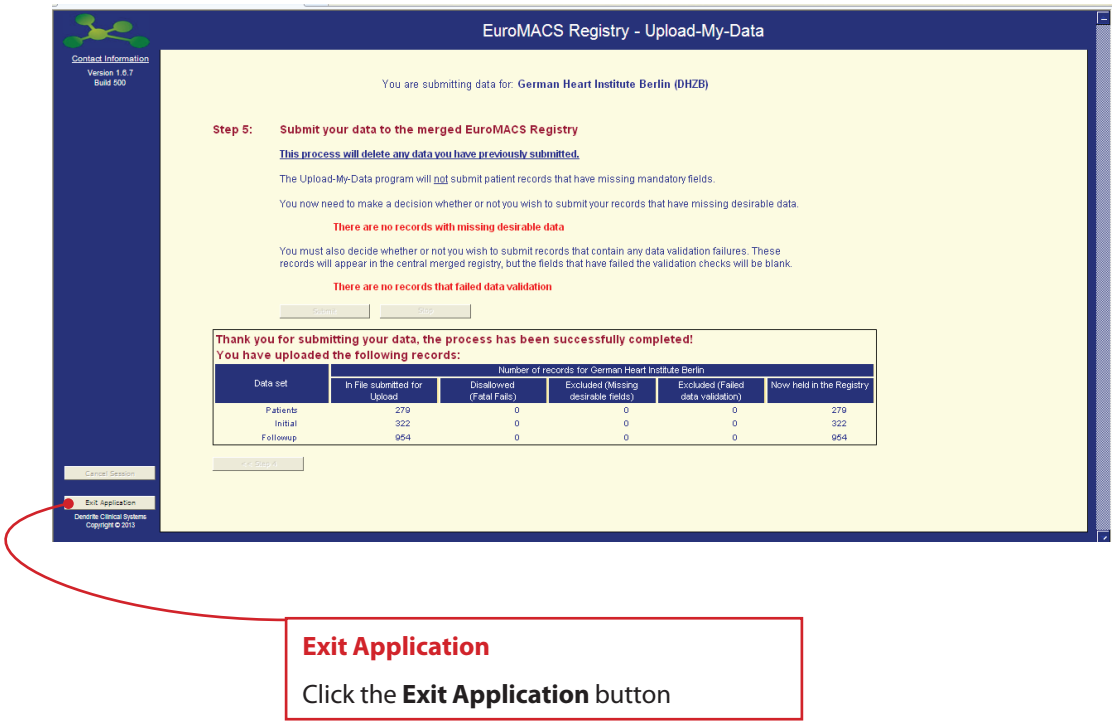
When the data have been submitted a summary of the data that has been uploaded will be displayed and a confirmation e-mail sent to the user if an e-mail address was submitted at registration



This completes the process for a successful upload.

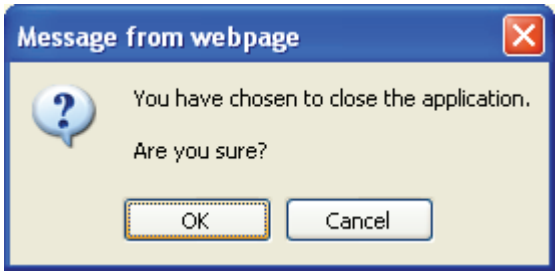
Exit Application

Once the files have been submitted the Cancel Session button becomes inactive.



Exit Application

Click the **Exit Application** button



Clicking the **OK** button will exit the application.

Clicking the **Cancel** button will cancel the exit process - the user will remain in the portal.

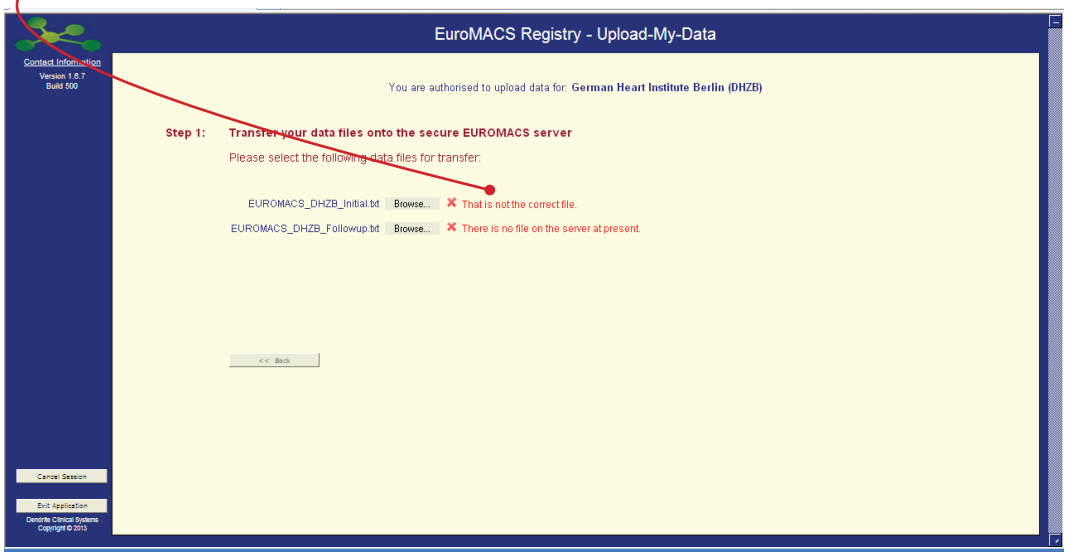
Troubleshooting

Fail Step 1 -Transfer the Data Files onto the Secure EuroMACS Server

The files for transfer MUST be named and saved as per the instructions on page 7. An incorrect file name or selecting the wrong file will generate an error message at Step 1 as shown in the example below. If this error message is generated, check the file name and amend any errors then follow the instructions for Step 1 to upload the correct file.

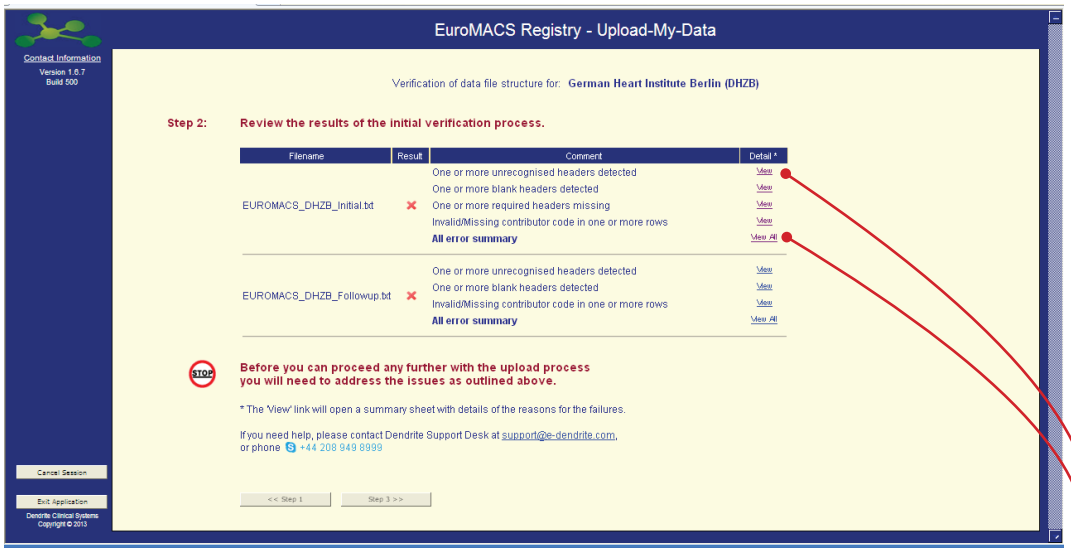
That is not the Correct File

Although the file name does not change on the screen, the system recognises that a file with an incorrect filename has been selected



Fail Step 2 - Review the Results of the Initial Verification Process

The verification process may identify errors in the data that have been uploaded. The errors will be displayed in three columns as shown below. The Result column identifies the file(s) with the errors, the Comments column describes the errors that have been identified and the Detail column provides a link so that the errors can be viewed.



View Errors

Click the **View** link for each file to see the individual errors or click the **View All** link for each file to see all the errors

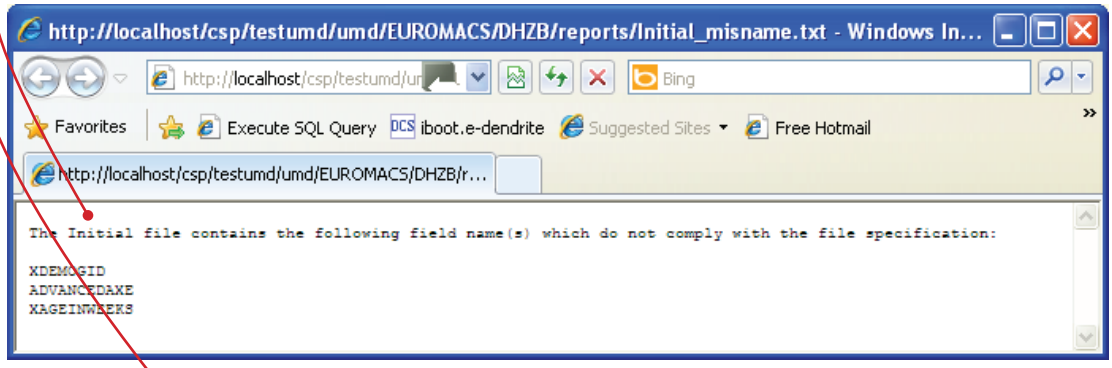
All errors must be viewed and corrected in the data file(s) before the data upload can continue. Guidance on correcting the errors follows.

Error Example: EUROMACS_DHZB_Initial.txt

One or More Unrecognised Headers Detected

One or More Unrecognised Headers Detected

In this example errors were identified in columns E, J and L



	C	D	E	F	G	H	I	J	K	L	M
1	SUBMITCODE	IMPORTLINKID	DEMOGID	ACEINHIBITORSONDISCHARGE		ARBONADMISSION	ADDITIONALINDICATIONFORVAD	ADVANCEDAXE	AGEINMONTHS	XAGEINWEEKS	AGEINYEARS
2	DHZB	44	2	1	2	0	0				82
3	DHZB	45	3	0	0	0	0				53
4	DHZB	46	4				2				63
5	DHZB	47	5		0	0	2				56
6	DHZB	48	6		0	0	2				2
7	DHZB	49	7		0	0	0				41
8	DHZB	50	7								41
9	DHZB	51	7								41
10	DHZB	52	8		0		0				61
11	DHZB	53	9	0	2		0				62
12	DHZB	54	10	0	0	0	0				49
13	DHZB	55	10								49
14	DHZB	56	11		0	2	0				63
15	DHZB	57	12		0	0	0				69
16	DHZB	58	13	1	0	0	0				54
17	DHZB	59	14	1	0	0	0				48
18	DHZB	60	15	0	0	0	0				66
19	ZZZZ	62	17								3
20	ZZZZ	65	20	0	0	2	0				47
21	DHZB	67	22	0	99	99	2				24
22	ZZZZ	68	23	1	1	99	0				42
23	DHZB	69	24	1	2	99	0				66
24	DHZB	70	25	0	99	99	0				57
25	DHZB	71	26		2	99	0				28
26		72	26								28
27	DHZB	73	27		99		0				38
28	DHZB	74	28		2	99	0				67
29		75	29	0	99	2	0				67
30	DHZB	76	30	1	2	0					67
31	DHZB	77	31	2	0	0	0				50
32	DHZB	78	31								50
33	DHZB	79	31								50
34	DHZB	80	31								50
35	DHZB	81	31		0	0					50

EUROMACS_DHZB_Initial

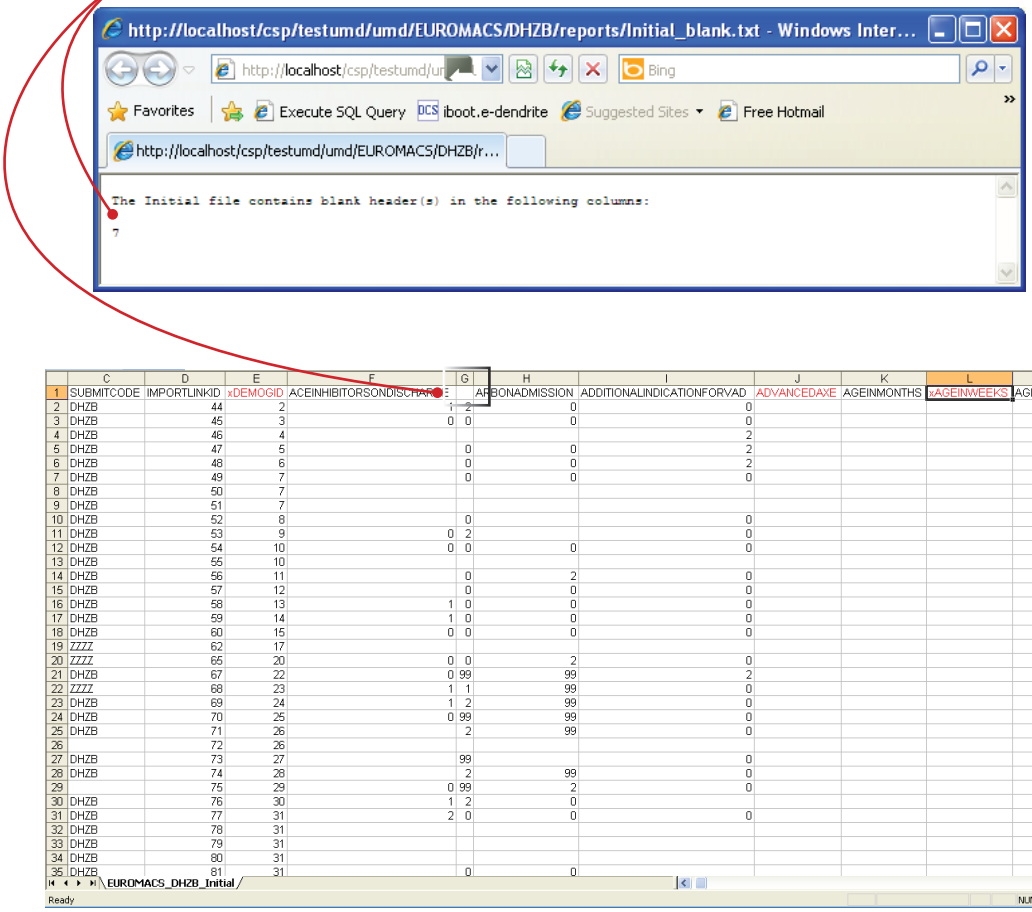
Ready

NUM

One or More Blank Headers Detected

One or More Blank Headers Detected

In this example the error was identified in column 7, which equates to column G in the original file



	C	D	E	F	G	H	I	J	K	L	M
1	SUBMITCODE	IMPORTLINKID	xDEMOGID	ACEINHIBITORSONDISCHARGE		ARBONADMISSION	ADDITIONALINDICATIONFORVAD	ADVANCEDAXE	AGEINMONTHS	xAGEINWEEKS	AGEINYEARS
2	DHZB	44	2		1	2	0	0			82
3	DHZB	45	3	0	0	0	0				53
4	DHZB	46	4				2				63
5	DHZB	47	5		0	0	2				56
6	DHZB	48	6		0	0	2				2
7	DHZB	49	7		0	0	0				41
8	DHZB	50	7								41
9	DHZB	51	7								41
10	DHZB	52	8		0		0				61
11	DHZB	53	9	0	2		0				62
12	DHZB	54	10	0	0	0	0				49
13	DHZB	55	10								49
14	DHZB	56	11		0	2	0				63
15	DHZB	57	12		0	0	0				69
16	DHZB	58	13	1	0	0	0				54
17	DHZB	59	14	1	0	0	0				48
18	DHZB	60	15	0	0	0	0				66
19	ZZZZ	62	17								3
20	ZZZZ	65	20	0	0	2	0				47
21	DHZB	67	22	0	99	99	2				24
22	ZZZZ	68	23	1	1	99	0				42
23	DHZB	69	24	1	2	99	0				66
24	DHZB	70	25	0	99	99	0				57
25	DHZB	71	26		2	99	0				28
26		72	26								28
27	DHZB	73	27		99		0				38
28	DHZB	74	28		2	99	0				67
29		75	29	0	99	2	0				67
30	DHZB	76	30	1	2	0					67
31	DHZB	77	31	2	0	0	0				50
32	DHZB	78	31								50
33	DHZB	79	31								50
34	DHZB	80	31								50
35	DHZB	81	31	0		0					50

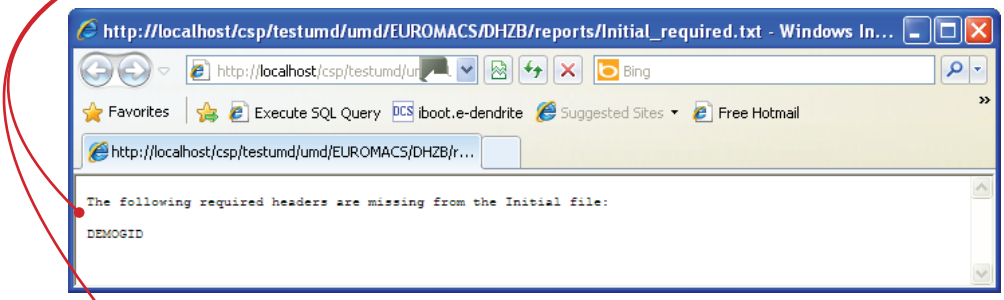
EUROMACS_DHZB_Initial

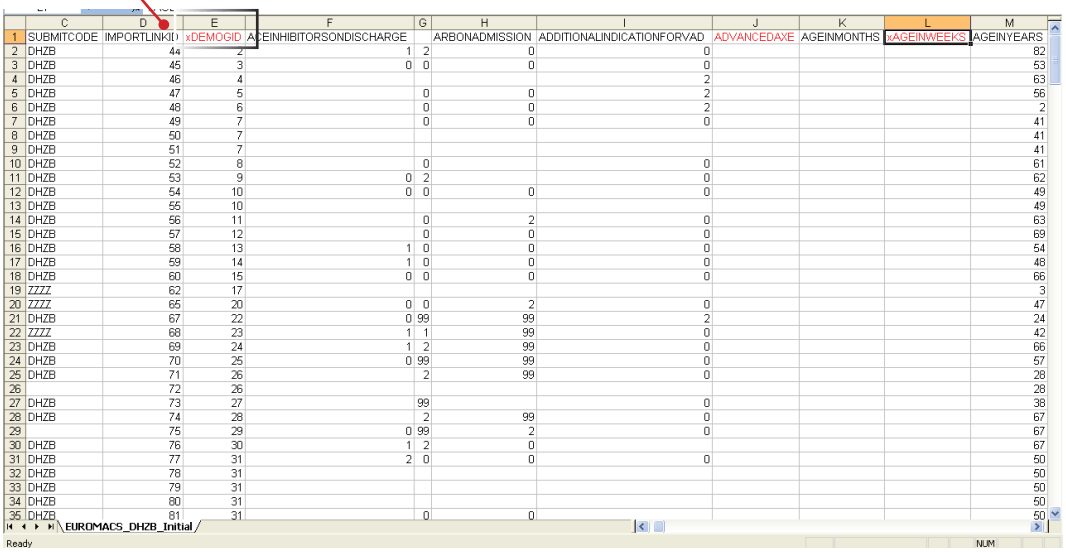
Ready NUM

One or More Required Headers Missing

One or More Required Headers Missing

In this example the error was found in column E.





	C	D	E	F	G	H	I	J	K	L	M
1	SUBMITCODE	IMPORTLINKID	xDEMOGID	ACEINHIBITORSONDISCHARGE		ARBONADMISSION	ADDITIONALINDICATIONFORVAD	ADVANCEDAXE	AGEINMONTHS	xAGEINWEEKS	AGEINYEARS
2	DHZB	44	2	1	2	0	0				82
3	DHZB	45	3	0	0	0	0				53
4	DHZB	46	4				2				63
5	DHZB	47	5		0	0	2				56
6	DHZB	48	6		0	0	2				2
7	DHZB	49	7		0	0	0				41
8	DHZB	50	7								41
9	DHZB	51	7								41
10	DHZB	52	8		0		0				61
11	DHZB	53	9	0	2		0				62
12	DHZB	54	10	0	0	0	0				49
13	DHZB	55	10								49
14	DHZB	56	11		0	2	0				63
15	DHZB	57	12		0	0	0				69
16	DHZB	58	13	1	0	0	0				54
17	DHZB	59	14	1	0	0	0				48
18	DHZB	60	15	0	0	0	0				66
19	ZZZZ	62	17								3
20	ZZZZ	65	20	0	0	2	0				47
21	DHZB	67	22	0	99	99	2				24
22	ZZZZ	68	23	1	1	99	0				42
23	DHZB	69	24	1	2	99	0				66
24	DHZB	70	25	0	99	99	0				57
25	DHZB	71	26		2	99	0				28
26		72	26								28
27	DHZB	73	27		99		0				38
28	DHZB	74	28		2	99	0				67
29		75	29	0	99	2	0				67
30	DHZB	76	30	1	2	0					67
31	DHZB	77	31	2	0	0	0				50
32	DHZB	78	31								50
33	DHZB	79	31								50
34	DHZB	80	31								50
35	DHZB	81	31		0	0					50

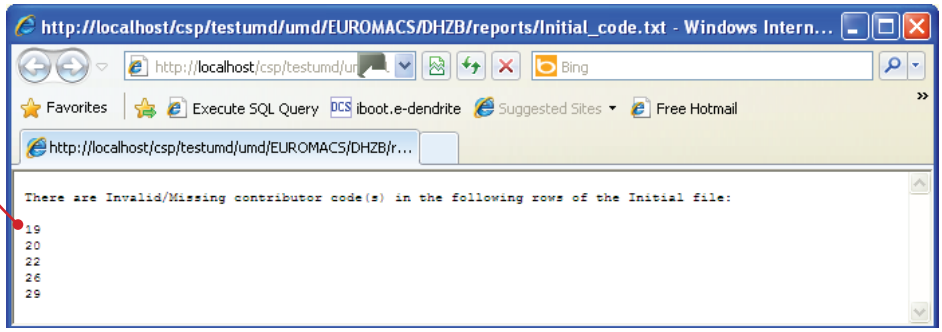
EUROMACS_DHZB_Initial

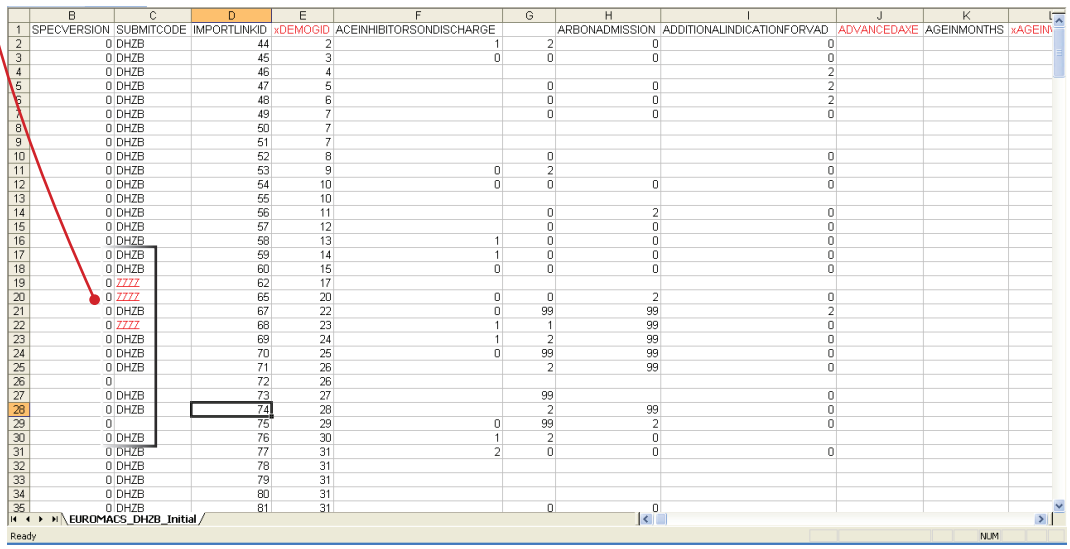
Ready NUM

Invalid/Missing Contributor Code in One or More Rows

Invalid Contributor Codes

In this example, errors were identified in column C rows 19, 20, 22, 26 and 29



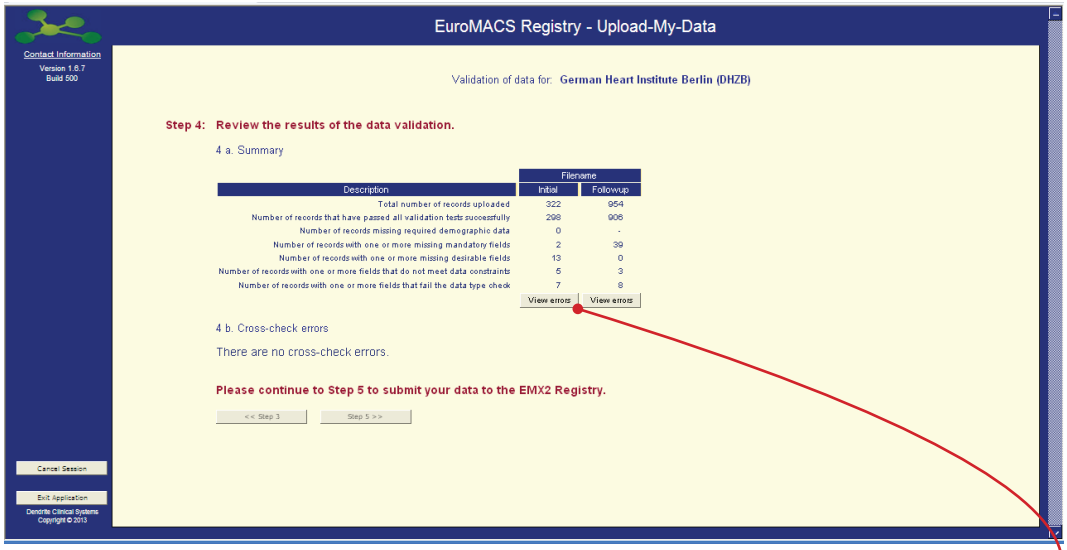


Make sure that all the files are checked and any errors are fixed. When all the listed errors for all the files have been corrected, re-run the process from Step 1 until the files have been successfully submitted.

Fail Step 4 - Review the Results of the Data Validation

Step 4 a. Summary

The validation process may identify missing or incorrect data in the data files. The details are displayed for each file. The example below shows that from this set of data there are 2 records with one or more missing mandatory fields, 13 records with one or more missing desirable fields, 5 records with one or more fields that do meet data constraints and 7 records with one or more records that fail the data type check in the Initial file. There are also a number of records that fail data validation in the Followup file.



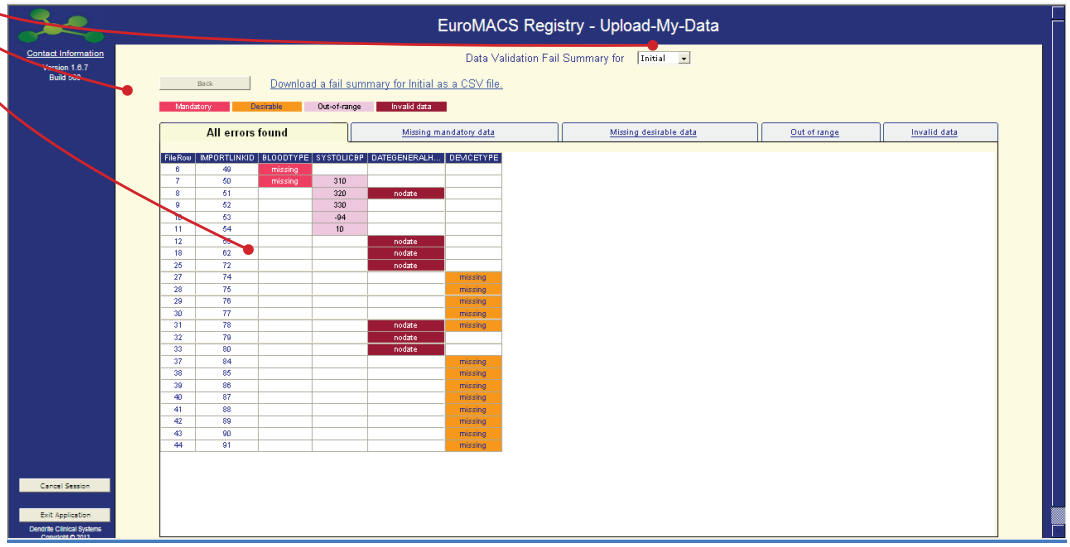
View Errors

To view the errors click the **View errors** button for any file that contains errors

Once the Data Validation Summary file has been opened it will display the errors. The following screen shots show the errors for the Initial and Followup files, the first tab shows all errors, the other tabs can be clicked to show only those errors described in the tab label. The data should then be corrected in the source database and new upload files generated prior to submission. The **Back** button can be used at any time to return to the previous screen

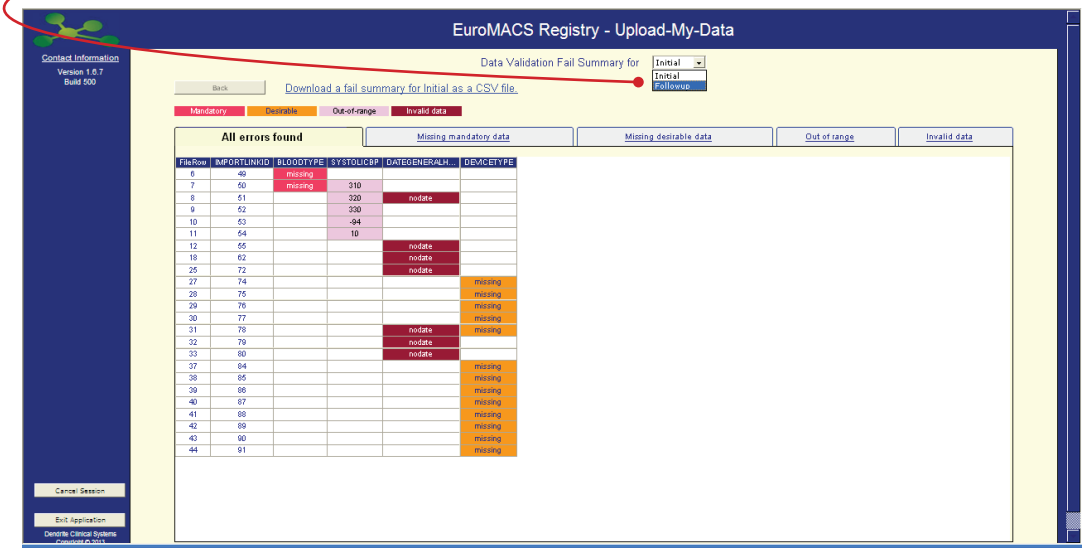
Initial Errors

Image showing File name; Error key and List of errors



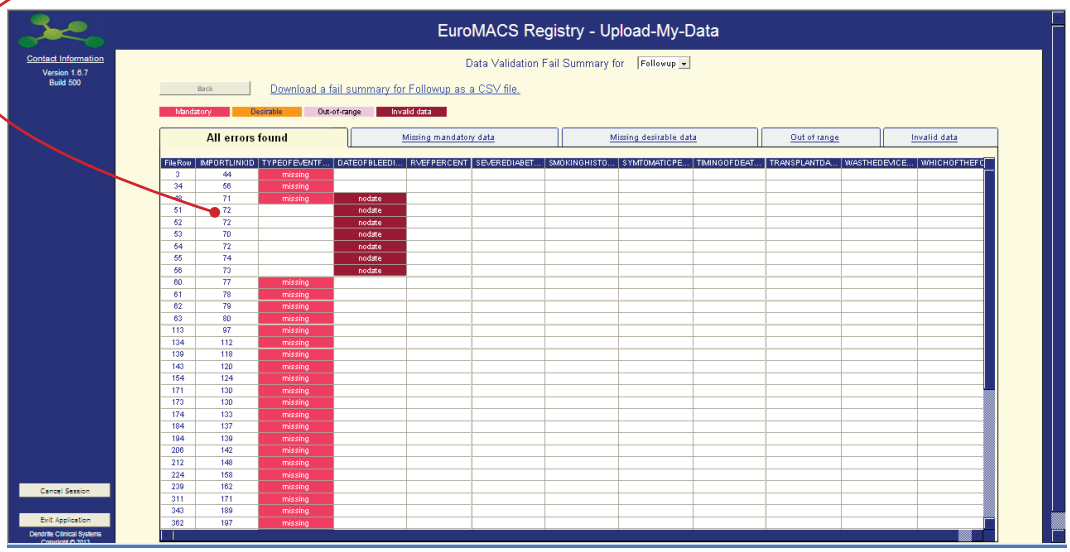
Change the File Viewed

To toggle between the Initial file and he Followup file, use the drop down box indicated here



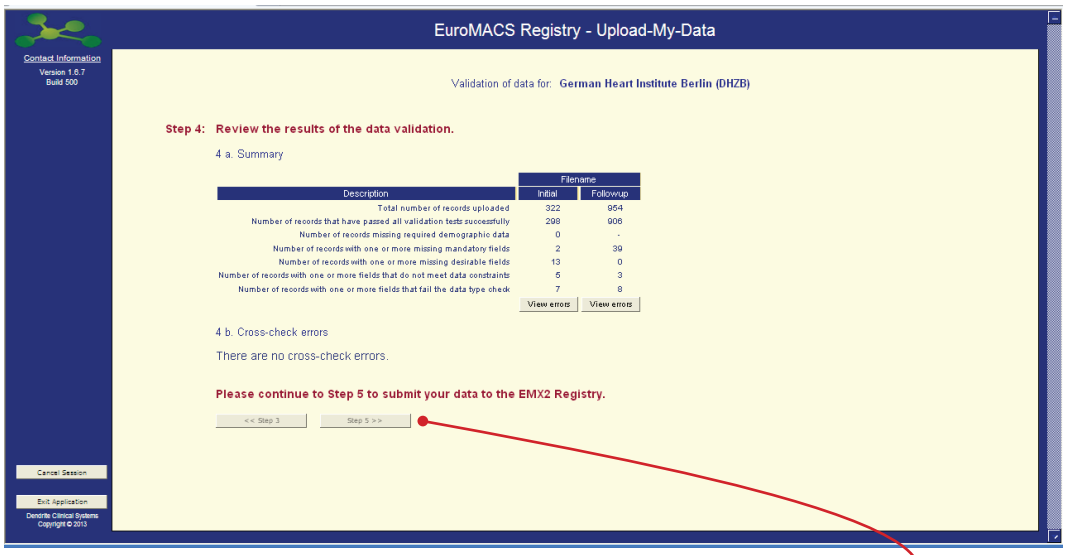
Followup Errors

Image showing the errors in the Followup file



Submitting Data that Contains Errors

Some fields in the EuroMACS Registry are designated "Mandatory"; this means that these fields are absolutely required for an entry in the database. If there are any missing mandatory fields in a record-row the Upload-My-Data program will **NOT** submit any of the data for that row. However, records with no missing mandatory fields can be uploaded even if they have one or more other errors: desirable fields, data that do not comply with constraints set within the database (all such errors are represented by null data in the final upload), data that fail data-type checks (again, these erroring data-items will be represented by null data in the final upload).



Submit Data

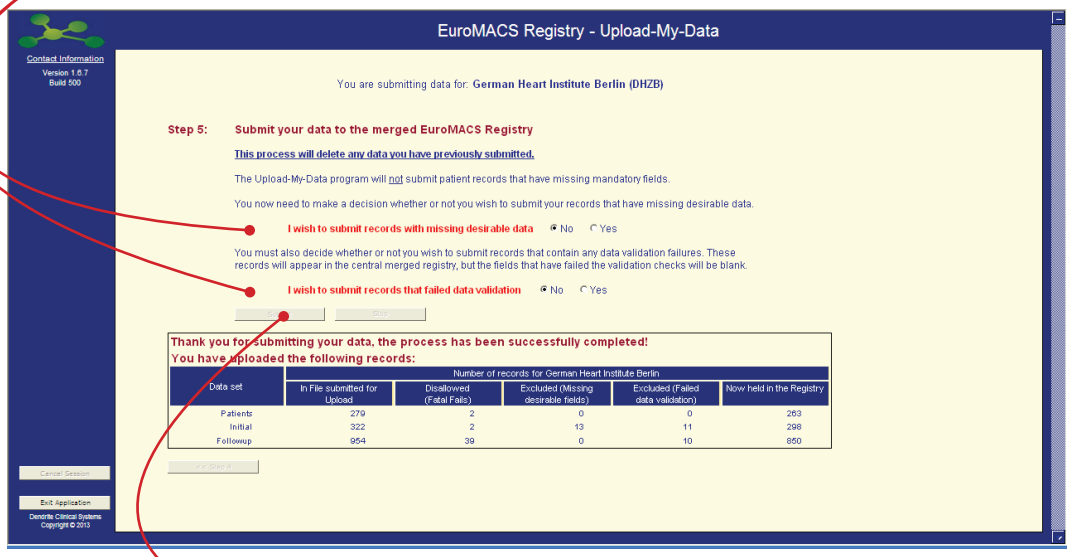
Click the **Step 5 >>** button

Submitting Data Omitting Records that have Errors

Submitting Data Omitting Records that have Errors

Selecting the **No** option for submitting records with missing desirable data will exclude those records from the upload. Selecting the **Yes** option will submit these records

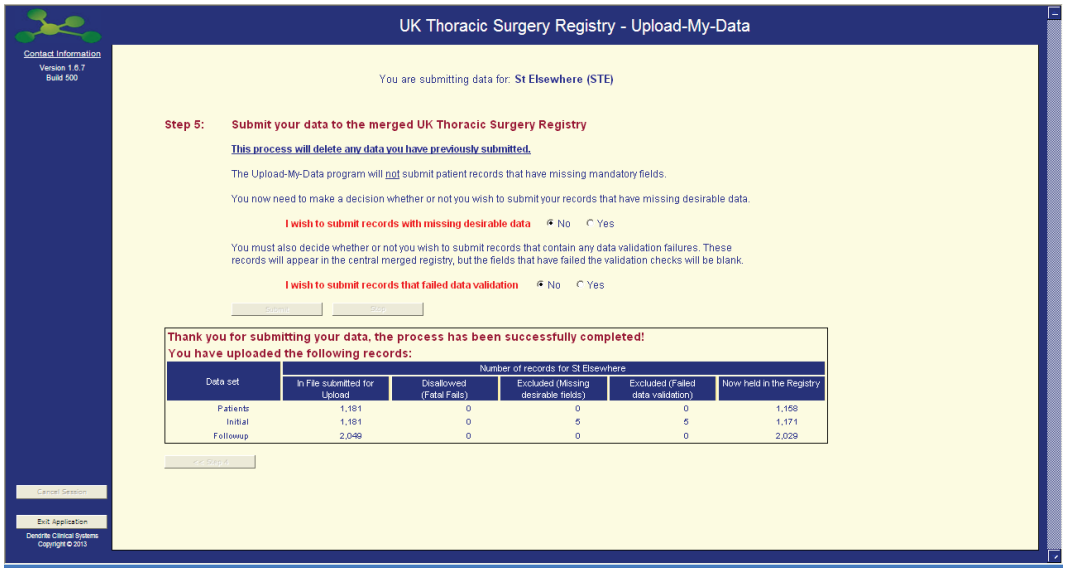
Selecting the **No** option for submitting records with data validation failures will exclude those records from the upload. Selecting the **Yes** option will submit the records, but the fields that have failed the validation checks will be set to null in the final upload.



Submit Data

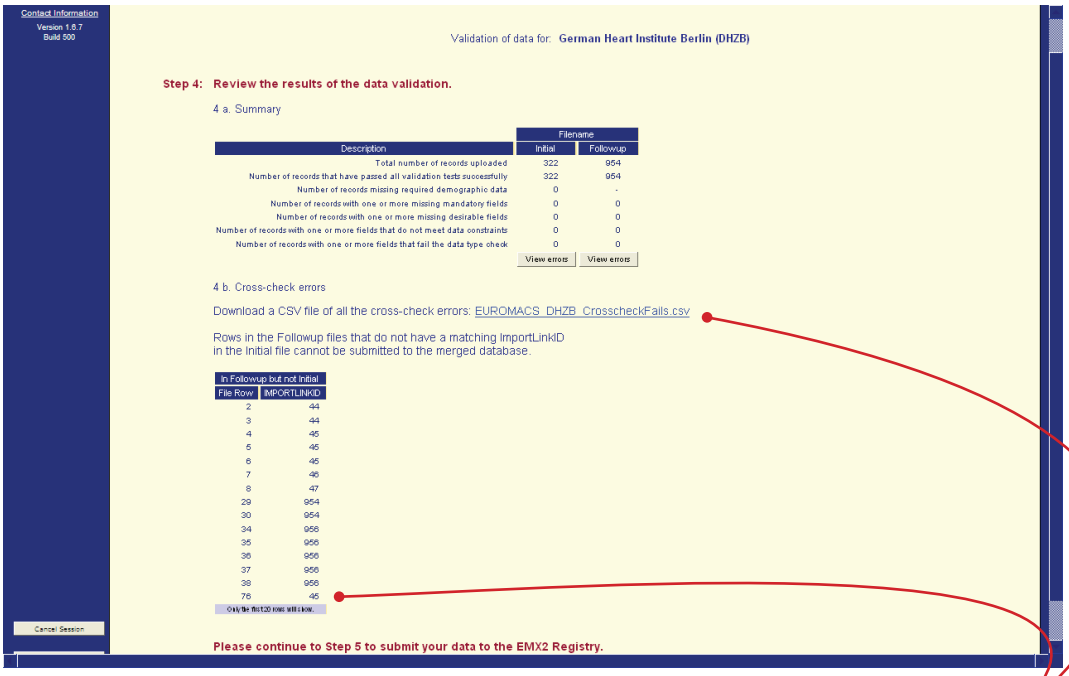
Click the **Submit** button

The following screen shot shows the result of excluding records that contain errors.



Step 4 b. Cross-check Errors

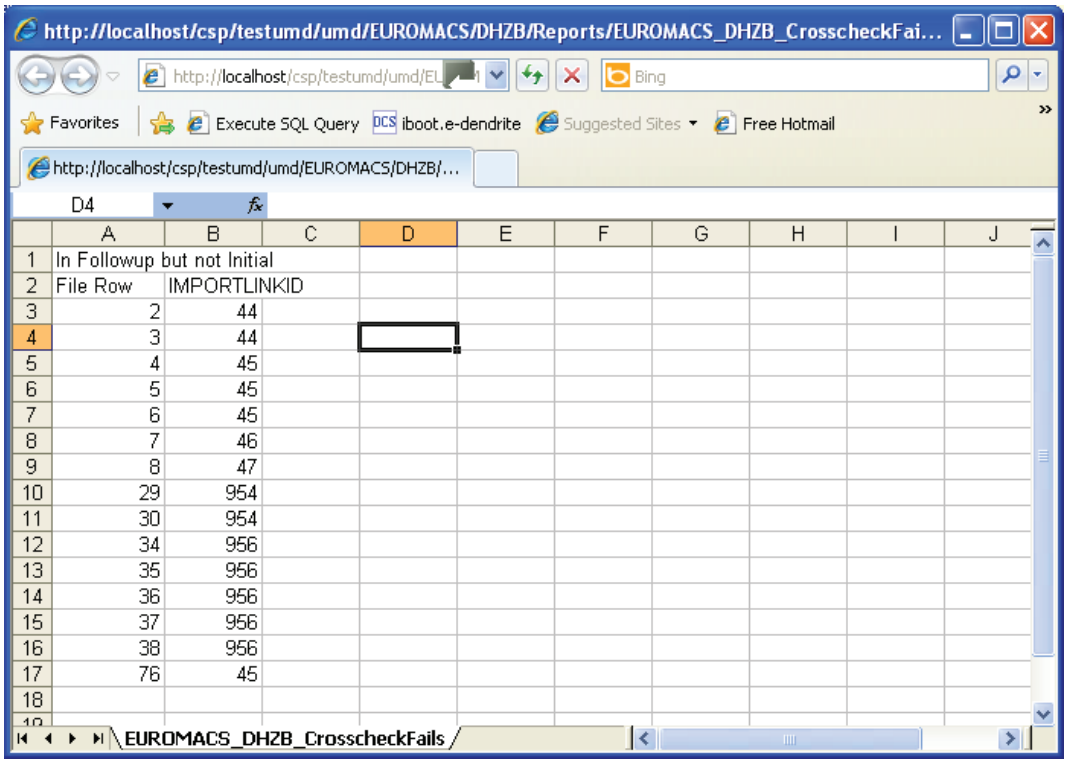
At validation, the system may report cross-check errors. The class of errors identifies records found in the subsidiary file (the follow up file in this instance) and the initial file. The example below shows that from this set of data there are 11 records that have cross-check errors.



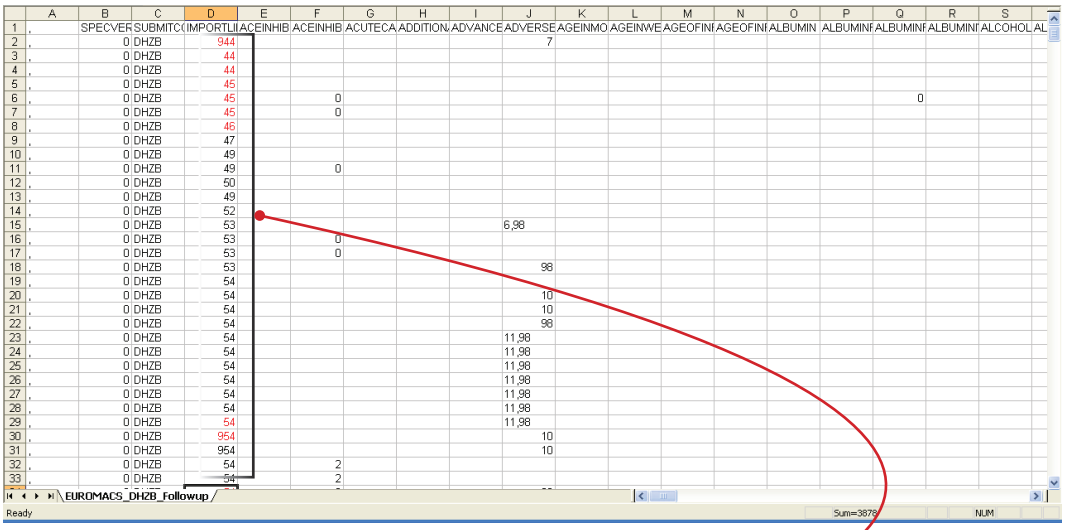
View the cross-check errors

Only the first 20 rows of errors will be shown on the screen - to view all the cross-check errors click the **EUROMACS_DHZB_CrosscheckFails.csv** file to download it, then **Open** the file

This file will provide information for all records that fail cross-check validation.



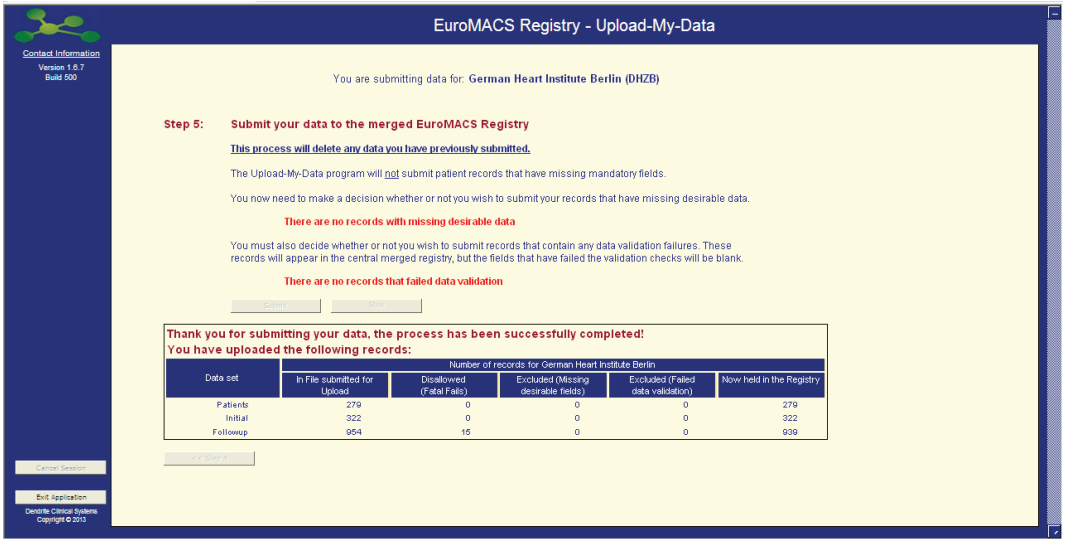
The files should be opened and all cross-check failures corrected prior to submission. The screen shot below shows where some cross-check errors have occurred in the Followup file. The Upload-My-Data program will allow the user to upload data with cross-check errors but those records where the cross-checks have failed will not be submitted to the Thoracic Surgery registry.



View the cross-check errors

These are the fields that need to be corrected

If the cross-checks are not corrected and the user continues to submit the data, then the result of the submission will be shown as below. The records where the cross-check validation failed will be automatically excluded.



EuroMACS Upload-My-Data Manual