Public Health England

Protecting and improving the nation's health

# Intensive Care Unit Data Capture System

## Data Upload Wizard User Manual

V1.0

# About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

Public Health England
Wellington House
133-155 Waterloo Road
London SE1 8UG
Tel: 020 7654 8000
www.gov.uk/phe
Twitter: @PHE_uk
Facebook: www.facebook.com/PublicHealthEngland

Prepared by: [this line can be deleted if not required]
For queries relating to this document, please contact: [this line can be deleted if not required]



Published December 2015

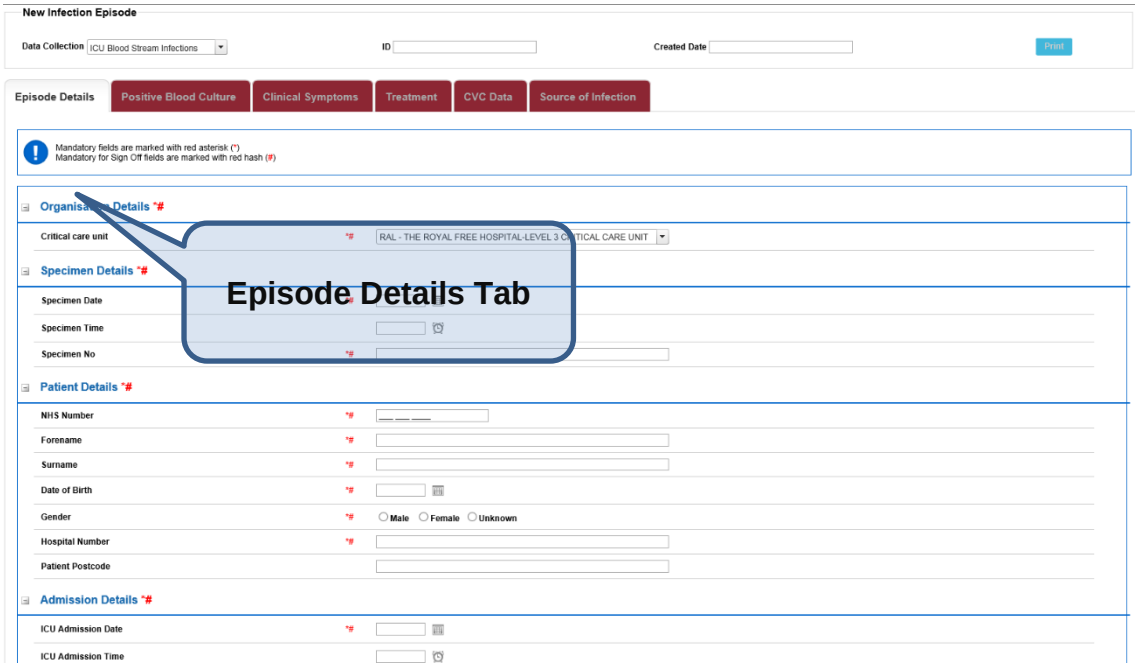
# Contents

# Introduction

The Data Upload Wizard allows reporting organisations upload a batch of infection episodes to the ICU Data Capture System (DCS), saving time and effort versus manually entering the data.

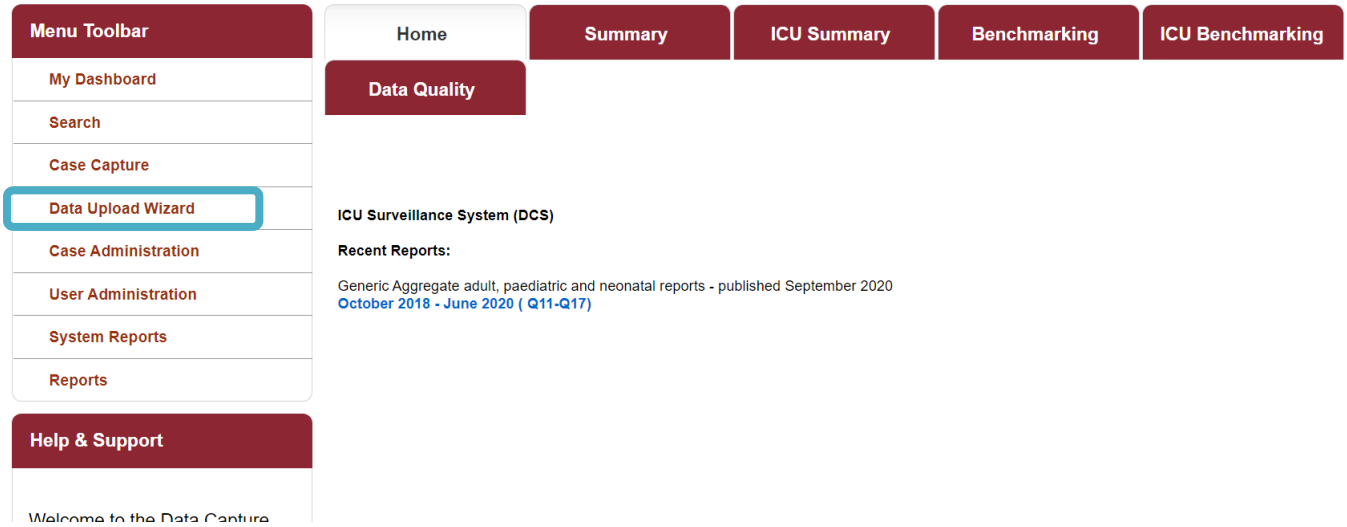
# Data Upload Wizard

The Data Upload Wizard allows multiple infection episodes to be batch uploaded directly onto the ICU DCS. This method of data upload is currently available for ICU Data Entry Role users to populate the fields on the Episode Details Tab only, on existing data collections (see figure below for an example of the fields that appear on the Episode Details tab in the ICU Bloodstream Infections data collection).

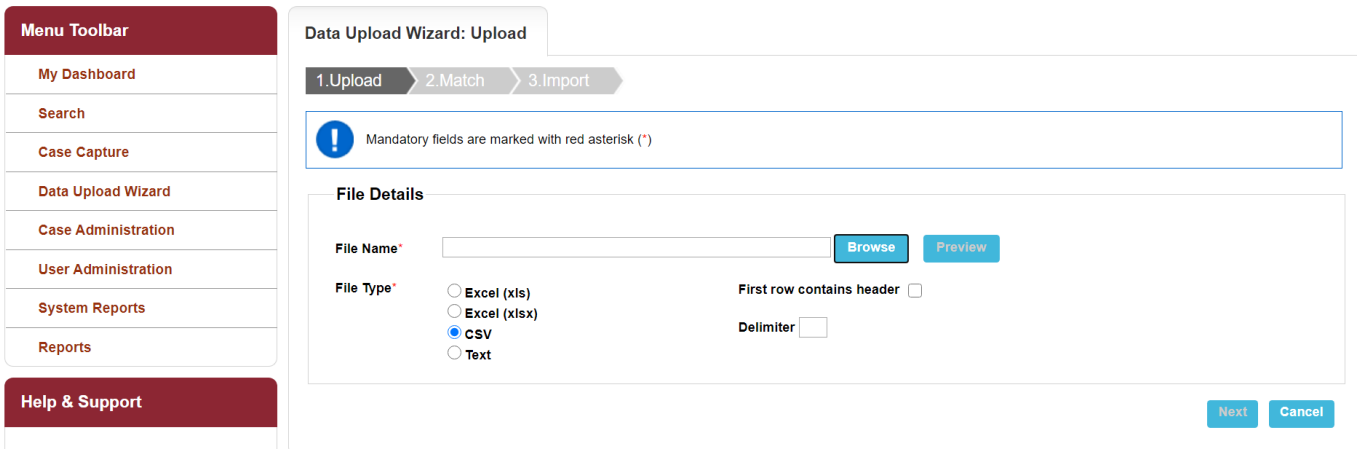



## 1 Navigating to the Data Upload Wizard Screen

Logged on as an ICU Data Entry role, you will see the “Data Upload Wizard” on the left-side menu.



Following this link will take you to the Data Upload Wizard screen:




A data upload is completed in three stages;

- Stage 1, Upload Screen, where you can select a file to upload and preview the data in it. Files can be uploaded to the HCAI system in the following formats;
  - xls
  - xlsx
  - .csv (recommended format)
  - delimited text format

  **Note: you must have a correctly populated file ready to upload with the correct data codes for the Episode Details tab and data values for any other tab completed (see section 6 in this User Guide on page 17 for further details).**

- Stage 2, Match Screen, where you specify the relevant data collection, and map fields from the application to the file selected in Stage 1. You can also save the mapping for reuse on future data uploads.

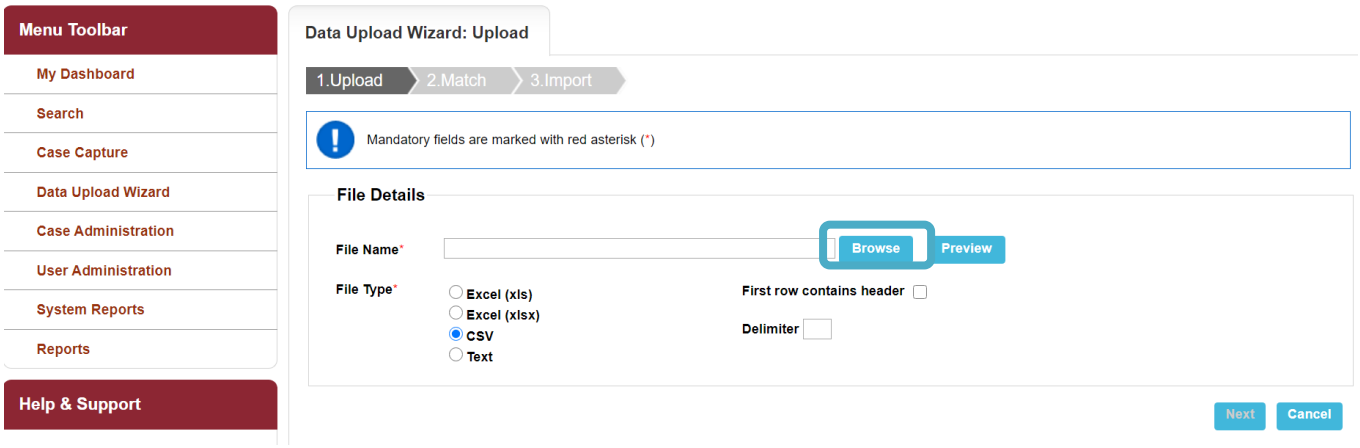
  When Inserting or Updating a record it will be necessary to provide all the IT mandatory fields.

- Stage 3, Import Screen, which uses the data mappings that have been specified in Stage 2 to upload the file and create new records on the system. Data will be validated as part of this process and errors will be highlighted against the uploaded data.

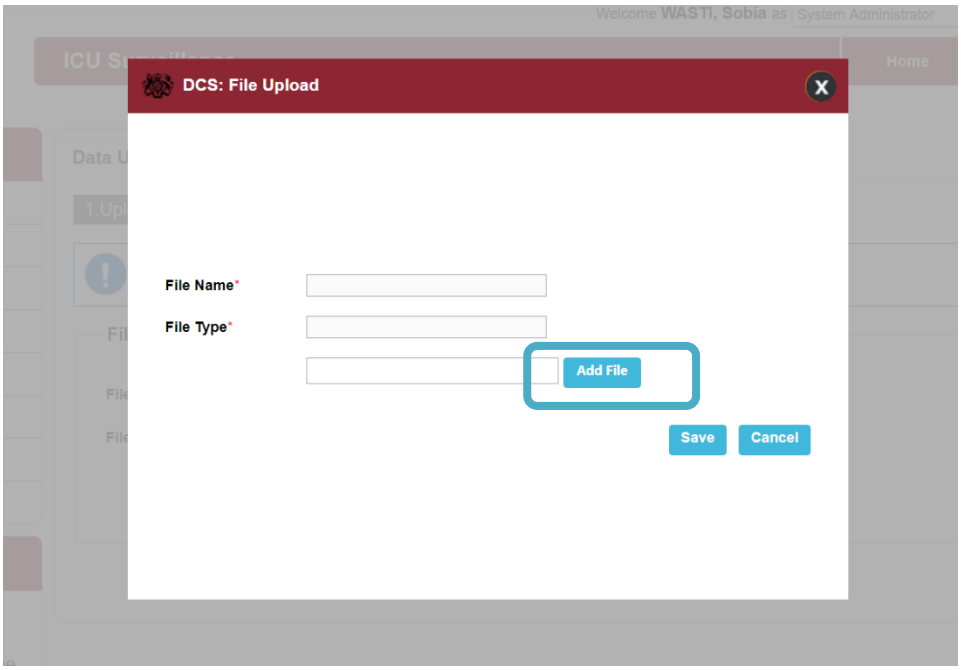
Only one data file may be uploaded in a single attempt.

## 2 Stage 1 – Upload File

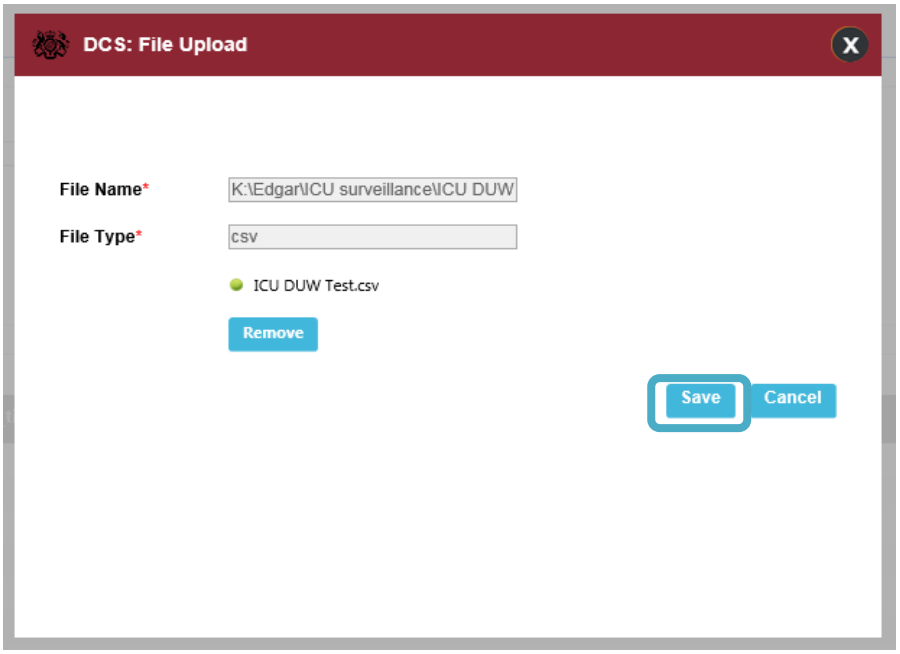
To upload a file, select the file type and parameters (if applicable) and click “Browse”



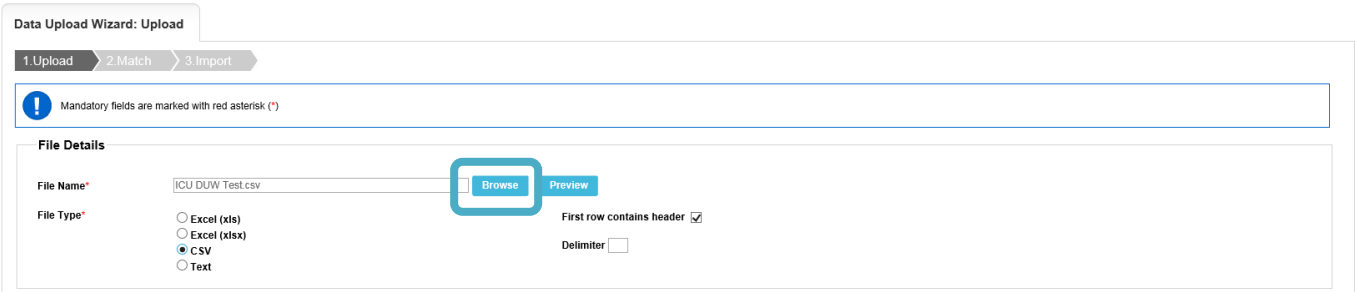

You will then see a pop-out – click “Add File” to browse to your computer and locate the file you wish to upload.



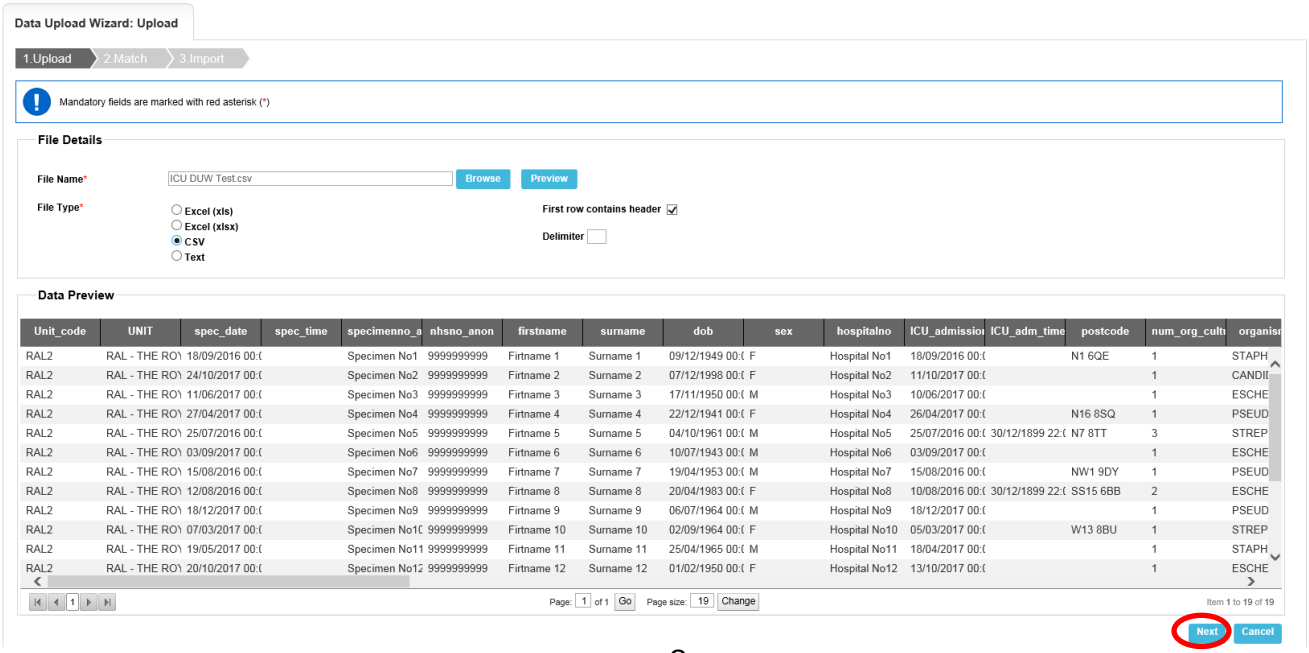

Once your file has been uploaded to the staging area correctly, you will see a green indicator next to the file name (note you cannot have the file open in another application, or the upload staging area will not accept the file – you will see an error message). Click on “Save”




Then click “Preview” on the upload screen:

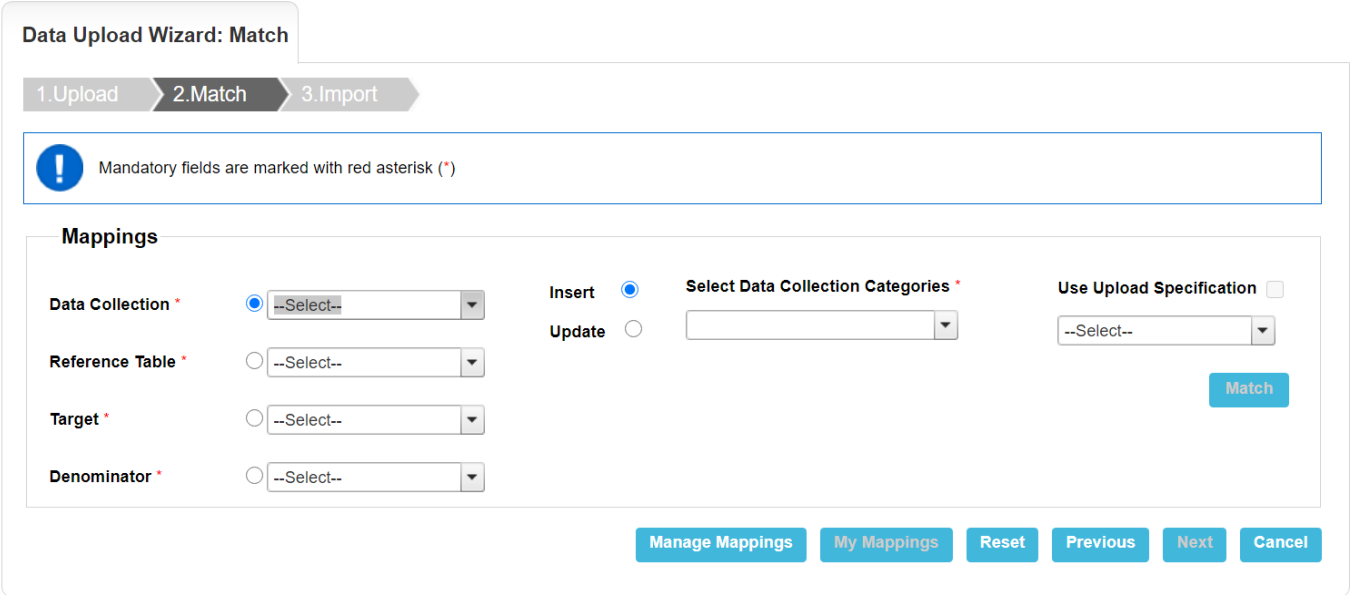



The preview wil show you the data that is currently in your upload file (see below). If the preview appears to be correct, then click “Next” to go to Stage 2 (Matching) in the process.

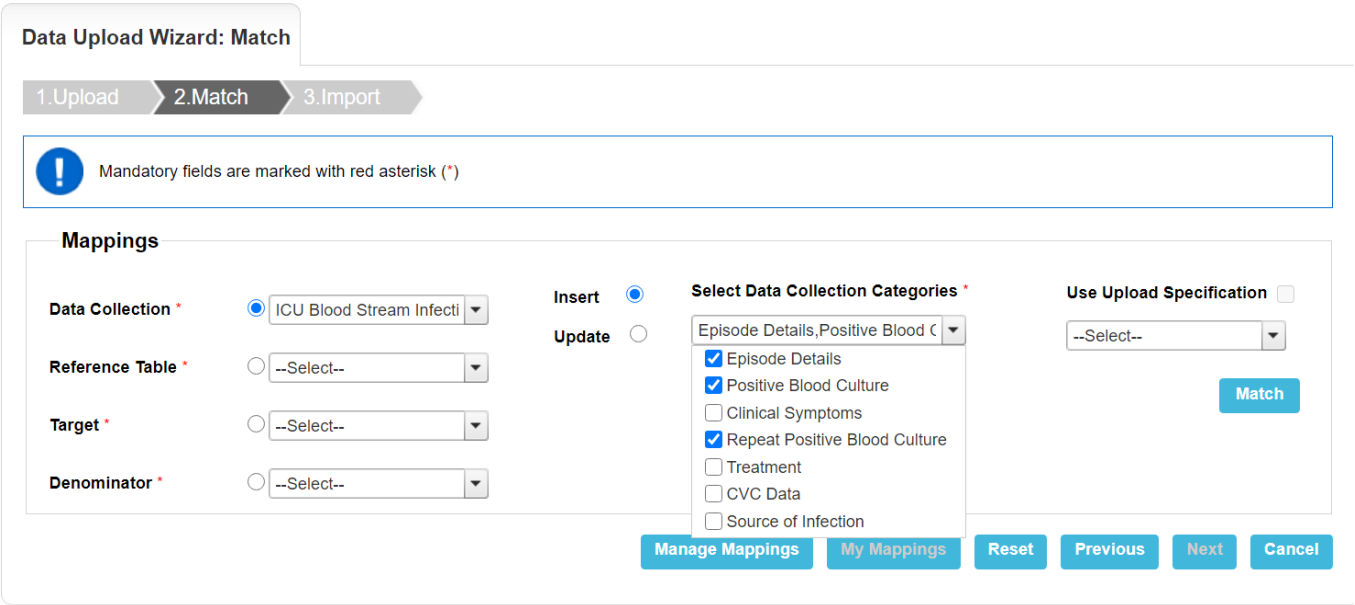



| Unit_code | UNIT | spec_date | spec_time | specimenno_a | nhsno_anon | firstname | surname | dob | sex | hospitalno | ICU_admissio | ICU_adm_time | postcode | num_org_cult | organisr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RAL2 | RAL - THE RO | 18/09/2016 00:( | | Specimen No1 | 9999999999 | Firtname 1 | Surname 1 | 09/12/1949 00:( | F | Hospital No1 | 18/09/2016 00:( | | N1 6QE | 1 | STAPH |
| RAL2 | RAL - THE RO | 24/10/2017 00:( | | Specimen No2 | 9999999999 | Firtname 2 | Surname 2 | 07/12/1998 00:( | F | Hospital No2 | 11/10/2017 00:( | | | 1 | CANDI |
| RAL2 | RAL - THE RO | 11/06/2017 00:( | | Specimen No3 | 9999999999 | Firtname 3 | Surname 3 | 17/11/1950 00:( | M | Hospital No3 | 10/06/2017 00:( | | | 1 | ESCHE |
| RAL2 | RAL - THE RO | 27/04/2017 00:( | | Specimen No4 | 9999999999 | Firtname 4 | Surname 4 | 22/12/1941 00:( | F | Hospital No4 | 26/04/2017 00:( | | N16 8SQ | 1 | PSEUD |
| RAL2 | RAL - THE RO | 25/07/2016 00:( | | Specimen No5 | 9999999999 | Firtname 5 | Surname 5 | 04/10/1961 00:( | M | Hospital No5 | 25/07/2016 00:( | 30/12/1899 22:( | N7 8TT | 3 | STREP |
| RAL2 | RAL - THE RO | 03/09/2017 00:( | | Specimen No6 | 9999999999 | Firtname 6 | Surname 6 | 10/07/1943 00:( | M | Hospital No6 | 03/09/2017 00:( | | | 1 | ESCHE |
| RAL2 | RAL - THE RO | 15/08/2016 00:( | | Specimen No7 | 9999999999 | Firtname 7 | Surname 7 | 19/04/1953 00:( | M | Hospital No7 | 15/08/2016 00:( | | NW1 9DY | 1 | PSEUD |
| RAL2 | RAL - THE RO | 12/08/2016 00:( | | Specimen No8 | 9999999999 | Firtname 8 | Surname 8 | 20/04/1983 00:( | F | Hospital No8 | 10/08/2016 00:( | 30/12/1899 22:( | SS15 6BB | 2 | ESCHE |
| RAL2 | RAL - THE RO | 18/12/2017 00:( | | Specimen No9 | 9999999999 | Firtname 9 | Surname 9 | 06/07/1964 00:( | M | Hospital No9 | 18/12/2017 00:( | | | 1 | PSEUD |
| RAL2 | RAL - THE RO | 07/03/2017 00:( | | Specimen No1( | 9999999999 | Firtname 10 | Surname 10 | 02/09/1964 00:( | F | Hospital No10 | 05/03/2017 00:( | | W13 8BU | 1 | STREP |
| RAL2 | RAL - THE RO | 19/05/2017 00:( | | Specimen No11 | 9999999999 | Firtname 11 | Surname 11 | 25/04/1965 00:( | M | Hospital No11 | 18/04/2017 00:( | | | 1 | STAPH |
| RAL2 | RAL - THE RO | 20/10/2017 00:( | | Specimen No12 | 9999999999 | Firtname 12 | Surname 12 | 01/02/1950 00:( | F | Hospital No12 | 13/10/2017 00:( | | | 1 | ESCHE |

Select the data collection you wish to upload the data into, and select “insert” to upload data that will create new cases on the system from the upload file or “update” to update cases that are already on the system (please not the upload file will need to include the Infection Episode Id of the cases for this option):

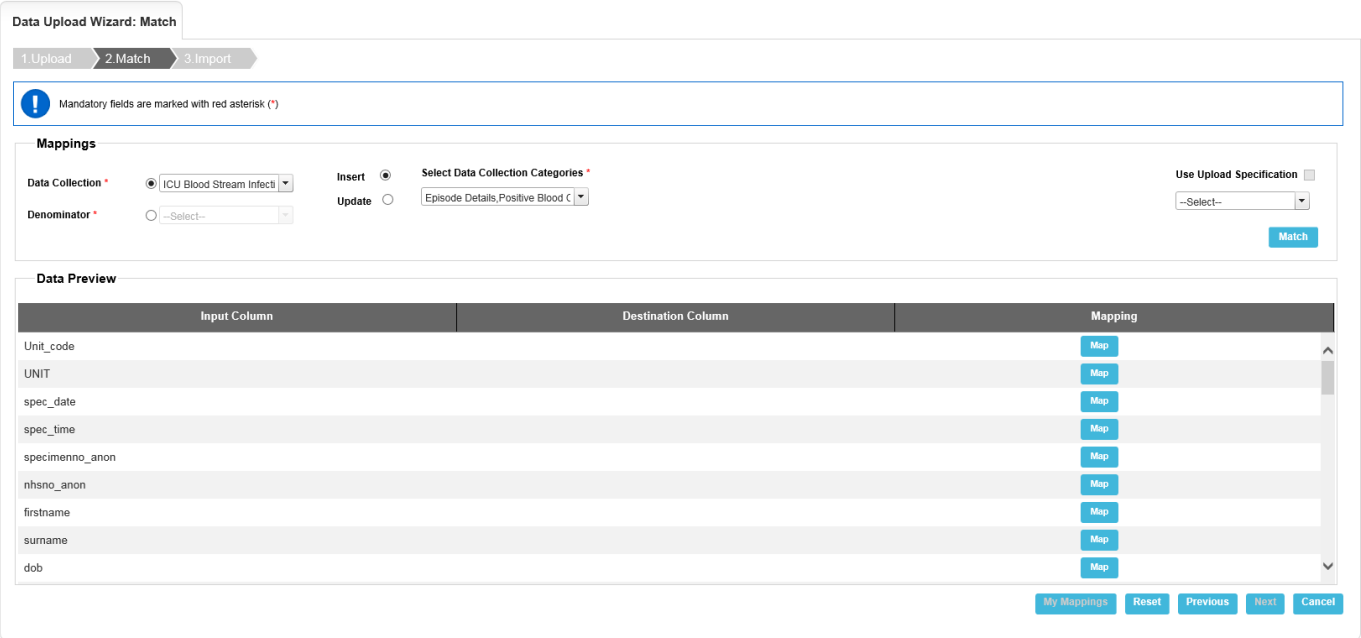



Click on the dropdown menu “Select Data Collection Categories” in order to select the tabs that data will be uploaded to: Please note that for the “ICU Bloodstream Infections” data collection both the “Episode Details” and “Positive Blood Culture” tabs must be selected in order to create cases on the system from the upload file.

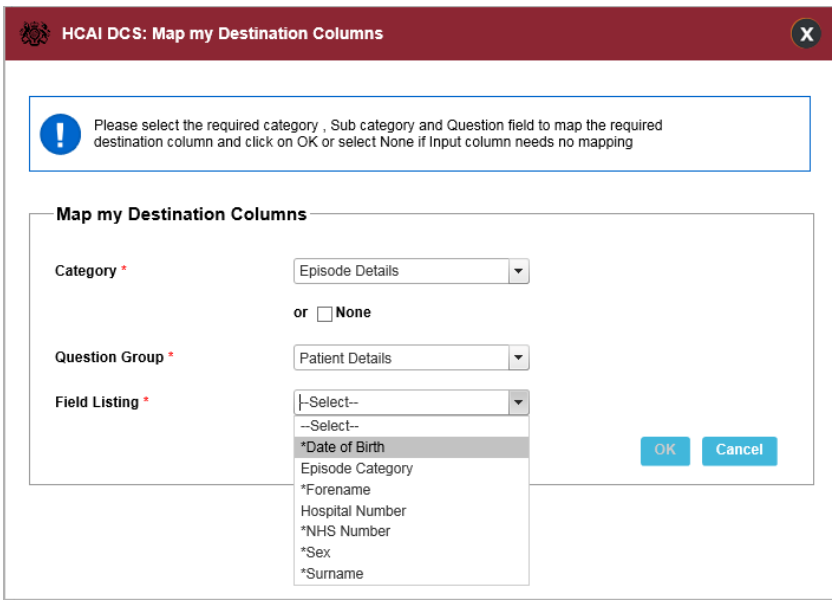


Then click “Match”,which will present a grid with three columns :

- Input Column
- Destination Column
- Mapping

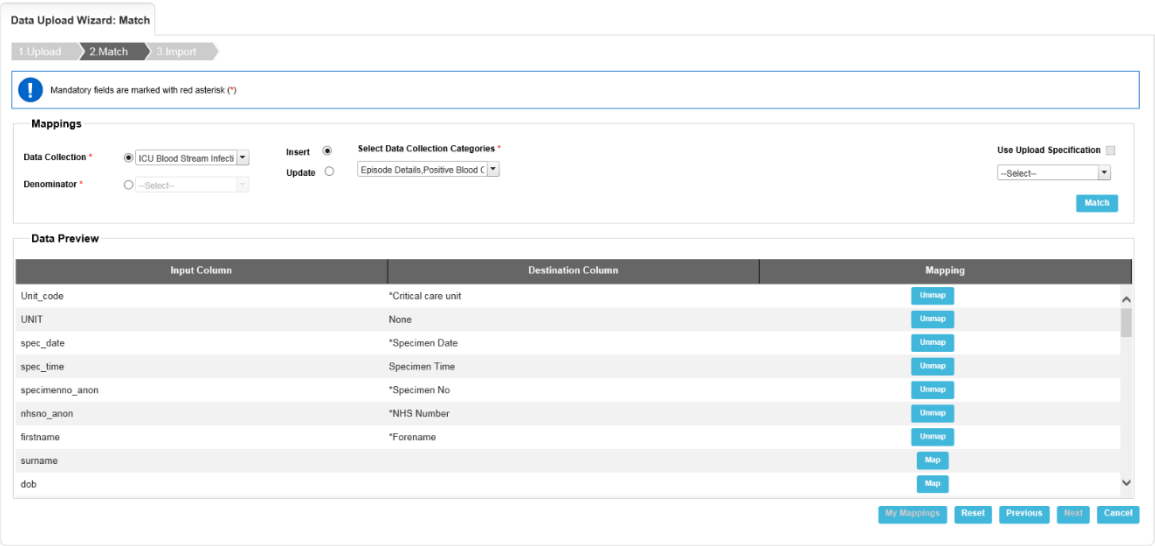



Click on “Map” to select the tab, question group and question that the data in the Input Column will be mapped to in the destination column. If an Input Column does not need to be mapped to a Destination Column then tick the “None” check box. (NOTE: you have to manually match each column the first time, and then you can save a mapping to “My Mappings” so the next time you simply select “Use Upload Specification”)

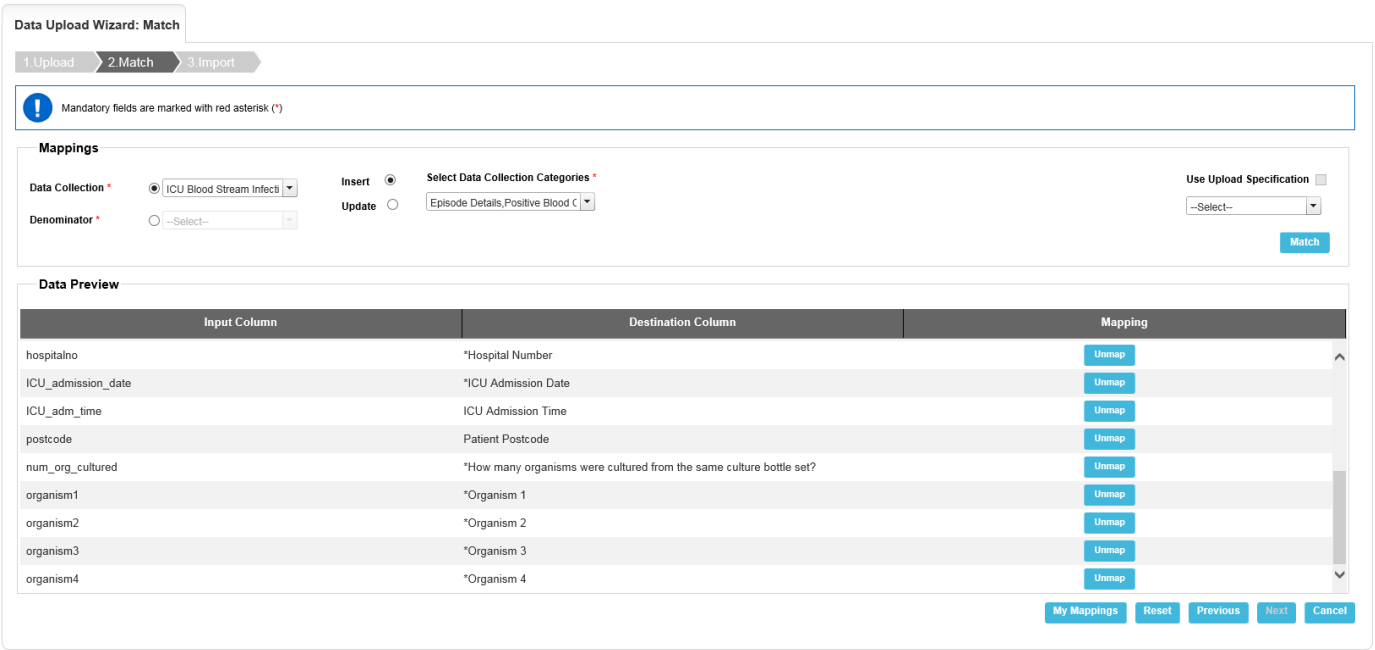


Note that as you select each field in the Destination Column, it gets removed from the “Field Listing” dropdown menu, so the number of available fields to select is easily visible.

All field listing values that have an asterix (*) next to them in the “Field Listing” dropdown menu are IT mandatory fields. Each of these IT mandatory fields in the upload file’s Input Column, must map to the appropriate Destination Column otherwise the Data Upload Wizard cannot progress to the next step in the process.

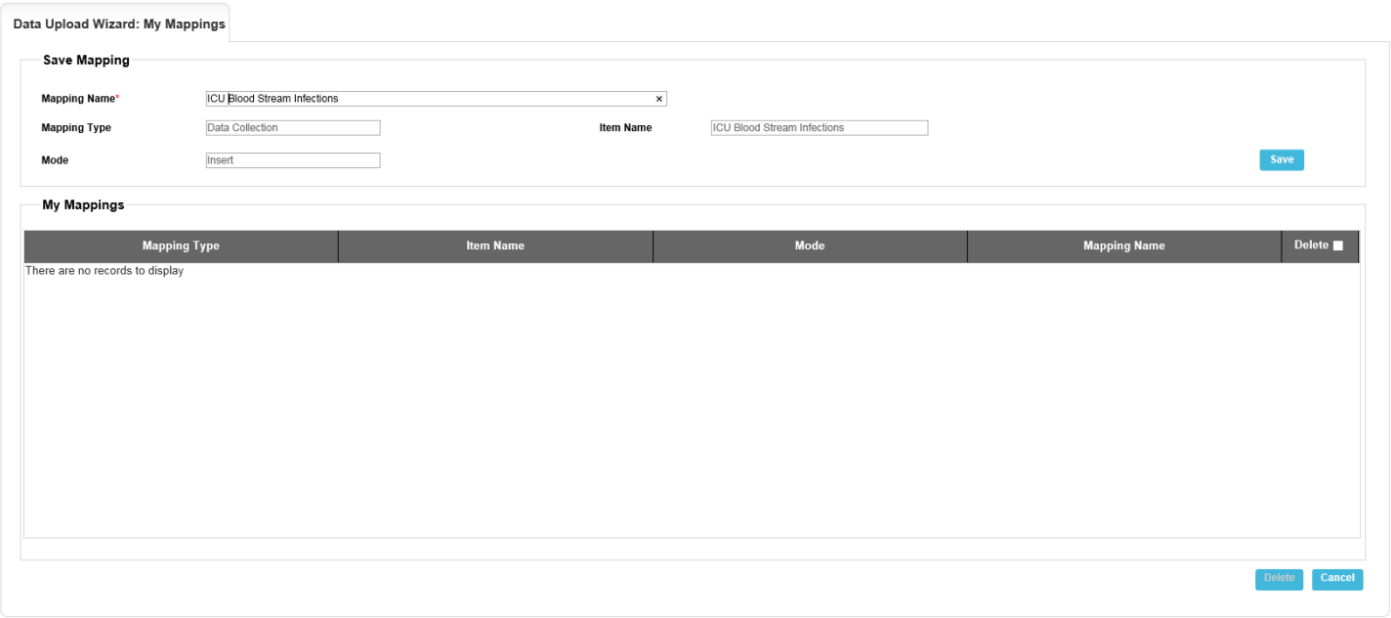



Map the remaining Input Columns to the appropriate Destination Column. The “Unmap” button can be clicked to undo any mapping from an Input column to a Destination column.When mapping is complete the “My Mappings” button becomes available (i.e. is no longer greyed out)

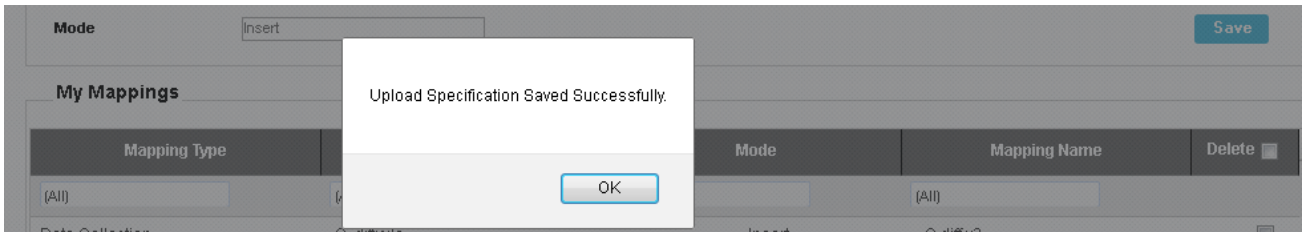


Click on the “My Mappings” button if you would like to save the Input / Destination Column mappings and give the saved mapping a name.

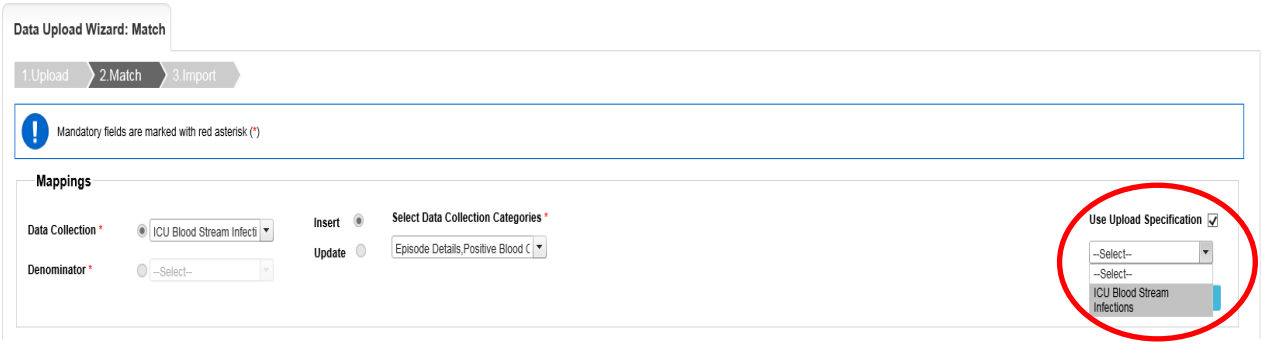
Tip: ensure that you name your mapping in a data collection specific way (e.g. BSI), and if you are going to use multiple file structures, in a way that you can differentiate the files (e.g. number 1, 2, etc).




Don’t forget to click “Save” and you will then see a screen confirming your mapping (“Upload Specification”) has been saved successfully.

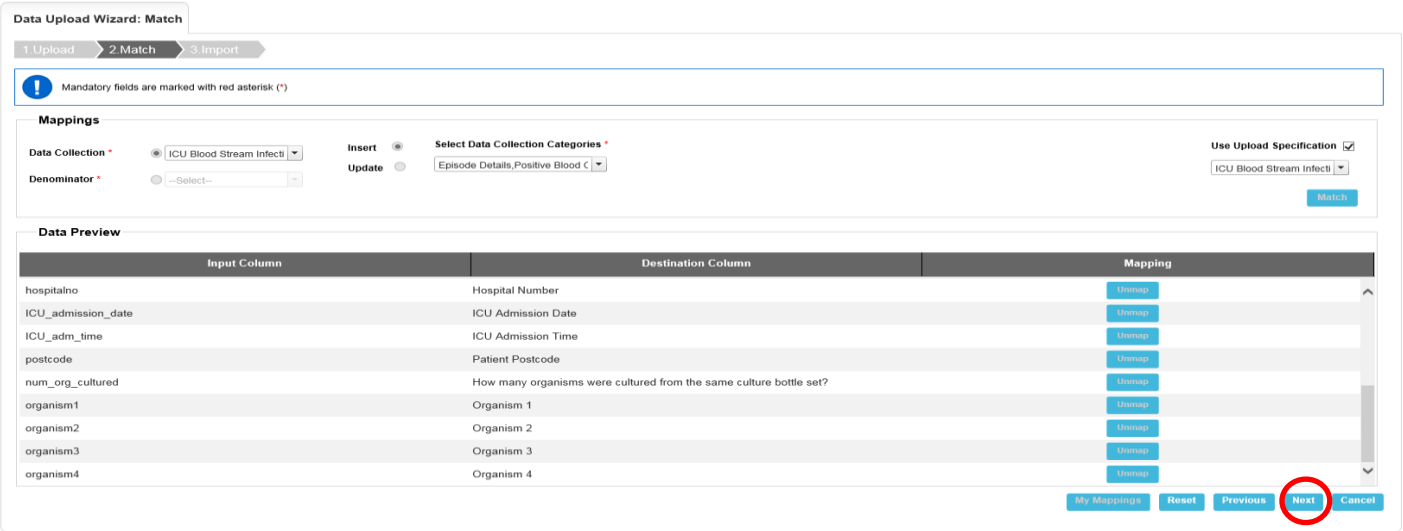



This means that the next time you come to the Data Upload Wizard Match screen, you can simply tick the “Use Upload Specification” checkbox then select your saved mapping. (Note: the Input Column names and order must be the same each time you use the saved mappings).



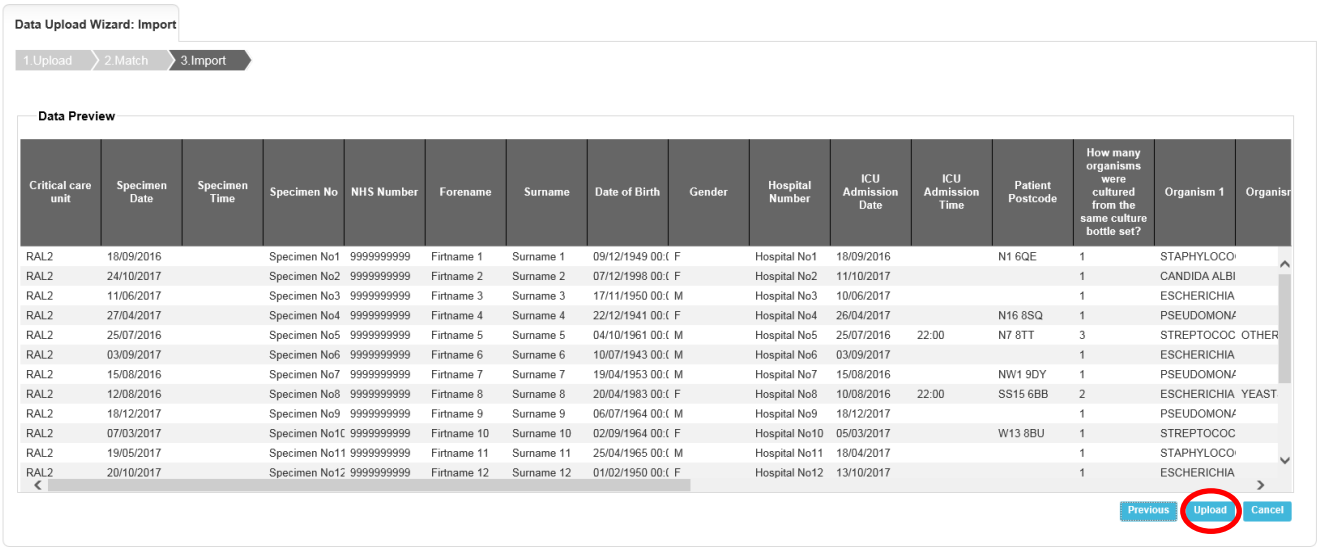
Now the next time you come back to the data upload screen you can select “Use Upload Specification” and you saved mapping will then be available for you to select.

After you have successfully mapped all of your Input Columns to an appropriate Destination Columns, you can then proceed to the next step by clicking the “Next” button at the bottom of the screen.




## 4 Stage 3 – Import

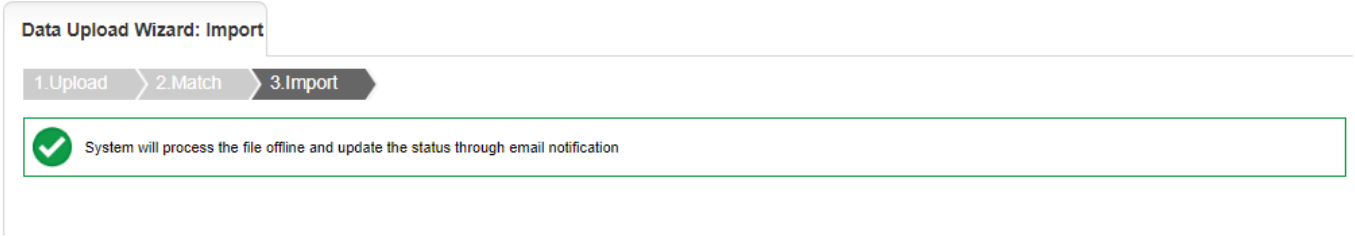
The last stage of the data upload process is to import the data in your file. You will see a row-by-row preview of the data in your input file. Review the data in the preview and make sure it is correct. Then click “Upload”.



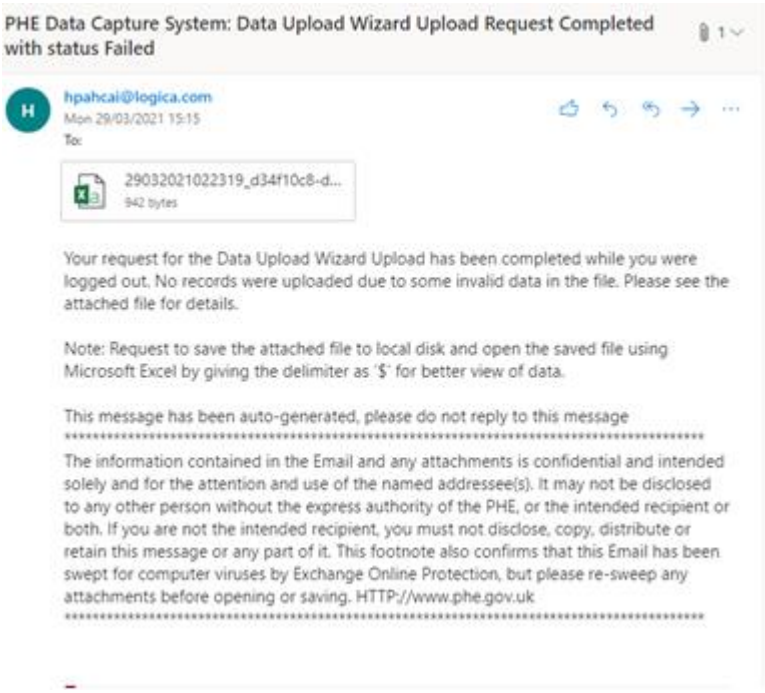

| Critical care unit | Specimen Date | Specimen Time | Specimen No | NHS Number | Forename | Surname | Date of Birth | Gender | Hospital Number | ICU Admission Date | ICU Admission Time | Patient Postcode | How many organisms were cultured from the same culture bottle set? | Organism 1 | Organisr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| RAL2 | 18/09/2016 | | Specimen No1 | 9999999999 | Firtname 1 | Surname 1 | 09/12/1949 00:( | F | Hospital No1 | 18/09/2016 | | N1 6QE | 1 | STAPHYLOCO | |
| RAL2 | 24/10/2017 | | Specimen No2 | 9999999999 | Firtname 2 | Surname 2 | 07/12/1998 00:( | F | Hospital No2 | 11/10/2017 | | | 1 | CANDIDA ALBI | |
| RAL2 | 11/06/2017 | | Specimen No3 | 9999999999 | Firtname 3 | Surname 3 | 17/11/1950 00:( | M | Hospital No3 | 10/06/2017 | | | 1 | ESCHERICHIA | |
| RAL2 | 27/04/2017 | | Specimen No4 | 9999999999 | Firtname 4 | Surname 4 | 22/12/1941 00:( | F | Hospital No4 | 26/04/2017 | | N16 8SQ | 1 | PSEUDOMONA | |
| RAL2 | 25/07/2016 | | Specimen No5 | 9999999999 | Firtname 5 | Surname 5 | 04/10/1961 00:( | M | Hospital No5 | 25/07/2016 | 22:00 | N7 8TT | 3 | STREPTOCOC | OTHER |
| RAL2 | 03/09/2017 | | Specimen No6 | 9999999999 | Firtname 6 | Surname 6 | 10/07/1943 00:( | M | Hospital No6 | 03/09/2017 | | | 1 | ESCHERICHIA | |
| RAL2 | 15/08/2016 | | Specimen No7 | 9999999999 | Firtname 7 | Surname 7 | 19/04/1953 00:( | M | Hospital No7 | 15/08/2016 | | NW1 9DY | 1 | PSEUDOMONA | |
| RAL2 | 12/08/2016 | | Specimen No8 | 9999999999 | Firtname 8 | Surname 8 | 20/04/1983 00:( | F | Hospital No8 | 10/08/2016 | 22:00 | SS15 6BB | 2 | ESCHERICHIA | YEAST |
| RAL2 | 18/12/2017 | | Specimen No9 | 9999999999 | Firtname 9 | Surname 9 | 06/07/1964 00:( | M | Hospital No9 | 18/12/2017 | | | 1 | PSEUDOMONA | |
| RAL2 | 07/03/2017 | | Specimen No1( | 9999999999 | Firtname 10 | Surname 10 | 02/09/1964 00:( | F | Hospital No10 | 05/03/2017 | | W13 8BU | 1 | STREPTOCOC | |
| RAL2 | 19/05/2017 | | Specimen No11 | 9999999999 | Firtname 11 | Surname 11 | 25/04/1965 00:( | M | Hospital No11 | 18/04/2017 | | | 1 | STAPHYLOCO | |
| RAL2 | 20/10/2017 | | Specimen No12 | 9999999999 | Firtname 12 | Surname 12 | 01/02/1950 00:( | F | Hospital No12 | 13/10/2017 | | | 1 | ESCHERICHIA | |

**Important: if any of the rows are rejected, the entire file being uploaded is rejected.**

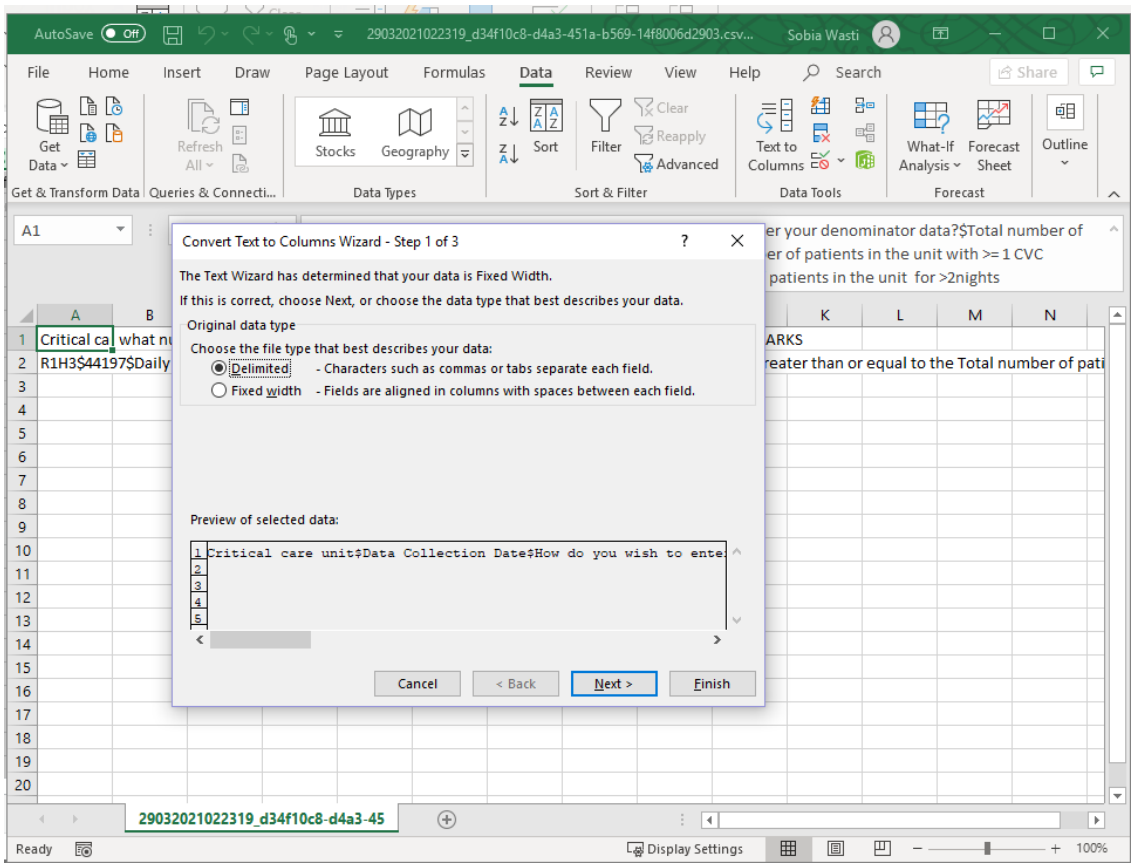
A system message will appear informing the user that the file will be processed off line and that they will receive an email with an update of the upload status.



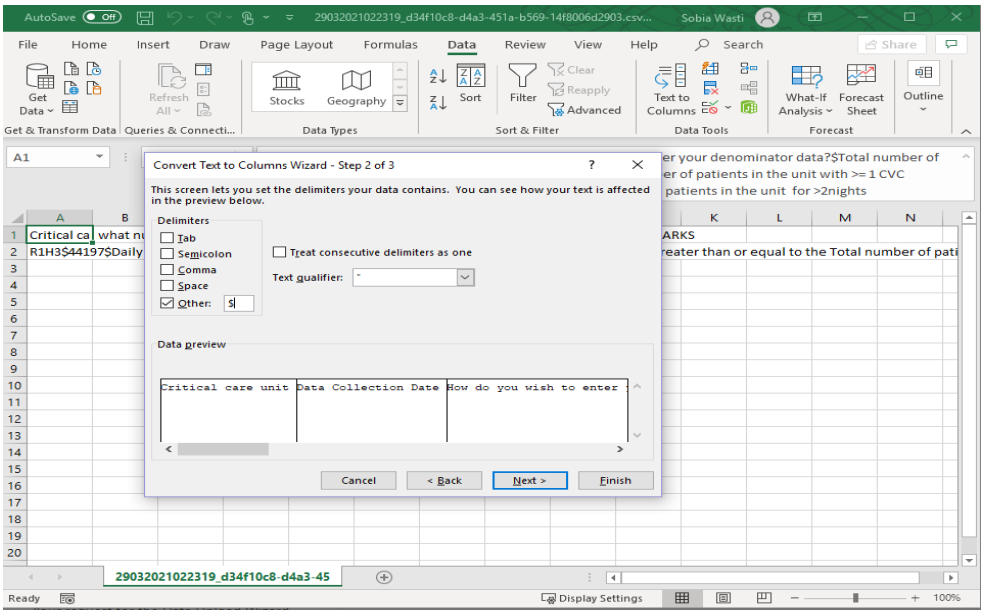

If there are errors in the file the data file will not load and the following email will be sent with a copy of the data in an excel file.




The data file will not contain any patient idenitifiable information and the reason for why the file was not uploaded will be listed in the last column. The data will be sent as a delimited .txt file. To view the data in columns please download the file and save.
Click on the Data tab in the ribbon, Click Text to columns and press the Delimited radial button.

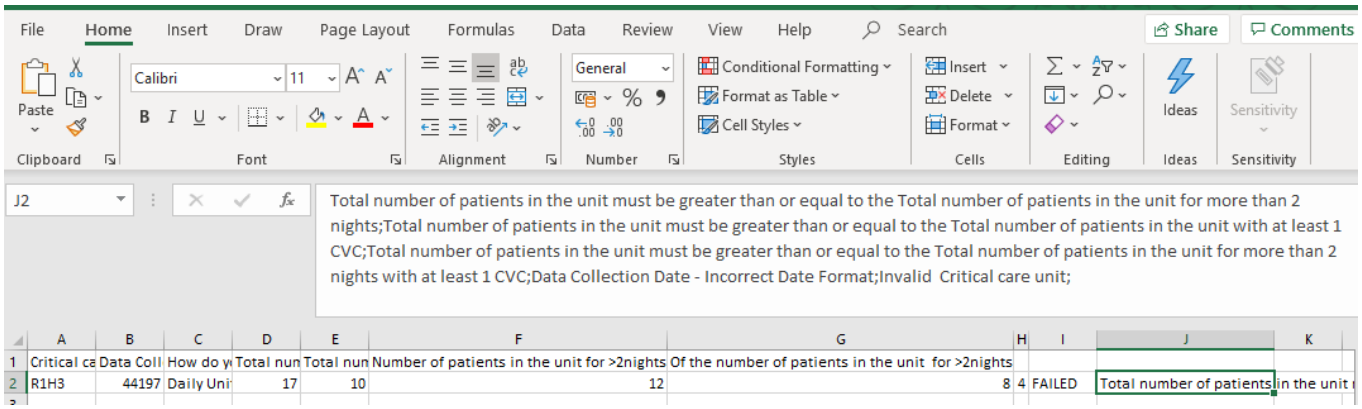



Select **Next**, Untick **Tab** and tick the **Other** box. Enter a **$** in the **Other** box and select **Next.**



Select  Finish

The last column will tell you how many fields for the record were unsuccessful, listing the fields by name and the respective error message.




# Field Mappings

## 5 Introduction

The field mappings available for the Data Upload Wizard are limited to the fields available in each Data Collection in the Episode Details tab as well as all the other additional tabs (e.g. Clinical Symptoms, Repeat Positive Blood Culture, etc).

**Please note that the Data Upload Wizard only accepts Option Code values for fields in the Episode Details tab and Option Description values for fields in all the other additional tabs.**

For each Data Collection listed below, there are two sets of Field Mappings shown:

1. a minimum subset of IT mandatory fields;
2. a complete set of all fields;

along with worked examples of how the Data Upload Wizard handles the fields, as well as question triggering, error handling, and validations. The complete data dictionary for each data collection including the fields that are mandatory for IT and mandatory for sign off as well as the questions that trigger other questions when answered (linked questions) can be found in the Microsoft Access database “HCAI_and_ICU_DCS_Data_Dictionaries” located **here**. Users will need to have Microfoft Access version 2007 or above installed on their workstation in order to use the data dictionary database.

# 6 Episode Details Tab Field Mappings

A. Minimum subset of IT Mandatory Fields for the Episode Details tab. These fields and mappings are also included in the Data dictionary report available via the DCS.

| Field | Possible Values |
|---|---|
| *Reporting Organisation | **Possible Values:** 3 or more letter Organisation Trust Code obtained from the Organisation Data Service (ODS) followed by a number (which is allocated by PHE) for all possible Reporting Organisations configured on the system (for full list see data dictionary reference files)<br>**Possible Values** **Meaning / Description**<br>**For a full list of possible Code values and descriptions please see HCAI_and_ICU_DCS_Data_Dictionaries database here**<br><br>**Example:** RAL1<br>**Format:** [AAA1]<br>**Description:** The ODS Trust Code for your Reporting Organisation Trust (if you do not know your ODS Code, you can find it at the following location https://digital.nhs.uk/services/organisation-data-service/data-downloads/other-nhs-organisations as well as the HCAI_and_ICU_DCS_Data_Dictionaries database ) followed by a number allocated by PHE.<br>**Stringency:** Field always required |
| *Specimen Date | **Possible Values:** Date field only<br>**Example:** 15/10/2015<br>**Format:** [DD/MM/YYYY]<br>**Description:** Date when specimen was taken. If this is not known the date the specimen was received in the laboratory should be used instead. (E.g. for a GP sample, the date the specimen was taken may not be available).<br>**Stringency:** Field always required |
| Specimen Time | **Possible Values:** Time field only (24 hour clock)<br>**Example:** 17:00<br>**Format:** [HH:MM]<br>**Description:** Time when specimen was taken.<br>**Stringency:** Can be left blank in the data upload file |
| *NHS Number | **Possible Values:** Valid NHS number, or if uknown all 9's<br>**Example:** 6839833833<br>**Format:** [XXXXXXXXXX] (please note that this should be 10 digits long)<br>**Description:** A unique number assigned to individuals registered with the NHS.<br><br>If the NHS number is not known, all 9's can be entered and the screen saved; however the NHS number should be completed as soon as it is known.<br><br>Please Note: The only instance where this can be kept as all 9's is where the patient is a non-UK national and does not have an NHS number (e.g. a |

| Field | Possible Values |
|---|---|
| | patient from overseas). A correct NHS number is vital for increasing the chances of an accurate attribution to a CCG.<br>**Stringency:** Field always required |
| *Forename | **Possible Values:** patient forename<br>**Example:** Joseph<br>**Format:** [AAA…]<br>**Description:** The patient's first name.<br>**Stringency:** Field always required |
| *Surname | **Possible Values:** patient surname<br>**Example:** Bloggs<br>**Format:** [AAA…]<br>**Description:** The patient's surname<br>**Stringency:** Field always required |
| *Date of Birth | **Possible Values:** Date field only<br>**Example:** 04/12/1965<br>**Format:** [DD/MM/YYYY]<br>**Description:** Patient's date of birth (DoB).<br>An error message will occur if the DoB is invalid (e.g. in the future or if it is after the Specimen or Admission Date). An accurate DoB is essential for increasing the chances of an accurate attribution to a CCG.<br>**Stringency:** Field always required |
| *Gender | **Possible Values:** Text character "M", "F", "U"<br>**Example:** M<br>**Format:** [A]<br>**Description:** Patient's gender<br>**Stringency:** Field always required |
| *Hospital Number | **Possible Values:** Any alpha-numeric<br>**Example:** TS8.13H22<br>**Format:** [AXA…]<br>**Description:** The patient's local hospital identifier. This may be determined by checking the patient's hospital documentation. Useful for identifying duplicate entries for the same person.<br>**Stringency:** Field always required |
| Patient Postcode | **Possible Values:** UK postcodes obtained from the Office of National Statistics<br>**Example:** NW1 9HG<br>**Format:** A9A 9AA, A9 9AA, A99 9AA, AA9 9AA, AA99 9AA<br>**Description:** The patient's residential postcode. For neonates please enter the mother's usual residential postcode.<br>**Stringency:** Can be left blank in the data upload file |
| *ICU Admission Date | **Possible Values:** Date field only<br>**Example:** 04/11/2015<br>**Format:** [DD/MM/YYYY]<br>**Description:** The date the patient was admitted to the healthcare facility.<br>**Stringency:** Field always required |
| ICU Admission Time | **Possible Values:** Time field only (24 hour clock)<br>**Example:** 17:00<br>**Format:** [HH:MM]<br>**Description:** The time the patient was admitted to the healthcare facility |

| Field | Possible Values |
|---|---|
| | **Stringency:** Can be left blank in the data upload file |
| *How many organisms were cultured from the same culture bottle set? | **Possible Values:** Listed below<br><br>**Possible Values**<br>**1**<br>**2**<br>**3**<br>**4**<br><br>**Example:** 1<br>**Format:** Integer<br>**Description:** Number of organisms cultured from the same culture bottle<br>**Stringency:** Field always required<br>**Note:** This field will trigger secondary IT mandatory fields. |
| *Organism (1-4) | **Possible Values:** Coded values listed below<br>**Possible Values**<br>ACHROMOBACTER SPECIES<br>ACINETOBACTER BAUMANNII<br>ACINETOBACTER CALCOACETICUS<br>ACINETOBACTER HAEMOLYTICUS<br>ACINETOBACTER LWOFFI<br>ACINETOBACTER SP., NOT SPECIFIED<br>ACINETOBACTER SP., OTHER<br>ACTINOMYCES SPECIES<br>AEROCOCCUS SPECIES<br>AEROMONAS SPECIES<br>AGROBACTERIUM SPECIES<br>ALCALIGENES SPECIES<br>ANAEROBES, NOT SPECIFIED<br>OTHER ANAEROBES<br>ASPERGILLUS FUMIGATUS<br>ASPERGILLUS NIGER<br>ASPERGILLUS SP., NOT SPECIFIED<br>ASPERGILLUS SP., OTHER<br>BACILLUS ANTHRACIS<br>BACILLUS SPECIES, OTHER<br>BACTEROIDES FRAGILIS<br>BACTEROIDES SPECIES, NOT SPECIFIED<br>BACTEROIDES SP., OTHER<br>OTHER BACTERIA, NOT SPECIFIED<br>OTHER BACTERIA<br>BURKHOLDERIA CEPACIA<br>BURKHOLDERIA SPECIES<br>CAMPYLOBACTER SPECIES<br>CANDIDA ALBICANS<br>CANDIDA GLABRATA |

| Field | Possible Values |
|---|---|
| | CANDIDA SP., NOT SPECIFIED |
| | CANDIDA SP., OTHER |
| | CANDIDA PARAPSILOSIS |
| | CANDIDA TROPICALIS |
| | CHLAMYDIA SPECIES |
| | CITROBACTER KOSERI (EX. DIVERSUS) |
| | CITROBACTER FREUNDII |
| | CITROBACTER SP., NOT SPECIFIED |
| | CITROBACTER SP., OTHER |
| | CLOSTRIDIUM DIFFICILE |
| | CLOSTRIDIUM OTHER |
| | CORYNEBACTERIUM SPECIES |
| | ENTEROBACTER AGGLOMERANS |
| | ENTEROBACTER CLOACAE |
| | ENTEROBACTER GERGOVIAE |
| | ENTEROBACTER SP., NOT SPECIFIED |
| | ENTEROBACTER SP., OTHER |
| | ENTEROBACTER SAKAZAKII |
| | ENTEROCOCCUS FAECALIS |
| | ENTEROCOCCUS FAECIUM |
| | ENTEROCOCCUS SP., NOT SPECIFIED |
| | ENTEROCOCCUS SP., OTHER |
| | ESCHERICHIA COLI |
| | ENTEROBACTERIACEAE, NOT SPECIFIED |
| | ENTEROBACTERIACEAE, OTHER |
| | FILAMENTS OTHER |
| | FLAVOBACTERIUM SPECIES |
| | FUNGI, NOT SPECIFIED |
| | FUNGI OTHER |
| | GARDNERELLA SPECIES |
| | OTHER GRAM- BACILLI, NON ENTEROBACTERIACIAEA |
| | GRAM NEGATIVE COCCI, NOT SPECIFIED |
| | GRAM NEGATIVE COCCI, OTHER |
| | GRAM POSITIVE BACILLI, NOT SPECIFIED |
| | GRAM POSITIVE BACILLI, OTHER |
| | GRAM POSITIVE COCCI, NOT SPECIFIED |
| | GRAM POSITIVE COCCI, OTHER |
| | HAEMOPHILUS INFLUENZAE |
| | HAEMOPHILUS SP., NOT SPECIFIED |
| | HAEMOPHILUS SP., OTHER |
| | HAEMOPHILUS PARAINFLUENZAE |
| | HAFNIA SPECIES |
| | HELICOBACTER PYLORI |
| | KLEBSIELLA SP., NOT SPECIFIED |
| | KLEBSIELLA SP., OTHER |

| Field | Possible Values |
|---|---|
| | KLEBSIELLA AEROGENES |
| | KLEBSIELLA OXYTOCA |
| | KLEBSIELLA PNEUMONIAE |
| | LACTOBACILLUS SPECIES |
| | LEGIONELLA SPECIES |
| | LISTERIA MONOCYTOGENES |
| | MICROCOCCUS SPECIES |
| | MORGANELLA SPECIES |
| | MORAXELLA CATHARRALIS |
| | MORAXELLA SP., NOT SPECIFIED |
| | MORAXELLA SP., OTHER |
| | MYCOBACTERIUM, ATYPICAL |
| | MYCOBACTERIUM TUBERCULOSIS COMPLEX |
| | MYCOPLASMA SPECIES |
| | NEISSERIA MENINGITIDIS |
| | NEISSERIA SP., NOT SPECIFIED |
| | NEISSERIA SP., OTHER |
| | NOCARDIA SPECIES |
| | OTHER PARASITES |
| | PASTEURELLA SPECIES |
| | PREVOTELLA SPECIES |
| | PROPIONIBACTERIUM SPECIES |
| | PROTEUS MIRABILIS |
| | PROTEUS SP., NOT SPECIFIED |
| | PROTEUS SP., OTHER |
| | PROTEUS VULGARIS |
| | PROVIDENCIA SPECIES |
| | PSEUDOMONAS AERUGINOSA |
| | PSEUDOMONADACEAE FAMILY, NOT SPECIFIED |
| | PSEUDOMONADACEAE FAMILY, OTHER |
| | SALMONELLA ENTERITIDIS |
| | SALMONELLA SP., NOT SPECIFIED |
| | SALMONELLA SP., OTHER |
| | SALMONELLA TYPHIMURIUM |
| | SALMONELLA TYPHI OR PARATYPHI |
| | SERRATIA LIQUEFACIENS |
| | SERRATIA MARCESCENS |
| | SERRATIA SP., NOT SPECIFIED |
| | SERRATIA SP., OTHER |
| | SHIGELLA SPECIES |
| | STAPHYLOCOCCUS AUREUS |
| | COAGULASE-NEGATIVE STAPHYLOCOCCI, NOT SPECIFIED |
| | STAPHYLOCOCCUS EPIDERMIDIS |
| | STAPHYLOCOCCUS HAEMOLYTICUS |

| Field | Possible Values |
|---|---|
| | STAPHYLOCOCCUS SP., OTHER<br>COAGULASE-NEGATIVE STAPHYLOCOCCI, OTHER<br>STENOTROPHOMONAS MALTOPHILIA<br>STREPTOCOCCUS (VIRIDANS GROUP)<br>STREPTOCOCCUS AGALACTIAE (B)<br>OTHER HAEMOL. STREPTOCOCCAE (C, G)<br>STREPTOCOCCUS SP., NOT SPECIFIED<br>STREPTOCOCCUS SP., OTHER<br>STREPTOCOCCUS PNEUMONIAE<br>STREPTOCOCCUS PYOGENES (A)<br>YEASTS, OTHER<br>YERSINIA SPECIES<br><br>**Example:** STAPHYLOCOCCUS AUREUS<br>**Format:** Text must exactly match the options listed above<br>**Description:** Name of organisms cultured from the same culture bottle<br>**Stringency:** Field always required. |

# File Types

## 7 Available File Types

The following file types will be available for selection on Stage 1 of the Data Upload Wizard:

- Excel 97-2003 (xls)
- Excel 2007onwards (xlsx)
- Comma Separated Values (csv)
- Delimited (txt)

Notes:

- Please note that when using Excel, date and numeric fields may carry additional formatting that Microsoft applications apply; date fields must not be formatted as American date formats or date/time formats
- It is recommended that csv file format is used with consistent and easy to identify column headers; using files with generic column headers (i.e. Column 1, Column 2) will make the column mapping exercise somewhat challenging

# Validation And Processing

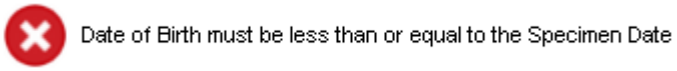
## 8 Field Validation

The field validations that apply on the case capture screens while entering data manually also apply to the data upload process.

For example, if the user were to enter the following specimen date on the case capture screen:


And then attempt to enter a Date of Birth which is greater than the specimen date (obviously an error)


Then the system will throw back an error:




All of these validations that are on the case capture screens, also apply to the fields in the Data Upload Wizard being uploaded to the system.

For a full list of question / field validations, please refer to the Case Capture User Guides on the help and guidance sections of the website.