

Saving Faces



HANA database **Upload-My-Data Manual**

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The HANA upload requires the submission of three related sets of files for three related registries; PATH, SURG and RAD. This is why you have been provided with three separate login accounts

The core dataset is PATH. The SURG and RAD registries are effectively children of PATH. For this reason, they need to be loaded in a particular order.

For any round of data submission, the PATH data must be submitted first, followed by SURG then RAD.

When a new set of PATH files are uploaded, all data for the submit group is cleared down, including PATH, RAD and SURG, so once a new set of PATH data has been committed ([Step 5 in the UMD process](#)), the SURG and RAD files must also be re-submitted.

This HANA User Guide has been produced showing screenshots for the PATH registry, but exactly the same process should be followed when uploading data files for the other two registries



The HANA Upload-My-Data portal manual

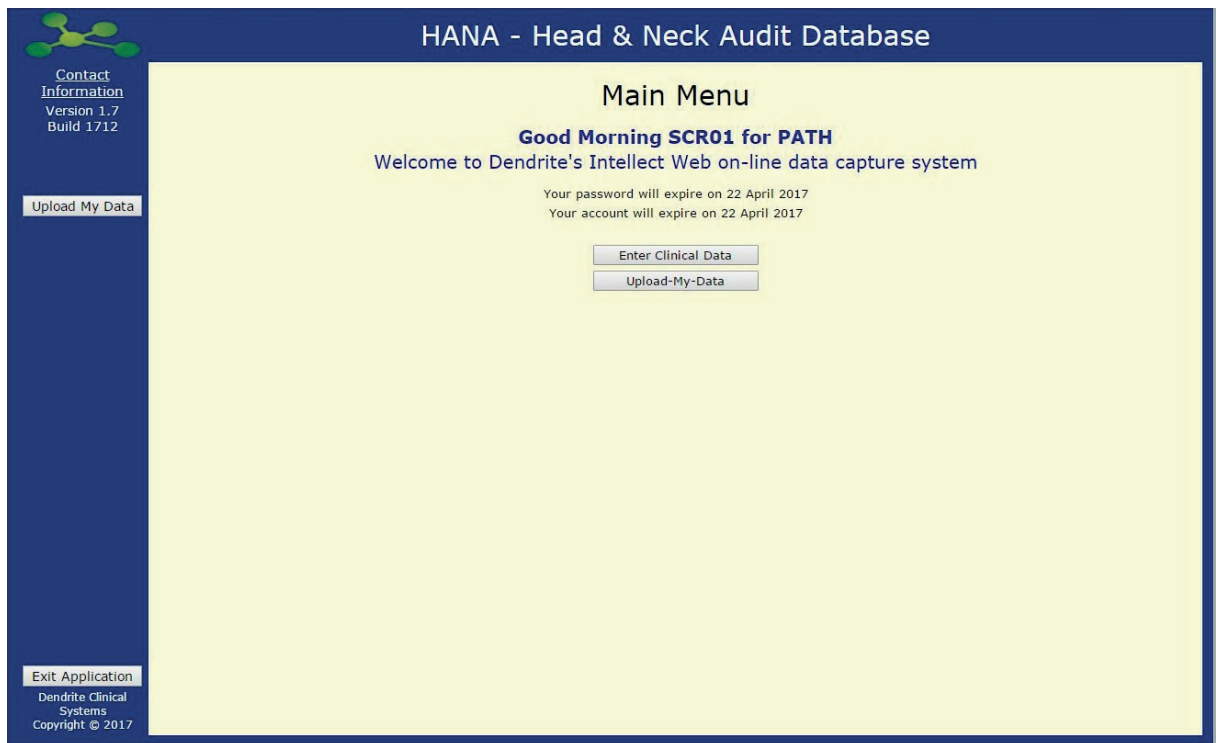
- 4** What you see on log in
- 5** The welcome page
- 6** The file transfer page
- 10** Initial file verification
- 12** Data validation
- 14** Review data validation results
- 18** Submit your data
- 19** Access information on your last set of uploaded files



The HANA Upload-My-Data portal manual

What you see on log in

Once you have logged into the system this is the screen that you should see. To progress press the **Upload-My-Data** button.





The welcome page

The screenshot below shows the Upload-My-Data welcome page. If you have submitted data in the past, you will see a précis of the results from the last batch of uploaded data files.

To progress with a new upload, press the **Step 1** button.

HANA - Head & Neck Audit Database

Welcome to the HANA Pathology Registry Upload-My-Data portal.

You have been pre-authorised to upload and submit data for **Upload for PATH SCR01 (SCR01)**

Your last completed session was on 13 December 2016 at 09:55AM UTC

You uploaded and committed the following records:

Data set	Number of records for Upload for PATH SCR01				
	In File submitted for Upload	Disallowed (Fatal Fails)	Excluded (Missing desirable fields)	Excluded (Failed data validation)	Now held in the Registry
Patients	6	0	0	0	122
BaselineA	8	0	0	0	8
SubProcedure	9	0	0	0	9
Followup	4	0	0	0	4

A new data upload process involves 5 steps:

1. Transfer your data files up to the secure HANAPATH server
2. Initiate 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 feel free to contact us if you have any questions regarding the upload/submission process or if you encounter any technical problems.

[Help instructions required](#)

Please continue to Step 1 to start your upload. [Step 1 >>](#)

You may log out of the system at any time using the **Log Out** button; any progress you have made with an upload will be saved for the next log in to the system.



The file transfer page

The next page in the sequence is the file transfer page, as shown below. You will need to upload **all** files in each fileset for an upload to be successful.

Each file is uploaded to the secure HANA server by pressing the **Choose File** button and navigating to the location of the tab-delimited text file on your local computer. When all the files have been correctly identified the screen should appear as shown on the facing page.

For a file to be accepted it must conform to the naming convention as laid out in the HANA Upload-My-Data file specification document.

HANA - Head & Neck Audit Database Log Out

You are authorised to upload data for: **Upload for PATH SCR01 (SCR01)**

Step 1: Transfer your data files onto the secure HANAPATH server
Please select the following data files for transfer:

HANAPATH_SCR01_Patient.txt	<input type="button" value="Choose File"/>	No file chosen	✗ There is no file on the server at present.
HANAPATH_SCR01_BaselineA.txt	<input type="button" value="Choose File"/>	No file chosen	✗ There is no file on the server at present.
HANAPATH_SCR01_SubProcedure.txt	<input type="button" value="Choose File"/>	No file chosen	✗ There is no file on the server at present.
HANAPATH_SCR01_Followup.txt	<input type="button" value="Choose File"/>	No file chosen	✗ There is no file on the server at present.

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With all the files accepted, as shown below, you may now, and only now, transfer the files onto the secure server using the **Transfer Files** button.

The screenshot shows the HANA - Head & Neck Audit Database web interface. The title bar at the top reads "HANA - Head & Neck Audit Database" and includes a "Log Out" button. On the left side, there is a sidebar with the following text: "Contact Information", "Version 1.7", "Build 1712", "Cancel Session", "Log Out", and "Dendrite Clinical Systems Copyright © 2017". The main content area has a yellow background and contains the following text: "You are authorised to upload data for: **Upload for PATH SCR01 (SCR01)**". Below this, it says "Step 1: Transfer your data files onto the secure HANAPATH server" and "Please select the following data files for transfer:". There is a table with four rows, each showing a file name, a "Choose File" button, and a confirmation message. The files are: HANAPATH_SCR01_Patient.txt, HANAPATH_SCR01_BaselineA.txt, HANAPATH_SCR01_SubProcedure.txt, and HANAPATH_SCR01_Followup.txt. Each file has a corresponding "Choose File" button and a confirmation message: "Correct file identified.". Below the table, it says "Thank you for locating the correct files for transfer. When you are ready, start the transfer process". There is a "Transfer Files" button. Below the button, it says "Please note that for large files, this may take some time.". At the bottom, there is a "<< Back" button.

File Name	Action	Status
HANAPATH_SCR01_Patient.txt	Choose File	Correct file identified.
HANAPATH_SCR01_BaselineA.txt	Choose File	Correct file identified.
HANAPATH_SCR01_SubProcedure.txt	Choose File	Correct file identified.
HANAPATH_SCR01_Followup.txt	Choose File	Correct file identified.

Transfer Files

<< Back




HANA database

Upload-My-Data Manual

The transfer process can take a little while for large data files, so you will see a pop-up window that tells you that the transfer is in progress. Please be patient until the transfer is completed.

Upload-My-Data



Contact
Information
Version 1.7
Build 1712

HANA - Head & Neck Audit Database

Log Out

You are authorised to upload data for: **Upload for PATH SCR01 (SCR01)**

Step 1: Transfer your data files onto the secure HANAPATH server
Please select the following data files for transfer:

HANAPATH_SCR01_Patient.txt	<input type="button" value="Choose File"/>	HANAPATH_SCR01_Patient.txt	✓	Correct file identified.
HANAPATH_SCR01_BaselineA.txt	<input type="button" value="Choose File"/>	HANAPATH_SCR0...aselineA.txt	✓	Correct file identified.
HANAPATH_SCR01_SubProcedure.txt	<input type="button" value="Choose File"/>	HANAPATH_SCR0...rocedure.txt	✓	Correct file identified.
HANAPATH_SCR01_Followup.txt	<input type="button" value="Choose File"/>	HANAPATH_SCR0...Followup.txt	✓	Correct file identified.

Thank you for locating the correct files for transfer. When you are ready, start the transfer process

Please note that for large files, t

Transferring Files

Please wait while your files are transferred to the server...

Cancel Session

Log Out

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Once the files are safely lodged on the secure HANA server you can then move on to the next step by pressing the **Process this set of files (Step 2)** button.

If you decide that you have uploaded the wrong set of files, you may remove them from the server by pressing the **Delete Existing Files and Load New Files** button, and then start the process again.

The screenshot displays the 'HANA - Head & Neck Audit Database' application window. The interface is divided into a left sidebar and a main content area. The sidebar contains a logo, contact information (Version 1.7, Build 1712), and buttons for 'Cancel Session', 'Log Out', and 'Dendrite Clinical Systems Copyright © 2017'. The main content area has a title bar with 'Log Out' and a message: 'You are authorised to upload data for: Upload for PATH SCR01 (SCR01)'. Below this, it states 'Step 1: Transfer your data files onto the secure HANAPATH server' and 'You have a valid file set on the server:'. A table lists four files: HANAPATH_SCR01_Patient.txt, HANAPATH_SCR01_BaselineA.txt, HANAPATH_SCR01_SubProcedure.txt, and HANAPATH_SCR01_Followup.txt. Each file has a 'Choose File' button, a status of 'No file chosen', and a green checkmark indicating 'Correct file identified.'. Below the table, there is a button 'Process this set of files (Step 2) >>', an 'or' separator, a button 'Delete Existing Files and Load New Files', and a '<< Back' button.

File Name	Choose File	Status	Message
HANAPATH_SCR01_Patient.txt	Choose File	No file chosen	✓ Correct file identified.
HANAPATH_SCR01_BaselineA.txt	Choose File	No file chosen	✓ Correct file identified.
HANAPATH_SCR01_SubProcedure.txt	Choose File	No file chosen	✓ Correct file identified.
HANAPATH_SCR01_Followup.txt	Choose File	No file chosen	✓ Correct file identified.



Initial file verification

If all the files pass the initial verification the next screen will appear as in the screenshot below. Essentially, each file has passed the following tests:

- the right Submit code is present in every row of data, as stipulated in the HANA Upload-My-Data file specification document
- all the required file headers are present and correct

HANA - Head & Neck Audit Database Log Out

Verification of data file structure for: **Upload for PATH SCR01 (SCR01)**

Step 2: Review the results of the initial verification process

Filename	Result	Comment
HANAPATH_SCR01_Patient.txt	✓	Contributor code present and correct for every row of data All header information present and correct
HANAPATH_SCR01_BaselineA.txt	✓	Contributor code present and correct for every row of data All header information present and correct
HANAPATH_SCR01_SubProcedure.txt	✓	Contributor code present and correct for every row of data All header information present and correct
HANAPATH_SCR01_Followup.txt	✓	Contributor code present and correct for every row of data All header information present and correct

<< Step 1 Step 3 >>

Cancel Session Log Out

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Once you have a set of files that have all passed the initial file verification tests, you may then proceed on to the next phase of the process by pressing the **Step3** button.





Data validation

The next screen allows you to run another suite of checks on your uploaded files. To begin the validation, press the **Start** button.



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Log Out

Validation of data for: **Upload for PATH SCR01 (SCR01)**

Step 3: The Upload-My-Data Program will now validate all the data in your uploaded files.
This will check all data for errors such as missing mandatory data, data outside limits, or incorrect data type formats:

3 a. Loading your files into validation tables

HANAPATH_SCR01_Patient.txt	
HANAPATH_SCR01_BaselineA.txt	
HANAPATH_SCR01_SubProcedure.txt	
HANAPATH_SCR01_Followup.txt	

3 b. Running validation checks on your data

HANAPATH_SCR01_Patient.txt	
HANAPATH_SCR01_BaselineA.txt	
HANAPATH_SCR01_SubProcedure.txt	
HANAPATH_SCR01_Followup.txt	



When the validation has run the screen should appear as shown below.

You can check the results of the data validation by pressing the **Step 4** button.

The screenshot shows the 'HANA - Head & Neck Audit Database' application window. The title bar includes a 'Log Out' button. The left sidebar contains 'Contact Information' (Version 1.7, Build 1712), a 'Cancel Session' button, and a 'Log Out' button. The main content area is titled 'Validation of data for: Upload for PATH SCR01 (SCR01)'. It displays 'Step 3: The Upload-My-Data Program will now validate all the data in your uploaded files.' and explains that this step checks for missing mandatory data, data outside limits, or incorrect data type formats. Below this, there are 'Start' and 'Stop' buttons. The progress is shown in two sections: '3 a. Loading your files into validation tables' and '3 b. Running validation checks on your data'. Each section lists four files: HANAPATH_SCR01_Patient.txt, HANAPATH_SCR01_BaselineA.txt, HANAPATH_SCR01_SubProcedure.txt, and HANAPATH_SCR01_Followup.txt, all with 100% completion bars. At the bottom, a message states 'The validation checks have been completed. Please continue to Step 4 to review the results.' with '<< Step 2' and 'Step 4 >>' buttons.

HANA - Head & Neck Audit Database Log Out

Validation of data for: **Upload for PATH SCR01 (SCR01)**

Step 3: The Upload-My-Data Program will now validate all the data in your uploaded files.
This will check all data for errors such as missing mandatory data, data outside limits, or incorrect data type formats:

Start Stop

3 a. Loading your files into validation tables

HANAPATH_SCR01_Patient.txt	100%
HANAPATH_SCR01_BaselineA.txt	100%
HANAPATH_SCR01_SubProcedure.txt	100%
HANAPATH_SCR01_Followup.txt	100%

3 b. Running validation checks on your data

HANAPATH_SCR01_Patient.txt	100%
HANAPATH_SCR01_BaselineA.txt	100%
HANAPATH_SCR01_SubProcedure.txt	100%
HANAPATH_SCR01_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

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Review data validation results

The screen shown opposite is an example set of data validation results.

For each file, you will see that there are various kinds of information available:

- the first row in the table shows the number of rows of data that have been uploaded; this can act as a very quick check that the data on the server matches what you expect for the files that you generated
- the next row shows the rows that have passed **all** validation tests
- third is the number of rows missing demographic data; this is one of the key data-items that are needed to link the data from different files together
- next is a count of the number of rows that have one or more missing **mandatory** fields; records that have missing mandatory data cannot be transferred to the merged HANA database
- the fifth row shows how many rows have one or more missing **desirable** data-items; desirable data are really useful for analysis, but are not absolutely required, so rows with some missing desirable data (but no missing mandatory data) can be transferred into the merged HANA database
- the sixth check is for data that fall outside of constraints set in the database; so, for example, it might be that height in cm is a data-item, with minimum and maximum constraints of 50 and 300 set for the HEIGHT question; any height data in an uploaded data file with a value of less than 50 or greater than 300 would be flagged in this validation check
- lastly is the data type check: for example, any data-item that is set as an integer will not accept any data that includes any character other than numbers; any coded data will accept only the prescribed codes

You can have look at a list of these errors for each file by pressing the **View errors** button at the foot of the table; an example is shown in the second, lower screenshot on the facing page. You can toggle between the various summaries using the dropdown menu at the top of the page.

You can download an xml compatible file to your computer using the hyperlink at the head of the table. These can be opened in Microsoft Excel, using the File > Open menu.

Under the table is an areas that focuses on cross-check errors. This area would highlight rows in child tables (Subprocedure & Followup) that do not have corresponding records¹ in the parent tables (BaselineA).

This information is shown to assist you in the upload of your data.

Records with missing mandatory data will be reject out-of-hand; if you want to make sure that these records do get into the central, merged HANA database, you must go away, complete all the mandatory fields and then re-submit your data.

Rows with missing desirable data and/ or data that fall outside the constraints set in the database can be uploaded and transferred to the central database, but the errant data-items will be rejected, and represented as null values in the final record.

1. For records to be linked across the all the files in the fileset, corresponding rows must have the same **IMPORTLINKID** index; see the HANA Upload my data file specification document for more details. Records from the Patient file are linked to the parent Baseline files using the **DEMOGID** field.



Contact Information
Version 1.7
Build 1712

HANA - Head & Neck Audit Database

Log Out

Validation of data for: **Upload for PATH SCR01 (SCR01)**

Step 4: Review the results of the data validation.

Validation Reports as Excel compatible XML. [To view them, download to your PC and open using Excel](#)

[Patient](#)
[BaselineA](#)
[SubProcedure](#)
[Followup](#)

4 a. Summary

Description	Filename			
	Patient	BaselineA	SubProcedure	Followup
Total number of records uploaded	5	5	1	1
Number of records that have passed all validation tests successfully	5	0	0	0
Number of records missing required demographic data	-	0	-	-
Number of records with one or more missing mandatory fields	0	0	0	0
Number of records with one or more missing desirable fields	0	5	1	1
Number of records with one or more fields that do not meet data constraints	0	0	0	0
Number of records with one or more fields that fail the data type check	0	0	1	0

View errors
View errors
View errors
View errors

4 b. Cross-check errors

There are no cross-check errors.

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

<< Step 3
Step 5 >>

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Data Validation Fail Summary for BaselineA

Back

[BaselineA: Validation Report as Excel compatible XML](#)
[To view this XML file, download to your PC and open using Excel.](#)

[Download a fail summary for BaselineA as a CSV file.](#)

Mandatory
Desirable
Out-of-range
Invalid data

All errors found
Missing mandatory data
Missing desirable data
Out of range
Invalid data

FileRow	IMPORTLINKID	ACTUALSYMPTO...	ACTUALSYMPTO...	ANYPALLIATIV...	CANCERTREATM...	CANCERTREAT
1	9600	Missing	Missing	Missing	Missing	Missing
2	12864	Missing	Missing	Missing	Missing	Missing
3	12896	Missing	Missing	Missing		Missing
4	12990	Missing	Missing	Missing	Missing	Missing
5	13027	Missing	Missing	Missing	Missing	Missing

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Upload-My-Data Manual

This shows an example where a file has two rows with missing **mandatory** data.

Upload-My-Data

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Version 1.7
Build 1712

Log Out

Data Validation Fail Summary for BaselineA

Back

BaselineA: Validation Report as Excel compatible XML To view this XML file, download to your PC and open using Excel.
Download a fail summary for BaselineA as a CSV file.

Mandatory Desirable Out-of-range Invalid data

All errors found Missing mandatory data Missing desirable data Out of range Invalid data

FileRow	IMPORTLINKID	DATEOFREFERR...
2	12864	Missing
5	13027	Missing

Cancel Session

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This shows an example where a file has four rows with missing **desirable** data.

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Version 1.7
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Log Out

Data Validation Fail Summary for BaselineA

Back

BaselineA: Validation Report as Excel compatible XML To view this XML file, download to your PC and open using Excel.
Download a fail summary for BaselineA as a CSV file.

Mandatory Desirable Out-of-range Invalid data

All errors found Missing mandatory data Missing desirable data Out of range Invalid data

FileRow	IMPORTLINKID	ACTUALSYMPTO...	ACTUALSYMPTO...	ANYPALLIATIV...	CANCERTREATM...	CANCERTREAT
1	9600	Missing	Missing	Missing	Missing	Missing
2	12864	Missing	Missing	Missing	Missing	Missing
3	12896	Missing	Missing	Missing	Missing	Missing
4	12990	Missing	Missing	Missing	Missing	Missing
5	13027	Missing	Missing	Missing	Missing	Missing

Cancel Session

Log Out
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The next example shows results for a file that has a number of data-items that are invalid. The codes are outwith the values set out in the Upload-My-Data file specification document.

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Cancel Session

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Log Out

Data Validation Fail Summary for: BaselineA

Back

BaselineA: Validation Report as Excel compatible XML To view this XML file, download to your PC and open using Excel.

Download a fail summary for BaselineA as a CSV file.

Mandatory
Desirable
Out-of-range
Invalid data

All errors found
Missing mandatory data
Missing desirable data
Out of range
Invalid data

FileRow	IMPORTLINKID	SYMPTOMSINRE...
1	9600	x
2	12864	x

The last example shows a file with a pair of rows where the data are out-of-range, *i.e.*, data-items that failed the constraints set in the HANA database.

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Build 1712

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Log Out

Data Validation Fail Summary for: BaselineA

Back

BaselineA: Validation Report as Excel compatible XML To view this XML file, download to your PC and open using Excel.

Download a fail summary for BaselineA as a CSV file.

Mandatory
Desirable
Out-of-range
Invalid data

All errors found
Missing mandatory data
Missing desirable data
Out of range
Invalid data

FileRow	IMPORTLINKID	CTPRIMARYNEC...
3	3	1900
7	16	2018



Submit your data

The last stage is the commit phase, where all the appropriate data are merged into the central HANA database. There are two choices to make before starting the commit process:

- whether or not to allow rows with missing desirable data to be committed
- whether or not to allow rows with data-validation failures to be committed

Both these choices are set using the Yes/No radio buttons on the Submit Your Data web page.

Once you have made your choices as regards the rows data-issues, you can start the process by clicking on the **Submit** button.

When you press this button two things happen:

- any data previously submitted for your submit code are removed from the central HANA database
- the newly uploaded data are added into the central HANA database

The progress bars will give you an indication of how far the software has gone through the commit process. Please be patient as large files can take some time to process.

The screenshot shows the 'HANA - Head & Neck Audit Database' web interface. The title bar indicates 'You are submitting data for: Upload for PATH SCR01 (SCR01)'. The main content area is titled 'Step 5: Submit your data to the merged HANA Pathology Registry'. It contains the following text and controls:

This process will delete any data you have previously submitted.

The Upload-My-Data program will **not** submit patient records that have missing mandatory fields. You now need to make a decision whether or not you wish to submit your records that have missing desirable data.

I wish to submit records with missing desirable data ☐ No ☐ Yes

You must also decide whether or not you wish to submit records that contain any data validation failures. These records will appear in the central merged database, but the fields that have failed the validation checks will be blank.

I wish to submit records that failed data validation ☐ No ☐ Yes

Buttons:

5 a. Remove any existing data from the Database

Removing existing data: **✗ BaselineA ✗ SubProcedure ✗ Followup**

5 b. Committing the data to the Database

Demographics


HANAPATH_SCR01_BaselineA.txt	
HANAPATH_SCR01_SubProcedure.txt	
HANAPATH_SCR01_Followup.txt	

Buttons:

Once the process is complete, you may log out and close the web page using the **Log Out** button at the bottom, left-hand side of the page.

Access information on your last set of uploaded files

This page provides access to the most recently generated set of **Validation Files** report.



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Build 1712

Cancel Session

Log Out

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HANA - Head & Neck Audit Database

You are submitting data for: **Upload for PATH SCR01 (SCR01)**

Step 5: Submit your data to the merged HANA Pathology Registry

This process will delete any data you have previously submitted.

The Upload-My-Data program will **not** submit patient records that have missing mandatory fields. You now need to make a decision whether or not you wish to submit your records that have missing desirable data.

I wish to submit records with missing desirable data ☐ No ☒ Yes

You must also decide whether or not you wish to submit records that contain any data validation failures. These records will appear in the central merged database, but the fields that have failed the validation checks will be blank.

I wish to submit records that failed data validation ☐ No ☒ Yes


Thank you for submitting your data, the process has been successfully completed!

You have uploaded the following records:

Data set	In File submitted for Upload	Number of records for Upload for PATH SCR01				Now held in the Registry
		Disallowed (Fatal Fails)	Excluded (Missing desirable fields)	Excluded (Failed data validation)		
Patients	5	0	0	0		122
BaselineA	5	0	0	0		5
SubProcedure	1	0	0	0		1
Followup	1	0	0	0		1

Clicking on the button takes you to the screen shown below.

The files are Excel-compatible XML files; because XML files are normally associated with a browser or XML editor, they cannot be opened by just double-clicking the file. You need to start Excel, then open the files using the File | Open command. When loaded into Excel, the files appear as multi-worksheet spreadsheets.



Contact Information
Version 1.7
Build 1712

UMD Main

Log out

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Log out

Validation Reports as Excel compatible XML.

These are the reports from the most recent UMD session for the **Upload for PATH SCR01 [SCR01]** submit group.

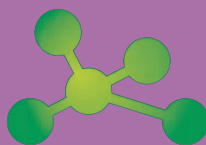
[Patient](#)
[BaselineA](#)
[SubProcedure](#)
[Followup](#)

To view them, download to your PC and open using Excel



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