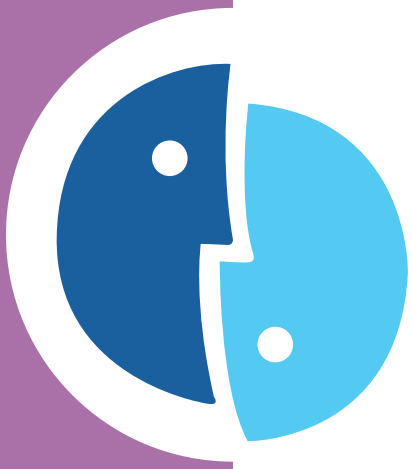
Saving Faces



HANA database

Upload-My-Data Manual

Version: 1.0 document dated 09 Jan 2017

Author: Robin Kinsman robin.kinsman@e-dendrite.com

Contents

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

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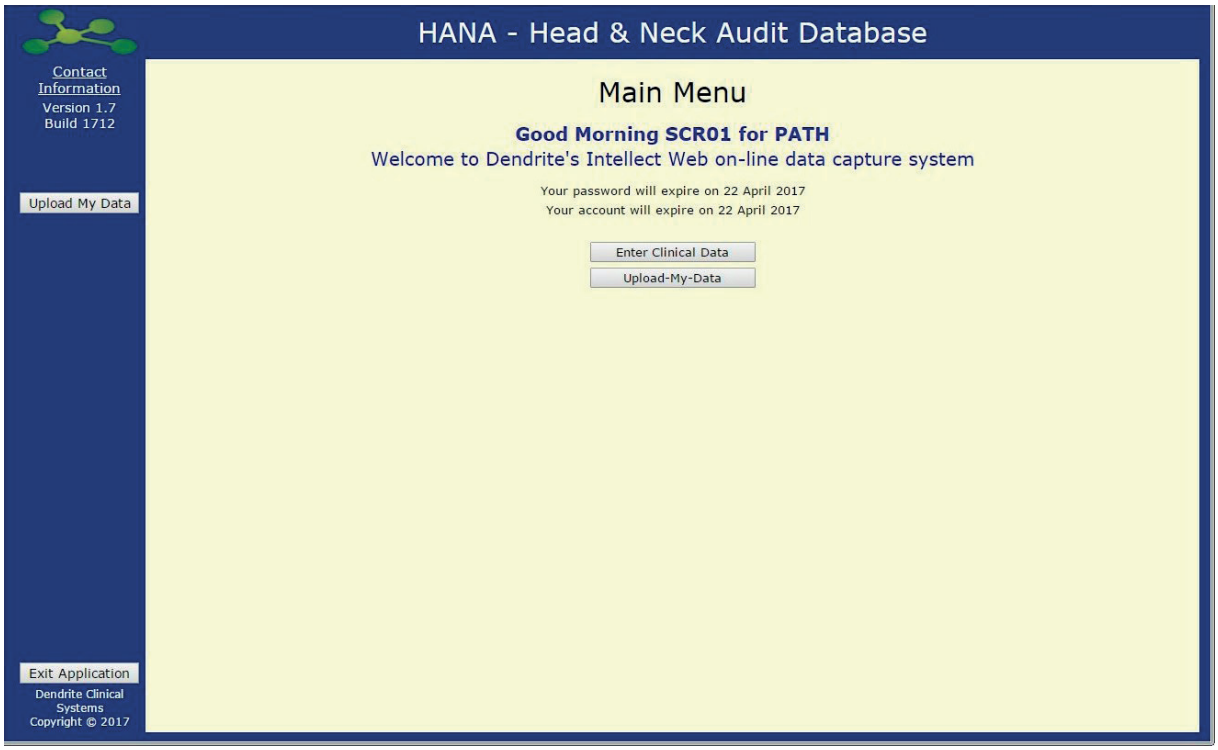
The HANA Upload-My-Data portal manual

What you see on log in

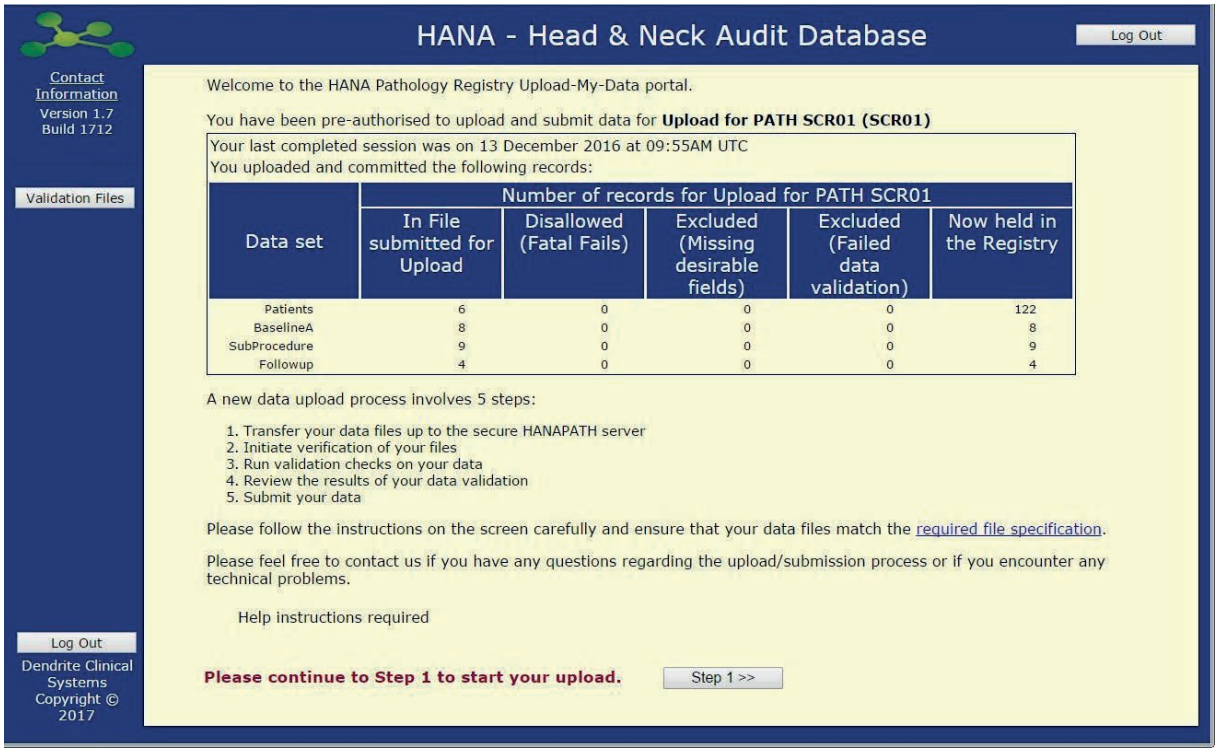
Once you have logged into the system this is the screen that you should see. To progress press the **Upload-My-Data** button.



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.



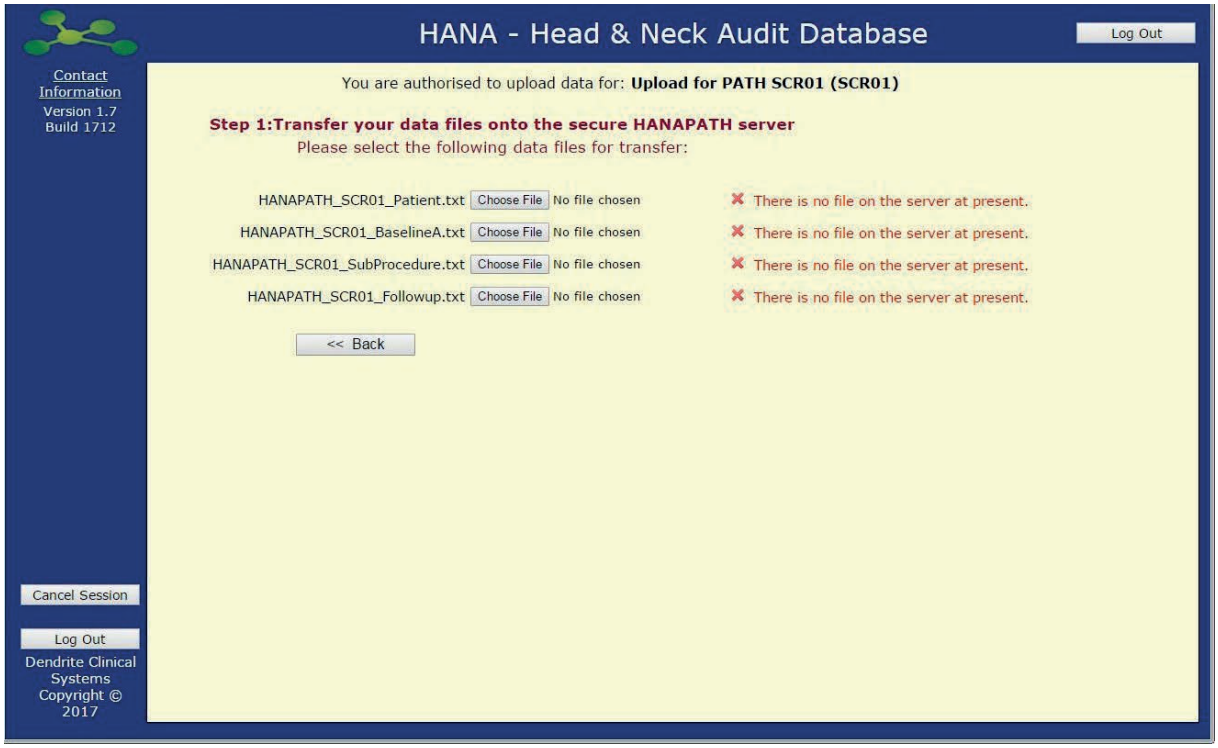
You may log out of the system at any time using the **Log Out** button; any progress you have made with an upload will be saved for the next log in to the system.

The file transfer page

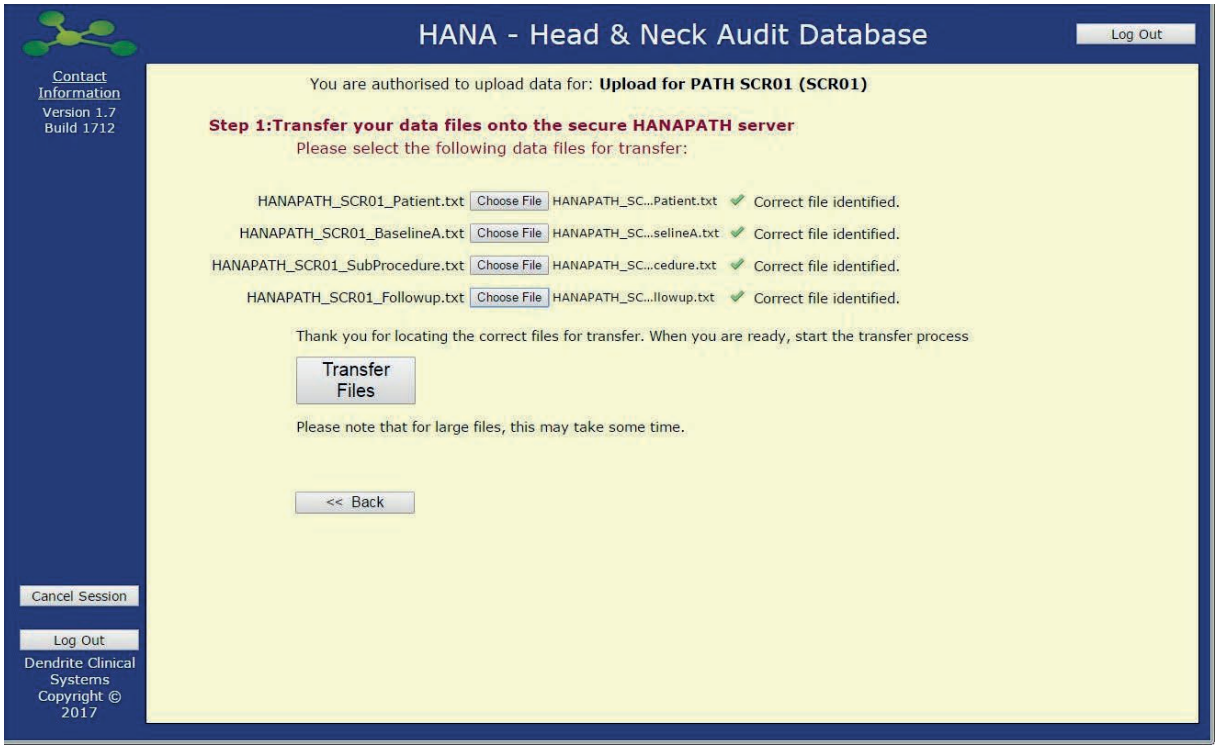
The next page in the sequence is the file transfer page, as shown below. You will need to upload **all** files in each fileset for an upload to be successful.

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.

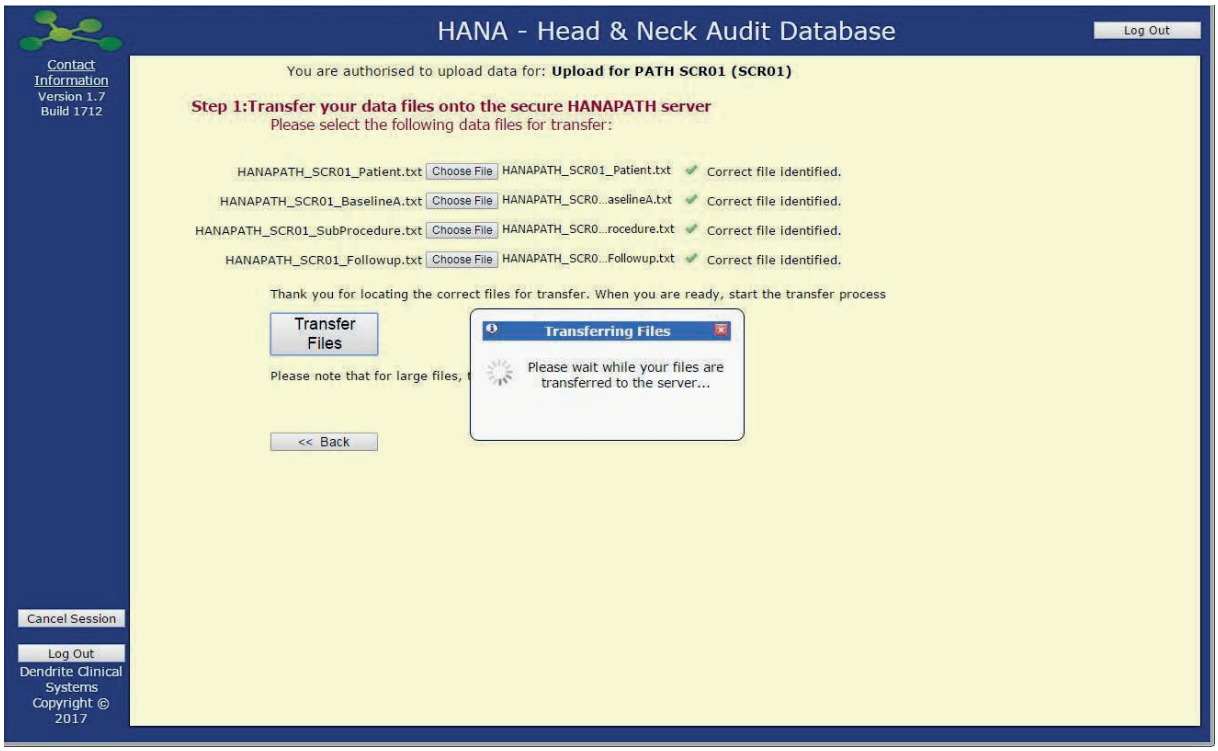
For a file to be accepted it must conform to the naming convention as laid out in the HANA Upload-My-Data file specification document.



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.

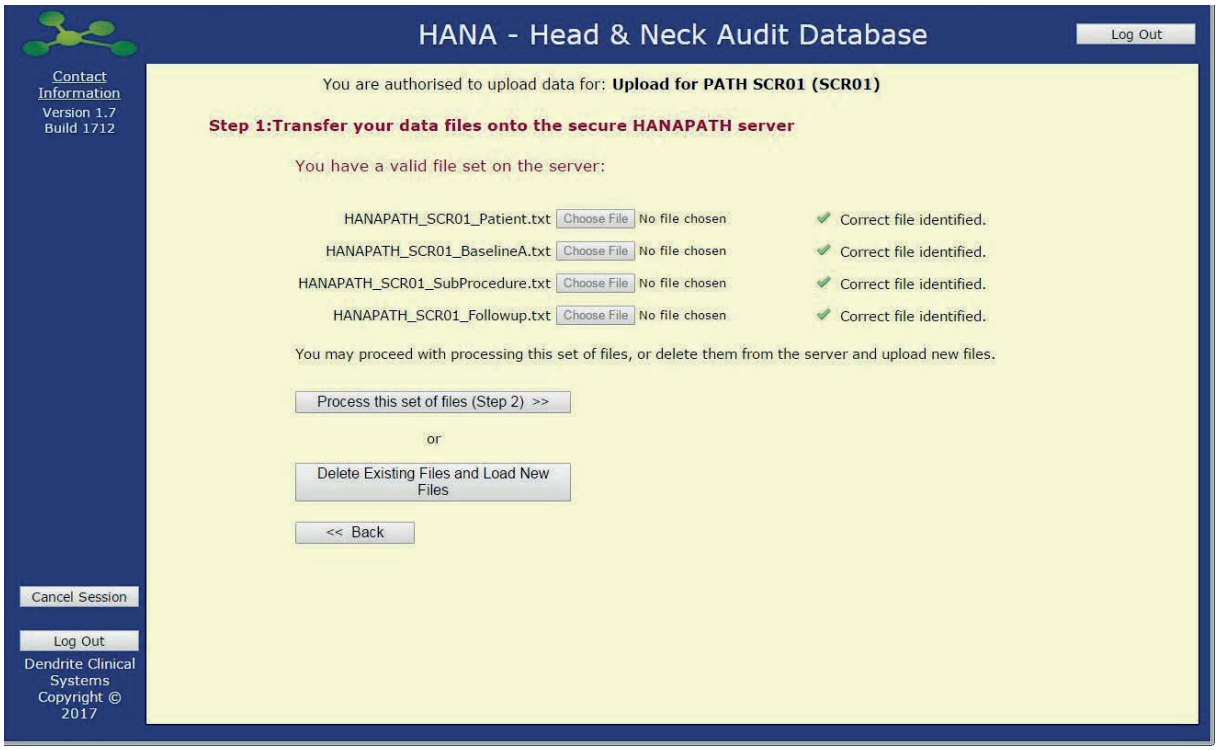


The transfer process can take a little while for large data files, so you will see a pop-up window that tells you that the transfer is in progress. Please be patient until the transfer is completed.



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.

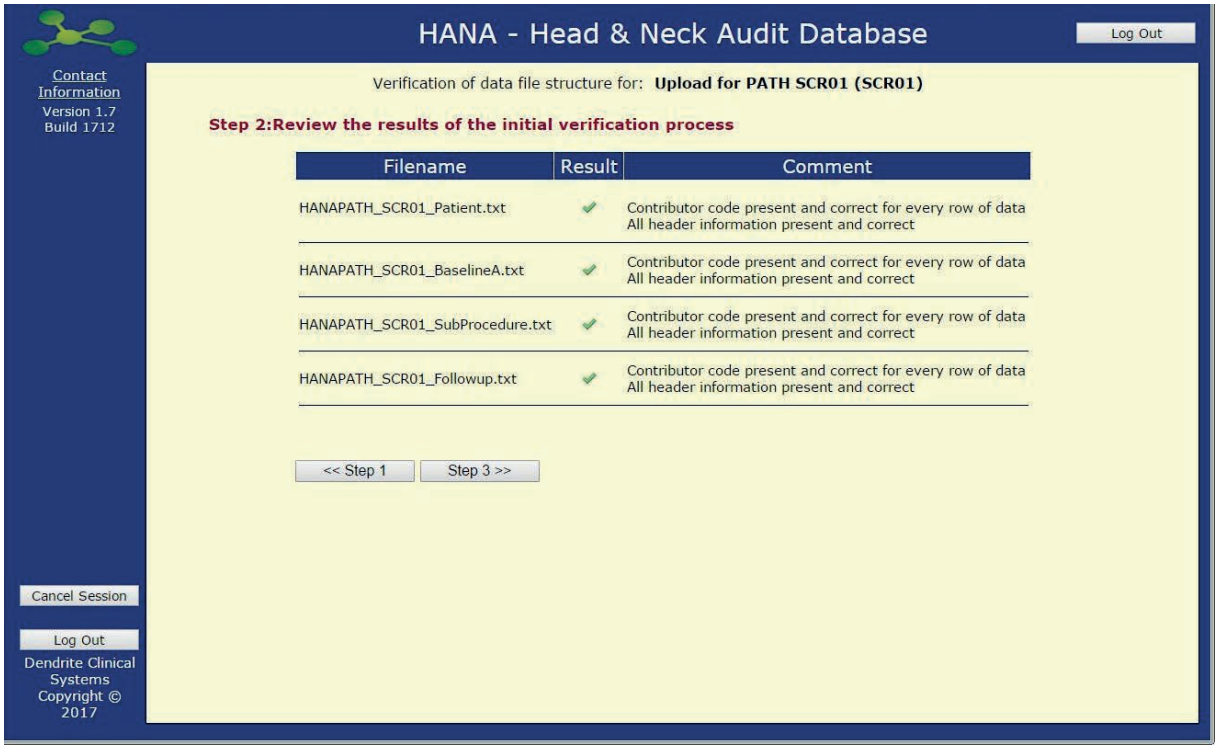
If you decide that you have uploaded the wrong set of files, you may remove them from the server by pressing the **Delete Existing Files and Load New Files** button, and then start the process again.



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:

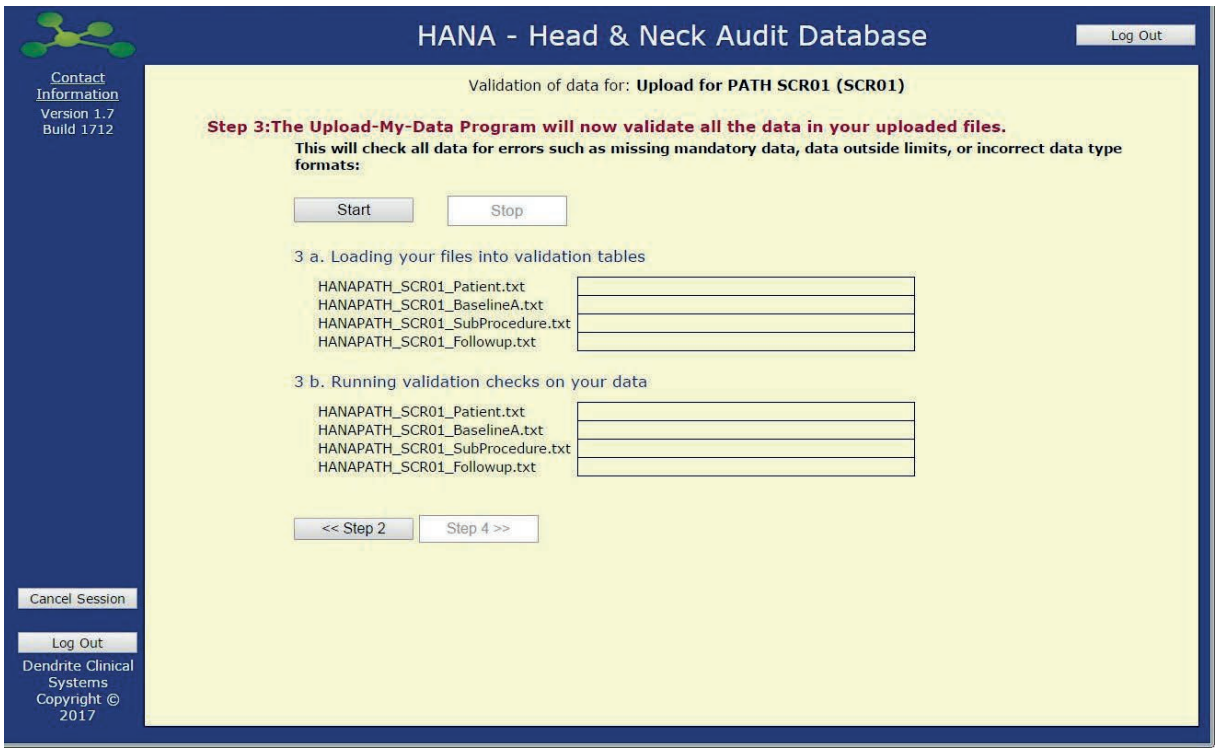
- the right Submit code is present in every row of data, as stipulated in the HANA Upload-My-Data file specification document
- all the required file headers are present and correct



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.

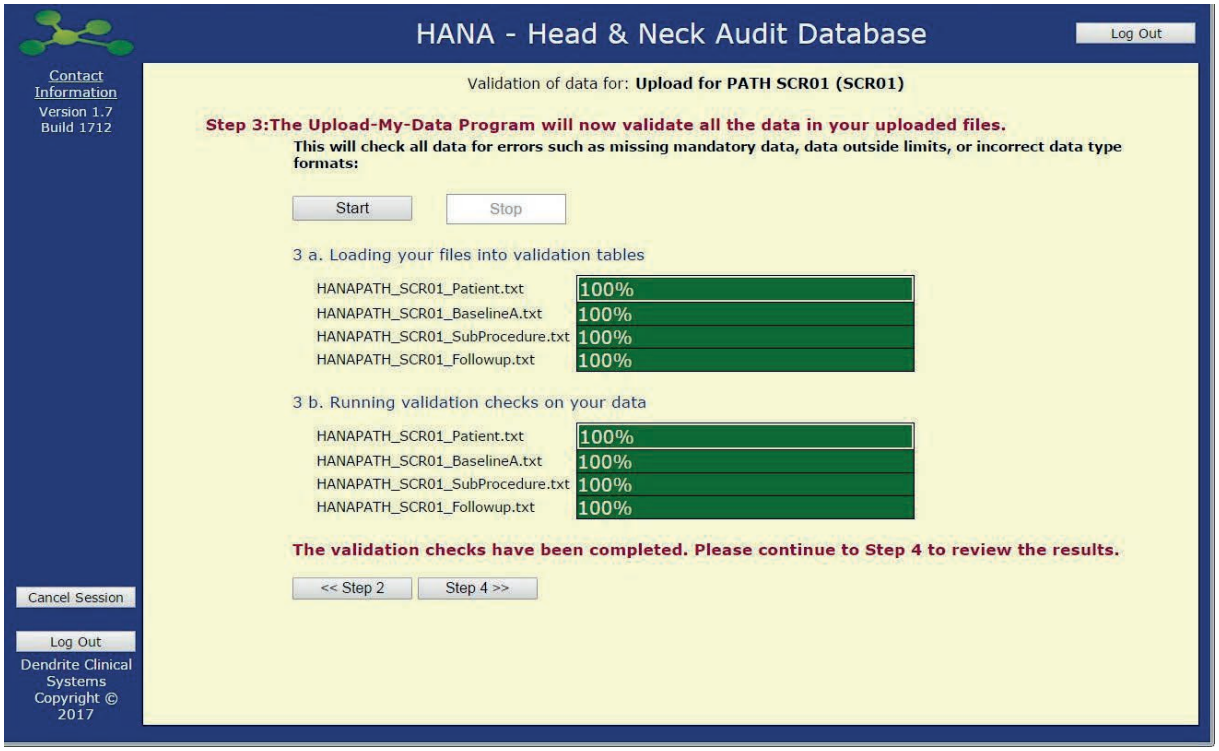
Data validation

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



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.



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 may 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.

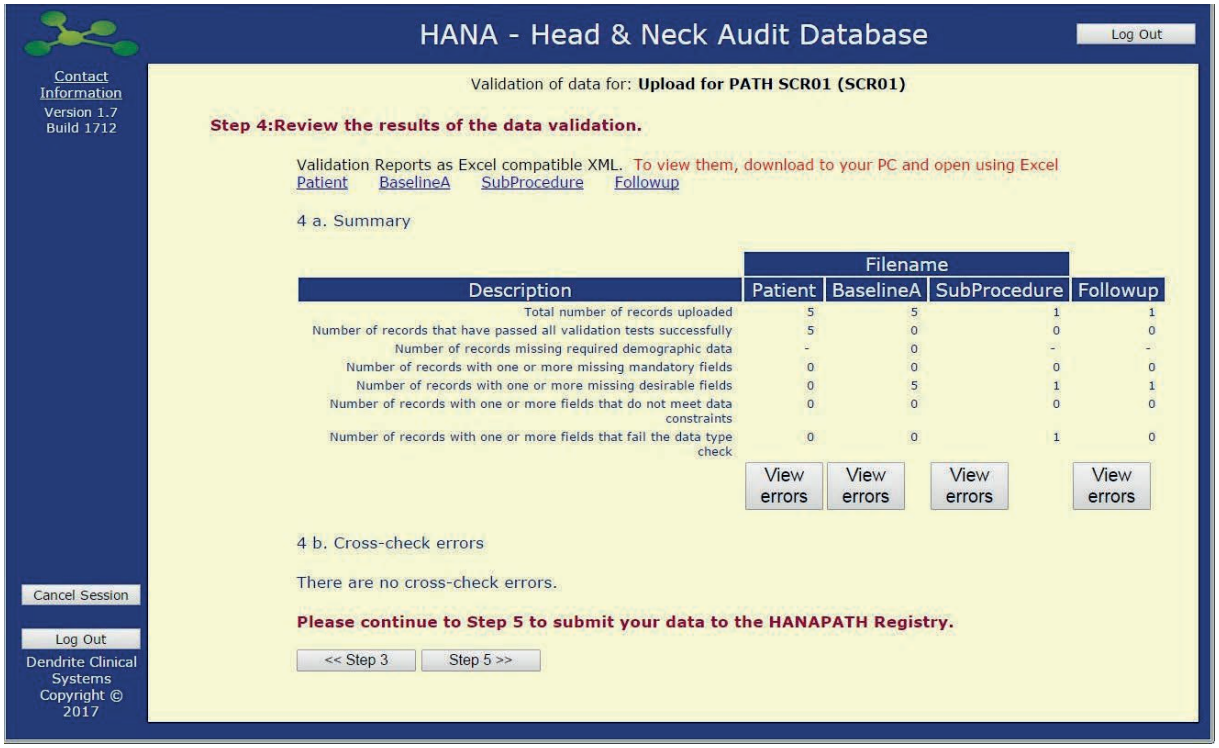
Under the table is an areas that focuses on cross-check errors. This area would highlight rows in child tables (Subprocedure & Followup) that do not have corresponding records [1] in the parent tables (BaselineA).

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.


HANA - Head & Neck Audit Database
Log Out
Contact Information
Version 1.7
Build 1712
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
Filename
Description
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 >>
Cancel Session
Log Out
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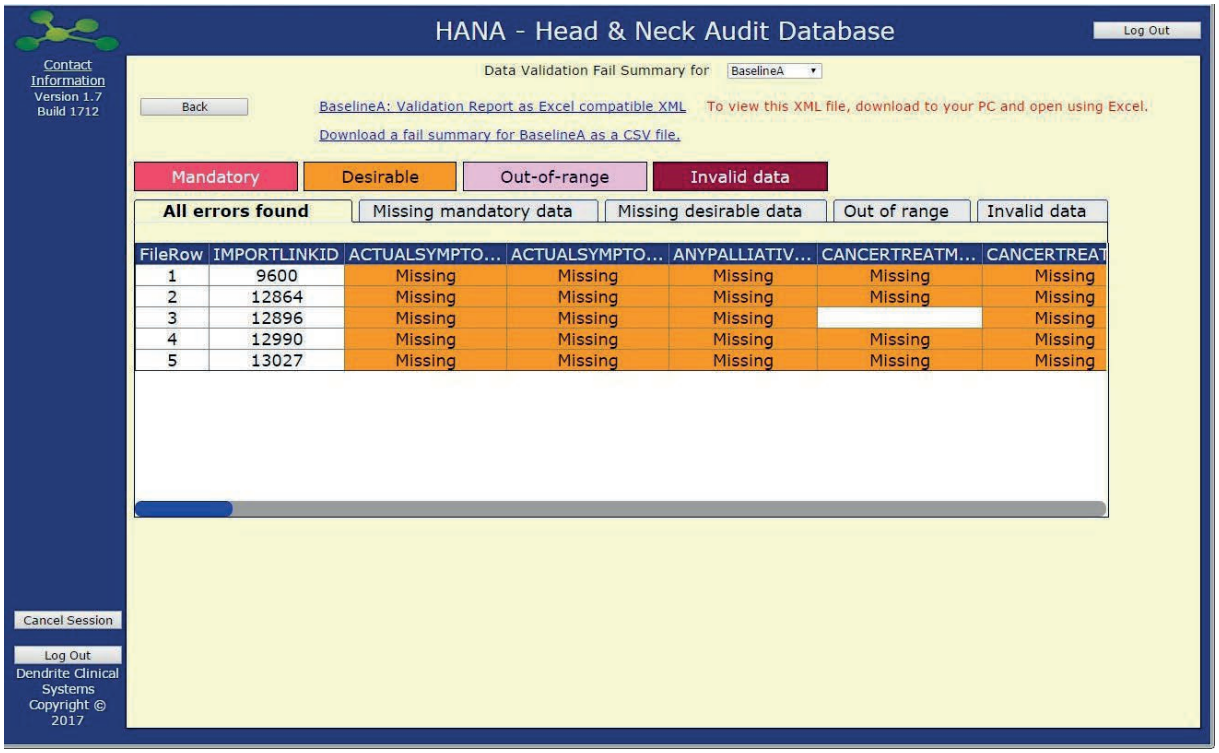
HANA - Head & Neck Audit Database
Log Out
Contact Information
Version 1.7
Build 1712
Data Validation Fail Summary for BaselineA
Back
BaselineA: Validation Report as Excel compatible XML
To view this XML file, download to your PC and open using Excel.
Download a fail summary for BaselineA as a CSV file.
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
Cancel Session
Log Out
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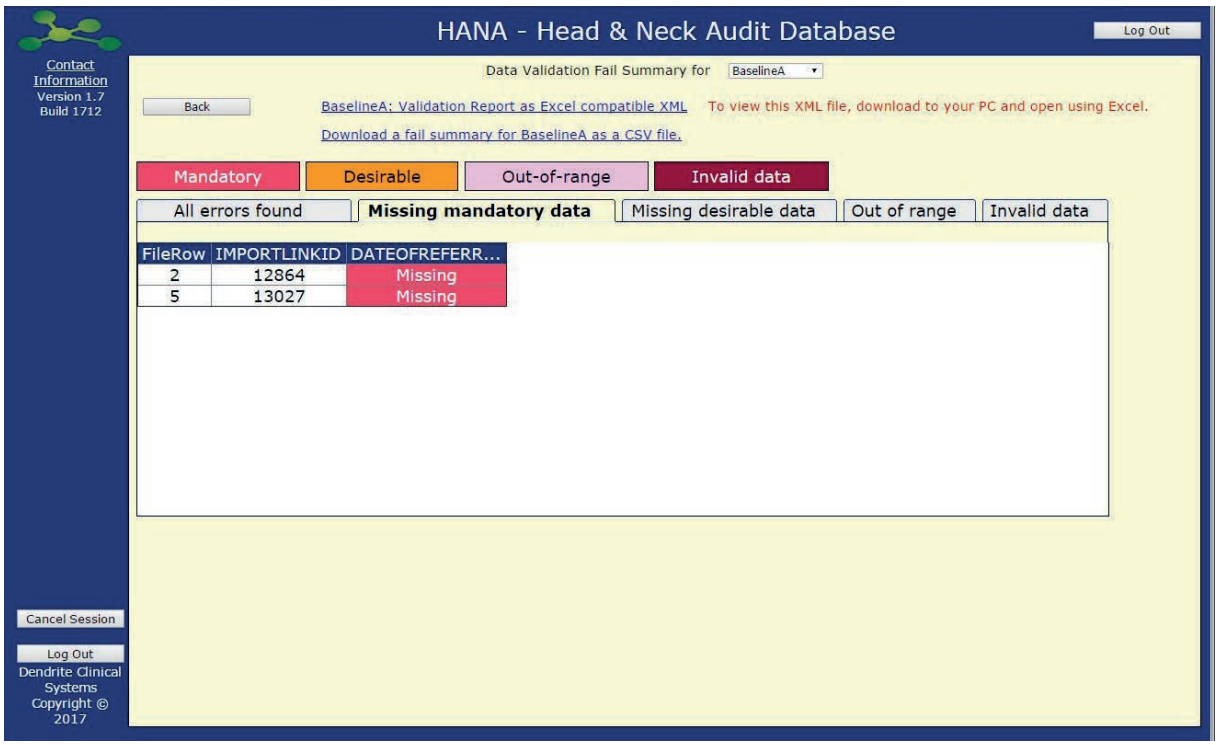
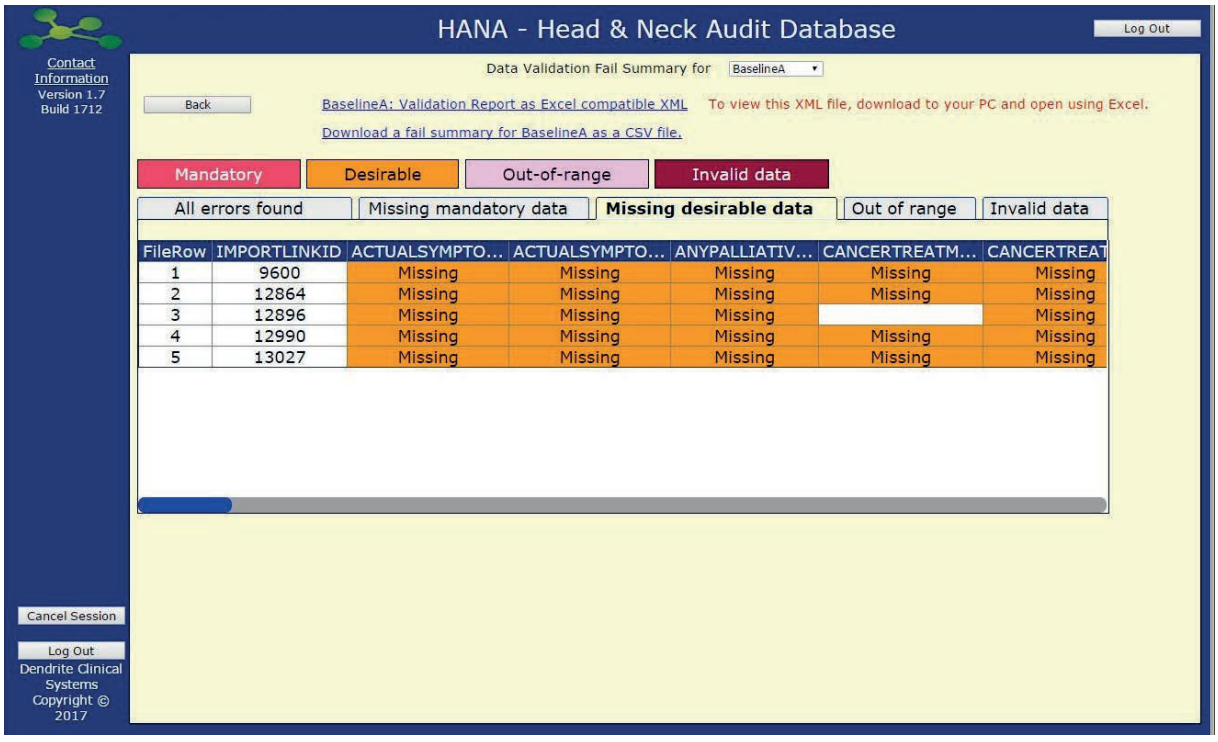
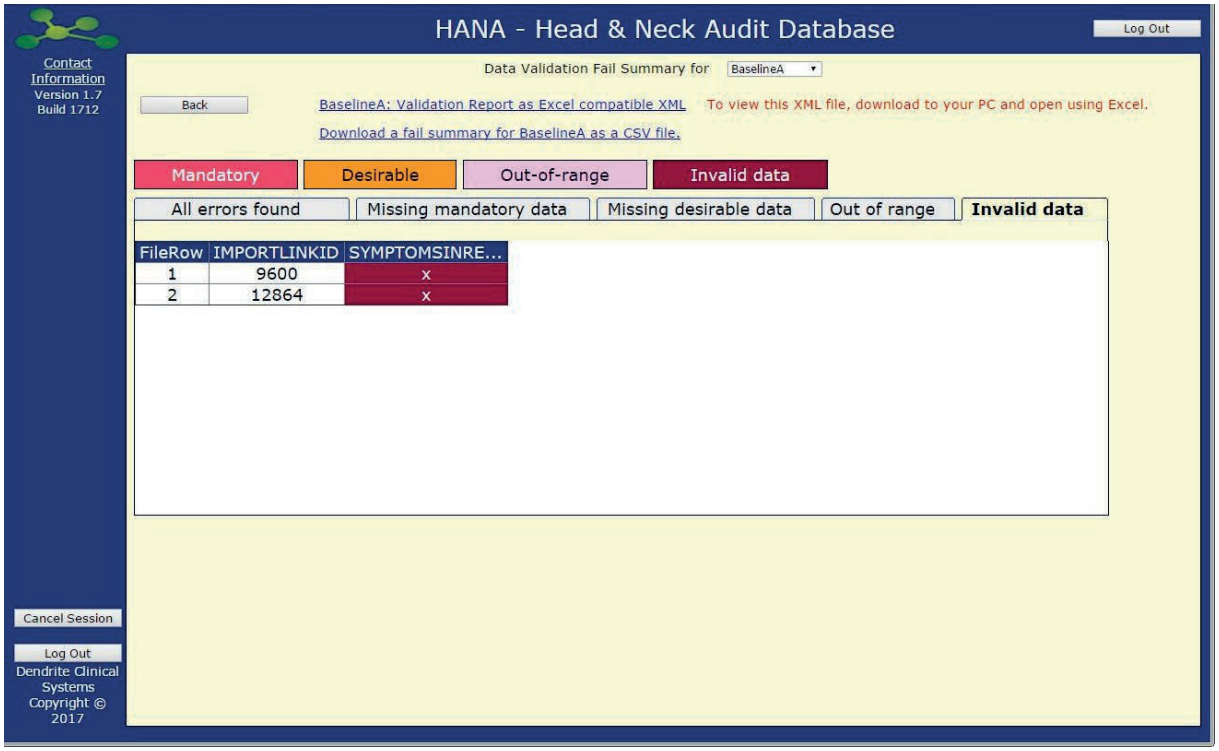
This shows an example where a file has two rows with missing **mandatory** data.



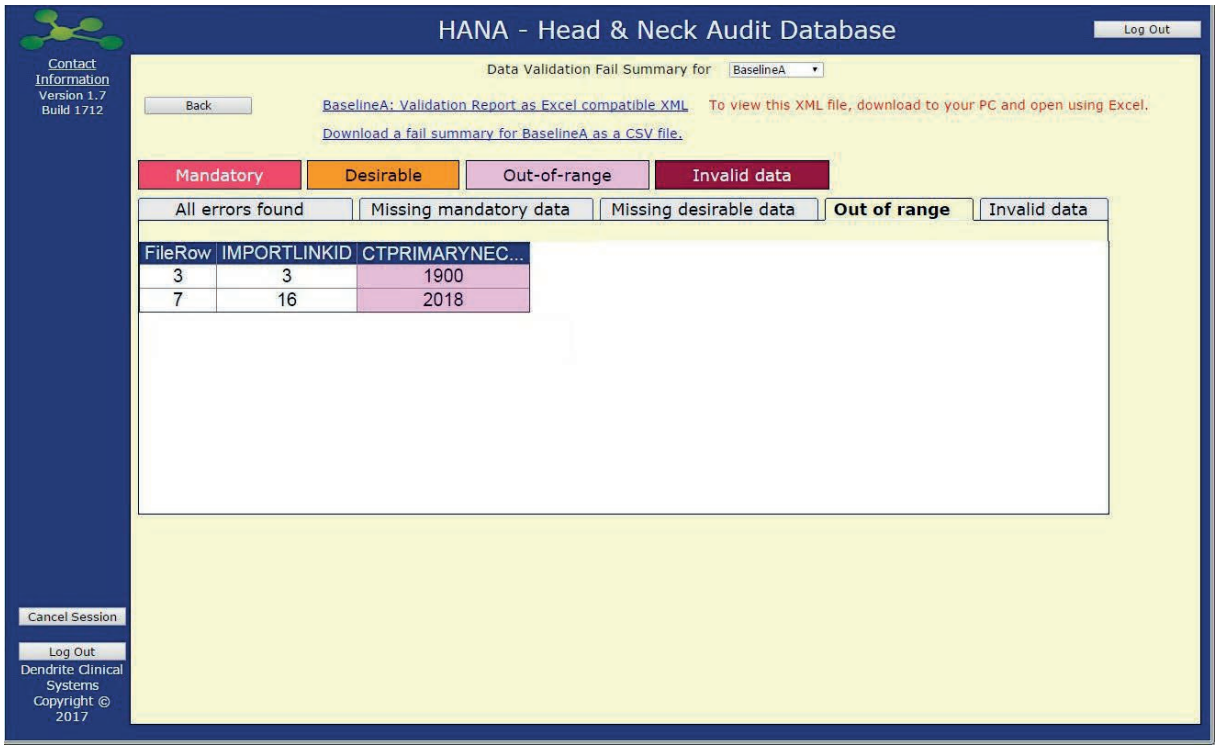
This shows an example where a file has four rows with missing **desirable** data.



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.



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.



Submit your data

The last stage is the commit phase, where the all the appropriate data are merged into the central HANA database. There are two choice 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

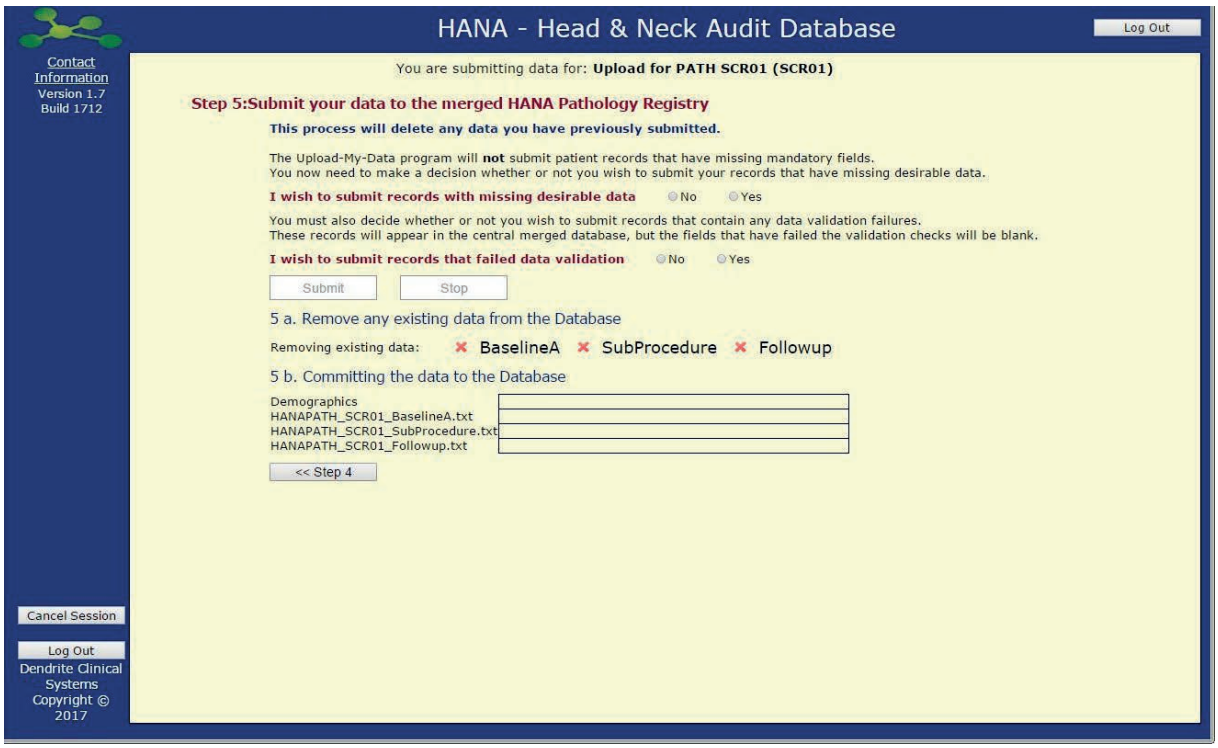
Both these choices are set using the Yes / No radio buttons on the Submit Your Data web page.

Once you have made you 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

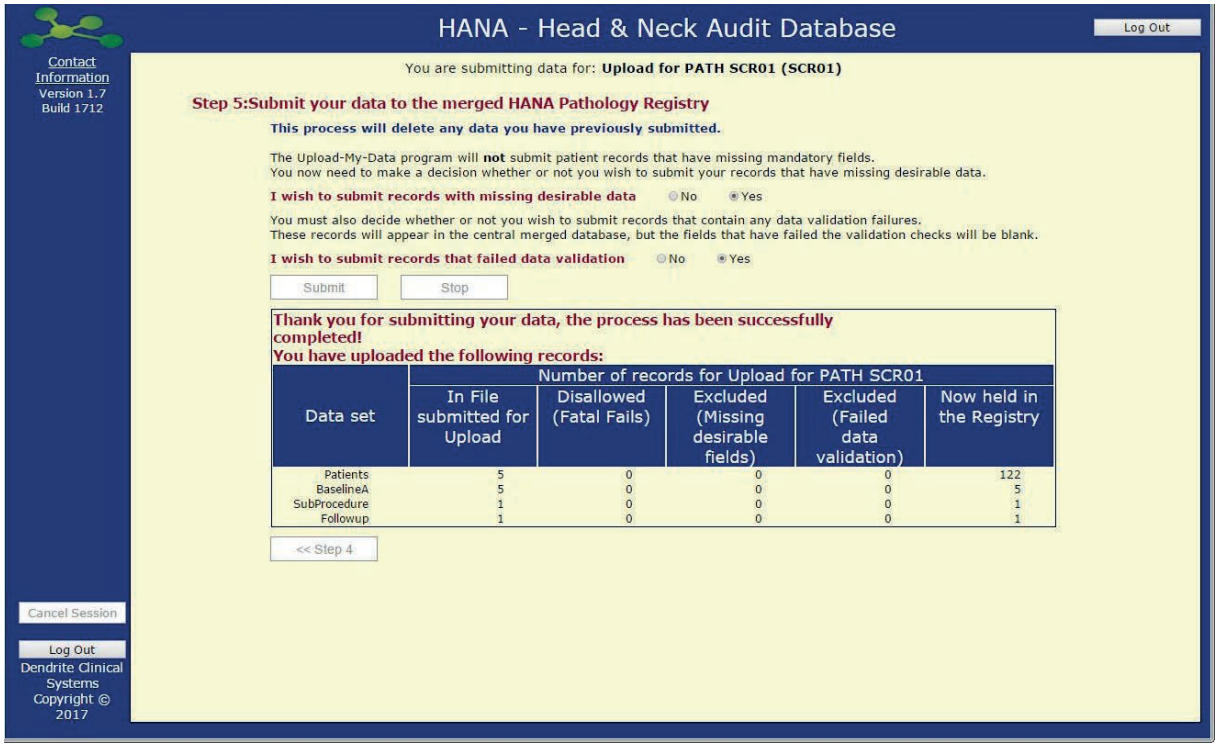
The progress bars will give you an indication of how far the software has gone through the commit process. Please be patient as large files can take some time to process.



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.

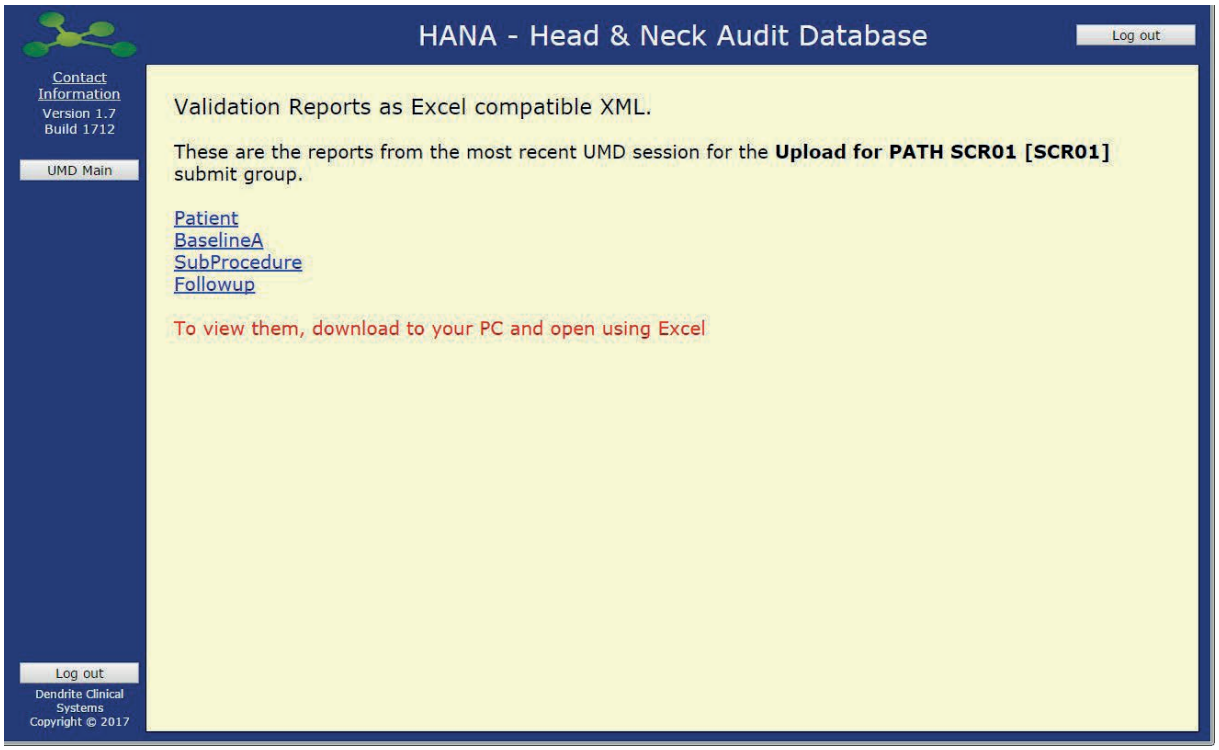
Access information on your last set of uploaded files

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



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.



Saving Faces
First Floor, Grove Building
Mile End Hospital, Bancroft Road
London, E1 4DG
United Kingdom

phone 0208 233 8049
email contact@headandneckaudit.com

www.headandneckaudit.com

Dendrite Clinical Systems
The Hub, Station Road
Henley-on-Thames
Oxfordshire RG9 1AY
United Kingdom

phone 01491 411 288
email peter.walton@e-dendrite.com

www.e-dendrite.com