



ANZDATA FILE IMPORT USER GUIDE

RELEASE NOTICE

This is a managed document. Changes will only be issued as complete replacements covered by a release notice. This document has not been released for use until authorised by the ANZDATA Registry Manager.

This is Release 1.0 of the document.

Build Status:

Release	Date	Sections	Author	Change Description	Approved By
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ANZDATA FILE IMPORT USER GUIDE

INTRODUCTION

The introduction of 'File Import' function in the ANZDATA online system will allow medical facilities to automatically transfer data in bulk to ANZDATA and avoid the need to manually enter data into the system.

The 'File Import' provides the Renal Units, Hospitals or Satellite Facilities to bulk upload data in to ANZDATA application via CSV templates. CSV files populated with the relevant data can be submitted using the 'File Import' tab in the system.

This document provides a step by step guide to successfully complete the 'File Import' data transfer.

DEVELOPER API DOCUMENTATION

Developer documentation for file import is also available online at:

- <https://www.anzdata.org.au/anzdata/services/resources/for-systemusers/>

The online documentations include the REST end points available, the acceptable verbs/method for the end point, request and response samples, and data definitions for XML elements or JSON objects.

A list of valid codes is also available here <https://services.anzdata.org.au/webservices/Codes>

- Codes
- Parent Renal Unit, Facilities or Satellites
- Other Comorbid Condition Codes

AUTHENTICATION

The 'File Import' functionality requires a user account to be created in ANZDATA application with 'centre/s' assigned to the user.

TESTING

Anzdata testing site (UAT) can be used to proceed with the testing.

UAT - <https://uat.anzdata.org.au>

Please note the UAT site does not have most up to date 'Production' data and all data is de-identified for data security purposes.

VALIDATIONS

Data submitted to ANZDATA via the 'File Import' will be validated against the same validation rules currently active in the ANZDATA system. A confirmation email with the results of the uploaded data will be sent to the user. There will be successful messages or error messages to indicate the success of each row of data in the CSV file.

Following is an example of a file import results format.

File Import Job Results

The following rows were not uploaded due to validation errors/results.

Export		
Patient Id	Record updated?	Messages
RowNo: 2		
972049	✓	New ANZDATA patient created. ANZDATA Patient Id: 972049. The BiopsyCode is required. The SmokingCode is required.
RowNo: 3		
972050	✓	New ANZDATA patient created. ANZDATA Patient Id: 972050. The BiopsyCode is required. The Height is required. The SmokingCode is required.
RowNo: 4		
972051	✓	New ANZDATA patient created. ANZDATA Patient Id: 972051. The PrimaryRenalDiseaseOther is required. The BiopsyCode is required. The Height is required. The SmokingCode is required.
RowNo: 5		
972052	✓	New ANZDATA patient created. ANZDATA Patient Id: 972052. The BiopsyCode is required. The SmokingCode is required.
RowNo: 6		
972053	✓	New ANZDATA patient created. ANZDATA Patient Id: 972053. The BiopsyCode is required. The Height is required. The SmokingCode is required.
RowNo: 7		
972054	✓	New ANZDATA patient created. ANZDATA Patient Id: 972054. The BiopsyCode is required. The Height is required.

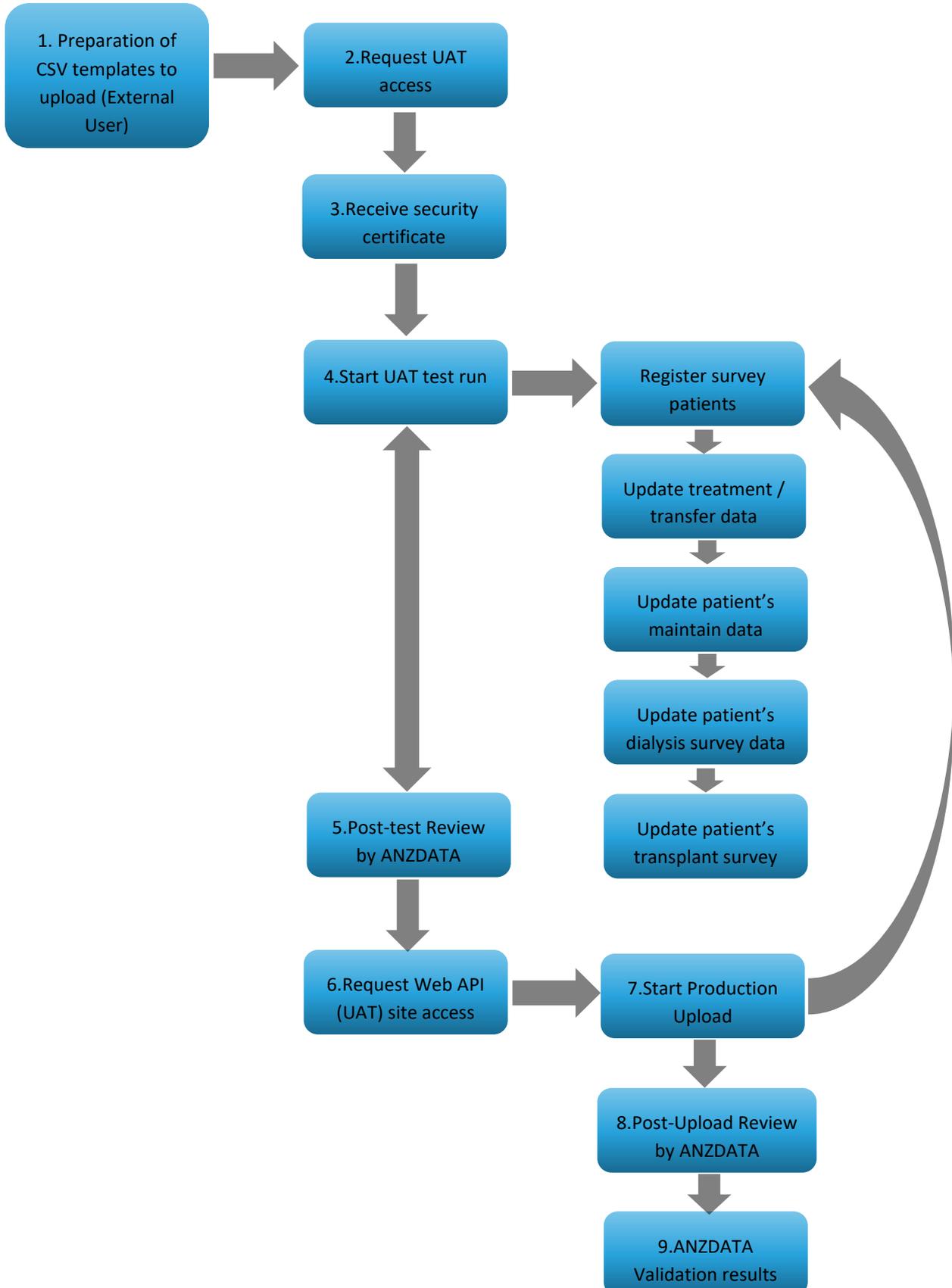
If any issues are identified, they can be corrected in the same CSV file and re-upload via the 'File Import' utility.

FILE IMPORT DATA TRANSFERRING PROCESS

Detailed process of transferring data through 'File Import' is as follows.

1. Requirement of populating the data into a CSV file template.
2. ANZDATA user access to UAT site. (This can be done via the Register page.) ANZDATA will contact and confirm the external user to verify that they have the capability to use File Import functionality.
3. The external user can now use the ANZDATA's available 'file Import' templates in UAT. Start testing for 'File Import' in UAT.
 - 3.1. Registering new patients for the survey
 - 3.2. Updating treatment and transfer data for the survey
 - 3.3. ANZDATA review / feedback on completed data
 - 3.4. Update 'Patient Maintain' survey data
 - 3.5. ANZDATA review / feedback on completed data
 - 3.6. Update 'transplant' survey data
 - 3.7. ANZDATA review / feedback on completed data
 - 3.8. Update 'Dialysis Maintain' survey data
 - 3.9. ANZDATA review / feedback on completed data
4. If testing is successful, request 'Production' access, if already not a user
5. Start uploading data to Production
 - 5.1. Registering new patients for the survey
 - 5.2. Updating treatment and transfer data for survey patients
 - 5.3. Updating 'Dialysis maintain' survey data
 - 5.4. Updating 'transplant' survey data
 - 5.5. ANZDATA data validation / feedback

PROCESS MAP



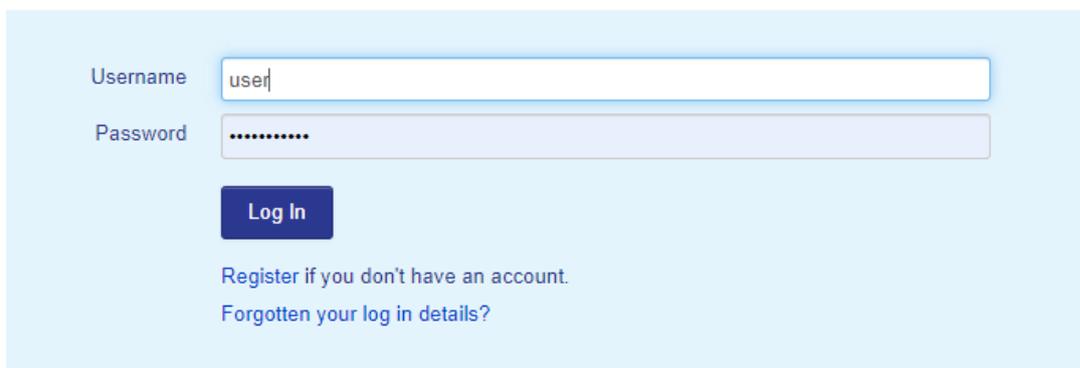
FILE IMPORT SYSTEM PROCESS

1. Login to ANZDATA system –

[ANZDATA Login](#) – Production system

[ANZDATA Login](#) – UAT system

Welcome to Australia & New Zealand
Dialysis and Transplant Registry



Username

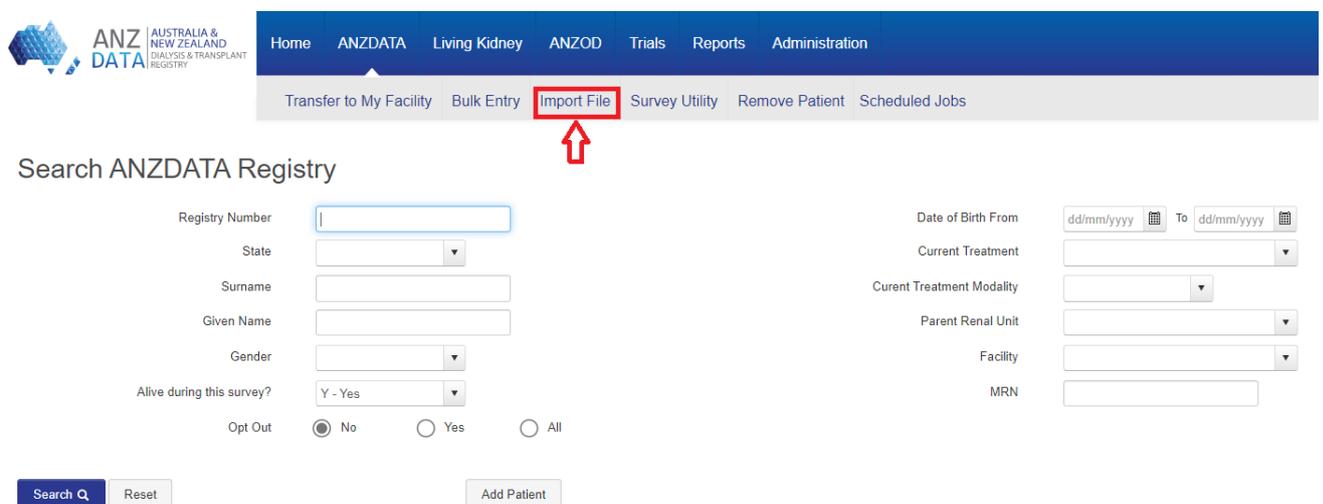
Password

Log In

[Register if you don't have an account.](#)

[Forgotten your log in details?](#)

2. Click on 'File Import' tab



ANZ DATA AUSTRALIA & NEW ZEALAND DIALYSIS & TRANSPLANT REGISTRY

Home ANZDATA Living Kidney ANZOD Trials Reports Administration

Transfer to My Facility Bulk Entry **Import File** Survey Utility Remove Patient Scheduled Jobs

Search ANZDATA Registry

Registry Number

State

Surname

Given Name

Gender

Alive during this survey?

Opt Out No Yes All

Date of Birth From To

Current Treatment

Current Treatment Modality

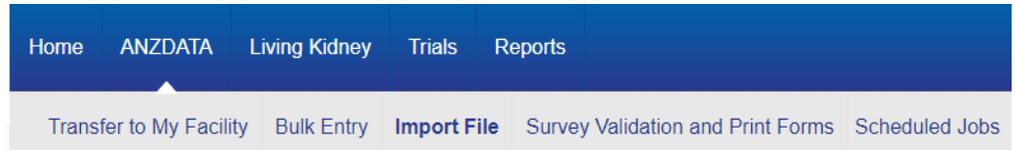
Parent Renal Unit

Facility

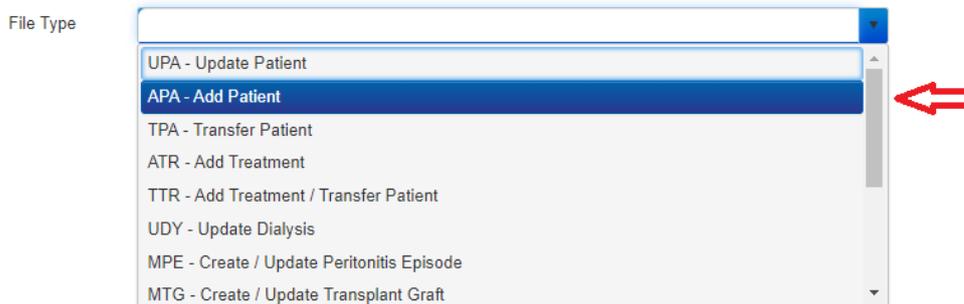
MRN

Search

- Then select a CSV template from the drop-down list



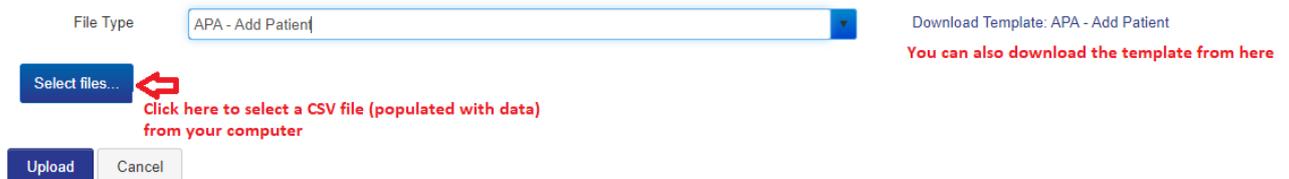
Upload ANZDATA Data File



- Click on 'Select Files' button to select the CSV file populated with data, to be uploaded to the system.



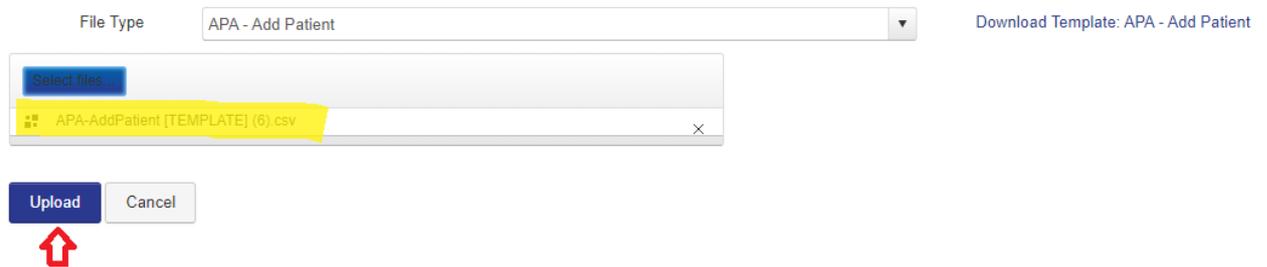
Upload ANZDATA Data File



5. Once selected the file, click "Upload".



Upload ANZDATA Data File



The screenshot shows the file upload interface. At the top, there is a "File Type" dropdown menu set to "APA - Add Patient" and a link "Download Template: APA - Add Patient". Below this is a file selection area with a "Select files..." button and a list of selected files, including "APA-AddPatient [TEMPLATE] (6).csv". At the bottom, there are "Upload" and "Cancel" buttons, with a red arrow pointing to the "Upload" button.

6. A job will be scheduled to process the file and the results will be notified via an email to the user.
7. Please note, all help notes relevant to the fields in the CSV file is also can be found at the bottom of each page, when selected a template from the drop down list.