



UK Health
Security
Agency

Healthcare Associated Infection PPS Data Capture System

Data Upload Wizard User Manual

V1.1

Contents

- Healthcare Associated Infection PPS Data Capture System 1**
- Introduction 3
- Data Upload Wizard..... 4
 - Navigating to the Data Upload Wizard Screen 4
 - Stage 1 – Upload File 7
 - Stage 2 – Matching..... 9
 - Stage 3 – Import 14
- Field Mappings 17
- File Types 21
 - Available File Types..... 21
- Validation And Processing 22
 - Field Validation 22

Introduction

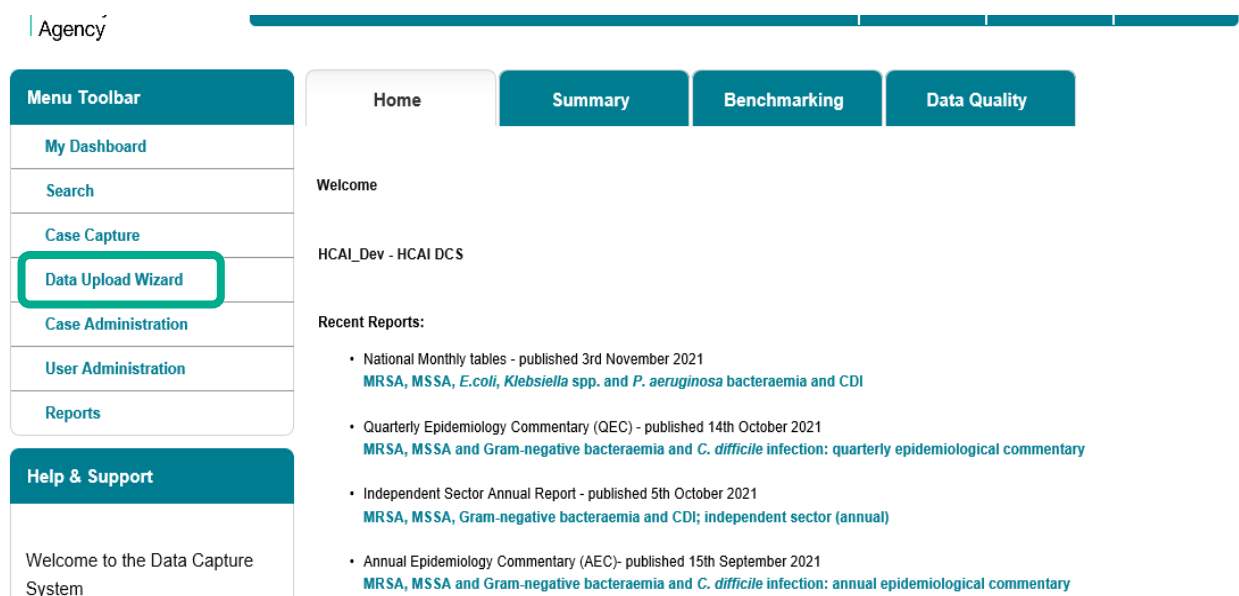
The Data Upload Wizard allows reporting organisations upload a batch of infection episodes to the HCAI PPS Data Capture System (DCS), saving time and effort versus manually entering the data.

Data Upload Wizard

The Data Upload Wizard allows multiple infection episodes to be batch uploaded directly onto the HCAI PPS DCS. This method of data upload is currently available for data entry users to upload batch data for both the ward and patient HCAI PPS modules. Users may upload patients across multiple wards simultaneously. Please note, users uploading data will require user accounts for each ward or hospital they wish to upload data for.

Navigating to the Data Upload Wizard Screen

Logged on as a 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:

Agency

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- Case Administration
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the

Data Upload Wizard: Upload

1. Upload 2. Match 3. Import

! Mandatory fields are marked with red asterisk (*)

File Details

File Name* **Browse** **Preview**

File Type* ☐ Excel (xls) ☐ Excel (xlsx) ☒ CSV ☐ Text

First row contains header ☐

Delimiter ☐

Next **Cancel**

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 19 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.

Stage 1 – Upload File

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

Agency

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- Case Administration
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the

Data Upload Wizard: Upload

1.Upload > 2.Match > 3.Import

! Mandatory fields are marked with red asterisk (*)

File Details

File Name* **Browse**

File Type* ☐ Excel (xls) ☐ Excel (xlsx) ☒ CSV ☐ Text

First row contains header ☐

Delimiter

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

UK Health Security Agency

Welcome TEST, Test as: Data Entry | Help | [AAA](#) | Logout

HCAI DCS Mandatory Surveillance - Test Site

Home | About Us | Contact Us

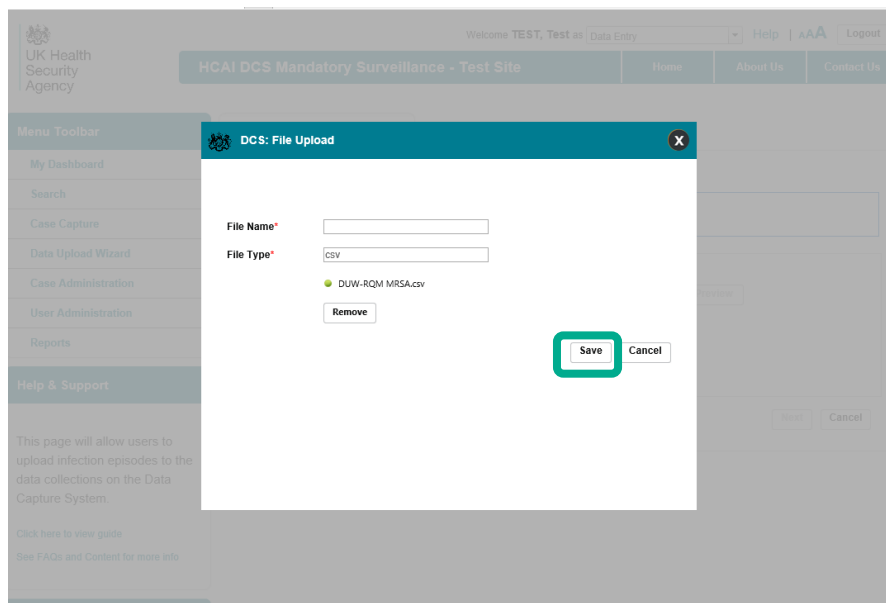
DCS: File Upload

File Name*

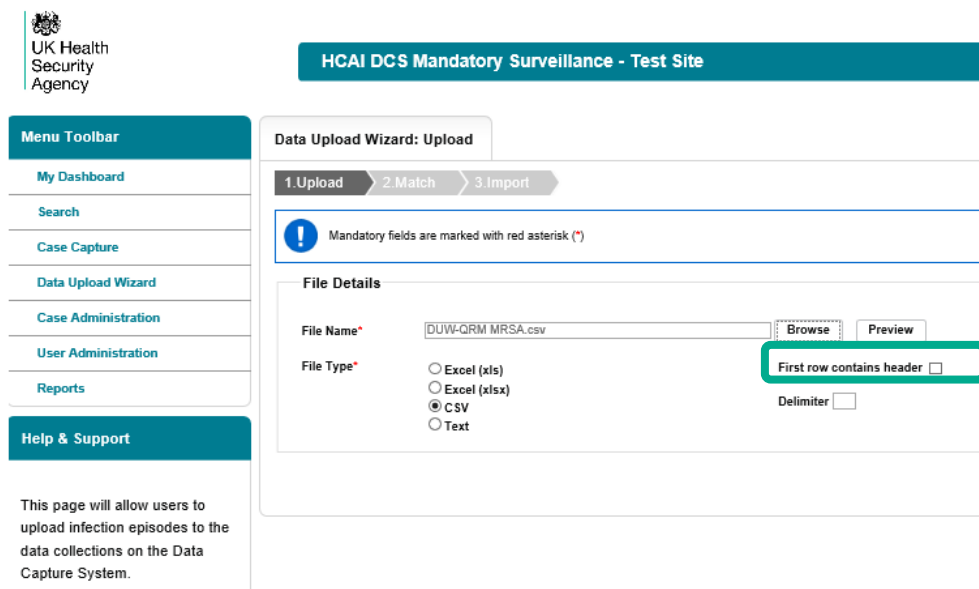
File Type*

Add File

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”



Select the first row containers headers if the uploaded spreadsheet contains headers (or column names). Then click “Preview” on the upload screen:



The preview will 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.

Health
nity

Dashboard

rch

apture

Upload Wizard

Administration

orts

Support

age will allow users to
infection episodes to the
fections on the Data
re System.

ere to view guide

Go and Content for more info

Screen Symbols

Error on page

Attention

Saved / completed

Close screen / popout

Information

Feedback Button

HCAI DCS Mandatory Surveillance

Volume CHUGA SAMA, Dimple

HCAI PPS Data Entry

Home

About Us

Contact Us

Data Upload Wizard: Upload

1 Upload

2 Match

3 Import

Mandatory fields are marked with red asterisk (*)

File Details

File Name

CHUGA Patient Template.csv

Browse

Preview

File Type

☐ EXCEL (XLS)
 ☐ EXCEL (XLSX)
 ☒ CSV
 ☐ Text

First row contains header ☒

Delimiter

Data Preview

ID	Date of Birth	Ward name	Date of survey	Data Collection Date	Data Collection	Reporting Organisation Code	NHS Number	Hospital number	Sex (drop down)	Patient Details 2- Date of hospital admission	Patient Details 2- Patient's ethnicity (as reported by the patient when feasible)	Patient Details 2- Patient's ethnicity if other	Patient Details 2- Specialty of physician in charge of the patient, may differ from ward, specialty, see specialty list	Patient Details 2- (Both weight (in grams) *Optional, only for neonates.	Patient Details 2- neonate, is neonate admitted to hospital because the mother is receiving treatment?	Patient Details 2- Patient has undergone surgery during current hospital/stay	Patient Details 2- Classification of the severity of underlying medical conditions	Patient Details 2- The patient vaccinated against COVID-19?	Patient Details 2- Patient had central vascular catheter (CVC) in place at the time of the survey	Patient Details 2- Patient has peripheral venous catheter in place at the time of the survey	Patient Details 2- Patient has indwelling urinary catheter in place at the time of the survey	Patient Details 2- Patient has mechanical ventilation without tracheostomy tube or tracheostomy at the time of the survey	AMU Does the patient have allergies to any antimicrobials?	AMU Is the patient receiving any antimicrobial (on the survey date)?
1332868			10/09/2023	HCAI PPS Patx X2S		0999999999	333324444	M	07/06/2023	White			Cardiology			Cardiac surgery, non-heart dress: Yes, patient rec	Yes	Yes	Yes	No	No	No	Nil known	Yes


Page 1 of 1

Page size 1

Change

Stage 2 – Matching

The matching stage allows you to create mappings for the fields in your upload file, mapping to the fields the HCAI PPS data collection system, for the relevant module:



UK Health Security Agency

Welcome TEST, Test as

Data Entry

Help

AAA

Logout

HCAI DCS Mandatory Surveillance - Test Site

Home

About Us

Contact Us

Menu Toolbar

My Dashboard

Search

Case Capture

Data Upload Wizard

Case Administration

User Administration

Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the Data Capture System.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Data Upload Wizard: Match

1.Upload

2.Match

3.Import

!

Mandatory fields are marked with red asterisk (*)

Mappings

Data Collection *

--Select--

Insert

Select Data Collection Categories *

Use Upload Specification

Update

--Select--

Match

Manage Mappings

My Mappings

Reset

Previous

Next

Cancel

Select the data collection you wish to upload the data into, and select “insert”:

The screenshot shows the 'Data Upload Wizard: Match' interface. On the left is a sidebar with 'Menu Toolbar' (My Dashboard, Search, Case Capture, Data Upload Wizard, User Administration, Reports), 'Help & Support', and 'Key to Screen Symbols'. The main area has a header 'HCAI DCS Mandatory Surveillance' and a user bar 'Welcome CHUDASAMA, Dimple as | HCAI PPS Data Entry'. Below the header is a progress bar with '1 Upload', '2 Match', and '3 Import'. A message box states 'Mandatory fields are marked with red asterisk (*)'. The 'Mappings' section contains a 'Data Collection' dropdown (set to 'HCAI PPS Patient'), an 'Insert' radio button (highlighted with a green circle), and a 'Select Data Collection Categories' dropdown. There are also 'Update', 'Use Upload Specification', and 'Match' buttons. At the bottom are 'Manage Mappings', 'My Mappings', 'Reset', 'Previous', 'Next', and 'Cancel' buttons.

Click on the dropdown menu “Select Data Collection Categories” in order to select the tabs that data will be uploaded to:

This screenshot shows the 'Data Upload Wizard: Match' interface with the 'Select Data Collection Categories' dropdown menu open. The 'Data Collection' is 'HCAI PPS Patient'. The 'Insert' radio button is selected. The dropdown menu shows 'Patient Details' and 'Patient Details 2' as selected options. The 'Match' button at the bottom right is highlighted with a green circle. The rest of the interface, including the sidebar and header, is consistent with the previous screenshot.

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

- Input Column – this contains the name of the column in the uploaded file
- Destination Column – this contains the name of the data item in the DCS input columns have been mapped
- Mapping – contains buttons for mapping or unmapping between input column and destination column

UK Health Security Agency

Welcome CHUDASAMA, Dimple as HCAI PPS Data Entry

Help | [AAA](#) | [Logout](#)

HCAI DCS Mandatory Surveillance

Home | About Us | Contact Us

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the Data Capture System.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols

- Error on page
- Attention
- Saved / completed
- Close screen / popout

Data Upload Wizard: Match

1 Upload 2 Match 3 Import

Mandatory fields are marked with red asterisk (*)

Mappings

Data Collection * HCAI PPS Patient Insert Select Data Collection Categories * Patient Details, Patient Details 2 Use Upload Specification ☐ -Select- Match

Data Preview

Input Column	Destination Column	Mapping
Id		Map
Date of Birth		Map
Ward name		Map
Date of survey		Map
Data Collection Date		Map
Data Collection		Map
Reporting Organisation Code		Map
NHS Number		Map
Hospital number		Map

Manage Mappings My Mappings Reset Previous Next Cancel

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 correspond to a destination column then tick the “None” check box. These include details that are not required for upload to the DCS that users may download from clinical systems. 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”

Please select the required category , Sub category and Question field to map the required destination column and click on OK or select None if Input column needs no mapping

Map my Destination Columns

Category * Patient Details or ☐ None

Question Group * Patient Details

Field Listing * -Select- -Select- *Date of Birth *Hospital number *NHS Number *Sex

OK Cancel

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.

HCAI DCS Mandatory Surveillance

Welcome CHUDASAMA, Dimple as HCAI PPS Data Entry | Help | AA | Logout

Home | About Us | Contact Us

Menu Toolbar

- My Dashboard
- Search
- Case Capture
- Data Upload Wizard
- User Administration
- Reports

Help & Support

This page will allow users to upload infection episodes to the data collections on the Data Capture System.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols

- Error on page
- Attention
- Saved / completed
- Close screen / popup

Data Upload Wizard: Match

1. Upload | 2. Match | 3. Import

Mandatory fields are marked with red asterisk (*)

Mappings

Data Collection * HCAI PPS Patient Insert Select Data Collection Categories * Patient Details Patient Details 2 Use Upload Specification -Select- Match

Data Preview

Input Column	Destination Column	Mapping
id		Map
Date of Birth	*Date of Birth	Unmap
Ward name		Map
Date of survey		Map
Data Collection Date		Map
Data Collection		Map
Reporting Organisation Code		Map
NHS Number		Map
Hospital number		Map

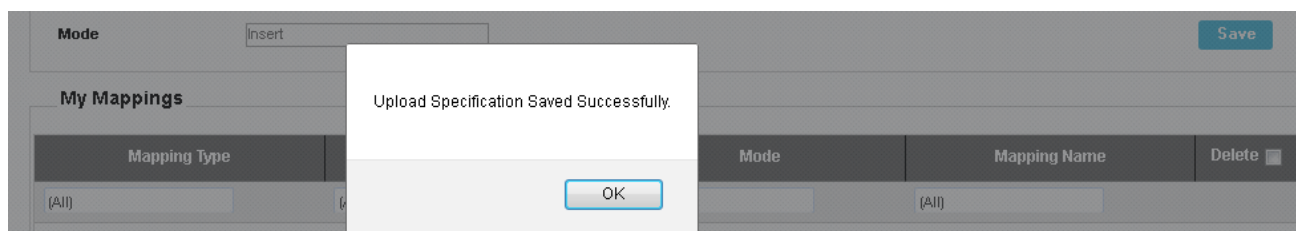
Manage Mappings | My Mappings | Reset | Previous | Next | Cancel

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.

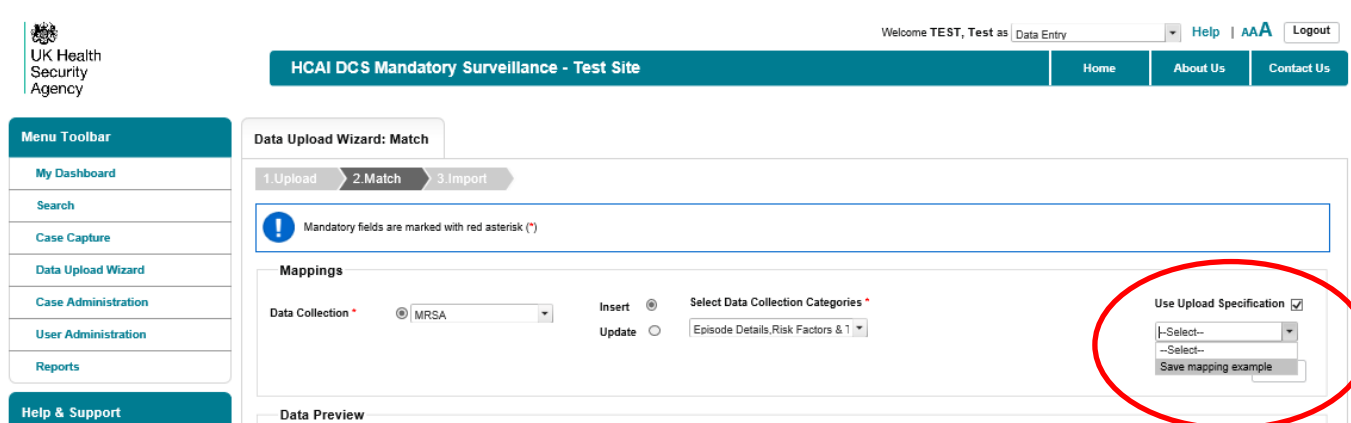
When mapping is complete the “My Mappings” button becomes available (i.e. is no longer greyed out).

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

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 the 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.

Help & Support

This page will allow users to upload infection episodes to the data collections on the Data Capture System.

[Click here to view guide](#)

[See FAQs and Content for more info](#)

Key to Screen Symbols

✖ Error on page

⚠ Attention

✓ Saved / completed

Match

Data Preview

Input Column	Destination Column	Mapping
REPORTING_ORGANISATION	*Reporting Organisation	Unmap
SPECIMEN_DATE	*Specimen Date	Unmap
TYPE_OF_SPECIMEN_DATE	*Type of Specimen Date	Unmap
NHS_NUMBER	*NHS Number	Unmap
FORENAME	*Forename	Unmap
SURNAME	*Surname	Unmap
DATE_OF_BIRTH	*Date of Birth	Unmap
SEX	*Sex	Unmap
PATIENT_LOCATION	*Patient Location	Unmap

Click "Next"

Manage mappings

My mappings

Match

Next

Cancel

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".

Data Upload Wizard: Import

1.Upload

2.Match

3.Import

Data Preview

*Reporting Organisation	*Specimen Date	*Type of Specimen Date	*NHS Number	*Forename	*Surname	*Date of Birth	*Sex	*Patient Location	*NHS Commissioner Patient	*Other Patient Location
RRV	01/11/2015	R	9999999999	HUATVSBKe	WUJZWBYJr	28/03/1933	F	RITM00000000		
RRV	02/11/2015	R	9999999999	QQGHVWPZe	XF8ZGNCZe	24/05/1951	M	RITM00000000		
RRV	03/11/2015	R	9999999999	HBHJHYZKe	HEEQKkSle	03/09/1953	M	RITM00000000		
RRV	04/11/2015	R	9999999999	XGUJHXQGe	LCOSXVAOe	13/09/1961	M	RITM00000000		
RRV	05/11/2015	R	9999999999	JKHBGZBKe	JMEMGQOEe	29/08/1928	F	RITM00000000		
RRV	06/11/2015	T	9999999999	LTPVAFBCe	IDANROVCr	06/02/1901	F	RITM00000000		
RRV	07/11/2015	R	9999999999	YNCTKMMFe	ICPEYCLHer	08/03/2007	F	RITM00000000		
RRV	08/11/2015	R	9999999999	AIUHGMGle	BMFWPTYlr	05/05/2011	M	RITM00000000		
RRV	09/11/2015	R	9999999999	YQJDMFZDe	AIOXNKWVr	29/07/1976	F	RITM00000000		
RRV	11/11/2015	T	9999999999	SEKOVOLNe	FQMRXJHJr	14/03/1951	F	RITM00000000		

Previous

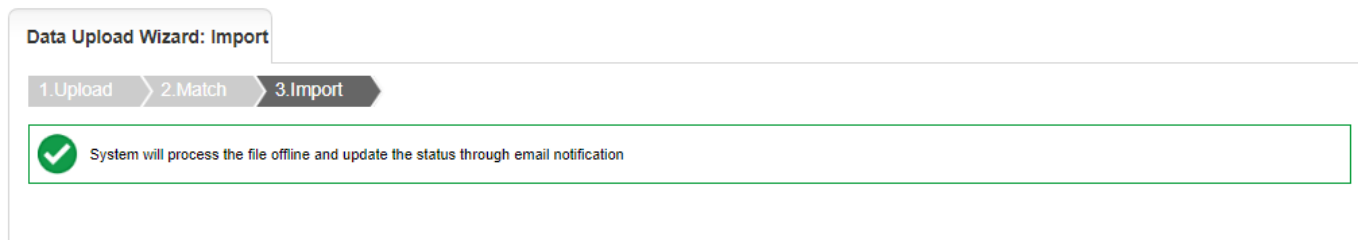
Upload

Cancel

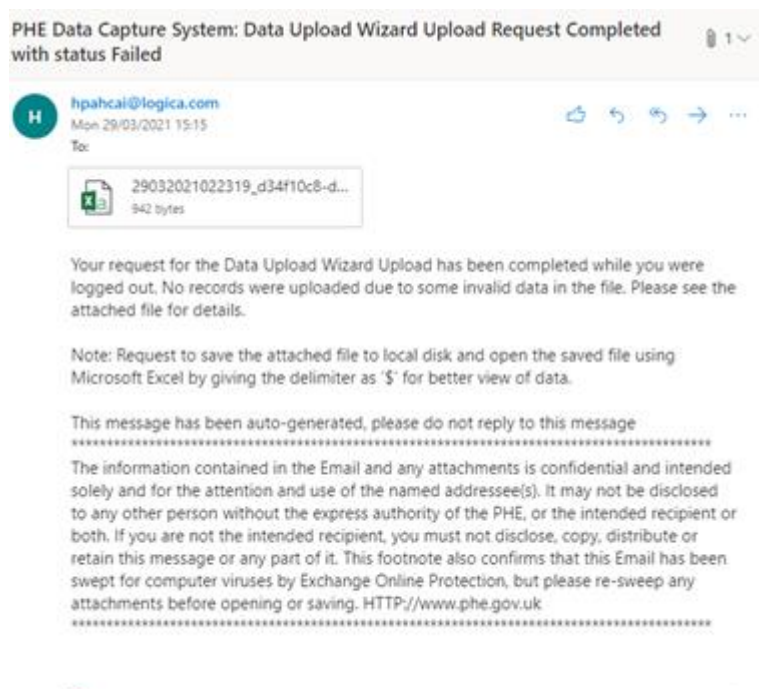
Click "Upload"

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

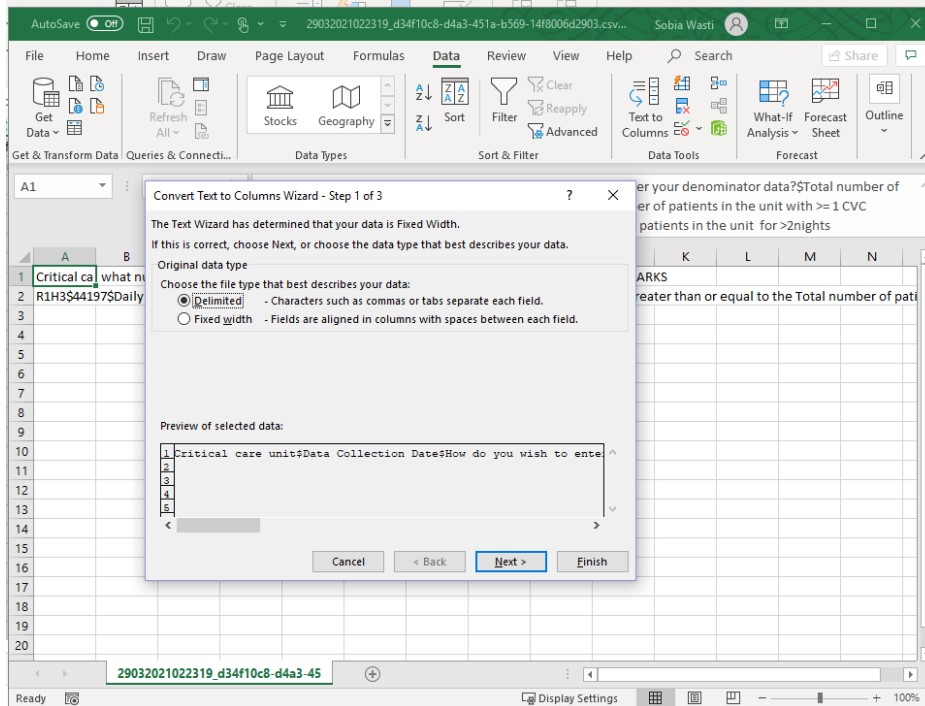
A system message will appear informing the user that the file will be processed offline and that they will receive an email with an update of the upload status.



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.

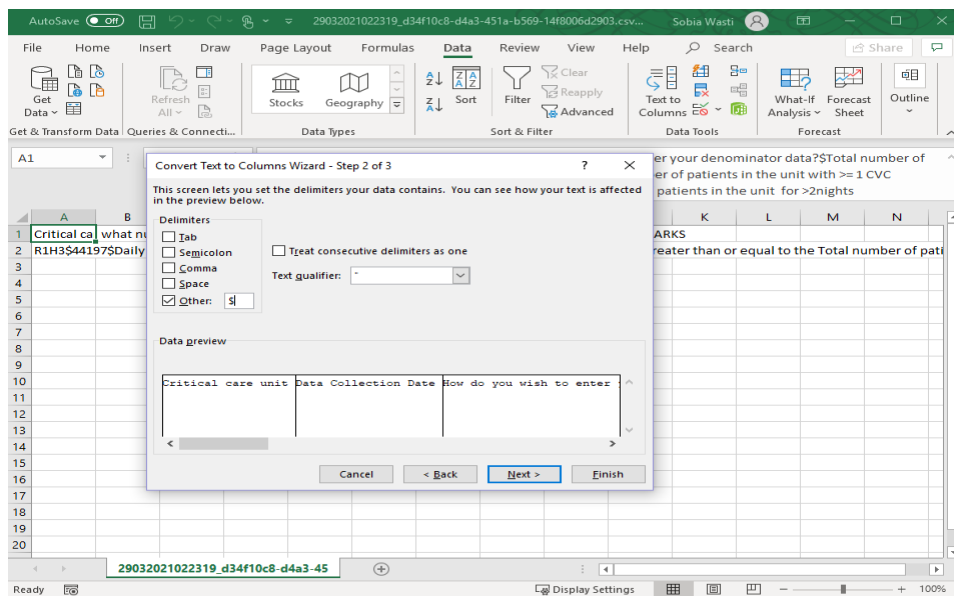


The data file will not contain any patient identifiable information and the reason for why the file was not uploaded will be listed in the last column. The data will be sent as a delimited .txt file. To view the data in columns please download the file and save. Click on the **Data** tab in the ribbon,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

Important: if any of the rows are rejected and generate an error message, the entire file being uploaded is rejected.

Field Mappings

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 [here](#).

CSV templates can be found on the DCS help pages for [patient](#), [ward](#) and hospital data. It is recommended these are used for batch upload of data to ensure that all relevant fields are mapped, dates and other fields are specified in the correct format.

How to populate the templates

The [data dictionary](#) provides the accepted response options for all dropdown or radio list question types. For most fields, the “Option Description” should be used to populate the response options. The exceptions are:

- Reporting organisation code (patient, ward and hospital template)
- Sex (patient template)

Reporting organisation code

This is a unique code given to each ward. The code for each ward has to be specified in the “Reporting Organisation code” field of the template and mapped to the “Ward name” field on the DUW mapping tool (see table below). Please note, if you are submitting patient data for multiple wards simultaneously on the same spreadsheet, please check that the Reporting organisation code corresponds to the correct ward for each patient.

Sex

The accepted values are M, F, U as specified in the Question option code of the data dictionary.

Input column (field in template)	Destination column (field to map to)	Description	Data dictionary report field	Accepted values
Reporting organisation code	Ward name	A unique code given to each ward	Question option code	e.g. X25
Sex	Sex	Sex defined as Male, Female, Unknown	Question option code	M, F, U
All other input fields			Option Description	

Layout of the patient template

The [Patient template](#) includes three rows with data (see figure below):

- the column headings (row 1)
- Example data (row 2)
- Indication of whether question is mandatory or optional (row 3)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Date of survey	Reporting NHS Number	Hospital number	Sex	Date of Birth	Post Code	Patient Details	Patient De	Patient De	Patient De	Patient De	Patient De	Patient De	Patient De	Patient De
2	08/09/2023 X25	9999999999	3333334444	Male	16/09/1970	W14 8QP	07/09/2023								NHSN-CARD Car
3	Mandatory	Mandator	Mandatory	Mandatory	Mandator	Mandatory	Optional	Mandatory	Optional	Optional	Mandator	Optional	Optional	Mandator	Mandator
4															

Please note, rows 2 and 3 (example data and mandatory or optional indications) should be **deleted** leaving just the column headings before copying in patient data.

Please also note that the fields are also available via the Data dictionary report on the DCS, as explained below.

Navigate to the data dictionary report by clicking reports, and selecting 'Data dictionary report'.

The screenshot shows the 'HCAI DCS Mandatory Surveillance' system. On the left is a 'Menu Toolbar' with options: My Dashboard, Search, Case Capture, Data Upload Wizard, User Administration, Reports, and Data Dictionary Report (highlighted). Below this is 'Help & Support' with a 'Context Help Image' link. The main content area is titled 'Data Dictionary Report'. It contains several dropdown menus: 'Data Collection' (set to '<Select a Value>'), 'Question Group', 'Mandatory Type', 'Category', and 'Question Type'. A 'View Report' button is located on the right side of the filter area.

Select all the data dictionary you wish to view. The category option can be used to select which sections you wish to view.

UK Health Security Agency

Welcome CHUDASAMA, Dimple as | HCAI PPS Data Entry | Help | aAA | Logout

HCAI DCS Mandatory Surveillance
Home | About Us | Contact Us

Menu Toolbar

My Dashboard
Search
Case Capture
Data Upload Wizard
User Administration
Reports
Line Listings
Data Dictionary Report

Help & Support
Context Help Image
See FAQs and Content for more info

Key to Screen Symbols
Context Help Image

Data Dictionary Report

Data Collection: HCAI PPS Ward
Question Group: Organisation Details/Ward Details D
Mandatory Type: Mandatory/Mandatory for Signoff Op

Category: Ward Details 1/Ward Details 2
Question Type: (Select All), Ward Details 1, Ward Details 2

View Report

Once you have entered desired parameters, select the view report button, which will generate a list of the first 20 rows in the selected data dictionary.

UK Health Security Agency

Welcome CHUDASAMA, Dimple as | HCAI PPS Data Entry | Help | aAA | Log

HCAI DCS Mandatory Surveillance
Home | About Us | Contact

Menu Toolbar

My Dashboard
Search
Case Capture
Data Upload Wizard
User Administration
Reports
Line Listings
Data Dictionary Report

Help & Support
Context Help Image
See FAQs and Content for more info

Key to Screen Symbols
Context Help Image

Data Dictionary Report

Data Collection: HCAI PPS Ward
Question Group: Organisation Details/Ward Details D
Mandatory Type: Mandatory/Mandatory for Signoff Op

Category: Ward Details 1/Ward Details 2
Question Type: Date/Decimal Only/Dropdown/Freetext

View Report

1 of 3
100%
Find | Next

DATA DICTIONARY

DATA COLLECTION	TAB NAME	QUESTION GROUP DESCRIPTION	QUESTION DESCRIPTION	QUESTION TYPE	QUESTION OPTION CODE	OPTION DESCRIPTION	QUESTION IS MANDATORY	QUESTION IS MANDATORY FOR SIGNOFF	QUESTION HELP TEXT
HCAI PPS Ward	Ward Details 1	Organisation Details	Reporting Ward	Dropdown	RNUQPW1	ABINGDON COMMUNITY HOSPITAL - Abbey ward	Yes	Yes	
HCAI PPS Ward	Ward Details 1	Organisation Details	Date PPS was carried out in this ward	Date			Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP01	Paediatrics	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP02	Neonatal	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP03	Intensive Care	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP04	Medicine	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP05	Surgery	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP06	Gynaecology/Obstetrics	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP07	Geriatrics	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	DCQOHCAIPPS WARDTYP08	Psychiatry	Yes	No	

The data dictionary report can then be exported in various formats, by selecting the save icon highlighted below. The file can then be viewed in full and saved to your desktop.

Menu Toolbar

My Dashboard

Search

Case Capture

Data Upload Wizard

User Administration

Reports

Line Listings

Data Dictionary Report

Help & Support

Context Help Image

See FAQs and Content for more info

Key to Screen Symbols

Context Help Image

Data Dictionary Report

Data Collection: HCAI PPS Ward Category: Ward Details 1 Ward Details 2
Question Group: Organisation Details, Ward Details (D) Question Type: Date, Decimal Only, Dropdown, Freetext
Mandatory Type: Mandatory, Mandatory for Signoff Opt

1 of 3 100% Find | Next

DATA DICTIONARY
Data Collection: HCAI PPS Ward Category: --All--
Question Group: --All-- Question Type: --All--
Mandatory Type: --All--

DATA COLLECTION	TAB NAME	QUESTION GROUP DESCRIPTION	QUESTION DESCRIPTION	QUESTION TYPE	QUESTION IS MANDATORY	QUESTION IS MANDATORY FOR SIGNOFF	QUESTION HELP TEXT
HCAI PPS Ward	Ward Details 1	Organisation Details	Reporting Ward	Dropdown	Yes	Yes	
HCAI PPS Ward	Ward Details 1	Organisation Details	Date PPS was carried out in this ward	Date	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	
HCAI PPS Ward	Ward Details 2	Ward Details	Ward type	Dropdown	Yes	No	

File Types

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

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:

Specimen Date ** ? 

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

Date of Birth * ? 

Then the system will throw back an error:

 Date of Birth must be less than or equal to the Specimen Date

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.

About the UK Health Security Agency

The UK Health Security Agency is an executive agency, sponsored by the [Department of Health and Social Care](#).

www.ukhsa.gov.uk

© Crown copyright 2021

Version 4.3.0

Prepared by: UKHSA

For queries relating to this document, please contact: mandatory-surveillance@phe.gov.uk

Published: 02 2022



You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit [OGL](#). Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.



UKHSA supports the UN
Sustainable Development Goals

