

Importing Data to NACR – Using the File Submission Dashboard

Export the data from your own local database – it needs to be in 4 files (patient, event, rehab and assessment) and in the correct .csv format (see the Dataset in the User Resources section of our website: www.cardiacrehabilitation.org.uk). Save these files to your computer, with the correct file names (patient_xxx.csv; event_xxx.csv; rehab_xxx.csv; assessment_xxx.csv – where the xxx is an identifier, such as the date, for this set of files)

Login to the NACR database at <https://clinicalaudit.hscic.gov.uk>, and click on 'File Submission Dashboard':

National Audit of Cardiac Rehabilitation

> Add / Search for Patient Record

> File Submission Dashboard

> Reporting

You will see the following in the bottom half of the page:

Upload a File

Filename: No file chosen
Filename: No file chosen
Filename: No file chosen
Filename: No file chosen

You can upload multiple files at once if you want to. Click on 'Choose File' – find your csv file(s), making sure that they go on in the order:

1. Patient
2. Event
3. Rehab
4. Assessment

When you have selected them all, click on 'Upload'.

Each file will get a pop-up box while it's uploading that looks similar to this:

patient_NHS20.CSV.csv
processed
 19 of 19 records processed. [Click here](#) to view details

The box will tell you how far through the process the upload is, when it is completed, and how many records were processed. If you click on the 'Click here' it will take you through to your report/details on the upload to confirm how many records were successful, and any errors in the file (which you can then go back and fix if necessary).

Job 81 Details

Upload complete on 09/11/2015 10:54:53
 File uploaded: 2
 Uploading Organisation: RCB55

File Name	Result	No. Of Records	
patient_uattest0911.csv	Errors/Warnings Generated	1	View details
event_uattest0911.csv	Errors/Warnings Generated	1	View details

File Submission Details

File Name: event_uattest0911.csv **File Type:** event **No. Of Records:** 1
 ✓ Successfully imported: 0 ⚠ Successfully imported with warnings: 0 ❌ Unsuccessful: 1

[Download CSV](#)

Show 10 entries

Search:

Row	NHS Number	Status	Notifications
1	8810834615	Record Import Unsuccessful - Errors Generated	❌ Patient's Date Of Birth 16/05/1943 does not match the imported Date of Birth 02/05/1959. It is not possible to change the Date Of Birth through a File Import. Please use the website. ⚠ The value entered for Discharge Date [17/15/2015] is invalid.

The file(s) will fail if the .csv format is wrong, or if you have missing Mandatory Fields. If you have other missing/incorrect data but your file format/mandatory fields are OK, then the file will import, but with errors – the report will tell you what the errors are.

Summary

- ✓ No. of records successfully imported with no warnings: ←
- ⚠ No. of records successfully imported with warnings: ←
- ❌ No. of records not imported due to errors: ←

There are 3 types of 'warnings'/categories in the file.
 Successful (no errors)
 Successful but with warnings
 Not imported / Failed

The top half of the 'File Submission Dashboard' will list all your uploads too.

47	NACR - Nerina	29/04/2015 12:18	29/04/2015 12:18	View Job Details
46	NACR - Nerina	29/04/2015 12:14	29/04/2015 12:14	View Job Details
45	NACR - Nerina	29/04/2015 12:13	29/04/2015 12:13	View Job Details
44	NACR - Nerina	28/04/2015 16:41	28/04/2015 16:41	View Job Details
43	NACR - Nerina	24/04/2015 11:49	24/04/2015 11:49	View Job Details
42	NACR - Nerina	24/04/2015 11:24	24/04/2015 11:25	View Job Details
41	NACR - Nerina	24/04/2015 11:19	24/04/2015 11:19	View Job Details
40	NACR - Nerina	24/04/2015 11:18	24/04/2015 11:18	View Job Details
39	NACR - Nerina	24/04/2015 11:12	24/04/2015 11:12	View Job Details
38	NACR - Nerina	23/04/2015 11:02	23/04/2015 11:02	View Job Details
37	NACR - Nerina	23/04/2015 11:01	23/04/2015 11:01	View Job Details
36	NACR - Nerina	23/04/2015 11:00	23/04/2015 11:00	View Job Details
35	NACR - Nerina	23/04/2015 10:30	23/04/2015 10:30	View Job Details

Reporting

- [Extract](#)
- [All Patient View](#)
- [Missing Key Fields View](#)
- [Follow Up Due Report](#)
- [Data Entered Report](#)
- [Demographics Report](#)
- [Reason For Referral Report](#)
- [Rehab Summary Report](#)
- [Reason For Not Taking Part Report](#)
- [Reason For Not Completing Report](#)
- [Outcomes Report](#)

You can go into the Reporting view on the database to see your records eg. the 'Data Entered' for a count of records, or the All Patient View to check individual patient records.

If you have any queries regarding the importing process, or viewing your data, please contact us:

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