

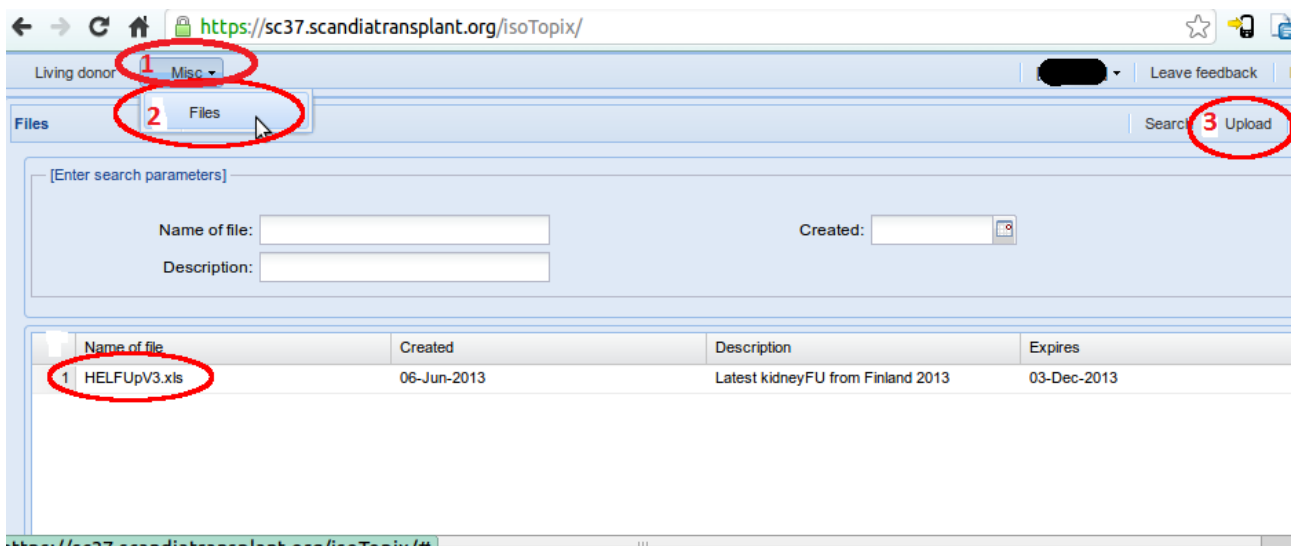
User manual

File upload and processing

1. Enter the file upload menu

File upload and processing is done from the menu, Misc (miscellaneous), which is accessible if authorized to the current login, as shown in the screen dump below.

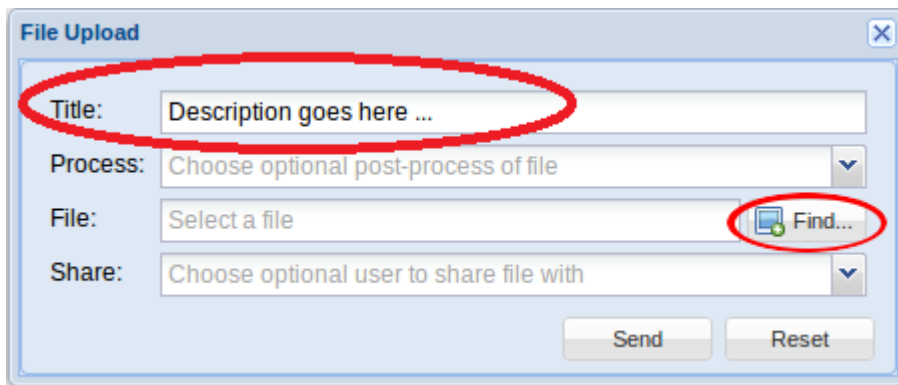
1. Choose the menu Misc
2. Choose the menu, Files
3. Choose the button, Upload, in order to access the upload-functionality.



A list of existing files (already uploaded) are shown in the list below; e.g. the file, *HELFUpV3.xls*, which was uploaded 6th of June 2013.

2. File upload and processing

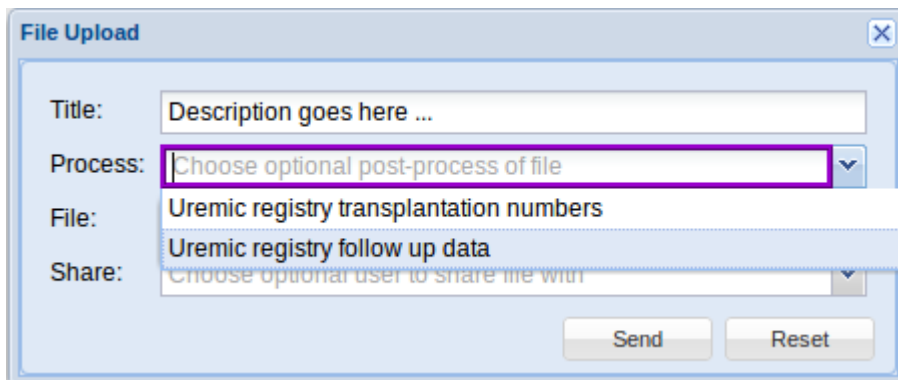
1. Click on the Find-button, to select the specific file on your computer that you wish to upload.
2. If you wish to add an extra description to the file, you can enter it into the 'Title' field



The screenshot shows a 'File Upload' dialog box with the following fields and buttons:

- Title:** A text input field containing 'Description goes here ...'.
- Process:** A dropdown menu with the text 'Choose optional post-process of file'.
- File:** A text input field containing 'Select a file' and a 'Find...' button with a magnifying glass icon.
- Share:** A dropdown menu with the text 'Choose optional user to share file with'.
- Buttons:** 'Send' and 'Reset' buttons at the bottom.

3. If further processing of the file is necessary (e.g. annual import of renal registries) then this must also be specified as shown here:



The screenshot shows the 'File Upload' dialog box with the following fields and buttons:

- Title:** A text input field containing 'Description goes here ...'.
- Process:** A dropdown menu with the text 'Choose optional post-process of file', highlighted with a purple box.
- File:** A text input field containing 'Uremic registry transplantation numbers'.
- Share:** A dropdown menu with the text 'Choose optional user to share file with'.
- Buttons:** 'Send' and 'Reset' buttons at the bottom.

4. Finally the file is uploaded and processed by clicking the Send-button.

3. Feedback

After the file uploading and processing is done you will receive an email. Furthermore you will find a log file in the list of files (illustrated on page 1), which gives an overview of the import results.

Detailed description of data format in connection with annual import from renal registries is found on the homepage:

<http://www.scandiatriansplant.org/members/nkg/kidney-follow-up-import>