

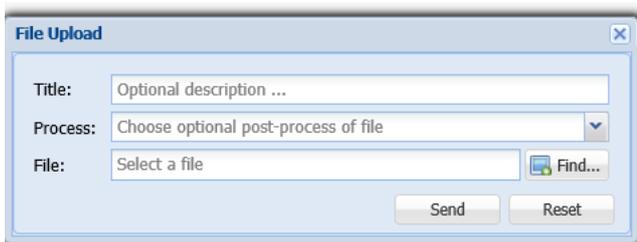
# User manual

## 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.

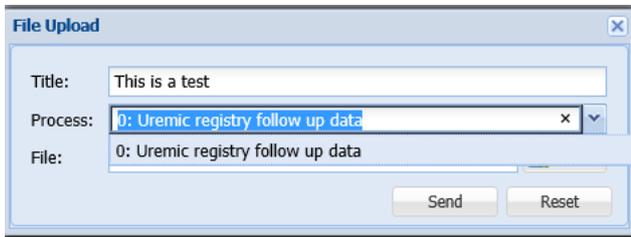
1. Select the menu 'Misc'
2. Select the menu 'Files'
3. Click on the button 'Upload' in order to access the upload-functionality.



## 2. File upload and processing

1. Title: If you wish to add an extra description to the file, you can enter it into the 'Title' field

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



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

- Title: This is a test
- Process: 0: Uremic registry follow up data (dropdown menu is open)
- File: 0: Uremic registry follow up data

Buttons: Send, Reset

3. File: Click on the 'Find' button, to select the specific file on your computer that you wish to upload.



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

- Title: This is a test
- Process: 0: Uremic registry follow up data
- File: Select a file (with a 'Find...' button highlighted in a red box)

Buttons: Send, Reset

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, which gives an overview of the import results (to update the list of files click on search).

More information in connection with annual import from renal registries is found on the homepage:

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