

EXAMINATION DATA IMPORT GUIDELINES

1. It is necessary to select the value from the Examination Type drop-down list before uploading the file.

2. **Setup_Name, StoreLocation, Code, Examination Date** are mandatory.

Values in these fields if provided incorrectly will certainly hinder data import.

Not even a space, spelling mistake, comma or any other special character between the values provided in these fields are entertained. Date must be mentioned in “dd/mm/yyyy” format only.

3. **Nature of Work** though not a mandatory field will not accept any other value except:

- A) **Sedentary**
- B) **Light Active**
- C) **Moderate Active**
- D) **Very Active**
- E) **Extremely Active**

Note: It is necessary to spell these values correctly.

4. Data Import won't be affected if incorrect values are provided in the following columns:

Doctor Name, Employee Name, Agency Name

These fields are non-mandatory as well.

5. If the message “Duplicate Code Exists on line No...” appears on screen, then the file has to be verified again. It might be possible that in the same file, the same code is appearing twice in the Code column which is not acceptable. A code can appear in the file only once for a particular Setup.
6. The Examination Import Template that you download has the provision of getting manipulated. The unnecessary columns can be removed, new columns can be introduced and hence it is user-defined. Users can make changes in the columns of the file according to their requirements.
7. It is recommended to refer to the sample data that we have provided in Sheet2 of the downloaded template to get an idea of entering the test results.
8. If a negative value or an extremely unacceptable value (far from the normal range, especially in case of spirometry/pulmonary) has been accidentally mentioned in any test result column will lead to data import failure.

9. Results have to be mentioned accurately. Results can be of 4 types:

- A) List Type : Normal/Abnormal or Positive/Negative or Present/Absent
- B) Numeric : Integer or decimal values
- C) Text : Character Text field
- D) Check-boxes: 1 or 0

Examples:

- 1) HIV Result must be either Positive or Negative. No other values other than these two will be accepted.
- 2) Triglyceride value must be numeric. This column won't accept any alphabet or special character that has been mentioned mistakenly.
- 3) In fields such as **Alcohol, Chewer, Smoker, Alcohol Social & Drug**, it is advisable to mention either '1' or leave it as blank. Mention '1' in Alcohol column, if the patient drinks regularly. If he drinks occasionally, mark '1' in Alcohol Social column. Similarly, if he/she is a chewer, mark '1' in Chewer column.
- 4) Values in **Disease All, Past HistorySelf, PastHistoryMother/Father** columns have to be mentioned in a different way. If the patient has a past history of COPD & DM mention the same as "DM+COPD" or "COPD+DM". Similarly, "+" has to be put between the existing diseases that are to be listed.
- 5) Blood Group has to be strictly mentioned as "O+". Mentioning the letter "O" as capital is mandatory. Characters like "VE" or "ve" after the symbol "+" are not valid.
- 6) Columns like **Diagnosis, Recommendation** etc are text columns. They accept all special characters.

10. Some headings are marked with red at the top, values that need to be filled are mentioned when you move your cursor over the mark.

11. Process Type & Target group are 2 columns that can be left as blank or can be deleted (if information is not available), otherwise values in it has to be mentioned correctly.