

TUTORIAL UPLOAD DATA

01/03/2023

Content

- **Save excel file as .csv file**
- Export access table as .csv file
- Upload data file to database
- Trouble shooting – solving error messages.

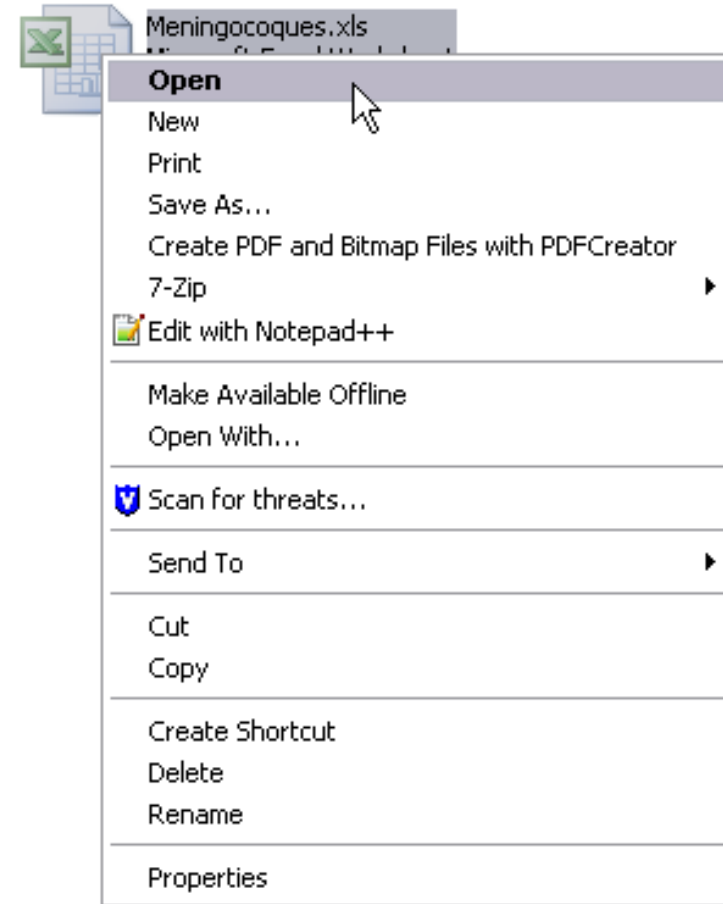
Starting from .xls file



Meningocoques.xls
Microsoft Excel Worksheet
20 KB

Open .xls file

Right click on .xls file → select 'Open'



View of Excel file

Microsoft Excel - Meningocoques.xls

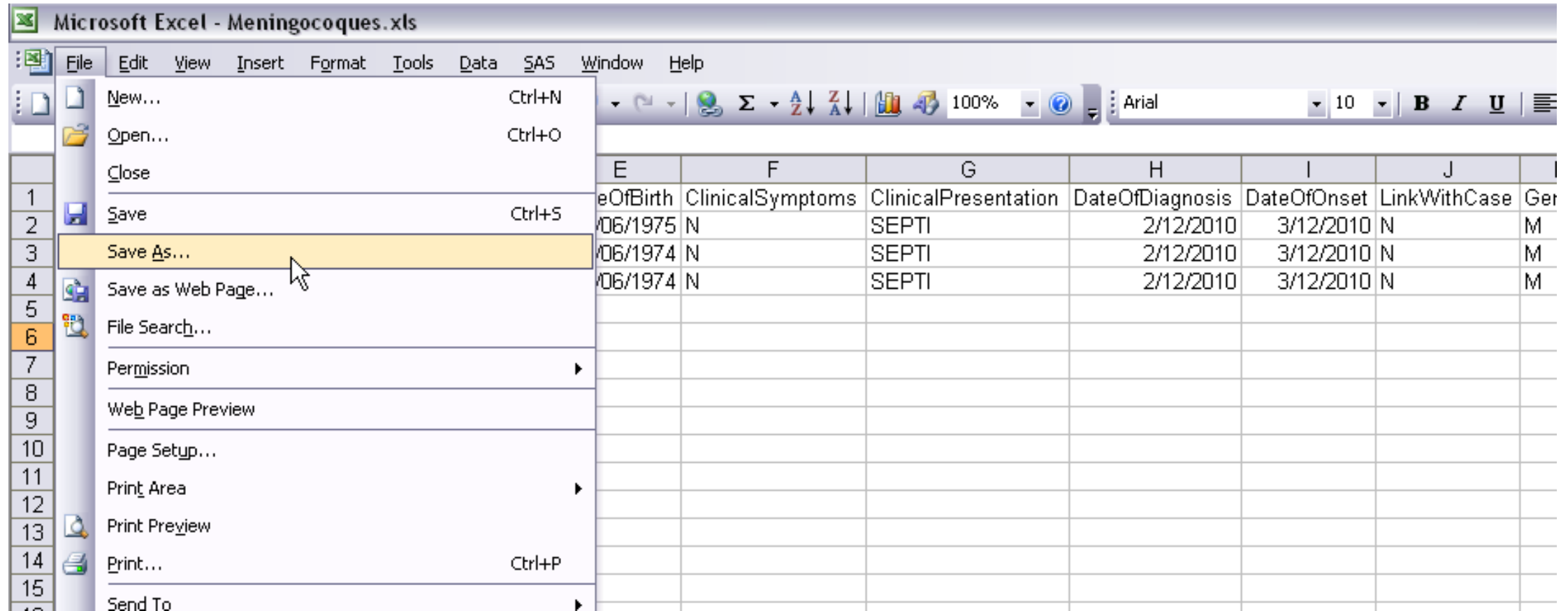
File Edit View Insert Format Tools Data SAS Window Help

B6 fx

	A	B	C	D	E	F	G	H	I	J	K
1	RecordId	RecordType	RecordTypeVersion	Subject	DateOfBirth	ClinicalSymptoms	ClinicalPresentation	DateOfDiagnosis	DateOfOnset	LinkWithCase	Gender
2	Test001	MENI	1	MENI	9/06/1975	N	SEPTI	2/12/2010	3/12/2010	N	M
3	Test002	MENI	1	MENI	9/06/1974	N	SEPTI	2/12/2010	3/12/2010	N	M
4	Test0030	MENI	1	MENI	9/06/1974	N	SEPTI	2/12/2010	3/12/2010	N	M
5											
6											
7											
8											
9											
10											
11											
12											

To save Excel file as .csv file

select 'File' → 'Save As'

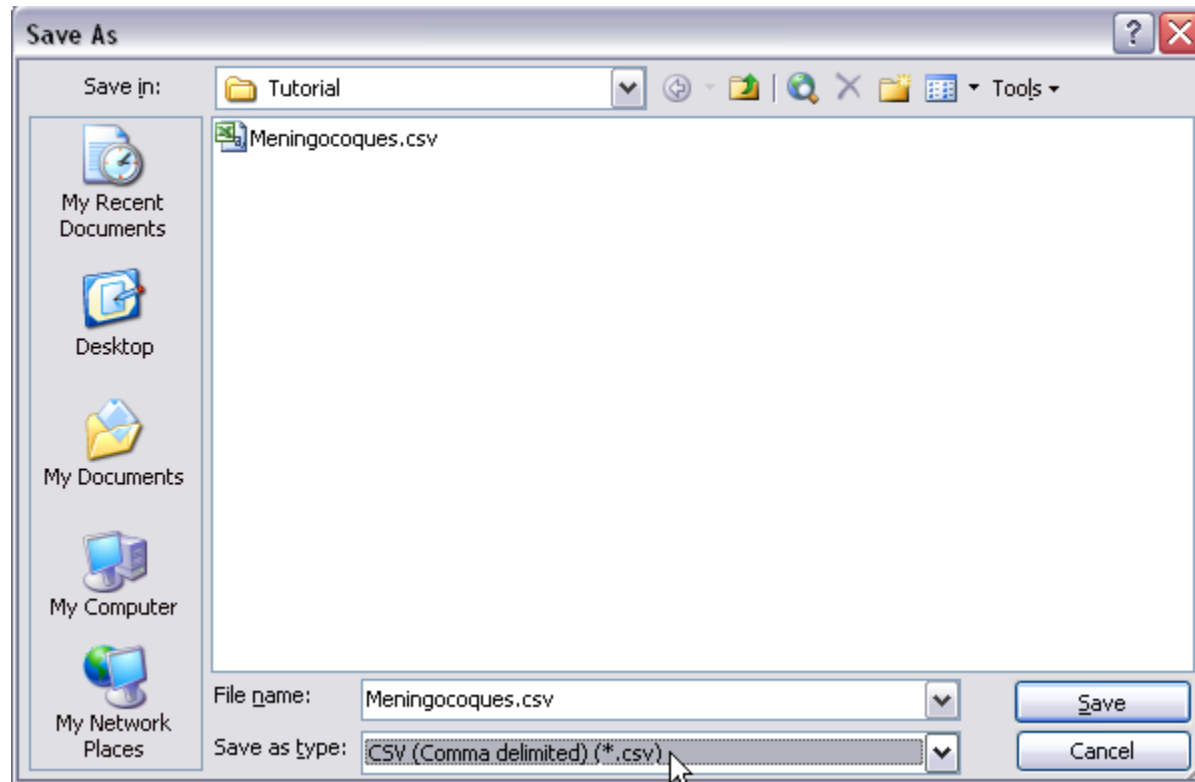


The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Meningocoques.xls". The "File" menu is open, and the "Save As..." option is highlighted. The spreadsheet data is visible in the background, showing columns E through J and rows 1 through 15. The data includes birth dates, clinical symptoms, clinical presentations, diagnosis and onset dates, and case linkages.

	E	F	G	H	I	J	
1	eOfBirth	ClinicalSymptoms	ClinicalPresentation	DateOfDiagnosis	DateOfOnset	LinkWithCase	Ger
2	/06/1975	N	SEPTI	2/12/2010	3/12/2010	N	M
3	/06/1974	N	SEPTI	2/12/2010	3/12/2010	N	M
4	/06/1974	N	SEPTI	2/12/2010	3/12/2010	N	M
5							
6							
7							
8							
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11							
12							
13							
14							
15							

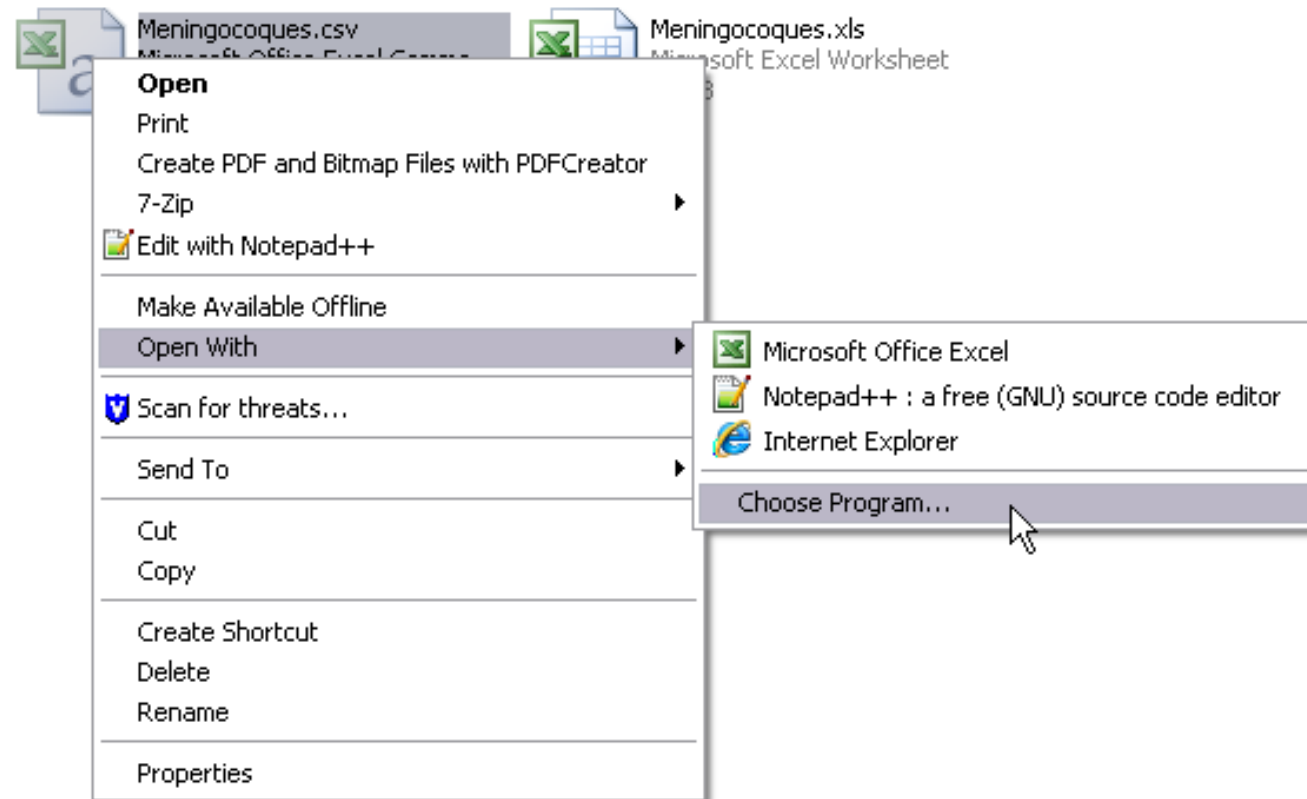
CSV (Comma delimited) (*.csv)

In 'Save As' dialog box → select in 'Save as type' :
'CSV (Comma delimited) (*.csv)' → Save



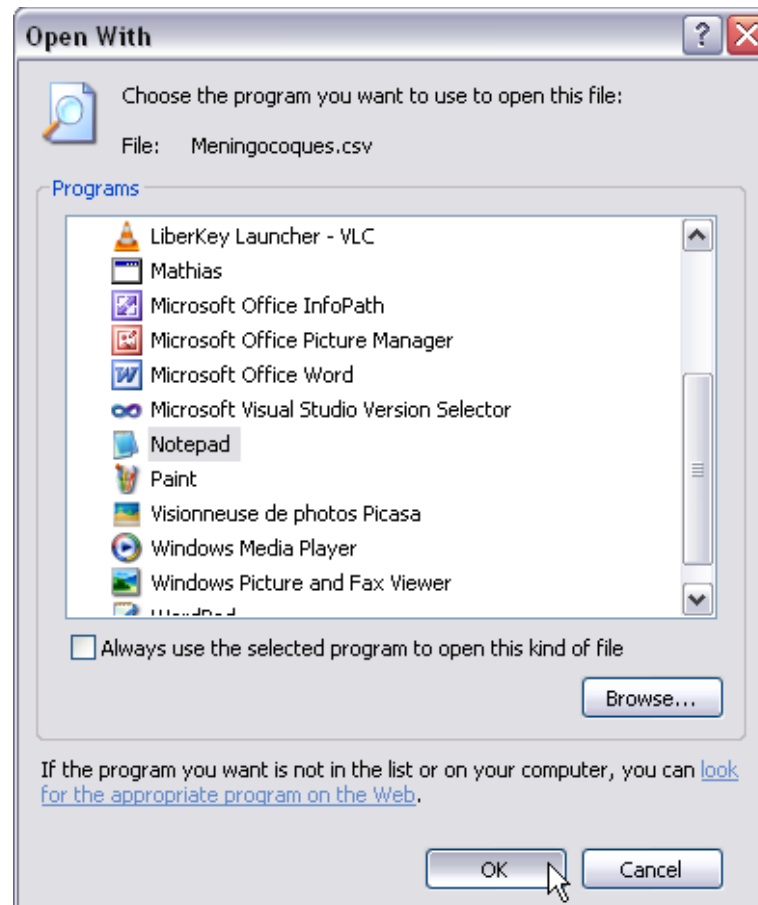
To check the .csv file

Right click on .csv file → select 'Open With' → 'Choose Program'



To check the .csv file

In 'Open With' dialog box → select 'Notepad' → OK

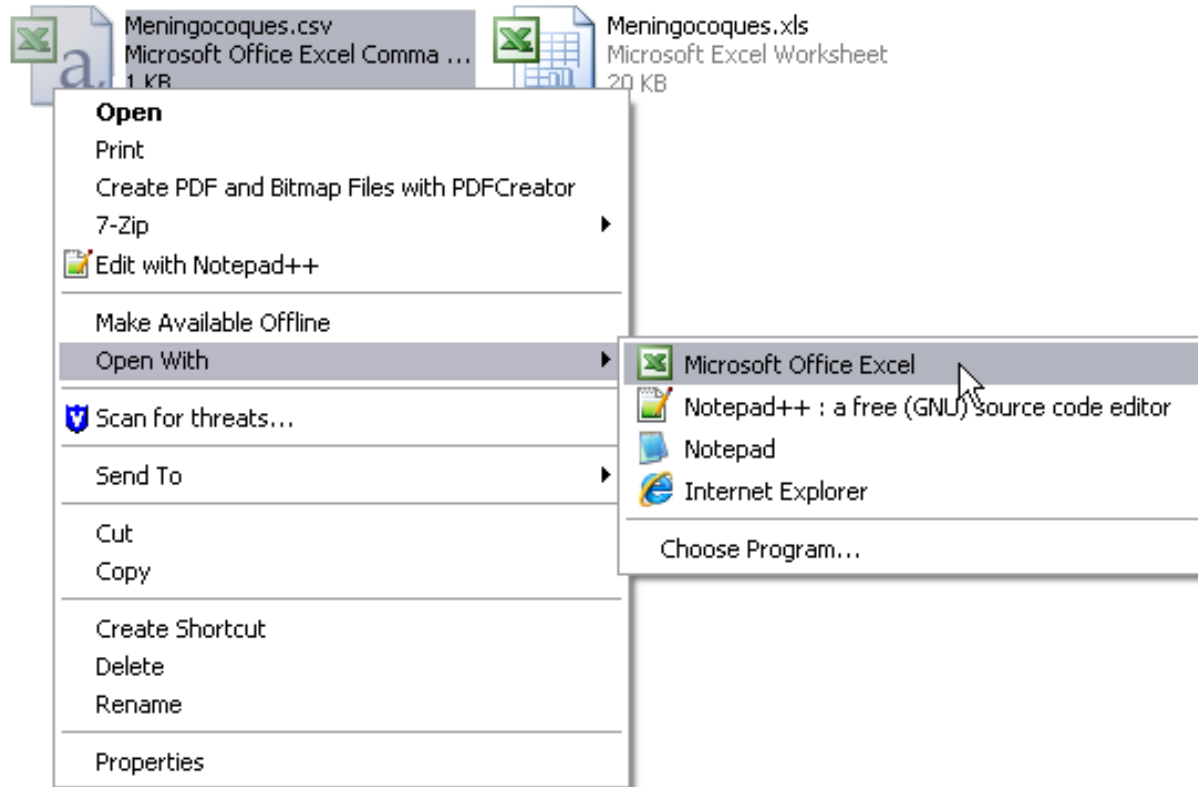


View of .csv file

```
Meningocoques.csv - Notepad
File Edit Format View Help
RecordId;RecordType;RecordTypeVersion;Subject;DateOfBirth;ClinicalSymptoms;ClinicalPresentation;DateOfDiagnosis;DateOfFor
Test001;MENI;1;MENI;9/06/1975;N;SEPTI;2/12/2010;3/12/2010;N;M;Unk;CONF;lala1;lala2;lala3;lala4;A;1620;AD;F4-32;ST-5;19-s
Test002;MENI;1;MENI;9/06/1974;N;SEPTI;2/12/2010;3/12/2010;N;M;Unk;CONF;lala1;lala2;lala3;lala4;A;1620;AD;F4-32;ST-5;19-s
Test0030;MENI;1;MENI;9/06/1974;N;SEPTI;2/12/2010;3/12/2010;N;M;Unk;CONF;lala1;lala2;lala3;lala4;A;1620;AD;F4-32;ST-5;19-
```

To open .csv file in Excel

Right click on .csv file → select 'Open With' → 'Microsoft Office Excel'

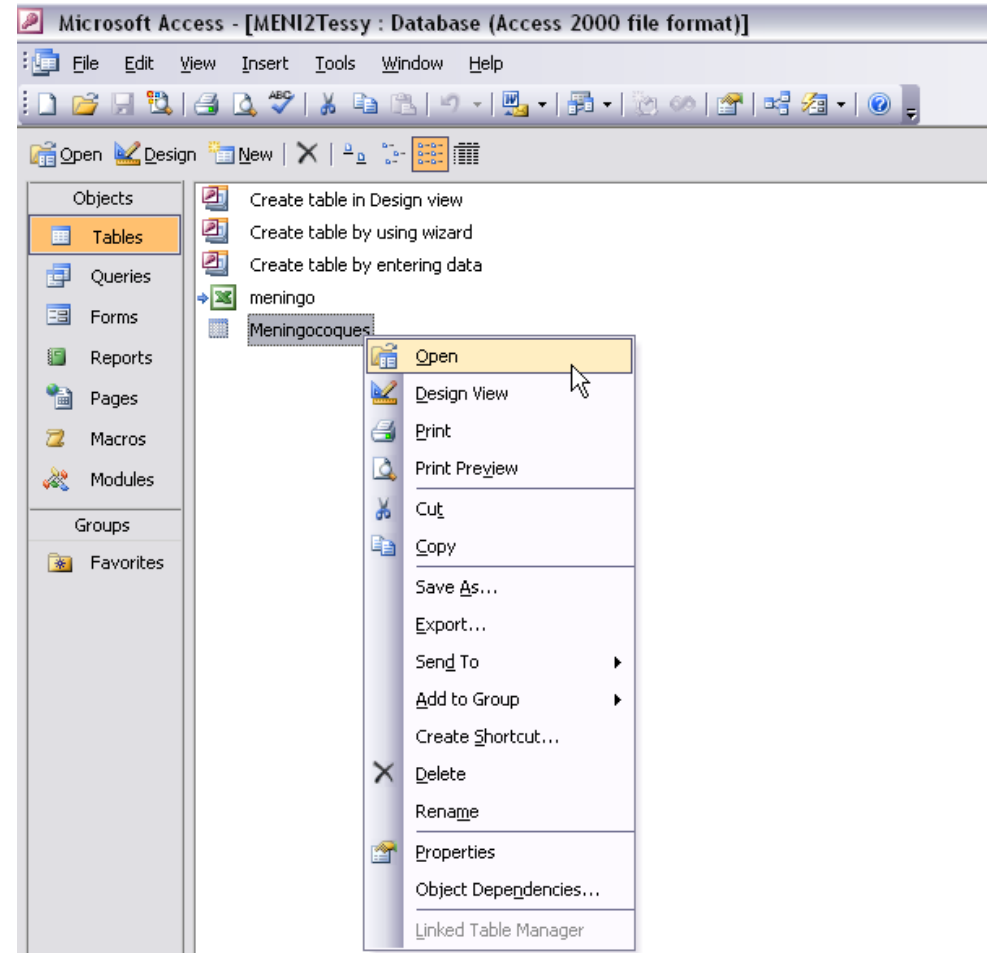


Content

- Save excel file as .csv file
- **Export access table as .csv file**
- Upload data file to database
- Trouble shooting – solving error messages.

Starting from access database

Right click on .xls file → select 'Open'



View of access table

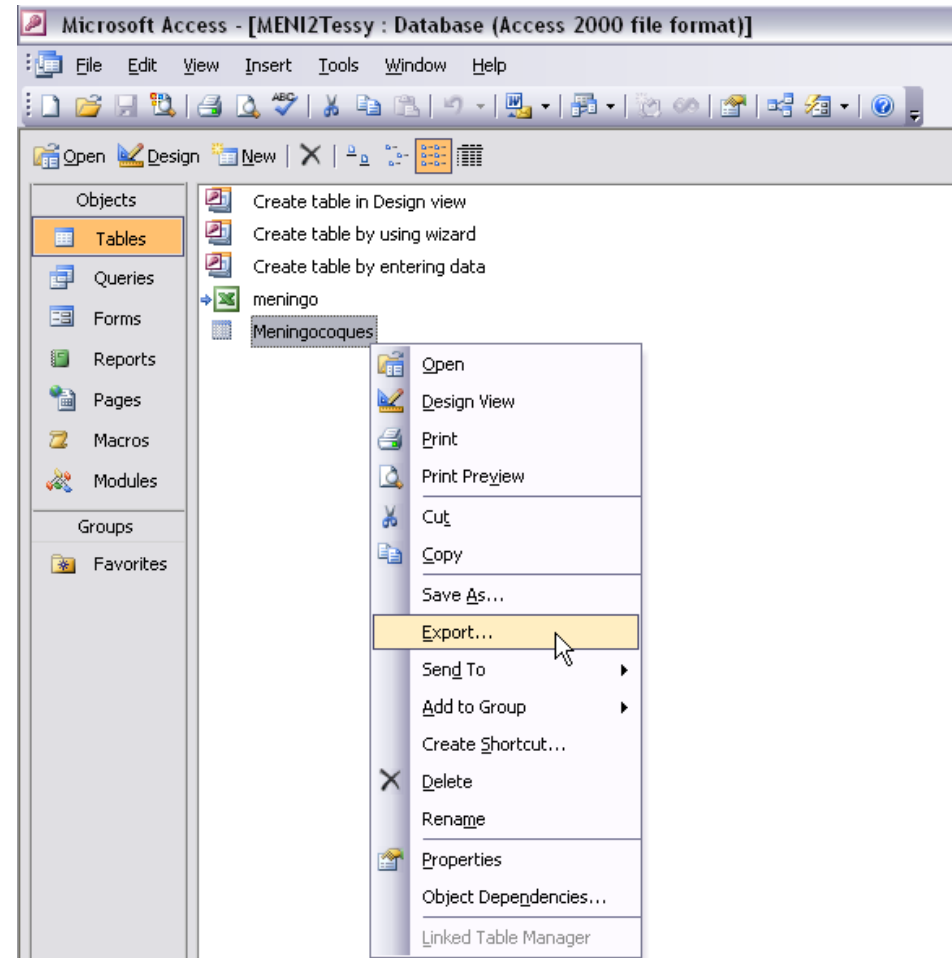
Microsoft Access - [Meningocoques : Table]

File Edit View Insert Format Records Tools Window Help

RecordId	RecordType	RecordTypeVer	Subject	DateOfBirth	ClinicalSymptom	ClinicalPresent	DateOfDiagnosis	DateOfOnset	LinkWithCa
2010/1101/001	MENI	1	MENI	7/01/1992	Unk	UNK	6/01/2010		Unk
2010/1101/003	MENI	1	MENI	7/01/1988	Unk	UNK	7/01/2010		Unk
2010/1101/004	MENI	1	MENI	19/08/2009	Unk	UNK	12/01/2010		Unk
2010/1101/005	MENI	1	MENI	14/01/1992	Unk	UNK	13/01/2010		Unk
2010/1101/006	MENI	1	MENI	14/01/1955	Unk	UNK	14/01/2010		Unk
2010/1101/008	MENI	1	MENI	21/01/1952	Unk	UNK	20/01/2010		Unk
2010/1101/010	MENI	1	MENI	22/01/1995	Unk	UNK	22/01/2010		Unk
2010/1101/011	MENI	1	MENI	2/09/2009	Unk	UNK	26/01/2010		Unk
2010/1101/012	MENI	1	MENI	3/09/2009	Unk	UNK	27/01/2010		Unk
2010/1101/013	MENI	1	MENI	2/02/1998	Unk	UNK	2/02/2010		Unk
2010/1101/015	MENI	1	MENI	9/02/1993	Unk	UNK	9/02/2010		Unk
2010/1101/017	MENI	1	MENI	16/02/1994	Unk	UNK	16/02/2010		Unk
2010/1101/018	MENI	1	MENI	17/02/1999	Unk	UNK	17/02/2010		Unk
2010/1101/019	MENI	1	MENI	25/03/2009	Unk	UNK	17/02/2010		Unk
2010/1101/020	MENI	1	MENI	17/02/2006	Unk	UNK	17/02/2010		Unk
2010/1101/021	MENI	1	MENI	11/01/2010	Unk	UNK	17/02/2010		Unk

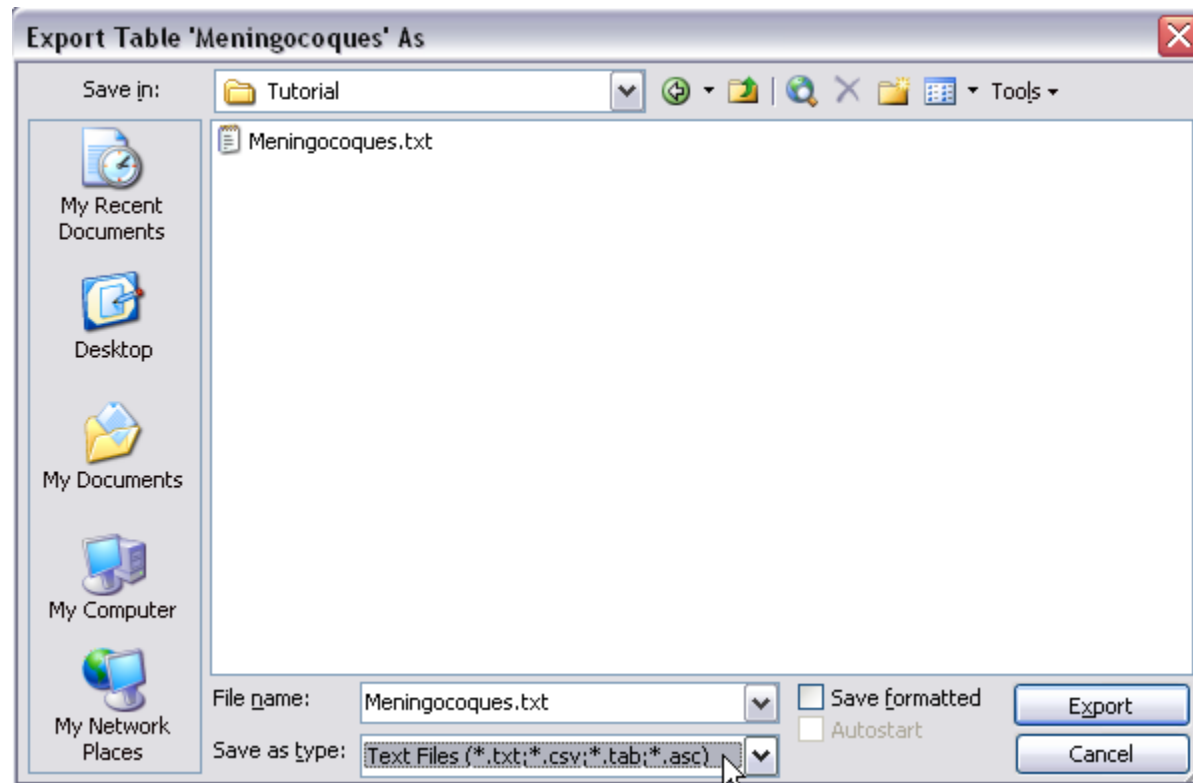
Create .csv file from access table

Right click on .access table → select 'Export'



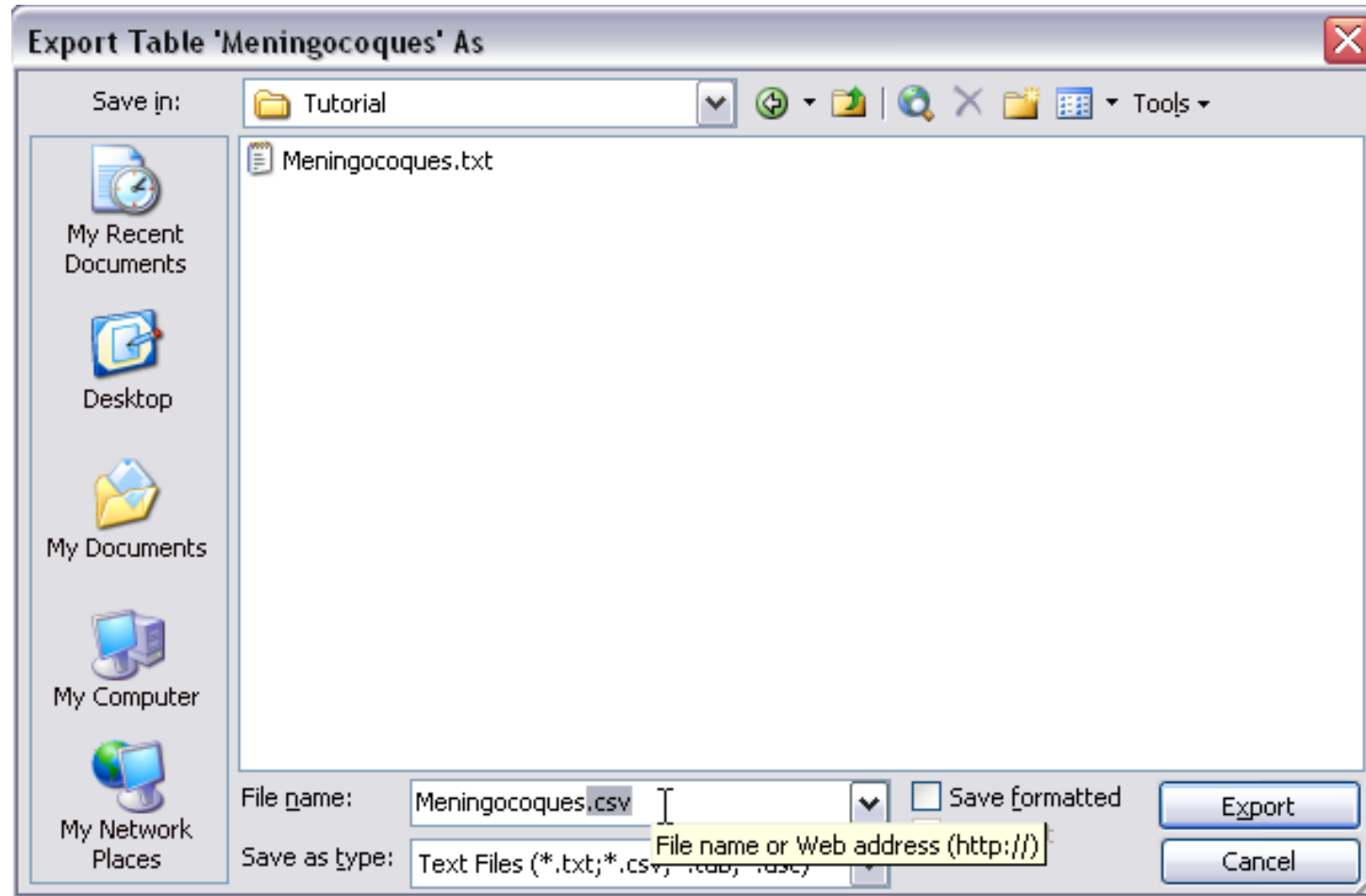
Create .csv file from access table

In 'Export Table xxx As' tabblad → select in 'Save as type' :
'Text Files (*.txt;*.csv;*.tab;*.asc)' →



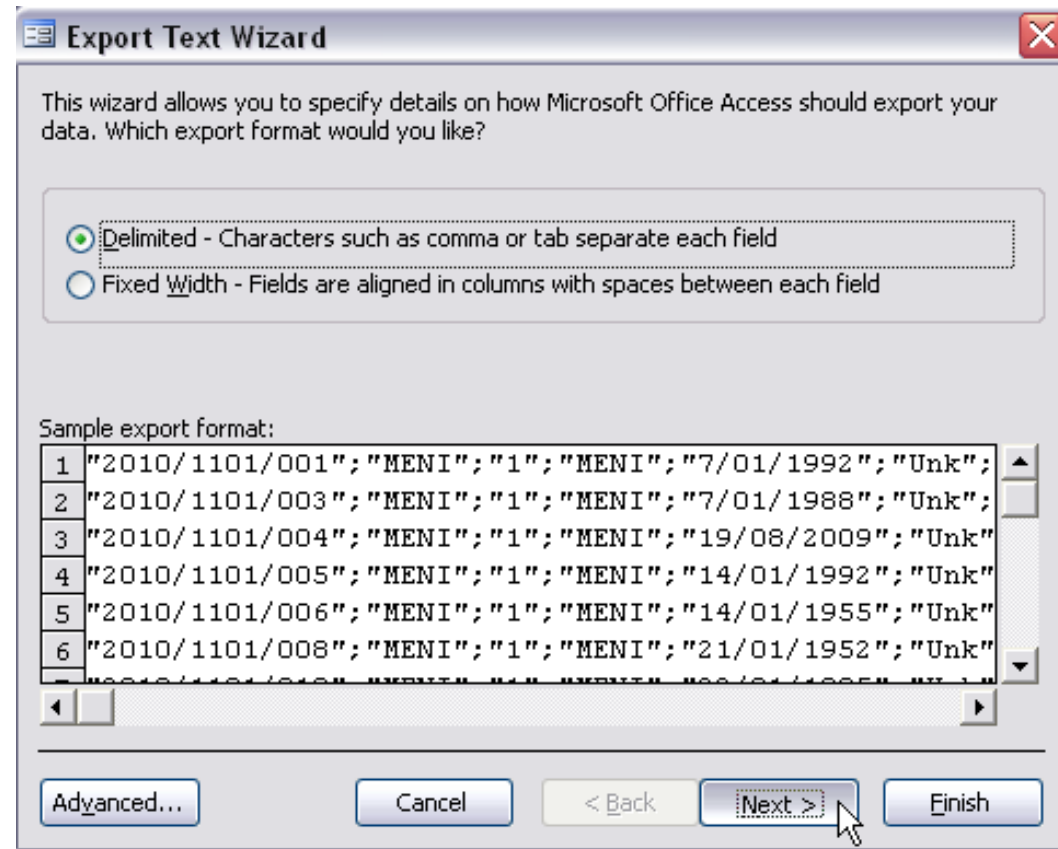
Create .csv file from access table

Change in 'File name' .txt to .csv → Export



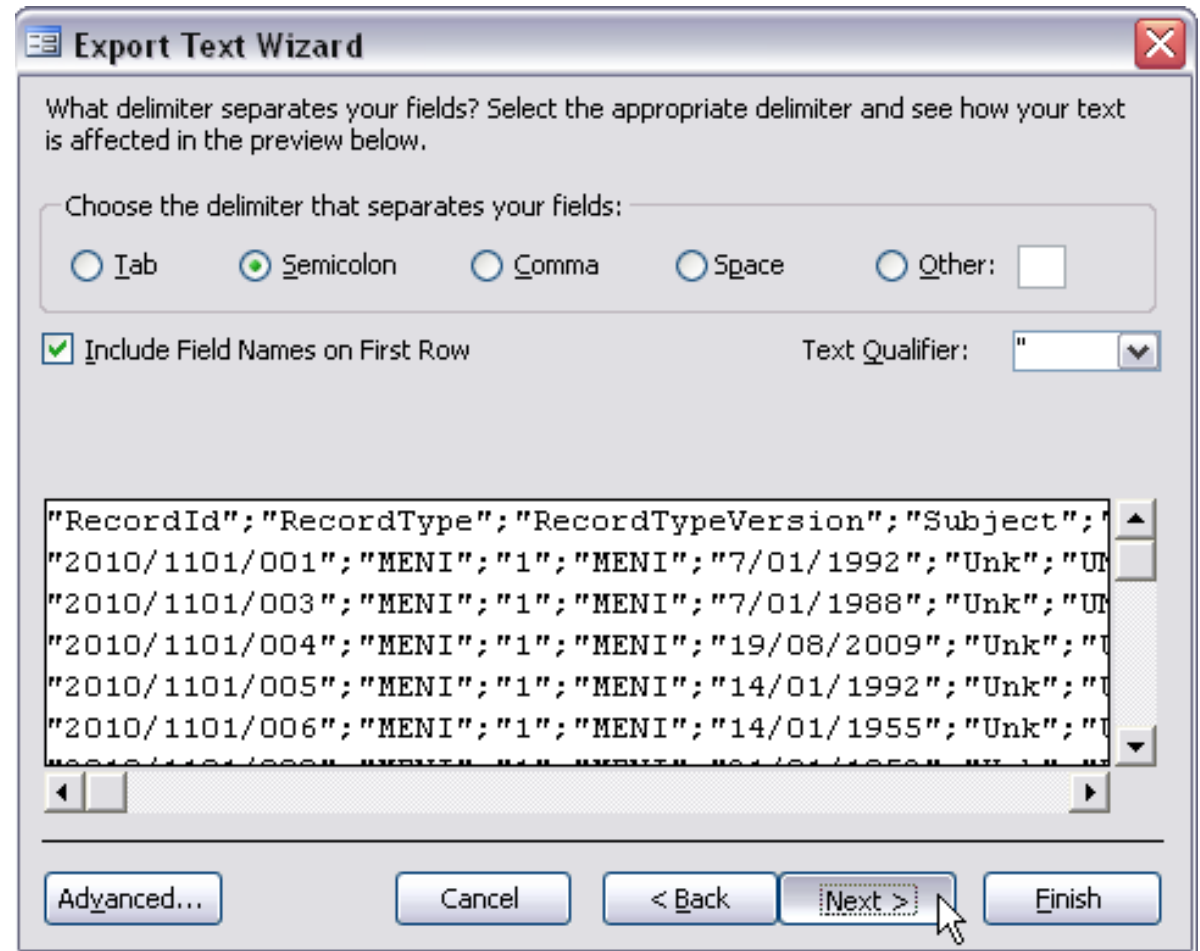
Create .csv file from access table

In 'Export Text Wizard' tick 'Delimited – Characters such as...'
→ Next



Create .csv file from access table

In 'Export Text Wizard' tick 'Semicolon' →
tick 'Include Field Names on First Row' →
Type " in 'Text Qualifier' → Next



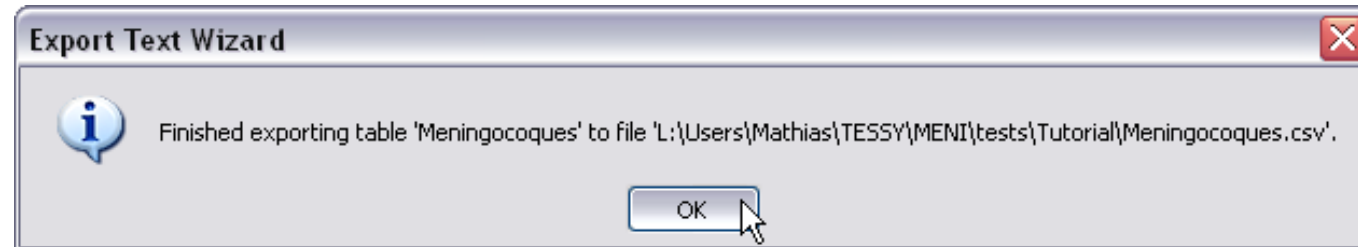
Create .csv file from access table

In 'Export Text Wizard' → Finish



Create .csv file from access table

In 'Export Text Wizard' → OK



Content

- Save excel file as .csv file
- Export access table as .csv file
- **Upload data file to database**
- Trouble shooting – solving error messages.

To upload data to database

Open Internet explorer → select website....

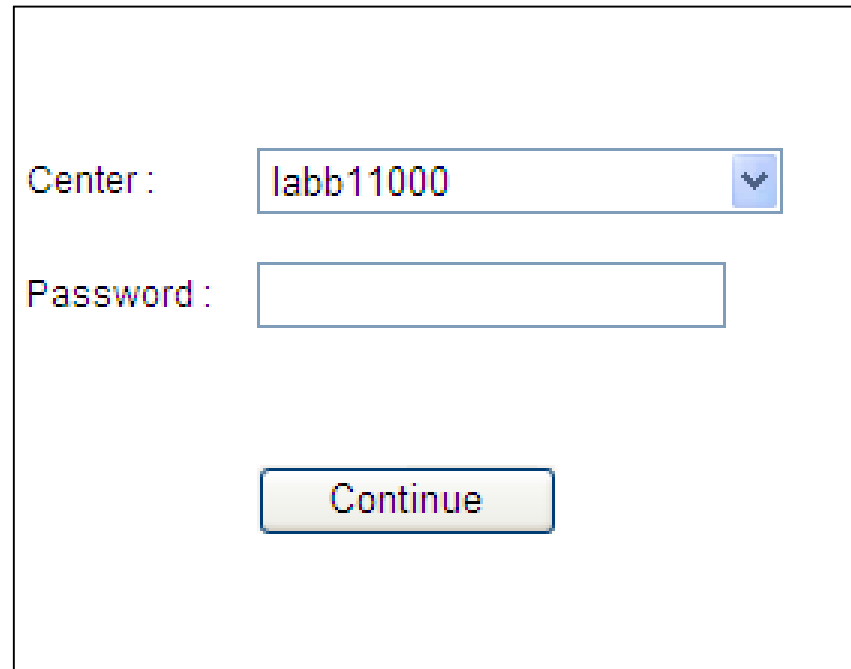
<https://nrc.sciensano.be/>

Login with individual password

enter your login and password → Continue

In case of a problem try IPHWEB\login (for non IPH users)

D_IPH\login (for IPH users)



Center :

Password :

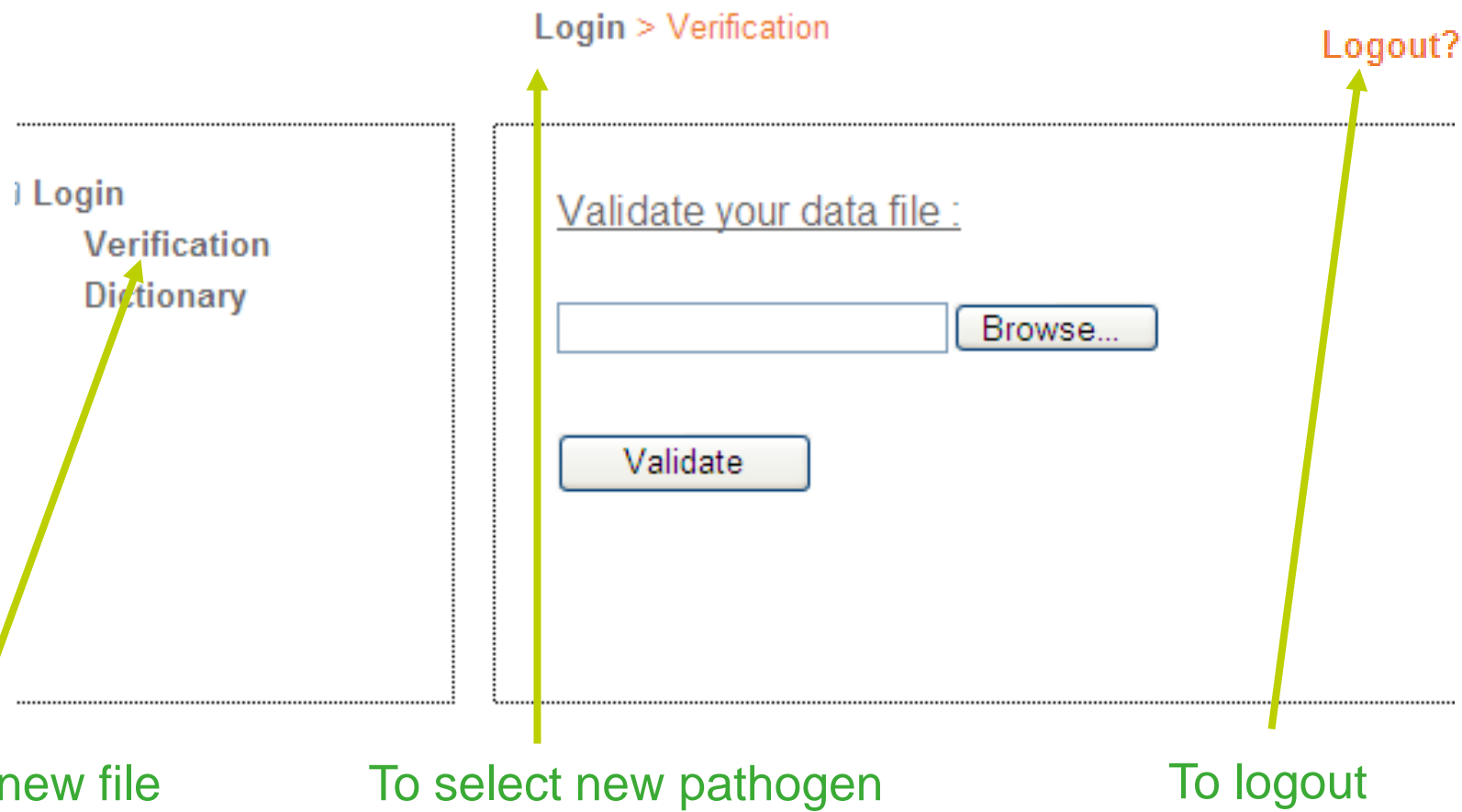
Select file

Select pathogen → Continue

Upload Interface

[Logout?](#)

Pathogen : 



In the upload interface

In dictionary: discription of all fields, formats, range and possible coded values

Login > Dictionary

Login
Verification
Dictionary

Data structure BOTU For labb21000

1) **CaseID**
Code that the laboratory uses to identify the case | Text | **Mandatory = True**

2) **ClinicalCriteria**
The criteria for a clinical picture of the disease are met | Coded Value List | **Mandatory = False**

3) **DateOfBirth**
Date of birth of the patient | Date - dd/mm/yyyy, mm/yyyy, yyyy, UNK | **Mandatory = False but warning**

4) **DateOfDiagnosis**
First date of clinical or lab diagnosis. In case the Date of Onset is missing this timestamp is used. | Date - dd/mm/yyyy, mm/yyyy, yyyy, UNK | **Mandatory = False**

5) **DateOfOnset**
Date of onset of disease. Not applicable in asymptomatic cases. If not applicable, please use 'Unk' | Date - dd/mm/yyyy, mm/yyyy, yyyy, UNK | **Mandatory = False**

6) **EpiLinked**
The criteria for an epidemiological link in the case definition is met | Coded Value List | **Mandatory = False**

7) **Gender**
Gender of the reported case. | Coded Value List | **Mandatory = False but warning**

N = No
NA = Not applicable
UNK = Unknown
Y = Yes

N = No
NA = Not applicable
UNK = Unknown
Y = Yes

F = Female
M = Male
O = Other (e.g. transgender)

In the upload interface

In 'Verification' → Browse to your .csv file to upload

Login > Verification

☰ Login

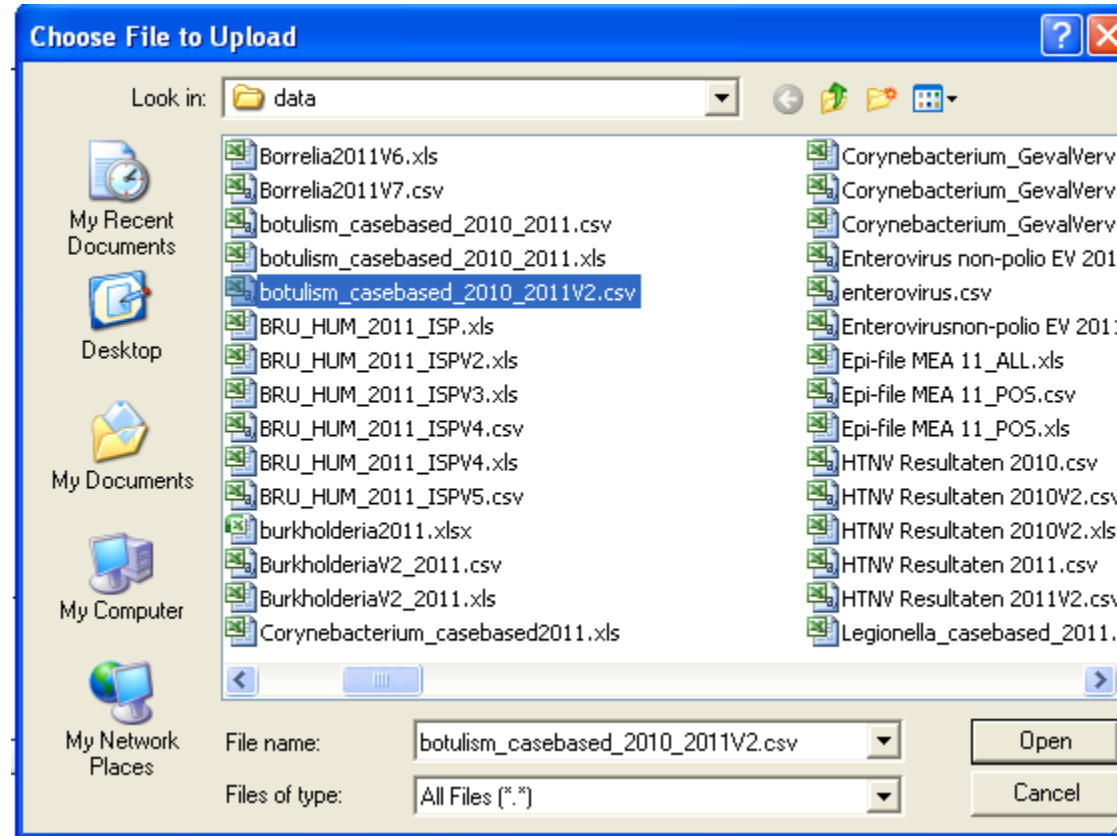
Verification

Dictionary

Validate your data file :

Select file

In 'Choose File to Upload' → select the '.csv file' → Open



In the upload interface

→ Validate

Login > Verification

☐ Login
Verification
Dictionary

Validate your data file :

In the upload interface

→ Submit file if comment:
Or....

Login > Verification

☰ Login
Verification
Dictionary

Validate your data file :

Validation successful! You can submit your file.

File properties
File name: N:\data\botulism_casebased_2010_2011V2.csv
File size: 1814 kb
Type of content: application/vnd.ms-excel

Validation successful! You can submit your file.

In the upload interface

if comment

Results after verification 358 Error(s), 1344 Warning(s) :

→ modify excel file according to error messages to solve the errors

Login > Verification

▣ Login
Verification
Dictionary

Validate your data file :

File properties
File name: N:\data\botulism_casebased_2010_2011
File size: 2955 kb
Type of content: application/vnd.ms-excel

Results after verification 358 Error(s), 1344 Warning(s) :

Error at row number 1 : Pathogen = N is not an allowed value
Error at row number 1 : ResultBOTUType = N is not an allowed value
Error at row number 2 : Pathogen = N is not an allowed value
Error at row number 2 : ResultBOTUType = N is not an allowed value
Error at row number 3 : ProbableCountryOfInfection = N is not an allowed value
Error at row number 3 : Pathogen = N is not an allowed value
Error at row number 3 : ResultBOTUType = N is not an allowed value

File correctly uploaded

Upload Interface

Login > Verification > Result

The screenshot displays a web application interface. On the left, a navigation menu is visible with the following items: Login, Verification, Result, and Historical. The 'Result' item is highlighted. To the right of the menu, the breadcrumb path 'Login > Verification > Result' is shown. Below the breadcrumb, the text 'Result:' is displayed, followed by '96 row(s) affected.' and a cursor icon.

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- **Trouble shooting – solving error messages.**

Website in Google Chrome

