

## National Respiratory Audit Programme (NRAP)

NRAP audit – Guidance for using the web tool import function

Version 1.1: November 2023

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*There are also FAQs and a technical guidance document available for the clinical audit.*

*Please note, the screenshots used throughout this document relate to the children and young people asthma audit section of the webtool, however, the process and pages of the webtool look the same for all other audit workstreams within NRAP.*

## Contents

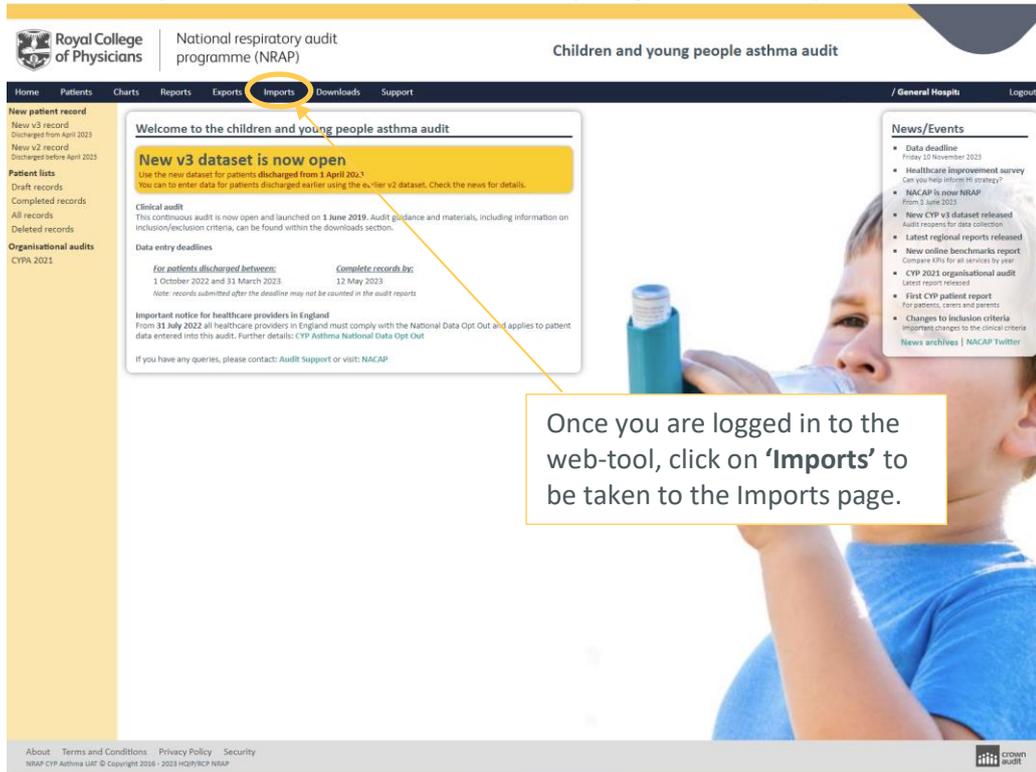
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*This contents page is navigable. Please click on any of the headings and subheadings above to take you to the relevant section of the document.*



## Accessing the imports page

Go to the import section of the web tool for anything to do with imports



## Imports checklist

Please review the following points before attempting imports:

- Decide if you really need to do imports
  - They are only suitable for units/services with a high number of cases to import (>50 per month)*
  - Units with fewer cases will find it easier to enter data directly online with fewer errors*
  - Typing data into a spreadsheet is not any quicker than entering it directly online*
  - There are technicalities and details you will need to deal with which can be challenging*
  - You may need assistance from your IT support service or technical colleagues*
- Review the import dataset specifications and guidance
- Make sure your import data file and data matches the specifications
- Make sure your import data file uses the supplied column headings/labels
- Always review the import results and correct any errors reported
- You should import your data monthly

**Guidance for using the web tool import function | Version 1.1: November 2023**

National Respiratory Audit Programme (NRAP)

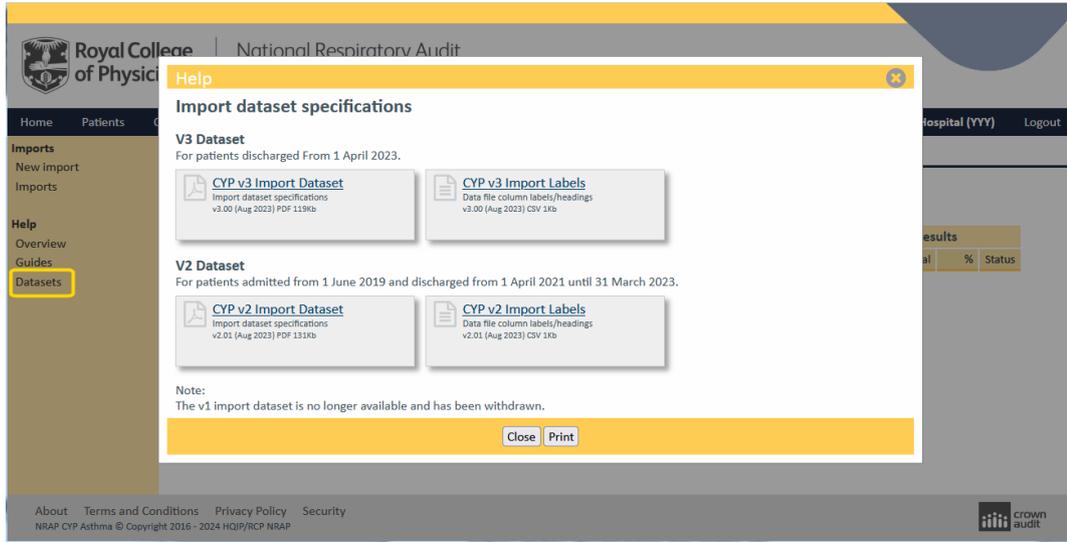
[nrap@rcp.ac.uk](mailto:nrap@rcp.ac.uk) | 020 3075 1526

[www.rcp.ac.uk/nrap](http://www.rcp.ac.uk/nrap)



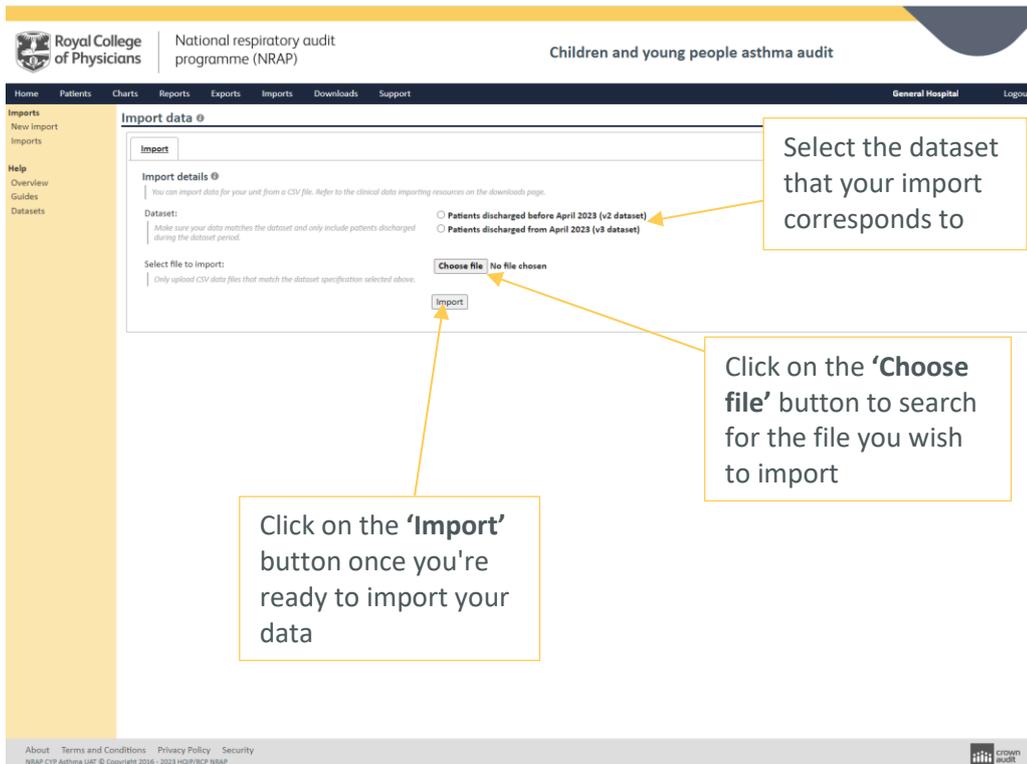
## Import dataset specifications and header file

Look for the 'datasets' on the side-bar menu to download the import dataset and header files for every supported dataset. Your data must match the import dataset and use the supplied headings/labels.



## Submitting an import file

Choose 'New import' on the side-bar menu and complete the import form, then click the 'Import' button





# Output from importing data without errors

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Imports New import Imports

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### Import results

Import Imported records Import file

**Summary**

- ✓ All records have been imported.
- ✓ The import was successful, with no reported errors.

**Details**

Records found in the data file 9

Records imported	New	Updated	Identical	Total	%
✓ Completed records	9	0	0	9	100%
<b>Total records imported</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>100%</b>

Next>

The 'Import results' box provides information such as how many new records were added, how many existing records were updated and how many records were not added/updated because they are identical to existing records. This will prevent duplicates from being added.

A table will provide a summary of successful imports and errors in an accessible table format.

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# Imported records

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**Import results**

Import Imported records Import file

**Imported records**  
 Records updated by this import are listed below. Only new or updated records are listed. Identical records are not shown. Please check your records are correct.  
Note: Records will be removed from this list if they are updated by a later import. This list excludes duplicates in your import file. Only the first 100 records are listed.

Data file row	NHS/CHI Number	Arrival date	Gender	Date of Birth	Complete?	Status
2	943-476-6001	26/03/2021	Male	17/08/2013	✓	New
3	943-476-6028	26/03/2021	Male	26/04/2013	✓	New
4	943-476-6036	26/03/2021	Male	17/02/2017	✓	New
5	943-476-6044	26/03/2021	Female	30/06/2011	✓	New
6	943-476-6052	27/03/2021	Male	14/01/2014	✓	New
7	943-476-6079	27/03/2021	Male	28/11/2013	✓	New
8	943-476-6087	27/03/2021	Male	23/12/2019	✓	New
9	943-476-6095	27/03/2021	Female	28/09/2018	✓	New
10	943-476-6109	27/03/2021	Female	10/11/2009	✓	New

Next>

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### Output from importing data with errors

The screenshot shows the 'Import results' page in the NRAP web tool. The page has a navigation bar with 'Home', 'Patients', 'Charts', 'Reports', 'Exports', 'Imports', 'Downloads', and 'Support'. The current page is 'Children and young people asthma audit'. The 'Imports' section is active, showing 'New import' and 'Imports' options. The 'Import results' page has tabs for 'Import', 'Invalid records', 'Imported records', and 'Import file'. The 'Invalid records' tab is selected, showing a summary of the import process.

**Summary**

- Some records have been imported.
- Some invalid records have not been imported. Check the 'Invalid records' tab.

**Details**

Records found in the data file		20			
	New	Updated	Identical	Total	%
Completed records	0	0	14	14	70%
<b>Total records imported</b>	0	0	14	14	70%
Invalid records	0	0	6	6	30%
<b>Total records not imported</b>	0	0	6	6	30%

If you import a file which contains errors in the data, further information will be given in each of the tabs to help you amend your data.



## Invalid records - records that cannot be imported

The 'Invalid records' tab will display the records which could not be entered due to fatal errors (i.e. the most important values are missing or incorrect).

Click the blue *i* symbol for more help.

Here you will be able to see exactly which records had fatal errors, and what those errors were.

**Invalid records**

Your import file contains 6 invalid records

These patient records cannot be imported into the audit because essential audit data is missing or invalid. You must correct the data before you can import the records.

Note: Row numbers correspond to the CSV file row, including the 'header row' if used. Columns are indicated with column letter, eg: Col A

Row 2 - Your ref: 9434766605
5.3b (Col Y) 'Steroids Time' cannot be given before arrival (check both dates).
Row 13 - Your ref: 9434766745
5.3b (Col Y) 'Steroids Time' cannot be given before arrival (check both dates).
Row 15 - Your ref: 9434766761
5.3b (Col Y) 'Steroids Time' cannot be given before arrival (check both dates).
5.5b (Col AC) 'Agonists B2 Time' cannot be given before arrival (check both dates).
Row 18 - Your ref: 9434766818
2.2 (Col E) 'Date of Birth' Patient is too old - maximum age is 18 years old
Row 20 - Your ref: 9434766834
5.3b (Col Y) 'Steroids Time' cannot be given after discharge (check both dates).
5.5b (Col AC) 'Agonists B2 Time' cannot be given after discharge (check both dates).
6.2a (Col AG) 'Discharge/Transfer Date' minimum is 1 April 2021 for this dataset (Use v1 for earlier discharges)
Row 21 - Your ref: 9434766842
5.5b (Col AC) 'Agonists B2 Time' cannot be given after discharge (check both dates).
6.2a (Col AG) 'Discharge/Transfer Date' minimum is 1 April 2021 for this dataset (Use v1 for earlier discharges)
6.2b (Col AH) 'Discharge/Transfer Time' Discharge cannot be before arrival (check both dates).



## Viewing your imports

The imports list shows all recent imports and their status.

A successful import is shown in green.

Incomplete imports show in amber and imports with invalid data are shown in red.

**Imports**

Import files

Imports for your unit are listed below.

Import file details				Import results		
Date	File name	Dataset	Submitted By	Records	Total	% Status
16/08/2023 12:09	NACAP-CYPA-YYY-20230816-noonesther.csv	V2	Jason Komaromy	2	0%	⚠️
16/08/2023 12:05	NACAP-CYPA-YYY-20230816-noonesther.csv	V2	Jason Komaromy	2	50%	⚠️
16/08/2023 11:42	NACAP-CYPA-YYY-20230816-onlytwonewrecords-nochangesfromexport.csv	V2	Jason Komaromy		0%	⚠️
15/08/2023 14:33	NACAP-CYPA-YYY-20230815-143221-ZOVL-V2ds.csv	V2	Jason Komaromy		83%	⚠️
14/06/2023 10:33	TEST-YYY-L.csv	V2	Tim Bunning		88%	⚠️
22/10/2021 17:06	IMPORT TEST 2210a.csv	V2	Tim Bunning		0%	⚠️
22/10/2021 16:49	IMPORT TEST 2210.csv	V2	Natasha Long		0%	⚠️
22/10/2021 11:48	IMPORT TEST 2210.csv	V2	Natasha Long		0%	⚠️
05/08/2021 12:50	NACAP-CYPA-YYY-20210805-124841-GZBW.csv	V2	Lara Amusan		0%	⚠️
30/04/2021 17:06	CYPAA-v2-Import-Test03 - with errors_EI.csv	V2	Eloya Imoedemhe		43%	⚠️
30/04/2021 17:04	CYPAA-v2-Import-Test03 - with errors_EI.csv	V2	Eloya Imoedemhe		47%	⚠️
30/04/2021 17:00	CYPAA-v2-Import-Test03 - with errors_EI.csv	V2	Eloya Imoedemhe		47%	⚠️
30/04/2021 15:58	CYPAA-v2-Import-Test03.csv	V2	Tim Bunning		88%	✅
30/04/2021 15:46	CYPAA-v2-Import-Test02 - with errors.csv	V2	Tim Bunning		70%	⚠️
					80%	✅
					95%	✅
					90%	✅
					91%	⚠️
					83%	⚠️
					70%	✅

Click on the import date to view further details about that particular import.

Selecting 'Imports' from the side menu will display your last 25 imports in chronological order



# Import summary page

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**Imports**  
New import  
Imports

**Help**  
Overview  
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**Import files**

Imports for your unit are listed below.

Import file details				Import results			
Date	File name	Dataset	Submitted By	Records	Total	%	Status
16/08/2023 12:09	NACAP-CYPA-YYY-20230816-nooneother.csv	V2		2	0	0%	▲
16/08/2023 12:05	NACAP-CYPA-YYY-20230816-nooneother.csv	V2		2	1	50%	▲
16/08/2023 11:42	NACAP-CYPA-YYY-20230816-onlytwonewrecords-nochangesfromexport.csv	V2		2	2	100%	✓
15/08/2023 14:33	NACAP-CYPA-YYY-20230815-143221-2QVL-V2ds.csv	V2		93	77	83%	✗
14/06/2023 10:33	TEST-YYY-1.csv	V2		66	58	88%	✗
22/10/2021 17:06	IMPORT TEST 2210a.csv	V2		1	0	0%	▲
22/10/2021 11:49	IMPORT TEST 2210.csv	V2		1	0	0%	✗
22/10/2021 11:48	IMPORT TEST 2210.csv	V2		1	0	0%	✗
05/08/2021 12:50	NACAP-CYPA-YYY-20210805-124841-GZBW.csv	V2		2	2	100%	✓
30/04/2021 17:06	CYPAA-v2-Import-Test03 - with errors_EI.csv	V2		20	9	45%	✗
30/04/2021 17:04	CYPAA-v2-Import-Test03 - with errors_EI.csv	V2		19	9	47%	✗
30/04/2021 17:00	CYPAA-v2-Import-Test03 - with errors_EI.csv	V2		19	9	47%	✗
30/04/2021 15:58	CYPAA-v2-Import-Test03.csv	V2		20	20	100%	✓
		V2		20	14	70%	✗
		V2		20	20	100%	✓
		V2		20	19	95%	✗
	- Copy.csv	V1A		11	11	100%	✓
	- Copy.csv	V1A		11	10	91%	✗
	- Copy.csv	V1A		12	10	83%	✗
		V1A		9	9	100%	✓

Note: only the last 25 imports are listed.

The 'Help' section has additional guidance for the import process.

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