# National Joint Registry
www.njrcentre.org.uk

# How to use the bulk upload facility

## Getting started

To use the bulk upload facility you will need to request access via the NJR Helpline. The reason for this is that your hospital system must be compatible with the NJR system for data transfer to take place. Your IT department will need to test your hospital system's compatibility to ensure data integrity.

Once you have access you will need to log into the NJR Data Entry System. The menu screen will display two new options:
1. Upload XML Submission: allows you to upload an XML bulk upload document
2. View Bulk Upload Submissions: lists the previous bulk upload submissions your hospital has made and details the results of their processing, eg displays any processing errors that may have occurred.
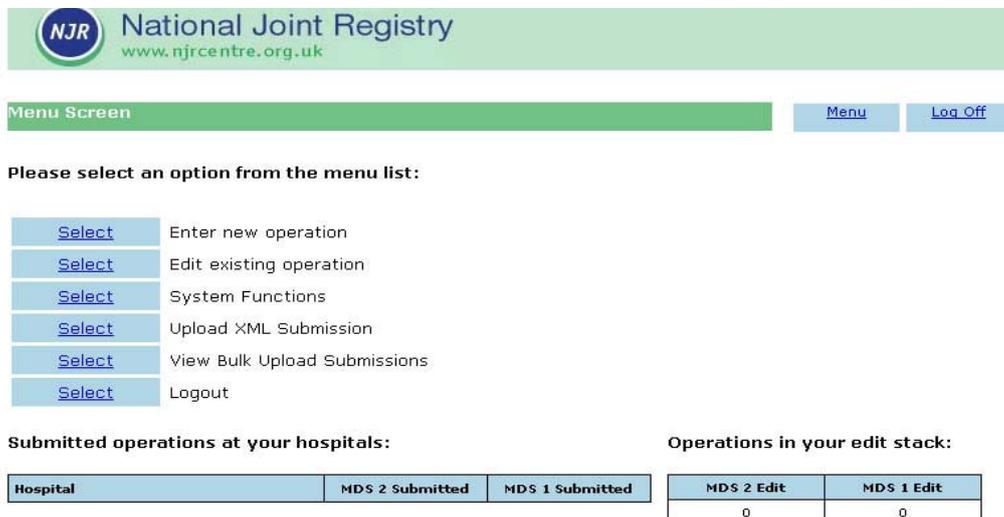


Figure 1: Menu screen on the NJR Data Entry System

## Upload XML submission

The 'Upload XML Submission' option allows you to upload an XML bulk upload document.

To upload a Bulk Upload XML file click on the 'Browse' button and select the bulk upload file that you want to upload. Then click on 'Upload submission'.

Figure 2: Upload XML Submission screen

The file will then be checked for structural errors. These checks confirm the document is correctly formatted and can be processed correctly, and ensures the file has not already been uploaded.

If any errors are found, an error message will be returned on screen (as shown in Figure 3). If an error is encountered you will need to report this back to the person who originally created the XML file (eg your IT department).
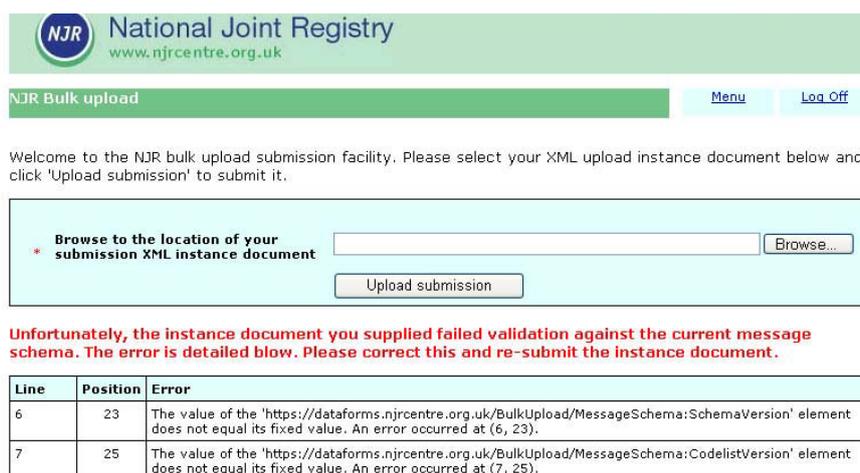


Figure 3: Error messages

Once the XML file has been successfully uploaded confirmation will be displayed on screen (Figure 4). The total number of records uploaded and a unique batch reference number will be reported.
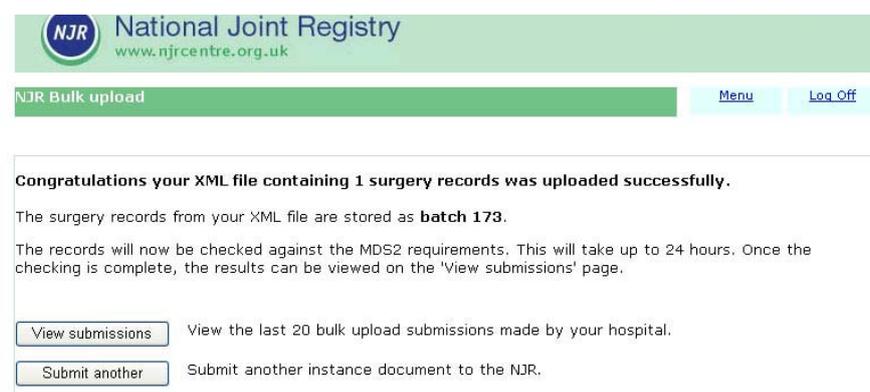


Figure 4: Upload confirmation screen

# View bulk upload submissions

This option lists all the previous bulk upload submissions your hospital has made. The processing details of each XML file will be displayed as shown in Figure 5.

Once the records within the XML file have been uploaded the data will undergo some validation. Please be aware that it can take up to 24 hours for data validation to be completed. When data records have been validated and there are no reported errors the records will be added to the NJR database (if auto complete in the XML file has been set to 'true'; see further detail below). However, the records that did not pass validation will remain in the edit stack until the problem has been solved, ie the record will remain in edit mode until you supply the correct data for that record. Upon correction these records will need to be submitted individually.

If appropriate, click on the 'Save' button to save the batch list as an XML file. Your IT department should advise you if this is required. This file captures the results of processing and in an XML format can be used to help track what is happening on the system (your IT department may choose to import it back into your hospital system). This option is provided on a number of screens.



Figure 5: Bulk upload batch list

For the processing details of a particular batch click on the 'View more details' button, see Figure 6.

The processing details include:
- NJR Index number: you will need to make a note of this number to edit the record.
- the unique upload ID: assigned by your hospital.
- the auto completed column: when 'auto complete' is set to 'true' in the bulk upload XML file, all records that pass validation will automatically be submitted to the NJR database. If 'auto complete' is set to 'false' the records will be added to your edit stack irrespective of whether they passed data validation or not. This means that you will need to submit each record individually. Your IT department will be able to set up the option your hospital requires.
- the validation passed column: indicates whether the data record passed validation or not.

Figure 6: Batch details

If certain records in the bulk upload file did not pass validation a list of records with errors is generated. Click on the 'View Errors' button (Figure 6) to display details of the errors for an individual record (Figure 7).

All errors found in the data record are listed. These errors will need to be amended before the record can be submitted to the NJR database.



This is the validation errors list for surgery record 1419.

| Section | Rule |
| --- | --- |
| Operation - 2. Operation details | Select a patient physical status. |
| Surgeon - 3. Surgeon details | Select consultant in charge. |
| Surgeon - 3. Surgeon details | Select lead operating surgeon. |
| Surgeon - 3. Surgeon details | Select lead operating surgeon grade. |
| Surgeon - 3. Surgeon details | Is the lead surgeon a locum? Choose 'Yes' or 'No'. |
| Surgeon - 3. Surgeon details | Is the lead surgeon from a non-UK surgical team? Choose 'Yes' or 'No'. |
| Surgeon - 3. Surgeon details | Select first assistant grade. |
| Left Knee Complex Primary - Technique 1 - 4.1. Indications for implantation | Select at least one indication for implantation. |
| Left Knee Complex Primary - Technique 1 - 4.2. / 5. Patient procedure | Select patient procedure. |
| Left Knee Complex Primary - Technique 1 - 5. Knee surgical approach | Select approach. |

Figure 7: Validation errors list

## Further help and advice

The NJR Centre is committed to providing training and support to all NJR users. If you need further advice or want specific training on how to use the bulk upload facility contact your regional coordinator. Alternatively, you can call the NJR Helpline on 0845 345 9991.