

# SORMAS® Case Import Guide

This guide should provide you with everything you need to successfully import cases from .csv files into the SORMAS system. Please note that, at the current point in time, it is only possible to import **cases** and their associated **person**, **hospitalization** and **epidemiological data**. Contacts, samples, and any other type of data that might be part of the SORMAS system is not yet supported.

## Creating an import .csv file

**Only .csv files formatted with the UTF-8 standard** are accepted for the case import functionality. If you have a file with an .xls or .xlsx extension, please make sure to save it as a .csv before you try to import it into SORMAS.

It is necessary that the imported file **conforms with the column names** SORMAS uses in its internal database. To make it as easy as possible for you to format your data in a way that SORMAS can read it, you can download a template file by clicking on the [Download Case Import Template](#) button.

**Caution:** It is important that you download this file **every time you import data into SORMAS**, even if you have downloaded it before. It is possible that the table format in the SORMAS database has changed and the columns contained in your already downloaded file are outdated, which will result in an import error at best and faulty imported data at worst.

Once you've downloaded this file, you can either paste the data from your source file into the template file and re-align the contents so they fit the column headers, or you can copy the headers from the template, paste them into your source file and re-align them there.

Please refer to the SORMAS Data Dictionary ([https://docs.google.com/spreadsheets/d/1BA\\_RjM-ZhxFrzpAJdv0UVGhicHXNP6JnPBA-xzdrQKs/edit#gid=964235082](https://docs.google.com/spreadsheets/d/1BA_RjM-ZhxFrzpAJdv0UVGhicHXNP6JnPBA-xzdrQKs/edit#gid=964235082)) to learn which data the different columns expect and use it to translate your data to the SORMAS format.

**Caution:** If any of the cases you want to import has text containing a semicolon ; in one of its columns, you have to surround this text with quotation marks " to make sure the file is read correctly. Otherwise, you will end up either with an import error or faulty imported data.

## Importing the .csv file into SORMAS

When you're done creating the .csv file containing all the cases you want to import, use the [Choose File](#) button (the name of it might be different depending on your browser) to select it on your disk. Afterwards, click on [Upload Case List](#) to start the upload process. Depending on the amount of cases contained in your file, this might take a while.

If the file you provided contains a column that SORMAS can't read, you will now be notified. Please make the respective adjustments and upload the file again.

If everything is alright and SORMAS can correctly read the file, the cases are imported into the SORMAS database and you will receive a message notifying you about the success of the operation. However, some of the cases still might have failed to be imported. There are multiple reasons for such an import error:

- One of the required columns has been left empty. You will need to provide a value for that column for every case you want to import.
- The value in one of the columns is not compatible or not allowed with/for the data type expected (e.g. text in a column that expects a number or an enum value that is not part of the enum specification according to the Data Dictionary). You will need to replace that value with a compatible one.
- For the **region, district, community, facility** and columns that represent a **user**, only names that are contained within the SORMAS database are supported. Please make sure that your spelling matches the database entry in SORMAS, and also make sure that you don't enter a district that is not part of the region you entered (the same applies to communities and facilities).

### Making adjustments in case of import errors

In any of the cases described above, the import will not fail completely, but only the affected cases will not be imported. If at least one case could not be imported, you can download an error report file by clicking on the [Download Error Report](#) button. This file contains all cases that could not be imported as well as a short text informing you about the responsible value.

Use **this file** to make the required adjustments. **Don't do this in the file you originally uploaded** because the SORMAS import currently does not detect duplicates, and a lot of cases you have already imported might be added to the system again.

After you made your adjustments, upload the error report file just as you did it with your original .csv file. You don't have to remove the error message column as it will be automatically ignored. If further import errors are detected, you will have to repeat this process until all cases have been successfully imported.

At this point, you're done and all cases should have been added to the SORMAS database. When you close the import dialog by clicking on the small icon in the top right, the case list will be reloaded and you should immediately be able to work with the new imported cases.