

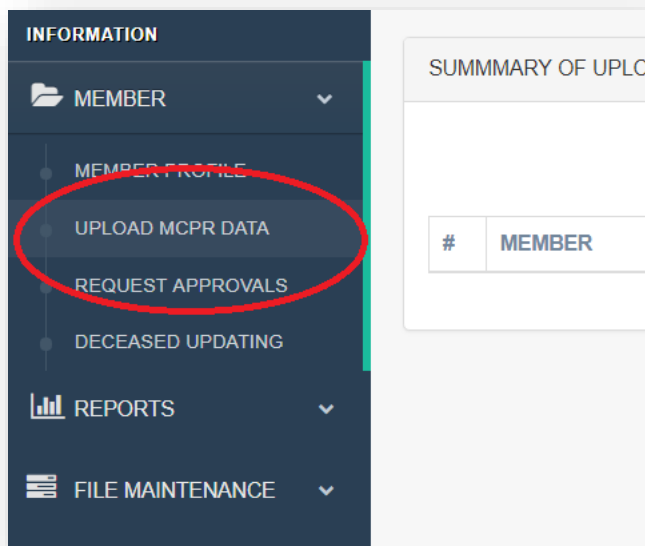
USER GUIDE

HOW TO UPLOAD OFFLINE ENCODED MCPR DATA

**DIAMOND
MEMORIAL
CARE
PLANS
INC.**

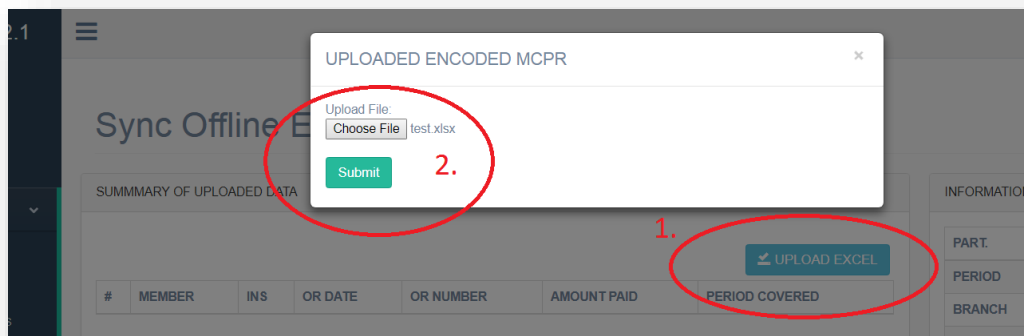
<http://dmcpi.com>

1. Login with your user credentials
2. Navigate to “MEMBER” MODULE then select “UPLOAD MCPR DATA”.



3. Find the “UPLOAD EXCEL” button located at the upper right corner of the screen then click browse button. Select the excel file the click submit. (wait for the system to finish uploading)

Note: the document must be in excel format (*.xlsx)



- The system will display information of the uploaded document for review. (you can reupload your excel if you got a revision)

Sync Offline Encoding

SUMMARY OF UPLOADED DATA

[📄 UPLOAD EXCEL](#)

📌 Uploading successful! Please review your data before syncing to database.

#	MEMBER	INS	OR DATE	OR NUMBER	AMOUNT PAID	PERIOD COVERED
1	ANTIDO, FEDELINO F.	4	2018-09-26	4258181	275	oct
2	ASIS, ANGEL A.	4-5	2018-09-17	425819	550	oct-nov
3	DELUBIO, ZENaida Z.	2	2018-09-24	425820	275	oct
4	DUMALAGAN, SHIRLEY S.	3	2018-09-16	425821	550	oct
5	EUDELA, DANTE D.	3	2018-07-26	425822	550	oct
6	GAMAO, ANTONIO JR A.	2	2018-08-22	425823	275	oct
7	GUIAPAL, CHARITY FAITH C.	3	2018-08-10	4258241	275	oct
8	LEJESTA, VICTORIO V.	4	2018-09-13	425825	275	oct
9	LIZADA, JUVY J.	3	2018-09-01	425826	275	oct
10	MEGUIE, RICARDO R.	2	2018-08-18	425827	275	oct
11	TANOY, JOSEPHINE J.	3	2018-08-10	425828	275	oct

INFORMATION

PART.	DESC
PERIOD	2018 December
BRANCH	BRANCH: TRENTO
AGENT	AGENT: ANITA A. SANCHEZ
TRANS. ID	131
TOTAL AMOUNT	4125
NO. OF ENTRIES	12

[🔄 SYNC NOW!](#)

- Finally, Click “SYNC NOW!” button – this will synchronized the information in your excel and the database.

Note: the system will prompt if then OR/PR already used.

Sync Offline Encoding

SUMMARY OF UPLOADED DATA

[📄 UPLOAD EXCEL](#)

The following OR/PR already used. Please check payment details.

- 4258181
- 425819
- 425819
- 425820
- 425821
- 425822
- 425823
- 4258241
- 425825
- 425826
- 425827
- 425828
- 425829

#	MEMBER	INS	OR DATE	OR NUMBER	AMOUNT PAID	PERIOD COVERED
1	ANTIDO, FEDELINO F.	4	2018-09-26	4258181	275	oct
2	ASIS, ANGEL A.	4-5	2018-09-17	425819	550	oct-nov
3	DELUBIO, ZENaida Z.	2	2018-09-24	425820	275	oct
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