**File Upload Processes And Services**

**Manual Process**

**-- Initial Claim Upload**

1. An Interface for user to upload three TAC Files (TAC\_ACC\_REP, TAC\_IP, TAC\_IP\_BUS – exact file names and exact file locations)
2. System will verify that the files names are uploaded correctly and will combine the required columns into a single CSV file
3. If file names are wrong, System will prompt user about the error.
4. Once the file is processed, the system will provide a result screen to show the output results – number of records, number of successful and number of failed records as well as a download link for user to download the output CSV File (only when all records are successful).
5. If there are failed records, user will see the list of failed records and make changes and system will re-process until all records are marked as successful.
6. User will go to another interface and upload this list to be populated to the CRIS+ Accident Tab.
7. System will also show the number of successful and failed records. User will be able to work on the failed records until every record is uploaded successfully.
8. Uploaded Fields will be blocked and grayed in the Accident Tab

**-- Claim Files Updates**

1. Similar to the Initial Claim Upload Process.
2. Difference is that System will keep track of the IP / Report Number. If IP / Report Number exists in the Claims Registration, System will overwrite fields in the application that are found in the CSV.
3. If there is no existing IP / Report Number in the Claims Registration, System will proceed to create a new Claim and insert all the required fields.

**OR**

**Automated Process**

1. There will be a file folder created for the TAC System to deposit the three required files. The System will fetch these three required fields (e.g. every midnight) and combine them into a single CSV File.
2. After that the System will automatically process this single CSV File and create / update the claims.
3. Combine Results and Processed Results will be made available for Users to preview.
4. User can either manually process those records that have failed or have the System re-process them at the designated time.

**Master Table For Standard Codes**

1. System needs to have a Master Table and upload process for Users to upload the codes (and listings) for Operating Hours (those marked with ID 13) and Duty IOs (those marked with ID 22). File name is TAC\_STANDARD\_Codes.csv
2. System will need to retrieve the number codes under TAC Files for Operating Hours and match to the listings. For example, TAC\_ACC\_REP has a code of 8 under Operating Hours and code 8 under TAC\_STANDARD\_CODES is “WORKDED 3 HRS 30 MINS”. System will need to convert and display the “WORKDED 3 HRS 30 MINS” under the Operating Hours Field in Accident Tab.
3. To change and convert the spelling typo of “workded” to “worked” in CRIS+?
4. To have User Rights for Admin User to manually overwrite the uploaded entries in the Master Table.