Date submitted: <<date>>

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| **Study Name:** Acute Pancreatitis  **Workplan** P**urpose**: Transform “raw” AP lab data into files for analytics  **Investigator**: <<Name, email>>  **Requesting Programmer:** <<Name, email>>  **Return Share folder data to:**  <<Secure file transfer site, who to notify>> |

**Workplan objectives:**

* Read in “raw” AP lab data, label, dedupe to person-event level
* Create person-event files for all labs, for amylase labs and for lipase labs
* Create person-event file with covariates
* Create person-level covariate file

**Output includes:**

* Review folder
  + Review files (xlsx and pdf)
* Local folder
  + Intermediate files
* Share folder
  + File(s) to be shared

**Procedure:**

* Convert raw lab file to SAS if other format
* Unzip ApLab.zip to desired location (where you would like to run program)
* Open ApLab.sas (main ApLabs folder)
  + Complete User Inputs section
  + Run program
  + Check log for errors
  + You may review output in the Review folder as desired
* Distribute the Share folder files:
  + Upload file(s) from share folder KPNW secure site: <<site address>>
  + Email <<who to notify>>, cc requesting programmer.