Data Loader User Manual

Welcome to the new Data Loader file transfer system. This enhanced system is designed to make transferring files to NRC as easy and efficient as possible. Please take a moment to familiarize yourself with the system. If, after reviewing the manual, you have additional questions or comments please contact your Measurement Services Manager for assistance.

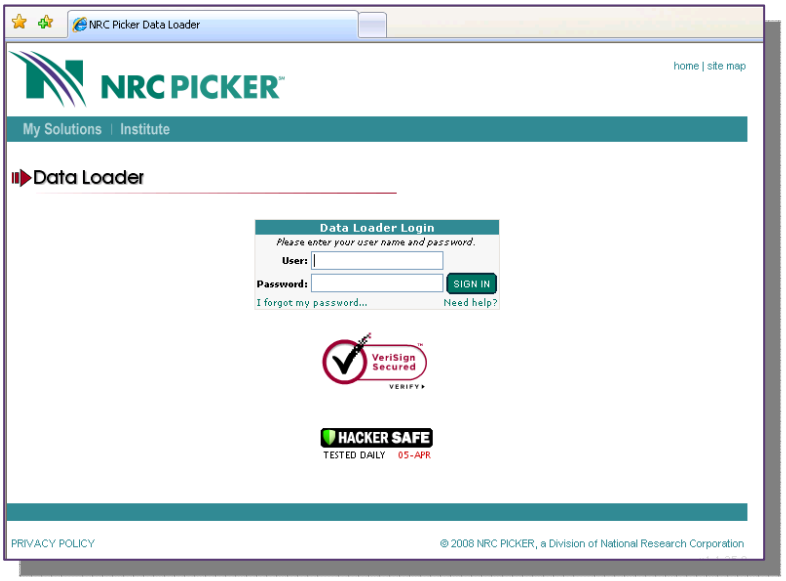
NRC Picker Data Loader

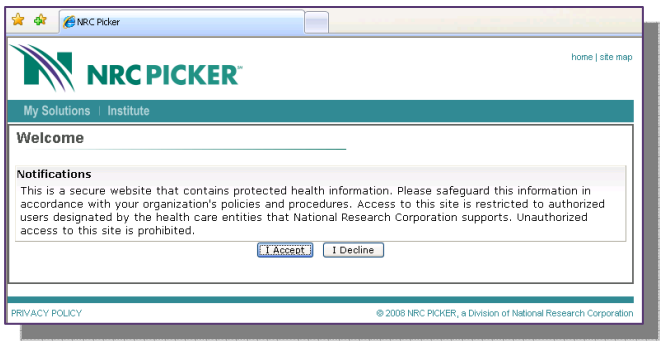
The NRC Picker Data Loader has been created to ensure your data files are not only transmitted safely but to ensure that the patients of your hospital receive the correct surveys appropriate for their visit and that your NRC Team are best directed how to handle your files.

Logging In

The Data Loader system is available through the following link
http://www.nrcpicker.com/Pages/MySolutions.aspx

To access the Data Loader login screen, select Data Loader on the MySolutions page and enter your user name and password as provided. If you do not have a user name and password, please contact your Measurement Services Manager to obtain one.



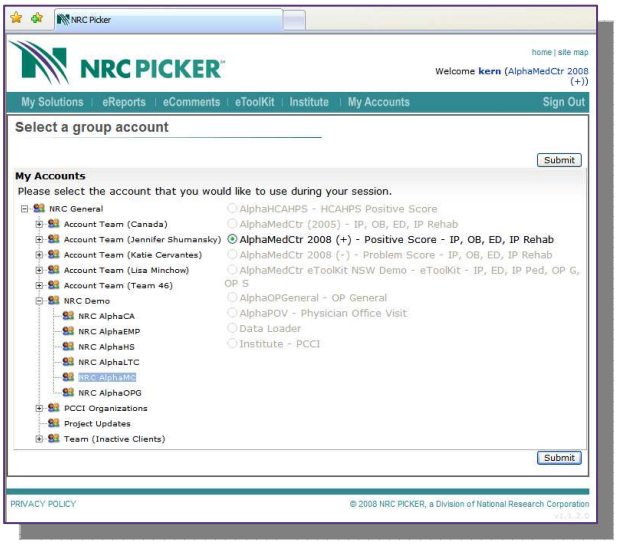


Due to the confidentiality of the patient information you will be transferring, we ask that you accept or decline the notification information. If you decline, you will be returned to the Data Loader login screen and will not be able to upload any files.

Please click on *I Accept* to continue.

If you have access to more than Data Loader, you will be asked to select your group account you would like to load files for.

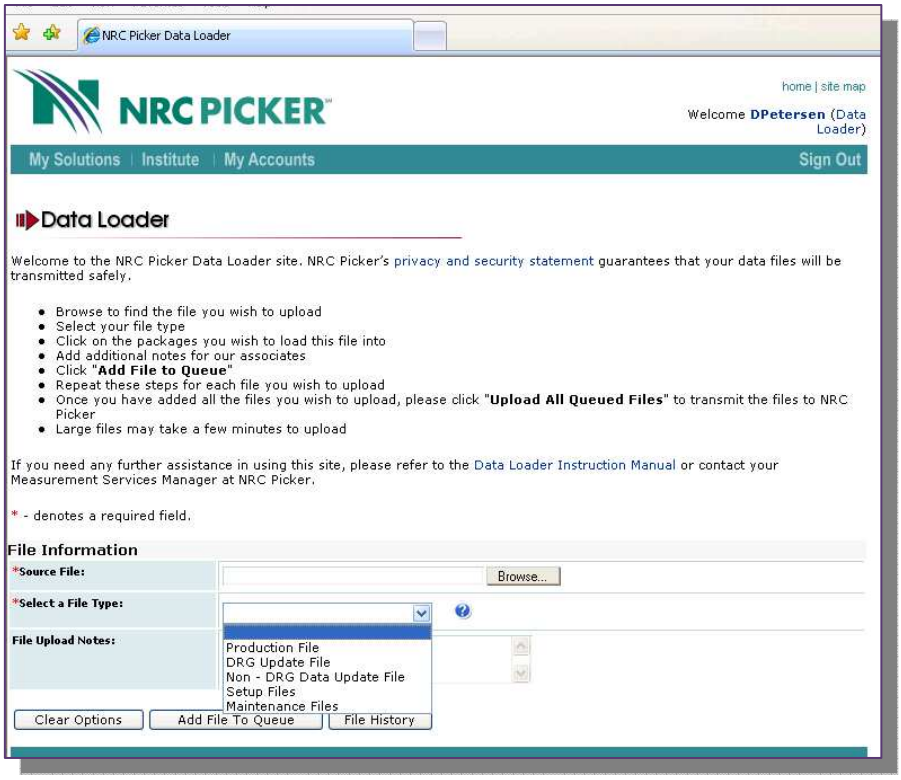
If you do not have access to more than Data Loader, you will be directed into the Data Loader upload screen.



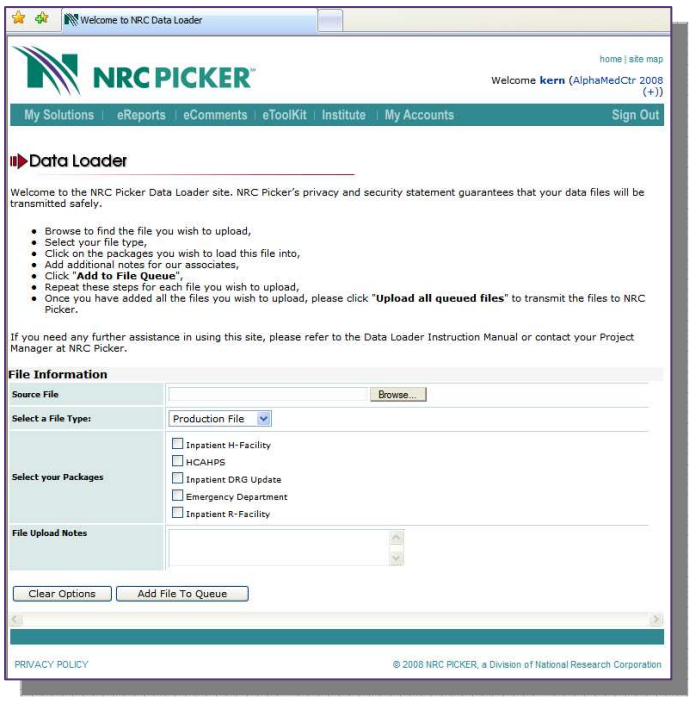
Definitions

Source File: This is the file you want to send to us to work with. You cannot type in the path to the file by hand or cut and paste the file name into this field. You must select the "Browse" button and navigate to the file you wish to add.

File Types: Depending on what file type you select here, determines what process the records in the file will go through. It will also cause the options next available to you to toggle between Packages and Measurement Services Managers



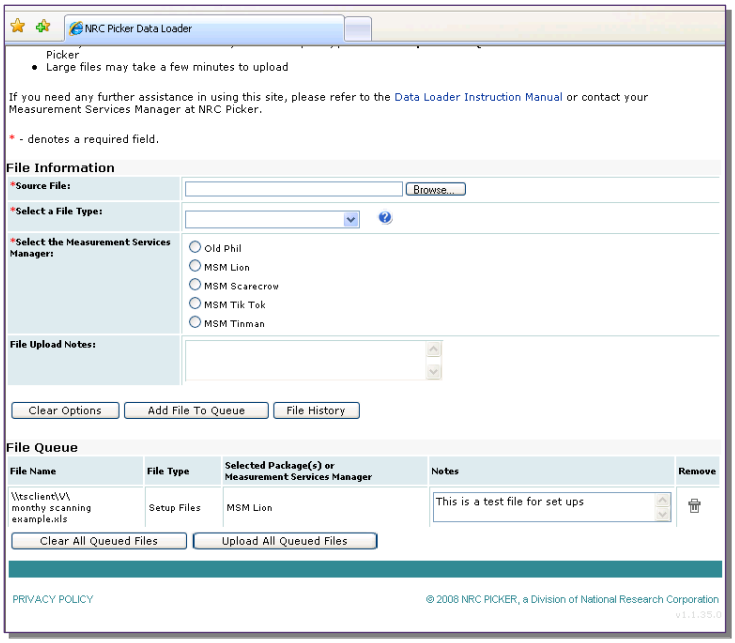
- **Production**: Any file that you are sending to NRC Picker that contains records for patients to be surveyed.
- **DRG Updates**: Any file you are sending to update your DRG codes for a previously sent file.
- **Non-DRG updates**: Any file that you are sending to update previously sent information, other than DRGs, that NRC Picker uses to survey.
- **Setup Files**: Any file you send to NRC Picker in order to set up your project. This includes test files, file layouts, data dictionaries, etc. Typically these files are sent before you begin sending us your production files.
- **Maintenance Files:** Files that you send to NRC Picker that include information that is not directly used for surveying. These include lists of deceased patients, Take Off Call List patients, or updates that are not patient-specific, such as a list of new doctor names to use for survey personalization.



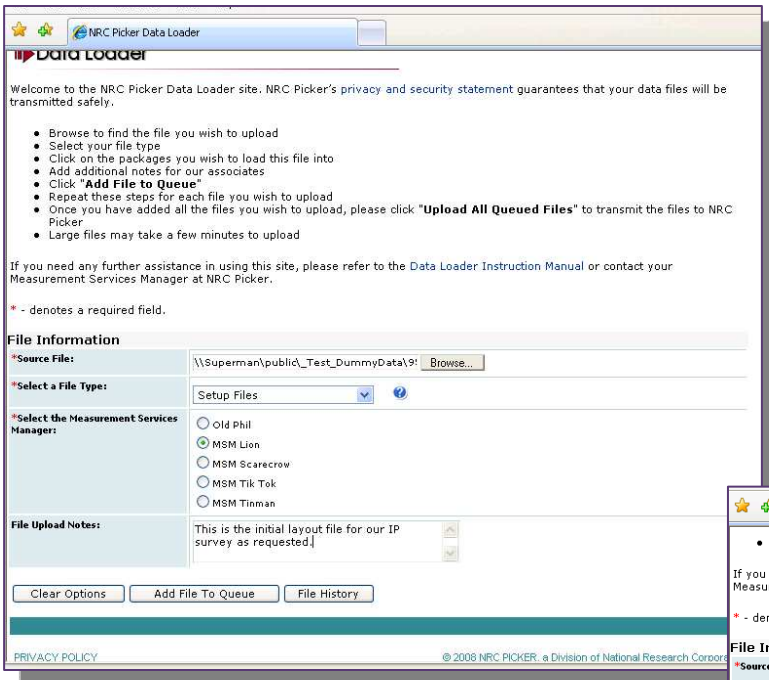
Packages: This is the term we use to reference how your data is mapped to our surveying system. By selecting a package at this stage your file will automatically be loaded into our databases and ready for sampling for the correct units and/or facilities. Please contact your Measurement Services Manager to update the name that appears here so that it helps you to load your files. You are able to select one or as many of the packages as you need the file to be used for.

Example: you might have a package for your Inpatient Survey and another package for your Emergency Survey. However, your patient information in is one file. You would select both the inpatient and the emergency packages for this file.

Measurement Services Manager: This is the person at NRC who is your contact and directly responsible to ensure your project(s) are completed correctly. This list is visible when you select either setup files or maintenance files. You can only select one Measurement Services Manager per file. If you are a new client or you are sending files that belong to a new project, you will only be able to select setup or maintenance files until your project setup has been completed by your Measurement Services Manager.



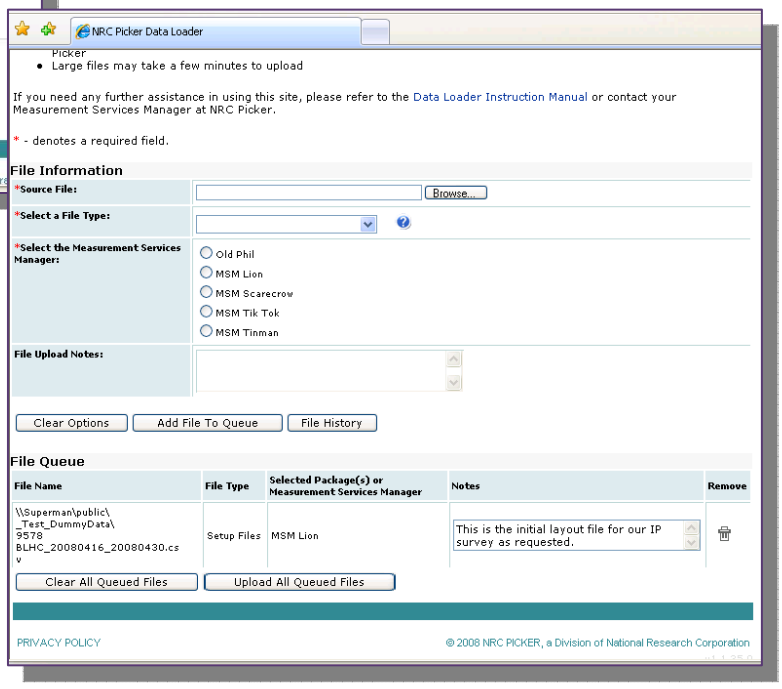
Uploading Files

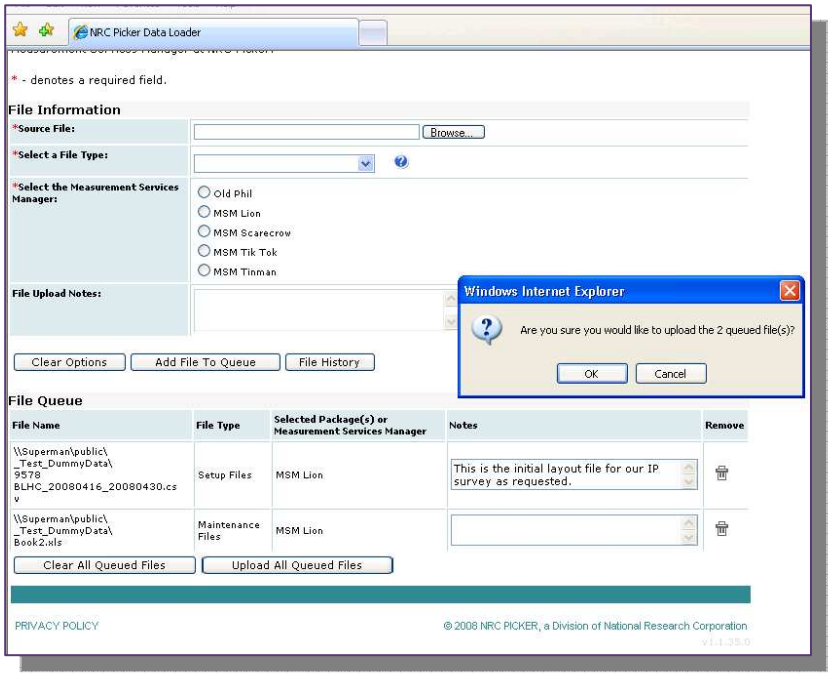


Select your source file (by browsing to find it), a file type and add any notes you would like the NRC associates to be aware of.

When you click on "Add File To Queue", the details about the file are added to a queue chart that appears at the bottom of the page, ready to be uploaded to NRC Picker. You can add up to ten files to the queue before you need to upload the files to NRC.

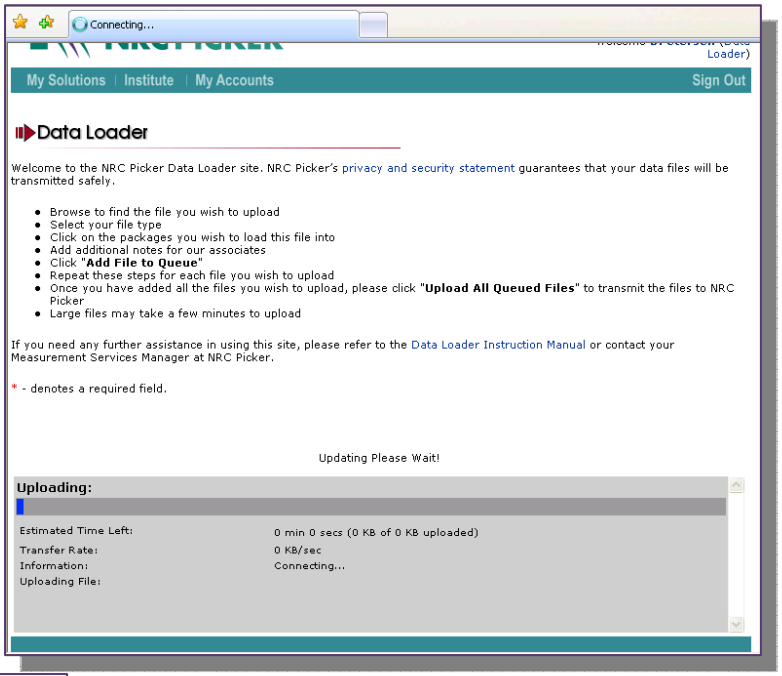
If you select the wrong file and/or package, you can make changes before you select "Add To File Queue" by selecting "Clear Options" or by changing your selections. Once you have added the file to the queue, if you need to make changes you must click on the trash can under the "Remove" heading for the file you wish to delete or "Clear All Queued Files" if you wish to start over.

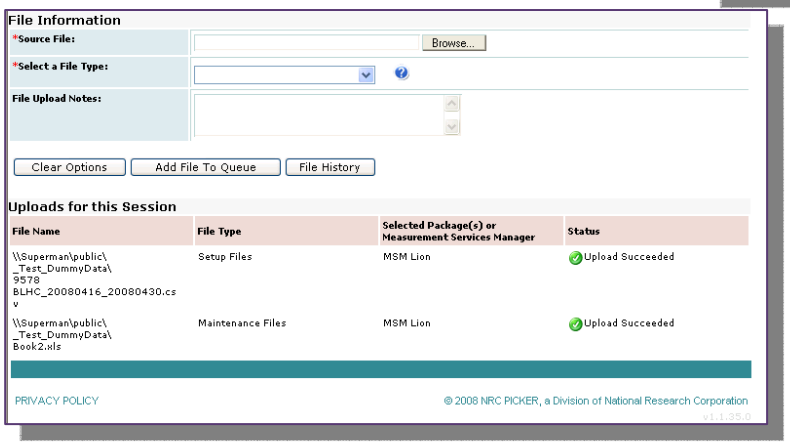




After adding all the files you would like to add to the queue, you will need to begin the upload process by clicking the "Upload All Queued Files" button. You will be asked to confirm you want to send your files. Select "OK" to continue the process.

Once this has been clicked your files are on the way to NRC Picker. An Uploading process bar will appear at the bottom of your screen. Some large files may take a few minutes to transfer. DO NOT CLOSE YOUR BROWSER!

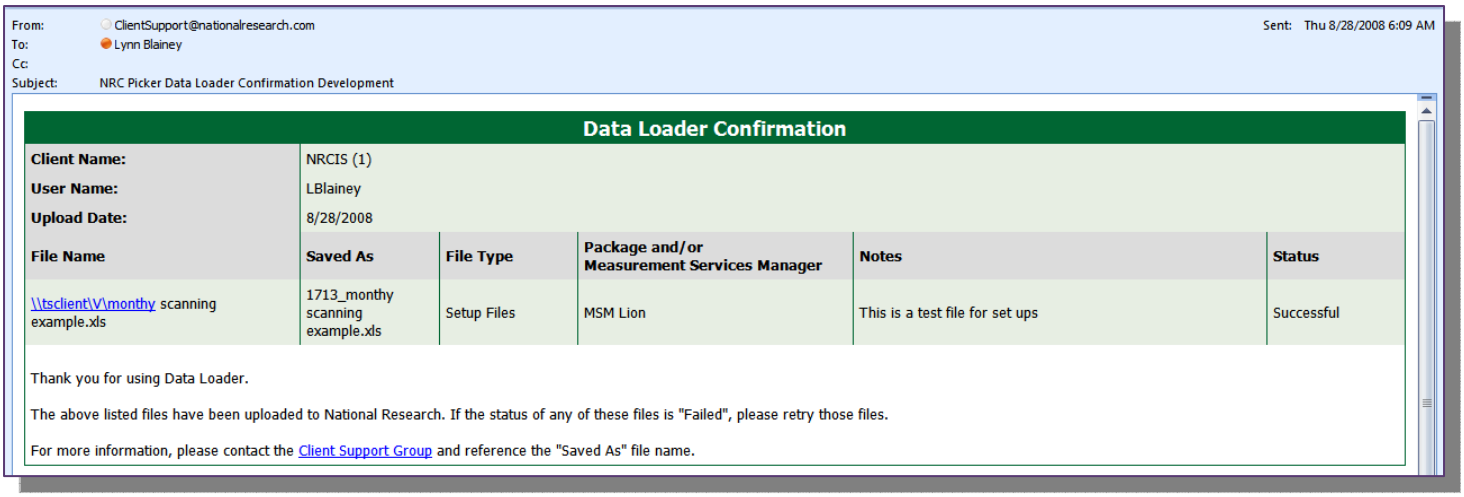




Your screen will refresh and a list of files transferred and their status will appear. If all files have uploaded successfully, you can now log off the system. If any files have not successfully transferred, you will need to resend them.

Special Notes:

You will receive an email shortly after uploading to notify you of the details of the files you have uploaded in this session.



From: ClientSupport@nationalresearch.com
To: Lynn Blainey
Cc:
Subject: NRC Picker Data Loader Confirmation Development
Sent: Thu 8/28/2008 6:09 AM

Data Loader Confirmation

Client Name:	NRCIS (1)
User Name:	LBlainey
Upload Date:	8/28/2008

File Name	Saved As	File Type	Package and/or Measurement Services Manager	Notes	Status
\\tsclient\V\monthy scanning example.xls	1713_monthy scanning example.xls	Setup Files	MSM Lion	This is a test file for set ups	Successful

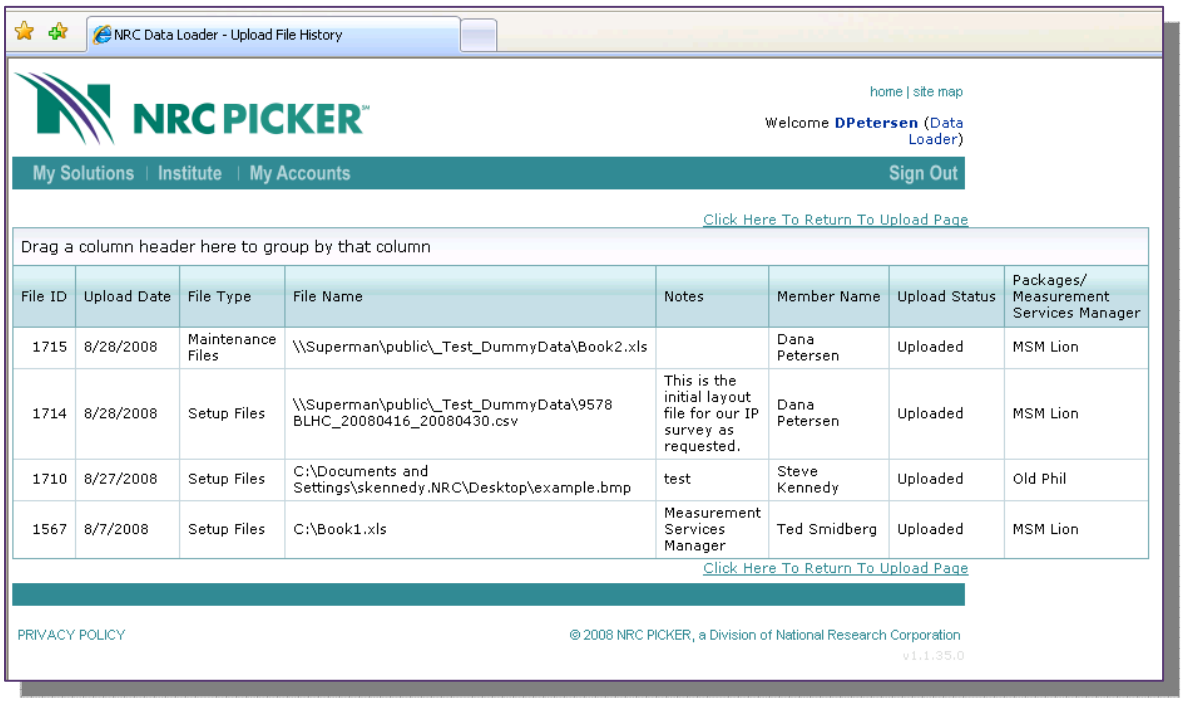
Thank you for using Data Loader.

The above listed files have been uploaded to National Research. If the status of any of these files is "Failed", please retry those files.

For more information, please contact the Client Support Group and reference the "Saved As" file name.

If upon reviewing this email, you notice you have made a mistake and would like to cancel the file that has been uploaded; you will need to contact your Measurement Services Manager and ask them to remove the file from our loading queue.

To review what files have been uploaded for your organization, click on the "File History" button. This will open a new window with a listing of all files that have been uploaded for your organization as seen here.



NRC Data Loader - Upload File History

NRC PICKER℠

home | site map

Welcome **DPetersen** (Data Loader)

My Solutions | Institute | My Accounts | Sign Out

Click Here To Return To Upload Page

Drag a column header here to group by that column

File ID	Upload Date	File Type	File Name	Notes	Member Name	Upload Status	Packages/ Measurement Services Manager
1715	8/28/2008	Maintenance Files	\\Superman\public_Test_DummyData\Book2.xls		Dana Petersen	Uploaded	MSM Lion
1714	8/28/2008	Setup Files	\\Superman\public_Test_DummyData\9578 BLHC_20080416_20080430.csv	This is the initial layout file for our IP survey as requested.	Dana Petersen	Uploaded	MSM Lion
1710	8/27/2008	Setup Files	C:\Documents and Settings\skennedy.NRC\Desktop\example.bmp	test	Steve Kennedy	Uploaded	Old Phil
1567	8/7/2008	Setup Files	C:\Book1.xls	Measurement Services Manager	Ted Smidberg	Uploaded	MSM Lion

Click Here To Return To Upload Page

PRIVACY POLICY

© 2008 NRC PICKER, a Division of National Research Corporation

v1.1.35.0

If you have any other questions, please do not hesitate to contact your NRC Picker Relationship Manager or Management Services Manager.

Thank you for using Data Loader.