**NNCI Monthly User Reporting Workflow**

***Author: William Veith | Last Edit: Apr 30, 2022***

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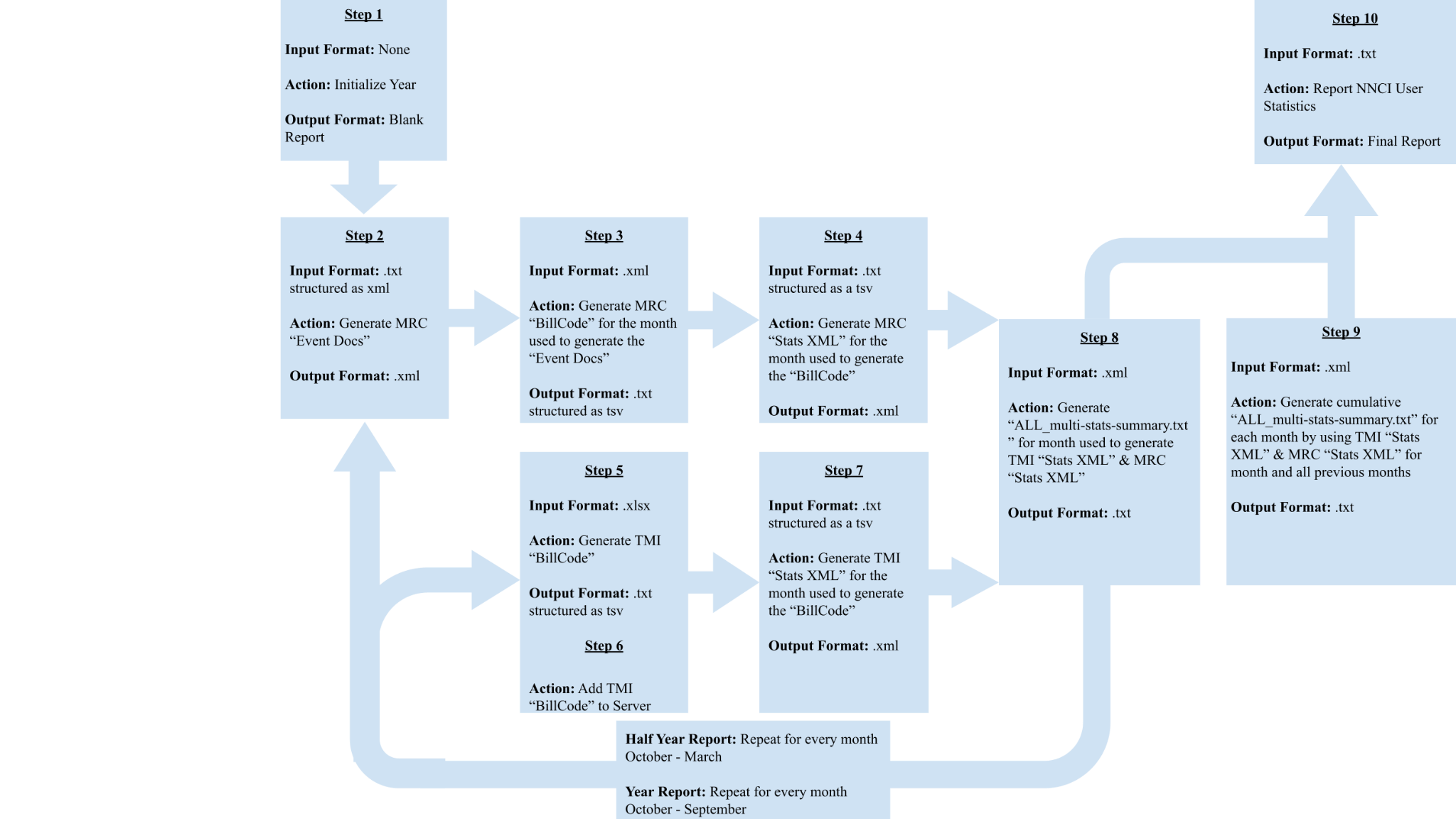
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# Workflow Overview



# Initialize New Year

* 1. Click: “Financial Report” Toolbar Menu in word document “Workflow”
  2. Click: “Create New Report”
  3. Input: The year the new report starts on
* *ex. 2022 for the 10/22 - 9/23 report*

# Generate MRC Event Docs

* 1. Open: “Reports” menu on the “Sedona LabSentry Server”
  2. Click: “select …” *“Select Event Files” window opens*
  3. Select: All event files for the desired month by holding down the shift key to select multiple files.
* *ex. For January select Sentry2022-01-01.txt through Sentry2022-01-31.txt (31 files in total)*
  1. Click: “OK” *“Select Event Files” window closes*

*“Creating Event Docs (misc days) for ut-labsentry(03)” will appear on screen while the the “Event Docs” are being generated*

# Generate MRC BillCodes Files

* 1. Open: “Reports” menu on the “Sedona LabSentry Server”
  2. Click: “Invoice” *“Invoice Controller” window opens*
  3. Click: “Create UserProfile Docs”
  4. Click: “Create TableCode Docs”
  5. Click: “Update System Config”
  6. Click: “Update User Config”
  7. Click: “Create Contacts Docs”
  8. Click: “Update Contacts Config”
  9. Click: “Save UserStats Docs”
  10. Click: “Export BillCode” *“Invoice Docs - Export.vi ToolboxXML Save Data.vi” window opens*
  11. Name File: File name must start with “MRC\_”
  12. Click: “Save” *“Invoice Docs - Export.vi ToolboxXML Save Data.vi” window closes*
  13. Click: “OK” *“Invoice Controller” window closes*

# Generate MRC Stats XML Files

* 1. Open “Reports” menu on the “Sedona LabSentry Server”
  2. Click: “UserStats - MRC” *“BillCode Controller” window opens*
  3. Click: “Create UserProfile Docs”
  4. Click: “Select BillCode ..." *“Select Files” window opens*
  5. Select: BillCode for the desired month
  6. Click: “OK” *“Select Files” window closes*
  7. Click: “User Statistics” A popup window saying “No new users have been added.” may appear. Click “OK” if it appears
  8. Click: “Save UserStats Docs”
  9. Click: “Export Stats XML” *“Invoice Docs - Export.vi ToolboxXML Save Data.vi” window opens*
  10. Name File: File name must start with “MRC\_”
  11. Click: “Save” *“Invoice Docs - Export.vi ToolboxXML Save Data.vi” window closes*
  12. Click: “OK” *“BillCode Controller” window closes*

# Generate TMI BillCodes Files from Raw TMI Data Files

* 1. Click: “Financial Report Data” Toolbar Menu in the google sheet containing the Newly Created Report
  2. Click: “Open”
  3. Click: “Open Raw Data Folder”
  4. Upload: TMI .xlsx files provided by the TMI admin
  5. Click: “Sanitize Raw Data”
  6. Click: “Digest Data”

*If an error popup window appears, fix all the data rows listed in the error report then click “Digest Data” again*

* 1. Click: “Download Digest”

# Add TMI BillCodes Files to LabAccess Server

* 1. Import: TMI BillCodes produced from raw TMI data use a flash-drive to transfer file
  2. Open Folder: “BillCodes” located in LabSentry(E:)
  3. Move: Imported TMI BillCode to “BillCodes” folder

# Generate TMI Stats XML Files

* 1. Open: “Reports” menu on the “Sedona LabSentry Server”
  2. Click: “UserStats - TMI” *“BillCode Controller” window opens*
  3. Click: “Create UserProfile Docs”
  4. Click: “Select BillCode ..." *“Select Files” window opens*
  5. Select: BillCode for the desired month
  6. Click: “OK” *“Select Files” window closes*
  7. Click: “User Statistics” A popup window saying “No new users have been added.” may appear. Click “OK” if it appears
  8. Click: “Save UserStats Docs”
  9. Click: “Export Stats XML” *“Invoice Docs - Export.vi ToolboxXML Save Data.vi” window opens*
  10. Name File: File name must start with “TMI\_”
  11. Click: “Save” *“Invoice Docs - Export.vi ToolboxXML Save Data.vi” window closes*
  12. Click: “OK” *“BillCode Controller” window closes*

# Generate “ALL\_multi-stats-summary” Files

* 1. Open “Reports” menu on the “Sedona LabSentry Server”
  2. Click: “MultiStats - All” *“MultiStats Controller” window opens*
  3. Click: “Select Stats XML …” *“Select Files” window opens*
  4. Select: TMI user stats xml file & MRC user stats xml file for the desired month hold down on shift key to select multiple files
  5. Click: “OK” *“Select Files” window closes*
  6. Click: “Save UserStats Docs”
  7. Click: “Export Stats Results”
  8. Click: “Stats Results Folder” *“StatsResults folder window will open”*
  9. Rename File: “ALL\_multi-stats-summary.txt” to year-month-stats-summary.txt
* *ex. 2022-10-stats-summary.txt*

# Generate Cumulative “ALL\_multi-stats-summary” Files

* 1. Open “Reports” menu on the “Sedona LabSentry Server”
  2. Click: “MultiStats - All” *“MultiStats Controller” window opens*
  3. Click: “Select Stats XML …” *“Select Files” window opens*
  4. Select: All TMI & MRC user stats xml files from October to the desired month; hold down shift key to select multiple files
* *ex. For January select October MRC, October TMI, November MRC, November TMI, December MRC, December TMI, January MRC, and January TMI user stats xml files*
  1. Click: “OK” “Select Files” window closes
  2. Click: “Save UserStats Docs”
  3. Click: “Export Stats Results”
  4. Click: “Stats Results Folder” “StatsResults” folder window will open
  5. Rename File: “ALL\_multi-stats-summary.txt” to year-month\_previous year-10\_cumulative-stats-summary.txt
* *ex. For January 2022-01\_2021-10\_cumulative-stats-summary.txt*

# Report NNCI User Statistics

* 1. Click Tab: “Financial Report Data” in the google sheet containing the Newly Created Report
  2. Click: “Open”
  3. Click: “Open Stats Summary Folder”
  4. Upload the generated Cumulative and Monthly Stats Summaries to the monthly and cumulative folders
  5. Click “Insert User Stat Summary Data