



Improving Healthcare
for the Common Good®

End-Stage Renal Disease Network of the South Atlantic
909 Aviation Parkway, Suite 300
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phone: (919) 463-4500
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esrd.ipro.org

Southeastern Kidney Transplant Coalition Quality Improvement Project: Data Upload Instructions

Please use the following instructions to upload your transplant referral data:

STEP 1: Navigate to <https://redcap.ipro.org>

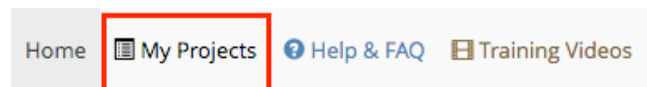
STEP 2: Enter your username (email address) and password.

Username:

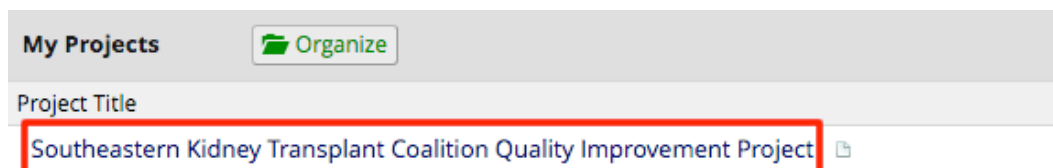
Password:

Log In [Forgot your password?](#)

STEP 3: Click 'My Projects'



STEP 4: Click the project titled 'Transplant Center Referral Data Collection'

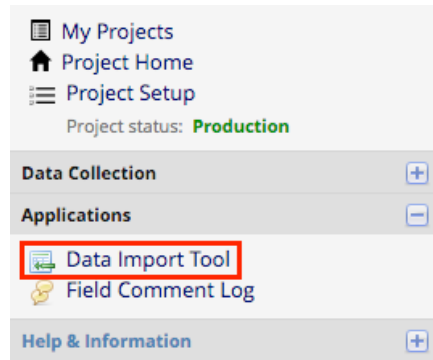




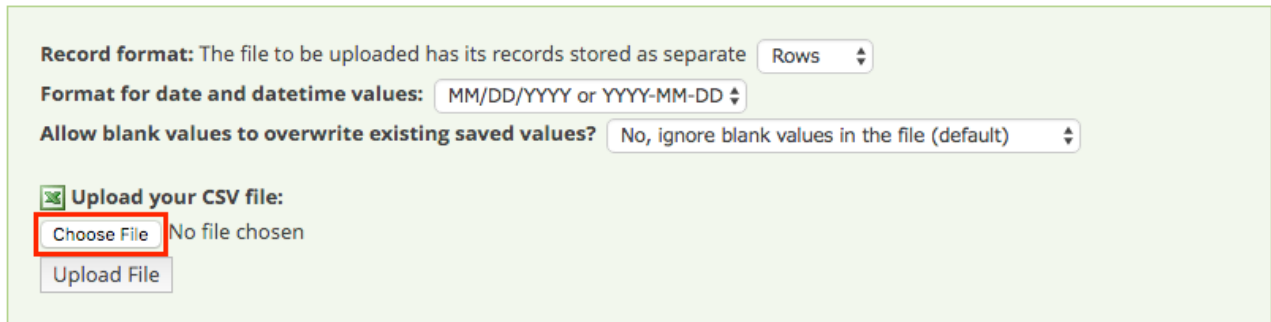
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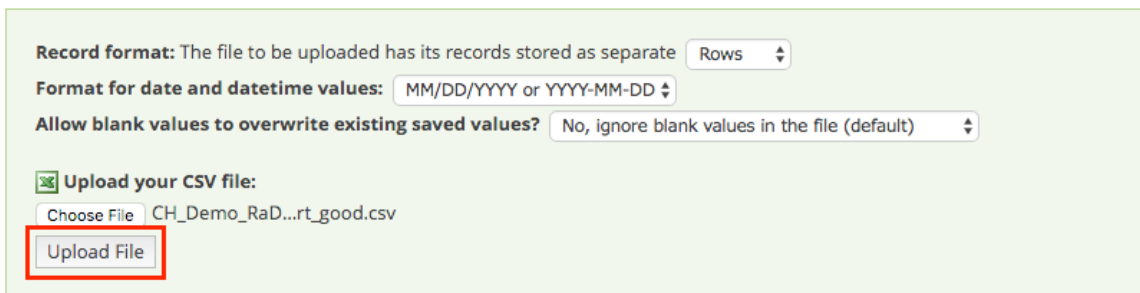
STEP 5: Click the **'Data Import Tool'** menu item on the left



STEP 6: Click **'Choose File'** to select your pre-populated CSV data file.



STEP 7: Once you have your CSV data file selected, Click **'Upload File'**





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STEP 8: If no errors are found in your data file, you will be brought to a review page where all of your records are listed. Confirm your data is correct, and click **'Import Data'** to complete the upload process.

✔ **Your document was uploaded successfully and is ready for review.**
You are now required to view the Data Display Table below to approve all the data before it is officially imported into the project. Follow the instructions below.

Instructions for Data Review

The data you uploaded from the file is displayed in the Data Display Table below. Please inspect it carefully to ensure that it is all correct. After reviewing it, click the **'Import Data'** button at the bottom of this page to import this data into the project.

KEY for Data Display Table below

Black text = New Data
Gray text = Existing data (will not change)
(Red text) = Data that will be overwritten
Red box = error
Orange box = warning

DATA DISPLAY TABLE						
record_id	last_name	first_name	date_of_birth	social_security_number	referred_transplant_center	race
CHS-1 (new record)	Borges	Michael	1973-09-23	555569999	CHS	Black
CHS-2 (new record)	Crawford	Deidre	1986-04-19	333098733	CHS	White

Do you wish to import the new data (displayed above) into the project?
(Click the button below to import the data.)

STEP 9: If receive errors for your data file, they will be listed by record number for you to correct. Make the necessary changes to your data file, and start the upload process again (**STEP 6**).

⚠ **Errors were detected in the file that was uploaded.**

There are 8 errors (shown in red in the error table below) in this dataset. Please correct any errors and upload the file again.

ERROR DISPLAY TABLE			
Record	Field Name	Value	Error Message
CHS-3	referred_transplant_center	Carolina Health	The value is not a valid category for referred_transplant_center
CHS-3	sex	M	The value is not a valid category for sex
CHS-3	dialysis_facility_zip_code	112216	dialysis_facility_zip_code must be a 5 or 9 digit U.S. ZIP Code
CHS-3	ethnicity	Cuban	The value is not a valid category for ethnicity
CHS-4	referred_transplant_center	Duke	The value is not a valid category for referred_transplant_center
CHS-4	sex	F	The value is not a valid category for sex
CHS-4	preemptive_referral	N	The value is not a valid category for preemptive_referral
CHS-4	ethnicity	White	The value is not a valid category for ethnicity



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If you need assistance with this process email support@ipro.us, or login to the project workgroup collaboration space <http://jeny.ipro.org/group/9-sektx-quality-improvement-project>.