WEB SERVICE FORM UPLOAD

User Guide

V3.0 November 2024

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1. Overview

This document is a guide to uploading forms and patient data as an XML file using the web service. The user does not need to be logged into the registry application to do this.

2. File Upload

Please ensure the upload file name is as follows:
- less than 200 characters
- uses the extension .Xml
- Includes date and time within the name (to ensure it is unique for the location).

e.g. 'myfilename_2020-03-31_13-21.xml'

The schema for the data is named Import.Xsd and available as a separate file to this guide.

Files should be uploaded via SSH File Transfer Protocol (SFTP) using a suitable client, such as Filezilla (see example below). Once uploaded the patients and forms within the file are processed.

Patients records will be updated if a matching MRN is found otherwise a new one will be created - and the forms added to new cases for each patient. The results are written to a log file that can be downloaded from the server via SFTP.

3. User Accounts

To be able to upload files each user must first be setup on the server and associated with one or more folders matching the clinic or department name where the patient and form data are to be loaded.

These accounts and folders must be created by notifying the helpdesk of the usernames and

locations they wish to be associated with.
- For users outside Switzerland write to: health_servicedesk@necsws.com
- For users in Switzerland write to: siris-spine@eurospine.org

The user can also access the registry application online. This is recommended but not mandatory for using the web service.

The helpdesk will provide the user with the username and password, as well as
- the hyperlink ssh01.northgatehealth.com and
- SSH port number: 22

4. Clinic or Department Folders

Separate sub folders for each location are used to define the current state of the data and the upload outcome, for example:
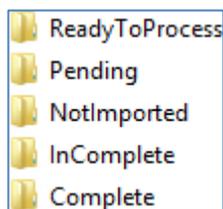
- Users should upload files to the **ReadyToProcess** folder.
- A process running on the server will automatically move uploaded files to the **Pending** folder.
- After processing, the data is moved to the **'NotImported'**, **'InComplete'** or **'Complete'** folders, depending on the result.
- A log file matching the upload filename with **.Import.Log** appended will be written to the same folder. This log is a simple text file listing the status of patients, cases, forms and validation messages.

Note that only those locations configured with the 'R4ST Data Entry - Web Service' capability can be used to upload data.

5. Filezilla SFTP Client

The Filezilla client may be downloaded from **https://filezilla-project.org/**

Once installed, connect to the server with the connection details provided. Enter the host address, username, password and port then click 'Quickconnect'.
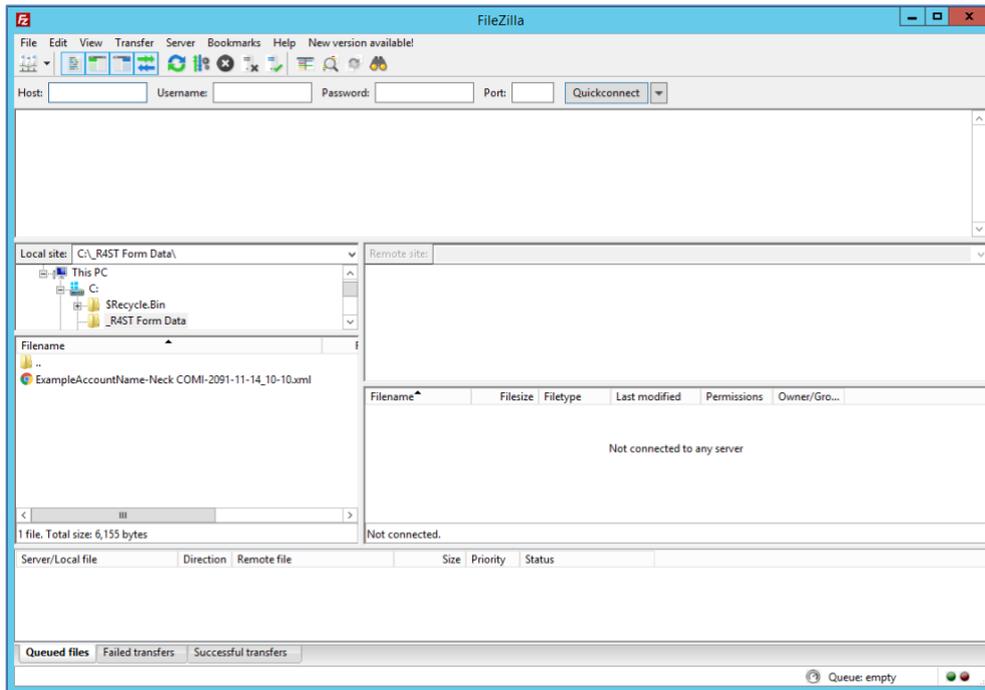
If the connection details are valid the folder locations the user has access to will be displayed. Example below:
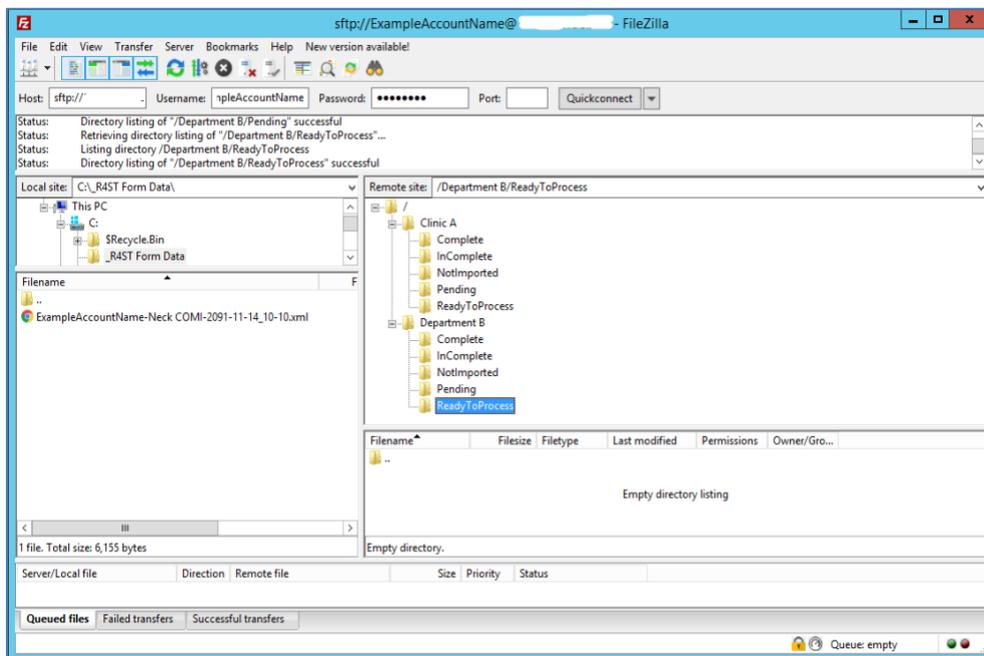
Note the Host name shown in the window title bar and the Host: section have been hidden.

The example shows user '**ExampleAccountName**' having successfully connected to the server. This user is associated with two locations – 'Clinic A' and 'Department B' as shown in the folder listing under the 'Remote site:' section on the right.

To upload a file, browse to the folder within the 'Local site' section on the left and select the

filename from those listed, then drag it to the 'ReadyToProcess' folder of the clinic or department where the data is to be loaded. Example as follows:
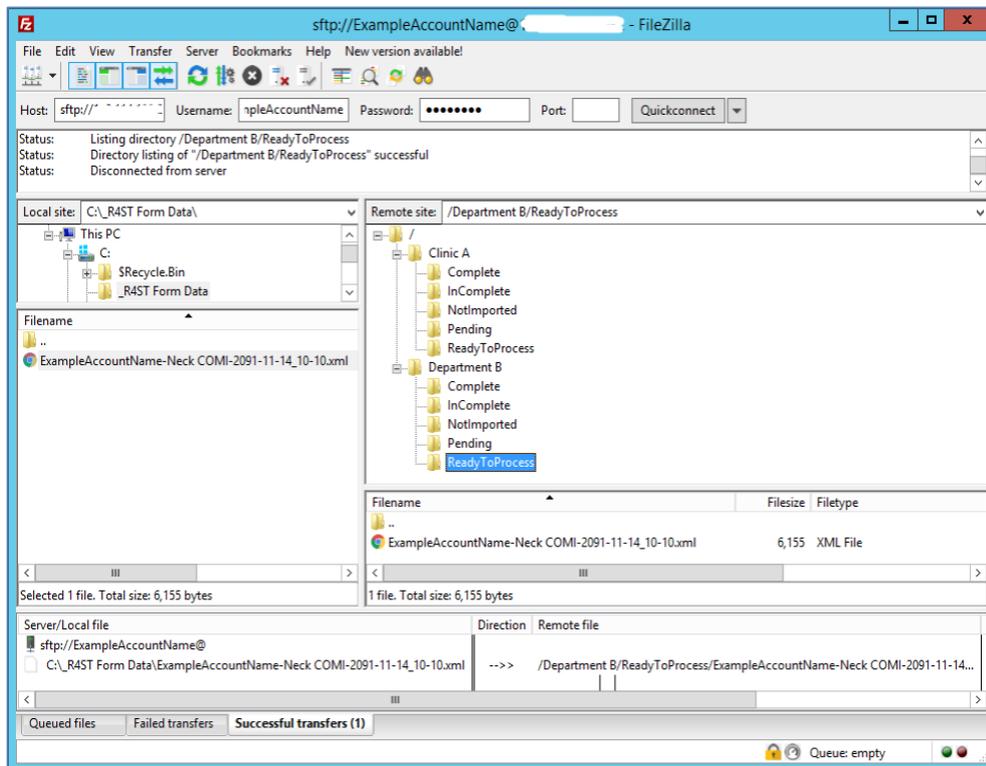
The file 'ExampleAccountName-Neck COMI-2091-11-14_10-10.xml' has been uploaded to the

ReadyToProcess folder of 'Department B'.

The tabs at the bottom of the window show the file transfer details –
- files queued for upload,
- files successfully transferred
- any files that have failed.

Note that the file on the 'Local site:' still remains.

If the file was processed successfully, it would be moved to the Complete folder with a related log file containing the outcome details. Example as follows:
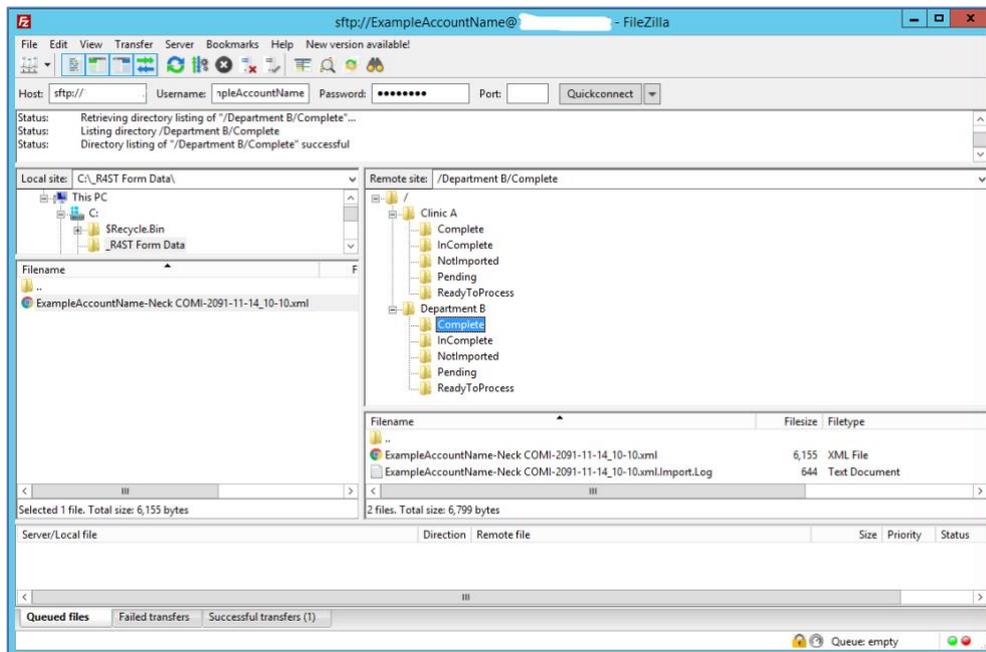
6. To open the log file

Select 'View/Edit' on the popup menu when right-clicking the selected file.

It is also possible to drag the file to a folder selected within the 'Local site:' section (note: dragging a file may require the user to re-enter their password on the first download).