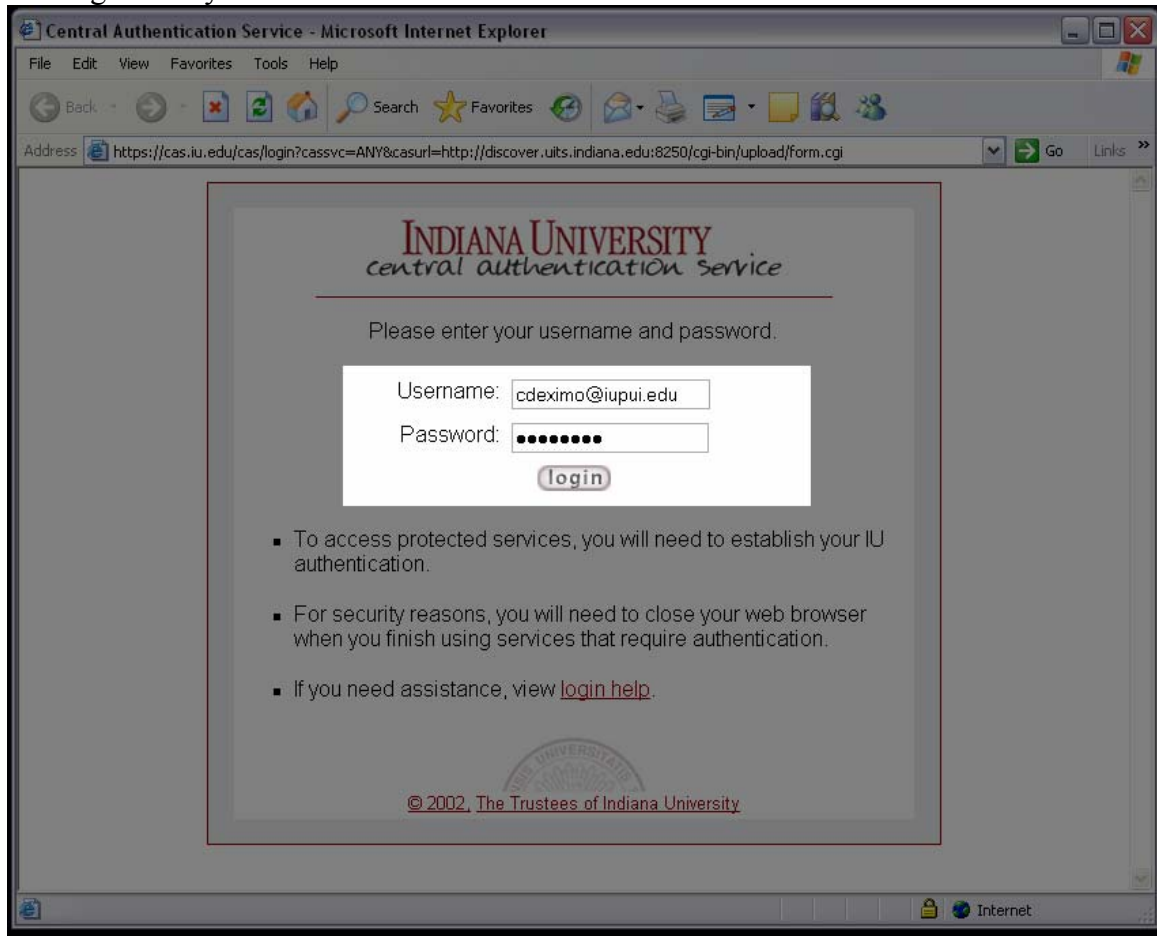
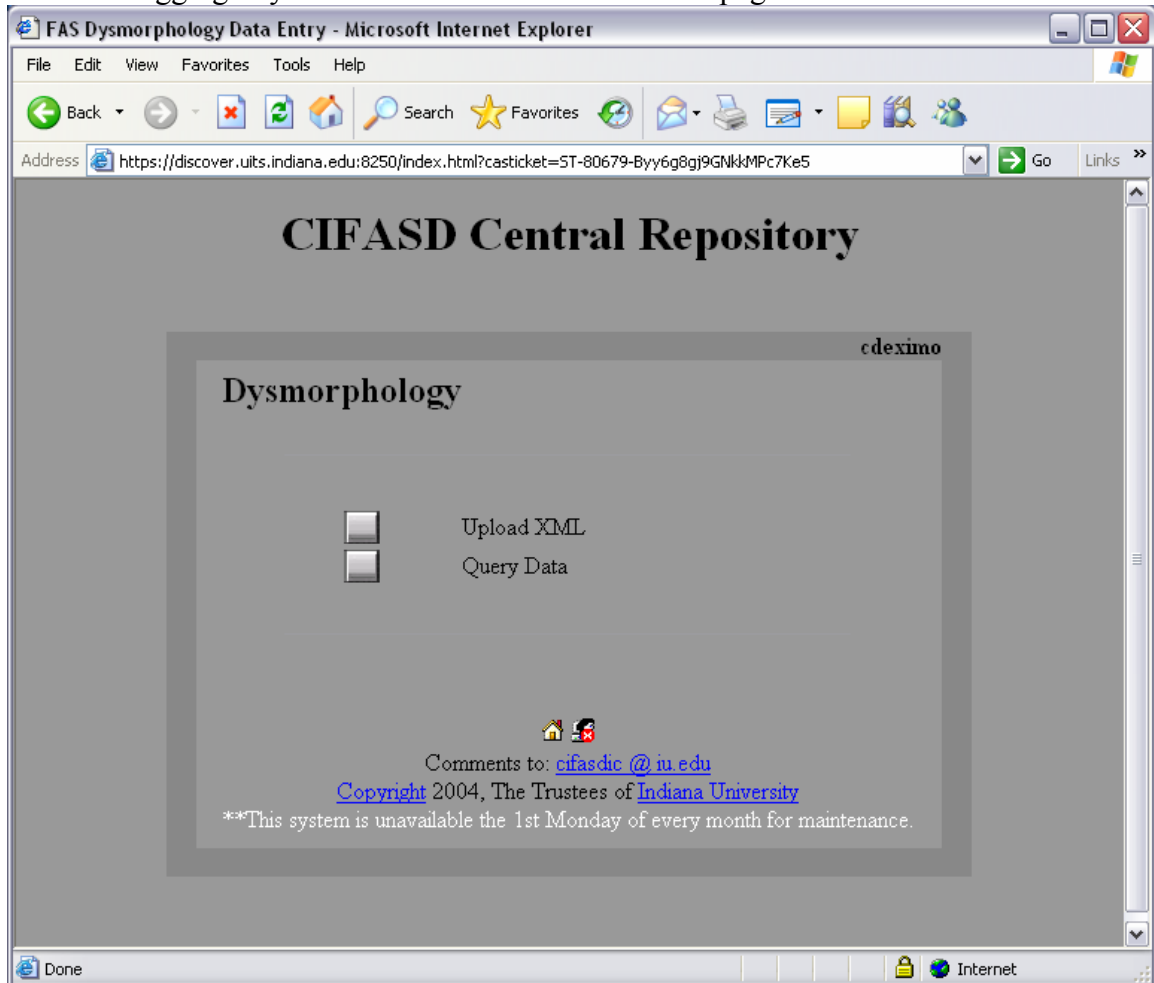


Instructions on how to upload XML File (2/17/05)

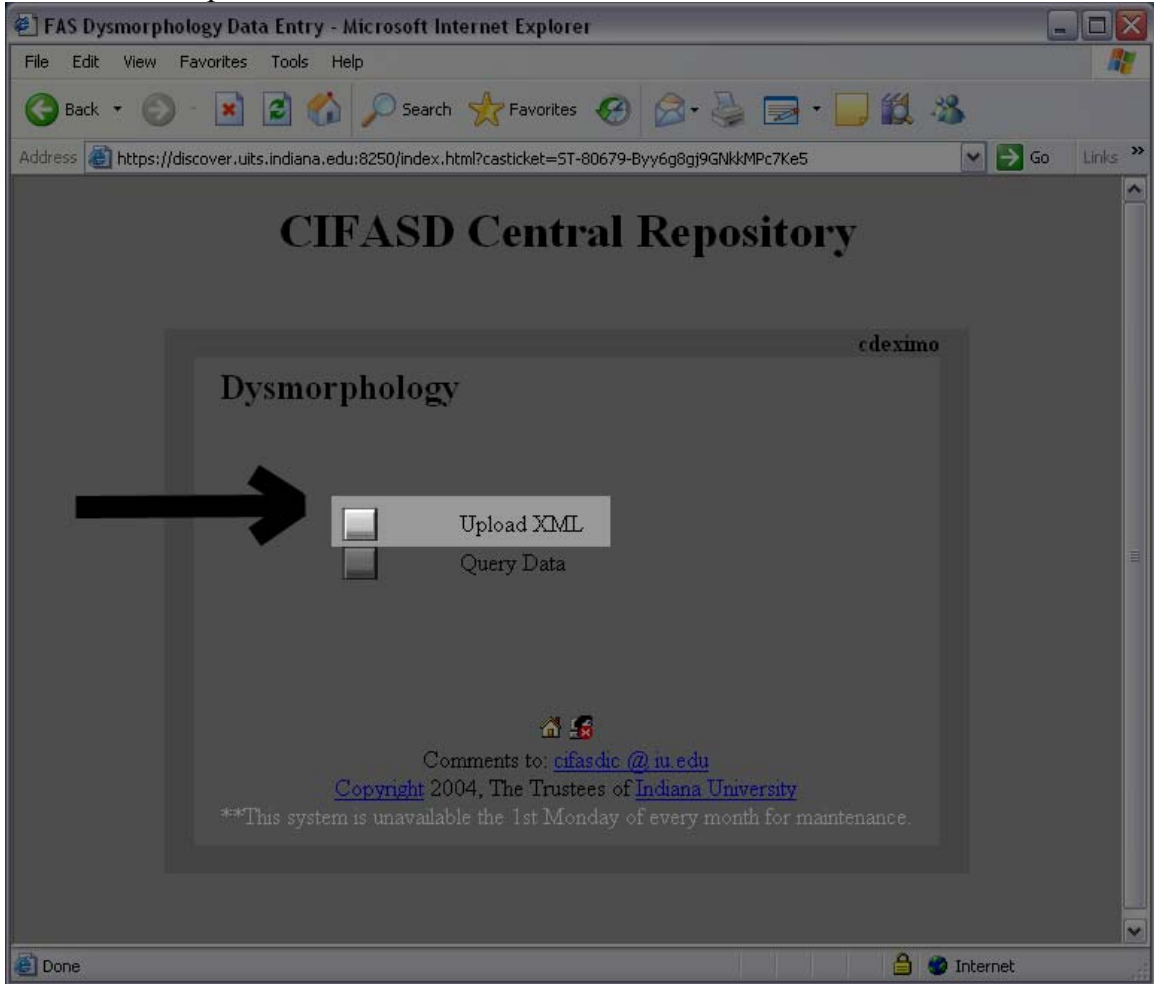
1. In a web browser go to <https://discover.uits.indiana.edu:8250>
2. Login with your IU Guest account



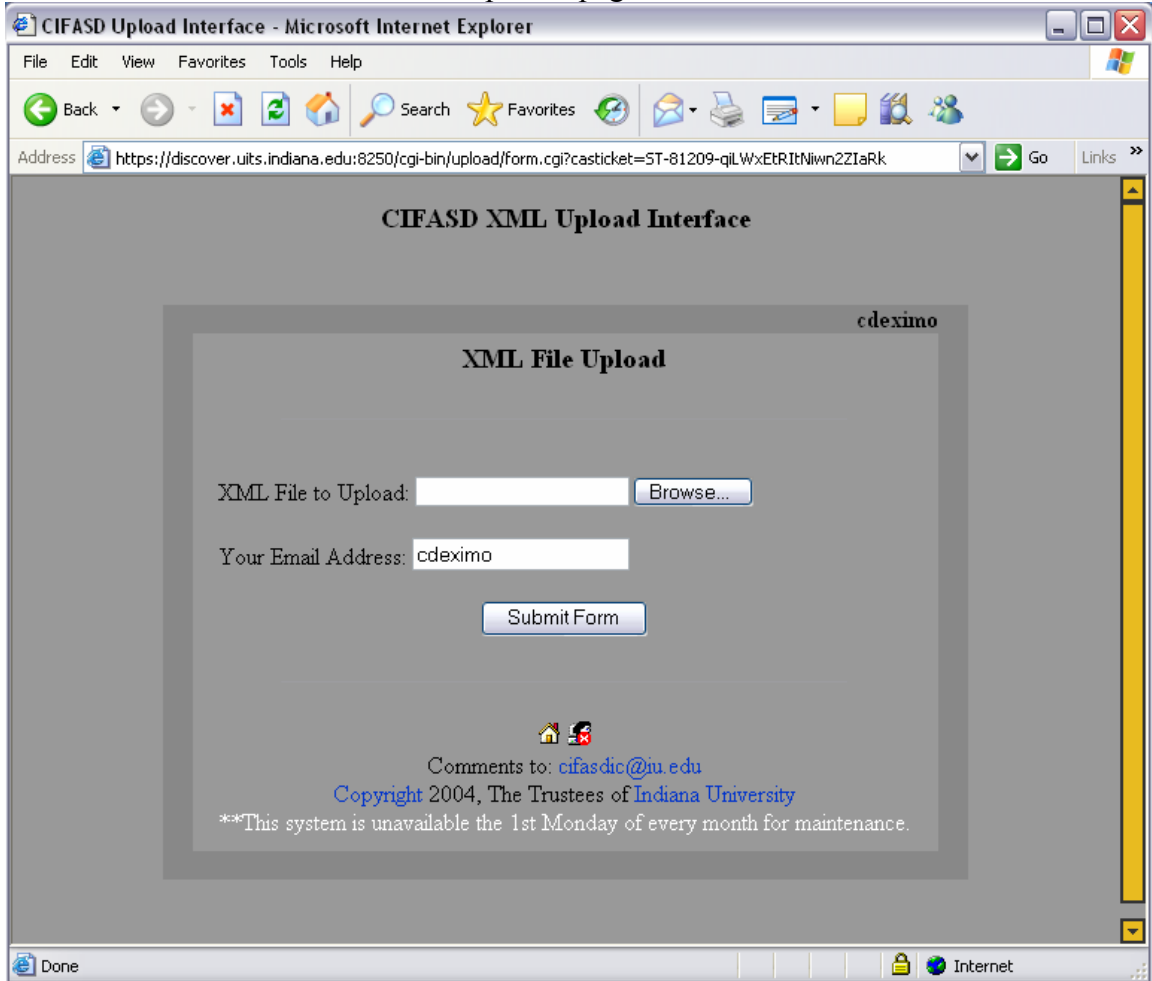
3. After logging in you will be re-directed to the main page



4. Click on “Upload XML”

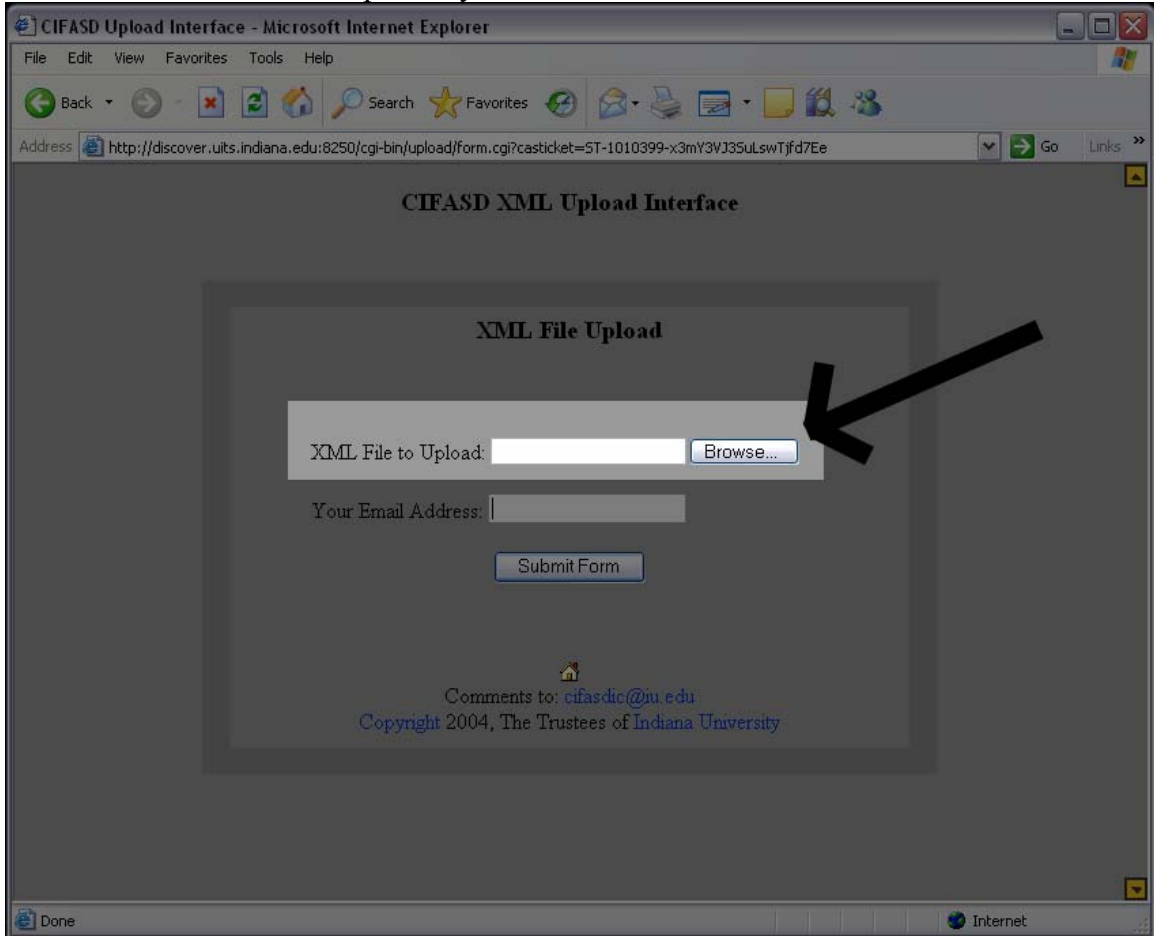


5. You will be taken to the “XML Upload” page

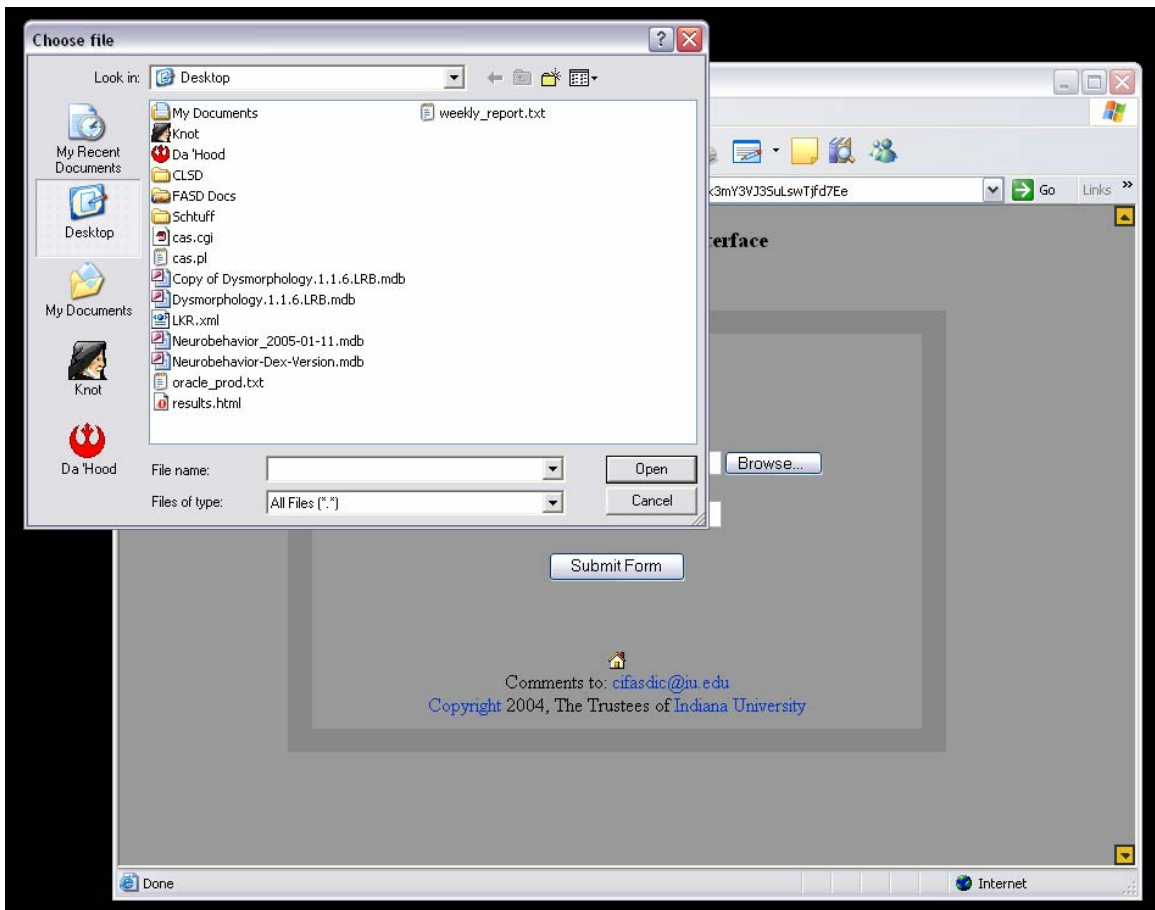


* Notice your username will be automatically filled in for you

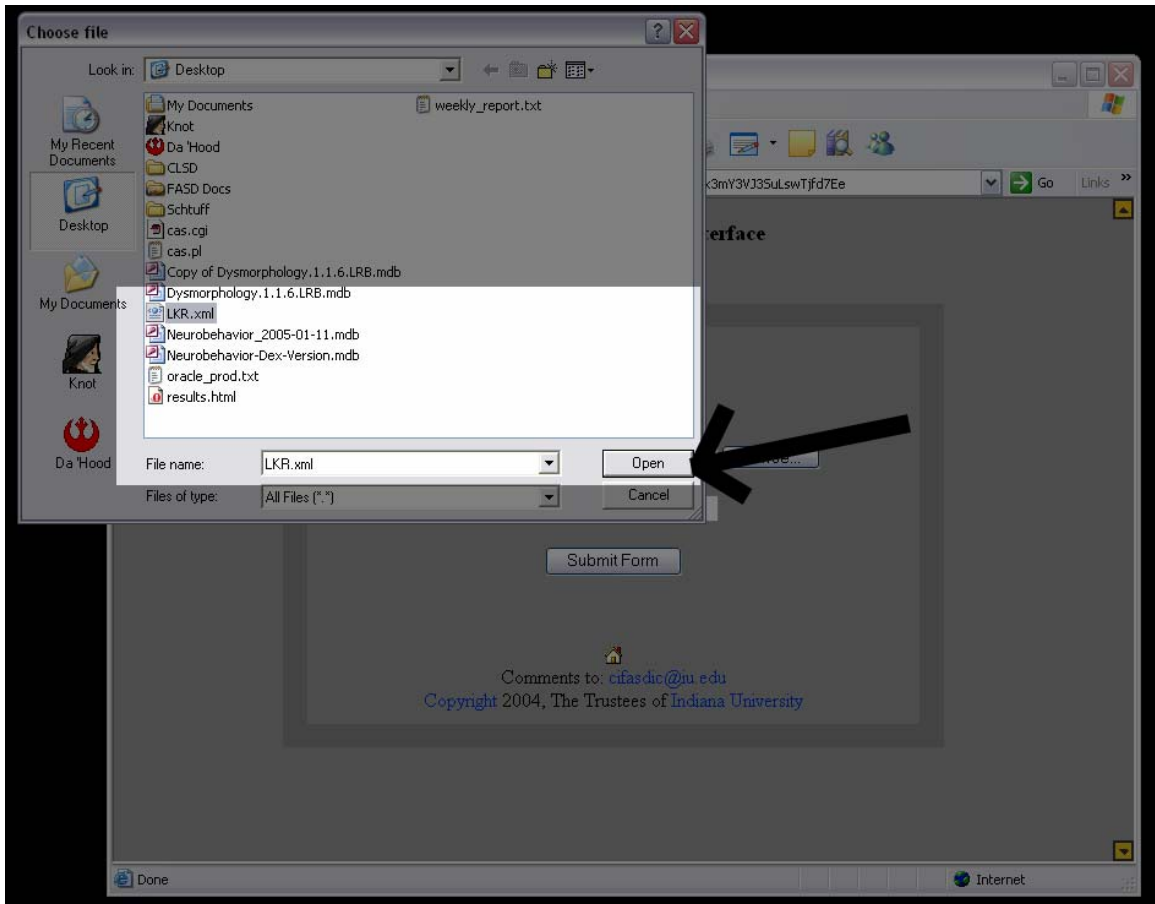
6. You must fill in the full path to your XML file or use the “Browse” button



7. When you click the “Browse” button you get a dialog box asking to locate your XML file.

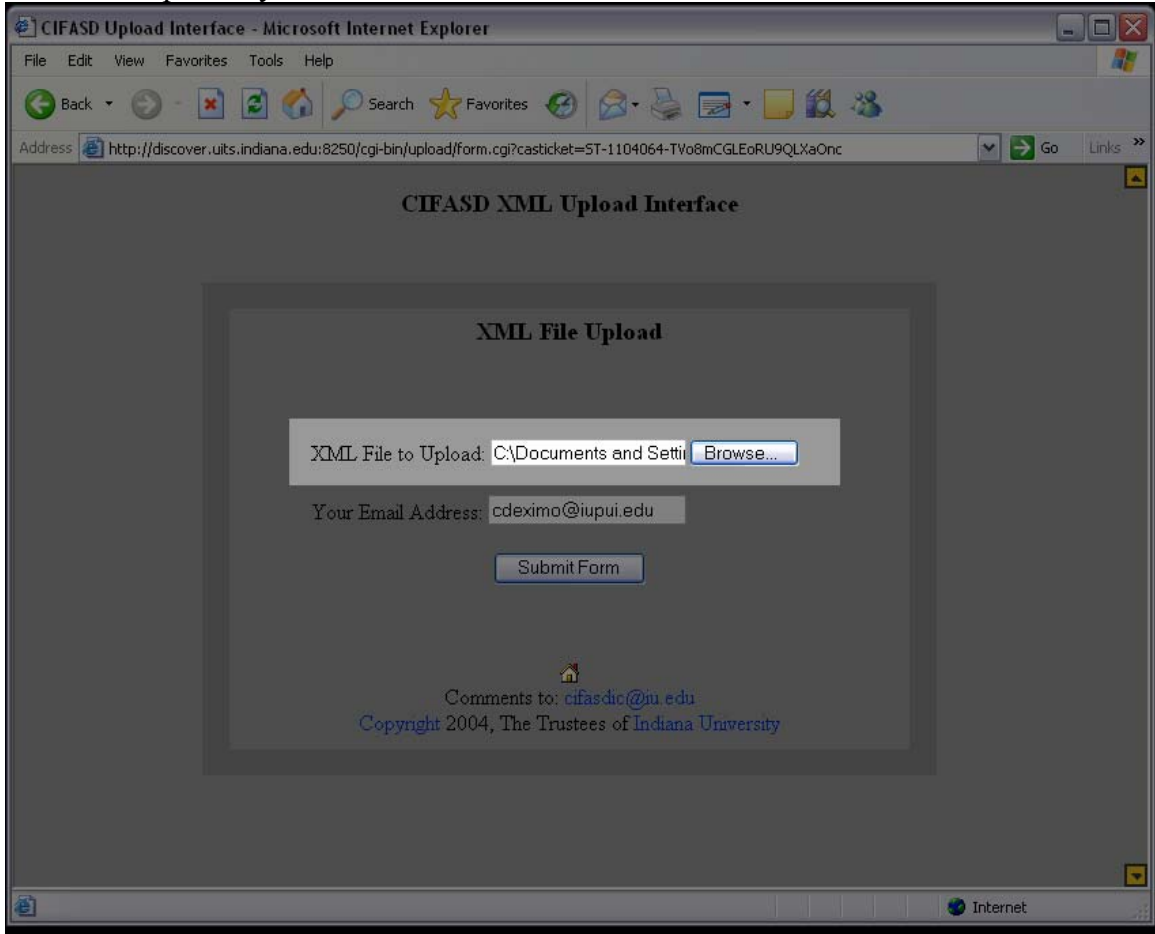


8. Once you have located and chosen your XML file click “open”

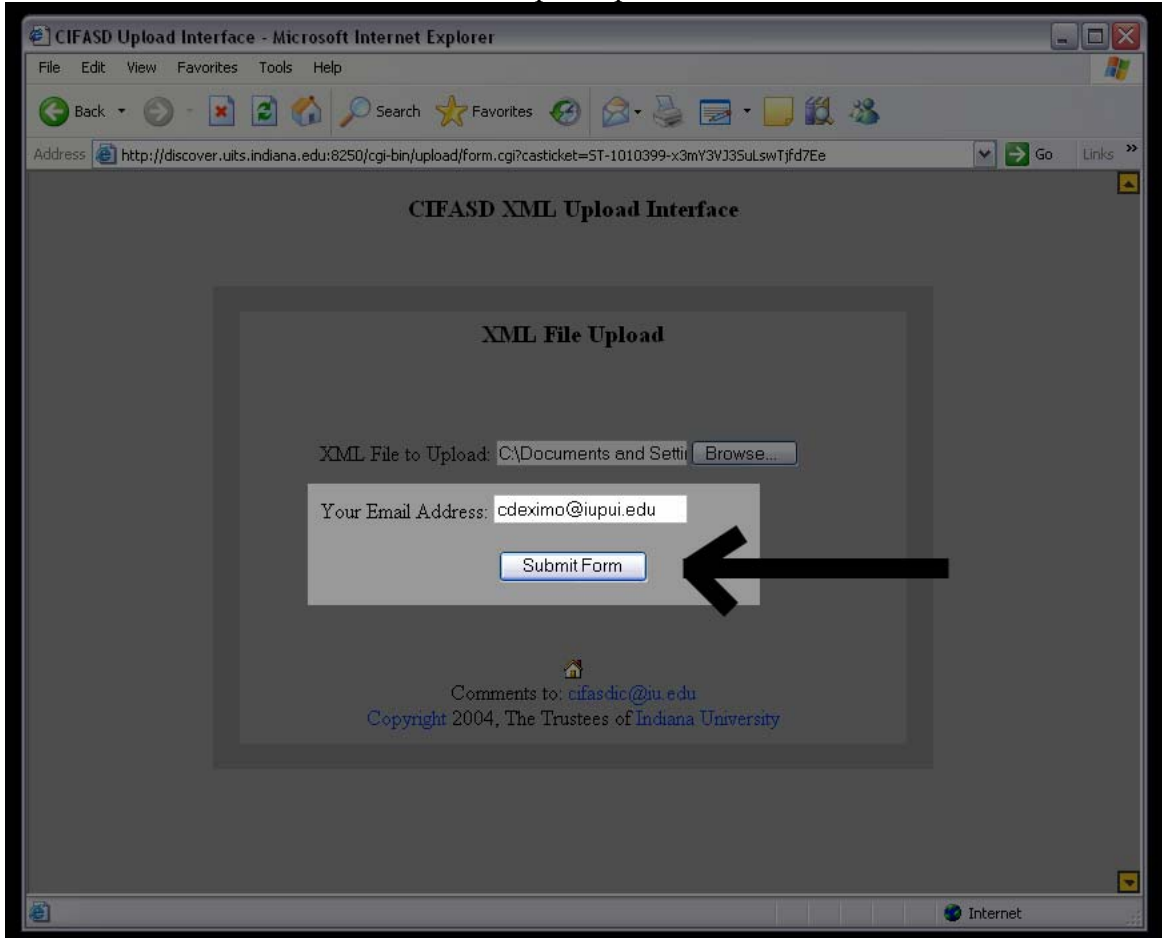


* The only file required to be uploaded is the .xml file created by the Access DB Input tool.

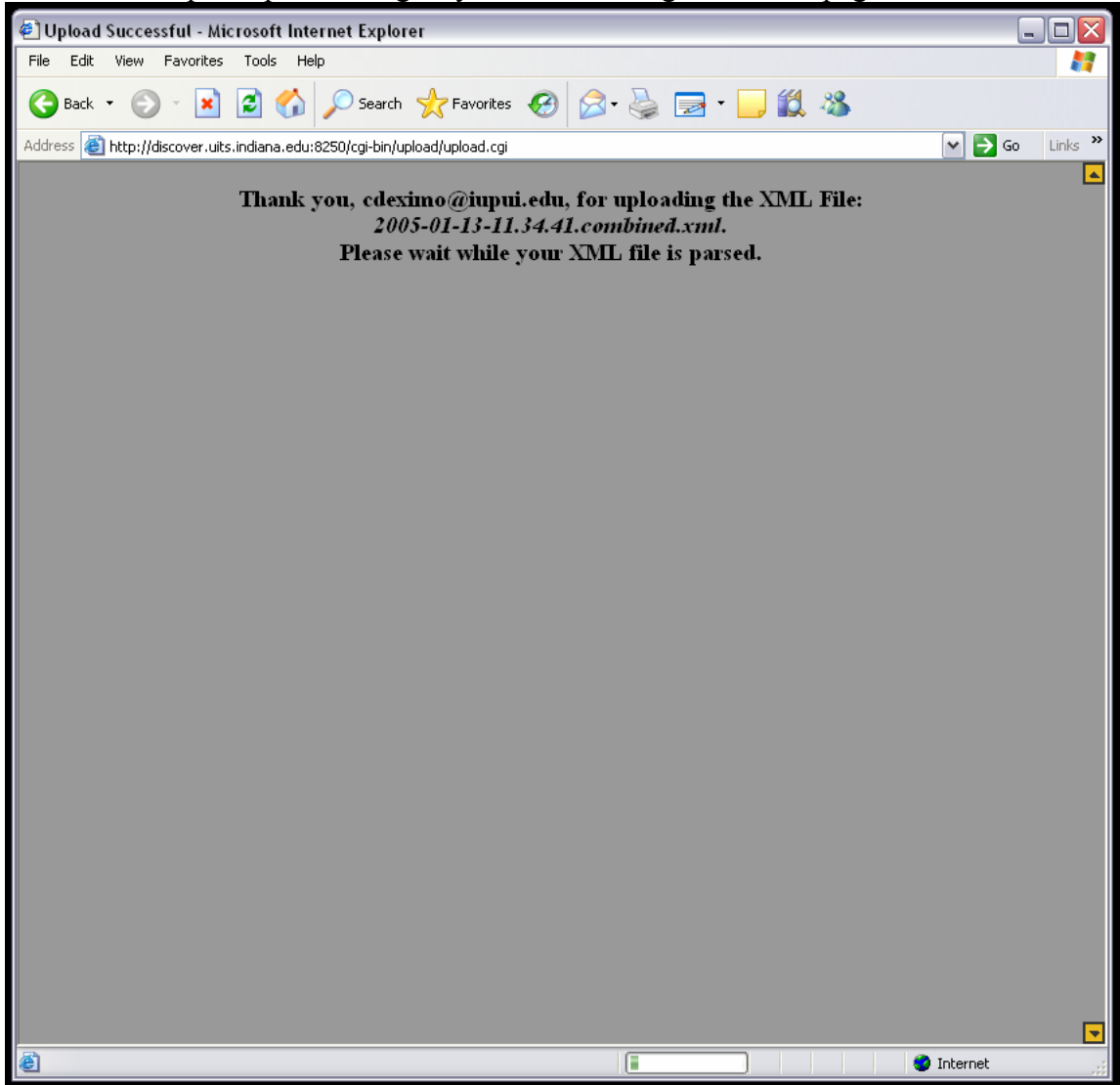
9. The full path to your file will now be in the text field



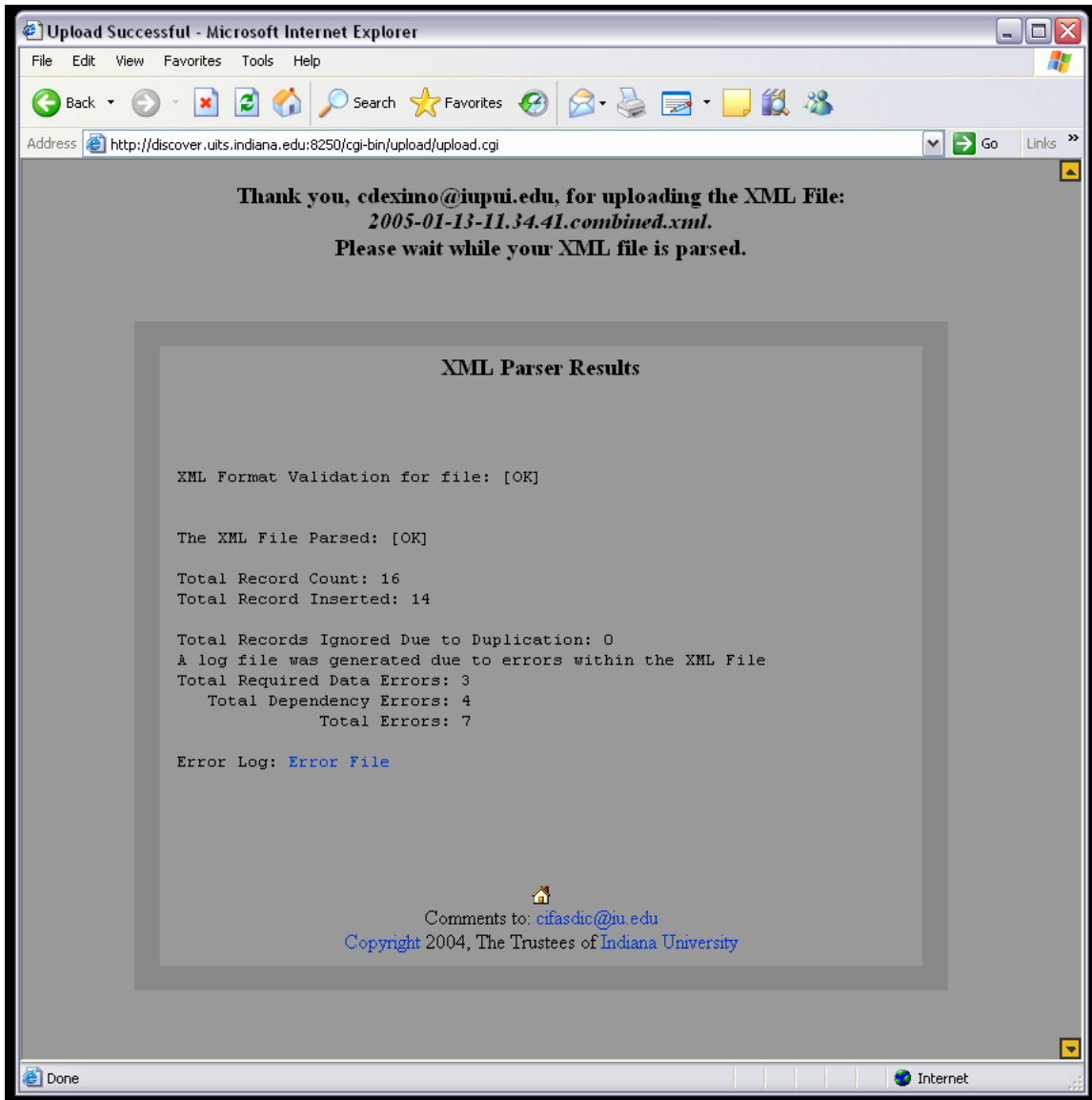
10. Click on “Submit Form” to start the upload process



11. Once the upload process begins you will be brought to a new page

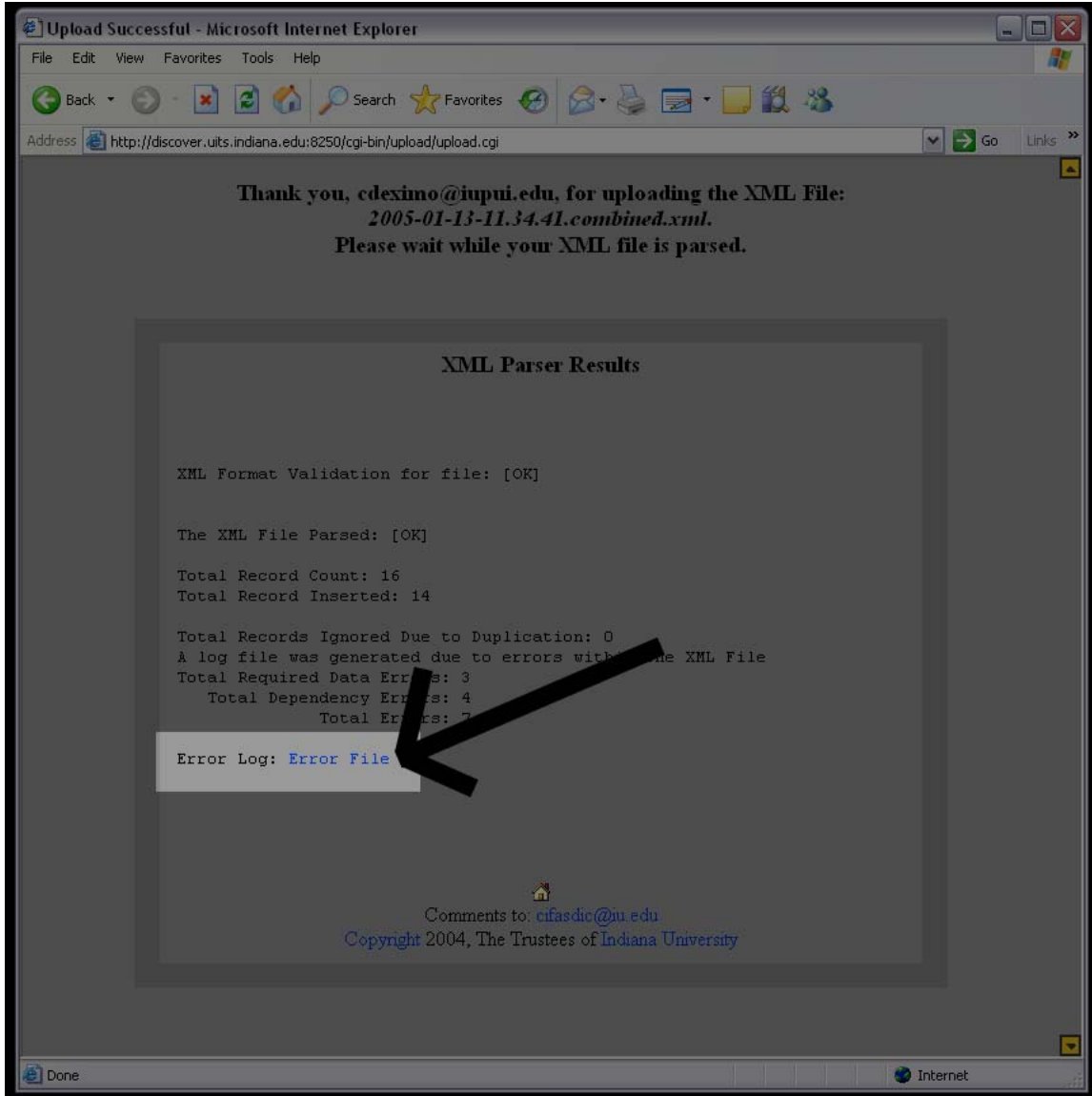


12. This page will give you immediate feed back on your XML File and the data contained in it

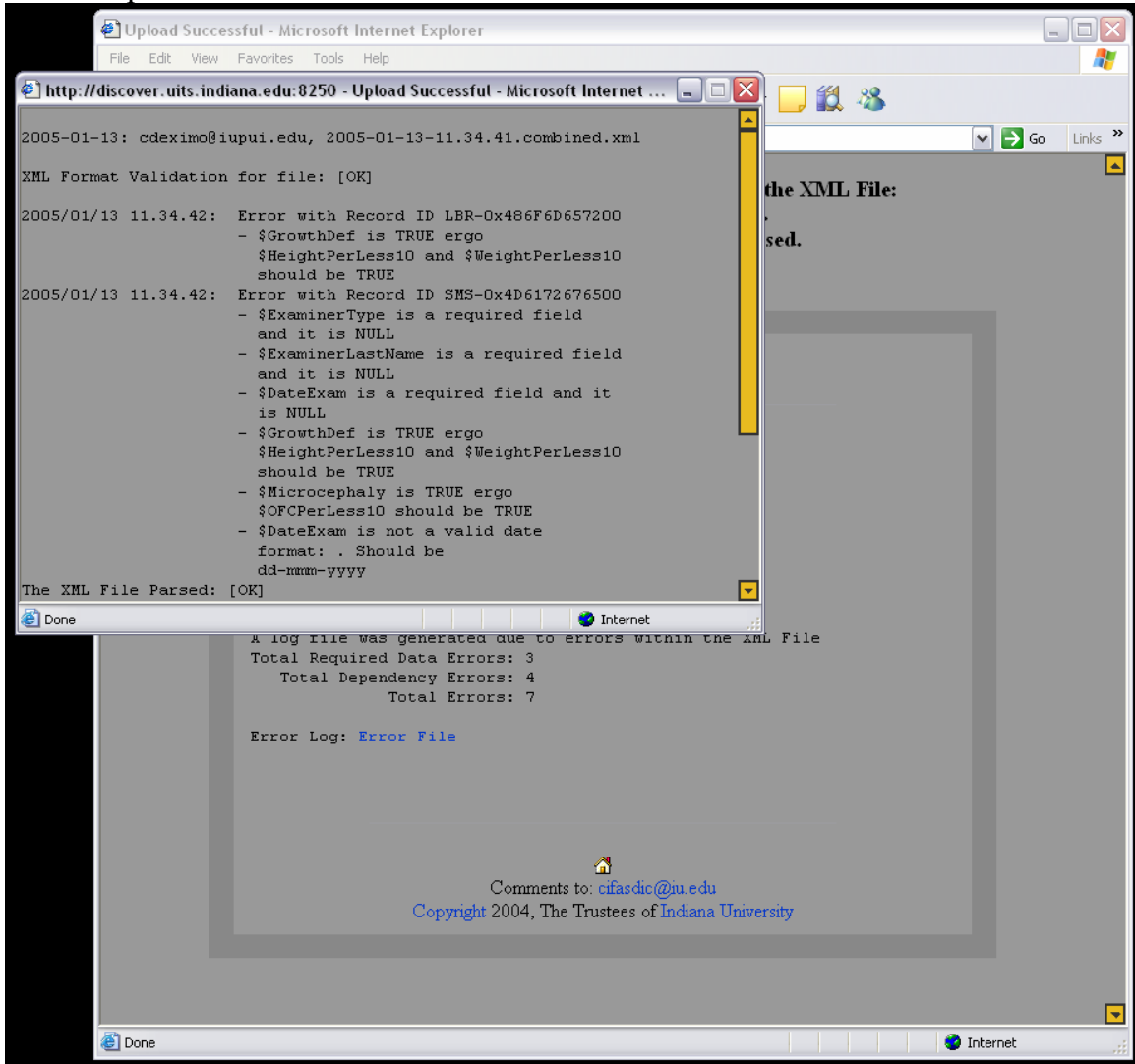


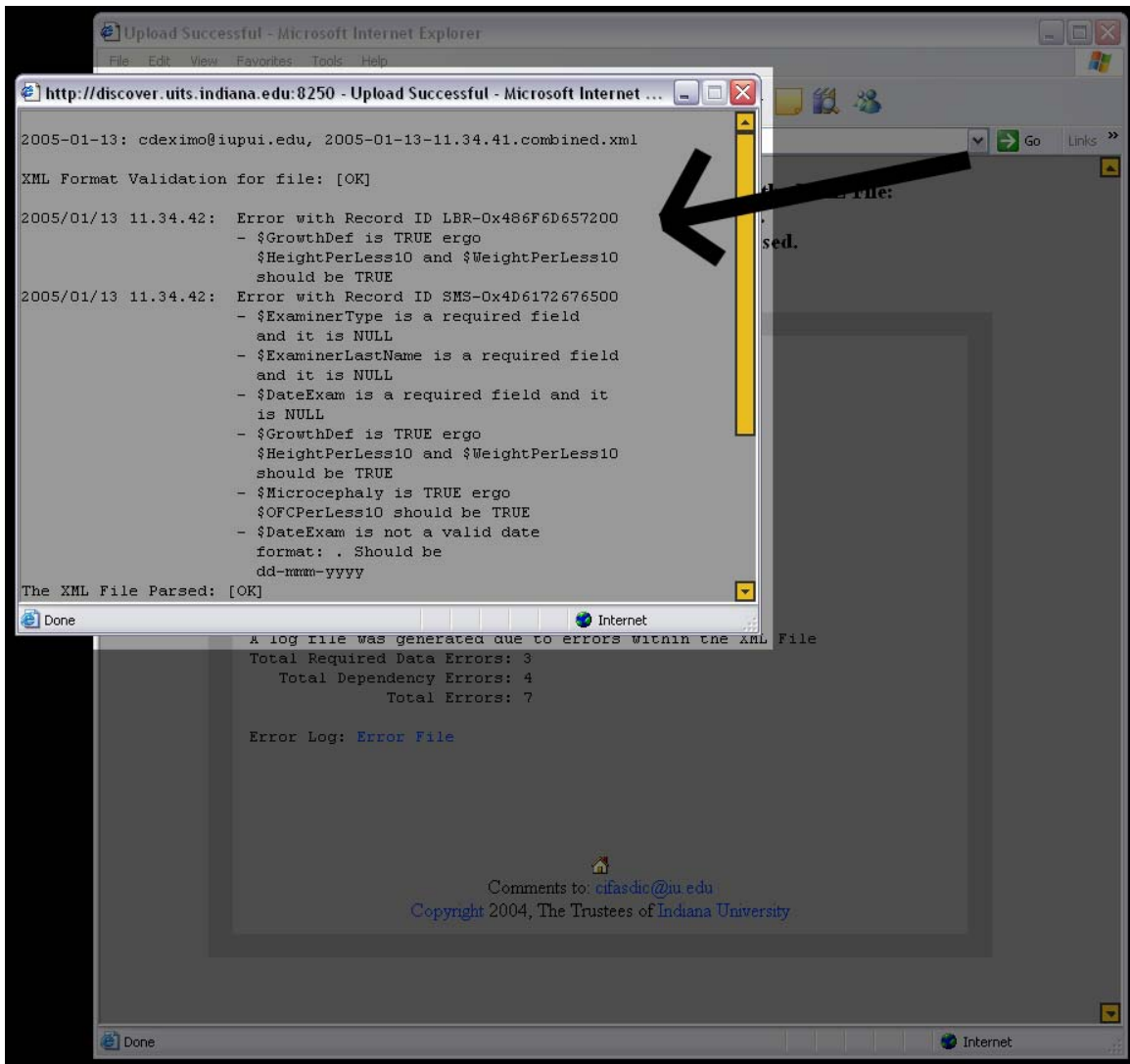
* In this example you can see 16 records were in the XML file. 14 of them were inserted and 2 of them had several different errors.

13. If there are errors an “Error File” is create

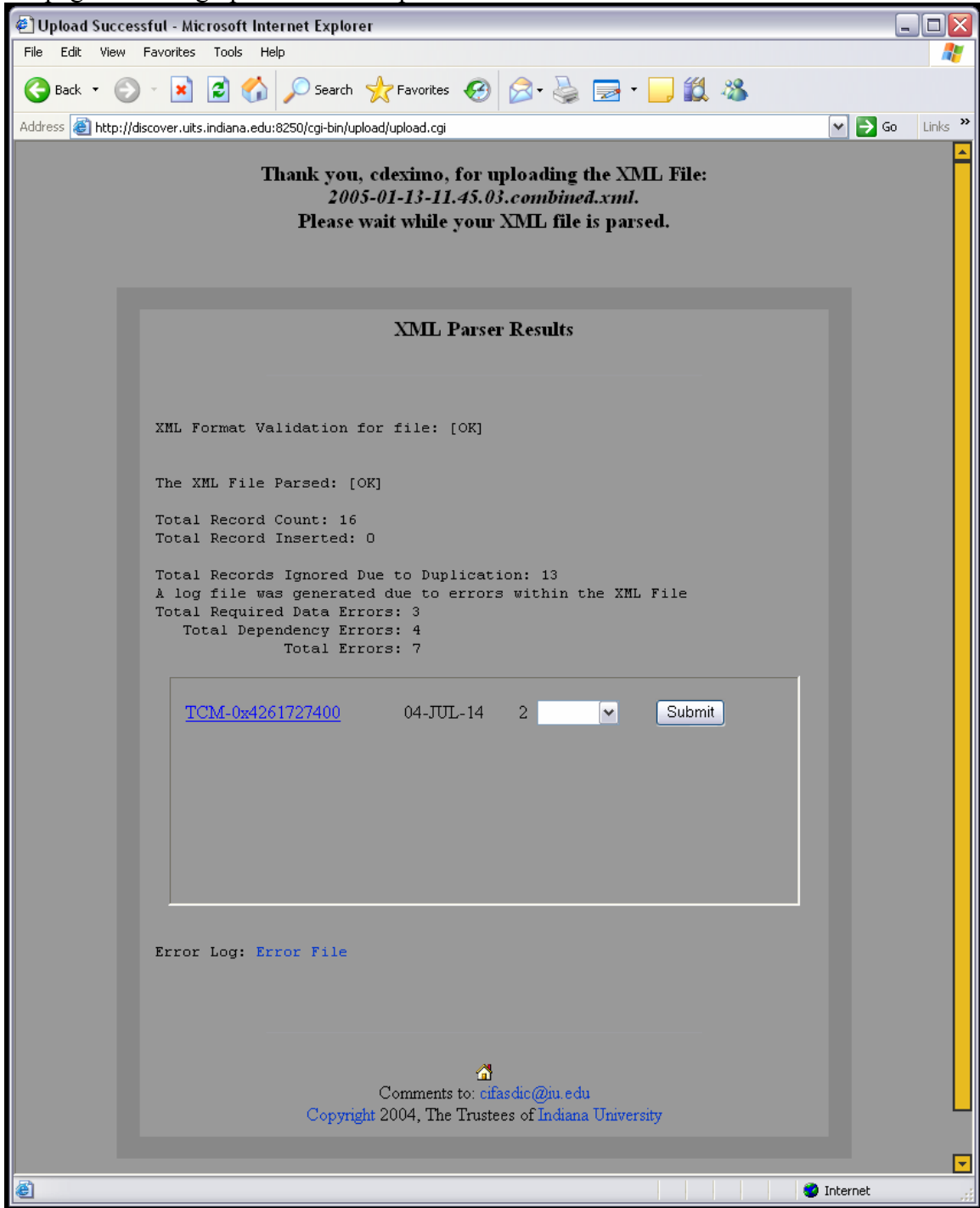


14. Click on “Error File” to bring up another window and view a more detailed description of what the errors were and which records were affected

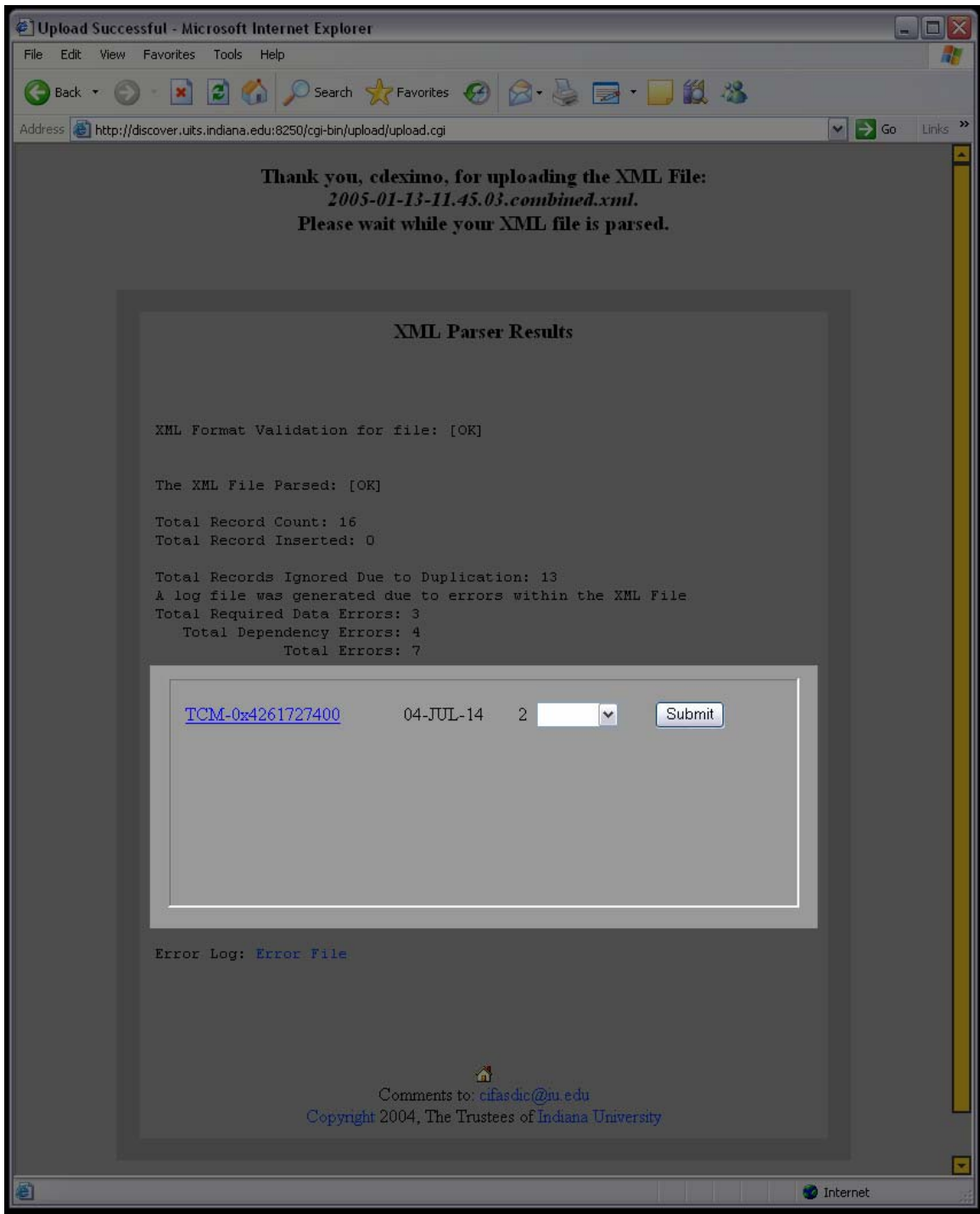




15. Another possible immediate feedback deals with duplicate data rows. The results page will bring up a box with duplicate rows in them.



* True duplicate records are ignored. A true duplicate is if every field matches in the XML file matches every field in the central repository.



* Duplicate records (matching GlobalID, Examiner Name, & Exam Date) that do not have matching fields are updatable

16. You can click on the Global ID for each record to bring up another window that will allow you to compare the row of data in the central repository and the row in the XML file.

The screenshot shows a Microsoft Internet Explorer window titled "http://discover.uits.indiana.edu:8250 - FAS Dysmorphology Data Entry". The main content area displays a table with the following data:

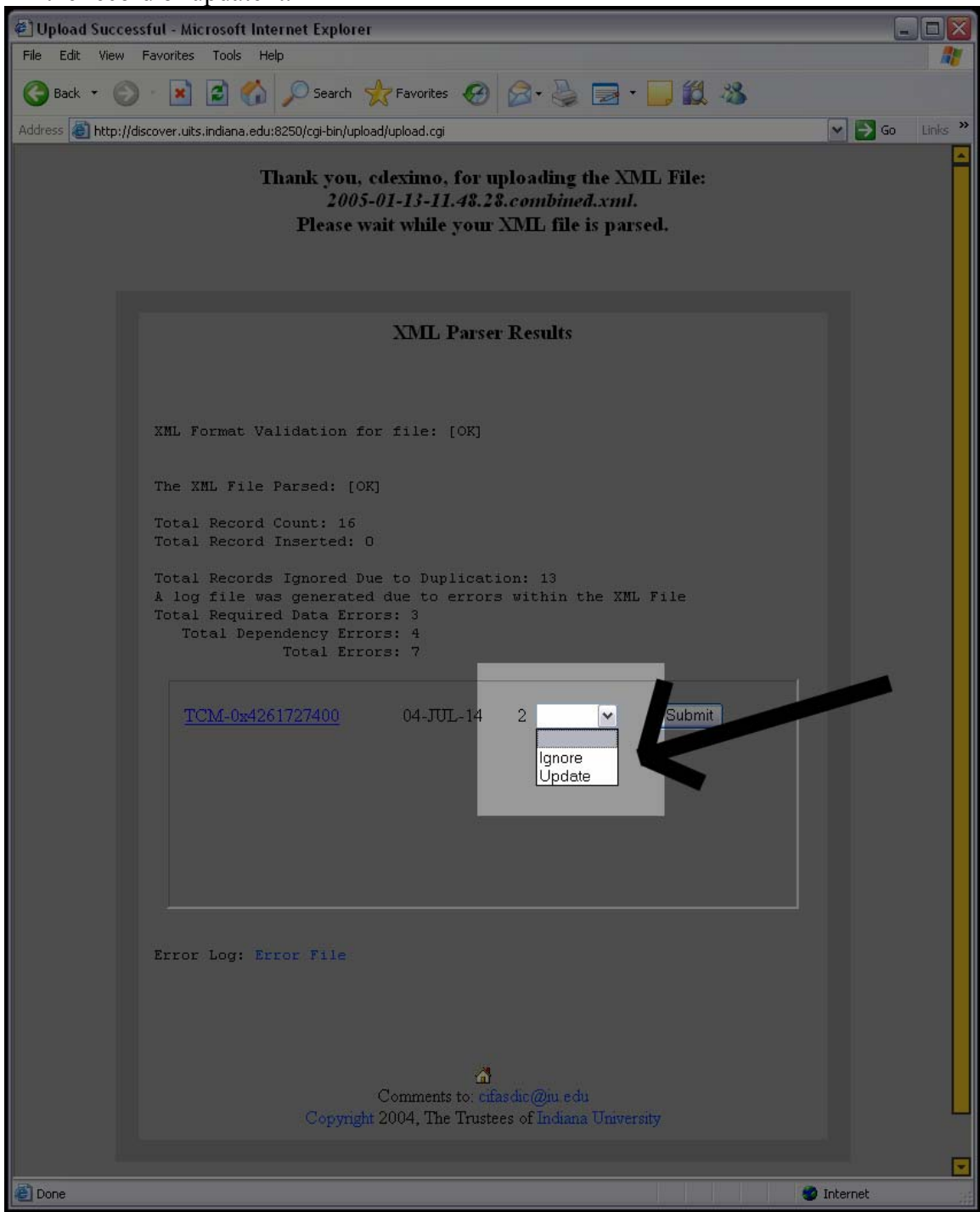
Row Type	GLOBALID	EXAMINERTYPE	EXAMINERLASTNAME	DATEEXAM	COMPLETEDWEEKSGEST	BORNPRIOR37W
IN Database	TCM-0x4261727400	2	6	04-JUL-14	0	0
Row in question	TCM-0x4261727400	2	6	04-JUL-14	0	0

Below the table, there is a form for data entry with the following fields and a "Submit" button:

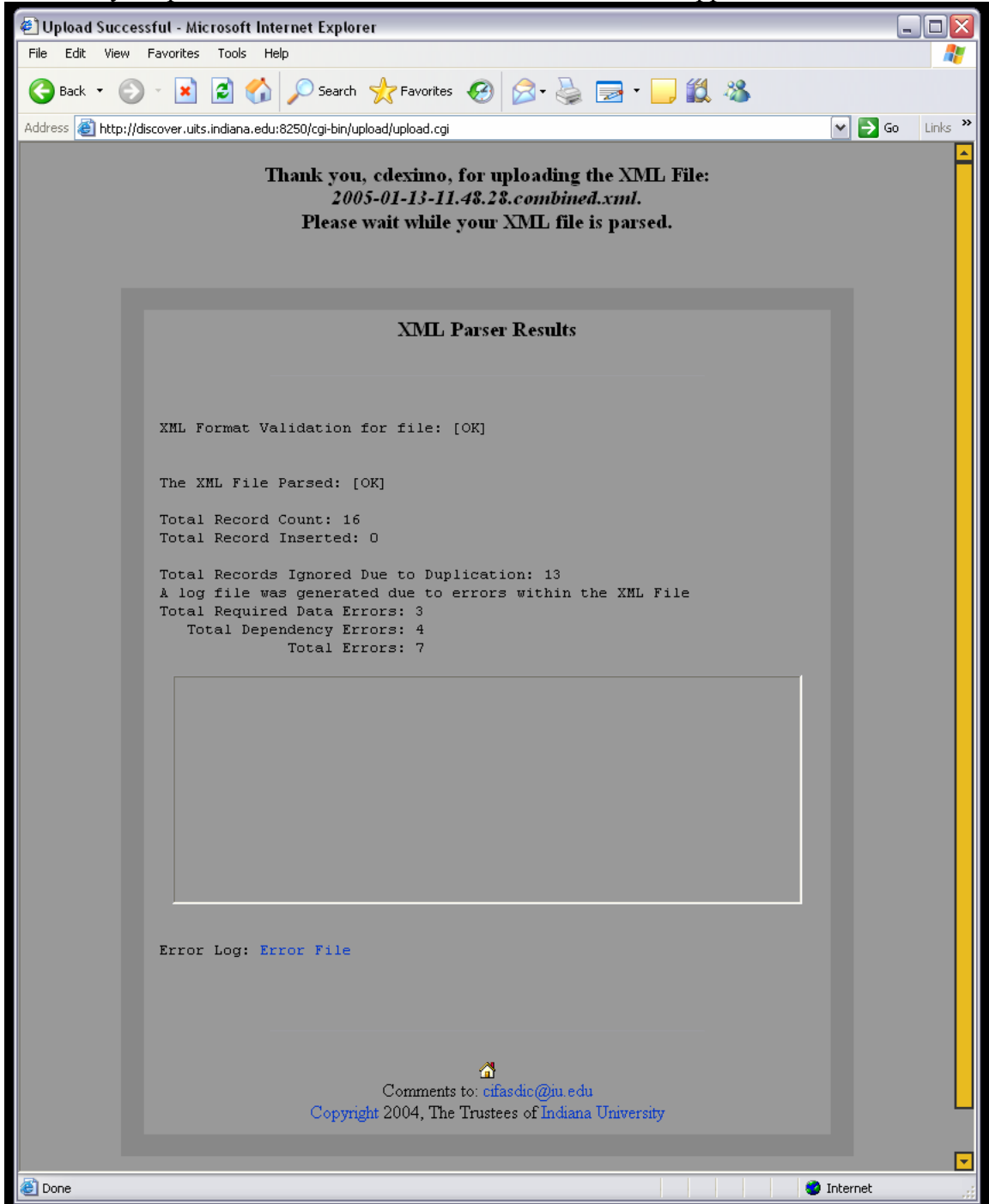
TCM-0x4261727400 04-JUL-14 2

Below the form, there is an "Error Log" section with a link to "Error File". At the bottom of the page, there is a footer with the text: "Comments to: cifasdic@iu.edu Copyright 2004, The Trustees of Indiana University".

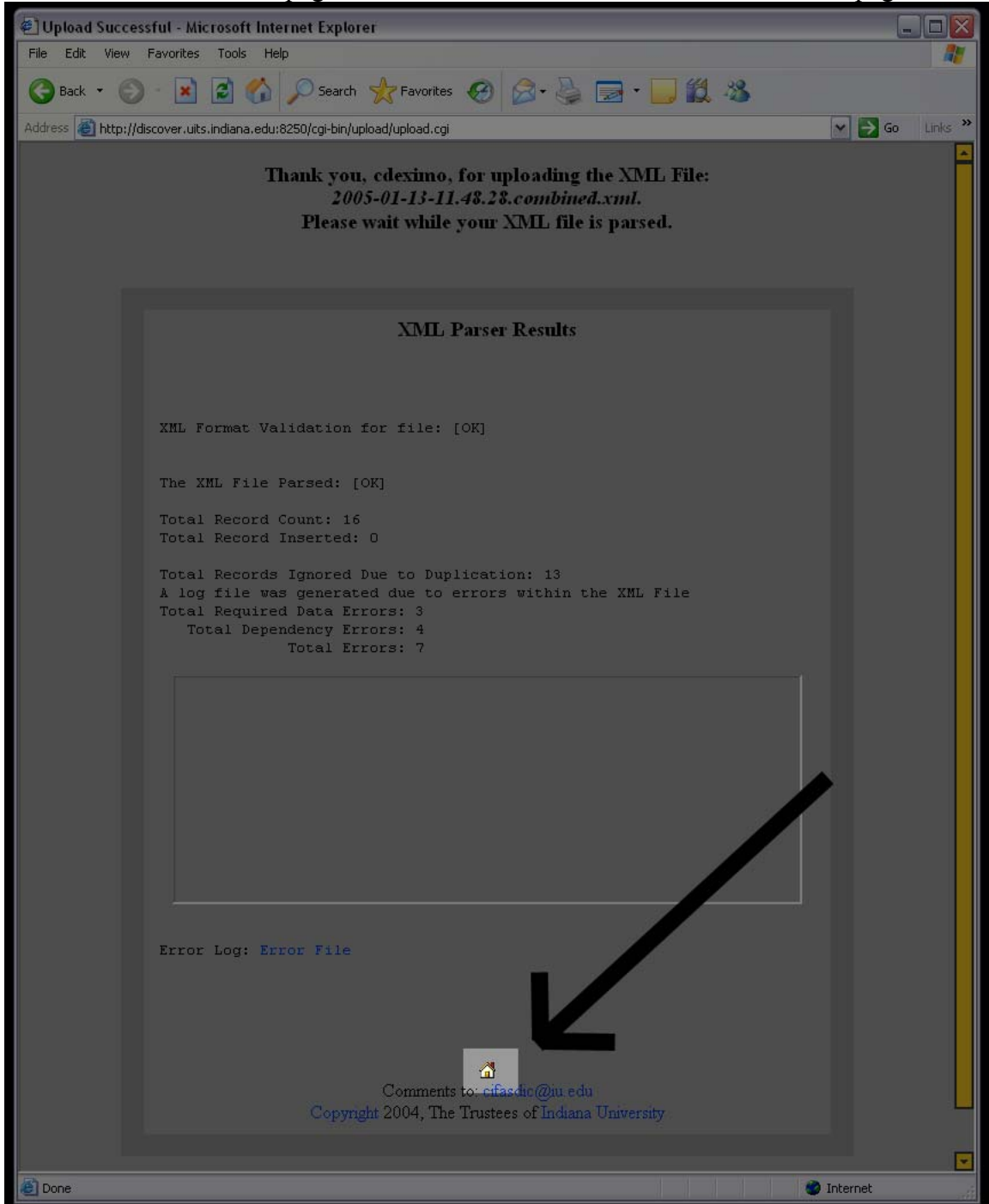
17. Once you have determined if the row really is a duplicate or if it needs to be updated you are given an option to deal with the record. You can either ignore the record or update it.



18. Once you press the “submit” button the record should disappear



19. To return to the main page click on the “home” icon on the bottom of the page.



20. In order to logout you can click the “logout” icon at the bottom of any page.

