

# AOS Data Upload Quick Reference Guide

## Guide to parameter selection

Choose file to upload	Select the data file you wish to upload and then press upload. NOTE: file type must be a fixed width .txt file.
Pending Uploads	If you have uploaded a file before where validation was never completed then it will appear here. You will not be able to upload a new file until you have validated your previous submission in the conflict review screen.

## Conflict Review

Before your file can be uploaded, you must first check it for conflicts and errors. The following steps demonstrate the process for reviewing your upload.

Check for conflicts	Conflicts are cases where an episode in your file appears to be the same episode as one that has been previously entered. This occurs when a key item like MRN has been changed. If any appear, you must select the episode that has the correct information.
Audit Report	When there are no conflicts, you must view your audit which will show you all the potential errors in your data file. We recommend you print your audit report to either a digital or physical form for your reference, as you will need to fix these errors in your database and then get another extract and upload that.
Accept/Discard	After all conflicts have been addressed and the audit has been looked over you can press accept, and upload your file. If at any point you decide you don't want to upload this file, use the discard button to delete it from AOS.

## Useful links

<b>Data collection forms</b>	<a href="http://ahsri.uow.edu.au/aroc/forms/index.html">http://ahsri.uow.edu.au/aroc/forms/index.html</a>
<b>Data dictionary</b>	<a href="https://apps.ahsri.uow.edu.au/confluence/display/AD/AROC+Data+Dictionaries">https://apps.ahsri.uow.edu.au/confluence/display/AD/AROC+Data+Dictionaries</a>
<b>AOS user manual</b>	<a href="https://apps.ahsri.uow.edu.au/confluence/display/AD/Data+Upload">https://apps.ahsri.uow.edu.au/confluence/display/AD/Data+Upload</a>
<b>AROC Impairment codes</b>	<a href="http://ahsri.uow.edu.au/aroc/forms/index.html">http://ahsri.uow.edu.au/aroc/forms/index.html</a>
<b>List of health funds</b>	<a href="http://ahsri.uow.edu.au/aroc/forms/index.html">http://ahsri.uow.edu.au/aroc/forms/index.html</a>
<b>Phases of amputee care</b>	<a href="http://ahsri.uow.edu.au/aroc/forms/index.html">http://ahsri.uow.edu.au/aroc/forms/index.html</a>
<b>Lodge support ticket</b>	From within AOS, select from the help menu

NOTE: Before beginning the upload process, ensure you have entered your data in your database, extracted your data and saved it in a known location.

