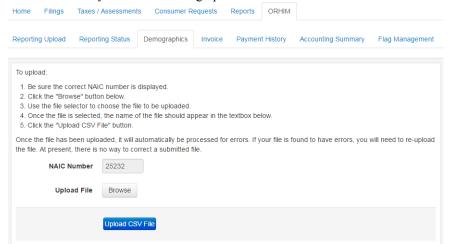
DEMOGRAPHIC UPLOAD TRAINING GUIDE

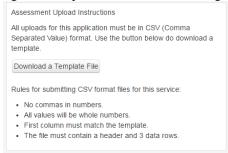
ORHIM DEMOGRAPHIC COLLECTION PROJECT

Uploading a data file or downloading a template

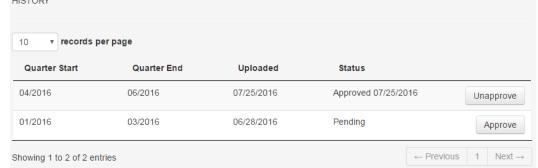
After logging in, an external user can access the upload page by clicking on the top tab labeled "ORHIM" and the secondary tab titled "Demographics"



- To upload a data file, click the "Browse" button and select the file. Then click the "Upload CSV File" button. The system will validate the upload and report any errors. If the file is error-free, the system will display a success message.
- If a template is needed to create the upload file, it can be downloaded by using the template section to the right of the upload section on the Demographics tab.



• The history of all uploaded data can be found at the bottom of the Demographics tab. Once a file is uploaded, it is automatically approved by the system and cannot be overwritten. If the file needs to be replaced, an internal user can use the "Unapprove" button to the left of any given row to unlock the data and allow a new file to be uploaded. Only internal users will see the "Unapprove" or "Approve" buttons.



• If an internal user disapproves a data row, that row can be approved if it is not overwritten with an upload. The upload history is displayed in reverse order, with the most current data at the beginning of the list.

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