

Before you start

Submitting data to the FGM Enhanced Dataset using file upload is done via the Clinical Audit Platform (CAP); a secure, web based platform supported and hosted by NHS Digital.

In order to submit data to the collection, you must first register by creating an NHS Digital Single Sign-On (SSO) account and submitting the FGM User Registration Form.

Please refer to the [FGM website](#) for further information.

Step 1: Log into your NHS Digital Account

In order to access the Clinical Audit Platform and submit data, you must start by signing into the clinical audit platform <https://clinicalaudit.hscic.gov.uk/>

Enter your Username (your registered email address), your password and click 'Sign in'.

⚠ The email address used for Signing in must be the same as the one submitted on the User Registration Form. If these email addresses are not the same, you will not be able to access the Clinical Audit Platform.

The screenshot shows a sign-in form with the following elements:

- Sign in** header
- Username field:
- Password field:
- Sign in** button with a right arrow
- Text: "We use cookies to improve our website and your experience using it. Without them, parts of this site will not work. If you need more information or want to change your cookie preferences, please see our [privacy policy](#)."
- [Forgotten details?](#)
- Text: "Don't have an account?"
- Register** button with a right arrow
- Text: "Having trouble? Contact us on 0300 303 5678 or enquiries@nhsdigital.nhs.uk"

Step 2: Access the FGM Enhanced Dataset

Once you are signed in the following screen will be displayed click on 'FGM Enhanced Dataset' under 'My Available Audits'.

The FGM Home page screen will be displayed as shown in step 3.

The screenshot shows a menu titled "My Available Audits" with a sub-item "FGM Enhanced Dataset" indicated by a right-pointing arrow.

Step 3: Access File Submission Dashboard

Click on 'File Submission Dashboard' from either the top bar menu or the main menu on the FGM homepage.

The screenshot shows the "FGM Enhanced Dataset" dashboard with a top navigation bar containing: "Clinical Audit Home", "FGM Home", "Add/Search for Patient Record", "Reporting", and "File Submission Dashboard" (circled in red). The main content area lists three options: "Add / Search for Patient Record", "File Submission Dashboard" (circled in red), and "Reporting".

The File Submission Dashboard will be displayed.

See 'Section 6 of the CAP Operational Guidance: Viewing File Submission Details' for further information.

The lower section of the dashboard is where your submission files can be uploaded.

The screenshot shows the "Upload a File" section with three "Filename" input fields, each followed by a "Browse..." button. Below these is an "Upload" button with a right arrow.

The upper section of the dashboard shows details of files which have recently been uploaded, including the Job ID, who uploaded it and when it was uploaded. Only uploaded files for your organisation will be displayed.

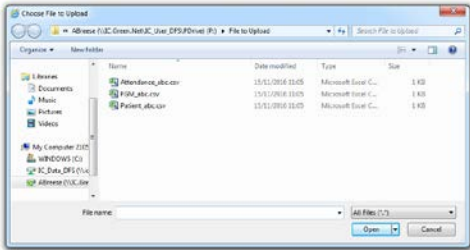
The screenshot shows a table titled "RRR Uploaded Files" with the following data:

JobID	Uploaded By	Uploaded	Completed	
104	John Smith	10/11/2016 17:16	10/11/2016 17:16	View Job Details
103	John Smith	10/11/2016 17:14	10/11/2016 17:14	View Job Details
102	John Smith	10/11/2016 17:11	10/11/2016 17:11	View Job Details

Details on the success of the upload, including the number of records submitted and details of any errors or warnings can be found by clicking on 'View Job Details' for each upload.

Step 4: Uploading a File

On the lower section of the File Submission Dashboard, click on the first 'Browse...' button. Then 'Choose File to Upload' dialogue box will be displayed.



Select the file you wish to upload, and click 'Open'. The file path will now be displayed in the 'Filename' field.

Filename: P:\File to Upload\Patient_abc.csv

It is recommended that the files are uploaded one at a time and must be in order (Patient, Attendance, FGM) to ensure all errors and warnings are addressed sequentially, however, it is possible to upload all files together by repeating the process described.

Once you have selected all the files you wish to upload, click on the 'Upload' button at the bottom of the screen.

File Validation

Please note that only valid files are able to be uploaded into CAP via the File Submission Dashboard. ALL files must be .csv files and must match the csv specification described in the dataset published on the [FGM website](#).

The header row for each file is optional. If one is used, then the name of the first column has to be preceded by the word HEADER_

Each file must be saved using the correct filename; Patient_abc.csv, Attendance_abc.csv and FGM_abc.csv (where abc can be anything to help identify the file locally, e.g. patient_July 2015.csv).

Opening .csv files in Excel may lead to some data items being unintentionally amended, e.g. the removal of leading zeros. Please refer to the FGM dataset published on the [FGM website](#) for further details.

Step 5: Processing Files

Once you have selected your files and clicked on 'Upload', a pop up box will be displayed once the upload is complete.




Patient_abc.csv processed
1 of 1 records processed [Click here](#) to view details

Click on 'Click here' to view details on the success of the upload.

Step 6: Viewing File Submission Details

The file submission details can be accessed immediately after the file has been uploaded (see Step 5) or via the File Submission Dashboard (see Step 3). Details of all submissions must be checked for errors and changes made where necessary.

The file submission details show:

-  Records successfully imported into CAP which had no errors with their data.
-  Records successfully imported with warnings, meaning that the record has been submitted to CAP, but there were issues with some data items, e.g a non-required data item has been submitted or a data item has an invalid value.
-  Records unsuccessfully imported into CAP, meaning that the record has not been submitted to CAP, possibly because a required data item is missing or has an invalid value. The data items must be corrected and uploaded again to ensure a successful submission.

Details of the errors and warnings are displayed and should be self-explanatory. Corrections to data can either be done by amending and re-uploading the csv file, or be done manually within the CAP patient record.

Further Information

For further information please visit the [FGM website](#) or contact the NHS Digital Contact Centre on 0300 303 5678 or email enquiries@nhsdigital.nhs.uk (please enter 'FGM Collection' in the subject field of your email).