# DLP Data Recipient – Spec Manager User Guide

Guidance for Specification Manager/Data Recipient in using the Data Landing Portal (DLP)

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Information and technology
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# Contents

# Overview

The Data Landing Portal (DLP) allows data to be transferred securely between organisations using a centrally managed system. It also facilitates the standardisation of local data transfers nationally.

The Data Landing Portal enables Recipients to set up data specifications, against which incoming data from Providers is validated. If the data passes validation, the Recipients can access and download the data. If it fails validation, the data sender will be notified as to causes of failure, so that the necessary changes can be made and the data can be resubmitted.

# Smartcard User Role Profile

A combination of Role and Business Function codes assigned to your smartcard allow access to the different functionality available to Data Recipients and Data Specification Managers.

For a list of these, please email us using the subject line "DLP User Role Profile" and state your required role.

**Email: ssd.nationalservicedesk@nhs.net**

# Browser compatibility

DLP is compatible with the following browsers:

## Internet Explorer 11

Internet Explorer 11 can be used with DLP as long as Compatibility View is disabled. DLP will not function correctly if Compatibility View is enabled.

To disable Compatibility View:

- Open the Internet Explorer **Tools** menu and select **Compatibility View settings**;
- Deselect **Display all websites in Compatibility View** and click **Close**.

If you are unable to authorise these changes, please consult your local IT department.

### Potential Workaround for IE11 Compatibility Mode Issue

If the **Error: Browser Not Compatible** error message screen is received when attempting to access DLP via IE11, compatibility mode will need to be disabled. Users are advised to contact their IT department to arrange this. However, in some cases the following workaround method will allow temporary access to DLP, but must be completed on each log in.

Please ensure you have your Smartcard in place before following these steps:

Step 1: On the **Error: Browser Not Compatible** error message screen, press **F12** to display the **Developer Tools** bar.

Step 2: Click the **Emulation** tab.

Step 3: Under **Mode**, change **Document mode** to '**Edge**' and ensure Browser profile is set to '**Desktop**'

Step 4: **Delete** the highlighted text from the browser **address bar** and press **Enter**:

**https://dsp-portal.national.ncrs.nhs.uk/static/unsupported-browser.html**

If successful, **Smartcard authentication** will be granted and **DLP** will be accessed until logging out.

Closing the **Developer Tools** bar will stop the workaround from being effective, but the bar window can be resized to allow more space for DLP.

### Google Chrome

Google Chrome can be used with DLP where the NHS Digital Chrome Extension and Native Bridge have also been installed. These components will already be installed for DLP users who already use Google Chrome to access the SUS (Secondary Uses Service) Portal.

For information on installing Google Chrome and the NHS Digital Extension, please refer to the **NHS Digital Google Chrome Installation Guide** on the DLP webpage.

## Data specification format, file format and size limit

DLP currently only accepts files in CSV (Comma-Separated Values) format, or CSV files compressed using the gzip format (you can use 7zip to do this on a Windows system). The maximum file size allowed for Smartcard users and MESH is:

- 4 GB for uncompressed CSV files
- 800MB for compressed files

The maximum file size allowed for NHS Care Identity Service 2 (NHS CIS2), formerly known as NHS Identity, users is:

- 1 GB for uncompressed CSV files
- 200MB for compressed files

The first row must contain column headers and the names must match those in the specification being used for submission. Note that spaces and underscores are not interchangeable, so if your specification uses a column header name with an underscore in it, your submission must also use an underscore in the same place. Calling a column header "NHS no" when the specification defines it as "NHS_no" will cause the submission to fail.

For security reasons, submissions containing the following symbols *at the start of a data value* will be rejected:

- =
- -
- +
- @

The sole exception to this is where “-“ prefixes a numerical value.

While there are no specific naming conventions for files or data specifications, it is expected that Recipients will use agreed, consistent naming formats for the data specifications. The DLP Data Sender User Guide advises that Data Senders name the file in line with the specification name and to use the following best practice guidelines:

- File names should be unique, short and meaningful. It should not be necessary to open the file to determine with it contains.
- Words should be demarcated with capital letters instead of spaces, hyphens or underscores (also known as CamelText) e.g. AnnualBudget2015
- Dates should follow the international standard YYYYMMDD
- Two digits should be used rather than one when including numbers in a file name e.g. 01, 02, 03
- Avoid using terms such as ‘Latest version’ or ‘Old’ and ‘New’
- The following symbols should not be used in folder and file names they are not universally recognised: \ / : * ? “ < > | % ~ # & { }

# Reporting an Incident

If you experience any technical issues whilst using DLP, please call the National Service Desk on **03003 035 035**.

# Feedback

The Data Landing Portal is being developed using ‘Agile’ project management methodology. Agile encourages flexible and responsive developments that improve product effectiveness and user experience. Regular releases will support the implementation of functionality and usability improvements.

If you wish to provide feedback, please contact us using the subject line “DLP Feedback”.

**Email: ssd@nationalservicedesk@nhs.net**

# Logging in

The following steps describe how to access the Data Landing Portal.

### 1) Enter URL

**Enter** the DLP URL in your browser address bar (users are advised to store this URL as a bookmark or favourite for easy access in future).
https://dsp-portal.national.ncrs.nhs.uk

A pop-up menu will request the user to insert NHS Smartcard.

### 2) Insert Smartcard

**Insert Smartcard** into the card reader.

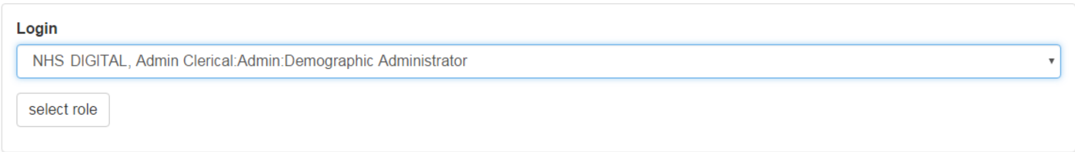
A pop-up menu will appear, requesting Passcode

### 3) Enter Passcode

a) **Enter Passcode**
The smartcard will authenticate.

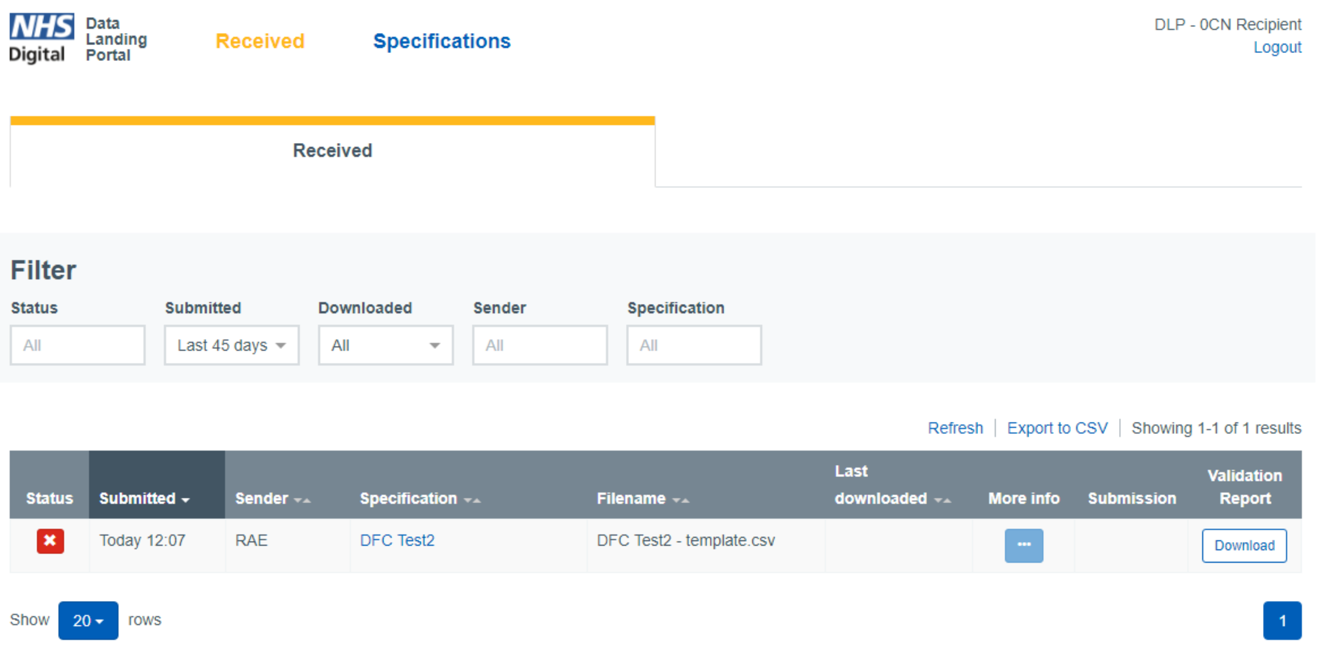
### 4) Select Role

**Select** the required role from the dropdown list and click **select role**.



# Logging in as a Data Recipient

If you log in as a **Data Recipient**, DLP will open at the **Data Received** screen:




# Data Received Screen

The **Data Received** screen displays information about submissions that a **Recipient** can access. The table contains the following columns:

- **Status** identifies whether a submission has been successful. Successful submissions are identified by a green tick icon. Failed submissions are identified by a red cross icon. Clicking the red cross will display information about why the submission was unsuccessful. Entries from the Previous Submissions list cannot be removed.
- The **Submitted** column displays the date the file was last submitted by the **Data Sender**.
- The **Sender** column identifies the sending organisation.
- **Specification** identifies the data specification used for the submission.
- **File Name**
- **Last Downloaded** date and who the file was downloaded by
- **Validation Report** available if validation rules are active against the specification and errors are found within the submission.

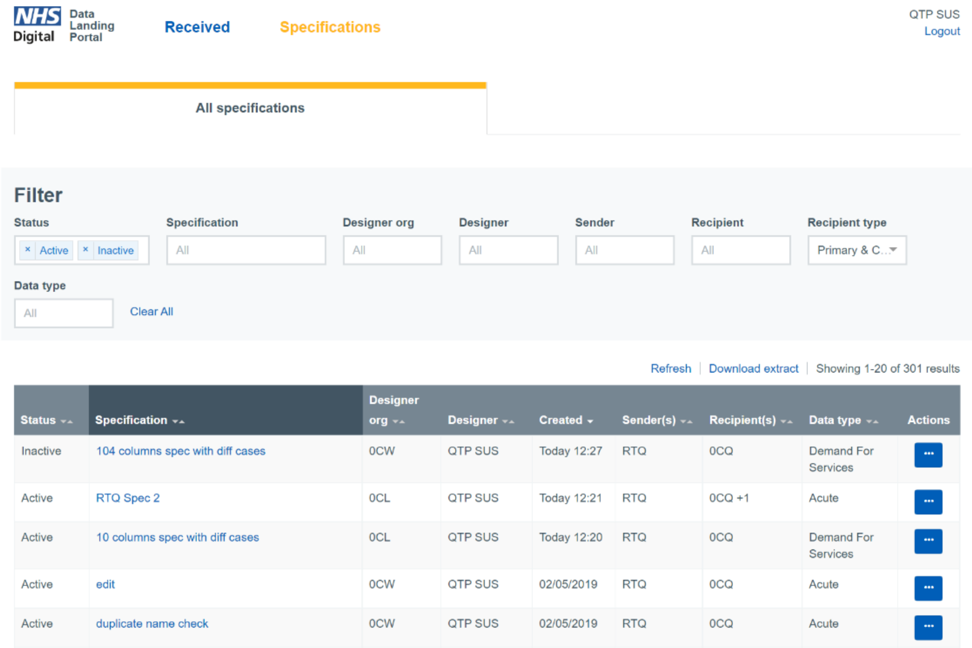
Clicking on the icon under **More Info** gives the following information:

- **File Size**
- **Number of Rows**
- The date and time the file was **Submitted**

A **Data Recipient** can only download files that have passed validation. Where a file has failed validation, the **Data Recipient** can view validation errors by clicking on the red cross under **Status**. The filters at the top of the screen allow the table to be filtered by **Sender** and according to **Status** (Success/Failed), whether or not the file has been **Downloaded**.

## Specifications Screen

Clicking the Specifications tab will take the user to the **Data Specifications** screen which allows Data Recipients to view a list of all specifications available to their organisation.



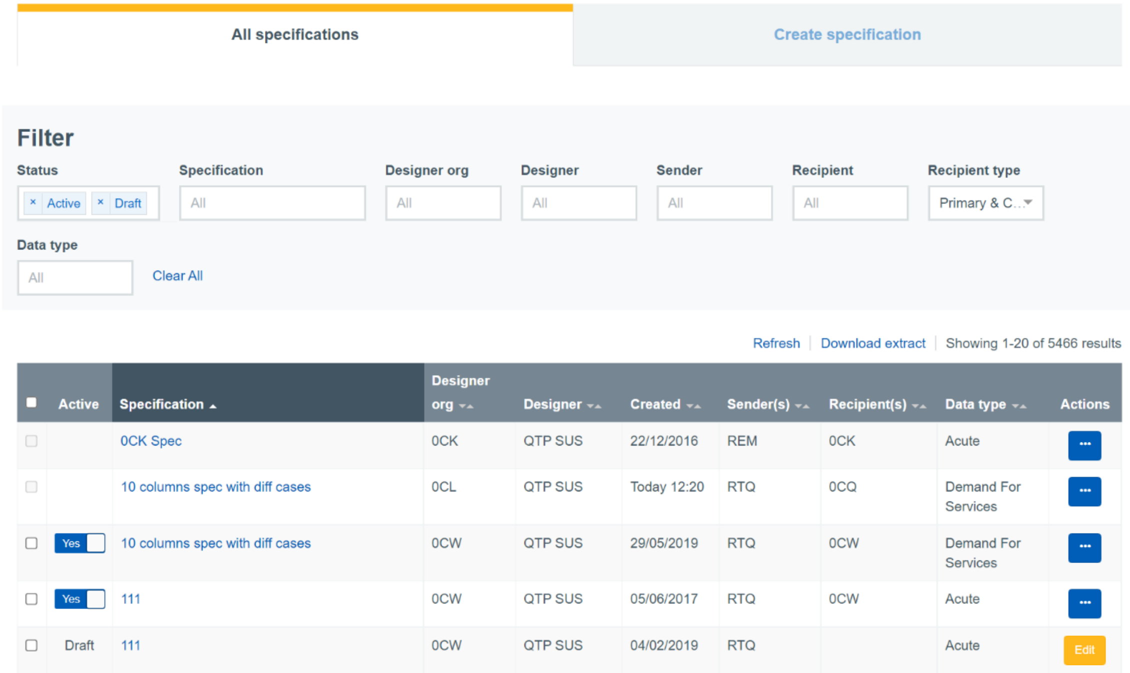

Clicking on a specification name takes the user to the **Specification Summary** screen, which provides more details, including:

- **Status**; whether the specification is Draft, Active or Inactive.
- **Created by (org)**
- **Created by**; The individual who set up the specification
- **Created** date
- **Data Type**
- **Number of Columns**
- **Sender(s)**; the organisation(s) that can submit the data.
- **Recipient(s)**; including Primary and Copy Recipients
- **Last ssed** date.
- **Last edited** date.

The lower section of the **Specification Summary** screen lists column headers as they will be required to appear in the submission file. The ‘Maps To’ field identifies what category of Patient Confidential Data (PCD) this relates to, or where the information is not PCD and can ‘pass through’. The validation rules for each field are also detailed.

# Logging in as a Data Specification Manager

If you log in as a **Data Specification Manager**, DLP will open at the **Specifications** screen:



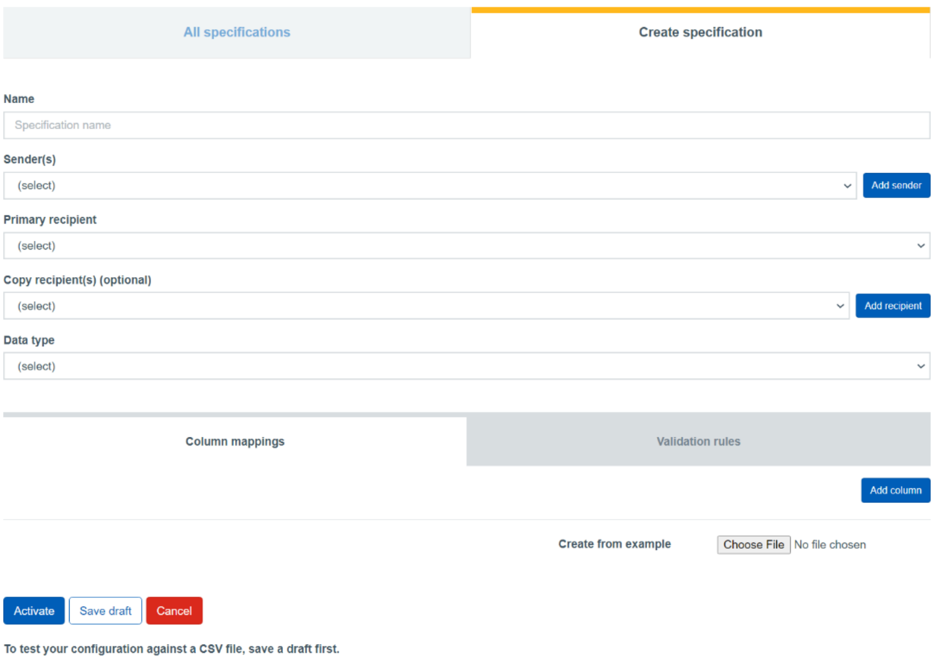

# Creating New Data Specification

## 1) Create Specification

Click the **Create Specification** tab on the **Specifications** screen. The **New Data Specification** screen will open.

## 2) Complete Data Specification Fields

In order to submit a new specification, all of the required fields must be populated.



- **Name** is a free text field, but we encourage **Data Specification Managers** to use meaningful names so that specifications can be easily identified. Note that you cannot use the same name across multiple active specifications for the same primary recipient.
- **Sender(s)** is selected from a drop down list of the permitted **sender** organisations. Click **Add sender** to add the selected organisation.
- **Primary recipient** is selected from a drop down list of permitted **recipient** organisations.
- **Copy recipient(s)** is selected from a drop down list of permitted **recipient** organisations. Click **Add recipient** to add the selected organisation.
- **Data Type** is selected from the **data type** drop down list.

You now have the option to manually set up the columns for your specification, or to create it from an existing example or template.

## Manually adding columns

### 3) Add Columns

**Click** the **Add Column** button. Users can add a column at a time or add the required number of columns first and then specify the name and mapping of each column. For every column that is added, a corresponding validation rule will appear under the validation rules tab (please refer to the 'Adding Validation Rules' section below).

### 4) Complete Data Specification Mapping

**Populate** the **Column** field text field with the **corresponding** column header. So if your Column A is called 'NHS Number' you will need to use the exact same name here (including whether you use spaces or underscores).

**Populate** the **Maps To** field with a value from the drop down list of potential mapping options. The list contains different, known PCD types or specifies where PCD is not present and can 'pass through'.

The naming and mapping of each column must be repeated for each column in the specification. Column headers should NOT be duplicated; a message will alert a user when a column header has been used more than once within a specification.

### 5) Remove Unwanted Columns

**Click** the **Remove** button to remove unwanted columns.

### 6) Add in any validation rules

(see 'Adding Validation Rules' section below)

### 7) Submit

**Click** **Activate** when the additional columns have been completed and you want to make the specification available, or choose **Save Draft** if you want to come back and edit it later. Note that it can only be seen by the sender organisation once it has been activated. N.B. Validation rules can be amended after a specification has been activated (please refer to the 'Adding Validation Rules' section below.

## Creating a specification based on an existing template

Alternatively, if you have an existing template for the data specification, you can browse to this by clicking on the **Choose File** button and use this to auto-populate the column headers.

You will still need to map the columns as described in step 4 above, though DLP will attempt to map the fields based on the column name and the data in that column. After this, follow step 5 onwards as described above. Please note that validation rules will still need to be manually applied.

The reminder dialog will remind the **Data Specification Manager** that PCD must be correctly mapped. If changes need to be made the **Data Specification Manager** can click **Return** to return to the **Specification** screen and make the required amendments.

Alternatively, **Click** '**Confirm'** to create the specification. After submitting the specification, the **Specification Summary** screen will be displayed and the newly created **Data Specification** can be viewed on the **All Specifications** tab. From here you can also toggle whether the specification is Active or Inactive, or use the icon under the **Actions** column to **Edit Specification, Replicate Specification, Download Template** or **View full specification**.

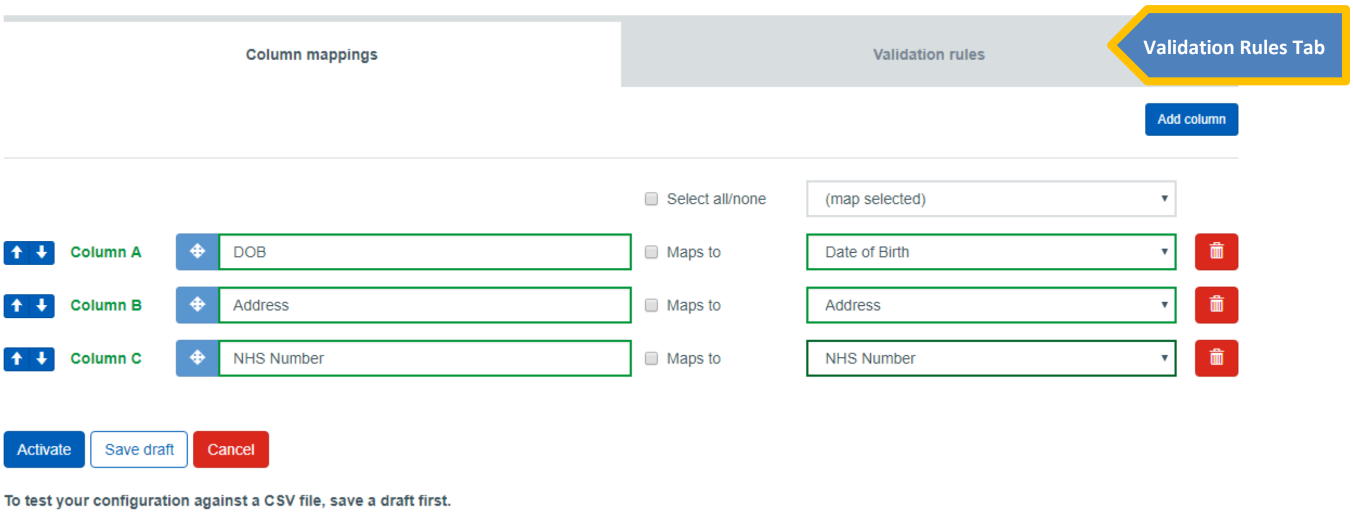
## Replicating an existing specification

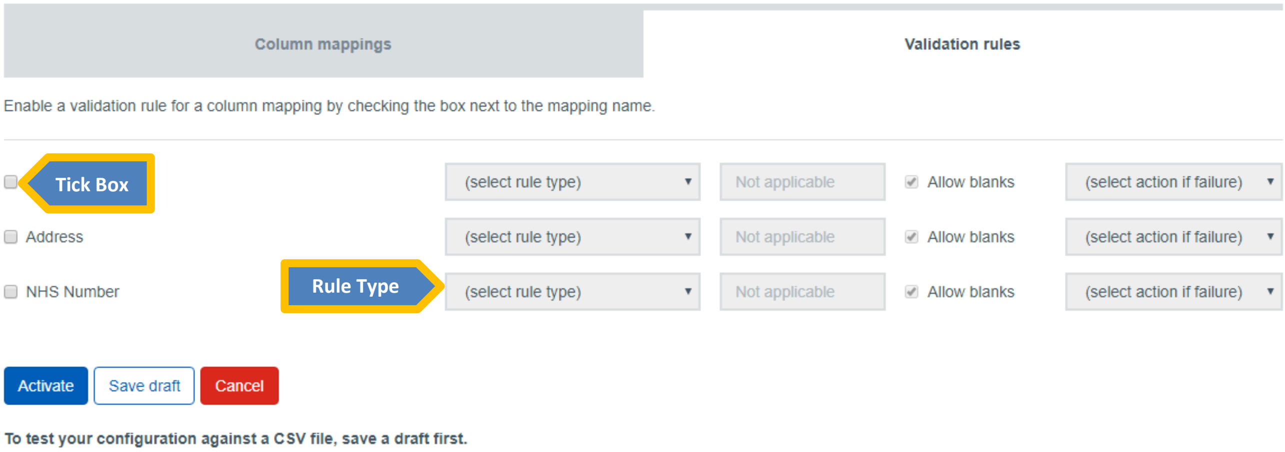
If you have an existing specification that already has all the columns and validation rules that you require, and need to replicate this for another specification, you can do this by clicking the **Replicate Specification** button when viewing the specification. This will also replicate any validation rules that have been applied.

Note that you will have to make any amendments required to this replicated specification before activating it, and that two active specifications for the same primary recipient cannot have the same name.

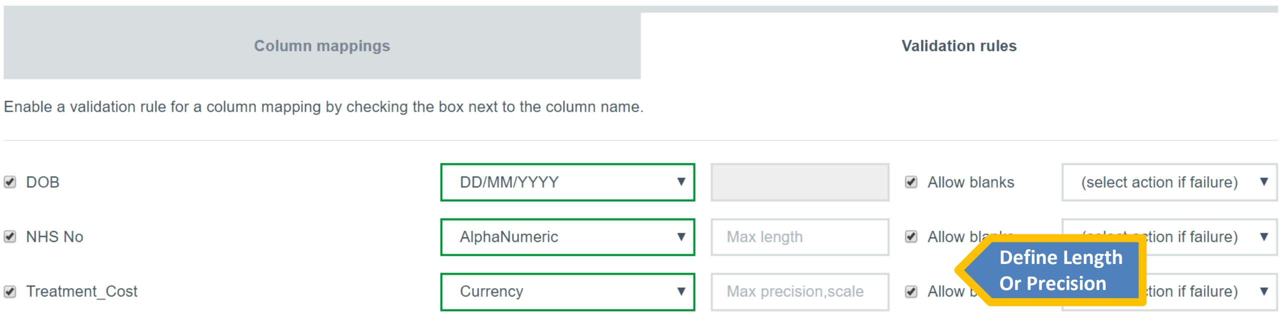
## Adding Validation Rules

For any column created under the column mapping tab, a corresponding validation rule will appear under the validation rules tab, as in the screenshots below:

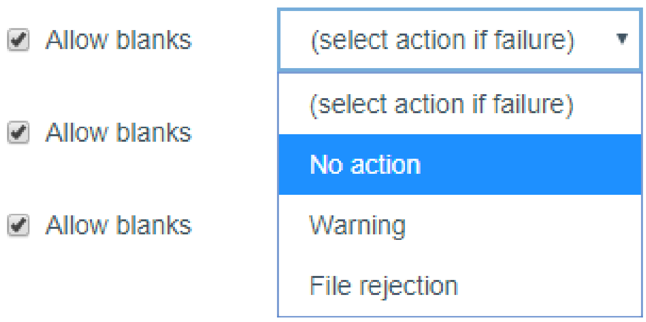





To activate a validation rule, first check the tick box which appears to the left of the name in the validation rules tab. Next, select the rule type from the drop down (your options will be limited to those allowed by the column mapping). For some rules, you will also be asked to define the maximum length or maximum precision and scale allowed when submitting values against the column specified (precision and scale are explained in more detail in the Rule Type table further down). The screenshot below shows some examples of this:




For each validation rule you will also need to define the action that will be triggered if a submitted value does not match the format specified and if blanks are allowed. This is done from the ‘**select action if failure**’ dropdown:

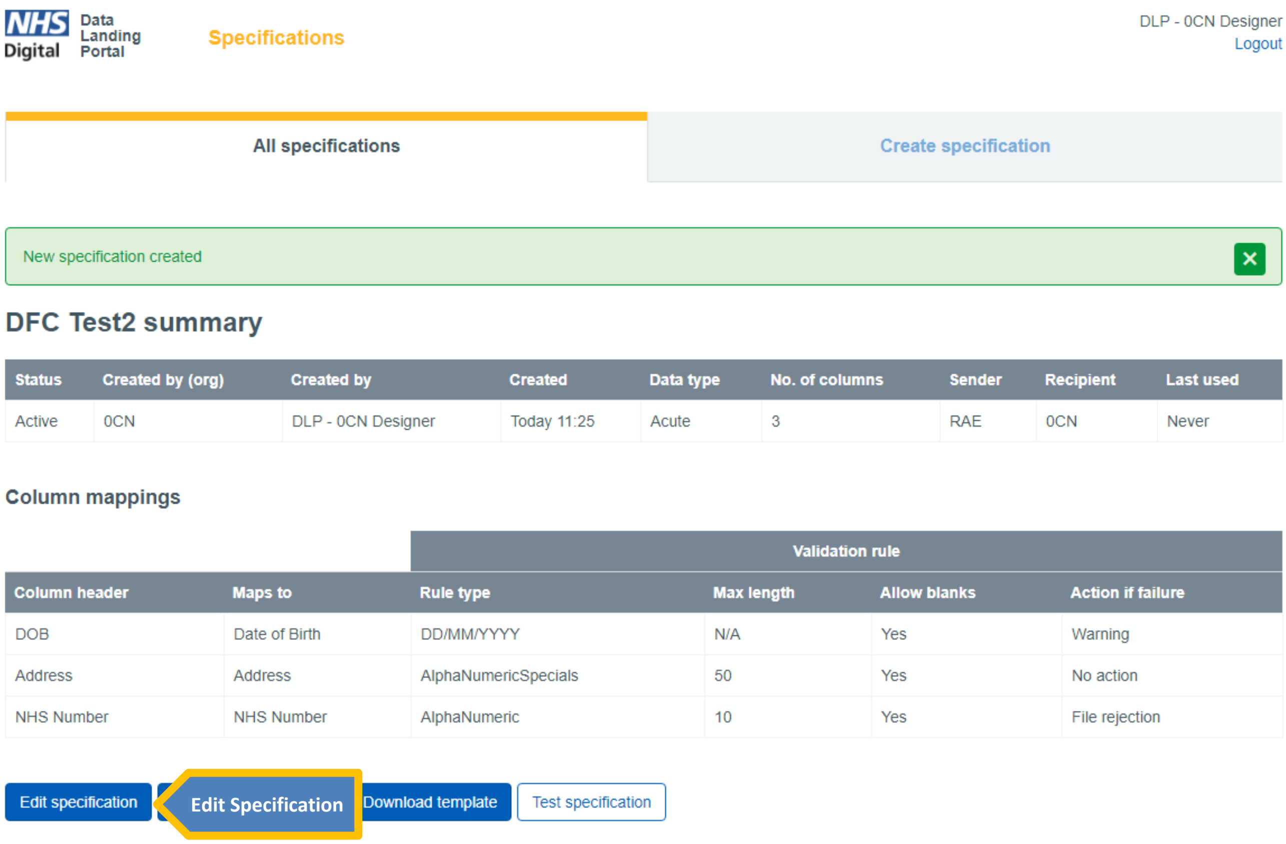



The ‘Allow blanks’ option will be selected by default. If it is unchecked, any blanks cells will cause the validation rule to fail. The possible actions in the event of a failure are:

- **Do nothing** – The value will pass through without triggering any further action.

- **Warning** – The value will pass through but will trigger a warning that appears in the interface and the generated validation report (see validation report section for more details on this).
- **File rejection** – The entire submission will be rejected.

All these options are configurable by the Specification Manager. Validation rules can be amended by clicking on the specification name and choosing **Edit specification**.




The table below shows the data types allowable for each data item:

| DLP Data Items | Rule Types Allowable |
|---|---|
| Address | AlphaNumericSpecials |
| DoB | Dates, DateTimes |
| DoD | Dates, DateTimes |
| NHS Number | AlphaNumeric, AlphaNumericSpecials |
| Name | AlphaNumericSpecials |
| Postcode | AlphaNumeric |
| PCD Other | All |
| Non-PCD Data | All |
| General Medical Practice Code | AlphaNumeric, AlphaNumericSpecials |
| Local Patient ID | Alpha, AlphaNumeric, AlphaNumericSpecials |
| NHS Number Status Code | Integer |

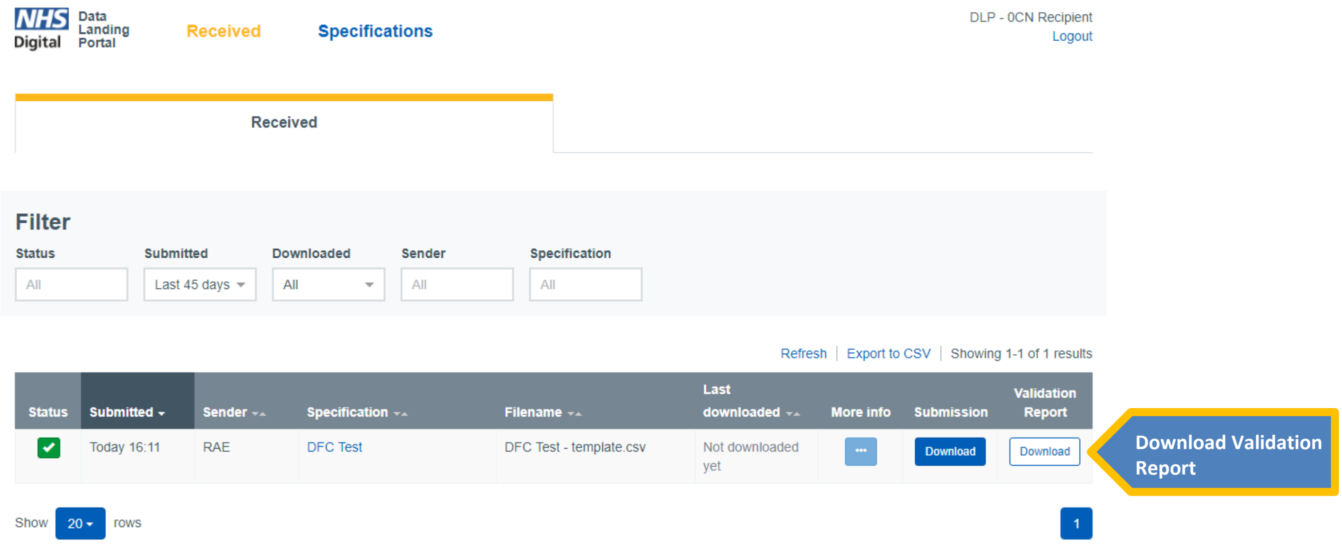
| | |
|---|---|
| Org code Code of Provider | AlphaNumeric, AlphaNumericSpecials |
| Org code Code of Patient ID | AlphaNumeric, AlphaNumericSpecials |
| Person Gender Code | Integer, Alpha, AlphaNumeric |
| Withheld identity reason | Integer, AlphaNumeric |

This table defines the characters allowed within each data type:

| **Rule Type** | **Validation Rules/Characters allowed** |
|---|---|
| **Text** | |
| Alpha | [a-z] or [A-Z]. Allows for Spaces. Max length includes every single character and space. |
| AlphaNumeric | [a-z] or [A-Z] or [0-9]. Allows for Spaces. Max length includes every single character and space. |
| AlphaNumericSpecials | Any valid characters in the encoding set used. ASCII characters in the range 32-128 (https://www.danshort.com/ASCIImap). Max length includes every single character and space. |
| **Number** | |
| Integer: | 0-9 and allow "-" and "+" as prefixes. Thousand separators are valid ",". No decimal point. Max length only counts the number of numeric characters. |
| Decimal: | 0-9 and allow "-" and "+" as prefixes. Thousand separators are valid "," as is a decimal point.<br><br>Note: with a Decimal you can define both the maximum precision (mandatory) and scale (optional). The precision defines how many numeric characters the user can enter in total. (Characters such as commas do not count towards this total.) The scale defines how many decimal places your number can have. The precision and the scale should be separated by a comma (e.g. 8,2 would allow the user to enter 8 numeric characters in total of which up to 2 can come after the decimal point).<br><br>The maximum precision allowed is 30. Where no scale is set, no validation is done on the number of decimal places (e.g. if a precision of 3 is set, valid entries could include 100 and 0.01). |
| Currency: | As decimal but allow prefix of "£", "$", "€". Should accept even if no prefix is present, i.e. it is still a decimal<br><br>Note: the rules for precision and scale (described against the Decimal Data Type) also apply to Currency. |
| | |
| **Date** | Validate as per original specified format |
| **Time** | |
| **Date Time** | |

## Validation Report

For any submission that triggers no action, a warning or file rejection, a validation report will be made available to both the sender and the recipient. This report includes the cell location of any issues, the validation error, the format expected, and the action triggered (please see screenshots below).




For both senders accessing DLP via N3 and Smartcard and recipients, the report will contain details of the submitted value for each item that failed validation. Users accessing DLP via the NHS Care Identity Service 2 (NHS CIS2), formerly known as NHS Identity, method will see the column, but all the values will be removed.

## 8) Log out

**Click** the **Logout** button to exit the portal.