

## Upload Spreadsheet

- Specific field formats and information regarding that field can be found in “WLR Instruction Guide 20 0901 COVID.docx” except:
  - TestCode should be the test code assigned at the laboratory
- Column headers have to be exactly the same as the template.
- File format needs to be tab delimited text file (.txt).
- All fields should be populated if possible but you will not be able to upload without these fields:
  - Specimen number (accession number)
  - Patient last name
  - Patient first name
  - Patient city
- Data formats:
  - Dates need to be mm/dd/yyyy
  - Phone number can be nnn-xxx-xxxx or nnnnnnnnnn
- Validity checks:
  - Patient state needs to be a valid state two letter abbreviation or blank
  - Test code has to match exactly (not case sensitive)
  - Result has to match exactly (not case sensitive)
  - Race should be **W, A, B, P, I, U** for White, Asian, Black, Pacific Islander, Native Indian, Unknown
  - Ethnicity has to be **“Hispanic or Latino”, “Not Hispanic or Latino”, “Unknown” or blank**
- Abnormal Flag should be
  - N** for normal (applies to non-numeric results)
  - A** for abnormal (applies to non-numeric results)
- Field/File size:
  - Test code field needs to be ≤25 characters.
  - Result field needs to be ≤ 50 characters.
  - Patient address needs to be ≤ 45 characters.
  - Submitter address need to be ≤ 45 characters.
  - File size needs to be <100,000 bytes, about 450 rows
- To upload the tab-delimited text file:
  - Login to WLR as with manual entry
  - <https://www.slh.wisc.edu/apps/ELRManualLabEntry/index.jsp> or from WSLH web site

<http://www.slh.wisc.edu/labupdates/reports/index.dot> then click "Click here to access Web-based Laboratory Reporting (WLR) of Reportable Diseases"

- Click "Upload Test Results"
- Click "Browse", find the file
- Click "Upload" (disregard reference to H1N1)

A message will appear stating the file was successfully uploaded or that there is an error. The file will not upload if there is an error in the file (required information missing, does not match test code, data formats are incorrect, etc. If one row fails, the entire file fails, nothing is uploaded. Correct the information and upload.