Malaria - Data Upload Process (M-DUP) for Quarterly Reporting

Requirements of Submitter:

1. You have a current M-DIVE account and password.
2. You are currently a "Power User". (Please contact support@civisanalytics.com if you need to convert your account to "Power User" status.)
3. You have initialized access to the M-DIVE database. See the "Initialize Access to the M-DIVE Database" section below for instructions on the one-time steps needed to set a database password and ensure you have this additional access.

How to Upload a Document:

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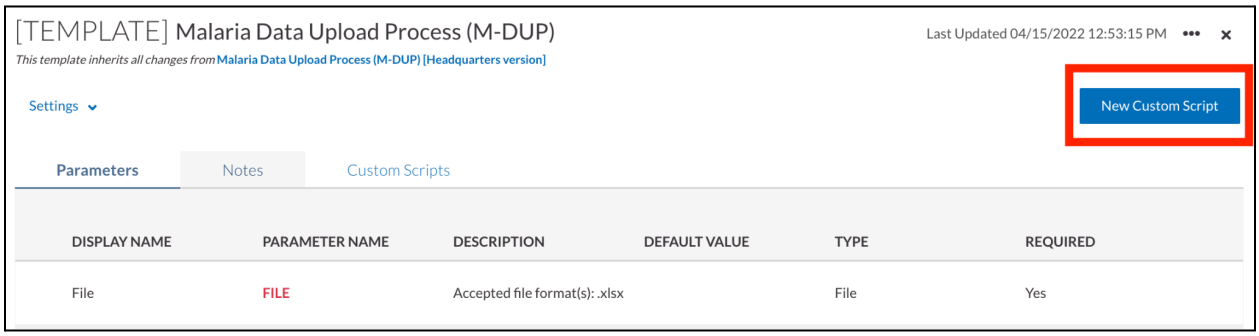
Step 1: Log in to M-DIVE.

Step 2: Open the M-DUP Template: **[Template] Malaria Data Upload Process (M-DUP)**.

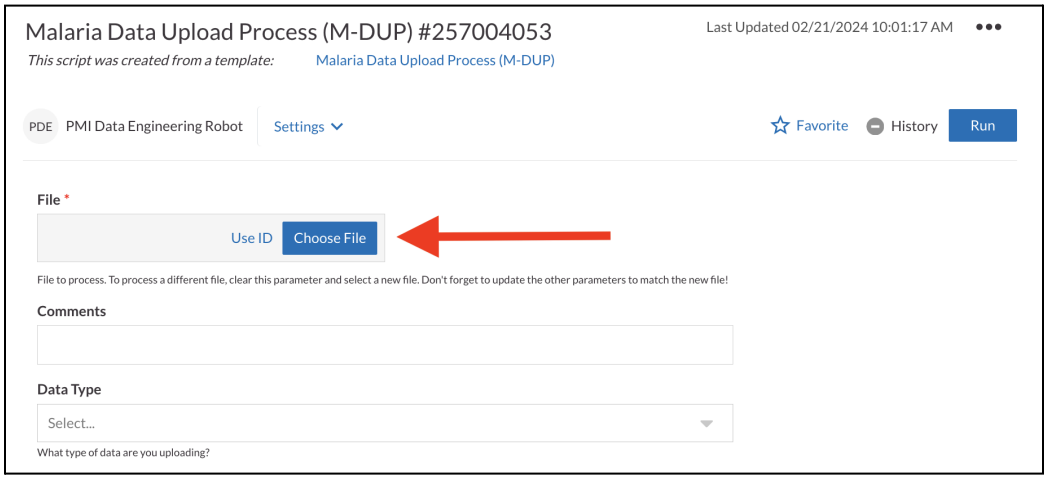
Step 3: Click the blue "**New Custom Script**" button in the upper right hand corner of the page.

a. Note: If you receive an error after clicking the blue "**New Custom Script**" button (example error: "Cannot read properties of undefined (reading 'id')"), your M-DIVE database credential might not be properly configured. Please update your database password (separate from your M-DIVE password) by following these instructions: Initialize Access to the M-DIVE Database

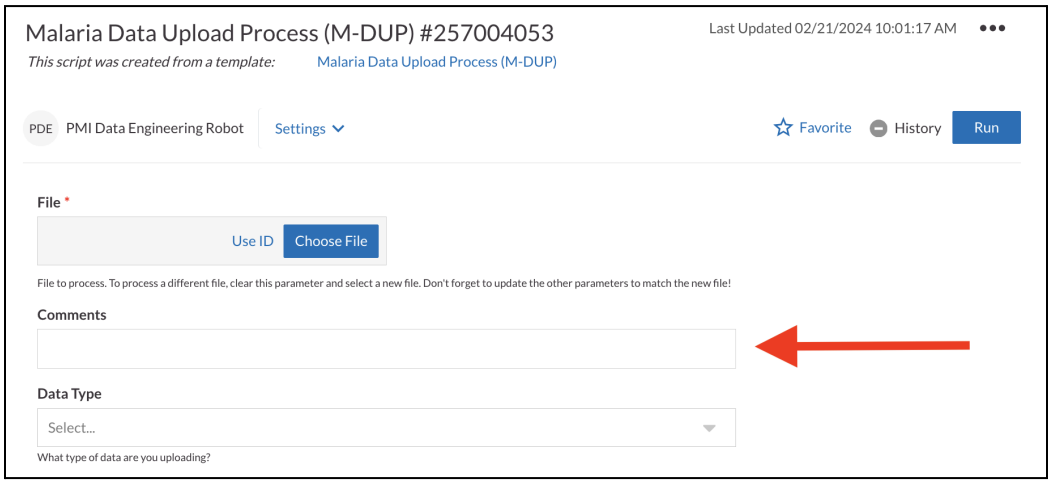


Step 4: On the form **“Malaria Data Upload Process (M-DUP) #xxxxxxx”** you will see three fields.

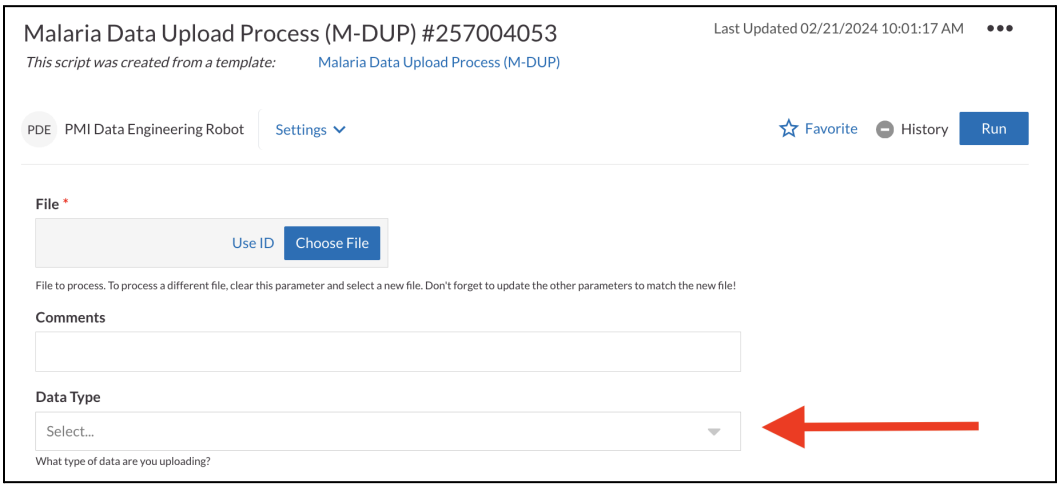
a. In the first field “File” - is where you will select the actual file to be uploaded to M-DIVE.



b. The second field “Comments” - is where you will indicate special instructions or notes to the M-DIVE team.



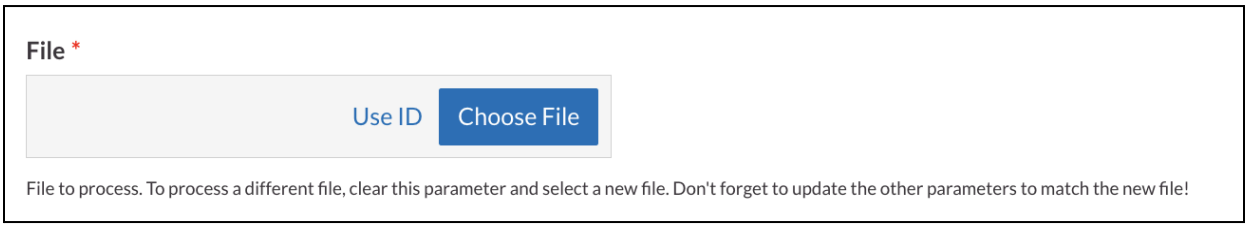
c. The third field “Data Type” - is where you will select the type of data.



d. Note: A script ID (ex. #257004053) will be automatically generated and included in the title (see screenshot for example - **"Malaria Data Upload Process (M-DUP) #257004053"**).

Step 5: Click the "**Choose File**" button and select the file to upload from your computer. Only files in .xlsx format will be accepted.

a. A file ID will be automatically generated.
b. You can only upload **one file at a time** using this process.



Step 6: Fill out the "**Comments**" field with information about the file. Add comments about the file that are relevant to the data being uploaded. For example: "data are not yet validated", "includes SBC data", "partial submission", etc).

Step 7: Select "Quarterly Report Data" for the **Data Type** field.

Step 8: Once you have selected your file, entered your comments, and selected Quarterly Report Data, click the "**Run**" button in the upper right hand corner.

a. Note: The "**Run**" may take several minutes.

b. You will know the run is complete if you see a green check mark.

c. You will know the run has failed if you see a red exclamation mark.

Step 9: **If your run has completed**, the submission process is also complete when you receive an email from Civis Platform with the subject: "**Success: Container Script Malaria Data Upload Process (M-DUP) #XXXXXXXXX**"

Step 10: **If your run has failed**, the submission process is NOT complete. You will also receive an email from Civis Platform (console-app@civisanalytics.com) with the subject: "**Failure: Container Script Malaria Data Upload Process (M-DUP) #XXXXXXXXX".**

a. If this happens, please forward a copy of this email to support@civisanalytics.com, so that they can diagnose the issue.

Notes About the Process

- To upload multiple files, please re-use the same script copy. To start, simply click "**Run**" and submit your first file. Once you receive the green check mark confirming that the first

upload has succeeded, click "clear", and then "choose file" to add the next file. Hit "**Run**" again to submit the new file.

- If you want to **upload a newer version of a file**, please submit the new file by following the instructions above and include a comment as to why you are resubmitting.
- If you have questions or need M-DUP support, please reach out to Alaine Knipes and Megan Klingler or support@civisanalytics.com.