



Alabama Trauma Registry (ATR) Web Portal

Web Portal User Manual

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Web Portal Overview

The Alabama Trauma Registry (ATR) Web Portal is used to access the following functions:

- Modules (Trauma Registry and Administrative)
- Data Submission
- Submission Review
- Upload Reports
- Review Reports
- Support

The Web Portal User Manual reviews each of these functional areas. Separate user documents are provided for both the Trauma Registry and Administrative Modules.

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Accessing the Alabama Trauma Registry (ATR) Web Portal

The Trauma Registry Module is accessed via the Alabama Trauma Registry (ATR) Web Portal. The address for the ATR Web Portal is <https://trauma.adph.state.al.us>

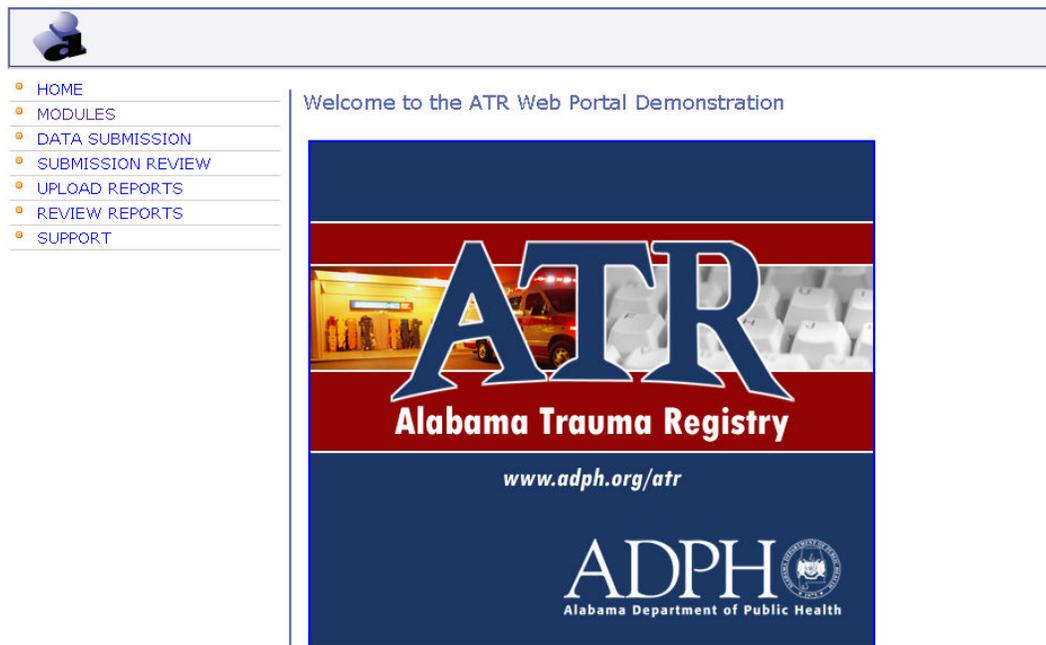
To login to the ATR Web Portal, follow these steps:

- 1) Enter <https://trauma.adph.state.al.us> in the Internet browser.
- 2) Enter a User Name, Password and a Facility at the login screen. The System Administrator provides the login information. Select *Login* after entering the User Name, Password, and Facility.



The screenshot shows a web browser window titled "DI Portal". Below the title bar is a header area with a logo. The main content area contains three input fields: "User Name:", "Password:", and "Facility:". To the right of the "Facility:" field is a "Login" button.

- 3) The Welcome Screen for the ATR Web Portal will open.



The screenshot shows the welcome screen of the ATR Web Portal. On the left is a navigation menu with the following items: HOME, MODULES, DATA SUBMISSION, SUBMISSION REVIEW, UPLOAD REPORTS, REVIEW REPORTS, and SUPPORT. The main content area features a large graphic with the text "ATR Alabama Trauma Registry" and the website address "www.adph.org/atr". Below the graphic is the ADPH logo and the text "Alabama Department of Public Health".



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Trauma Registry Module

Overview

The Trauma Registry Module manages data entry. Detailed documentation on the Trauma Registry Module is provided as a separate document.

Accessing the Trauma Registry Module

- 1) Select *Modules* from the menu options provided on the left-side menu bar.
- 2) Select *Trauma Registry* from the list of Modules provided.





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Administration Module

Overview

The Administration Module is used to complete system administrative functions. These functions include:

- Adding/editing users
- Adding/editing facilities
- Adding/editing staff
- Adding/editing roles
- Defining data entry defaults

Detailed documentation on the Administration Module is provided as a separate document.

Accessing the Administration Module

- 1) Select *Modules* from the menu options provided on the left-side menu bar.
- 2) Select *Administration* from the list of Modules provided.



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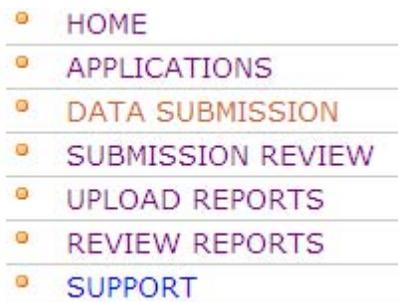
Data Submission

Overview

The Data Submission functionality is used to submit data to the Central Site or state.

Accessing Data Submission

- 1) Select *Data Submission* from the menu options provided on the left-side menu bar.



How to Submit Data

- 1) Select a Target Facility from the drop-down menu. The Target Facility list defaults from the Facility ID entered on the ATR Web Portal login screen. In the example below, the user entered a Facility ID equal to 27100 on the ATR Web Portal login screen.

Upload New File:

Target Facility: *

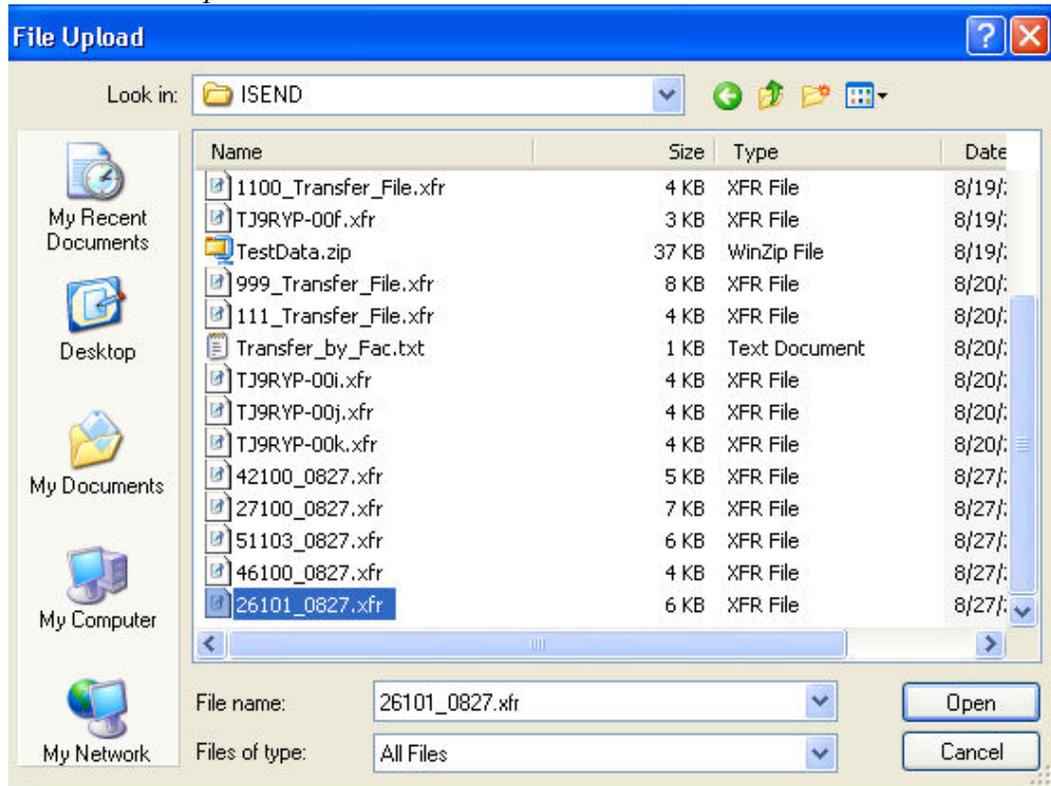
File: *

* Required Fields

- 2) Select the *Browse* button to locate the saved transfer file on the network.

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- 3) The File Upload screen will open. Left click the file to select it, and then select the *Open* button.



- 4) Select the *Upload* button.

Upload New File:

Target Facility: File:

- 6) A message appears indicating that the file has been received.

Your data submission has been received (submission 201). The Submission Review screen will show the status of your submission report in a few minutes

Return to [data submission](#)

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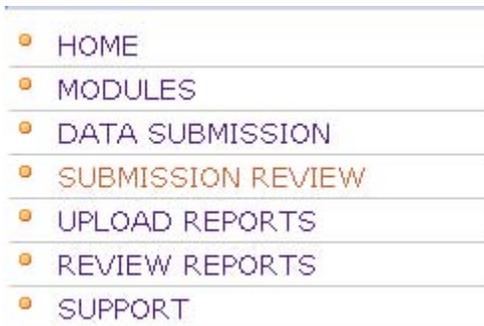
Submission Review

Overview

The Submission Review screen is used to review the status of previously submitted data submission files.

Accessing Submission Review

- 1) Select *Submission Review* from the menu options provided on the left-side menu bar.



How to Review Submissions

View Submissions

Please select your filter options and click Search to see a list of submissions.

Target Facility: Processing Status:
 Submission Start Date: Submission End Date:

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
--------	------	--------------------	----------------------	------------------------	-----------------------	-----------------	-----------------	----------------	--------------	--------------	-------------------	--------------------	--------------------

- 1) Enter the appropriate search criteria. The following search criteria are available:
 - a. Target Facility – To select a Target Facility, left-click the down arrow  to the right of the field. Select a facility from the drop-down menu.

Target Facility: Processing Status:
 Submission Start Date: Submission End Date:

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
201	27100.xfr	27100	ATMORE COMMUNITY HOSPITAL			2009-10-27 15:24:45	CentralSiteAdmin	2009-06-03	2009-07-19	10	Processed	Loaded	Submission Report Validation

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- b. Processing Status – Select a Processing Status from the drop-down menu. To display the Processing Status menu, left-click the down arrow  to the right of the field. Select from the following Processing Status options:
- Pending Validation – the Processing Status is set to *Pending Validation* when the user loads the file.
 - Pending Loading – the Processing status is set to *Pending Loading* after the file has passed validation rules.
 - Processed – the Processing Status is set to *Processed* after it has successfully loaded.
- c. Submission Start and End Dates
- To search for all records within a Submission Date range, enter a Submission Start Date and a Submission End Date. The search below will return all records submitted between 10/13/2009 and 10/14/2009.

Submission Start Date:  Submission End Date: 

- To search for all records after a certain Submission Start Date, enter only a Submission Start Date. The search below will return all records with a Submission Start Date of 10/13/2009 or after.

Submission Start Date:  Submission End Date: 

- To search for all records prior to a certain Submission End Date, enter only a Submission End Date. The search below will return all records with a Submission End Date of 10/14/2009 or prior.

Submission Start Date:  Submission End Date: 

- 2) Select the *Search* button.

- 3) Search results will display in the table below.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
201	27100.xfr	27100	ATMORE COMMUNITY HOSPITAL			2009-10-27 15:24:45	CentralSiteAdmin	2009-06-03	2009-07-19	10	Processed	Loaded	Submission Report Validation

The table records the following:

- SubID – Unique ID assigned to each submitted file.
- Name – Name of the file submitted.
- Target Facility ID – Facility ID, from the Target Facility selected during data submission.
- Target Facility Name – Facility Name, from the Target Facility selected during data submission.

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- e. Target Facility County – Displays the Facility County, as entered in the Administrative Module.
- f. Target Facility State – Displays the Facility State, as entered in the Administrative Module.
- g. Submission Date – Date/Time the user submitted the file.
- h. Submitting User – User ID assigned to the user, which submitted the file.
- i. EDA Start Date – The earliest ED Arrival Date contained within the file.
- j. EDA End Date – The latest ED Arrival Date contained within the file.
- k. # of Records – The total number of records contained within the submitted file.
- l. Processing Status
- m. Disposition Status
- n. Submission Reports

4) To sort the columns in the table, follow these steps:

- a. Using the mouse, left-click on the column to be sorted. The example below sorts the records in ascending order by the SubID.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
1	26101_0827.xfr	26101	Medical Center	None	None	2009-09-25 16:10:39	Admin	2009-09-25 16:10:39	2009-09-25 16:10:39	6	Processed	Loaded	Submission Report Validation
2	2102_Transfer_File.xfr	System	System	None	None	2009-09-25 16:10:49	Admin	2009-09-25 16:10:49	2009-09-25 16:10:49	4	Processed	Failed Loading	Submission Report Validation
3	1100_Transfer_File.xfr	1100	Medical Health	None	None	2009-09-25 16:12:46	Admin	2009-09-25 16:12:46	2009-09-25 16:12:46	2	Processed	Loaded	Submission Report Validation

- b. Left-click the column a second time to sort in descending order. The example below sorts the records in descending order by the SubID.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
7	26101.xfr	26101	Medical Center	None	None	2009-10-14 08:19:38	Admin	2009-10-14 08:19:38	2009-10-14 08:19:38	6	Processed	Loaded	
6	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:54:56	Admin	2009-10-13 14:54:56	2009-10-13 14:54:56	6	Processed	Loaded	
5	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:54:29	Admin	2009-10-13 14:54:29	2009-10-13 14:54:29	6	Processed	Loaded	
4	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:34:02	Admin	2009-10-13 14:34:02	2009-10-13 14:34:02	6	Processed	Loaded	
3	1100_Transfer_File.xfr	1100	Medical Health	None	None	2009-09-25 16:12:46	Admin	2009-09-25 16:12:46	2009-09-25 16:12:46	2	Processed	Loaded	Submission Report Validation
2	2102_Transfer_File.xfr	System	System	None	None	2009-09-25 16:10:49	Admin	2009-09-25 16:10:49	2009-09-25 16:10:49	4	Processed	Failed Loading	Submission Report Validation
1	26101_0827.xfr	26101	Medical Center	None	None	2009-09-25 16:10:39	Admin	2009-09-25 16:10:39	2009-09-25 16:10:39	6	Processed	Loaded	Submission Report Validation



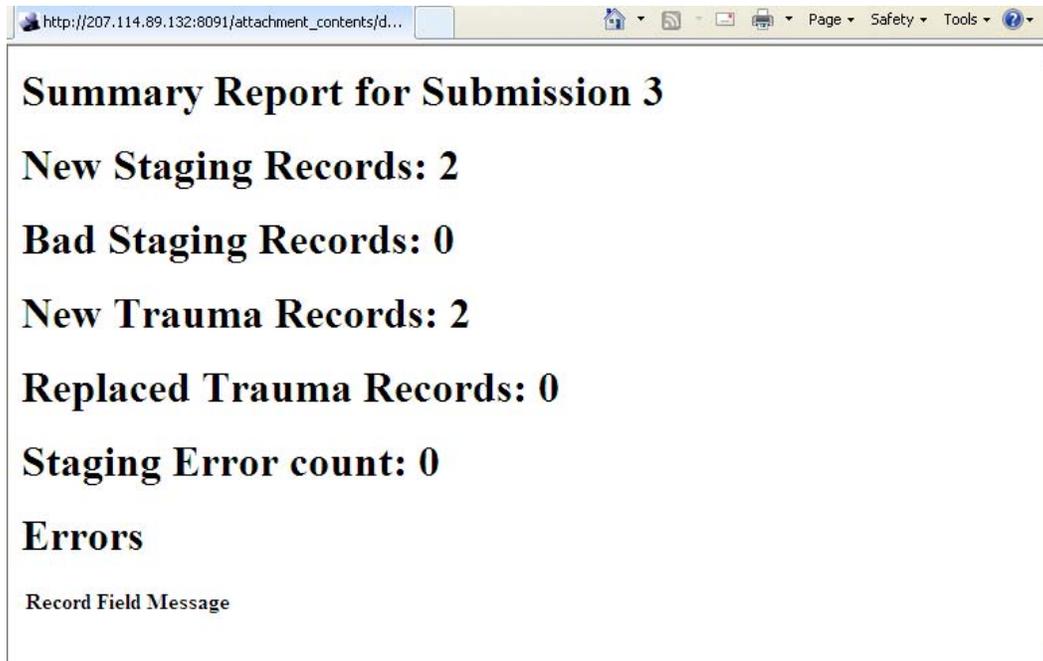
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- c. To sort a different column, left-click a different column. The example below removes the sort from SubID and changes the sort to Name.

Sub ID	Name	Target Facility ID	Target Facility Name	Target Facility County	Target Facility State	Submission Date	Submitting User	EDA Start Date	EDA End Date	# of Records	Processing Status	Disposition Status	Submission Reports
3	1100_Transfer_File.xfr	1100	Medical Health	None	None	2009-09-25 16:12:46	Admin	2009-09-25 16:12:46	2009-09-25 16:12:46	2	Processed	Loaded	Submission Report Validation
2	2102_Transfer_File.xfr	System	System	None	None	2009-09-25 16:10:49	Admin	2009-09-25 16:10:49	2009-09-25 16:10:49	4	Processed	Failed Loading	Submission Report Validation
7	26101.xfr	26101	Medical Center	None	None	2009-10-14 08:19:38	Admin	2009-10-14 08:19:38	2009-10-14 08:19:38	6	Processed	Loaded	
6	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:54:56	Admin	2009-10-13 14:54:56	2009-10-13 14:54:56	6	Processed	Loaded	
5	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:54:29	Admin	2009-10-13 14:54:29	2009-10-13 14:54:29	6	Processed	Loaded	
4	26101_0827.xfr	26101	Medical Center	None	None	2009-10-13 14:34:02	Admin	2009-10-13 14:34:02	2009-10-13 14:34:02	6	Processed	Loaded	
1	26101_0827.xfr	26101	Medical Center	None	None	2009-09-25 16:10:39	Admin	2009-09-25 16:10:39	2009-09-25 16:10:39	6	Processed	Loaded	Submission Report Validation

- 5) To review a detailed submission report, left-click the Submission Report hyperlink in the Submission Reports column.
- 6) The Submission Report provides a status of the submitted file. Users should review this report to determine if any errors occurred during file processing. Below is a sample of the Submission Report.
- New Staging Records – Displays the number of staging records in the submitted file. When the user initially submits a file, it is placed in a *staging* status.
 - Bad Staging Records – Displays the number of bad staging records in the submitted file. A *bad staging record* is defined as a record that fails the initial validation checks.
 - New Trauma Records – Displays the number of new trauma records loaded into the database.
 - Replaced Trauma Records – Displays the number of modified or replaced records.
 - Staging Error Count – Displays the number of staging errors in the submitted file. A *staging error* is defined as an error with the data contained within the file. For example, a file that contains an invalid Facility ID.
 - Errors – Provides a listing of specific staging errors.



http://207.114.89.132:8091/attachment_contents/d...

Summary Report for Submission 3

New Staging Records: 2

Bad Staging Records: 0

New Trauma Records: 2

Replaced Trauma Records: 0

Staging Error count: 0

Errors

Record Field Message

Upload Reports

Overview

The Upload Reports screen is used to upload reports for users to access.

Accessing Upload Reports

Select *Upload Reports* from the menu options provided on the left-side menu bar.

- HOME
- MODULES
- DATA SUBMISSION
- SUBMISSION REVIEW
- **UPLOAD REPORTS**
- REVIEW REPORTS
- SUPPORT

How to Upload Reports

Upload Report:

Report Name: *

Report Description:

Report Type: Reporting Year: Reporting Period:

Begin Date: End Date:

Data Refresh Date: Post To Facility: *

Visibility: * View By Child View By Self

Expiration Date:

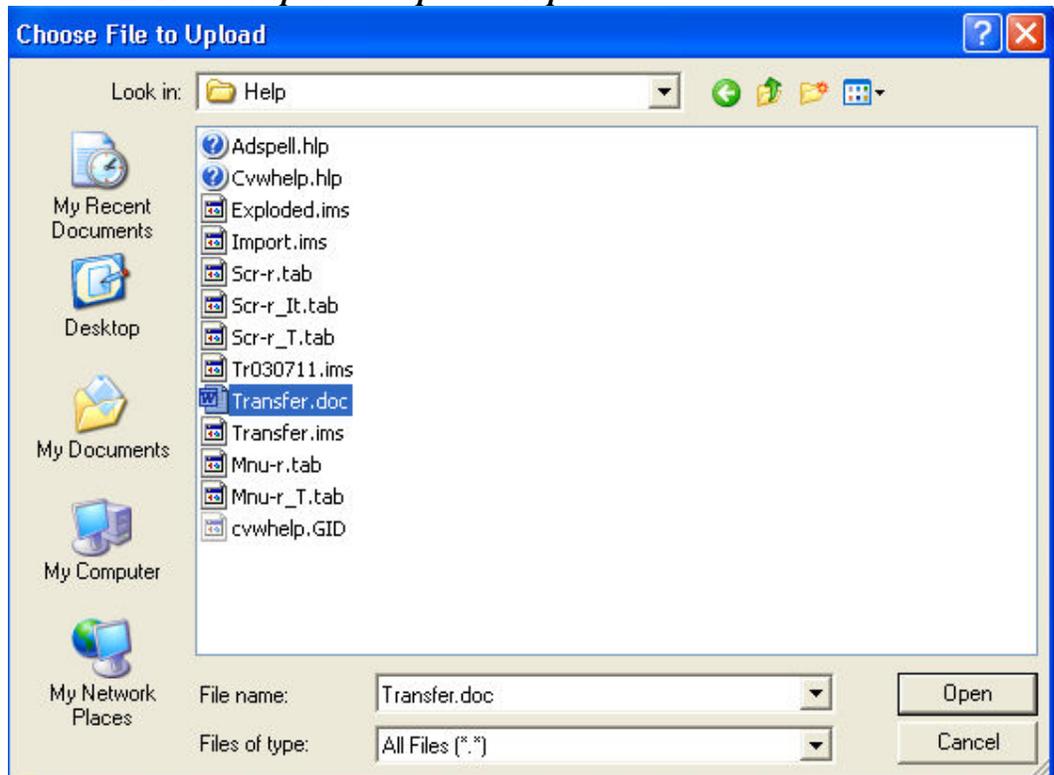
File: *

* Required Fields

- 1) On the Upload Report screen, enter the following:
 - a. Report Name – Assign a Report Name. The Report Name should identify the data included in the report. For example, *Demographics Report*. ***This is required to upload a report.***
 - b. Report Description – Enter additional descriptive details for the report.
 - c. Report Type – The Report Type defaults to Report. To display the Report Type menu, left-click the down arrow  to the right of the field
 - d. Reporting Year – Select a Reporting Year. To display the Reporting Year menu, left-click the down arrow  to the right of the field
 - e. Reporting Period – Select a Reporting Period. To display the Reporting Period menu, left-click the down arrow  to the right of the field
 - f. Begin Date – Enter the earliest date, for data contained within the file.
 - g. End Date – Enter the latest date, for data contained within the file.
 - h. Data Refresh Date – Enter the Data Refresh Date. ***Example:*** An end user may upload Demographics Data for 1/1/2009 thru 6/30/2009 on 7/1/2009. The user may refresh (re-run) this same report data on 8/1/2009. 8/1/2009 is the Data Refresh Date.
 - i. Post to Facility – Select a Facility from the menu. The report will post to the Facility selected. To display the Post to Facility menu, left-click the down arrow  to the right of the field.
 - j. Visibility - Select from the options below. ***This is required to upload a report.***

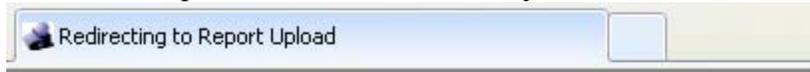
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- i. View by Child – Select this option to allow children facilities to review the report. **Example:** An end user selects Level 1 Facilities from the *Post To Facility* menu. The end user then selects the *View by Child* option. This allows all Level 1 Children Facilities to view the posted report.
- ii. View By Self – Select this option to allow the end user loading the report to review the report. **Example:** A central site user selects ABC Facility from the *Post To Facility* menu. The end user then selects the *View by Self* option. This allows the central site user to view the report posted for ABC Facility.
- k. Expiration Date – Enter an Expiration Date for the report. Expired reports do not display on the Review Reports screen.
- l. Hidden – Select this option to prevent the report from displaying on the Review Reports screen.
- m. File – Select the *Browse* button. The Choose File to Upload screen will open. Left click the file to select it, and then select the *Open* button. ***This is required to upload a report.***



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- 2) Select the *Upload* button. A confirmation window will open, indicating that the report has loaded successfully.



Your report 29 has been received.

Return to [upload report](#)

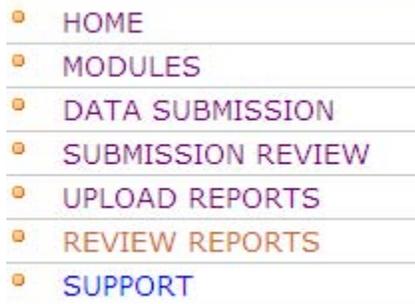
Review Reports

Overview

The Review Reports screen is used to access a list of reports, for downloading and review by the end user.

Accessing Review Reports

Select *Review Reports* from the menu options provided on the left-side menu bar.



How to Review Reports

Please select your filter options from the above list and click Search to see a list of reports to view

Facility: Facility Name: Report Name:
 Report Type: Reporting Year: Reporting Period:

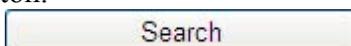
Report Name	Facility	Report Type	Reporting Year	Reporting Period	Begin Date	End Date	Data Refresh Date	Posted Date	View Report
Total Records:									

- 1) Enter the appropriate search criteria. The following search criteria are available:
 - a. Facility ID – Select a Facility ID. To select a Facility ID, left-click the down arrow  to the right of the field
 - b. Facility Name – Enter a Facility Name. Note: this is a “*begins with*” search. If the user enters *Mon*, the results will return all Facility Names beginning with *Mon*.

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- c. Report Name – Enter a Report Name. Note: this is a “*begins with*” search. If the user enters *Dem*, the results will return all Report Names beginning with *Dem*.
- d. Report Type - Select a Report Type. To select a Report Type, left-click the down arrow  to the right of the field.
- e. Reporting Year – Select a Report Year. To select a Report Year, left-click the down arrow  to the right of the field.
- f. Reporting Period – Select a Reporting Period. To select a Reporting Period, left-click the down arrow  to the right of the field.

2) Select the *Search* button.



3) Search results will display in the table below.

Report Name	Facility	Report Type	Reporting Year	Reporting Period	Begin Date	End Date	Data Refresh Date	Posted Date	View Report
Demographics	System - System	Report	2008	Q1	2009-01-01 00:00:00	2009-06-30 00:00:00	null	2009-10-21 12:32:05.991000	

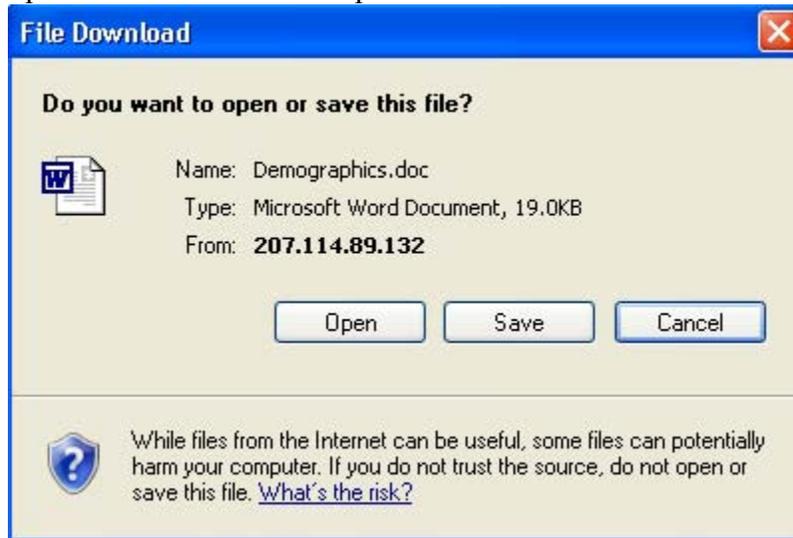
The table records the following:

- a. Report Name – Select the hyperlink to open the report. To select the hyperlink, left-click the hyperlink.
- b. Facility – This provides the *Post To Facility ID – Facility Name*. *Example:* If a report is posted for Level 1 facilities, Level 1 would display in this column.
- c. Report Type – This describes the type of report loaded, as indicated on the Report Upload screen.
- d. Reporting Year – This provides the Reporting Year, as indicated on the Report Upload screen.
- e. Reporting Period – This provides the Reporting Period, as indicated on the Report Upload screen.
- f. Begin Date – This provides the Begin Date, as indicated on the Report Upload screen.
- g. End Date – This provides the End Date, as indicated on the Report Upload screen.
- h. Data Refresh Date – This provides the Data Refresh Date, as indicated on the Report Upload screen.
- i. Posted Date – This provides the date the end user posted the report via the Report Upload screen.
- j. View Report

4) Select the *View Report*  button to view the report.

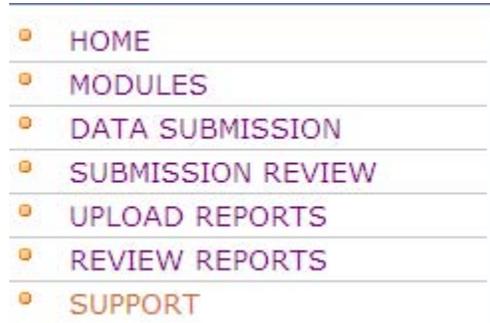
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- 5) The File Download screen will open. The user may select *Open* to open the report or *Save* to save the report.



Support

Select *Support* from the menu options provided on the left-side menu bar.





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