



# Avoiding Data Loss When Uploading Status 'U' Records

## Job Aid

Version 2.0



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## Background

When uploading a file to EvaluationWeb®, the status “U” (“update”) is used for data records that were previously saved to the EvaluationWeb database but which need to be updated. This is not new, but what you may not know is that uploading a Status “U” record triggers an overwrite function. Understanding this function will help you avoid data loss.

### Note

The HIV Testing v3.2 and Partner Services v2.1 Excel templates, as well as the Partner Services v2.1 XML file do not contain update statuses. Therefore, this job aid does not apply when uploading these file versions.

## Overwrite functionality

When a client record is uploaded and committed with the status “U,” the data in the record is not simply added to the corresponding record in the database. Instead, EvaluationWeb removes the record from the database and replaces it with the updated record from the file you’re uploading. In other words, the existing database record is completely over-written with the record from the upload file. The record as it was in the database no longer remains.

## Warning messages

EvaluationWeb has a set of file upload [warning messages](#) for Partner Services and Client-level RRA upload files to help you avoid data loss.

If you try to upload and commit a file containing a record having the status “U,” you will get a warning message if the record in the upload file contains less data than the corresponding record in the database.

For example, if a record in a file you’re uploading contains one Risk Profile but the corresponding record in the database contains two Risk Profiles, you will receive a warning. In this case, committing the record from the file you’re uploading will remove the two Risk Profiles from the database and replace them with the single Risk Profile from the upload file.

Obviously, you would not want this if your goal is just to add new data to the record in the database.

## How can I avoid data loss?

If you upload a record with the status “U,” and you receive a warning, think about whether you are trying to add more data to the corresponding record in the database. If so, follow these steps:

1. Abandon the uploaded file in the file upload interface.
2. Return to your local database, and then export the client records again, but for the records in question, include the entire client record history in the export file (not just the new data).
3. Upload the file again. You should no longer see a warning on the FPR for the records in question.

## Are there times when it's appropriate to upload a shorter record?

Yes. For example, you may have previously committed a record to the database that incorrectly contained two risk profiles when it should have contained only one. In this case, you would be okay to upload a shorter record. You will get a warning on the FPR, but you may ignore it.

When you commit the record, EvaluationWeb will remove the incorrect record containing two risk profiles and replace it with the correct record containing one risk profile.

## Warning Messages

The following table provides the text of warning messages that appear in the file upload FPR when you upload a file containing a record having less data than the corresponding record in the database.

Warning	Warning Text
979	You have reduced the number of Index Info nodes for this client. This will delete any parts of the existing record that are not in the current file.
980	This client's record has more Index cases in the existing database than in the upload file. Committing the file as is will delete the cases from the database that are not in the upload file.
981	This client's record has more Index sessions in the existing database than in the upload file. Committing the file as is will delete the sessions from the database that are not in the upload file.
982	This client's record has more Index partner elicitation sessions in the existing database than in the upload file. Committing the file as is will delete the elicitation sessions from the database that are not in the upload file.

*table continues*

<b>Warning</b>	<b>Warning Text</b>
983	You have reduced the number of Partner Info nodes for this client. This will delete any parts of the existing record that are not in the current file.
984	This client's record has more Partner exposure notifications in the existing database than in the upload file. Committing the file as is will delete the notifications from the database that are not in the upload file.
985	This client's record has more Partner referrals in the existing database than in the upload file. Committing the file as is will delete the referrals from the database that are not in the upload file.
986	This client's record has more Partner sessions in the existing database than in the upload file. Committing the file as is will delete the sessions from the database that are not in the upload file.
987	This client's record has more Risk Profiles in the existing database than in the upload file. Committing the file as is will delete the Risk Profiles from the database that are not in the upload file.
988	This client's record has more Attempts to Locate in the existing database than in the upload file. Committing the file as is will delete the Attempts to Locate from the database that are not in the upload file.
989	This client's record has more Risk Profiles in the existing database than in the upload file. Committing the file as is will delete the Risk Profiles from the database that are not in the upload file.
990	This client's record has more enrollments in the existing database than in the upload file. Committing the file as is will delete the enrollments from the database that are not in the upload file.

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## Change History

Version	Changes	Author	Date completed
2.0	<ul style="list-style-type: none"><li>• Added information about some upload file versions not having data status updates</li><li>• Applied new template</li></ul>	TM	4/7/2017

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