

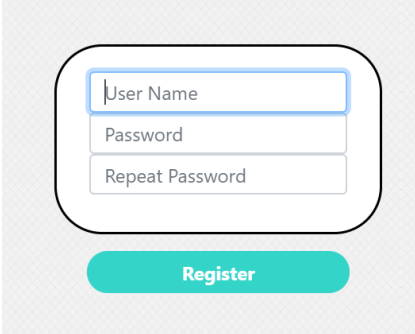
Using the Uploader App

How to Download App:

- Contact roisin.mcnamara@ucd.ie for your secure link to download the app, and instructions on how to install.

How to Register:

- Create a username and password.
- **Each service may only have one username and password.** If more than one person is uploading data, you must all share this log in.
- Keep this username and password safe and only share with the counsellors who will be completing uploads for your service.

A registration form interface with three input fields: 'User Name', 'Password', and 'Repeat Password'. Below the fields is a teal 'Register' button.

User Name

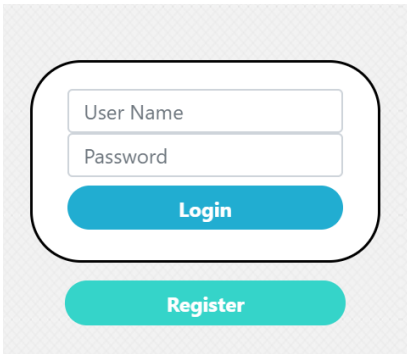
Password

Repeat Password

Register

How to Log In:

- Log in using your services username and password (one username and password per HEI/service).

A login form interface with two input fields: 'User Name' and 'Password'. Below the fields is a teal 'Login' button. Below the login button is a teal 'Register' button.

User Name

Password

Login

Register

How to Upload:

- Choose your type of upload (either Manual, Core Net, or Titanium)

Manual & Core Net Users:

1. Click your upload type ('Manual Upload' or 'Core Net Upload')
2. Click 'choose file' or 'browse' to attach your file.
3. You will get a notification either saying your file structure is accurate, or that your columns do not match the uploader.
 - If the latter, double check that you have cleaned your file correctly
4. When structure is correct, click the X to remove the notification
5. Click 'Encrypt and Upload'
6. Check that number of rows on confirmation message matches number of rows on your file

Data structure accuracy confirmed, please proceed



Manual & Core Net Titanium

Manual Upload
 Pseudo Counselling Service Dataset
 Pseudo Counsellors Dataset
 Core Net Upload

Choose file Browse

Number of Rows: Count

Number of Columns: Count

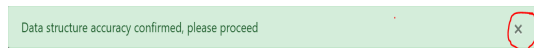
User ID: 36
Upload ID: ID

Encrypt and upload

NB you can only upload one file each time you log in. This is for the sake of data duplication. For example, you might be going through the steps and can't remember if you completed the upload. If you try to use the uploader app and it does not allow you to click on anything, this is your sign that you did already complete your upload.

Titanium Users:

1. You will have 5 files up upload (Consent, Appts with year course, Case closure, Issues, Registration)
2. **The Consent file must be uploaded first.**
3. Then upload remaining files (order does not matter).
4. To upload, select the file that you are uploading. Then click 'choose file'/'browse' to attach your file.
5. You will get a notification either saying that your file structure is accurate, or that your columns do not match the uploader
 - If the latter, double check that you are uploading the right file
6. When structure is correct, click the X to remove the notification



7. Click 'Encrypt and Upload'
8. Check that number of rows on confirmation message matches number of rows on your file

A screenshot of the Titanium upload interface. At the top, there are two tabs: "Manual & Core Net" and "Titanium". Below the tabs is a list of files with radio buttons: "Consent" (selected), "Appts with year course", "Case closure", "Issues", and "Registration". Below the list is a "Choose file" input field and a "Browse" button. Below that are two rows of information: "Number of Rows: 2" and "Number of Columns: 73". At the bottom, there is a "User ID: 36" and "Upload ID: 361654870096956" section, followed by a large teal "Encrypt and upload" button.

Manual & Core Net Titanium

Consent
 Appts with year course
 Case closure
 Issues
 Registration

Choose file Browse

Number of Rows: 2

Number of Columns: 73

User ID: 36
Upload ID: 361654870096956

Encrypt and upload

NB after each file is uploaded, that option on the list will turn grey and you will no longer be able to click it. This is to help you keep track of which files you have uploaded.