Uploading data

There are now three different ways you can upload data to our new platform which you can find here. Choose the one that suits you. The new platform no longer requires you to upload historical data, just the data for the new meetings each quarter. These are the ways you can upload data:

1. File upload – uploading a csv using the Marac template sheet which you can download from here, or here (Scotland). In the future, you will will be able to upload excel files, but for now, it needs to be in csv format. This sheet contains the new data points that we are beginning to collect. The descriptions and guidance for all metrics can be found here.
2. Form submission – adding one meeting at a time using a form to submit information
3. Data grid submission – adding new meetings to your existing data displayed in a grid.

You only need to upload your data using one of these upload methods.

File upload

1. To complete a file upload you will need to have your data stored in an excel sheet following our template. This will look like the below. Make sure this excel sheet only contains data for the current quarter and **no historical data** that has already been submitted.
   - Make sure the Marac name in row A matches exactly to the name on our platform. The names are also case sensitive so make sure the capitals are in the correct places, and there are no spaces at the end. If the names do not match those on our systems your data will not submit and your data will be blocked from uploading to the platform.

2. Re-save your excel document as a csv. Go to file > save as > browse. When you have found the area you would like to save this document go to save as type and use the drop down menu to select CSV (Comma delimited)(*.csv) and press save. Your document is now saved as a csv which can be uploaded onto our system.
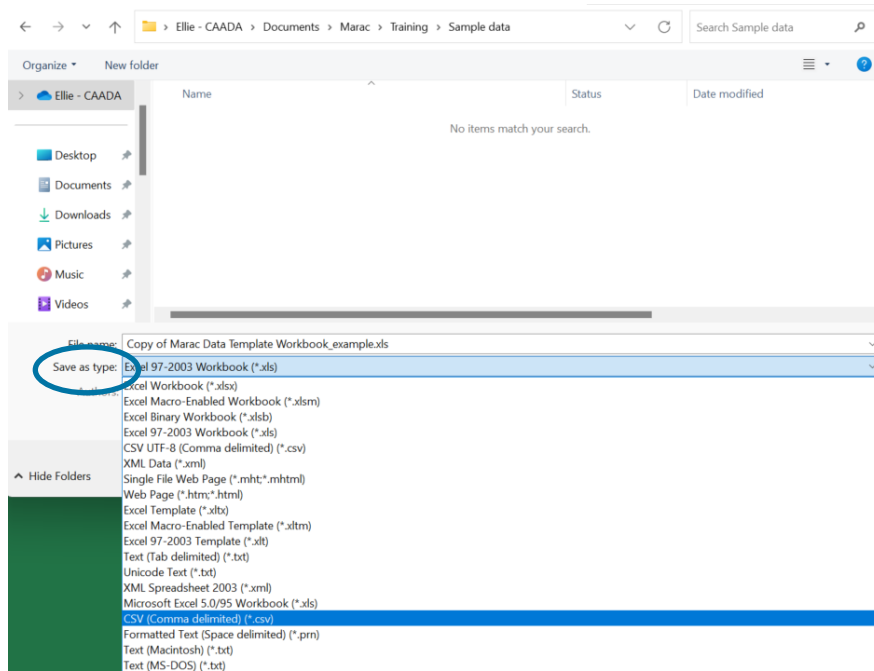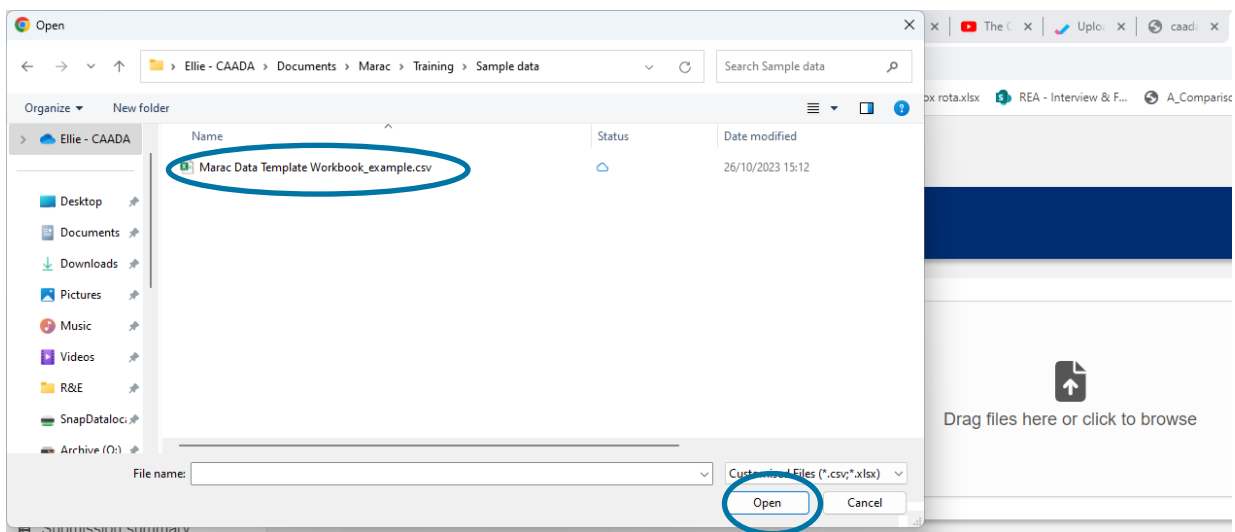

3. Log on to our platform here. After you have logged on you will see the overview dashboard, select file upload on the left-hand menu.
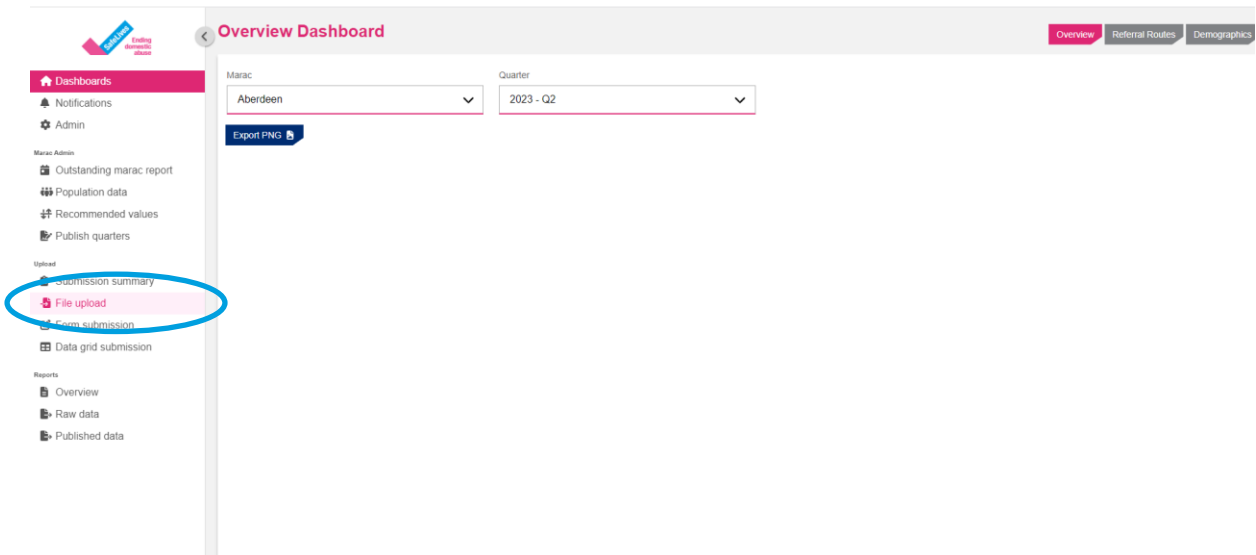
4. You will then be on the file upload page which will look like the image below. Click where the blue circle is. This will bring up your files.
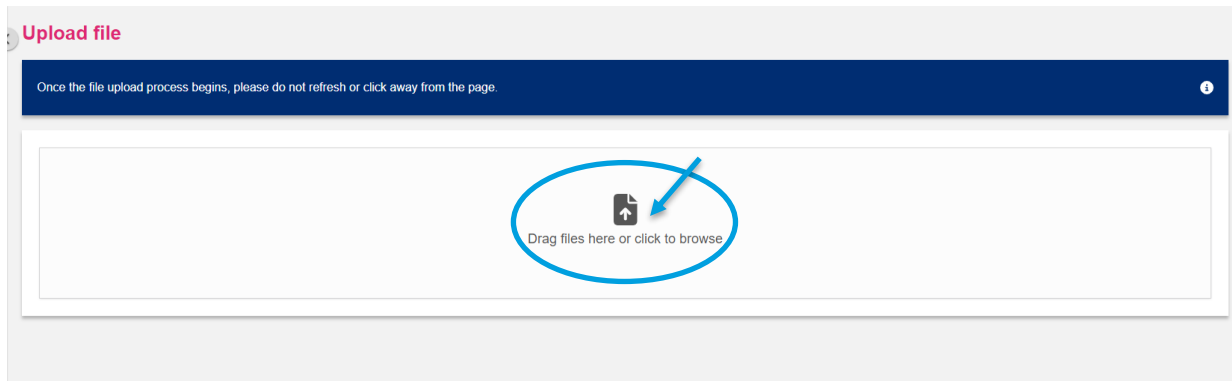
5. Browse to where you have saved your csv document containing your data. Select the document you would like to upload and press open. Your file will now upload.


6. If your data has been submitted successfully your screen will display that all records have submitted with no issues:
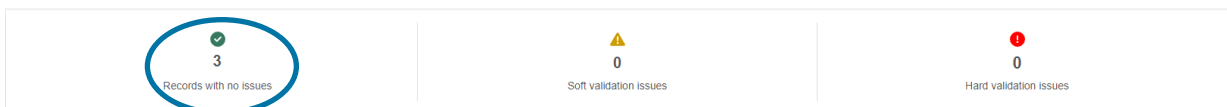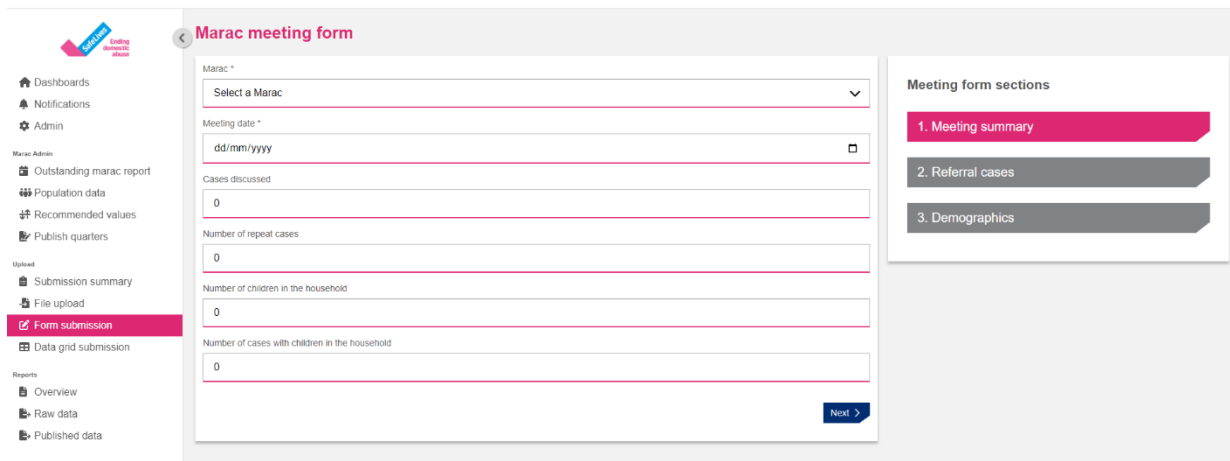

-   If there are issues these will be highlighted under the yellow triangle for soft validation issues and the red circle for hard validations issues. If there are any red validation issues the data will not be submitted. The errors will be explained below this box identifying what row the error occurred in. You will need to correct these errors and re-submit the data.

Form submission

1. Log on to our platform here. After you have logged on you will see the overview dashboard, select form submission on the left-hand menu.
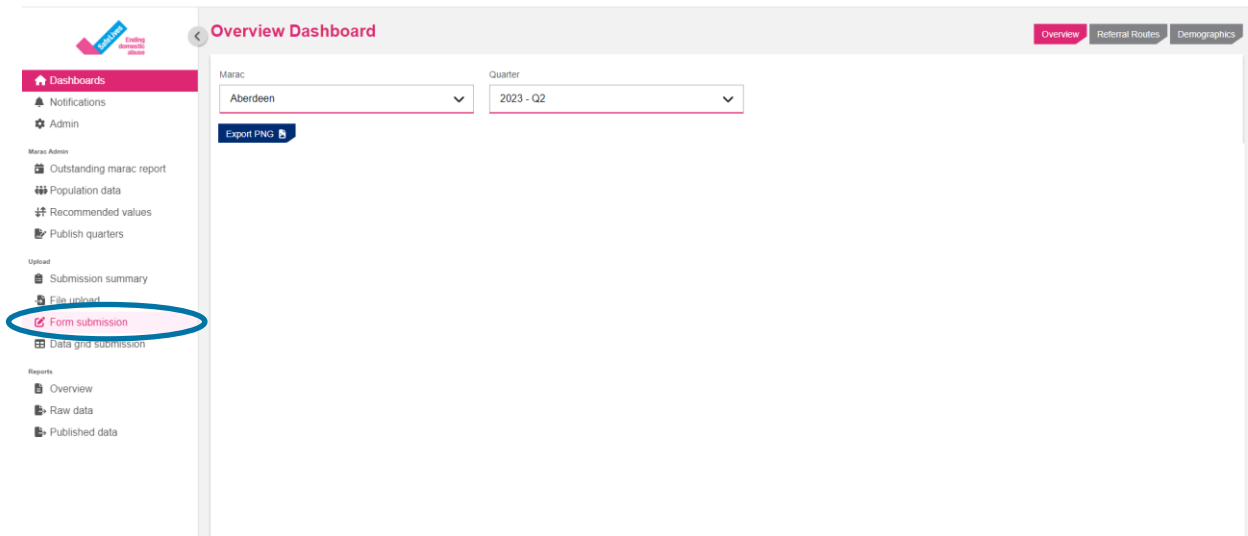
2. This will take you to the page below. Data for each meetings will need to be uploaded separately.

3. Select the Marac you will be uploading meeting data for using the dropdown menu.

4. Select the meeting date.

5. Continue entering the data. Like the example below:

6. Press next and fill in the data on the next page for the referral routes for that Marac meeting.

7. Press next and fill in the demographic data for the cases heard at that Marac meeting.

8. Once you have filled all three sections, **press submit** at the bottom of the demographic data page. See below.
    -   Make sure you press submit or your data will not be saved

9. Follow this process for each Marac meeting that took place in this quarter, making sure to submit each form after it has been completed.

10. You can check each Marac meeting has been uploaded successfully by looking in the data grid explained in the section below.

Data grid submission

1. Log on to our platform here. After you have logged on you will see the overview dashboard, select data grid submission on the left-hand menu.
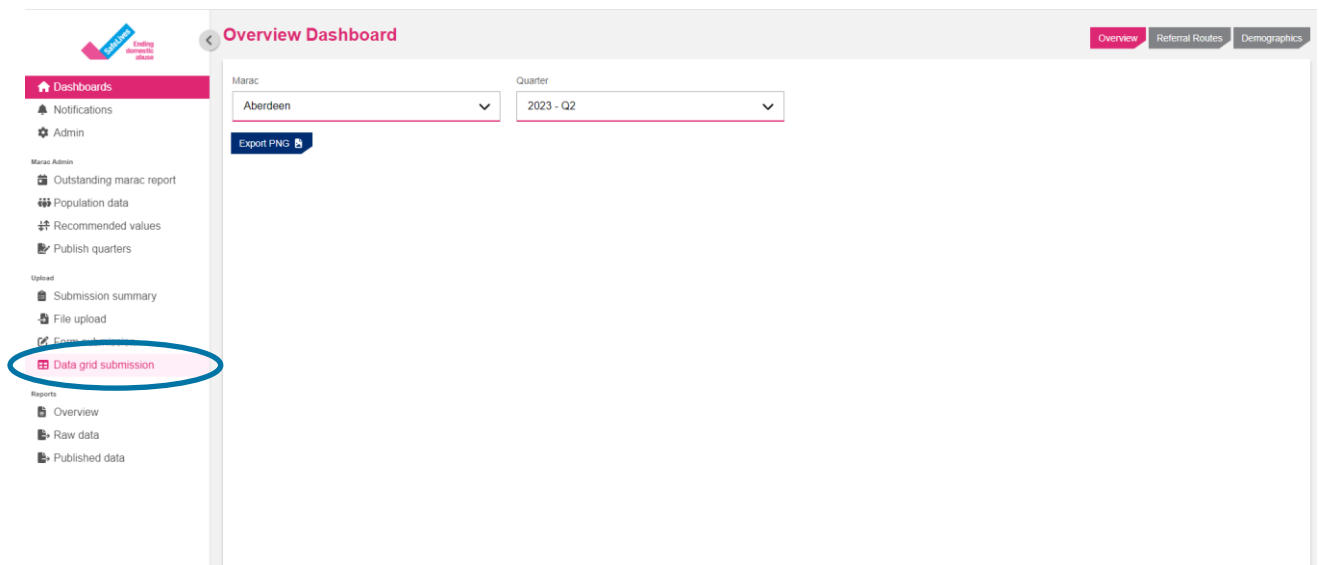
2. You will see a page that looks like this. This grid contains all the data you have submitted.

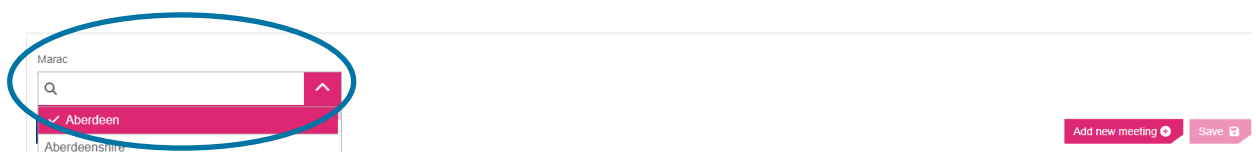3. Select the Marac you will be entering data for in the drop-down list (if you only submit data for one Marac your Marac will be automatically selected – this section is only necessary if you submit data for more than one Marac)

4. Once you have selected the Marac you are adding meeting data for press add new meeting. This will create a new row in the grid that is blank as shown below, you will be filling this in.
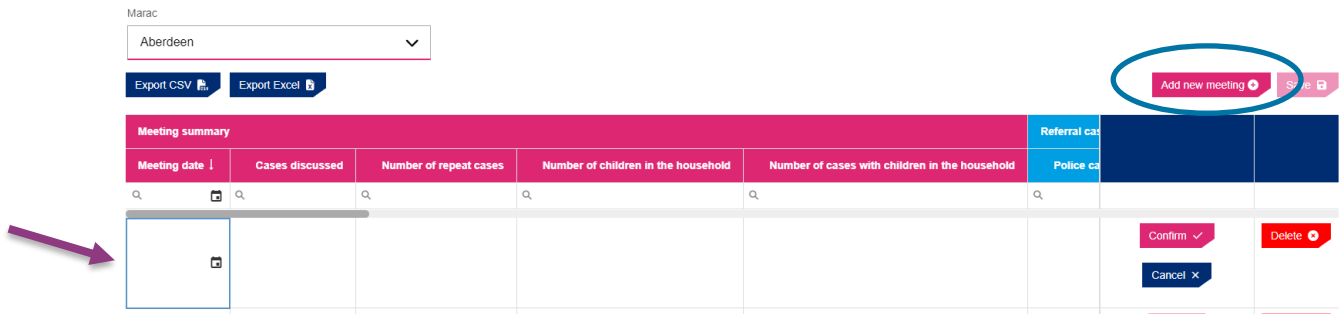
5. Add the date of the meeting to the first square in the form dd/mm/yyyy
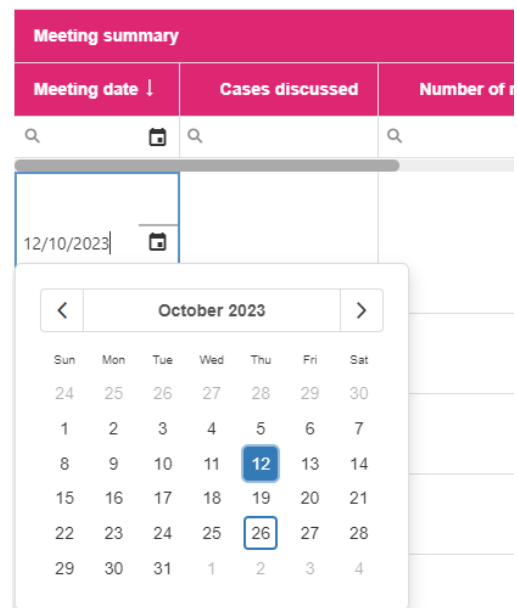
6. Continue to fill in the data for the new row. Use the grey bar at the top to move across the grid until you have filled in all the data finishing at the demographic data which is the grey part of the grid.
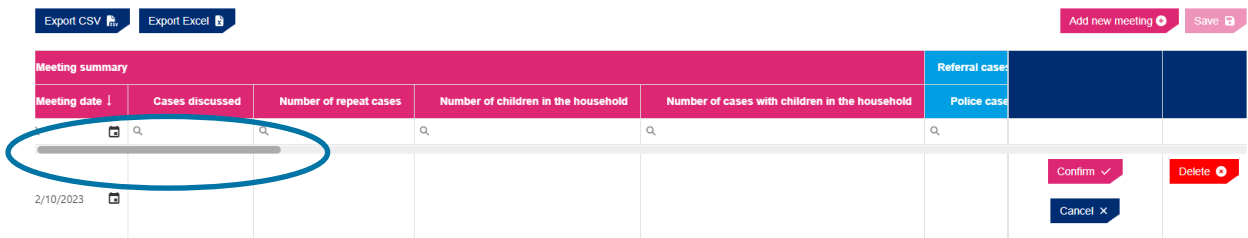
7. Once you have filled in the whole row in the grid press confirm.
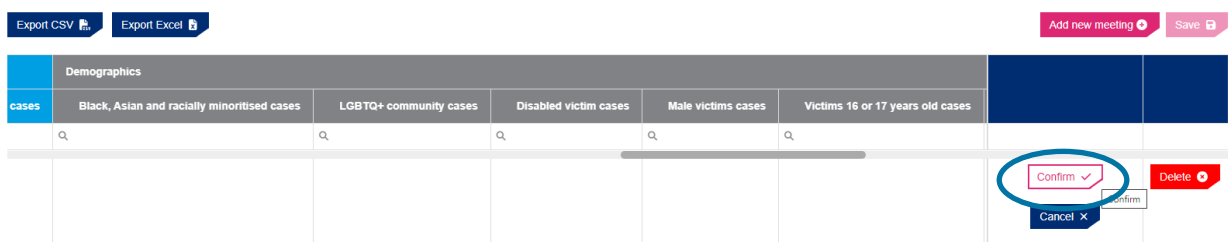
8. Follow this process for all meetings held in this quarter. Once all meetings have been added for the quarter or before you leave the page **press save** (which is next to add new meeting) – **you must press save before leaving this page or the data will be lost**

You can also use the data grid to change any data that has been uploaded wrongly.

1. Simply find the row that the error is in.
2. Find the box the error is in.
3. Press edit on that row.
4. Change the data in the box that the error is in.
5. Press confirm.
6. Press save.

Errors when uploading a file

With the new system, there is no need to upload historical data. The data should only contain the latest quarter of data. The system will accept data going back as far as two and a half years - any further than that and there will be a 'hard validation' error. If this occurs, you need to go into your document and delete out the historical data.

If you submit data that has previously been submitted to the system (within two and a half years) and there are differences in the data you are uploading, compared to that already on the platform, you will receive a 'soft validation' error. You will need to confirm whether the data you have just uploaded is correct and accept it by clicking the accept button at the top of your screen, or if it is not correct change the data in your current spreadsheet so it is accurate before uploading again. However, unless there are changes to previous data uploaded onto the platform there is no need to upload any historical data – you only need upload the meeting data for the quarter/s you have not previously submitted.

Example 1. User is not assigned to Marac and the new Marac does not exist in the system

What does it mean?

This error indicates that the system is not able to match the Marac name in your file to the one in our system. There are usually two reasons for this:

A space before or after your Marac name: If looked at closely at the example above, there is a gap after 'New Forest'. The system flags an error as it does not identify the Marac. A way to solve it is to ensure there is no gap following the Marac name.

The name our system has for your Marac doesn't match the name used in your spreadsheet.

How do I fix it?

A space before or after your Marac name: Go to the top of the column with your Marac name. Check that the cursor is immediately after your Marac name. Drag this cell down to the last entry.

Differences in name of Marac – to find the correct name for your Marac is download your spreadsheet from the 'Data grid submission' tab and check in the tab what name we use

TIP: You can use the TRIM function in excel and copy-paste this formula- TRIM (text) – to ensure there are no gaps following the Marac name before you upload your file.

Example 2: Number of cases discussed failed validation.

What does it mean?

This error indicates that the number of referral routes does not match the number of cases discussed.

How do I fix it?

Check if the number of referral routes sum up to the number of cases inputted. You can do this by selecting across the row in your excel document from police referrals to other referrals and check the sum number at the bottom tab in Excel is equal to the number of cases discussed in that row. If it is not equal to the number of cases discussed you will need to amend either your number of referrals or the number of cases discussed.
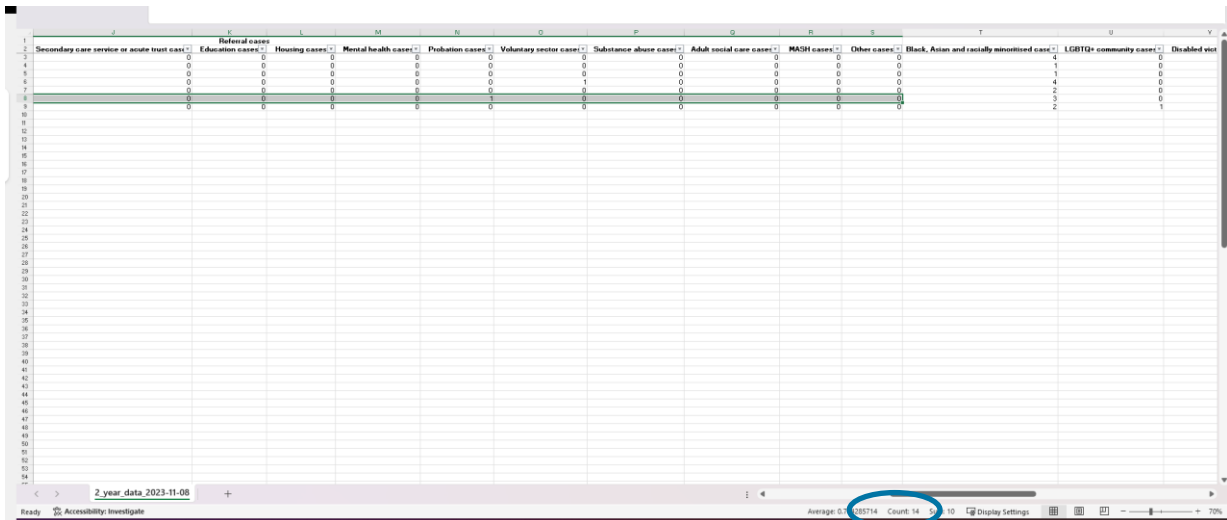
You can also use the SUM function in 'Number of cases discussed' in your excel sheet to avoid any errors during upload.

Example 3. Row (x) failed validation

The following uploaded data contains hard validation issues. Please re-submit all data containing any hard validation issues, in the table below. ⚠

✅ 0 Records with no issues	⚠ 0 Soft validation issues	❗ 13 Hard validation issues

Export CSV   Export Excel

Issue type ↓1	Marac ↓2	Meeting date ↓3	Message	Line numbers
🔴 Blocking error	Marac name		Row 2 column 2 (MARAC Date) failed validation. The original row was ' Marac name 6/ 7/2 23,16,3,19,7,4,...,1.,1, ,1, , ,2, ,1,7,3, ,"	2
🔴 Blocking error	Marac name		Row 3 column 2 (MARAC Date) failed validation. The original row was ' Marac name 13/ 7/2 23,16,7,7,6,2,,,,,,1,1,2, , ,4,2,2,6,1, ,"	3

What does it mean?

This error indicates that there are blank cells which the system is unable to process.

How do I fix it?

Ensure there are no blank cells in your spreadsheet by replacing them with zeroes. You can use the 'Find and Replace' function in Excel or following the steps below.

1. **Select the Range:**

   Click and drag to select the range of cells where you want to replace the blanks with zeroes.

2. **Press `Ctrl + H` (Find and Replace):**

   This will open the Find and Replace dialog box.

3. **Find What:**

   Leave the "Find what" field blank.

4. **Replace With:**

   Type a zero (0) in the "Replace with" field.

5. **Replace All:**

   Click on "Replace All" to replace all the blank cells in the selected range with zeroes.

   This process will replace all the empty cells in the selected range with zeroes. If you want to replace blanks in a specific column or across the entire worksheet, make sure to select the corresponding range before initiating the find and replace action.

1. **Select the Range:**