

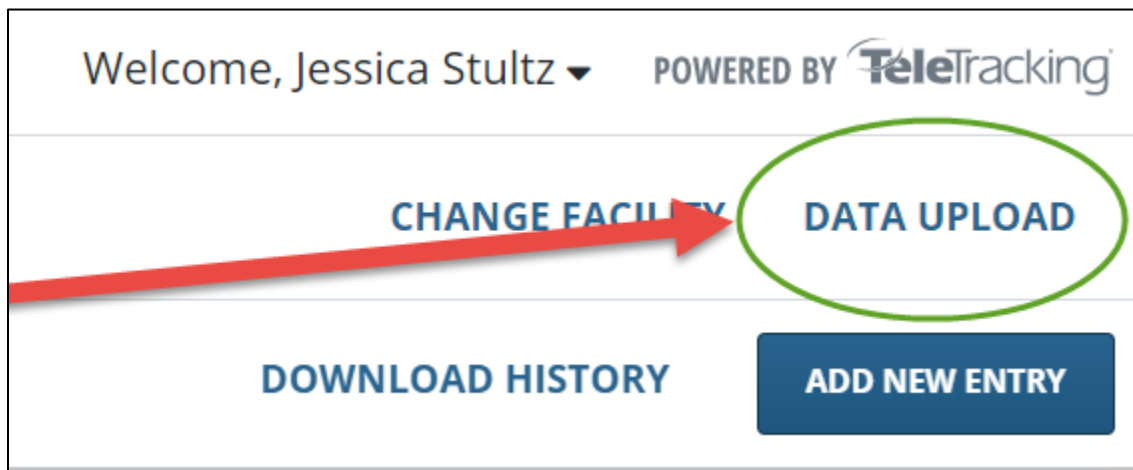
# Retro-Submission in TeleTracking

## Step by Step – How to Retroactively Submit Data

Please be consistent in submitting data daily. Use the retroactive submission option as a last resort and under certain circumstances (i.e. weekends/holidays). If you use the retroactive submission for weekend data, a best practice cadence is to ensure your data is up-to-date and complete by Friday at 4 p.m. On Monday morning, use the retro-submission option to submit Saturday and Sunday data, respectively. Continue with daily data submission throughout the normal Monday through Friday workdays.

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Step One: Login to TeleTracking, and click “Data Upload” in the top right corner.



Step Two: Download the Excel file for your facility by clicking “HERE” in the Data Upload prompt box.

For your convenience, this Excel-based file will be prepopulated with the most recent data for your facility.

## Data Upload ×

Follow the instructions below to perform a data upload for all the facilities that you have access to in this portal.

**Step 1:** Download the .csv file template [HERE](#), which is prepopulated with your facilities. [Click here](#) for details on each data point. If you experience any issues with the file, please contact [Tech Support](#) for assistance.

**Step 2:** Populate the file with the data from your facilities and upload below. You will receive an email confirmation once this is complete. Each facility you've entered data for will receive a new entry once the upload is successful.

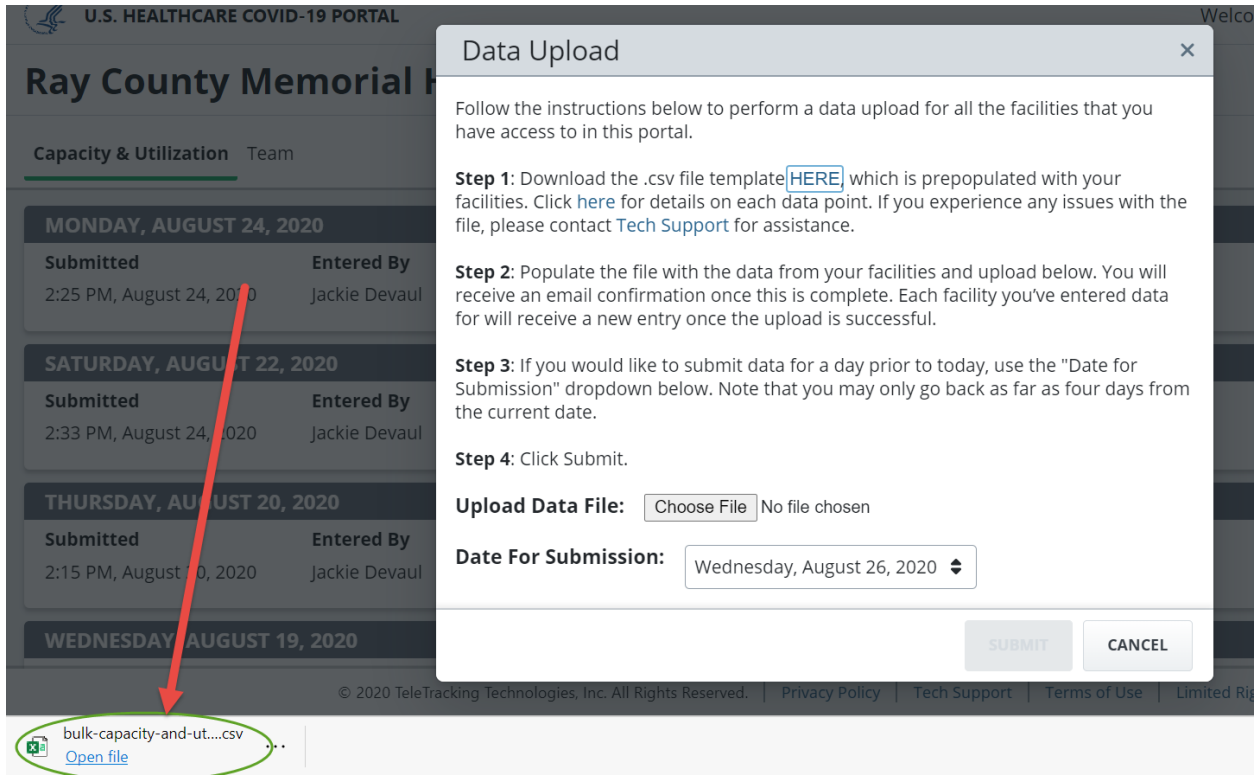
**Step 3:** If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below. Note that you may only go back as far as four days from the current date.

**Step 4:** Click Submit.

**Upload Data File:**  No file chosen

**Date For Submission:**

### Step Three: Open the Excel file.



The screenshot shows the 'U.S. HEALTHCARE COVID-19 PORTAL' interface for 'Ray County Memorial Hospital'. A 'Data Upload' modal window is open, providing instructions for uploading data. The modal includes the following steps:

- Step 1:** Download the .csv file template [HERE](#), which is prepopulated with your facilities. Click [here](#) for details on each data point. If you experience any issues with the file, please contact [Tech Support](#) for assistance.
- Step 2:** Populate the file with the data from your facilities and upload below. You will receive an email confirmation once this is complete. Each facility you've entered data for will receive a new entry once the upload is successful.
- Step 3:** If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below. Note that you may only go back as far as four days from the current date.
- Step 4:** Click Submit.

The modal also features an 'Upload Data File:' section with a 'Choose File' button and 'No file chosen' text, and a 'Date For Submission:' dropdown menu set to 'Wednesday, August 26, 2020'. 'SUBMIT' and 'CANCEL' buttons are at the bottom right of the modal.

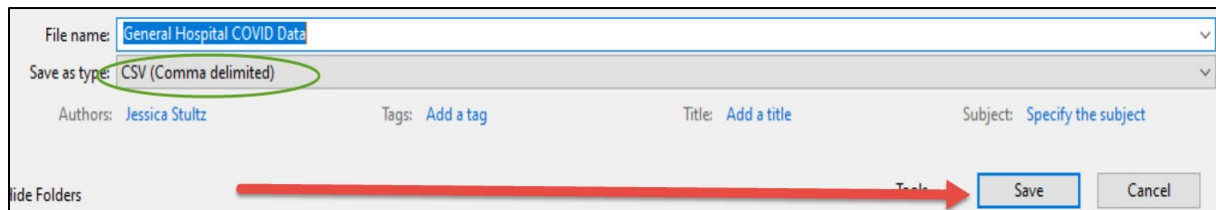
In the background, a table shows capacity and utilization data for various dates in August 2020. At the bottom of the page, a file explorer shows a file named 'bulk-capacity-and-ut...csv' with an 'Open file' link circled in green. A red arrow points from this file to the 'Data Upload' modal.

### Step Four: Update the Excel spreadsheet with the data you wish to upload by adjusting the numbers in the columns.

Remember, this file already is prepopulated with your facility's most recent data, simply update the data in the columns to reflect the information for the day you are submitting.

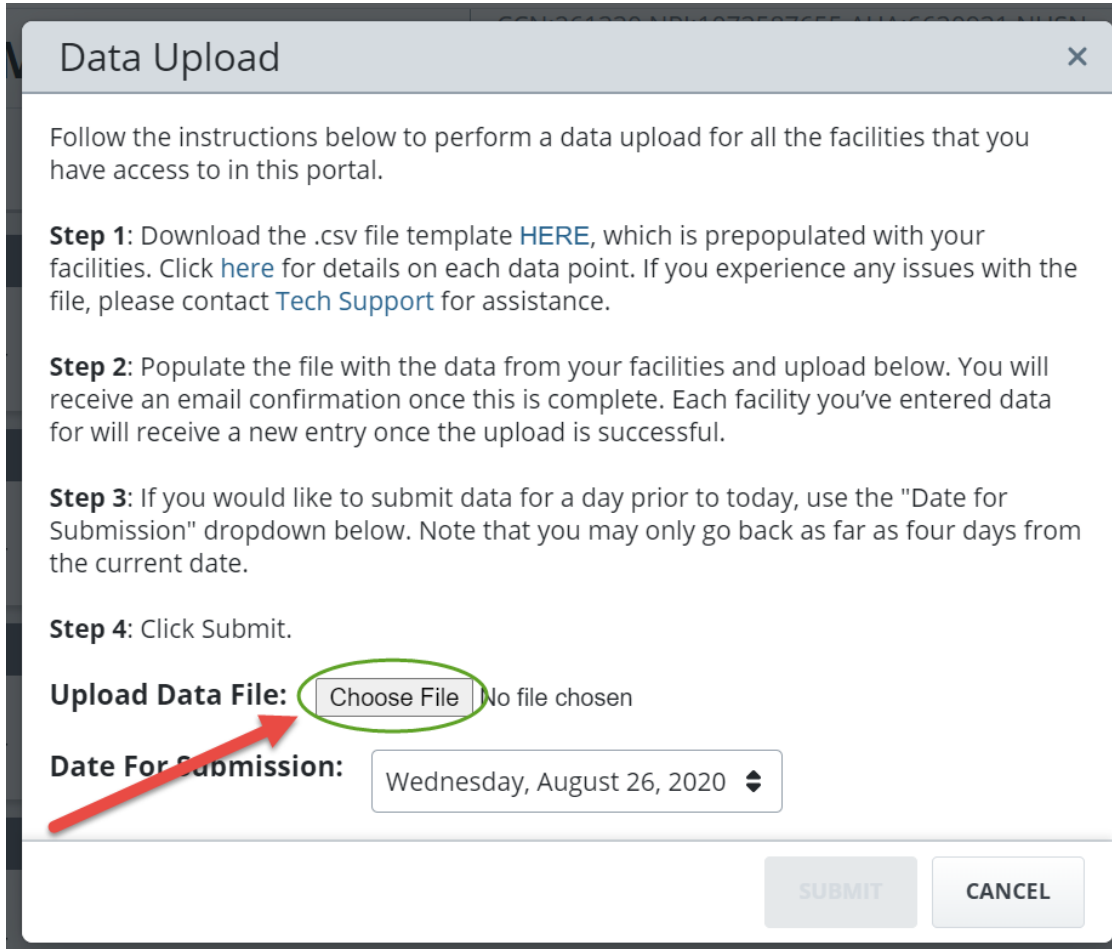
### Step Five: Save the file.

Save the file as a CSV (green circle below) and click Save. This Excel document defaults as a .csv file, so you should not have to adjust this.



The screenshot shows the 'Save As' dialog box in Excel. The 'File name' field contains 'General Hospital COVID Data'. The 'Save as type' dropdown menu is set to 'CSV (Comma delimited)', which is circled in green. Below the dropdown, there are fields for 'Authors: Jessica Stultz', 'Tags: Add a tag', 'Title: Add a title', and 'Subject: Specify the subject'. At the bottom right, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

Step Six: Click on “Choose File” on the Data Upload prompt box in TeleTracking.



**Data Upload**

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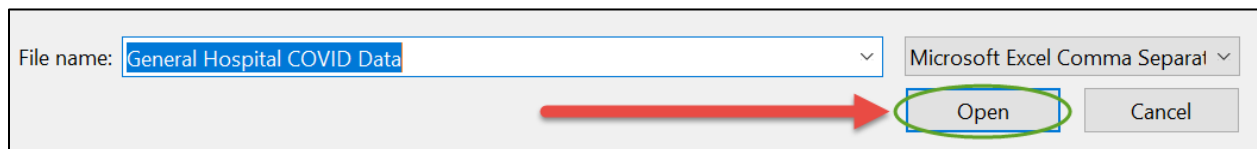
**Step 3:** If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below. Note that you may only go back as far as four days from the current date.

**Step 4:** Click Submit.

**Upload Data File:**  No file chosen

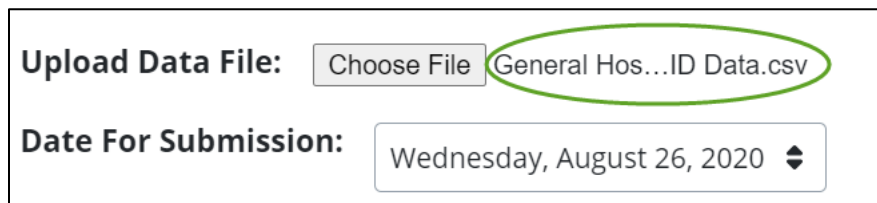
**Date For Submission:** Wednesday, August 26, 2020

Step Seven: Choose the Excel .csv file you just saved and click open.



File name:  Microsoft Excel Comma Separat

Your file name should populate to the right of the “Choose File” button on the TeleTracking Data Upload prompt box.



**Upload Data File:**  General Hos...ID Data.csv

**Date For Submission:** Wednesday, August 26, 2020

### Step Eight: Choose the Date for Submission.

Choose the date for which this data is being submitted.

## Data Upload

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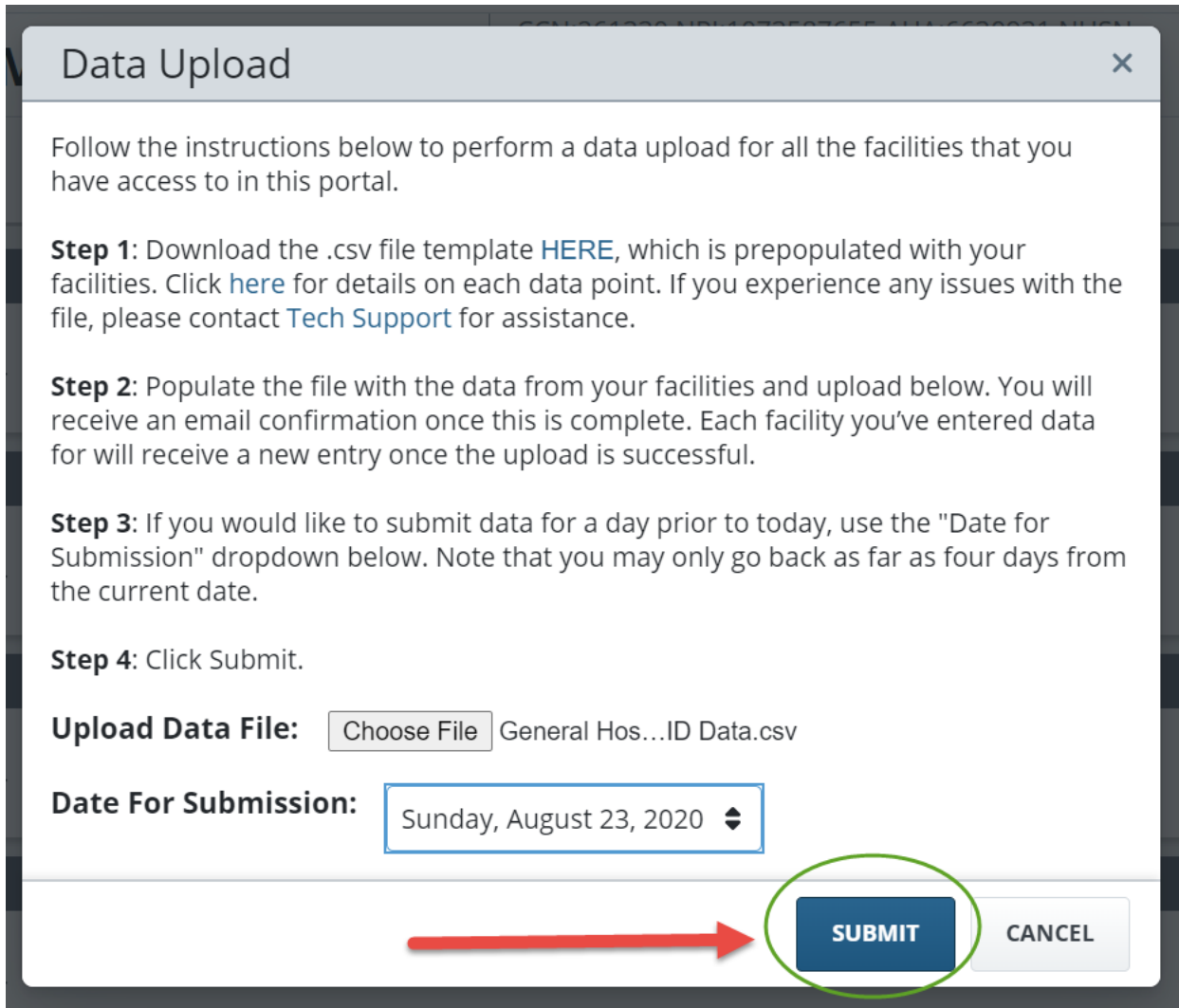
**Step 3:** If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below, which can be set back as far as four days from the current date.

**Step 4:** Click Submit.

**Upload Data File:**  .csv

**Date For Submission:**

Step Nine: Click Submit.



**Data Upload** [X]

Follow the instructions below to perform a data upload for all the facilities that you have access to in this portal.

**Step 1:** Download the .csv file template [HERE](#), which is prepopulated with your facilities. Click [here](#) for details on each data point. If you experience any issues with the file, please contact [Tech Support](#) for assistance.

**Step 2:** Populate the file with the data from your facilities and upload below. You will receive an email confirmation once this is complete. Each facility you've entered data for will receive a new entry once the upload is successful.

**Step 3:** If you would like to submit data for a day prior to today, use the "Date for Submission" dropdown below. Note that you may only go back as far as four days from the current date.

**Step 4:** Click Submit.

**Upload Data File:**  General Hos...ID Data.csv

**Date For Submission:**

To confirm data submission was successful, you will receive an email. If you do not receive an email. The file did not upload. Troubleshoot but trying to upload your file, or contact TeleTracking Technical Support at the following contact information.

[TeleTracking Tech Support](#)

1-877-570-6903

Press **7** to get direct access to support specifically for the COVID-19 Portal.