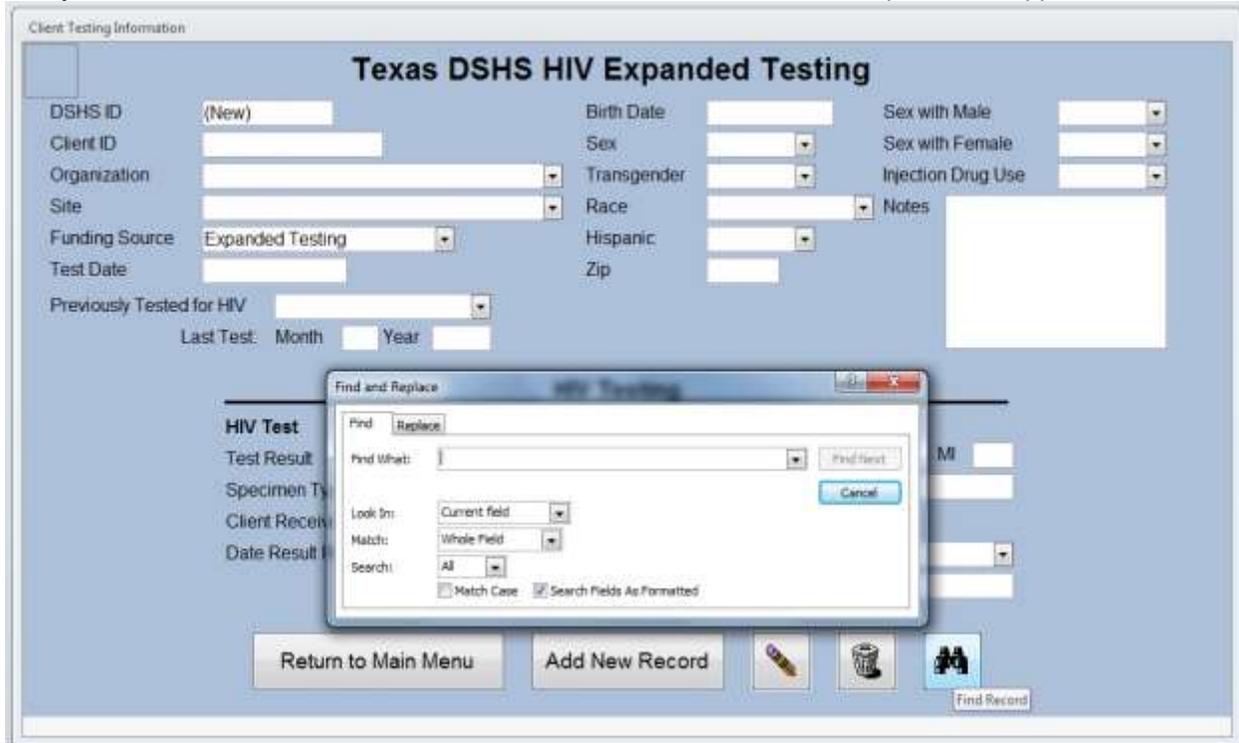


Database Frequently Asked Questions

How do I go back and edit a record I have already entered?

Use the search function (the right-most button with the binoculars) on the data entry form. First click in the field you want to search, then click the button. A window titled "Find and Replace" will appear.



The screenshot shows the "Texas DSHS HIV Expanded Testing" data entry form. The form includes fields for DSHS ID, Client ID, Organization, Site, Funding Source, Test Date, Previously Tested for HIV, Birth Date, Sex, Transgender, Race, Hispanic, Zip, Sex with Male, Sex with Female, Injection Drug Use, and Notes. A "Find and Replace" dialog box is open over the form, with the "Find" tab selected. The dialog box contains a "Find What:" field, a "Find Next" button, a "Cancel" button, and options for "Look In:", "Match:", "Search:", "Match Case", and "Search Fields As Formatted".

Type what you want to search for, then click "Find Next." You can search by Birth Date, Client ID, Test Date, or any other field on the form.

Why is a test record that I entered not saving/no longer there?

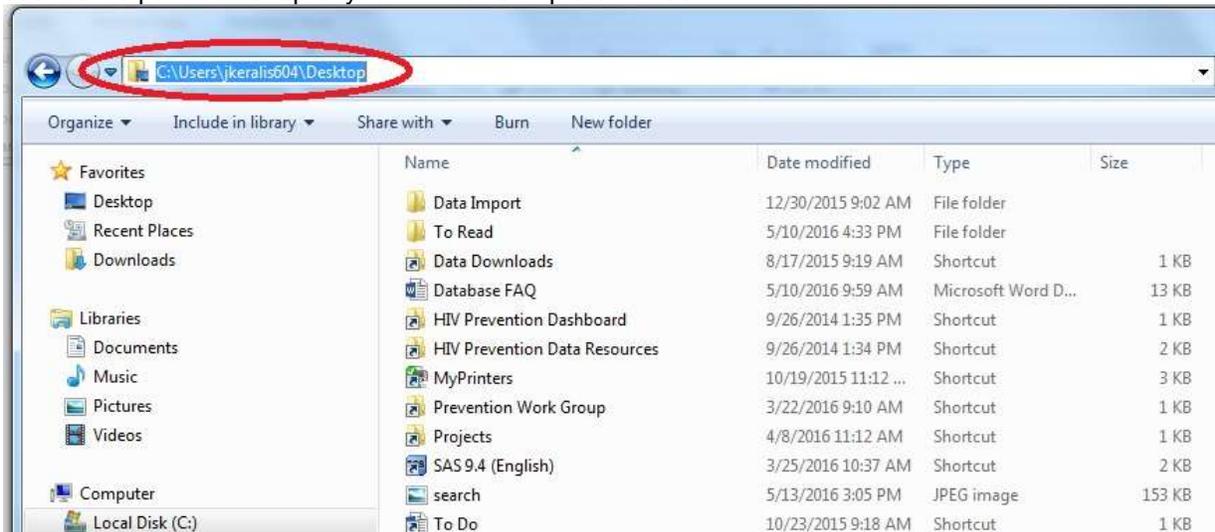
The Access database is designed to automatically save a record as soon as you create it, so there should be no reason to "save" the file. If you are unable to find records that you have already entered, this is most likely due to data being entered into multiple database but could also indicate a problem either with your computer or the database file. If this is the case, please contact the Prevention Data Team and your IT department as soon as possible to resolve the issue.

When I export the data, I am supposed to get a pop-up window that says "Export complete!" but nothing happens. Why not?

This is most likely because a file path was not specified during the export process. Please make sure to specify a valid file path when exporting your data.

What is a file path?

A file path specifies the exact location of a file or folder on your computer. It may be helpful to think of it as an “address” that your computer uses to find files. When working with files on your computer, you can see the file path at the top of your Windows Explorer window.



Where is my data export?

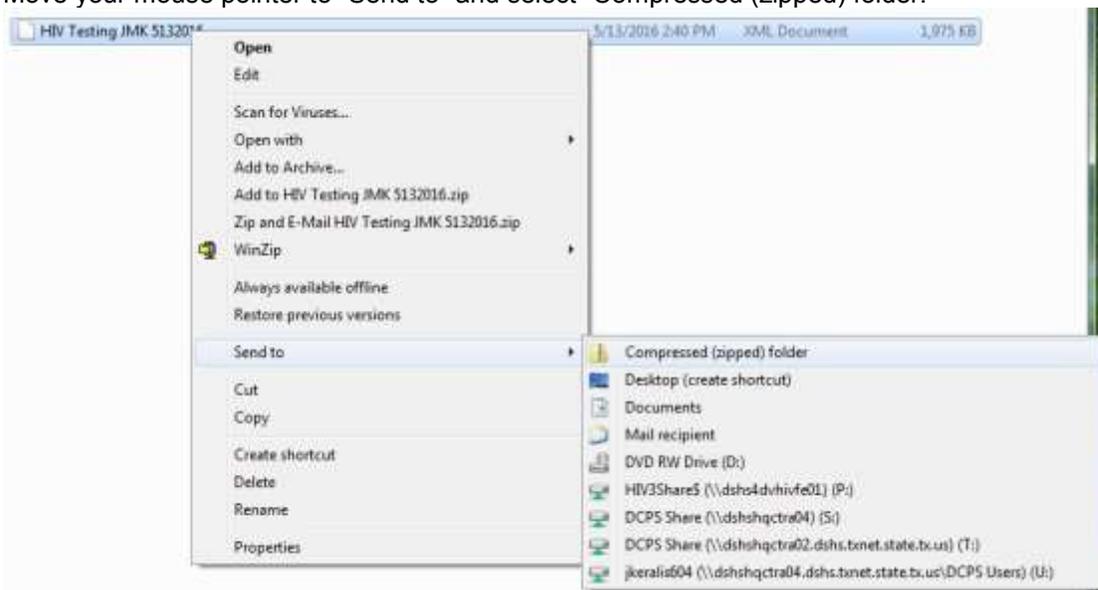
Your XML file will be located in the folder you specified when you entered the file path when exporting your data from the database. When you search for the file on your computer, make sure that the file path for the folder you are looking in matches the one you entered when exporting your data.

Why are there multiple files? Which one does DSHS need?

When you export from your HIV testing database, three files are created: an XML export (which contains your data), an XSD schema (a “map” of your XML data), and an Excel copy of your data that your organization can use. When exporting RRA (GLI, CLI, Community Mobilization, or Condom Distribution), two files are created: the XML data export and the XSD schema. **DSHS only needs the XML file.**

How do I zip (compress) a file?

In order to “zip” your XML export, right-click on the XML file you want to submit. A menu will open up. Move your mouse pointer to “Send to” and select “Compressed (zipped) folder.”



A new zipped folder with the same name as your XML file will be created in the same folder. This is the file you will upload to the TXPHIN.

Name	Date modified	Type	Size
 HIV Testing JMK 5132016	5/13/2016 2:40 PM	XML Document	1,975 KB
 HIV Testing JMK 5132016	5/13/2016 2:43 PM	WinZip File	56 KB

Do I need Winzip to zip files?

No. Windows Explorer can do this without any additional programs.

When I log into the TXPHIN and click on “Documents,” why don’t I see the right folders?

If you do not see “HIV and TB Files” and “DSHS HIV Prevention,” then your TXPHIN user profile has not been granted the role of Communicable/Infectious Disease Coordinator. Contact the HIV Prevention Data team for more information on the required forms and training to be able to access the necessary folders.

Why is there no “Upload File” link?

If you do not see a link to “Upload File,” you are most likely not in the correct folder. Be sure to click on the folder corresponding to the file type you are submitting (“Targeted Testing” for targeted HIV testing, “Expanded Testing” for routine HIV screening, and “Risk Reduction Activities” for GLI, CLI, Community Mobilization, or Condom Distribution) on the left-hand pane of the TXPHIN window, and you should see the link.

If you are sure you are in the correct folder and you still cannot upload files, your user permissions may need to be updated. Contact the HIV Prevention Data team to correct this.

When I try to upload a file, I can’t find my export. Where is it?

Your zipped file will be located in the folder you specified when you entered the file path when exporting your data from the database. When you search for the file on your computer from the TXPHIN, make sure you are looking in the same folder where you exported and zipped your data.

Why didn’t it save to the TXPHIN folder when I tried to upload my export?

XML files cannot be uploaded to the TXPHIN as-is because they are too large. Before you can upload your XML export to the TXPHIN, you must first compress, or “zip” it. If your file is not saving to the TXPHIN, you may have uploaded the XML file rather than zipped folder. Make sure you are selecting the zipped folder and not the XML file.

For any additional questions related to data entry, export, or submission, e-mail HIVTesting_DataRQ@dshs.texas.gov.