Bulk Upload Add Exposures Tool
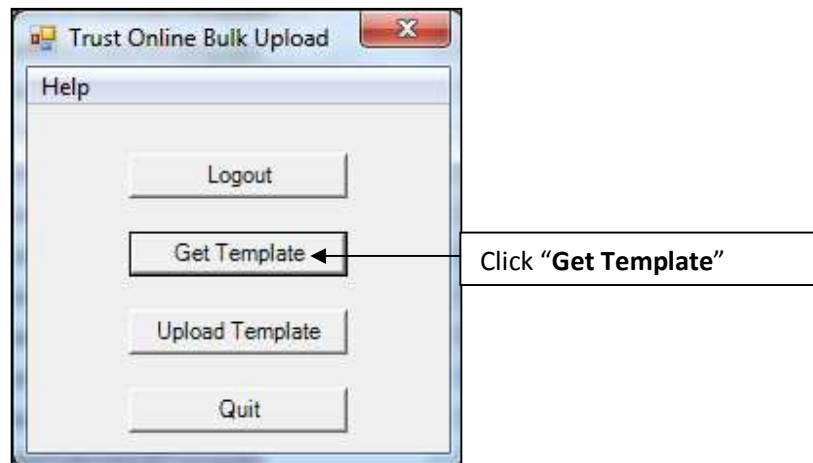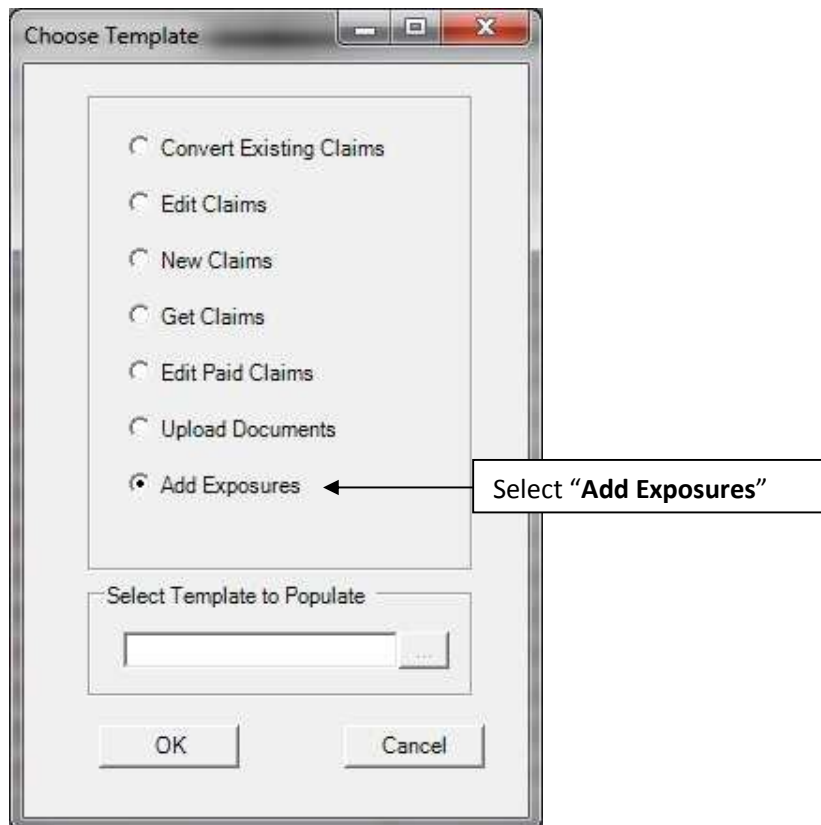
1. To add exposures to claims, first log into the Bulk Upload tool and click on the Get Template button.

Click "**Get Template**"

2. The "**Choose Template**" box will appear with a list of templates that are available for downloading. Click on the "**Add Exposures**" template to download it.


Select "**Add Exposures**"

3. The "**Choose Primary Trust**" box will appear with a drop-down of Trust that the user has access too. Select the Trust for the new claims submissions.
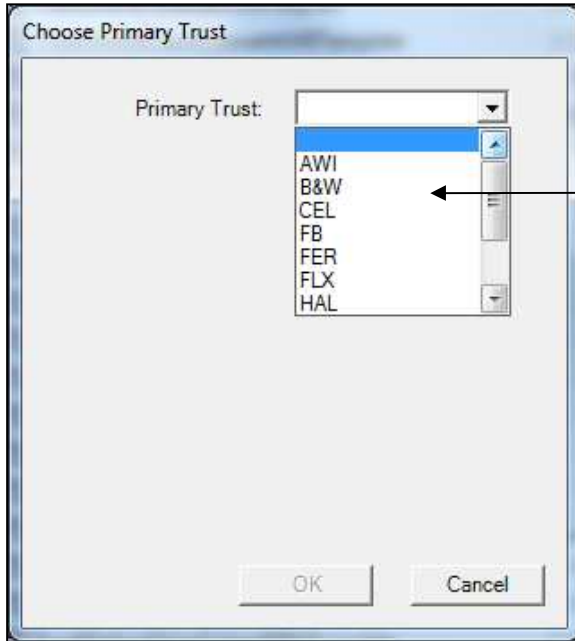
Select a "**Trust**"

Note: You may only select one Trust when downloading the "**Add Exposures**" template.

4. After selecting the Trust and clicking the OK button. A "**Save BulkUpload Template**" box will appear prompting the user to save the new template. At this point the user may rename the file or leave the default name and select the directory where the new template will be stored.
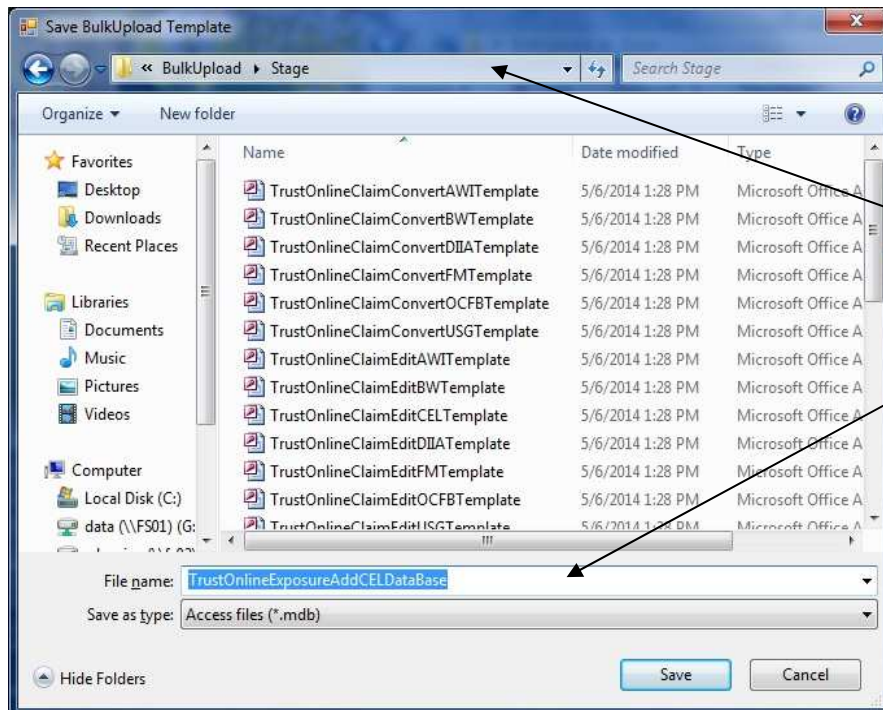
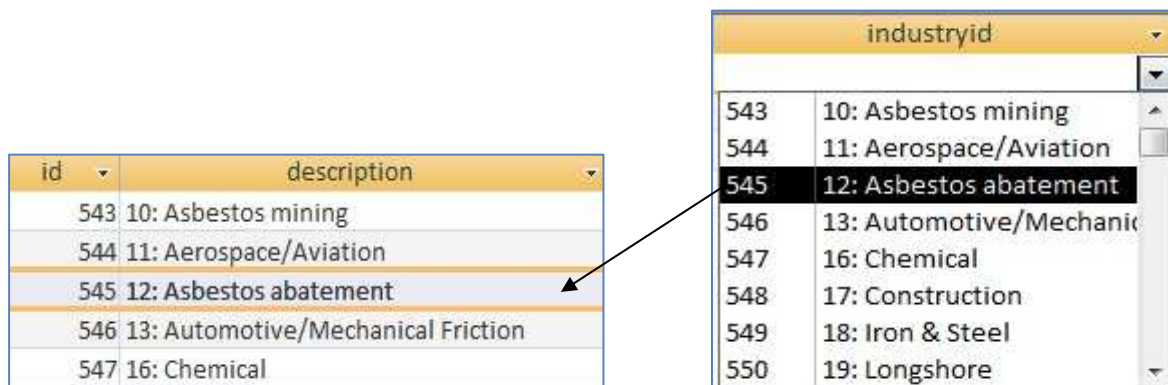Select the directory where the new template will be saved and stored.

5. After downloading the new template, double click on the file to open it. Find the tables located in the Tables view of the Access database and open the exposure table to begin entering data. The exposure table is the only table in this template that will need to be populated.

Open "**exposure**" table.
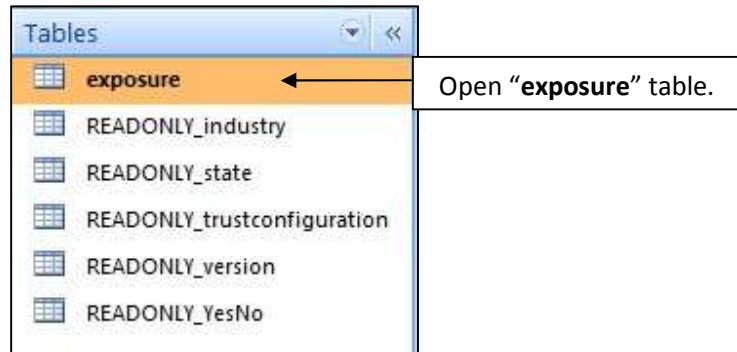
6. To add exposures to claims, all you will need is the claim number which is the first field in the exposure table. You may enter multiple exposures for each claim by just simply adding a new record and entering the same claim number in the next row.

| rowId	claimnumber	datefirst	datelast	employer	industryid	industryother	occupation	sitename
1	2701433	1/1/1965	1/1/1966	ABC Company	543		Laborer	
2	2701433							
(New)								

7. As you may have noticed in the examples above, there are a few **READONLY_** tables that are used by the exposure table, such as the **industryid**. Notice that in the industryid field above, 20 was selected to specify the industry **Asbestos abatement**.

id	description
543	10: Asbestos mining
544	11: Aerospace/Aviation
545	12: Asbestos abatement
546	13: Automotive/Mechanical Friction
547	16: Chemical

industryid	
543	10: Asbestos mining
544	11: Aerospace/Aviation
545	12: Asbestos abatement
546	13: Automotive/Mechanic
547	16: Chemical
548	17: Construction
549	18: Iron & Steel
550	19: Longshore

8. As part of the Bulk Upload Tool, we have also provided the user with an excel spreadsheet labeled the "**Bulk Upload Data Dictionary**" that displays the user friendly name of each field. You'll notice that the '**industryid**' located under the Template field heading corresponds to question 4 from the claim form.

Claim Form Question	Template Field
Occupational Exposure	
Firm Reference Number	firmreferencenumber
Date Exposure Began	datefirst
Date Exposure Ended	datelast
Was the injured party employed by Celotex, Philip Carey (	exposedwhileemployee
Did the injured party work at a site while Philip Carey, Car	workedatsiteforotherentity
Did the injured party work with Celotex, Philip Carey or Ca	workedwithentityemployees
Did the injured party live or work near or in the vicinity of a	proximitytoexposuresite
Occupation	occupation
Description of Job Duties	occupationduties
Industry in which exposure occurred	**industryid**
If Code 37 (Other), specify	industryother

9. After entering all of the exposure records for each claim, close the template. Log back into the Bulk Upload Tool and click on the Upload Template Button.

Click "**Upload Template**"
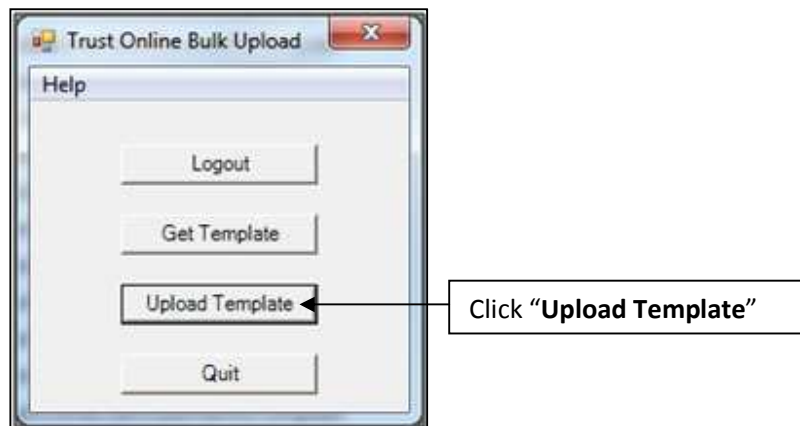
10. The "**Upload BulkUpload Database**" box will open, prompting the user to select the "**Add Exposure**" template that has the new exposure records that will be uploaded. After selecting the correct template, click "**Open**" to begin uploading the new exposure records.

> **Adding Exposures**
>
> Total Exposures Added: **4 of 4**
>
> Succeeded: **2**
>
> Failed: **2**
>
> OK

11. The "**Adding Exposures**" box will display the total number of exposures the user is attempting to add. The next two fields display the number of exposures that were successful and the number of exposures that failed.

    For the failed exposures, open the template and the exposure table for information on why the edits failed. On each exposure record, you will see the following fields. After correcting the failed uploads, log back into the Bulk Upload tool and re-upload the exposure template with the corrections.

success	message
true	SUCCESS
true	SUCCESS
false	"123456789" is not a valid site.
false	"123456789" is not a valid site.