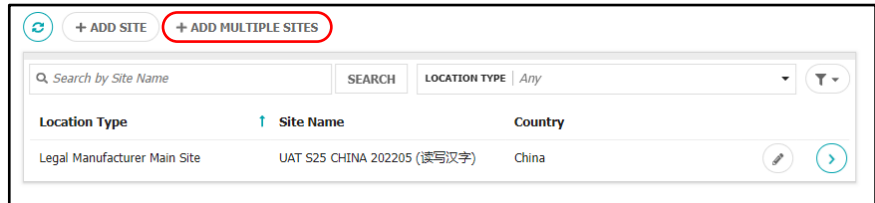# Managing applications with multiple sites

Overview

Applications with more than five sites can be added to an application through the use of the multiple site upload template. A maximum of 3,000 sites is possible in one template.

Step 1 → Downloading the multiple site upload template

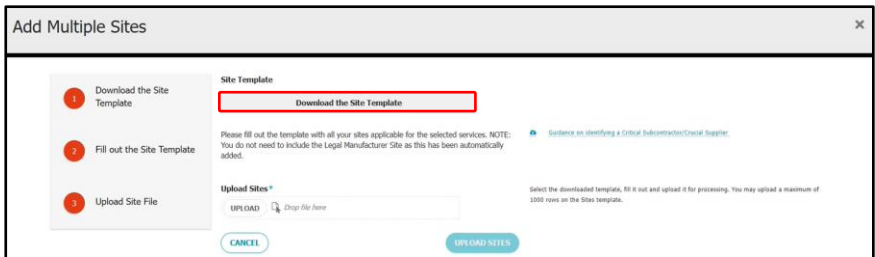Navigate to the **Add sites** section of the application.

Click **ADD MULTIPLE SITES**.

The **Add Multiple Sites** page displays.

Click **Download the Site Template**.
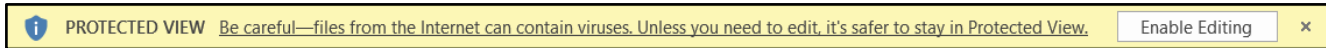
The template document is downloaded.

Step 2 → Populating the multiple site upload template

Open the multiple site upload template in Microsoft Excel or compatible spreadsheet software.

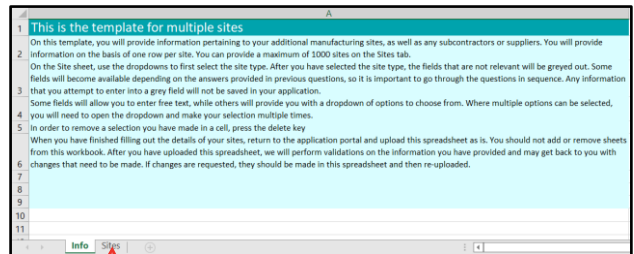When you first open a download spreadsheet the spreadsheet will be read only.

Click **Enable Editing** to allow you make changes to the template.

The template is broken down into two worksheets:

- **Info**: this tab has guidance text to assist your successful population of the template.

- **Sites**: for providing details of sites related to your application.

Click the **Sites** tab

The first four rows provide details of what information is required for each site:

- **Section**: which section the details related to, such as the Site Summary.

- **Question**: the detail required of the site for the application, such as Country and Address.

- **Guidance Text**: this contains guidance to completing the detail as complete as possible. It will also indicate if there are drop-down list validations for any details.

- **Character length**: some details have a character limit, exceeding these values will cause validation errors when uploading the template.

Step 2 → Populating the multiple site upload template (continued)

	A	B	C	D	E	F	G
1	Section			Site Summary			
2	Question	Location Type	Country	Site Name	Site Name (Local)	Selected Service(s) for this Site	Address
3	Guidance Text	Use the dropdown in this row to select the site type			Mandatory if the Legal Manufacturer Site and this site are based in China	For each site, please select the service(s) which include that site within the scope.	
4	Character length			255	255		255
5		Manufacturer Additional Site	China	Example Site name 1	Example site name in CN	ISO 13485:2016 (UKAS), MDR	Line 1
6							
7							
8							
9							

Populate the site details from row 5 onwards. For each new site enter the following details:

Location Type: select the location type from the drop-down list. There are validation rules in place to only allow **Manufacturer Additional Site**, **Critical Subcontractor** or **Crucial supplier** as an option.

Country: select the site country from the drop-down list. If China is selected, regionalised options such as Site Name (Local) will become editable.

Site Name: enter the name of the site.

Site Name (Local): if the site is based in China, enter the local name for the site.

Selected Service(s) for this Site: use the drop-down menu to select the service(s) related to the site.

Address: enter the first line address of the site.

City: enter the city of the site.

State/Province: enter the state or province of the site.

Postcode/Zipcode: enter the postcode or zip code of the site.

Address (Local): if the site is based in China, enter the local first line of the address of the site.

City (Local): if the site is based in China, enter the local name for the city.

State/Province (Local): if the site is based in China, enter the local State or Province for the site.

Postcode/Zipcode (Local): if the site is based in China, enter the local postcode or zip code for the site.

Functions/Activites: specify the activites that take place on the site.

Number of Effective Employees: enter the number of effective employees involved within the scope of certification including those working on each shift.

Shift System: enter the hours or number of shifts or number of employees per shift for the site.

Name: enter the name of the nominated site contact's name.

Name (Local): if the site is based in China, enter the local name for the nominated site contact.

Email address: enter the email address of the nominated site contact.

Phone Number: enter the phone number of the nominated site contact.

Repeat the entry of site information for each new site on a new line.

When you have completed the recording of the site details in template. Click **Save**.

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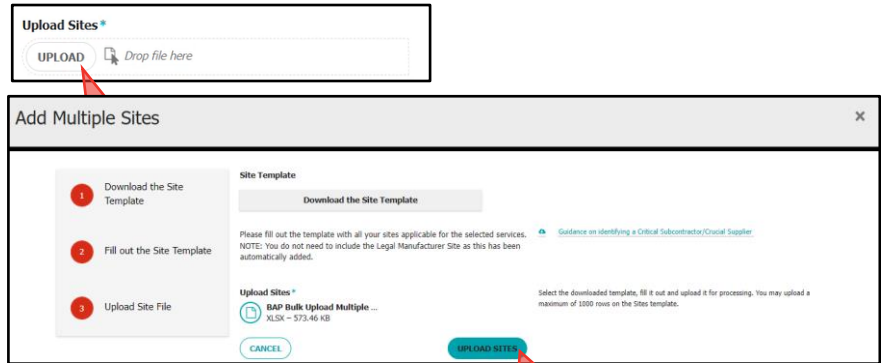## Step 3 → Uploading the bulk upload site template

Once a template has been populated it can be uploaded directly to the DPA platform

Click **UPLOAD**.

Select the multiple site upload template.

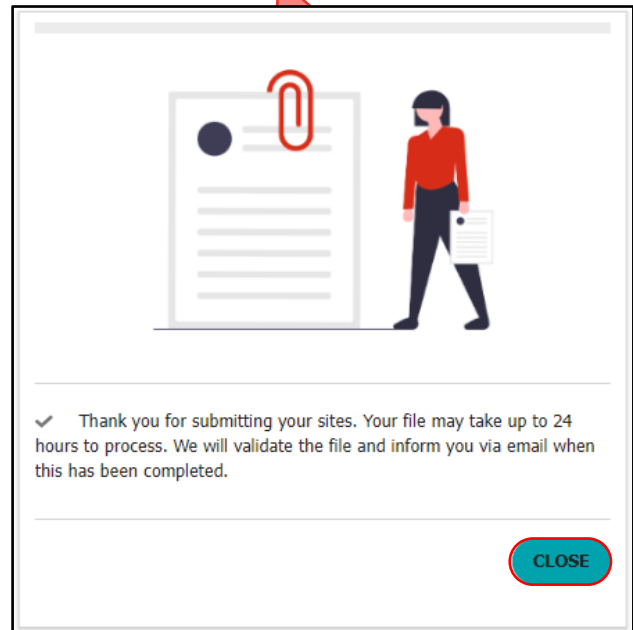When the template has finished uploading, the file type and size displays.

Click **UPLOAD SITES**.

Upload Sites *

UPLOAD   Drop file here

Add Multiple Sites   ✕

1 Download the Site Template

Site Template

Download the Site Template

Please fill out the template with all your sites applicable for the selected services.
NOTE: You do not need to include the Legal Manufacturer Site as this has been automatically added.

🔗 Guidance on identifying a Critical Subcontractor/Crucial Supplier

2 Fill out the Site Template

3 Upload Site File

Upload Sites *
BAP Bulk Upload Multiple ...
XLSX – 573.46 KB

Select the downloaded template, fill it out and upload it for processing. You may upload a maximum of 1000 rows on the Sites template.

CANCEL   UPLOAD SITES

If the uploaded template contains one or more sites that are linked to services not already registered on the application, an error message displays and the process must be repeated with the error resolved by either adding the service to the application or removing the reference to the service in the multiple site upload document.

If there is not an error, a confirmation message displays.

Click **CLOSE**.

✓ Thank you for submitting your sites. Your file may take up to 24 hours to process. We will validate the file and inform you via email when this has been completed.

CLOSE

Tracking validation progress of uploaded sites

When the client closes the confirmation message of the upload, they are returned to the Add Sites section of the application where a new section displays on the page: Uploaded File.

Once an upload has been successful the template will be validated by the DPA platform.

The maximum processing time for this validation is 24 hours, however it is likely to be less than this, the range of time depends on how many sites have been included in the template (up to 3,000 sites in one upload) and how many other clients are uploading mass upload templates at the same time.

Click the **Refresh** icon to check the progress of the template process without reloading the platform.

If the validation is successful, the new sites will appear in the list of sites at the top of the page.

File Name: the file name of the uploaded template. Click the file name to download a copy of the original upload.

Date / Time of Upload: displays the exact date and time that the template was successfully uploaded.

File Status: This displays the current status of the file which can be **Validating Devices**, **Completed with Errors and/or Advisories** or **Completed with No Errors and/or Advisors**.

Progress: The progress bar displays a percentage of the sites in the template that have been processed so far. The progress bar updates every 50 sites that have been processed. For example, if you have uploaded 200 sites in the template it will potentially display as 0%, 25%, 50%, 75% or 100%.

Dealing with errors and advisories

If any errors or advisories notes were generated from the validation, scroll the **Errors Report** section and click the **Chevron** symbol to view them in more detail.

When the chevron is clicked, the Error Details section displays with a list of field names that encountered an issue and accompanying guidance text of what caused the issue.

The most common cause is either empty fields or references to services that were not included in the application.

You cannot edit the site details directly on the platform, if you need to make amendments, they must be made to the template, the uploaded copy must be removed and the new updated template uploaded.

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Deleting a multiple site upload template

If there are mistakes in the uploaded template, you must either correct the errors or try again by uploading a new Excel template.

Uploaded File			
File Name	**Date / Time of Upload**	↓ **File Status**	**Progress**
BAP Bulk Upload Multiple Sites Template V5 ☁	10 Jun 2022 - 15:58	⚠ Completed with Errors	100% ✕

Click **Delete Document**.

A confirmation screen displays to either confirm or cancel or the deletion of the document.

Click **CONTINUE**.

The uploaded template is removed and all associated sites.

You are about to delete the following:

Document: Multiple Sites

This will remove all of the sites contained in this file from your application and any associations to certificates. If you do not have the latest version of your file, you can cancel and download it from the previous page.
Are you sure that you want to continue?

✕ CANCEL   ✓ CONTINUE