

HDPBC Training and Education

HDPBC Importing Large Files into the Desktop

Version: V1.2

Updated: March 2023

Overview

Fill in this document if you want to import files larger than 24MB into the HDPBC Desktop. Once complete, attach this document to a General Inquiry ticket using the Health Sector Information, Analysis and Reporting Request Management System ([HSIAR RMS](#)) portal. Refer to the [Submitting a General Inquiry document](#) for instructions on how to submit a General Inquiry ticket.

If you cannot access the HSIAR RMS, please email your request to MOHAnalytics@gov.bc.ca.

Notes:

- The information being imported cannot contain any personal information.
- The RMS General Inquiry ticket is for describing the files to be imported—do not attach the files to the request. Only a completed copy of this document should be attached to the request.

Large File Import Information

Enter your contact information for the HDPBC project that you would like the files to be made available to.

User Information		
Name	Email	HDPBC Project Name

Enter the file name(s), location(s), and size(s). Add more rows as necessary.

File Information		
File Name	File Location	File Size

Example:

File Information		
File Name	File Location	File Size
<i>HDPBC_test_data.csv</i>	<i>MS Teams Link</i>	<i>48MB</i>
<i>HDPBC_test_data2.csv</i>	<i>Google Drive Link</i>	<i>32MB</i>

Note: The file location must be available to HDPBC. Provide a password or access information as required.

Special Notes

Document History

Version	Table Heading	Author	Changes
1.0	2022-02-08	HDPBC Team	Draft initial version
1.0	2022-05-06	HDPBC Team	Content edits
1.1	2022-06-10	HDPBC Team	Formatting edits
1.2	2023-03-14	HDPBC Front Counter	Content edits