

Upload calendar for new SACT portal

2 month schedule

(Formally 6 week schedule)

This document displays the upload schedule and the deadlines for the new portal. This timeframe is applicable for trusts that are on the 2 month (6 week) schedule; trusts are not required to change their current schedule. If the dates are still unclear please contact the helpdesk (SACT@phe.gov.uk)

Upload month	Activity month
January	November

Date	Process
1st – 31st January*	File containing November data must be uploaded to the portal and all errors on the file must be resolved
By 15th February	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 29th February	All regimen queries must be resolved and the file must be submitted

*Your file must be uploaded as early as possible in the month to allow plenty of time to fix errors and map regimens. Uploading on the last day will mean that your trust may not have time to fix errors and therefore could be uncompliant for various measures.

Upload month	Activity month
February	December

Date	Process
1st – 29th February*	File containing December data must be uploaded to the portal and all errors on the file must be resolved
By 15th March	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st March	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
March	January

Date	Process
1st – 31st March*	File containing January data must be uploaded to the portal and all errors on the file must be resolved
By 15th April	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 30th April	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
April	February

Date	Process
1st – 30th April*	File containing February data must be uploaded to the portal and all errors on the file must be resolved
By 15th May	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st May	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
May	March

Date	Process
1st – 31st May*	File containing March data must be uploaded to the portal and all errors on the file must be resolved
By 15th June	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 30th June	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
June	April

Date	Process
1st – 30th June*	File containing April data must be uploaded to the portal and all errors on the file must be resolved
By 15th July	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st July	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
July	May

Date	Process
1st – 31st July*	File containing May data must be uploaded to the portal and all errors on the file must be resolved
By 15th August	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st August	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
August	June

Date	Process
1st – 31st August*	File containing June data must be uploaded to the portal and all errors on the file must be resolved
By 15th September	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 30th September	All regimen queries must be resolved and file must be submitted

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Upload month	Activity month
September	July

Date	Process
1st – 30th September*	File containing July data must be uploaded to the portal and all errors on the file must be resolved
By 15th October	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st October	All regimen queries must be resolved and the file must be submitted

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Upload month	Activity month
October	August

Date	Process
1st – 31st October*	File containing August data must be uploaded to the portal and all errors on the file must be resolved
By 15th November	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 30th November	All regimen queries must be resolved and the file must be submitted

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Upload month	Activity month
November	September

Date	Process
1st – 30th November*	File containing September data must be uploaded to the portal and all errors on the file must be resolved
By 15th December	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st December	All regimen queries must be resolved and the file must be submitted

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Upload month	Activity month
December	October

Date	Process
1st – 31st December*	File containing October data must be uploaded to the portal and all errors on the file must be resolved
By 15th January	Regimen mapping must be completed <i>(this process can start at any point once the file has been uploaded)</i>
By 31st January	All regimen queries must be resolved and the file must be submitted

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This upload schedule will continue to apply to all future months