

# *International Preterm Postnatal Growth Standards: Application*



*User guide*

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April 2017

# HOW TO

## 1. INSTALL AND OPEN THE APPLICATION

### WHERE CAN I FIND THE APP AND HOW DO I INSTALL IT?

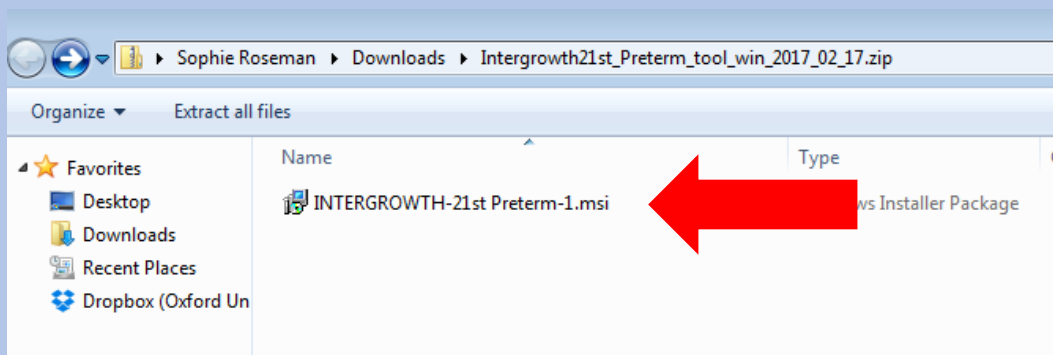
The International Preterm Postnatal Growth Standards application can be downloaded from the following links on the INTERGROWTH-21<sup>st</sup> Project website on the Global Health Network: <https://intergrowth21.tghn.org/standards-tools/> or <http://bit.ly/IG21Tools>.

The application is available in 3 formats: for Windows, for Apple Mac and an online browser-based version, which requires internet connection.

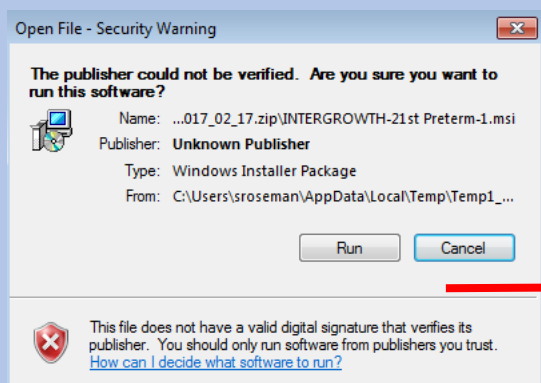
If you choose to download the application, it should by default be saved in the “Download” folder (unless you changed your preferences). Once downloaded, proceed to install the application.

### On Windows

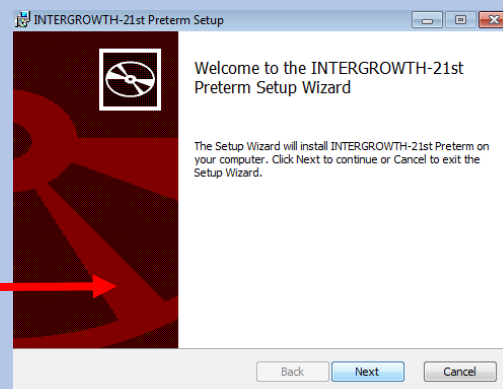
Double-click on “INTERGROWTH-21<sup>st</sup> Preterm-1.msi”



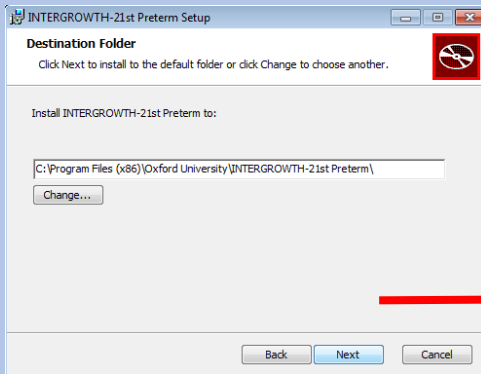
Click “Run”



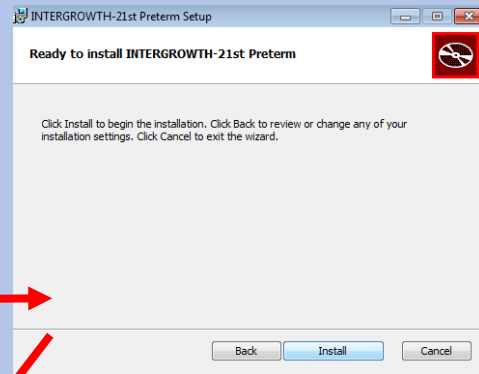
Click “Next”



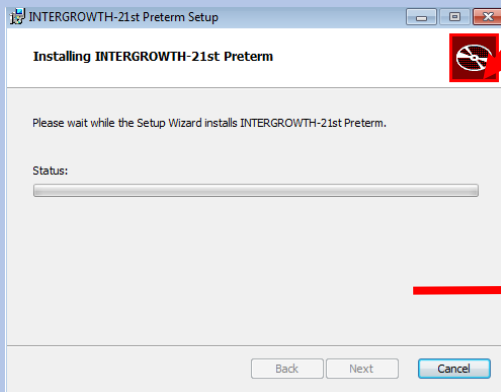
Click "Next", again



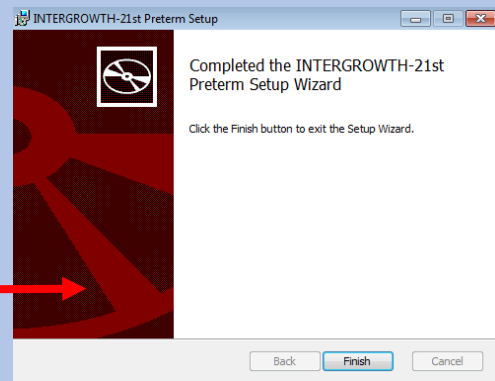
Then click "Install"



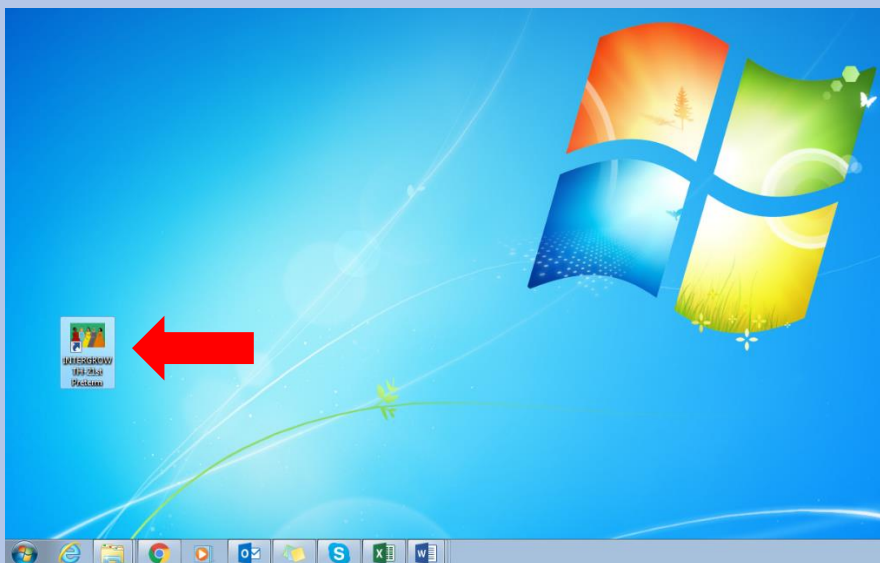
A screen will appear and your computer will ask permission to install the program. Click 'Yes'



Once the installation is finished, click 'Finish'



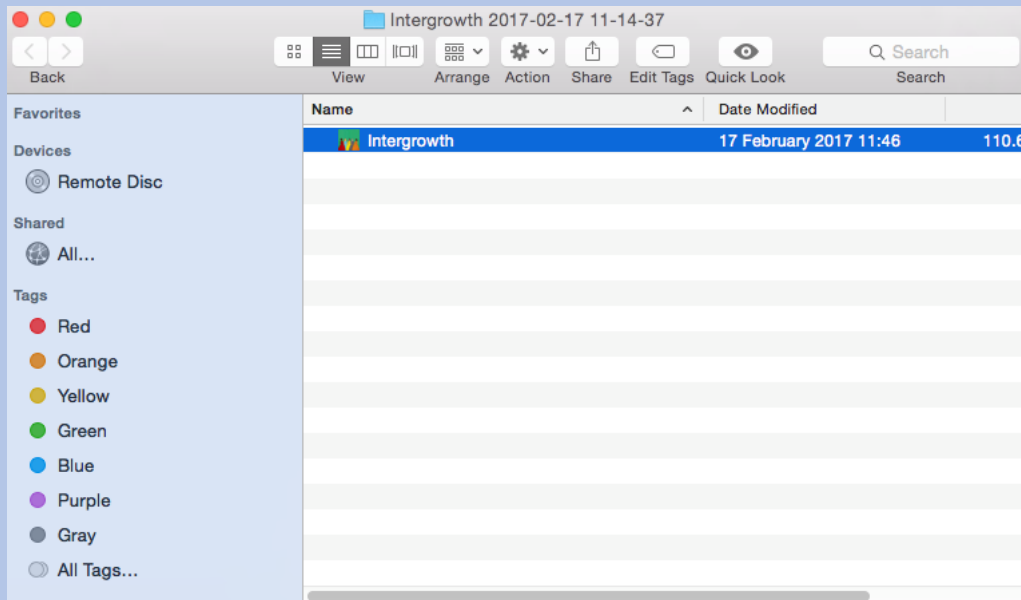
An icon will appear on your desktop.



Note: other versions of Windows may differ slightly.

## On an Apple Mac

Go to the “Download” folder, select and open the “Intergrowth (Preterm) 2017-02-17 11-41-00” file (the name of the file may change for more recent versions of the application). The computer will unzip the file. The following screen should appear.



Once installed, you can (1) move the app to the “Launchpad” or (2) pin it in the “Dock” or (3) create a shortcut on the desktop.

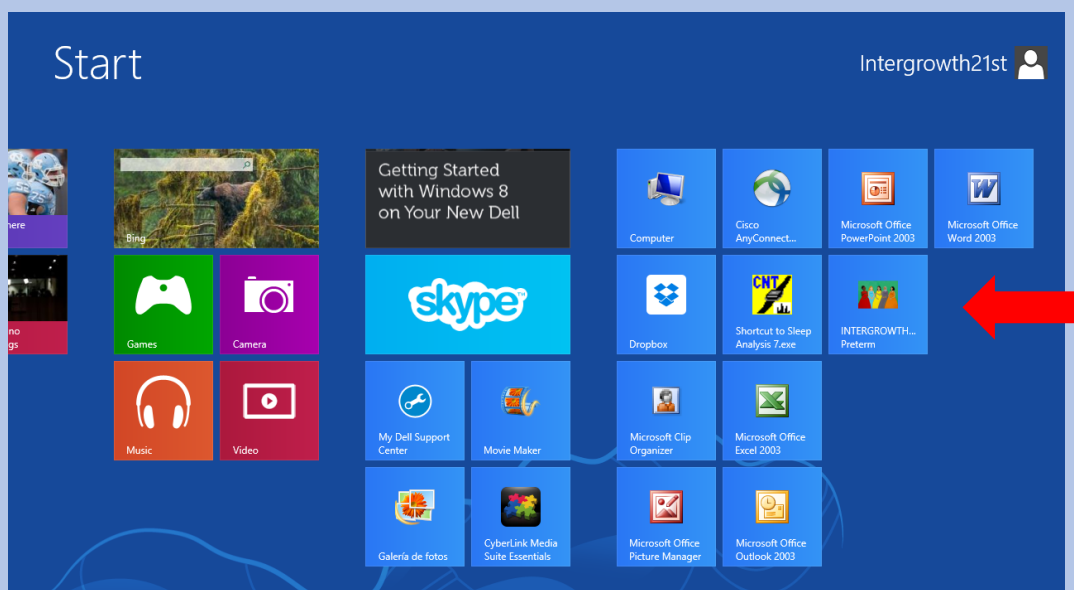
When you open the application, the INTERGROWTH-21<sup>st</sup> application icon will appear in the dock. The app can be used by clicking on this icon.



## HOW TO OPEN THE APPLICATION

### For Windows 7 and above

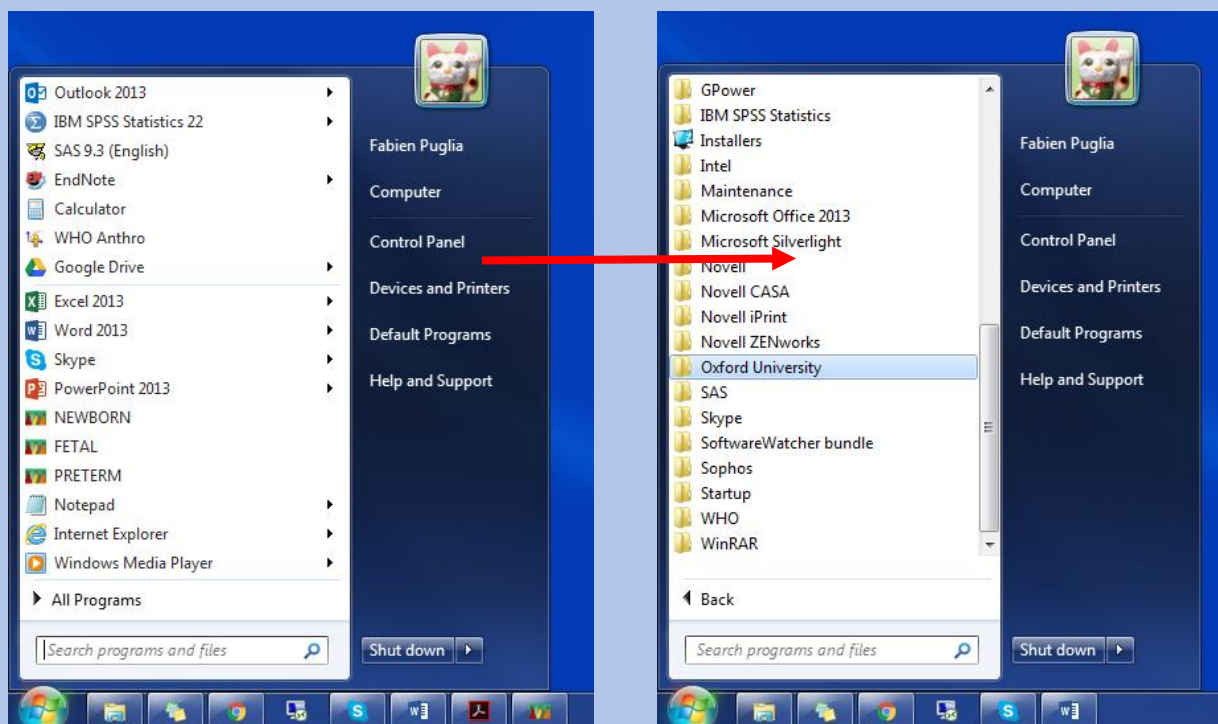
Open the INTERGROWTH-21<sup>st</sup> application



### For previous versions of Windows

Click on the icon on the desktop or

Click on the "Start" icon at the bottom left of your screen. Go to "All programs", then "Oxford University" folder and select the INTERGROWTH-21<sup>st</sup> Preterm Standards application from the list.



## On an Apple Mac

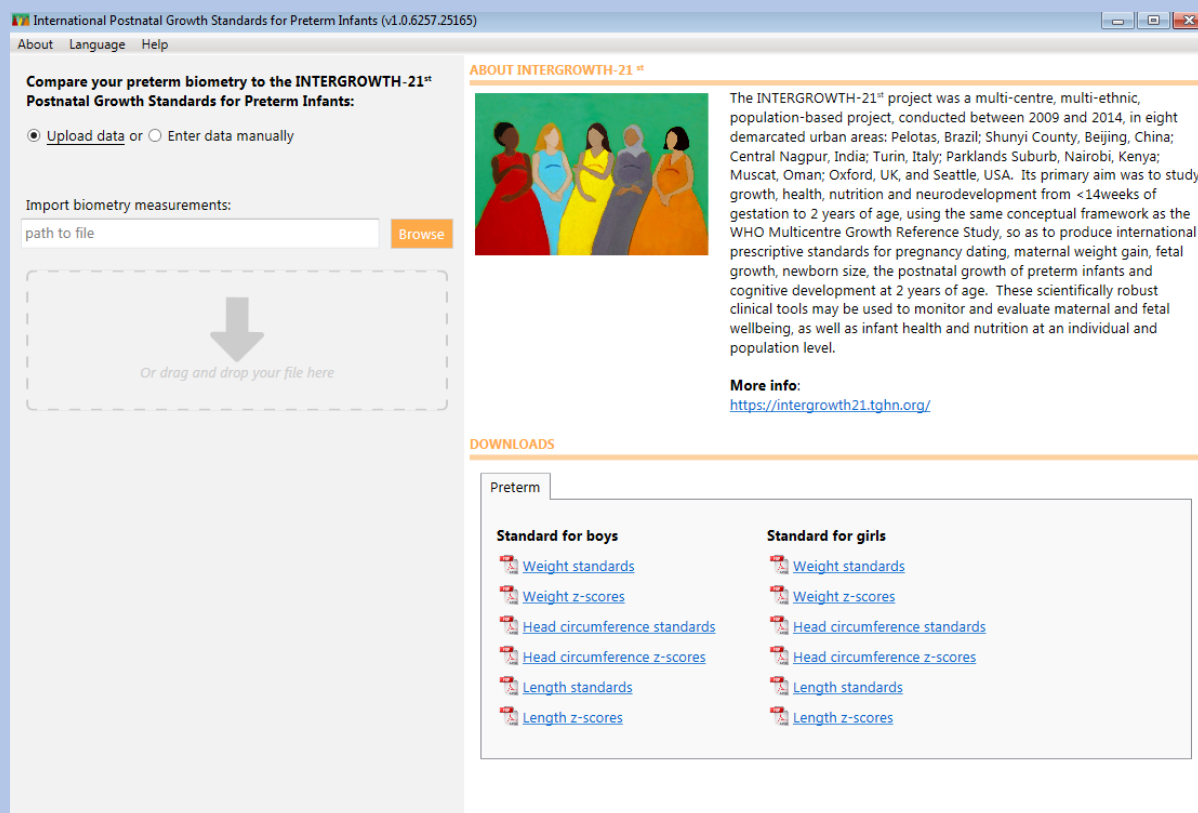
Click on the application icon to open it. The application can be found on the Launchpad, dock bar or desktop, depending on how you set it up.

## DESCRIPTION OF THE APPLICATION

The application first opens up on its home screen. The home screen is divided into 3 panes:

- On the upper right pane, there is a brief description of the INTERGROWTH-21<sup>st</sup> Project and a link to the Project's website
- On the lower right pane, you will find a tab labelled "Preterm" which contain links to the tables of centiles and z-score values for weight, length and head circumference
- On the left pane, you will find options to enter data manually or upload the file

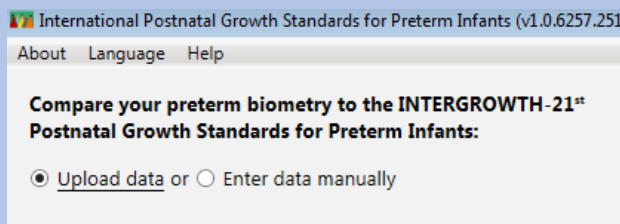
## Home screen



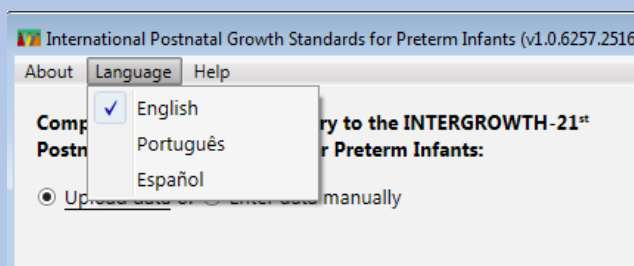
The screenshot shows the application window titled "International Postnatal Growth Standards for Preterm Infants (v1.0.6257.25165)". The interface is divided into three main sections:

- Left Pane:** Contains the heading "Compare your preterm biometry to the INTERGROWTH-21<sup>st</sup> Postnatal Growth Standards for Preterm Infants:". Below this are two radio buttons: "Upload data" (selected) and "Enter data manually". Underneath is a text input field labeled "Import biometry measurements:" with a "path to file" placeholder and a "Browse" button. A large dashed box with a downward arrow and the text "Or drag and drop your file here" is positioned below the input field.
- Top Right Pane:** Titled "ABOUT INTERGROWTH-21<sup>st</sup>". It features an illustration of five pregnant women of diverse ethnicities. To the right of the illustration is a paragraph describing the project as a multi-centre, multi-ethnic, population-based project conducted between 2009 and 2014 in eight demarcated urban areas: Pelotas, Brazil; Shunyi County, Beijing, China; Central Nagpur, India; Turin, Italy; Parklands Suburb, Nairobi, Kenya; Muscat, Oman; Oxford, UK, and Seattle, USA. It states the primary aim was to study growth, health, nutrition and neurodevelopment from <14 weeks of gestation to 2 years of age, using the same conceptual framework as the WHO Multicentre Growth Reference Study. A "More info:" link is provided: <https://intergrowth21.tghn.org/>.
- Bottom Right Pane:** Titled "DOWNLOADS" and contains a tab labeled "Preterm". Below the tab are two columns of links. The left column is titled "Standard for boys" and includes links for "Weight standards", "Weight z-scores", "Head circumference standards", "Head circumference z-scores", "Length standards", and "Length z-scores". The right column is titled "Standard for girls" and includes links for "Weight standards", "Weight z-scores", "Head circumference standards", "Head circumference z-scores", "Length standards", and "Length z-scores".

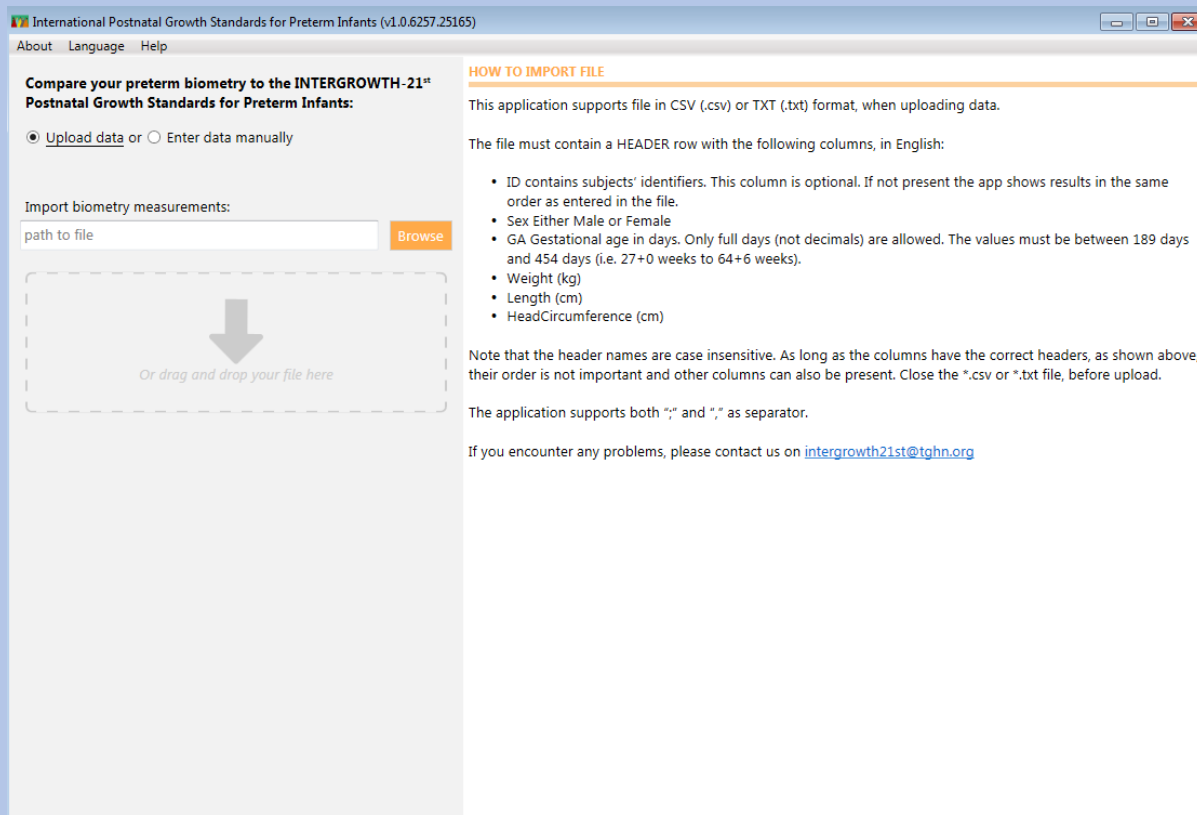
The menu bar at the top of the home screen has 3 options:



1. “About” takes you back to the home screen
2. “Language” offers the user a language option (English, Portuguese or Spanish) to operate the app. Choose the appropriate one for you



3. “Help” takes you to the help screen where you can find instructions on how to format your data correctly as well as an email address to contact us if you encounter any problems



**The application is ready to use!**

# HOW TO

## 2. COMPARE THE GROWTH OF MANY PRETERMS TO THE STANDARDS

### WHAT THE APP CAN DO FOR YOU

The application allows you to upload a \*.csv or \*.txt file with biometric data for an unlimited number of preterm infants (as an input), and download a file with z-scores and centiles for all biometric data (as an output).

### HOW TO PROCEED

#### 1. Prepare your data

The easiest way to proceed is to create a file in Excel according to the instructions in the table and examples presented below.

Column	ID	Gender	Postmenstrual age	Biometric data
<b>Header</b>	ID	Sex	GA	Weight Length Headcircumference
<b>Content</b>	Any alphanumeric identifier	Male / Female  Other terms (e.g. boys / girls or M / F) will not work.	Integer number without decimals in days Range: 27+0 to 64+0 weeks' postmenstrual age, i.e. <b>189 to 448 days</b>	Weight should be in kg, with up to 3 decimal places  Length and head circumference in cm, with up to 1 decimal place
<b>Comment</b>	Not compulsory, the app will present results in the same order as they appear in the original file	Compulsory	Compulsory	Not compulsory

The column headings are not case-sensitive and their order is not fixed; other columns can also be present. What is important is that the headers appear as presented in the red box.



	A	B	C	D	E	F
1	Sex	GA	Weight	Length	HeadCircumference	
2	Female	189	0.48	31.7	27.63	
3		196	0.6	33.5	28.53	
4	Female		0.74	35.21	29.39	
5	Male	210		36.84	30.21	
6	Female	217	1.04		30.99	
7	Male	224	1.21	39.86		
8	Female	231	1.39	41.26	32.45	
9	Male	238	1.57	42.59	33.13	

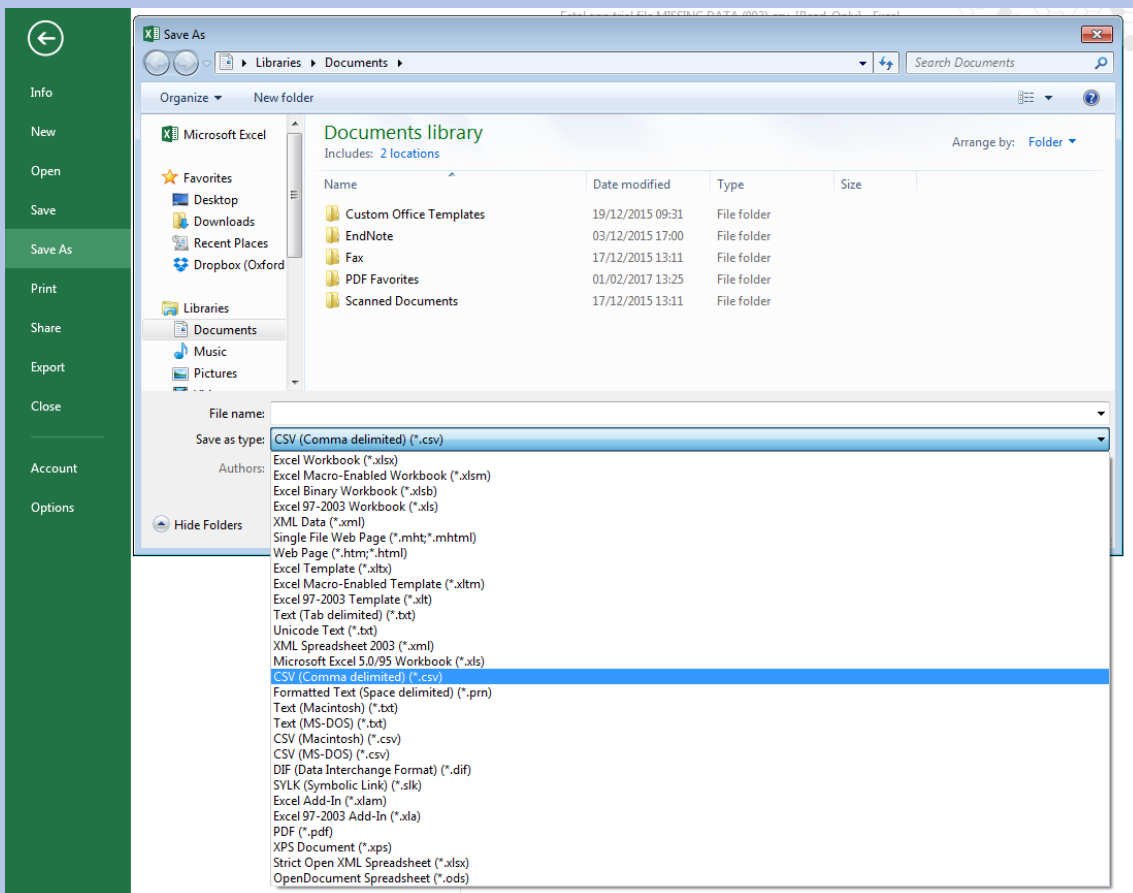
	A	B	C	D	E	F	G
1	ID	Sex	GA	Apgar	Length	headcircumference	Weight
2	07-001	Female	189	1	31.7	27.63	0.48
3	name	Male	196	2	33.5	28.53	0.6
4	07-002	Female	203	3	35.21	29.39	0.74
5	name	Male	210	4	36.84	30.21	0.88
6	07-003	Female	217	5	38.39	30.99	1.04
7	name	Male	224	6	39.86	31.74	1.21
8	07-004	Female	231	7	41.26	32.45	1.39
9	name	Male	238	8	42.59	33.13	1.57

For the biometric data, decimals can be separated by either a comma or decimal point (e.g. “2,5” or “2.5”)

## 2. Save your file

The application supports both \*.csv and \*.txt format. Save your Excel file as \*.csv

File → Save as → Choose the location of your file → Enter the file name → Choose the \*.csv format from the dropdown menu → Press “Save”



Do not save your file directly from Excel to \*.txt. If you do so, the resulting \*.txt file will be tab delimited and the application only supports \*.txt files using a comma or a decimal point as separators. An error message will appear when you try to upload your file (see Troubleshooting section, 3)

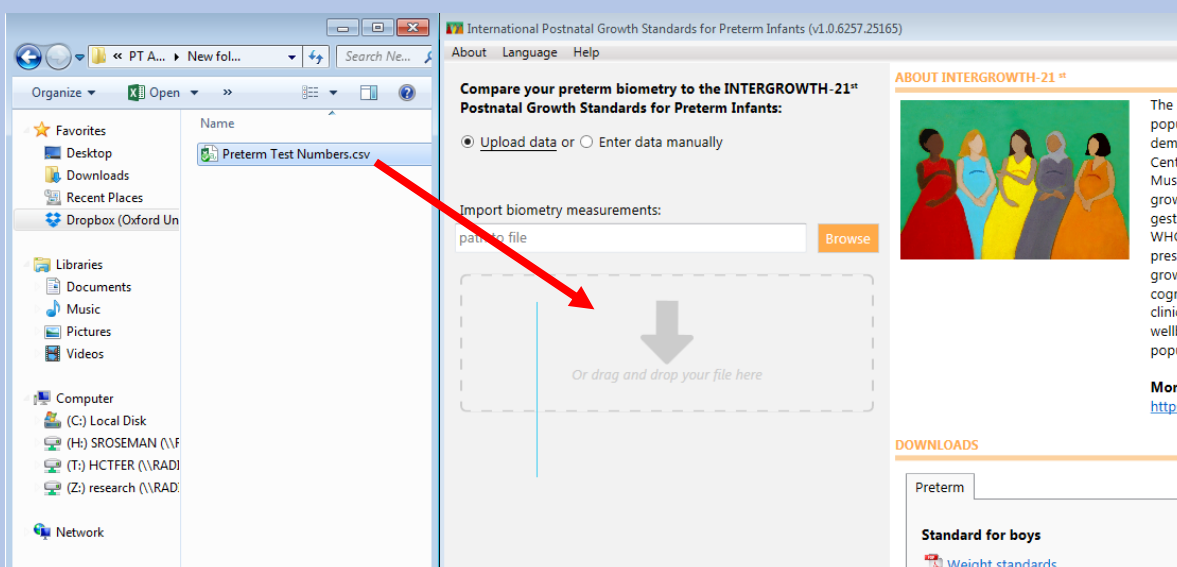
Once saved, close your dataset.

### 3. Open the application

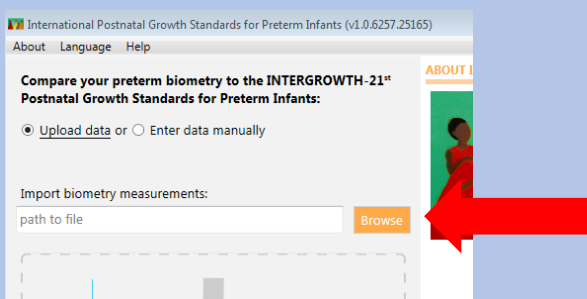
If not already open, see previous section on where to find and how to open the application on your computer.

### 4. Upload your file

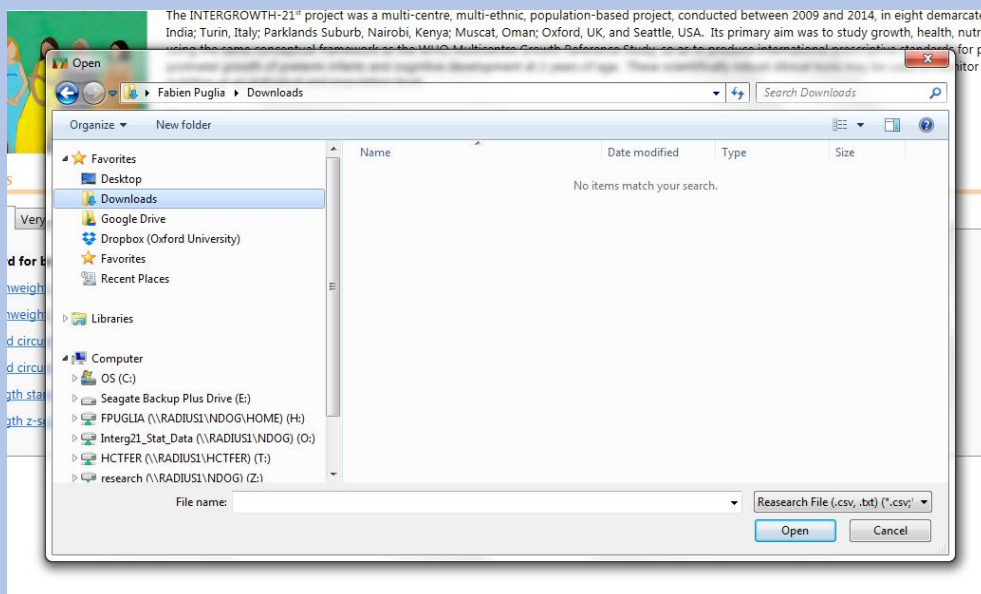
Either drag and drop your file to the dedicated zone as follows (Note that the “drag and drop” option only works for \*.csv files)



Or use the “Browse” button on the application



Locate and select your file. Click 'Open'



At this point, the app will automatically calculate and display the results

International Postnatal Growth Standards for Preterm Infants (v1.0.0.257-25165)

Compare your preterm biometry to the INTERGROWTH 21<sup>st</sup> Postnatal Growth Standards for Preterm Infants:

Upload data or Enter data manually

Import biometry measurements:

C:\Users\rosseman\Dropbox (Oxford University)\Fab and Sep

Child	Sex	Age (d)	Length (cm)	z score	centile	Weight (kg)	z score	centile	Head circumference (cm)	z score	centile
1	Female	189	33.70	0.0006	50.02	0.48	-1.1792	11.92	27.63	2.1044	98.23
2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Male	210	36.84	-0.5738	28.31	N/A	N/A	N/A	30.21	1.6461	95.01
5	Female	217	N/A	N/A	N/A	1.04	-1.1369	12.78	30.99	2.2558	98.80
6	Male	224	39.86	-0.6474	25.87	1.21	-1.6543	4.90	N/A	N/A	N/A
7	Female	231	41.26	-0.0015	49.94	1.39	-1.0738	14.15	32.45	2.3211	98.99
8	Male	238	42.59	-0.7129	23.80	1.57	-1.6479	4.97	33.13	1.6434	94.99
9	Female	245	43.86	0.0014	50.06	1.76	-1.0442	14.82	33.78	2.3707	99.11
10	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Female	259	46.21	0.0018	50.07	2.14	-1.0326	15.09	35.01	2.4181	99.22
12	Male	266	47.30	-0.8158	20.73	2.34	-1.6350	5.10	35.58	1.6456	95.01
13	Female	273	48.34	-0.0002	49.99	2.53	-1.0077	15.68	36.13	2.4423	99.27
14	Male	280	49.33	-0.8575	19.56	2.73	-1.6322	5.13	36.66	1.6480	95.03
15	Female	287	50.29	0.0026	50.10	2.92	-0.9812	16.32	37.16	2.4528	99.29
16	Male	294	51.19	-0.8885	18.77	3.11	-1.6403	5.05	37.65	1.6438	94.99
17	Female	301	52.06	-0.0027	49.89	3.30	-0.9640	16.75	38.12	2.4625	99.31
18	Male	308	52.90	-0.9052	18.27	3.48	-1.6461	4.99	38.57	1.6442	94.99
19	Female	315	53.70	-0.0001	50.00	3.66	-0.9663	16.70	39.01	2.4649	99.31
20	Male	322	54.47	-0.9200	17.88	3.84	-1.6437	5.01	39.42	1.6414	94.96
21	Female	329	55.21	0.0004	50.02	4.01	-0.9595	16.86	39.83	2.4547	99.29
22	Male	336	55.92	-0.9301	17.62	4.18	-1.6491	4.96	40.22	1.6487	95.04
23	Female	343	56.61	0.0012	50.05	4.35	-0.9429	17.29	40.59	2.4373	99.26
24	Male	350	57.27	-0.9340	17.52	4.51	-1.6416	5.03	40.95	1.6401	94.95
25	Female	357	57.91	0.0004	50.02	4.66	-0.9497	17.11	41.31	2.4286	99.24
26	Male	364	58.53	-0.9339	17.52	4.82	-1.6385	5.07	41.64	1.6404	94.95
27	Female	371	59.13	0.0023	50.09	4.96	-0.9443	17.25	41.97	2.4051	99.19
28	Male	378	59.70	-0.9361	17.46	5.11	-1.6390	5.06	42.29	1.6448	95.00
29	Female	385	60.27	0.0016	50.06	5.24	-0.9435	17.27	42.60	2.3925	99.16
30	Male	392	60.81	-0.9310	17.59	5.38	-1.6430	5.02	42.90	1.6493	95.05
31	Female	399	61.34	-0.0008	49.97	5.51	-0.9331	17.54	43.18	2.3688	99.11
32	Male	406	61.86	-0.9234	17.79	5.63	-1.6506	4.94	43.46	1.6415	94.97
33	Female	413	62.36	0.0009	50.03	5.76	-0.9285	17.66	43.74	2.3589	99.08
34	Male	420	62.85	-0.9171	17.95	5.87	-1.6491	4.96	44.00	1.6460	95.01

## 5. Read the data

The app displays "N/A" (Not Applicable) in the result pane:

- For a whole line if GA (line 2) and/or Sex (Line 3) are missing
- For a specific measurement, if no data were present in the file (lines 4, 5 and 6)

38 entries, 18 errors

Export

Child			Length (cm)			Weight (kg)			Head circumference (cm)		
id	Sex	Age (d)	cm	z-score	centile	kg	z-score	centile	cm	z-score	centile
1	Female	189	31.70	0.0006	50.02	0.48	-1.1792	11.92	27.63	2.1044	98.23
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Male	210	36.84	-0.5738	28.31	N/A	N/A	N/A	30.21	1.6461	95.01
5	Female	217	N/A	N/A	N/A	1.04	-1.1369	12.78	30.99	2.2558	98.80
5	Male	224	39.86	-0.6474	25.87	1.21	-1.6543	4.90	N/A	N/A	N/A
7	Female	231	41.26	-0.0015	49.94	1.39	-1.0738	14.15	32.45	2.3211	98.99
8	Male	238	42.59	-0.7129	23.80	1.57	-1.6479	4.97	33.13	1.6434	94.99
9	Female	245	43.86	0.0014	50.06	1.76	-1.0442	14.82	33.78	2.3707	99.11

## 6. Export the data

Click the “Export” button on the top right corner of the result pane. Then select a location for your file, enter a name, and click Save. The exported file is a \*.csv with new z-score and centile columns for each measure (weight, length and head circumference).

Results can also be directly copied and pasted from the application.

## 7. Compare a new batch of data

To upload a new \*.csv or \*.txt file for comparison with the standards, first remove the previous file by clicking on the trash bin icon. Then start again from step 3.

# HOW TO

## 3. COMPARE THE SIZE OF A PRETERM TO THE STANDARDS

### WHAT THE APP CAN DO FOR YOU

The application allows you to enter biometric data (weight, length and head circumference) manually for one preterm at one or several time points, view the results in the application (both z-scores / centiles and graphically), and directly download a \*.pdf file with the results.

### HOW TO PROCEED

#### 1. Select manual entry mode

When you are on the home screen, click on the radio button “Enter data manually”. This will toggle from Data batch upload to Manual entry.

#### 2. Enter data manually

##### On Windows

International Postnatal Growth Standards for Preterm Infants (v1.0.6257.2516)

About Language Help

Compare your preterm biometry to the INTERGROWTH-21\*  
Postnatal Growth Standards for Preterm Infants:

Upload data or  Enter data manually

Newborn Sex:

Measurement set 1 (w 27/d 0)

Postmenstrual age (weeks + days)

Weeks:

27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46
47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64		

Days:

0	1	2	3	4	5	6
---	---	---	---	---	---	---

Length (cm):

Weight (kg):

Head circumference (cm):

1. Select “Newborn Sex”

2. Select “Weeks”

3. Select “Days”

4. Enter at least one of the 3 measurements

4.1 Click “Add Measurement set” to add dataset at other time point

5. Click “Compare to standards”

6. Click “Export” to save a \*.pdf document of your data

## On an Apple Mac

The left pane first appears blank. Select “Add Measurement set”.

Compare your preterm biometry to the INTERGROWTH-21st Postnatal Growth Standards for Preterm Infants:

Upload data  
 Enter data manually

Newborn Sex:  Male  Female

**Add Measurement set**   **Compare to standards**   **Export**

The space to enter details appears. Input data as previously.

Compare your preterm biometry to the INTERGROWTH-21st Postnatal Growth Standards for Preterm Infants:

Upload data  
 Enter data manually

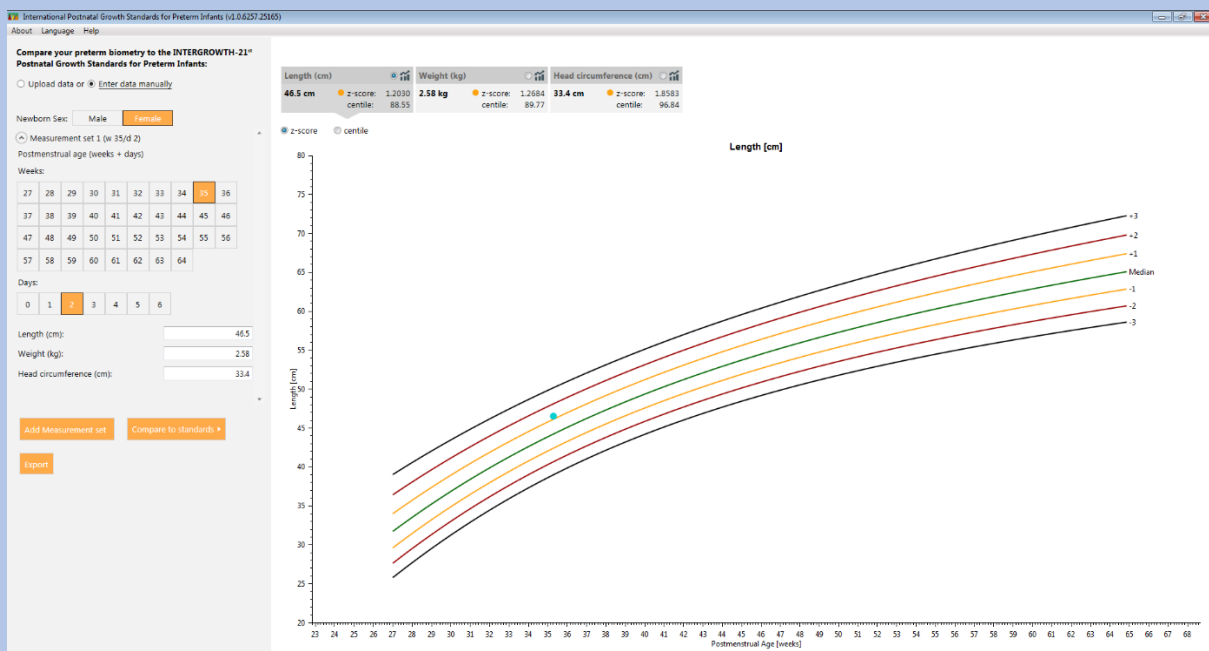
Newborn Sex:  Male  Female

**Data 1**

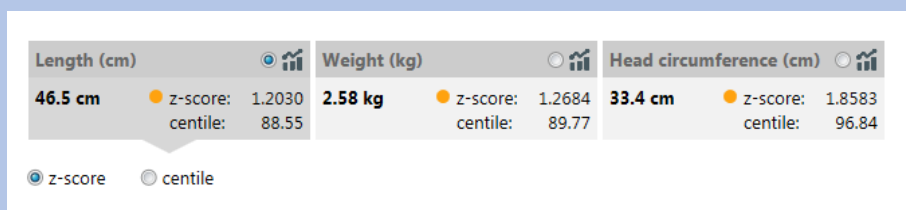
Weeks:  Days:   
Head circumference (cm):  Length (cm):   
Weight (kg):

**Add Measurement set**   **Compare to standards**   **Export**

## 3. Look at the results and graph



You can navigate between measurements by choosing their tabs and choose between z-score and centiles. You can also zoom in and out.



#### 4. Enter data for more than one time point

You can enter measurements for more than 1 time point.

To proceed, simply click on the “Add Measurement set” button.

Space for a second set of measurement will appear.

International Postnatal Growth Standards for Preterm Infants (v1.0.6257.2516)

Compare your preterm biometry to the INTERGROWTH-21<sup>st</sup> Postnatal Growth Standards for Preterm Infants:

Upload data or  Enter data manually

Newborn Sex:  Male  Female

Measurement set 1 (w 27/d 0)

Postmenstrual age (weeks + days)

Weeks:

27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46
47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64		

Days:

0	1	2	3	4	5	6
---	---	---	---	---	---	---

Length (cm):

Weight (kg):

Head circumference (cm):

**Add Measurement set**

Export

International Postnatal Growth Standards for Preterm Infants (v1.0.6257.2516)

Compare your preterm biometry to the INTERGROWTH-21<sup>st</sup> Postnatal Growth Standards for Preterm Infants:

Upload data or  Enter data manually

Newborn Sex:  Male  Female

Measurement set 1 (w 35/d 2)

Measurement set 2 (w 27/d 0)

Postmenstrual age (weeks + days)

Weeks:

27	28	29	30	31	32	33	34	35	36
37	38	39	40	41	42	43	44	45	46
47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64		

Days:

0	1	2	3	4	5	6
---	---	---	---	---	---	---

Length (cm):

Weight (kg):

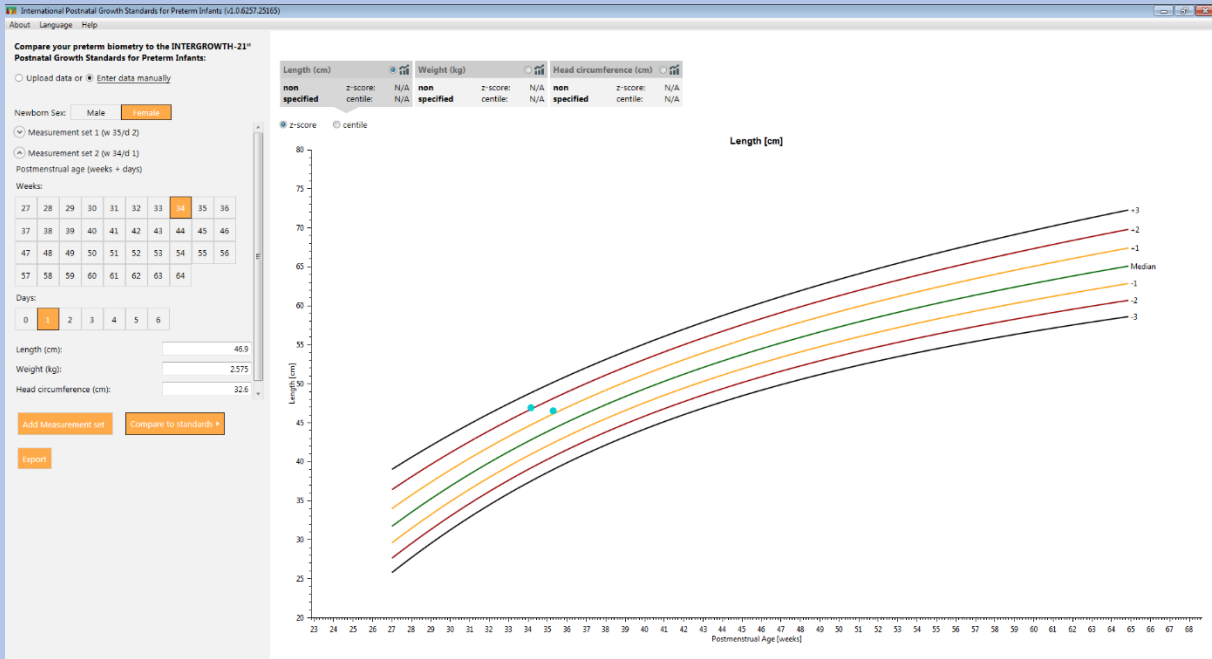
Head circumference (cm):

**Add Measurement set** **Compare to standards**

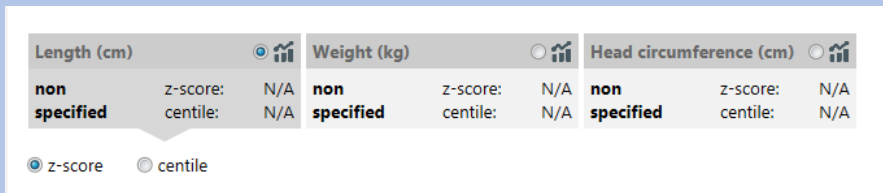
Export

Proceed as previously, enter the gestational age and one or several of the biometric data and click “Compare to standards”.

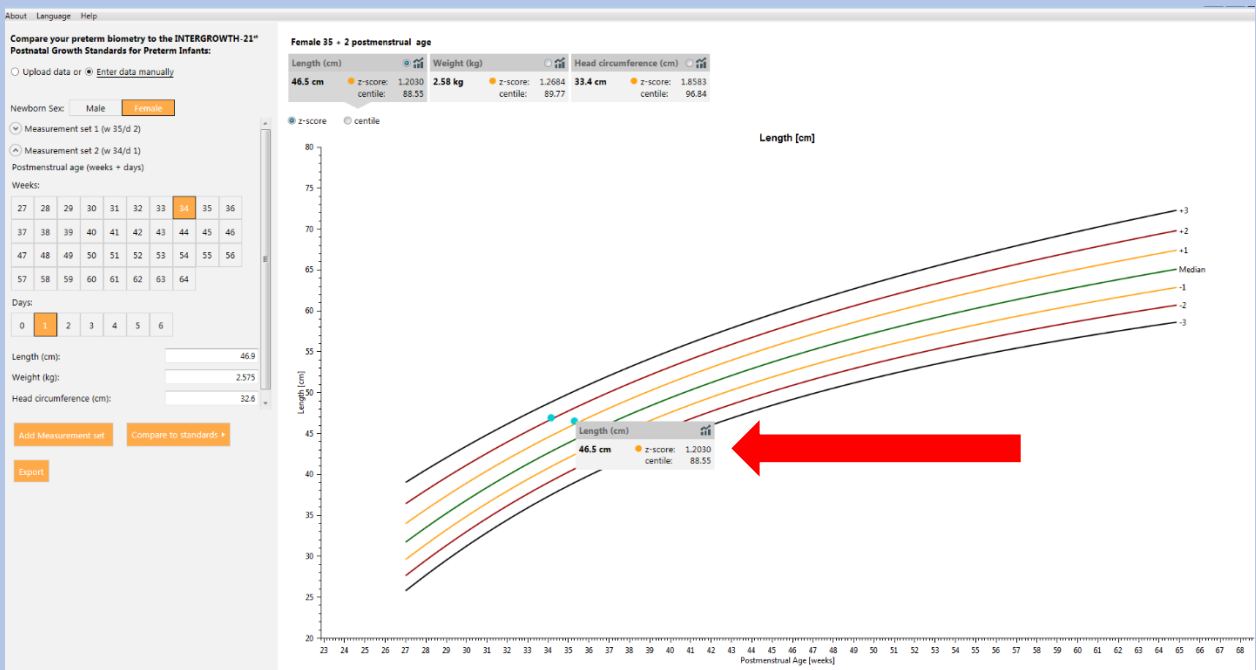
Repeat as many times as you have time points.



The upper tabs will not display the results until you click one of the points on the graph below



Then, an inset will appear on the graph showing the results and the upper tab will display all the results.





**Female 34 + 1 postmenstrual age**

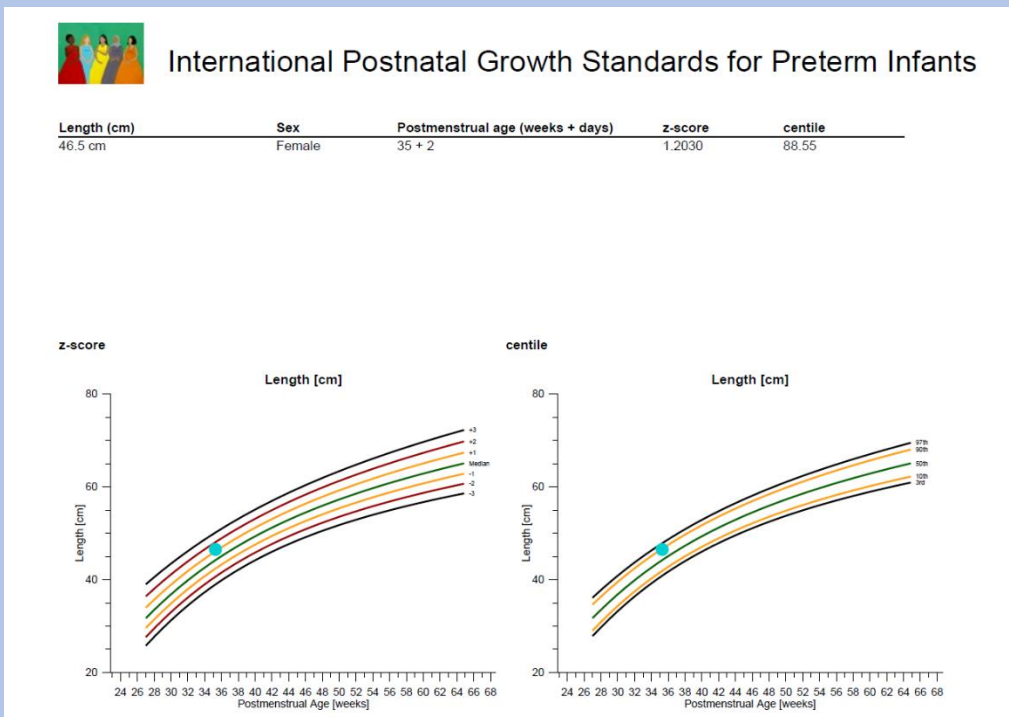
Length (cm)	Weight (kg)	Head circumference (cm)
<b>46.9 cm</b> ● z-score: 2.0911 centile: 98.17	<b>2.575 kg</b> ● z-score: 1.9813 centile: 97.62	<b>32.6 cm</b> ● z-score: 1.7955 centile: 96.37

z-score    centile

### 5. Export and print the data

Click on “Export” to download automatically a \*.pdf file containing the results and graphs for each measurement.

Example of output – here “Length”:



# HOW TO

## 4. TROUBLESHOOT

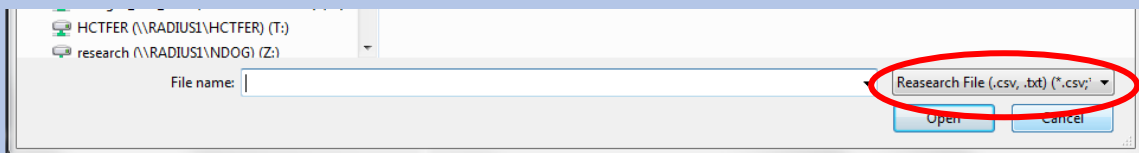
### 1. I cannot upload by dragging and dropping my file. What should I do?

The application allows only \*.csv files to be dragged and dropped directly. Files with a \*.txt extension can only be uploaded through the “browse” function. First make sure that your data are in a \*.csv or \*.txt file.

Note that data in \*.txt file should be separated by a comma or semicolon and not tab delimited.

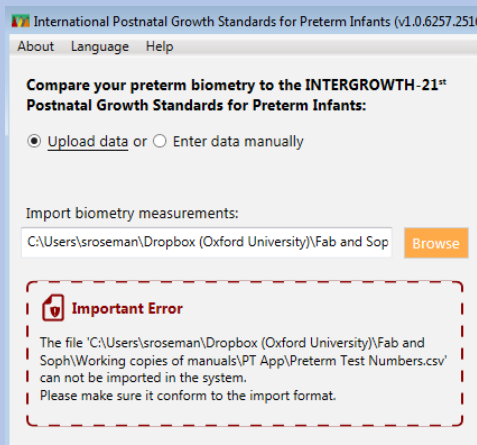
### 2. I cannot find my file. What should I do?

If when you try to upload a file using the “Browse” function, you cannot find your data file, make sure that it is saved in a supported format, i.e. \*.csv or \*.txt



### 3. My file is in the correct format but when I upload it, I see an error message.

If you are certain that your file is in the correct format but when you upload your file, the application still displays the following error message:



Make sure your file is closed before trying to upload it. If not, close it and try again.

### 4. When I upload my files, the results are “N/A”?

If N/A appears, it may mean:

1. A compulsory piece of information, like gender or gestational age, is either missing or has not been entered in the correct format. Please refer to the “Prepare your data” section.
2. The column has not been correctly labelled. Please refer to the “Prepare your data” section.
3. The measurement is missing from your file

Example of screen:

- When compulsory information (Sex or Age) is missing or the data are present but not in the correct format (e.g. there are decimals in the values for age - lines 2 and 3)
- When biometric data are missing (lines 4-6)

Child	Sex	Age (d)	Length (cm)			Weight (kg)			Head circumference (cm)		
			cm	z-score	centile	kg	z-score	centile	cm	z-score	centile
1	Female	189	31.70	0.0006	50.02	0.48	-1.1792	11.92	27.63	2.1044	98.23
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Male	210	36.84	-0.5738	28.31	N/A	N/A	N/A	30.21	1.6461	95.01
5	Female	217	N/A	N/A	N/A	1.04	-1.1369	12.78	30.99	2.2558	98.80
6	Male	224	39.86	-0.6474	25.87	1.21	-1.6543	4.90	N/A	N/A	N/A
7	Female	231	41.26	-0.0015	49.94	1.39	-1.0738	14.15	32.45	2.3211	98.99
8	Male	238	42.59	-0.7129	23.80	1.57	-1.6479	4.97	33.13	1.6404	94.99
9	Female	245	43.86	0.0014	50.06	1.76	-1.0442	14.82	33.78	2.3707	99.11
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Female	259	46.21	0.0018	50.07	2.14	-1.0326	15.09	35.01	2.4181	99.22
12	Male	266	47.30	-0.8158	20.73	2.34	-1.8350	5.10	35.58	1.8458	95.01
13	Female	273	48.34	-0.0002	49.99	2.53	-1.0077	15.68	36.13	2.4423	99.27

Example of screen when either a measurement has been omitted (here, head circumference) or your column has been incorrectly labelled (e.g. “HC” instead of “Headcircumference”)

Child	Sex	Age (d)	Length (cm)			Weight (kg)			Head circumference (cm)		
			cm	z-score	centile	kg	z-score	centile	cm	z-score	centile
1	Female	189	31.70	0.0006	50.02	0.48	-1.1792	11.92	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Male	210	36.84	-0.5738	28.31	N/A	N/A	N/A	N/A	N/A	N/A
5	Female	217	N/A	N/A	N/A	1.04	-1.1369	12.78	N/A	N/A	N/A
6	Male	224	39.86	-0.6474	25.87	1.21	-1.6543	4.90	N/A	N/A	N/A
7	Female	231	41.26	-0.0015	49.94	1.39	-1.0738	14.15	N/A	N/A	N/A
8	Male	238	42.59	-0.7129	23.80	1.57	-1.6479	4.97	N/A	N/A	N/A
9	Female	245	43.86	0.0014	50.06	1.76	-1.0442	14.82	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Female	259	46.21	0.0018	50.07	2.14	-1.0326	15.09	N/A	N/A	N/A
12	Male	266	47.30	-0.8158	20.73	2.34	-1.6350	5.10	N/A	N/A	N/A
13	Female	273	48.34	-0.0002	49.99	2.53	-1.0077	15.68	N/A	N/A	N/A
14	Male	280	49.33	-0.8575	19.56	2.73	-1.6322	5.13	N/A	N/A	N/A
15	Female	287	50.30	-0.0002	50.10	2.93	-0.9813	16.03	N/A	N/A	N/A

## 5. I have tried everything and nothing seems to be working, what shall I do?

If you encounter further problems and cannot find a solution in this section, please contact us by email at [intergrowth21st@tghn.org](mailto:intergrowth21st@tghn.org). Please state the nature of your problem(s) in detail (send screen shots if necessary) and include a sample or all of your data. We will check the data for you and give you feedback as soon as possible.