

# Using the ISCR FTP Program

## (Standard Configuration)

*This document was last modified August 12, 2011*

This document explains how to send a state backup of cases to an FTP site on the internet belonging to the Indiana State Cancer Registry (ISCR). FTP stands for File Transfer Protocol, and it's a way of sending files across the internet. Most web sites have content that you can view in an internet browser, but an FTP site simply holds files that have been uploaded (sent from your computer to the FTP site) or that can be downloaded (sent from the FTP site to your computer).

In order to send your backups through the internet, you must first install a special program to do this. The program is provided by ISCR, and there are separate instructions for installing it. Contact ISCR for more information. Contact data appears at the end of these instructions.

### Brief Instructions

Sending a state backup is fairly straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

1. Create the state backup file.
2. Start the FTP program.
3. Be sure **Submit my data** is selected in the dropdown list and click **OK**.
4. If you submit for more than one facility, select which facilities to submit for at this time.
5. When prompted, select the file you're submitting.
6. Select the type of submission (regular, add-on, or special).
7. When prompted whether to run edits, answer yes or no as appropriate. If you answer no, skip to Step 9.
8. If you choose to run edits and get any errors, save or print the listing, then decide whether to continue or not. If you don't get any errors, processing skips to Step 9 automatically.
9. A picture of a group of babies is displayed to show the transfer is complete. If you selected more than one facility in Step 4, processing goes back to Step 5 until all facilities have been processed.

### Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

1. Create the state backup file the way you normally do, using whatever software you have, such as ERS, METRIQ, etc. If you don't know how to do that, contact your software vendor.

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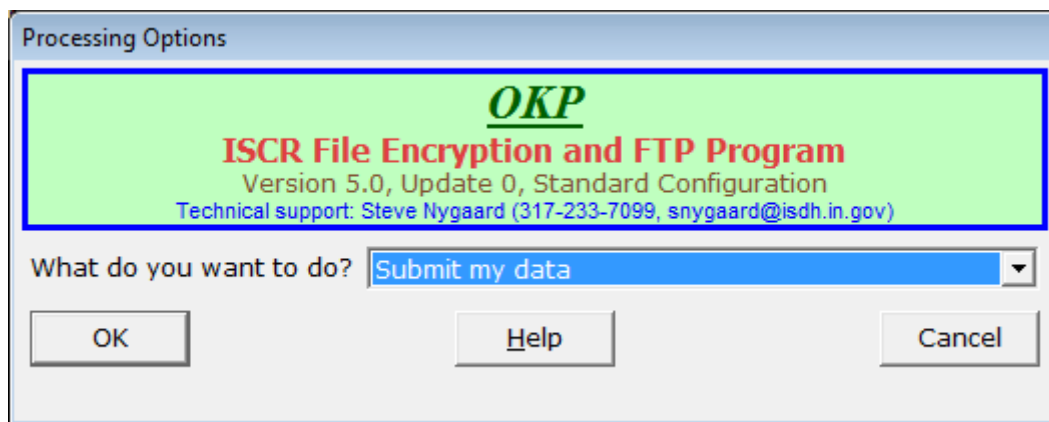
ISCR will not be able to help you with creating the backup. If submit data for more than one facility, then create a state backup file for each facility for which you are ready to submit at this time.

2. Double click the FTP program icon on your desktop shown in Figure 1.



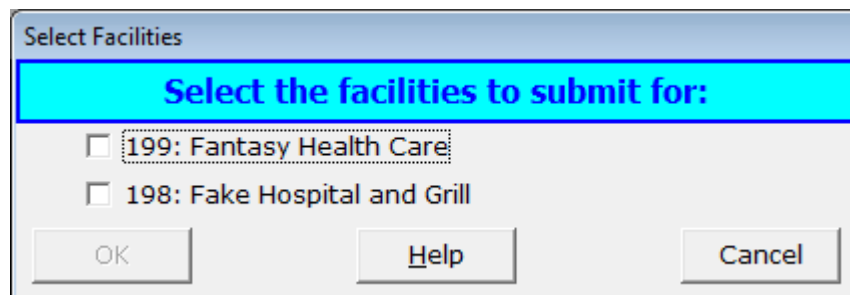
**Figure 1: FTP Program Icon**

This starts the FTP program, which displays the *Processing Options* dialog shown in Figure 2.



**Figure 2: Processing Options Dialog**

3. The selected item in the dropdown list should be **Submit my data**. If it's not, drop down the list and select it. Then click the **OK** button.
4. If you submit for more than one facility, the Select Facilities dialog shown in Figure 3 is displayed so you can select which facilities you're submitting for at this time. If you submit for only one facility, this dialog is not displayed and you're taken directly to Step 5.



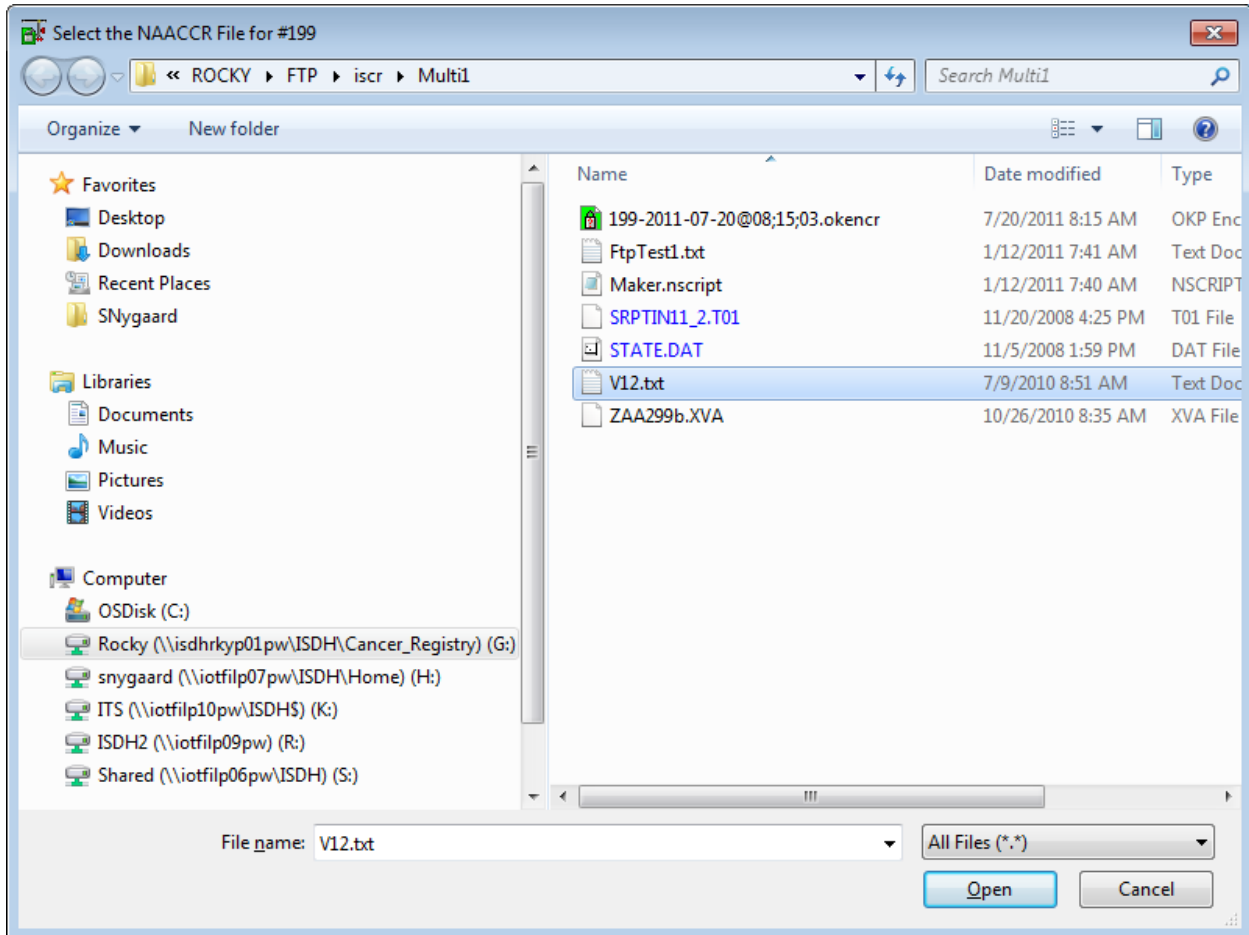
**Figure 3: Select Facilities Dialog**

Click on each facility you're submitting for at this time to put a check in the box. Leave the box for a facility unchecked if you're not submitting for it at this time. When you've made

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your selection, click the **OK** button. Note the **OK** button is disabled (grayed out) unless you check at least one box.

5. When the standard *Open* dialog shown in Figure 4 is displayed, find the file you created in Step 1 and select it. If you don't know how to use this dialog to find your file, contact your facility's helpdesk for assistance. If you're submitting for more than one facility, select the file for the facility identified in the title bar of the *Open* dialog.



**Figure 4: Standard Open Dialog**

If your software always creates the state backup file with the same name in the same folder, it's possible to skip this step. Contact ISCR if you would like more information about this.

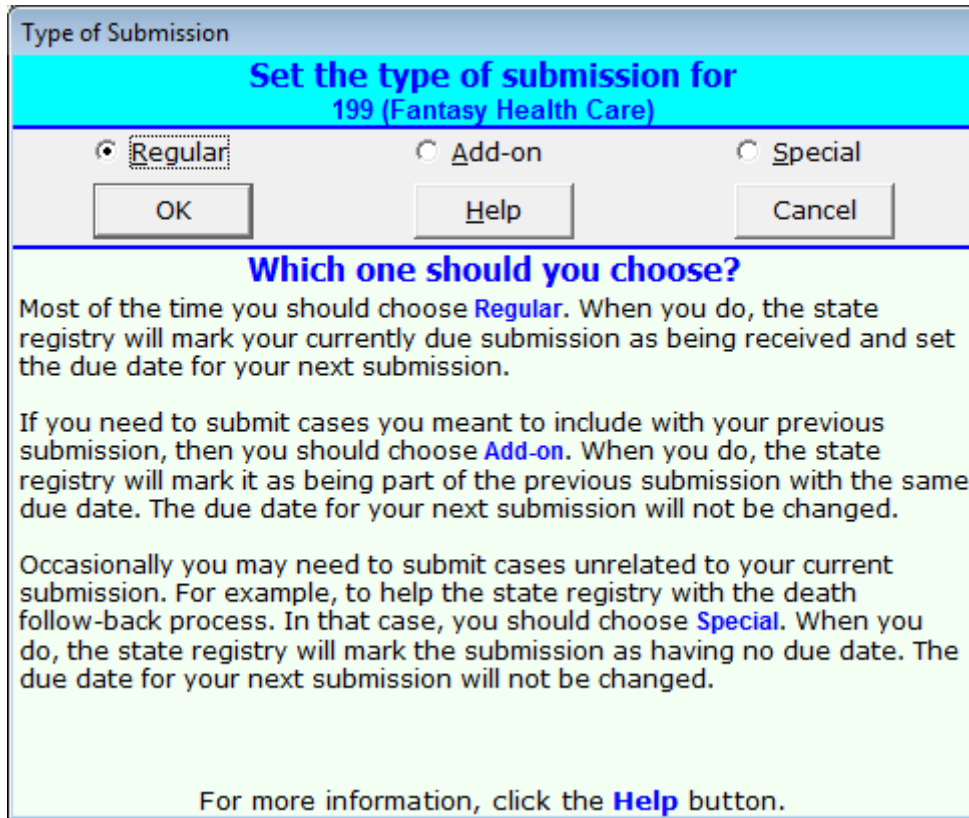
6. When the *Type of Submission* dialog shown in Figure 5 is displayed, check the radio button for the type of submission you're making for this facility.

The **Regular** radio button is checked by default. In most cases, this is what you want.

If you're sending cases you meant to include in your previous submission, then check the **Add-on** radio button to indicate these cases should be considered part of your previous submission. Please note that doing this creates extra work at the central cancer registry, so if it's possible to hold these cases until your next submission, that would be preferable.

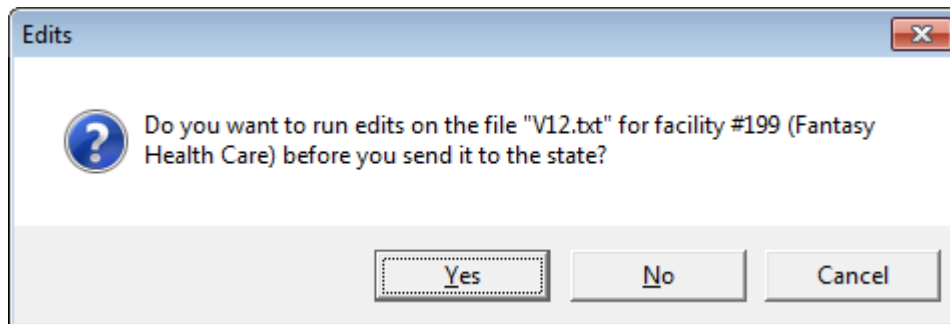
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Occasionally you may be asked to send cases for some special purpose, such as assisting the central registry with death clearance. In that case, check the **Special** radio button.



**Figure 5: Type of Submission Dialog**

7. You're prompted whether to run edits, as shown in Figure 6. This is optional. If you click the **No** button, skip to Step 9. If you click the **Cancel** button, processing stops on the submission for the current facility. If you chose more than facility in Step 4, processing goes back to Step 5 for the next facility.

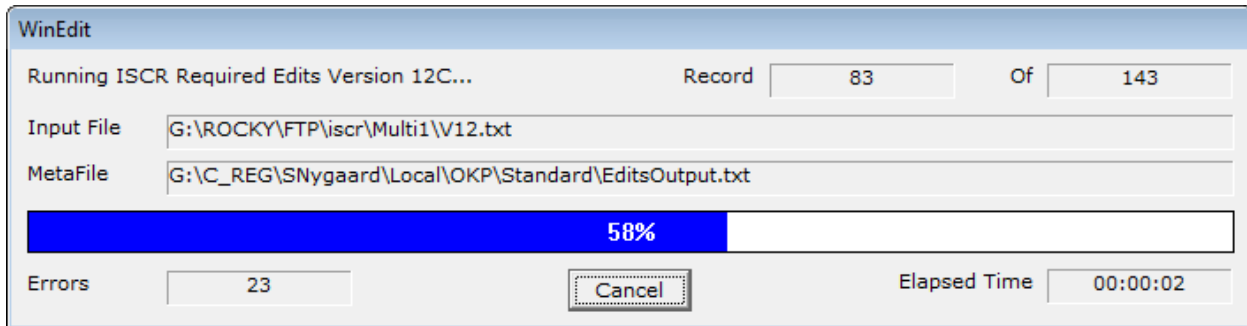


**Figure 6: Prompt to Run Edits**

If you click the **Yes** button, the FTP program starts another program named **WinEdit** that runs edits on your submission file. While it's running, the **WinEdit** program displays the progress window shown in Figure 7. It always uses the Indiana Required Edits as the edit set.

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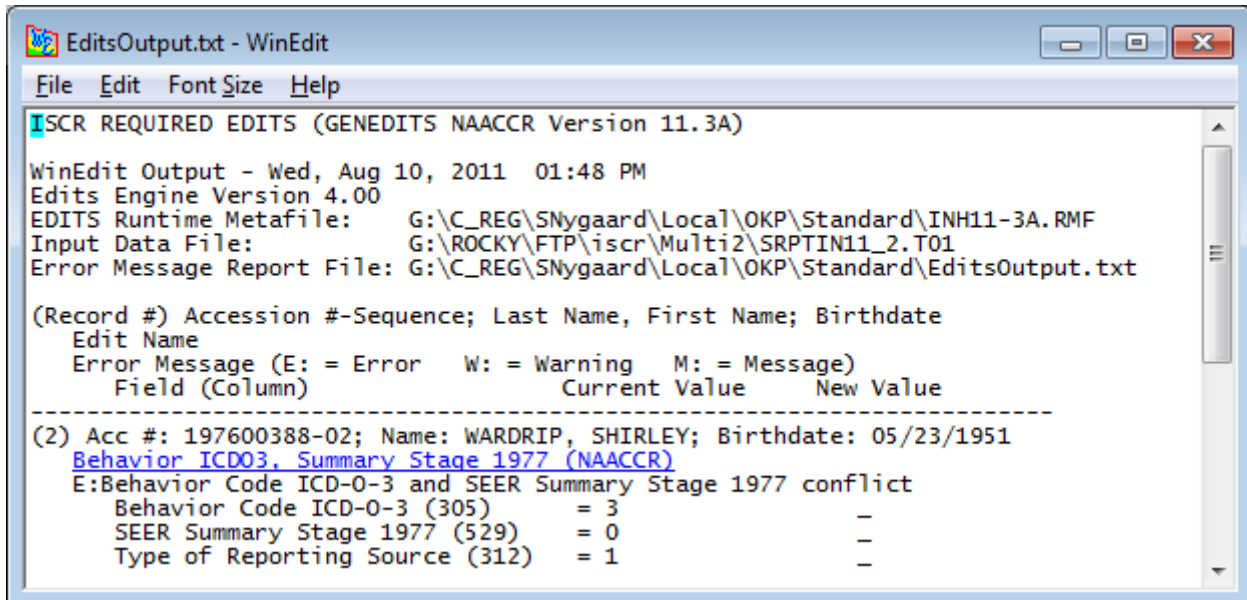
Whenever ISCR updates this edit set, it's automatically downloaded from the FTP site, so you always have the latest version of the edits metafile when you run edits this way.



**Figure 7: WinEdit Progress Window**

After processing all the records in your submission file, the **WinEdit** window automatically closes the progress window. If there are no errors, processing automatically skips to Step 9.

8. If there are any errors when you run edits, **WinEdit** displays the error listing, as shown in Figure 8. You can save or print this file so you can correct the errors. Note the edit names are displayed in blue and underlined to indicate they are links. If you click on one of these links, another window is opened with an explanation of what that edit is checking for. After saving or printing the file, you can close the error listing.



**Figure 8: WinEdit Error Window**

If you have any edits errors, the prompt shown in Figure 9 is displayed. Normally you should click the **No** button. This stops the FTP processing for the current facility. Then you can go back and fix the errors. After you've fixed the errors you can create a new state backup and start over again to send your data.

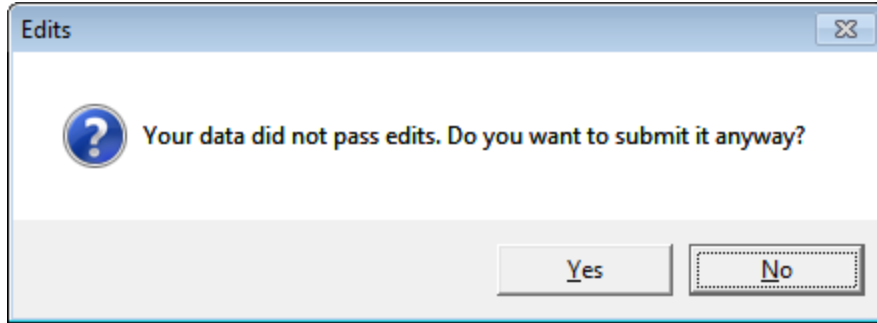


Figure 9: Edits Error Prompt

If you click the **Yes** button, the FTP program is ready to begin encrypting your data.

9. If you selected more than one facility in Step 4, processing goes back to Step 5 until all facilities have been processed. After you've selected the files for all facilities and optionally run edits on them, the files are encrypted and uploaded to the FTP server.

After each file has been uploaded to the FTP site, a message is displayed, as shown in Figure 10, to let you know everything worked. The message shows the facility number and name and the file that was encrypted and uploaded. If you selected more than one facility in Step 4, the message will be displayed once for each facility.



Figure 10: Transfer Complete Message

## Contact Information

If you have any problems or questions, please contact the following person at the Indiana State Cancer Registry (ISCR) for assistance.

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Steve Nygaard	317-233-7099	<a href="mailto:snygaard@isdh.in.gov">snygaard@isdh.in.gov</a>