

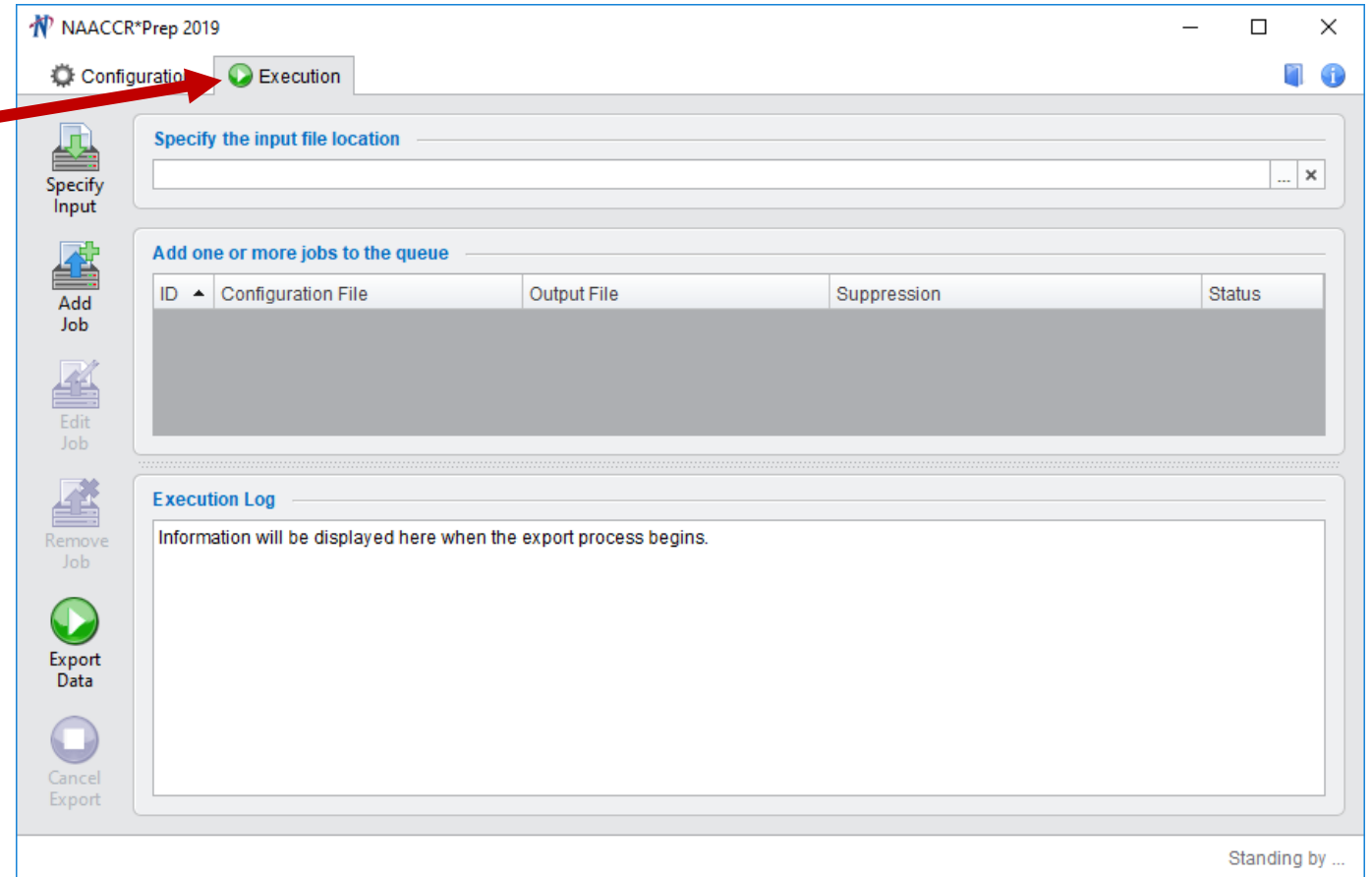


Steps to Produce Submission Files

1. Go to the Execution tab
2. Provide the location of your input file
3. Place a job on the queue
 - a. Provide the location of the configuration file
 - b. Provide the name and location of your output file
 - c. Set your suppression options
4. Repeat step 3 if you want to queue up another job
5. Press the Export Data button to start processing the queue

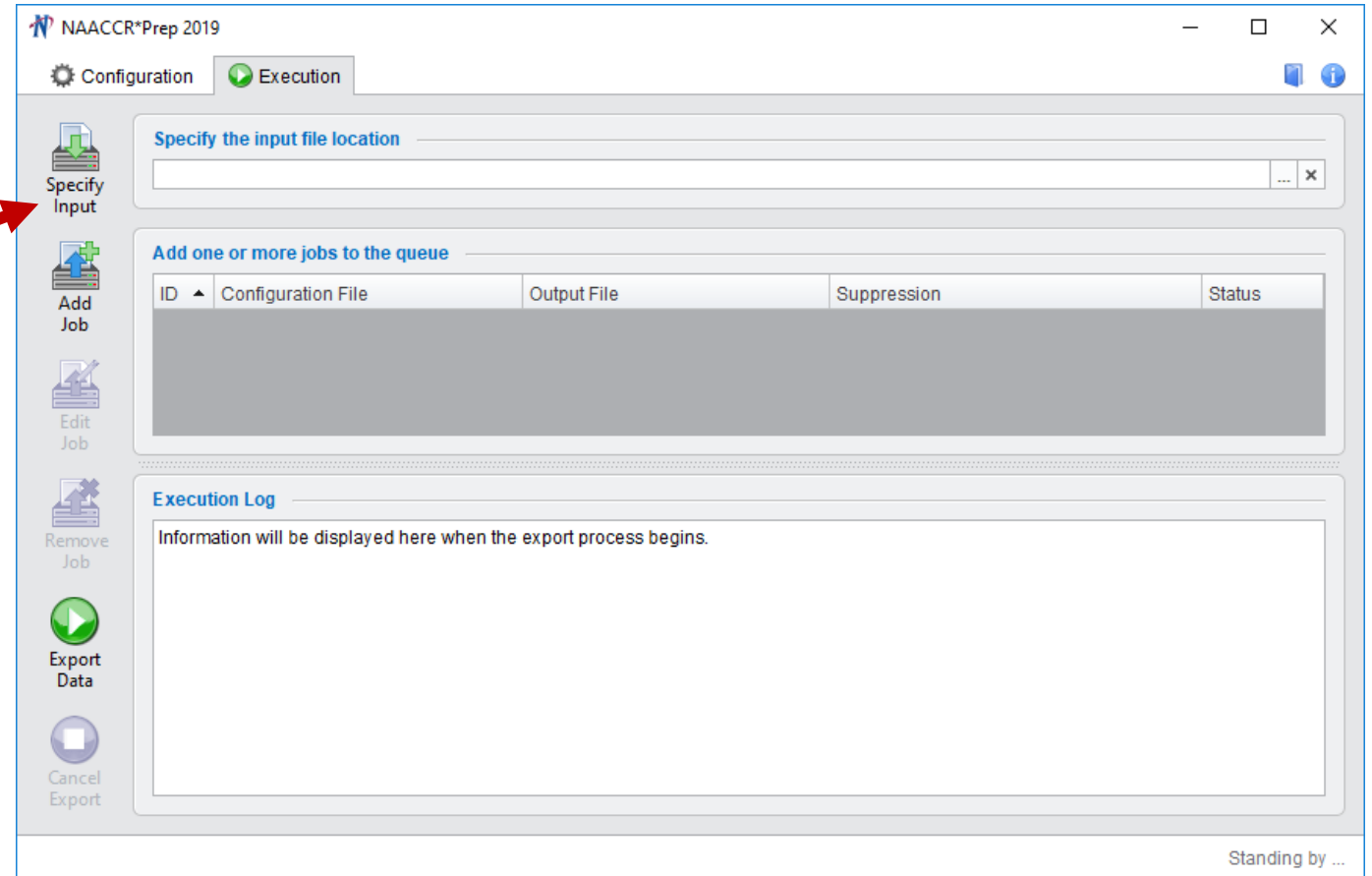


1. Click on the Execution tab



NAACCR PREP

1. Click on the Execution tab
2. Provide the location of your input file.
 - Press the **Specify Input** button and browse to the location on your hard drive or network where the input file resides.
 - The input file should be a **Type-C** file (XML or fixed-width) with all of the fields populated for all of your cases, including fields like first/last/maiden name, Census tract, etc. This data is needed to produce calculated fields such as NHAPIIA, the Census tract poverty indicator, etc. The only fields that will ultimately be written to the output file will be the ones specifically requested by NAACCR and/or NPCR.
 - **If the input file is a fixed-width file the records in the file should be sorted by PATIENT ID. If the input file is a NAACCR-XML file there should only be 1 <Patient> block per patient in the file. If the input file does not meet these requirements NAACCR*Prep will not process the file.**





- Place a job on the queue by pressing the **Add Job** button to display the Job dialog.

The 'Add Job' dialog box contains the following fields and options:

- Provide the location of the NAACCR*Prep configuration file:
- Specify where the output file should be written:
- Suppression Options:
 - Suppress Counties:
 - Suppress Days on Dates:
 - Suppress Census Tracts:
- Buttons:

The 'NAACCR*Prep 2019' window has two tabs: 'Configuration' and 'Execution'. The 'Execution' tab is active and shows:

- Specify the input file location:**
- Add one or more jobs to the queue:** A table with columns: ID, Configuration File, Output File, Suppression, and Status.
- Execution Log:** A text area containing the message: "Information will be displayed here when the export process begins."

The left sidebar contains the following buttons: Specify Input, Add Job, Edit Job, Remove Job, Export Data, and Cancel Export. The status bar at the bottom right reads "Standing by ...".



4. While viewing the Job dialog...

A screenshot of the "Add Job" dialog box. The dialog has a title bar with a plus icon, the text "Add Job", and a close button (X). It contains three main sections: 1. "Provide the location of the NAACCR*Prep configuration file" with a text input field and a browse button (...). 2. "Specify where the output file should be written" with a text input field and a browse button (...). 3. "Suppression Options" with three dropdown menus: "Suppress Counties" (N/A), "Suppress Days on Dates" (N/A), and "Suppress Census Tracts" (N/A). At the bottom right, there are "OK" and "Cancel" buttons, with "Cancel" having a dotted border.



4. While viewing the Job dialog...

- A. Provide the location of the NAACCR*Prep configuration file that will be used to generate the output file.

A screenshot of the "Add Job" dialog box. The dialog has a title bar with a plus icon, the text "Add Job", and a close button (X). It contains three main sections: 1. "Provide the location of the NAACCR*Prep configuration file" with a text input field and a browse button (...). 2. "Specify where the output file should be written" with a text input field and a browse button (...). 3. "Suppression Options" with three dropdown menus: "Suppress Counties" (N/A), "Suppress Days on Dates" (N/A), and "Suppress Census Tracts" (N/A). At the bottom right are "OK" and "Cancel" buttons.



4. While viewing the Job dialog....

- A. Provide the location of the NAACCR*Prep configuration file that will be used to generate the output file.
- B. Specify where your output file should be written.
 - NAACCR*Prep will output a **.zip** file that contains:
 - the data file (.gz)
 - a copy of the NAACCR*Prep configuration file that was selected in step 4A (.prep)
 - a copy of NAACCR*Prep's XML user-dictionary, which is required to convert between the XML and fixed-width formats should the need arise (.xml)
 - The complete zip file, **which includes all 3 files**, should be submitted to IMS (unless it is your VPR-CLS file, in which case it should remain behind your firewall and saved for later use throughout the year).

A screenshot of the "Add Job" dialog box. The dialog has a title bar with a close button (X) and a plus icon. It contains three main sections: 1. "Provide the location of the NAACCR*Prep configuration file" with a text input field and a browse button (...). 2. "Specify where the output file should be written" with a text input field and a browse button (...). A red arrow points from the text "Specify where your output file should be written." in the text to this section. 3. "Suppression Options" with three dropdown menus: "Suppress Counties" (N/A), "Suppress Days on Dates" (N/A), and "Suppress Census Tracts" (N/A). At the bottom right are "OK" and "Cancel" buttons.



4. While viewing the Job dialog... (cont.)

C. Set your suppression options.

- You have the option to suppress certain fields even if NAACCR/NPCR have included them in the configuration file.
- The options that will be available to you depend entirely upon the configuration file that you selected in step 4A.

For example, the option to suppress Census tract will only become enabled if the configuration file that you chose actually requested that Census tract be submitted, otherwise the option will remain disabled and set to N/A.

• You may suppress the following:

- Counties (Item Numbers 89, 90, 94, 95, 96, 97, 1840) Defaults to NO, when applicable.
- Census Tracts (Item numbers: 110, 125, 130, 135) Defaults to YES, when applicable.
- Days on Date Fields. Defaults to YES, when applicable.

Add Job

Provide the location of the NAACCR*Prep configuration file

Specify where the output file should be written

Suppression Options

Suppress Counties: N/A

Suppress Days on Dates: N/A

Suppress Census Tracts: N/A

OK Cancel



4. While viewing the Job dialog... (cont.)

D. Press the **OK** button when you are finished.

A screenshot of a software dialog box titled "Add Job". The dialog has a close button (X) in the top right corner. It contains three main sections: 1) "Provide the location of the NAACCR*Prep configuration file" with a text input field and a browse button (...). 2) "Specify where the output file should be written" with a text input field and a browse button (...). 3) "Suppression Options" with three dropdown menus: "Suppress Counties" (set to N/A), "Suppress Days on Dates" (set to N/A), and "Suppress Census Tracts" (set to N/A). At the bottom right, there are two buttons: "OK" and "Cancel". A red arrow points from the text "Press the OK button" in the instructions to the "OK" button in the dialog.

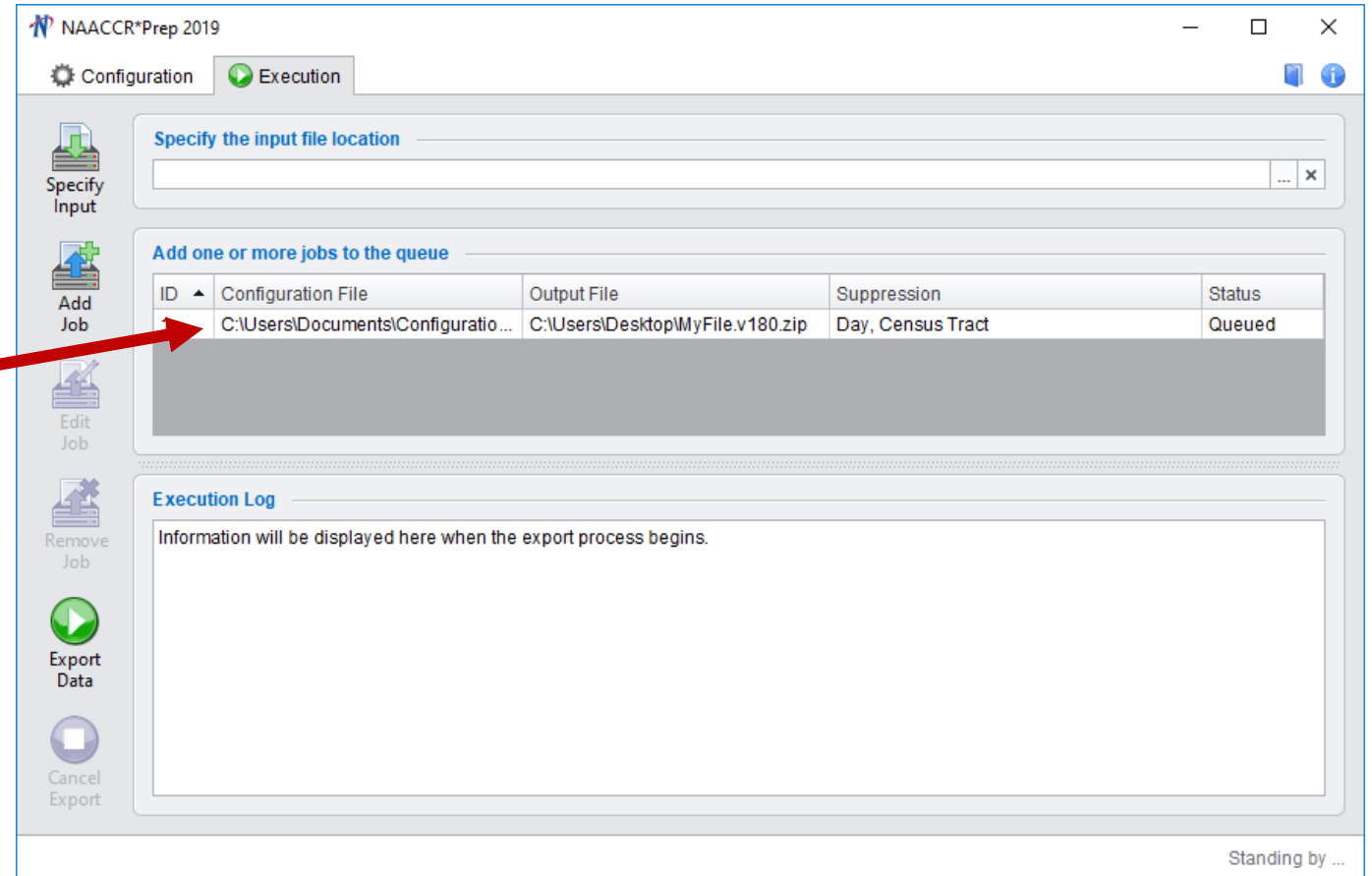


4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close...

A screenshot of a software dialog box titled "Add Job". The dialog has a title bar with a close button (X) in the top right corner. It contains three main sections: 1. "Provide the location of the NAACCR*Prep configuration file" with a text input field and a browse button (three dots) and a close button (X). 2. "Specify where the output file should be written" with a text input field and a browse button (three dots) and a close button (X). 3. "Suppression Options" with three dropdown menus: "Suppress Counties" (set to N/A), "Suppress Days on Dates" (set to N/A), and "Suppress Census Tracts" (set to N/A). At the bottom right, there are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a dashed border.

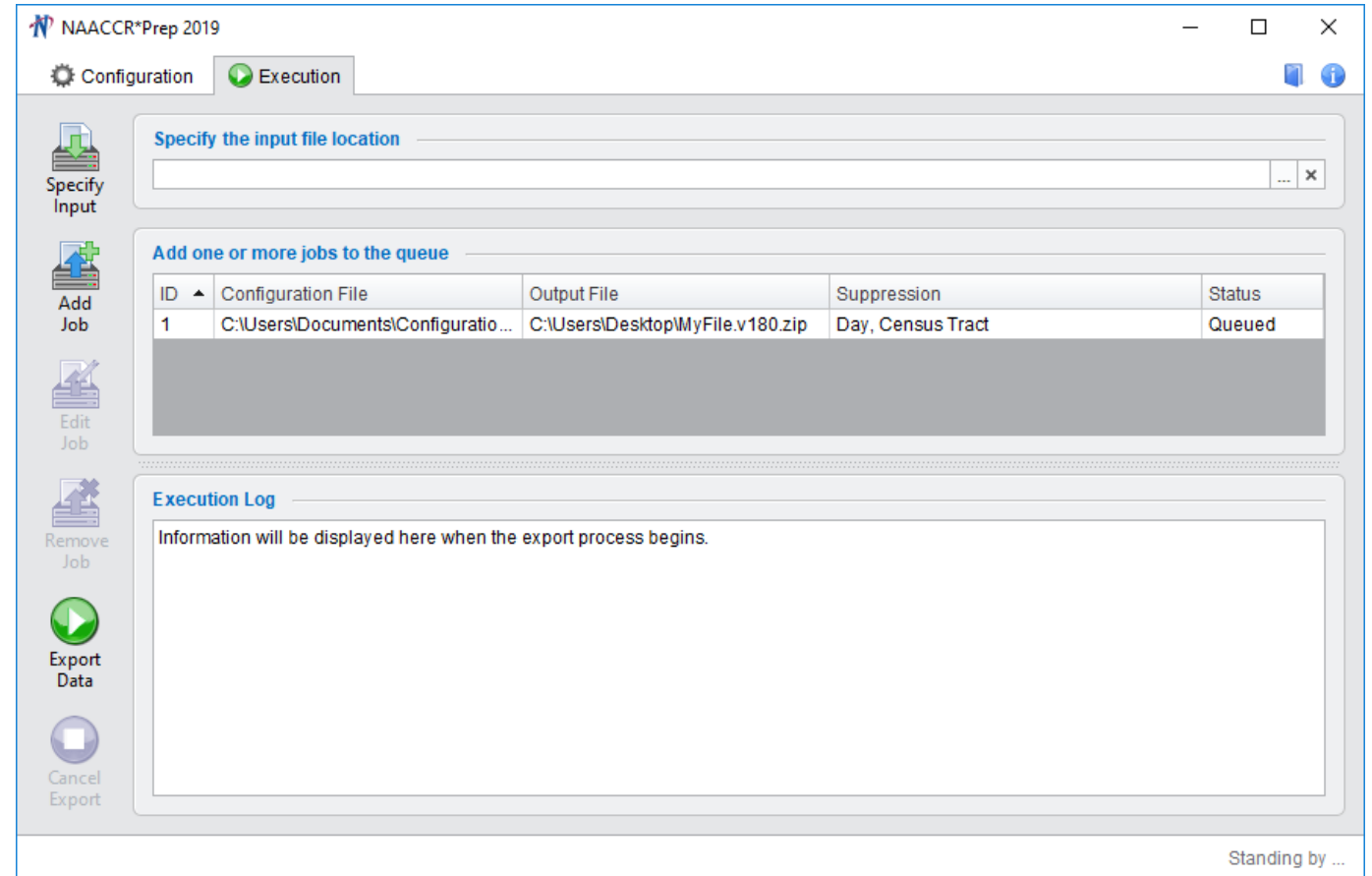


4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close and the job will be added to the queue.



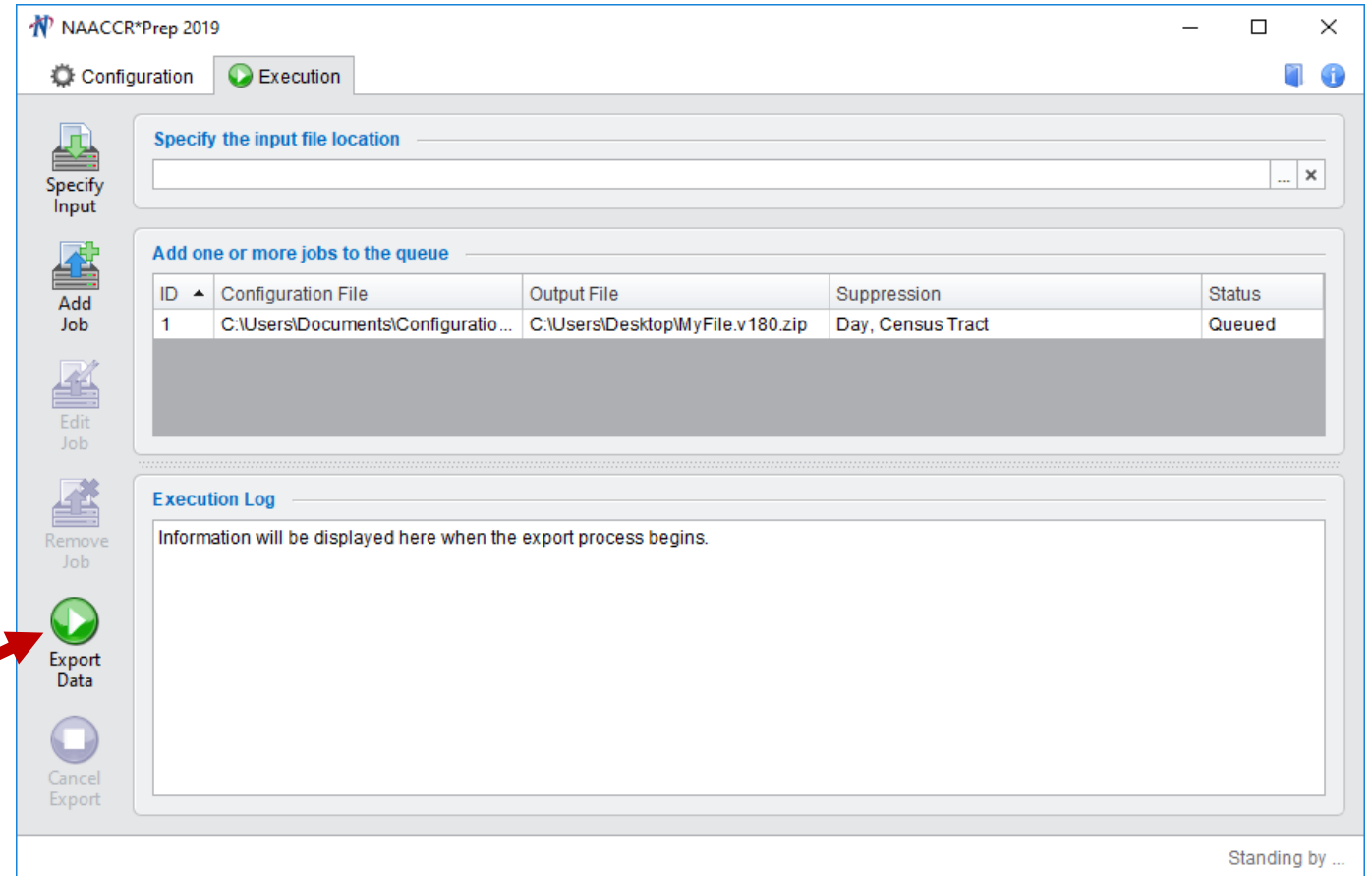


4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close and the job will be added to the queue.
6. Repeat steps 3-5 for each configuration file that you have.





4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close and the job will be added to the queue.
6. Repeat steps 3-5 for each configuration file that you have.
7. Press the Export Data button to begin creating the output file(s).





4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close and the job will be added to the queue.
6. Repeat steps 3-5 for each configuration file that you have.
7. Press the Export Data button to begin creating the output file(s).
8. Progress will be displayed in the log and in the bottom/right-hand corner of the screen as each output file is created.

