



Instructions

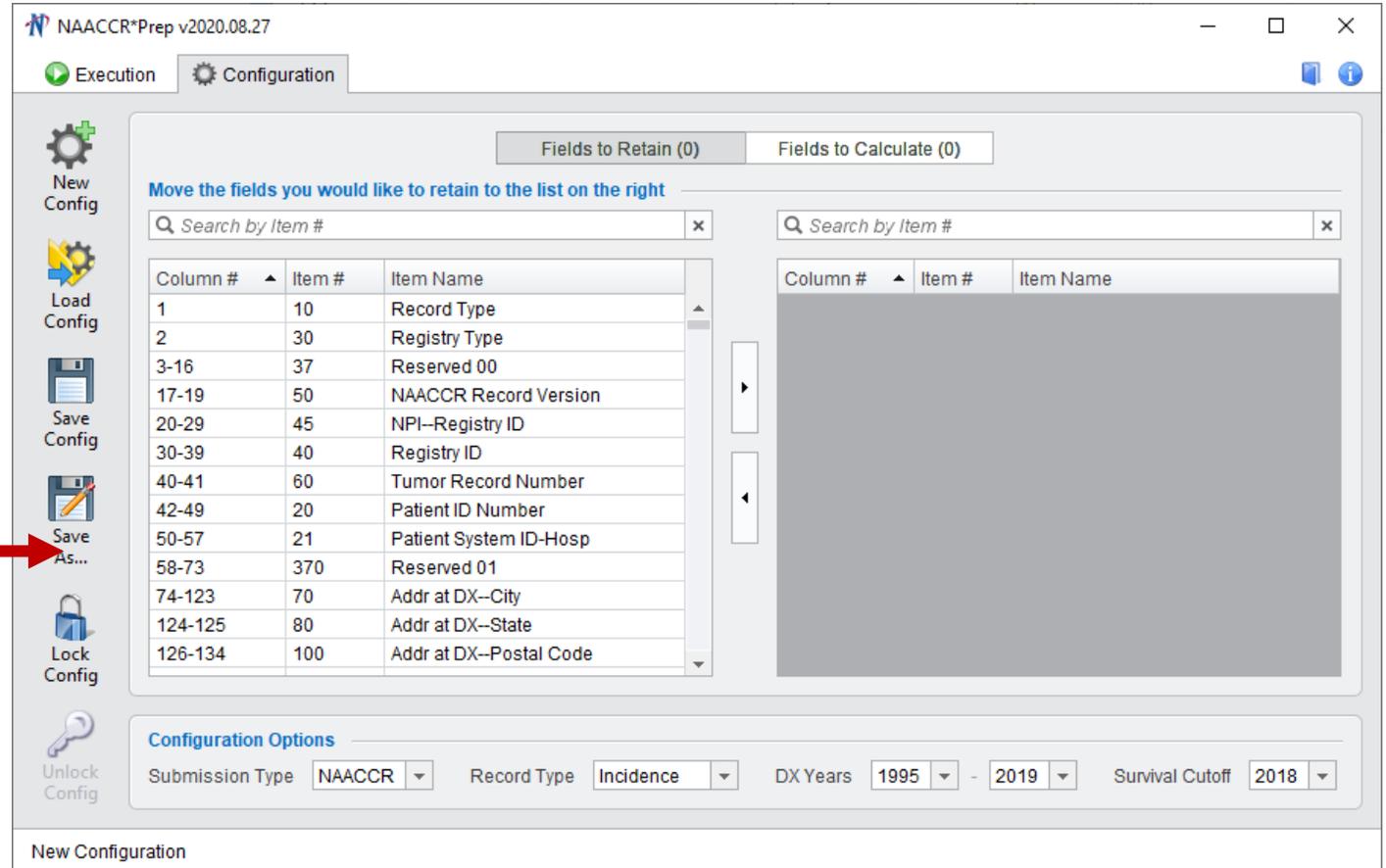


The application features a tabbed interface. Each tab is used to perform a specific task.

The **configuration** tab is used to create and edit configuration files. 

You do not need to select/use this tab when creating your submission files.

This tab should only be used when you want to create configuration files for your own purposes.





Configuration Files

- Configuration files define
 - Which fields will ultimately end up being written to the output file
 - The record type of the file that will be created
 - The range of diagnosis years to include
- NPCR and NAACCR will create and distribute the configuration files
 - They will be downloadable from the NPCR and NAACCR websites
 - There will be configuration files for each type of submission (NAACCR CiNA & Certification, NAACCR Certification, VPR-CLS, NPCR, etc.)

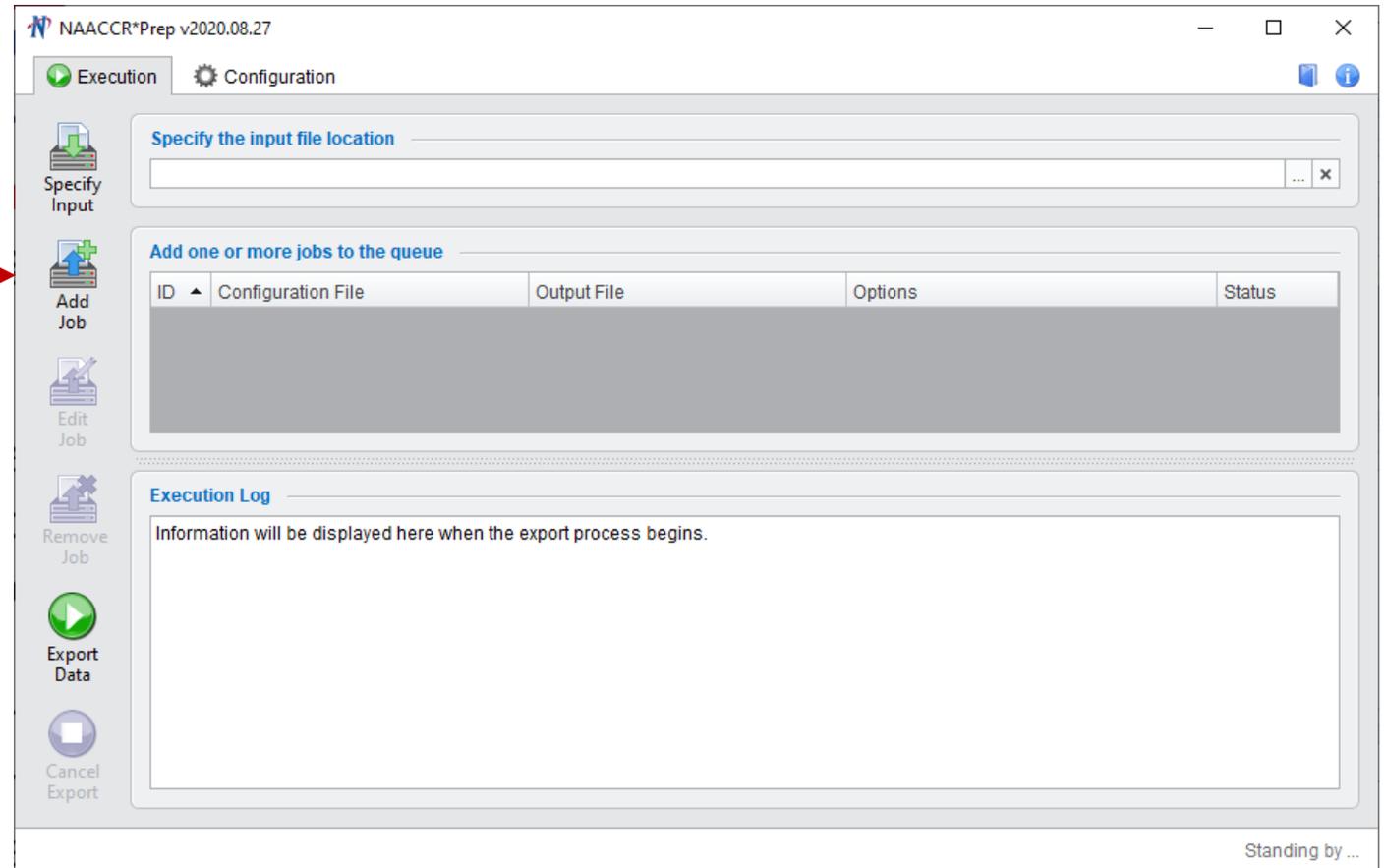


The **execution** tab is where the actual file processing will take place. 

On this tab you'll:

- Provide the location of the input file you want to process
- Add jobs to a queue

Once all jobs have been added, you can execute those jobs and produce the output files.



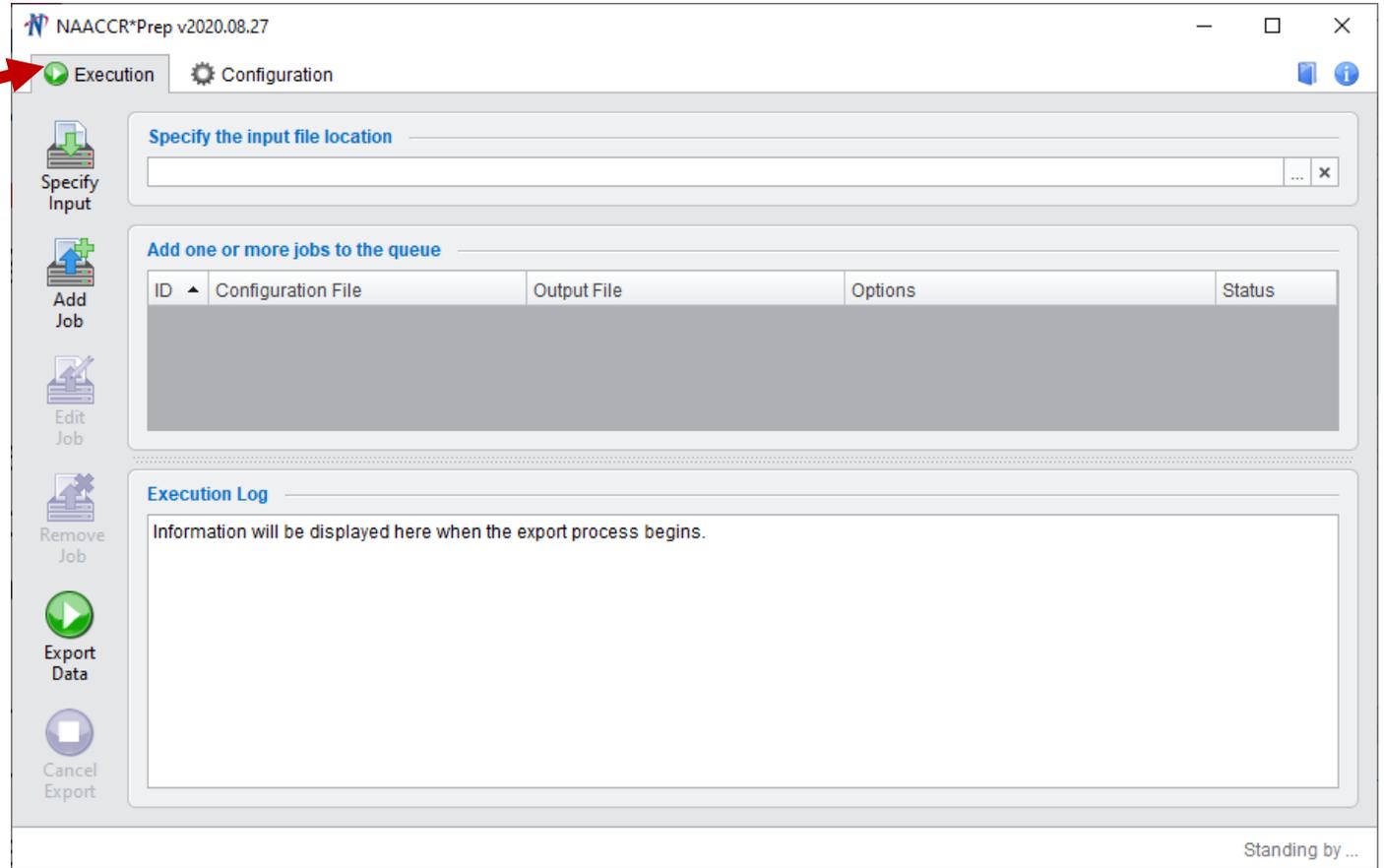


Steps to Produce Submission Files

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

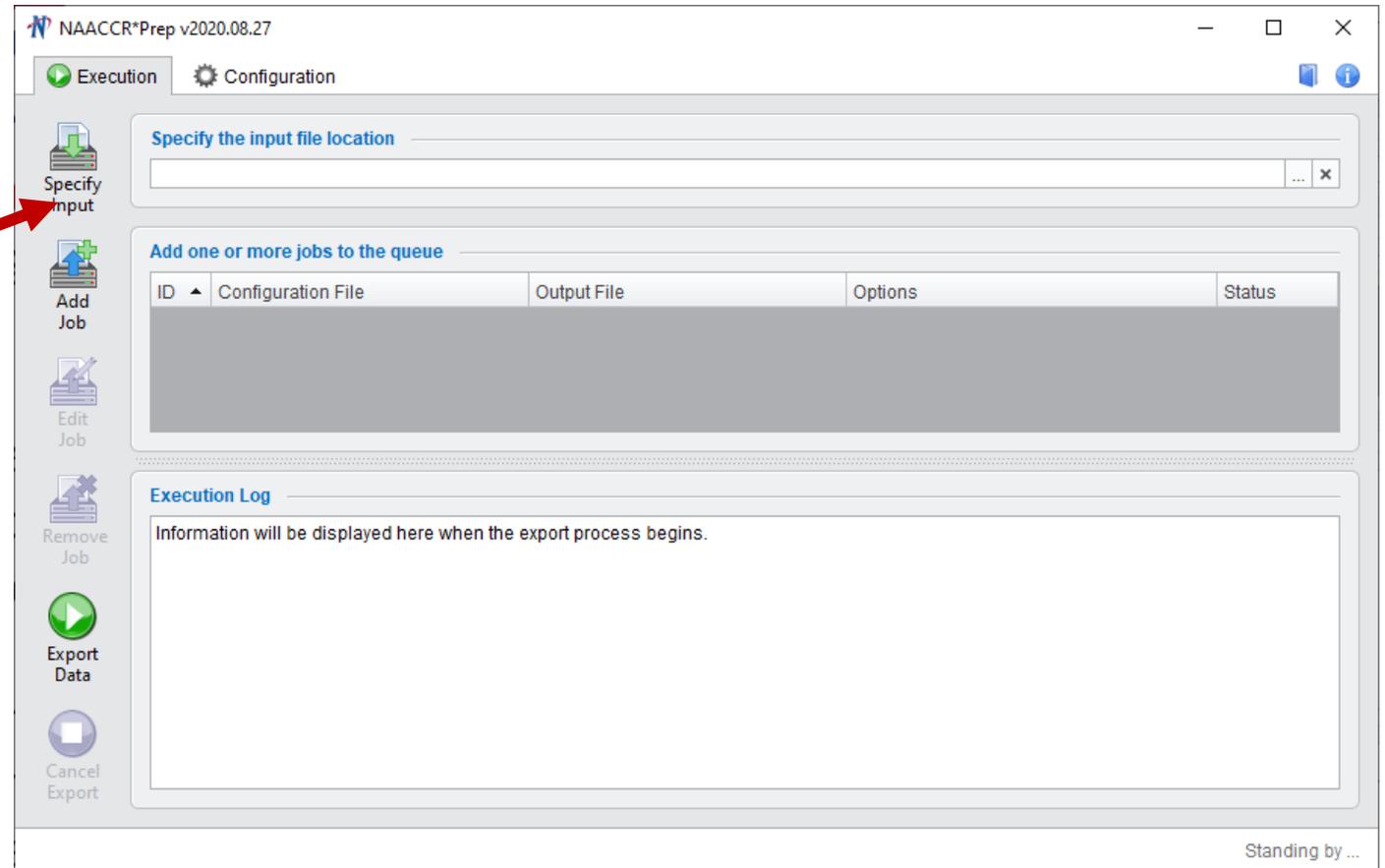




1. Click on the Execution tab

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.





3. 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:
- Job Options:
 - Suppress Counties:
 - Suppress Days on Dates:
 - Suppress Census Tracts:
 - Suppress U.S. Fields:
 - NHIA Option:
 - Suppress Canadian Fields:
 - Output File Type:
- Buttons:

The main window displays the following sections:

- Execution | Configuration
- Specify the input file location:
- Add one or more jobs to the queue:

ID	Configuration File	Output File	Options	Status
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- Execution Log:

Information will be displayed here when the export process begins.
- Buttons: Specify Input, Add Job, Edit Job, Remove Job, Export Data, Cancel Export
- Status: Standing by ...



4. While viewing the Job dialog....

A screenshot of a software dialog box titled "Add Job". The dialog has a standard Windows-style title bar with a close button (X) in the top right corner. The main content area is divided into three sections. The first section is titled "Provide the location of the NAACCR*Prep configuration file" and contains a text input field with a browse button (three dots) and a clear button (X) on the right. The second section is titled "Specify where the output file should be written" and contains a similar text input field with browse and clear buttons. The third section is titled "Job Options" and contains five rows of settings, each with a label and a dropdown menu. The settings are: "Suppress Counties" (N/A), "Suppress Days on Dates" (N/A), "Suppress Census Tracts" (N/A), "Suppress U.S. Fields" (N/A), "NHIA Option" (N/A), "Suppress Canadian Fields" (N/A), and "Output File Type" (N/A). At the bottom right of the dialog, there are two buttons: "OK" and "Cancel". The "Cancel" button is highlighted with a dashed 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 an empty text box and a browse button (...). 2. "Specify where the output file should be written" with an empty text box and a browse button (...). 3. "Job Options" with five dropdown menus: "Suppress Counties" (N/A), "Suppress Days on Dates" (N/A), "Suppress Census Tracts" (N/A), "Suppress U.S. Fields" (N/A), and "NHIA Option" (N/A). There is also a label "Output File Type" with a dropdown menu (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).





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

C. Set your job 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 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.
- Fields that apply to U.S. registries only (e.g. Race, Hispanic origin). Defaults to NO, when applicable. **Canadian registries should set this to YES.** This option is disabled in VPR and NPCR configurations.
- Fields that apply to Canadian registries only (Address at DX Postal Code). Defaults to NO, when applicable. **US registries should set this to YES.** This option is disabled in VPR and NPCR configurations.



Add Job

Provide the location of the NAACCR*Prep configuration file

Specify where the output file should be written

Job Options

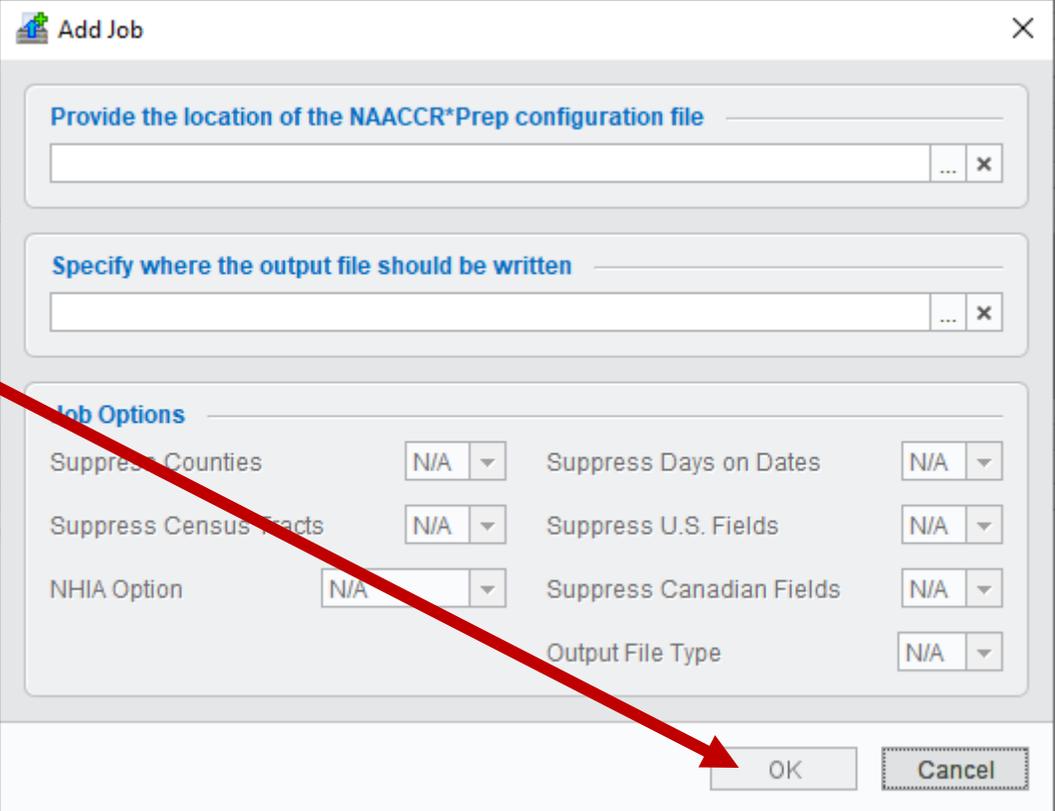
Suppress Counties	N/A	Suppress Days on Dates	N/A
Suppress Census Tracts	N/A	Suppress U.S. Fields	N/A
NHIA Option	N/A	Suppress Canadian Fields	N/A
		Output File Type	N/A

OK Cancel



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

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



The "Add Job" dialog box contains the following sections and controls:

- Provide the location of the NAACCR*Prep configuration file**: A text input field with a browse button ("...") and a close button ("x").
- Specify where the output file should be written**: A text input field with a browse button ("...") and a close button ("x").
- Job Options**: A section with several dropdown menus:
 - Suppress Counties: N/A
 - Suppress Days on Dates: N/A
 - Suppress Census Tracts: N/A
 - Suppress U.S. Fields: N/A
 - NHIA Option: N/A
 - Suppress Canadian Fields: N/A
 - Output File Type: N/A
- Buttons**: "OK" and "Cancel" buttons at the bottom right.

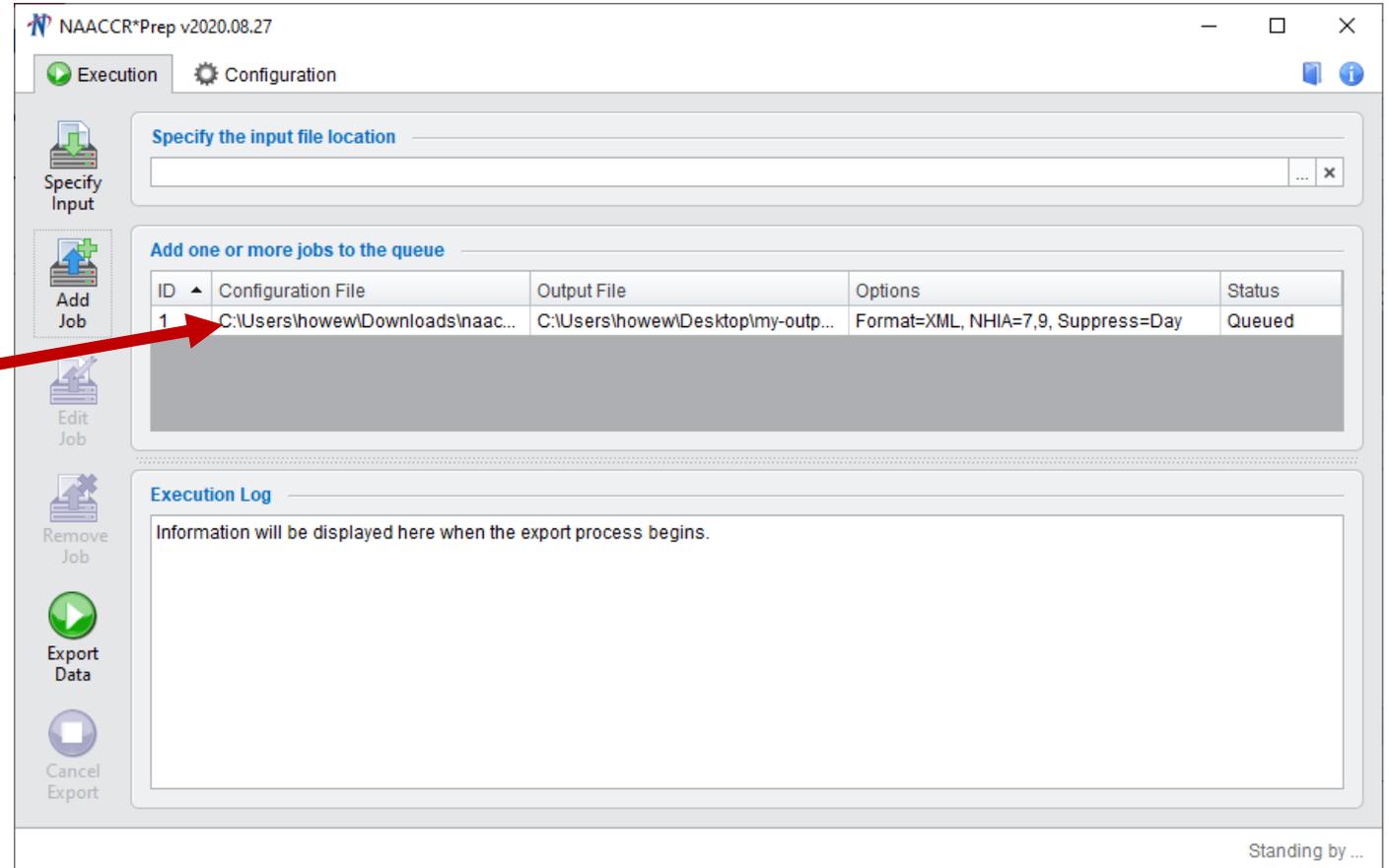
A red arrow points from the text "Press the OK button" to the "OK" button in the dialog box.



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

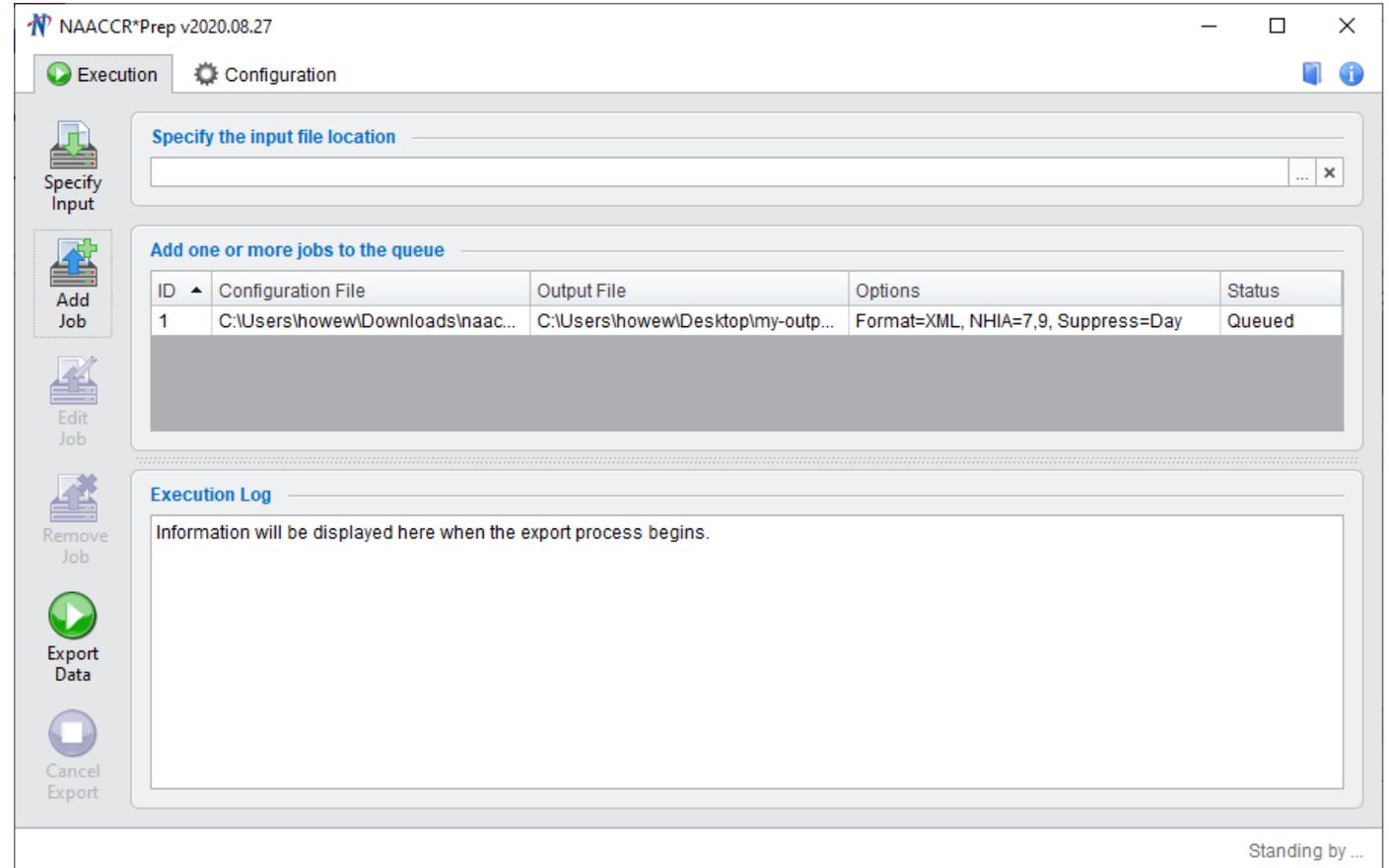


4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close and the job will be added to the queue.



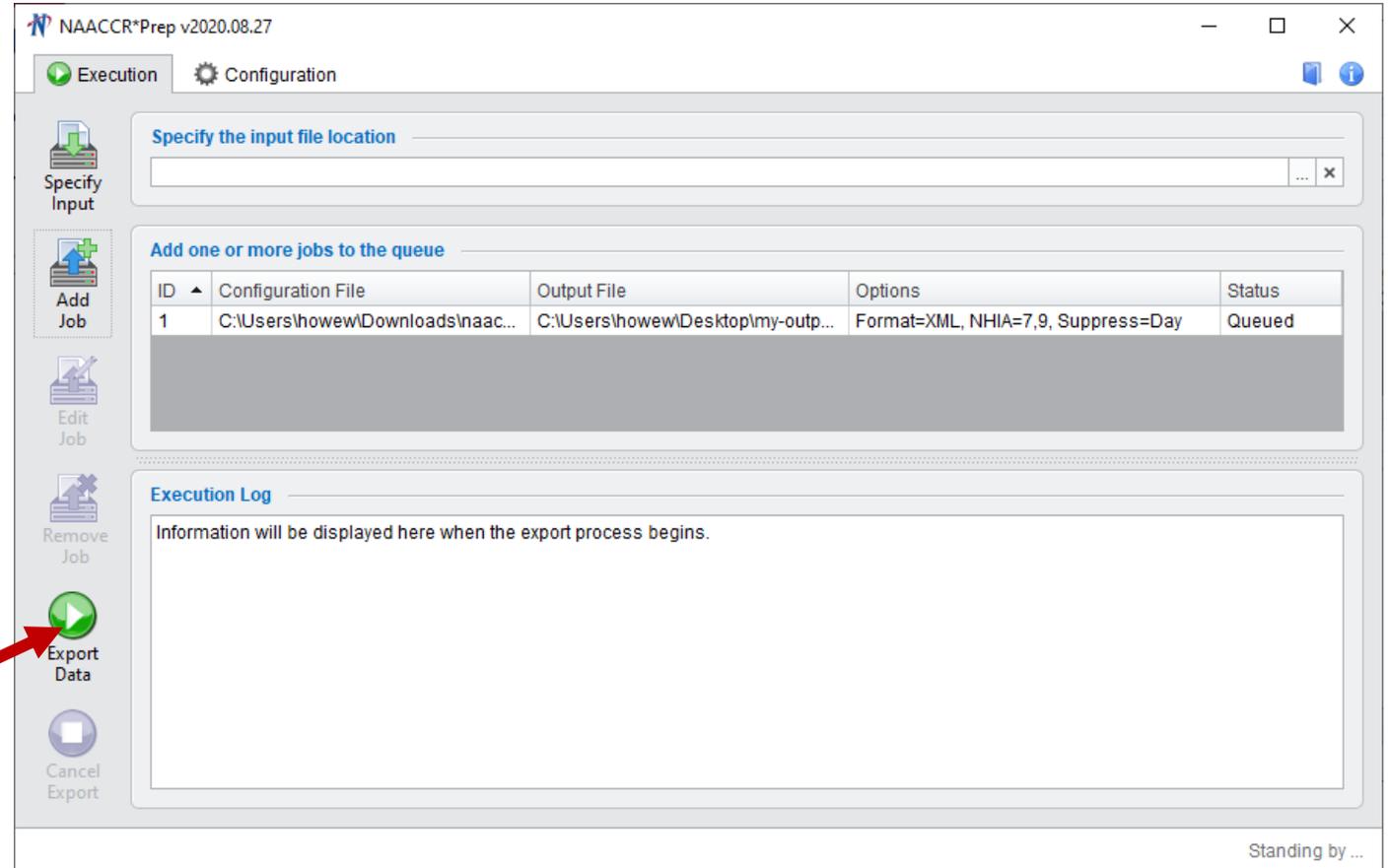


4. While viewing the Job dialog.... (cont.)
 - D. Press the **OK** button when you are finished.
5. The Job dialog will close and the job will be added to the queue.
6. Repeat steps 3-5 for each configuration file that you have.





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.
9. If any of the calculated fields cannot be calculated a warning message will appear in the log. **Please read the messages carefully and make sure that your input file contains all the values need to calculate each field before contacting NAACCR or IMS.**

