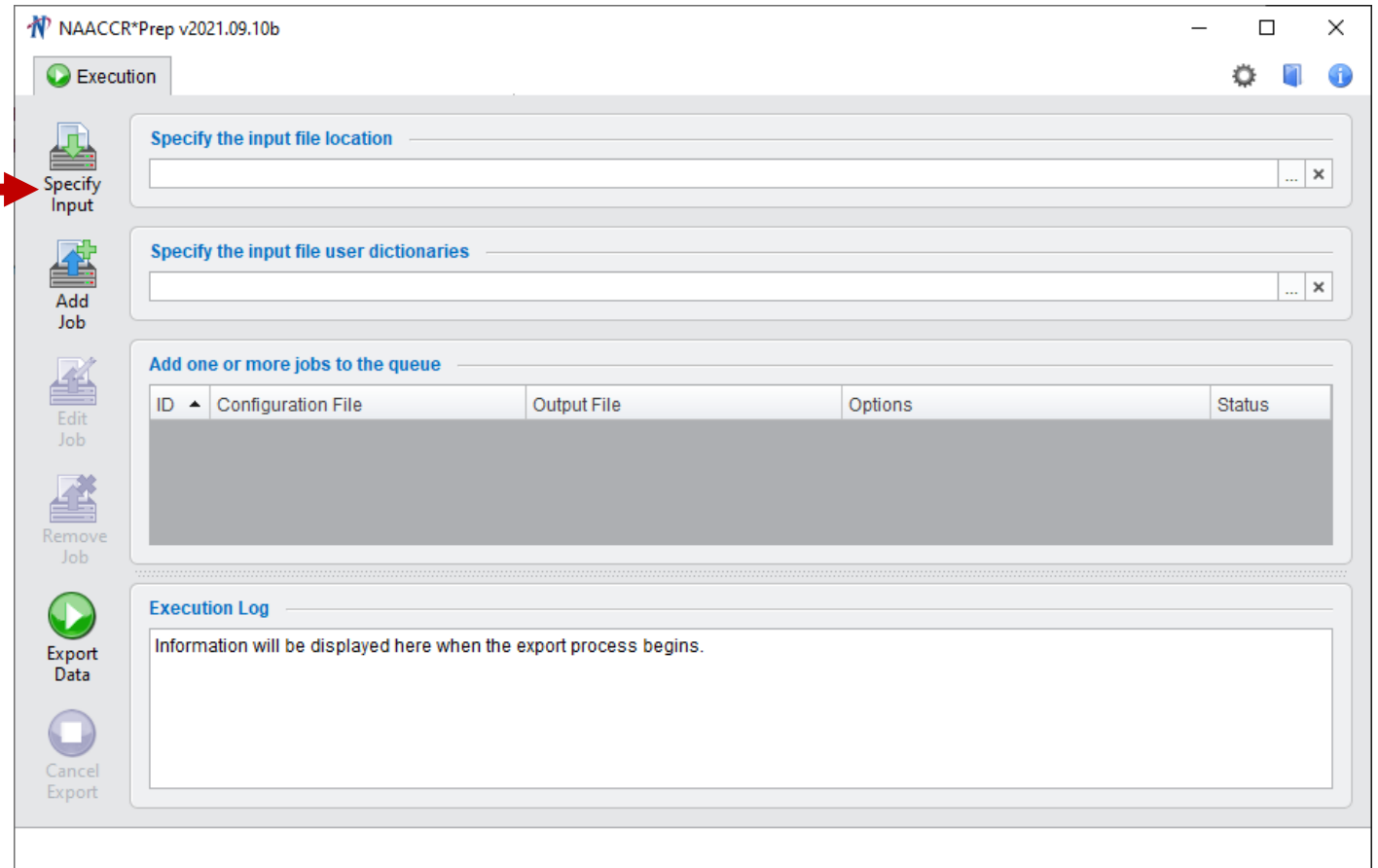




Instructions



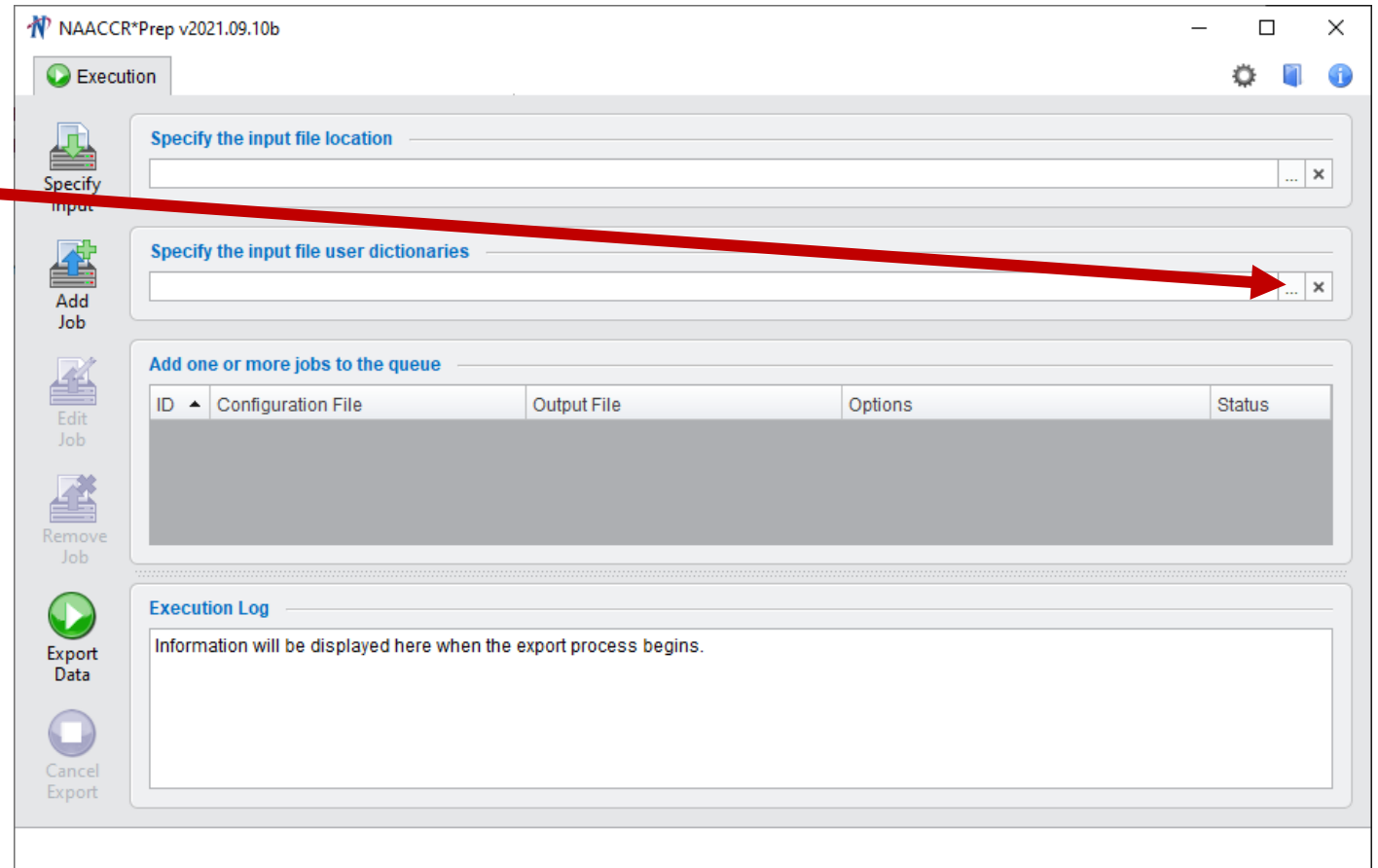
1. Provide the location of your input file.
 - Press the **Specify Input** button and browse to the location on your hard drive or network where the input file resides.
 - The input file should be a **Type-C XML** file with all the fields populated for all your cases, including fields such as first, last, and 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.



*Note: There should only be 1 <Patient> block per patient in the input XML file. NAACCR*Prep will not process the input file if it does not meet this requirement.*



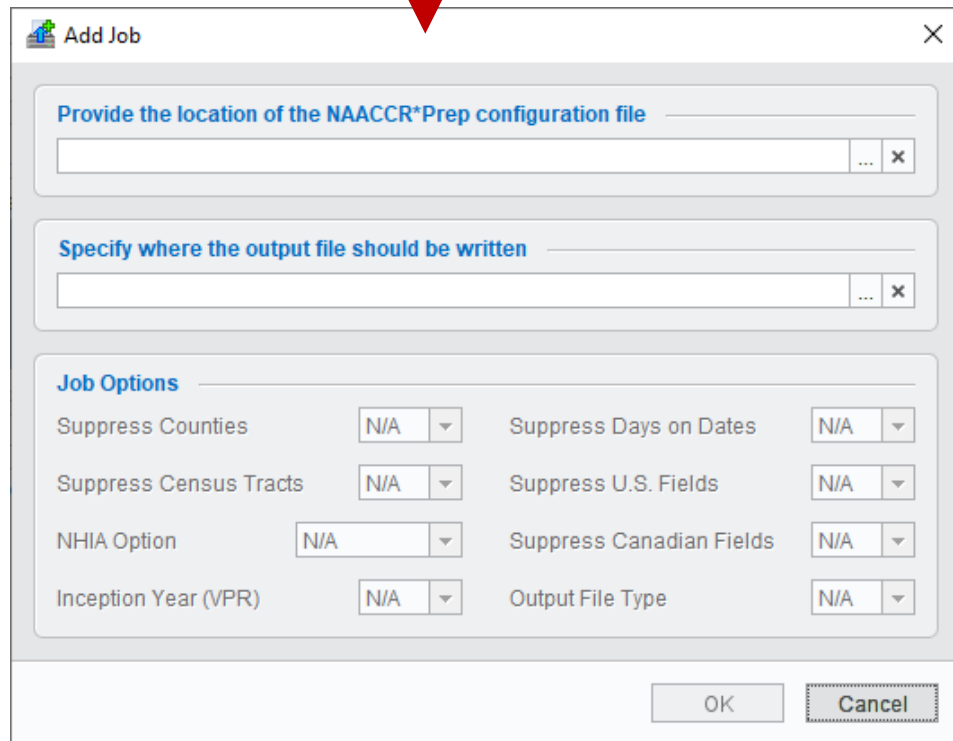
2. Provide the location of your XML user dictionaries.
 - **You only need to perform this step if your input file contains a reference to an XML user dictionary that is not one of the two listed below.**
 - <http://naaccr.org/naaccrxml/naaccr-call-for-data-dictionary-210-dec2021.xml>
 - <https://www.cdc.gov/cancer/npcr/naaccrxml/npcr-submission-dictionary-210-dec2021.xml>
 - If your input file DOES contain a reference to a user dictionary that isn't listed above, then you will need to provide the locations for those dictionaries here.



Note: You can press the browse button more than once to select multiple user dictionaries.

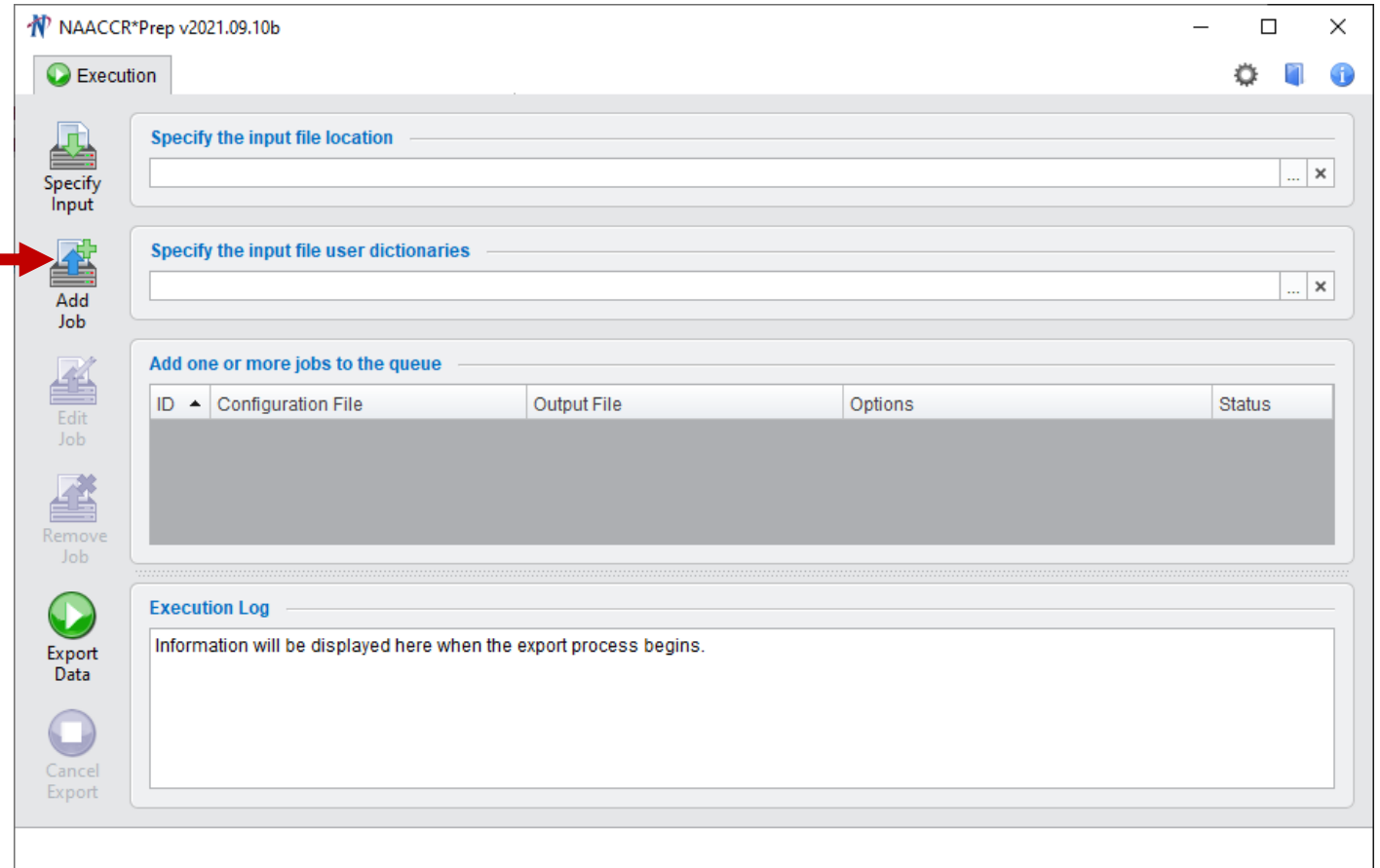
NAACCR PREP

- 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**: A text input field with a browse button (... x).
- Specify where the output file should be written**: A text input field with a browse 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
 - Inception Year (VPR): N/A
 - Output File Type: N/A
- Buttons: OK and Cancel.



The 'Execution' window displays the following components:

- Specify the input file location**: A text input field with a browse button (... x).
- Specify the input file user dictionaries**: A text input field with a browse button (... x).
- Add one or more jobs to the queue**: A table with the following columns: ID, Configuration File, Output File, Options, and Status.
- Execution Log**: A text area with the message: "Information will be displayed here when the export process begins."
- Navigation Panel**: A vertical sidebar on the left containing icons for:
 - Specify Input
 - Add Job (highlighted with a red arrow)
 - Edit Job
 - Remove Job
 - Export Data
 - Cancel Export



3. 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 (... x). 2. "Specify where the output file should be written" with a text input field and a browse button (... x). 3. "Job Options" section with a grid of 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), "Inception Year (VPR)" (N/A), and "Output File Type" (N/A). At the bottom right are "OK" and "Cancel" buttons.



3. While viewing the Job dialog....
 - A. Provide the location of the NAACCR*Prep configuration file that will be used to generate the output file.

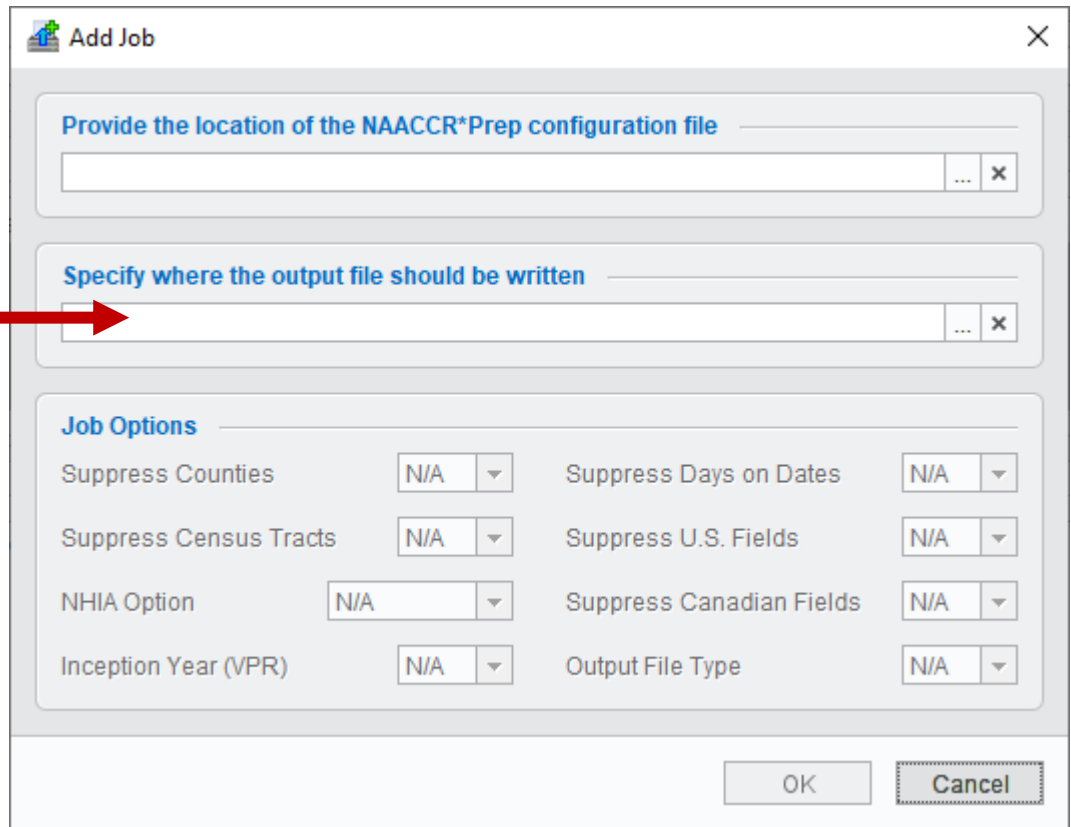
A screenshot of the "Add Job" dialog box. The dialog has a title bar with a plus icon, the text "Add Job", and a close button. It contains three main sections: 1. "Provide the location of the NAACCR*Prep configuration file" with an empty text box and a browse button. 2. "Specify where the output file should be written" with an empty text box and a browse button. 3. "Job Options" with a grid of 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), "Inception Year (VPR)" (N/A), and "Output File Type" (N/A). At the bottom right are "OK" and "Cancel" buttons.



3. While viewing the Job dialog....

B. Specify where your output file should be written. 

- NAACCR*Prep will output a **.zip** file that contains:
 - the data file (.gz)
 - the NAACCR*Prep configuration file that was selected in step 2A (.prep)
 - NAACCR*Prep's user-dictionary (.xml)
 - the execution log (.log)
- The complete zip file containing all 4 files should be submitted to IMS (**unless it is your VPR-CLS file, in which case, only the log should be submitted**).



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
Inception Year (VPR)	N/A	Output File Type	N/A

OK Cancel



3. 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 2A.
- 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.

The screenshot shows the 'Add Job' dialog box with the following sections:

- Provide the location of the NAACCR*Prep configuration file**: A text input field with a browse button (... x).
- Specify where the output file should be written**: A text input field with a browse button (... x).
- Job Options**: A section containing several dropdown menus, all currently set to 'N/A':
 - Suppress Counties
 - Suppress Census Tracts
 - NHIA Option
 - Inception Year (VPR)
 - Suppress Days on Dates
 - Suppress U.S. Fields
 - Suppress Canadian Fields
 - Output File Type

At the bottom right, there are 'OK' and 'Cancel' buttons.



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

C. Set your job options. (cont.)

- 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
Inception Year (VPR)	N/A	Output File Type	N/A

OK Cancel



3. While viewing the Job dialog.... (cont.)
 - C. Set your job options. (cont.)
 - You can adjust the NHIA option if the configuration file includes a calculation for the NHIA variable.
 - You can change your registry's inception year to something other than 1973 if needed. This option is only enabled for VPR configurations.
 - You can set the output file type (XML or CSV).

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
Inception Year (VPR)	N/A	Output File Type	N/A

OK Cancel



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

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

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. "Job Options" section with a grid of 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), "Inception Year (VPT)" (N/A), and "Output File Type" (N/A). At the bottom right, there are "OK" and "Cancel" buttons. A red arrow points from the text "Press the OK button" to the "OK" button.



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

E. The job dialog will close ...

NAACCR PREP

3. While viewing the Job dialog.... (cont.)
- E. The job dialog will close ... and the job will be added to the queue.

NAACCR*Prep v2021.09.10b

Execution

Specify the input file location

Specify the input file user dictionaries

Add one or more jobs to the queue

ID	Configuration File	Output File	Options	Status
	C:\Users\howew\Desktop\pre...	C:\Users\howew\Desktop\lout...	Format=XML, VPR=N/A, NHIA=1, Suppress=Day,Tract	Queued

Execution Log

Information will be displayed here when the export process begins.



4. Repeat steps 3A-3E for each configuration file that you need to create an output file from.

The screenshot shows the NAACCR*Prep v2021.09.10b software interface. The window title is "NAACCR*Prep v2021.09.10b". The interface is divided into several sections. On the left is a vertical toolbar with icons for "Specify Input", "Add Job", "Edit Job", "Remove Job", "Export Data", and "Cancel Export". The main area is titled "Execution" and contains three input fields: "Specify the input file location", "Specify the input file user dictionaries", and "Add one or more jobs to the queue". Below the third field is a table with one row of data. The "Execution Log" section at the bottom is currently empty, displaying the message "Information will be displayed here when the export process begins.".

ID	Configuration File	Output File	Options	Status
1	C:\Users\howew\Desktop\pre...	C:\Users\howew\Desktop\out...	Format=XML, VPR=N/A, NHIA=1, Suppress=Day,Tract	Queued



5. Press the Export Data button to begin creating the output file(s).

The screenshot shows the NAACCR*Prep v2021.09.10b application window. On the left is a vertical toolbar with icons for "Specify Input", "Add Job", "Edit Job", "Remove Job", "Export Data", and "Cancel Export". The "Export Data" button is highlighted with a red arrow. The main area is titled "Execution" and contains several sections: "Specify the input file location" with a text box and a browse button; "Specify the input file user dictionaries" with a text box and a browse button; "Add one or more jobs to the queue" with a table containing one job entry; and "Execution Log" with a text area for log output.

ID	Configuration File	Output File	Options	Status
1	C:\Users\howew\Desktop\pre...	C:\Users\howew\Desktop\lout...	Format=XML, VPR=N/A, NHIA=1, Suppress=Day,Tract	Queued



Progress will be displayed in the log and in the bottom/right-hand corner of the screen as each output file is created.

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.

