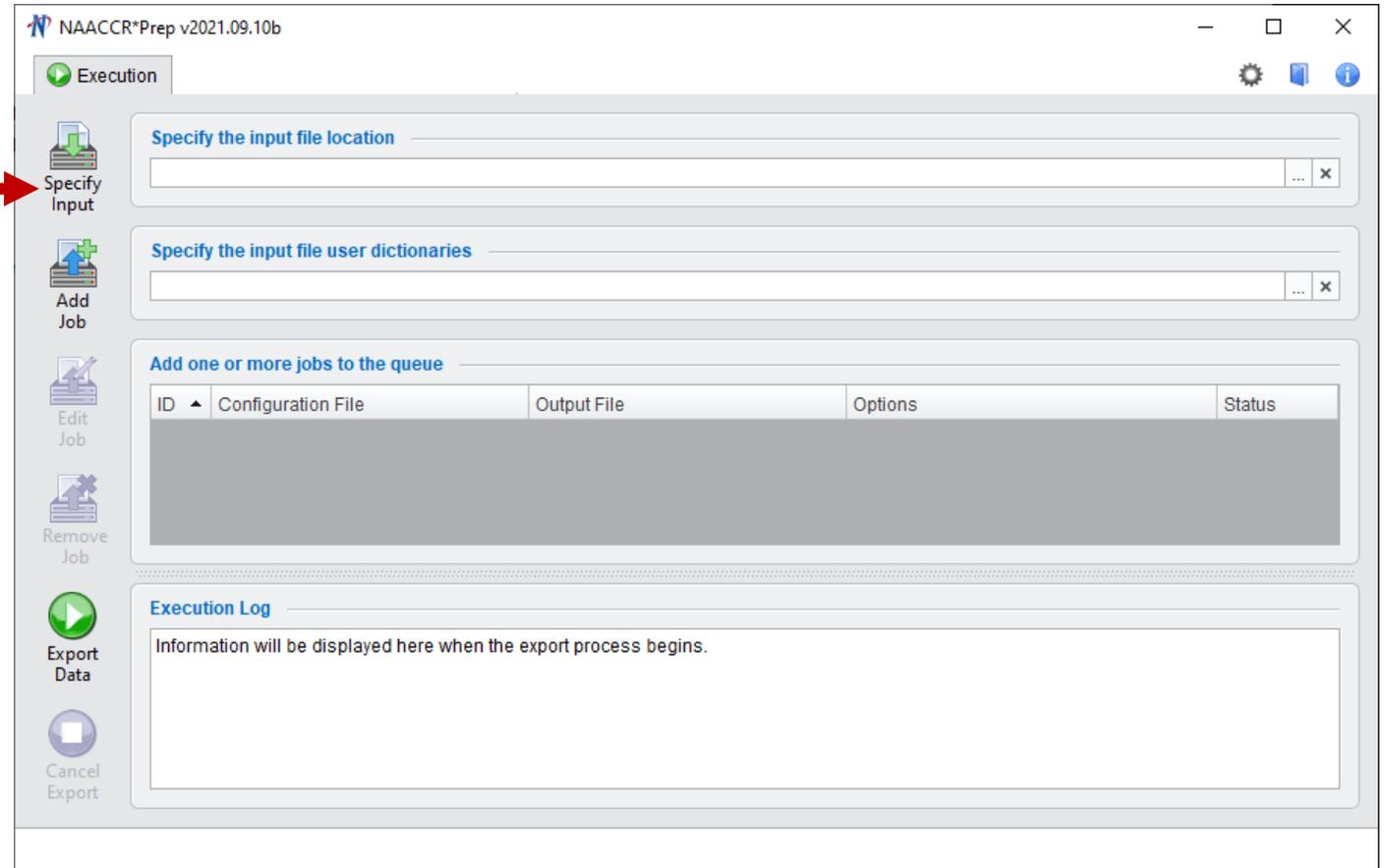




Instructions



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, NCCR, 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.*

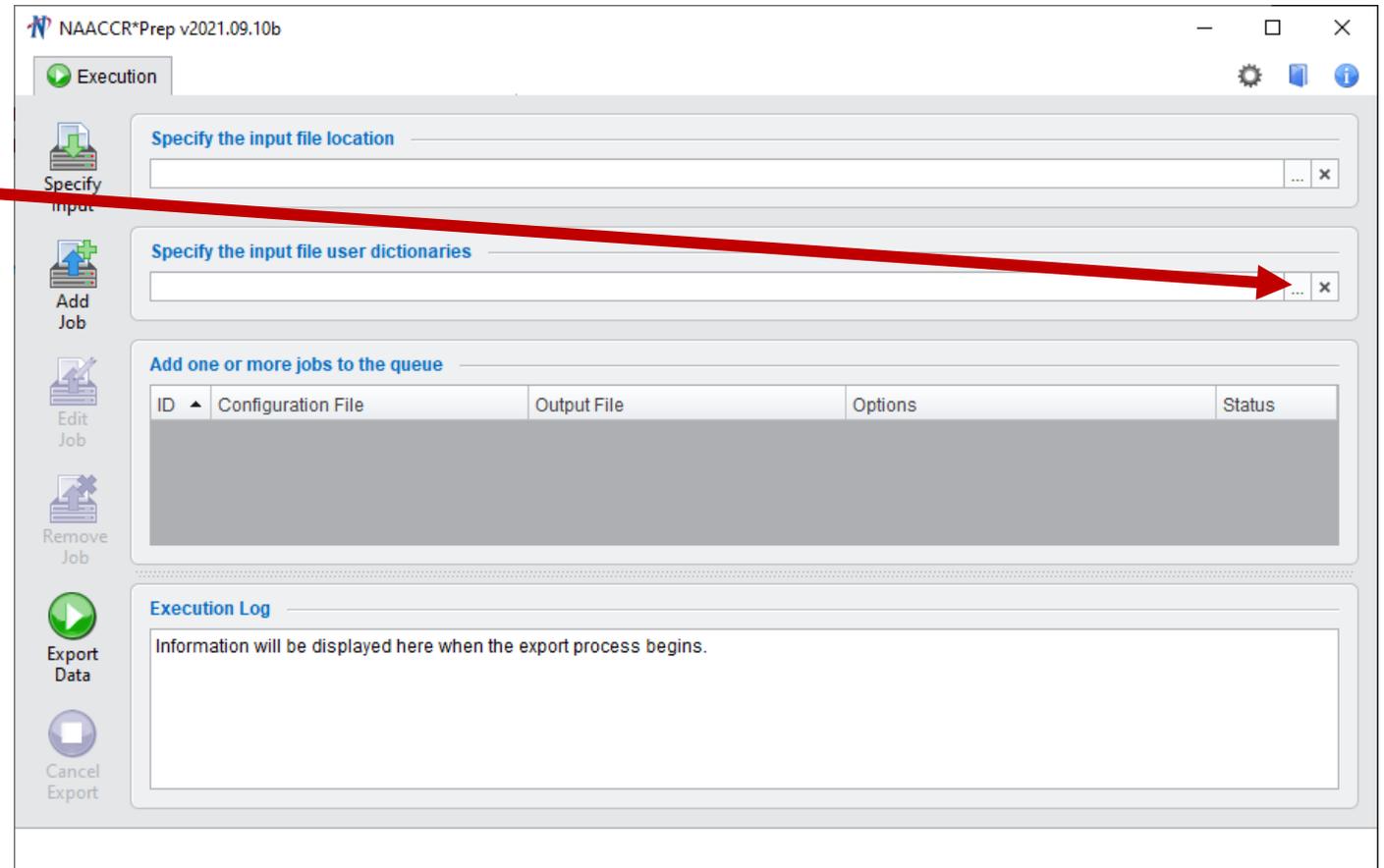


2. Provide the location of your XML user dictionaries.

If your input file contains non-standard items that are being collected by NAACCR or VPR and any of these items cannot be calculated by NAACCR*Prep, then you MUST perform this step.

The non-standard items that fall into this category this submission include the following:

- microMatchStatus (NAACCR)
- penaltyCode (NAACCR)
- restrictedRelease (VPR)



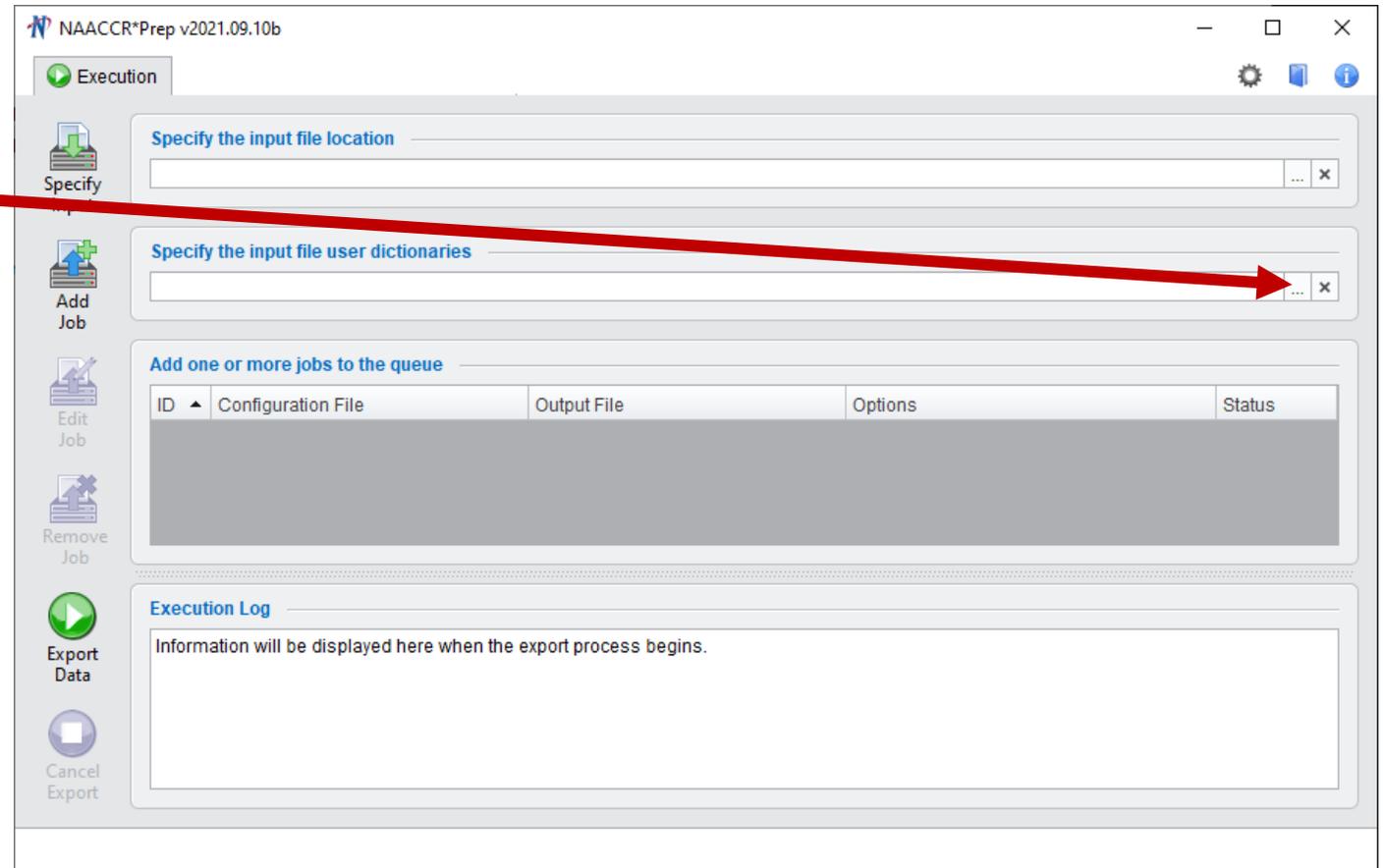
Note: You can press the browse button more than once to select multiple user dictionaries.



If you use an API to run the geocoder, the microMatchStatus and penaltyCode fields should be in your registry data and can be included in your standard submission file. **These non-standard fields will be defined in your data dictionary, and you need to provide the location of the dictionary to NAACCR*Prep.**

If you geocode your data in batches using our on-line system, you will need to submit these variables as a separate csv file, in which case you do not need to supply NAACCR*Prep with a user dictionary defines these items.

If you want to include the restrictedRelease field in your VPR file, you will need to provide NAACCR*Prep with a user dictionary that defines this field.



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



- 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 Canadian Fields:
 - Inception Year (VPR):
 - Suppress Census Tracts:
 - NHIA Option:
 - Suppress Counties:
 - Output File Type:
 - Suppress Days on Dates:
 - Suppress Postal Codes:
 - Suppress U.S. Fields:

Buttons:

The main application window shows the 'Execution' tab with the following sections:

- 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
- Execution Log:

Information will be displayed here when the export process begins.

Navigation icons on the left: Specify Input, Add Job, Edit Job, Remove Job, Export Data, Cancel Export.



3. 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. It contains three main sections: 1. A text input field with the label "Provide the location of the NAACCR*Prep configuration file" and a file selection button (three dots, X, and question mark). 2. A second text input field with the label "Specify where the output file should be written" and a file selection button (three dots and X). 3. A "Job Options" section containing several dropdown menus: "Suppress Canadian Fields", "Suppress Census Tracts", "Suppress Counties", "Suppress Days on Dates", "Suppress Postal Codes", "Suppress U.S. Fields", "Inception Year (VPR)", "NHIA Option", and "Output File Type". All dropdown menus currently show "N/A". At the bottom right of the dialog are two buttons: "OK" and "Cancel".



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.

Note: You can preview the configuration settings by press the “?” button after selecting the file.

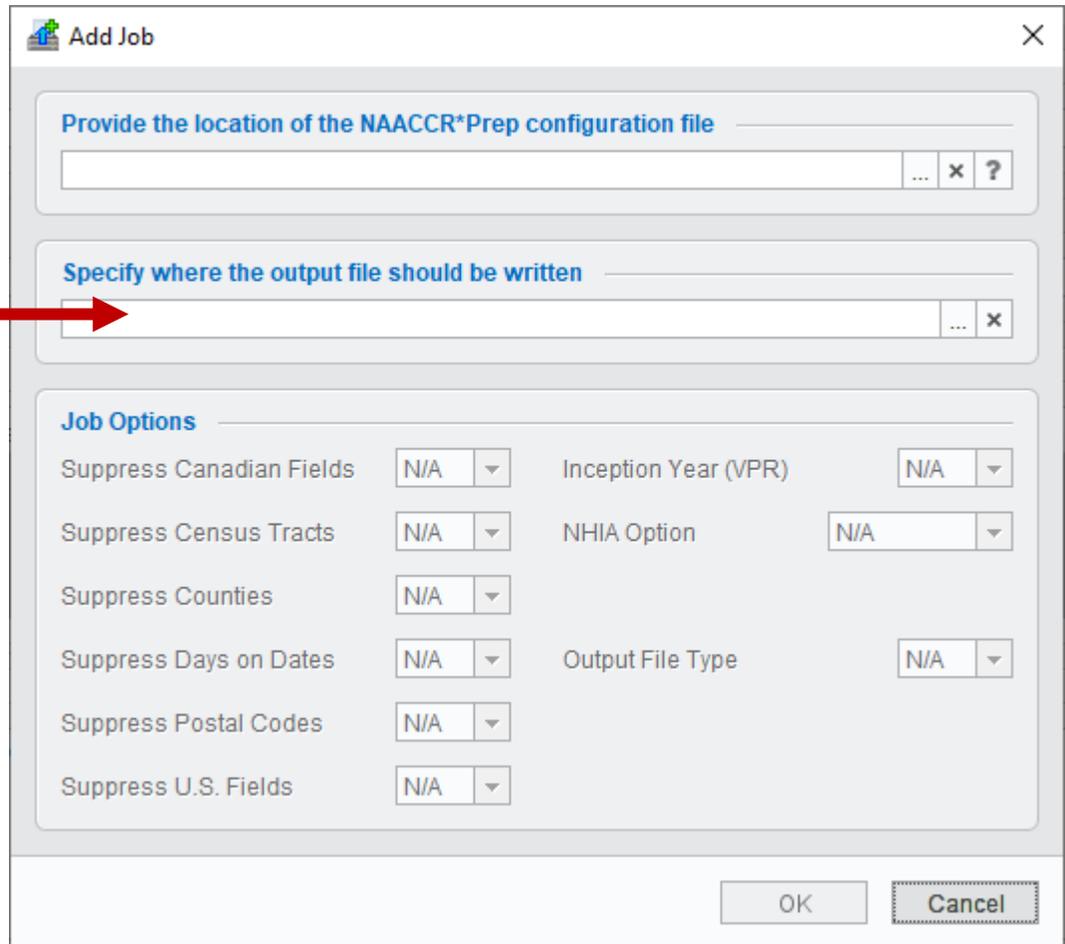
A screenshot of the "Add Job" dialog box. The dialog has a title bar with a plus icon, the text "Add Job", and a close button. It contains three main sections: 1. "Provide the location of the NAACCR*Prep configuration file" with a text input field, a browse button "...", a close button "x", and a help button "?". A red arrow points from the text "Provide the location of the NAACCR*Prep configuration file" to the input field. 2. "Specify where the output file should be written" with a text input field, a browse button "...", and a close button "x". A red arrow points from the text "Specify where the output file should be written" to the input field. 3. "Job Options" section with several rows of settings, each with a label and a dropdown menu set to "N/A": "Suppress Canadian Fields", "Inception Year (VPR)", "Suppress Census Tracts", "NHIA Option", "Suppress Counties", "Output File Type", "Suppress Days on Dates", "Suppress Postal Codes", and "Suppress U.S. Fields". A red arrow points from the text "You can preview the configuration settings by press the “?” button after selecting the file." to the "?" button in the first section. 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 3A (.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**).





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

C. Set your job options.

- You have the option to suppress certain fields even if NAACCR, NCCR, and/or 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 3A.
- 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 (...), a close button (x), and a help button (?).
- Specify where the output file should be written**: A text input field with a browse button (...).
- Job Options**: A section containing several options, each with a dropdown menu set to 'N/A':
 - Suppress Canadian Fields
 - Suppress Census Tracts
 - Suppress Counties
 - Suppress Days on Dates
 - Suppress Postal Codes
 - Suppress U.S. Fields
 - Inception Year (VPR)
 - NHIA Option
 - 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, Postal Codes, and Census Tracts
 - Days on Date Fields
 - 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, NPCR, and NCCR 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, NPCR, and NCCR configurations.

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 (...), a close button (x), and a help button (?).
- Specify where the output file should be written**: A text input field with a browse button (...).
- Job Options**: A section containing several dropdown menus:
 - Suppress Canadian Fields: N/A
 - Inception Year (VPR): N/A
 - Suppress Census Tracts: N/A
 - NHIA Option: N/A
 - Suppress Counties: N/A
 - Output File Type: N/A
 - Suppress Days on Dates: N/A
 - Suppress Postal Codes: N/A
 - Suppress U.S. Fields: N/A

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



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).

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 (...), a close button (x), and a help button (?).
- Specify where the output file should be written**: A text input field with a browse button (...).
- Job Options**: A section containing several options, each with a dropdown menu set to 'N/A':
 - Suppress Canadian Fields
 - Suppress Census Tracts
 - Suppress Counties
 - Suppress Days on Dates
 - Suppress Postal Codes
 - Suppress U.S. Fields
 - Inception Year (VPR)
 - NHIA Option
 - Output File Type

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



3. 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 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 (...). 2. "Specify where the output file should be written" with a text input field and a browse button (...). 3. "Job Options" section containing several dropdown menus: "Suppress Canadian Fields", "Suppress Census Tracts", "Suppress Counties", "Suppress Days on Dates", "Suppress Postal Codes", "Suppress U.S. Fields", "Inception Year (VPR)", "NHIA Option", and "Output File Type". All dropdown menus are currently set to "N/A". At the bottom right of the dialog are two buttons: "OK" and "Cancel". A large red arrow originates from the text "Press the OK button" in the previous block and points directly to the "OK" button in this dialog.



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 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; and "Add one or more jobs to the queue" which contains a table with one job listed. Below the table is an "Execution Log" section with a text area containing 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 (highlighted with a red arrow), and Cancel Export. The main area is titled "Execution" and contains several sections: "Specify the input file location" with a text box and browse button; "Specify the input file user dictionaries" with a text box and 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.

