# Instructions
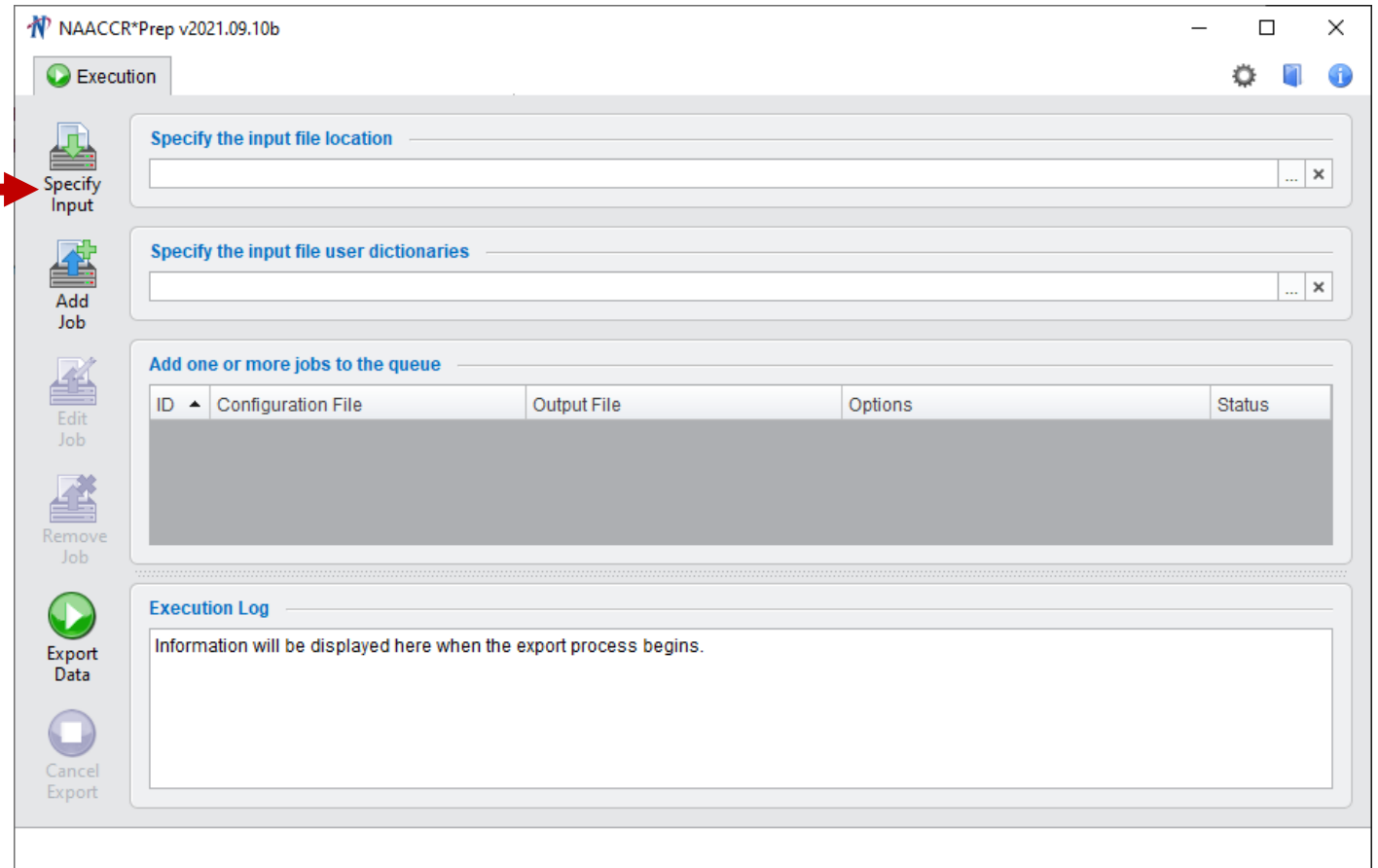
1. Provide the location of your input file.

- 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)
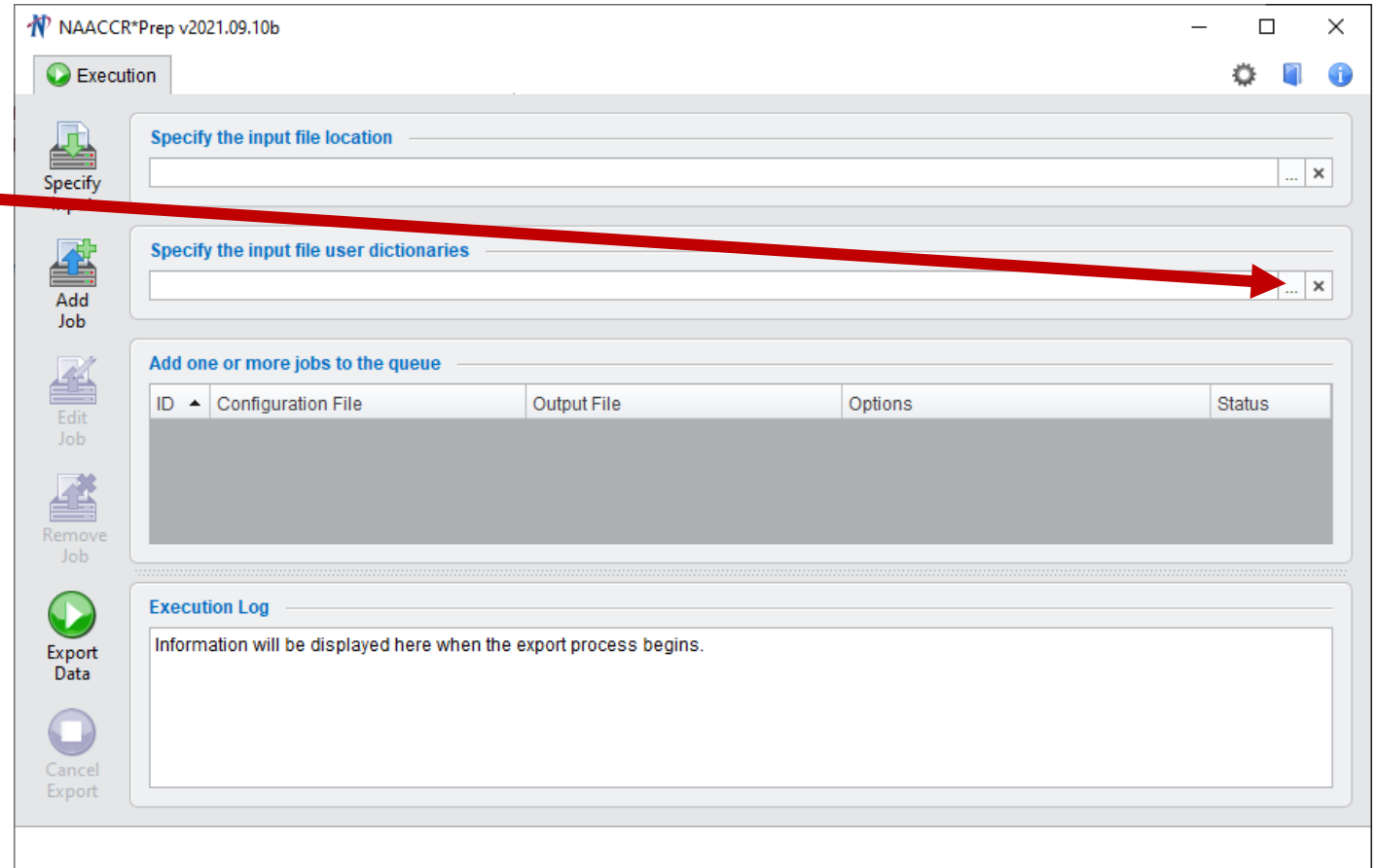- restrictedRelease (VPR)
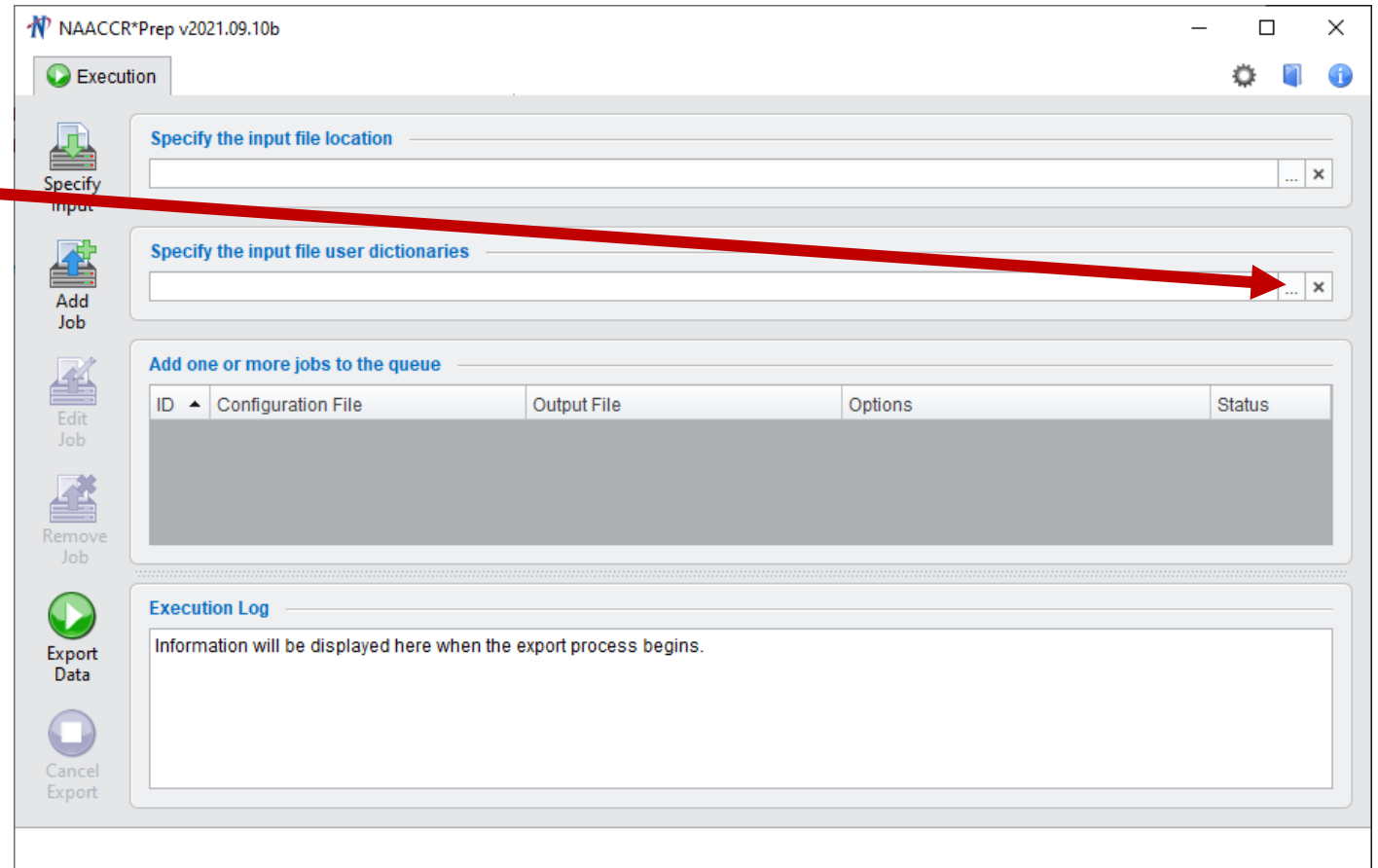
*Note:  You can press the browse button more than once to select multiple user dictionaries.*

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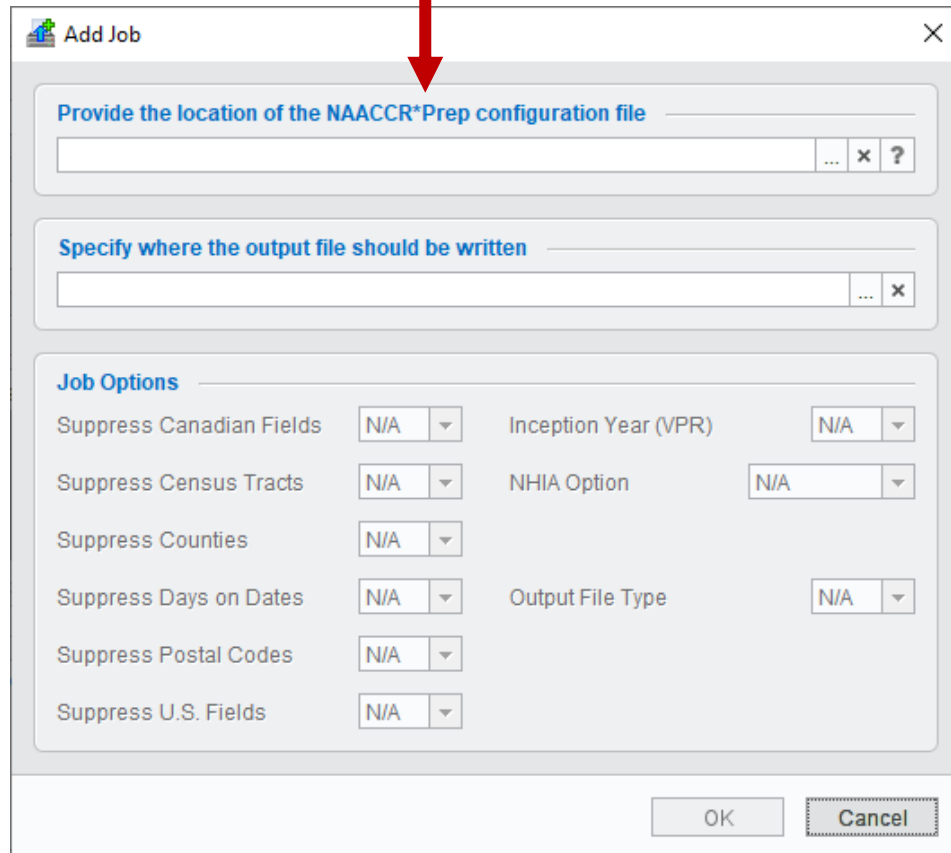
If you want to include the restrictedRelease field in your VPR file, you will need to provide NAACCR\*Prep with a user dictionary that defines this field.



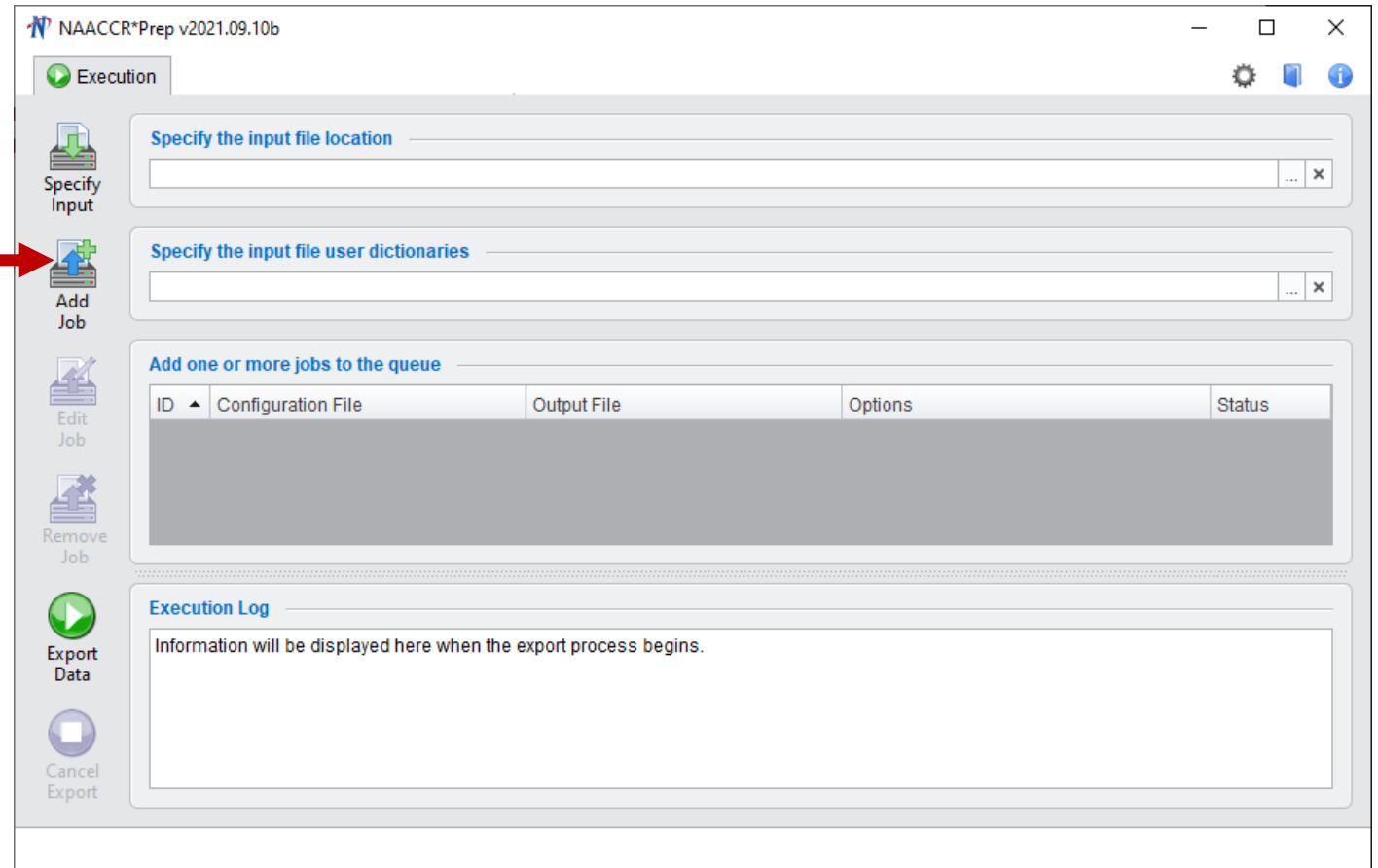*Note:  You can press the browse button more than once to select multiple user dictionaries.*

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

3. While viewing the Job dialog….

NAACCR PREP

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.

**Add Job**

Provide the location of the NAACCR*Prep configuration file

Specify where the output file should be written

**Job Options**

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

OK      Cancel

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**).

![NAACCR PREP logo]

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.

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**Add Job** ✕

Provide the location of the NAACCR*Prep configuration file

[                                    ] … ✕ ?

Specify where the output file should be written

[                                    ] … ✕

**Job Options**

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

OK    Cancel

# NAACCR PREP

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.

## Add Job ✕

**Provide the location of the NAACCR\*Prep configuration file**

| ... | ✕ | ? |

**Specify where the output file should be written**

| ... | ✕ |

**Job Options**

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

| OK | Cancel |

# NAACCR PREP

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).
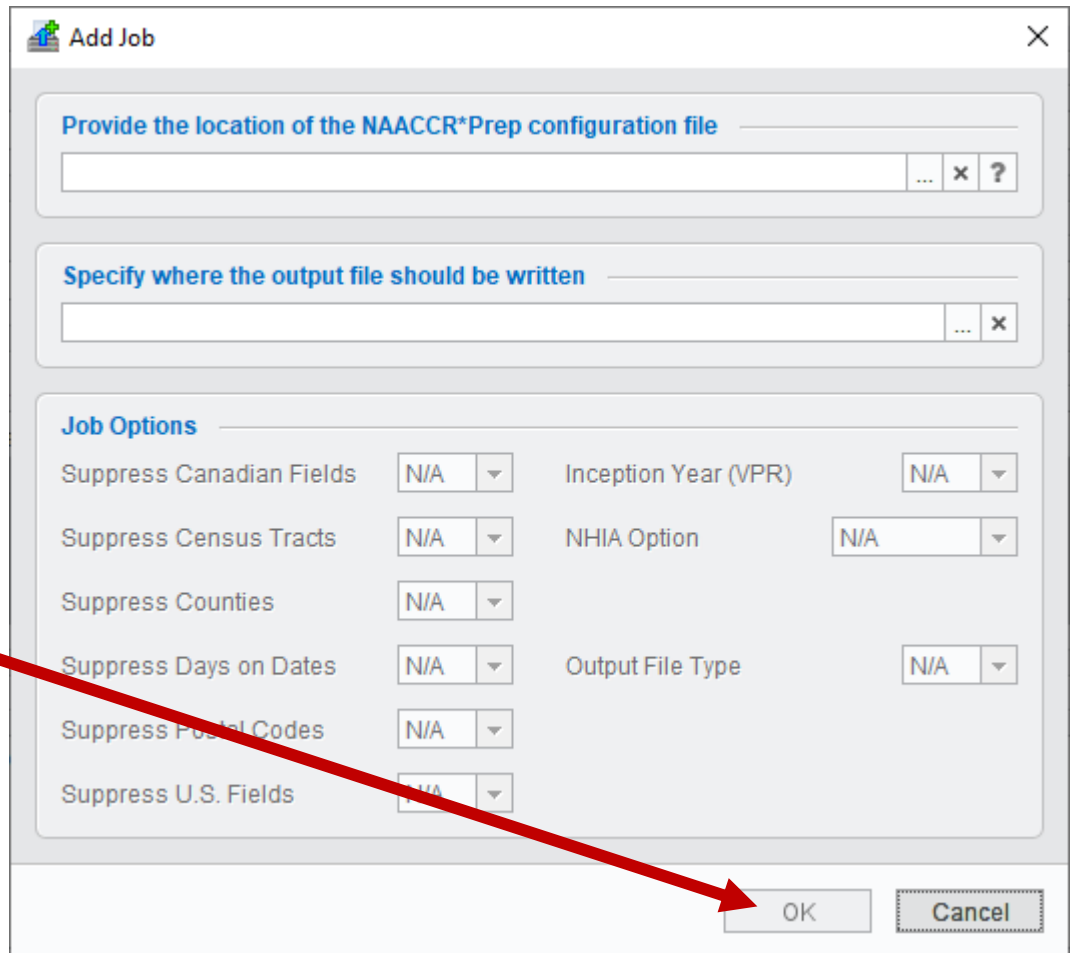
## Add Job

**Provide the location of the NAACCR*Prep configuration file**

**Specify where the output file should be written**

**Job Options**

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

OK    Cancel

**NAACCR PREP**

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

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

Add Job

Provide the location of the NAACCR*Prep configuration file

Specify where the output file should be written

**Job Options**

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

OK    Cancel

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

E. The job dialog will close …

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

E. The job dialog will close … and the job will be added to the queue.

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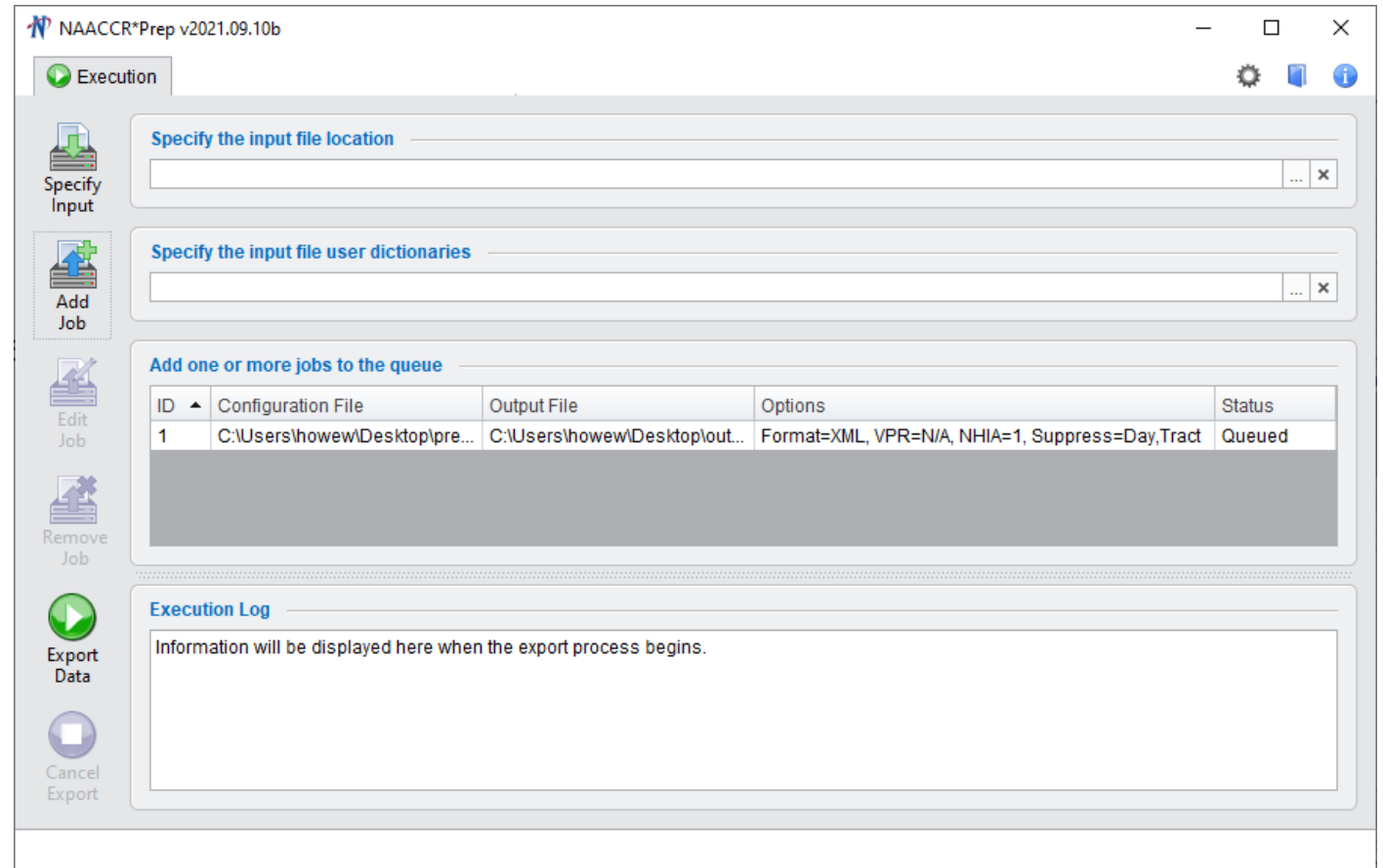
# NAACCR PREP

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

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.