

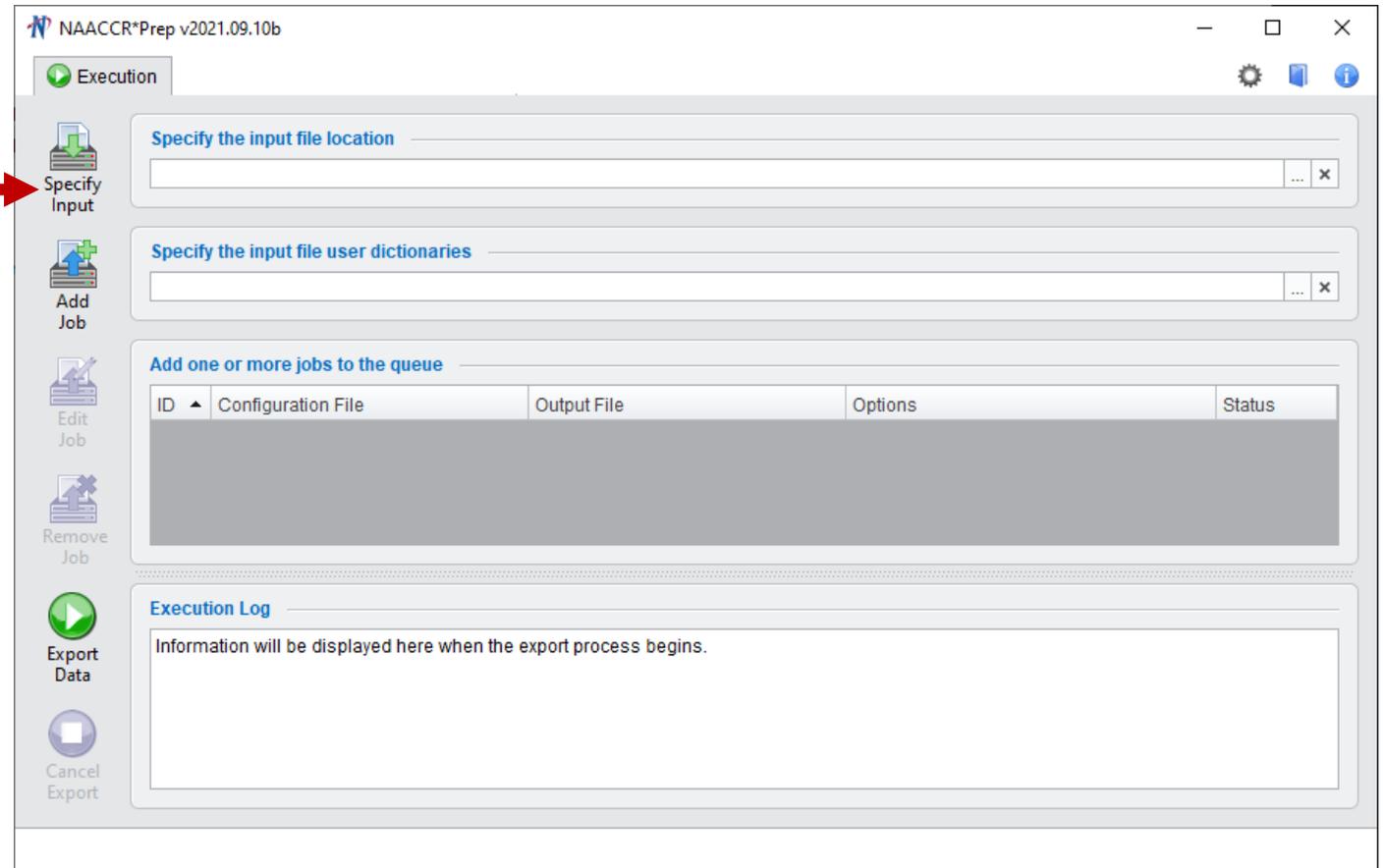


# Instructions



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.*

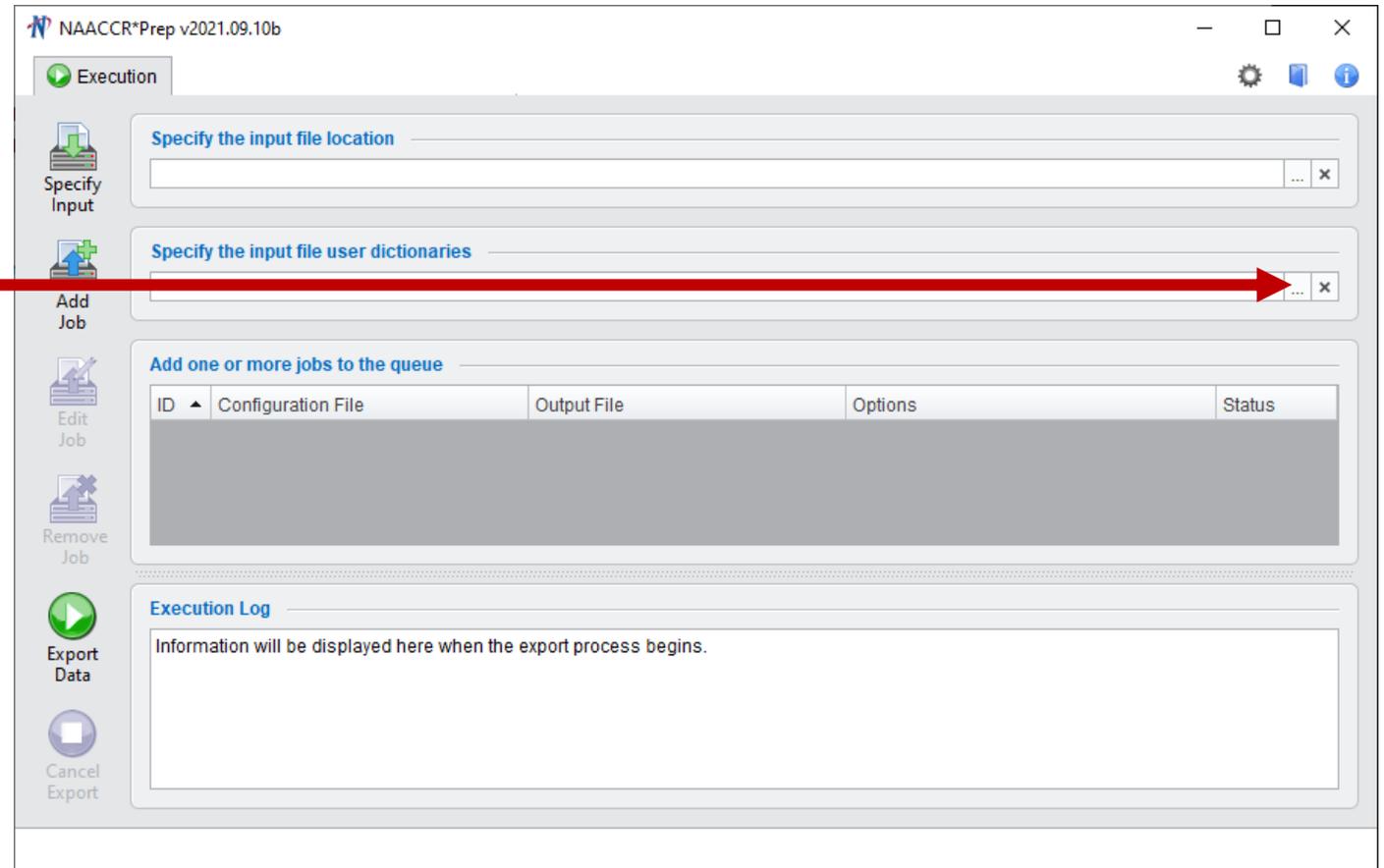


2. If your input file references user dictionaries that NAACCR\*Prep doesn't recognize you will be asked to provide the location of those dictionaries.

**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 to ensure these fields are included in the submission file.**

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

- microMatchStatus (NAACCR)
- penaltyCode (NAACCR)
- restrictedRelease (VPR)
- registryDefinedTumorID (VPR, NCCR)



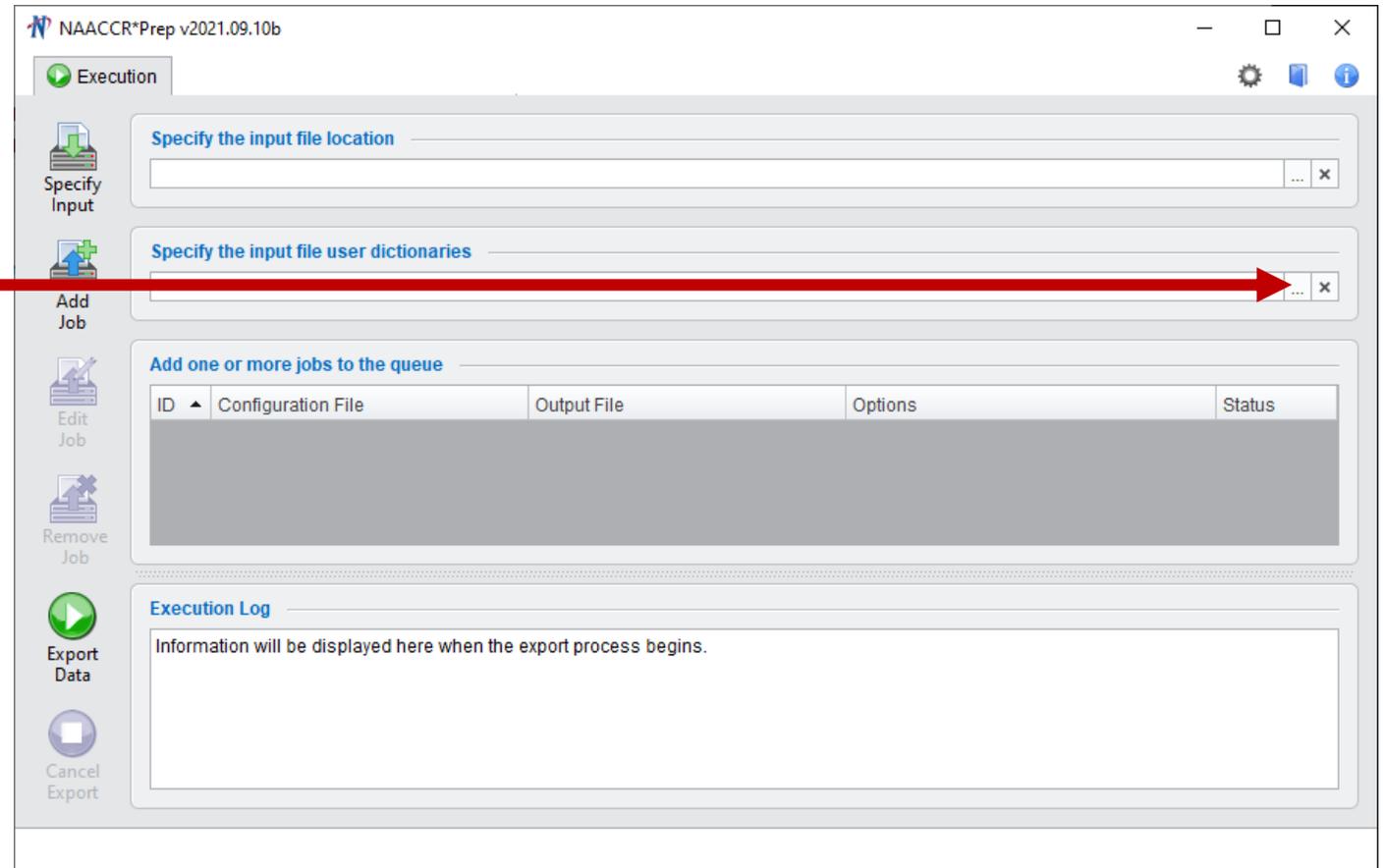
*Note: You can press the browse button more than once to select multiple user dictionaries.*



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 and/or registryDefinedTumorID field in your VPR file, you will need to provide NAACCR\*Prep with a user dictionary that defines these fields.



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

# NAACCR PREP

3. Press the **Add Job** button.

The Job dialog will appear.

**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	Overwrite NHAPIIA	N/A
Suppress Counties	N/A	NHIA Option	N/A
Suppress Days on Dates	N/A		
Suppress EPHT 5K	N/A	Output File Type	N/A
Suppress EPHT 20K	N/A		
Suppress EPHT 50K	N/A		
Suppress Postal Codes	N/A		
Suppress U.S. Fields	N/A		

OK Cancel

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
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Execution Log

Information will be displayed here when the export process begins.

Specify Input

Add Job

Edit Job

Remove Job

Export Data

Cancel Export



3. While viewing the Job dialog....

The "Add Job" dialog box is shown with the following fields and options:

- 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:
  - Suppress Canadian Fields: N/A
  - Suppress Census Tracts: N/A
  - Suppress Counties: N/A
  - Suppress Days on Dates: N/A
  - Suppress EPHT 5K: N/A
  - Suppress EPHT 20K: N/A
  - Suppress EPHT 50K: N/A
  - Suppress Postal Codes: N/A
  - Suppress U.S. Fields: N/A
  - Inception Year (VPR): N/A
  - Overwrite NHAPIIA: N/A
  - NHIA Option: N/A
  - Output File Type: N/A

At the bottom right, there 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 pressing the "?" button after selecting the file.

A screenshot of the "Add Job" dialog box. The dialog has a title bar with a close button (X). 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 (?). 2. "Specify where the output file should be written" with a text input field, a browse button (...), and a close button (x). 3. "Job Options" section with a grid of settings. At the bottom are "OK" and "Cancel" buttons. Two red arrows originate from the text on the left: one points to the help button (?) in the first section, and the other points to the same help button (?).

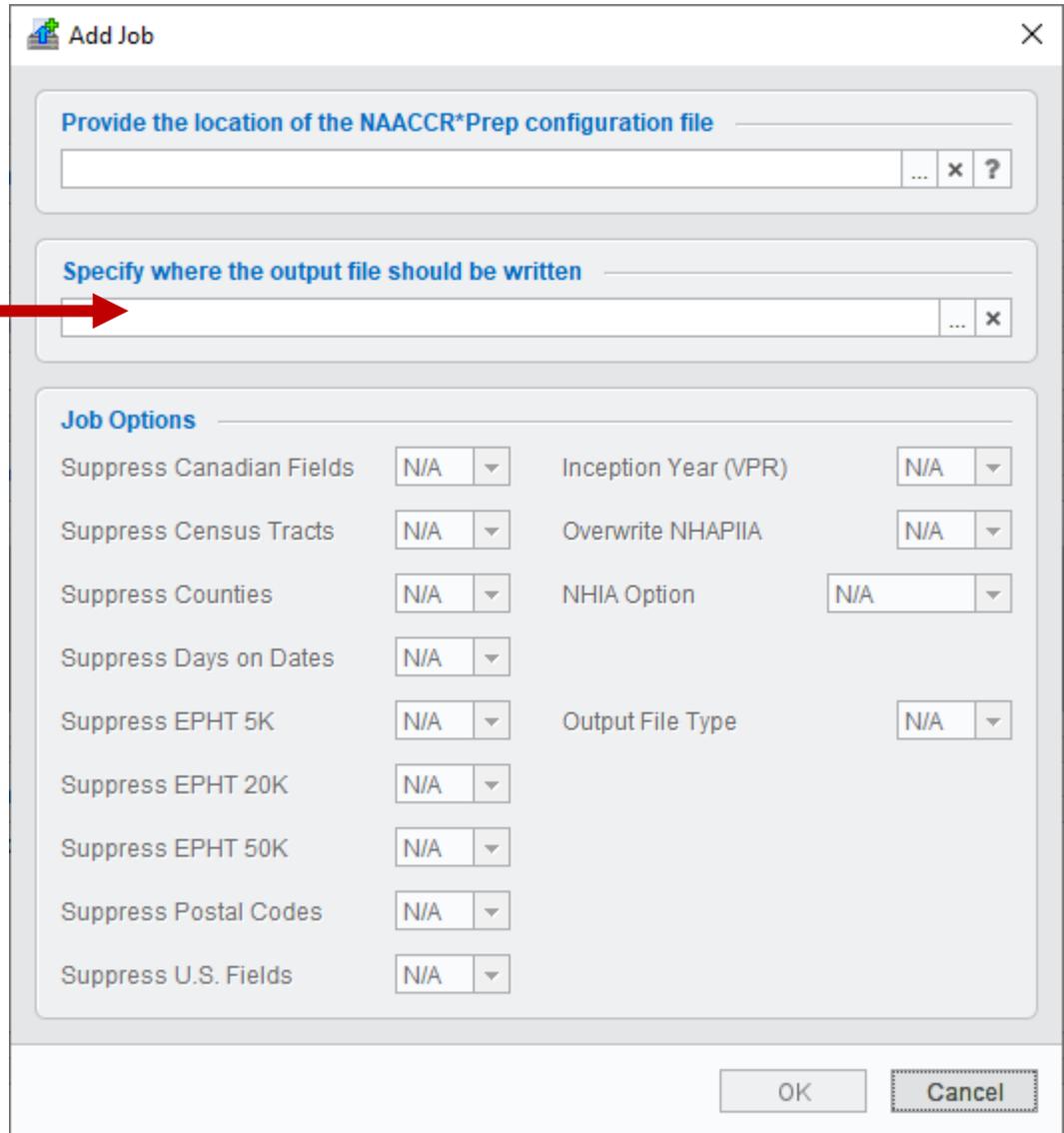
Job Options	
Suppress Canadian Fields	N/A
Suppress Census Tracts	N/A
Suppress Counties	N/A
Suppress Days on Dates	N/A
Suppress EPHT 5K	N/A
Suppress EPHT 20K	N/A
Suppress EPHT 50K	N/A
Suppress Postal Codes	N/A
Suppress U.S. Fields	N/A
Inception Year (VPR)	N/A
Overwrite NHAPIIA	N/A
NHIA Option	N/A
Output File Type	N/A



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 submission data file (.xml.gz)
  - the NAACCR\*Prep configuration file that was selected in step 3A (.prep)
  - submission-specific user-dictionaries (.xml & .csv)
  - 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 Canadian Fields	N/A	Inception Year (VPR)	N/A
Suppress Census Tracts	N/A	Overwrite NHAPIIA	N/A
Suppress Counties	N/A	NHIA Option	N/A
Suppress Days on Dates	N/A	Output File Type	N/A
Suppress EPHT 5K	N/A		
Suppress EPHT 20K	N/A		
Suppress EPHT 50K	N/A		
Suppress Postal Codes	N/A		
Suppress U.S. Fields	N/A		

OK Cancel



3. While viewing the Job dialog....

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 on 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 EPHT 5K
  - Suppress EPHT 20K
  - Suppress EPHT 50K
  - Suppress Postal Codes
  - Suppress U.S. Fields
  - Inception Year (VPR)
  - Overwrite NHAPIIA
  - NHIA Option
  - Output File Type

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



3. While viewing the Job dialog....

C. Set your job options. (cont.)

• You may suppress the following:

- Counties, Postal Codes, and Census Tracts. Each of these default to NO.
- Days on Date Fields. Defaults to NO.
- Fields that apply to U.S. registries only (e.g., Race, Hispanic origin). This option is disabled in VPR, NPCR, and NCCR configurations. Defaults to NO, when applicable. **Canadian registries should set this to YES.**
- Fields that apply to Canadian registries only (Address at DX Postal Code). This option is disabled in VPR, NPCR, and NCCR configurations. Defaults to NO, when applicable. **US registries should set this to YES.**
- EPHT Fields. Defaults to NO.



Job Options	
Suppress Canadian Fields	N/A
Suppress Census Tracts	N/A
Suppress Counties	N/A
Suppress Days on Dates	N/A
Suppress EPHT 5K	N/A
Suppress EPHT 20K	N/A
Suppress EPHT 50K	N/A
Suppress Postal Codes	N/A
Suppress U.S. Fields	N/A
Inception Year (VPR)	N/A
Overwrite NHAPIIA	N/A
NHIA Option	N/A
Output File Type	N/A



3. While viewing the Job dialog....

C. Set your job options. (cont.)

- 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 control whether any existing NHIA/NAPIIA values are overwritten by NAACCR\*Prep if the configuration file you selected includes a calculation for NHIA or NAPIIA.
- You can adjust the NHIA option if the configuration file includes a calculation for the NHIA variable.
- 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 EPHT 5K
  - Suppress EPHT 20K
  - Suppress EPHT 50K
  - Suppress Postal Codes
  - Suppress U.S. Fields
  - Inception Year (VPR)
  - Overwrite NHAPIIA
  - NHIA Option
  - Output File Type

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



3. While viewing the Job dialog....

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 close button. It contains two text input fields with file selection buttons (three dots, 'x', and '?' symbols). The first field is labeled "Provide the location of the NAACCR\*Prep configuration file". The second field is labeled "Specify where the output file should be written". Below these fields is a section titled "Job Options" containing a grid of settings, each with a dropdown menu set to "N/A". The settings include: Suppress Canadian Fields, Suppress Census Tracts, Suppress Counties, Suppress Days on Dates, Suppress EPHT 5K, Suppress EPHT 20K, Suppress EPHT 50K, Suppress Postal Codes, Suppress U.S. Fields, Inception Year (VPR), Overwrite NHAPIIA, NHIA Option, and Output File Type. At the bottom right of the dialog are "OK" and "Cancel" buttons. A red arrow points from the "OK" button in the dialog to the "OK" text in the instruction above.



3. While viewing the Job dialog....

E. The job dialog will close ...



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

The screenshot shows the 'Execution' dialog box in the NAACCR\*Prep v2021.09.10b application. The dialog has a sidebar on the left with icons for 'Specify Input', 'Add Job', 'Job', 'Remove Job', 'Export Data', and 'Cancel Export'. The main area contains three sections: 'Specify the input file location' with a text field and a browse button; 'Specify the input file user dictionaries' with a text field and a browse button; and 'Add one or more jobs to the queue' which contains a table with one row of job data. Below the table is an 'Execution Log' section with a text area.

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



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 has a tab labeled "Execution". Below the tab are 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" with a table. The table has columns for ID, Configuration File, Output File, Options, and Status. One job is listed with ID 1, Configuration File C:\Users\howew\Desktop\pre..., Output File C:\Users\howew\Desktop\out..., Options Format=XML, VPR=N/A, NHIA=1, Suppress=Day,Tract, and Status Queued. Below the table is an "Execution Log" section with a text box containing the message "Information will be displayed here when the export process begins."

# NAACCR PREP

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

NAACCR\*Prep v2021.09.10b

Execution

Specify Input

Specify the input file location

Specify the input file user dictionaries

Add Job

Add one or more jobs to the queue

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

Edit Job

Remove Job

Export Data

Cancel Export

Execution Log

Information will be displayed here when the export process begins.



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.**

The screenshot shows the NAACCR\*Prep v2021.09.10b application window. The interface includes a sidebar 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', 'Specify the input file user dictionaries', and 'Add one or more jobs to the queue'. The 'Add one or more jobs to the queue' section contains a table with one job entry. Below this is an 'Execution Log' section with a text area containing the message: 'Information will be displayed here when the export process begins.' A red arrow points from the text in the first paragraph to the 'Export Data' icon in the sidebar.

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