ALR

Data Upload Application User Guide

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Table of Contents

1. Introduction

Cancer Care Ontario (CCO) has developed a web application for the submission of Data Book ALR/OCR data files. The format and layout of these data files is defined in the most recent *CCO Data Book* document which can be accessed via the following web link:
http://www.cancercare.on.ca/toolbox/systeminfo/inforeptools/

This manual describes the steps to follow when submitting the Data Book ALR/OCR files to CCO once they have been created.

If you have any questions about any of the steps in this process, contact Data Book support staff at Dbk.Submission@cancercare.on.ca (or) Informatics@cancercare.on.ca

If you have technical problems while logging into the Web portal or application, or while uploading your data package, contact the CCO Service Desk at 1.866.729.9787 or helpdesk@cancercare.on.ca

2. Summary of Steps

- Step 1 – Logon to CCO Web Portal
- Step 2 – Logon to CCO Data Book web application
- Step 3 – Submit the Data Book file package
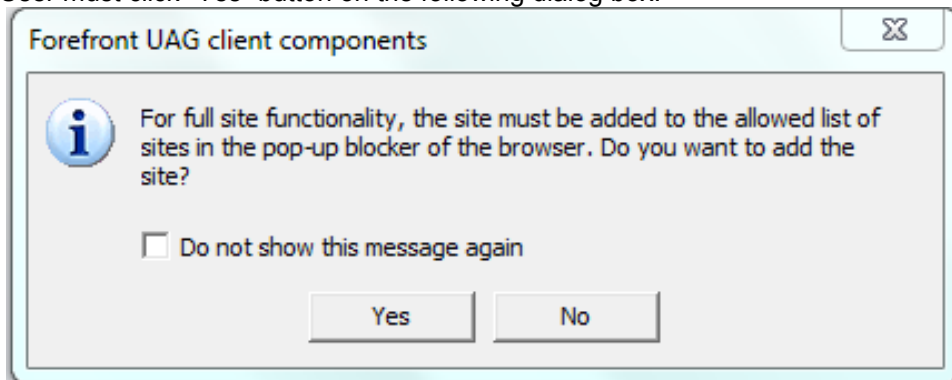- Step 4 - Access QA reports

3. Detailed Instructions
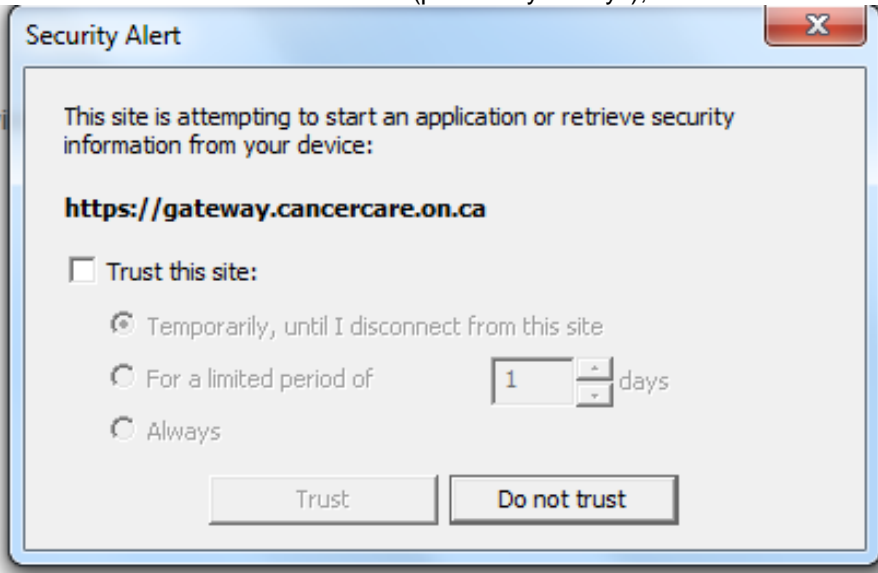
3.1.   Step 1 – Logon to CCO Web Portal

When using Internet Explorer, on first access of https://gateway.cancercare.on.ca

For Internet Explorer:

User must click "Yes" button on the following dialog box.

User must choose to Trust the site (preferably Always), and click the Trust button.

User is then presented with the expected login page.

ALR Data Upload Application User Guide

To log in, enter your CCO login username and password that was provided to you by CCO Data Book staff.

Any Other Browser

When using any other browser, on first access of https://gateway.cancercare.on.ca, ONLY IF Java is not installed OR Java is not enabled:

1. Users will need to download and install the JRE by following instructions.
2. Enabling Java is browser and operating system dependent. Included below in red are the instructions from http://java.com/en/download/help/enable_browser.xml

Browsers for Windows

Internet Explorer

1. Click **Tools** and then **Internet Options**
2. Select the **Security** tab, and select the **Custom Level** button

3. Scroll down to **Scripting of Java applets**
4. Make sure the **Enable** radio button is checked
5. Click **OK** to save your preference

Chrome

1. Click on the wrench icon, then select **Options**.
2. Select **Under the Hood** and then Privacy **Content Settings**.
   The Content Settings panel will appear.
3. In the **Plug-ins** section, select the **Disable individual plug-ins** link to check whether Java is enabled
4. Click on the **Enable** link (if the Disable link appears, Java is already enabled)

Note: Alternatively, you can access the Plug-ins settings by typing about:plugins in the browser address.

Browsers for Windows and Mac OS X

Firefox

1. Start Mozilla Firefox browser or restart it if it is already running
2. At the top of the browser, select the **Firefox** button (or **Tools** menu in Windows XP), then **Add-ons**
   The Add-ons Manager tab will open.
3. In the Add-ons Manager tab, select **Plugins**
4. Click **Java (TM) Platform** plugin to select it
5. Click on the **Enable** button (if the button says **Disable**, Java is already enabled)

Safari

1. Launch Safari browser
2. Click on Safari and select **Preferences**
3. Click on the **Security** tab
4. Check (select) **Enable Java** check box
5. Close Safari Preferences window

Opera 4.x and Up

1. Opera for Windows does not use Java, but an embedded version already inside the Opera Web browser.
2. Opera for other platforms *may* supports Java. Please consult your Opera platform documentation.
3. For further information, please review the following Opera Support article:
   Support for Java software in Opera

Once you have logged in, you will see the CCO Web Portal main menu screen:
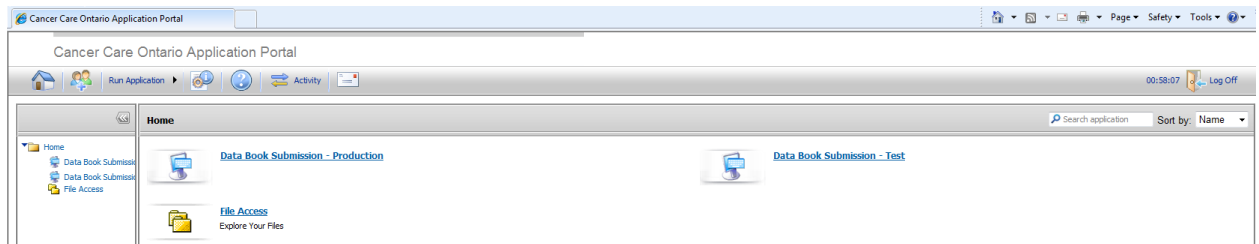

NOTE: Your menu should contain the three Data Book related icons (ie. **Data Book Submission - PRODUCTION, Data Book Submission - TEST** and **File Access**).   The File Access folder contains the QA reports generated according to the CCO load ID assigned to each successful data submission (as stated in the data book submission confirmation email).

Note: You will still have access to your Data Book QA reports on the Gateway portal.

There are additional buttons on the top left corner of the CCO Web Portal main menu screen that provide the user to:

1. Navigate back to the 'Home' page.
2. "Change Password" (ie. when user is notified of passwords about to expire). The "Add Credentials" feature is currently not being used (ie. not applicable).
3. "Run Application" provides a drop down list to the application icons.
4. "System Information" displays Forefront UAG client components.
5. "Help" provides some information about the CCO Application Portal.
6. Portal "Activity" to view activity of legacy applications.
7. "Email System Administrator" to email CCO's helpdesk.
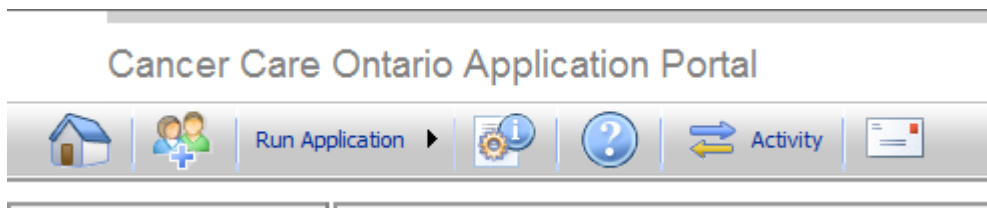
3.2. Step 2 – Logon to CCO Data Book web application

Click the **Data Book Submission – TEST** icon (for Test submissions) or **Data Book Submission – PRODUCTION** icon (for Production submissions).

3.3. Step 3 – Submit the Data Book file package

After selecting the PROD or TEST submission icons, you will see the following screens **NOTE: There is no additional sign on required to the Production versus Test version. The version will be indicated on the top left corner of the upload application (as highlighted). Please ensure you are using the correct version for your submission**:

User and **Submitting Hospital** should display your name and hospital. This information confirms you are successfully logged onto the system as the proper user. If the correct name and hospital is not displayed, contact the CCO Service Desk at 1.866.729.9787 or helpdesk@cancercare.on.ca

Start Visit Date and **End Visit Date** indicate the visit date range for your Radiation, Systemic, Clinic Visit and/or Procedure files. These fields can be changed in the **TEST** version of the application in order to allow more flexible testing. In the **PRODUCTION** version, they are display only (except in quarterly resubmission months, or if you have requested & received approval for a special resubmission).

The **Submission contains exclusively Surgery Only data** check box should be clicked if you are making a submission which only includes Patient and Disease data files. This will cause the Visit Date fields to become display only even in TEST, since Visit Date criteria only applies to submissions that include visit/activity data.

The **Clinic Visit, Radiation, Systemic & Procedures** check boxes should be clicked when you are resubmitting data for the Visit Date range indicated above on the screen. This will ensure that the previously submitted data is removed before the new file(s) are loaded. This is especially useful in the **TEST** version of the application, where you may be resubmitting the same date range of data several times in a row for QA/data cleaning purposes. **USE WITH CAUTION,** especially when you are logged into the **PRODUCTION** environment, as deleted data CANNOT be recovered.

Ensure these steps are followed when resubmitting data:

1. Ensure that the 'Start Visit Date' and 'End Visit Date' range reflects the period of data being submitted for all activity files.
2. Select the 'Surgery Only' box (below the visit date range) if applicable.
3. If the submission for the visit date range indicated is a resubmission meant to '**replace**' existing data already submitted (for that visit date range), select the activity files that are to be 'replaced'.
   a. Failure to select the appropriate boxes will result in DUPLICATE data for the visit date range resubmitted.
4. If the submission for the visit date range indicated is a resubmission meant to '**append**' to existing data already submitted (for that visit date range), **DO NOT** select the boxes.
   a. Selecting any of the activity file boxes, will result in **REPLACING**, existing data.

ALR Resubmission Process
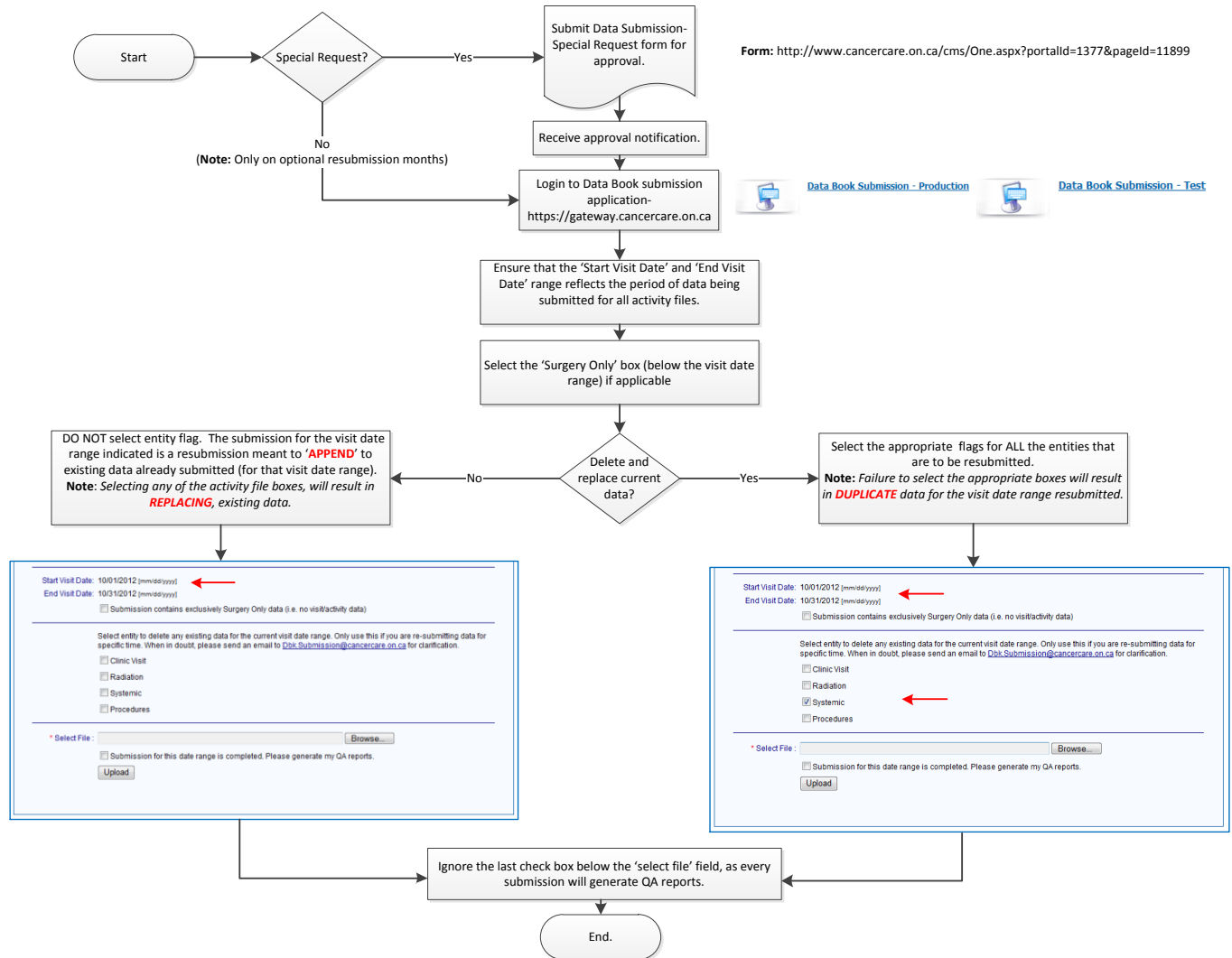
Kingston/Satellite site submission process:

Due to Kingston and satellite sites using the same submitting hospital number to report data, there are strict submission guidelines that need to be followed to ensure data from both sites are received correctly.

SCENARIOS	SITE	SUBMITS	DATA	FLAGS
1. Regular monthly Submissions	Kingston	1st	All data	No flags selected
	Satellite	2nd	Systemic data	No flags selected
2. Kingston needs resubmission (issue with Systemic data)	Kingston	1st	Systemic data (or more)	Systemic flag selected (and other activity if also resubmitting)
	Satellite	2nd	Systemic data	No flags selected
3. Satellite site needs resubmission (issue with Systemic data)	Kingston	1st	Systemic data (or more)	Systemic flag selected (and other activity if also resubmitting)
	Satellite	2nd	Systemic data	No flags selected
It is important that Satellite sites **NEVER** selects the resubmission flags for regular or resubmissions, and that Kingston always submits first for regular and resubmissions. When resubmitting (Kingston or Satellite sites), Kingston **MUST** select the appropriate resubmission activity file flags.				

The **Select File** section allows you to search your computer for the data file to be uploaded. Click the 'Browse' button, and locate the correct file from your computer. Please note that this should be a ZIP file containing only valid Data Book ALR/OCR format files, and named using the naming convention defined in the most recent *CCO Data Book* document.

The **Submission for this date range is completed is no longer applicable, QA checks will be generated for each data submission regardless if the check box is selected**.

Once you have completed entry of the applicable criteria, click the **Upload** button. You will receive a message on the screen and via an email indicating if the submission was successful. If it was successful, your data will be loaded and QA reports generated, usually within 1 hour. If it was NOT successful, correct the problem as indicated by the message and resubmit.

3.4 Access to QA reports

Once the QA reports have been generated, an email notification is sent to inform the user of the availability of the reports that can be accessed in the 'file access' directory (or the existing Gateway site).

Access via 'File Access' directory on CCO gateway:

Click on [+] for the drop down folder.

Click on 'e-IM<facility name>' folder to display the Data Book QA Reporting Production and Test folders. Then click on QA folder to access the sub-folder with the CCO Load ID for the submission to either the Production or Test version.

Example of 'Data Book QA Reporting – Test folder.

Three QA reports are available for each CCO load ID. 1. Files submitted 2. QA counts (summary) 3. QA reports (record detail)