

# Using the ISCR FTP Program

## (RMCDS Configuration)

*This document was last modified August 22, 2021*

This document explains how to make a backup of cases in RMCDS (Rocky Mountain Cancer Data Systems) and send it to an FTP site on the internet belonging to the Indiana State Cancer Registry (ISCR). FTP stands for File Transfer Protocol, and it's a way of sending files across the internet. Most web sites have content that you can view in an internet browser, but an FTP site simply holds files that can be uploaded (sent from your computer to the FTP site) or downloaded (sent from the FTP site to your computer).

To send your backups through the internet, you must first install a special program to do this. The program is provided by ISCR, and there are separate instructions for installing it. Contact ISCR for more information. Contact data appears at the end of these instructions.

### Brief Instructions

Making and sending a state backup is straightforward. Just follow these simple instructions. You can refer to the detailed instructions if you need more information for any step.

#### **First create the state backup.**

1. Log on to RMCDS.
2. From the **Utilities** menu select **Backup** then select **State**.
3. Select the options you normally select when doing a state backup.
4. Click the **Run** button.
5. Click the **Exit** button in the *Backup and Restore* window.

#### **Second run the FTP program to submit the data.**

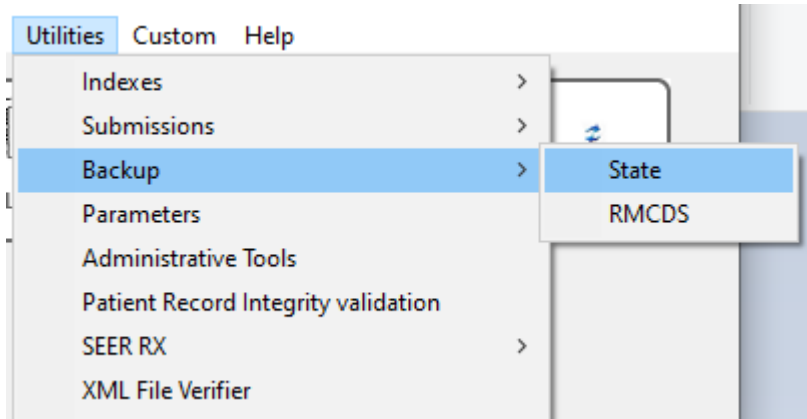
6. From the **Custom** menu select **Run the ISCR FTP program**.
7. Click the **Run** button in the *Custom Menu Options* window.
8. Click the **OK** button in the *Processing Options* dialog.
9. Check the radio button for the type of submission you're making.

### Detailed Instructions

Each step in the brief instructions has a corresponding step in this section giving more details about how to perform that step.

### First create the state backup.

1. If RMCDS is not already open, start it and log on.
2. From the **Utilities** menu select **Backup** and then select **State**, as shown in Figure 1.



**Figure 1: Utilities Menu**

3. The options for the state backup are displayed in the window as shown in Figure 2. Normally you will select the following options. Most of these are the default, which means RMCDS automatically sets them to what you need.
  - a) In the **Format** dropdown list, select **RMCDS**.
  - b) The **Create Follow\_up File** checkbox must ***not*** be checked. This is ***not*** the default so you must click the checkbox to uncheck it.
  - c) The **Create State Submission File** checkbox must be checked. (This should already be checked.)
  - d) Check the **Current** radio button. (This should already be checked.)
  - e) Be sure the **Month**, **Day** and **Year** of the **Previous Transfer** are correct. RMCDS automatically sets this to the last time you ran a state backup, so it probably is accurate. Still, you should keep a log of state backups so you can verify that the date really is the date when you last ran a state backup.
  - f) If you want a printed list for your own records of the cases you are backing up, check the **Print Listing Report** checkbox. (This should already be checked.) Contact ISCR if you need assistance with printing the list.

Format: RMCDS

Create Follow-Up File  
Cut-off Date for Updates: Month: 01 Year: 2012

Create State Submission File  Print Listing Report

Current Previous Transfer Month: 09 Day: 17 Year: 2020

Subset  Browse

Run Exit

**Figure 2: State Backup Options**

- Once you've selected the correct options, click the **Run** button. If the *HIPAA Requirements* dialog shown in Figure 3 is displayed, click the **OK** button to close it.

HIPAA Requirements

Pick an Option

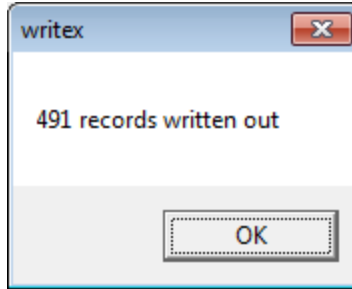
Registry Operation (No HIPAA audit trail needed)

Need HIPAA audit trail

OK

**Figure 3: HIPAA Requirements Dialog**

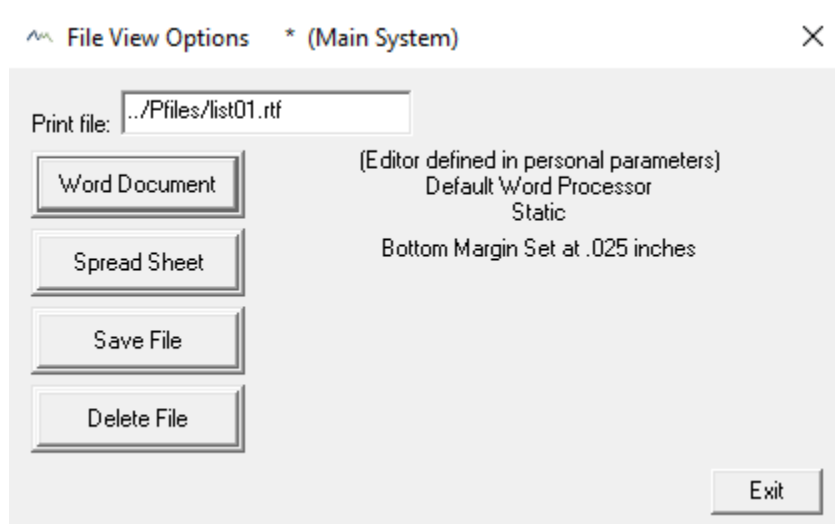
A progress window is displayed while the backup files are created. When all selected cases have been added, the window shown in Figure4 is displayed to tell you how many records (that is, cases) are being backed up. You may want to write this number down for your own records.



**Figure 4: Number of Records Written**

Click the **OK** button. Another window pops up asking if you wish to copy the files to another folder. If you want to copy the files to another folder, click **Yes** and select the location you want to copy the files to. If not, click **No** to continue.

If you left the **Print Listing** box checked in Step 3(f), then the *File View Options* window, shown in Figure 5, is displayed. In that case, click the **Word Document** button to open your word processor and view the listing of the cases that are in the backup. You can click the **Delete File** button to delete the file and close the window. Otherwise click the **Exit** button to close the window.



**Figure 5: Print Options Dialog**

5. Click the **Exit** button in the *Backup and Restore* window (shown in **Error! Reference source not found.**) to get back to the main RMCDS window.

**Second run the FTP program to submit the data.**

6. From the **Custom** menu, select **Run the ISCR FTP program**, as shown in Figure .

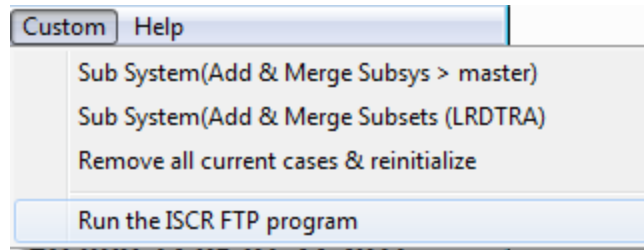


Figure 6: Custom Menu

7. Do not type anything in the **Arguments** textbox in the *Custom Menu Options* window shown in Figure . Just click the **Run** button

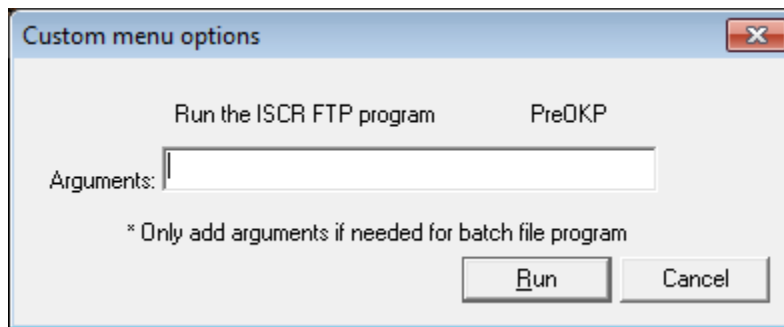


Figure 7: Custom Menu Options Window

8. Click the **OK** button in the *Processing Options* dialog shown in Figure 2.

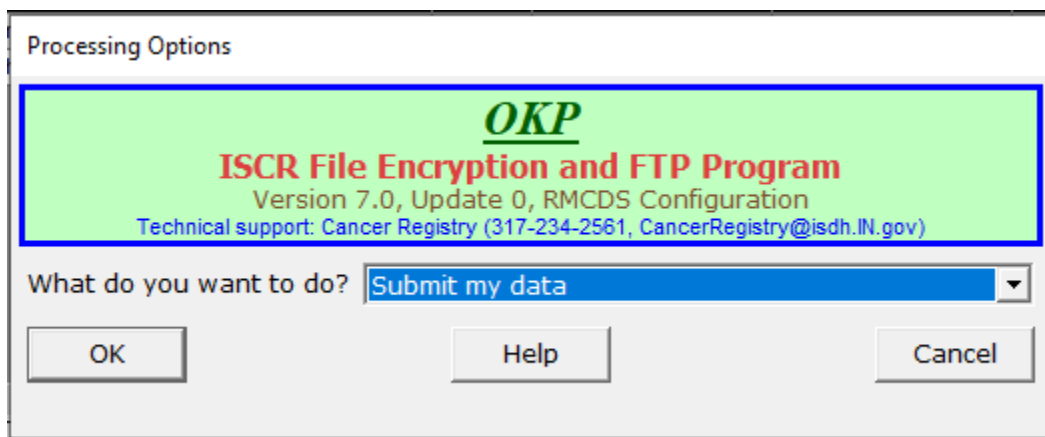
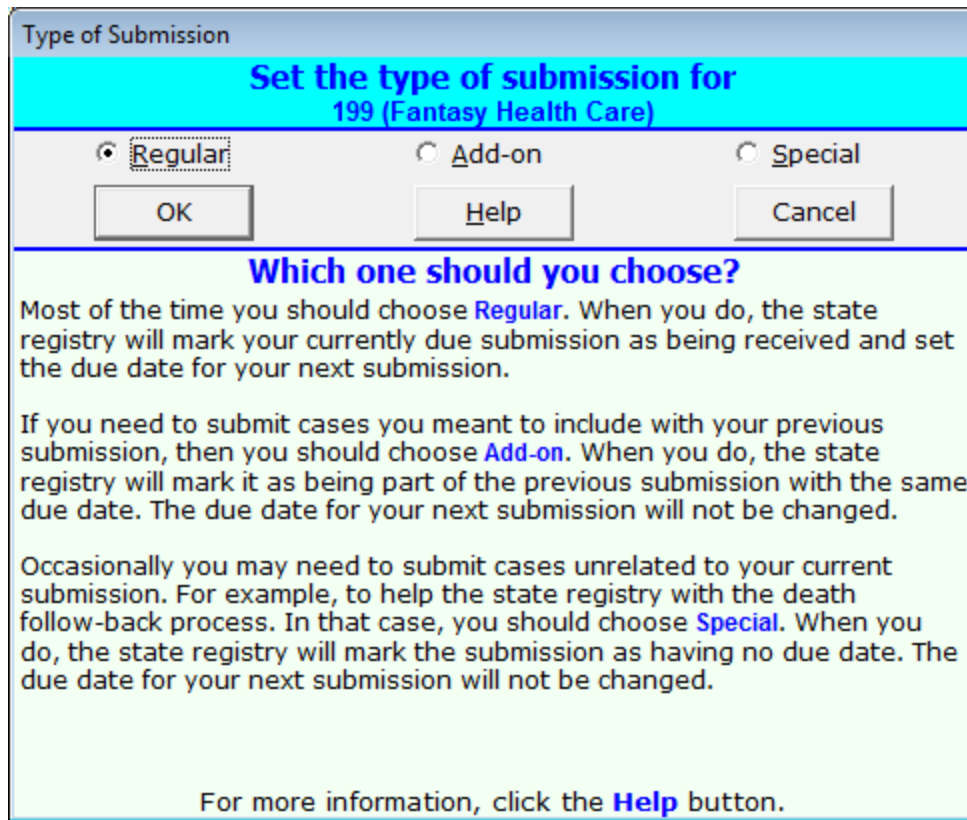


Figure 2: Processing Options Dialog

9. Check the radio button for the type of submission you're making in the *Type of Submission* dialog shown in Figure 3 and click the **OK** button. In most cases, the default value **Regular submission** is appropriate.



**Figure 3: Type of Submission Dialog**

If you're sending cases you meant to include in your previous submission, then check the **Add-on submission** button to indicate these cases should be considered part of your previous submission. Please note that doing this creates extra work at the central cancer registry, so if it's possible to hold these cases until your next submission, that would be preferable.

Occasionally you may be asked to send cases for some special purpose, such as assisting the central registry with death clearance. In that case, check the **Special submission** button.

After you click the **OK** button, a couple of windows with progress bars appear. The first shows your data files being encrypted, and the second shows the encrypted file being uploaded to the FTP site. After the file has been uploaded to the FTP site, a message is displayed, as shown in Figure 4, to let you know everything worked.

If you don't see the picture of the babies, it means there was a problem uploading your data to the central cancer registry's FTP server. In that case, contact ISCR for assistance.



Figure 4: Transfer Complete Message

## Contact Information

If you have any problems or questions, please contact the following person at the Indiana State Cancer Registry (ISCR) for assistance.

<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Sneha Hebbar	317-234-2561	<a href="mailto:CancerRegistry@isdh.in.gov">CancerRegistry@isdh.in.gov</a>