

Using the ISCR FTP Program

(Standard Configuration)

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This document explains how to send a data file 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 have been uploaded (sent from your computer to the FTP site) or that can be downloaded (sent from the FTP site to your computer).

To send your data 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

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.

1. Create the data file.
2. Start the FTP program.
3. Be sure **Submit my data** is selected in the dropdown list and click **OK**.
4. When prompted, select the file you're submitting.
5. Select the type of submission (regular, add-on, or special).
6. A picture of a group of babies is displayed to show the transfer is complete.

Detailed Instructions

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

1. Create the data file to be uploaded. ISCR will not be able to help you with creating this file. If need assistance you will have to contact whoever provides the software, you use to create the file.
2. Double click the FTP program icon on your desktop shown in Figure 1.



Figure 1: FTP Program Icon

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This starts the FTP program, which displays the *Processing Options* dialog as shown in Figure 2.

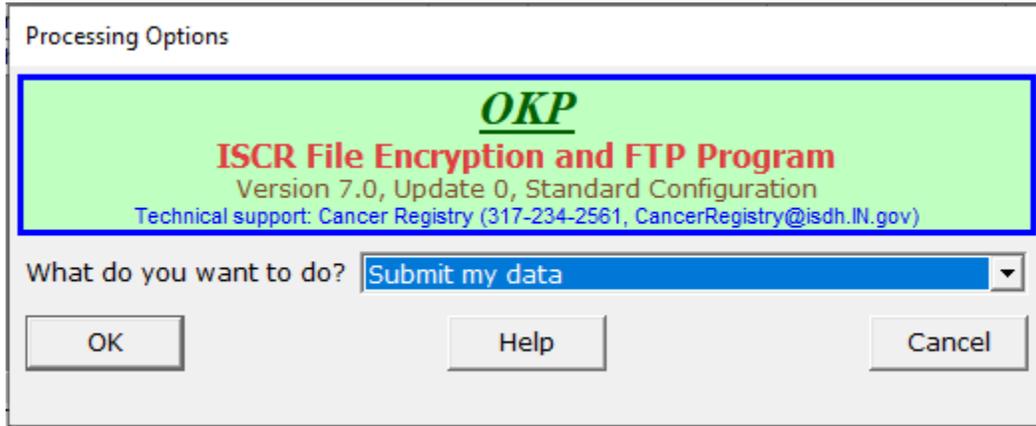


Figure 2: Processing Options Dialog

3. The selected item in the dropdown list should be **Submit my data**. If it's not, drop down the list and select it. Then click the **OK** button.
4. When the standard *Open* dialog is displayed, find the file you created in Step 1 and select it. If you don't know how to use this dialog to find your file, contact your facility's helpdesk for assistance.
5. When the *Type of Submission* dialog shown in Figure is displayed, check the radio button for the type of submission you're making for this facility.

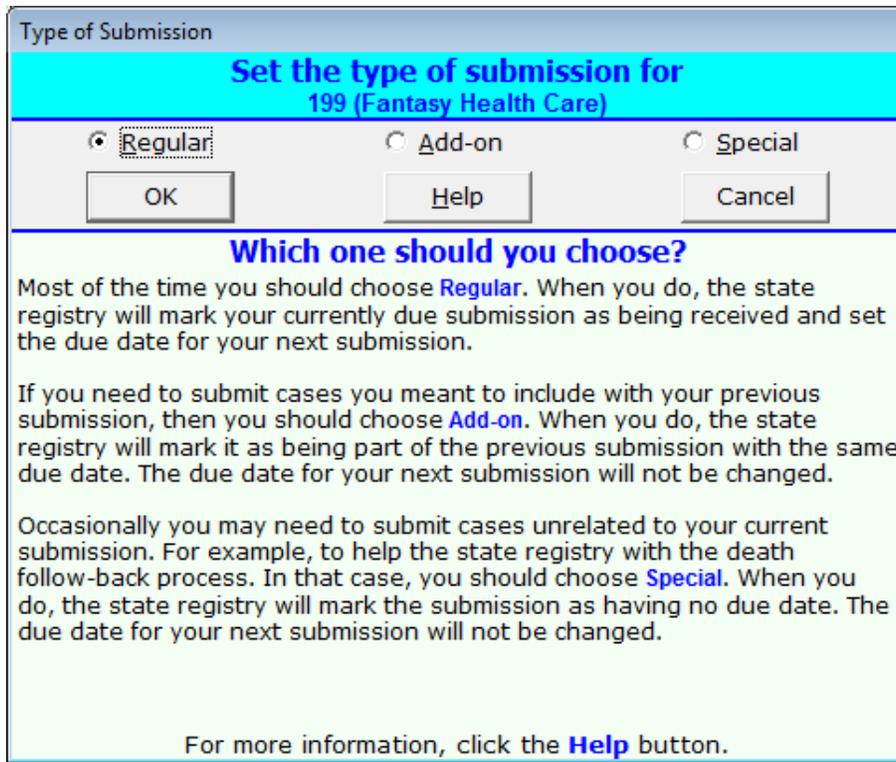


Figure 3: Type of Submission Dialog

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The **Regular** radio button is checked by default. In most cases, this is what you want.

If you're sending cases you meant to include in your previous submission, then check the **Add-on** radio 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** radio button.

6. After you've selected the file, it's encrypted and uploaded to the FTP server.

After the file has been uploaded to the FTP site, a message is displayed, as shown in Figure , to let you know everything worked. The message shows the facility number and name and the file that was encrypted and uploaded.



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	317-233-7099	CancerRegistry@isdh.in.gov