

**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
TEXAS CANCER REGISTRY (TCR)**

**Cancer Registry Electronic Submission System
(CRESS) Instructions**

Overview: The Texas Cancer Registry has developed the CRESS system to support web-based submissions of data files (in the North American Association of Central Cancer Registries, or “NAACCR” format) generated by commercial registry software. This system will simplify the submission process and reduce the need for diskette-based submissions.

Commercial Registry Software:

System Requirements:

- Internet Access
- Internet Explorer version 5.0 or greater
- Entrust SSL 256 bit encryption
- MS Word for Windows or Adobe Acrobat

Website Address:

CRESS Online – https://webftp.dshs.state.tx.us/cancer/cress/html/Home_Page.asp

Internet Explorer – <http://www.microsoft.com/windows/ie>

Adobe Acrobat – <http://www.adobe.com/products/acrobat/readstep2.html>

How to get a Login and Password:

1. Connect to CRESS Online by typing https://webftp.dshs.state.tx.us/cancer/cress/html/Home_Page.asp in the address bar of the web browser.
2. Go to the “Documents” section in the “Main Directory” column of the Login page.
3. Select either the MS Word or Adobe Acrobat versions of both the “Confidentiality Agreement” and “User Agreement” forms.
4. Print, read, and complete in its entirety both Agreements.
5. Sign the Confidentiality Agreement.
6. Mail both Agreements to the Texas Cancer Registry at P.O. Box 149347, Moreton Building, M-149, Austin, TX 78714-9347 or fax it to (512) 458-7681.

Note: Both the **Confidentiality Agreement** and **User Agreement** must be on file with the TCR prior to being assigned a login name and password.

The TCR will contact you with your login name and password either by email or phone upon receipt of your request.

Data security to protect confidentiality:

To ensure that your data submissions cannot be intercepted or decrypted by anyone other than the Texas Cancer Registry, all data files are encrypted and protected using Entrust SSL encryption software. Upon entering our CRESS system, your data files are transmitted via a Secure Socket Layer (SSL) and all information is encrypted. This automatic process requires no action on the part of the cancer reporter. To verify the validity of server's protection, please click on the Entrust logo of the CRESS login screen.

To use CRESS:

1. Logon to the Internet
 - Contact your network manager or Internet Service Provider (ISP) to resolve any questions or connection issues.
2. Start up Internet Explorer (IE) v5.0 or greater. (If you do NOT have Internet Explorer or are using an older version, refer to the Internet Explorer link listed under Website Address on page 1 and update to IE 5.0 or better).
3. In the address bar, type:
https://webftp.dshs.state.tx.us/cancer/cress/html/Home_Page.asp
4. If you are using an older version of Internet Explorer or not using Internet Explorer, you will receive an error message as shown in Figure 1.



Figure 1

5. If you are using the correct version of Internet Explorer you will see the CRESS Home Page as shown in Figure 2.

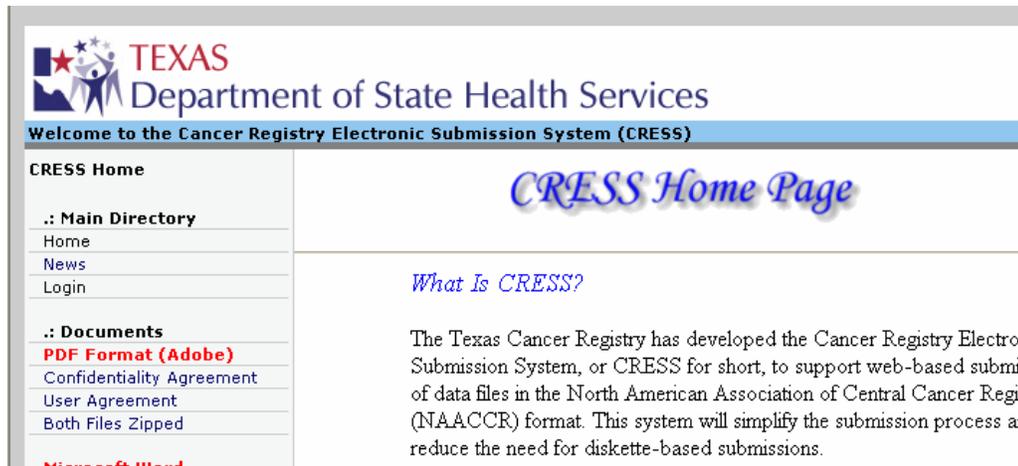


Figure 2

6. Go to the Main Directory column, on the left side of the screen, and choose the Login link to login to CRESS. See Figure 3.

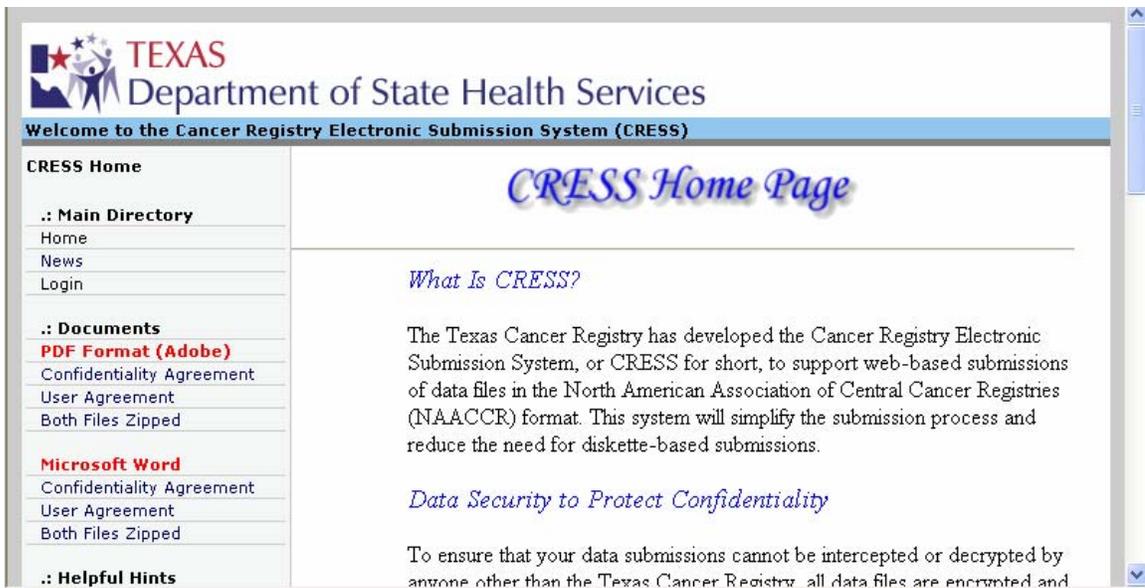


Figure 3

7. If you have received a login and password, enter it as shown in Figure 4. Your login and password are case sensitive and must be entered exactly as given to you, including any upper case letters or numbers. If you do not have a login and password, refer to the "How to get a Login and Password" section of these instructions.



Figure 4

8. If you have logged in successfully, the CRESS Main Page will be displayed, as shown in Figure 5.

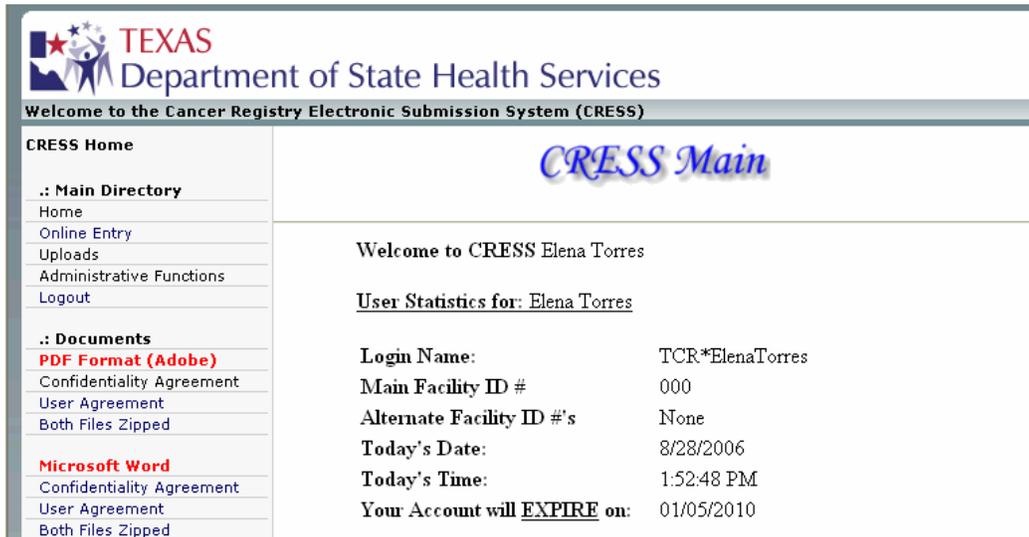


Figure 5

9. Click on the button labeled “Uploads” to submit a NAACCR file to the Texas Cancer Registry.
10. The next screen will be the “File Upload Page” as shown in Figure 6.

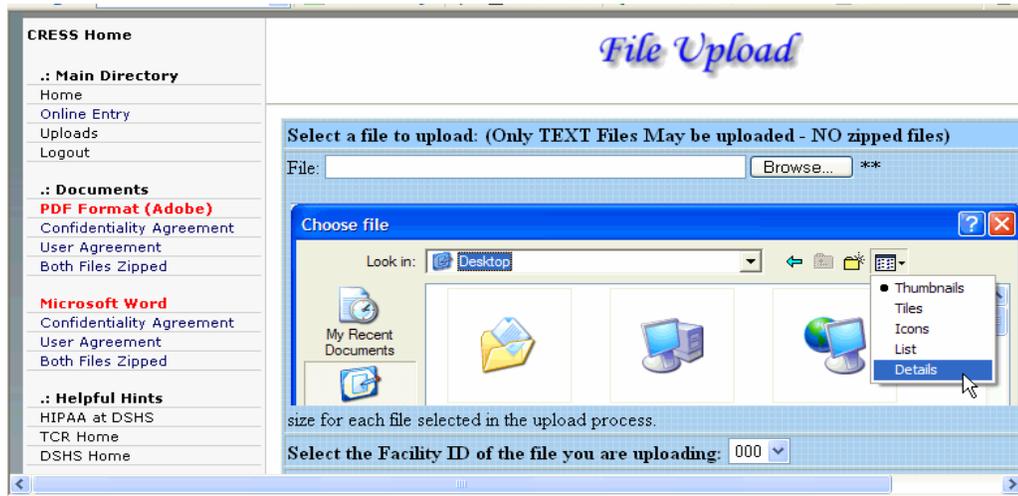


Figure 6

11. Click on the “Browse” button to select a NAACCR file to upload. To view the file type, change the view settings to “Details” (above).
12. A popup window will be displayed with a list of files to select for upload. Window contents will vary from computer to computer. An example of what the window will look like is shown in Figure 7.

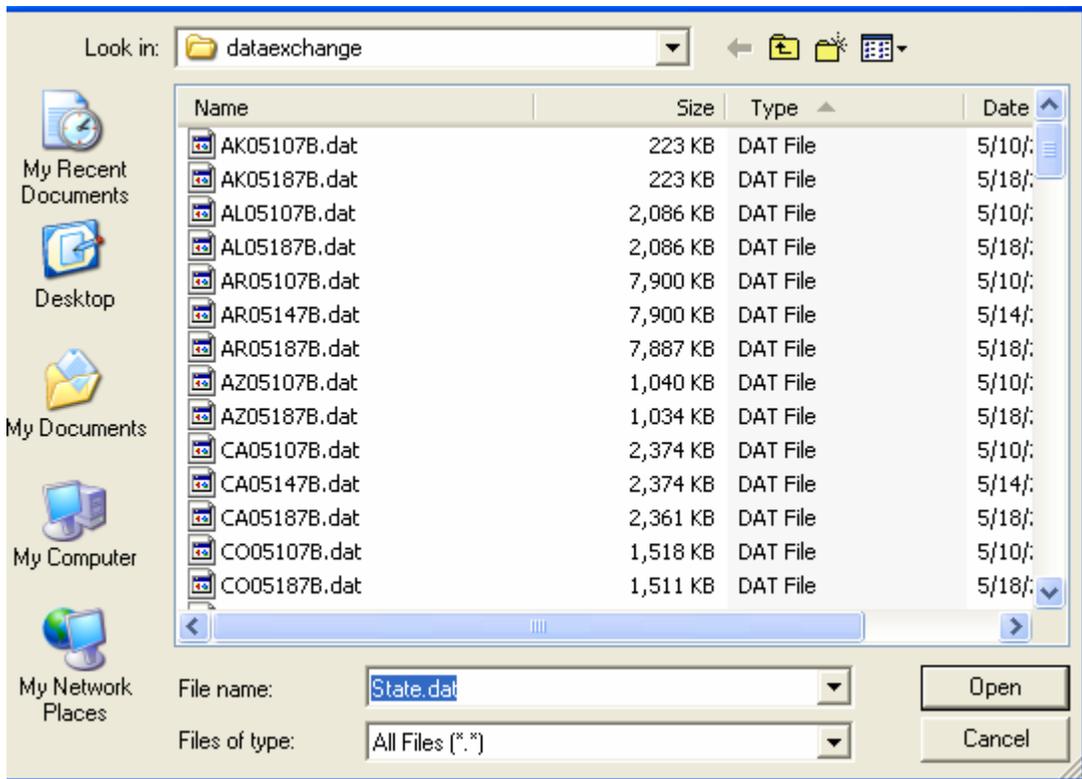


Figure 7

Navigate to select your saved NAACCR file and select it as shown in Figure 7.

13. Enter the Facility ID for the file that is being uploaded by selecting the three digit code from the drop down menu.
14. Click on the “Continue” button. See Figure 8.

Select the Facility ID of the file you are uploading: 000 ▾

Please Read the following before uploading a file.

- The Upload process can take anywhere from 1 minute to 30 minutes depending on the file size, your internet connection speed and internet traffic. Please be patient and only hit the Upload button **ONCE**.
- If the Upload was Successful, you will get a confirmation page. If the upload was not successful, you will either receive an upload error message or a script timeout message.
- If you receive a script timeout message, it's because you either tried to upload a file that was too large or because of network congestion. If this is the case, just try again later on in the day to upload your records.

Continue

Figure 8

15. The next screen will be the Transmittal Form (TF) as show in Figure 9. The TF must be completely filled out. After your first submittal, your TF information will be stored and will populate automatically for future submissions. **NOTE: Please remember to update TF information, especially email addresses. Our system is programmed to send confirmation letters to the email address that is shown on the TF. Do not include patient demographic information in the comments section.**

TRANSMITTAL FORM



Reporting Facility:			
Name:	<input type="text" value="CENTRALOFFICE"/>		
Address:	<input type="text" value="1103 West 49th Street Moreton Building, M-149"/>		
City, ST, Zip:	<input type="text" value="Austin TX 78756"/>		
Date:	<input type="text" value="3/18/2008"/>		
Contact:	<input type="text" value="Elena Torres"/>		
Phone:	<input type="text" value="512-458-7111"/>		
Fax:	<input type="text"/>		
Email Addr:	<input type="text" value="elena.torres@dshs.state.tx.us"/>		

Reporting Forms/ Electronic Submissions:	Year of Admn	Total Recs Sent	All Recs Submitted For Year?
#1	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#2	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#3	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#4	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#5	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#6	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#7	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>
#8	<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>

Comments:

Figure 9

16. Click on the “Upload” button located at the bottom of the TF to transmit your submission.

17. If the file was successfully received you will see the screen shown in Figure 10. This page indicates that the file was received successfully. It does NOT mean that the records passed the TCR EDITS check. You will receive a separate confirmation via Email or postal service once the files are run through the TCR EDITS.

File Upload Status Page

File Upload Summary	
File Name:	000_3-18-2008_103850_000_3-18-2008_92323_Region11test.zip_TF.CRS_CRS
File Size:	0.1865234375 KBytes
File Path:	D:\servers\sclonline\Uploads\
File Type:	text/plain

A Transmittal Form for this submission
has been submitted with this Upload.

UPLOAD SUCCESSFUL!

2 file(s) uploaded.

Figure 10

To upload additional files, click on the  button twice (repeat steps 9-16) or click on “Home” to return to the main page or  click on “Logout” to exit CRESS.

Note: If the file that was selected to be uploaded to the TCR is *NOT* in the required format, the upload will be rejected.

If you need assistance with please contact the CRESS helpdesk at 1-800-252-8059 or 512-458-7523. You may also contact us via email by selecting the “Contact Us” link located on the left column of the Main Page.