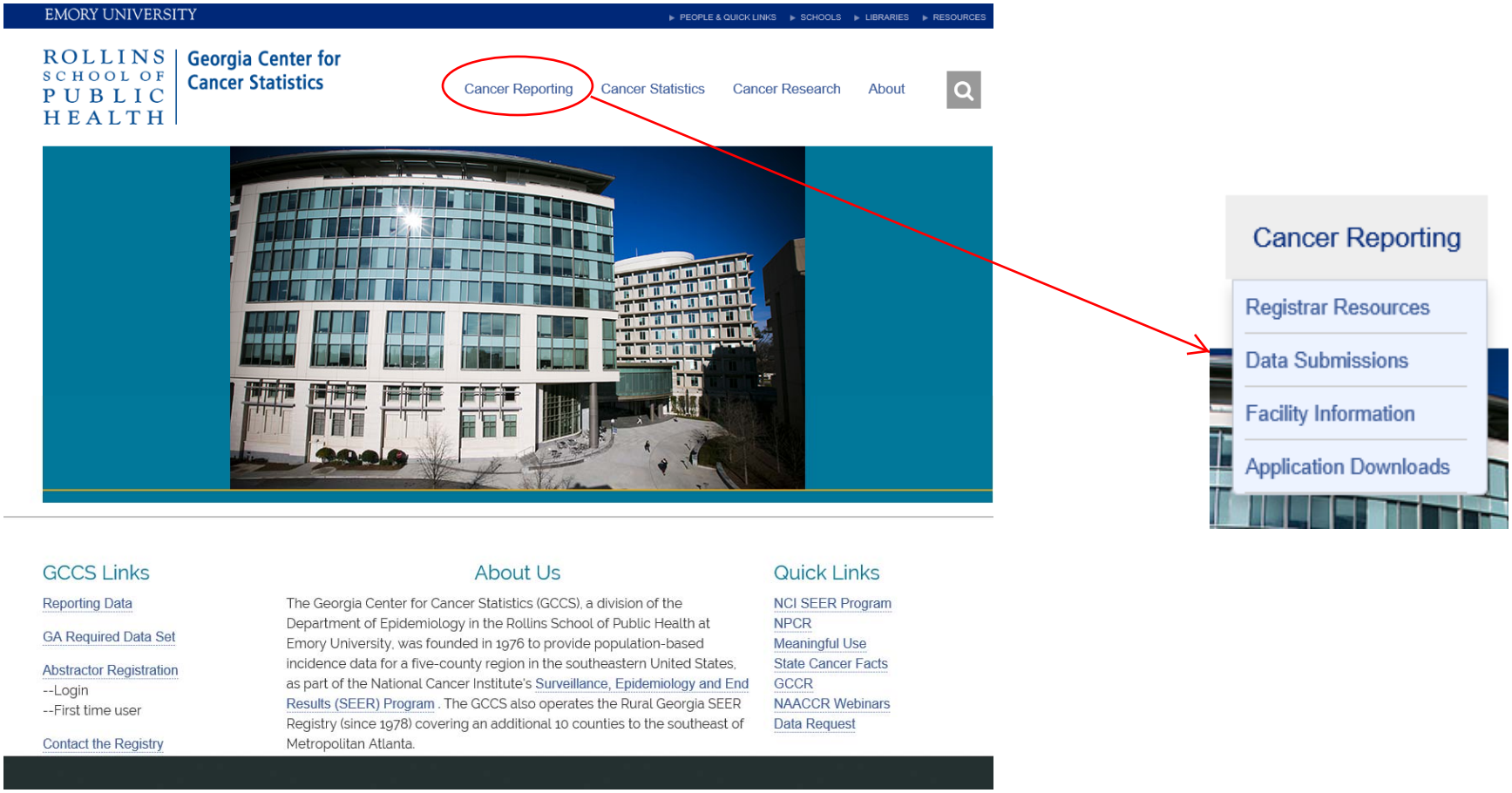
Instructions for Using Labkey

Georgia Center for Cancer Statistics (GCCS)

Log in to the LabKey system from the GCCS website Home Page at http://web1.sph.emory.edu/GCCS/cms/index.html

Click on **Cancer Reporting** and Select Data Submissions, Facility Information or Application Downloads.



Please note: The labkey system does not generate any email receipts when files are uploaded. You will see your file listed in the folder when it is successfully uploaded.

Log in with your email and password.

ROLLINS SCHOOL OF PUBLIC HEALTH | Georgia Center for Cancer Statistics

Sign In

Email

Password (forgot password)

Remember my email address

Terms of Use

BY LOGGING INTO EMORY'S LABKEY DATABASE, YOU ARE AGREEING TO EACH OF THE STATEMENTS BELOW:

- I have been instructed to promptly report all incidents of noncompliance with HIPAA Security Regulations policies and procedures to management, security, and privacy officers.
- I have been informed that I will be sanctioned and/or disciplined for noncompliance or violations of HIPAA Security Regulations policies and procedures.
- I have been instructed to promptly log and report all security incidents to management, security, and privacy officers.
- I have been given the guidelines for proper use and protection of passwords.
- I have been informed that I must comply with the "Emory University Code of Conduct" or the "EHC Confidentiality Statement" as it relates to the appropriate use of electronic personal health information (ePHI).
- I have been instructed within the last 12 months not to share passwords with other users and not to write down their passwords or otherwise expose their password in an insecure manner.
- I have been instructed within the last 12 months to report any suspected compromise or use of their user identifier and password by other individuals to their appropriate security officer.
- If you are NOT using an Emory owned client system to access the LabKey, you have been instructed on the obligations to meet the following requirements before accessing the LabKey:
  - The non-Emory system must have anti-virus software installed and the software and virus signature files must be kept up-to-date.
  - The non-Emory system and all applications on the system must be kept up-to-date with the most recent security updates and patches.
  - The non-Emory system must run personal firewall software at all times and the firewall must be configured to block all unsolicited inbound connections. This requirement is not necessary for vendor owned systems that are always connected to the vendor network as long as the vendor network is protected by a firewall and has implemented strong security measures.
  - ePHI must not be stored on non-Emory systems without explicit written permission from the user's appropriate director/dean/chair/vice president or equivalent.
  - Users must not disclose any Emory passwords to anyone, including family members.
  - If you are accessing the LabKey via a wireless client, does your access meets all of the following requirements:
    - Protected by a host based firewall.
    - Utilize anti-virus software that is up to date and has current anti-virus signatures.
    - Kept up to date with the latest operating system and application security patches.
    - Not connected to both wireless and wired Emory networks simultaneously.
    - Configured so they will not automatically connect to ad-hoc or unsecured wireless networks.

Please click below to continue...

I agree to these terms

Sign In

Powered by LabKey

You will need to agree to the terms of use each time you log in.

Once you log in you will see this screen.

ROLLINS SCHOOL OF PUBLIC HEALTH | Georgia Center for Cancer Statistics

Main | Facility Data | Facility Information | Abstractor Information | Application Downloads | Webinar | Sign Out

Main Page

About Us

The Georgia Center for Cancer Statistics (GCCS), a division of the Department of Epidemiology in the Rollins School of Public Health at Emory University, was founded in 1976 to provide population-based incidence data for a five-county region in the southeastern United States, as part of the National Cancer Institute's Surveillance, Epidemiology and End Results (SEER) Program . The GCCS also operates the Rural Georgia SEER Registry (since 1978) covering an additional 10 counties to the southeast of Metropolitan Atlanta.

In 1995, the Georgia Department of Community Health (GA DCH), Division of Public Health established the Georgia Comprehensive Cancer Registry with funding from the Center for Disease Control and Prevention's National Program of Cancer Registries . The GCCS wa designated by the GA DCH to conduct the day-to-day operation of this statewide population-based cancer registry. The data from this registry furthers our understanding of cancer in Georgia and is used to develop strategies and policies for cancer prevention and contrc

GCCS News

SEER Expansion in Georgia 2018-04-

Effective August 1, 2010, the Metropolitan Atlanta and Rural Georgia SEER Registry has expanded to cover the entire state. All cancer surveillance data from Georgia will now be included in the National Cancer Institute's Surveillance, Epidemiology, and End Results (SEE Program. This is a wonderful accomplishment for Georgia and speaks highly to the quality and completeness of the cancer data that is collected.

Main Menu

To upload or download facility data, please click on the link below

Facility Data - Uploads and Downloads

To view and edit facility information, please click on the link below

Facility Information

To View and edit your abstractor information, please click on the link below

Abstractor Information

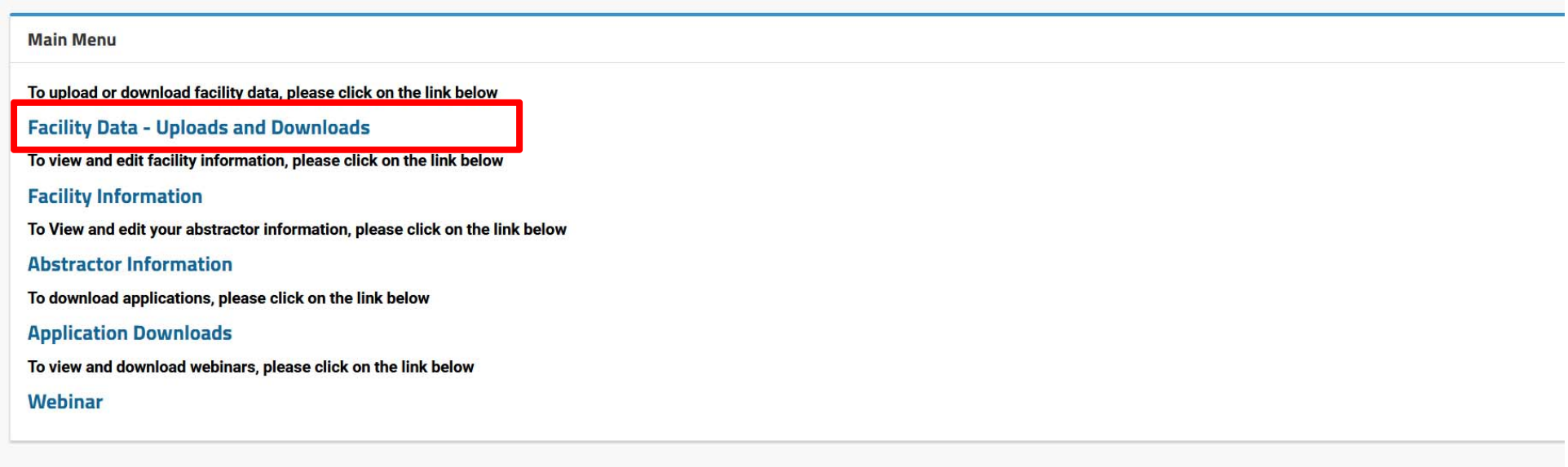
To download applications, please click on the link below

Application Downloads

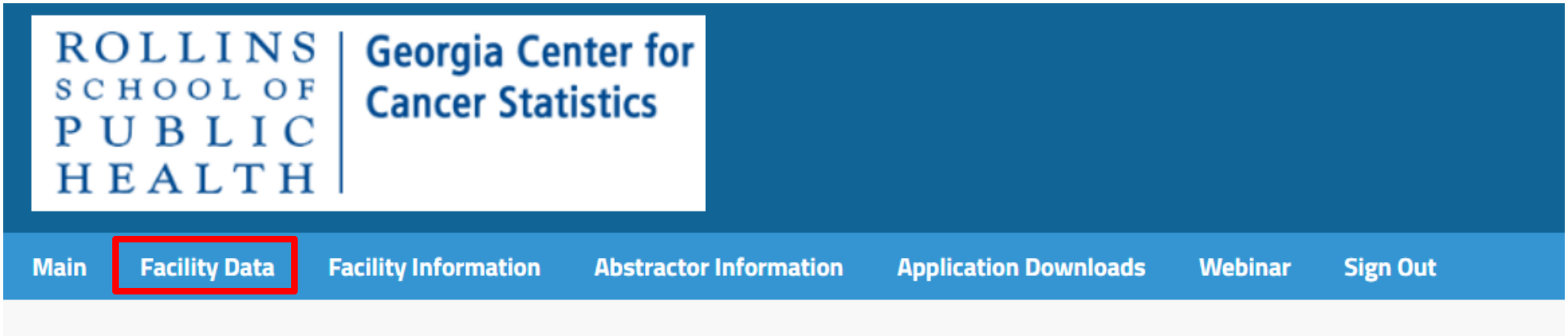
To view and download webinars, please click on the link below

Webinar

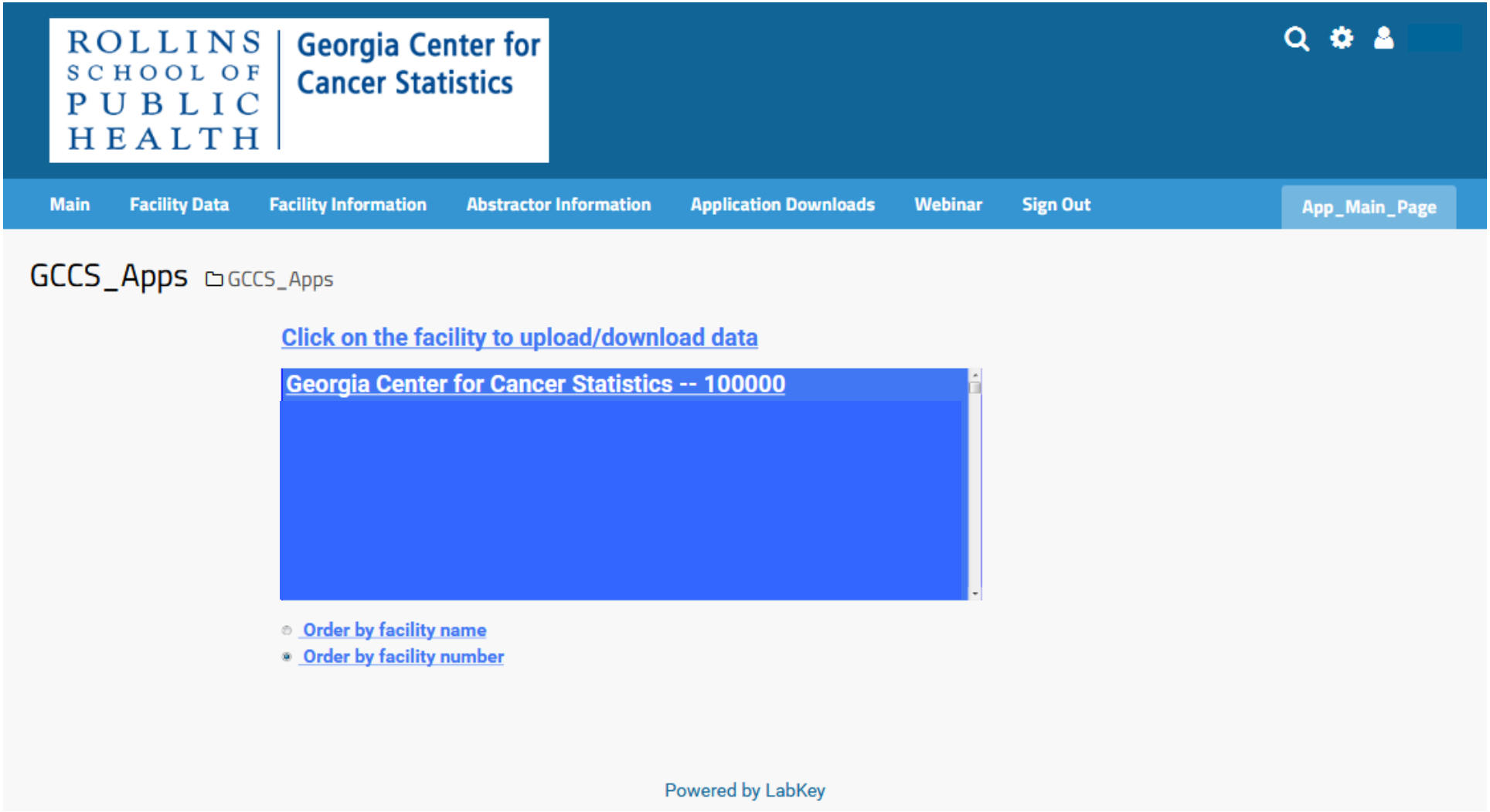
Select the Facility Data – Uploads and Downloads link under the Main Menu to upload your monthly data submissions.



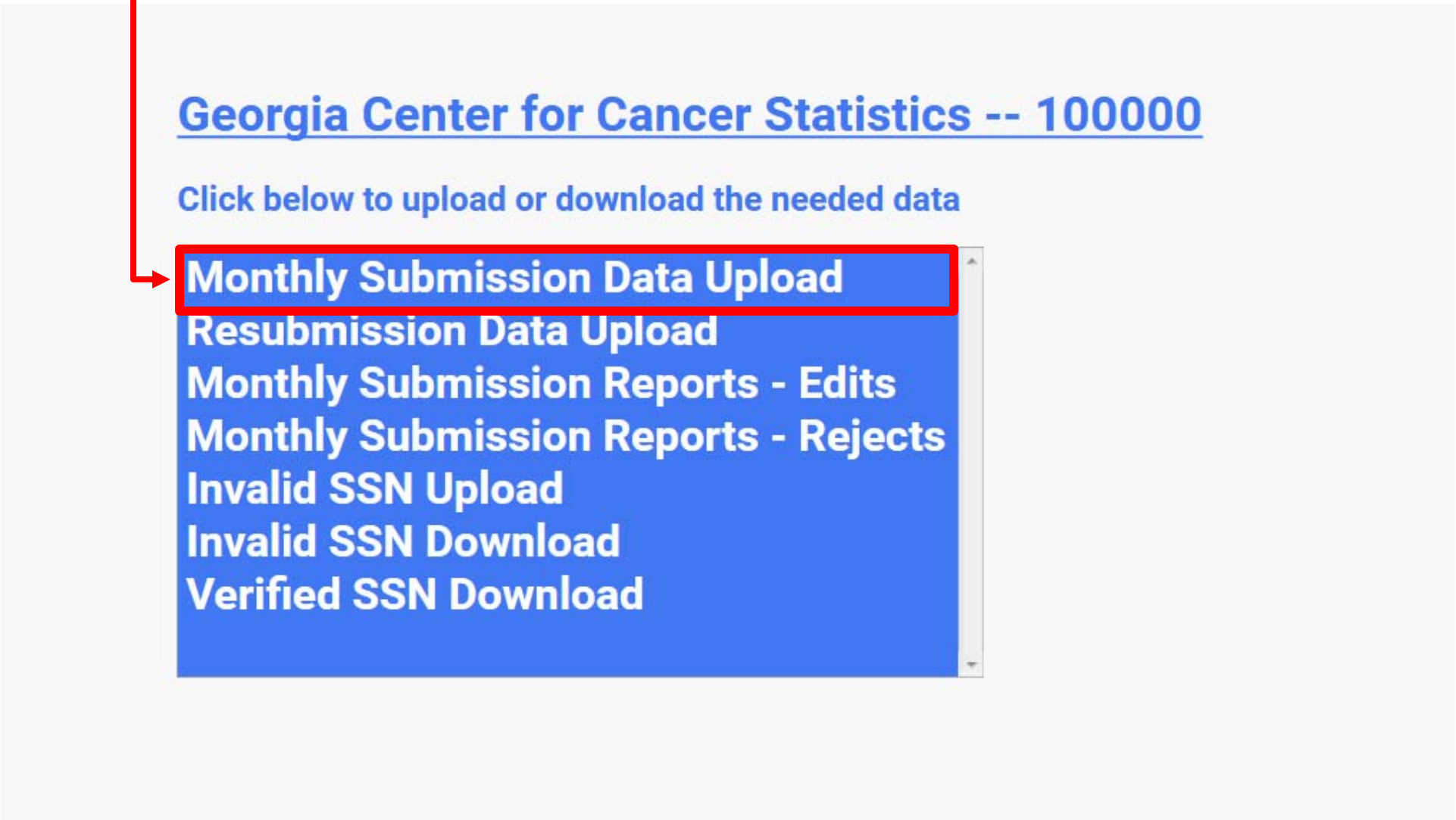
You can also select the Facility Data menu item from the menu bar to upload your monthly data submissions

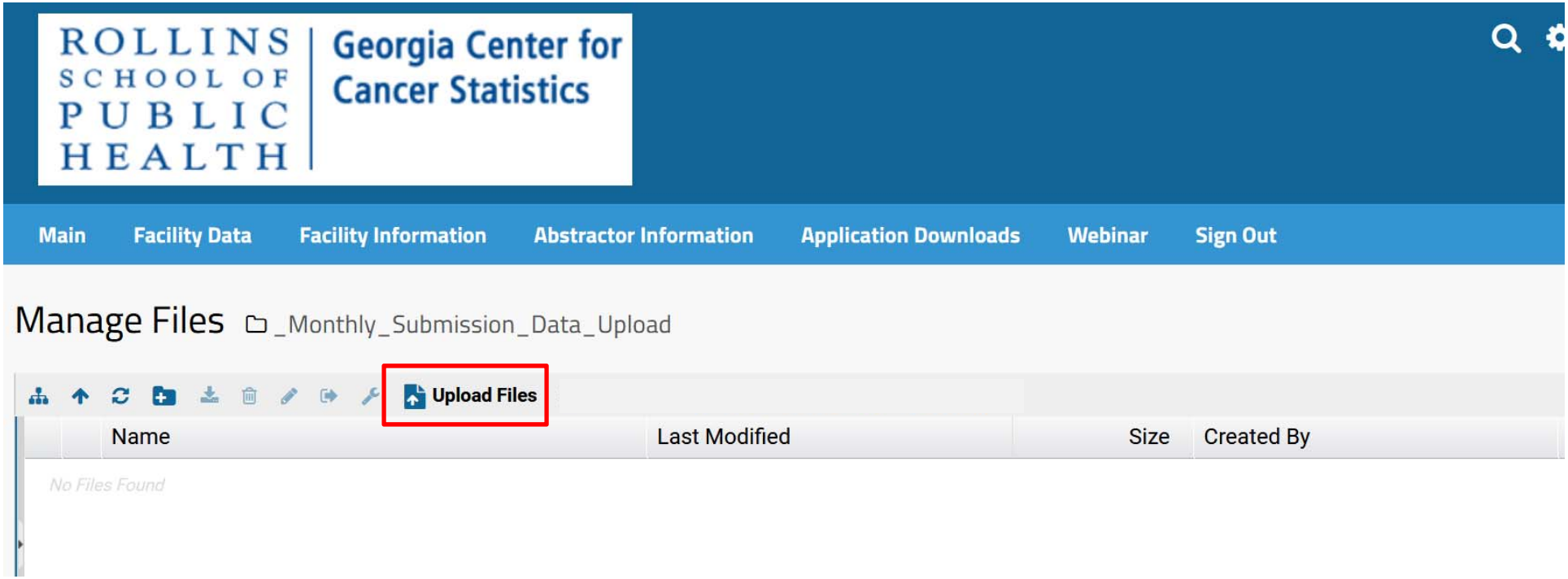


Select the facility for your data upload. You can sort the list by facility number or by facility name by selecting the appropriate button.



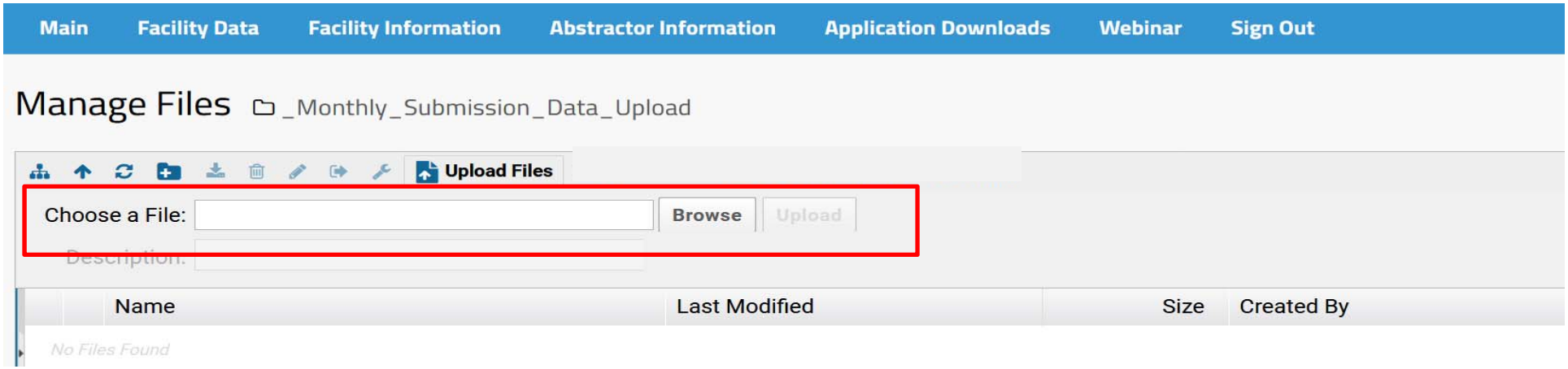
Once you select your facility, you will see a list of folders To upload data, select the Monthly Submission Data Upload link.



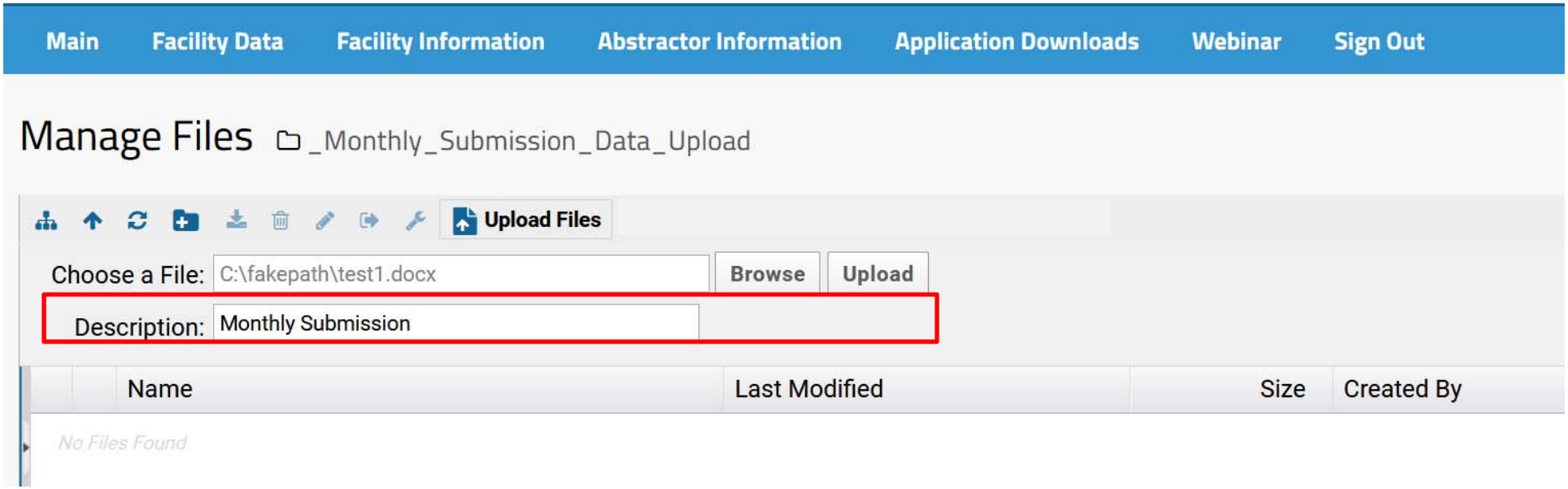


To upload a file use the Upload files icon from the menu bar.

Once you select the Upload Files icon, an option to browse and find the file to upload will be displayed.

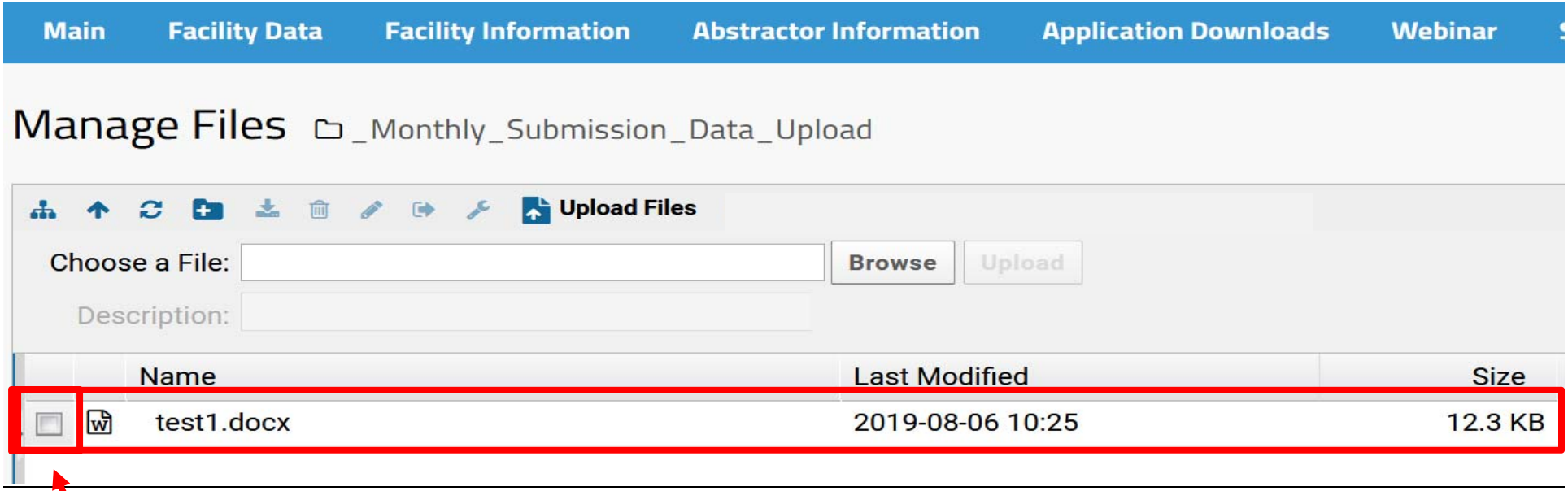


Once you have navigated to the location of your file and selected it, a description box will appear. You can enter text to identify what type of file you are uploading.



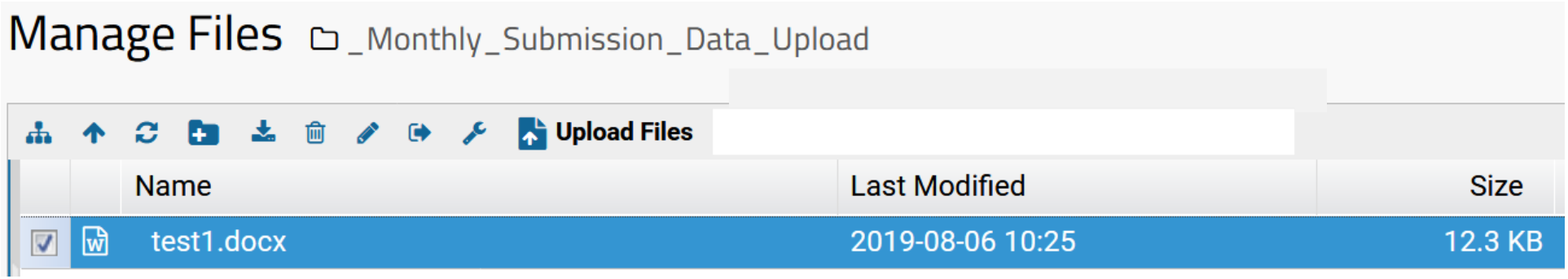
Once you click on the upload button you will see the file appear in the listing below. <u>You will not receive any email receipts that the file has been uploaded.</u>

<u>This is an important feature that is not available in the Labkey system.</u>

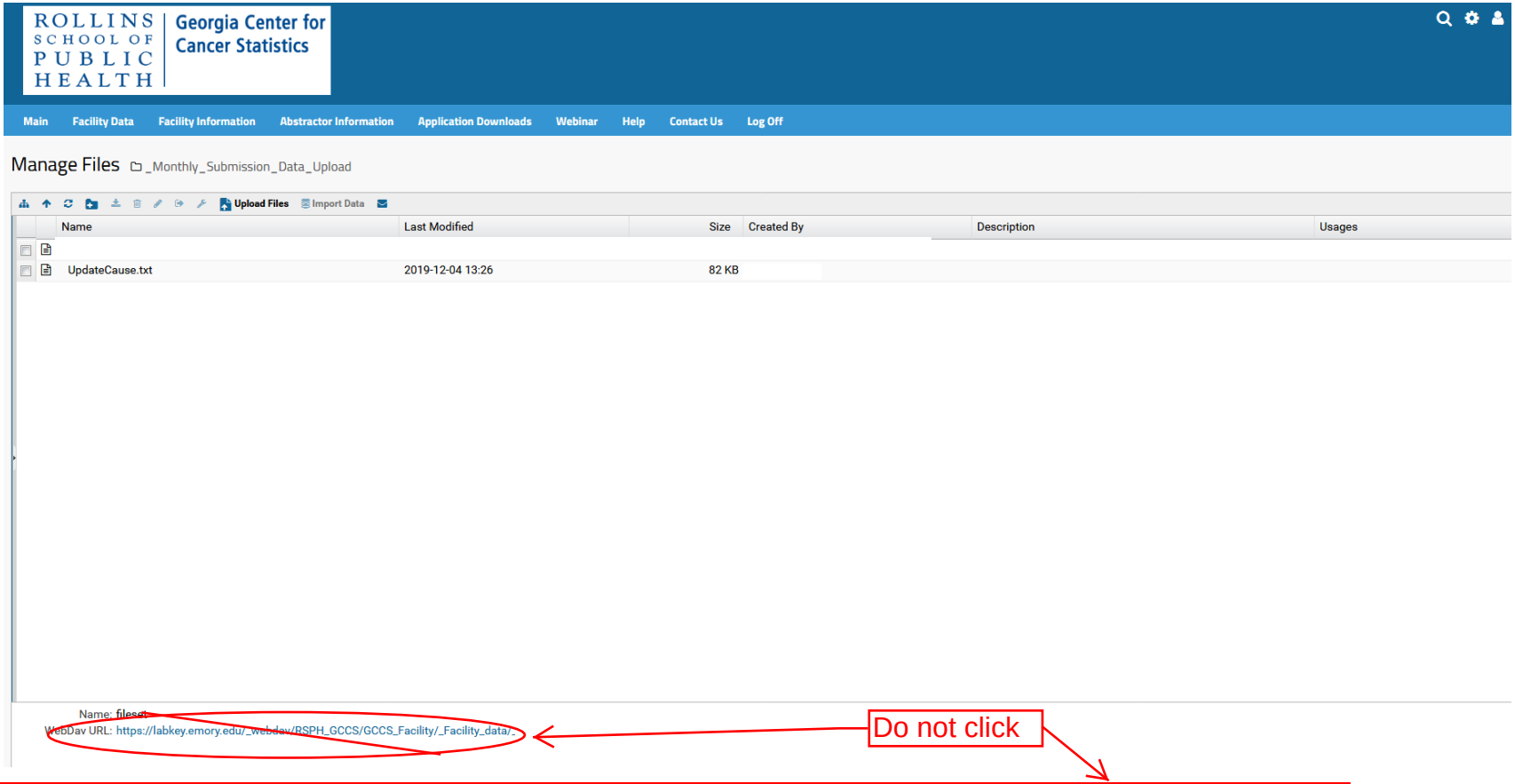


Use the check box to toggle selection of file on or off if you need to delete or download file.

When the box is checked, the other menu items are available to be selected.

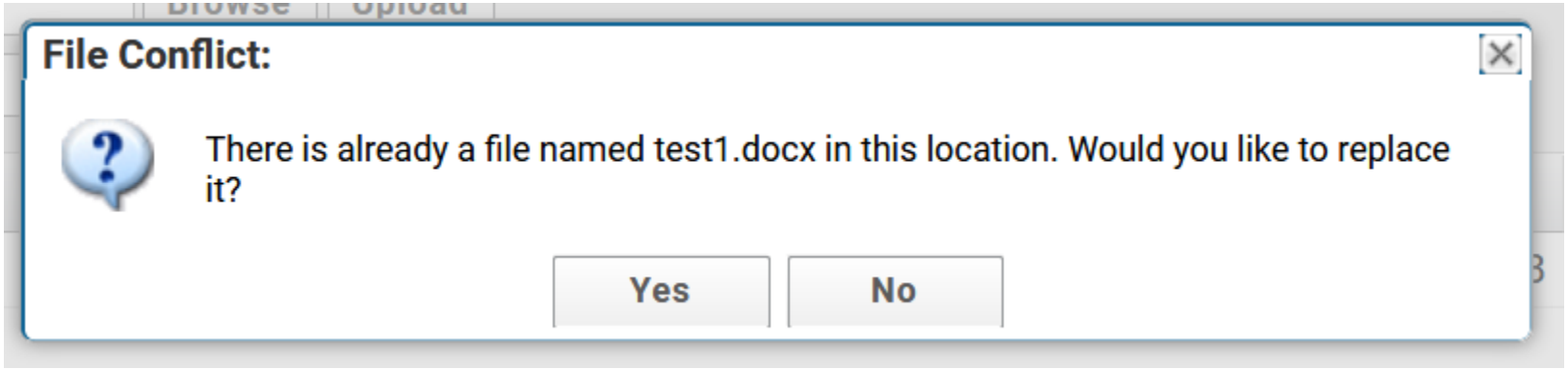


Do not click on the link that is shown at the bottom of the Manage Files screen and shown below as it will take you to a folder system where you may not be able to navigate back to your manage files location. You will need to log out and log back in.



Name: fileset
WebDav URL: https://labkey.emory.edu/_webdav/RSPH_GCCS/GCCS_Facility/_Facility_data/_

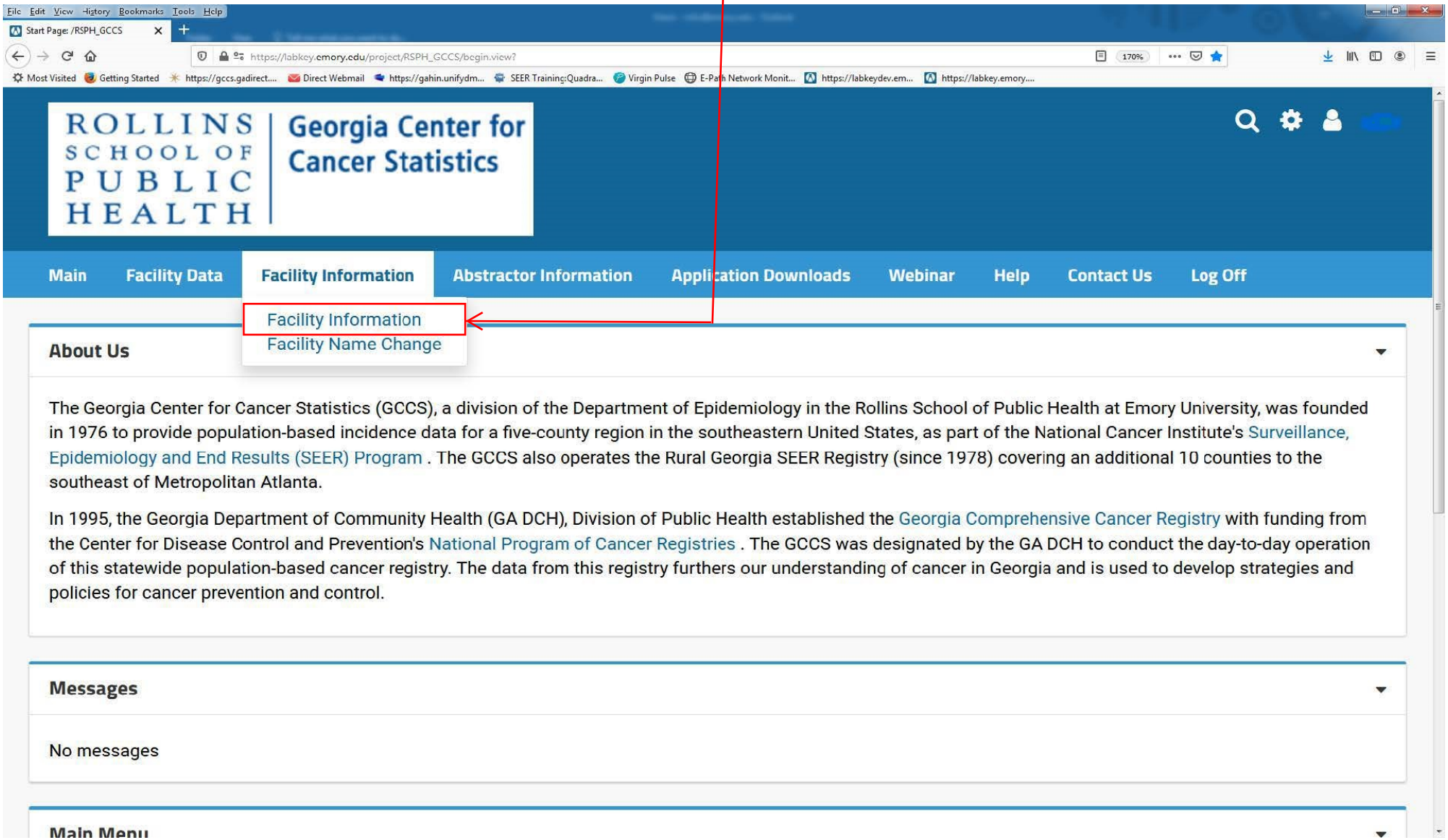
If you are uploading a file that was previously uploaded with the same name you will receive the following message



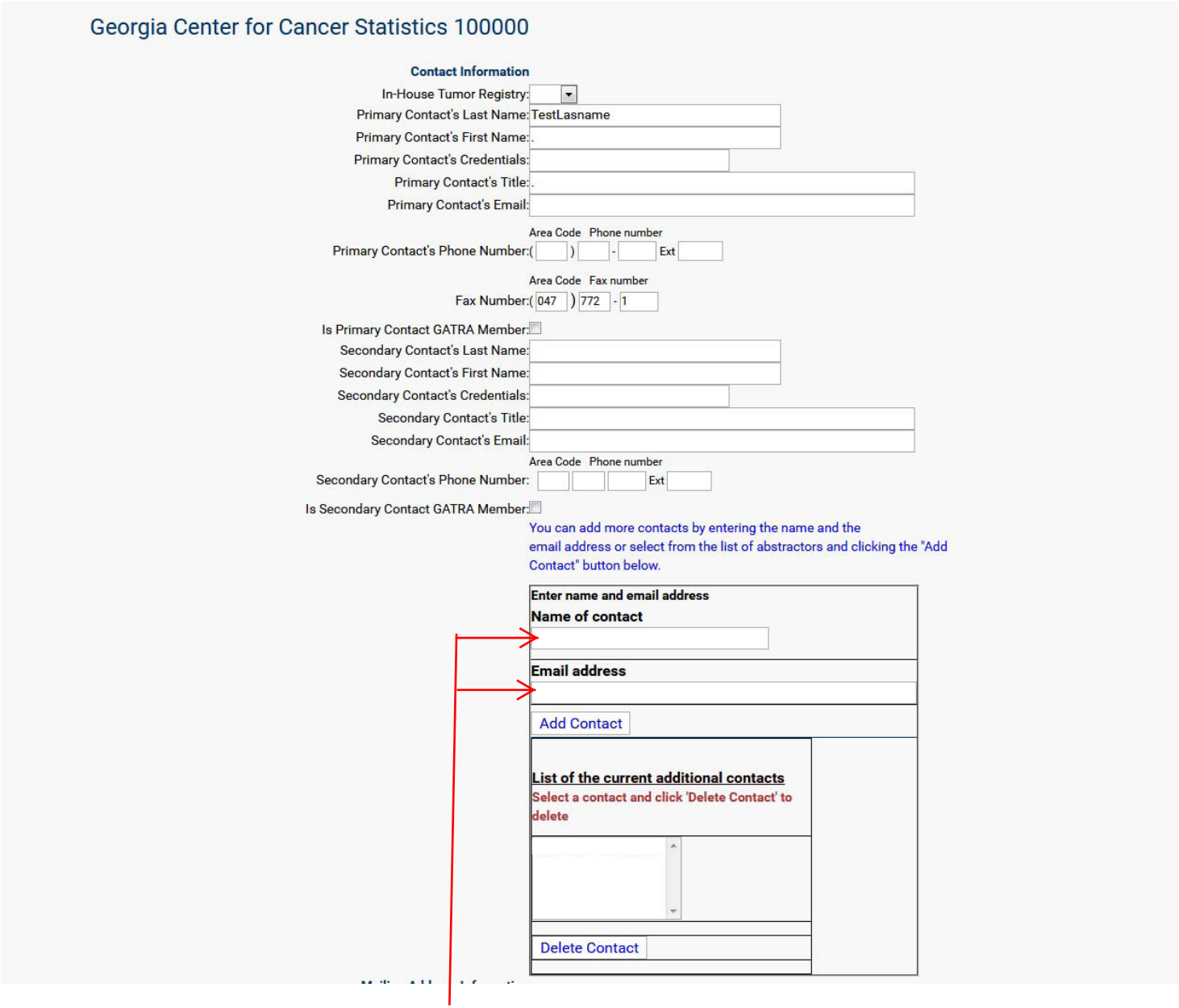
You can select 'Yes' to overwrite it or rename the file you are uploading and include a description – ie. resending data file, original not in correct format

<u>FACILITY INFORMATION menu item</u> – for updating your facility contacts, updating your facility name and for adding new users to access your facility uploads pages

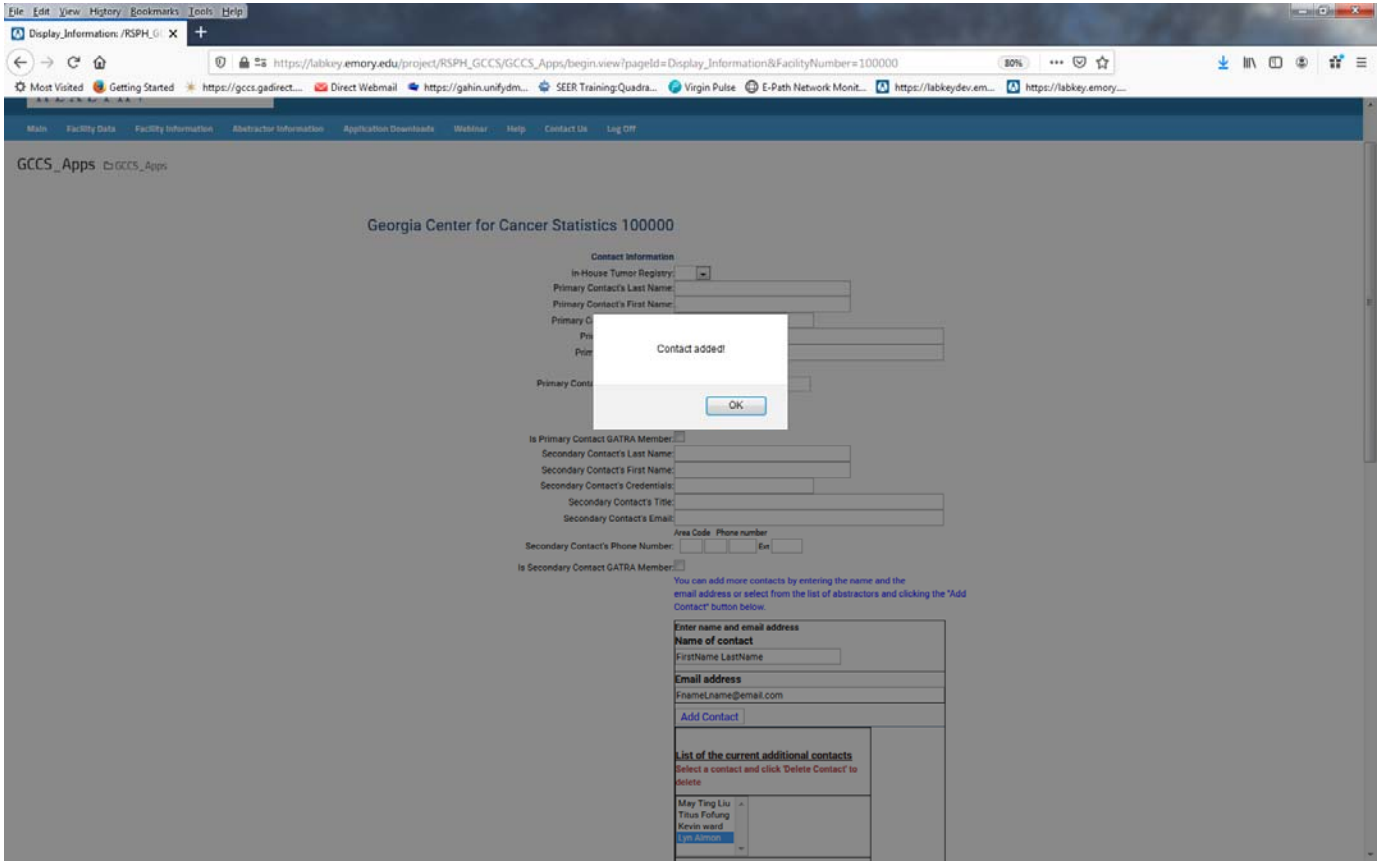
Select Facility Information from the menu bar and select Facility Information

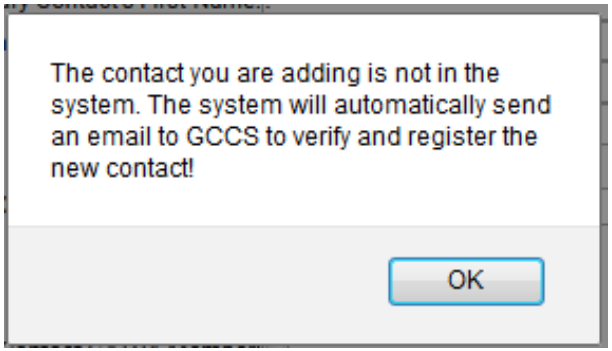


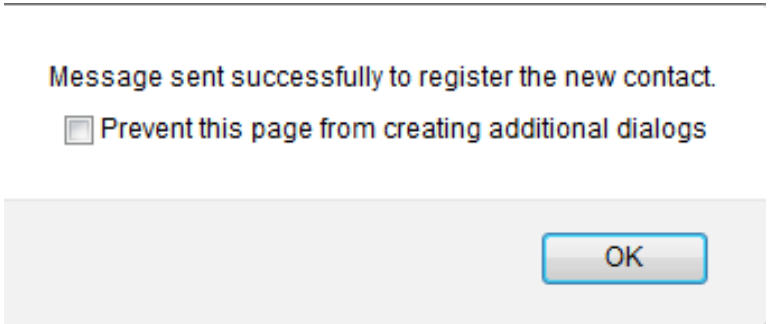
Once selected you will update the form below



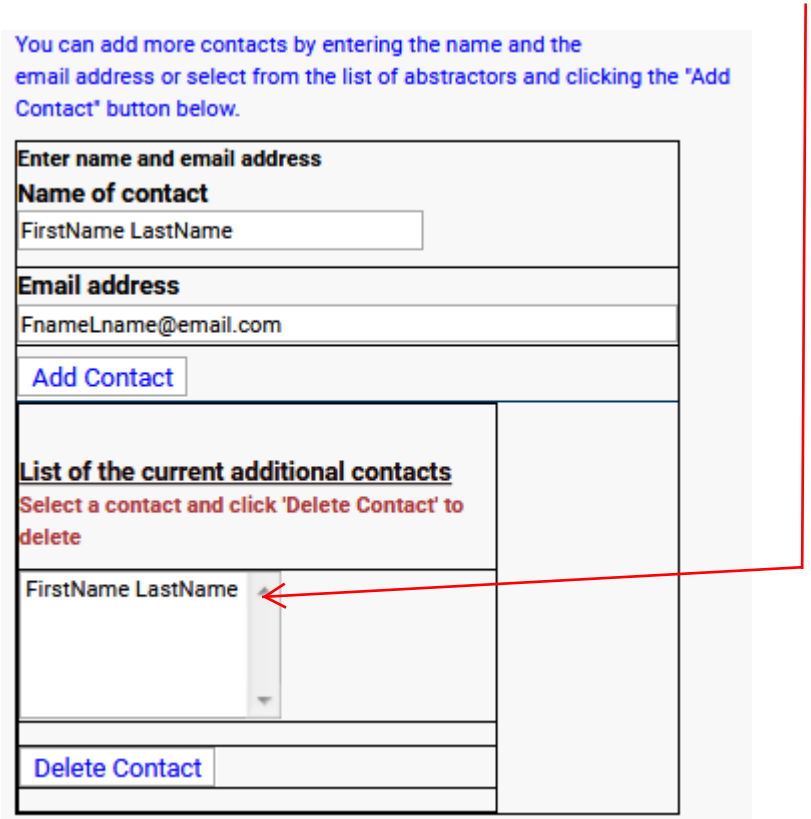
To add new staff – complete fields in the box above then click 'Add Contact' - Contact added box will appear and a set of other dialog boxes as seen below.


GCCS_Apps
Georgia Center for Cancer Statistics 100000
Contact added!
OK
Add Contact


The contact you are adding is not in the system. The system will automatically send an email to GCCS to verify and register the new contact!
OK

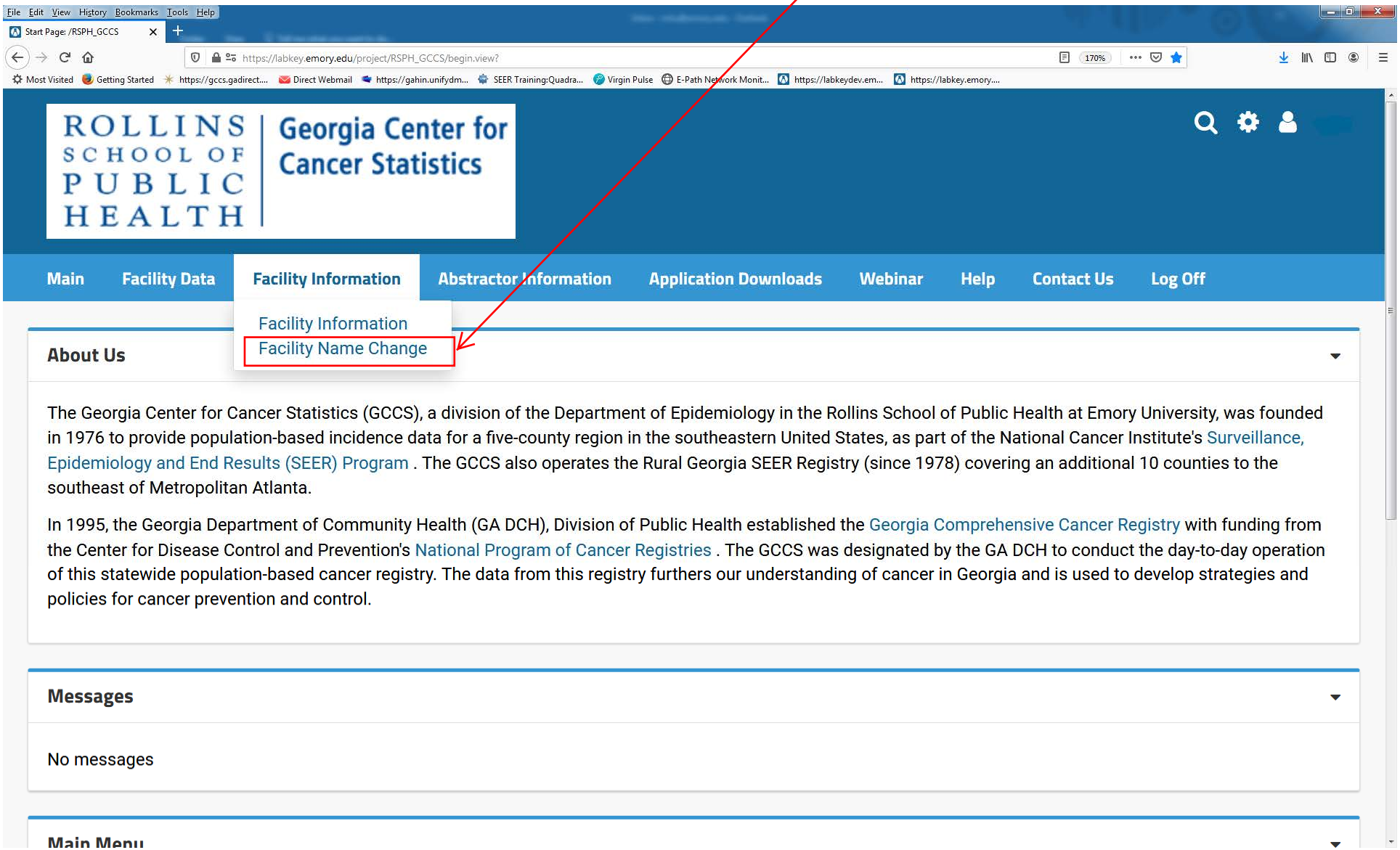


Once you add a contact it will appear in the box listing below

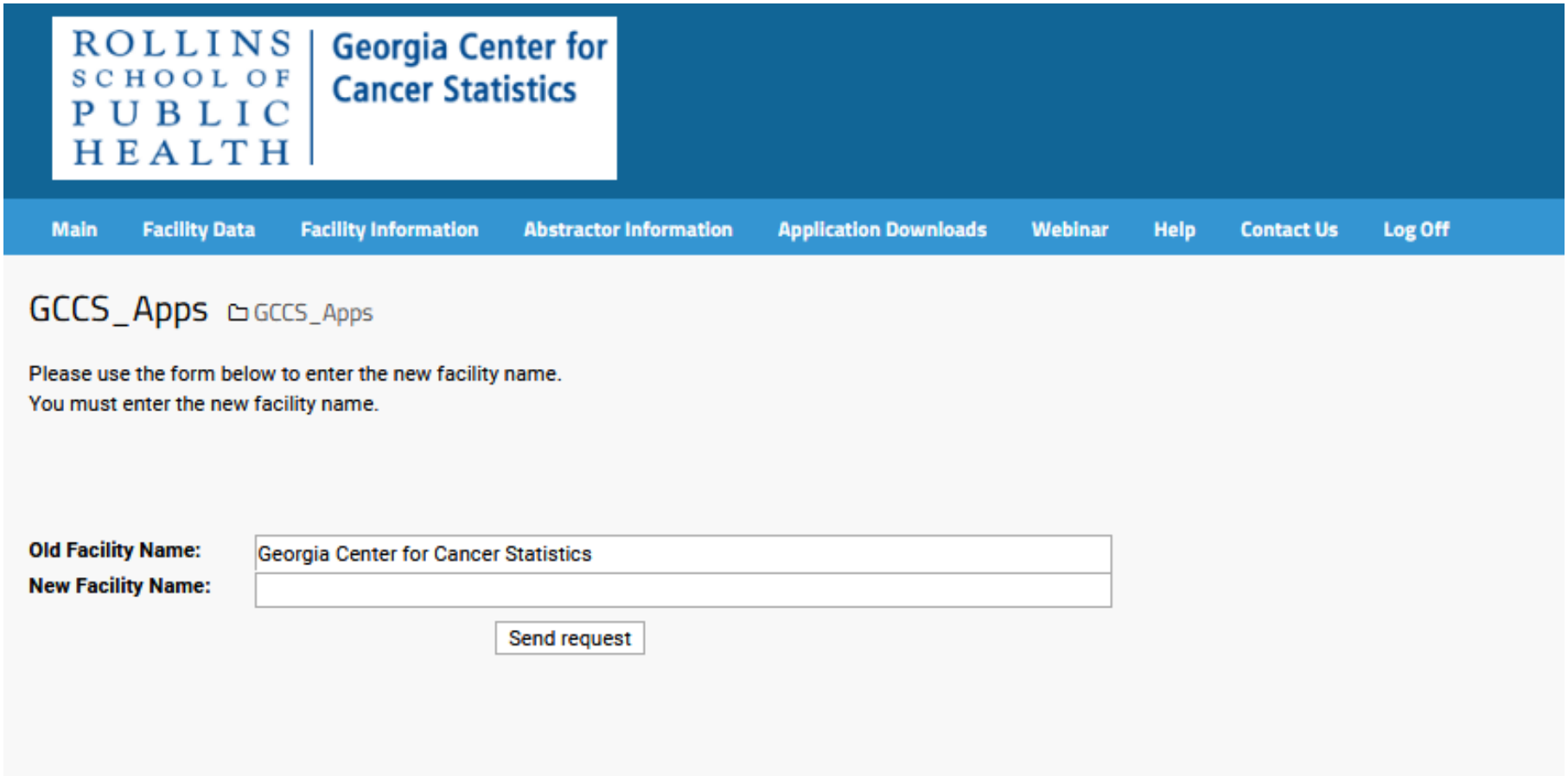


You can delete the listed contact by selecting it from the listing and clicking delete contact.

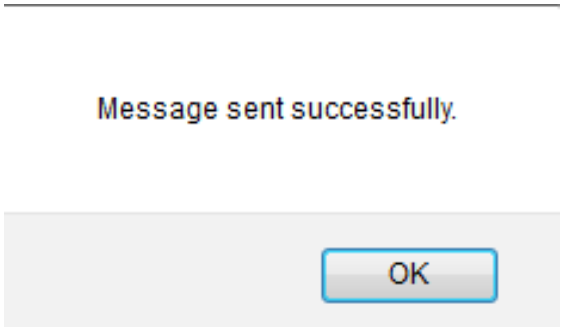
For the Facility Information Name change, Select the Facility Name Change under the Facility Information menu item.



You will update the form below



Enter in the new facility name and click on Send request. You will see the dialog box below.



The menu items available on the menu bar when viewing a folder are explained below. You can also hover on the icon and an explanation will be displayed.

Show or hide the folder tree

Navigate to parent

Refresh

Create a new folder on the server

Download selected file(s)

Delete selected file(s)

Rename selected file

Edit description of file

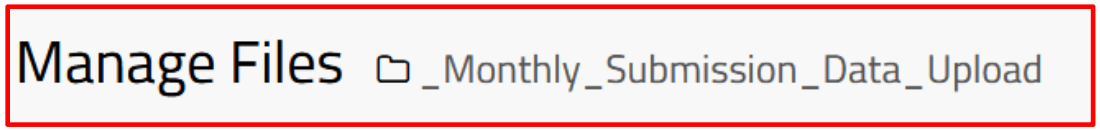
Upload files to current folder

When you download files from any of the folders, the downloaded file will be saved to wherever you have chosen to save files from your browser. Most often this will be in your downloads folder under your user id.

Notes regarding uploading data submissions

Please adhere to the naming conventions that have been established for monthly submission files, for example, a September 2019 monthly data submission for reporting facility 380000 will be labeled as

380000SEP19_1HOS.XML

You no longer need to encrypt files when uploading data to the Labkey system, however, if you choose to email us your submissions, they should always be encrypted. If your file is over 2MB, please be sure to zip it or compress it.

Please be sure you are uploading your monthly submissions only to the Monthly Submission Data Upload folder.