

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.

The screenshot shows the GCCS website home page. At the top, there is a navigation bar with 'EMORY UNIVERSITY' on the left and 'PEOPLE & QUICK LINKS', 'SCHOOLS', 'LIBRARIES', and 'RESOURCES' on the right. Below this, the 'ROLLINS SCHOOL OF PUBLIC HEALTH' logo is on the left, and the 'Georgia Center for Cancer Statistics' name is in the center. A navigation menu includes 'Cancer Reporting' (circled in red), 'Cancer Statistics', 'Cancer Research', and 'About'. A search icon is also present. Below the navigation is a large image of a modern building. To the right of the image, a dropdown menu for 'Cancer Reporting' is open, showing options: 'Registrar Resources', 'Data Submissions', 'Facility Information', and 'Application Downloads'. A red arrow points from the circled 'Cancer Reporting' menu item to the dropdown menu.

GCCS Links

- [Reporting Data](#)
- [GA Required Data Set](#)
- [Abstractor Registration](#)
- Login
- First time user
- [Contact the Registry](#)

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.

Quick Links

- [NCI SEER Program](#)
- [NPCR](#)
- [Meaningful Use](#)
- [State Cancer Facts](#)
- [GCCR](#)
- [NAACCR Webinars](#)
- [Data Request](#)

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.

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](#)

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

Once you log in you will see this screen.

The screenshot shows the main page of the Georgia Center for Cancer Statistics website. At the top left is the logo for the Rollins School of Public Health and the Georgia Center for Cancer Statistics. To the right of the logo are icons for search, settings, and user profile. Below the logo is a navigation menu with links for Main, Facility Data, Facility Information, Abstractor Information, Application Downloads, Webinar, and Sign Out. The main content area is titled "Main Page" and contains three sections: "About Us", "GCCS News", and "Main Menu".

ROLLINS SCHOOL OF PUBLIC HEALTH | Georgia Center for Cancer Statistics

Search, Settings, User Profile

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 was 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 control.

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 (SEER) 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.

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](#)

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



ROLLINS
SCHOOL OF
PUBLIC
HEALTH

Georgia Center for
Cancer Statistics

Main [Facility Data](#) Facility Information Abstractor Information Application Downloads Webinar Sign Out

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

The screenshot displays the Rollins School of Public Health Georgia Center for Cancer Statistics application interface. At the top, there is a dark blue header with the Rollins School of Public Health logo and the text "Georgia Center for Cancer Statistics". To the right of the header are icons for search, settings, and user profile. Below the header is a light blue navigation bar with the following menu items: Main, Facility Data, Facility Information, Abstractor Information, Application Downloads, Webinar, Sign Out, and App_Main_Page. The main content area shows a breadcrumb trail "GCCS_Apps" and a link "Click on the facility to upload/download data". Below this link is a table with one row: "Georgia Center for Cancer Statistics -- 100000". At the bottom of the table area, there are two sorting options: "Order by facility name" (unselected) and "Order by facility number" (selected). The footer of the page reads "Powered by LabKey".

Once you select your facility, you will see a list of folders To upload data, select the appropriate folder.

> For facilities submitting data files select the Monthly Submission Data Upload folder

For those submitting for Small Facilities or path reports, Select the sFTP_SmallFac_Lab folder.

Georgia Center for Cancer Statistics -- 100000

Click below to upload or download the needed data

- Monthly Submission Data Upload
- Resubmission Data Upload
- Monthly Submission Reports - Edits
- Monthly Submission Reports - Rejects
- Invalid SSN Upload
- Invalid SSN Download
- Verified SSN Download
- sFTP_MU
- sFTP_SmallFac_Lab
- Request
- Death Clearance Upload
- Death Clearance Download

Manage Files 📁 _Monthly_Submission_Data_Upload



Name	Last Modified	Size	Created By
<i>No Files Found</i>			

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.

Manage Files 📁 _Monthly_Submission_Data_Upload

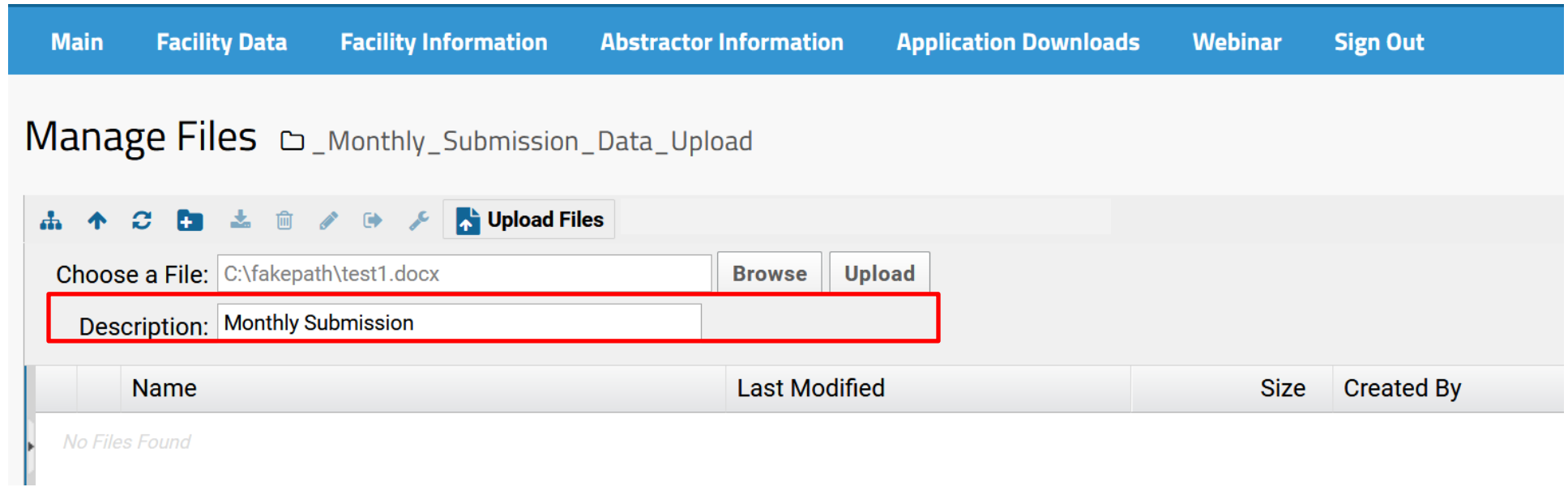


Choose a File:

Description:

Name	Last Modified	Size	Created By
<i>No Files Found</i>			

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.



The screenshot shows a web application interface for managing files. At the top, there is a blue navigation bar with the following links: Main, Facility Data, Facility Information, Abstractor Information, Application Downloads, Webinar, and Sign Out. Below the navigation bar, the page title is 'Manage Files' followed by a folder icon and the path '_Monthly_Submission_Data_Upload'. The main content area features a toolbar with various icons and an 'Upload Files' button. Below the toolbar, there is a 'Choose a File:' section with a text input field containing 'C:\fakepath\test1.docx', a 'Browse' button, and an 'Upload' button. A red rectangular box highlights the 'Description:' field, which contains the text 'Monthly Submission'. Below the description field is a table with the following columns: Name, Last Modified, Size, and Created By. The table currently displays the text 'No Files Found'.

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


This is an important feature that is not available in the Labkey system.

Manage Files

_Monthly_Submission_Data_Upload

Choose a File:


Description:

	Name	Last Modified	Size
<input type="checkbox"/>	 test1.docx	2019-08-06 10:25	12.3 KB

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.

Manage Files

_Monthly_Submission_Data_Upload

	Name	Last Modified	Size
<input checked="" type="checkbox"/>	 test1.docx	2019-08-06 10:25	12.3 KB



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.

ROLLINS SCHOOL OF PUBLIC HEALTH | Georgia Center for Cancer Statistics

Main Facility Data Facility Information Abstractor Information Application Downloads Webinar Help Contact Us Log Off

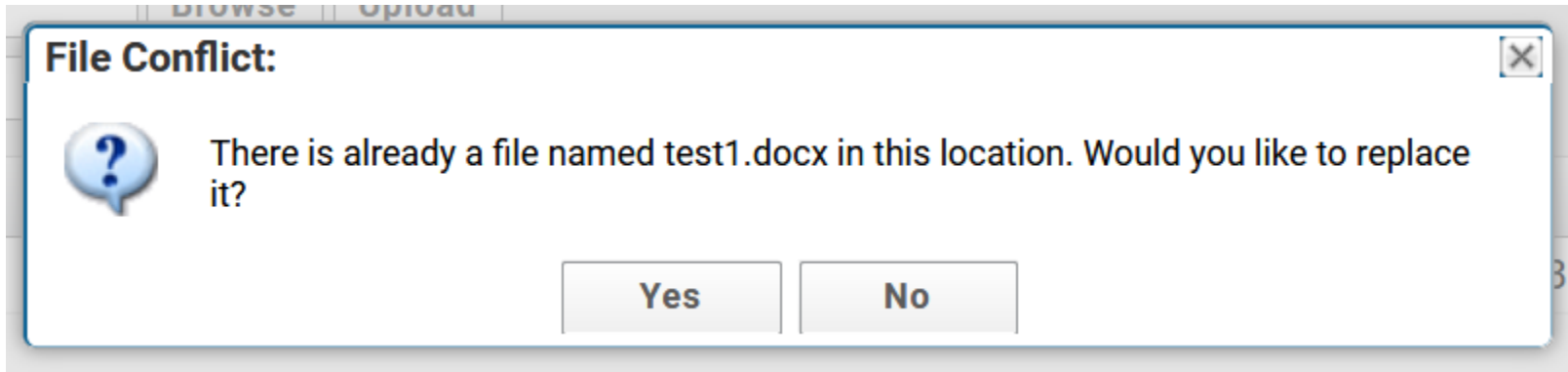
Manage Files > _Monthly_Submission_Data_Upload

Name	Last Modified	Size	Created By	Description	Usages
380050Nov19_3HOS.txt	2019-12-04 13:28	803.4 KB	Mary Almon		
UpdateCause.txt	2019-12-04 13:26	82 KB	Mary Almon		

Name: fileset
WebDav URL: https://labkey.emory.edu/_webdav/RSPH_GCCS/GCCS_Facility/_Facility_data/_380005/_Monthly_Submission_Data_Upload/@files/

Name: fileset
WebDav URL: https://labkey.emory.edu/_webdav/RSPH_GCCS/GCCS_Facility/_Facility_data/_620089/_Laboratory_Data_Upload/@files/

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

FACILITY INFORMATION menu item – 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

The screenshot shows a web browser window with the URL https://labkey.emory.edu/project/RSPH_GCCS/begin.view?. The page header features the Rollins School of Public Health logo and the Georgia Center for Cancer Statistics. A navigation menu is visible with the following items: Main, Facility Data, Facility Information, Abstractor Information, Application Downloads, Webinar, Help, Contact Us, and Log Off. The 'Facility Information' menu is expanded, showing two sub-items: 'Facility Information' and 'Facility Name Change'. Below the navigation menu, the 'About Us' section is visible, containing text about the Georgia Center for Cancer Statistics (GCCS) and its history. The 'Messages' section shows 'No messages'. The 'Main Menu' section is partially visible at the bottom.

ROLLINS SCHOOL OF PUBLIC HEALTH | **Georgia Center for Cancer Statistics**

Search, Settings, User: mliu

Main | Facility Data | **Facility Information** | Abstractor Information | Application Downloads | Webinar | Help | Contact Us | Log Off

Facility Information
Facility Name Change

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 was 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 control.

Messages

No messages

Main Menu

Once selected you will update the form below

Georgia Center for Cancer Statistics 100000

Contact Information

In-House Tumor Registry:

Primary Contact's Last Name:

Primary Contact's First Name:

Primary Contact's Credentials:

Primary Contact's Title:

Primary Contact's Email:

Area Code Phone number
Primary Contact's Phone Number: () - Ext

Area Code Fax number
Fax Number: () -

Is Primary Contact GATRA Member:

Secondary Contact's Last Name:

Secondary Contact's First Name:

Secondary Contact's Credentials:

Secondary Contact's Title:

Secondary Contact's Email:

Area Code Phone number
Secondary Contact's Phone Number: Ext

Is Secondary Contact GATRA Member:

You can add more contacts by entering the name and the email address or select from the list of abstractors and clicking the "Add Contact" button below.

Enter name and email address	
Name of contact	
<input type="text"/>	
Email address	
<input type="text"/>	
<input type="button" value="Add Contact"/>	
List of the current additional contacts	
Select a contact and click 'Delete Contact' to delete	
FirstName LastName	<input type="text"/>
<input type="button" value="Delete Contact"/>	

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.

The screenshot shows a web browser window with the URL https://labkey.emory.edu/project/RSPH_GCCS/GCCS_Apps/begin.view?pagel=Display_Information&FacilityNumber=100000. The page title is "Georgia Center for Cancer Statistics 100000". The form contains fields for "Contact Information", including "In-House Tumor Registry", "Primary Contact's Last Name", "Primary Contact's First Name", "Primary Contact's Title", "Secondary Contact's Last Name", "Secondary Contact's First Name", "Secondary Contact's Credentials", "Secondary Contact's Title", "Secondary Contact's Email", "Area Code", "Phone number", and "Secondary Contact's Phone Number". A modal dialog box is displayed in the center of the screen with the text "Contact added!" and an "OK" button.

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

Message sent successfully to register the new contact.

Prevent this page from creating additional dialogs

OK

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

You can add more contacts by entering the name and the email address or select from the list of abstractors and clicking the "Add Contact" button below.

Enter name and email address	
Name of contact	
FirstName LastName	
Email address	
FnameLname@email.com	
Add Contact	
List of the current additional contacts	
Select a contact and click 'Delete Contact' to delete	
FirstName LastName	
Delete Contact	

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.

The screenshot shows a web browser window with the URL https://labkey.emory.edu/project/RSPH_GCCS/begin.view?. The page header features the Rollins School of Public Health logo and the text "Georgia Center for Cancer Statistics". A navigation bar includes links for "Main", "Facility Data", "Facility Information", "Abstractor Information", "Application Downloads", "Webinar", "Help", "Contact Us", and "Log Off". The "Facility Information" menu is expanded, showing "Facility Information" and "Facility Name Change". The main content area has a section titled "About Us" with a dropdown arrow. Below it, there are two paragraphs of text describing the center's history and operations. A "Messages" section follows, indicating "No messages". At the bottom, a "Main Menu" section is partially visible.

ROLLINS SCHOOL OF PUBLIC HEALTH | **Georgia Center for Cancer Statistics**

Search, Settings, User: mliu

Main | Facility Data | **Facility Information** | Abstractor Information | Application Downloads | Webinar | Help | Contact Us | Log Off

Facility Information
Facility Name Change

About Us

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Messages

No messages

Main Menu

You will update the form below

ROLLINS SCHOOL OF PUBLIC HEALTH | Georgia Center for Cancer Statistics

Main Facility Data Facility Information Abstractor Information Application Downloads Webinar Help Contact Us Log Off

GCCS_Apps ▾ GCCS_Apps

Please use the form below to enter the new facility name.
You must enter the new facility name.

Old Facility Name:

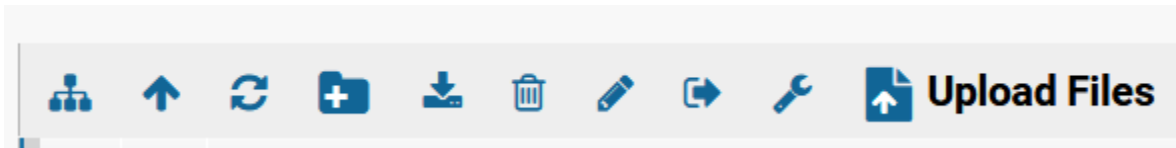
New Facility Name:


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


Message sent successfully.


OK


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** 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.txt

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.**

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

Manage Files  _Monthly_Submission_Data_Upload