

Chapter 6-Appendix 1: Securely Transferring Documents to PVDOMICS

DCC Server

Overview

Some participant documents will be securely uploaded to the DCC server. Only those who have a DCC Systems-assigned account and password will be able to upload documents. If there is more than one person from each site who will be uploading documents, each person must have his/her own account. Never share your username and password with anyone.

Documents include:

- ECG summary page tracing (file format=pdf)
- CPET tracings (file format=cow files?)
- RHC documentation (file format=cow files?)
- Pulmonary Function Tracings (file format=pdf)
- Final Lung CT Report (file format=pdf)
- Sleep Study (file format=edf)
- Event (SAEs, deaths) review documentation (file format=pdf)
- Miscellaneous (consent signature page) (file format=pdf)

De-Identification and addition of PVDOMICS Study Identification

Any personal protected health information such as, but not limited to: name, SSN, clinical center medical record number and so on must be redacted prior to sending. New PVDOMICS Participant Identification must be present in a document and must include PVDOMICS identification number, alphacode and date of test.

The file may need to be printed out and redacted by hand using a black, permanent marker (like thick Sharpie) to cross through any identifying information. Then the file is re-identified with pvdomics identification as stated above. The file is then rescanned to a pdf format and uploaded.

Adobe PDF Pro X software has a redaction feature that eliminates de-identifying by hand and having to rescan the document.

Setting Up a Secure Copy Protocol (SCP) Account for the First Time

Open internet browser

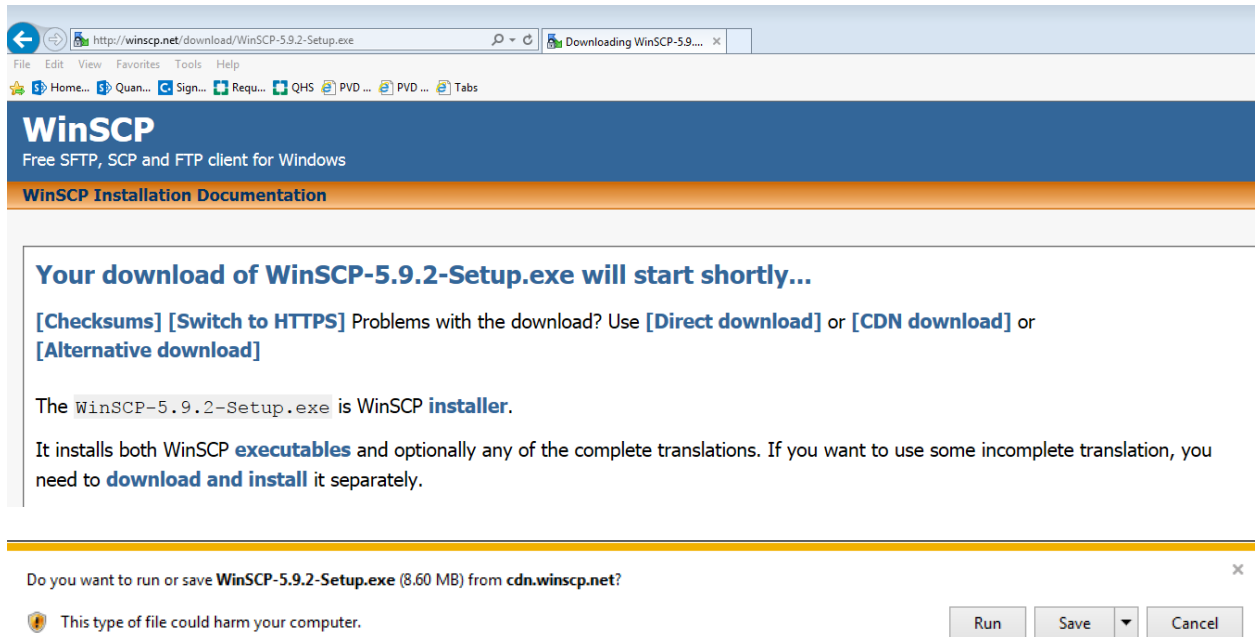
Type in www.winscp.net (free application) to install (you may need to get IT assistance to download)





http://winscp.net/eng/docs/free_ssh_client_for_windows

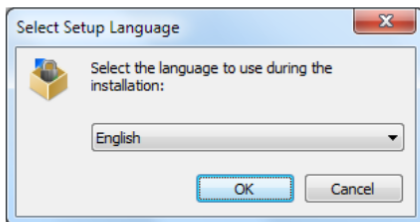




Installation

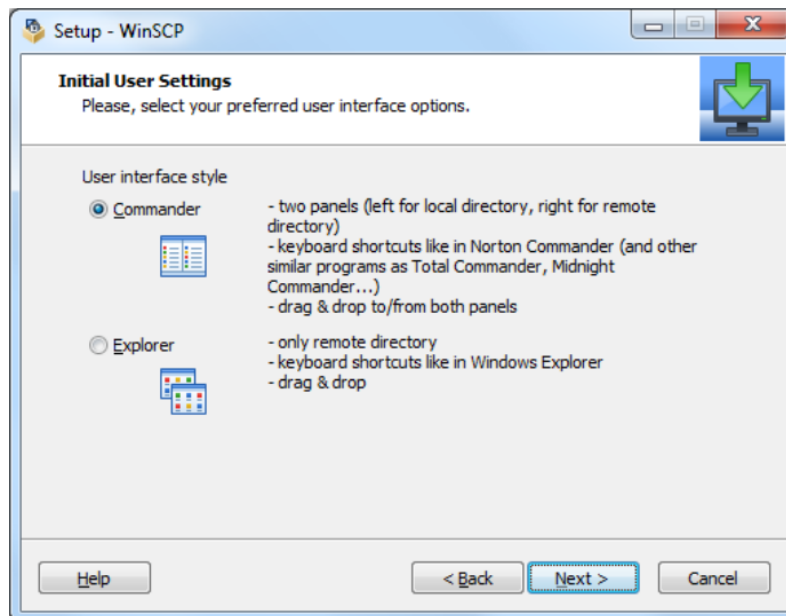
Edit

1. Open the **installation program** by double clicking on its icon.
2. If your Windows language is not supported by the installer, select an alternative **language** you want to use (both for installation and later when using WinSCP).



3. On the **License Agreement** screen click *Accept* after reviewing the license.
4. You will be prompted to select a **setup type**. For a basic setup, choose **Typical installation**.
5. Then you will be prompted for **Initial User Settings**. This allows you to select **user interface style**. If you have used (and enjoyed) file managers like Total Commander, Altap Salamander or Norton Commander before, keep default **Commander interface**. Otherwise you will probably be more familiar with **Explorer interface**.

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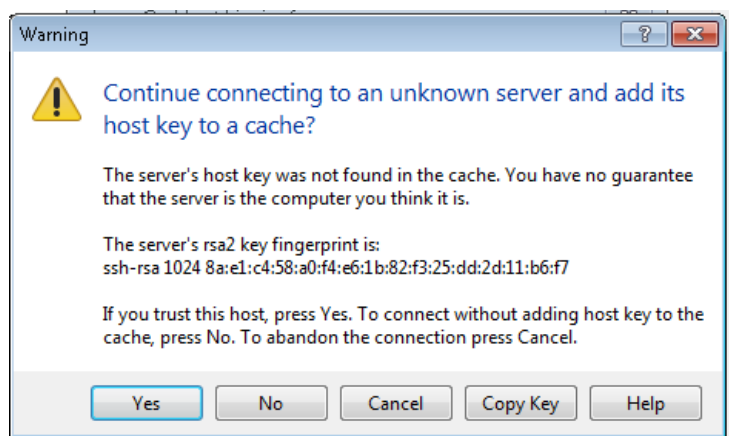
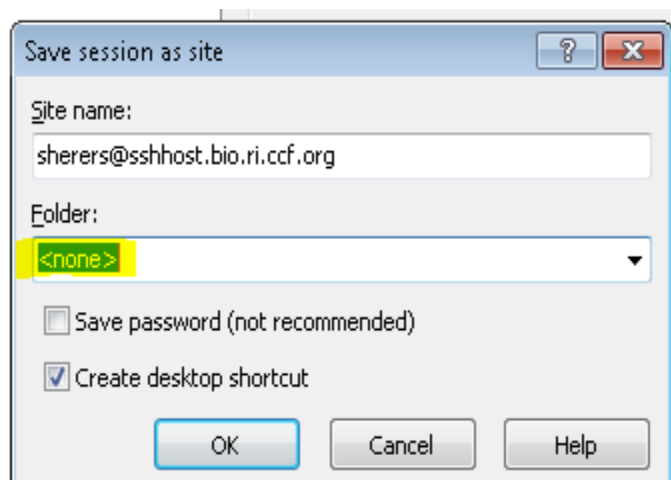
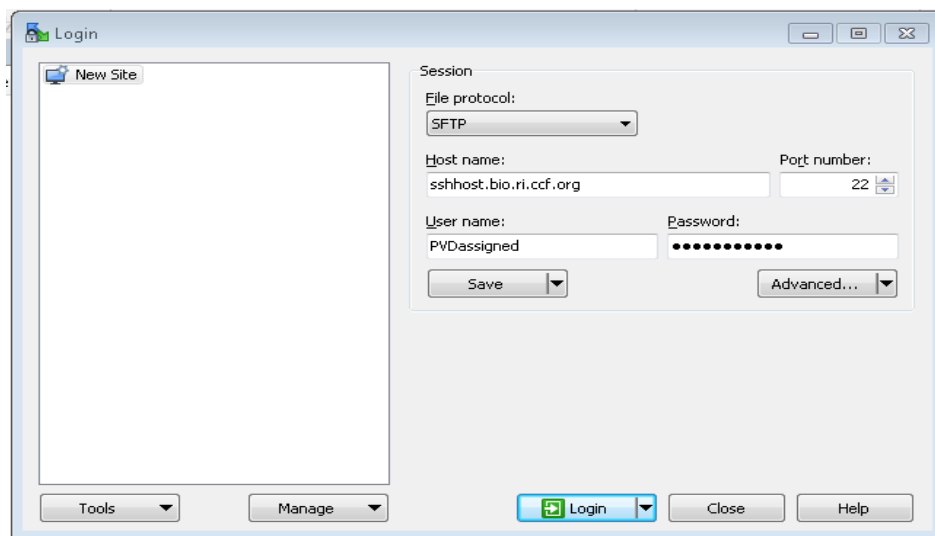


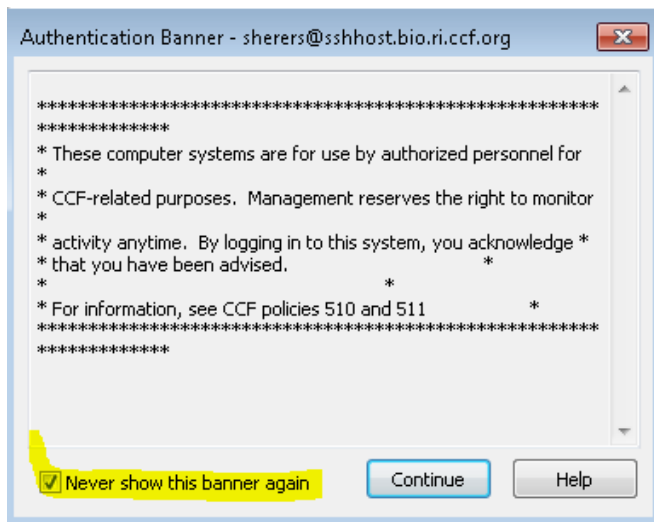
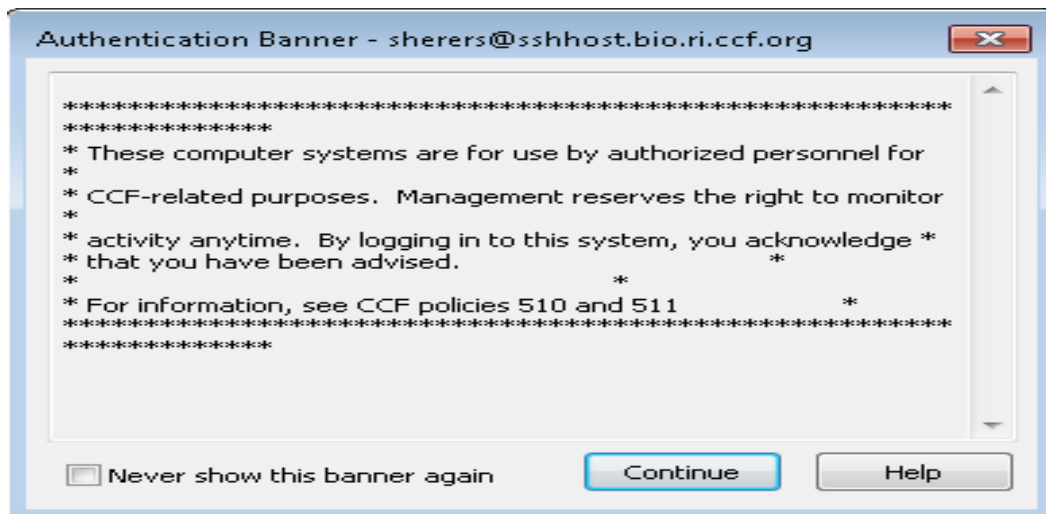
6. After you select the interface, the **Ready to Install screen** opens. On this screen, you can review the installation options you've selected. Click **Install** to start the installation.
7. A brief installation process will take place. You may have to restart Windows Explorer or your computer. If you choose not to restart, some WinSCP functions may not be available until you do so.

<http://winscp.net/download/WinSCP-5.9.1-Setup.exe>

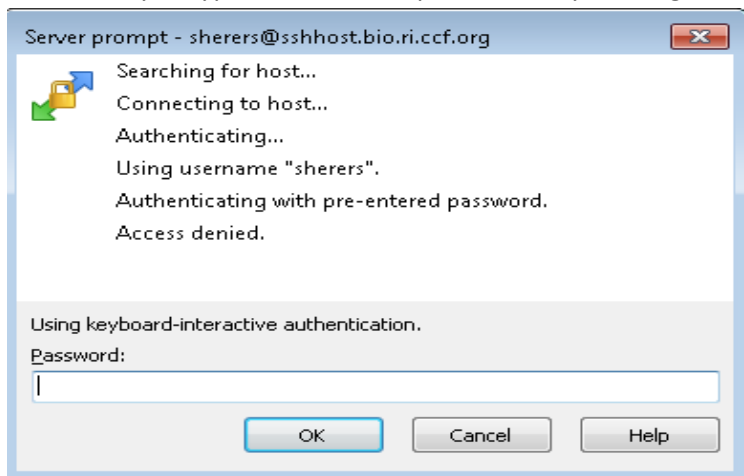
Locate the WinSCP shortcut on desktop

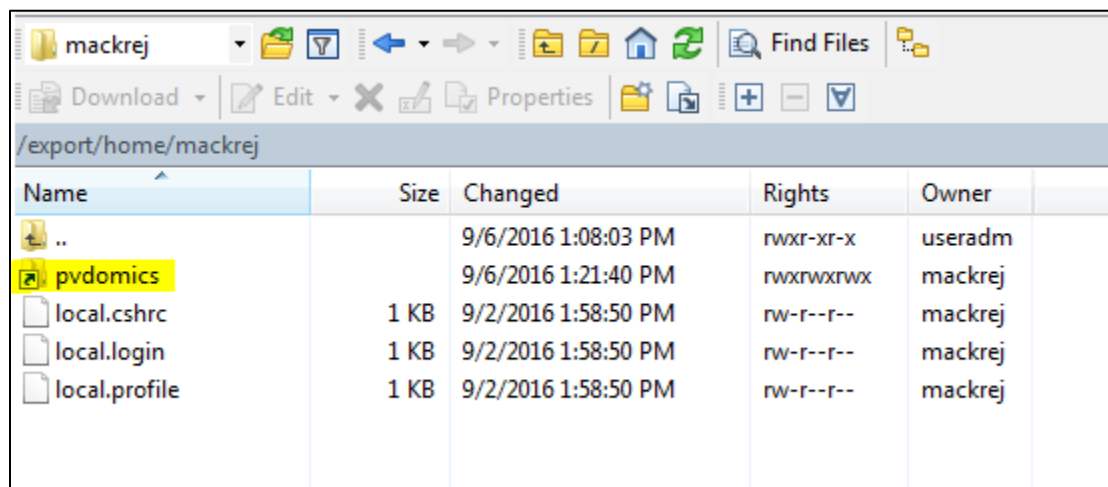
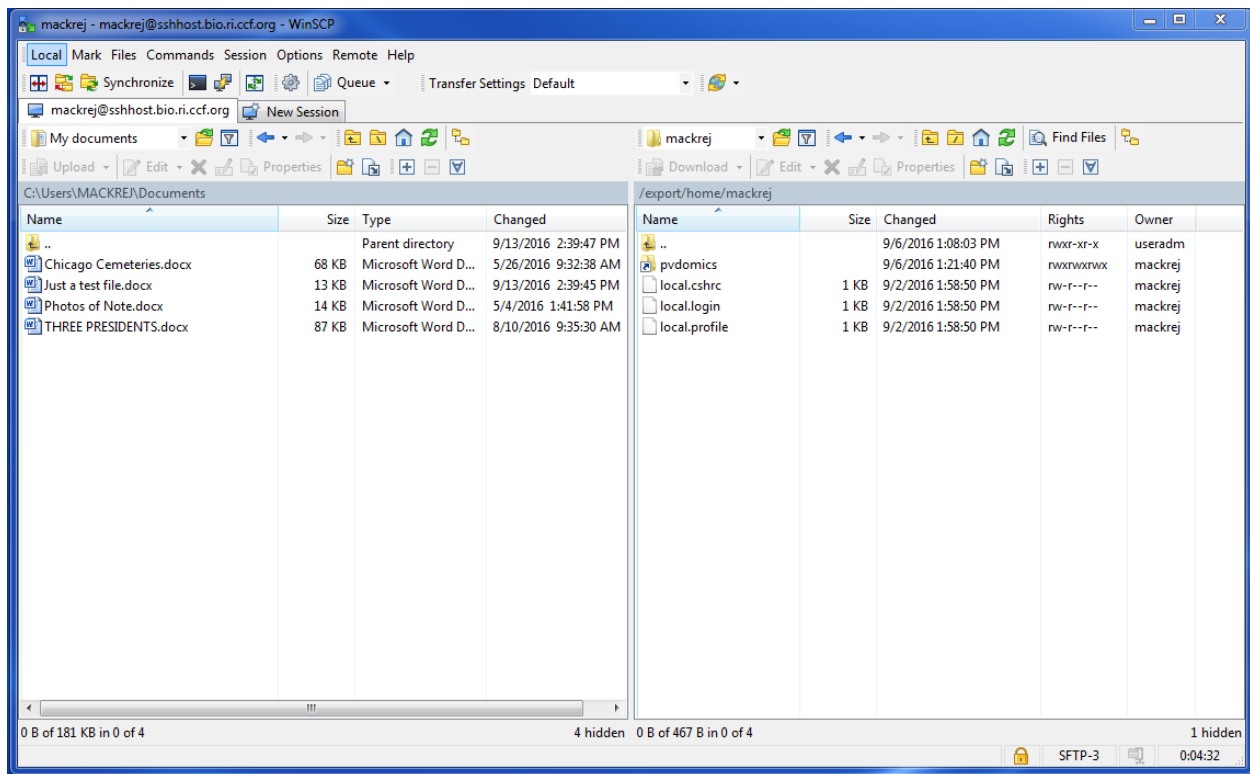




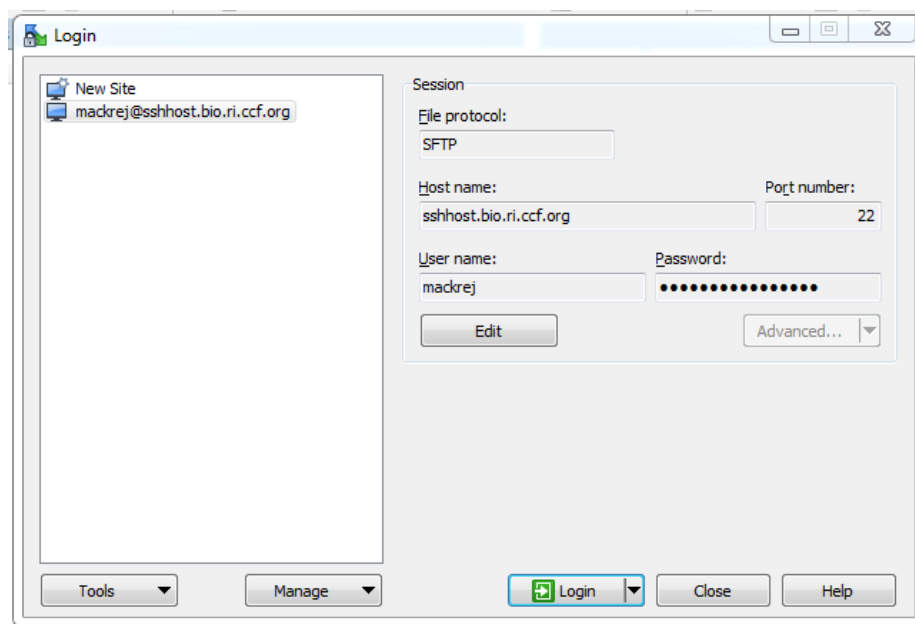
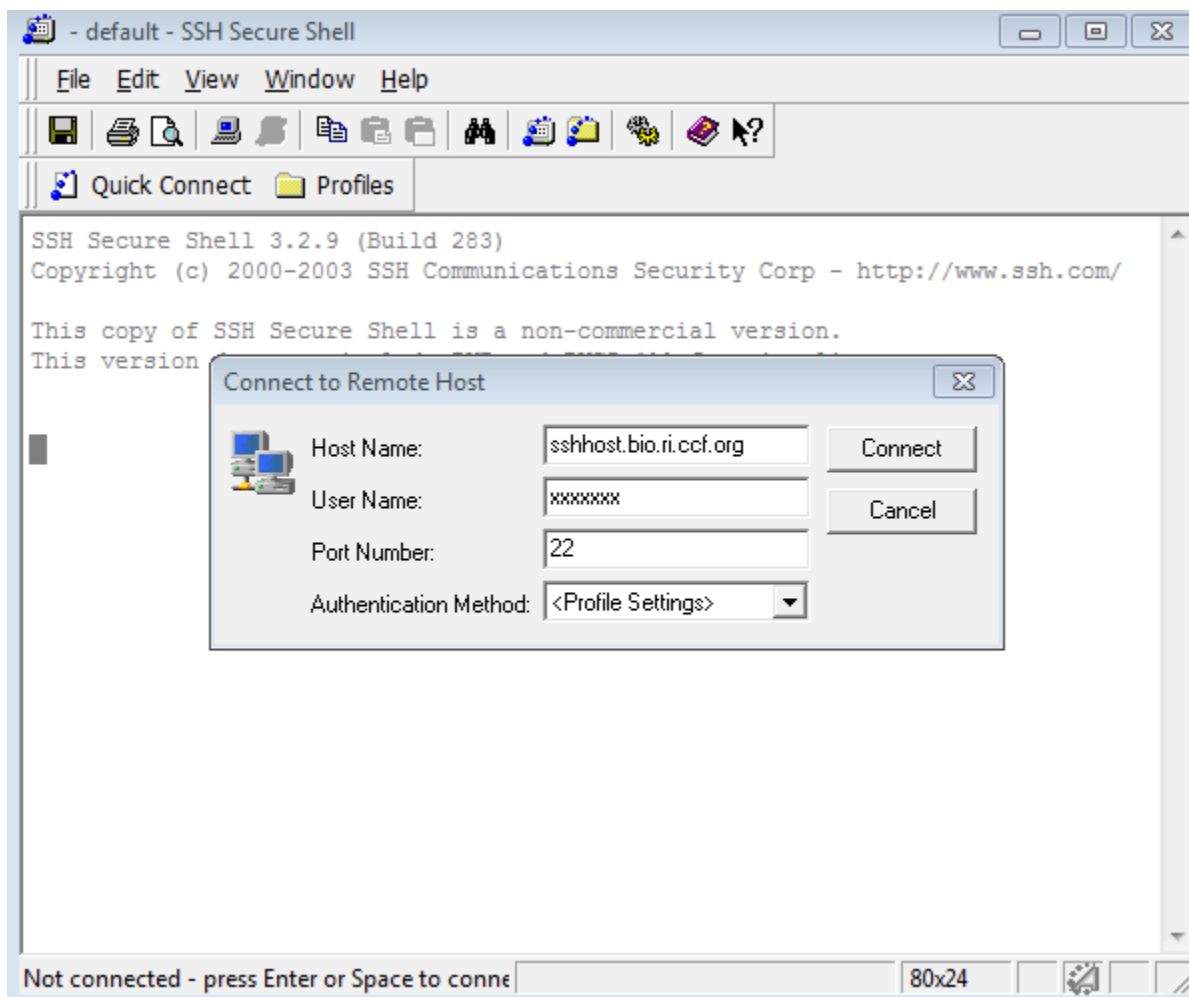


Make sure you type in the correct password or you will get an error box that looks like this:





Accessing WinSCP following initial set-up



File Transfer from

Clinical Centers to DCC Cores

