

Secure Transfer of Data Files and Documents

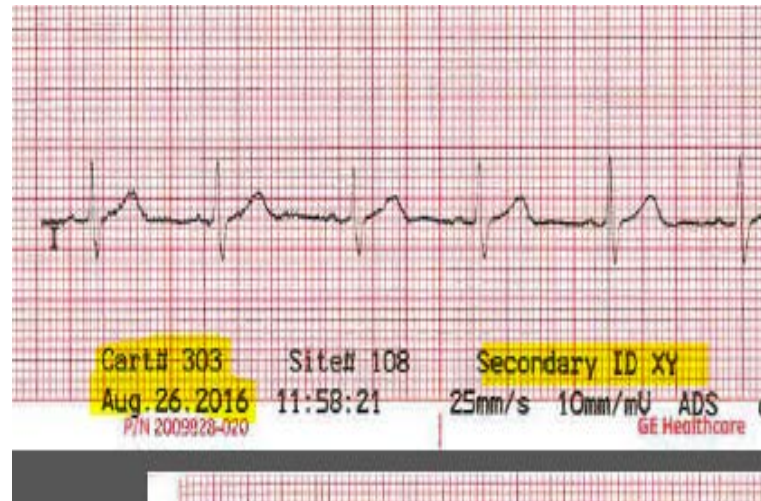
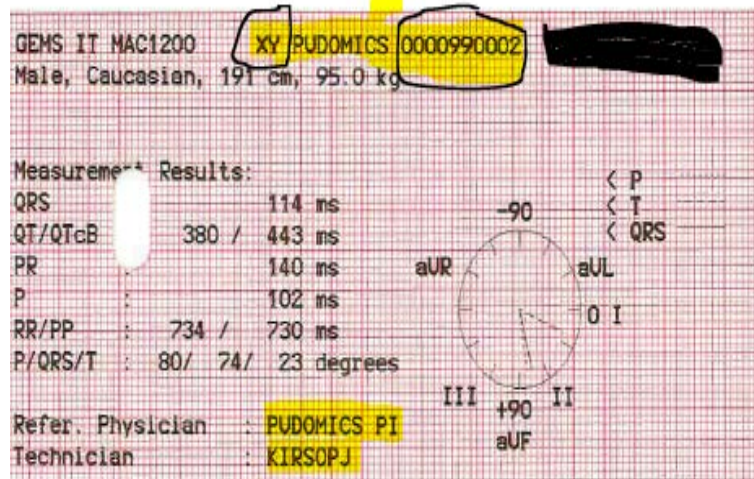
- Data Files/Documents that are transferred to DCC Server via secure portal:
 - o ECG summary page tracing (file format=pdf)
 - o CPET tracings (file format=cow)
 - o RHC documentation (file format=pdf)
 - o PFT tracings (file format=pdf)
 - o Lung CT Report (file format=pdf)
 - o Sleep Study (file format=edf)
 - o Event (AE, SAEs, deaths w review documentation) (file format=pdf)
 - o Miscellaneous (consent signature page) (file format=pdf)

File Preparation

- All documents/data files must be de-identified prior to transferring.
- Data files:
 - Must be pre-programmed with Study ID, alphacode
 - Review specific MOP chapters for details
- Documents:
 - Print off hard copies of requested documents
 - Cross through all identifying information such as name, DOB, MRN, etc.
 - Write on each page, participant's 6 digit Study ID, alphacode, date of test
 - Scan documents together in one file; save as a pdf

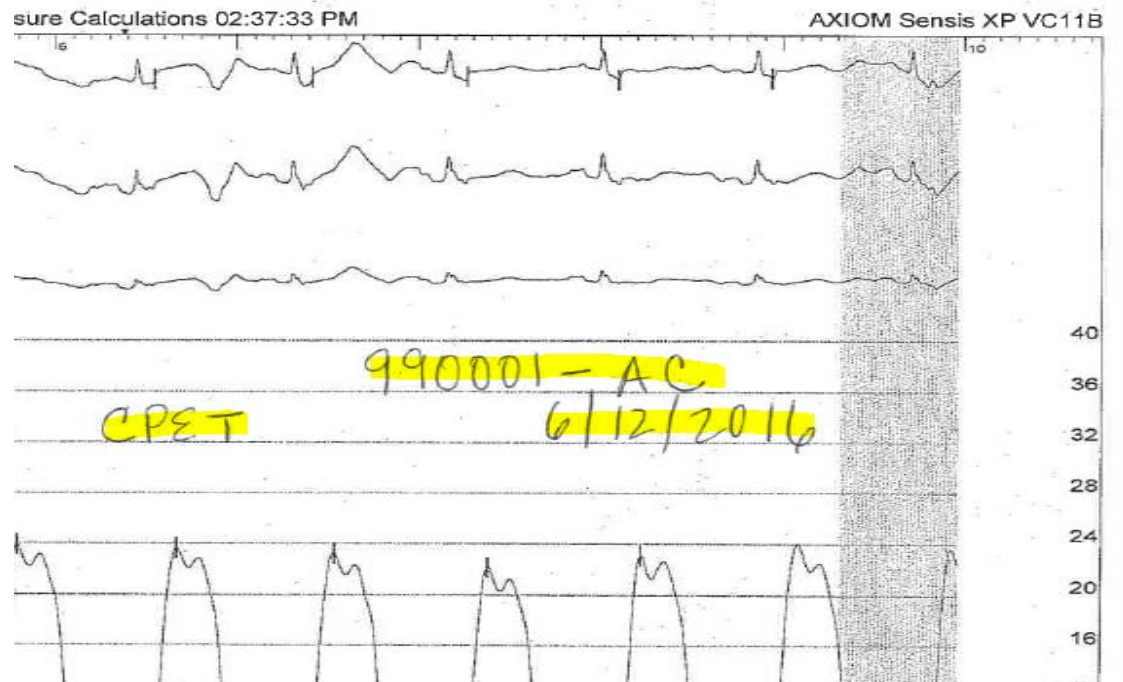
De-identification Examples

- Programmed de-identification prior to start



De-identification, *continued*

- Manual de-identification



One Test/One Participant

- Scan one test/one participant's documents together in one file

- File naming convention is:

The diagram shows the file naming convention "Test_xxxxxx_ac_mmddyyyyy.ext" in blue text. Five blue arrows point from labels below to specific parts of the filename: one from "file content" to "Test", one from "PVDOMICS id #" to the first "x", one from "alphacode" to "ac", one from "test date" to the first "y", and one from "file type" to "ext".

Test_xxxxxx_ac_mmddyyyyy.ext

file content

PVDOMICS id #

alphacode

test date

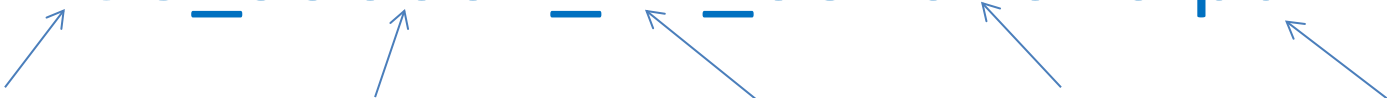
file type

File Naming Prefixes

- ECG summary page (file format=pdf)
- CPET (file format=cow)
- RHC printouts (file format=pdf)
- PFT tracings (file format=pdf)
- Lung CT Report (file format=pdf)
- Sleep Study (file format=edf)
- Event (*AE, SAEs, deaths w review documentation*) (file format=pdf)
- Miscellaneous (*consent signature page*) (file format=pdf)

ECG_990002_XY_08262016.pdf

file content PVDOMICS id # alphacode test date file type

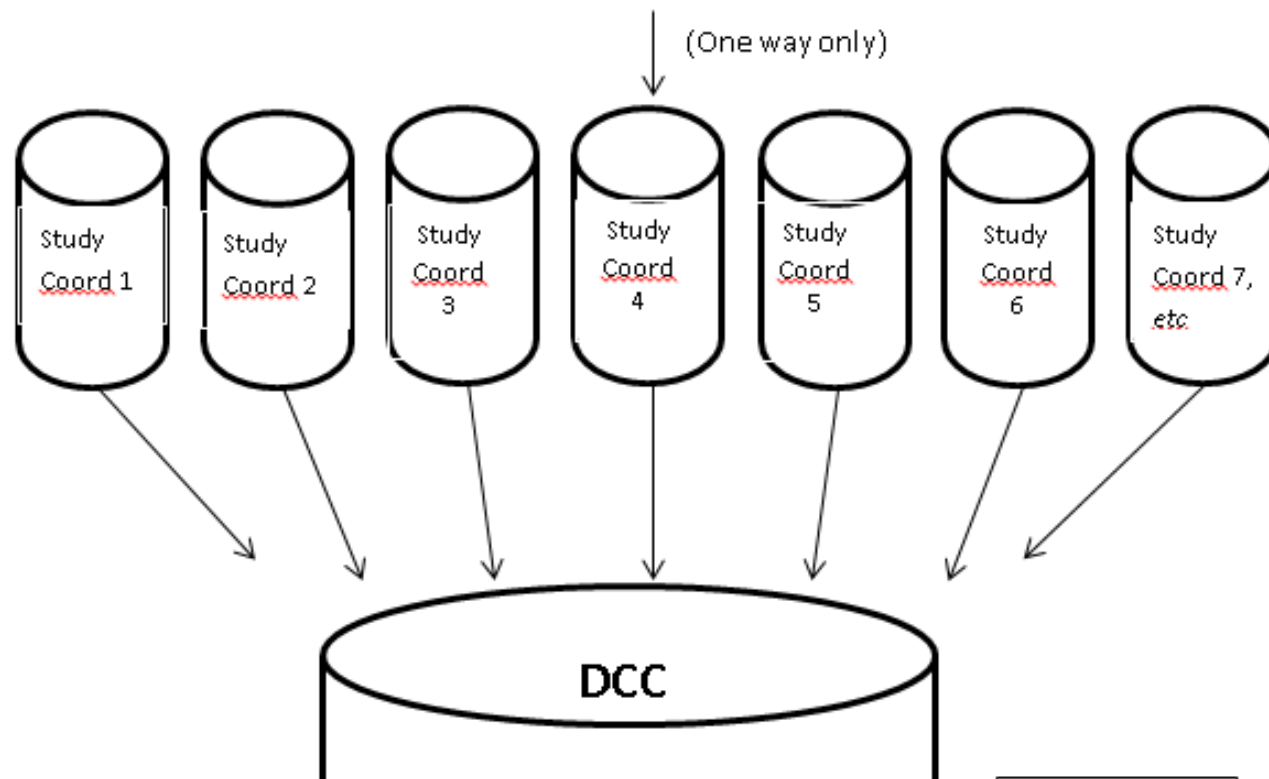


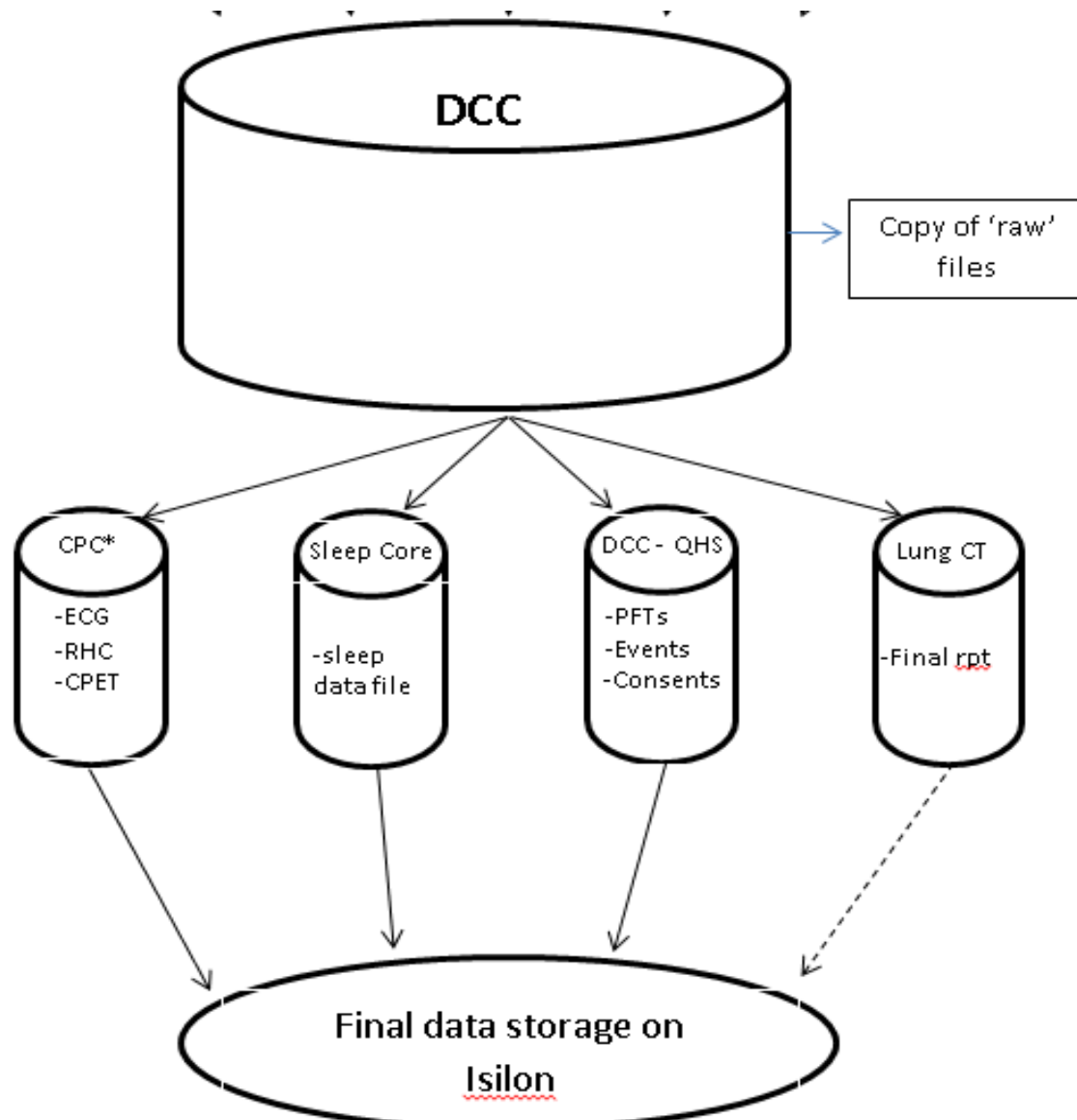
Secure Transfer Overview

- Individual account assigned (*not same as PVDOMICS database login*)
- No one can see each other's 'bucket'
- File(s) dumped into individual's 'bucket'
- No one can see each other's 'bucket'
- Files are removed from individual's 'bucket' at regular intervals and cannot be recalled
- Files moved to DCC 'bucket', sorted and moved into separate 'bucket' for each Core.

Coordinator Logs into SSH Account

I





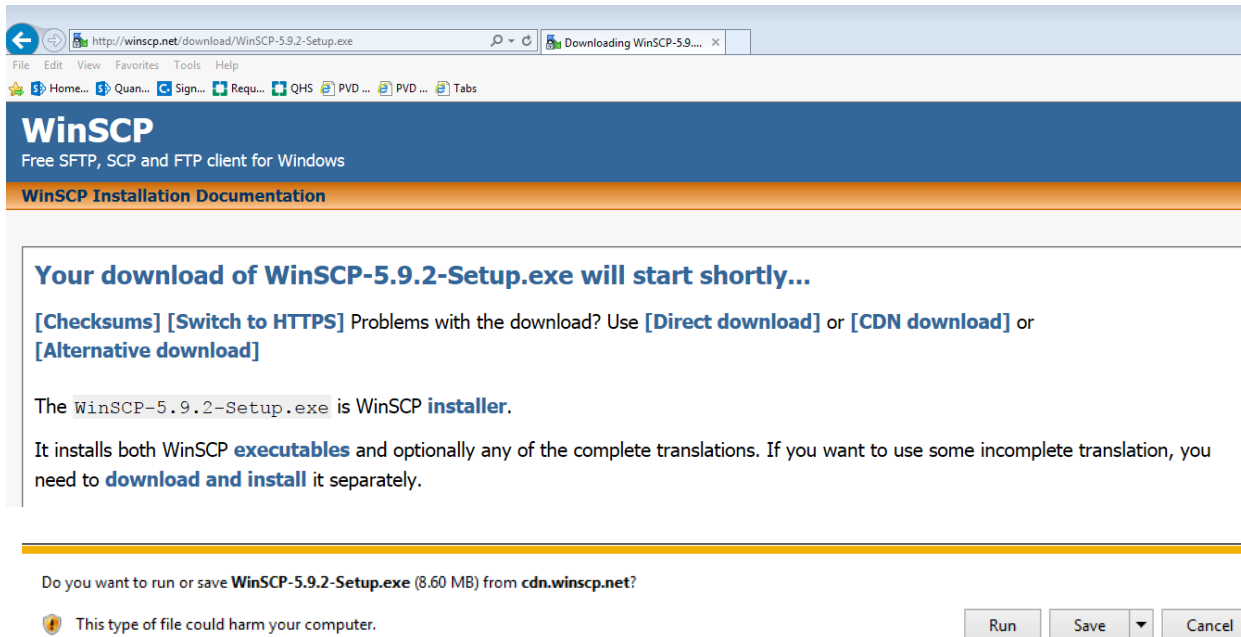
Step 1:

➤ Set Up a Secure Copy Protocol (SCP) Account

- recommended secure portal = WinSCP
- <http://winscp.net>

➤ Show print screens....

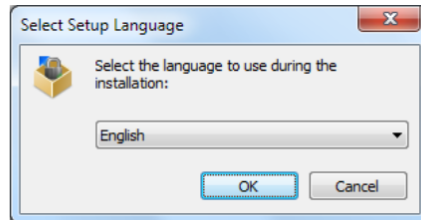




Installation

[Edit](#)

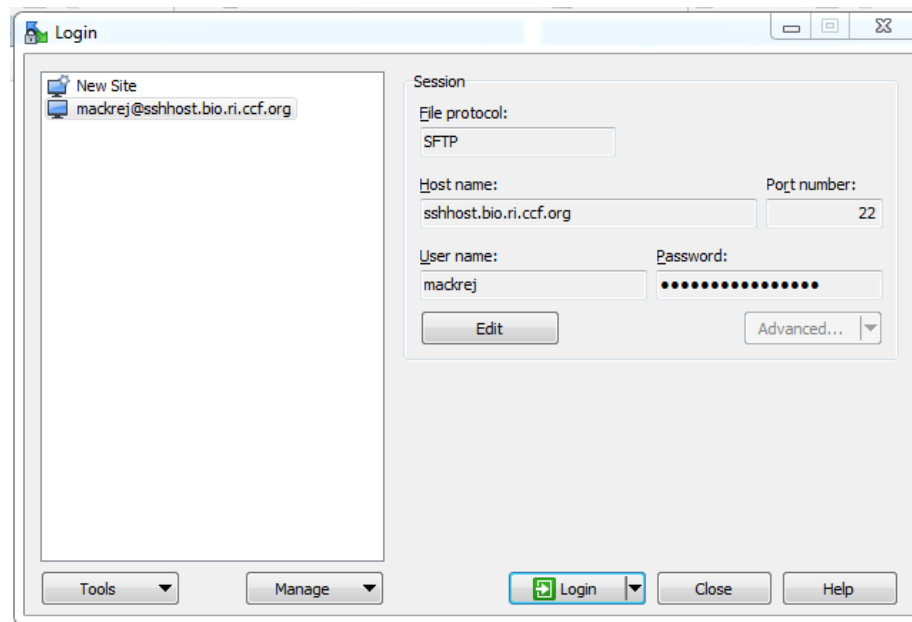
1. Open the **installation program** by double clicking on its icon.
2. If your Windows language is not supported by the installer, select an alternative **language** you want to use (both for installation and later when using WinSCP).

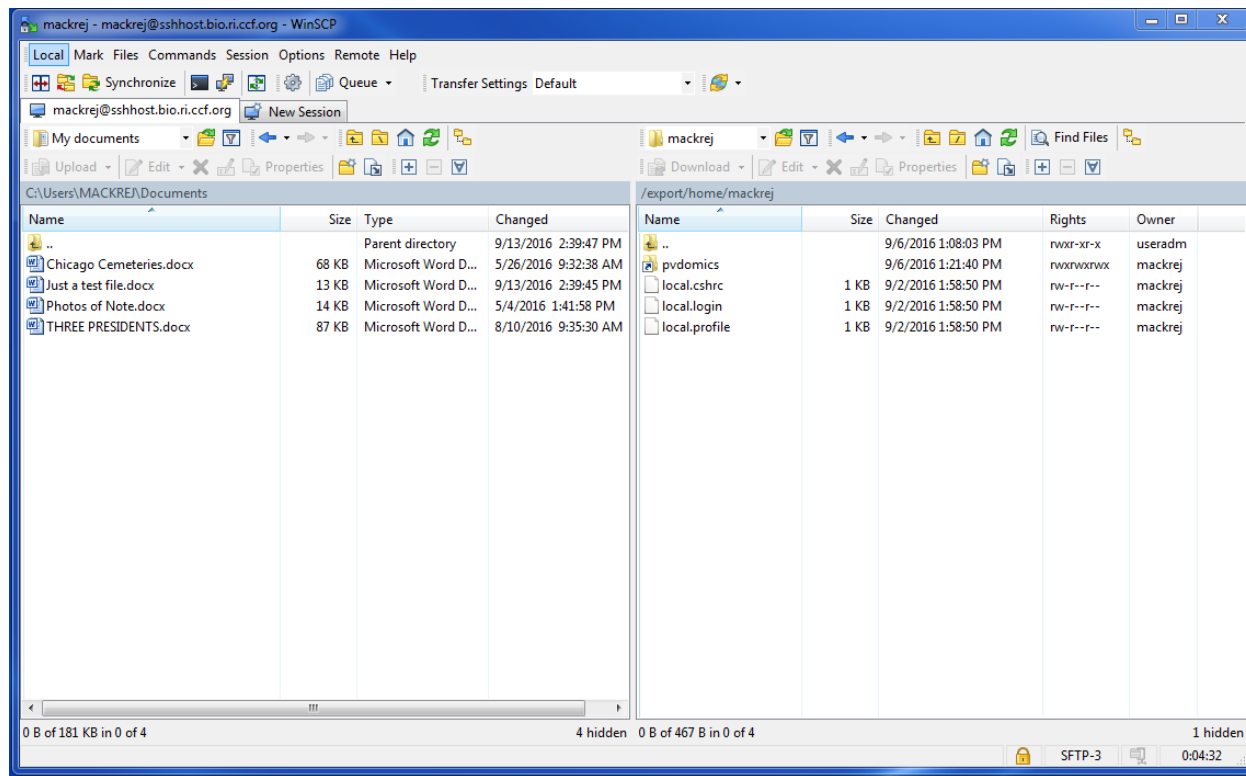


3. On the **License Agreement** screen click *Accept* after reviewing the license.
4. You will be prompted to select a **setup type**. For a basic setup, choose **Typical installation**.
5. Then you will be prompted for **Initial User Settings**. This allows you to select **user interface style**. If 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**.

Locate the WinSCP shortcut on desktop







Download Edit Properties Find Files					
/export/home/mackrej					
Name	Size	Changed	Rights	Owner	
..		9/6/2016 1:08:03 PM	rwxr-xr-x	useradm	
pvdomics		9/6/2016 1:21:40 PM	rw-rw-rw-r	mackrej	
local.cshrc	1 KB	9/2/2016 1:58:50 PM	rw-r--r--	mackrej	
local.login	1 KB	9/2/2016 1:58:50 PM	rw-r--r--	mackrej	
local.profile	1 KB	9/2/2016 1:58:50 PM	rw-r--r--	mackrej	

- Log in to SSH with previously assigned account name and password
- Drag and drop file into SSH home directory for PVDOMICS on DCC server
- Record transfer date on data collection form
- DCC will move file out of home directory for processing