
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
- 128-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 sign both Agreements.
5. Mail the agreement to the Texas Cancer Registry at 1100 West 49th Street, Austin, TX 78756 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 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 encryption software. Upon entering our CRESS system, your data files are automatically directed to the secure server and all information transmitted is encrypted. This automatic process requires no action on the part of the cancer reporter.

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.

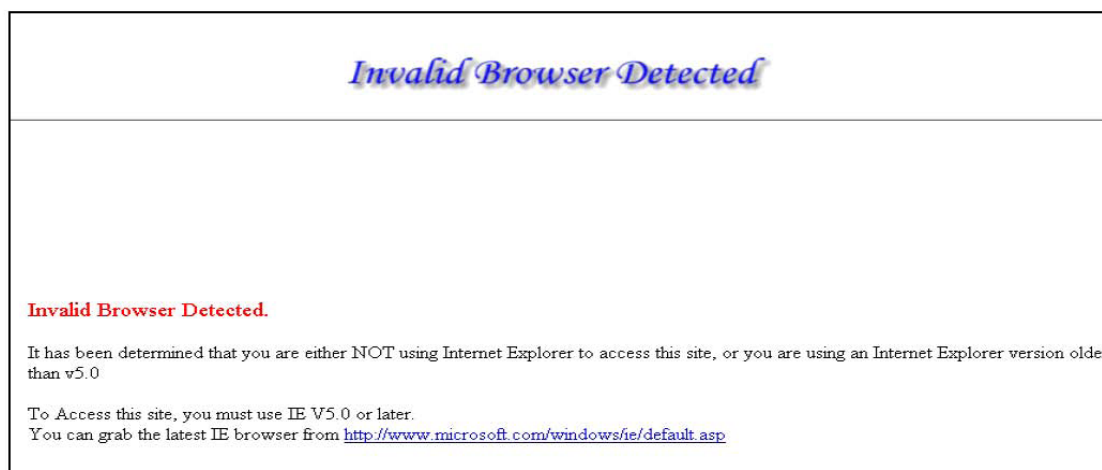


Figure 1.

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

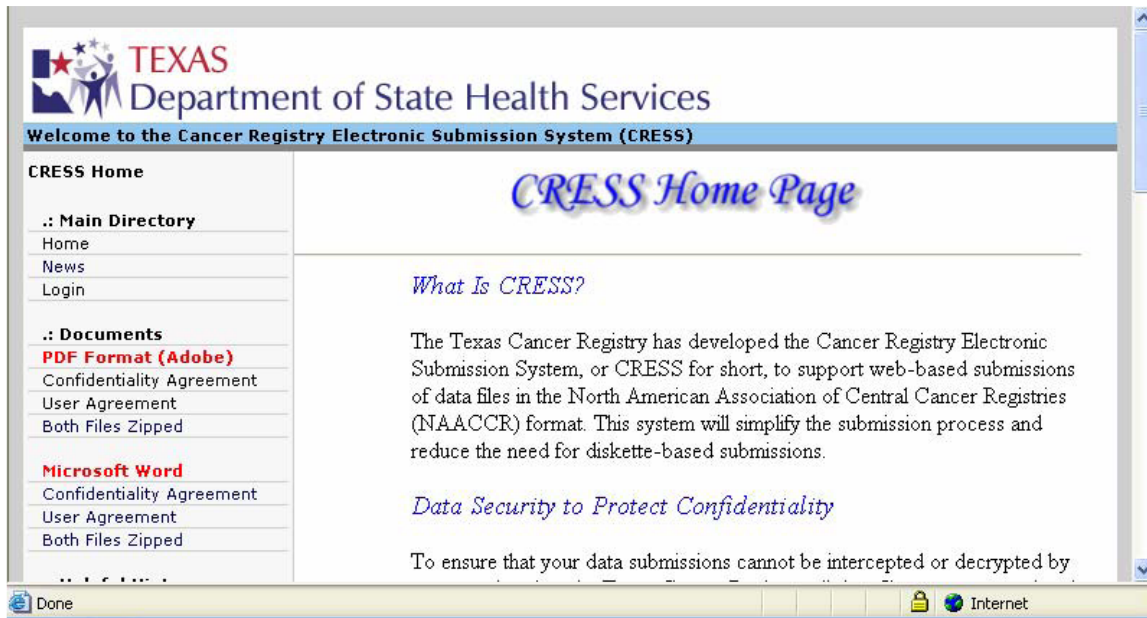


Figure 2

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

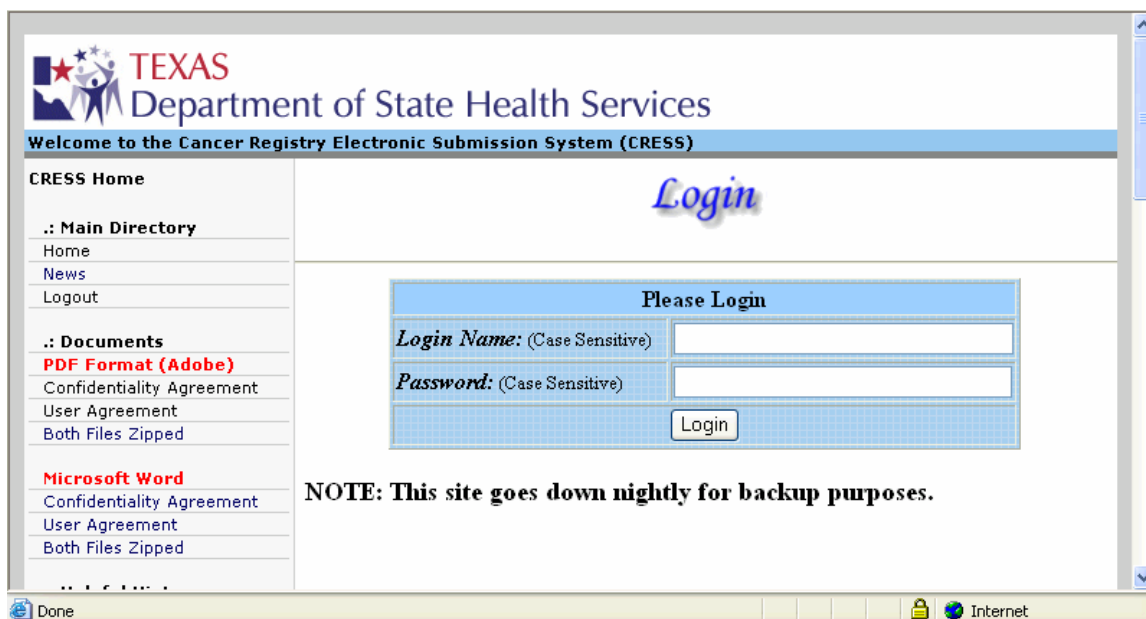


Figure 3

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.

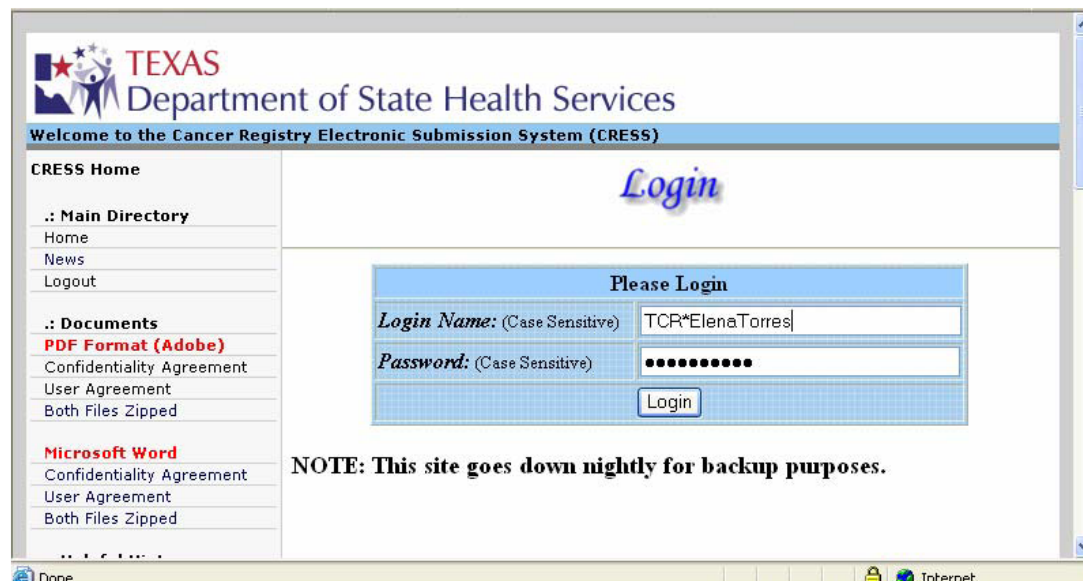


Figure 4

8. If you have logged in successfully, the CRESS Main Page will be displayed, as shown in Figure 5.
9. Click on the button labeled “Uploads” to submit a NAACCR file to the Texas Cancer Registry.

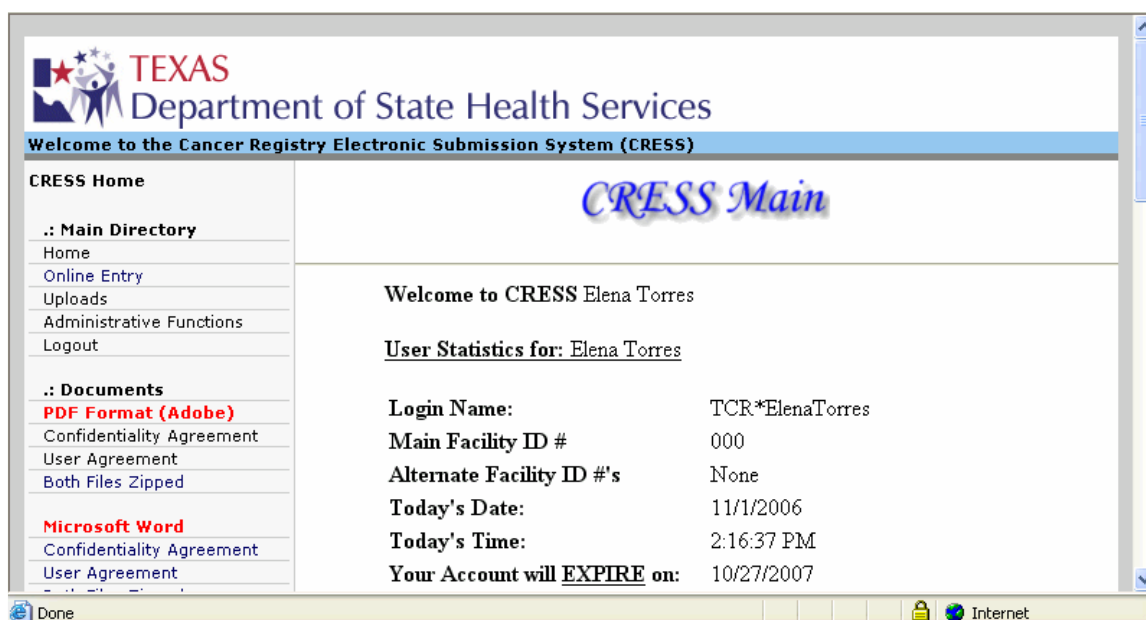


Figure 5

10. The next screen will be the “File Upload Page” as shown in Figure 6.

File Upload Page

Select a file to upload: (Only TEXT Files May be uploaded - NO zipped files)

File: Browse...

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

Please Read the following before uploading a file.

- There is a 10 MB File Size limit per file.
- Do NOT attempt to upload files larger than 10 MB in size. This could cause the server to timeout which would result in a bad upload.
- 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.

Upload!

Figure 6

11. Click on the “Browse” button to select a NAACCR file to upload. You can only upload files that are 10MB in size or less. Files must be in text format **ONLY**, **and zip files will not be accepted.**

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.

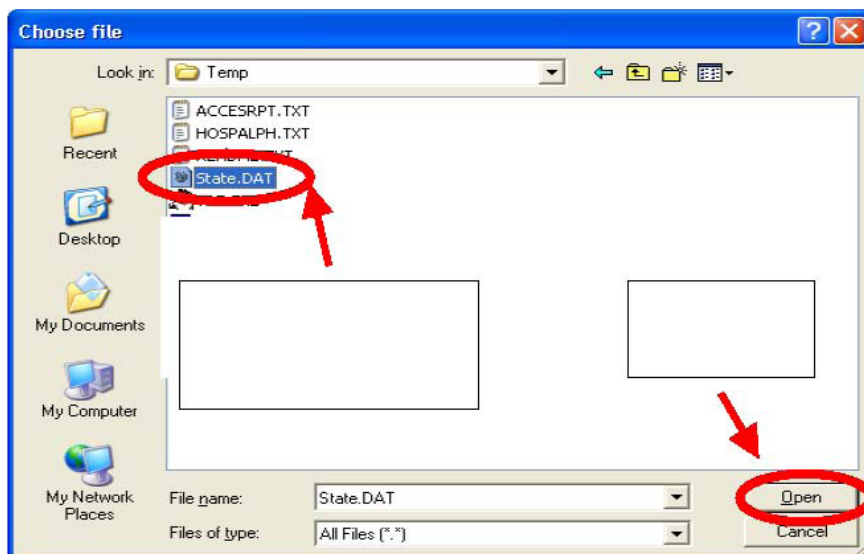


Figure 7.

13. Navigate to select your saved NAACCR file and select it as shown in Figure 7.
 14. Enter the Facility ID for the file that is being uploaded by selecting the three digit code from the drop down menu.
 15. Click on the “Upload!” button at the bottom of the screen as shown in Figure 8 to upload the file.

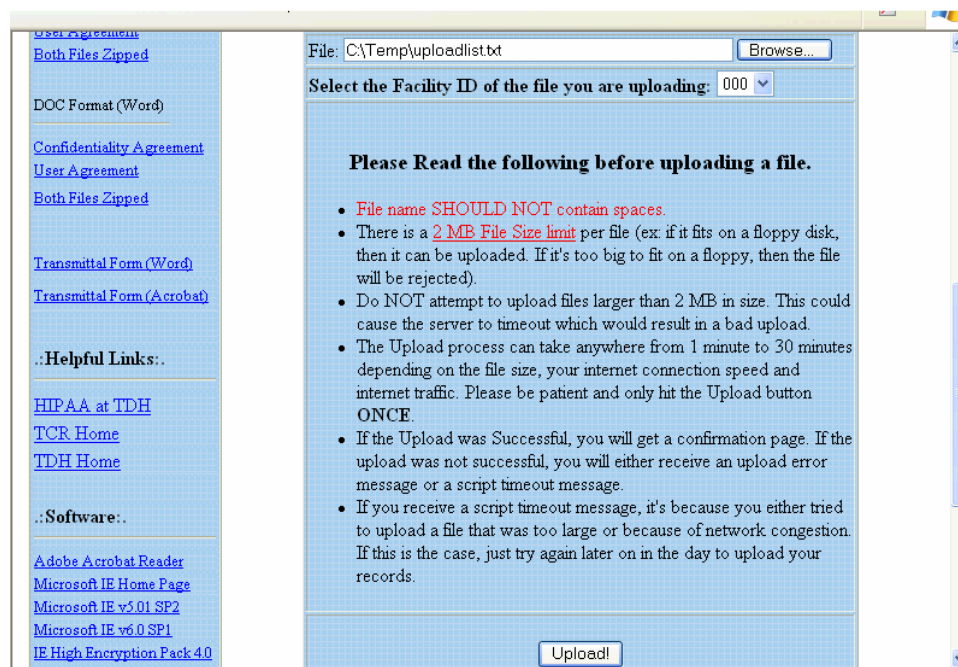


Figure 8

16. If the file was successfully received you will see the screen shown in Figure 9. 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 Uploaded Successfully	
File Name:	test.txt
File Size:	4283 Bytes
File Path:	G:\SHARED\Corbin Shared\test.txt
File Type:	text/plain
<p>A Transmittal Form for this submission MUST be faxed to</p> <p>Attention: CRESS</p> <p>Fax # (512) 458-7681.</p> <p>You can download a copy of the transmittal form in Word or Adobe Acrobat format by clicking on the "Transmittal Form" link on the bar to the left. A copy is also located in Appendix C of the TCR Cancer Reporting Handbook.</p>	
1 file(s) uploaded.	

Figure 9

To upload more than one file, click on the "Upload" button and repeat steps 9-15 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 was *NOT* in a text format, (i.e., .zip, .exe, .xls, or .dbf), an error message will appear stating, "Only Text Files May be Uploaded. Click on the button 'Uploads' to try again." See Figure 10.

File Upload Status Page	
<p>Only Text Files May be Uploaded. Click on the button "Uploads" to try again.</p>	
0 file(s) uploaded.	

Figure 10

Click on the "Uploads" button and try again. If the problem persists, 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.