Monkeypox Case Report Form (CRF) Bulk Upload to DCIPHER: Standard Operating Procedure (SOP)

This document describes how to navigate and upload a CRF data file to DCIPHER.

Users should confirm they have access to DCIPHER (https://dcipher.cdc.gov). For any issues accessing the platform, email DCIPHER@cdc.gov. The following steps demonstrate how to access DCIPHER through CDC's Secure Access Management Service (SAMS).

1. All DCIPHER users must authenticate through CDC's Secure Access Management Services (SAMS) portal at each login. DCIPHER requires a modern browser (e.g. MS Edge, Google Chrome, but not MS Internet Explorer). Access the SAMS login page through the URL https://sams.cdc.gov/. External partners will use their SAMS username and password, while CDC Users will use the AMS Login and SmartCard.
2. After logging into SAMS, you are directed to the My Applications page, where you should see the heading "Data Collation and Integration for Public Health Event Responses", and immediate below that is a hyperlink for DCIPHER. Click the DCIPHER link to access the DCIPHER login.

Note that some users may also have access to an older version of DCIPHER now called DCIPHER Legacy. This will not be used for the 2022 Monkeypox response.
3. Once on the DCIPHER login page, enter your SAMS/DCIPHER username once more, then click NEXT.
4. There are three ways to get to the Bulk Upload tool.

4a. Option 1: Follow this link directly to the upload tool.

4b. Option 2: Access the Homepage, following the steps below:
Option 3: Navigate to the "Monkeypox (MPX)" project following the steps below:
• From the project, navigate to the bulk upload tools by following these steps.
5. Below is a screenshot depicting the steps (numbered 1-6) to follow:

1. Confirm that the "Dataset Status" is "Ready".
2. After confirming, select your jurisdiction from the drop-down list.
3. Next, confirm that you have selected the correct "Dataset Type", either Monkeypox Long CRF or Monkeypox Short CRF.
4. Once "Dataset Type" is selected, you can see the date stamp for the time of the last data upload, and who uploaded the file.
5. To upload data, you can drag the file into the box, or click "Browse" to select the .csv file to upload. The name of the dataset will pop up after "Current File:". Currently, CSV files are the only file type we accept.
6. Lastly, click "Upload File" and the following 2 screenshots will happen in succession. The green banner will appear and you can safely navigate from the page.
Troubleshooting:

*Red Banner:* If the file type is incorrect, a red banner is displayed at the top of the screen with a message saying that the upload was not successful. Retry uploading and check for a Staged File Warning.

*Staged File Warning:* In the bottom left corner, a Staged File Warning will pop up and detail what is wrong with the file you are uploading. Once you fix the issue or issues, you will be able to click the Upload File button.

*Long form example:*

```
STAGED FILE WARNING

Unsupported file type:
File must be uploaded as .csv file type.

Missing required columns:
```

*Short form example:*

```
STAGED FILE WARNING

Unsupported file type:
File must be uploaded as .csv file type.

Missing required columns:
case_id, jurisdiction
```

If there are remaining issues please reach out to the DCIPHER team.