

**Mass-DAC**  
**Secure Document Repository**

**User Guide**

Data Submissions, Report Pick up and Shared Files

October 05, 2012

# Mass-DAC Secure Document Repository User Guide

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## Purpose

This document provides guidance to data managers at participating Mass-DAC hospitals in how to use the Mass-DAC Secure Document Repository. It explains how securely transfer cardiac surgery and PCI data submissions to Mass-DAC and how to access data quality reports left for pick-up as well as other relevant and important documents.

## Instructions

### Website Access

Each user will be assigned a user name and password that will be used to access the repository. Initially the username will be based on the person's e-mail address, but if a different user name is desired, one may be requested from Matthew Cioffi at [cioffi@hcp.med.harvard.edu](mailto:cioffi@hcp.med.harvard.edu). Usernames must be at least 6 characters long.

Upon first login, the user will need to create a new password that is known only to them. This password should NEVER be shared with anyone else. The website can only be accessed via the secure Harvard Medical School Secure Access SSL VPN page, <https://secure.med.harvard.edu/>. Once logged in through the VPN, the Mass-DAC secure site, <https://www.hcp.med.harvard.edu/massdac/> is accessible as a link on the VPN site or the Mass-DAC public site login page, <http://www.massdac.org/LoginSecureTransfer>.

### Passwords

Passwords must be at least 8 characters long and must contain at least 1 alpha character and 1 numeric value. Adding in special characters such as

` ! @ \$ % ^ & \* ( ) - \_ = + [ ] ; : ' " , < . > / ?

will make your passwords stronger.

The password must NOT contain spaces, begin with an exclamation [!] or a question mark [?] or contain your login ID.

You will need to change your password once a year and the new password may not be the same as any of the previous 10 passwords used. Passwords are treated as case sensitive.

### **Poor Password-Examples:**

- Your login ID.
- Names of co-workers, pets, family, etc.
- Phone numbers, license numbers, or birthdays.
- Simple passwords like "asdf" (adjacent keys on a keyboard).
- Words, which can be found in a dictionary.

### **Strong Password-Examples:**

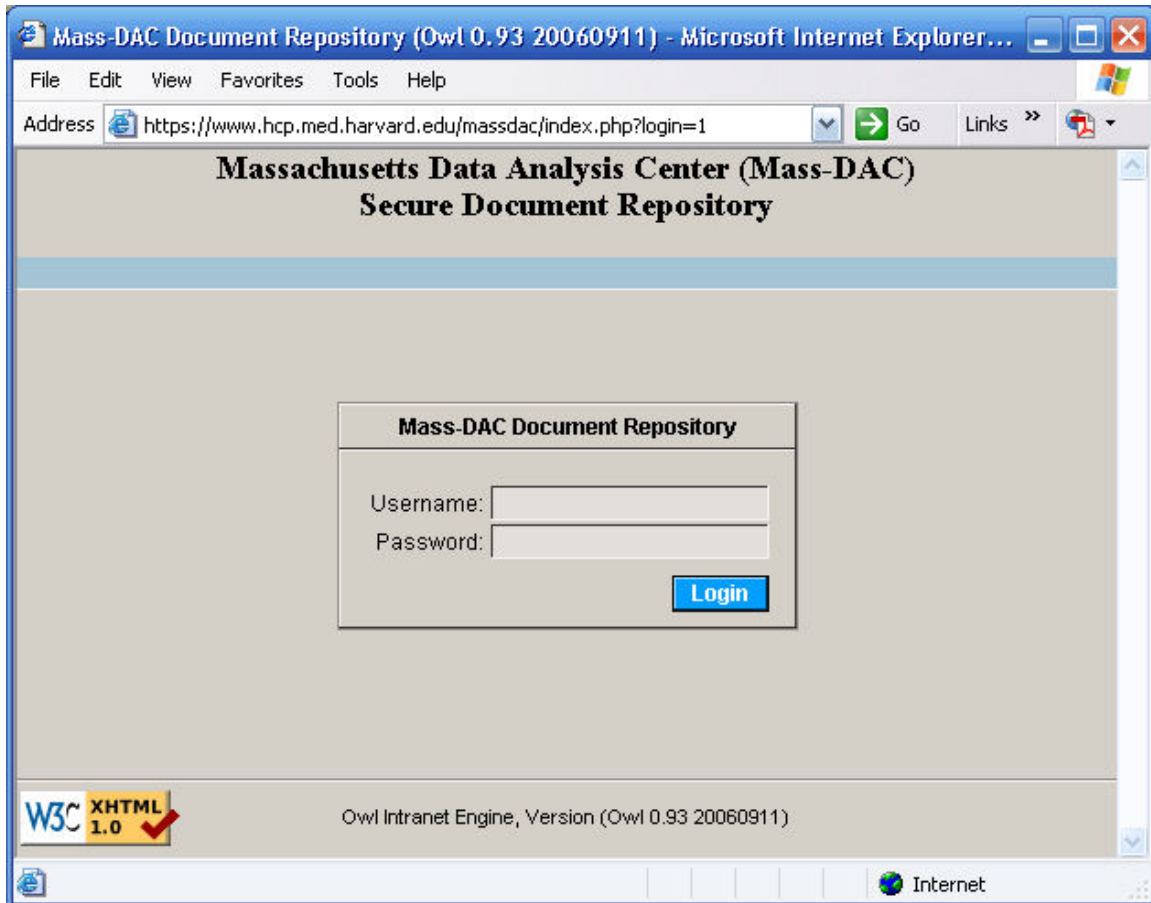
- Modified names, like "m@ttC!offi"
- Phrases, like "t@LL^^ountain".
- Acronyms, like "eGbDf@11" (Every Good Boy Deserves Fudge at Least Once).

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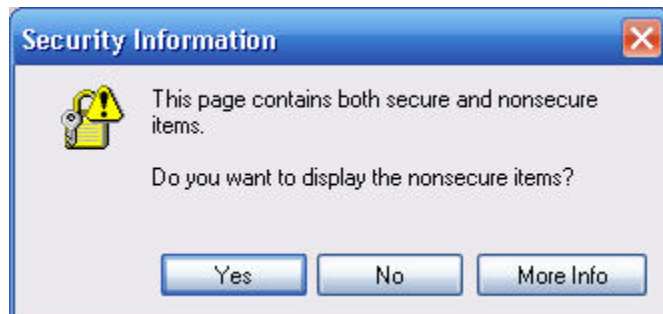
- We recommended that you use a combination of both upper and lower case letters.

### Login Page

When you click on the link, <https://www.hcp.med.harvard.edu/massdac/>, via the secure Harvard Medical School Secure Access SSL VPN, <https://secure.med.harvard.edu/> you will be at the Login Page which should look like this:



You may also get a dialog box that warns you there are both secure and non-secure items on the page. You need to click “Yes” to proceed.



In the **Username:** box type in your assigned username.

In the **Password:** box type in your initially assigned password.

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Upon first login you will be presented with the following screen to enter your new password. Type in your initially assigned password in the **Old Password:** box, then enter your new secure password twice, once in the **New Password:** box and again in the **Confirm New Password:** box.

The screenshot shows a web interface for the Massachusetts Data Analysis Center (Mass-DAC) Secure Document Repository. At the top, there is a navigation menu with links for Admin, Preferences, Login, Go To Bottom, Help, and Browse. Below this is a section titled "CHANGE PASSWORD" with three input fields: "Old Password:", "New Password:", and "Confirm New Password:". At the bottom right of the form are two buttons: "Change Pass" and "Reset".

CHANGE PASSWORD	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
<input type="button" value="Change Pass"/> <input type="button" value="Reset"/>	

Site last updated 15 Oct 2006      Copyright 2006 © Department of Health Care Policy, Harvard Medical School      (Owl 0.93 20060911)      E-mail: [mass-dac@hcp.med.harvard.edu](mailto:mass-dac@hcp.med.harvard.edu)

After a successful login you will be brought to your initial folder page.

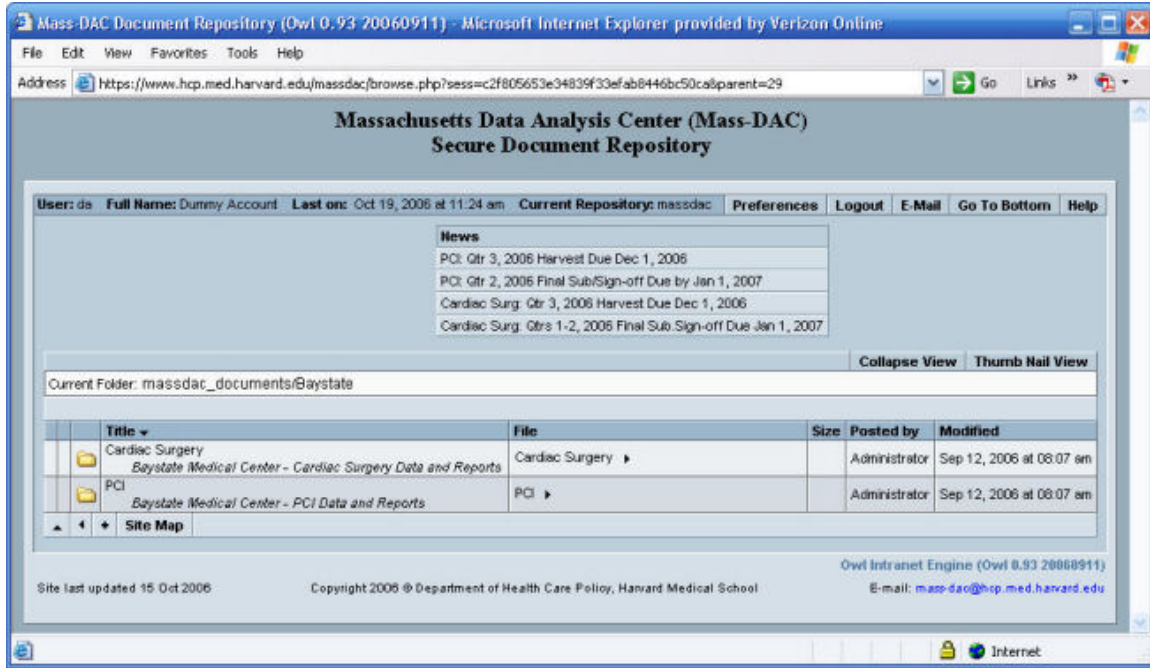
### ***Forgot Password?***

If you ever forget your username or password, you will need to e-mail Matthew Cioffi at Mass-DAC, [cioffi@hcp.med.harvard.edu](mailto:cioffi@hcp.med.harvard.edu), or [mass-dac@hcp.med.harvard.edu](mailto:mass-dac@hcp.med.harvard.edu) stating you need your password reset. If it is the secure Harvard Medical School Secure Access SSL VPN, <https://secure.med.harvard.edu/>, password you forgot, you will need to login to the Harvard eCommons login page, <http://ecommons.med.harvard.edu/>, and click the “I Forgot my Password”.

If you can login through the Harvard Medical School Secure Access SSL VPN, and it is the Mass-DAC secure site password you need reset, you must e-mail Matthew Cioffi to have him reset your account and assign a new temporary password. Upon first login, you will need to change the password to something new.

## Initial Folder Page

The initial folder page may look slightly different for each data manager. The examples in this manual all use the Baystate folder structure and uses a data managers account that is set up to have access to both the cardiac surgery data and the PCI data.



At the top of the screen there is a bar that provides user information, and buttons to assign preferences, logout and important news information.

In the middle is the primary folder structure that has several different ways to navigate.

At the bottom are some folder navigation buttons and an e-mail link to Mass-DAC.



We will go into more details on the parts of the page as we explore each task that needs to be done.

## Data Submissions


In order to make a data submission, you will need to navigate to the correct folder. For this example we will be using the Cardiac Surgery folder as seen on the initial page after login. In the Cardiac Surgery folder there are two additional folders, Data Submission, and Report Pickup. To open the Cardiac Surgery folder either click on the folder named **Cardiac Surgery** under the **Title** heading or the **File** heading, both circled in **red** below:

Current Folder: massdac_documents/Baystate	
Title	File
 <b>Cardiac Surgery</b> <i>Baystate Medical Center - Cardiac Surgery Data and Reports</i>	<b>Cardiac Surgery</b> ▶
 PCI <i>Baystate Medical Center - PCI Data and Reports</i>	PCI ▶

This will bring you down one level:

Current Folder: massdac_documents/Baystate/Cardiac Surgery						<a href="#">Collapse View</a>	<a href="#">Thumb Nail View</a>
Title	File	Size	Posted by	Modified			
 <b>Data Submission</b> <i>Baystate-Upload data files for Mass-DAC to this folder</i>	<b>Data Submission</b> ▶		Administrator	Sep 25, 2006 at 04:54 pm			
 Report Pickup <i>Baystate-Pickup and download data quality reports/files in this folder</i>	Report Pickup ▶		Administrator	Sep 25, 2006 at 04:54 pm			
▲ ◀ ▶ + Site Map							

Then click on **Data Submission** to enter the Data Submission folder shown below.

<a href="#">Add Folder</a>	<a href="#">Add Document</a>	<a href="#">Add Uri</a>	<a href="#">Add Note</a>					<a href="#">Collapse View</a>	<a href="#">Thumb Nail View</a>
Current Folder: massdac_documents/Baystate/Cardiac Surgery/Data Submission									
Title	File	Size	Posted by	Modified					
 2006 Qtr2 Data Sub#2	TestData.txt ▶	15b	Administrator	Oct 19, 2006 at 11:41 am					
▲ ◀ ▶ + Site Map									
<p style="text-align: right;">Owl Intranet Engine (Owl 0.93 20060911)</p> <p>Site last updated 15 Oct 2006      Copyright 2006 © Department of Health Care Policy, Harvard Medical School      E-mail: <a href="mailto:mass-dac@hcp.med.harvard.edu">mass-dac@hcp.med.harvard.edu</a></p>									

## Adding a Document

In the data submission folder you will not be able to delete or download any of the files that are in the folder, you will only be able to add a document using the **Add Document** button. In this folder there is an additional set of buttons just above the **Current Folder** links on the left:



Clicking on the **Add Document** button will bring up a navigation screen, shown below, where you will be able to browse your system to find the file you would like to upload. By default, all files in the Data Submission folder will be shown **Posted by Administrator**.

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The screenshot shows a web-based form for submitting a file. At the top, there is a navigation bar with the following items: User: da, Full Name: Dummy Account, Last on: Oct 19, 2006 at 01:34 pm, Current Repository: massdac, Preferences, Logout, E-Mail, Go To Bottom, and Help. Below this is a breadcrumb trail: Current Folder: Adding a file to : massdac\_documents/Baystate/Cardiac Surgery/Data Submission. The main form area contains several fields: Document Type (a dropdown menu set to 'Default'), Send this file: (MAX: 48.83m) (a text input field with a 'Browse...' button), Title: (a text input field), Keywords: (a text input field), Major Revision: (a text input field with '1'), Minor Revision: (a text input field with '0'), and Set Security Policy Now: (a checkbox). A large text area for the Description is located below these fields, with a red asterisk indicating it is required. A 'Send File' button is positioned in the bottom right corner of the form.

There are really only three fields that need to be populated:

- **Send this file:** - Use browse to find the file to upload
- **Title:** - Title for data submission (i.e. 2006Qtr2 Submission #2)
- **Description:** - A detailed description describing what is in the submitted file.

Once all the information is entered, click the **Send File** button in the bottom right-hand corner of the screen. Once this is done, you will be brought back to the Data Submission folder and you should see that a new file was added.



**Important Note:** All files that contain sensitive information must be encrypted before submitting. You may use a zip utility such as WinZip to do this, or you may still use PGP if you prefer that method. You DO NOT need to use both Zip Encryption and PGP. If using zip encryption, please e-mail your password to Matthew Cioffi, [cioffi@hcp.med.harvard.edu](mailto:cioffi@hcp.med.harvard.edu) or to the Mass-DAC account [mass-dac@hcp.med.harvard.edu](mailto:mass-dac@hcp.med.harvard.edu).

DO NOT include the password as part of the title or description fields in the submission dialog box shown above. If you are using the same password as the previous submission, you do not need to send an e-mail with the same password.

Matthew Cioffi is monitoring all the Data Submission folders, so that when a new file is added, an automatic e-mail will be sent out alerting him a new file has been dropped off. Once the file is retrieved by Mass-DAC, it will be removed from the web-based document repository for processing the Data Quality Report.



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### **Folder Navigation:**

To navigate back up you can use one of two methods available on the browsing screens. Near the middle of the screen is a **Current Folder:** line that has the full path of where you are in the folder structure.

Current Folder: `massdac_documents/Baystate/Cardiac Surgery/Data Submission`

Each level of the folder is a hyperlink back to that particular folder. The other option is the folder navigation icons near the bottom right of the screen.



**Up Triangle** - brings you up one folder level,

**Left Triangle** - brings you back to your initial login folder,

**[Site Map](#)** - brings up all folders you can jump to, more on this later.

## Report Pickup

When a data quality report is ready for you to retrieve, you will be sent an automated e-mail from the Mass-DAC Document Repository that a file is available for download. The email will contain text similar to this:

This is an AUTOMATED MESSAGE from the MASS-DAC Document Repository  
Find a link below to the new/updated file.

Title: Test Report Drop Off

URL: <https://www.hcp.med.harvard.edu/massdac/browse.php?sess=...>

Description: Testing dropping of a report file



File Path: massdac\_documents/Baystate/Cardiac Surgery/Report Pickup/TestReport.txt

Created/Update by: Matthew Cioffi



By default, all accounts were set up to monitor the Report Pickup folders for your respective hospitals. You do have the option of turning the Monitoring off. If you do, then no automated messages will be sent out to you.

To retrieve the report, you must log in through Harvard Medical School Secure Access SSL VPN, <https://secure.med.harvard.edu/> to be able to use the URL in the e-mail, which brings you directly to the file, or you may login directly and navigate to the Report Pickup folder using the Current Folder structures or site-map options.

There is a separate report pickup subfolder in the Cardiac Surgery and the PCI folders. To open the Cardiac Surgery folder either click on the folder named **Cardiac Surgery** under the **Title** heading or the **File** heading, both circled in **red** below:

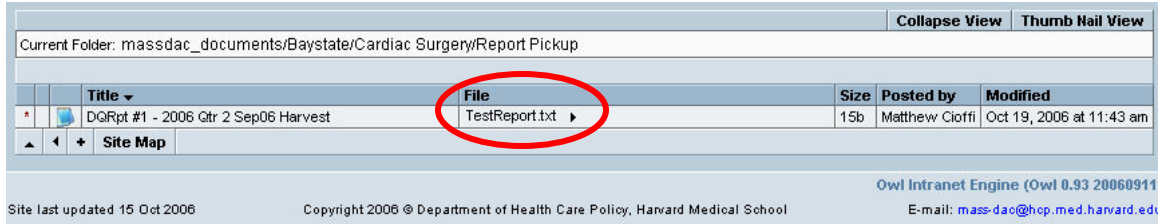
Current Folder: massdac_documents/Baystate	
Title	File
 Cardiac Surgery <i>Baystate Medical Center - Cardiac Surgery Data and Reports</i>	 Cardiac Surgery ▶
 PCI <i>Baystate Medical Center - PCI Data and Reports</i>	PCI ▶

This will bring you down one level:

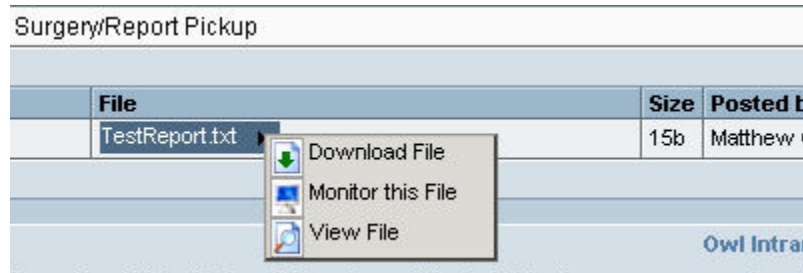
Current Folder: massdac_documents/Baystate/Cardiac Surgery						Collapse View	Thumb Nail View
Title	File	Size	Posted by	Modified			
 Data Submission <i>Baystate-Upload data files for Mass-DAC to this folder</i>	Data Submission ▶		Administrator	Sep 25, 2006 at 04:54 pm			
 Report Pickup <i>Baystate-Pickup and download data quality reports/files in this folder</i>	Report Pickup ▶		Administrator	Sep 25, 2006 at 04:54 pm			

Then click on **Report Pickup** to enter the Report Pickup folder shown below.

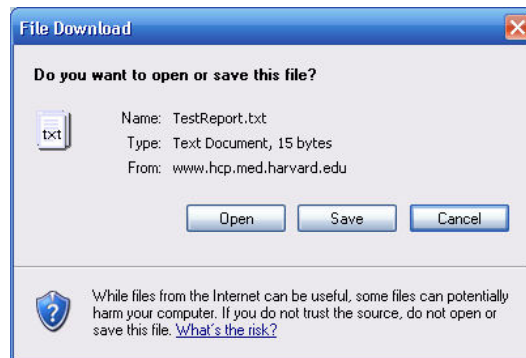
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In this example, there is only one file available. Under the **File** heading, if you mouse-over the file name, **TestReport.txt**, a list of options will come up:



Click on the **Download File** option. This brings up the File Download Dialog box, where you may click the Save button to save the file on your system.



All reports will be encrypted either using a zip utility password encryption or PGP encryption. The method used will be based on how the data submission was received. If received in PGP, then it will be encrypted with PGP, if a zip password encryption was used, then that same method will be used.

### ***Folder Navigation:***

To navigate back up you can use one of two methods available on the browsing screens. Near the middle of the screen is a **Current Folder:** line that has the full path of where you are in the folder structure.

Current Folder: `massdac_documents/Baystate/Cardiac Surgery/Data Submission`

Each level of the folder is a hyperlink back to that particular folder. The other option is the folder navigation icons near the bottom right of the screen.



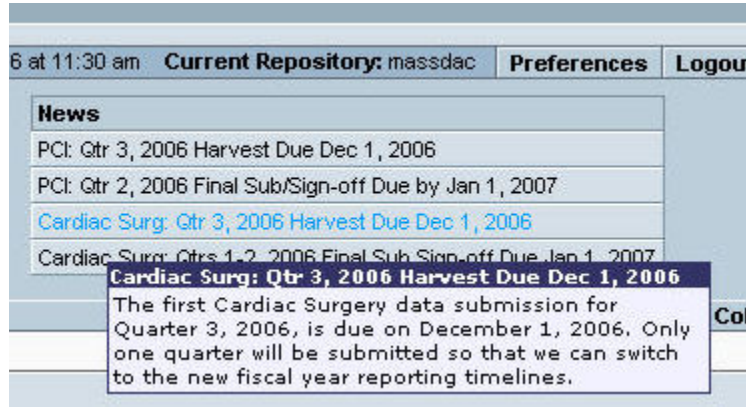
**Up Triangle** - brings you up one folder level,

**Left Triangle** - brings you back to your initial login folder,

**Site Map** - brings up all folders you can jump to, more on this later.

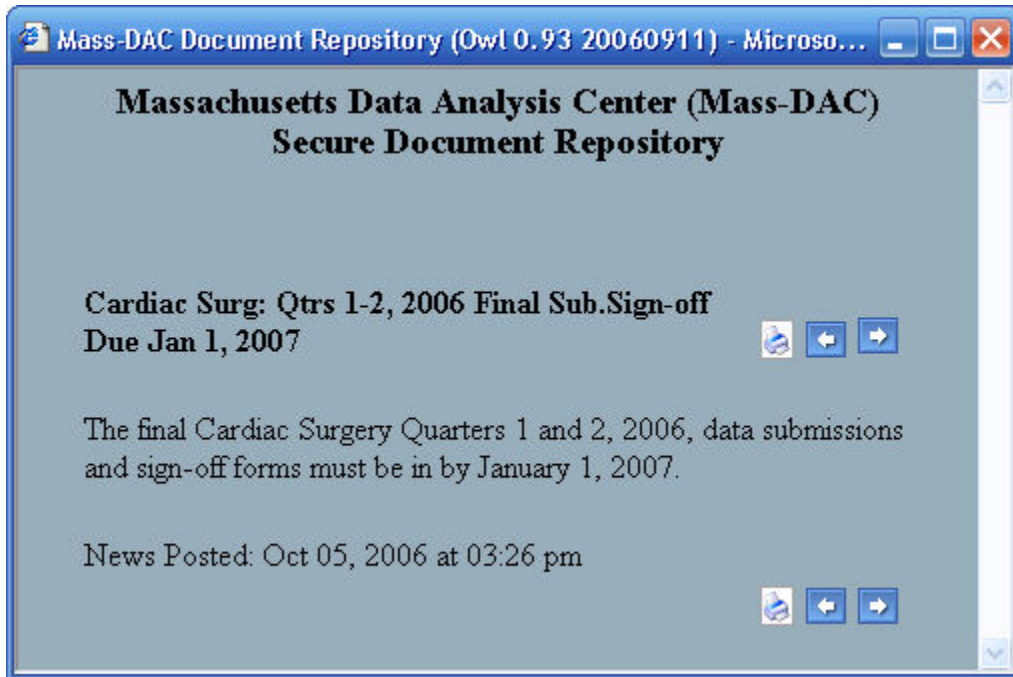
## News Bulletins

At the top of every screen you may see a News box.



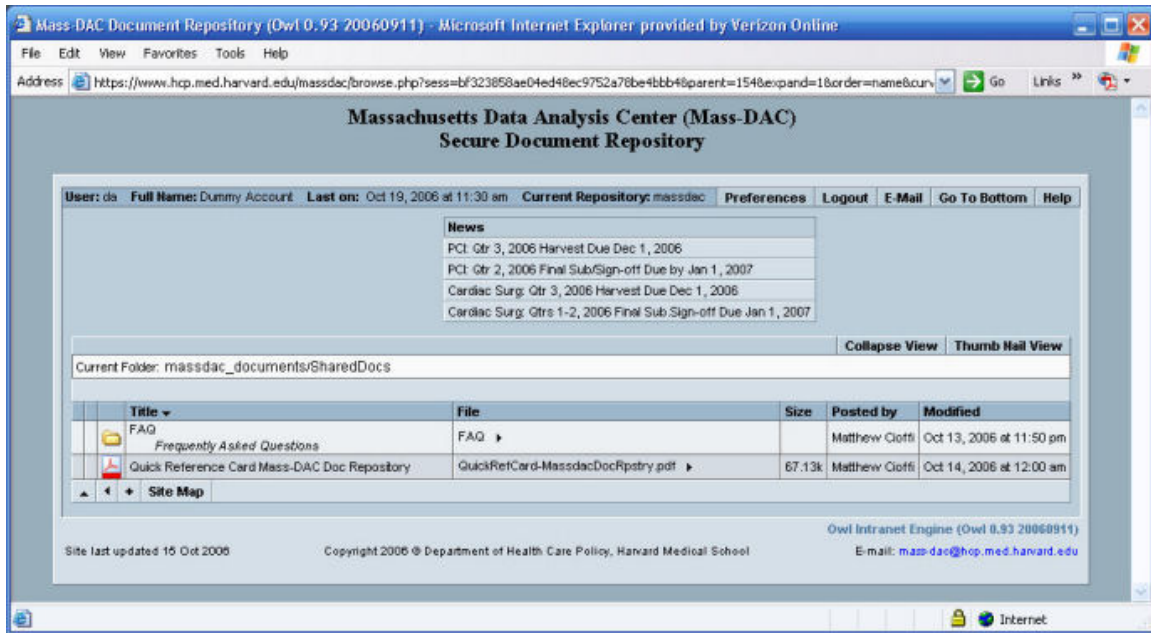
This box is used to send out News messages to various groups. Most messages will be important dates or deadlines either for the Cardiac Surgery data managers or the PCI data managers, but some may be hospital specific as well. If you are both a PCI and Cardiac Surgery data manager, you will see all news items related to both groups, if you are in one or the other, you should only see news relevant to the group you are in.

If you mouse-over a news item, the detailed description will pop up. If you want more details, or want to print the information, you may click the news item and new News dialog box will open up, that you can use to navigate the items.



## Share Documents

Everyone has access to a folder called SharedDocs, available from the massdac\_documents root folder.



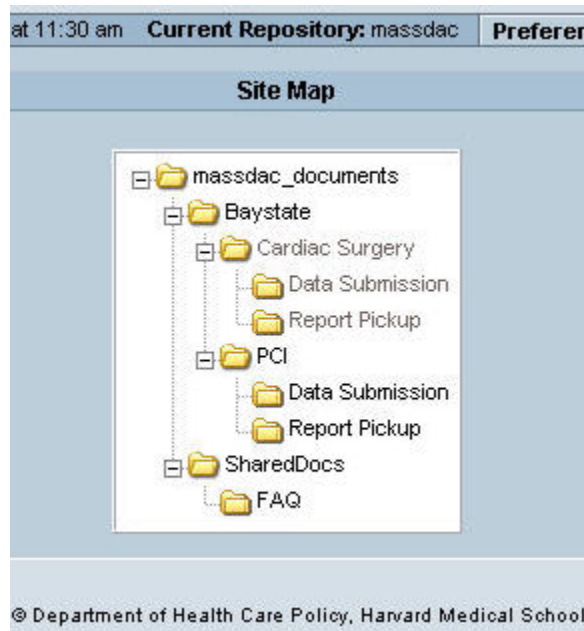
This folder will contain documents, such as this manual or other information that needs to be shared among all members of the Repository.

## Site Map

An easy way to jump around the directory folder structure is to use the **Site Map** view. The site map will show you all folders that you have access to in the Mass-DAC Document Repository. The site map button is located near the bottom left of each page on the area that looks like this:

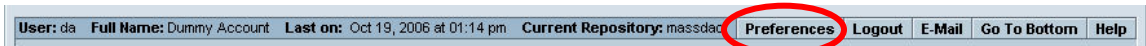


Clicking the Site Map button brings up a screen that looks something like below. Folders may be collapsed, indicated by a + sign next to the folder name, so you can click the + or – signs to expand or contract each folder level.

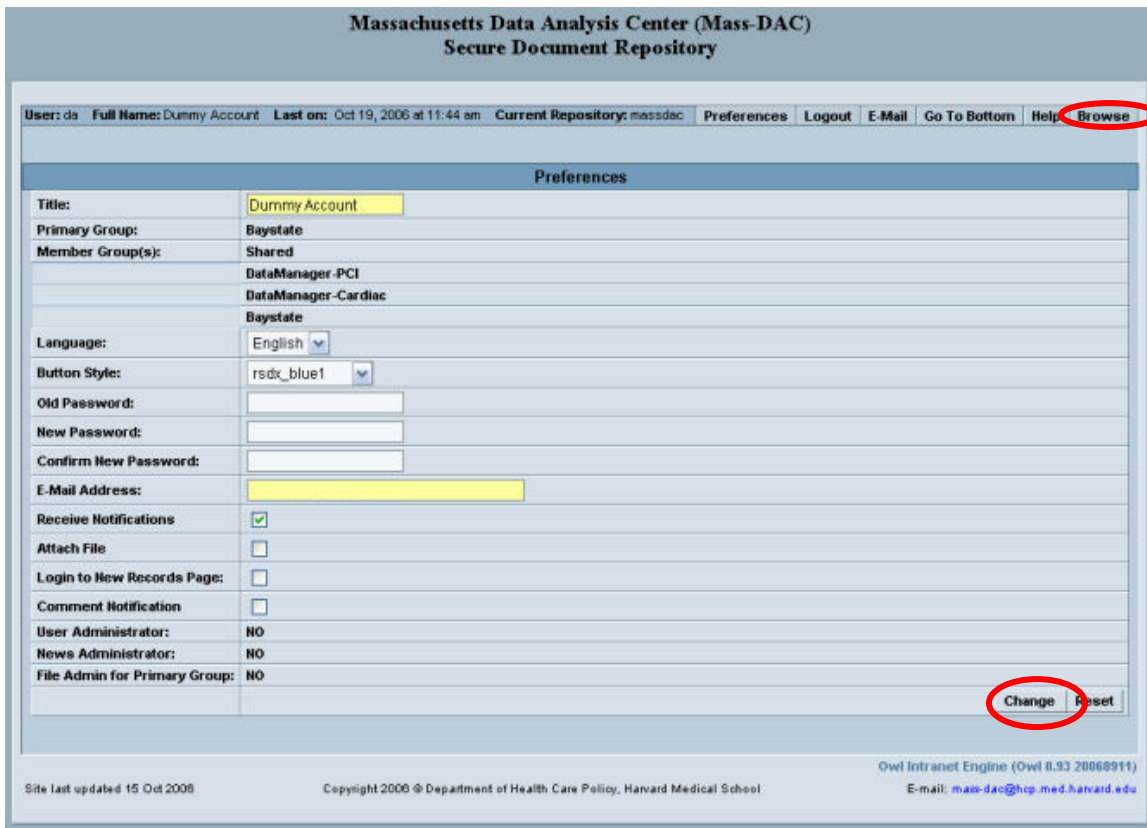


## Preference Screen

The preference screen is where you can change your password, display name title, e-mail address and a few other characteristics of your login session. At the top of every screen you will see the user information/function bar. From the browsing folders mode, this bar is used jump to the preference setting screen and to logout. To get to the preferences screen, click on the **Preferences** button near the top right side of the screen.



This will bring up the screen shown below. When you have made changes you want to save, you need to press the **Change** button at the bottom right side of the screen. To get back to browsing the folders for data submissions and report pick up, click the **Browse** button at the top right.



The 'Preferences' screen displays various user settings. The top navigation bar includes 'User: da Full Name: Dummy Account Last on: Oct 19, 2006 at 11:44 am Current Repository: massdac' and buttons for 'Preferences', 'Logout', 'E-Mail', 'Go To Bottom', 'Help', and 'Browse' (circled in red). The main content area is titled 'Preferences' and contains the following fields:

Title:	Dummy Account
Primary Group:	Baystate
Member Group(s):	Shared DataManager-PCI DataManager-Cardiac Baystate
Language:	English
Button Style:	rsdx_blue1
Old Password:	
New Password:	
Confirm New Password:	
E-Mail Address:	
Receive Notifications:	<input checked="" type="checkbox"/>
Attach File:	<input type="checkbox"/>
Login to New Records Page:	<input type="checkbox"/>
Comment Notification:	<input type="checkbox"/>
User Administrator:	NO
News Administrator:	NO
File Admin for Primary Group:	NO

At the bottom right of the form, there are two buttons: 'Change' (circled in red) and 'Reset'.

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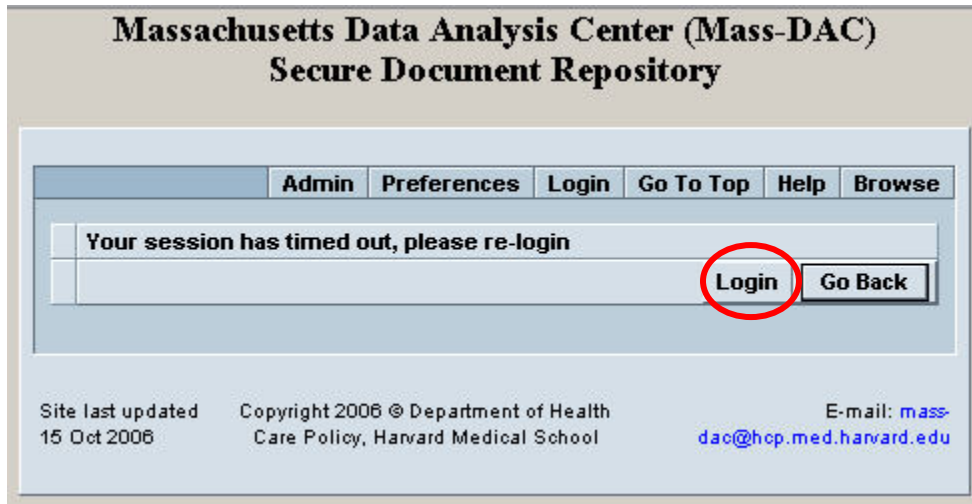


## Logging Out

When you have completed doing work in the repository, you should manually logout using the **Logout** button near the top right side of each screen. The top bar will look like one of the two following screen shots shown below.



All accounts are set to automatically logout after 5 minutes of in activity, so you may sometimes get the message shown below when trying to do a task. To log back in simply click the Login button.






## Browser File/Folder Icons

Below are few of the icons you may see next to documents or folders in the Browse view.






### Status Icons

---

-  This document has been **added** since your last visit
-  This document has been **updated** since your last visit
-  A **comment** is attached

### File Type Icons

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-  Text file
-  Zipped file
-  Portable Document Format (PDF) file
-  This file is of an unknown type
-  Microsoft Word file