

- 1. Select Population of cases based on the RQRS criteria below. Use the same Population for each submission, "re-selecting" prior to each export to capture additional cases.
  - a. Click Reporting Tab
  - b. Click Select Population Tab
  - c. Enter Population Label RQRS
  - d. Enter Hospital Code
  - e. Select Analytic Cases Only button
  - f. Select Abstract Cases Only button
  - g. Enter criteria as seen below
  - h. Click Select

Population Label:       RQRS       Hospital:       01 T ERS Hospital System         New Label:       Image: Requested By:       Image: Request Date:       09/07/2016         Site Codes       Image: Request Date:       09/07/2016         Site Codes       Image: Request Date:       09/07/2016         Image: Request Date:       0000         Image: Request Date:       00000         Image: Request Date:       000000         Image: Request Da	elect a P	opulation										
New Label: Requested By:     Site Codes     Site Codes     Site Site Description     1 50 • BREAST     2 18 • COLON     3 20 • RECTUM     ************************************	Population Label:		RQRS		~	Hospital: 🛛 🔻 ERS Hospital System						
Site Codes       Image: Site Description         Image: Site Colon       Image: Site Colon         Image: Site Colon       Image: Site Colon     <			New Label:			Requested By: Janet Vogel Request Date: 09/07/2016						
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1 50 BREAST   2 18 COLON   3 20 RECTUM		Site	Site Description			Complete Cases Only Abstract/Suspense Cases						
2 18 COLON   3 20   RECTUM	▶ 1	50 🔹	BREAST	•	• <b>E</b>							
3     20     RECTUM       Image: Selection Criteria     Image: Selection Criteria       Image: Se	2	18 🔹	COLON	•	* <b>E</b>	Abstract Cases Only     Support Cases Only						
Selection Criteria         Item Nbr       Item Description       Relation       Data Values       Logic         1       133       Topography Code       < C181       And       > · · · · · · · · · · · · · · · · · ·	3	20 💌	RECTUM	-	15	All Cases						
Selection Criteria     Item Nbr     Item Description     Relation     Item Nbr     Item Description     Relation     Item Nbr     Item Description     Relation     Item Nbr     Item Description     Item Description     Item Description     Item Description     Item Nbr												
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2       3732 ▼ Date of Diagnosis - Year       >= ▼ 2008       The diagnosis Date Year chosen should determined by your Cancer Commit         3       •       •       •       The diagnosis Date Year chosen should determined by your Cancer Commit         4       •       •       •       •       •         5       •       •       •       •       •         Start Time:       End Time:       •       •       •       •         ✓ Select       ✓ Delete Label       ✓ Edit Selection       •       •       •       •         ✓ Select       ✓ Delete Label       ✓ Edit Selection       •       •       •       •       •	▶ 1	133 💌	Topography Code	<ul> <li>▼ C1</li> </ul>	81	▼ And ▼ 💀 🐨						
3 •   4 •   5 •   Start Time: End Time: End Time: • New Exit The diagnosis Date Year chosen should reflect at least 2 to the sen sen sen sen sen sen sen sen sen se	2	3732 💌	Date of Diagnosis - Year	>= 💌 20	08	T And T Br + 5						
<ul> <li>4 • • • • • • • • • • • • • • • • • • •</li></ul>	3	-		-		The diagnosis Date Year chosen should						
5	4	-		-		determined by your Cancer Committee						
Start Time:       End Time:         Start Time:       End Time:         Start Time:       Select         Select       Edit Selection	5	•		•		• • • • • • • • • • • • • • • • • • •						
<ul> <li>Only cases diagnosed 2008, and can be accepted.</li> <li>It is recommended that that the chosen should reflect at least 2.1</li> </ul>						lust Keep in mind:						
Start Time:       End Time:         Start Time:       Can be accepted.         Select       Edit Selection         Select       Select         Select       Select </th <th></th> <th></th> <th></th> <th></th> <th></th> <th>• Only cases diagnosed 2008 and la</th>						• Only cases diagnosed 2008 and la						
✓ Select X Delete Label  Edit Selection → New  Exit It is recommended that that the chosen should reflect at least 2.	Start Time: End Time:					can be accepted.						
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- 2. Export RQRS Data using NCDB Export
  - a) Click REPORTING Tab
  - b) Click Data Exports Tab
  - c) Click NCDB Export Tab
  - d) Select Use Existing Population button
  - e) Click & Pick RQRS Population
  - f) Recommend Changing File Name and add date (example: RQRS EXPORT 09072016)
  - g) Choose RQRS radio button under Export Data For:
  - a. Click Run

Export NCDB Data							
Auto Select      Use Existing Population							
Population Label	RQRS		~				
Filename: RQR	S Export 071019						
Export Data For:							
RQRS							
Start Time:		End Tin	ne:				
🗾 🛃 Run	▶● New	📸 Exit					

3. Once the NCDB Export is executed, the system creates a zip file in the downloads folder. Within the zip file are the individual file(s) to submit to RQRS. The zip files are created in the user's Downloads folder. The user should create a folder on the local C: Drive to copy the files into as shown below. The user can copy and paste or drag and drop.

← → • ↑ 🖡	> Thi	is PC → Down	lloads								
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Select a Destination and Extract Files								Either Extract or Copy/Paste the files in the Zip File to a			aste
Files will be extracted to this folder:							o a				
	C:\RQRS					Browse.	<ul> <li>different destination on your computer. In this example,</li> <li>extracting cases to an RQRS folder on my C Drive.</li> </ul>			your ple, QRS	

- 4. A list of the cases in the export appears on the screen. The user has the option to Print the list, then Exit. (If the Download button is chosen, it will download another NCDB Data Zip file.)
- 5. Optional after the file has been unzipped or copy/pasted into another file, run edits on the RQRS export through GenEdits Plus using the most current RQRS metafile. Correct cases if errors found/repeat steps & submit to RQRS.

## Support Available at www.mycrstar.com