



# CRStar Insights

## Minnesota Deathlist

The monthly death list files from Minnesota will be posted to a secure site, hosted by ShareFile. You must first activate your account before you are able to access the hosted files.

Please note: Downloading the Minnesota Deathlist file saves the file to a drive on your computer. Many browsers use the download folder located on a local drive to store all downloaded files. The deathlist file contains confidential data and the same precautions should be taken as would be taken to protect other data that would be downloaded to your local machine. Please refer to your hospital policies and procedures for guidance in determining whether files should be saved in the default location (such as downloads) or to some other protected area, accessible by the local workstation.

You will receive an email from ShareFile Support once you have been added to ShareFile. Click on Activate Account to begin the activation.

A screenshot of an email activation page. The header features the CRStar logo (a green star) and the text "CRStar by HealthCatalyst". The main body of the email contains the following text: "Welcome! You have been added to the account for CRStar by Health Catalyst", "Activating your account will allow you to create your password. **This link is unique to you and must be used within the next 30 days.**", a blue button labeled "Activate Account", and "Trouble with the above link? You can copy and paste the following URL into your web browser: <https://ers-can.sharefile.com/?a=702c9681769f8aeb&uh=bp>".

 **CRStar**  
by HealthCatalyst™

Welcome! You have been added to the account for CRStar by Health Catalyst

Activating your account will allow you to create your password. **This link is unique to you and must be used within the next 30 days.**

[Activate Account](#)

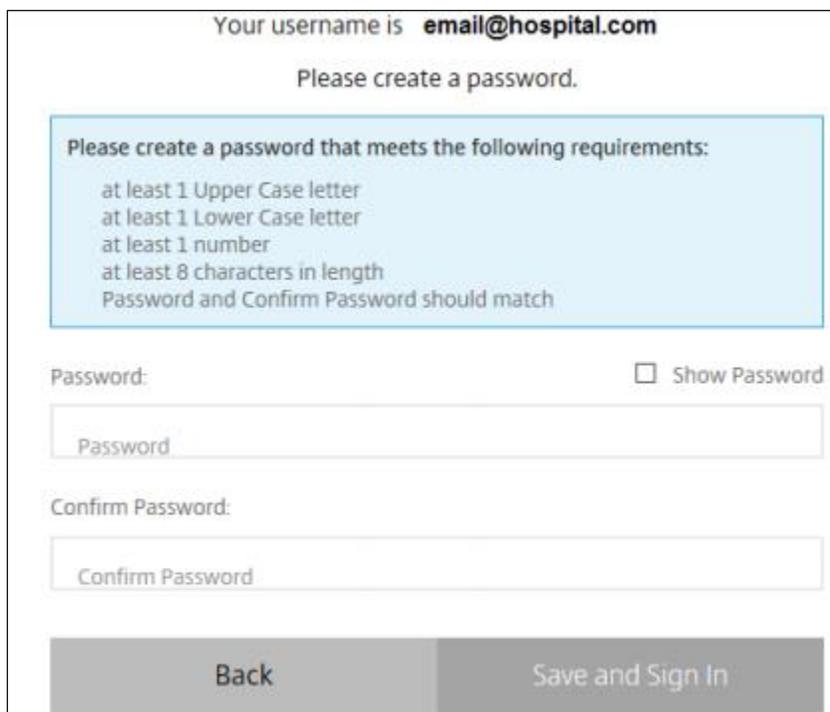
Trouble with the above link? You can copy and paste the following URL into your web browser:  
<https://ers-can.sharefile.com/?a=702c9681769f8aeb&uh=bp>

A screen will open to allow you to confirm your information. Company Name is populated with an ERS identification code, please do not change. Click Continue.



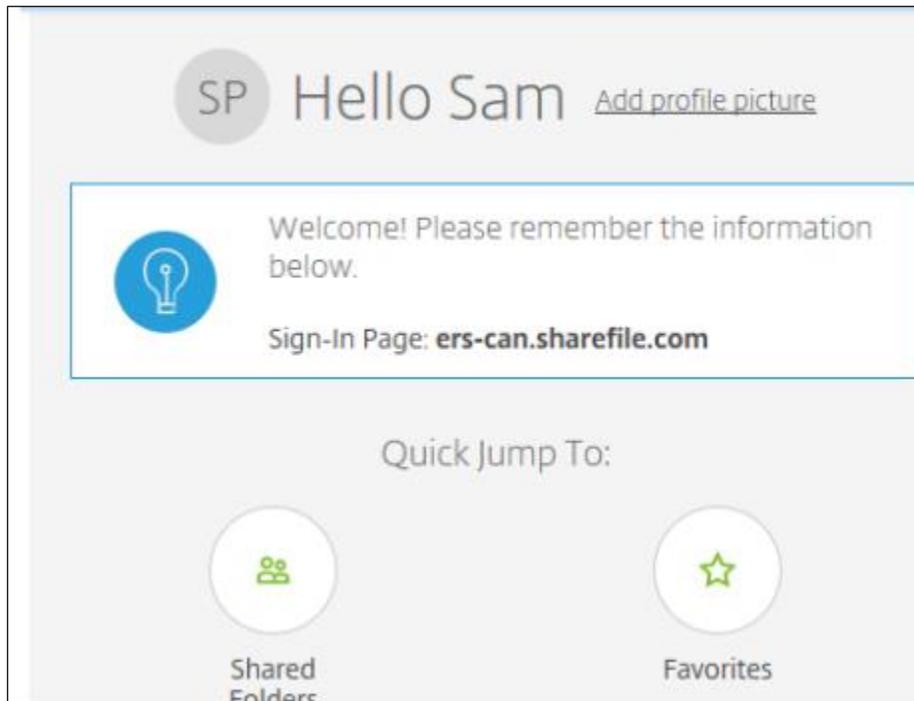
A confirmation form with three input fields and a 'Continue' button. The first field is labeled 'First Name :\*' with a red asterisk and '\* Required' to its right, containing the text 'Sam'. The second field is labeled 'Last Name:\*', containing the text 'Puhl'. The third field is labeled 'Company :', containing the text 'ERS0000'. Below the fields is a dark grey button with the text 'Continue'.

You will be able to choose your password. Please make note of your username and password. These will be required to access the Minnesota Deathlist files. Click Save and Sign-in.



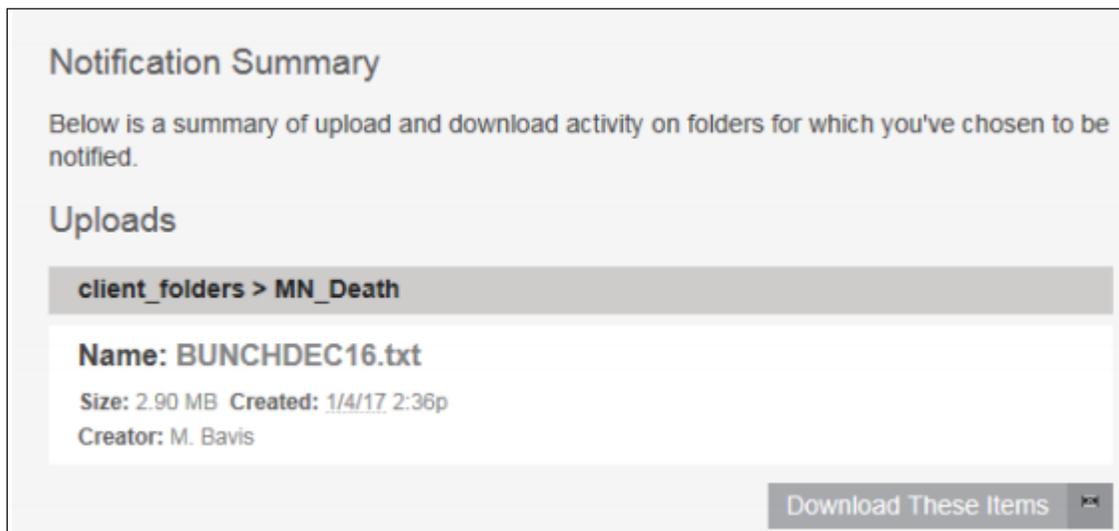
A password creation screen. At the top, it says 'Your username is email@hospital.com'. Below that, it says 'Please create a password.' A light blue box contains the following requirements: 'Please create a password that meets the following requirements: at least 1 Upper Case letter, at least 1 Lower Case letter, at least 1 number, at least 8 characters in length, Password and Confirm Password should match'. Below the box are two input fields: 'Password:' and 'Confirm Password:'. To the right of the 'Password:' field is a checkbox labeled 'Show Password'. At the bottom are two buttons: 'Back' and 'Save and Sign In'.

Once logged in, you can click on Log Out and the process is completed.

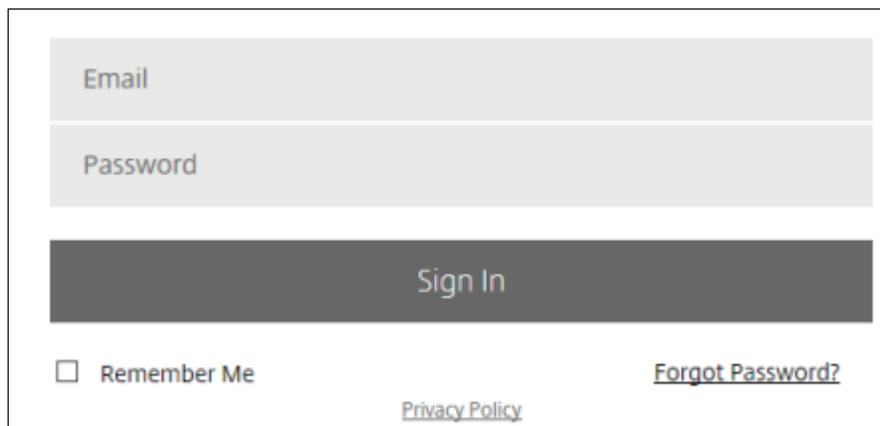


As monthly deathlist files become available you will automatically receive a notification indicating a new file is available.

You will receive an email from ShareFile Support informing you a new file is available. Click on "Download these items"

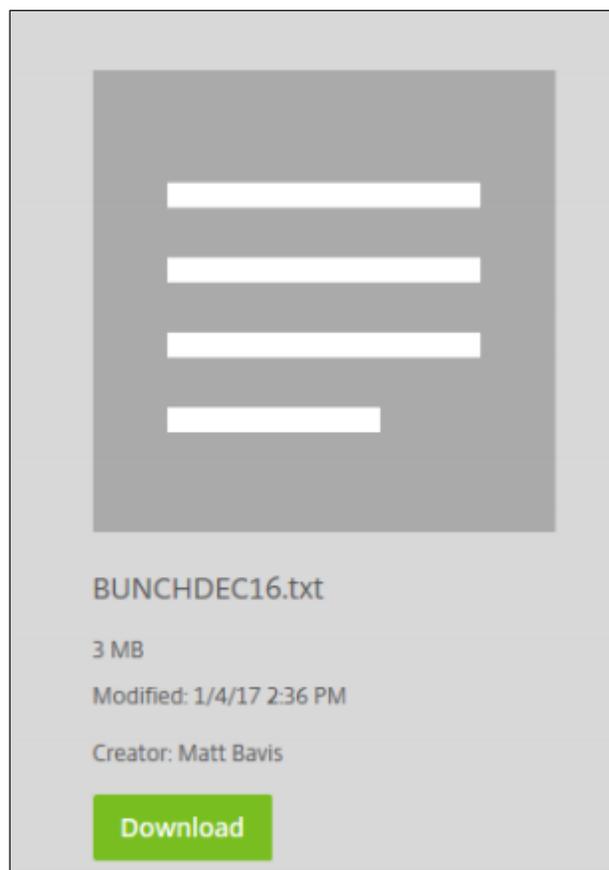


You will be prompted to



A login form with two input fields: "Email" and "Password". Below the fields is a dark grey "Sign In" button. At the bottom left is a checkbox labeled "Remember Me". At the bottom right are two links: "Privacy Policy" and "Forgot Password?".

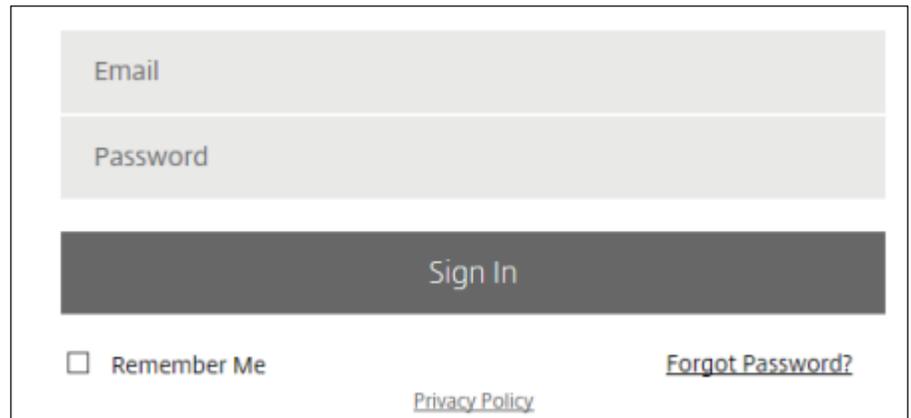
After logging in you will have the option to download the file, by clicking download. Depending on your browser the file will either automatically be saved in your downloads folder, or you will have the option to choose the location to which the file will be saved.



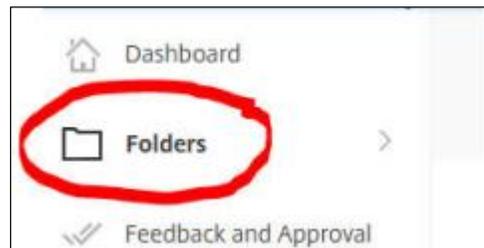
A file download card for "BUNCHDEC16.txt". It features a grey icon with four white horizontal bars. Below the icon, the file name "BUNCHDEC16.txt" is displayed, followed by "3 MB", "Modified: 1/4/17 2:36 PM", and "Creator: Matt Bavis". A green "Download" button is at the bottom.

At any time, you can check which files are available by logging into the CRStar ShareFile site at <http://ers-can.sharefile.com/>.

Go to <http://ers-can.sharefile.com/>. You will be prompted to login



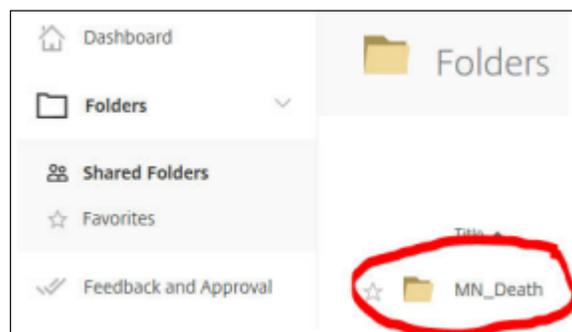
Once logged in, click on:



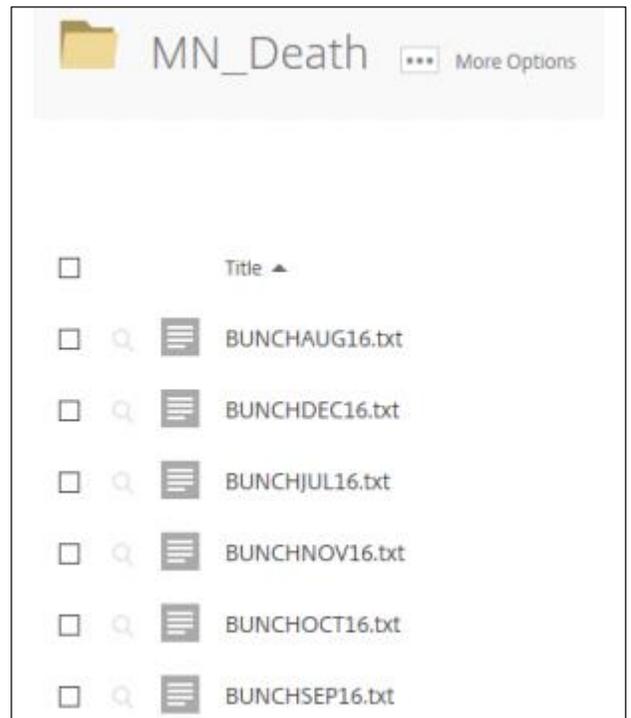
Then click on shared Folders:



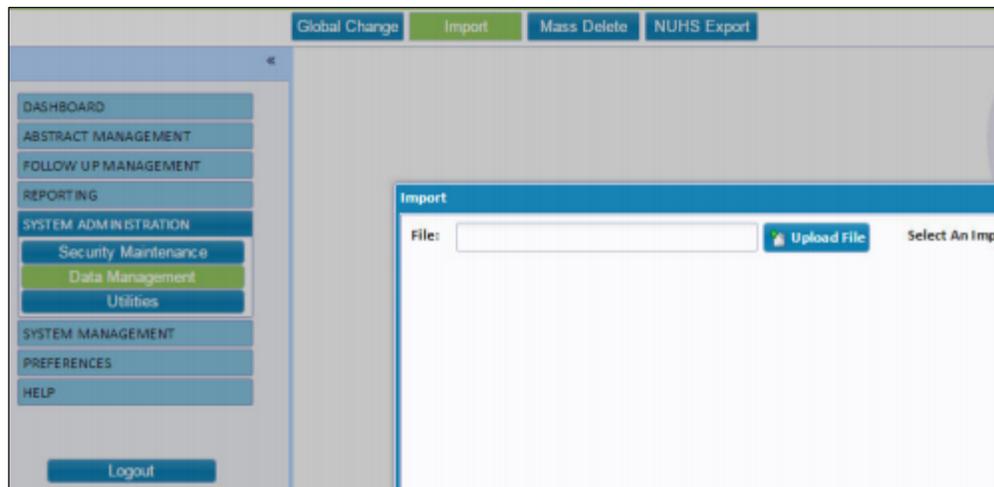
Then click on MN\_DEATH:



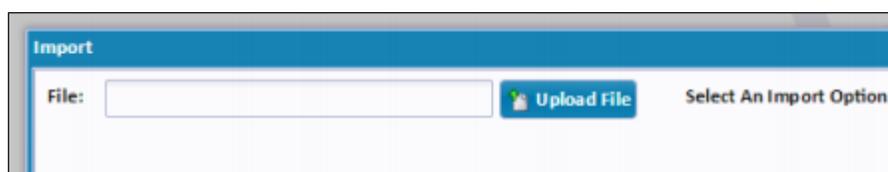
The list of files available for download will be listed



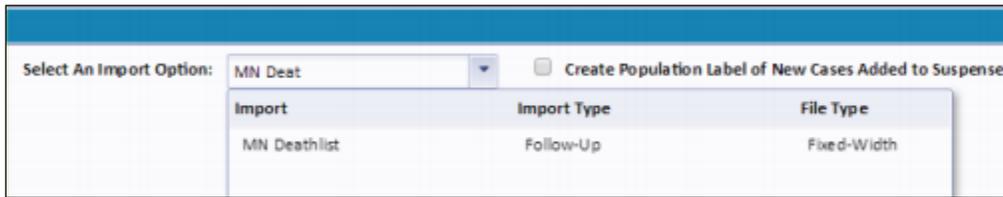
After logging into CRStar, go to System Administration tab, then Data Management, then click on the Import tab.



Select the data file (deathlist file) you wish to import by clicking on UPLOAD FILE and finding the file location on your computer (wherever you saved the file).



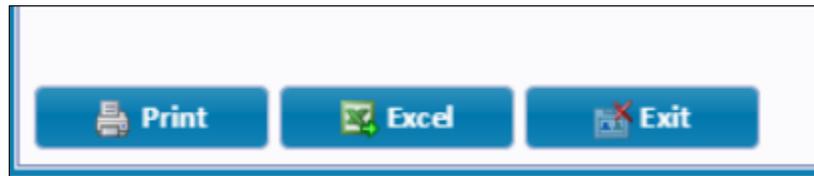
Select the name of the IMPORT OPTION from the drop-down list: MN Deathlist



Click on IMPORT DATA FILE – the button on the bottom left of the screen will only be active once the file has been selected AND the import type. A window will appear that displays the completion status of the import file as it is updating your database.



Once the file is completely imported, a report will be displayed to the screen with the information that summarizes the updates to your database. You may choose to print or download the report to Excel and/or exit the screen when complete.



Please refer to chapter 5 in the CRStar User Manual if you require additional information.

**Support Available at [www.mycrstar.com](http://www.mycrstar.com)**