



CRStar Insights

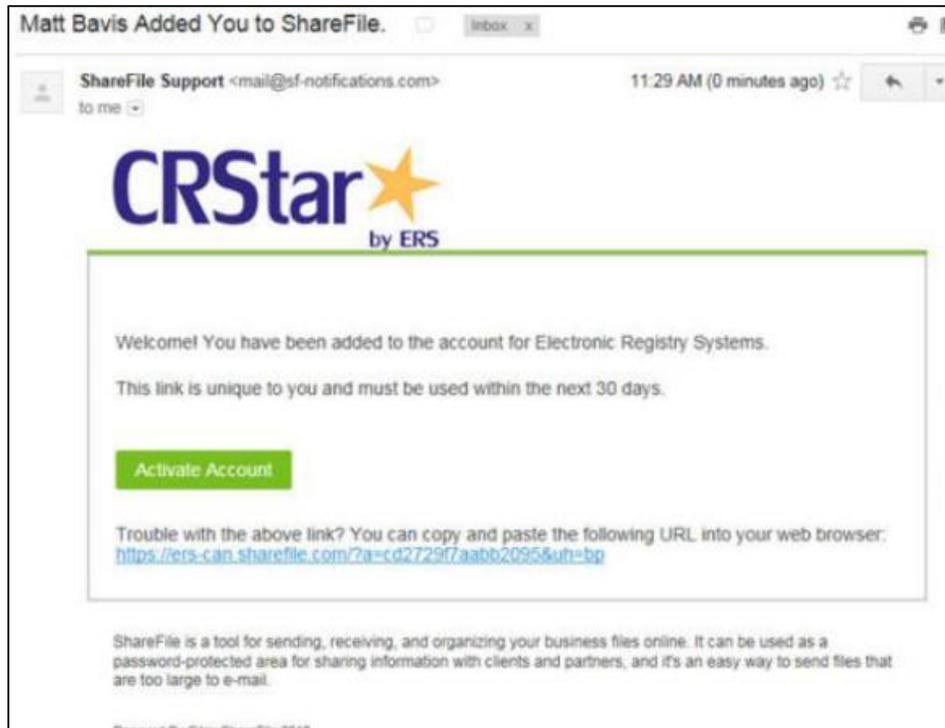
Minnesota Deathlist Import Instructions

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

Note: Downloading the Minnesota Deathlist file so it is available for import into CRStar involves saving the deathlist file to a drive that is accessible by your local machine. Many browsers use the download folder located on a local drive to store all downloaded files. The deathlist file contains confidential data. 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. It is recommended the deathlist file be deleted from your local machine, following its import into CRStar.

Step 1: Sharefile Account Setup

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



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**.

First Name :* * Required

Sam

Last Name:*

Puhl

Company :

ERS0000

Continue

You will be requested to create 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**.

Your username is **email@hospital.com**

Please create a password.

Please create a password that meets the following requirements:

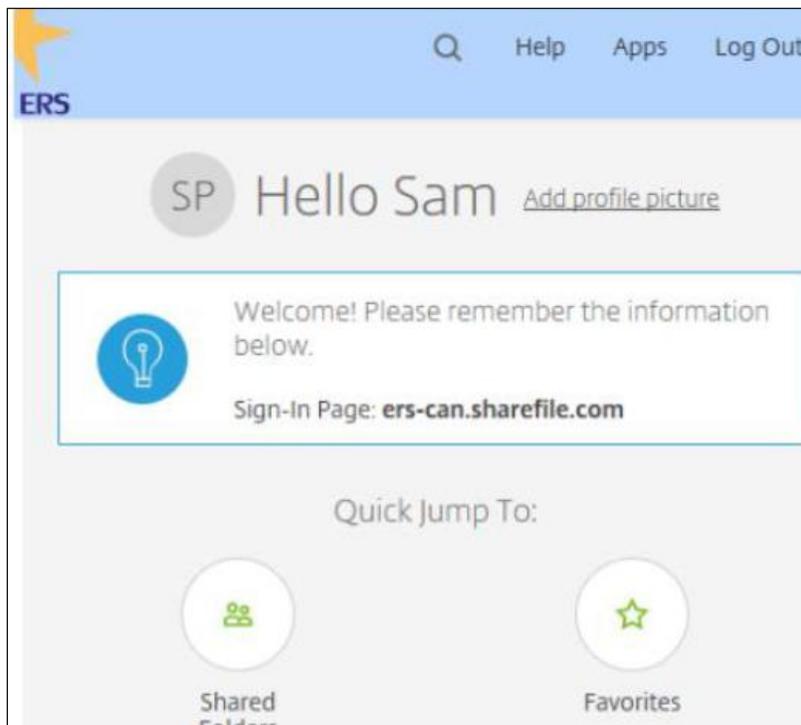
- at least 1 Upper Case letter
- at least 1 Lower Case letter
- at least 1 number
- at least 8 characters in length
- Password and Confirm Password should match

Password: Show Password

Confirm Password:

Back Save and Sign In

Once you are successfully logged in, click on **Log Out** to complete the activation process.

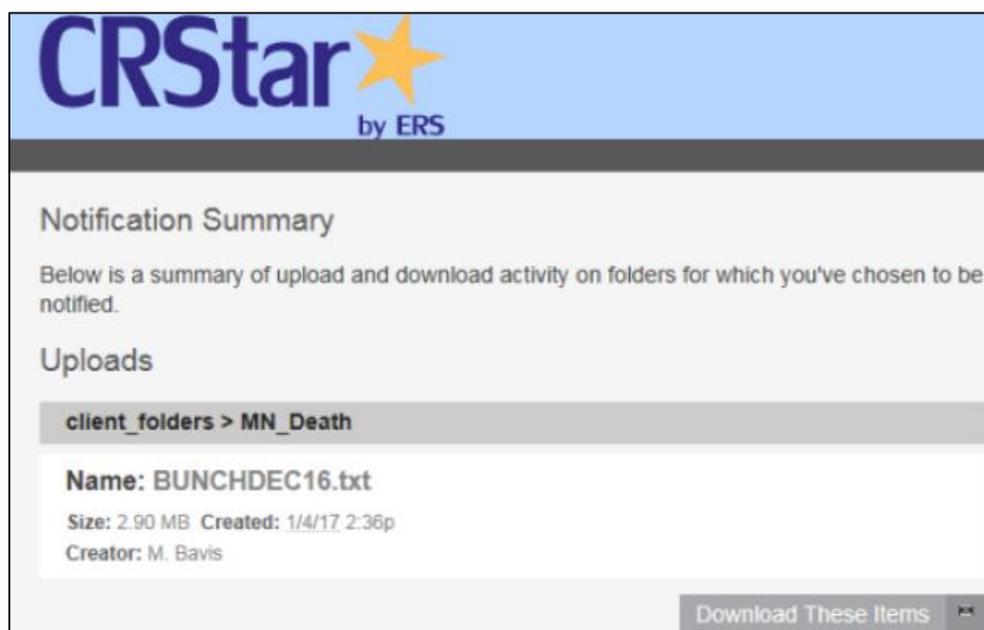


Step 2: Accessing and Downloading Monthly Deathlist Files

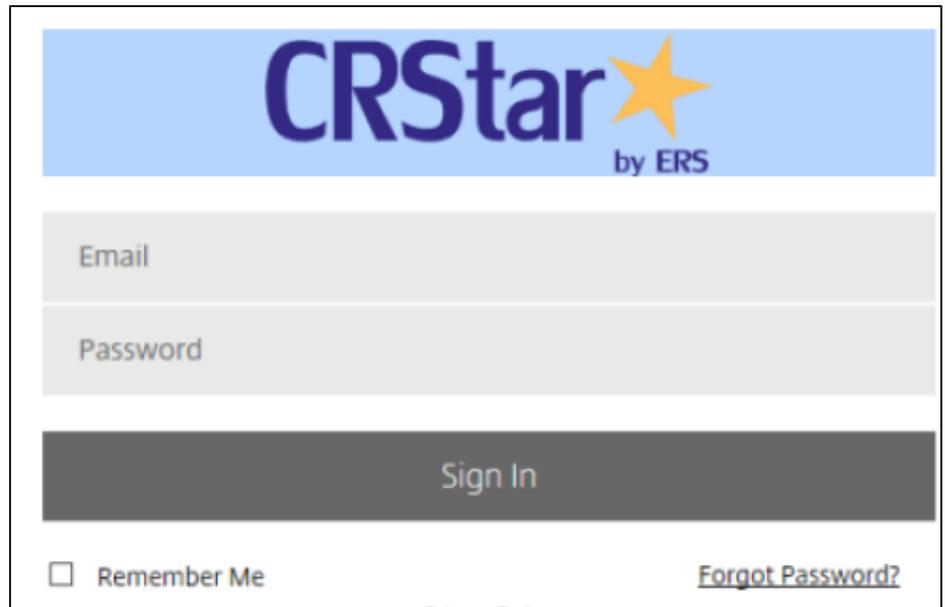
As monthly deathlist files become available, you will automatically receive a notification summary that indicates a new file is available.

You will receive an email from ShareFile Support informing you a new file is available.

Click on **Download These Items**.

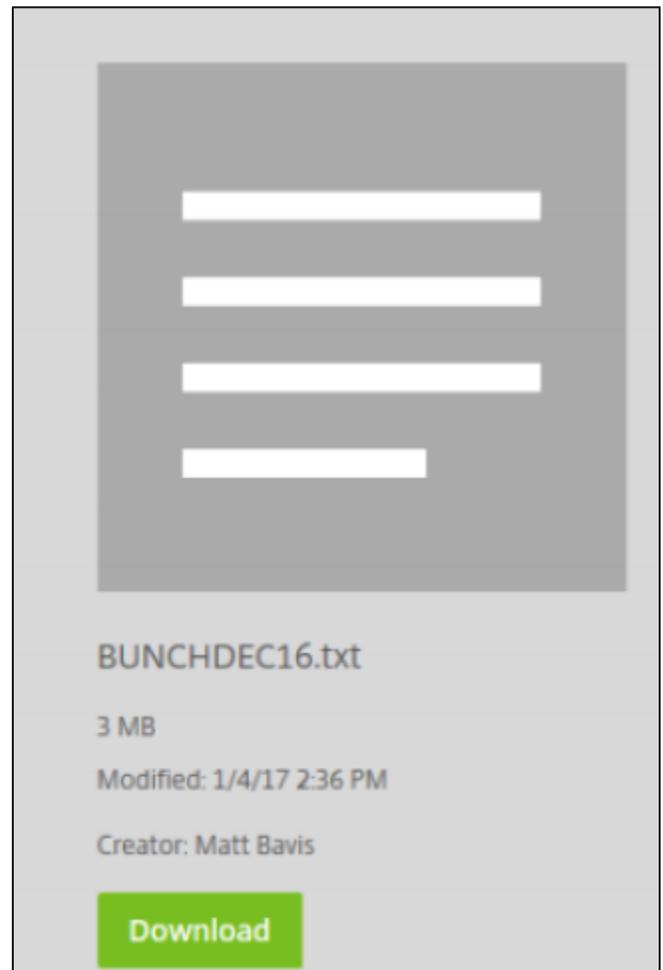


Next, you will be prompted to login.



The image shows a login form for CRStar by ERS. At the top, the logo "CRStar" is in blue with a yellow star, and "by ERS" is in smaller blue text below it. Below the logo are two input fields: "Email" and "Password". A dark grey "Sign In" button is centered below the fields. At the bottom left, there is a checkbox labeled "Remember Me". At the bottom right, there is a link labeled "Forgot Password?".

Following a successful login, you will have to option to download the file. Depending on your browser type, 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.



Step 3: File Availability

You can check which files are available at any time by logging into the CRStar Sharefile site at <http://erscan.sharefile.com/>.

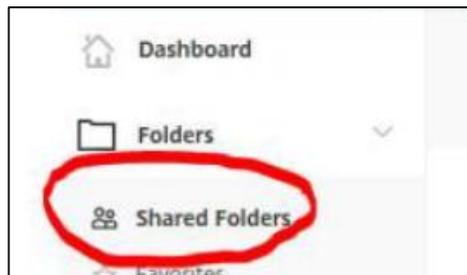
Go to <http://ers-can.sharefile.com>. You will be prompted to login.



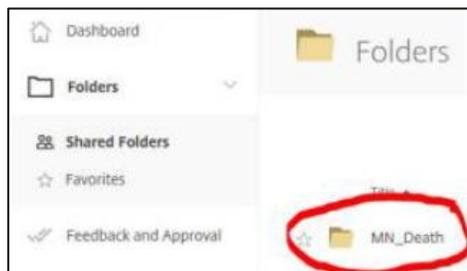
Once logged in, click on **Folders**



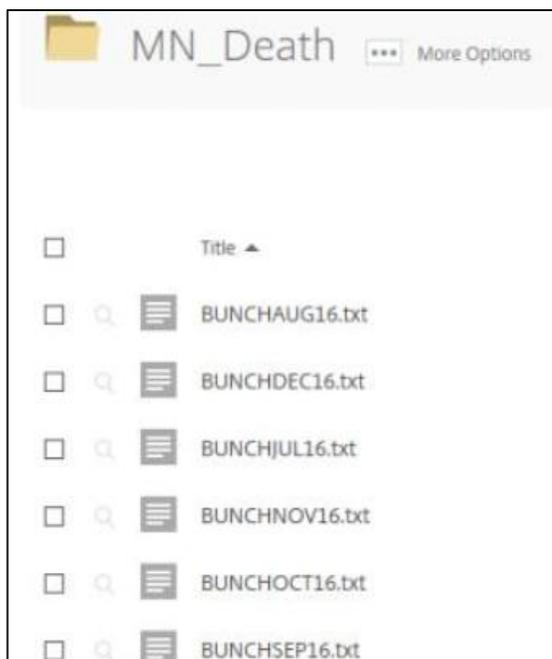
Then click on **Shared Folders**



Then click on **MN_DEATH**

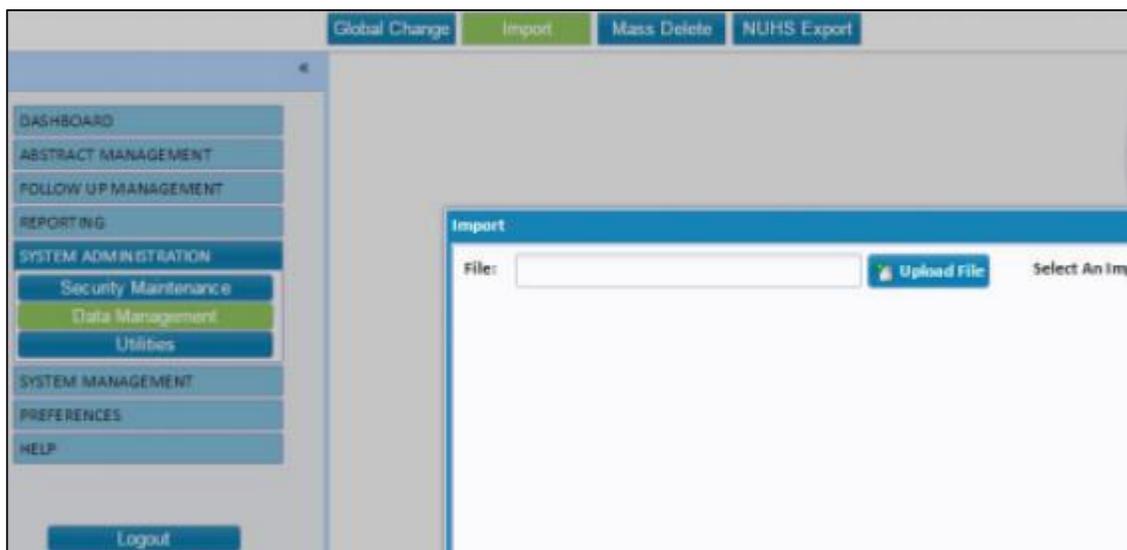


Files available for download will be listed

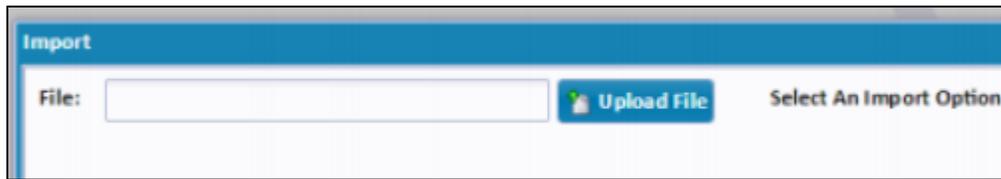


Step 4: Importing the Files In CRStar

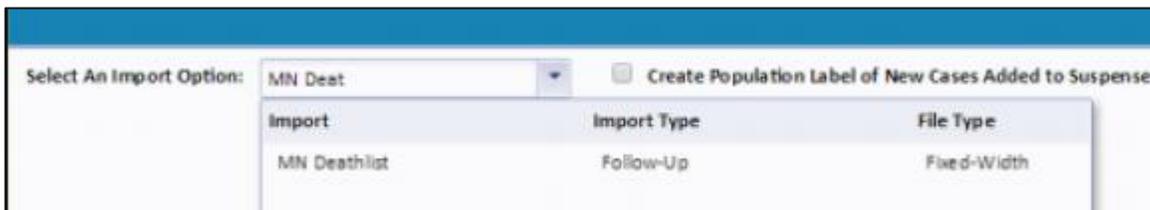
After logging into CRStar, go to **System Administration** tab, then **Data Management**. Click on the **Import** tab.



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



Using the “Select An Import Option” drop-down, choose **MN Deathlist**.

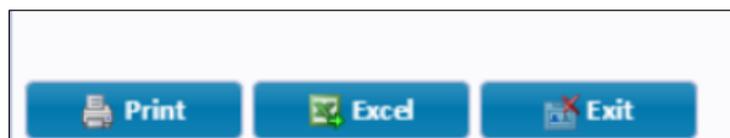


Click the **Import Data File** button (the button is found on the bottom left of the screen and will only be active once the file and import type have been selected). A window will appear that displays the completion status of the import file as it is updating your database



Once the file import is complete, a report will display with a summary of the updates to your database.

You may choose to print the report or download it to Excel and/or exit the screen.



If you need help or require additional information, please submit a support request and a member of the CRStar Support Team will reach out to assist.