Ezy De-Identifier Tool

National university of singapore | Tahir Foundation Building, 12 Science Drive 2, Singapore

User Guide – Software Version V1R1

ephsmk@nus.edu.sg

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Contents

[Ezy De-Identifier Tool Software Requirements 2](#_Toc440635698)

[Prepare a new PC to use the Ezy De-Identifier Tool with R Studio from GitHub 3](#_Toc440635699)

[Prepare a new PC to use the Ezy De-Identifier Tool (ZIP version) with from R Studio 5](#_Toc440635700)

[Starting the Ezy De-Identifier Tool with from R Studio (ZIP version) 6](#_Toc440635701)

[Using the Ezy De-Identifier Tool for use with PortableEnv 8](#_Toc440635702)

[Protecting Data using the Ezy De-Identifier Tool 9](#_Toc440635703)

[NRIC Column Check 11](#_Toc440635704)

[Random Password 11](#_Toc440635705)

[Product Mapping File 11](#_Toc440635706)

[Produce Validation Report 12](#_Toc440635707)

[Shutting Down the Ezy De-Identifier Tool 13](#_Toc440635708)

[Ezy De-Identifier Tool End User License Agreement 14](#_Toc440635709)

# Ezy De-Identifier Tool Software Requirements

To use the Ezy De-Identifier Tool software requires the following minimum specifications

* PC running Microsoft Windows 7,8 or 10 1\*
* Intel Core 2 Duo or better 2\*
* 2GB System Memory 2\*
* Free hard disk space equivalent to twice the data being de-Identified
* One free USB Port if using the PortableEnv Feature
* Default web browser set to Microsoft Internet Explorer 11 or Google Chrome

Note 1\*: This software is not supported or tested on earlier versions, such as Windows XP.

Note 2\*: To improve performance when using larger data sets a faster processor and more memory is recommended.

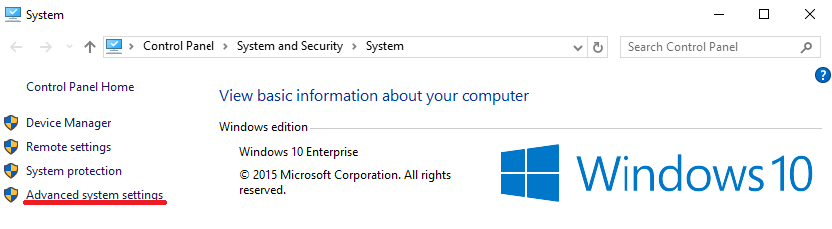
Prepare a new PC to use the Ezy De-Identifier Tool with R Studio from GitHub

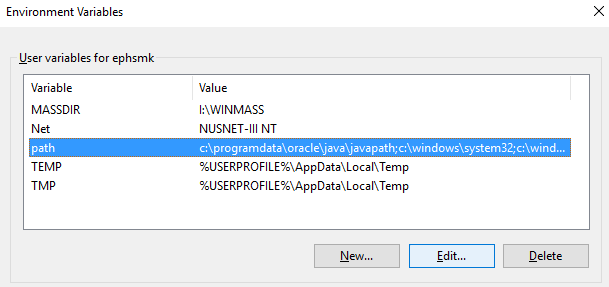
For first time use on a new PC

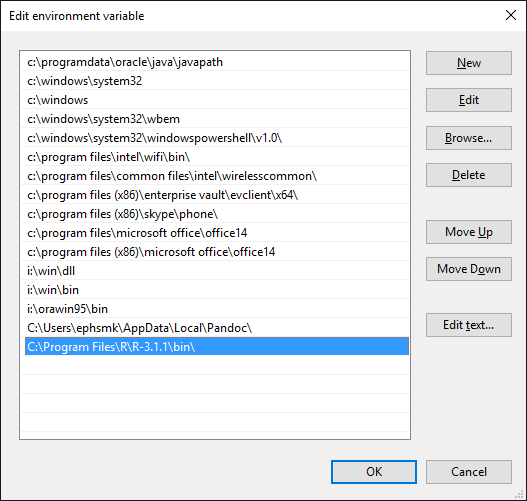
1. Install R and R Studio on your PC.

<https://cran.r-project.org/bin/windows/base/>

<https://www.rstudio.com/products/rstudio/download/>

1. Install Pandoc and Miktex  
   <https://github.com/jgm/pandoc/releases/download/1.15.2/pandoc-1.15.2-windows.msi> <http://mirrors.ctan.org/systems/win32/miktex/setup/basic-miktex-2.9.5823.exe>
2. Under the Windows Control Panel go to System and Security and select system. When the System Control Panel opens click the option for Advanced system settings  
   
3. On the window which opens click Environmental Variables
4. Click the user variable for path and click edit.



1. Click New and enter the path to your R bin directory.  
   
2. Open the Github Launcher folder and click runme.cmd
3. The software will attempt to download all required R components needed to run the software.
4. A web browser should now open showing the application.

Note 1: Please use the close button at the end of the masking process to close the console window.  
Note 2: On first run of a new pc when selecting to create a masking report Miktex may prompt for installation of additional component. Please allow this. In this event it may be necessary to press the download button for a second time to ensure generation of the output zip file.

# Prepare a new PC to use the Ezy De-Identifier Tool (ZIP version) with from R Studio

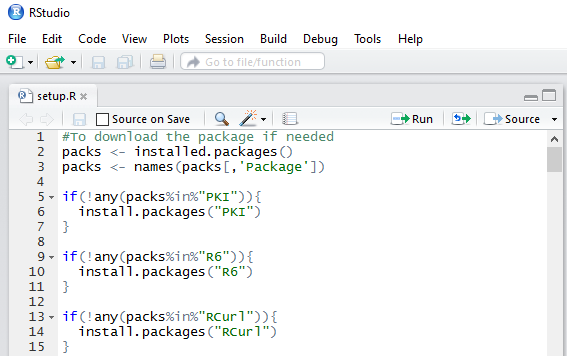
For first time use on a new PC

1. Download the latest version of the software from <https://github.com/dasasmk/EzyDeident/archive/master.zip>
2. Install R and R Studio on your PC.

<https://cran.r-project.org/bin/windows/base/>

<https://www.rstudio.com/products/rstudio/download/>

1. Install Pandoc and Miktex  
   <https://github.com/jgm/pandoc/releases/download/1.15.2/pandoc-1.15.2-windows.msi> <http://mirrors.ctan.org/systems/win32/miktex/setup/basic-miktex-2.9.5823.exe>
2. Start R Studio by running “Open with RStudio using Local R.cmd”.
3. Select File > Open File
4. Select ‘setup.R’
5. In the UI click the button ‘Source’



1. The software will attempt to download all required components needed to run the software.

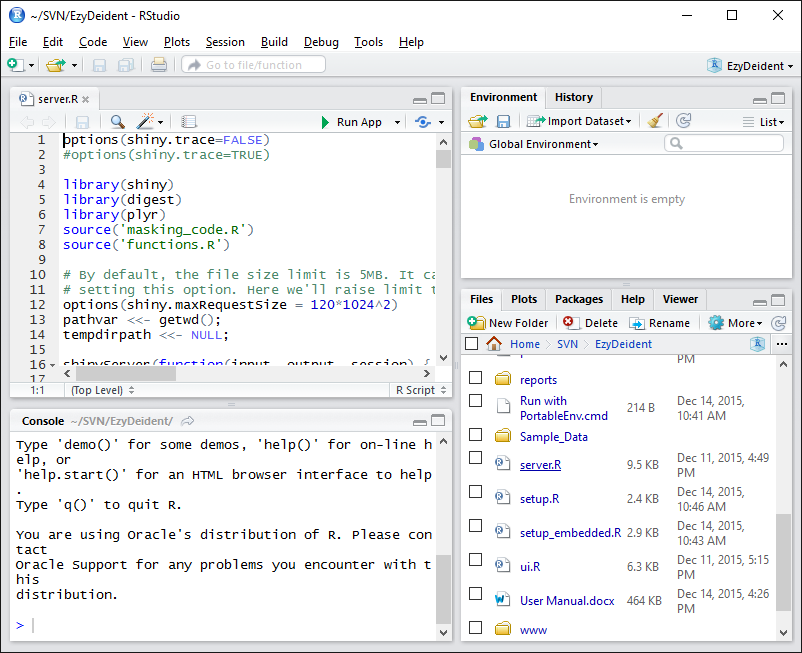
Required R Packages:

PKI,R6,RCurl,Rcpp,base64enc,bitops,caTools,digest,evaluate,formatR,highr,htmltools,httpuv,  
jsolite,knitr,magrittr,markdown,mime,plyr,rmarkdown,shiny,stringi,stringr,xtable,yaml,pander

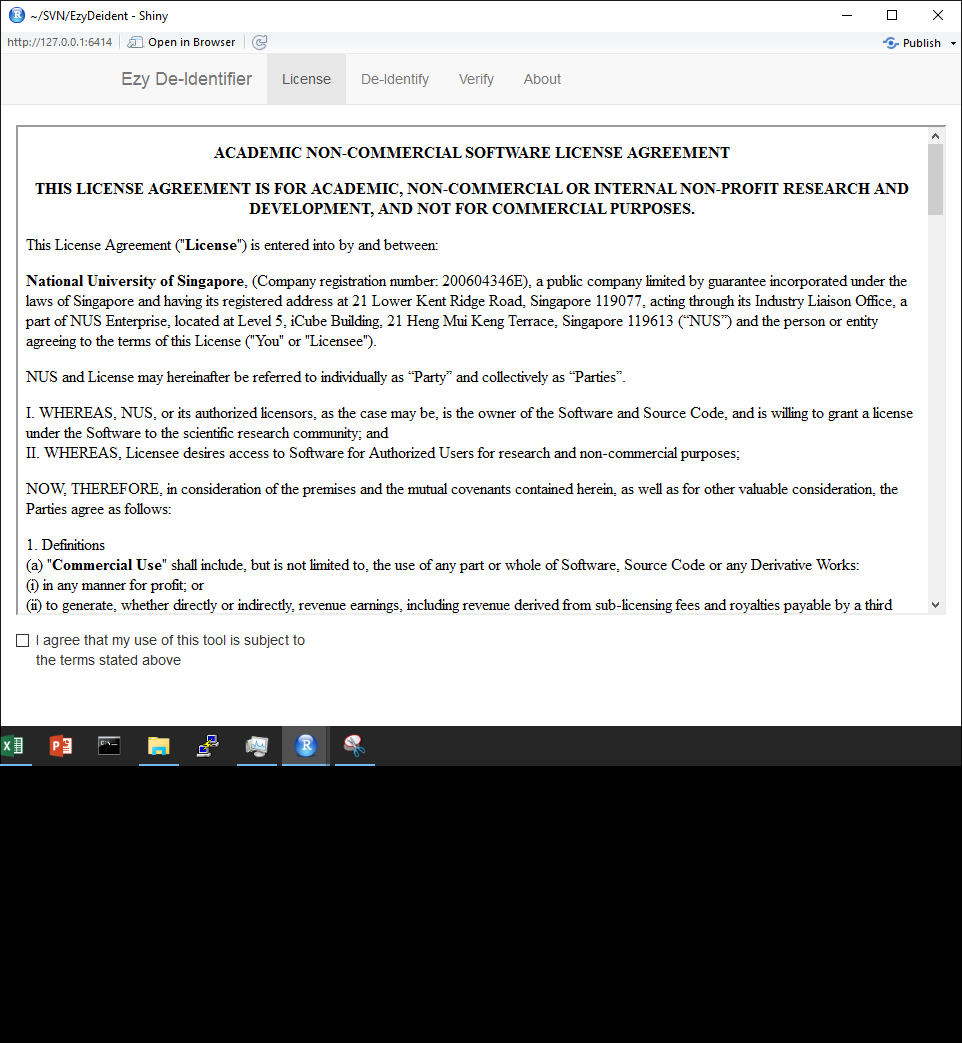
# Starting the Ezy De-Identifier Tool with from R Studio (ZIP version)

Once the system has been prepared

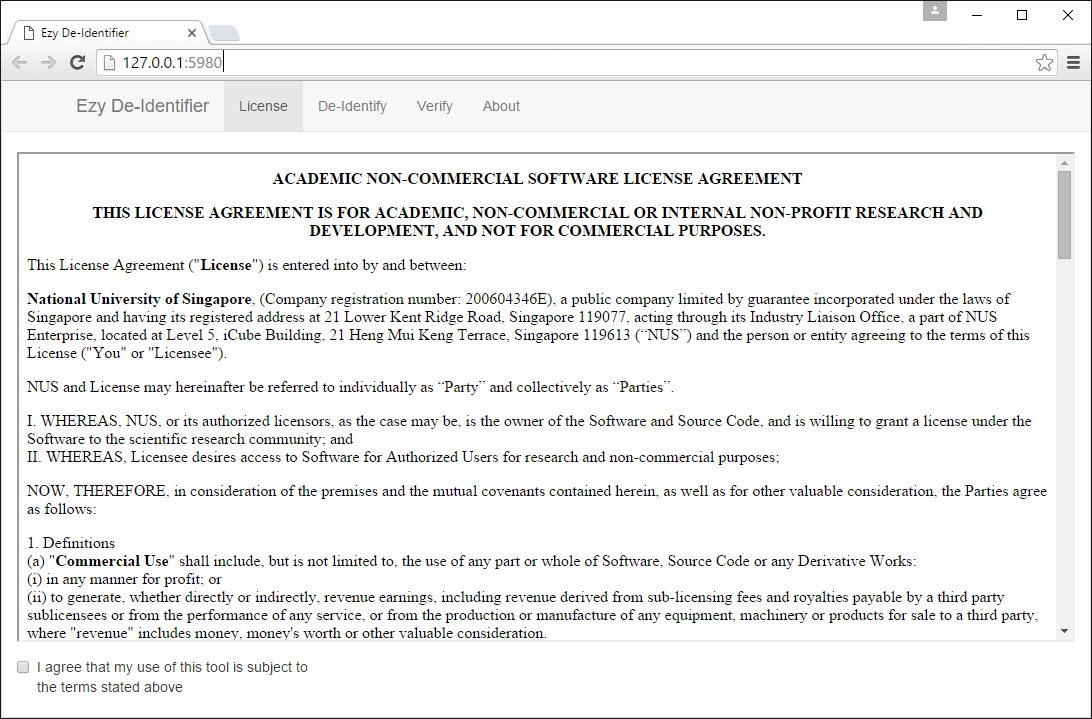
1. Start R Studio by running “Open with RStudio using Local R.cmd”.
2. Select File > Open Project
3. Navigate to the EzyDeident folder
4. Select to open MUI.Rproj
5. Click on Server.R in the bottom left of the R Studio Window



1. Click ‘Run App’
2. A new window will open showing the first page of the application, however do not use this. Click the button which reads ‘Open in Browser’ to maximize compatibility.



1. The application will launch in the web browser and data can be processed.



# Using the Ezy De-Identifier Tool for use with PortableEnv

To create a portable USB stick of the software

1. Download the latest version of the software from <https://github.com/dasasmk/EzyDeident/archive/master.zip>
2. Download the PortableENV from <http://bit.ly/1ZodFNl>
3. Unzip the downloaded files and move the whole PortableEnv folder to the root of a USB stick.
4. Copy the De-identification Tools EzyDeident folder to the root of a USB stick.
5. In the EzyDeident folder run the command ‘Download Components for PortableEnv.cmd’. The PortableEnv will be customized for use with the Ezy De-Identifier tool (internet required).
6. Execute the file ‘Run with PortableEnv.cmd’ to start the tool. In future you can start the application using Run with PortableEnv.cmd without needing an internet connection

The folder structure created during this process should be as follows

USB ROOT

|

──EzyDeident-master

────|Sample\_Data

────|www

──PortableEnv

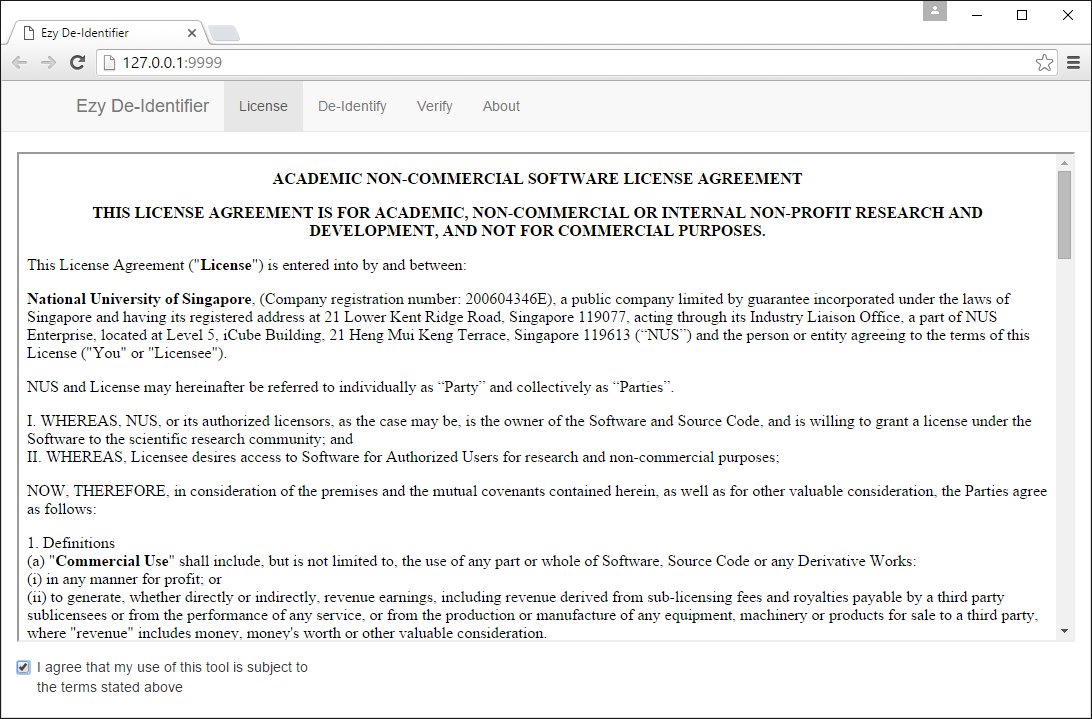
────|miktex-portable-2.9.5719

────|Pandoc

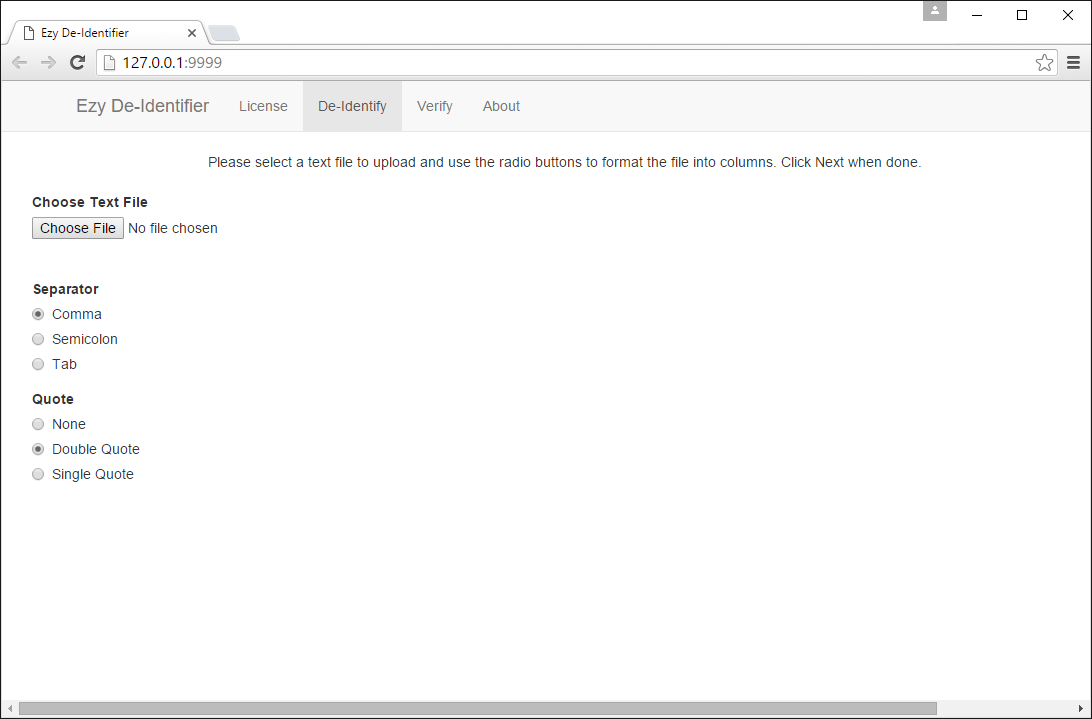
────|R-Portable

# Protecting Data using the Ezy De-Identifier Tool

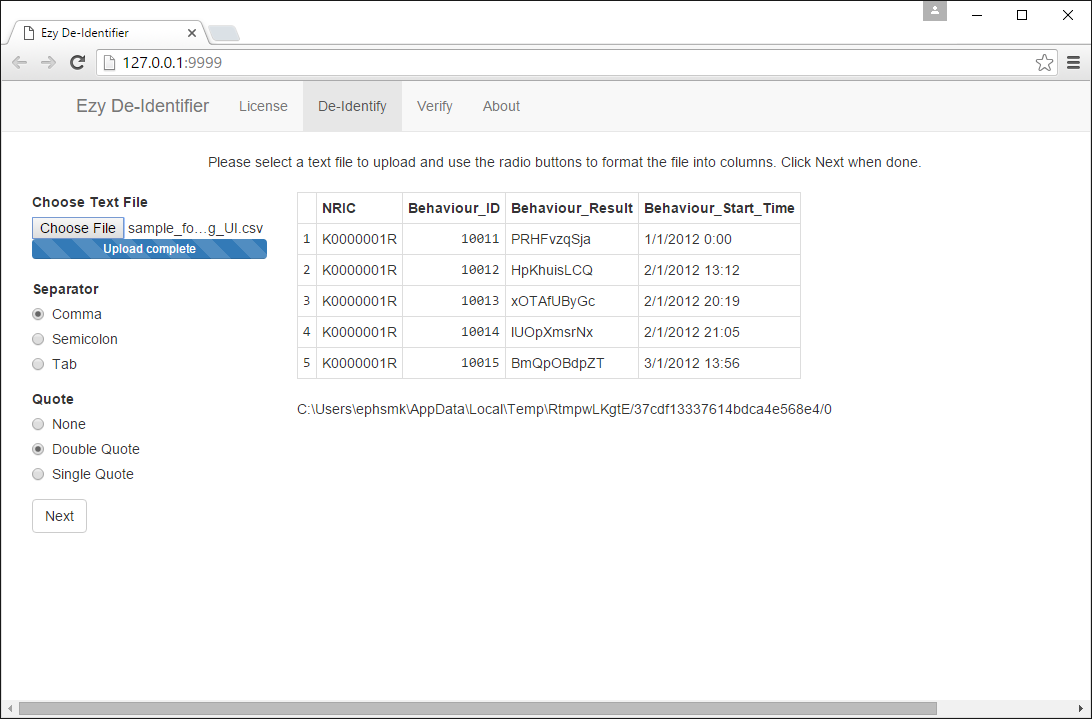
1. Read and accept the license agreement on the first page of the application



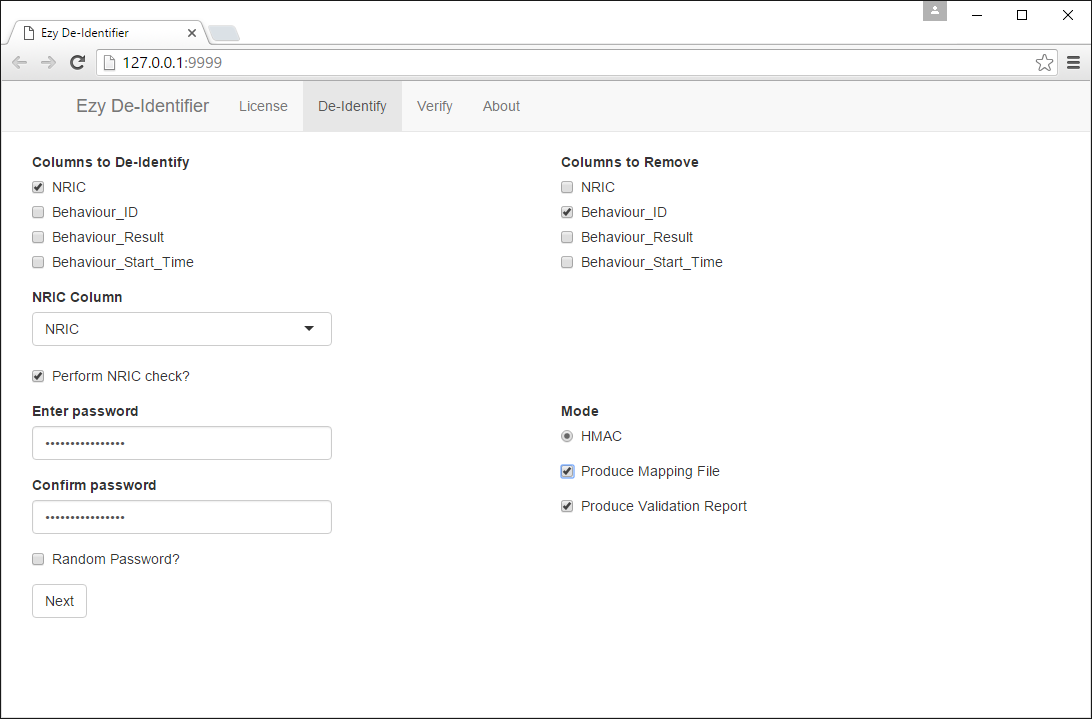
1. Click the De-Identify tab



1. In the top left click the Choose File Button, a dialog will appear allowing you to select a text file to import. Once uploaded a preview of the first 5 lines of data will be shown. Use the Separator and Quote radio buttons to change the input settings to match the file uploaded. Once the data is shown as a table click Next

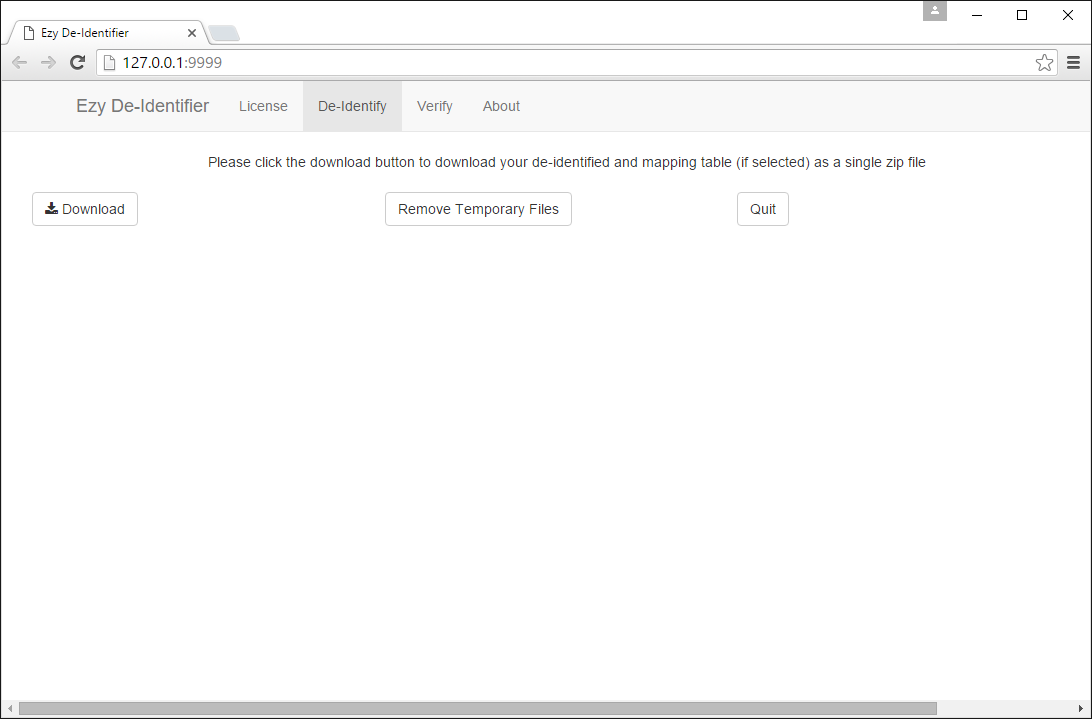


1. On the next screen you must specify how the application will de-identify the data, the requirements for this is stated in the table below. Once the application is configured click next.



|  |  |
| --- | --- |
| **Item** | **Requires** |
| Columns to de-identify | At least one |
| Columns to remove | Zero or more |
| NRIC Column / Perform NRIC Check | Optional |
| Enter Password | Required (recommend long password) |
| Confirm Password | Required (recommend long password) |
| Random Password? | Optional |
| Produce Mapping File | Optional |
| Produce Validation Report | Optional |

1. On the final page click the download button, after some time a zip file will be downloaded by the browser. The time to generate this file is dependent on the size of the data and speed of the PC being used.



## NRIC Column Check

If the NRIC column check is enabled an additional column of data will be added to the output utilizing the following coding system

|  |  |
| --- | --- |
| **Condition** | **Result** |
| NRIC Meets all Checks | 0 |
| NRIC is not starting with S,T,F,G | 1 |
| NRIC starts with X | 2 |
| NRIC is not 9 digits | -1 |

## Random Password

If the random password tick box is checked the software will automatically generate a 16 character password which includes special characters. For maximum security in a scenario where the data de-identification does not need to be recreated selected this option.

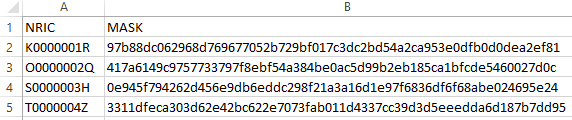
## Product Mapping File

When selected enabling this option will create mapping tables to allow the reverse identification of protected data. In the example below the user has selected to de-identify the column ‘NRIC’. This column will be protected in the main output product in the field NRIC\_masked. An additional file will be created called Mapping-NRIC.csv which will contain the unique combinations of the original value of NRIC and the de-identified value now present in the output.csv. For security do not generate a mapping table if there is no requirement to recover the original data.

Output.csv

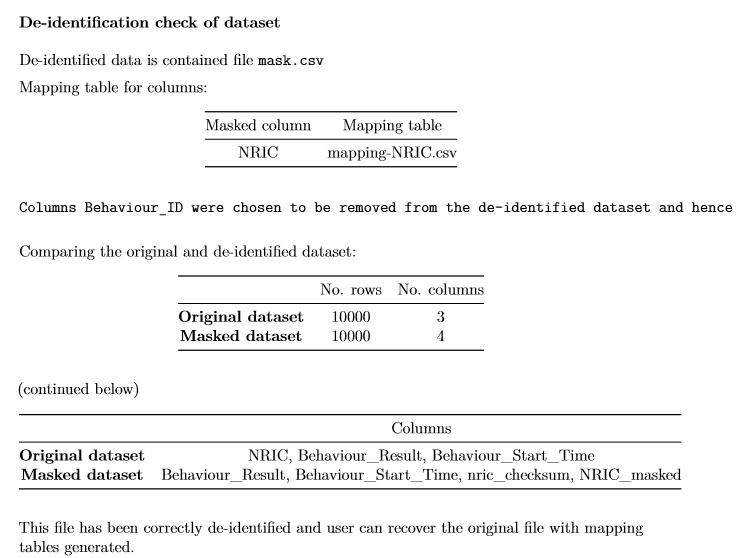


Mapping-NRIC.csv



## Produce Validation Report

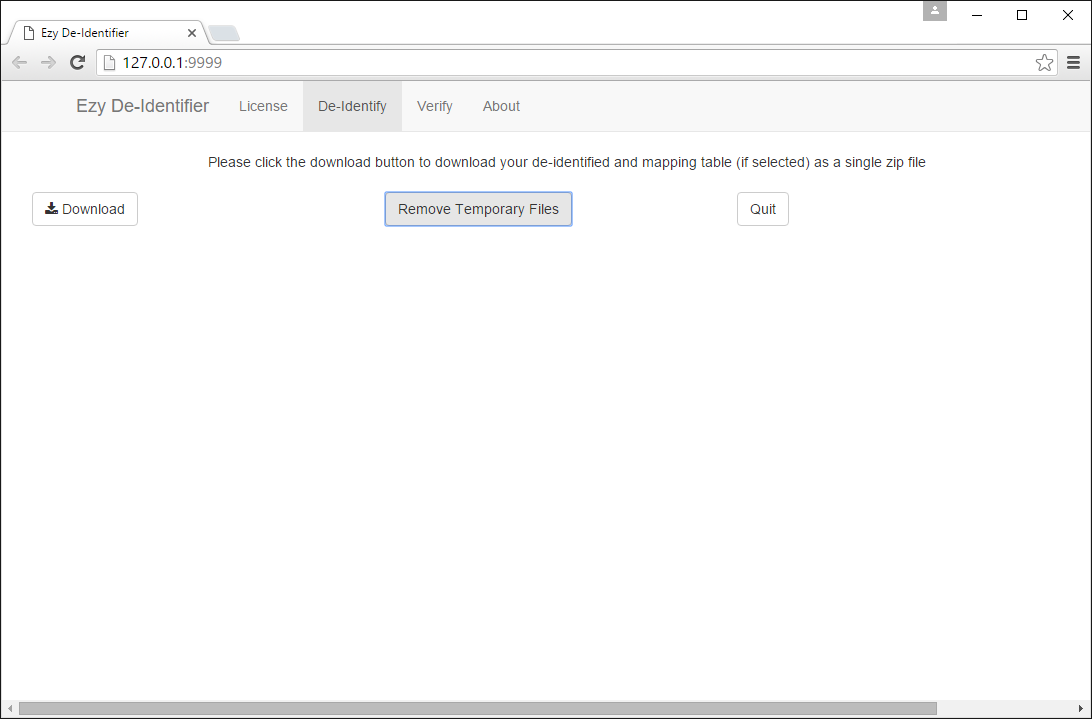
When selected enabling this option will generate a PDF report to validate that the software has been able to reconstruct the input data using the de-identified data and mapping tables. Selecting this option provides a check that the protection has been applied correctly, but will increase processing time.

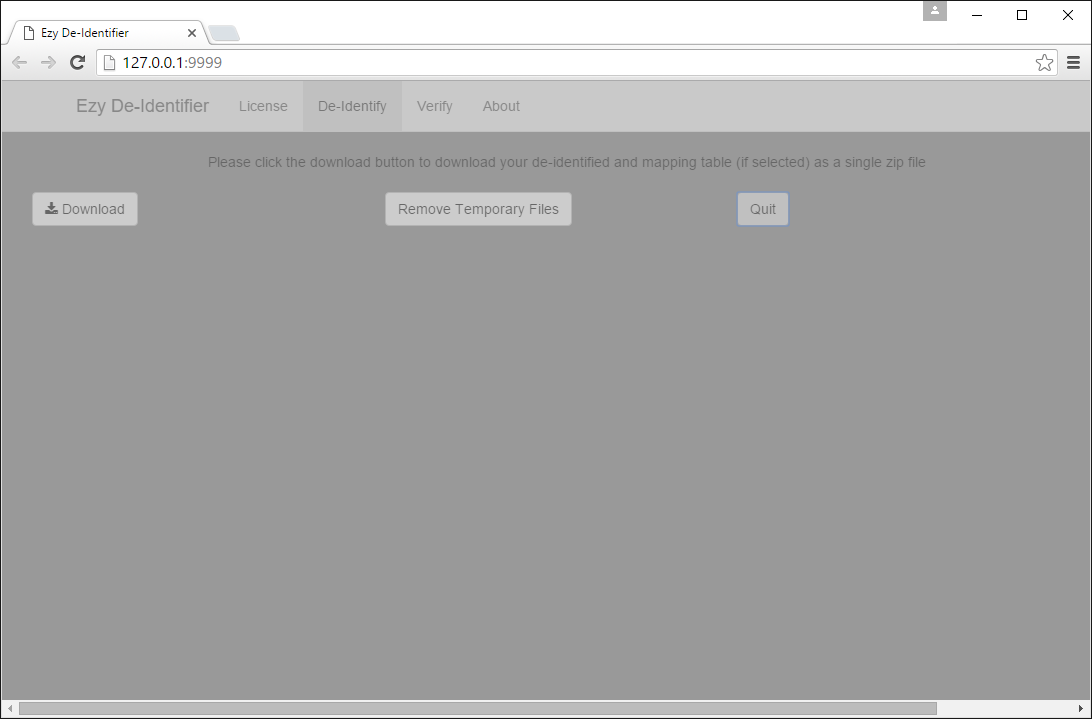


# Shutting Down the Ezy De-Identifier Tool

To close the application and remove temporary files from the system

1. Once the zip file of de-identified data has been downloaded click on the button to Remove Temporary Files.
2. Click the Quit button
3. Once the browser window dims, close your web browser.





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