

# NRC+PICKER<sup>SM</sup>

## Secure File Upload Utility Guide

In an effort to provide a user friendly secure means of transmitting electronic data to National Research Corporation we have created a secure web based file upload utility. The site uses SSL with 128 bit strong encryption to secure data during transport. The utility is as easy to use as sending an email and creates a receipt of the transaction that is mailed back to you for your records.

The site can be accessed by entering the URL below into any Internet Explorer Web Browser version 5.5 or later or by clicking the link below.

<https://nrcpicker.com/DataExchange/>

Once you arrive at the site you will be asked for your user name and password. Enter the username listed below and use your email address for your password as depicted below.

username: anonymous

password <your email address goes here>



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To sign in, enter your user name and password.

**User Name:**

**Password:**

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If you have successfully logged into the site you should see the page below. Please enter your first name, last name, facility name, study ID (if you know it), a description of the file (i.e. IP encounters), the beginning and ending service date range of the file, and file type. The next step is to actually select the file. This is accomplished by clicking the “browse” button, navigating to the location on your local computer or network folder where the file is stored and selecting the file. Once this is accomplished click the “upload my file” button in the lower left hand corner of the screen.


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**Current User:**

Welcome to the NRC+Picker DataExchange site. Please refer to the [Data Upload Instruction Manual](#) if you need help using this site. NRC+Picker's [privacy and security statement](#) guarantees that your data files will be transmitted safely.

Please provide your name, a description of the file (including service date range) and the type of file being uploaded. When you are ready to transmit the file click on the **browse** button and select the file you wish to upload. To transmit the file click the **upload** button.

**Please remember to compress your files before uploading.**

<b>First Name:</b>	<input type="text" value="John"/>
<b>Last Name:</b>	<input type="text" value="Smith"/>
<b>Facility Name:</b>	<input type="text" value="Alpha Hospital"/>
<b>Study ID:</b>	<input type="text" value="12345"/>
<b>File Description:</b>	<input type="text" value="IP Encounters"/>
<b>Beginning Service Date:</b> (as "mm/dd/yyyy")	<input type="text" value="01/01/2005"/>
<b>Ending Service Date:</b> (as "mm/dd/yyyy")	<input type="text" value="03/01/2005"/>
<b>File Type:</b>	<input type="text" value="Text (tab delimited)"/> 
<b>File to upload:</b>	<input type="text" value="C:\Documents and Settings\Desktop\Q105 IP Data"/> <input data-bbox="982 1375 1096 1407" type="button" value="Browse..."/>
<input data-bbox="251 1438 430 1470" type="button" value="Upload my file"/> <b>Note:</b> Large files may take a few minutes to upload.	

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Once you begin the upload process, you should see a dialog box pop up with a task bar indicating the estimated time of upload. If you have a small file you may not actually see this pop up. After your file has been uploaded you will receive a thank you page that asks you if you would like to load another file.

Exit the site once you are complete. A confirmation email will be sent shortly after you upload the file confirming receipt.

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying "https://nrcpicker.com - Progress...". A dialog box titled "Uploading:" is open, showing a progress bar and the following information:

- Estimated time left: 14min 33secs (240 KB of 38420KB uploaded)
- Transfer Rate: 45KB/sec
- Information: Transferring data...
- Uploading File: C:\Documents and Settings\Q105 IP Data

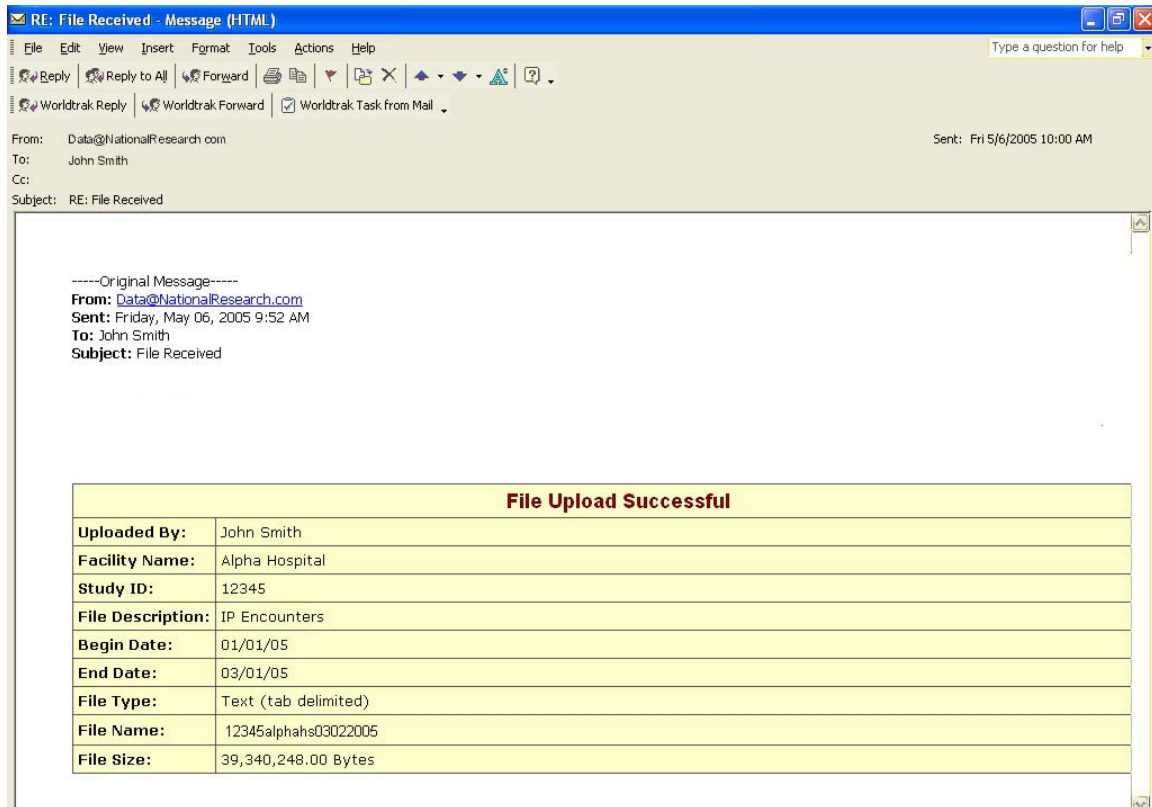
Below the dialog box, the website content is visible. It includes a "Sign Out" link, a "Download Instruction Manual" link, and a section for user registration. The registration form contains the following fields:

- First Name: John
- Last Name: Smith
- Facility Name: Alpha Hospital
- Study ID: 12345
- File Description: IP Encounters
- Beginning Service Date: 01/01/05 (as "mm/dd/yyyy")
- Ending Service Date: 03/01/05 (as "mm/dd/yyyy")
- File Type: Text (tab delimited)
- File to upload: C:\Documents and Settings\Q105 IP Data

At the bottom of the form, there is an "Upload my file" button and a note: "Note: Large files may take a few minutes to upload."

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Example of confirmation email.



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If you have any problems with the process, click on the feedback tab located in the upper right hand corner of the site. Enter your support issue in the box provided and click send. A support representative will contact you.

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NRC welcomes your comments and questions. Please write your message below and click **send** when you are done.

**Comment/Question:**

Enter your support issue here

Send