British Isles Network of Congenital Anomaly Registers

BINOCAR Standard Operating Procedure for
The BINOCAR Gateway

Instructions for the Registration and Surveillance of Congenital Anomalies in England and Wales

Authors:

Anna Springett (BINOCAR Hub)
Nicola Miller (NorCAS)

Renewal date: January 2016

Version 1.1 - January 2015

Version number	Date	Comment
1.1	30 January 2015	First version put together by AS, NM and the BINOCAR Management Committee

Contents

Background

The BINOCAR Gateway was initially set up so that the registers could securely send their extra BINOCAR variables to the BINOCAR Hub and the data would be able to be downloaded straight into the BINOCAR Hub database.

The BINOCAR Gateway has been set up to include a SSL certificate that encrypts the data being transferred to and transferred from the Gateway using 256 bit encryption. This level of encryption is the minimum requirement stated in the BINOCAR System Level Security Policy approved by CAG and is also in line with other guidance e.g. HSCIC.

It then became necessary for all registers to encrypt the data that they send to EUROCAT. Instead of each register using different programs the BINOCAR Gateway was extended to allow the registers to transfer their data files securely.

The NDSCR then resumed matching cases with the regional registers so again an easy way to transfer encrypted data between registers was required. The BINOCAR Gateway was once more extended to allow registers to transfer their data files between each other securely.

The next few sections give detailed step by step guides on how to transfer data/files using the BINOCAR Gateway.

Transferring data to EUROCAT and/or BINOCAR Hub

Follow the instructions in EUROCAT Guide 1.4 to create the csv file to be sent to EUROCAT for the biannual data transmission. This file can be sent to EUROCAT using the BINOCAR gateway.
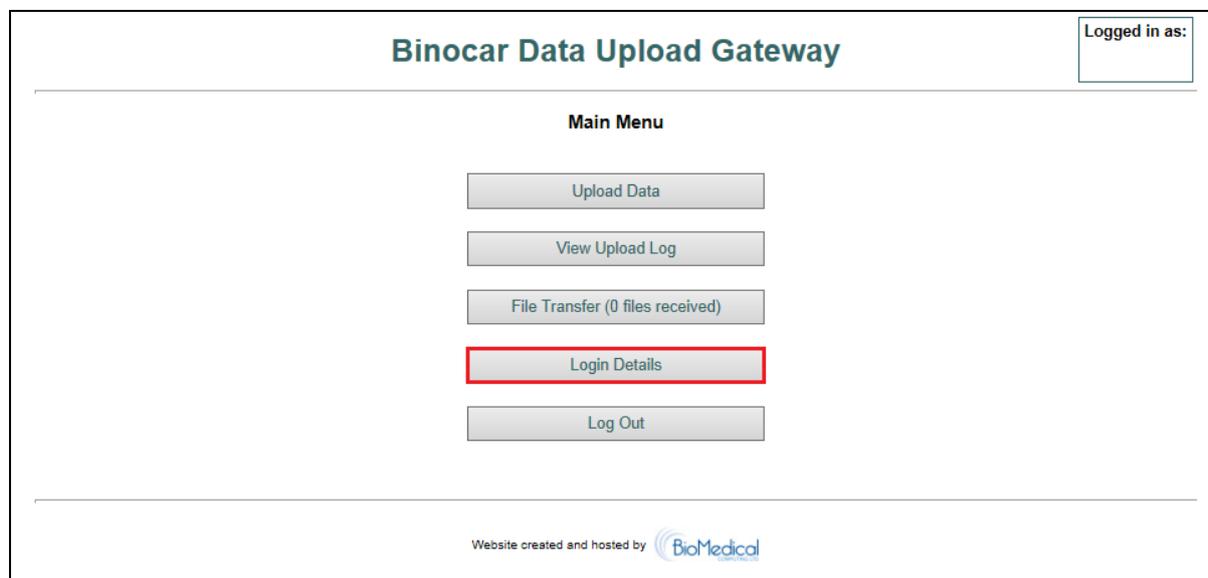
Follow the instructions in the BINOCAR SOPs on "Extra BINOCAR variables" to create the csv file to be sent to the BINOCAR Hub for the biannual data transmission. These files can be sent to the BINOCAR Hub also using the BINOCAR gateway.

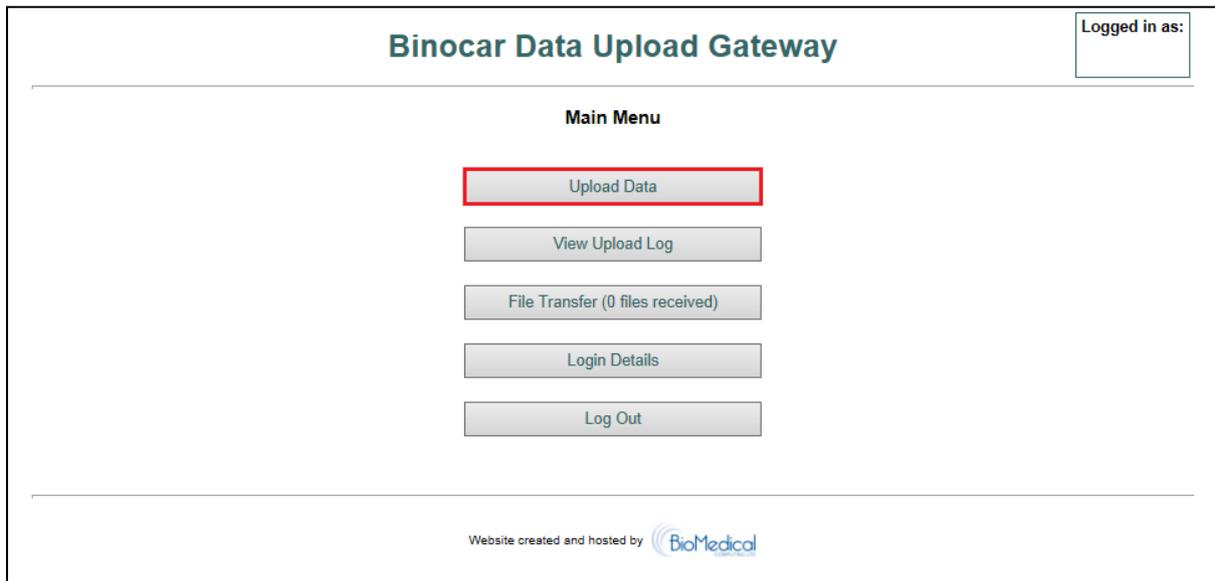These files can either be sent at the same time or separately.

The BINOCAR gateway has been set up to allow secure transmission of files and data to EUROCAT, the BINOCAR Hub and other regional registers. The gateway uses 256 bit SSL encryption in the data transfer to and from the website.

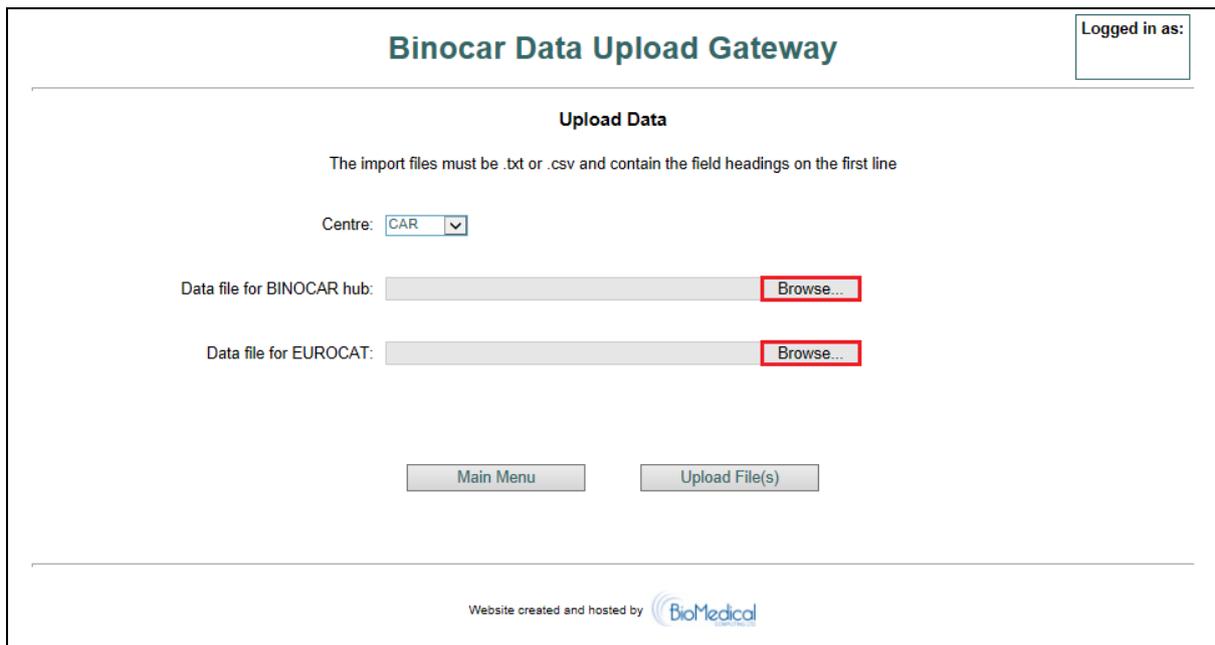To transfer the data to EUROCAT follow the instructions below:

1. Go to www.binocargateway.org

2. If you don't already have log in details contact Anna Springett (a.l.springett@qmul.ac.uk) who will set you up on the website.

3. If you already have log in details use your email address and password to enter the website.

4. You can change your password once logged in by clicking on 'Login Details' on the main menu.

5.   Click on 'Upload Data' on the main menu.

6.   Check that your register is in the centre box. Then click the first 'Browse' button to add a csv file to be sent to the BINOCAR Hub and/or the second 'Browse' button to add a csv file to be sent to EUROCAT.

7. Check that the file paths and file names have gone in correctly. The click 'Upload File(s)'

8. There will not be an error check for the EUROCAT data file, this will just be sent as a file to EUROCAT. They will receive an email to let them know that the file is available for download. EUROCAT will contact you separately if there are any problems with the files or the data.

9. There is an error check for the BINOCAR Hub data. If there are any errors in the data it will tell you how many cases were in your file (please check that this is correct) and how many errors you have in your data. Click on 'click here for details' to see the errors in the data. Please deal with all of these and then re-upload the data). See BINOCAR SOP "Extra BINOCAR variables" for the rules on these variables to avoid getting errors in your data.

10. If you do not have any errors in your data it will bring up a box telling you that you have no errors and giving you the number of cases per year (please double check that this is correct). Then click 'Import Cases' to send your data to the BINOCAR Hub.

11. It will then import the data and give you a message 'Data successfully imported'. The BINOCAR Hub will then receive an email to let them know that the data has been uploaded. They can then download it into the BINOCAR Hub database.
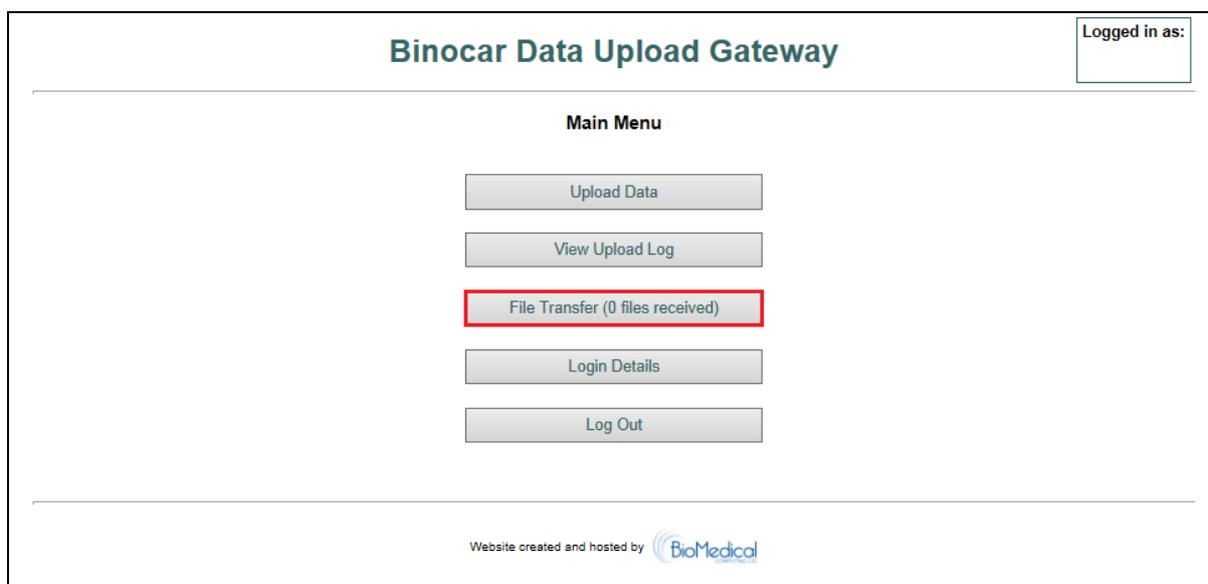
Transferring files between BINOCAR Hub, regional registers and the NDSCR

Sending a file

The BINOCAR gateway can also be used to send csv and excel files between the BINOCAR Hub, regional registers and the NDSCR.

To transfer a file, follow the instructions below:

1. Once logged into the BINOCAR gateway (www.binocargateway.org), using your email address and password, click on the 'File Transfer' button.

2. Select the register you want to send the file to. The following gives a list of the people the file will be available to:

Administrator	Anna Springett (BINOCAR Hub and NDSCR)
CARIS	David Tucker
CAROBB	Nicole Diggens
	Jane Forrester-Barker
EMSYCAR	Judith Budd
	Laura Berry
EUROCAT	Maria Loane
	Ruth Greenlees
NorCAS	Kate Best
	Nicola Miller
SWCAR	Ben Wreyford
	Julie Chamberlain
	Rosalie Morgan
WANDA	Diana Wellesley

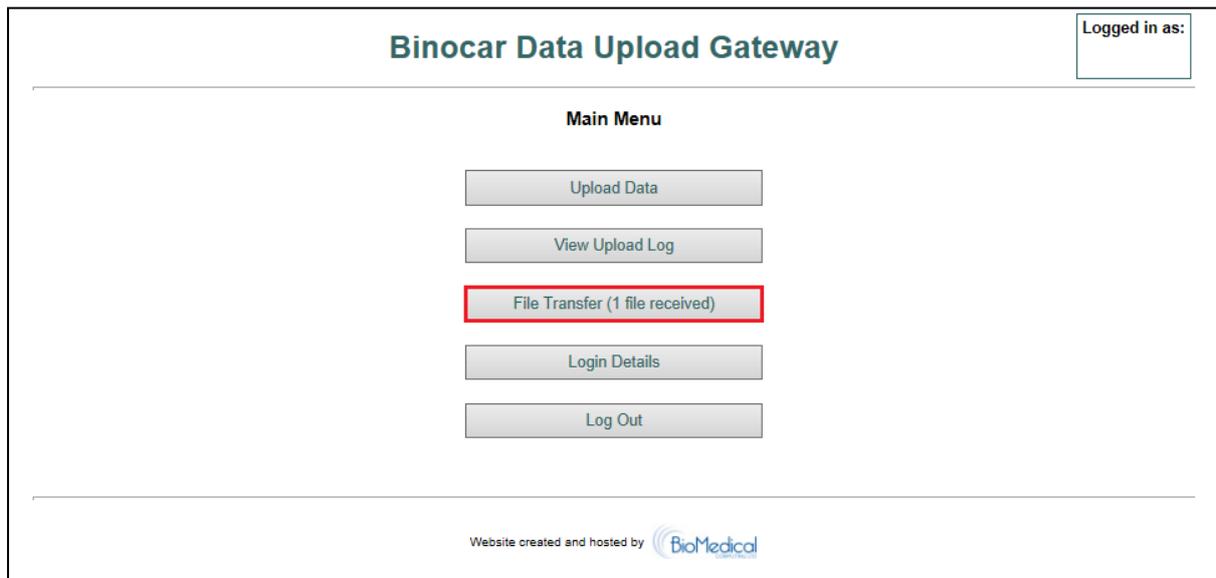3. Then select the file to be transferred but clicking 'Browse'.

4. Check that the file paths and file names have gone in correctly. The click 'Upload File'. An email will then be sent to the person/people at the recipient register to let them know that a file is ready for download.
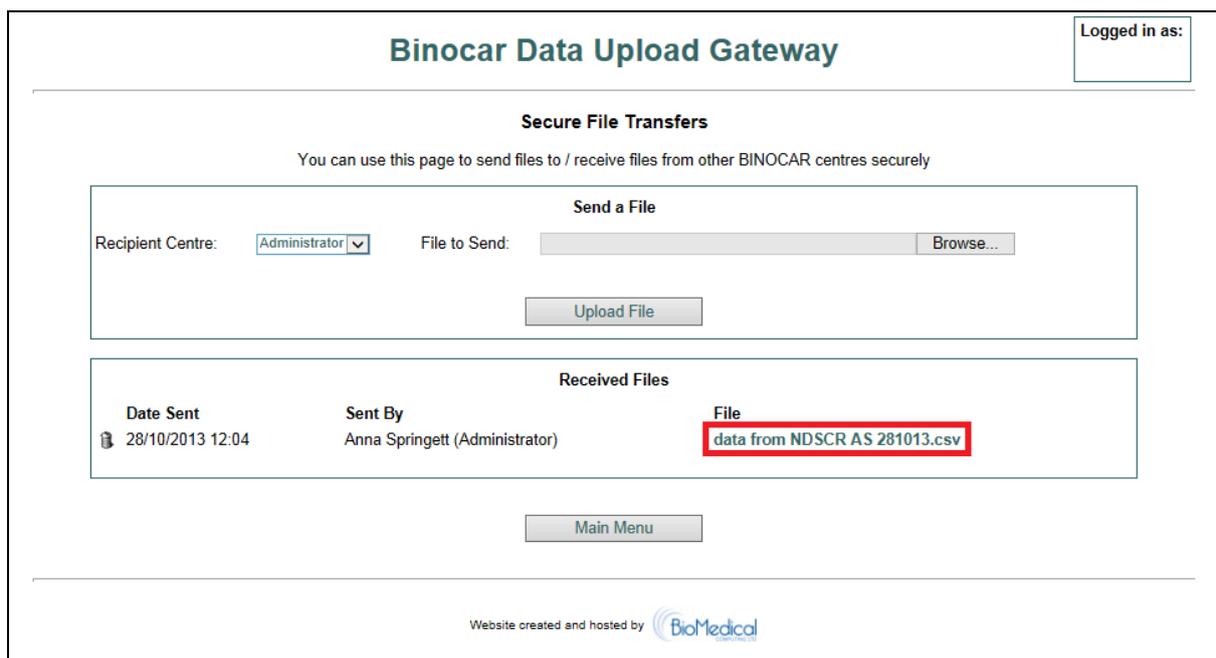
Receiving a file

To download a file, follow the instructions below:

1. You will receive an email to let you that a file is ready for you to download, which will include who has sent you the file. Log into the BINOCAR gateway (www.binocargateway.org) using your email address and password.

2. The 'File Transfer' will display that you have received files and how many files your have received. Click on this button.

3. The received files box will then list the files that have been sent to you. Click on the file name, 'save as' the file to a relevant location which will then download the file. It will then give you the option to open the file.

4. Once you are happy that the file has downloaded correctly delete the file from the list by clicking the rubbish bin symbol. A box will then come up to ask if you are sure you want to the delete the file. Click 'OK' to delete or 'Cancel' to keep.