

FS File Upload Overview

Frontier Science & Technology Research Foundation, Inc. (FS) File Upload is a software application that facilitates the secure upload of one or more files from Cancer Prevention Clinical Trials Network (CP-CTNet) members to the Data Management, Auditing, and Statistical Center (DMASC). FS File Upload can be used in instances where CP-CTNet Lead Academic Organization (LAO), accruing LAO, Affiliated Organization (AO), or Division of Cancer Prevention (DCP) staff need to securely submit a large number of files and/or files with large file sizes to DMASC. This quick reference guide provides instructions for using FS File Upload for CP-CTNet.

Definitions

Term/Acronym	Definition
AO	Affiliated Organization
CP-CTNet	Cancer Prevention Clinical Trials Network
DCP	Division of Cancer Prevention
DMASC	Data Management, Auditing, and Statistical Center
FS	Frontier Science & Technology Research Foundation, Inc.
LAO	Lead Academic Organization

Access

Once it is determined that FS File Upload will be used to transfer CP-CTNet files to DMASC, DMASC creates an FS File Upload session and sends a link to the session to the relevant CP-CTNet member(s) via email. CP-CTNet members click this link to access the FS File Upload session.

Note: For optimal performance, only one CP-CTNet member should upload files to the FS File Upload session at a time.

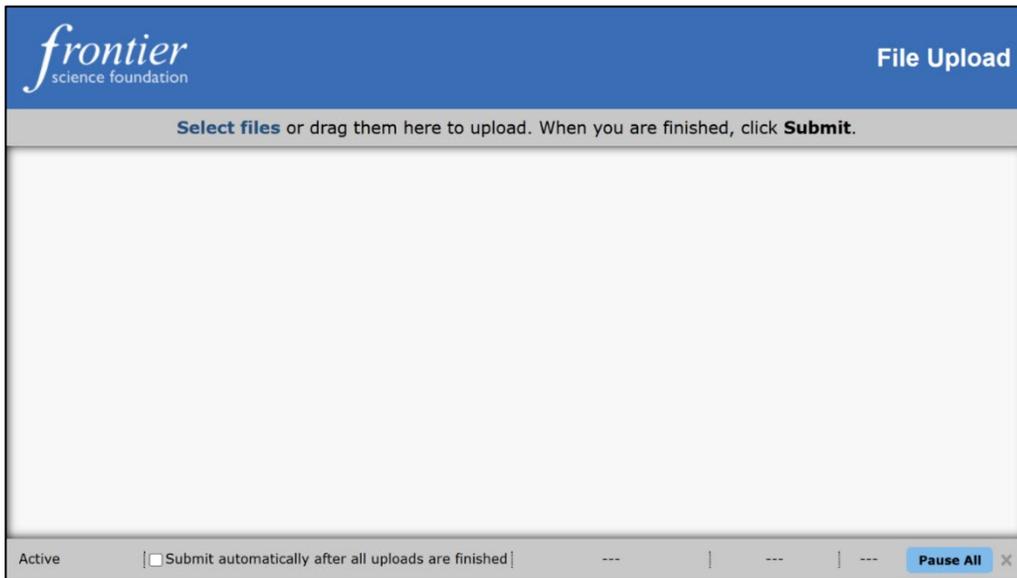


Figure 1: New FS File Upload session.

A new FS File Upload session is created for each set of files that needs to be uploaded. Each session will close once files are submitted to DMASC or expire after a pre-defined period that is set by DMASC when the session is created. If the FS File Upload session expires before all files have been uploaded, contact the DMASC Data Management team via email at DataManagement_CP-CTNet@frontierscience.org to request an update to the expiration date and time.

Upload

CP-CTNet members can either select files from their computer or drag and drop files into the FS File Upload list area to upload files. Files are automatically transferred to DMASC once they are added to the FS File Upload list area and finish uploading. However, the transferred files must be submitted to DMASC once all necessary files have been uploaded to finalize the transfer and close the session. See the [Submit](#) section for more information.

To upload files:

- Option 1: Click **Select files** at the top of the page to open the file-select dialog window, select the file(s) that need to be uploaded, and click the **Open** button in the file-select dialog window.

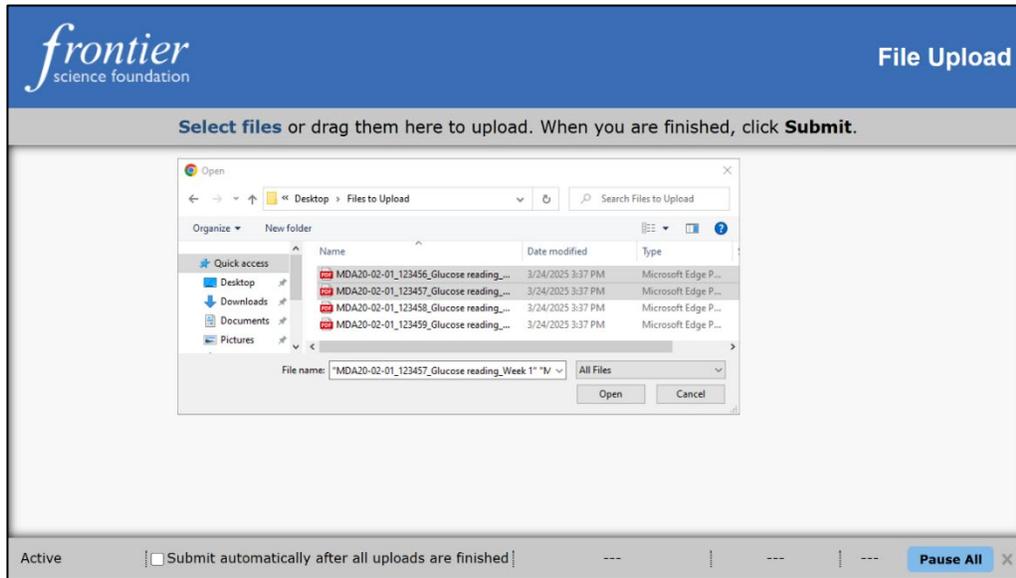


Figure 2: FS File Upload session with files selected in the file-select dialog window.

Note: CP-CTNet members can click the **Pause All** button in the overall status bar at the bottom right of the FS File Upload screen to pause any uploads that are currently in progress (as needed). Once one or more files finish uploading, the **Pause All** button switches to a **Submit** button. CP-CTNet members can pause individual file uploads by clicking the **Pause** button at the end of the row of each file that is in the process of uploading.

- Option 2: Drag and drop the file(s) into the FS File Upload list area.

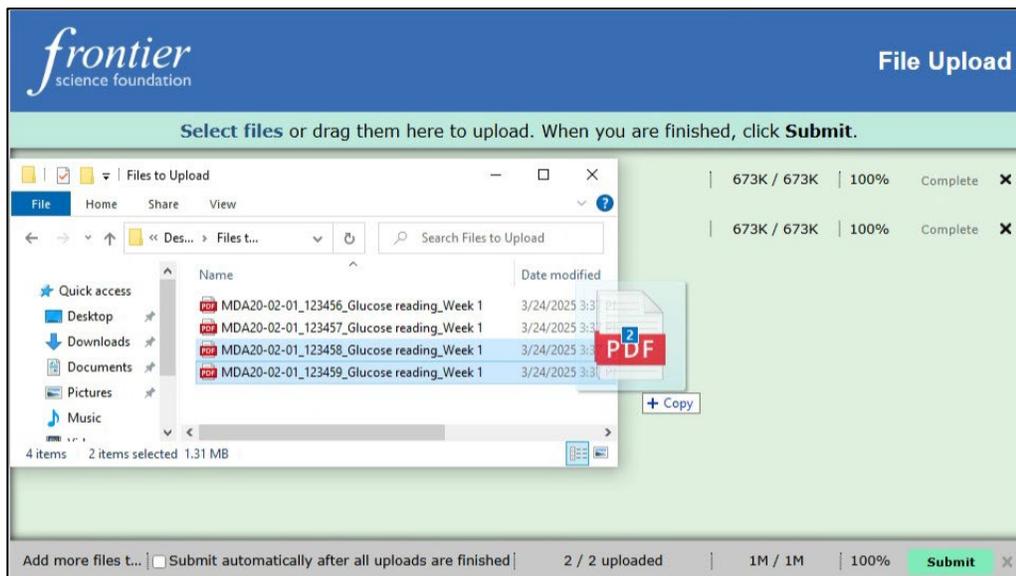


Figure 3: FS File Upload session with files being dragged and dropped into the FS File Upload list area.

Each uploaded file includes the file name, upload progress in relation to the total file size (e.g., 673K / 673K), percentage of the file that has been uploaded, and the current upload status. Files are automatically transferred to the DMASC server once the files are added to the FS File Upload list area and finish uploading. To remove a file from the FS File Upload session and delete it from the DMASC server, click the **x** at the end of the row for the desired file before submitting the rest of the files in the session.

The overall status bar at the bottom of the FS File Upload screen includes the overall file upload progress (e.g., 4 / 4 uploaded), cumulative upload progress in relation to the total size of all files in the session (e.g., 3M / 3M), and the percentage of the files that have been uploaded.

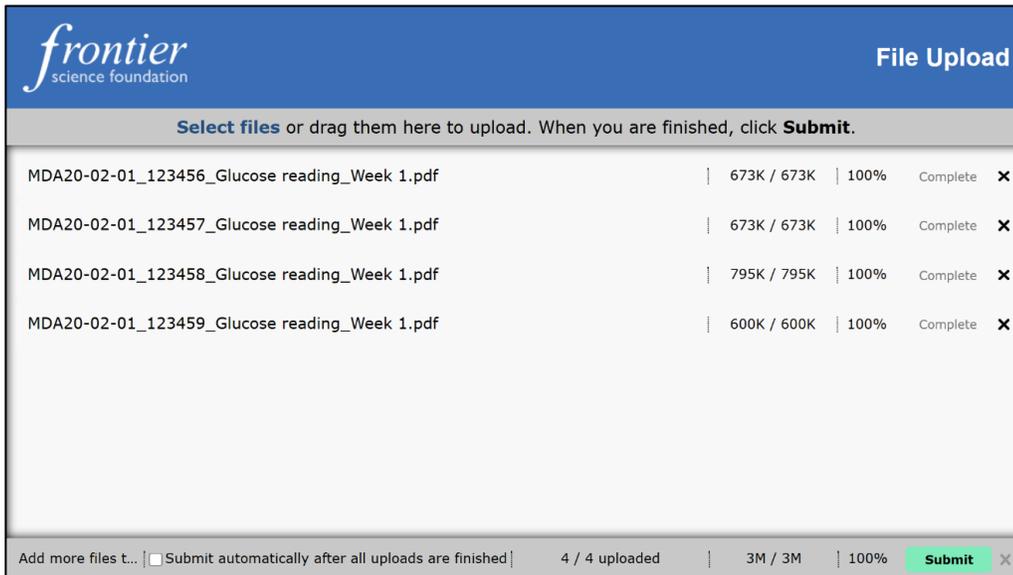


Figure 4: FS File Upload session with uploaded files in the list area.

CP-CTNet members can leave and return to the FS File Upload session at any time before the files are submitted or the FS File Upload link expires. If the FS File Upload session window is closed while file uploads are in progress, FS File Upload will highlight any incomplete file uploads when CP-CTNet members navigate back to the FS File Upload session. The incomplete file uploads will include an area where the user can drop the original file to re-associate the file and continue the upload.

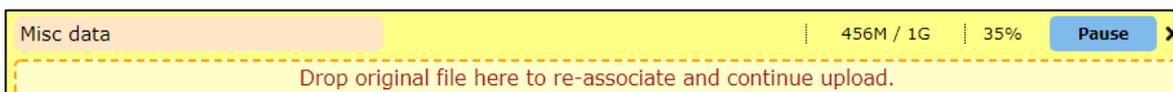


Figure 5: Incomplete file upload notification.

If the file name and/or size does not match the original file when re-associating the file, then a dialog window will appear that notes the differences. If only the name is different, then CP-CTNet members may select whether or not to upload the file. If the file size is different, then the upload cannot be completed and CP-CTNet members will need to upload the file as a new file. In this case, click the **x** at the end of the original incomplete file's row to remove the file from the session. The same file can then be reuploaded by selecting from the file browser or dragging and dropping the files into the FS File Upload list area.

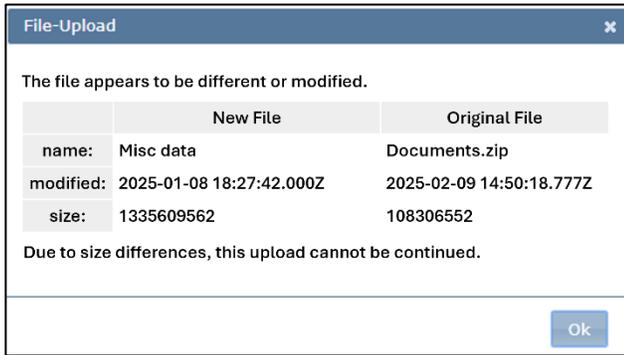


Figure 6: File-Upload dialog window that appears when a new file has a different file size and name from the original file.

If any files fail to upload, then the number of issues (i.e., files that failed to upload) will be indicated in red font next to the file uploads count in the overall status bar at the bottom of the FS File Upload screen. CP-CTNet members can click this number to scroll to the file(s) that failed. They can then delete the relevant file(s) and reupload a new version of the file(s).



Figure 7: Overall FS File Upload status bar with a file issue identified.

Submit

After uploading all necessary files to the FS File Upload session, CP-CTNet members can submit the files to DMASC. They can either have FS File Upload automatically submit the files after all uploads are finished or manually submit the files. CP-CTNet members should only submit files once all the files that they intend to upload have been uploaded. Once the files are submitted, the FS File Upload session closes and CP-CTNet members can no longer upload files to the session.

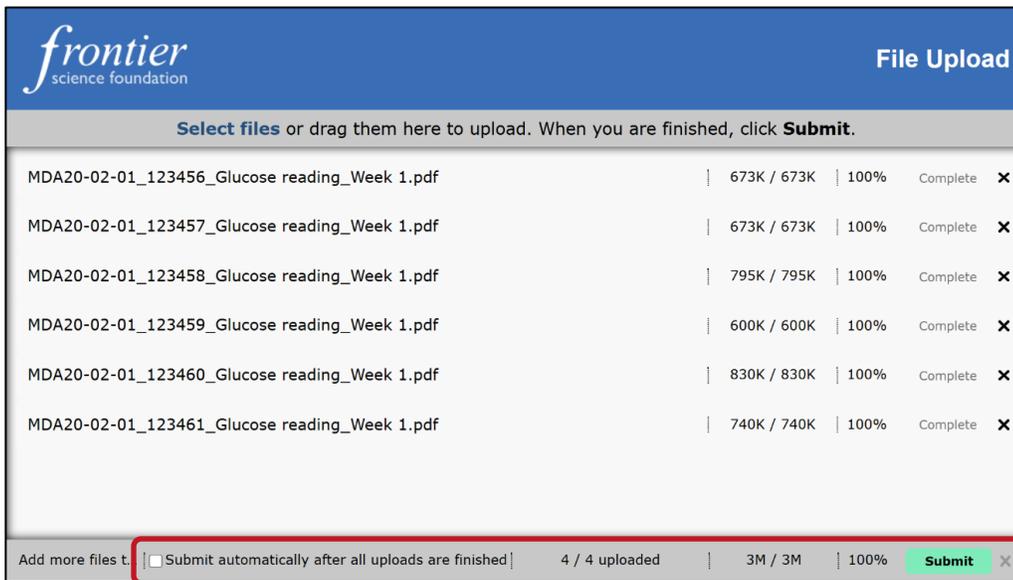


Figure 8: FS File Upload session with the submit options highlighted.

To submit files:

- Option 1: Check the **Submit automatically after all uploads are finished** checkbox to automatically submit all files once all files have been uploaded. If this option is desired, then the checkbox should be selected while uploads are still in progress. If CP-CTNet members add or remove a file while this checkbox is checked, then it will be unchecked, and a dialog window will be displayed notifying the user that the auto-complete setting has been turned off.

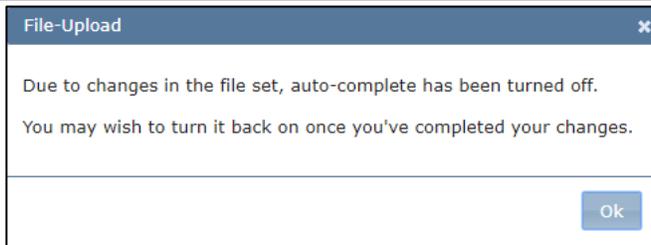


Figure 9: File-Upload dialog window with a notification that the auto-complete setting has been turned off.

- Option 2: Click the **Submit** button in the bottom right of the FS File Upload screen to manually submit all files in the session to DMASC.

Once the files have been submitted, a dialog window displays indicating that the upload has been successfully submitted. DMASC will contact the relevant CP-CTNet members if questions arise about the submitted files.

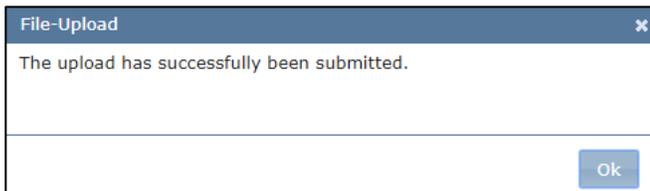


Figure 10: File-Upload dialog window with a notification that the upload has been successfully submitted.

Once the session is complete, FS File Upload will not accept any more files. If CP-CTNet members try to re-open a closed, expired, or non-existent session, then the FS File Upload session will be replaced by a message indicating that the session is complete, expired, or does not exist.

Please contact the DMASC Data Management team via email at DataManagement_CP-CTNet@frontierscience.org with any questions about using FS File Upload.