



AMERICAN COLLEGE OF SURGEONS
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Instructions to Submit Data

***Note: Software Providers Can No Longer Submit Files for a Program.**

Preparation of Your Submission File

1. **Contact** your cancer registry software provider for updates and assistance, if necessary, to enable you to submit your data to the RCRS.
2. **Make** sure you have completed recording all staging, delayed treatment, follow-up information, and other data pertinent to the cases being submitted.
3. **Review** the NCDB Call for Data homepage; Information for Registrars.
4. **Run** frequency counts of your FIN, Archive FIN, NPI FIN, and NPI Archive FIN to make sure there are no invalid numbers. Edits cannot identify numbers that do not apply to your program.
5. **Run** the data file(s) through the applicable NCDB submission edit set to be sure the cases are clean. Information for installing and running the GenEDITS Plus 5 program can be found on the [NCDB Call for Data homepage](#)
6. **Do** check each file to make sure it contains the records you intend to submit.
7. **Make** a note of the name and location of the submission file you have created. Make certain that it does have an extension of .xml for v21 and v22.
8. **Zip files will not be accepted**

Only a person identified in the Commission on Cancer's (CoC) database as a “Registrar” or “Co-Registrar” for the respective program is allowed to submit its data to RCRS. *Never* reveal your RCRS user ID and password or borrow another person’s user ID and password.

Instruction for Registrars or Co-Registrars Making Their Own Submissions or Resubmissions

HINTS: Have your personal RCRS user ID and password available.

Before you begin, know the location, drive, folder, and name of the submission file you prepared for transmission to the RCRS.

1. **Log in** to the RCRS system using the following link: <https://www.acsdatapatform.com/login> . If you can't remember your username or password, email ACSTechsupport@iqvia.com.
2. **Click** on upload located on the left navigation panel from the RCRS homepage. If a user has access to multiple CoC programs, they will be prompted to select the program from the list of valid programs right after the user logs in to RCRS.
3. **Click** on “Choose File” and select the file to upload created from the registry software. User can either drag and drop a file in the gray box or choose a file and select the file needed. **Throughout the upload process, user will be notified of the progress of the submission.** A message will appear on the screen notifying you of the successful completion or failure of the file transmission.
4. To check the status of your data submission, run the Submission History report embedded in the Upload page. **Click** on the Submission Detail link in the Submission History to view the details of the file submitted. Users can view submissions by DX year with the capability to drill down to the case level detail and edit errors where applicable.
5. A data submission file will be **rejected** if any of these occurs:
 - You have not authorized your submission as being direct from the registry
 - Your FIN has been incorrectly recorded in the transmission file
 - The file is not in .xml format for v21 or v22
 - There is more than one FIN present in the file
 - FIN in the file does not match the FIN of the program you have accessed in RCRS
 - You submitted the full-length file with the confidential information your state collects, rather than the “incident” layout required by NCDB
 - In the file name, more than one period is present. Only one period (before the extension of the file) is permitted. Example: testfile.xml
 - In the file name, multiple special characters are present. Only special characters permitted are hyphen (-) and underscore (_)

We advise programs to review their Upload History in RCRS to ensure a successful submission.

6. If any corrections are required, resubmissions are made the same way.
7. To log out of the RCRS, click on the icon Logout from the left navigation panel.

Questions may be directed to RCRS by e-mail at ACSTechsupport@iqvia.com