

Quality Assurance
Review Center

Uploading Digital Data to QARC (IROC RI) via the Web-Based Submission Portal (QARC SUBMIT)

The Quality Assurance Review Center (QARC) and the Imaging and Radiation Oncology Core (IROC RI) at UMass Chan Medical School use a web-based portal called QARC SUBMIT to upload radiation therapy and diagnostic imaging data from sites participating in clinical trials. To submit data through the portal, sites must obtain a QARC SUBMIT user account and password. Sites with previous QARC sFTP accounts may use the same credentials to log in to QARC SUBMIT. If your site does not have an account, please complete the [QARC SUBMIT Account Request Form](#) and email it to ISDA@qarc.org. Once received, a site account and password will be provided within three (3) business days.

Login

Access the QARC SUBMIT portal using the following link: <https://qarcsubmit.qarc.org/>

Open the link and a login screen should appear (Figure 1). NOTE: The features and function of our portal work best when using Google Chrome or Firefox. The portal address should be bookmarked or saved to your local drive for easy access.

Enter your site's QARC SUBMIT username (begins with "qarc-") into the "Username:" text field.

Skip over "Initial Directory:" and leave the field blank.

Click on the drop-down menu under "Authentication Type:" and select password. Enter the assigned QARC SUBMIT password into the "Password:" text field and click [Connect].

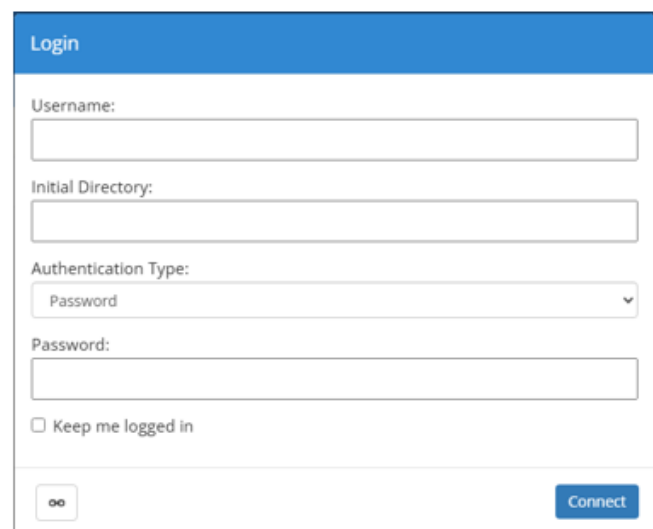


Figure 1. QARC SUBMIT Portal Login

Quality Assurance
Review Center

Uploading Digital Data to QARC (IROC RI) via the Web-Based Submission Portal (QARC SUBMIT)

When successfully logging into the portal you will see the home page. An Incoming folder and a "README.TXT" should be present (Figure 2).

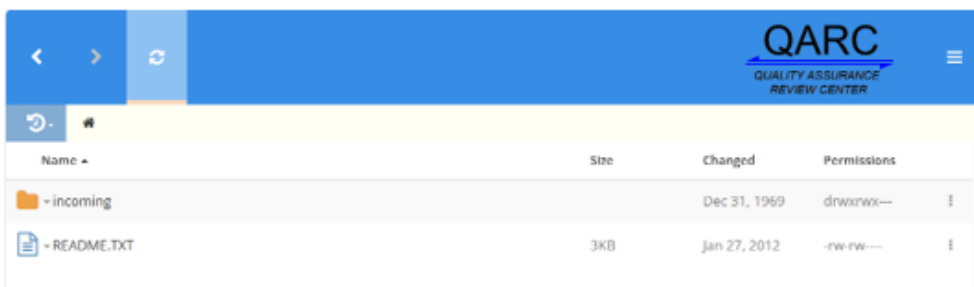


Figure 2. QARC SUBMIT portal homepage

Creating Protocol Submission Folders

Click or double click on the "incoming" folder to navigate into the "incoming" folder. Sites have permissions to upload data into the "incoming" folder only. To verify that you're in the incoming folder, you'll see the home icon followed by " / incoming ".

When inside the "incoming" folder (or any folder), clicking on the orange up arrow will bring you up a folder level.

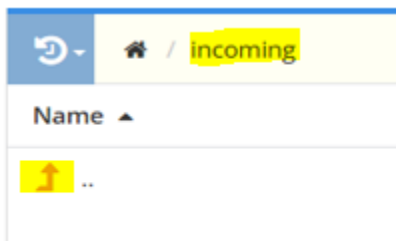


Figure 3. "incoming" folder

Quality Assurance
Review Center

Uploading Digital Data to QARC (IROC RI) via the Web-Based Submission Portal (QARC SUBMIT)

Once inside the “incoming” folder, create a new folder (for each study).

New folders can be created by clicking the plus symbol  at the bottom of the page or by right clicking in the empty space and clicking “New Folder...” (Figure 4).

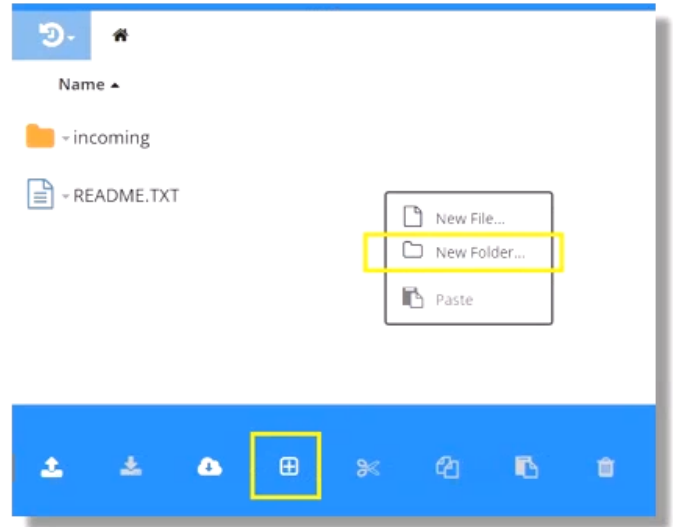


Figure 4. Creating a new folder for uploaded data

Enter a descriptive name for the data being uploaded to QARC/IROC RI, as shown in the examples below. Use only alphanumeric characters (A-Z, 0-9), underscores (_), and hyphens (-). Do not use spaces when creating the folder name.

Naming Subject Data Submission Folders

The naming format is:
ProtocolNumber_SubjectNumber assigned
by group or sponsor (Figure 5).

Example of initial submission: Protocol
Number_Subject Number (12345678...)

Example of revised data submission:
Protocol Number_Revised_Subject
Number (12345678...)



Figure 5. Example of initial data submission folder name

After typing the folder name click [OK]. The newly created folder should now display on the web page.

A separate folder must be created for each subject.

Quality Assurance
Review Center

Uploading Digital Data to QARC (IROC RI) via the Web-Based Submission Portal (QARC SUBMIT)

Enter the newly created folder by (double) clicking on it.
The folder will then be displayed at the top of the page (Figure 6).



Figure 6. Newly created folder

Data related only to the subject should be uploaded into the newly created folder.

Uploading DICOM and NON-DICOM Data

Click the upload icon at the bottom left-hand side of the web page and select one of the following data transfer methods (Figure 7).

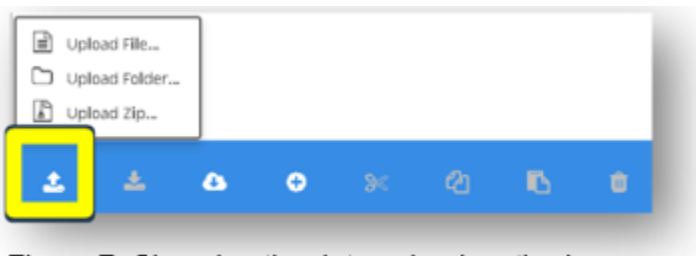


Figure 7. Choosing the data upload method

A single file, a whole folder, or a zip file can be transferred to QARC/IROC RI. Please be aware that zip files will transfer the fastest.

Quality Assurance
Review Center

Uploading Digital Data to QARC (IROC RI) via the Web-Based Submission Portal (QARC SUBMIT)

After selecting the upload type, navigate to the subject files and/or folders on your local system/server, select the data to transfer, and click [OK].

NOTE: Google Chrome and Firefox users have the option of transferring multiple files at the same time, dragging and dropping the files, or pasting into the web browser. Files may be compressed into a zip file prior to uploading. This significantly shortens the data transfer process and time. When asked “Do you want to unzip the files to the current folder after uploading, please select [Just Upload] (Figure 8).



Figure 8. Uploading zip file(s)

The files will start to transfer from your system to QARC. Progress will be displayed as each file and/or folder is being transferred. When the file is transferred to QARC it will display in the web browser. Check the transferred files to make sure all files were successfully uploaded to QARC.

After the data has been checked, exit the folder by clicking the upward orange arrow  until the incoming folder is displayed. If you're submitting data for multiple subjects, create a new folder for each and repeat the above steps.

Quality Assurance
Review Center

Uploading Digital Data to QARC (IROC RI) via the Web-Based Submission Portal (QARC SUBMIT)

Logging Out of QARC SUBMIT

Once all of the files and folders have been submitted to QARC, log out of the system by clicking the three lines at the top right, followed by the  icon (Figure 9).

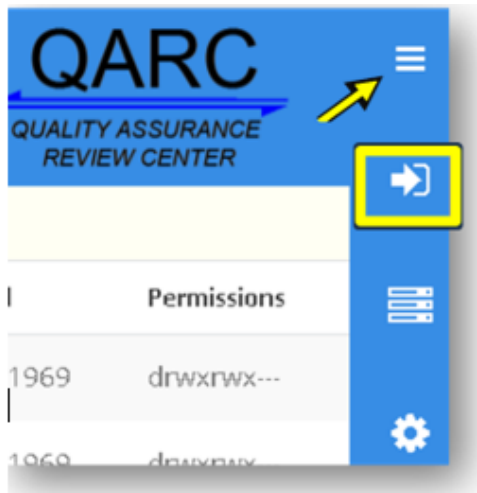


Figure 9. Logging out of QARC Submit

Notifications

Send an email notification including the subject number and protocol to DataSubmission@QARC.org following your successful upload of data.