# REFINE ICD HOLTER UPLOAD – ALTERNATIVE TO USING THE MARS WEBCLIENT

## Step 1: Compress your Holter Files

## How to compress your Holter Data into a smaller and more convenient ZIP file

1. Please connect your card reader to the USB port of your computer. Check the contents of your holter card.

Use Windows Explorer to look at the files that are saved on your holter card.

You should see the following 3 files:

1. CONFIG.GTM 2. LOG.GTM

3. RECORD.GTM

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7 Favorites	Name	Date modified	Туре	Size	
📃 Desktop	CONFIG.GTM	29-Nov-10 1:31 PM	GTM File	32 KB	
🚂 Downloads	LOG.GTM	29-Nov-10 1:31 PM	GTM File	32 KB	
💱 Dropbox	RECORD.GTM	29-Nov-10 1:31 PM	GTM File	1,962,208 KB	
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Computer					
🏭 Local Disk (C:)					
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🚽 acclaim (\\trials.ucalgary.ca) (Y:)					
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Network					

2. Create a new folder. You will store the data from the holter card in that folder.

Go to your desktop and right-click your mouse. A menu should appear.

Select "New" and another menu will pop up. Select "Folder". An object named "New Folder" will be created on your desktop.



Select your "New Folder". Right-click to rename the folder. Use the Subject ID as the new folder name



3. Select all three files from the holter card. Drag and drop them into your new folder.



4. Once all the files have been copied into the folder, right click the folder. Select "Send to", then select "Compressed (zipped) Folder".

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	Browse in Adobe Bridge CS6			
	Take Ownership			
6	Scan with Microsoft Security Essentials			
	Share with	•		
U	Scan for threats			
8	Add to archive			
	Add to "100-0001 (AA).rar"			
	Compress and email			
	Compress to "100-0001 (AA).rar" and email			
S	Shared Folder Synchronization			
	Restore previous versions			
12	Combine supported files in Acrobat			
	Include in library	+		
	Send to	•	0	Bluetooth device
	Cut		1	Compressed (zipped) folder
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	Contractor			Documents
	Create shortcut		32	Dropbox
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	Delete			Fax recipient
	Delete Rename		1	Fax recipient Mail recipient
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	Delete Rename Properties			Fax recipient Mail recipient Skype WinSCP (for upload)
	Delete Rename Properties			Fax recipient Mail recipient Skype WinSCP (for upload) DVD RW Drive (D:)

5. A new file will appear on your desktop.



6. Congratulations, you have just zipped your files!

The zipped folder is much smaller in file size and therefore easier and faster to transfer (e.g. instead of 3 files that are almost 2GB in size altogether, you only need to take care of one file that should be between 350-500MB in size)

# Step 2: Send your file to the Clinical Coordinating Centre via Dropbox

## How to upload your zipped file using Dropbox

1. Open your preferred internet browser and go to http://www.dropbox.com.

2. Click on "Sign in" (top right corner) and sign into Dropbox using the following information:

Username: <a href="mailto:refineicdholter@gmail.com">refineicdholter@gmail.com</a>

Password: 123holter

Note: sometimes Dropbox will ask for a CAPTCHA response

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	Sign in ×	
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Reinve	or	Password
teamw	refineicanoiter@gmail.com	x Terms
Introducing Dropbox I		Sign up for free
a simpler way to work	Remember me Sign in	or
	Forgot your password?	n up free with Google

3. Once you are logged in the Home page will appear.

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Home	Recently viewed	Hide
Files		Upload files
Paper		New shared folder
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	Items you recently viewe	d will show up here. Try Dropbox
		Try it free

4. Select your zipped file on the desktop and drag it onto the browser window to upload the file. If this works skip ahead to step 7 (next page). If this doesn't work click on "Upload files".

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5. The following screen will appear. Click on "Choose files".

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6. Click on "Desktop" on left. Select your compressed file by clicking on it and then click "Open".

Choose File to Upload	ł			-				l	X
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⊿ 🖳 Computer ▷ 🏭 OSDisk (C:)		Zone C - Ricoh Printer Information Internet Shortcut 133 bytes	-	1000122 Compressed (zipped) Folder					+
F	ïle name:				8	•	All Files (*.*) Open	Cancel	•

7. Your file will start uploading and a progress bar will be shown. The bar/window may look slightly different if you were able to drag and drop the file.

**Important:** Wait for your file to upload (time will vary depending on your internet connection). Don't close the brower while you are uploading!

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8. Once the file has been uploaded, you will see the following window. It will indicate that you have successfully uploaded your file. Click on "Done:

File Edit View Favorites	Tools Help	
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Home		
Files	1000122.zip - 340 MB Files/	Upload files
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8. To sign out of Dropbox, click on the face icon on the top right of the screen and the following menu will appear. Click on "Sign out".

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Home	Recently viewed		Hi	8
Files	100012	22.zip		REFINEICD User
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				340.24 MB of 2.5 GB used Upgrade
				Settings Install
				Sign out
Personal Only you	\$			Help Privacy 000

Please send an email to holter@ucalgary.ca to let us know that you have uploaded your holter file to Dropbox.
 Reminder - Please make sure all screening CRFs are completed in the REDCap database before uploading the Holter.