

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

## Step 1: Compress your Holter Files

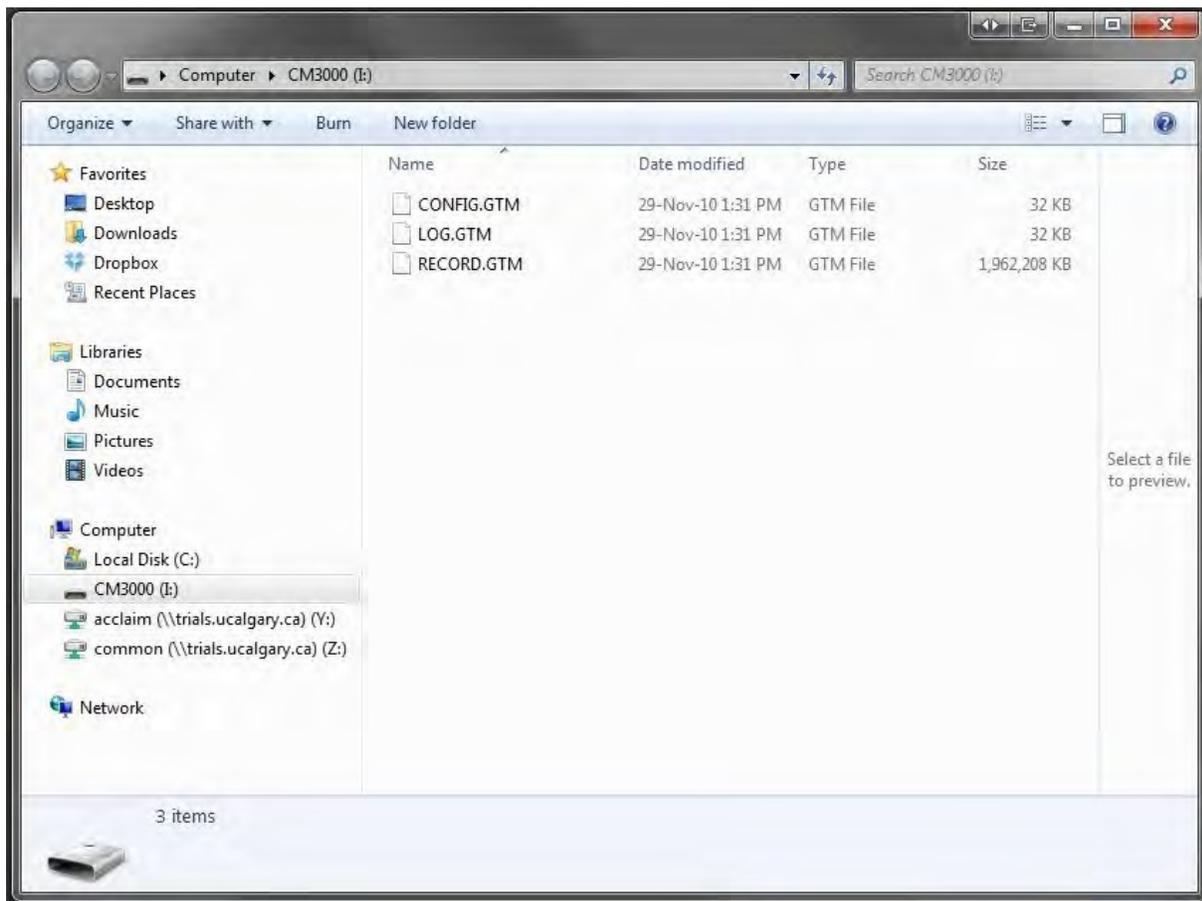
### How to compress your Holter Data into a smaller and more convenient ZIP file

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:

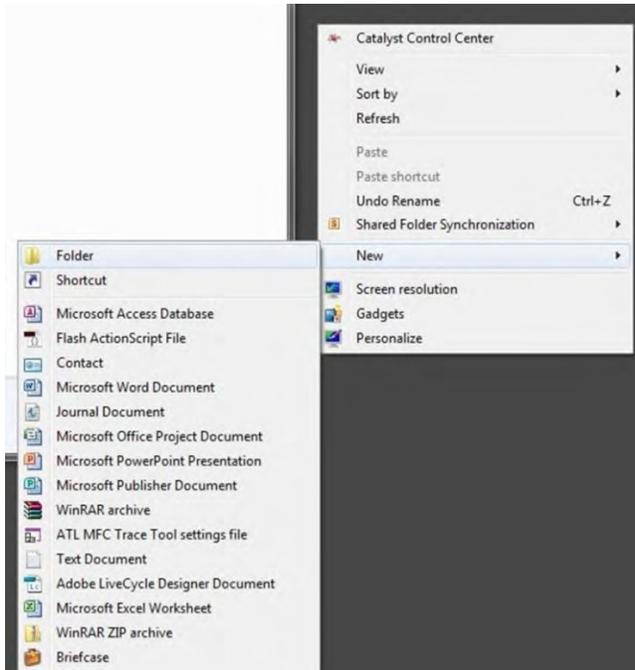
1. CONFIG.GTM
2. LOG.GTM
3. RECORD.GTM



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.

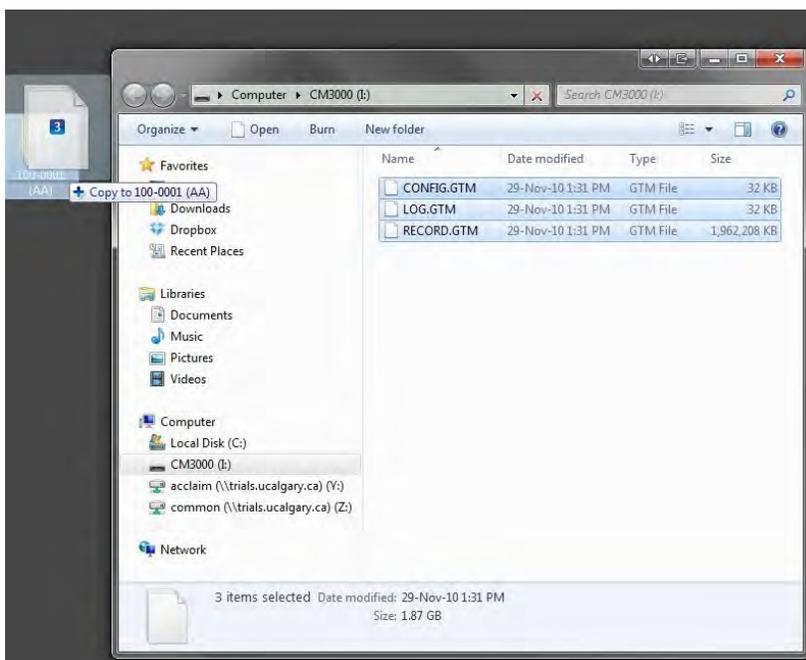
Select "New" and another menu will pop up. Select "Folder". An object named "New Folder" will be created on your desktop.



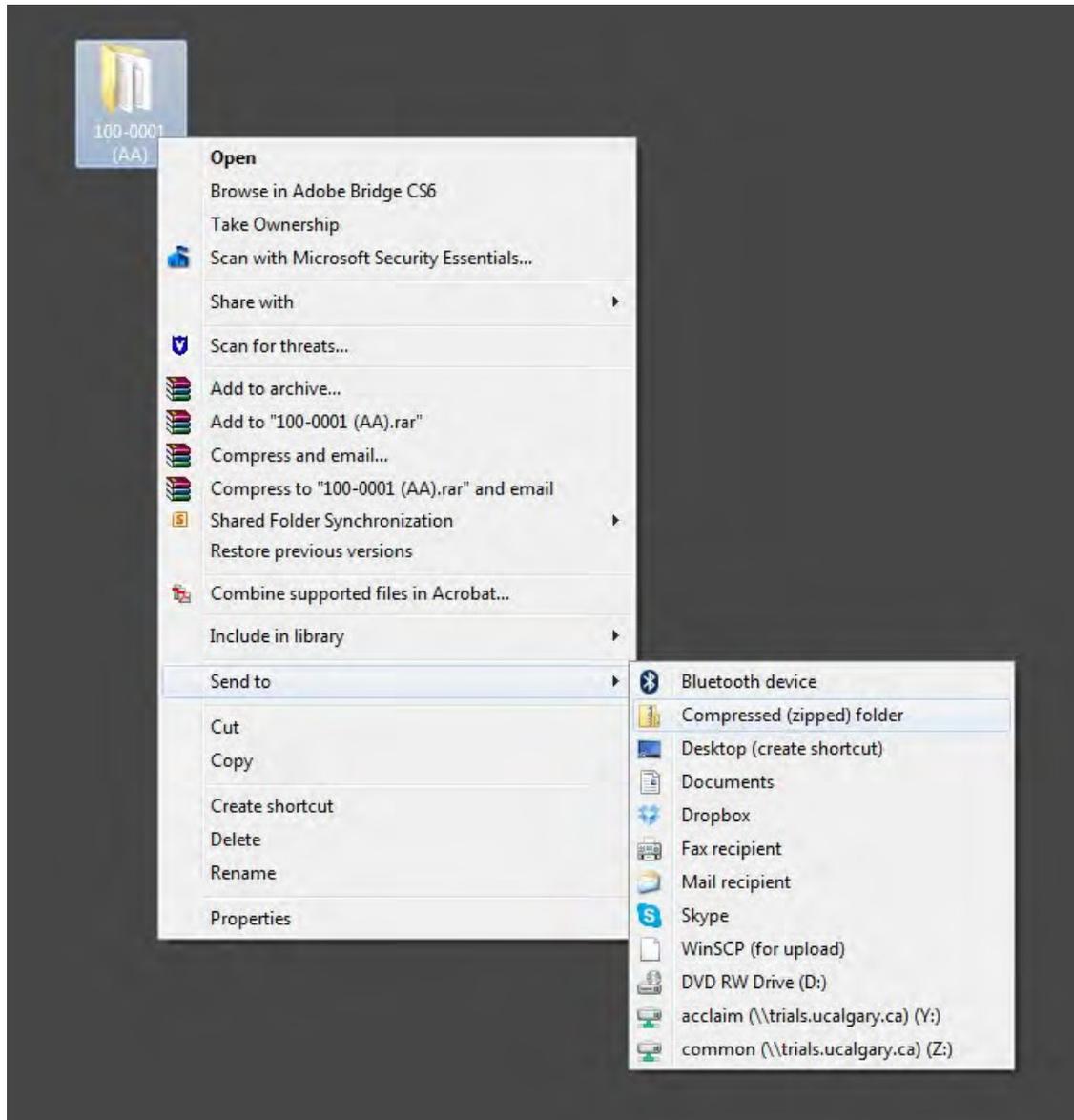
Select your "New Folder". Right-click to rename the folder. Use the **Subject ID** as the new folder name



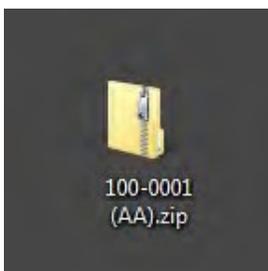
3. Select all three files from the holter card. Drag and drop them into your new folder.



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



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**

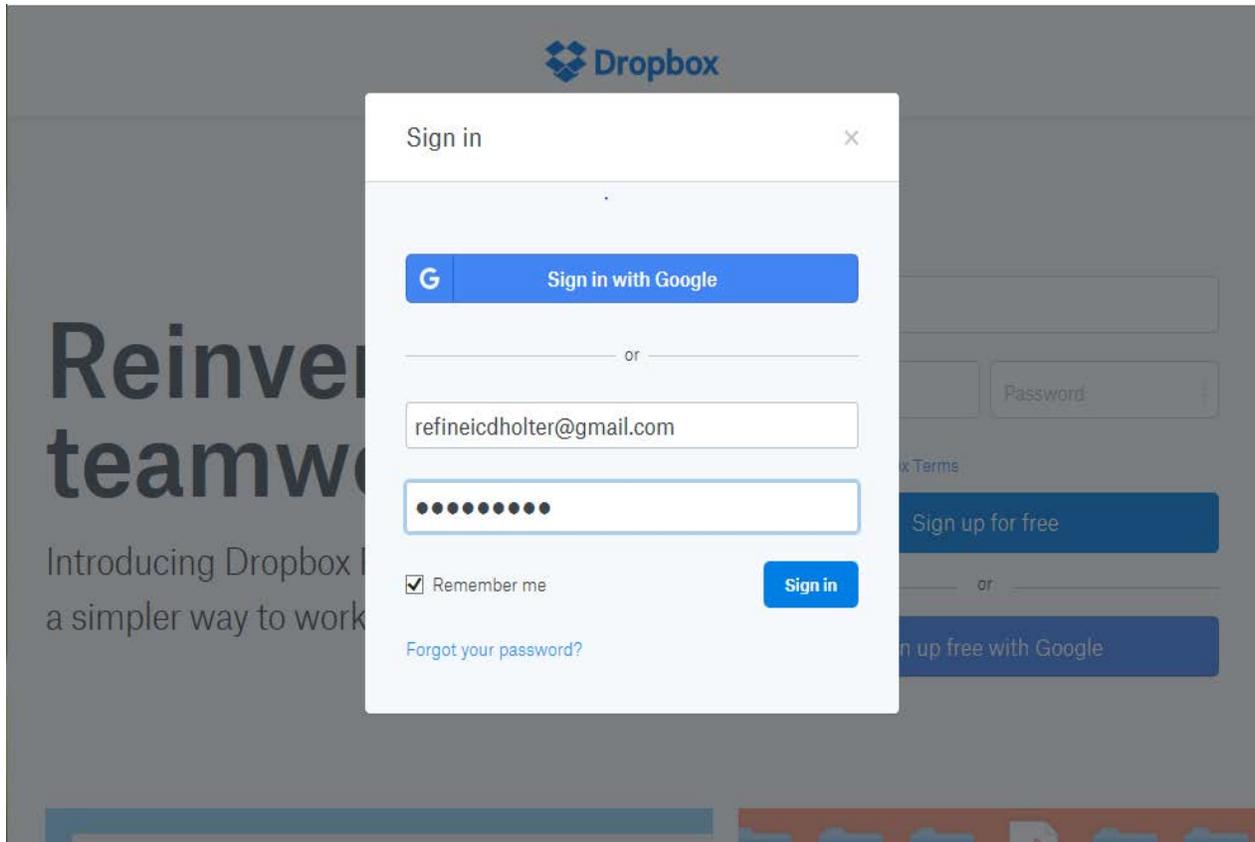
### **How to upload your zipped file using Dropbox**

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:

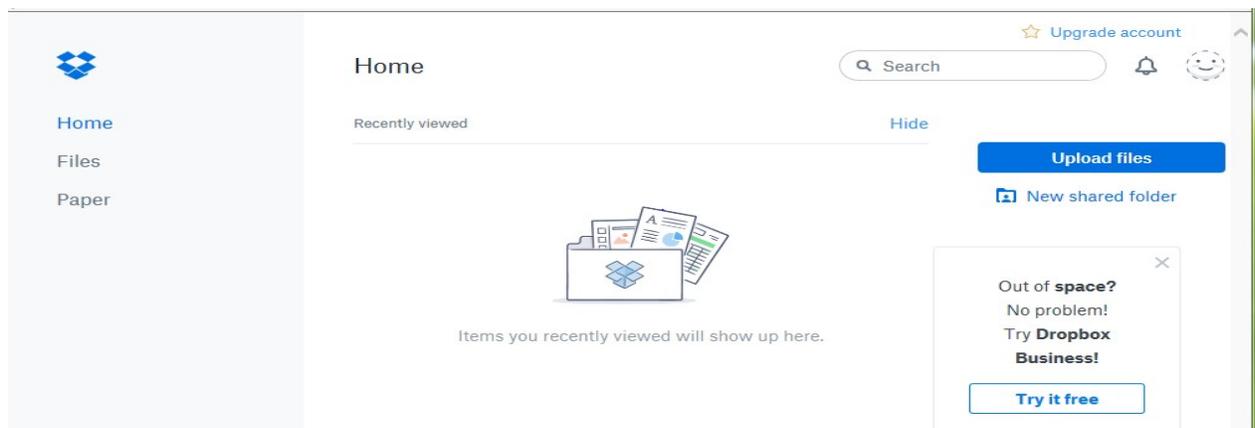
Username: [refineicdholter@gmail.com](mailto:refineicdholter@gmail.com)

Password: 123holter

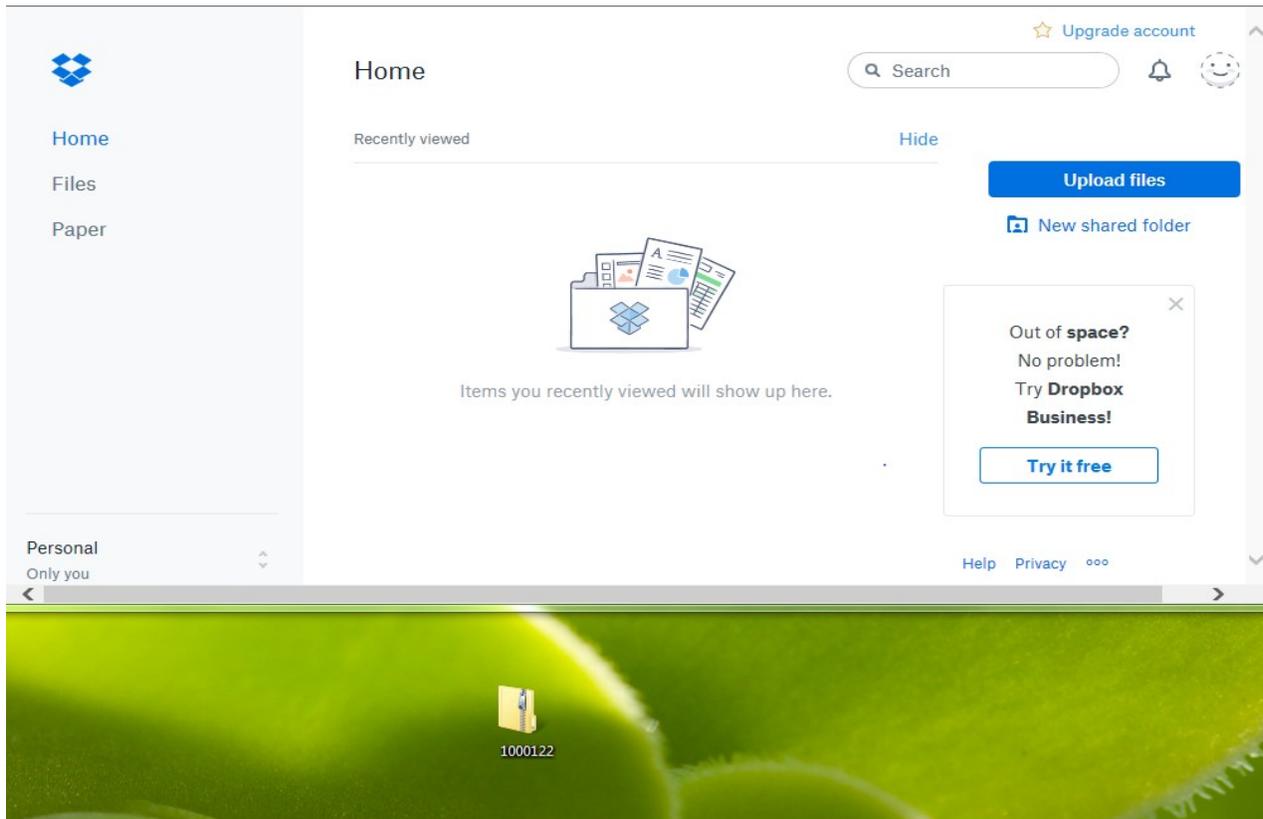
Note: sometimes Dropbox will ask for a CAPTCHA response



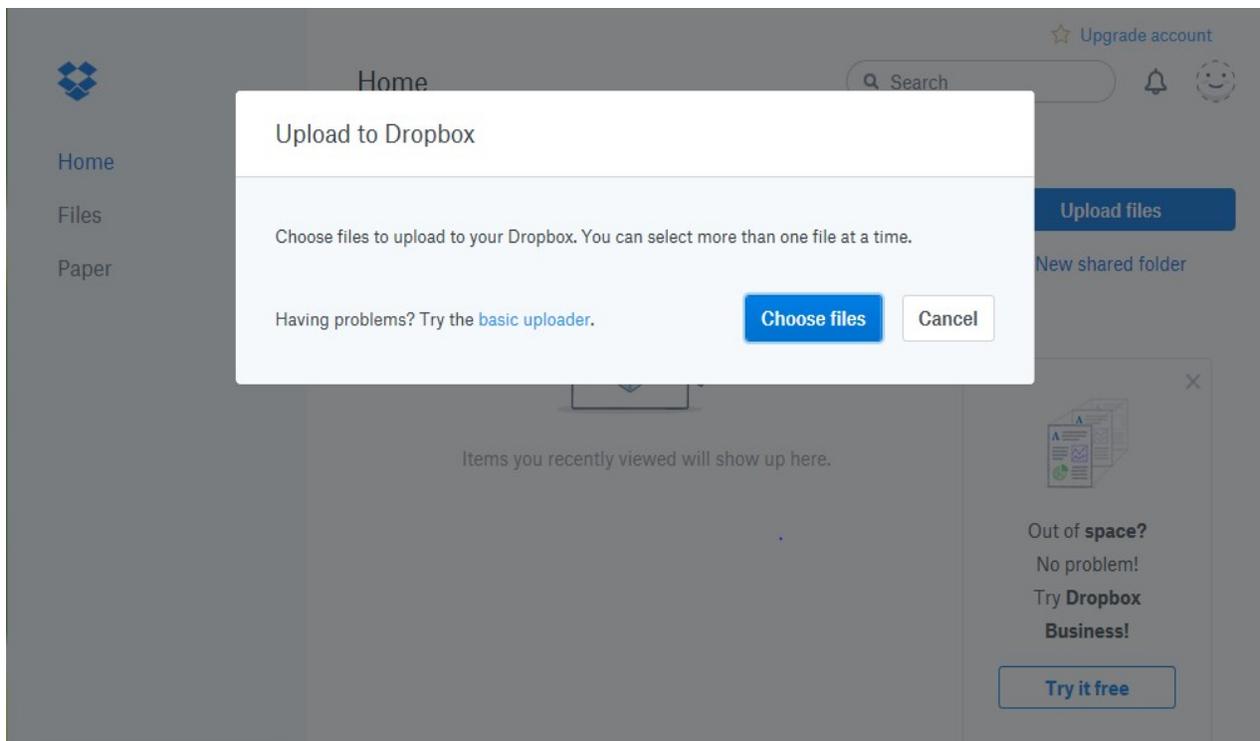
3. Once you are logged in the Home page will appear.



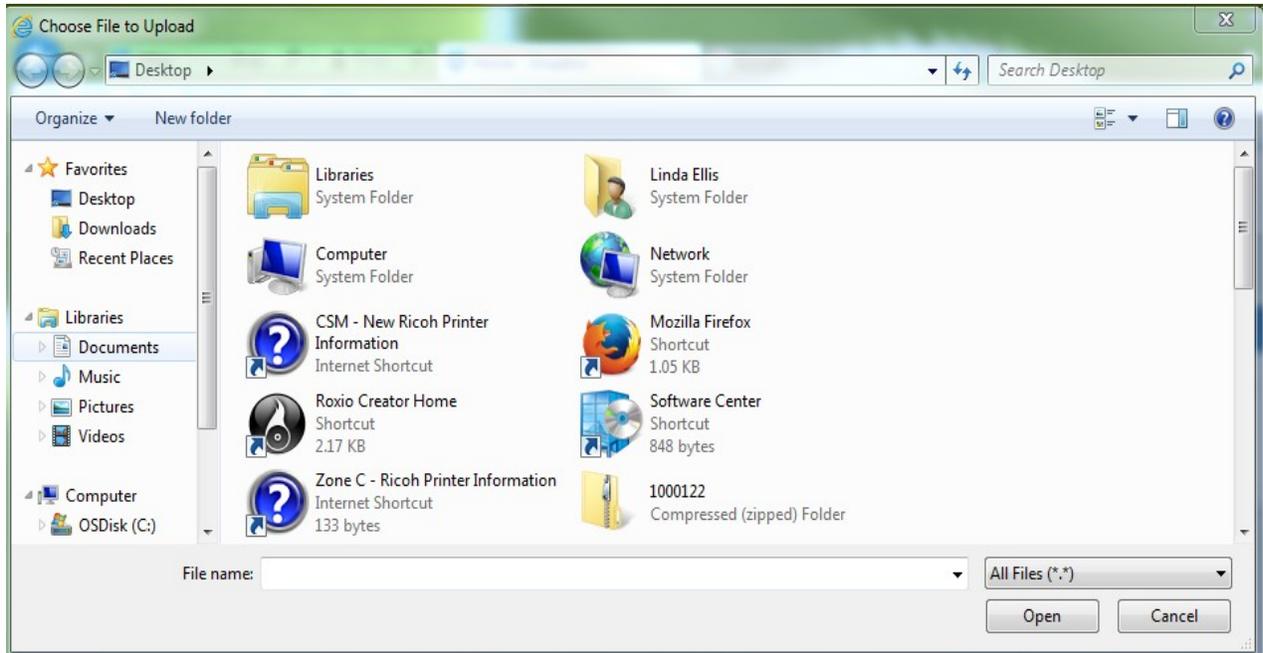
4. Select your zipped file on the desktop and drag it onto the browser window to upload the file. If this works skip ahead to step 7 (next page). If this doesn't work click on "Upload files".



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

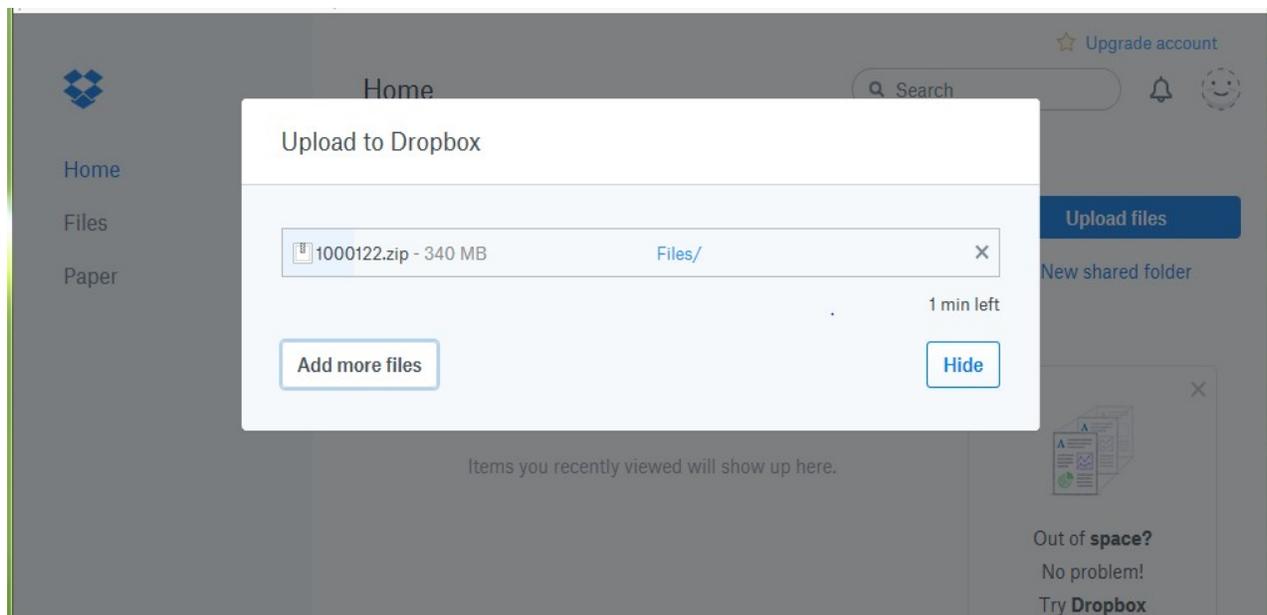


6. Click on "Desktop" on left. Select your compressed file by clicking on it and then click "Open".

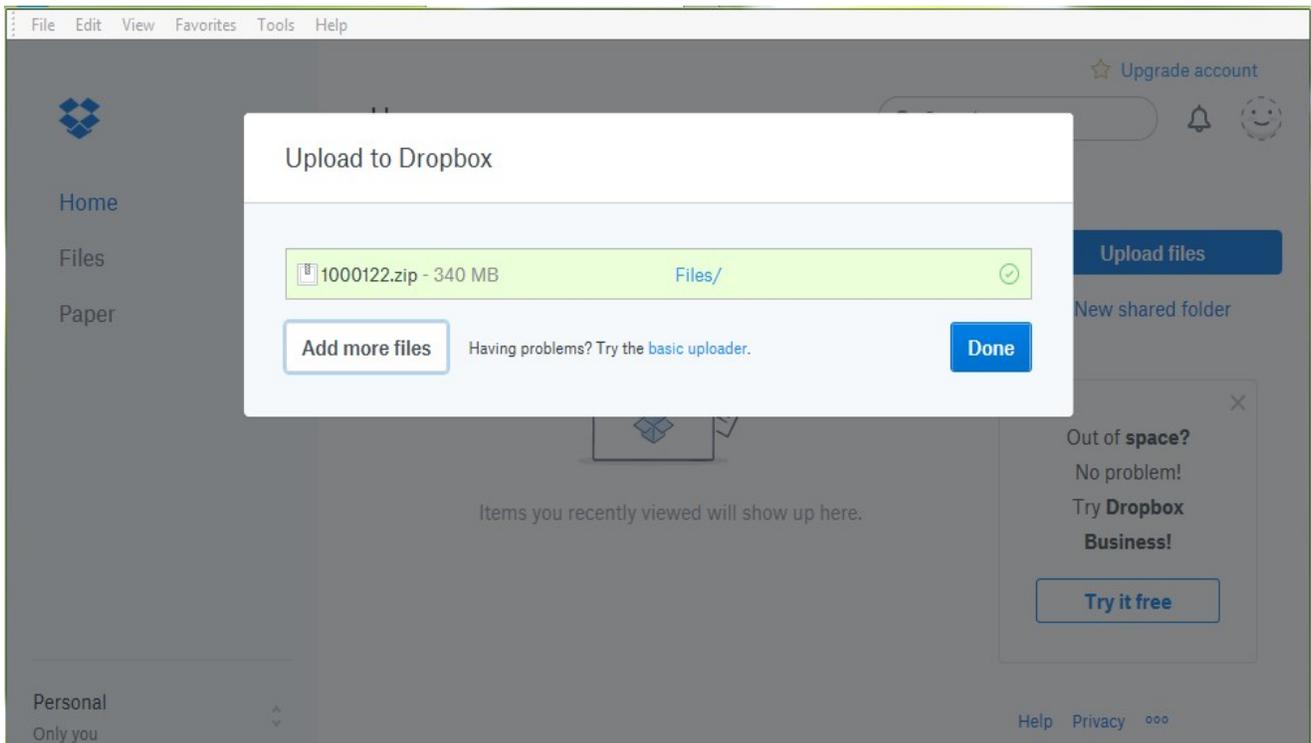


7. Your file will start uploading and a progress bar will be shown. The bar/window may look slightly different if you were able to drag and drop the file.

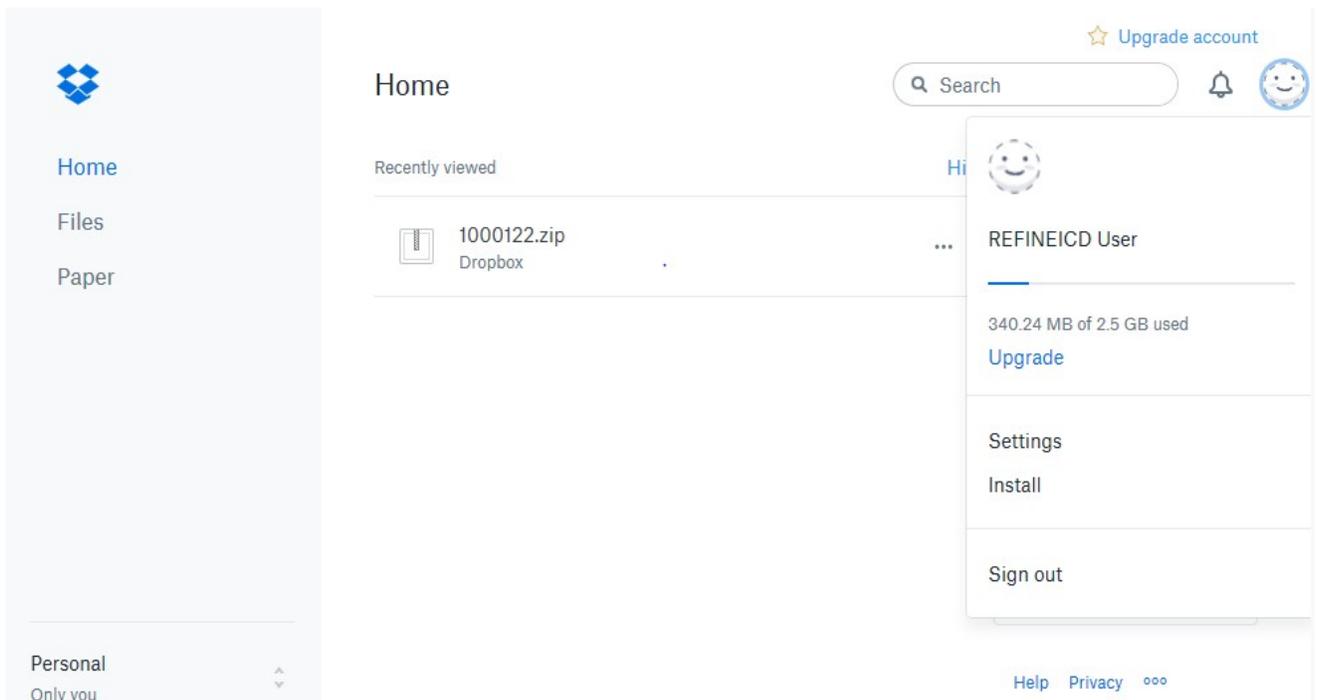
**Important:** Wait for your file to upload (time will vary depending on your internet connection). Don't close the browser while you are uploading!



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":



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".



9. Please send an email to [holter@ucalgary.ca](mailto: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.