



NCIS GUIDE

Document Upload in NCIS

1 Background

NCIS is the National Cancer Information System which allows users to search for a patient across multiple hospitals and establish the patient's longitudinal record. Relevant documents can be uploaded into NCIS.Chart.

This NCIS Quick Guide explains the step-by-step process to upload a document into an NCIS patient record. It is only possible to upload a PDF document.

2 Content

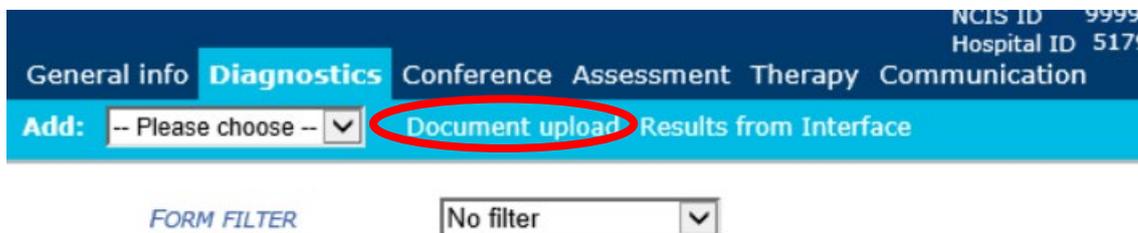
2.1 How to Upload a Document in NCIS.Chart

To upload a document into NCIS.Chart:

- 1: Open the tumour case of the patient in NCIS
- 2: Select the section tab that the document needs to be saved to

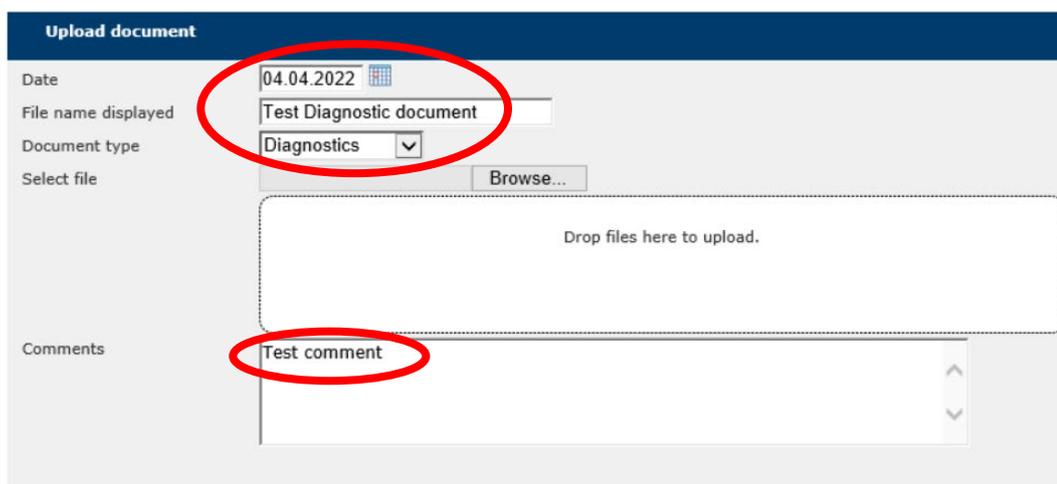


- 3: Click on the document upload button



- 4: Date will default to today's date but can be changed. There is a free text for file name and comments.

Document type shows which tab the document is saved to and this can be changed.

A screenshot of the 'Upload document' form. The form has several fields: 'Date' (04.04.2022), 'File name displayed' (Test Diagnostic document), 'Document type' (Diagnostics), 'Select file' (Browse...), and 'Comments' (Test comment). The date, file name, document type, and comments fields are circled in red. Below the 'Select file' field, there is a dashed box with the text 'Drop files here to upload.'

5: Click on Browse button to select document to upload. Refer to local policy as to which drive can be accessed by NCIS. Once selected click save button.

Upload document

Date: 04.04.2022

File name displayed: Test Diagnostic document

Document type: Diagnostics

Select file: **Browse...**

Drop files here to upload.

Comments: Test comment

6: Once saved the document will appear in the list with date, document name and comments displayed. The document can be opened by clicking the attachment link.

| Date | PDF | Name | Disease | Status | Event |
|----------|-----|---|---------------|---|---|
| 04.04.22 | | File upload - Test Diagnostic document Comments: Test comment | not specified |  in progress |  |