

Automated User Access

EXISTING USER

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Existing User Account Registration

- Access IDEA as you are accustomed to doing
 - Existing users have their screens partially populated based on the data currently in the system
 - Please review/correct existing data
 - Complete new fields
 - **EVERYONE MUST HAVE AN e-MAIL ACCOUNT**

Change Implementation

- ▶ For existing abstractors, your current privileges **will not** change until your Facility Access Administrator (FAA) updates your privileges or your account expires
- ▶ You will be able to continue abstracting for your facilities as before

http://fcds.med.miami.edu/inc/idea.shtml

File Edit View Favorites Tools Help

Convert Select

Google Search Share More Sign In

The Florida Cancer Data System

FCDS Florida Cancer Data System

A JOINT PROJECT OF THE SYLVESTER COMPREHENSIVE CANCER CENTER AND THE FLORIDA DEPARTMENT OF HEALTH

Florida's Statewide Population-Based Cancer Registry

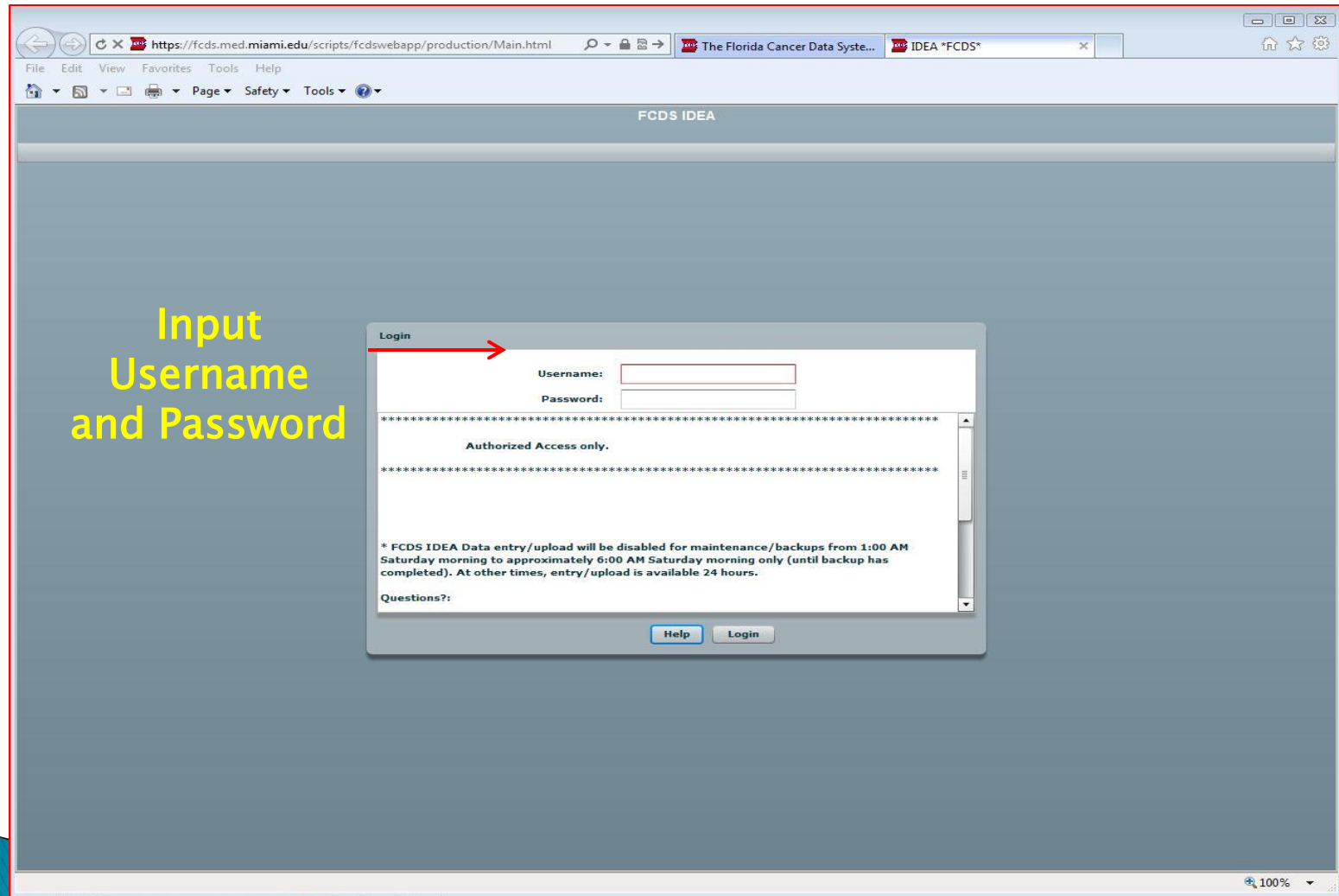
- Home
- What's New
- Jobs
- Edu & Training
- Welcome
- Statistics
- Newsletters
- Questions
- Staff
- Links
- Contact Us
- Downloads
- Law & Rules
- Data Requests
- Path Labs
- RT
- Physicians

- System maintenance for today has been completed. Thank you for your patience.
- Access the FCDS IDEA Login page for Single Entry/Uploads Hospital, Path, RT, other logins.
- FCDS IDEA requires free software you already may have on your computer from:
 - Adobe.com
 - Adobe Flash version 9 or greater
 - Get ADOBE FLASH PLAYER to view the menus.
 - Adobe Acrobat Reader 7 or greater
 - Get ADOBE READER to print PDF reports.
 - FCDS IDEA supports Internet Explorer version 6.x and greater and Firefox 3.5 and greater. Other browsers that support Adobe Flash v10 should work as well.

Contact Melissa Williams 305-243-2641 or melissa_williams@miami.edu for help with password/forms. The following forms are used to request new/updated FCDS IDEA accounts:

Access the FCDS IDEA login page

Login to your FCDS IDEA User Account



The screenshot shows a web browser window with the URL <https://fcds.med.miami.edu/scripts/fcdswebapp/production/Main.html>. The browser tabs include "The Florida Cancer Data System" and "IDEA *FCDS*". The page title is "FCDS IDEA". A login dialog box is centered on the screen. A red arrow points to the "Login" title of the dialog box. The dialog box contains fields for "Username:" and "Password:". Below these fields is a section titled "Authorized Access only." followed by a message: "* FCDS IDEA Data entry/upload will be disabled for maintenance/backups from 1:00 AM Saturday morning to approximately 6:00 AM Saturday morning only (until backup has completed). At other times, entry/upload is available 24 hours." At the bottom of the dialog box are "Help" and "Login" buttons.

Input Username and Password

Login

Username:

Password:

Authorized Access only.

* FCDS IDEA Data entry/upload will be disabled for maintenance/backups from 1:00 AM Saturday morning to approximately 6:00 AM Saturday morning only (until backup has completed). At other times, entry/upload is available 24 hours.

Questions?:

Help Login

Forget Username or Password

- ▶ Please refer to Forgot Username or Password documentation

Registering Existing User Accounts

Based on your existing login credentials, the following screens will appear the first time you log in.

The screenshot displays a web browser window with the title "FCDS IDEA". The browser's address bar shows "http://TEST2 - FCDS - FCDSTEST2". The page content is divided into two main sections: "Abstractor Details" on the left and a registration form on the right. An "Abstractor Attestation" modal is overlaid on the registration form.

Abstractor Details:

- Abstractor Code: 3F8
- CTR Certified: No
- * Indicates a required item.
- Save button

Abstractor Attestation:

I certify that all information provided is accurate, and I will not share my FCDS Abstractor code or FCDS user account with anyone. Any and all work submitted to FCDS using my Abstractor Code will be my work.

☐ I Certify

Registration Form:

- Password: b8b10559af8ac84af3b991d (8 chars min.)
- Verify Password: b8b10559af8ac84af3b991d
- Email: edith_alvin@miami.edu
- Verify Email: edith_alvin@miami.edu
- Security Question: [Dropdown]
- Answer: [Text Field]
- User Type: Abstractor
- Abstractor Code: 3F8
- First Name: EDITH
- Middle Name: [Text Field]
- Last Name: ALVIN
- Title: [Text Field]
- Mailing Address: [Text Field]
- Zip: [Text Field]
- City: [Text Field]
- State: Florida
- Phone: (305)243-3179
- Ext: [Text Field]
- Fax: [Text Field]
- Alt / Mobile Phone: [Text Field]
- Ext: [Text Field]
- * Indicates a required item.
- Submit button
- Cancel button

Abstractor Attestation

- Complete the Abstractor Attestation
 - If you currently have an abstractor code it will display
 - Select yes/no in the drop down box for **CTR**
Certified
 - *If yes, additional information will be requested*
 - *Read the Abstractor Attestation carefully before checking the I Certify box*
 - Click Save to complete attestation.
 - Close the Abstractor Attestation box and move on to the registration page.

Completing User Account Registration

Complete your IDEA profile as indicated by the red outlines and asterisk and click submit.

The screenshot shows the 'Edit your IDEA profile' form within the FCDS IDEA application. The form is titled 'ealvin' and contains several sections with red outlines and asterisks indicating required fields. The top navigation bar includes links like 'Abstract Processing', 'File Uploads/Entry', 'Follow Back', 'Reports/Inquiries', 'Physician', 'Quality Control', 'Statistics', 'Education / FCDS Tools', 'Non-Hosp Follow Back', and 'Tools'. The form fields are as follows:

- Password ***: b8b10559af8ac84af3b991d (8 chars min.)
- Verify Password ***: b8b10559af8ac84af3b991d
- Email ***: edith_alvin@miami.edu
- Verify Email ***: edith_alvin@miami.edu
- Security Question ***: (Dropdown menu)
- Answer ***: (Text field)
- User Type ***: Abstractor (Dropdown menu)
- Abstractor Code**: 3F8
- First Name ***: EDITH
- Middle Name**: (Empty field)
- Last Name ***: ALVIN
- Title**: (Empty field)
- Mailing Address ***: (Text field)
- Zip ***: (Text field)
- City ***: (Text field)
- State ***: Florida (Dropdown menu)
- Phone ***: (305)243-3179
- Ext**: (Text field)
- Fax**: (Text field)
- Alt / Mobile Phone**: (Text field)
- Ext**: (Text field)

At the bottom, there is a legend: '* Indicates a required item.' and two buttons: 'Submit' and 'Cancel'.

Both screens appear with the success notice. Your user account is now registered.

Click 'OK' and close your profile by selecting 'Close'.

The screenshot displays the 'Abstractor Details' form in the FCDS IDEA system. The form includes fields for 'Abstractor Code' (BC8), 'CTR Certified' (Yes), 'Year Certified' (1985), and 'Year you started Abstracting' (2003). A red 'Abstractor Attestation' box contains a certification statement: 'I certify that all information provided is accurate, and I will not share my FCDS Abstractor code or FCDS user account with anyone. Any and all work submitted to FCDS using my Abstractor Code will be my work.' Below this is a checkbox for 'I Certify' which is checked. The form also has 'Save' and 'Cancel' buttons. A red asterisk indicates required items. The bottom section of the form contains fields for 'First Name' (JTEST), 'Middle Name', 'Last Name' (RNAME), 'Title', 'Mailing Address' (INDEPENDENT, NUMBER STREET), 'Zip' (33136), 'City' (MIAMI), 'State', 'Phone' ((305)243-1112), 'Ext', 'Fax', and 'Alt / Mobile Phone'. A 'Success' notification box in the bottom right corner states 'Account update complete.' with a green checkmark and an 'OK' button. The background shows the FCDS IDEA interface with tabs for 'User', 'Physician', and 'Quality Control'.

Account Update Complete

Questions or Comments

Please contact

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