Introduction

The following document includes instructions for how data files can be sent to the CARES Registry. These instructions are generic and are provided to give sites a general understanding how data can be sent to CARES *but you must contact the CARES Program Coordinator* to request your agency's specific instructions and files.

Setting up the Extraction Process

In order to transfer the files to the myCares.net server(s), the file needs to be transferred via HTTPS. Agencies may or may not have experience with this process.

If you are familiar with this process, the appropriate URL and parameter information is listed below (in the form of an html form). Syntax for various languages/methods will, obviously, be different for each site but this should give you a good idea of what needs to be done.

<form action="https://beta.mycares.net/servlet/TransferImports" method="POST" enctype="multipart/form-data">
<input name="agencyid" type="hidden" value="Yhb4p1/Vuz1fIrb5lYze3j/AhsI=003109071"/>
<input name="agencypass" type="hidden" value="YyZnVH580+BGZUeGPhIHqMDAxUk="/>
<input name="fn" type="file"/>
<input type="submit"/>
</form>

Note: the values for the agencyid and agencypass parameters above are for demonstration purposes only. The actual values for these parameters for your specific agency will be provided to you (please contact the CARES Program Coordinator).

If you do not have experience with this process, I am attaching a generic utility you can use for automating the upload of your CAD files. The files are called:

GenericUpload.exe and
Upload.ini *(This file is also agency specific so please contact the CARES Program Coordinator for your files).*

Save both files to the same folder.

You can run the application either as a windows GUI-based application or in 'silent' mode via the command-line. I suggest running it as a GUI application first, just to make sure it works. All required dll's, etc should be installed with Windows, so you shouldn't need any additional files. Launch the application by running it via windows explorer or something similar and you should see the following:
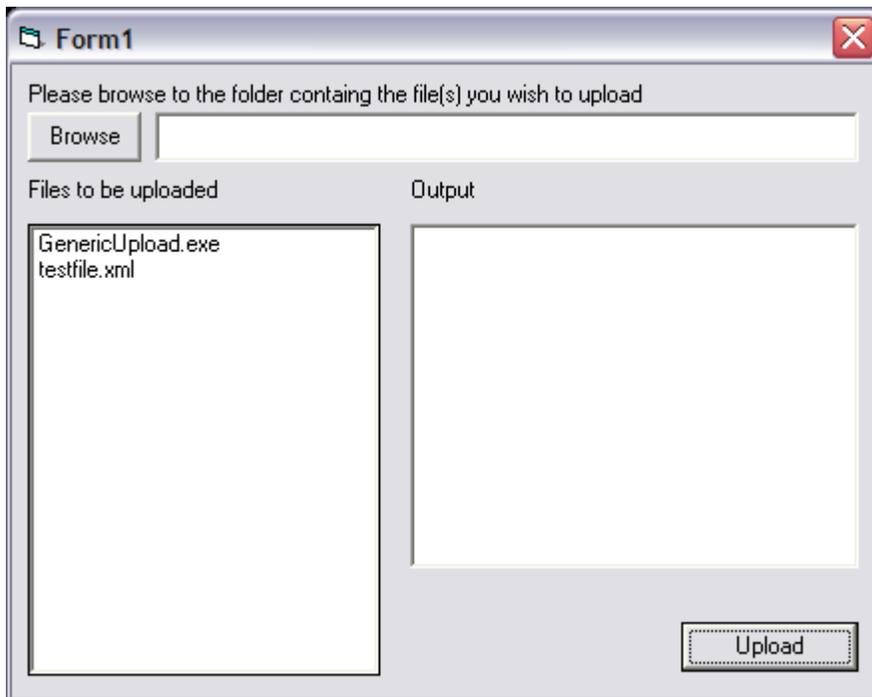
First click the 'Browse' button and choose the folder that will contain the files you would like uploaded. Once you select a folder, all files in that folder will be displayed in the list to the left. Clicking the "Upload" button will upload every file in the list to our server. Some output will be displayed in the "Output" window to indicate what the program is doing. This may be helpful for the first run in case there are problems. When a file is uploaded successfully it will be moved to a sub-folder named "success". If the upload fails, it will get moved to a sub-folder named "fail". The 'success' and 'fail' sub-folders are created automatically if they don't exist. When you close the program all settings will be updated in the configuration file (upload.ini). Once you have run it successfully in Graphical mode, you can automate it for future uploads by running it in 'silent' mode. To do this just run the following command in your scheduled script or application:

GenericUpload.exe /s

This will run the program using the settings in the upload.ini file and automatically upload all files in the specified folder.
You should periodically monitor the 'fail' sub-folder to make sure files haven't failed. You can either do this manually or build it into your scheduled process somehow.

Please let me know if you have any questions.