HDPBC Training and Education

HDPBC Removing Files from the HDPBC Desktop

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Overview

This document will demonstrate how to remove outputs from the HDPBC Desktop.

Removing Files from the HDPBC Desktop is completed using the HDPBC File In and Out tool. All requested output files are reviewed to ensure that they protect privacy and the integrity of HDPBC information.

In order to import files into the HDPBC Desktop, the user must:

1. Request an output review
2. Retrieve approved files from the HDPBC Portal

This guide will demonstrate how to complete these two steps.

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Requesting an Output Review

The first step in removing output from the HDPBC desktop is to request an output review. You will provide your requested outputs to an HDPBC reviewer who will review and approve your output files.

Step 1: Open the HDPBC File In and Out tool

1. From the HDPBC Desktop, click on the File In and Out desktop icon (**Error! Reference source not found.**).
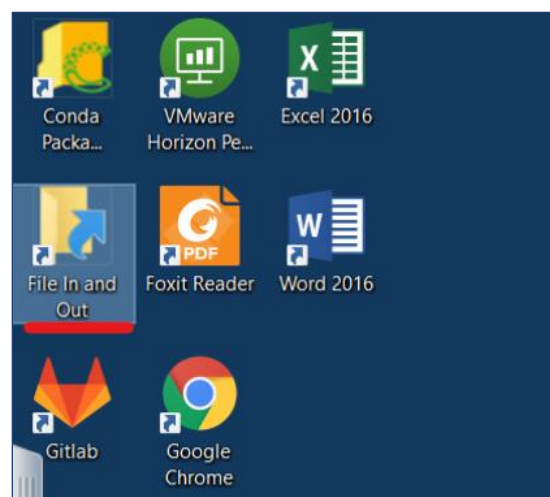2. If prompted, log in with your HDPBC access credentials.

Figure 1. The File In and Out desktop icon is highlighted.

Step 2: Begin output review request

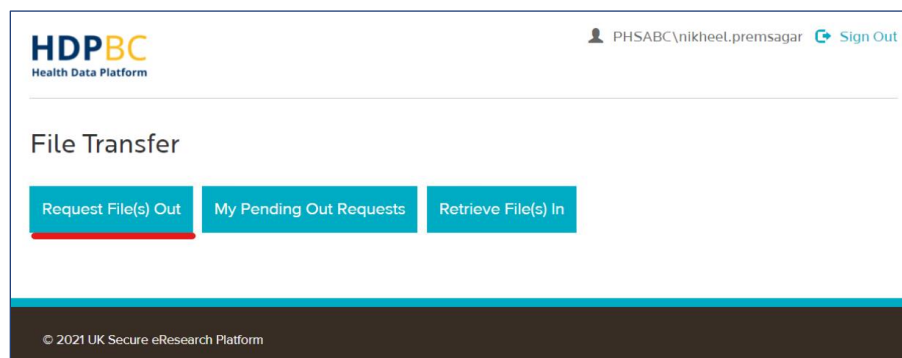1. Click **Request Files(s) Out**.

Figure 2. Click **Request Files(s) Out**.

Step 3: Upload your requested output files

1. Upload your requested files by dragging them on the upload area. Alternatively, click on the target box to browse a list of files to upload (**Error! Reference source not found.**).

2. Carefully read the accompanying text to ensure you are following the output review guidelines.

Figure 3. Request Files Out form where you upload files you would like to export.

3. Select the appropriate project from the drop-down menu (Figure 4). If you do not see the appropriate project listed, please contact MoHAnalytics@gov.bc.ca.
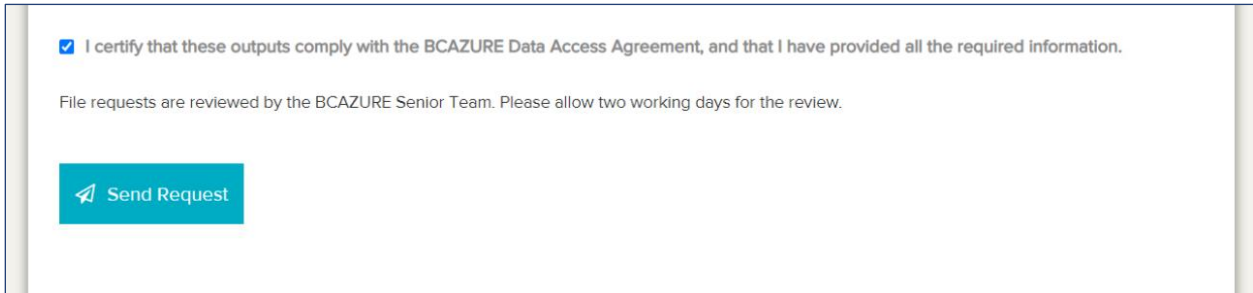
Figure 4. Select the appropriate project that the output request is for.

Step 4: Submit your output request

1. Click **Send Request** (Figure 5).
2. Your request will be submitted, and you will be returned to a blank "Request Files Out" page.

☑ I certify that these outputs comply with the BCAZURE Data Access Agreement, and that I have provided all the required information.

File requests are reviewed by the BCAZURE Senior Team. Please allow two working days for the review.

✈ Send Request

Figure 5. Press the Send Request button to submit your output review request.

Step 5: Track your output request

1. Click on the HDPBC Logo at the top of the page to return to the File In and Out tool homepage.
2. Click **My Pending Out Requests**.
3. A list of your pending output requests will be displayed.
4. Click **Cancel** to cancel your output request or **View** to look at the request details.

Step 6: Answer output reviewer questions

1. The person reviewing your requested output files may ask you questions in order to complete the output review.
2. If the output reviewer has questions for you, you will receive an email including the question(s). See example in Figure 6 below.

Figure 6. Example of an email you will receive if there are questions regarding your output request.

3. To respond to questions, view the appropriate output request and use the message functions at the bottom the page to provide your response (Figure 7).
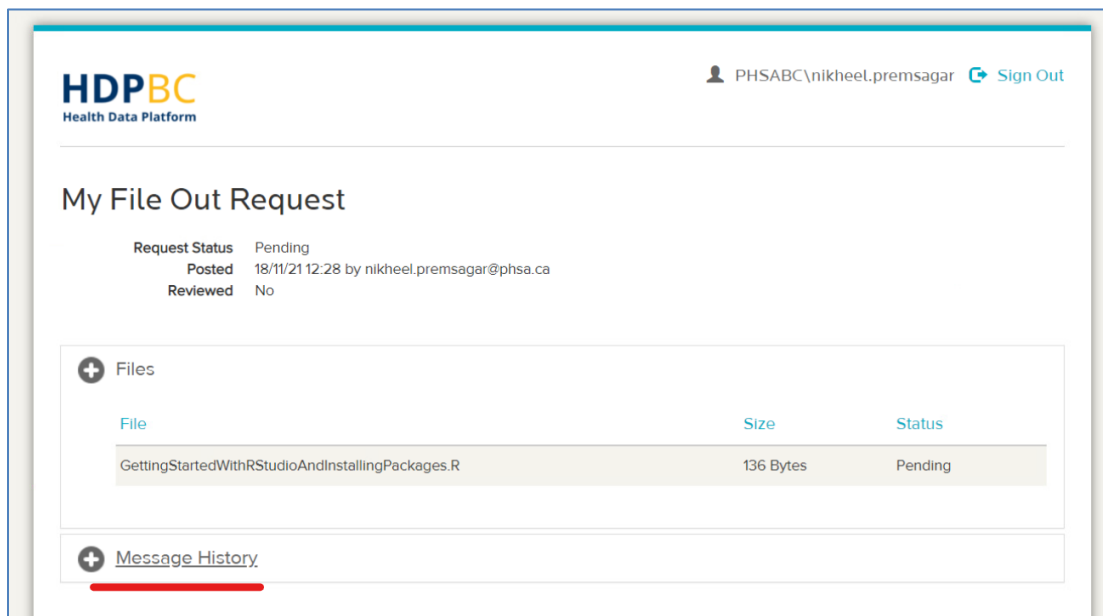

Figure 7. Use the messaging functions to reply to output review questions.

Retrieve Approved Files from the HDPBC Portal

When the output review is complete, it may be approved or denied.

If your output request is denied, your reviewer will explain the reasons for declining your request and you may try again. If your output request was approved, you can now remove your approved files from the HDPBC Desktop.

Step 1: Receive output request review decision

Once your output request review is complete, you will receive an email to indicate that the review is complete and if it was approved (Figure 8).

Figure 8. Example email of completed output review.

Step 2: Log in to the HDPBC Portal to retrieve your approved files

1. Using a browser outside the HDPBC Desktop, click on the link at the bottom of the email to access the HDPBC Portal where you can retrieve your files. Full link: https://hdp-portal.healthbc.org/Home/Index
2. Use your HDPBC access credentials to log in.
3. If you have an issue accessing the HDPBC Portal, try opening the link in a private/incognito browser.

Step 3: Retrieve approved output files

1. Select **File Out Requests** to view a list of your pending and completed output requests (Figure 9).
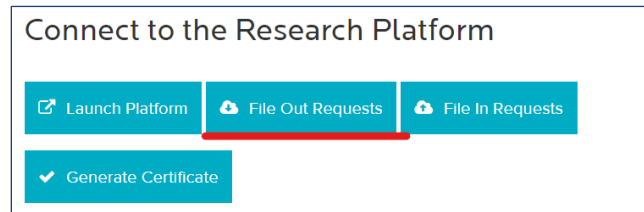

Figure 9. Select **File Out Requests** to see a list of your output requests.

2. Select the appropriate completed request and press the view button to see the request details (Figure 10).
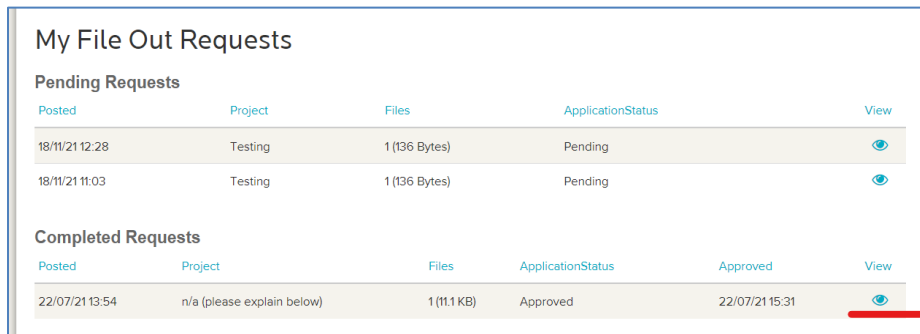

Figure 10. The eye (view) button will open a list of your pending and completed output requests.

3. Press **Download all as a ZIP file** to retrieve your approved output files (Figure 11).
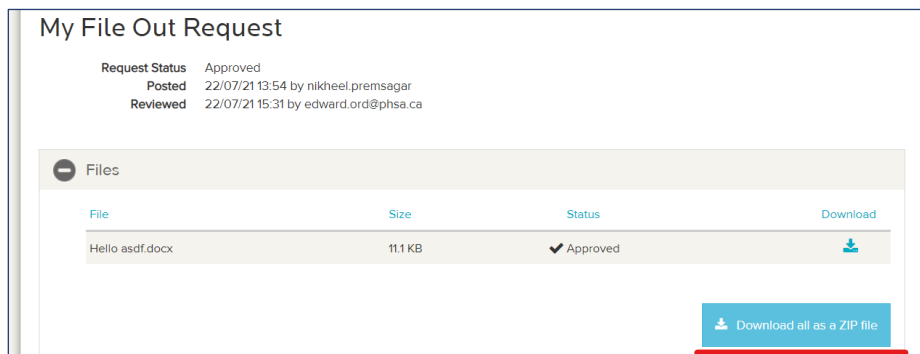

Figure 11. Select **Download all as a ZIP file** to download your approved output files.

If you have any questions or experience difficulties with this process, please contact MoHAnalytics@gov.bc.ca for support.

Document History

Version	Table Heading	Author	Changes
1.0	18-Nov-2021	HDPBC Team	Draft initial version
1.0	09-May-2022	HDPBC Team	Content edits
1.1	09-June-2022	HDPBC Team	Formatting edits