

APPENDIX D2: ADMINISTRATIVE DATA UPLOAD INSTRUCTIONS, NO ADDITIONAL FIELDS

[PII UPLOAD INSTRUCTIONS]

March 18, 2014

PII NCANDS & AFCARS upload instructions:

We use a Java applet that compresses the data files about 12:1 and uploads them over HTTPS to UNC. Here is your access info:

```
Upload site (direct your web browser here): http://piidataportal.org/  
username: ***  
password: ***
```

Your browser should be immediately redirected to our HTTPS upload site at UNC.edu. Your web browser will need to have a Java plugin installed, if it is not already installed. You can install Java (with the browser plugin) for free from <http://www.java.com/en/>.

You will be prompted for your user name and password when you first access the site. Depending on your browser, you may see a Java security warning in the upper-left corner. Please allow the Java plugin to run the applet from our site.

You will be prompted for user name and password a second time as the site loads the Java applet it uses for secure uploads. After the Java applet loads, your screen should look like the attached image (unless you're using IE6). If anything looks odd, try hitting the "Reload" button on your browser. If you do not see the PII logo in the upper left pane, you may not have Java installed in your browser, or something else may have gone wrong -- let me know.

After the page loads, either click on the "Browse" button in the upper left then choose your file or just drag and drop your file onto the PII logo. You should see the file being compressed by the applet then uploaded to our server (uncchgo.sowo.unc.edu). You can drop multiple files or whole folders onto the PII logo for upload, but I recommend doing them one at a time. When the upload completes (a few seconds to a minute), the file should appear in the "Files" pane on the right with an additional ".gz" extension (they've been gzip compressed). If anything looks odd, try hitting the "Reload" button on your browser. You can click on the file to add notes in the lower-left pane. Any notes will be stored with the compressed file on our server.

Files on the site can be deleted by you, but they cannot be read back. It is a "write-only" site. The page has been tested to work with IE, Firefox, Safari, SeaMonkey, Opera, and Chrome browsers from any operating system.

Burden Statement: Public reporting burden for this collection of information is estimated to average 18 minutes. This estimate includes the time for reviewing instructions and completing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-0408 and it expires XX/XX/XXXX.

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The screenshot displays a web interface for uploading administrative data. It is organized into three main panels:

- Upload Panel:** Located at the top left, it features a "Secured with SSL Encryption" indicator (a padlock icon) and the logo for the "PERMANENCY INNOVATIONS INITIATIVE", which is an initiative of the Children's Bureau. A prominent "Browse" button is provided for file selection.
- File Notes Panel:** Situated below the Upload panel, it contains the text "Click on a file to edit the associated notes here.", indicating a functionality for adding or editing notes to uploaded files.
- Files Panel:** Occupies the right side of the interface. It shows a message: "No files in the [redacted] / folder". At the bottom of this panel, there are three action buttons: "Rename", "Delete", and "Refresh".