

Instructions

Using the c-Stack Cache to upload HA-SAB source data form

c-Stack Cache

c-Stack Cache is a form of file transfer, much like Dropbox. You can upload and download files. You will be sent a link to a folder for your DHB to use for loading these files. Please upload data collection forms here. Only people from your DHB and the Commission will have access to your DHB folder.

Logging in

When using c-Stack Cache to transfer data, you will need to log-in. This is personal to you only.

Where is the template form?

There is a folder in this location called “Template data collection form”. Inside this folder is the Excel template form that you will use each quarter.

Download the form to a suitable place in your files and rename it for that quarter. For example, for data collected from July to September 2022, you could save the file as “HA-SAB data Q3 2022”. Then the next one would be “HA-SAB data Q4 2022”.

Please also select the corresponding reporting period **inside the Excel form**.

Complete and upload the form

We advise you to complete case details each month for 3 months (that is one quarter). Upload the file to your c-Stack Cache folder within 30 days after the end of each quarter.

Modify/delete older data

We expect that you will need to modify or delete older data. When you need to modify or delete data, you don't need to change the name of the file, just overwrite it.