## Adding G-tags to an Extract

**NOTE**: Adding G-tags to an extract will also de-identify an extract. The g-tagging process includes de-identification. **IMPORTANT**: There is a cost associated with adding G-tags to an extract and the user has to be licensed to use it. If no license is associated with the user account, the G-tag option will not be displayed.

1. Open CAT4 and select an extract that you would like to send to PAT CAT with G-tags. Please ensure that you select an Extract which does NOT h ave the text "DEIDENTIFIED\_GTAGGED" or "DEIDENTIFIED" in the extract name.

NOTE: You cannot add G-tags to an extract that has already been de-identified.

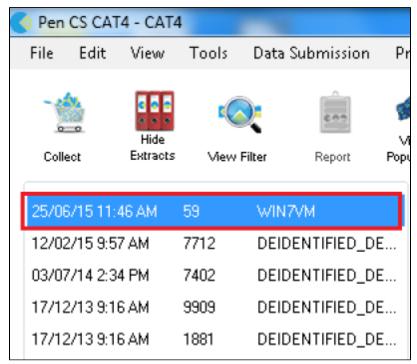


Figure 21: Select Extract for G-Tagging

1. Open the Tools menu and select Add GTAGs

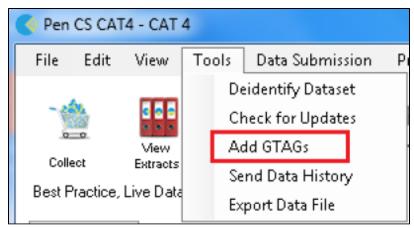


Figure 22: Select GTags from menu

1. Press the OK button to confirm you wish to de-identify the extract and add GTAG data.

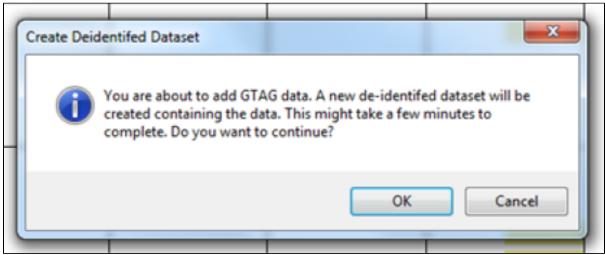


Figure 23: Confirm GTag process

1. Press the  $\mathbf{OK}$  button when the Success dialog appears

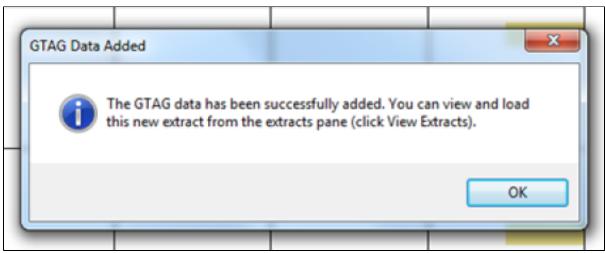


Figure 24: Confirm GTag step 2

1. Notice that in the extracts panel, a new extract is listed with the text "DEIDENTIFIED\_GTAGGED" in the name. This is the file that is to be imported into PAT CAT.

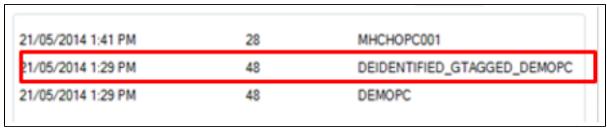


Figure 25: GTag output

More information on the De-identification and G-tagging process can be found in **Appendix A**.