

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** have 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.

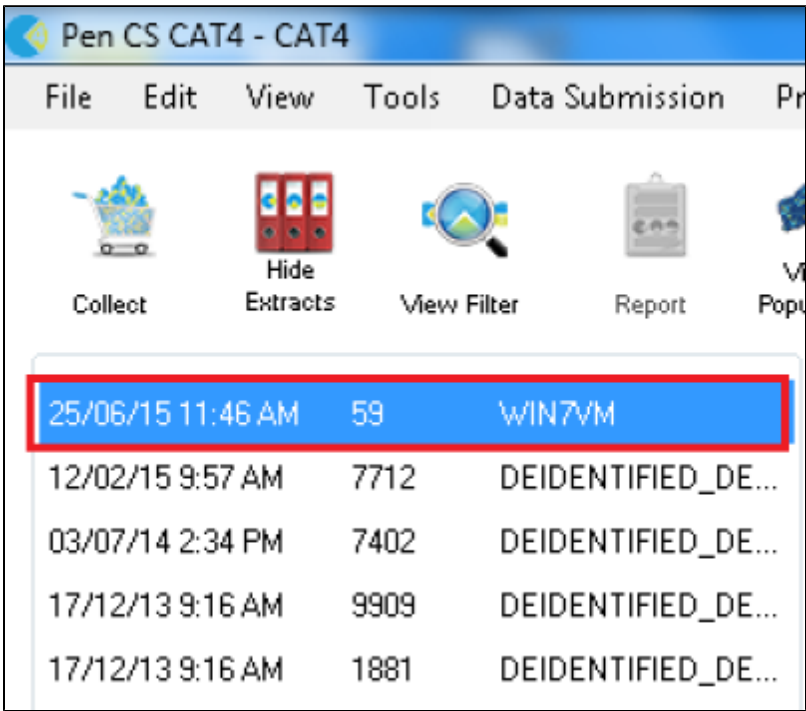


Figure 21: Select Extract for G-Tagging

- 1. Open the **Tools** menu and select **Add GTAGs**

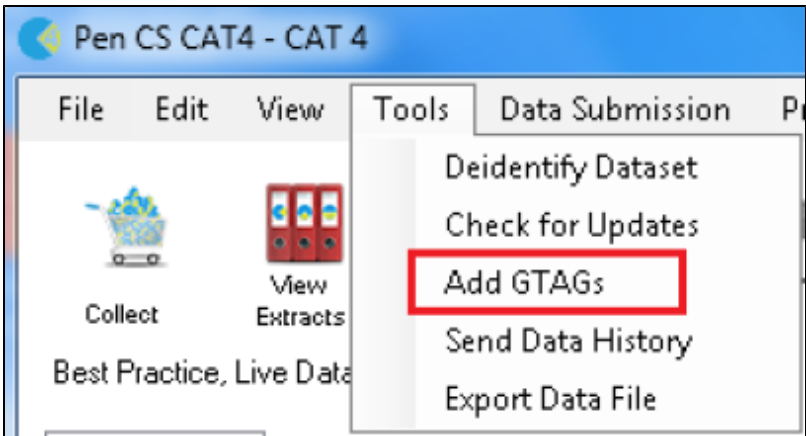


Figure 22: Select GTags from menu

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

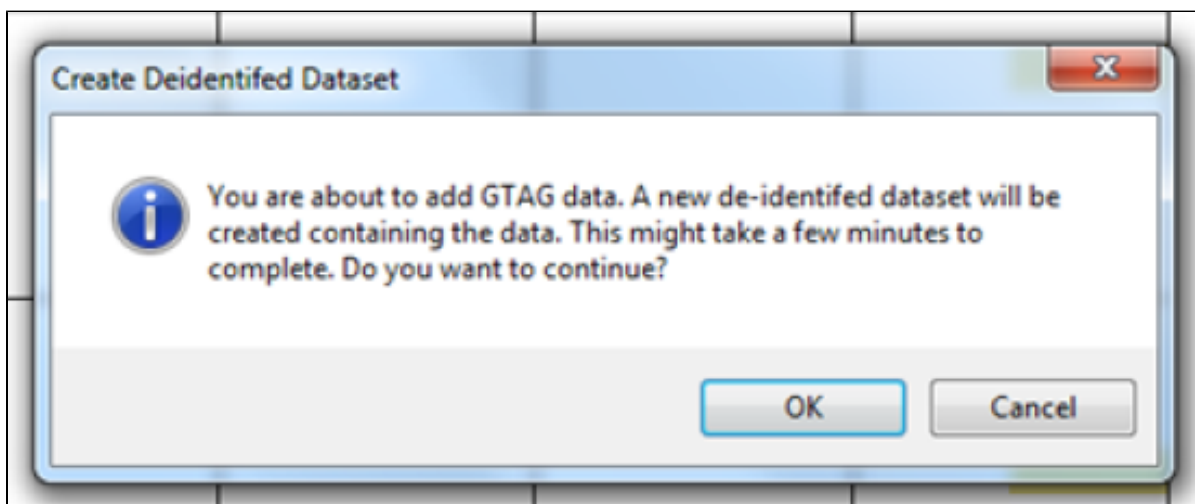


Figure 23: Confirm GTag process

1. Press the **OK** button when the Success dialog appears

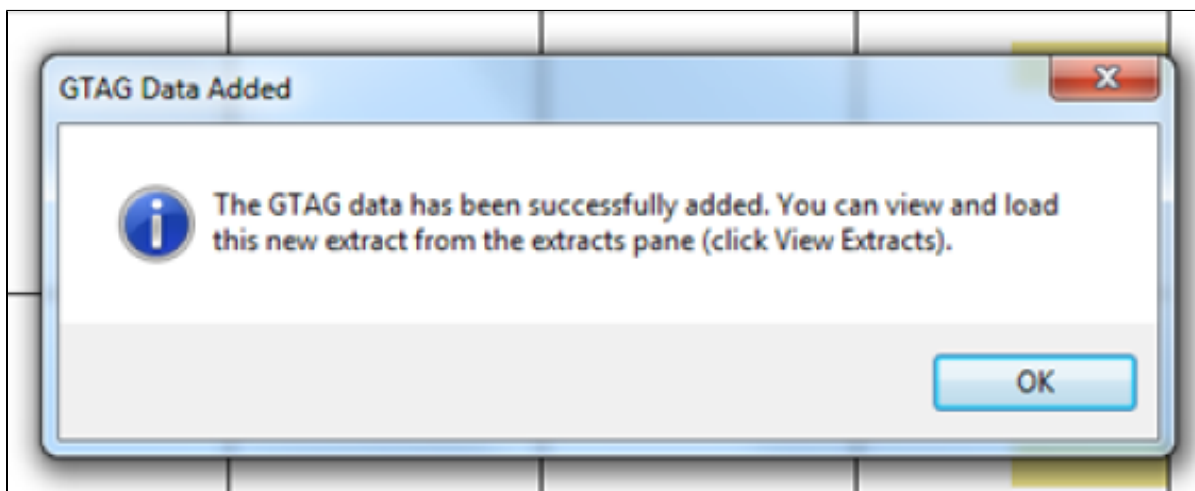


Figure 24: Confirm GTag step 2

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.

21/05/2014 1:41 PM	28	MHCHOPC001
21/05/2014 1:29 PM	48	DEIDENTIFIED_GTAGGED_DEMOPC
21/05/2014 1:29 PM	48	DEMOPC

Figure 25: GTag output

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