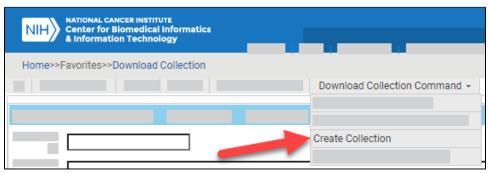
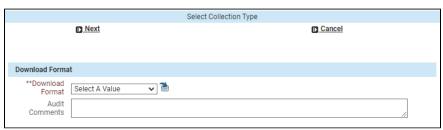
## **Creating a Download Collection**

- 1. Open a supported browser (Google Chrome) and navigate to the https://cadsr.cancer.gov portal. The home page appears.
- Select Download Collection. The Download Collection page appears. (For instructions on adding this page to your favorites, refer to Managing Your Favorites.)



3. Select Download Collection Command > Create Collection. The Select Collection Type dialog box appears.



- 4. Select a download format. Optionally, you can also enter audit comments. Click **Next**. The Create Collection dialog box appears. The fields on this dialog box vary depending on the selected download format.
- 5. In the **Download Collection** section, enter information as described in the following table. Fill in each required field, as indicated by an asterisk (\*):

Field	Instructions		
*Collec tion Name	name, as follows:		
Recipi ent Email (s)	Optionally enter one or more email addresses separated by spaces for receipt of the ALS file.		
Collecti on Descri ption	Optionally enter a description.		
Audit Comm ents	Optionally enter comments.		

6. If you see an ALS Specific section, enter information as described in the following table. Fill in each required field, as indicated by an asterisk (\*):

Field	Instructions	
-------	--------------	--

*RAVE Project Name	Specify the project name that you intend to import into RAVE. This appears in the ALS on the CRFDraft tab, in the "ProjectName" column, and also as a field that can be used as a filter in the ALS Specific child filter.
Draft Form Name if Downloading CDEs (for ALS CDE format only)	If you are downloading CDEs, optionally specify a Draft Form Name. This text appears on the Forms tab in the "DraftFormName" column and is the name of the Primary Form when loaded into RAVE.
*Select User Data String Source	Choose PV or PVM. Based on this selection, the system inserts either the CDE's PV or the PVM as the "UserDataString" on the Fields tab, regardless of what is selected on the Form for this Question.
Audit Comments	Optionally enter comments.

7. Click Create. The system creates your collection and displays a message with the Collection ID at top of the Download Collection page.



To add forms to your collection, refer to the following pages:

- Adding Items to a Collection via the Public ID
  Adding Items to a Collection via the Cart