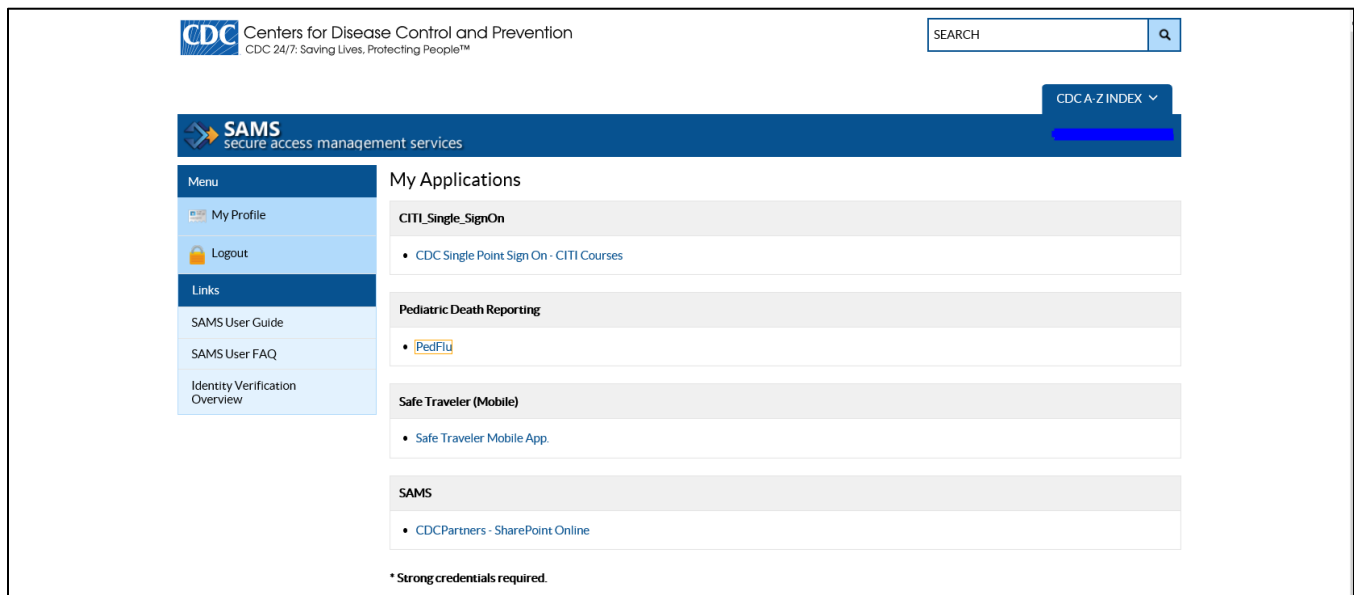
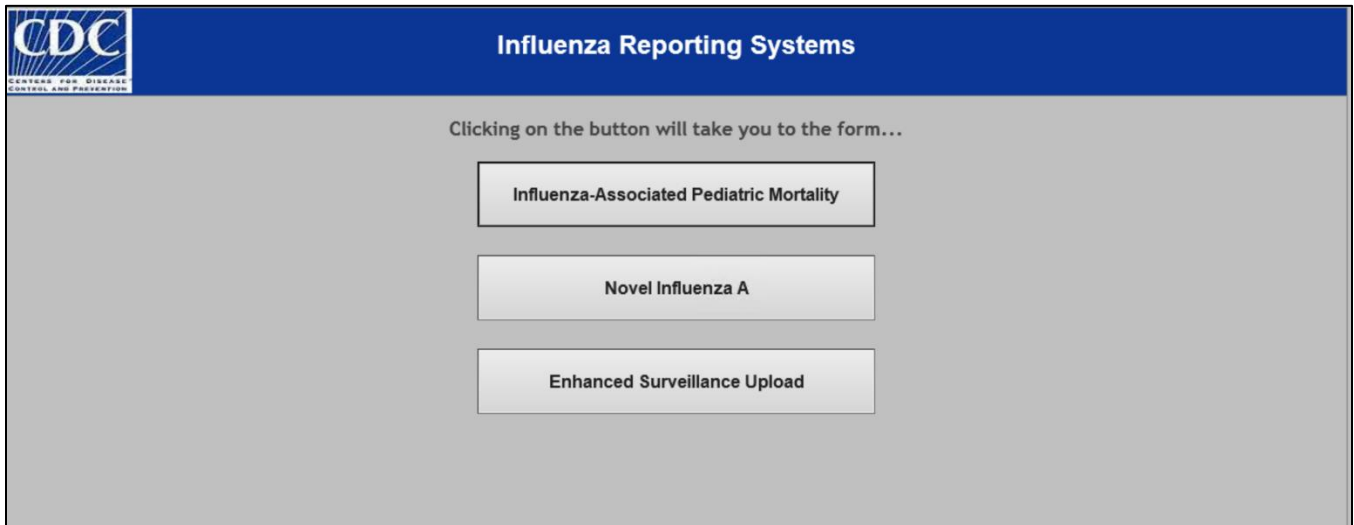


Instructions for Uploading Files via Secure Access Management Services (SAMS)

1. Navigate to the SAMS portal using the following web address:
<https://sams.cdc.gov/samsportal/default.aspx>
2. For current SAMS users, log in to SAMS per your normal process. If you are a new SAMS user, you should have received your login instructions during the registration process. If you need further assistance with logging in to SAMS, please contact the SAMS Partner Portal Help Desk at 877-681-2901 or samshelp@cdc.gov.
3. Once logged in, you will be on the home page which should look similar to the screenshot below. Under “My Applications”, scroll to the section that says “Pediatric Death Reporting” and click on the link directly underneath entitled “PedFlu”. (If you do not see the Pediatric Death Reporting section or the PedFlu link, you do not have access to this module. To request access to the PedFlu module, please contact Sankan Nyanseor <snyanseor@cdc.gov> for further assistance.)



- On the next page, click on the box entitled “Enhanced Surveillance Upload”. If you do not have access to any other modules in PedFlu such as *Pediatric Mortality* or *Novel Influenza A*, you will be taken directly to the “Enhanced Surveillance Data Upload” page in Step 5.



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Influenza Reporting Systems

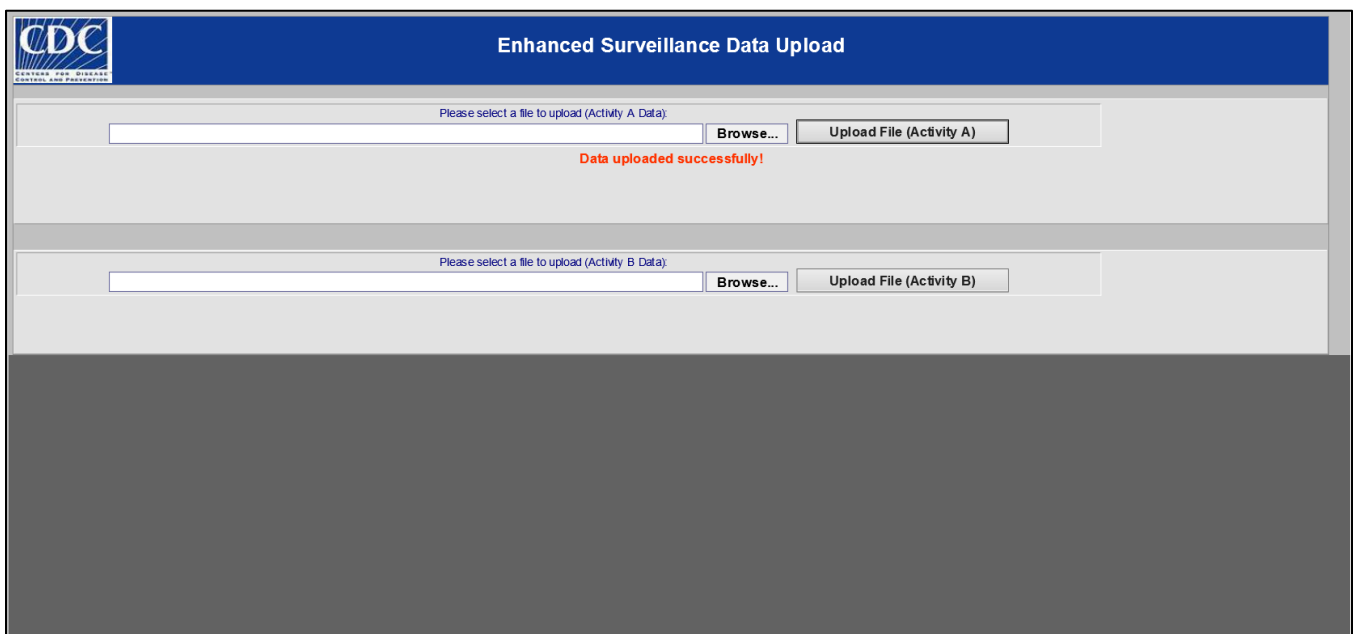
Clicking on the button will take you to the form...

Influenza-Associated Pediatric Mortality

Novel Influenza A

Enhanced Surveillance Upload

- You will be brought to the page entitled “Enhanced Surveillance Data Upload”. It is here that you will be able to upload your files for Activities A and/or B, as applicable. Only upload a file for the activity you are participating in. If you are participating in both activities, you will need to upload a separate file per activity.



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Enhanced Surveillance Data Upload

Please select a file to upload (Activity A Data):

Data uploaded successfully!

Please select a file to upload (Activity B Data):

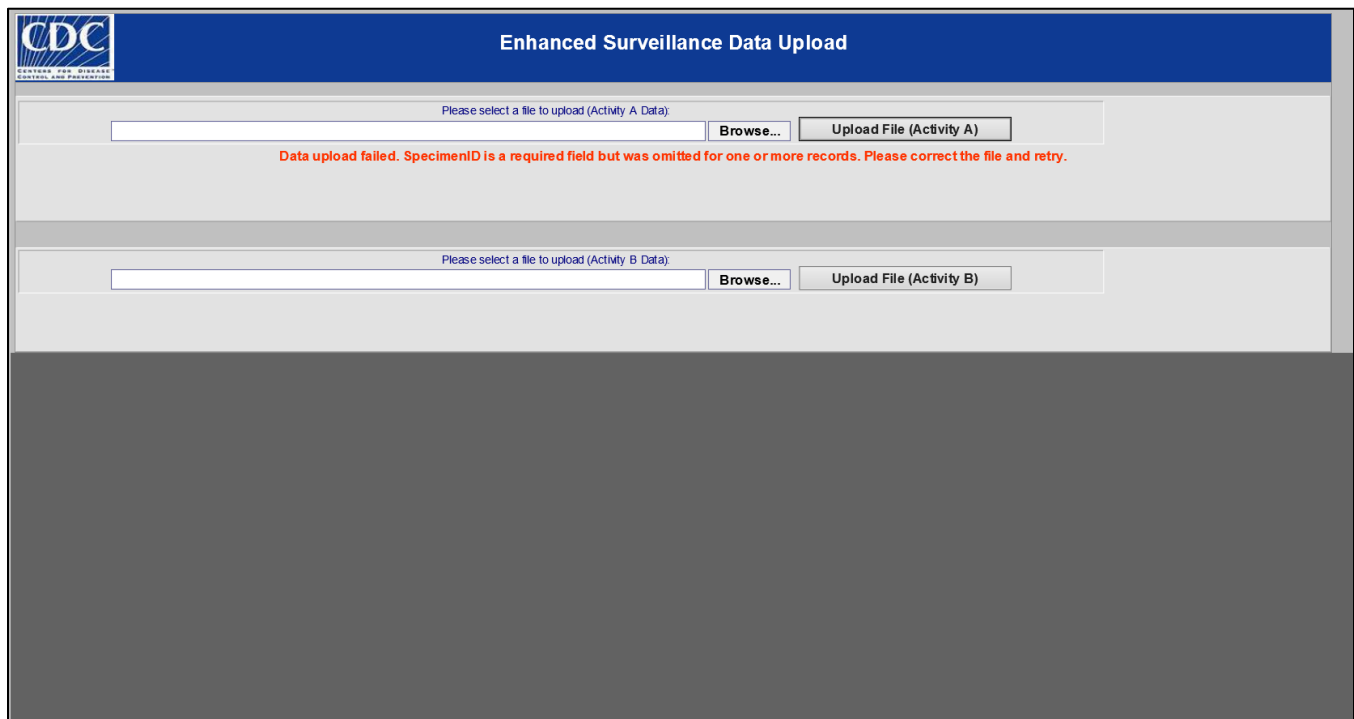
6. For each activity, click the Browse button which will open up a dialog box that says “Choose File to Upload”. Once you have located the file, select the file and click Open to close the dialog box.
7. Next, click on the button that says Upload File to upload your selected file. If the file was uploaded successfully, you will receive a message on the page that says your data has been uploaded successfully. If there is a problem with the file you attempted to upload, you will receive an error message indicating what problem was associated with the file you tried to upload. Please review the file, make the required correction(s) and upload the file again.

TROUBLESHOOTING ERRORS

The upload file templates provided to you for Activities A and B should not be altered in any way other than to input the requested data elements. Making changes to the template format may result in errors with uploading the file into the SAMS portal. Below are the most common reasons that a file upload would fail and the resulting error message that would be generated.

- **Missing specimen ID(s)** – All specimens on a file to be uploaded **must** have a specimen ID. If the specimen ID field is blank for any row containing data, the file upload will result in the following error message: **“Data upload failed. SpecimenID is a required field but was omitted for one or more records. Please correct the file and retry.”**

You will need to fill in the row(s) missing the specimen ID and try uploading the file again.



The screenshot displays the 'Enhanced Surveillance Data Upload' web interface. At the top left is the CDC logo. The main header is a blue bar with the text 'Enhanced Surveillance Data Upload'. Below this, there are two identical upload sections for 'Activity A Data' and 'Activity B Data'. Each section contains a text input field, a 'Browse...' button, and an 'Upload File (Activity A)' or 'Upload File (Activity B)' button. A red error message is displayed in the center of the page, stating: 'Data upload failed. SpecimenID is a required field but was omitted for one or more records. Please correct the file and retry.'

*****NOTE***** *If there is missing or blank data for any field other than the ‘Specimen ID’ field, the file will upload successfully. However, if the missing data is a part of the required data elements to be reported, we will follow up with you to see if that information can be provided.*

- **Incorrect Data Format** – The data provided for each variable must reflect the correct format (a.k.a. data type) as outlined in the data dictionary. If the format is incorrect for any of the data listed on a file, the file upload will result in the following error: **“Data upload failed. One (or more) column’s fields have an incorrect data type. Please correct the file and retry.”**

You will need to correct the data format and try uploading the file again.

The screenshot displays the 'Enhanced Surveillance Data Upload' web interface. At the top left is the CDC logo. The title 'Enhanced Surveillance Data Upload' is centered in a blue header. Below the header, there are two upload sections. The first section, for 'Activity A Data', includes a text input field, a 'Browse...' button, and an 'Upload File (Activity A)' button. A red error message is displayed below this section: 'Data upload failed. One (or more) column's fields have an incorrect data type. Please correct the file and retry.' The second section, for 'Activity B Data', also includes a text input field, a 'Browse...' button, and an 'Upload File (Activity B)' button. The bottom half of the page is a large, solid gray area.

- **Addition/deletion of columns, changing of column order or column names** – If any changes are made to the file templates provided to you for uploading such as the addition/deletion of columns or the changing of column order or column name, the file upload will result in the following error: **“Data upload failed. Please check the file and correct the columns names/sequence and retry.”**

You will need to obtain an unaltered copy of the file template, add the required data and try uploading the file again.

The screenshot displays the CDC Enhanced Surveillance Data Upload web interface. At the top left is the CDC logo. The header is a blue bar with the text "Enhanced Surveillance Data Upload". Below the header, there are two upload sections. The first section, labeled "Please select a file to upload (Activity A Data):", contains a text input field, a "Browse..." button, and an "Upload File (Activity A)" button. Below this section, a red error message is displayed: "Data upload failed. Please check the file and correct the columns names/sequence and retry." The second section, labeled "Please select a file to upload (Activity B Data):", also contains a text input field, a "Browse..." button, and an "Upload File (Activity B)" button. The bottom half of the page is a large, solid gray area.