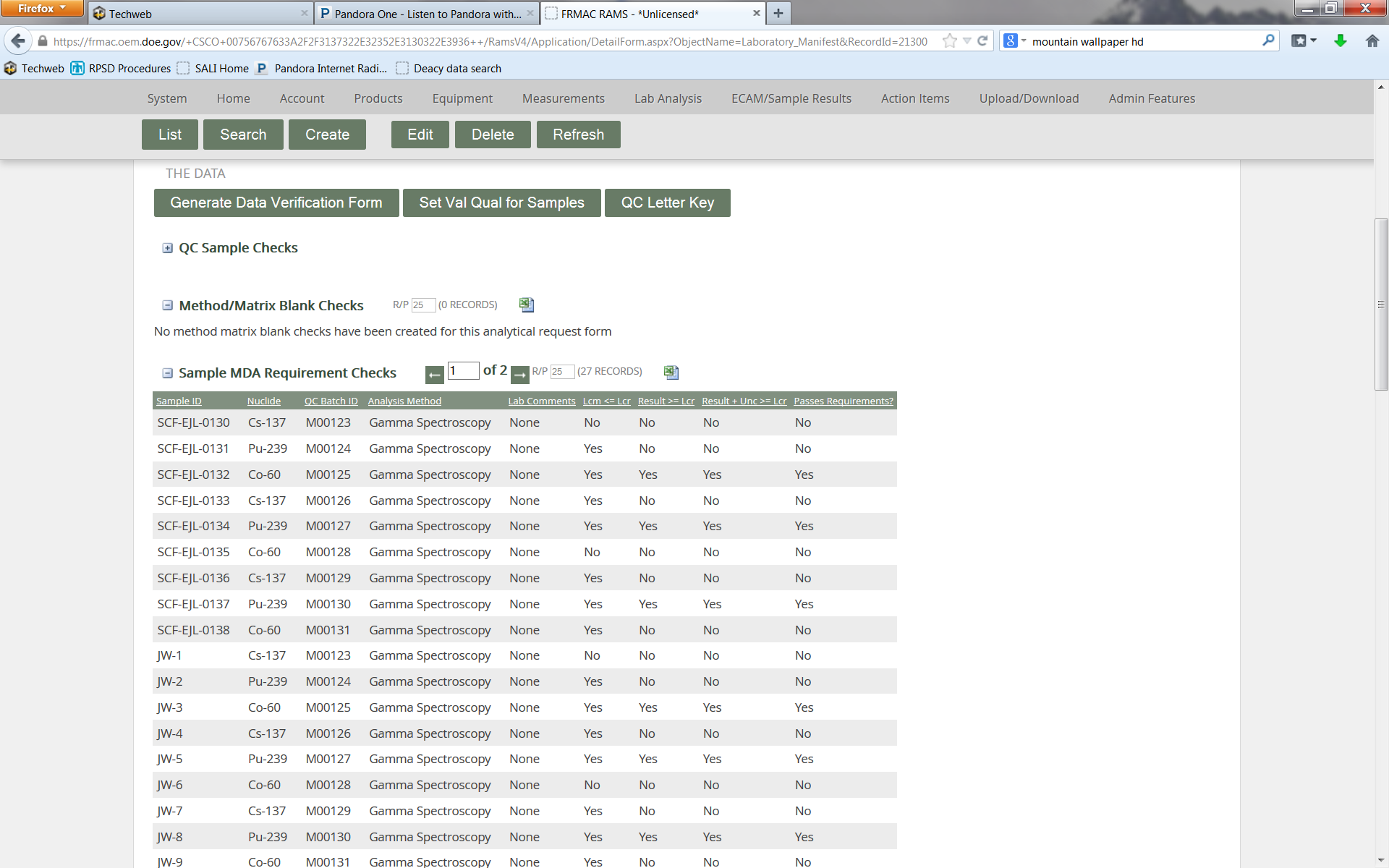
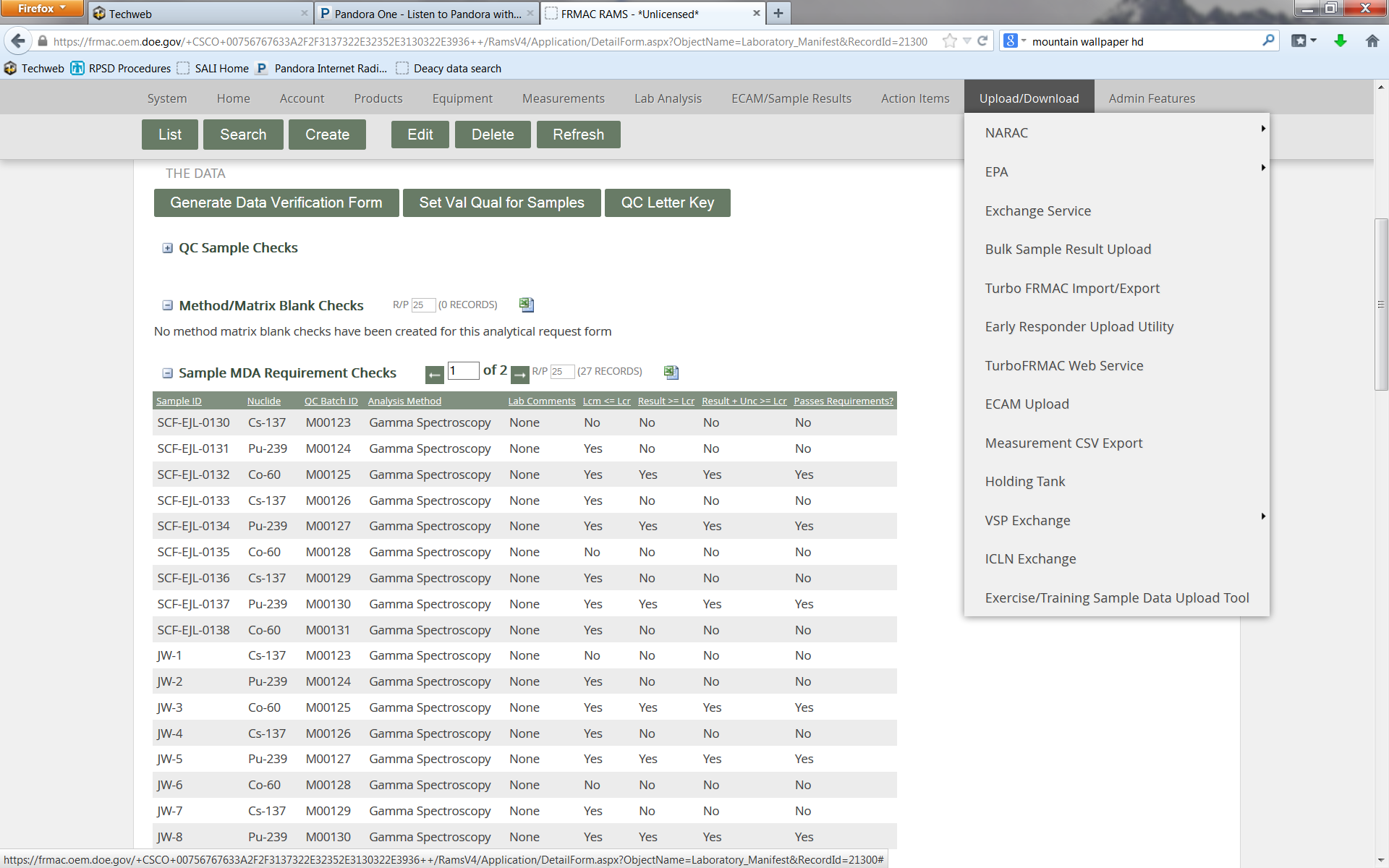
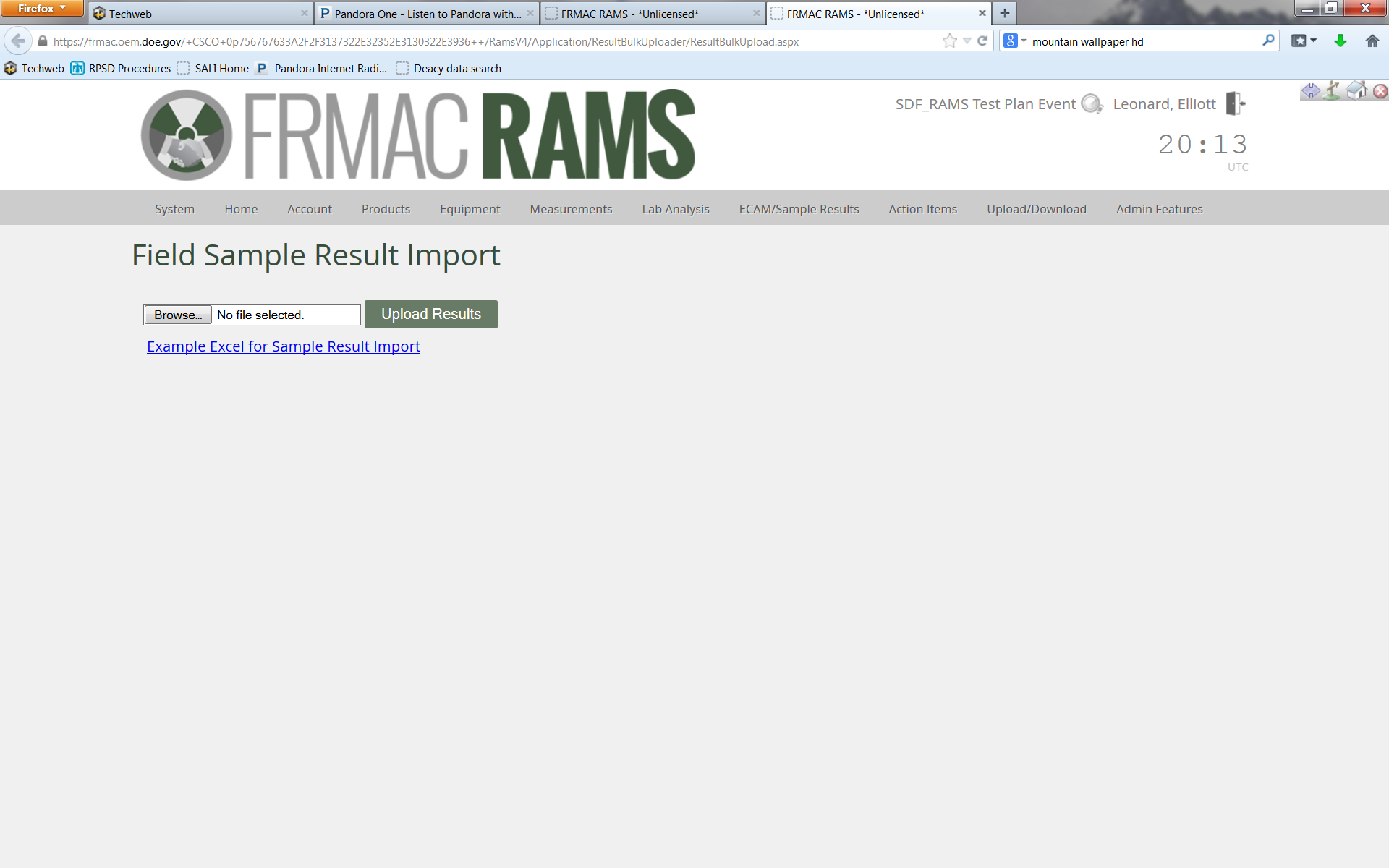
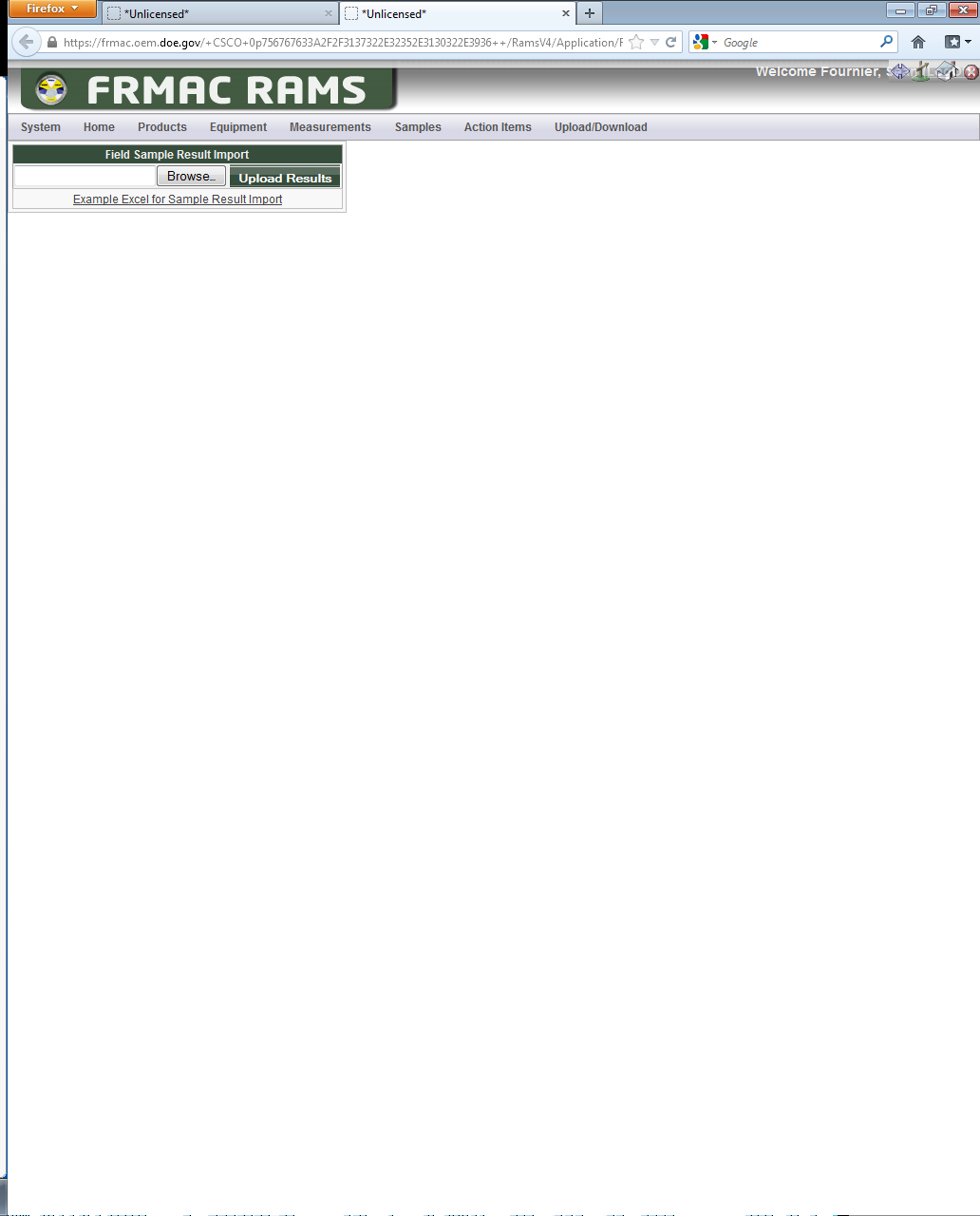
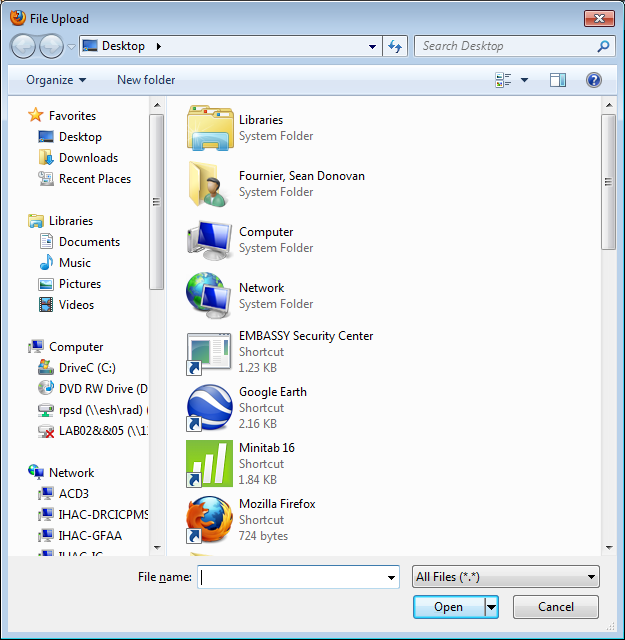
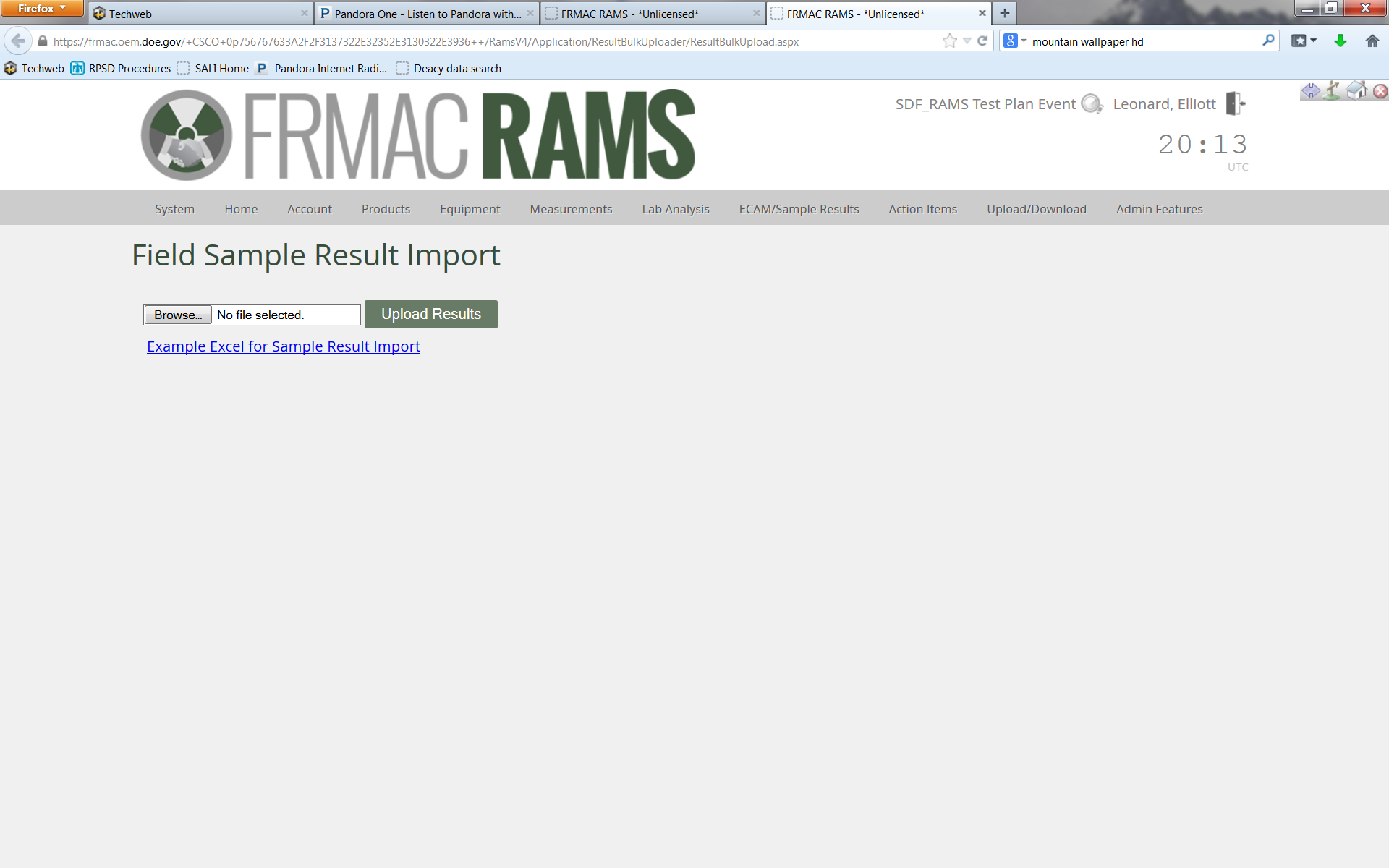
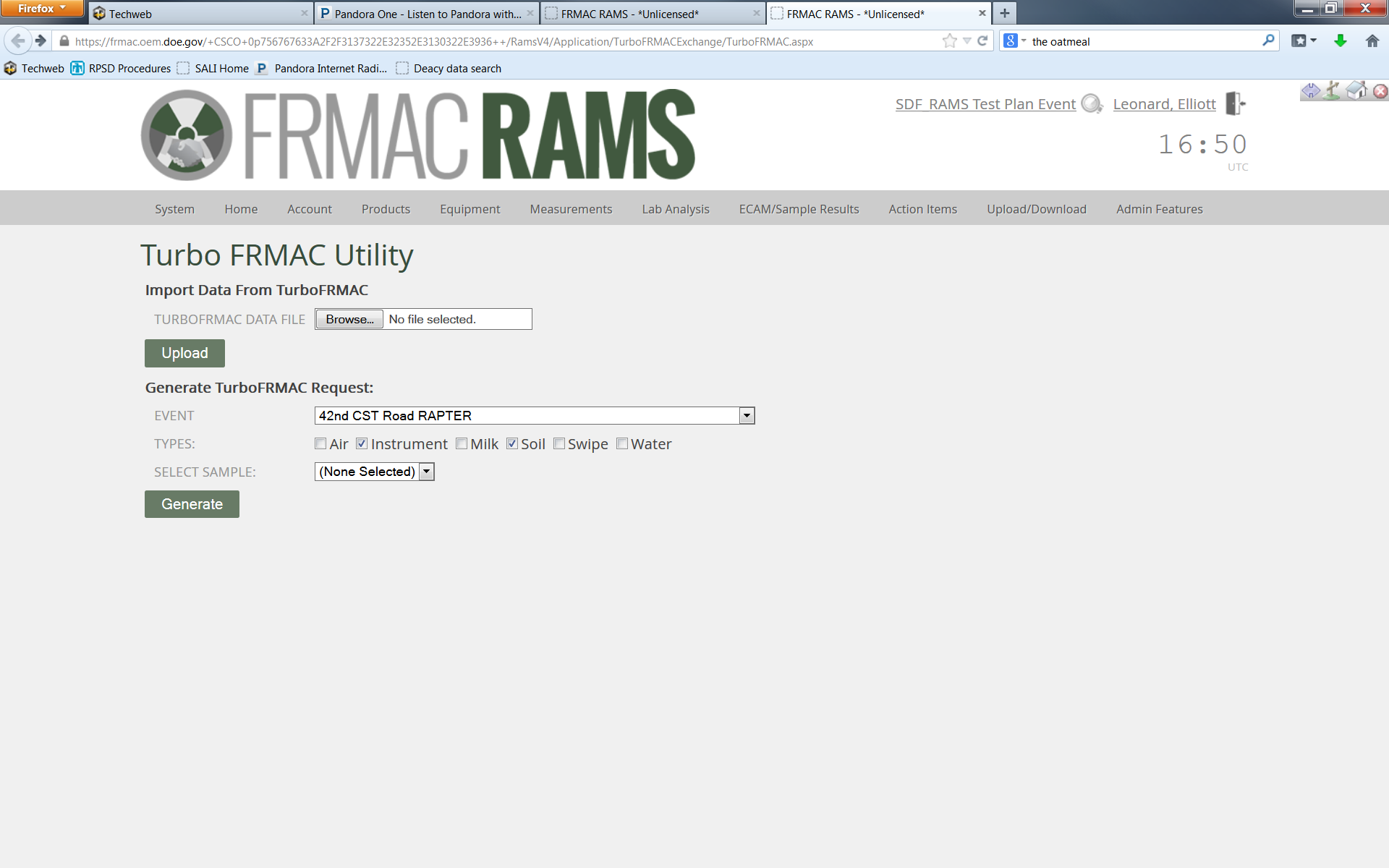
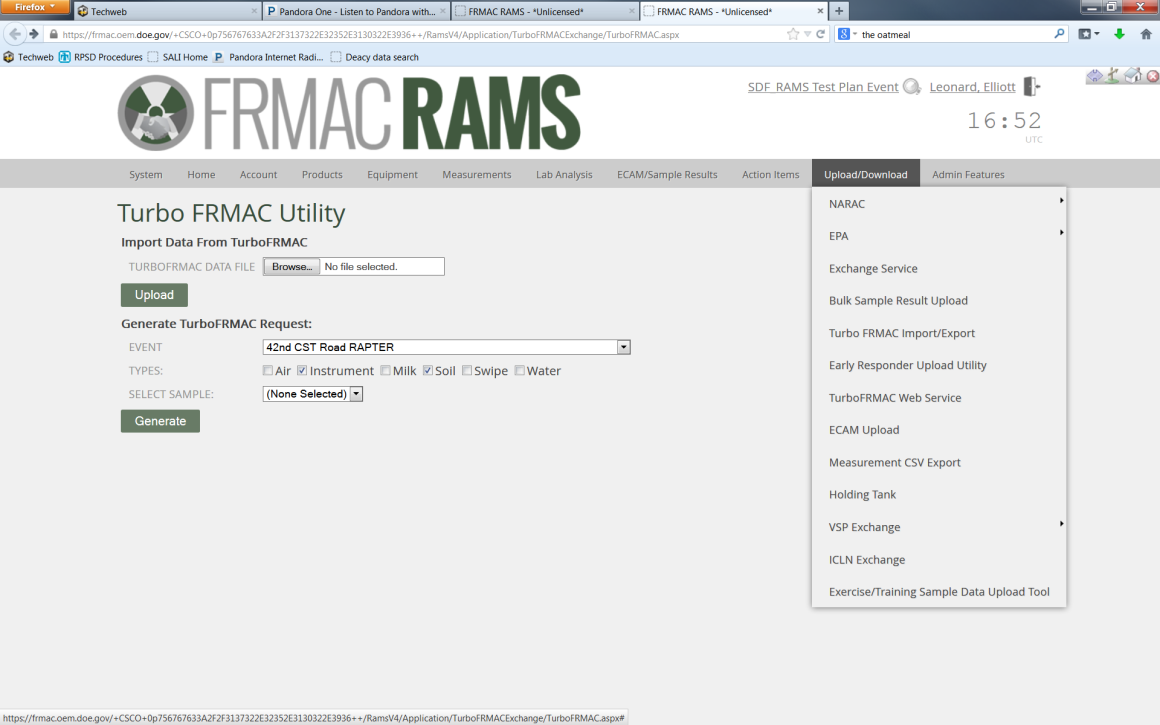
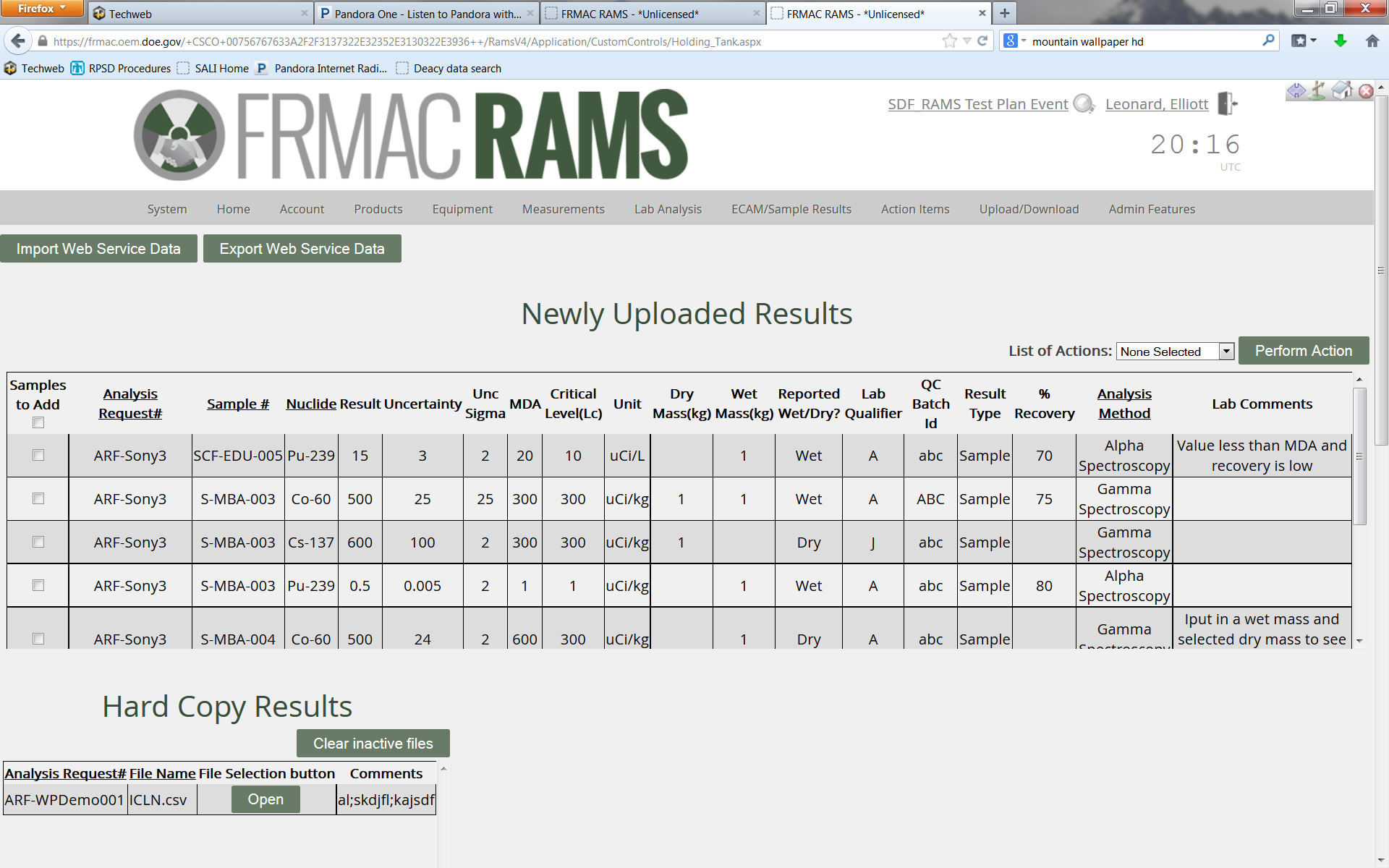
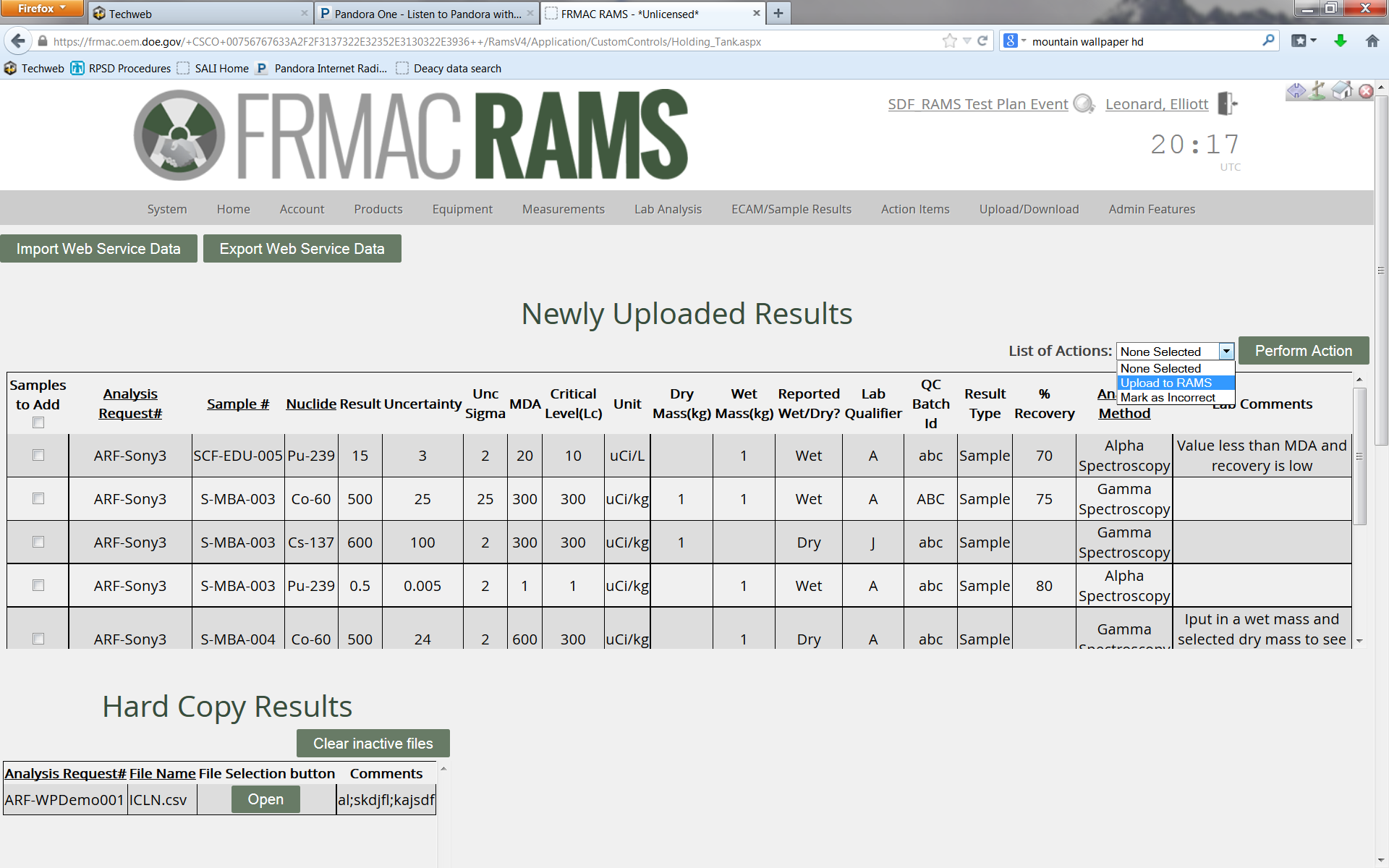
**Job Aid – RAMSV4.1 Sample Result Uploading**

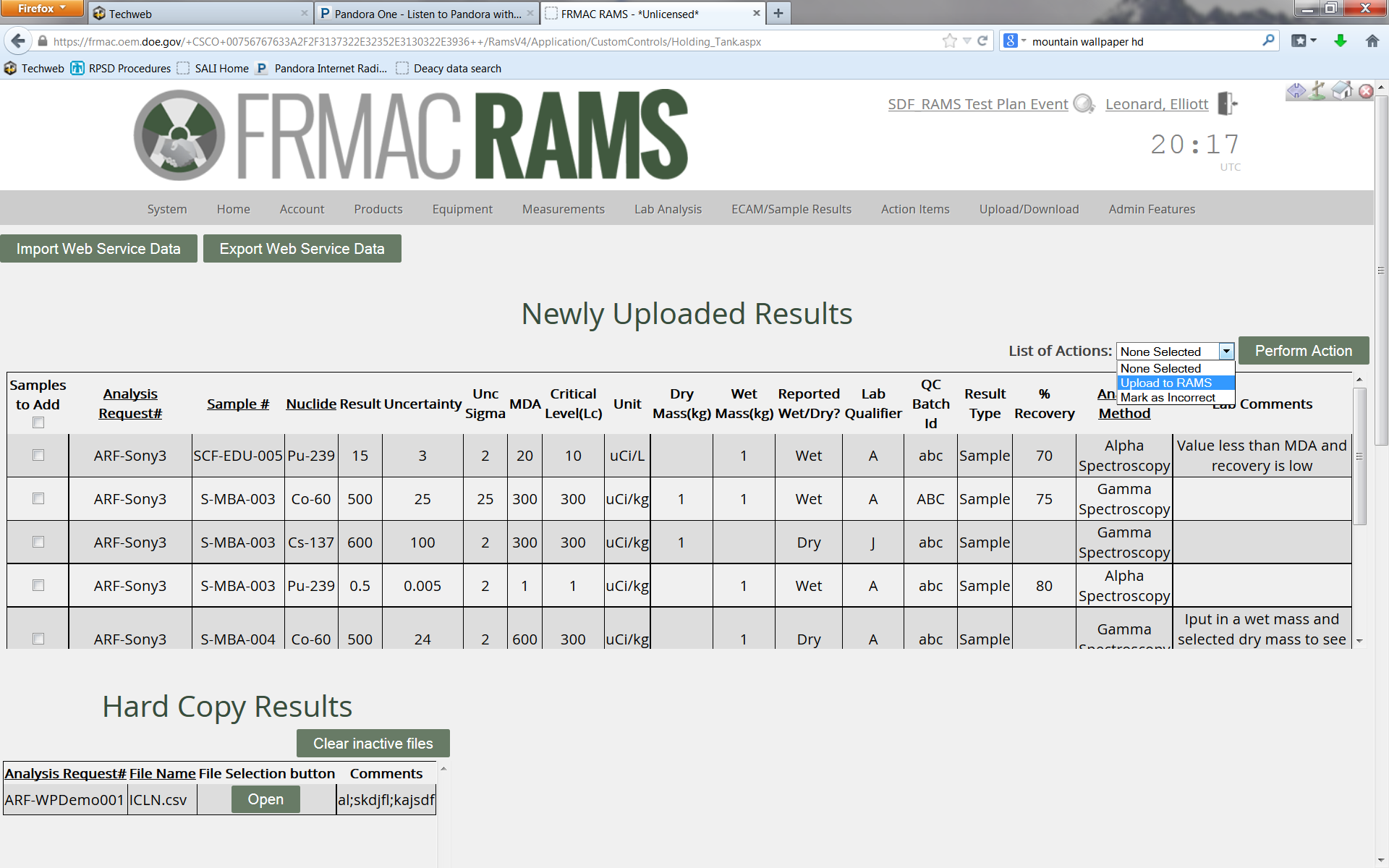
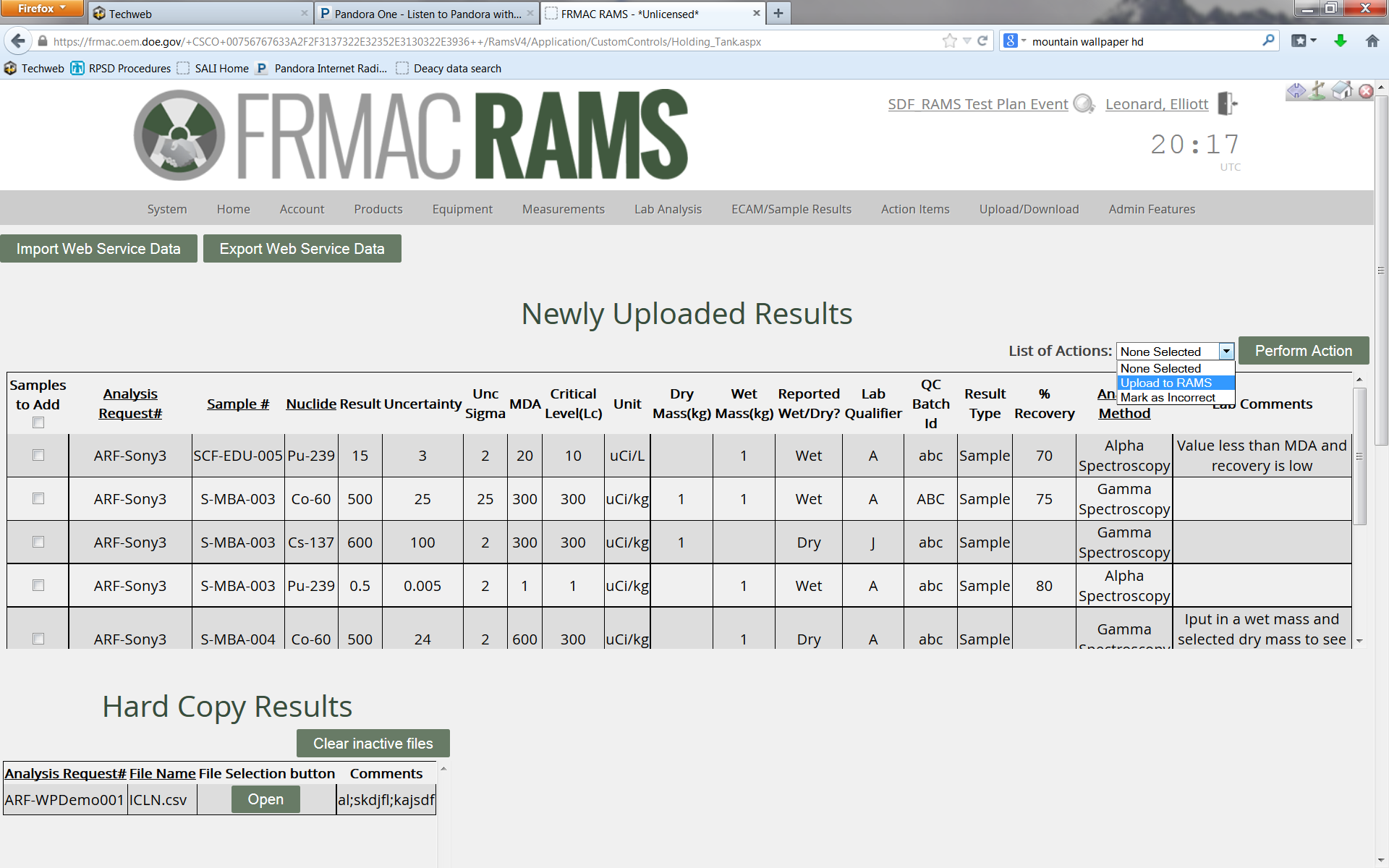
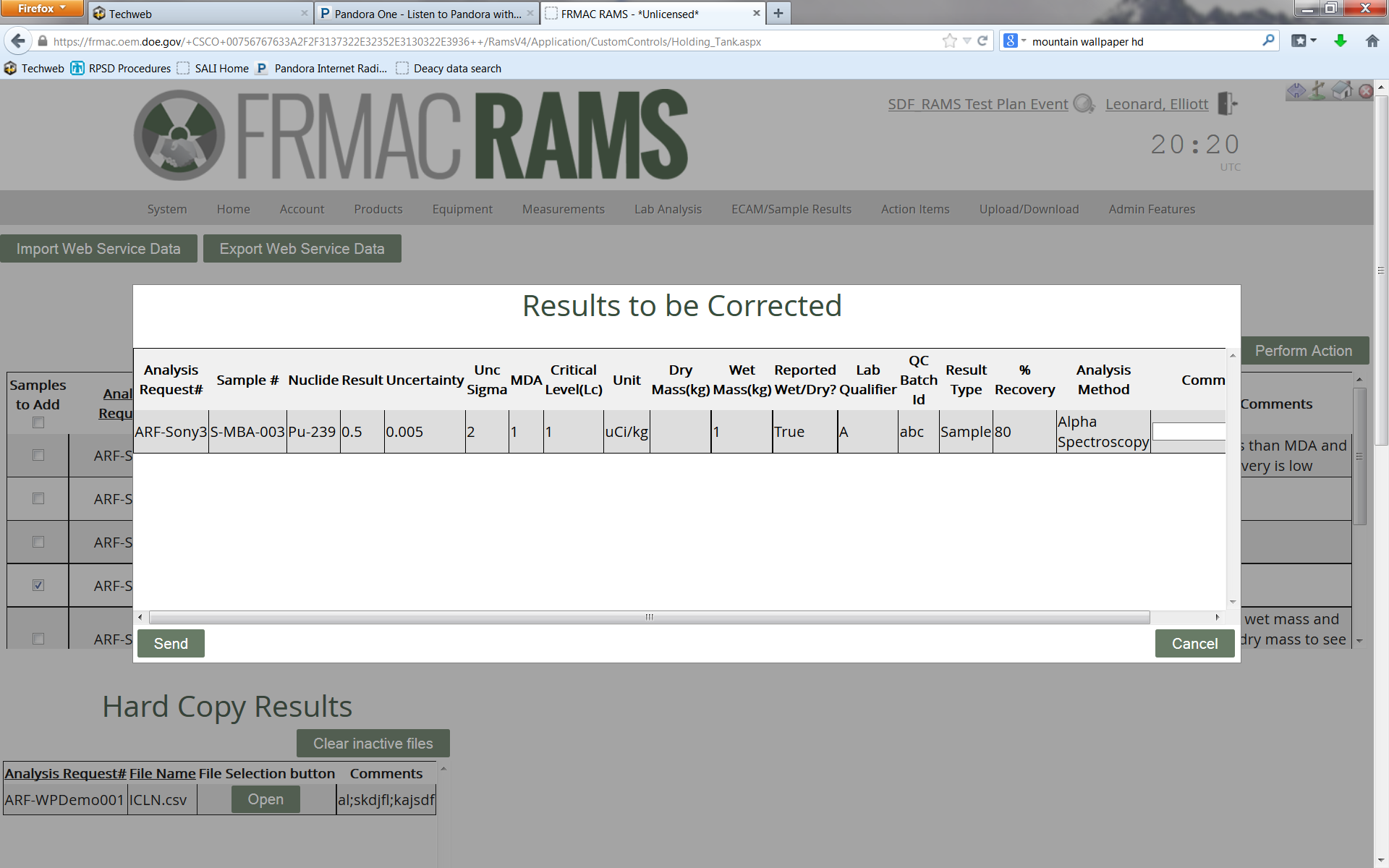
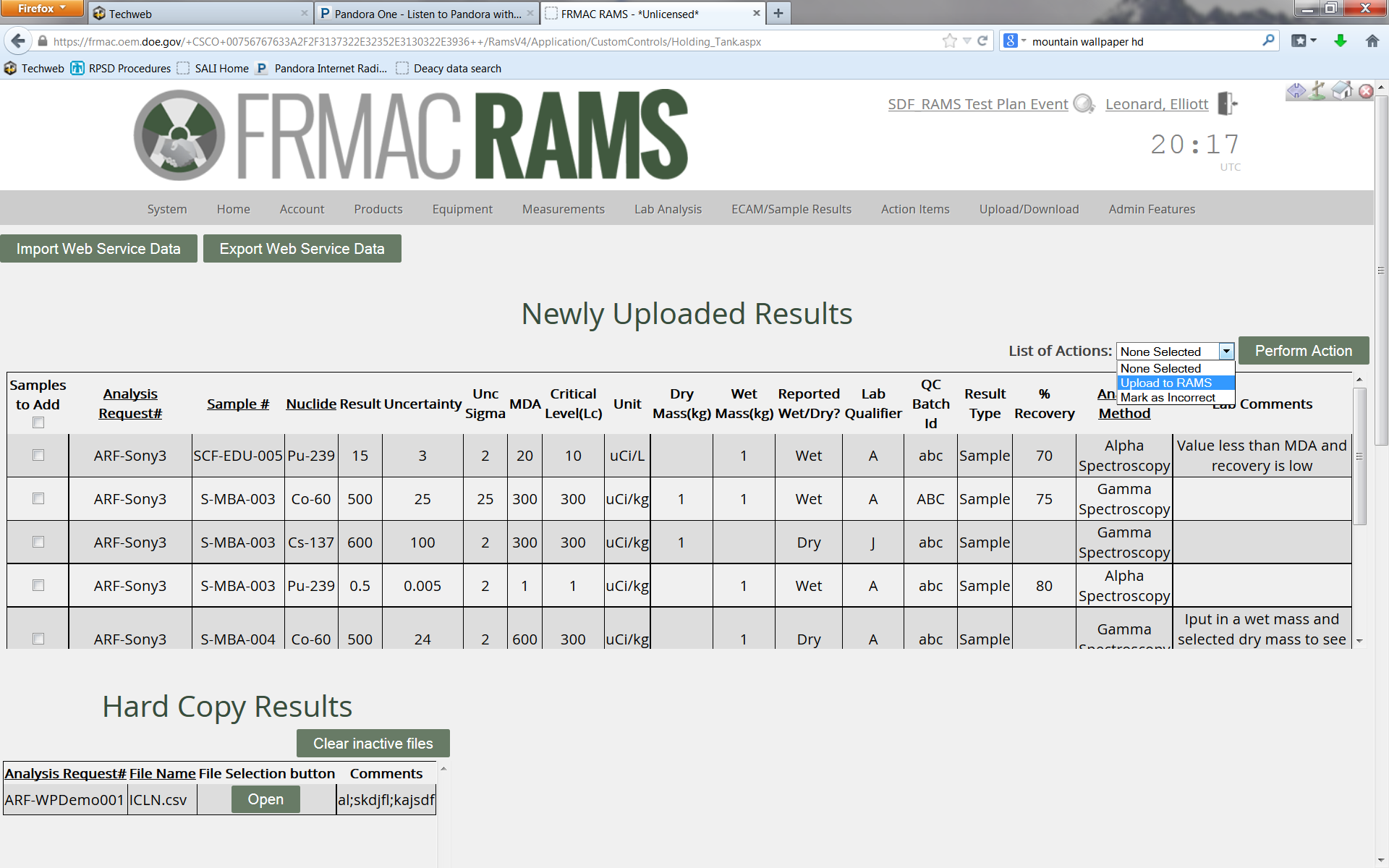
**Uploading a RAMS EDD**

1. Hover over  and click on 
2. If the EDD is to be created, download the template by clicking on 
3. Once the data is entered or if the laboratory has provided the EDD, press 
4. Navigate the directories to find the EDD file you wish to upload, select the file and press 
5. Press 
6. The system will tell you if the upload was successful or if errors were found. A description of each error found will be given so that you can fix the EDD and re-upload. If **any** errors are found, **none** of the EDD data will upload to the system.

**Uploading via the Holding tank**

1. Hover over  and click on 
2. To retrieve the most current data from the WebPortal, press 
3. All results that have been submitted to the WebPortal by all of the laboratories will be obtained and placed in the {Newly Uploaded Results} table. Any hardcopy reports or EDDs will be in the {Hard Copy Results} table
4. Review the data against the associated hardcopy results file. If the electronic data matches the hardcopy data, place a checkmark in the {samples to Add} field.
5. When all results have been reviewed, select “Upload to RAMS” from the drop down



1. Press  to upload results.
2. If there is something wrong with the results, mark the checkbox for the result(s), choose “Mark as Incorrect” from the drop down and press . A new window will appear where you must enter a comment explaining what is wrong with the result(s). When all comments are entered, press 
3. When the lab corrects this problem and resubmits the results it will appear in the {Amended Uploaded Results} table where it can be reviewed again.
4. When all of an ARFs results have been uploaded to RAMS, Press to clear out the hardcopy result files from the table.
5. Repeat this process routinely so that new results get uploaded to RAMS quickly

**Uploading an EDD submitted to the WebPortal**

1. Laboratories can submit an EDD via the WebPortal using a dummy-nuclide called \_EDD-Upload.
2. If this nuclide is observed in the holding tank, look for the EDD in the {Hard Copy Results} table. Open the file and review it for correctness, make sure that the EDD contains all of the requested results for the ARF at a minimum. If not, mark the \_EDD-Upload result as incorrect and indicate that the EDD is incomplete.
3. Upload the file according to “**Upload a RAMS EDD”** section of this job aide.
4. If the data is successfully uploaded via the EDD, mark the \_EDD-upload nuclide result as incorrect and enter “Successful EDD upload” as the comment so that the laboratory knows the data has been submitted.