New Process for Delivering NETSS Files via SAMS

Purpose

For jurisdiction users who deliver NETSS files via SAMS, the upload process will change starting **March 26, 2020.** The SAMS NETSS Secure File Transfer Tool is being replaced by SAMS Secure Data eXchange (SAMS SDX), and this will require users to upload NETSS files through a different interface. This document provides instructions on how to use the new SAMS interface to deliver NETSS Weekly and YTD files. Please contact the CDC Electronic Data Exchange mailbox at edx@cdc.gov if you have any questions.

How to Deliver NETSS Files via SAMS SDX

Before Beginning, You Will Need

- SAMS account with access to a NETSS activity

- NETSS file for upload

   Please Note: The new SAMS interface does not change your process for creating and/or saving NETSS files. You should continue to follow your current procedures (including your file naming conventions).

Steps

1. Go to https://sams.cdc.gov, and sign into your SAMS account.

   Please Note: If you have SAMS-specific questions/issues, consult the SAMS user guide.

2. On the SAMS landing page, select your NETSS upload activity. NETSS activities are listed in the "National Electronic Transmission Surveillance System" section.

   The screenshot below shows a user that is set up to access NETSS Upload (using Hawaii EPI and STD files in the example). You will continue to have access to the same NETSS activities you currently have.

3. From the SAMS Secure Data eXchange page, select the correct NETSS Upload folder. The below screen capture shows the NETSS Upload folders (again using Hawaii in the example.)
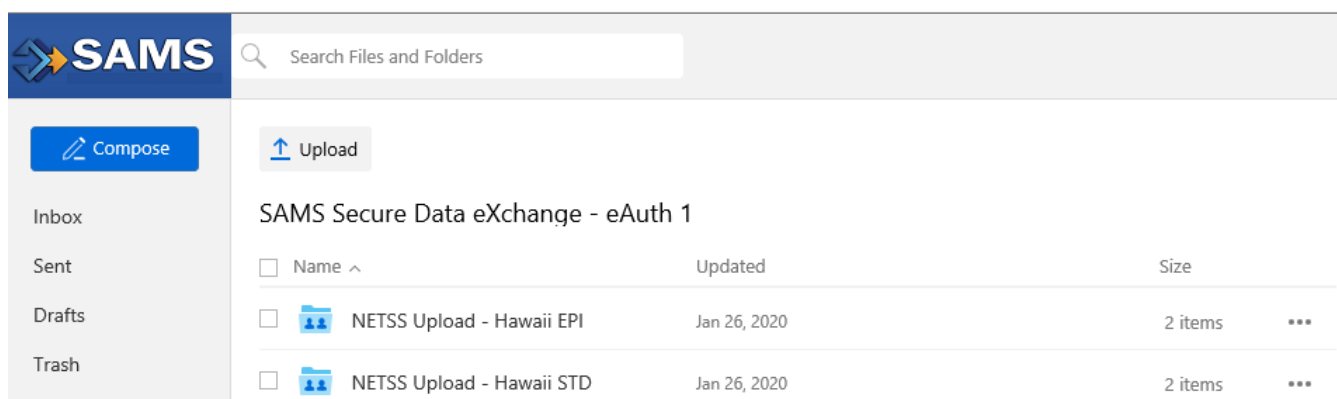

4. Next, select either the "Weekly" folder or the "YTD" folder from the NETSS Upload page.

> **Please note**: Take care to select the correct folder because successful processing of your file depends on the appropriate folder choice. For example, although the application allows you to add a *Weekly* file to the *YTD* folder, this incorrect selection will result in a file-processing error.


It is very Important to correctly select the weekly or YTD folder
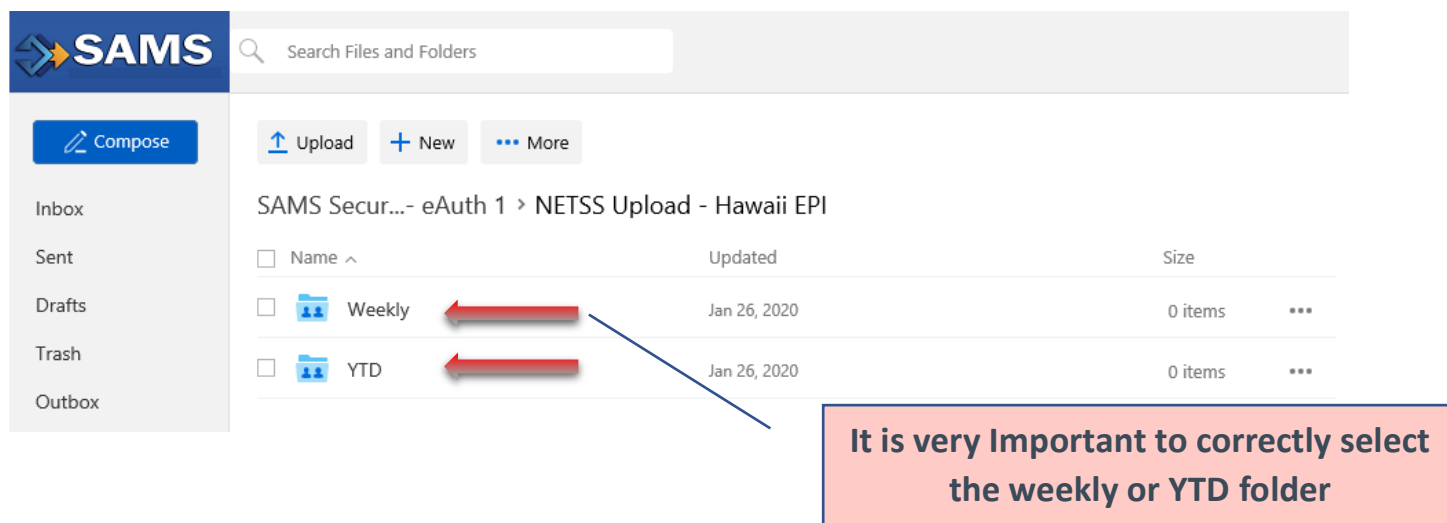
5. Add your file to the selected "Weekly" or "YTD" folder using one of three options:

(a) *Upload:* Select the **Upload** button and then select **Upload file**. From the 'Choose File to Upload' screen, choose your file and select **Open.**

(b) *Drag and drop:* From your local file structure, drag your file to the "*drag and drop*" area of the page.

(c) *Browse:* Select the **Browse** link and then select **Upload file**. From the 'Choose File to Upload' screen, choose your file and select **Open.**
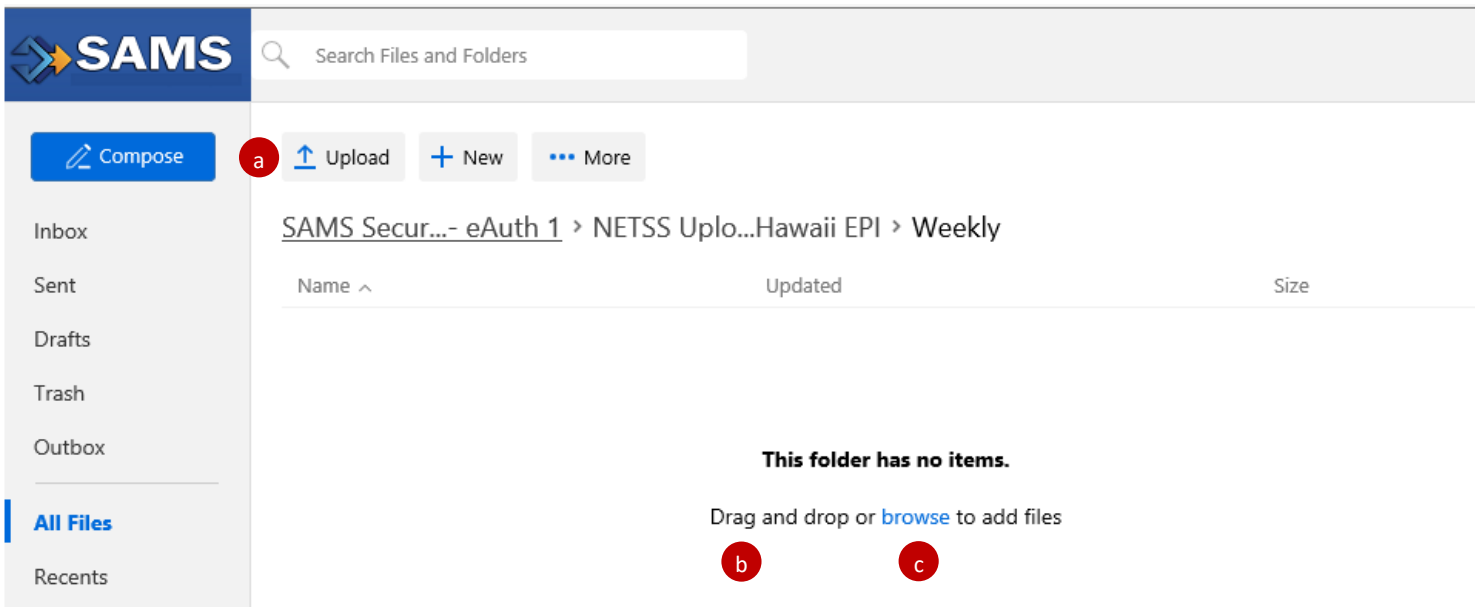
6. After you add your file, a confirmation message "file successfully uploaded" will appear. Your file is now shown as uploaded to the selected folder. In the below example, the file 'AKN92931.EPI' has been uploaded to the Weekly folder.
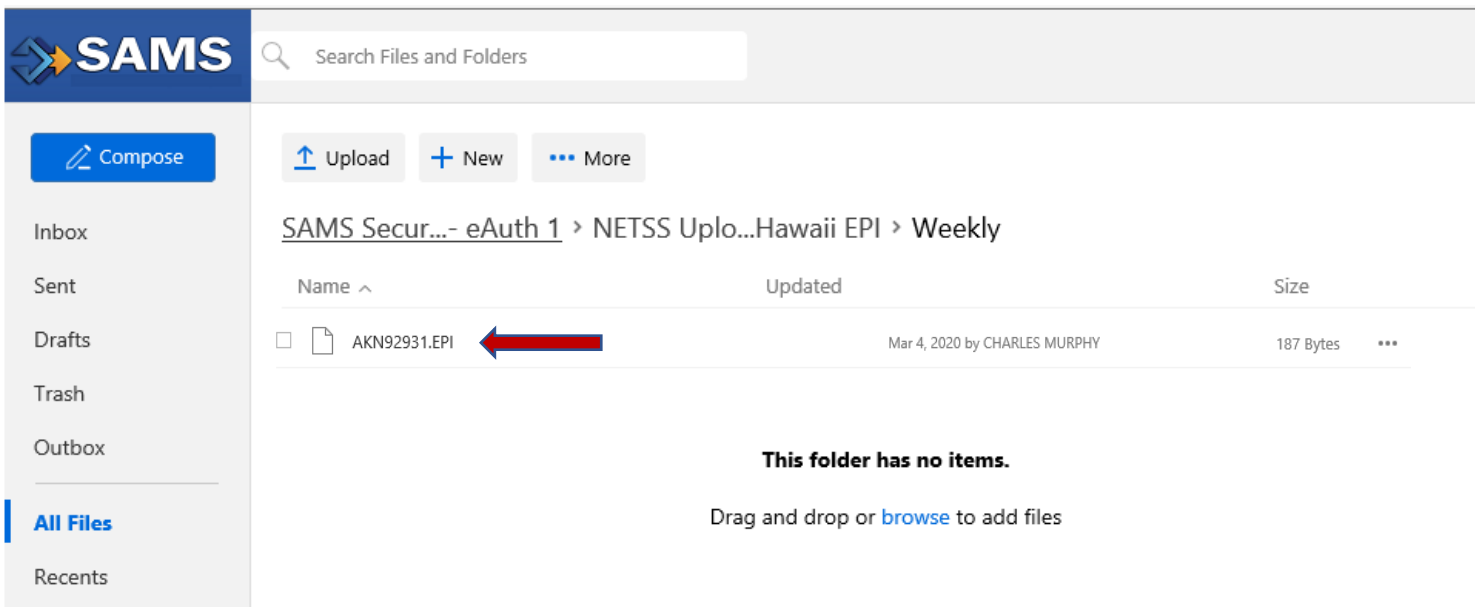
7. Once your file is retrieved by NETSS processing, it will be removed from the folder.

Please contact edx@cdc.gov if you have any questions.