

Procedure to Submit SAMS Data Files via NMO's Secure Web Portal

These instructions are for SAMS users, however this same process can be used for uploading the following types of files when consistent internet capability is not available: dbf, doc, gif, jpeg, jpg, mdb, mde, pdf, pps, ppt, rtf, sam, txt, xls, zip (Maximum file size = 50000 KB)

- a) Users must first register for an account in Navy Medicine Online (NMO) at: <http://navymedicine.med.navy.mil/>.
- b) Once registered in NMO, users should send an email to ndrs@nehc.med.navy.mil requesting that your name be added to the 'NDRS 3.0 Upload User Group'. NDRS 3.0 is no longer used, these titles will be changing. Only members registered in NMO **and** put in the 'NDRS 3.0 Upload User Group' will be able to access the 'NDRS 3.0 Upload' File Cabinet. One email from a site requesting access for several people will be honored, so send in the names of anyone at your location that will need to be able to upload an NDRS data file. A PowerPoint tutorial will be in the File Cabinet to provide more detail on this upload procedure.
- c) Once users are registered in NMO, the NDRS administrator can provide them author rights to upload files.
- d) **Open SAMS**, then Modules, then Medical Encounters, and select Generate Reports.
- e) Export your NDRS data file after setting the date to 'export from' and choose to save the file on a floppy disk (that will remain locked up when not in use), a shared drive, or server (such as J:\ drive). It is not recommended to have these files saved on a C:\ drive. If the user selects 'Cancel' at this point, the file is dropped into a C:\Export folder by default, in which user will need to retrieve and save elsewhere. **Export folder will need to have limited access to others, but User will need admin rights.**
- f) Log into NMO, and go to the Public File Cabinets. Double click on the 'NDRS 3.0 Upload (NEW)' File Cabinet to open it, and then double click on the 'MER Upload' folder.
- g) With the 'MER Upload' folder open, select to 'Upload', and then use the 'Browse' button to navigate to the exported NDRS data file. If you haven't re-directed it, the file may be found in the 'C:\Export folder'. The file description field is not required, but may be used to communicate any specifics of urgent or unusual cases. Leave expiration date blank, and then select to 'Upload'.
- h) Look in the 'MER Upload Folder' to ensure your file uploaded properly. Users will receive an email from the NDRS HelpDesk to notify receipt of file and verify number of records.

ADVANTAGES:

1. This process may better accommodate Field Units with limited broadband or internet capability by maintaining an 'storage' system that can be uploaded to NMO monthly or as soon as internet capabilities are available.
2. Users are authenticated upon logging in to NMO.
3. The upload session in NMO is secure.
4. Files can be transferred without the problems associated with file types, i.e., .zip files get stripped off by firewall; password-protected files get stripped off at email server.
5. Files uploaded by one user, although they can be seen in the file cabinet, can only be modified or deleted by that user and no other.
6. NMIMC/DISA/DoD has restricted other methods.

Thank you for your cooperation to make the process work.