

## **NO LONGER EMAIL SRTS PACKAGES TO THE CENTRAL SERVER.**

To cut down on SRTS package delays and outages, the method for sending SRTS packages to Optical Labs has changed.

Instead, upload SRTS packages directly to the Central Server via the SRTS web site:  
<https://srts.amedd.army.mil/eyewear/srtspackageupload.asp>

Go to the Communications tab in the SRTS Main screen to create SRTS packages.

Continue to use the default e-mail option in the Package Transmission block on the Communications tab.

Click the Transmit button to create the package.

However, once the package is created, no longer use email software to attach the package to a message. Instead, follow the instructions below for uploading the file to the Central Server via the secure SRTS web site.

### **INSTRUCTIONS FOR UPLOADING SRTS PACKAGES TO THE SRTS CENTRAL SERVER**

1. Create a package in the SRTS software as usual. Take note of the Package ID and its location. However, DO NOT follow the instructions for e-mailing the package on the message that comes up in SRTS after creating the package. Instead, follow the instructions below.
2. Go directly to the SRTS Package Upload web page via the following link:  
<https://srts.amedd.army.mil/eyewear/srtspackageupload.asp>
3. To send a message to the Lab (NOSTRA not included), in the "message" block, enter a message which will be sent to them. To contact NOSTRA, please email NOSTRA Customer Service

4. Click on the next browse button. This will display a Choose File screen. It defaults to look in the C:\Clinic\WWW folder. If this is where the SRTS files are located, then go to step 7.  
If the SRTS files do not show up, then click on the drop down arrow and go to the location of the Clinic folder that contains packaged orders.
5. Left-click on the Clinic folder to display the other folders and files under the Clinic folder.
6. Click on the WWW folder to display the packages you have created.
7. Click on the package to be sent to the SRTS Central Server. Select the Open button at the bottom of the screen. This will load the file into the browse block on the upload web page. If there are more than one file to upload, follow the instructions from step 5 through step 7 for each package to upload.
8. After entering all the packages to be transmitted (up to 5), click the Upload button to upload the packages to the Central Server. To transmit more than 5 follow these complete instructions again.
9. When the upload is complete, there will be a message giving the "Results of the Upload." At this point the details of the upload will be stored in the SRTS Central Server database. Print the web page or do a Print Screen and paste the screen print to a Word document as proof that the file was correctly uploaded.

Should any problems occur with this process, please contact the SRTS Program office to correct those problems immediately.

If you have any questions regarding this process, please call the SRTS Help Desk for assistance.