

# Instructions for EUA Quarterly Data Reporting on Authorized Platforms

## 1. ENTERING DATA INTO EUA REPORT

- Open file “Ebola EUA Data Reporting Spreadsheet”. It is highly recommended that this data entry be completed on a daily basis.
- Select the tab corresponding to the month of the data.
- Enter each of the values being requested. For example, “Number of Patient Specimens Tested.”
  - Totals for each item at the end of the line will update with each entry.
  - Values will automatically transfer onto the first tab (Summary) of the spreadsheet containing the monthly totals. Do not edit the cells on the Summary spreadsheet.
- The next section is “Reasons for retests-add additional lines as needed).” Enter information for any retests under each day that a retest is performed. **This text does not automatically transfer to the first (summary) tab.** At the end of the month, copy the rows, click on the summary tab, click on the row of the month being entered, right-click and select “insert copied cells”.
- The final section is “Additional Information (Please provide kit component lot numbers for any invalid tests or suspected false positive or false negative results. Also provide any other comments you wish to communicate to the MCS-Dx)”. Add required information and any comments such as reasons for retests. **This text does not automatically transfer to the first (summary) tab.** Copy the rows with comments, click on the summary tab, click on the row of the month being entered, right-click and select “insert copies cells”.
- Save the file to your computer.

## 2. EXPORTING INSTRUMENT RUN FILES

### A. EXPORTING RUN FILES FROM JBAIDS

It is recommended that all runs be kept in individual monthly folders within your “Analytical runs/Ebola” folder to facilitate this step.

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- After the end of each month, export all .ixo files and save onto a CD.
- Click on **File/Batch Export**.
- Select the source folder such as: ('JBAIDS Advanced Operator/Analytical Runs/*Name of Ebola data folder/Dated folder- Oct2014*).
- Click **Next**.
- Under Select Target directory tab, click on **Browse**, select Removable Disk directory. Add a folder to the directory by typing in the field after the directory letter:
  - E:\Unitname or location Ebola month year (example : E:\...Air Force Base Ebola Oct 2014)
- Check the box that reads "Directory doesn't exist. Check this to create it." Click **Next**.
- Click on "Creation date", Click on "in the last \_\_\_ months" and fill in blank with 12. Click **Next**.
- Click **Next** on the next tab. The files will then be detected. Click on **Next**.
- The next tab will show "Export done". Click on **Done**.

### B. EXPORTING RUN FILES FROM THE 7500 FAST Dx

It is recommended that all runs be kept in individual monthly folders within your "SDS Documents" folder. Typically the "SDS Documents" folder is located at: D:\Applied Biosystems\SDS Documents.

- Raw data files (\*.sds) can be copied from the monthly folder in the "SDS Documents" folder to a CD.
  - On the CD, add a folder to the directory by typing in the field after the directory letter:
    - E:\Unitname or location Ebola month year (example: (E:\Air Force Base Ebola Oct 2014)
    - Copy raw data (\*.sds) files to this newly created folder on the CD.

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- Alternatively, a “Results” file (\*.csv) from each run may be generated and saved in the same fashion.
  - To generate a “Results” file, while the completed run is open, click on “File”. Using the mouse highlight “Export”, then “Results”.
  - Save the “Results” file to the monthly folder. This has to be done for each and every run.
  - On the CD, add a folder to the directory by typing in the field after the directory letter:
    - E:\Unitname or location Ebola month year (example: E:\Air Force Base Ebola Oct 2014)
    - Copy the “Results” (\*.csv) files to this newly created folder.

### C. EXPORTING RUN FILES FROM THE LIGHT CYCLER 1.5 SOFTWARE ver. 3

It is recommended that all runs be kept in individual monthly folders within your “Data” folder. Typically the “Data” folder is located at:

C:\LightCycler3\Users\Admin\Data

- The Light Cycler generates three raw data file types (\*.ABT, \*.FLO, and \*.TEM) with each run. **ALL** three files must be copied from the monthly folder in the “Data” folder to a CD.
  - On the CD, add a folder to the directory by typing in the field after the directory letter:
    - E:\Unitname or location Ebola month year (example: E:\Air Force Base Ebola Oct 2014)
    - Copy **ALL** three (\*.ABT, \*.FLO, and \*.TEM) raw data file types to this newly created folder on the CD.

### 3. EMAILING RUN FILES

- Email the spreadsheet and the folder containing the data files to:  
[usarmy.detrick.imcom.mbx.ebola-eua@mail.mil](mailto:usarmy.detrick.imcom.mbx.ebola-eua@mail.mil)

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- If the email is too large and gets returned, send the files on a CD to:

Ebola EUA Management Team  
JPM-Medical Countermeasures Systems  
1564 Freedman Drive  
Ft. Detrick, MD 21702