

PDF Report Form Instructions

Important Notes:

- ✓ **You must download the PDF file to your hard drive before filling out the form.**
- ✓ This PDF form requires a recent version of Adobe Acrobat, Adobe Reader, or any PDF reader software capable of filling out and saving PDF form data.
- ✓ Adobe Reader is free and available from <http://get.adobe.com/reader/>.

How to enter and email the QC Set PDF file

1. Save the PDF file to your computer and rename the file with your laboratory code number (e.g., 301 QC Set x, yyyy.pdf).
2. If a list of bookmarks is not already open, click on the bookmark icon (book with blue ribbon). Each Analyte Form has an individual bookmark to facilitate easy access to the section(s) you need.
3. The Data Report Form consists of three major sections:
 - a. User Information Page (UIP)
 - b. Analyte Forms
 - c. Validation Summary
4. Beginning with the User Information Page (UIP), enter your Laboratory Code Number and personal information. This information will be used to associate your Data Report Form data with your laboratory.
5. Select your first analyte. To complete the Analyte Form, enter all of the requested information in the fields provided and press the “Click to Validate Analyte Data” button at the bottom of the form. If no errors are found, the box to the right of the button will indicate that your validation was successful. In the event errors or omissions are found, you will be provided with a list from which you can begin making corrections. Once you have addressed any validation issues, press the “Click to Validate Analyte Data” button again to verify your progress.

Note: It is highly recommended that you save your Data Report Form each time you complete an analyte section to minimize the potential for data loss. The last page of the Data Report Form contains the Validation Summary, which provides a quick overview of your data entry progress and may be accessed via the bookmark tool in your PDF reader.

6. After you have entered, validated, and reviewed all of the data you wish to send, be sure to save a final copy of your Data Report Form. You are then ready to submit your data to the NSQAP by attaching your Data Report Form to an e-mail and sending it by the deadline date to Connie Singleton at csingleton1@cdc.gov