

1. Open the Excel datasheet supplied by the MD ARLN for your lab.

Template\_Metadata\_GSH.xls

9/11/2017 8:47 AM

2. The program will generate a random number in cell A1, do not attempt to modify the contents of this cell or delete the row. This cell is necessary for automated upload of the file into the MD ARLN LIMS system.

	A
1	GS1212

3. Your facility was supplied with a set of preprinted labels. The MD ARLN will attempt to provide a monthly data sheet pre-populated with the appropriate label numbers, based on the last number received in the month prior. If the first number on the datasheet does not match the next consecutive label number you will be using, please inform the MD ARLN. Please do not add more than the 25 provided numbered rows.

2	ARLN_Specimen_ID
3	MD-TS2017-001
4	MD-TS2017-002
5	MD-TS2017-003
6	MD-TS2017-004
7	MD-TS2017-005
8	MD-TS2017-006

4. Columns B and C have been prepopulated with the Submitter facility name and Healthcare facility of origin state. Do not modify the Submitter facility name.


Submitter\_facility\_name

GOOD SAMARITAN HOSP

5. Please enter the patient identifier that you are using to identify the patient into column D.

Patient_ID	Specimen_colle
12345	

6. Please enter the collection date in column E.

	Specimen_collection_date	Su
5		9/7/2017 WI


7. Please enter the specimen identifier that you are using to identify the sample into column F.

Submitter_Specimen_ID
GSH123 

8. Please enter the specimen source into column G.

Specimen_Type
Urine 

9. Please enter the identity of the organism sent for testing in column H.

Organism_ID
Klebsiella pneumoniae 

10. All fields are required. Please make certain to populate each cell in every row.

ARLN_Specimen_ID	Submitter_facility_name	Healthcare_facility_of_origin_state	Patient_ID	Specimen_collection_date	Submitter_Specimen_ID	Specimen_Type	Organism_ID
MD-TS2017-001	GOOD SAMARITAN HOSP	MD	12345	9/7/2017	GSH123	Urine	Klebsiella pneumoniae

11. Save your file locally using the format of SubmitterName\_date. For example,

GoodSamaritanHospital\_09112017.xls. The file must be saved with the extension of xls and not xlsx.

12. Your facility was supplied with a set of credentials to log onto the Laboratories Administration's secure FTP

server located at <https://labsftp.dhmh.maryland.gov/thinclient/Login.aspx>.

13. Please enter your user name and password into the boxes provided.



14. If not already at your folder navigate to it.

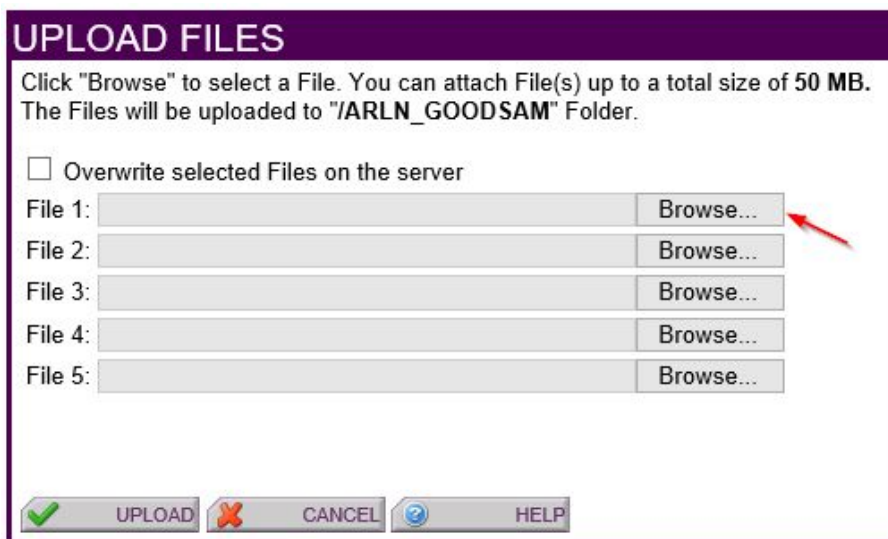
Connected to: [labsftp.dhmh.maryland.gov](http://labsftp.dhmh.maryland.gov)



15. Click the UPLOAD FILES button.



16. Click the browse button to locate the file you are trying to upload.



17. Double click the desired file.

GoodSamaritanHospital_09222017.xls	9/22/2017 1:06 PM	Microsoft Excel 97...	140 KB
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18. Click the upload button to upload the desired file on to the secure FTP server.

### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **50 MB**. The Files will be uploaded to "/ARLN\_GOODSAM/IN" Folder.

Overwrite selected Files on the server

File 1: X:\ARLN\GoodSamaritanHospital\_09222017.xls Browse...

File 2: Browse...

File 3: Browse...

File 4: Browse...

File 5: Browse...

**UPLOAD**
 **CANCEL**
 **HELP**

19. Your uploaded file should appear in your in folder.

**File upload completed successfully**  
-GoodSamaritanHospital\_09222017.xls

**UPLOAD FILES**
 **DOWNLOAD FILES**

Current Folder: /ARLN\_GOODSAM/IN

<input type="checkbox"/>	Name
<input type="checkbox"/>	GoodSamaritanHospital_09222017.xls

20. Files returned with results will be found in your OUT directory.

**File upload completed successfully**  
-GoodSamaritanHospital\_09222017.xls

**UPLOAD FILES**
 **DOWNLOAD FILES**

Current Folder: /ARLN\_GOODSAM/OUT

<input type="checkbox"/>	Name
<input type="checkbox"/>	GoodSamaritanHospital_09222017.xls

21. When finished logout of the server.

55025 | [FAQ](#) | [Logout](#)