

Centers for Disease Control and
Prevention (CDC)

National Center for Environmental Health
(NCEH)

Division of Laboratory Sciences (DLS)

**NEWBORN SCREENING AND
MOLECULAR BIOLOGY BRANCH
(NSMBB)**

**NEWBORN SCREENING QUALITY
ASSURANCE PROGRAM (NSQAP)
PORTAL**

**UDOT PARTICIPANT USER
GUIDE**

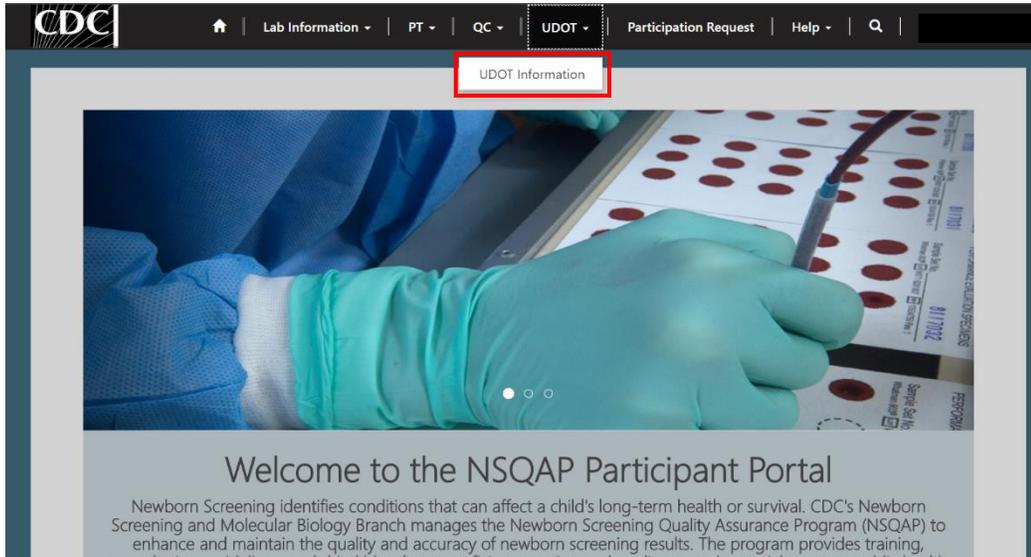
July 2020

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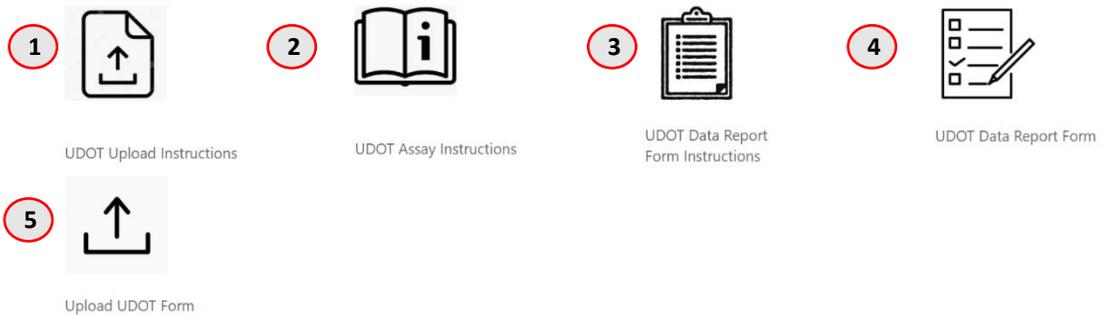
1. UDOT Data Submission

1. Navigate to the UDOT Information section of the NSQAP Portal



2. The UDOT Information homepage contains several icons that are used to navigate to the various UDOT sections and download instructions or the UDOT data report form.

UDOT Information

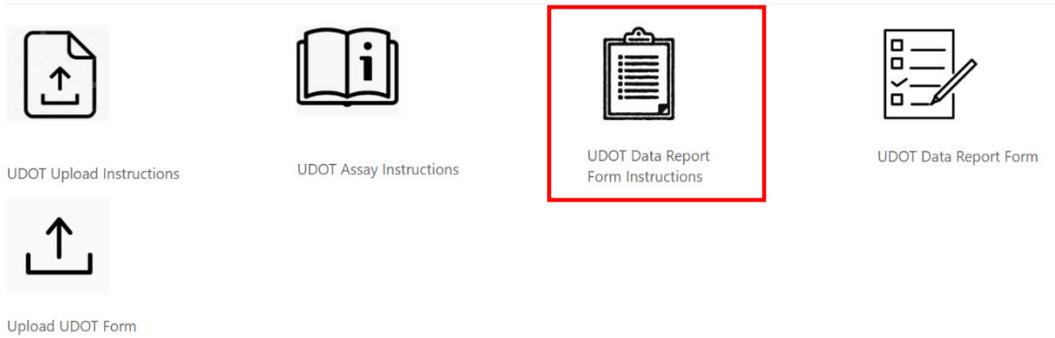


1. **UDOT Assay Instructions** – UDOT Proficiency Testing Assay Instructions
2. **UDOT Data Report Form Instructions** – UDOT Data Report Form Instructions
3. **UDOT Data Report Form** – UDOT Data Report Form
4. **UDOT Upload Instructions** – UDOT Data Uploading instructions
5. **Upload UDOT Form** – Page for uploading completed UDOT forms

1.1 Download the UDOT Data Report Form

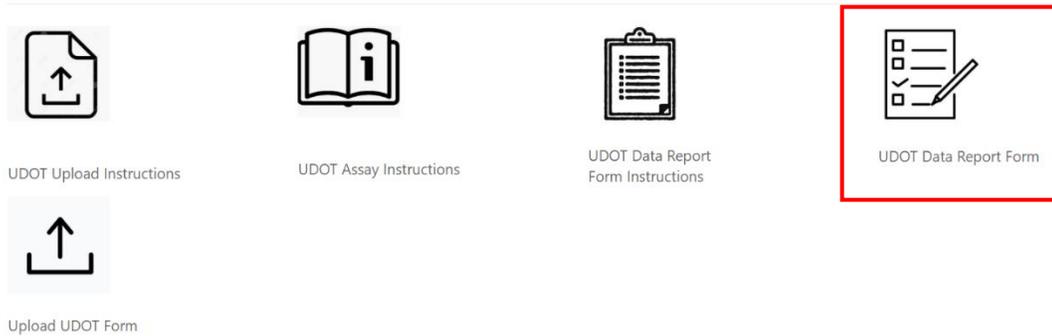
1. Review the UDOT Data Report Form Instructions.

UDOT Information



2. Select '**UDOT Data Report Form**' from the UDOT Information Page and save to your computer.

UDOT Information

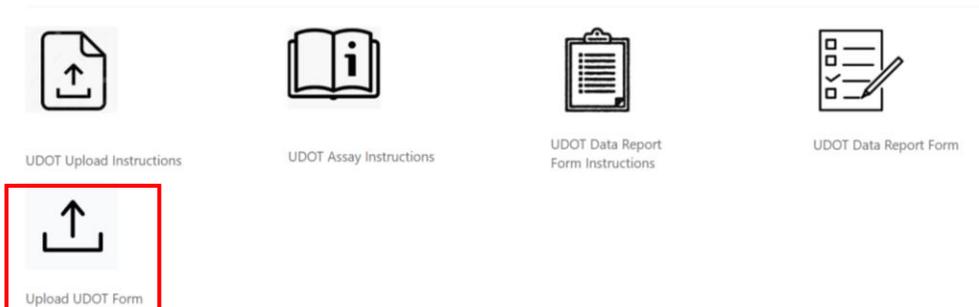


3. Complete the UDOT Data Report Form template according to the UDOT Data Report Form Instructions.

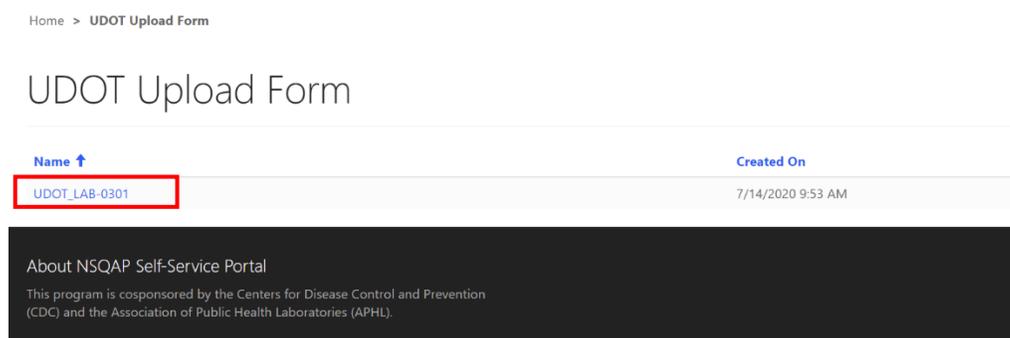
1.2 Upload the UDOT Data Report Form

1. Select **'Upload UDOT Form'** from the UDOT Information page.

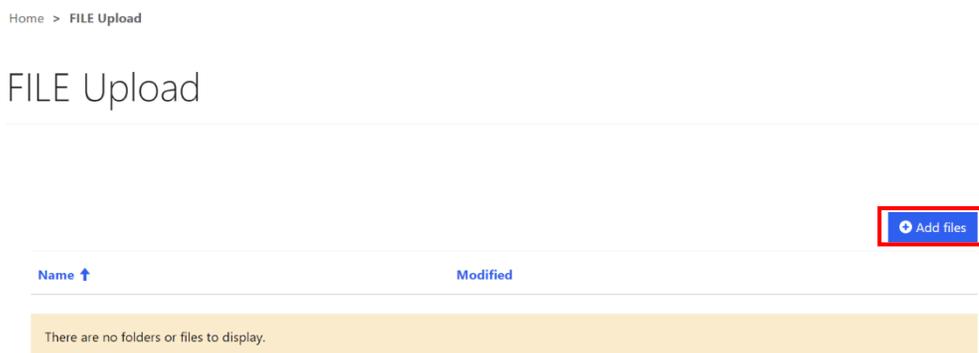
UDOT Information



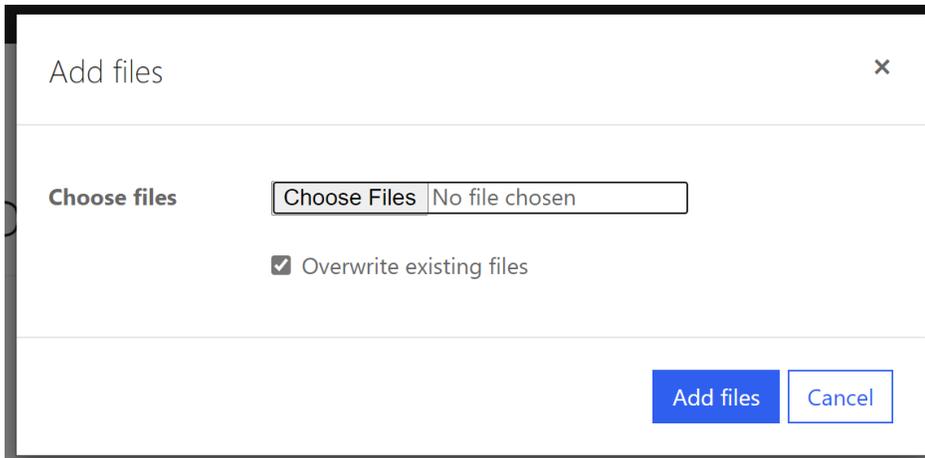
2. Select your lab folder to open the folder and upload your file.



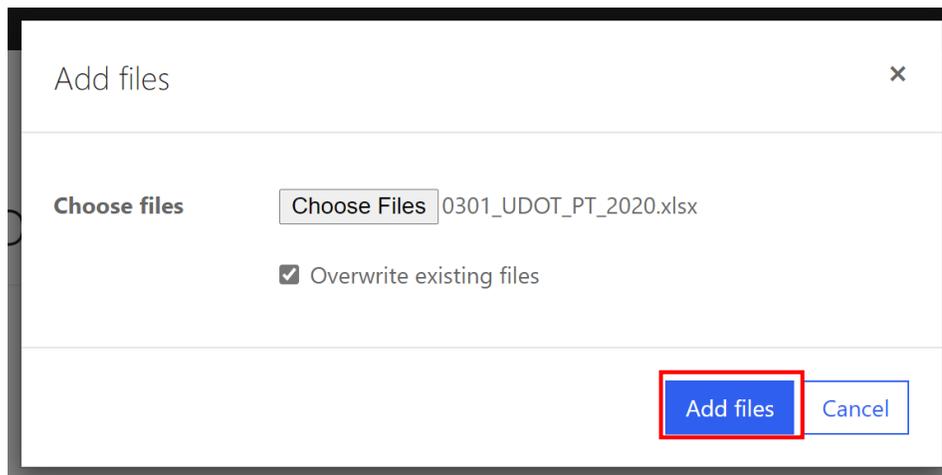
3. Select **'+Add Files'** on the file upload page.



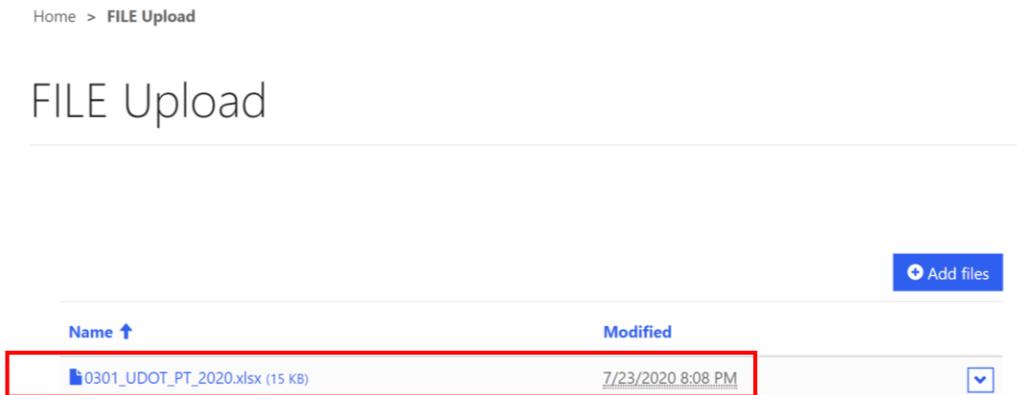
4. A small separate window **'Add Files'** will appear. Select **'choose files'** to locate and attach your file.



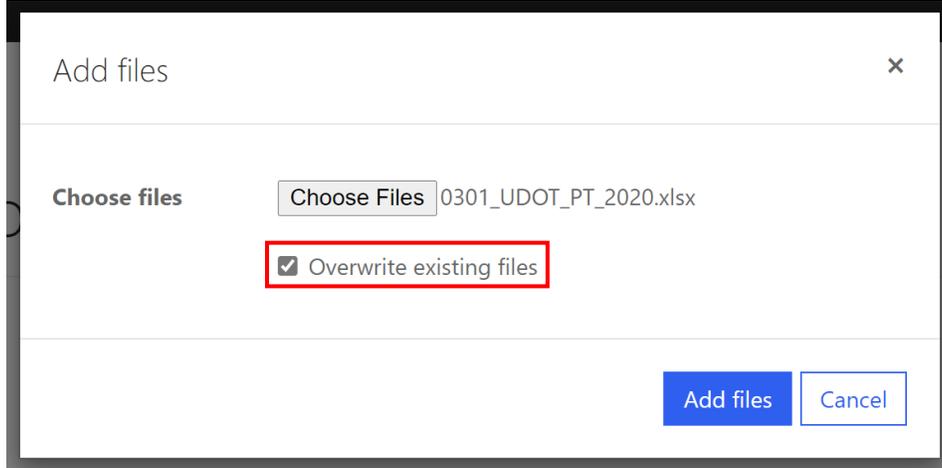
5. Select 'Add Files' to upload your file.



6. The file will appear in your folder once successfully uploaded.



7. To replace an existing file with the same name, repeat steps 3-5 ensuring that 'overwrite existing files' is checked.



8. The previous file of the same name will be replaced with the new file.

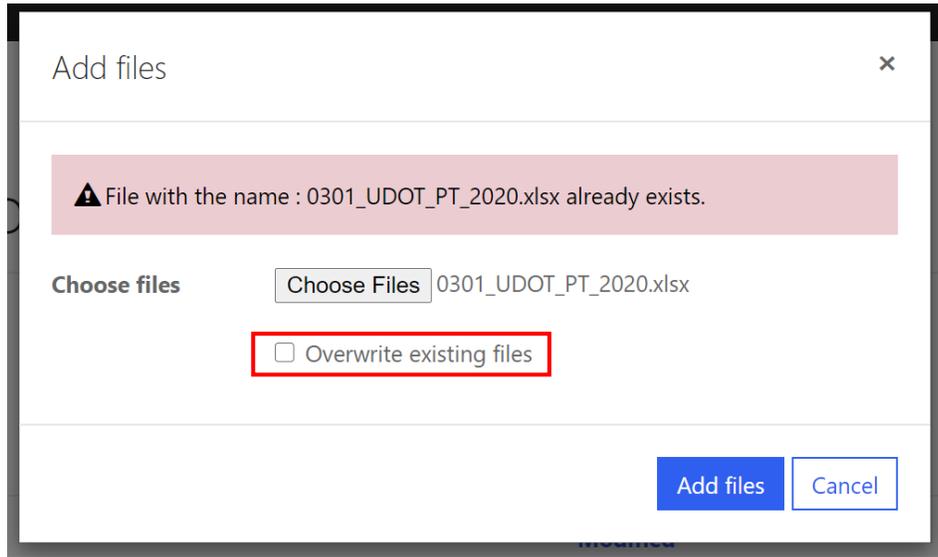
Home > FILE Upload

FILE Upload

[Add files](#)

Name ↑	Modified
 0301_UDOT_PT_2020.xlsx (15 KB)	7/23/2020 8:12 PM

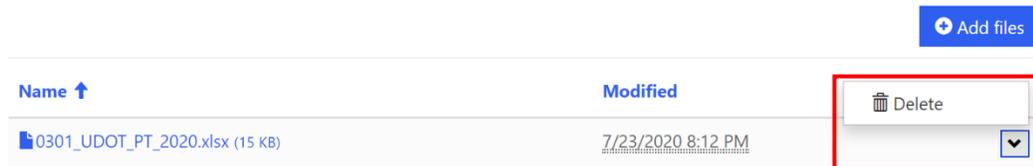
- If the new file has the same name as an existing file and 'overwrite existing files' is not checked, an error message will appear.



- Change the file name, select overwrite existing files, or manually delete the existing file to upload the file.
- To manually delete files, select the down arrow next to the file and click delete.

Home > FILE Upload

FILE Upload



Note: Participants can upload and remove files up until the data reporting deadline. After the deadline whichever document is in the folder will be used for reports and evaluations.