

AIDS INSTITUTE COMBINED EXTRACT INSTRUCTIONS

INSTRUCTIONS FOR CREATING THE THREE AIDS INSTITUTE EXTRACTS

1. Log into AIRS
2. Go to the **Extracts** menu
3. Select **Extracts**
4. Click on **AIDS Institute Extracts**
5. Click on **[New]**
6. Click on **Proceed** button in lower right-hand corner
(Leave default settings unless instructed otherwise)
7. Data Cleanup Report will become available, this should be checked periodically
8. Click on **Continue**
9. The following three extracts are created and saved:
 - a. EPI: \AIDSInstituteExtracts\EPIExtract\xxEPI000_mmddyyyy.zip
 - b. HCV: \AIDSInstituteExtracts\HCVExtract\xxHCV000_mmddyyyy.zip
 - c. AI: \AIDSInstituteExtracts\AIExtract\xxAI000mmmyy.zip

INSTRUCTIONS FOR SUBMITTING THE AI MONTHLY EXTRACT

10. Log into HCS (Health Commerce System)
11. Click on **My Content**
12. Select **All Applications** from the drop-down menu
13. Click on alphabet letter 'A'
14. Select **'AIDS Institute Monthly Report Extract Upload'**
15. Click on the yellow button labeled **AIDS Institute Monthly Report Extract**
16. This brings you to the 'New Package' screen which will be used for the upload and notification
 - You will see your name in the green title bar
 - To: This field will auto-populate with the Group you are submitting
17. Enter a *Subject* (Agency name and AIRS agency ID) and a *Note* (submitter contact info). Both are required fields
18. Click **Upload Files** to open the **HCS Upload Wizard**
19. Click on **Select file to Upload**, *Browse* to folder location, *Select* the file (e.g., xxAI0622.zip) and click the **Upload** button
 - a. **Alternately:** Click and Drag
From AIRS Extracts screen,
 - Click on "Action..." to open Extracts Options window showing extract links
 - Next to AI Extract, click Open Folder Location and 'click and drag' extract zip file into the **HCS Upload Wizard**
 - Click the **Upload** button to add the file to your request.
20. **Optional:** Click the **Delivery Receipt(s)** box if you want to know when the recipient opens your package.
21. Click **Send** to submit your secure file transfer (SFT) package.

INSTRUCTIONS FOR SUBMITTING THE MONTHLY HCV EXTRACT

1. Follow AI Monthly Extract submission steps 10-17, or proceed to steps 2-6 if already in the '**AIDS Institute Monthly Report Extract Upload**' screen of HCS
2. Click on the yellow button labeled **HCV Monthly Extract**
3. Enter a *Subject* (Agency name and AIRS agency ID) and a *Note* (submitter contact info). Both are required fields
4. Click **Upload Files** to open the **HCS Upload Wizard**
5. Click on **Select file to Upload**, *Browse* to folder location, *Select* the file (e.g., xxHCV000_061522.zip) and click the **Upload** button
 - a. **Alternately:** Click and Drag
From AIRS Extracts,
 - Click on "Action..." to open Extracts Options window showing extract links
 - Next to HCV Data Extract, click Open Folder Location and 'click and drag' extract zip file into the **HCS Upload Wizard**
 - Click the **Upload** button to add the file to your request.
6. Click on **Submit**

INSTRUCTIONS FOR SUBMITTING THE MONTHLY HIV/AIDS EPIDEMIOLOGICAL EXTRACT

1. In HCS under **All Applications**, Click on alphabet letter 'H'
2. Select '**HIV/AIDS Provider Portal**'
3. Click on **Agree**
4. Click on **AIRS HIV/AIDS Epidemiological Extract**
5. Click on **Select file to Upload**, *Browse* to location, *Select* the file (e.g., xxEPI000_061522.zip) (The "Click and Drag" option is not available for the EPI extract.)
6. Click on **Submit**

Note Extract file names should not be altered and files should be submitted on the same day.