

Instructions for creating the monthly HIV/AIDS Epidemiological Extract:

1. Log into AIRS
2. Go to the **Extracts** menu
3. Select **Extracts**
4. Open Extracts by clicking on the [+]
5. Click on **HIV/AIDS Epidemiological Extract**
6. Click on [**New**]
7. Click on [**Save To Disk**]
8. It should default to the AIRS\Extracts folder which needed to be preset in the Options / General System Preferences settings.
9. Submit via email to Health Commerce System.

Instructions for sending the "HIV/AIDS Epidemiological Extract" thru HCS: (e.g., xxEPI000\_081514.zip)

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 'H'
14. Select **'HIV/AIDS Surveillance Case Report'**
15. Click on the yellow button labeled **AIDS Surveillance Survey**
16. A new tab will open and you will see "*Redirecting...*" for a few seconds. It might be longer during peak times.
17. 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 be auto-populated with the Group you are submitting
18. Enter a *Subject* and a *Note*. Both are required fields.
19. Click **Launch the Upload Wizard** to add a file to upload.
  - Click **Add File**, *Browse* to location, *Select* the file, *Click Open*, click **Upload**.
    - **Please Note:** If you see a green **Upload** button instead of **Launch the Upload Wizard**, you have 'Compatibility Mode' turned on. Either remove **state.ny.us** (Tools > Compatibility View Settings) or click the **Browse** button to locate the file and 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. This new system is 'off the shelf' and does not send the recipient an email upon upload.
  - Note: If you did not select 'Delivery Receipt(s)' box (upon sending) but want to know if the package was viewed, see **APPENDIX B** for the steps you can take to see if someone has opened your package.
21. *Click Send* to submit your secure file transfer (SFT) package.

Note that the EPI Extract is sent to a different application within HCS than the AIDS Institute Extract) I suggest scheduling these to be run and submitted on the same day.