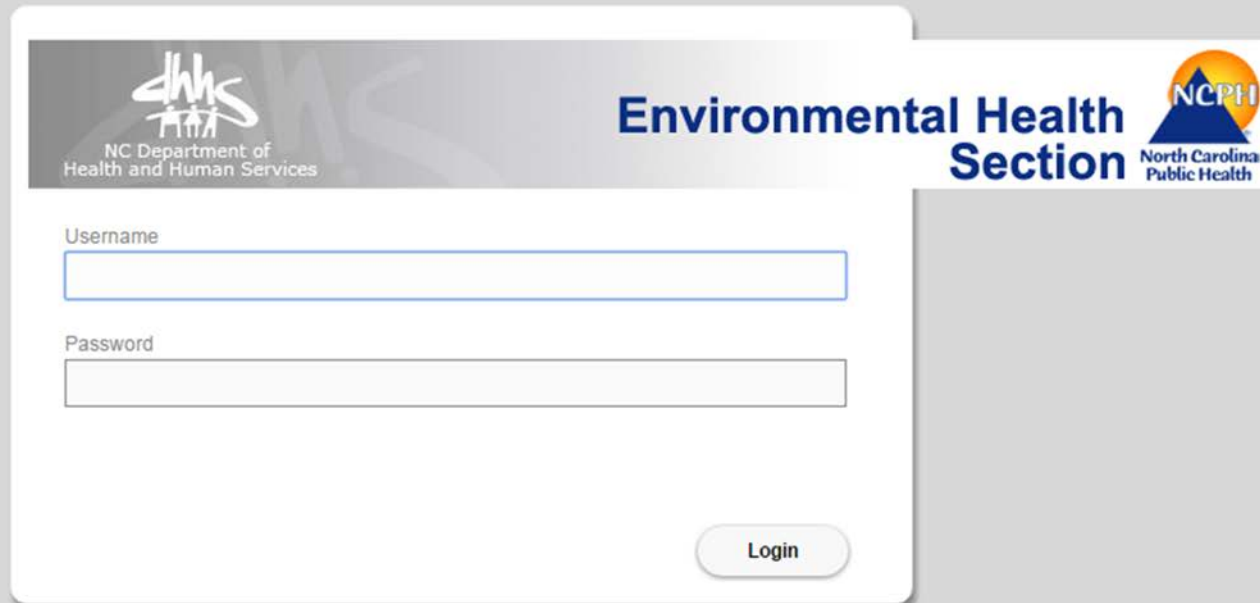


Instructions for File Upload to Lead Care FTP Site

Step 1: Go to: <https://leadcare.ncpublichealth.com/>



The screenshot shows a login interface for the Environmental Health Section. At the top left is the logo for the NC Department of Health and Human Services (DHHS). At the top right is the logo for the Environmental Health Section and the North Carolina Public Health (NCPH). The main content area contains two input fields: 'Username' and 'Password'. Below these fields is a 'Login' button.

dhhs
NC Department of
Health and Human Services

Environmental Health
Section

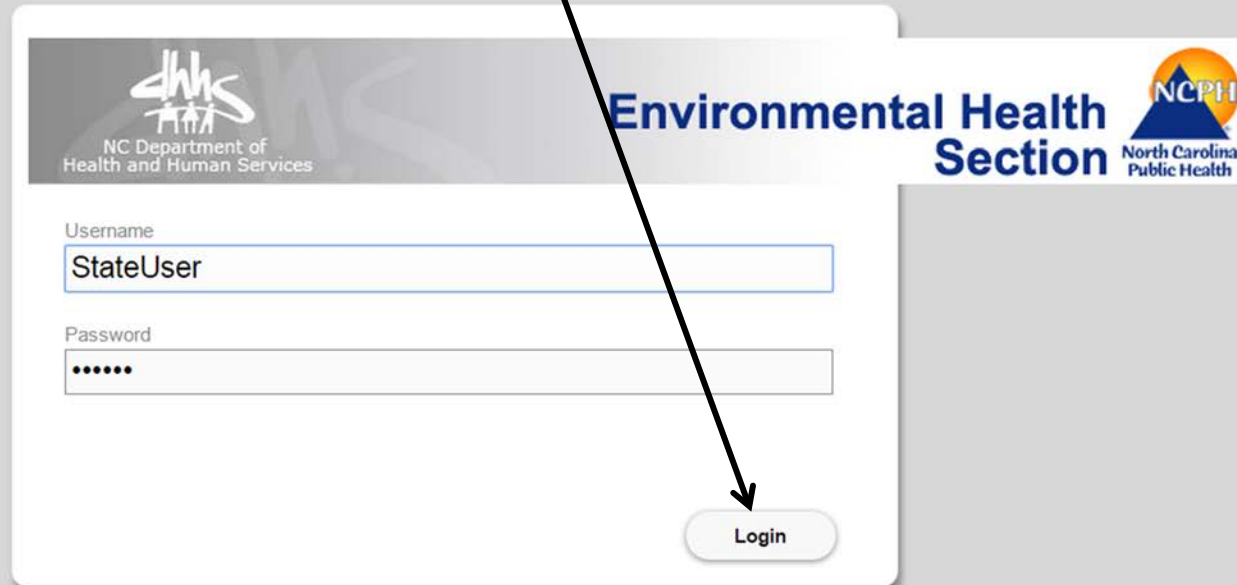
NCPH
North Carolina
Public Health

Username

Password

Login

Step 2: Enter your Username and Password. Click on Login.



The screenshot shows a login interface for the Environmental Health Section. At the top left is the logo for the NC Department of Health and Human Services. At the top right is the logo for the Environmental Health Section, North Carolina Public Health. The form contains two input fields: 'Username' with the text 'StateUser' and 'Password' with six dots. A 'Login' button is located at the bottom right of the form. A black arrow points from the text 'Click on Login.' in the instruction above to the 'Login' button.

Step 3: Click on Upload

NC Department of Health and Human Services

Environmental Health Section North Carolina Public Health

StateUser

Upload User Options Logout

Add files... Drag & drop files and folders here to upload.

Filter: Clear Select Show 100 items on page Thumbnail View Tree View

1 Items (1 Files)

Name	Size	Modified	Keywords
MedicaidBulletin_POCBloodLeadTesting sjz edits.docx	29.2 KB	09/02/15	

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Logged in as :StateUser (Session timeout in 15 min, 36 secs.) [Back to top](#)

Step 4: You should see this message flash on the screen. Click on **Add Files**.

NC Department of Health and Human Services

Environmental Health Section NCPH North Carolina Public Health

StateUser

Upload User Options Logout

Add files... Drag & drop files and folders here to upload.

Filter: Clear Select Show 100 items on page Thumbnail View Tree View

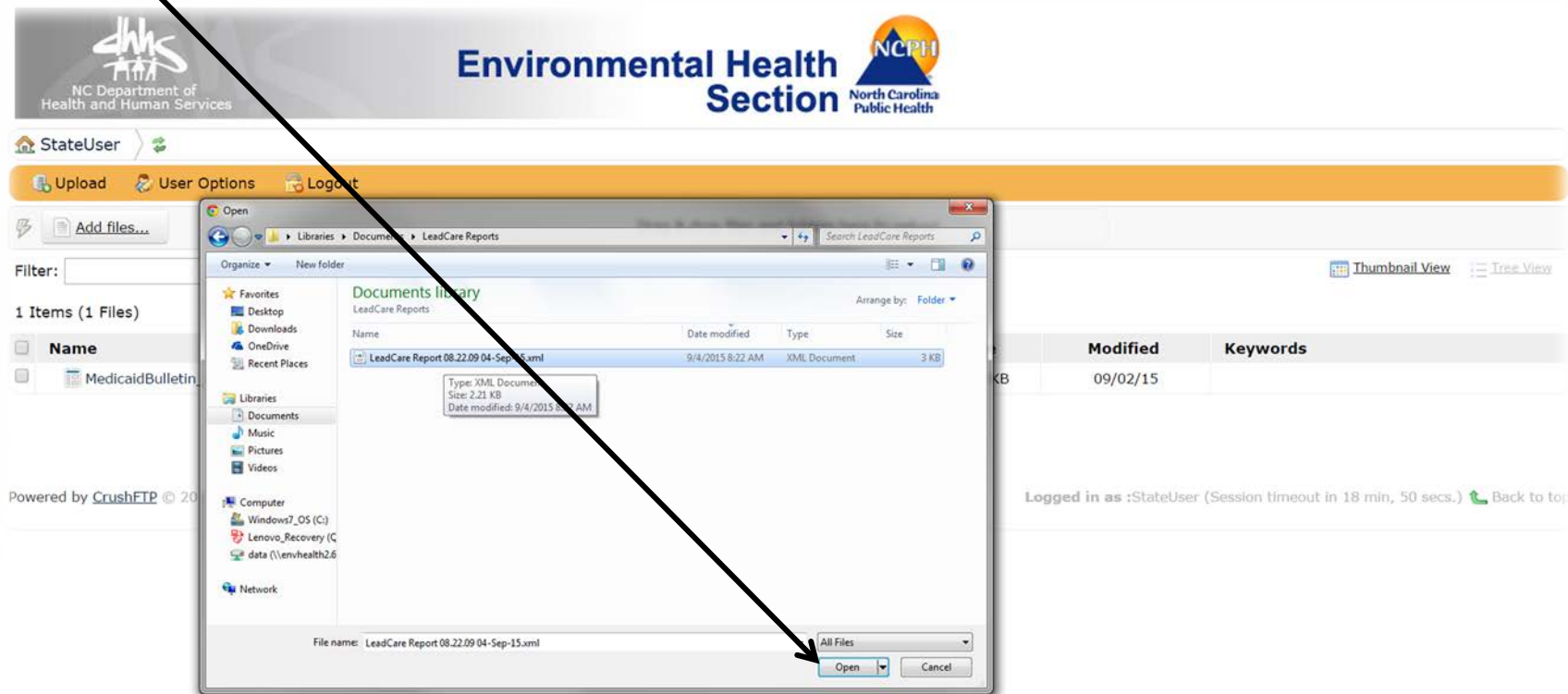
1 Items (1 Files)

<input type="checkbox"/>	Name	Size	Modified	Keywords
<input type="checkbox"/>	MedicaidBulletin_POCBloodLeadTesting sjz edits.docx	29.2 KB	09/02/15	

Powered by [CrushFTP](#) © 2014 [CrushFTP](#) Logged in as :StateUser (Session timeout in 1 min, 53 secs.) [Back to top](#)

Step 5: Navigate to the appropriate folder (usually called “LeadCare Reports” if created by the LeadCare software). Select the file that you would like to upload by clicking on its name to make it visible in the “File Name” box at the bottom of the window. To select multiple files for upload, hold down the Ctrl key while clicking on the names of the files. For LeadCare Reports, these files should be in .xml format.

Click **Open** to upload the file(s).



Step 6: Click on the **Start Uploading** link.

The screenshot shows the web interface for the Environmental Health Section. At the top, there are logos for the NC Department of Health and Human Services and the Environmental Health Section of the North Carolina Public Health. Below the logos, the user is logged in as 'StateUser'. A navigation bar contains 'Upload', 'User Options', and 'Logout' links. A central area prompts the user to 'Drag & drop files and folders here to upload.' Below this is a 'Files to upload' panel. This panel includes a 'Start Uploading' button, a 'Cancel Uploading' button, and a table of files. The table shows one file: 'Upload to : /LeadCare Report 08.22.09 04-Sep-15.xml' with a size of 2.2 KB. To the right of the file list is a table with columns for 'Modified' and 'Keywords'. The 'Modified' column shows the date '09/02/15'. At the bottom of the page, it says 'Powered by CrushFTP © 2014 CrushFTP' and 'Logged in as :StateUser (Session timeout in 9 min, 54 secs.) Back to top'.

Environmental Health Section
NC Department of Health and Human Services
North Carolina Public Health

StateUser

Upload User Options Logout

Drag & drop files and folders here to upload.

Thumbnail View Tree View

Files to upload

Start Uploading Cancel Uploading

Files : 1 , Upload size : 2.2 KB

Modified	Keywords
09/02/15	

Upload to : /LeadCare Report 08.22.09 04-Sep-15.xml 2.2 KB

Start Cancel

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Logged in as :StateUser (Session timeout in 9 min, 54 secs.) Back to top

Step 7: You should receive a message that the upload was completed.

The screenshot displays a web application interface for the Environmental Health Section of the NC Department of Health and Human Services. At the top right, a grey notification box with a green checkmark and the text "Upload Completed" and "File uploaded to server" is highlighted with a red border. Below the header, a navigation bar includes "StateUser", "Upload", "User Options", and "Logout". A central area contains a "Drag & drop files and folders here to upload." prompt. A "Files to upload" window is open, showing a file named "Upload to : /LeadCare Report 08.22.09 04-Sep-15.xml" with a size of 2.2 KB. The window includes buttons for "Add files...", "Start Uploading", "Cancel Uploading", "Clear uploaded", "Re-Upload", and "Cancel". A white "X" button in the top right corner of the window is indicated by a black arrow. To the right of the file list is a table with columns "Modified" and "Keywords".

Modified	Keywords
09/08/15	
09/02/15	

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Click on the white "X" in the top right corner of the "Files to upload" box to close this window.

Step 8: Check to make sure that your file is listed in the main window.

NC Department of Health and Human Services

Environmental Health Section North Carolina Public Health

StateUser

Upload User Options Logout

Add files... Drag & drop files and folders here to upload.

Filter: Clear Select Show 100 items on page Thumbnail View Tree View

2 Items (2 Files)

Name	Size	Modified	Keywords
LeadCare Report 08.22.09 04-Sep-15.xml	2.2 KB	09/08/15	
MedicaidBulletin_POCBloodLeaTesting sjz edits.docx	29.2 KB	09/02/15	

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Logged in as :StateUser (Session timeout in 3 min, 7 secs.) Back to top

Step 9: Click **Logout** when you are finished uploading files.

Tips for New Users

- After entering your first two or three blood lead test results, upload the results file as a test file into the LeadCare FTP site. Notify Tena Hand at tena.hand@dhhs.nc.gov after you have uploaded your first file to the LeadCare FTP site. She will check the file to make sure that it transferred correctly, is in the correct format, and contains all of the fields required to fulfill state-mandated reporting requirements. Files not meeting these requirements may need to be re-entered and uploaded again.
- If you have any questions about file uploads or blood lead test result reporting, please contact
 - Tena Hand at tena.hand@dhhs.nc.gov or 919-707-5933