

Instructions

What to report:

When to report:

Where to report:

How to report:

Note: If there is a validation error,

Please make the changes

Enable Editing

Enable Content

Navigate to the "Data" tab

For the following fields,

Notes & Tips

Each column name is associated with a color.
Hovering over the color will display the column name.

Cells initially appear in a light gray color.
This color will persist until the cell is edited.
These required fields are highlighted in red.

Methods for Copying and Pasting

1. Drag Fill Handle
2. Double Click Fill Handle
3. Copy and Paste
4. Using the Fill Command

Column Name	Descrip
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LabName	
----------------	--

LabPhoneNumber	
-----------------------	--

LabAccessionNr	
-----------------------	--

FADReferralNr	
----------------------	--

ProgramOid	
-------------------	--

AnimalorHerdID	
-----------------------	--

Species	
----------------	--

OtherSpeciesName	
-------------------------	--

FieldSpecimenID	
------------------------	--

SpecimenType	
---------------------	--

OtherSpecimenType	
--------------------------	--

DateCollected	
----------------------	--

DateSpcmnRcvd	
----------------------	--

DateTested	
-------------------	--

TestType	
-----------------	--

TestResult	
-------------------	--

TestInterp	
-------------------	--

PremID	
---------------	--

PremAddr	
-----------------	--

PremCity	
-----------------	--

PremState	
------------------	--

OwnerName	
------------------	--

SubFirstName	
---------------------	--

SubLastName	
--------------------	--

SubPhone	
-----------------	--

Comments	
-----------------	--

All positive influenza A test results with accompanying sample information collected Monday through Sunday. Report weekly - by **17:00** each **Monday**

[Send completed spreadsheet to HPAI.Results@usda.gov](mailto:HPAI.Results@usda.gov)

Use only this specified spreadsheet template. Submit only one spreadsheet per email; do not attach multiple spreadsheets. *Multiple attachments will result in a return receipt issue with the data submitted (e.g. more than one attachment, wrong form, or data validation issues) a return receipt will be sent; and resubmit the spreadsheet as soon as possible by replying to that email, or send again to HPAI.Results@usda.gov*

If applicable, must click the "Enable Editing" button to enter new data on sheet.

If applicable, must click the "Enable Content" button for data-checks to operate. Yellow strip at top.

Click on the tab and input information into the required fields, which are marked with double underlines.

Click on the dropdown arrow to please select from the provided dropdown options (dropdown arrow located to right of cell):

Program OID

Species (If 'Other' is selected, please input the species name in the subsequent column)

Specimen Type (If 'Other' is selected, please input the specimen type in the subsequent column)

Test Type

TestInterp

PremState

Cells containing a note, symbolized by a red triangle in the top right corner.

Clicking on the column name will reveal a definition for that particular column.

Cells containing a light gray color. As you begin to input data into a row, the row's color will change to white.

Click on the dropdown arrow until all necessary fields are completed.

Cells containing a note are indicated by double underlines beneath their column names.

Fill same values down columns (for example, with dropdowns)

- Click on the cell that contains the value you want to copy.
- Move your cursor to the bottom-right corner of the cell until it changes to a small black cross.
- Click and drag the fill handle down the column to the desired end cell.

Fill

- This method works if you have data in an adjacent column.
- Click on the cell that contains the value you want to copy.
- Move your cursor to the bottom-right corner of the cell until it changes to a small black cross.
- Double-click the fill handle and Excel will automatically fill the value down to the last row of your adjacent column.

- Click on the cell that contains the value you want to copy.
- Press `Ctrl+C` to copy the cell.
- Select the range of cells in the column where you want to paste the value.
- Press `Ctrl+V` to paste the value into the selected cells.

Fill

- Click on the cell that contains the value you want to copy.
- Select the range of cells in the column where you want to paste the value.
- Go to the `Home` tab, in the `Editing` group, click `Fill`, and then click `Down`.

itions

The official name of your laboratory.

The contact phone number for your laboratory.

Your laboratory's accession number for the case.

A State or Federal case number that accompanied the submission.

This is an identifier for the disease (AI), use the value in the dropdown.

The unique identifier for the animal or herd being tested.

The species of the animal being tested. Dropdown

If "Other" was chosen for Species, please enter your species name here.

A unique identifier, such as a barcode, applied to the specimen.

The type of specimen collected for testing (e.g., blood, tissue). Dropdown

If "Other" was chosen for SpecimenType, please enter your specimen type name here.

The date the samples were collected, when available.

The date when the specimen was received by your lab.

The date when the testing was performed.

The type of test performed on the specimen. Dropdown

The result of the test

The interpretation of the test result. Dropdown

The national premises identifier for the location where the samples were collected.

The address for the location where the samples were collected.

The city of the location where the samples were collected.

The state of the location where the samples were collected. Dropdown

The name of the owner of the animal or herd.

The first name of the submitter (person who submitted the specimen).

The last name of the submitter.

The phone number of the submitter.

Any additional information or comments related to the test.
