

How to load a file to EMSTARS-CDX

- 1) Go to Tab – Records Exchange
- 2) Click on “+Upload File”

The screenshot shows the EMSTARS-CDX interface. At the top, there are navigation tabs: Home, Records Exchange (highlighted with a red circle and a red '1'), Requests, Reports, Notifications, and Administration. Below these are sub-tabs: History, Non-Processed Files, and State Exports. The 'History' section is active, showing a '+ Upload File' button (highlighted with a red circle and a red '2'). Below the button are filters for 'From' (Jan, 2017), 'To' (Mar, 2017), 'Department' (All), 'Acceptance Rate', 'File Name', and 'File Type'. A table below the filters shows 140457 entries with columns: Date, User, Department, File, File Size, File Type, Total Records, New, and Resubmitted.

The screenshot shows the 'Upload File' dialog box. It has a title bar with 'Upload File' and a close button. The dialog contains a 'File:' field with a 'Browse...' button (annotated with a red '3'), a 'Description:' field (annotated with a red '4'), and 'Cancel' and 'Upload' buttons (annotated with a red '5'). The background shows a table with columns: File Type, Total Records, New, Resubmitted, and Failure. The table has two rows of data: one for 'NEMSIS 3 Events' and one for 'EMSTARS 1.4'.

- 3) File: Click on Browse and find the file to upload
- 4) Description: Type in your agency name or license number
- 5) Click Upload

6) Done