SUBMITTING LIBRS TO THE SECURE WEBSITE

TO SEND YOUR LIBRS FILE:

1. Open your Internet Browser and type: https://ftp.lsa.org
2. Type your Username and Password provided by LSA
3. Click LOGIN
4. Click on the DATA Folder
5. Click BROWSE
6. Locate your LIBRS submission file on your computer
7. Click OPEN
8. Click UPLOAD THIS – the file should appear in the list
9. Click LOGOUT
10. Close Window

TO DOWNLOAD YOUR ERROR REPORT:

1. Open your Internet Browser and type: https://ftp.lsa.org
2. Type your Username and Password provided by LSA
3. Click LOGIN
4. Click on the REPORTS Folder
5. The following 3 reports are available to open or download for each submission
   - Input file Detailed
   - Error Report
   - Error Report
     o Click on the file you want to open or download
6. Open or Save onto your computer
7. Click LOGOUT
8. Close Window

REPORT DEFINTIONS:

1. The XXX_XXX_ERRORS_XXXreport is the summary that tells you how many incidents you had, what the percentages are, etc. This would be the one to use if you want to print something, work your errors to resubmit, etc.
2. The XXX_XXX_ERRDetail_XXX very long and displays the segments and data elements in a way that easily understood by a human vs the computer format for the data file. This makes it easy to go back and look at what is wrong, what you submitted in each value, etc.
3. The XXX_XXX_XXX file is just your original data file formatted with page numbers so we can easily look at it if we need to.
4. The XXX_XXX_XX DRUG QUANTITY AUDIT REPORT_XXX report shows you incidents that you submitted with unknown for seized drug info. These incidents will need to be resubmitted to us with that information updated in them once you get lab results back.
5. Ignore XXX_XXX_RejectedResubmitted_XXX when you first start testing. That one and rejected incident report only are active when you are in PROD or CERT mode.