University of Maryland, JIFSAN
National Milk Drug Residue Database
1661 Westfield Court
Vero Beach, Florida 32966
518-727-52002444
dbadmin@nmdrd.com

To: New Data Provider and/or Program Manager

From: Cynthia M. Petersen, Database Administrator

Date: March 2024

Subject: Web Based Data Reporting Instructions

All data providers are required to use the Web Application or manual reporting directly to the Database Administrator.

As you go through the entire process, from getting started with a password to data input and submission, we hope you will supply us with your feedback so we can continue to improve this latest generation of data collection software.

We highly recommend that you read this entire letter and take a spin with the demonstration version prior to setting up your organization in the "LIVE" reporting system. The demonstration version is the same application where you can look at the features and how it functions prior to setting up your organization and entering real Residue Reports. You can read how to login to the demonstration site in this document: https://nmdrd.com/NMDRDwebappDemoInformation.pdf. It has a link to the demonstration login site. **Please be advised that any and all data entered into the Demo software is unofficial and will not be included in the NMDRD.**

System Requirements

All you need to get started entering data:
- A web browser with java script and cookies enabled
- A pdf viewer (available for free at www.adobe.com)
- Access to https://nmdrd.com/app/
- Confirmation from Cynthia Petersen, the database administrator, that your organization has been pre-registered to use the system.

Requesting Use of the System

To request access to the system, send an e-mail to our database administrator, Cynthia Petersen, at dbadmin@nmdrd.com. Include the following information in your e-mail:
- Organization name
- State
- Mailing address
- City, State and Zip
- Phone Number
- Contact name
- E-mail address

You will receive a return e-mail with the Login ID. Please call 518-727-5200 so that the password can be provided to you by voice for your organization's data entry administrator who can then customize the system setup to fit your state's reporting mechanism.

To begin your actual Drug Residue Report entry, go to the application login page at: https://nmdrd.com/app/ and log in with the credentials provided to you.

System Setup

If your organization's data entry administrator and data entry person are the same individual, you are ready to begin. Go to: https://nmdrd.com/app/ and login with the ID and password you received from Cynthia Petersen.

We recommend that you change your password to one of your own selection by clicking on **Change Password**, in the upper right part of the first screen that you see after you have logged-in. First, type in the password you received from Cynthia. Next, type in the password you would like to use and then confirm that new password. Finally click on the **Save** button.

For states which have additional personnel involved in compiling, entering, and submitting data; such as administrative assistants or district/regional offices, we have options available to allow data entry at other levels of the organization. This data will then be reviewed by the organization's data entry administrator before its submission to our database at University of Maryland, JIFSAN.

If your organization's data are entered by an administrative assistant (secretary/clerical staff), then go to: https://nmdrd.com/app/ and login with the Administrator's ID and password you received from Cynthia Petersen (or the new password you selected and saved). After you have logged in, go to: **Administration** in the **Main Menu** and click on **People**. Under **People-Administration** you can click on **People Add**. This will bring up a form to add the e-mail address, full name and profile of the individual who will be entering data for your agency. ***Please note that the password for this individual is generated at the time you add them to your system setup.*** When you click on **Profile,** a drop down menu will appear. Choose Data Entry from this menu for this administrative assistant (secretary/clerical staff) position. After you have completed the form and noted the password for this individual, hit the **Save** button. Your data entry person is now ready to begin. The data entry person can go to: https://nmdrd.com/app/ and login with the ID and password that were generated when the Administrator entered them into the system setup.

If your organization's data are compiled and entered at regional or district offices, sent to the agency's office and then submitted to the database at JIFSAN, each regional or district office can be established as a **Group** with one or more data entry persons. To set-up a group or groups, the data entry administrator for the agency should go to: https://nmdrd.com/app/ and login with the Administrator's ID and password you received

in the e-mail from Cynthia Petersen (or the new password you selected). After you have logged in, go to: **Administration** in the **Main Menu** and click on **Groups**. Under **Groups-Administration** you can click on **Groups Add**. Fill in the name of the **Group** and hit the **Save** button. You can repeat this process for as many district/regional offices as needed. Then follow the instructions outlined above for **People Add,** and when filling out the new data entry person's **Profile** remember to specify the name of the appropriate **Group** from the pull-down menu. After you have completed the form and noted the password for each individual, hit the **Save** button. Your data entry person for the group(s), which you created, is now ready to begin. The data entry person can go to: https://nmdrd.com/app/ and login with the ID and password that were generated when the Administrator entered them into the system setup.

Agencies which share milk regulatory responsibilities, but where only one agency reports to the drug residue database, can grant "view only" rights to its sister agency so that they can see the sum total data submitted by their state. After the data entry administrator has logged in, choose **Administration** in the **Main Menu** and click on **People**. Under **People-Administration,** you can click on **People Add**. This will bring up a form to add the e-mail address, full name and profile of the individual being added. ***Please note that the password for this individual is generated at the time you add them to your system setup***. When you click on **Profile,** a drop down menu will appear. Click on **View only**. When the sister agency's person logs into the system, they will be able to view data that has been entered, but will not be able to edit or delete reports. Many other functions that are active for the state data entry administrator will be unavailable to the sister agency's personnel.

Data Entry

The data entry person will go to: https://nmdrd.com/app/ and login with the ID and password that were generated when the Administrator entered them into the system setup. Click on **Residue Reports** in the **Main Menu**. Next click on **Residue Reports Add** under **Residue Reports-Administration**. The **Residue Reports-Add** form is similar to previous software versions. The red starred items (*****) are required fields with pull-down menus where you pick from a list. Each new person who is granted rights to enter data into a report will need to be added to the list of **Contacts**. This can be accomplished either through the main menu or from the **Residue Reports** form screen. After a **Contact** has been added, his or her name will appear in the pull-down menu. The other entries require a number or text (Remarks/Other). After this part of the form has been completed, hit the **Save** button. This will then take you to **Test Results** entry. Click on **Test Results Add**. The red starred item (*****) is a pull-down menu where you pick from a list of drug test methods. The other entries require a number. After this part of the form has been completed, hit the **Save** button. If these samples were analyzed by more than one test method (beta lactams plus sulfonamides plus etc.), you can enter additional test results by clicking on **Test Results Add**. If you notice that there was an error in the data entry, you can correct the mistake by clicking on **Edit** or **Delete** on the right side. You can also **Edit** or **Delete** a report from the **Residue Reports-Administration** screen.

After all of the test results have been entered for a particular report, hit the **Save** button. This will return you to: **Residue Reports-Administration** where you can enter another report by clicking on **Residue Reports Add**. When you are finished entering data, you can exit the system by clicking on **Log out** in the upper right part of the screen. If you desire a hard copy of your data, click on **Print** near the upper right part of the screen. This operation will convert your data entry into a pdf formatted document (Adobe Acrobat) that you can print or save to a hard drive using the buttons on the Adobe pdf viewer.

Data Submission

To submit reports to University of Maryland, JIFSAN, the data entry administrator should log in to: https://nmdrd.com/app/ with the ID and password you received from Cynthia Petersen (or the new password you selected). Click on **Submit Data** in the **Main Menu**. A list of all reporting periods which have not been submitted to University of Maryland, JIFSAN will then appear. The data entry administrator can then review the entry for each reporting period by clicking on either **Residue Reports** or **Data Summary** in the **Main Menu** and selecting a specific reporting month from the pull-down menu.

Edits and/or deletions of reports can be made from the **Residue Reports** screen.

When the data review has been completed, click again on **Submit Data** in the **Main Menu**. You can either put a check mark in the box next to a specific reporting period by clicking on the box or click **Select all** at the bottom of the screen for all the reporting periods. Then click **Submit Data**. This will send your reports to University of Maryland, JIFSAN. You will receive a return e-mail from the Technical Director after the data have been reviewed and accepted into the database, stating that your data were received and which reporting period(s) was included in the submission.

Data Review

Your data will be reviewed for errors/problems by the Technical Director. If something out of the ordinary is found or needs clarification, you will receive a phone call or an e-mail. The data may then be reopened to you electronically, requesting a fix. In the case of this last instance, it will again appear in your **Submit Data** list. You can make corrections on the **Residue Reports** screen and resubmit the data to University of Maryland, JIFSAN.

Data that have been submitted through the web-based software are "locked-out" from any further changes or additions. If you determine that you need to add data or edit a report that has already been submitted, simply send an e-mail to either Cynthia Petersen or Laurie Kurtz at the e-mail addresses below, and it will be reopened electronically. That particular report will again appear in your **Submit Data** list. You can then make corrections on the **Residue Reports** screen and resubmit the data to University of Maryland, JIFSAN using the instructions detailed above.

Help Menu

An extensive Help Menu has been added to the software that includes:

- The operations outlined in this document,
- The definitions and reporting instructions revised in March 2024, and
- The Frequently Asked Questions (FAQ) revised in March 2024.

If you have any questions, please feel free to contact me or Laurie Kurtz at 301-491-1553 or by e-mail at techdirector@nmdrd.com

Sincerely,

Cynthia M. Petersen

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