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Electronic Disease Notification

- EDN (Electronic Disease Notification) ←

- **Once logged into EDN you will be brought to the My Applications page.**
- **Click on the EDN (Electronic Disease Notification)**



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Division of Global Migration and Quarantine



Welcome Lidia Tamerat to EDN.

You are logged on as the Colorado State Refugee Coordinator

Note: This application has been optimized for use with Internet Explorer version 11.

- To download an overseas packet for an individual or family, click on the Batch Print tab.



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Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	[No Filter] <input type="button" value="v"/>
Alien Type:	Refugee <input type="button" value="v"/>
Jurisdiction:	All <input type="button" value="v"/>
Aliens:	All <input type="button" value="v"/>
File Number:	AA-212212 <input type="button" value="←"/>
Alien Number:	212-212-212 <input type="button" value="←"/>
<input type="button" value="Show List"/>	

- You may search for an individual or family by file number (case number) or Alien number
- Insert number and click on show list.

Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

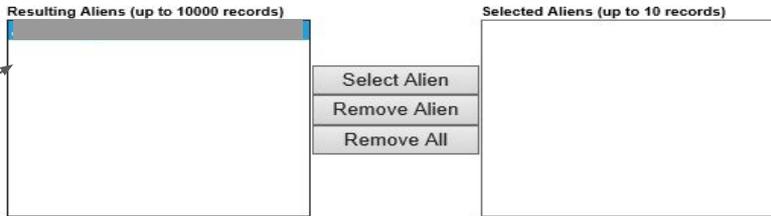
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Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	<input type="text" value="[No Filter]"/>
Alien Type:	<input type="text" value="Refugee"/>
Jurisdiction:	<input type="text" value="All"/>
Aliens:	<input type="text" value="All"/>
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
<input type="button" value="Show List"/>	

- If the individual is in EDN they will appear under the Resulting Aliens box
- If searching under case number for a family each individual associated with that case number will appear in the Resulting Aliens Box.
- If the individual or family you are searching does not appear, it may mean that they are not in EDN or you may also try searching for them under Alien Search, which we will go over later on in the training.



Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

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Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	[No Filter] <input type="button" value="v"/>
Alien Type:	Refugee <input type="button" value="v"/>
Jurisdiction:	All <input type="button" value="v"/>
Aliens:	All <input type="button" value="v"/>
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
<input type="button" value="Show List"/>	

Resulting Aliens (up to 10000 records)

-
-
-

Selected Aliens (up to 10 records)

-
-
-
-
-
-

Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

- Once you have searched for the individual, you want to click on the individual on the Resulting Aliens tab to highlight the individual and then click on Select Alien tab and move the individual over to the Searched Alien box.
- If you are working on a family case you must move each individual over to Searched Alien Tab, but you may do it at the same time, by highlighting each individual

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Batch Print Report

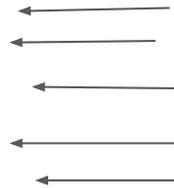
Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	[No Filter] <input type="button" value="v"/>
Alien Type:	Refugee <input type="button" value="v"/>
Jurisdiction:	All <input type="button" value="v"/>
Aliens:	All <input type="button" value="v"/>
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
<input type="button" value="Show List"/>	

Resulting Aliens (up to 10000 records)

-
-
-

Selected Aliens (up to 10 records)

-
-
-
-
-
-



Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

- Once the individual/individuals are moved over to the Searched Alien box you are ready to begin your downloads
- The first tab you want check is the “Open Electronic Documents” EDN may have combined all of the overseas documents already and if they have they will place it under that tab. If you do not see any documents saved on that tab then you will need to download each document individually.

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Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	[No Filter] ▾
Alien Type:	Refugee ▾
Jurisdiction:	All ▾
Aliens:	All ▾
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
<input type="button" value="Show List"/>	

Resulting Aliens (up to 10000 records)

-
-
-

Selected Aliens (up to 10 records)

-
-
-
-
-
-



Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

- You want to double click on the “Open Electronic Document Tab”.

- ❖ Remember, you may not find documents for every case in this tab. EDN is currently working on a transition to get combined documents into that section.

Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	[No Filter] ▼
Alien Type:	Refugee ▼
Jurisdiction:	All ▼
Aliens:	All ▼
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
<input type="button" value="Show List"/>	

Resulting Aliens (up to 10000 records)

Select Alien
 Remove Alien
 Remove All

Selected Aliens (up to 10 records)

Open Electronic Documents
 Open Scanned Documents
 Open Alien Information Only
 Open Worksheets Only
 Open Vaccinations Only
 Open PDMS/SMC Forms Only

Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

EDN Version 2.8.33

Do you want to open or save **MedicalPackages.pdf** (3.36 MB) from **csams.cdc.gov**?

Open Save ▼ Cancel x

- The next tab you want to click on is “Open Scanned Documents” You should be able to download the overseas packet from this tab.
- A pop a message on the bottom of your browser should come up asking if you would like to save the document. You will need to save the medical package to your computer as PDF.

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Batch Print Report

Filter Criteria	
Notification Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
Arrival Date (mm/dd/yyyy)	
Start Date:	<input type="text"/>
End Date:	<input type="text"/>
TB Class:	[No Filter] <input type="button" value="v"/>
Alien Type:	Refugee <input type="button" value="v"/>
Jurisdiction:	All <input type="button" value="v"/>
Aliens:	All <input type="button" value="v"/>
File Number:	<input type="text"/>
Alien Number:	<input type="text"/>
<input type="button" value="Show List"/>	

Resulting Aliens (up to 10000 records)

-
-
-

Selected Aliens (up to 10 records)

-
-
-
-
-
-

Batch Print is not supported for records submitted on forms used before 2014 and will display as a blank page. Access the individual alien record to obtain data for such individuals.

- The next tab to click on is the “Open Alien Information Only” tab. You will find the individuals Alien Sheet from this tab.

- Double Click on the tab

8/14/2019 **Alien Information**

Name: [REDACTED] **Data Entry Person:** Int'l Org. for Migration

Arrival Date: [REDACTED] **Entering for Q-Station:** Chicago Quarantine

Alien Number: [REDACTED] **Officer in Charge:** Erin Rothney

File Number: [REDACTED]

Volag Name: Lutheran Immigration and **Affiliate or Local Sponsor's Address**

Relative Sponsor's Address

Sponsor Name: [REDACTED] **Organization:** DAMIR BASIC

Address Line 1: [REDACTED] **Name:** [REDACTED]

Address Line 2: [REDACTED] **Address Line 1:** 1600 Downing Street, Ste 600

City State Zip: [REDACTED] **Address Line 2:** [REDACTED]

Phone: [REDACTED] **City State Zip:** Denver, CO, 80218

Alternate Phone: [REDACTED] **Business Phone:** 303-217-5184

Email: [REDACTED] **Business Fax:** [REDACTED]

Business Email: [REDACTED]

Row	Name	Alien Number	DOB	Sex	POB
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Relationship to Principal Applicant: [REDACTED] **Native Language:** [REDACTED] **Case Priority:** P1

Citizenship: [REDACTED] **Case Location:** [REDACTED] **OPE:** [REDACTED]

UNHCR Number: [REDACTED] **Marital Status:** [REDACTED]



- From the Alien Information page, click on the save symbol on the top right of the page. A drop down will appear and you will want to save the file as a PDF to your desktop.

❖ You will want to repeat the same steps for the “Open Vaccinations Only” tab and the “ Open PDMS/SMS Forms Only” tab.

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Division of Global Migration and Quarantine



Welcome Lidia Tamerat to EDN.
You are logged on as the Colorado State Refugee Coordinator

Note: This application has been optimized for use with Internet Explorer version 11.

- If searching for a secondary or an individual that has been granted refugee status over a year ago you will want to search for the individual from the “Alien Search’ tab.



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Alien Search

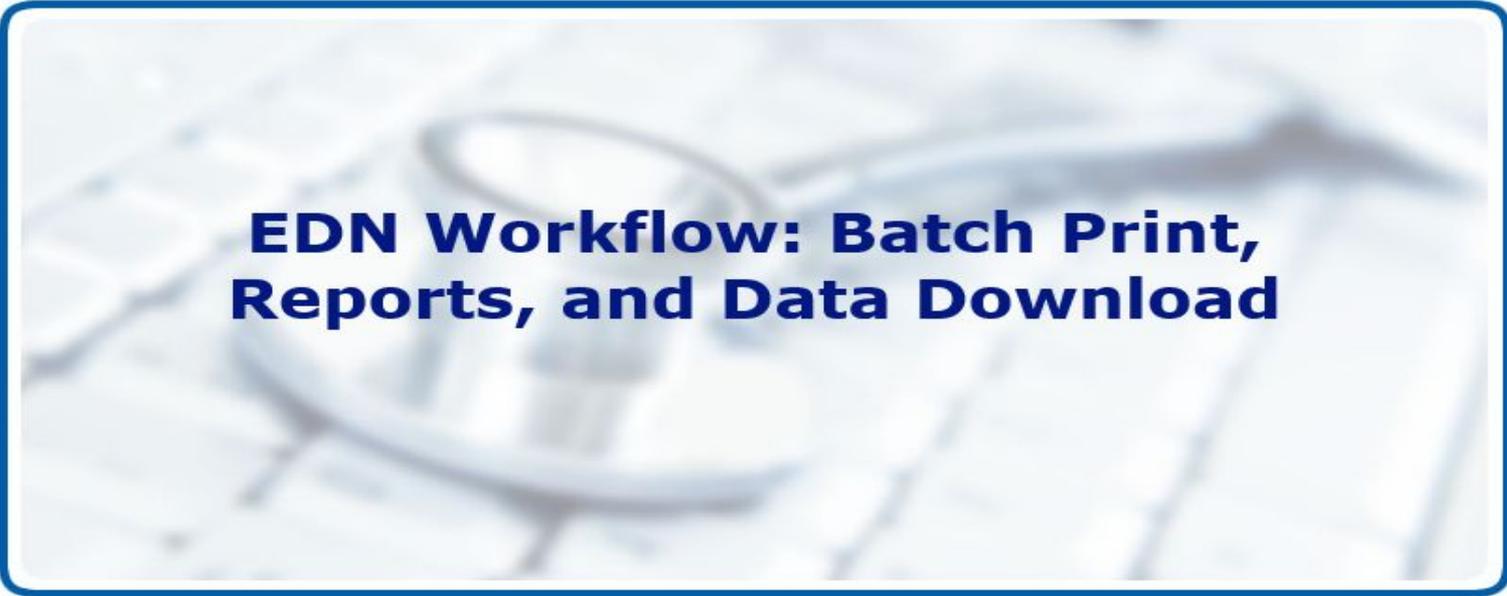
Search Criteria

Alien Number: <input type="text"/> File Number: <input type="text"/> Last Name: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Proflight Number: <input type="text"/> NTIP ID: <input type="text"/>	Arrival Date (mm/dd/yyyy) *Start Date: <input type="text" value="01/01/2018"/> ← (*If alien arrived more than 12 months ago, Start Date is required.) End Date: <input type="text"/> Date of Birth: <input type="text"/> Worksheet: <input type="text" value="All"/> ▾ Jurisdiction: <input type="text" value="Any"/> ▾ Arrival Port: <input type="text" value="Any"/> ▾
--	--

- Once on the Alien Search page you may search by Alien Number, File Number or Name.
- It is important to put in an arrival date, when searching from this section.

	Alien Number	File Number	Last Name	First Name	Middle Name	Visa Type	Date Of Arrival	Date Of Notification	Jurisdiction
+									
Page 1 of 1 Back Next 10 Rows/Page									

- The next couple of slides will go over the EDN training provided on their website, specific to batch printing.
- To access the full training guide please visit the help section in EDN https://csams.cdc.gov/EDN/Gen_Pages/Help.aspx.



EDN Workflow: Batch Print, Reports, and Data Download

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Batch Print

Batch Print is a function that allows you to define a specific group of up to 10 aliens and generate their electronic documents, scanned documents, Alien information pages or TB worksheets in a single file. This saves you the time it takes to retrieve multiple records by using the Alien List or Alien Search functions.

You should use the Batch Print function to retrieve the records of aliens:

- Within a specific range of Notification Dates
- Who arrived in the U.S. within a specific range of dates
- With a specific TB condition
- Based on their alien type (immigrant or refugee)
- Including refugees with the same File Number
- Who have begun their U.S. medical evaluation, so you can follow up on this group
- In order to export the records to Acrobat Acrobat/Reader to save or print them as a PDF



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How do I use Batch Print?

Click on the Batch Print option in the EDN Workflow Menu to use this function. On the Batch Print Report screen, you can define a group of aliens by using one or more of these filter criteria:

- Notification Date
- Date of Arrival in the U.S.
- TB Class
- Alien Type
- Jurisdiction (only available for federal or multi-jurisdictional EDN users)
- Aliens with U.S. evaluation started
- File Number
- Alien Number

When you have completed your filter selections, click the "Show List" button to retrieve the resulting list.



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How do I Select Records Using Batch Print?

The list of aliens defined by your criteria will appear in the Resulting Aliens frame. Click on the name(s) to highlight and select them and then click the "Select Alien" button to add the name(s) to the Selected Aliens frame.

- You may select and generate up to 10 records at one time.
- Hold down the "Shift" key while clicking on names to highlight more than one name at a time or hold down the "Ctrl" key and click on "Select Alien" to select several noncontiguous records at once.

Note that the system will clear checkmarks when using the Alien Search feature, but will not clear the checkmarks when using Batch Print. You will need to manually remove the checkmarks, if desired.

