

ACCESSING AND USING THE NEW DATA SUBMISSION SUBMODULE

Accessing the Data Submission Submodule

1. Log in to the **PEMS application** with a user id that has permission to access the Data Transfer module.
2. Select the **Data Transfer** module.
3. Select the **Data Submission** submodule.

Searching Program Models

The user's program models, as well as all program models that have been shared with the user's agency, will be displayed when the Data Submission submodule opens. If the user wishes to narrow the list of program models, he or she may do so by entering search criteria in the "Search Program Models" section.

1. Enter the desired criteria.
2. Click the **Search** button.

At least one program model must be selected for data to be submitted. If a program model is not selected, the agency's non-intervention specific data (i.e. budget, program) will not be submitted to CDC.

Submitting Data

1. Select the **checkbox** next to the desired program model.
2. Click the **Submit** button.

Users may navigate through several pages of results by selecting "previous" or "next" at the bottom of the results. They may also enter the page number of the results they wish to navigate to in the "Go to Page" text and will be taken directly to the page after selecting Go.

After the user selects Submit, he or she will receive a successful submission message: "Your data has been successfully submitted." A green checkmark will appear next to the program models that have been successfully submitted.

Once a program model has been submitted to CDC, the name of this program model cannot be edited in the software. If a user attempts to change the name an error will display on the PEMS screen.