Accessing Uniform Data System (UDS) Reporting Guidance Resources on the Electronic Handbooks
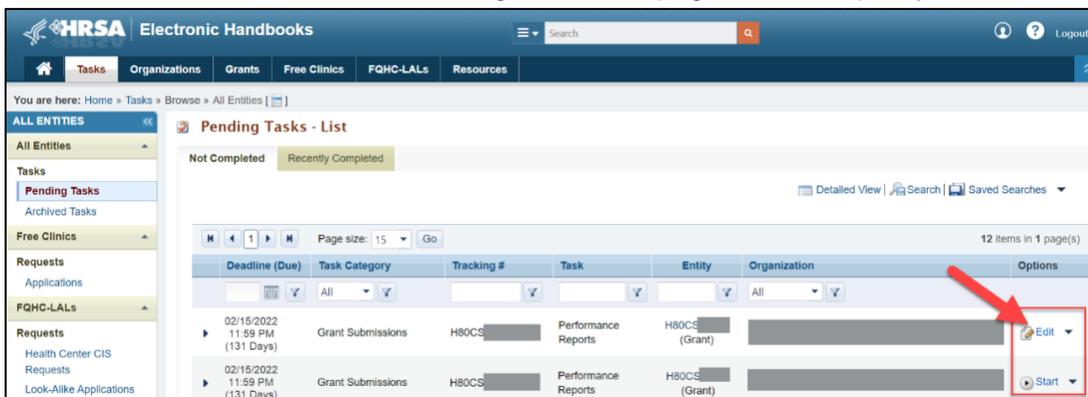
Resources Available

Electronic Handbooks (EHBs) house resources to help Health Center Program awardees and look-alikes (LALs) access UDS reports and to help awardees and LALs access the Preliminary Reporting Environment (PRE):

- **UDS EHBs User Guide:** A step-by-step guide of the process to access, prepare, submit, and revise UDS reports and access standard UDS reports in the EHBs system for Health Center Program awardees and LALs.

- **Accessing Standard UDS Reports:** Quick reference sheets (QRSs) that describe how to access standard UDS reports from the EHBs system tailored to program awardees and LALs.

- **Offline Excel Mapping Tool:** A companion file to the offline UDS data Excel template. This tool helps streamline reporting by providing mapped cell locations to data fields. The offline Excel and mapping documents should be used with an Electronic Health Record (EHR) or data system to help in automating the UDS Report. (Note: Offline Excel templates are specific to each health center and are available through EHBs).
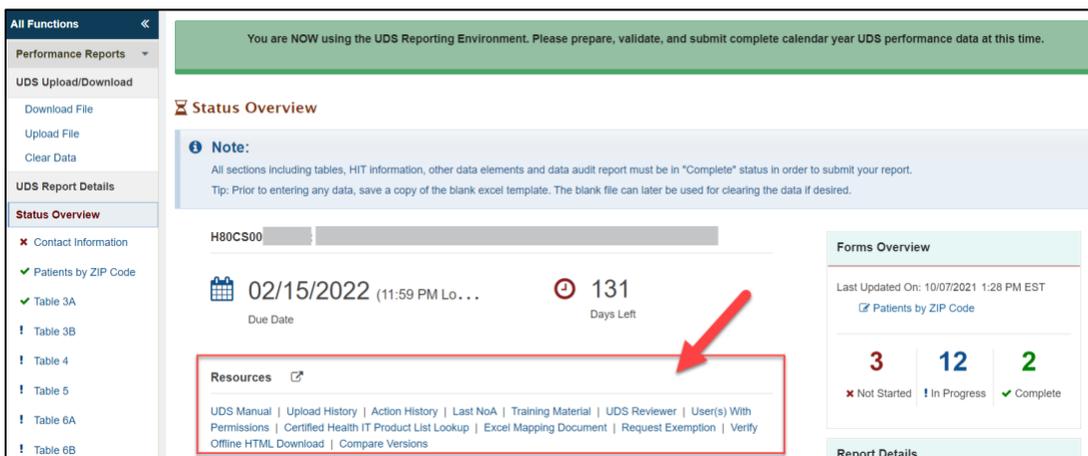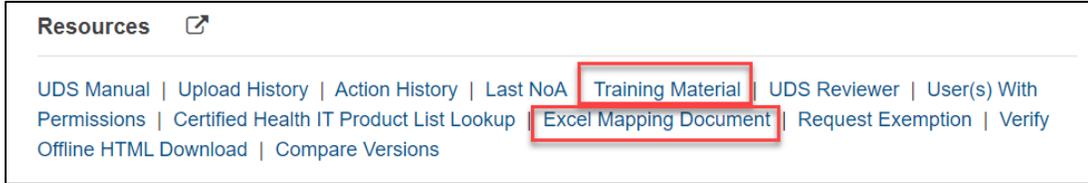
EHBs Instructions

To access these resources:

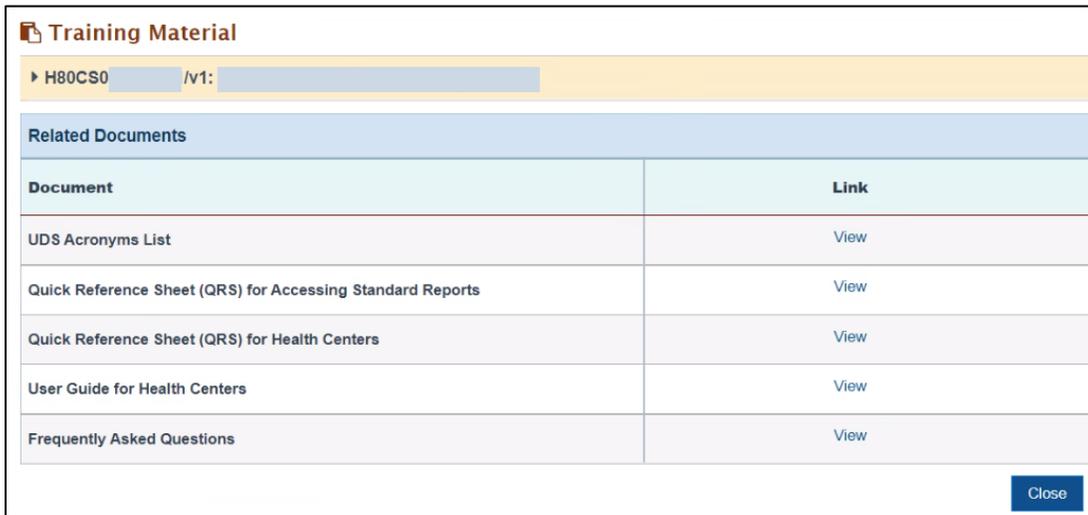1. Click on **Edit** or **Start** from the Pending Tasks List page for the Report you want to work on.

2. On the Status Overview page, navigate to the **Resources** section.

3. In the Resources section, select **Training Material** or **Excel Mapping Document**.
   - Select **Training Material** to view the UDS EHBs Guide and Accessing Standard UDS reports QRSs.
   - Select **Excel Mapping Document** to view the Offline Excel Mapping Tool.

4. The **Training Material** section provides a list of documents, such as the UDS EHBs User Guide, Accessing Standard UDS reports QRSs, and other helpful information about UDS reporting. Click **View** to open a document. (Note: The list of documents will vary based on your organization type.)

Document	Link
UDS Acronyms List	View
Quick Reference Sheet (QRS) for Accessing Standard Reports	View
Quick Reference Sheet (QRS) for Health Centers	View
User Guide for Health Centers	View
Frequently Asked Questions	View

5. After selecting **Excel Mapping Document**, a downloaded file will appear at the bottom of the page. Click on the file name to open the Excel Mapping Document.