**INSTRUCTIONS FOR IMPORTING DATA INTO CAMEOFM**

**The following will serve as a guide to import the cameo file labeled “Resource Data.zip” into your Cameofm system.**

1. Ensure that you are currently utilizing the current version of Cameofm. The most current is Cameofm 3.0.1. Users can go to <http://www2.epa.gov/cameo> and download the most current version. *NOTE: Please follow installation instructions thoroughly; especially if you are currently using this program in your agency. If you do not, you may overwrite your database!*

2. Download the file **“CDC Resource Data.zip”** record provided onto your desktop.

3. Open **Cameofm**

4. Go to the **“FILE”** menu option at the top of the page and select **“IMPORT/EXPORT”**

5. From the Cameo **“IMPORT/EXPORT”** Screen, select **“IMPORT”** You will receive an alert message prompting you to ensure that your current database is backed up in a separate location. Select **“IMPORT”**

6. Guide your browser to the **“CDC Resource Data.zip”** file and select it.

7. Allow the file to completely install into your system.

8. Select **“DONE”** when it is finished.

If you followed the steps properly, when you open the **“RESOURCE MODULE”** from the **“HOME”** screen, you will see four (4) additional records.

These records are in two categories:

1. **Standard Point of Distribution (POD) record**; complete with a standardized “GO-KIT” inventory. This record is meant to be linked with a mapping object in “MARPLOT”, if the User wishes. It can serve as an electronic inventory list for the agency to keep track of their POD equipment.
2. Informational Resource records regarding current biological/etiological concerns facing our nation today. Each record has information in the **“DOCUMENTS”** and **“NOTES”** sections. These files can be printed.

References came directly from the CDC with relevant web site addresses built into each record. The User can modify any of these records as they see fit to meet the needs of the agency or jurisdiction.

Technical support regarding these files can be obtained through NCBRT,
Steve Veneziano: Vnzrescue@aol.com or E. Stefan Coutoulakis: Ricameo@aol.com