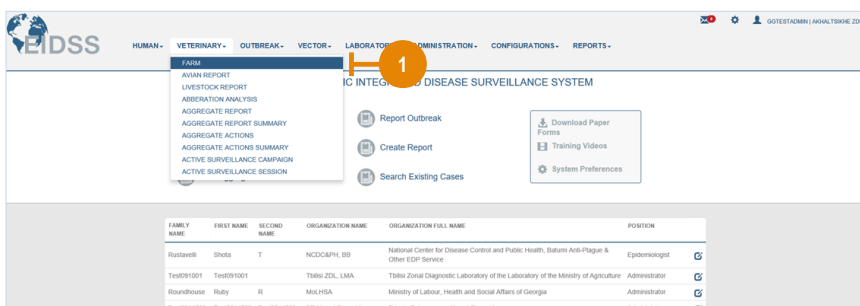


## Edit a Farm Record

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An EIDSS user with the appropriate permissions can revise records in the database. This quick guide presents the steps to edit a farm record.

1. From the **EIDSS Dashboard**, choose **FARM** from the **VETERINARY** drop-down menu. The **Farm** screen appears.



2. Enter as much information as possible about the farm whose record you wish to edit. **Note:** Partial entry is acceptable for the **Farm ID**, **Farm Owner Personal ID**, **First Name**, and **Last Name**.

**Tip 1:** To return to the previous screen without saving entered information, click **Cancel**.

**Tip 2:** To delete entered information, click **Clear**.

3. Click **Search**. The **Search Results** appear.

The screenshot shows the 'Farm' screen with the 'Search Criteria' section. The form includes fields for Farm ID, Farm Type (Avian/Livestock), Farm Owner (Last Name, First Name, Personal ID), Farm Name, Region, Rayon, and Settlement Type. A red box highlights the search criteria fields, and a red circle with the number 2 is next to it. At the bottom, there are buttons for Cancel, Clear, and Search. A red circle with the number 3 is next to the Search button. Below the buttons are labels T1 and T2.

**Tip 3:** To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

**Tip 4:** To view additional information, click the **Show/Hide** icon next to the desired record.

4. Click the **Edit** icon corresponding to the desired record. The **Farm** screen appears displaying the **Farm Information** section.

The screenshot shows the 'Farm' screen with the 'Search Results' section. The table displays a list of farms with columns for Farm ID, Farm Type, Farm Owner Name, Farm Owner ID, Farm Name, Region, Rayon, and Settlement. A red circle with the number 4 is next to the 'Edit' icon in the first row. A red circle with the number 3 is next to the 'Show/Hide' icon in the first row. Below the table, there is a pagination bar showing 'Page: 1' and a list of records found (62 records found of 84 total records).

Farm ID	Farm Type	Farm Owner Name	Farm Owner ID	Farm Name	Region	Rayon	Settlement
FRM190059	Avian	Jack Sparrow		Big Leghorn Farm	Kakheti	Gurjaani	Arashenda
FRM190062	Avian and Livestock	Russel R Redding		Red Hereford Farm	Kakheti	Gurjaani	
FRM190063	Avian	Mike S Spade		White Leghorn Farm	Kakheti	Gurjaani	Arashenda
FRM190065	Avian	Nate W Willow		Red Cornish Farm	Kakheti	Gurjaani	Chandari
FRM190066	Avian	William G Gates		Wild Turkey Farm	Kakheti	Kvareli	Gavazi
FRM190071	Avian	Lee C Cooper		Black Turkey Farm	Kakheti	Gurjaani	Chandari
FRM190072	Avian	Jeff D Dunham		Golden Goose Farm	Kakheti	Gurjaani	Chandari
FRM190075	Avian	George G Grey		Grey Cornish Farm	Kakheti	Gurjaani	Chandari
FRM190076	Avian			Red Turkey Farm	Kakheti	Gurjaani	Darba
FRM190079	Avian			Gagra Farm one	Abkhazia	Gagra	Achmarda

## Edit a Farm Record

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5. Make any necessary revisions.
6. Use the navigation menu to access and revise the other section as needed.
7. Click **Farm Review**. Both sections of the record appear.

**Farm**

Indicates required information

Date Entered: 7/16/2016 Date Last Updated: 7/16/2016

**Farm Information**

Farm ID: FRM190059

Farm Type: ☒ Avian ☐ Livestock

Farm Name: Big Leghorn Farm

Farm Owner: Sparrow, Jack

Phone: 99533344455 Fax: Email:

Cancel Next

Navigation menu: Farm Information, Farm Address, Farm Review (selected)

8. Review the revised information for accuracy.
9. Click **Submit**. A window appears confirming successful modification of the record.

**Farm**

Indicates required information

Date Entered: 7/16/2016 Date Last Updated: 7/16/2016

**Farm Information**

Farm ID: FRM190059

Farm Type: ☒ Avian ☐ Livestock

Farm Name: Big Leghorn Farm

Farm Owner: Sparrow, Jack

Phone: 99533344455 Fax: Email:

**Farm Address**

Country: Georgia

Region: Kakheti Rayon: Gurjaani

Settlement Type: ALL Settlement: Arashenda

Street:

House: Building: Apt:

Postal Code:

Cancel Previous Submit

Navigation menu: Farm Information, Farm Address (selected), Farm Review