EIDSS | Electronic Integrated Disease Surveillance System
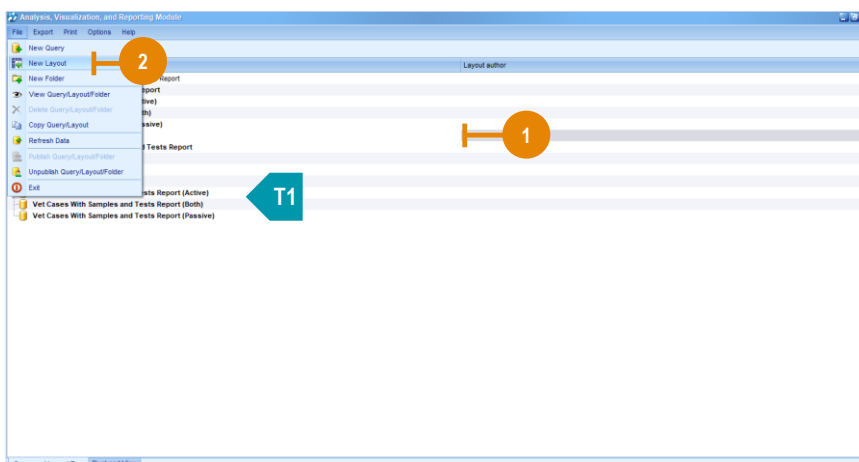
Create a Layout

An EIDSS user with the appropriate permissions can build layouts from existing queries in the Analysis, Visualization, and Reporting (AVR) application. This quick guide presents the steps to create a layout.

1. From the AVR **Query and Layout Tree,** highlight the query for which you wish to create a new layout.

   > **Tip 1:** Existing queries are displayed in the **Query and Layout Tree,** and published queries and layouts are bolded.

2. Choose **New Layout** from the **File** drop-down menu**.** A blank layout form appears with the **Info** tab open.
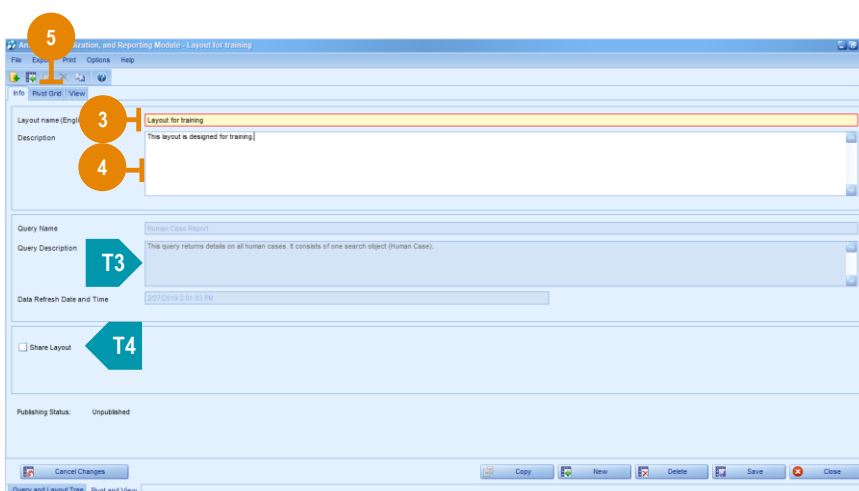
   > **Tip 2:** A layout can also be added by highlighting the desired query in the **Query and Layout Tree** and clicking the **New Layout** icon in the toolbar.

3. Enter a **Layout name.**

4. Enter a layout **Description.**

   > **Tip 3:** Information for the selected query auto-populates and is not editable.

   > **Tip 4:** Check the **Share Layout** box to share the layout with other AVR users at your site.

5. Click **Pivot Grid.** The **Pivot Grid** tab appears.

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6. Complete the **Pivot Grid Settings** section and **Grid Fields Customization. Note:** Additional help can be found in the **Navigate the Pivot Grid Tab** quick guide.

7. Click **View.** The **View** tab appears.

8. Complete the **View** tab to set up a chart or map layout view. **Note:** Additional help can be found in the **Navigate the View Tab** quick guide.

9. Click **Save.** A confirmation dialog box appears.

10. Click **Yes.** The layout is saved and displays underneath the associated query in the **Query and Layout Tree.**