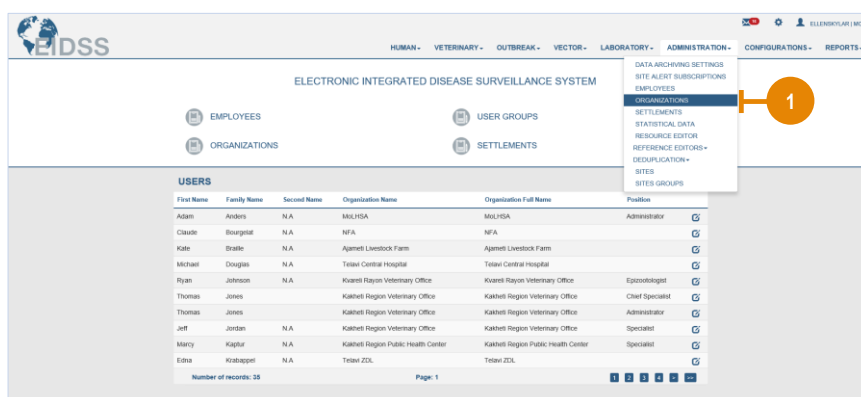


Enter an Organization Record

Pg. 1 of 3

An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter an organization record.

1. From the **EIDSS Dashboard**, choose **ORGANIZATIONS** from the **ADMINISTRATION** drop-down menu. The **Organization** screen appears.



Tip 1: If there is concern that the desired record already exists in the database, perform a search before continuing.

Tip 2: To return to the previous screen without saving entered information, click **Cancel**.

2. Click **Add**. A blank **Organization** screen appears.

The screenshot shows the Organization Search form. The form includes fields for Organization Unique ID, Abbreviation, Organization Full Name, Specialization, Region, Rayon, Settlement, and Organization Type. There is a checkbox for 'Show Foreign Organizations'. At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Add button is highlighted with a red circle and a red arrow labeled '2'. Below the buttons, there are labels T2 and T1.

Enter an Organization Record

Pg. 2 of 3

- Complete the **Organization Information** section. **Note:** Fields marked with a red asterisk are mandatory.
- Click **Next**. The **Departments** section appears.

Organization

Organization Details

3

Organization Information

Organization Unique ID

* Abbreviation

MDHRC-FD Ltd

* Organization Full Name

Medical Diagnostic Health Rehabilitation Center Family Doctor Ltd

* Accessory Code

Human

Exophyte

Plant

Soil

Organization Type

Order

☐ Foreign Address

Ownership Form

Legal Form

Main Form of Activity

* Country

Georgia

* Region

Tbilisi

* Rayon

Gldani-Nadzaladevi

Settlement

Gldani

Street

Nadsladevi

House

Building

Apartment/Unit

Postal Code

* Settlement Type

Settlement

Phone

995-00-44-33

Cancel

Previous

Next

4

Organization Info

Departments

Review

Enter an Organization Record

Pg. 3 of 3

- Check the box for each department you wish to add for the organization.

Tip 3: To add a new department, click **Add**, complete the window that appears, and click **Submit**.

Tip 4: The navigation menu allows you to access both sections and displays a green checkmark next to each completed section.

Tip 5: To collapse the navigation menu, click the three lines at the top.

- Click **Next**. The **Organization** screen appears displaying both sections of the record.

- Review the information for accuracy.

Tip 6: To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review**.

- Click **Submit**. A pop-up appears confirming successful entry of the record.

Organization

Organization Details

Departments

- ☐ Animal Inspection
- ☐ Bacteriology
- ☐ Bacteriology
- ☐ Bacteriology
- ☐ Bacteriology
- ☒ Diagnostics
- ☐ Epi
- ☐ Epidemiologist
- ☐ Epidemiology

Add

Navigation Menu:

- ☒ Organization Info
- ☒ Departments
- ☐ Review

Buttons: Cancel Previous Next

Organization

Organization Details

Organization Information

Organization Unique ID

Abbreviation
MHDRC-FD Ltd

Organization Full Name
Medical Diagnostic Health Rehabilitation Center Family Doctor Ltd

Accessory Code
Livestock
Avian
Vector
Syndromic

Organization Type

Navigation Menu:

- ☒ Organization Info
- ☒ Departments
- ☐ Review

Buttons: Cancel Submit