EIDSS | Electronic Integrated Disease Surveillance System

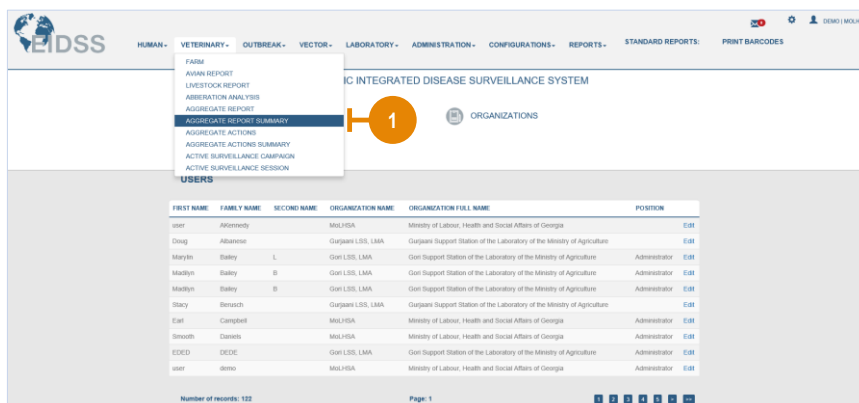# Enter a Veterinary Aggregate Disease Report Summary

An EIDSS user with the appropriate permissions can create aggregate disease report summaries in the database. This quick guide presents the steps to enter a veterinary aggregate disease report summary.

1. From the **EIDSS Dashboard,** choose **AGGREGATE REPORT SUMMARY** from the **VETERINARY** drop-down menu. The **Veterinary Aggregate Disease Summary** screen appears. **Note:** The veterinary aggregate disease matrix settings must be configured prior to creating a summary.

2. Choose an **Administrative Level** and **Time Interval** from the drop-down menus.

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

3. Click **Search.** The **Search** window appears.

4. Enter as much information as possible about the aggregate reports you wish to summarize.

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

5. Click **Search.** The search results appear.

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6. Check the box of each desired report.

> **Tip 3:** To select all reports, click **Select All.**

7. Click **Select.** The chosen reports appear.

> **Tip 4:** To remove a report from the grid, click the **Delete** icon corresponding to the desired report.

8. Click **Show Summary Data.** The **Summary** section appears displaying summary data for the **Administrative Level** and associated **Time Interval** for the selected reports.