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An EIDSS user with the appropriate permissions can revise reports in the database. This quick guide presents the steps to edit an avian disease report.

 From the EIDSS Dashboard, choose AVIAN REPORT from the VETERINARY drop-down menu. The Avian Disease Report screen appears.



 Enter as much information as possible about the disease report you wish to edit. Note: Fields marked with a red asterisk are mandatory. Note: Partial entry is acceptable for the Report ID.

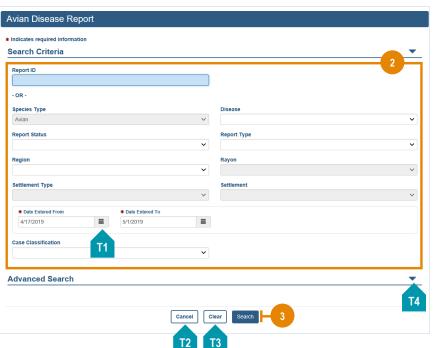
Tip 1: To navigate to the desired date, click a Calendar icon and then the Select Month > Select Year > Select Decade bars at the top of the calendar.

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

Tip 3: To delete entered information, click **Clear.**

Tip 4: To further filter a search, click the **Show/Hide** icon next to **Advanced Search**, enter as much information as possible, and click **Search**.

Click Search. The Search Results appear.



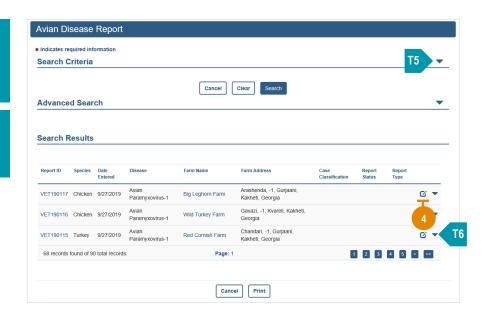


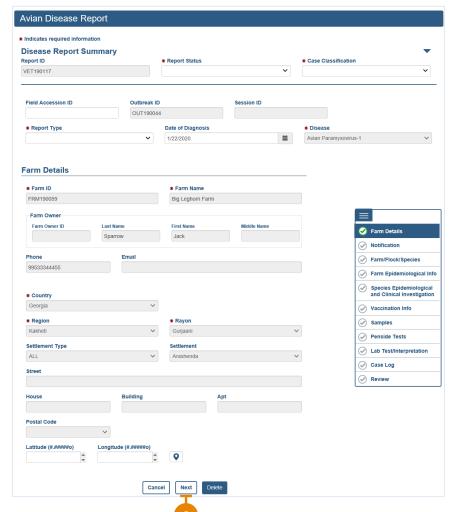
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Tip 5: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search.**

Tip 6: To view additional information, click the **Show/Hide** icon next to the desired report.

- Click the Edit icon corresponding to the desired report. The Avian Disease Report screen appears displaying the Farm Details section.
- Click Next. The Notification section appears. Note: The Farm Details section cannot be edited.

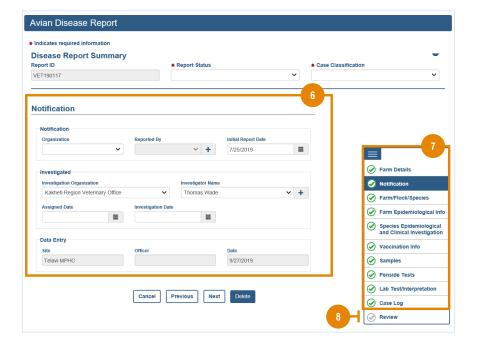






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- 6. Make any necessary revisions.
- 7. Use the navigation menu to access and revise other sections as needed.
- Click Review. The Avian Disease Report screen appears displaying all sections of the report.





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- 9. Review the revised information for accuracy.
- Click Submit. A window appears confirming successful modification of the report.

