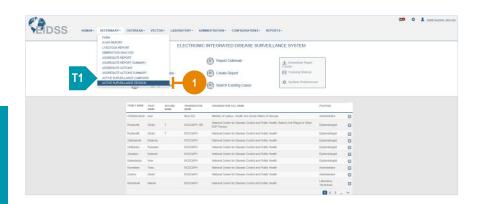


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An EIDSS user with the appropriate permissions can revise active surveillance sessions in the database. This quick guide presents the steps to edit a veterinary active surveillance session.

 From the EIDSS Dashboard, choose ACTIVE SURVEILLANCE SESSION from the VETERINARY drop-down menu. The Veterinary Active Surveillance Session screen appears.

Tip 1: To edit a session linked to a campaign, you can also search by choosing **ACTIVE SURVEILLANCE CAMPAIGN** from the **VETERINARY** drop-down menu.



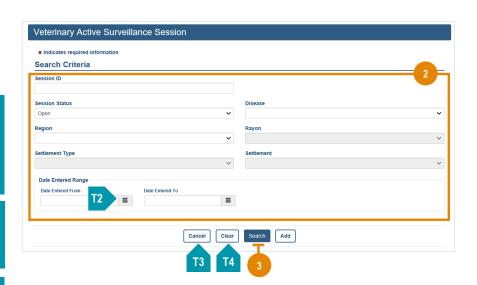
 Enter as much information as possible about the session you wish to edit.
Note: Partial entry is acceptable for the Session ID.

Tip 2: 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 3: To return to the previous screen without saving entered information, click **Cancel**.

Tip 4: To delete entered information, click **Clear.**

Click Search. The Search Results appear.



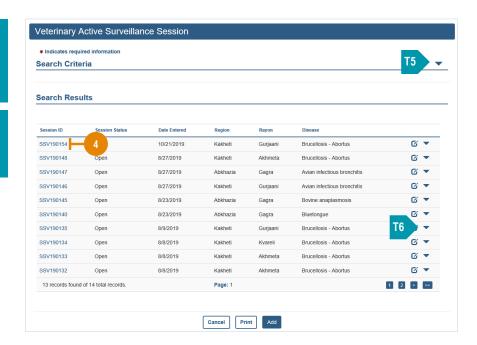


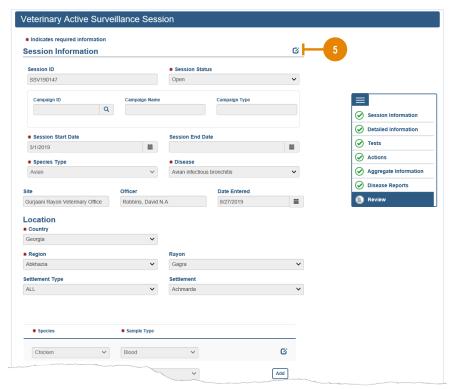
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Tip 5: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

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

- Click the Session ID corresponding to the desired session. The Veterinary Active Surveillance Session screen appears displaying all sections of the session.
- 5. Click the **Edit** icon in the appropriate section. The chosen section appears.



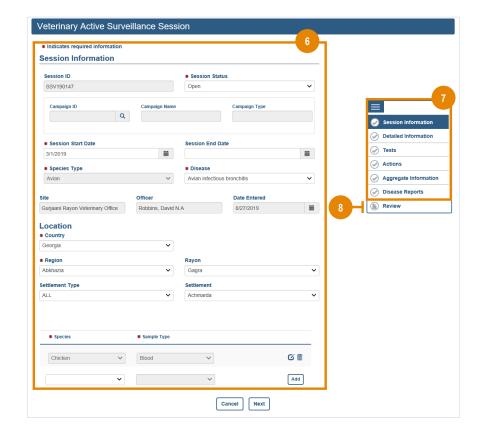






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- 6. Make any necessary revisions.
- 7. Use the navigation menu to access and revise other sections as needed.
- Click Review. The Veterinary Active Surveillance Session screen appears displaying all sections of the report.





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

