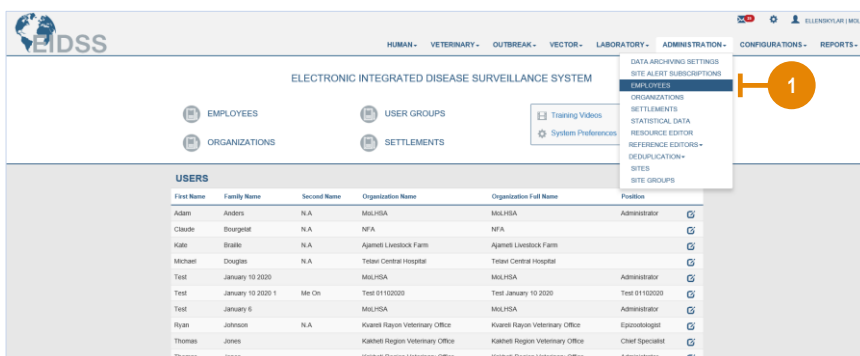


# Edit an Employee Record

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An EIDSS user with the appropriate permissions can revise records in the database. This quick guide presents the steps to edit an employee record.

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



2. Enter as much information as possible about the employee whose record you wish to edit.

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

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

The screenshot shows the Employee form with the Search Criteria section highlighted by a red box and a '2' next to it. The fields include Position (dropdown), Family Name, First Name, Second Name, Organization (dropdown), and Unique Organization ID. Below the fields are buttons for Cancel, Clear, Search, and Add. The Clear button is highlighted with a red circle and a '3' next to it.

3. Click **Search**. The **Search Results** appear.
4. Click the **Edit** icon corresponding to the desired employee record. The **Employee** screen appears displaying the **Personal Information** section.

The screenshot shows the Employee form with the Search Results section highlighted by a red box and a '4' next to it. The results table lists employees with columns for Family Name, First Name, Organization, Organization Full Name, Position, and Phone. The first row is highlighted. Below the table are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and a '3' next to it.

Family Name	First Name	Organization	Organization Full Name	Position	Phone
Anders	Adam	MoLHSA	MoLHSA	Administrator	123
Skylar	Ellen	MoLHSA	MoLHSA	Administrator	234234234
Simpson	Lisa	NCDC	NCDC	Administrator	3333222
Mason	Parker	MoLHSA	MoLHSA	Administrator	234234234
Mase	Ryker	MoLHSA	MoLHSA	Administrator	234234234
Vaughan	Sarah	NFA	NFA	Administrator	12343234
Jones	Thomas	Kakheti Region Veterinary Office	Kakheti Region Veterinary Office	Administrator	9954445545

## Edit an Employee Record

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5. Make any necessary revisions.
6. Use the navigation menu to access and revise other sections as needed.
7. Click **Review**. The **Employee** screen appears displaying all sections of the record.
8. Review the revised information for accuracy.
9. Click **Submit Query**. A pop-up appears confirming successful modification of the record.

**Employee**

**Employee Details**

**Personal Information**

Personal ID: [Text Field] Personal ID Type: [Dropdown Menu]

First Name: [Text Field] Second Name: [Text Field] Family Name: [Text Field]

Organization: [Dropdown Menu] Department: [Dropdown Menu]

Position: [Dropdown Menu] Phone: [Text Field]

Buttons: Cancel, Back, Continue

Navigation Menu:

- Personal Information
- Login
- Groups
- System Functions
- Review**

**Employee**

**Employee Details**

**Personal Information**

Personal ID: [Text Field] Personal ID Type: [Dropdown Menu]

First Name: [Text Field] Second Name: [Text Field] Family Name: [Text Field]

Organization: [Dropdown Menu] Department: [Dropdown Menu]

Position: [Dropdown Menu] Phone: [Text Field]

**Login**

Administrator	Access to Active Surveillance Sites			
Administrator	Access to Administrative Standard Reports	✓		
Administrator	Access to Aggregate Settings	✓	✓	
Administrator	Access to Data Audit	✓		
Administrator	Access to EIDSS Sites List (Managing Data access from Other Sites)	✓	✓	✓
Administrator	Access to Event Log	✓		
Administrator	Access to Farms Data	✓	✓	✓
Administrator	Access to Flexible Forms Designer	✓	✓	✓

Buttons: Cancel, Submit Query

Navigation Menu:

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