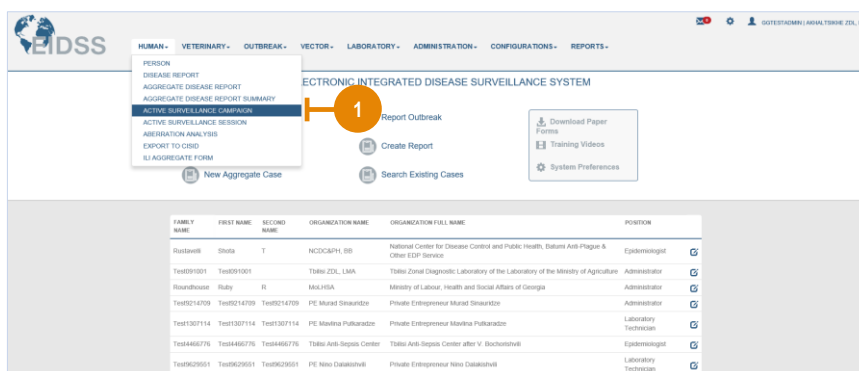


Enter a Human Active Surveillance Campaign

Pg. 1 of 2

An EIDSS user with the appropriate permissions can create active surveillance campaigns in the database. This quick guide presents the steps to enter a human active surveillance campaign.

1. From the **EIDSS Dashboard**, choose **ACTIVE SURVEILLANCE CAMPAIGN** from the **HUMAN** drop-down menu. The **Human Active Surveillance Campaign** screen appears.



Tip 1: If there is concern that the desired campaign 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 **Human Active Surveillance Campaign** screen appears.

The screenshot shows the 'Human Active Surveillance Campaign' form. The 'Search Criteria' section is highlighted with a red box. It includes fields for 'Campaign ID', 'Campaign Name', 'Campaign Type', 'Campaign Status', 'Disease', and 'Campaign Start Date Range'. There are buttons for 'Cancel', 'Clear', 'Search', and 'Add'. A red circle with the number '2' is placed over the 'Add' button. A red circle with the number '1' is placed over the 'Campaign Start Date Range' field.

3. Complete the **Campaign Information** section. **Note:** Fields marked with a red asterisk are mandatory.

Tip 3: 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.

The screenshot shows the 'Human Active Surveillance Campaign' form. The 'Campaign Information' section is highlighted with a red box. It includes fields for 'Campaign ID', 'Campaign Name', 'Campaign Type', 'Campaign Status', 'Campaign Start Date', 'Campaign End Date', and 'Campaign Administrator'. There are buttons for 'Cancel' and 'Submit'. A red circle with the number '3' is placed over the 'Campaign Information' section. A red circle with the number '1' is placed over the 'Campaign Start Date' field.

Enter a Human Active Surveillance Campaign

Pg. 2 of 2

4. Choose a **Sample Type** from the drop-down menu, and enter a **Planned Number**.
5. Click **Add**. **Note:** Repeat steps 4 and 5 to add additional samples. **Note:** Each **Sample Type** can be chosen only once for each campaign.

Human Active Surveillance Campaign

Indicates required information

Campaign Information

Campaign ID:

* Campaign Name: * Campaign Type: * Campaign Status:

Campaign Start Date: Campaign End Date:

Campaign Administrator: * Disease:

* Sample Type	Planned Number	Comments/Descriptions
<input type="text" value="Swab - Lesions"/>	<input type="text" value="20"/>	<input type="text"/>

Cancel Submit **5** Add

4

6. Click **Submit**. A window appears confirming successful entry of the campaign.

Human Active Surveillance Campaign

Indicates required information

Campaign Information

Campaign ID:

* Campaign Name: * Campaign Type: * Campaign Status:

Campaign Start Date: Campaign End Date:

Campaign Administrator: * Disease:

* Sample Type	Planned Number	Comments/Descriptions
<input type="text" value="Swab - Lesions"/>	<input type="text" value="20"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Submit **6** Add