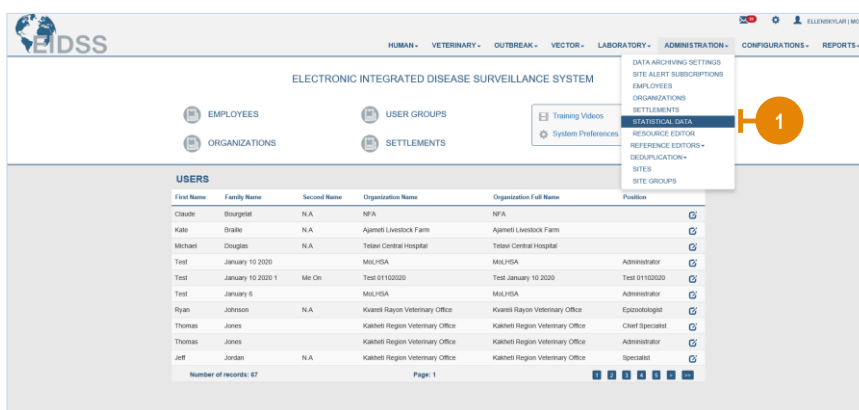


Enter a Statistical Data Record

Pg. 1 of 2

An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter a statistical data record.

1. From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** screen appears.



Tip 1: If there is concern that the desired record 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 **Statistical Data Details** screen appears.

Statistical Data Details

Search Criteria

Statistical Data Type:

Start Date for Period: From To

Region:

Rayon:

Settlement:

T2 **T1** **2**

Enter a Statistical Data Record

Pg. 2 of 2

- Complete the **Statistical Data Details** section. **Note:** Fields marked with a red asterisk are mandatory.

Tip 3: To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

- Click **Review**. The **Statistical Data Details** screen appears displaying the record.

- Review the information for accuracy.

Tip 4: To collapse the navigation menu, click the three lines at the top.

- Click **Submit**. A pop-up appears confirming successful entry of the record.