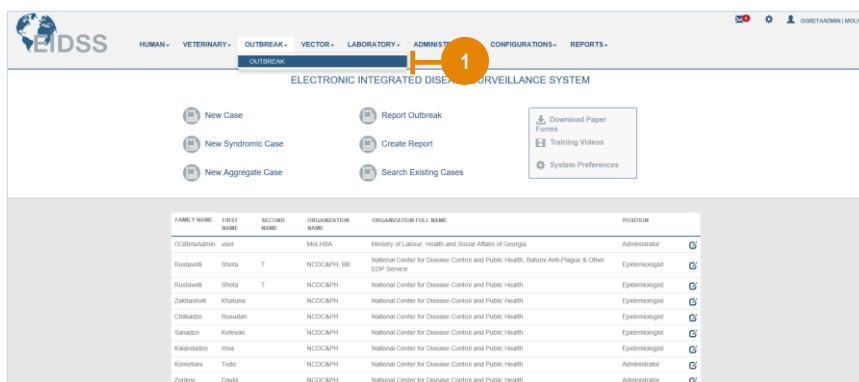


Import a Disease Report

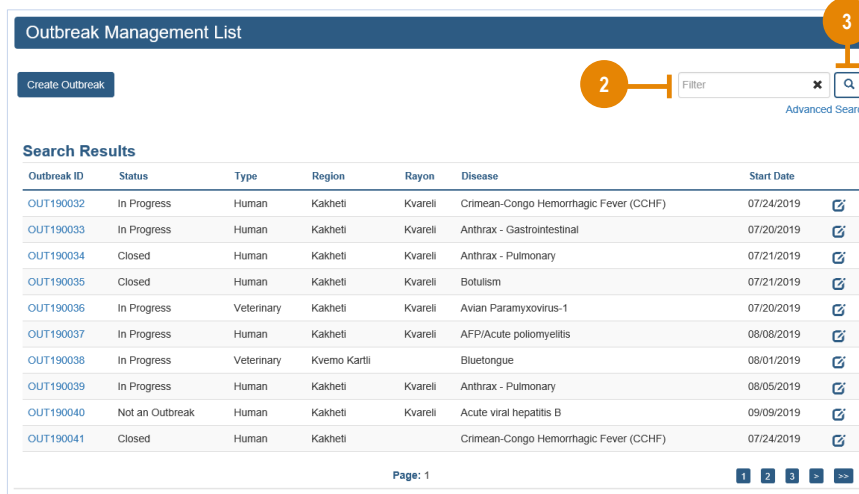
Pg. 1 of 3

An EIDSS user with the appropriate permissions can import existing human or animal disease reports into outbreak sessions in the database. This quick guide presents the steps to import a disease report.

1. From the **EIDSS Dashboard**, choose **OUTBREAK** from the **OUTBREAK** drop-down menu. The **Outbreak Management List** screen appears.

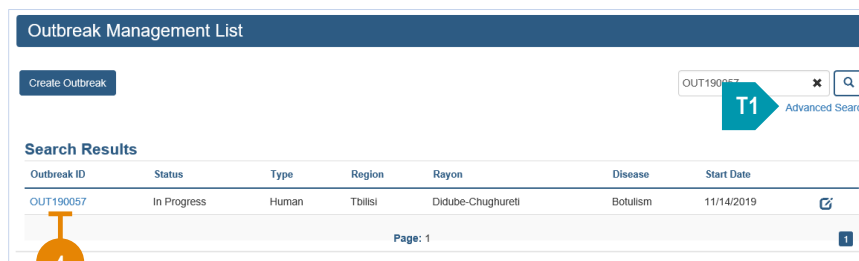


2. Enter the **Outbreak ID** of the session to which you wish to import a report. **Note:** Information matching any of the column headings in the list of outbreak sessions can be used to search. **Note:** Searching may not be necessary if the desired session appears on the **Outbreak Management List** screen.



3. Click the **Search** icon. The **Search Results** appear.

Tip 1: If the desired session does not appear, click **Advanced Search**, enter as much information as possible in the **Search Outbreak** screen that appears, and click **Search**.

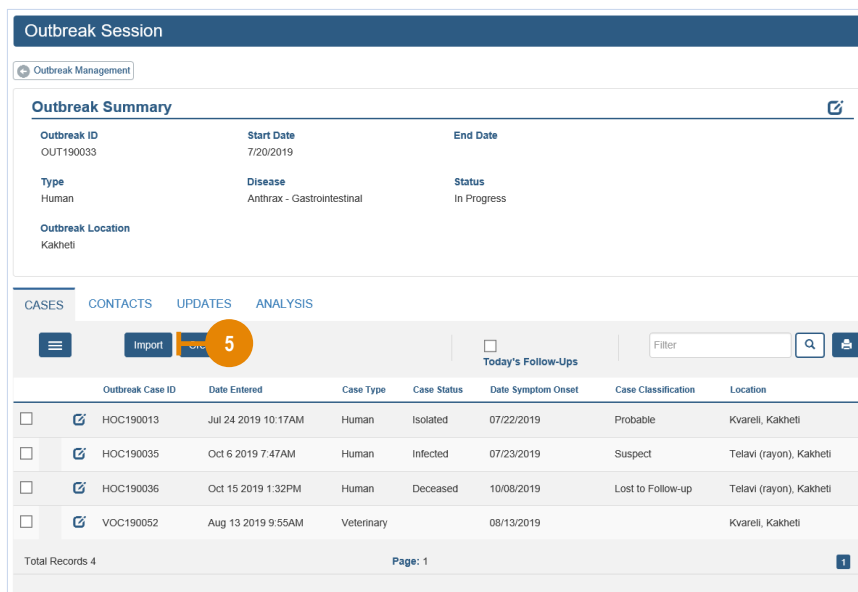


4. Click the **Outbreak ID** corresponding to the desired session. The **Outbreak Session** screen appears with the **CASES** tab open.

Import a Disease Report

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- Click **Import**. A pop-up appears offering an additional field.



Outbreak Session

Outbreak Management

Outbreak Summary

Outbreak ID OUT190033	Start Date 7/20/2019	End Date
Type Human	Disease Anthrax - Gastrointestinal	Status In Progress
Outbreak Location Kakheti		

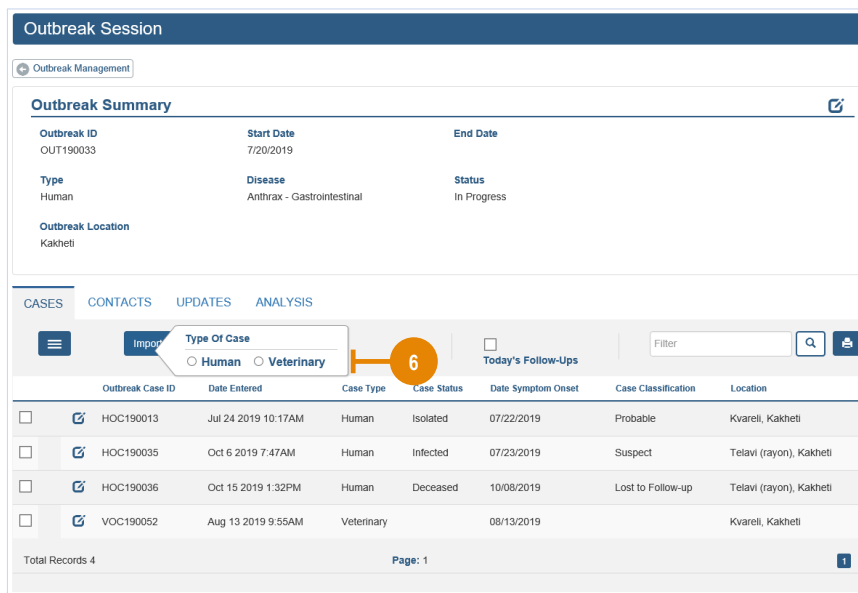
CASES CONTACTS UPDATES ANALYSIS

Import **5** Today's Follow-Ups

	Outbreak Case ID	Date Entered	Case Type	Case Status	Date Symptom Onset	Case Classification	Location
<input type="checkbox"/>	HOC190013	Jul 24 2019 10:17AM	Human	Isolated	07/22/2019	Probable	Kvareli, Kakheti
<input type="checkbox"/>	HOC190035	Oct 6 2019 7:47AM	Human	Infected	07/23/2019	Suspect	Telavi (rayon), Kakheti
<input type="checkbox"/>	HOC190036	Oct 15 2019 1:32PM	Human	Deceased	10/08/2019	Lost to Follow-up	Telavi (rayon), Kakheti
<input type="checkbox"/>	VOC190052	Aug 13 2019 9:55AM	Veterinary		08/13/2019		Kvareli, Kakheti

Total Records 4 Page: 1

- Select a **Type Of Case** for the disease report you wish to import. The **Search Disease Report** window appears for the selected case type.



Outbreak Session

Outbreak Management

Outbreak Summary

Outbreak ID OUT190033	Start Date 7/20/2019	End Date
Type Human	Disease Anthrax - Gastrointestinal	Status In Progress
Outbreak Location Kakheti		

CASES CONTACTS UPDATES ANALYSIS

Import **Type Of Case** **6** Today's Follow-Ups

☐ Human ☐ Veterinary

	Outbreak Case ID	Date Entered	Case Type	Case Status	Date Symptom Onset	Case Classification	Location
<input type="checkbox"/>	HOC190013	Jul 24 2019 10:17AM	Human	Isolated	07/22/2019	Probable	Kvareli, Kakheti
<input type="checkbox"/>	HOC190035	Oct 6 2019 7:47AM	Human	Infected	07/23/2019	Suspect	Telavi (rayon), Kakheti
<input type="checkbox"/>	HOC190036	Oct 15 2019 1:32PM	Human	Deceased	10/08/2019	Lost to Follow-up	Telavi (rayon), Kakheti
<input type="checkbox"/>	VOC190052	Aug 13 2019 9:55AM	Veterinary		08/13/2019		Kvareli, Kakheti

Total Records 4 Page: 1

Import a Disease Report

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- Enter as much information as possible about the desired disease report. **Note:** Partial entry is acceptable for the **Report ID** and **Legacy 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 close the window without saving entered information, click **Cancel**.

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

- Click **Search**. The **Search Results** appear.

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.

Report ID	Legacy ID	Person Name	Date Entered	Disease	Report Status	Location	Case Classification
HUM190215		Gerry, Hazel	9/11/2019	Rubella	Closed	Kakheti, Akhmeta	Not a Case
HUM190214		Franklin George	9/11/2019	Measles	In process	Kakheti, Kvareli	Confirmed
HUM190213		Franklin George	9/11/2019	Rubella	Closed	Kakheti, Kvareli	Not a Case
HUM190212		Eisenhower, Frances	9/11/2019	Measles	In process	Kakheti, Akhmeta	Confirmed
HUM190211		Eisenhower, Frances	9/11/2019	Rubella	Closed	Kakheti, Akhmeta	Not a Case
HUM190210		Daniel, Elvin	9/10/2019	Measles	In process	Kakheti, Akhmeta	Confirmed
HUM190209		Daniel, Elvin	9/10/2019	Rubella	Closed	Kakheti, Akhmeta	Not a Case
HUM190208		Clinton Dorothy	9/10/2019	Measles	In process	Kakheti, Akhmeta	Confirmed
HUM190207		Clinton Dorothy	9/10/2019	Rubella	Closed	Kakheti, Akhmeta	Not a Case
HUM190206		Breckenridge, Carrie	9/10/2019	Measles	In process	Kakheti, Akhmeta	Confirmed

- Click the **Report ID** corresponding to the desired report. The **Outbreak Session** screen appears displaying the selected report in the **CASES** grid. **Note:** In the **CASES** grid, click the **Edit** icon corresponding to the imported report to open the report and make any changes.