

## Edit a Veterinary Aggregate Action Report

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An EIDSS user with the appropriate permissions can revise aggregate action reports in the database. This quick guide presents the steps to edit a veterinary aggregate action report.

 From the EIDSS Dashboard, choose AGGREGATE ACTIONS from the VETERINARY drop-down menu. The Veterinary Aggregate Action Report screen appears.



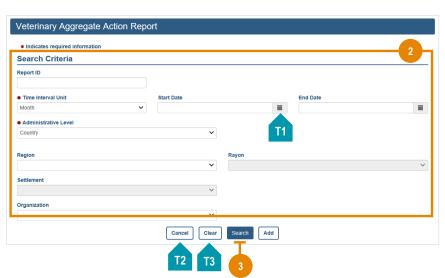
 Enter as much information as possible about the aggregate action report you wish to edit. Note: Fields marked with a red asterisk are mandatory. Note: Partial entry is acceptable for the Report ID.

Tip 1: 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 2:** To return to the previous screen without saving entered information, click **Cancel**.

**Tip 3:** To delete entered information, click **Clear.** 

Click Search. The Search Results appear.





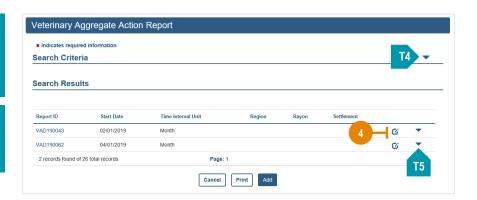
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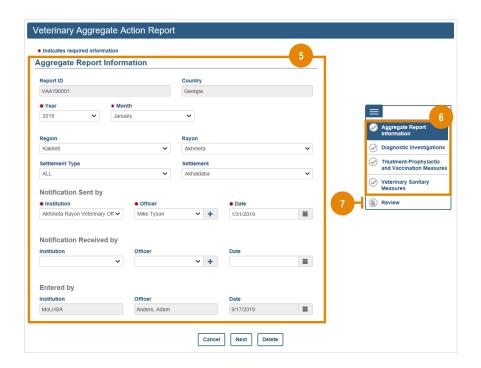
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**Tip 4:** To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

**Tip 5:** To view additional information, click the **Show/Hide** icon next to the desired report.

- Click the Edit icon corresponding to the desired report. The Veterinary Aggregate Action Report screen appears displaying the Aggregate Report Information section.
- 5. Make any necessary revisions.
- 6. Use the navigation menu to access and revise other sections as needed.
- Click Review. The Veterinary Aggregate Action Report screen appears displaying all sections of the report.







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

