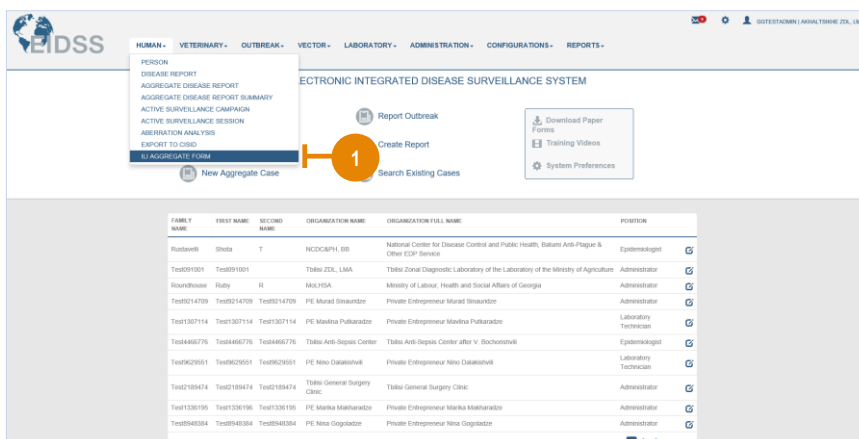


Enter an Influenza-Like Illness Aggregate Form

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An EIDSS user with the appropriate permissions can create influenza-like illness (ILI) forms in the database. This quick guide presents the steps to enter an ILI aggregate form.

1. From the **EIDSS Dashboard**, choose **ILI AGGREGATE FORM** from the **HUMAN** drop-down menu. The **ILI Aggregate** screen appears.



Tip 1: If there is concern that the desired form already exists in the database, perform a search before continuing.

2. Click **Add**. A blank **ILI Aggregate** screen appears.

The screenshot shows the ILI Aggregate form with search fields for Form ID, Weeks From, Weeks To, Name of Hospital/Sentinel Station, and Data Entry Site. The 'Add' button is highlighted with a red circle and the number 2.

ILI Aggregate

Search

Form ID:

Weeks From:

Weeks To:

Name of Hospital/Sentinel Station:

Data Entry Site:

Enter an Influenza-Like Illness Aggregate Form

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- Choose a **Year** and **Week** from the drop-down menus.
- Choose the **Hospital/ Sentinel Station Name** from the drop-down menu. **Note:** Only one hospital/sentinel station record is allowed for a specific time frame.
- Complete the age fields. **Note:** All age fields must be populated with a zero or positive integer.

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

- Click **Submit**. A window appears confirming successful entry and the row appears in the grid. **Note:** Repeat steps 4–6 to add additional rows.

The screenshot shows the 'ILI Aggregate' form. At the top is a header 'ILI Aggregate'. Below it is a section 'ILI Aggregate Detail Parameters'. This section contains several input fields: 'Form ID', 'Date Entered' (01/13/2020), 'Date Last Saved' (1/13/2020), 'Entered By' (Ellen Skylar), and 'Site' (MoLHSA). Below these are two dropdown menus: 'Year' (set to 2020) and 'Week' (set to 1/1/2020 - 1/7/2020). Callout 3 points to the 'Week' dropdown. Below the dropdowns is a table with columns for age groups: '0 - 4', '5 - 14', '15 - 29', '30 - 64', and '>= 65'. The first row of the table is for 'Institute of Internal Diseases' and has values: 3, 0, 0, 2, 5, 10. Callout 4 points to the '0 - 4' column, and callout 5 points to the '10' in the '>= 65' column. Below the table are buttons: 'Print', 'Delete', 'Cancel', and 'Submit'. Callout 6 points to the 'Submit' button. At the bottom center is a blue button labeled 'T2'.