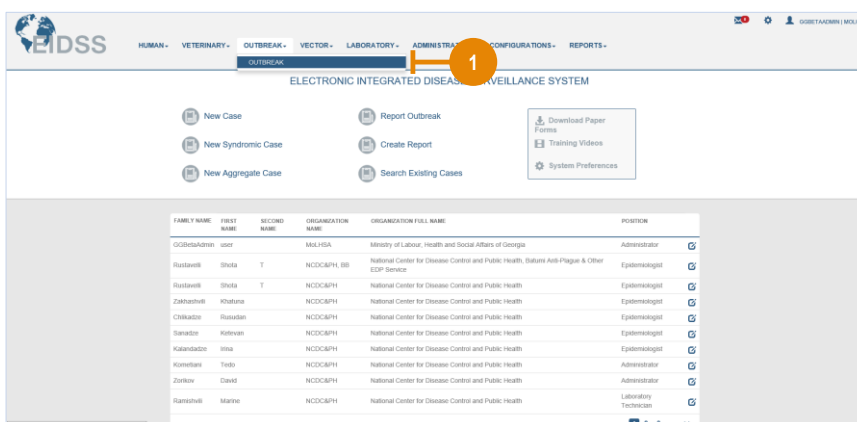


# Edit an Outbreak Session Update

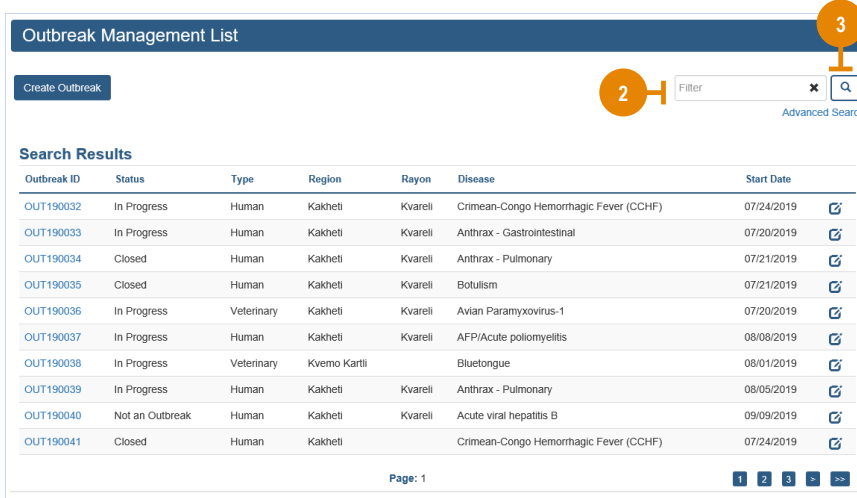
Pg. 1 of 3

An EIDSS user with the appropriate permissions can revise updates to sessions in the database. This quick guide presents the steps to edit an outbreak session update.

- From the **EIDSS Dashboard**, choose **OUTBREAK** from the **OUTBREAK** drop-down menu. The **Outbreak Management List** screen appears.  
**Note:** An update can only be edited by the user who created it.

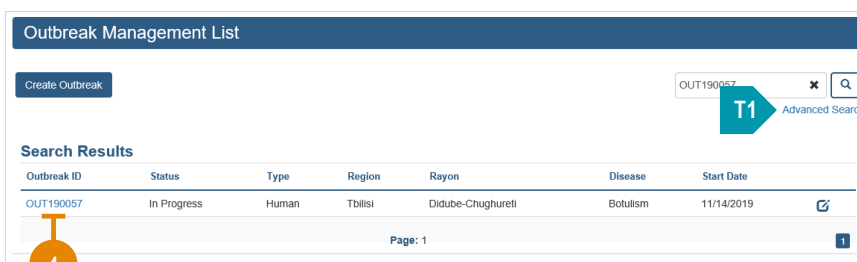


- Enter the **Outbreak ID** of the session containing the update you wish to edit.  
**Note:** Information matching any of the column headings in the list of outbreak sessions can be used to search. **Note:** Searching may not be necessary if the desired session appears on the **Outbreak Management List**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

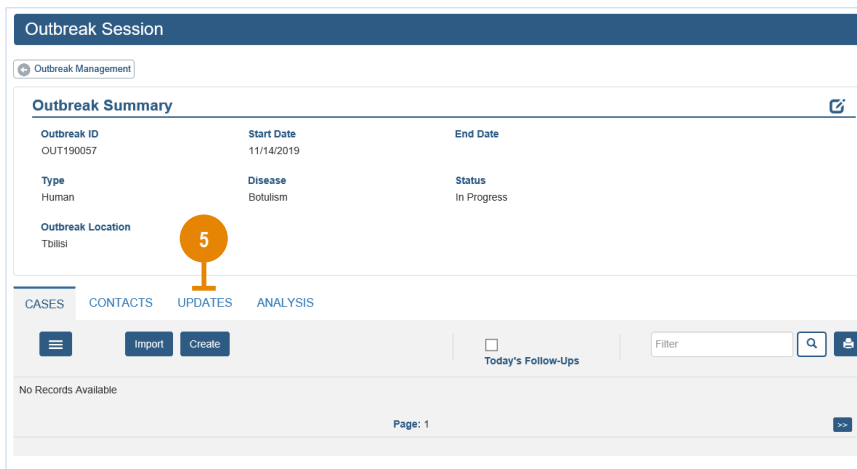
- Click the **Outbreak ID** corresponding to the desired session. The **Outbreak Session** screen appears with the **CASES** tab open.



## Edit an Outbreak Session Update

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- Click **UPDATES**. The **UPDATES** tab appears.



**Outbreak Session**

Outbreak Management

**Outbreak Summary**

<b>Outbreak ID</b> OUT190057	<b>Start Date</b> 11/14/2019	<b>End Date</b>
<b>Type</b> Human	<b>Disease</b> Botulism	<b>Status</b> In Progress
<b>Outbreak Location</b> Tbilisi		

**5**

CASES CONTACTS **UPDATES** ANALYSIS

Import Create

Today's Follow-Ups

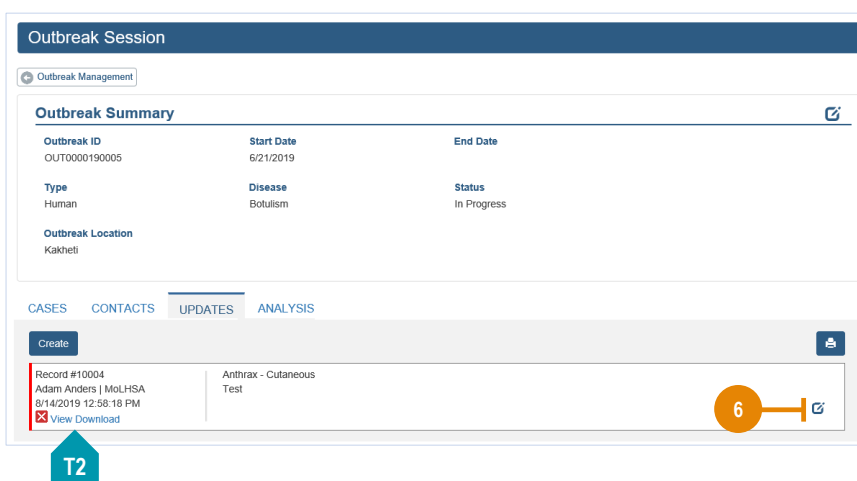
Filter

No Records Available

Page: 1

**Tip 2:** To open an update's attached file, click **View** or **Download**; to delete an update's attached file, click the **Delete** icon and then click **Yes** on the dialog box that appears.

- Click the **Edit** icon corresponding to the update you wish to edit. The **New Record** window appears.



**Outbreak Session**

Outbreak Management

**Outbreak Summary**

<b>Outbreak ID</b> OUT0000190005	<b>Start Date</b> 6/21/2019	<b>End Date</b>
<b>Type</b> Human	<b>Disease</b> Botulism	<b>Status</b> In Progress
<b>Outbreak Location</b> Kakheti		

CASES CONTACTS **UPDATES** ANALYSIS

Create

Record #10004 Adam Anders   MolHSA 8/14/2019 12:58:18 PM View Download	Anthrax - Cutaneous Test	<b>6</b>
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**T2**

## Edit an Outbreak Session Update

Pg. 3 of 3

- Make any necessary revisions.

**Tip 3:** The date and time of the edited record are automatically updated to the current date and time.

**Tip 4:** To delete entered information and close the window, click **Cancel**.

- Click **Save**. The update is modified in the database.

**New Record**

**Record ID** 5

**User Name** Adam Anders

**Organization** MoLHSA

**\* Priority** High

**Date / Time Stamp** 08/14/2019

**\* Record Title** Anthrax - Cutaneous

**\* Record Details** Test

**Upload File** Browse...

**File Description**

**Save** **Cancel**