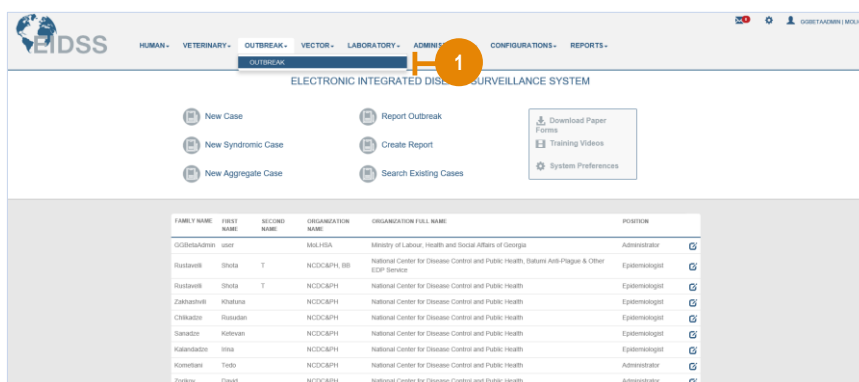


Edit a Contact

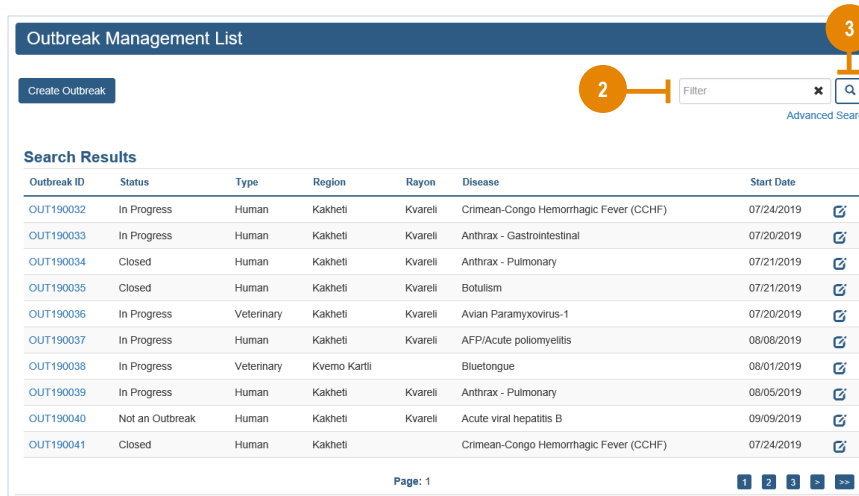
Pg. 1 of 3

An EIDSS user with the appropriate permissions can revise human and veterinary case contacts in the database. This quick guide presents the steps to edit a contact.

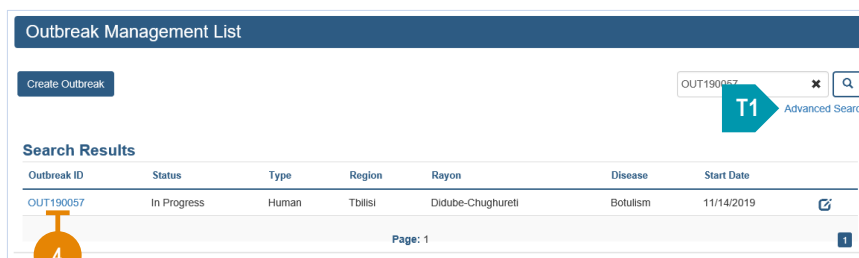
1. From the **EIDSS Dashboard**, choose **OUTBREAK** from the **OUTBREAK** drop-down menu. The **Outbreak Management List** screen appears.



2. Enter the **Outbreak ID** of the session containing the contact 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.



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



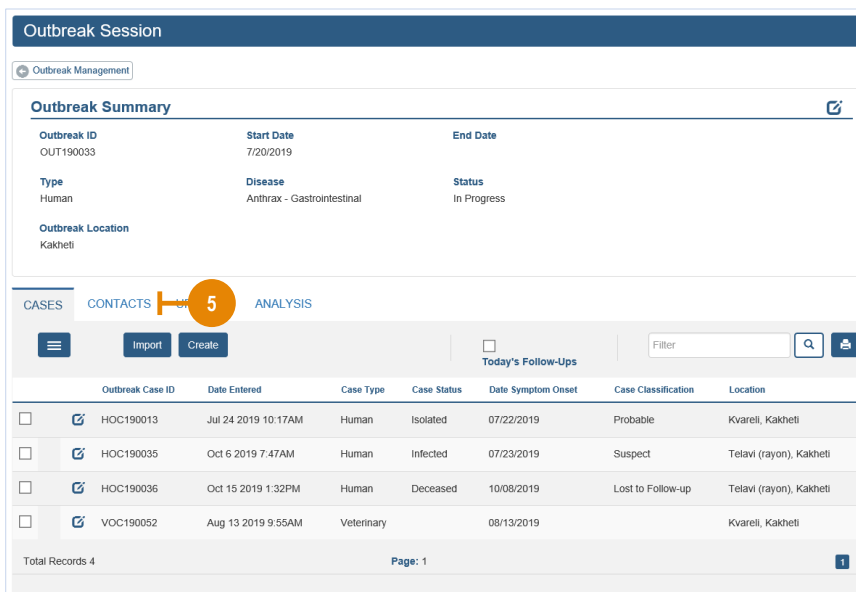
Tip 1: If the desired session does not appear, click **Advanced Search**, enter as much information as possible in the **Search Outbreak** screen that appears, and click **Search**.

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

Edit a Contact

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- Click **CONTACTS**. The **CONTACTS** tab appears.



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** ANALYSIS

Import Create

☐ Today's Follow-Ups

Filter

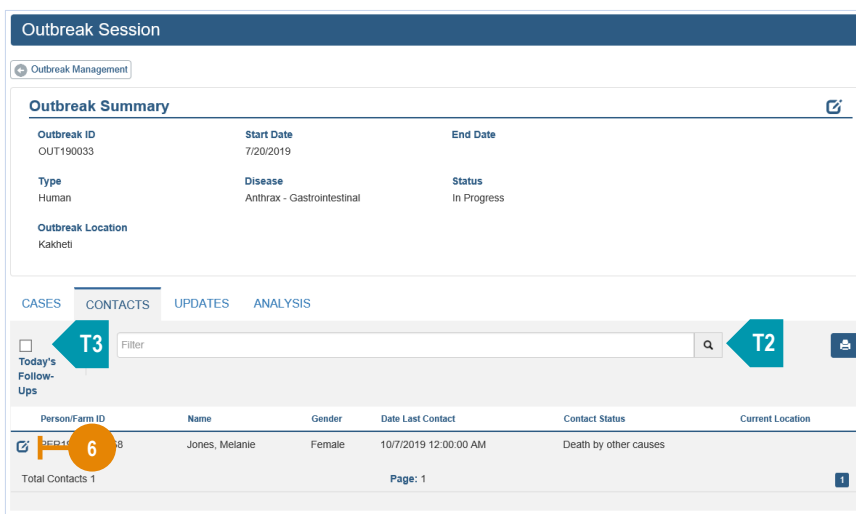
	Outbreak Case ID	Date Entered	Case Type	Case Status	Date Symptom Onset	Case Classification	Location
<input type="checkbox"/>	HOC190013	Jul 24 2019 10:17AM	Human	Isolated	07/22/2019	Probable	Kvareli, Kakheti
<input type="checkbox"/>	HOC190035	Oct 6 2019 7:47AM	Human	Infected	07/23/2019	Suspect	Telavi (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

Tip 2: To locate the desired case, enter a search parameter in the text box and click the **Search** icon.

Tip 3: To filter the list by contacts requiring immediate tracing, check the **Today's Follow-Ups** box.

- Click the **Edit** icon corresponding to the desired contact. The **Contacts** window appears.



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

☐ Today's Follow-Ups

Filter

Search

	Person/Farm ID	Name	Gender	Date Last Contact	Contact Status	Current Location
<input checked="" type="checkbox"/>	HOC190033	Jones, Melanie	Female	10/7/2019 12:00:00 AM	Death by other causes	

Total Contacts 1 Page: 1

Edit a Contact

Pg. 3 of 3

7. Make any necessary revisions. **Note:** Some information is auto-populated from the person or farm record and cannot be modified; any changes to location and contact tracing should be updated in the appropriate record. **Note:** If the **Contact Status** is changed to **Convert to Case**, a new outbreak case appears, auto-populated with the current demographic details and disease.
8. Click **Update**. The contact is updated in the database and is displayed in the **Contacts** section of any associated cases and within the **CONTACTS** tab.

The screenshot shows a web-based form titled "Contacts" with a close button (X) in the top right corner. The form is divided into several sections:

- Contact Name ***: A text input field containing "Melanie Jones" and a search icon (Q).
- Relation ***: A dropdown menu showing "Friend".
- Date of Last Contact**: A date input field showing "10/07/2019" and a calendar icon.
- Place of Last Contact**: A text input field containing "aaa".
- Contact Status**: A dropdown menu showing "Death by other causes".
- Contact Comments**: A large text area containing "bbb".

At the bottom of the form, there are two buttons: "Cancel" and "Update". The "Update" button is highlighted with an orange circle and the number 8, indicating the next step in the process.