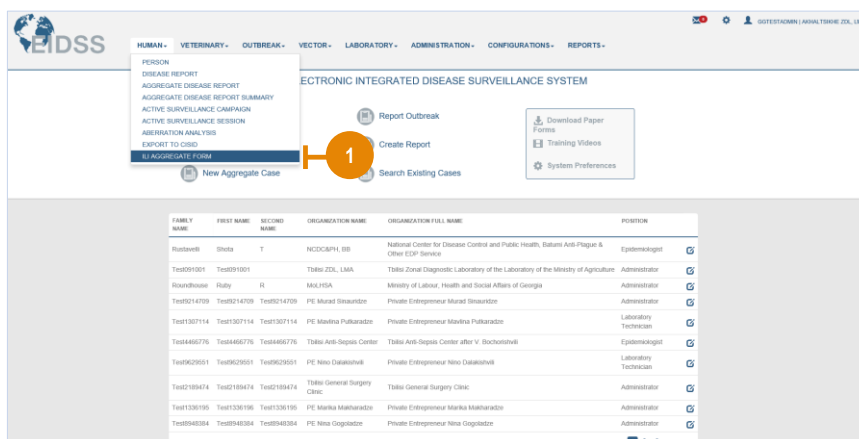


Edit an Influenza-Like Illness Aggregate Form

Pg. 1 of 2

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

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



- Enter as much information as possible about the ILI aggregate form you wish to edit. **Note:** Partial entry is acceptable for the **Form 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 delete entered information, click **Clear**.

The screenshot shows the ILI Aggregate search form. The 'Form ID' field is highlighted with a red circle and the number 2. The 'Clear' button is highlighted with a red circle and the number 3. The 'Search' button is highlighted with a red circle and the number 1. The form also includes fields for 'Weeks From', 'Weeks To', 'Name of Hospital/Sentinel Station', and 'Data Entry Site'.

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

Edit an Influenza-Like Illness Aggregate Form

Pg. 2 of 2

Tip 3: To return to the previous screen without saving entered information, click **Cancel**.

- Click the **Form ID** corresponding to the desired form. The **ILI Aggregate** screen appears.

ILI Aggregate

Search Results

Form ID	Start Date	End Date	Hospital/ Sentinel Station Name
SSA200010	1/1/2020	1/7/2020	Institute of Internal Diseases

Number of records: 1 Page: 1

[Add](#) [Cancel](#)

- Revise the **Year** and **Week** as needed.
- Click the **Edit** link corresponding to the row you wish to edit. The row information populates in the editable fields.

ILI Aggregate

ILI Aggregate Detail Parameters

Form ID: SSA200010 Date Entered: 01/13/2020 Date Last Saved: 1/13/2020

Entered By: Ellen Skylar Site: MoLHSA

Year: 2020 Week: 1/1/2020 - 1/7/2020

(1)Select "+" Add Total Years (2)Select Hospital Name

Hospital/ Sentinel Station Name: 0 - 4 5 - 14 15 - 29 30 - 64 >= 65 Totals ILI Total Admissions ILI Samples

Form ID	Hospital/ Sentinel Station Name	0 - 4	5 - 14	15 - 29	30 - 64	>= 65	Total Admissions	ILI Samples	Totals ILI
SSA200010	Institute of Internal Diseases	3	0	0	2	5	7	10	10

Showing 1 to 1 of 1 entries

[Print](#) [Delete](#) [Cancel](#) [Submit](#)

- Modify the fields as needed.

Tip 4: To delete a row, click the appropriate **Delete** link.

- Click **Submit**. A window appears confirming successful modification of the form.

ILI Aggregate

ILI Aggregate Detail Parameters

Form ID: SSA200010 Date Entered: 01/13/2020 Date Last Saved: 1/13/2020

Entered By: Ellen Skylar Site: MoLHSA

Year: 2020 Week: 12/31/2019 - 01/06/2020

(1)Select "+" Add Total Years (2)Select Hospital Name

Hospital/ Sentinel Station Name: 0 - 4 5 - 14 15 - 29 30 - 64 >= 65 Totals ILI Total Admissions ILI Samples

Form ID	Hospital/ Sentinel Station Name	0 - 4	5 - 14	15 - 29	30 - 64	>= 65	Total Admissions	ILI Samples	Totals ILI
SSA200010	Institute of Internal Diseases	3	0	0	2	5	10	7	10

Showing 1 to 1 of 1 entries

[Print](#) [Delete](#) [Cancel](#) [Submit](#)