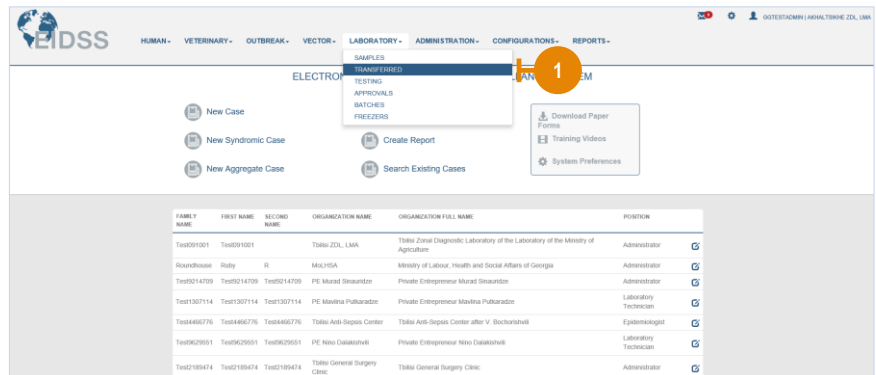


Edit a Transfer

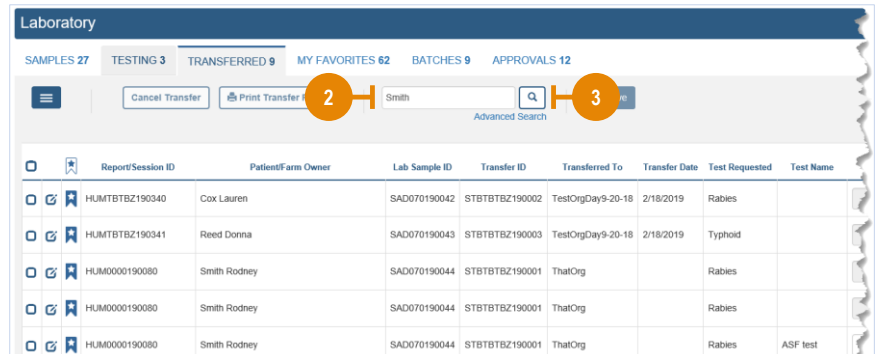
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An EIDSS user with the appropriate permissions can revise transfer details in the database. This quick guide presents the steps to edit a transfer.

- From the **EIDSS Dashboard**, choose **TRANSFERRED** from the **LABORATORY** drop-down menu. The **Laboratory** screen appears with the **TRANSFERRED** tab open.

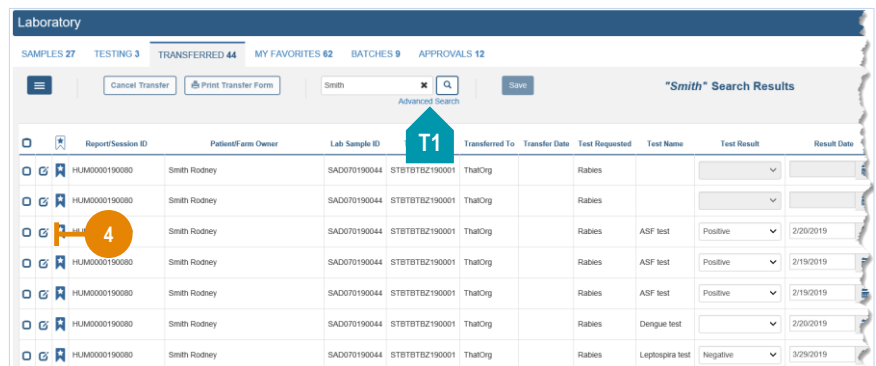


- Enter a search parameter for the transferred sample you wish to edit.
Note: Searching may not be necessary if the desired sample appears in the grid.
- Click the **Search** icon. The **Laboratory** screen refreshes displaying the **Search Results**.



Tip 1: If the desired sample does not appear, click **Advanced Search**, enter as much information as possible, and click **Search**.

- Click the **Edit** icon corresponding to the desired sample. The **Sample/Test Details** window appears displaying the **Transfer Details** section.



Edit a Transfer

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- Make any necessary revisions.

Tip 2: To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 3: To delete entered information and close the window, click **Cancel**.

- Click **Save**. The **Laboratory** screen refreshes with the modified sample bolded and the **Save** button enabled.

- Review the revised information for accuracy.

- Click **Save**. A pop-up appears confirming successful modification of the transfer information.

The screenshot shows the 'Sample/Test Details' form. A blue box labeled '5' highlights the 'Transfer Details' section, which includes fields for 'Sample Transfer ID' (STBTBTBZ190001), 'Purpose of Transfer' (Test purpose of transfer - revised), 'Test Requested' (Rabies), 'Transferred To' (ThatOrg), 'Date Sent' (with a calendar icon), 'Transferred From' (Ministry of Labour, Health and Social Affairs of Georgia), and 'Sent By' (demo user). A blue arrow labeled 'T2' points to the 'Date Sent' field. At the bottom, a blue arrow labeled 'T3' points to the 'Cancel' button, and a blue arrow labeled '6' points to the 'Save' button.

The screenshot shows the 'Laboratory' screen with a search bar containing 'Smith' and a 'Save' button. Below the search bar, a table displays search results for 'Smith'. The table has columns for Report/Session ID, Patient/Farm Owner, Lab Sample ID, Transfer ID, Transferred To, Transfer Date, Test Requested, Test Name, Test Result, and Result Date. The first row is highlighted with a blue box labeled '7'.

Report/Session ID	Patient/Farm Owner	Lab Sample ID	Transfer ID	Transferred To	Transfer Date	Test Requested	Test Name	Test Result	Result Date
HUM0000190080	Smith Rodney	SAD070190044	STBTBTBZ190001	ThatOrg		Rabies	ASF test	Positive	2/20/2019
HUM0000190080	Smith Rodney	SAD070190044	STBTBTBZ190001	ThatOrg		Rabies			
HUM0000190080	Smith Rodney	SAD070190044	STBTBTBZ190001	ThatOrg		Rabies			
HUM0000190080	Smith Rodney	SAD070190044	STBTBTBZ190001	ThatOrg		Rabies	ASF test	Positive	2/19/2019
HUM0000190080	Smith Rodney	SAD070190044	STBTBTBZ190001	ThatOrg		Rabies	ASF test	Positive	2/19/2019