

Pg. 1 of 4

An EIDSS user with the appropriate permissions can create aggregate action reports in the database. This quick guide presents the steps to enter a veterinary aggregate action report.

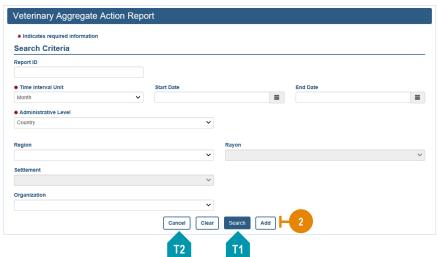
 From the EIDSS Dashboard, choose AGGREGATE ACTIONS from the VETERINARY drop-down menu. The Veterinary Aggregate Action Report screen appears.



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

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

 Click Add. A blank Veterinary Aggregate Action Report screen appears.





Pg. 2 of 4

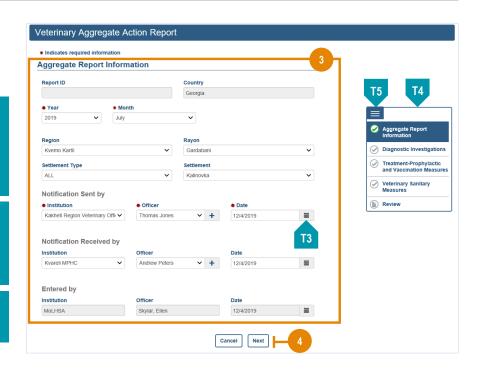
 Complete the Aggregate Report Information section. Note: Fields marked with a red asterisk are mandatory.

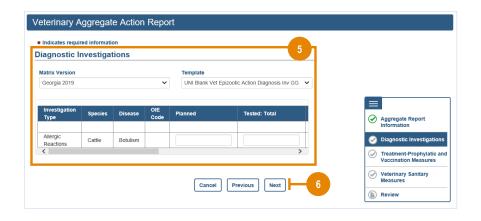
**Tip 3:** To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

**Tip 4:** The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

**Tip 5:** To collapse the navigation menu, click the three lines at the top.

- 4. Click **Next.** The **Diagnostic Investigations** section appears.
- Complete the Diagnostic Investigations section. Note: Use the horizontal scroll bar to access all fields in the section.
- Click Next. The Treatment-Prophylactic and Vaccination Measures section appears.

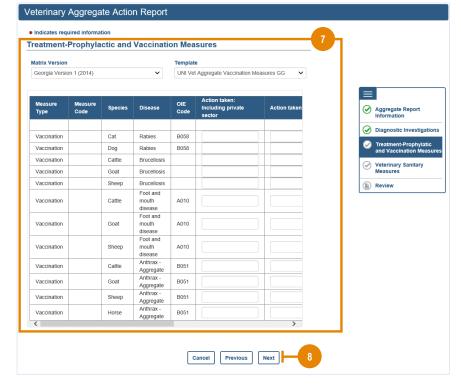




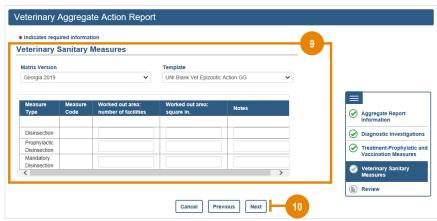


Pg. 3 of 4

- 7. Complete the **Treatment-Prophylactic** and **Vaccination Measures** section.
- 8. Click **Next.** The **Veterinary Sanitary Measures** section appears.



- 9. Complete the **Veterinary Sanitary Measures** section.
- Click Next. The Veterinary Aggregate Action Report screen appears displaying all sections of the report.





Pg. 4 of 4

11. Review the information for accuracy.

**Tip 6:** To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review.** 

 Click **Submit.** A window appears confirming successful entry of the report.

