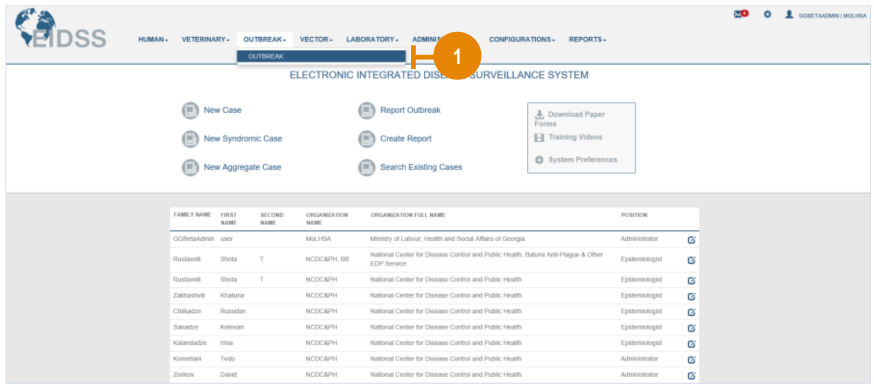
Edit a Contact

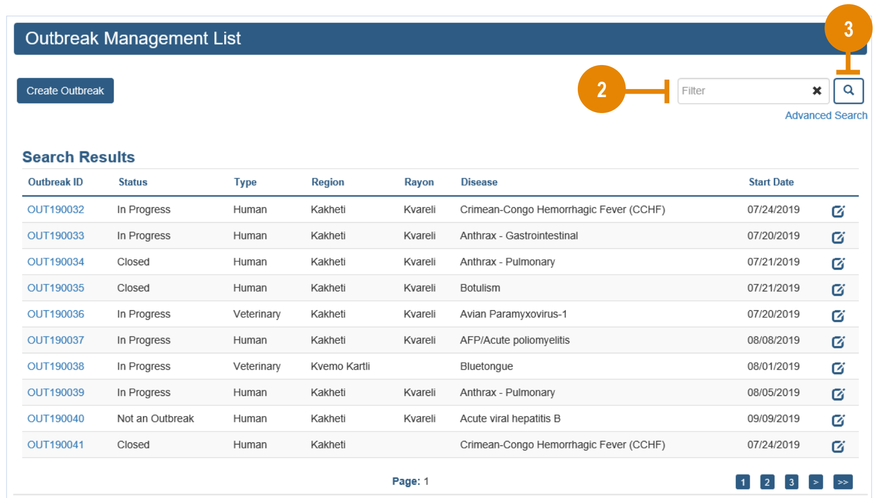
An EIDSS user with the appropriate permissions can revise human and veterinary case contacts in the database. This quick guide presents the steps to edit a contact.

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

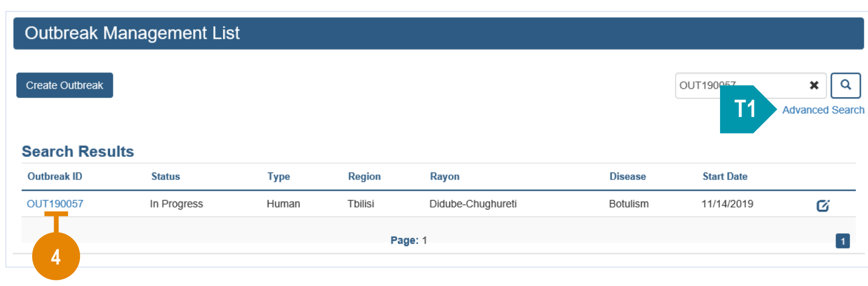


2. Enter the **Outbreak ID** of the session containing the contact you wish to edit. **Note:** Information matching any of the column headings in the list of outbreak sessions can be used to search. **Note:** Searching may not be necessary if the desired session appears on the **Outbreak Management List**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

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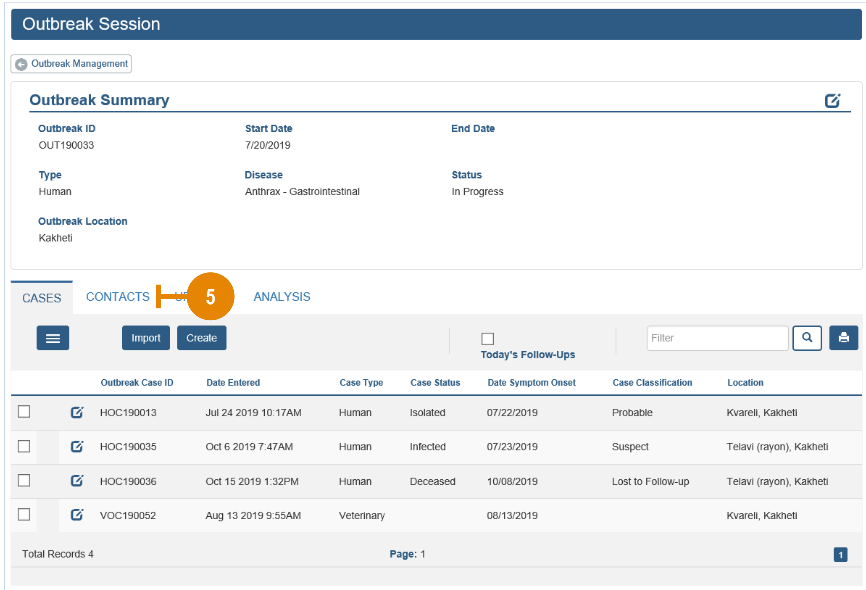
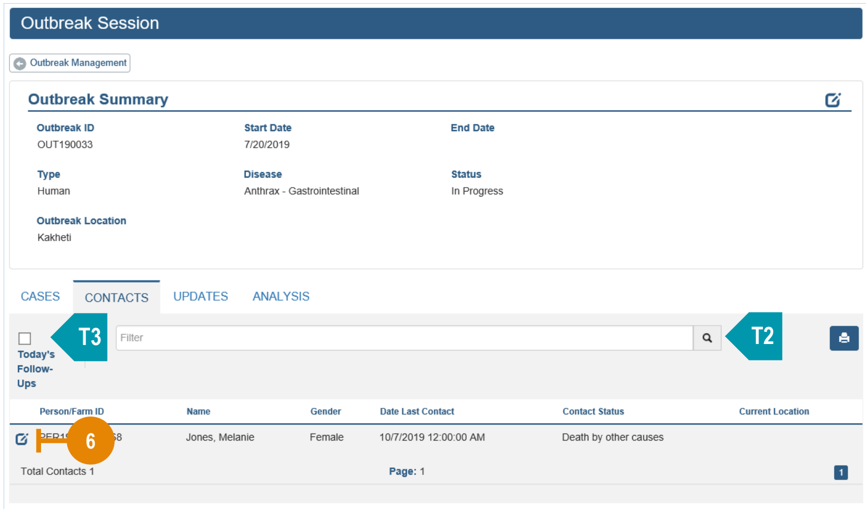
5. Click **CONTACTS.** The **CONTACTS** tab appears.



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.

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



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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.