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An EIDSS user with the appropriate permissions can modify diagnoses in the database. This quick guide presents the steps to change a human disease report diagnosis.

 From the EIDSS Dashboard, choose DISEASE REPORT from the HUMAN drop-down menu. The Human Disease Report screen appears.



 Enter as much information as possible about the disease report you wish to edit. Note: Partial entry is acceptable for the Report ID and Legacy ID.

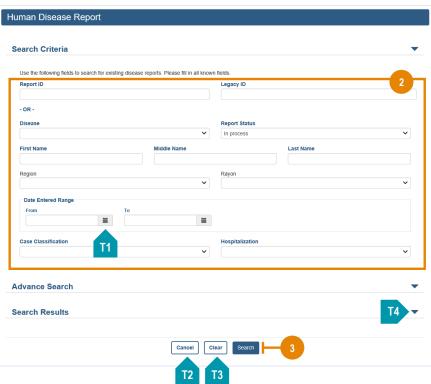
Tip 1: To navigate to the desired date, click a Calendar icon and then the Select Month > Select Year > Select Decade bars at the top of the calendar.

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

Tip 3: To delete entered information, click **Clear.**

Tip 4: To further filter a search, click the Show/Hide icon next to Advanced Search, enter as much information as possible, and click Search.

Click Search. The Search Results appear.





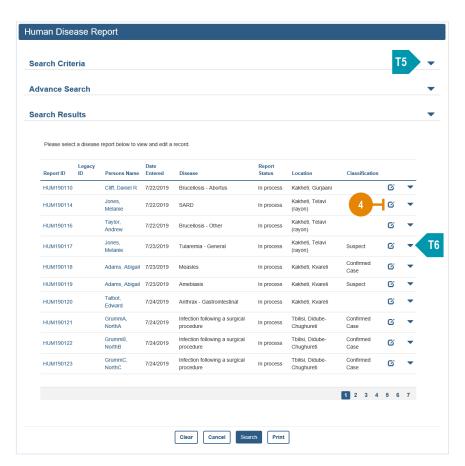
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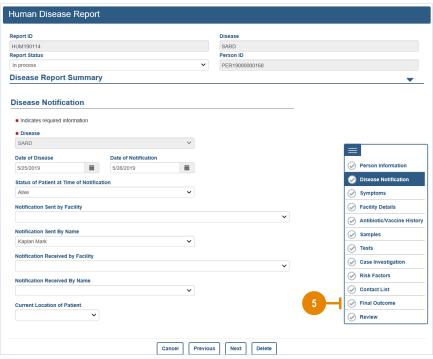
Tip 5: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

Tip 6: To view additional information, click the **Show/Hide** icon next to the desired report.

 Click the Edit icon corresponding to the desired report. The Human Disease Report screen appears displaying the Disease Notification section.

5. Click **Final Outcome.** The **Final Outcome** section appears.

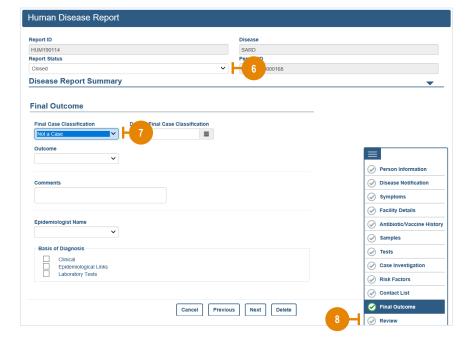




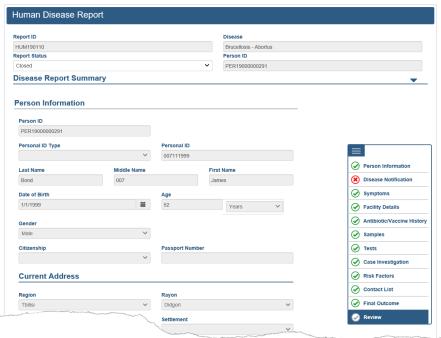


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- 6. Choose **Closed** from the **Report Status** drop-down menu.
- Choose Not a Case from the Final Case Classification drop-down menu.
- Click Review. The Human Disease Report screen appears displaying all sections of the report.



 Click Submit. A window appears confirming successful modification of the report.





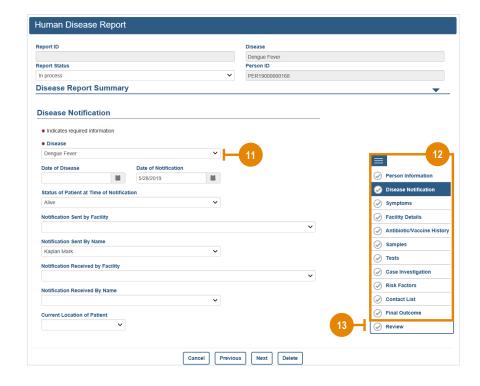


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 Click Yes. The Human Disease Report screen for the new report appears displaying the Disease Notification section with some data auto-populated from the original report.



- Choose a Disease from the drop-down menu. The new disease auto-populates in the Disease field above the Disease Report Summary.
- 12. Use the navigation menu to access and revise other sections as needed.
- 13. Click **Review**. The **Human Disease Report** screen appears displaying all sections of the report.





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- 14. Review the information for accuracy.
- Click Submit. The report is saved in the database with a new Report ID. Note: The original Report ID also appears in the Disease Report Summary.

