EIDSS | Electronic Integrated Disease Surveillance System

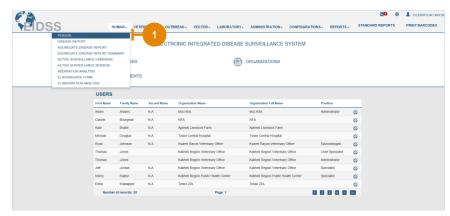# Edit a Person Record

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

1. From the **EIDSS Dashboard,** choose **PERSON** from the **HUMAN** drop-down menu. The **Person** screen appears.
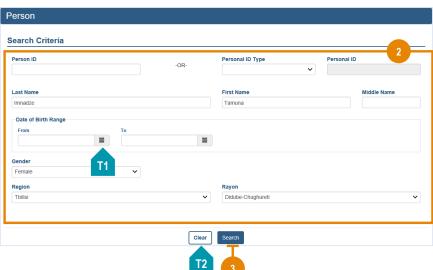

2. Enter as much information as possible about the person whose record you wish to edit. **Note:** Partial entry is acceptable for the **Person ID, First Name, Middle Name,** and **Last Name.**

   Tip 1: 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 2: To delete entered information, click **Clear.**

3. Click **Search.** The **Search Results** appear.

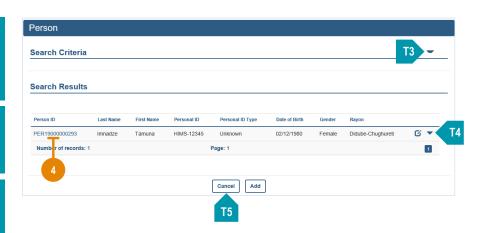# EIDSS | Electronic Integrated Disease Surveillance System
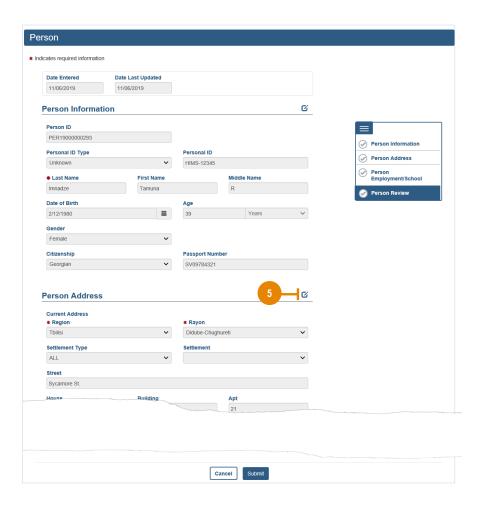
Edit a Person Record

Tip 3: To revise the **Search Criteria,** click the **Show/Hide** icon, make the necessary changes, and click **Search.**

Tip 4: To view additional information, click the **Show/Hide** icon next to the desired record.

Tip 5: To return to the previous screen without saving entered information, click **Cancel.**

Person								

Search Criteria — T3

Search Results

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Rayon	
PER19000000293	Imnadze	Tamuna	HIMS-12345	Unknown	02/12/1980	Female	Didube-Chughureti	✎ ▼ — T4

Number of records: 1   **Page:** 1   1

Cancel   Add — T5

4. Click the **Person ID** corresponding to the desired person. His or her **Person** screen appears.

5. Click the **Edit** icon in the appropriate section. The chosen section appears.

Person

＊ Indicates required information

Date Entered
11/06/2019

Date Last Updated
11/06/2019

Person Information ✎

Person ID
PER19000000293

Personal ID Type
Unknown

Personal ID
HIMS-12345

＊ **Last Name**
Imnadze

First Name
Tamuna

Middle Name
R

Date of Birth
2/12/1980

Age
39   Years

Gender
Female

Citizenship
Georgian

Passport Number
SV09784321

- ✓ Person Information
- ✓ Person Address
- ✓ Person Employment/School
- ● Person Review

Person Address — 5 ✎

Current Address

＊ **Region**
Tbilisi

＊ **Rayon**
Didube-Chughureti

Settlement Type
ALL

Settlement

Street
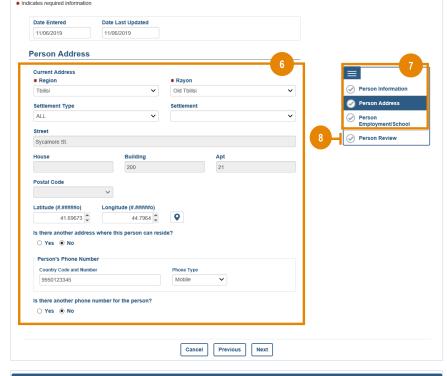Sycamore St.

House   **Building**   **Apt**
21

Cancel   Submit

Edit a Person Record

6. Make any necessary revisions.

7. Use the navigation menu to access and revise other sections as needed.

8. Click **Person Review.** All sections of the record appear.

Person

✱ Indicates required information

Date Entered	Date Last Updated
11/06/2019	11/06/2019

Person Address

Current Address

✱ Region — Tbilisi
✱ Rayon — Old Tbilisi

Settlement Type — ALL
Settlement

Street — Sycamore St.

House
Building — 200
Apt — 21

Postal Code

Latitude (#.#####o) — 41.69673
Longitude (#.#####o) — 44.7964

Is there another address where this person can reside?
○ Yes ● No

Person's Phone Number

Country Code and Number — 9950123345
Phone Type — Mobile

Is there another phone number for the person?
○ Yes ● No

Navigation menu: ≡
✓ Person Information
● Person Address
✓ Person Employment/School
✓ Person Review

Cancel | Previous | Next

9. Review the revised information for accuracy.

10. Click **Submit.** A window appears confirming successful modification of the record**.**

Person

✱ Indicates required information

Date Entered	Date Last Updated
11/06/2019	11/06/2019

Person Information

Person ID — PER19000000293

Personal ID Type — Unknown
Personal ID — HIMS-12345

✱ Last Name — Imnadze
First Name — Tamuna
Middle Name — R

Date of Birth — 2/12/1980
Age — 39 Years

Gender — Female

Citizenship — Georgian
Passport Number — SV09784321

Person Address

Current Address

✱ Region — Tbilisi
✱ Rayon — Old Tbilisi

House
Building — 200
Apt — 21

Postal Code

Latitude (#.#####o) — 41.69673
Longitude (#.#####o) — 44.7964

Navigation menu: ≡
✓ Person Information
✓ Person Address
✓ Person Employment/School
● Person Review

Cancel | Previous | Submit