

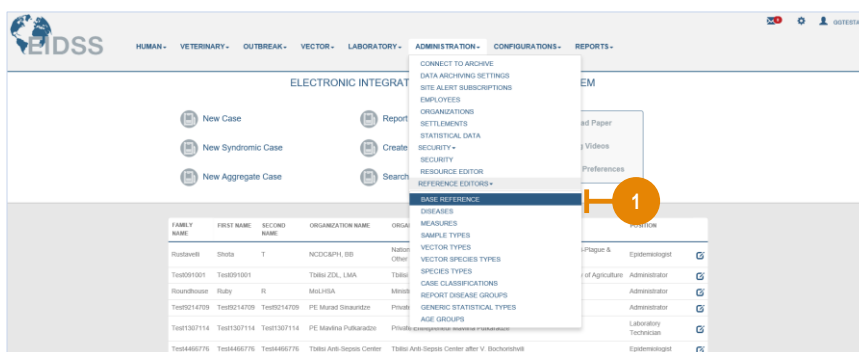
Use a Reference Editor

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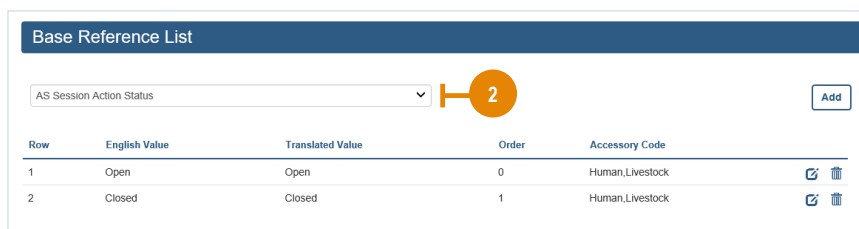
An EIDSS user with the appropriate permissions can use the reference editors to configure drop-down menus in the database. This quick guide presents the steps to use an EIDSS reference editor to:

- Add a drop-down menu option
- Edit a drop-down menu option
- Delete a drop-down menu option

1. From the **EIDSS Dashboard**, click **REFERENCE EDITORS** in the **ADMINISTRATION** drop-down menu and then click the desired reference editor. The chosen reference editor appears.



2. If using the **Base Reference** editor, **Measures** editor, or **Vector Species Types** editor, choose a **Reference Type** from the drop-down menu. The screen refreshes displaying the data elements corresponding to the chosen type. **Note:** For all other reference editors, proceed to step 3.



Tip 1: The options in the **Reference Type** drop-down menu are chosen in the parameter type editor.

Tip 2: Columns may vary depending upon the **Reference Type** chosen.

3. Follow the steps under the subheadings in this guide to add, edit, and delete drop-down menu options as needed.

Use a Reference Editor

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Add an Option

1. Click **Add**. A window appears.
2. Enter the information for the option you wish to add.
3. Click **Submit**. A window appears confirming successful entry of the option.

Base Reference List

Diagnoses Groups: [v]

Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector
4	Botulism	Botulism	0	Human,Livestock,Avian,Vector
5	Brucellosis	Brucellosis	0	Human,Livestock,Avian,Vector
6	Diseases of bees	Diseases of bees	0	Human,Livestock,Avian,Vector

Base Reference

English Value: [text input]
Translated Value: [text input]
Accessory Code: [dropdown menu]
Order: [dropdown menu]

[Submit] [Cancel]

Edit an Option

1. Click the **Edit** icon corresponding to the option you wish to edit. The screen refreshes, displaying that option's fields as editable.

Tip: If the **Order** for all options is **0**, the drop-down menu options will display alphabetically. If the options are assigned numbers, the drop-down menu options will display numerically.

Base Reference List

Diagnoses Groups: [v]

Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector
4	Botulism	Botulism	0	Human,Livestock,Avian,Vector
5	Brucellosis	Brucellosis	0	Human,Livestock,Avian,Vector
6	Diseases of bees	Diseases of bees	0	Human,Livestock,Avian,Vector

2. Make any necessary revisions.
3. Click the **Save** icon. A window appears confirming successful modification of the option.

Base Reference List

Diagnoses Groups: [v]

Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector

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Delete an Option

1. Click the **Delete** icon corresponding to the record you wish to delete. A confirmation dialog box appears. **Note:** If the drop-down menu option has already been used in the database, a warning appears.
2. Click **Yes**. A window appears confirming successful deletion of the option.

Base Reference List				
Diagnoses Groups				Add
Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector
4	Botulism	Botulism	0	Human,Livestock,Avian,Vector
5	Brucellosis	Brucellosis	0	Human,Livestock,Avian,Vector
6	Diseases of bees	Diseases of bees	0	Human,Livestock,Avian,Vector
7	Haemosporidia	Haemosporidia	0	Human,Livestock,Avian,Vector
8	Influenza	Influenza	0	Human,Livestock,Avian,Vector
9	Meningitis	Meningitis	0	Human,Livestock,Avian,Vector