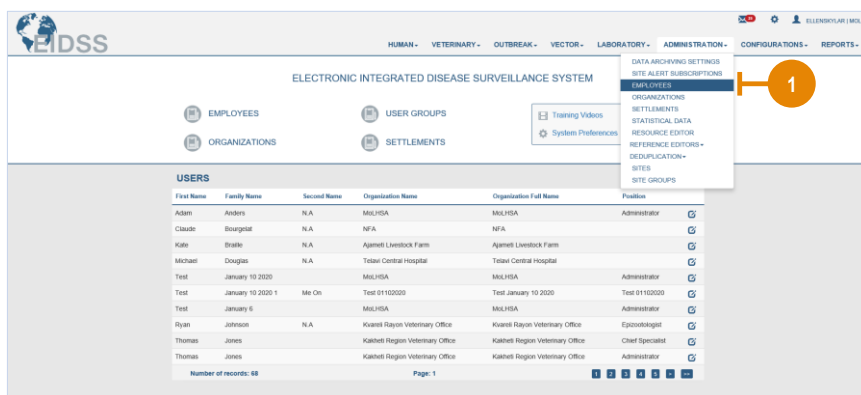


# Enter an Employee Record

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An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter an employee record.

1. From the **EIDSS Dashboard**, choose **EMPLOYEES** from the **ADMINISTRATION** drop-down menu. The **Employee** screen appears.



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

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

The screenshot shows the Employee search criteria form. It includes fields for Position, Family Name, First Name, Second Name, Organization, and Unique Organization ID. At the bottom, there are buttons for Cancel, Clear, Search, and Add. A red circle and arrow labeled '2' point to the Add button. A red circle and arrow labeled 'T2' point to the Cancel button, and a red circle and arrow labeled 'T1' point to the Search button.

2. Click **Add**. A blank **Employee** screen appears.
3. Complete the **Personal Information** section for the employee whose record you wish to create. **Note:** Fields marked with a red asterisk are mandatory.
4. Click **Continue**. The **Login** section appears.

The screenshot shows the Employee Details form with the Personal Information section highlighted by a red box and a red circle labeled '3'. The section includes fields for Personal ID, Personal ID Type, First Name, Second Name, Family Name, Organization, Department, Position, and Phone. At the bottom, there are buttons for Cancel and Continue. A red circle and arrow labeled '4' point to the Continue button. A sidebar on the right shows a list of system functions with checkboxes for Personal Information, Login, Groups, System Functions, and Review.

## Enter an Employee Record

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5. Enter the employee's User ID in the **Login** text box.
6. Enter the employee's **Password**. **Note:** The password must be a minimum of eight characters and contain one uppercase letter, one lowercase letter, one number, and one special character.
7. Re-enter the employee's password in the **Confirm Password** text box.

The screenshot shows the 'Employee Details' form. The 'Login' section has three text boxes: 'Login' (containing 'srustavelli'), 'Password' (containing eight asterisks), and 'Confirm Password' (containing eight asterisks). Each text box has an orange circle with a number (5, 6, and 7 respectively) next to it. Below the text boxes are three buttons: 'Cancel', 'Back', and 'Continue'. The 'Continue' button has an orange circle with the number 8 next to it. On the right side of the form is a navigation menu with a hamburger menu icon at the top. Below the icon are four items: 'Personal Information', 'Login', 'Groups', 'System Functions', and 'Review'. The 'Login' item is highlighted with a blue background and has a green checkmark next to it. A blue arrow labeled 'T3' points to the 'Login' item, and a blue arrow labeled 'T4' points to the hamburger menu icon.

**Tip 3:** The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

**Tip 4:** To collapse the navigation menu, click the three lines at the top.

8. Click **Continue**. The **Groups** section appears.

## Enter an Employee Record

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9. Check the box next to each group to which the employee belongs.

10. Click **Continue**. The **System Functions** section appears with the appropriate role-based permissions selected.

**Employee**

**Employee Details**

**Groups**

- ☐ Notifiers
- ☐ Lab Technician (Vet)
- ☐ Lab Technician (Human)
- ☐ Epizootologist
- ☒ Epidemiologist
- ☐ Entomologist
- ☐ Default Role
- ☐ Chief of Laboratory (Vet)
- ☐ Chief of Laboratory (Human)
- ☐ Chief Epizootologist
- ☒ Chief Epidemiologist
- ☐ Administrator

Cancel Back Continue

**Navigation:**

- ☒ Personal Information
- ☒ Login
- ☒ Groups
- ☒ System Functions
- ☐ Review

11. Check the boxes under additional permissions you wish to grant the employee for each operation.

12. Click **Continue**. The **Employee** screen appears displaying all sections of the record.

**Employee**

**Employee Details**

**System Functions**

Role	Operation Name	Create	Read	Write	Delete	Execute	Access Personal Data
Chief Epidemiologist	Access to Aberration Analysis Reports		<input checked="" type="checkbox"/>				
Chief Epidemiologist	Access to Aggregate Settings		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Chief Epidemiologist	Access to EIDSS Sites List (Managing Data access from Other Sites)		<input checked="" type="checkbox"/>				
Chief Epidemiologist	Access to Farms Data		<input checked="" type="checkbox"/>				
Chief Epidemiologist	Access to GIS Module		<input checked="" type="checkbox"/>				
Chief Epidemiologist	Access to HUMAN Active Surveillance Campaign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Chief Epidemiologist	Access to HUMAN Active Surveillance Session	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Chief Epidemiologist	Access to Human Aggregate Cases	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Chief Epidemiologist	Access to Human Disease Report Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Chief Epidemiologist	Access to Human Standard Reports		<input checked="" type="checkbox"/>				

1 2 3 ... >>

Cancel Back Continue

**Navigation:**

- ☒ Personal Information
- ☒ Login
- ☒ Groups
- ☒ System Functions
- ☐ Review

## Enter an Employee Record

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13. Review the information for accuracy.

**Tip 5:** To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review**.

14. Click **Submit Query**. A pop-up appears confirming successful entry of the record.

Employee

Employee Details

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Personal Information

Personal ID

481416

Personal ID Type

PIN

First Name

Shota

Second Name

T

Family Name

Rustavelli

Organization

NCDC

Department

Microbiology Department

Position

Epidemiologist

Phone

55.44.33

Login

Login

srustavelli

Password

Confirm Password

Groups

☐ Notifiers  
☐ Lab Technician (Vet)  
☐ Lab Technician (Human)  
☒ Epidemiologist  
☐ Entomologist  
☐ Default Role  
☐ Chief of Laboratory (Vet)  
☐ Chief of Laboratory (Human)  
☐ Chief Epidemiologist  
☒ Chief Epidemiologist  
☐ Administrator

System Functions

Role	Operation Name	Create	Read	Write	Delete	Execute	Access Personal Data
Chief Epidemiologist	Access to Aberration Analysis Reports		✓				
Chief Epidemiologist	Access to Aggregate Settings		✓	✓			
Chief Epidemiologist	Access to EIDSS Sites List (Managing Data access from Other Sites)		✓				
Chief Epidemiologist	Access to Farms Data		✓				
Chief Epidemiologist	Access to GIS Module		✓				
Chief Epidemiologist	Access to HUMAN Active Surveillance Campaign	✓	✓	✓	✓		
Chief Epidemiologist	Access to HUMAN Active Surveillance Session	✓	✓	✓	✓		
Chief Epidemiologist	Access to Human Aggregate Cases	✓	✓	✓	✓		
Chief Epidemiologist	Access to Human Disease Report Data	✓	✓	✓	✓		✓
Chief Epidemiologist	Access to Human Standard Reports		✓				

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Personal Information

Login

Groups

System Functions

Review

Cancel

Submit Query

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