Enter an Outbreak Session Update
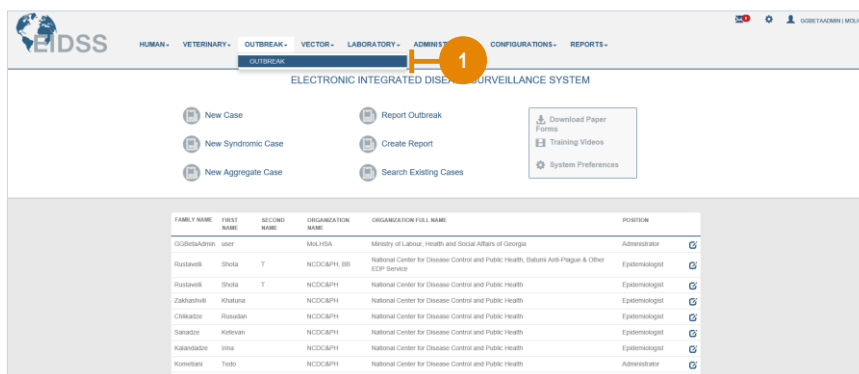
An EIDSS user with the appropriate permissions can create updates to sessions in the database. This quick guide presents the steps to enter an outbreak session update.

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 to which you wish to add an update. **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.
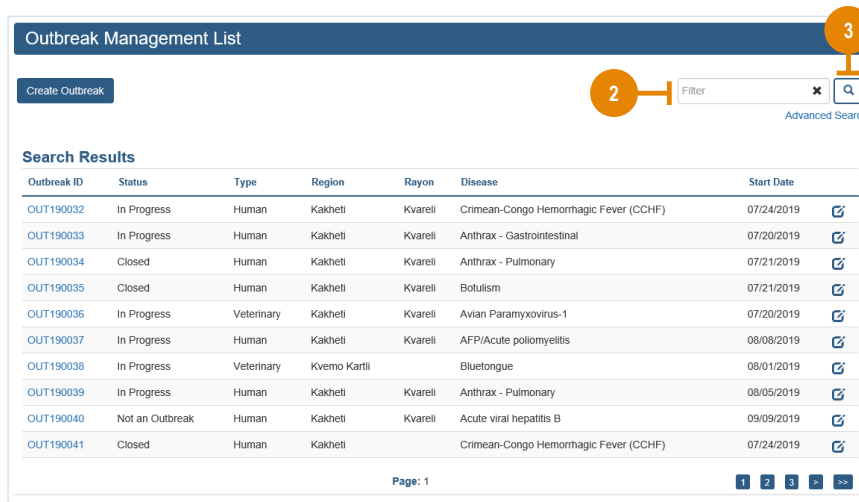
3. Click the **Search** icon. The **Search Results** appear.

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.**
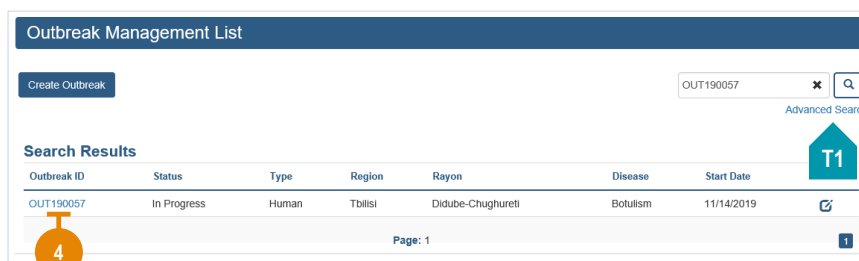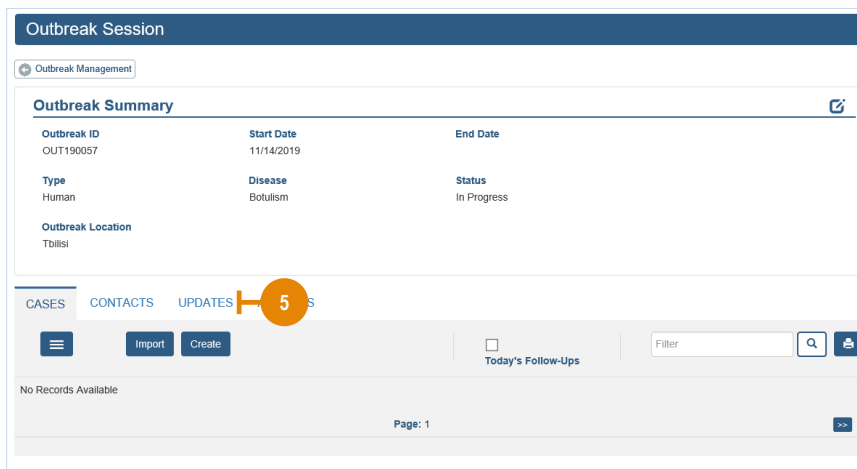
4. Click the **Outbreak ID** corresponding to the desired session. The **Outbreak Session** screen appears with the **CASES** tab open.

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5. Click **UPDATES.** The **UPDATES** tab appears.

6. Click **Create.** The **New Record** window appears.

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7. Complete the **New Record** window. **Note:** Fields marked with a red asterisk are mandatory.

> **Tip 2:** To delete entered information and close the window, click **Cancel.**

8. Click **Save.** The update is added to the outbreak session.

New Record

Record ID	
User Name	
Organization	
✱ Priority	High
Date / Time Stamp	
✱ Record Title	Anthrax-Cutaneous
✱ Record Details	Many new cases confirmed this week.
Upload File	Browse...
File Description	

Save   Cancel

Test