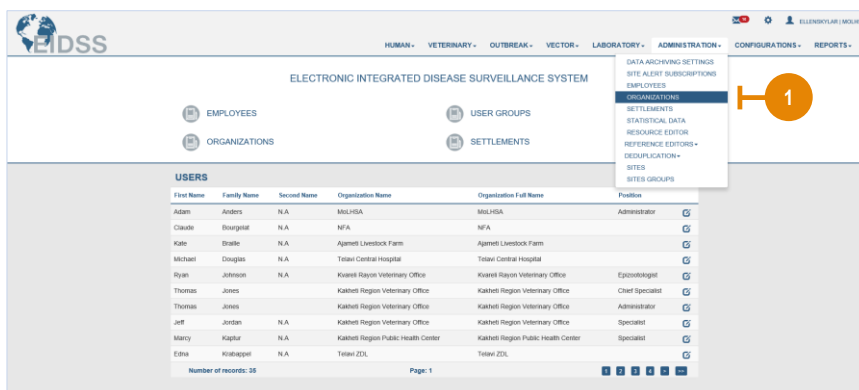


Edit an Organization Record

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

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



2. Enter as much information as possible about the organization whose record you wish to edit.

Tip 1: To return to the previous screen without saving entered information, click **Cancel**.

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

The screenshot shows the Organization Search form. Fields include Organization Unique ID, Abbreviation, Organization Full Name, Specialization, Region, Rayon, Settlement, and Organization Type. A red circle with a '2' label highlights the form fields. Below the form are buttons for Cancel, Clear, Search, and Add. A red circle with a '3' label highlights the Search button.

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

4. Click the **Edit** icon corresponding to the desired organization record. The **Organization** screen appears displaying the **Organization Information** section.

The screenshot shows the Organization Search Results table. The table has columns for Abbreviation, Organization Full Name, Unique Organization, Address, Organization Type, and Order. A red circle with a '4' label highlights the Edit icon for the first row (Institute of Internal Diseases).

Abbreviation	Organization Full Name	Unique Organization	Address	Organization Type	Order
Institute of Internal Diseases	Institute of Internal Diseases	ILD		Other	
LMA	LMA			Laboratory	
NCDC	NCDC			Laboratory	0
Ministry of Agriculture	Ministry of Agriculture				0
MoLHSA	MoLHSA	MoLHSA			0

Edit an Organization Record

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5. Make any necessary revisions.
6. Use the navigation menu to access and revise the other section as needed.
7. Click **Review**. The **Organization** screen appears displaying both sections of the record.

Organization

Organization Details

5

Organization Information

Organization Unique ID

ILD

Abbreviation

Institute of Internal Diseases

Organization Full Name

Institute of Internal Diseases

Accessory Code

Livestock

Avian

Vector

Syndromic

Organization Type

Hospital

Order

0

Foreign Address

☐

Ownership Form

Legal Form

Main Form of Activity

Country

Georgia

Region

Tbilisi

Rayon

Didube-Chughureti

Settlement

Chukhureti

Street

House

Building

Apartment/Unit

Postal Code

Settlement Type

Phone

6

7

Organization Info

Departments

Review

Cancel

Previous

Next

Edit an Organization Record

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8. Review the revised information for accuracy.
9. Click **Submit**. A pop-up appears confirming successful modification of the record.

Organization

Organization Details

Organization Information

Organization Unique ID

Abbreviation

MHDRC-FD Ltd

Organization Full Name

Medical Diagnostic Health Rehabilitation Center Family Doctor Ltd

Accessory Code

Livestock

Avian

Vector

Syndromic

Organization Type

Order

Rehabilitation

Sample receiving department

Sample receiving department

Sample receiving department

Serology

Serology

Serology

Serology

Serology Department

Serology Department

Test 01102020

Virology

Virology and Serology Department

Organization Info

Departments

Review

Cancel

Submit