

Introduction to EIDSS Features

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An EIDSS user benefits from software features that enhance the system's usability. This quick guide presents an introduction to these features.

- **Required Fields** — EIDSS system-required fields are marked with a red asterisk.
- **Pop-Up Messages** — The messages that appear in the course of entering or managing records are specific in nature to guide the user. If an error was made, the system returns to the screen and field needing correction once the message is closed.
- **Site Alerts and Notifications** — The local administrator sets the site alerts for their location, and those settings govern the new or changed case notifications seen by the user.
- **Summary Sections** — Many records feature a summary section at the top of every section or screen for that record; these can be collapsed and expanded by clicking the corresponding Show/Hide icon.
- **Search Functionality**
 - Search Criteria** — This section is collapsed at the top of the Search Results screen by default and can be expanded and edited by clicking the corresponding Show/Hide icon.
 - Search Results** — The viewable grid is limited to 10 records; additional pages are indicated underneath the grid.
 - Search icon** — Clicking this icon opens a new Search screen or window to locate a person, farm, or organization to attach to the current record.
- **Progressive Reveals** — A positive response to certain fields may generate requests for more information.
- **Auto-Populated Data** — The system will auto-populate known data in many cases including lab information from an EIDSS laboratory.
- **Flexible Forms** — Data may be collected via the use of a flexible form. The administrator is responsible for creating these forms and updating them in the software as necessary.
- **System IDs** — The system generates a record's ID (e.g., Report, Outbreak, Person, Lab Sample) after the report or form is submitted (unless otherwise noted).
- **Column Sorting** — To re-sort a column numerically or alphabetically in ascending/descending order, click the column header; to reorder columns, drag and drop a column heading into the desired location.

Icons



- **Add Option Icon** — Users with the appropriate permissions will see an Add icon next to some drop-down menus. To add a new option, click the icon, complete the window that appears, and click Submit.
- **Help Button** — Click the Help button, found on almost every screen in EIDSS to access a list of step-by-step job aids relevant to the screen you're currently on, each available as both a PDF and a video demonstration.