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An EIDSS user with the appropriate permissions can create reports in the database. This quick guide presents the steps to enter an avian disease report.

 From the EIDSS Dashboard, choose FARM from the VETERINARY dropdown menu. The Farm screen appears.



 Enter as much information as possible about the farm to which you wish to add a disease report. Note: Partial entry is acceptable for the Farm ID, Farm Owner ID, First Name, and Last Name.

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

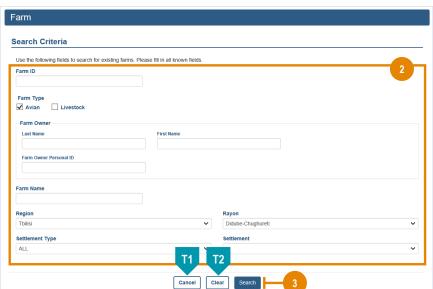
Tip 2: To delete entered information, click **Clear.**

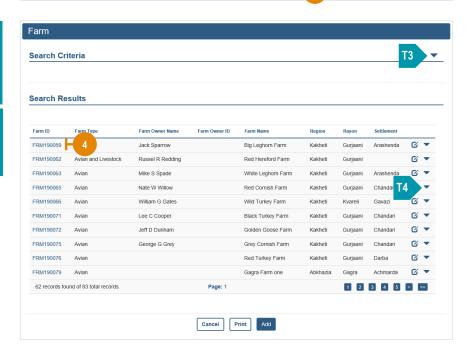
3. Click **Search**. The **Search Results** appear.

Tip 3: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search.**

Tip 4: To view additional information, click the **Show/Hide** icon next to the desired record.

 Click the Farm ID corresponding to the desired farm. The Farm screen for that record appears.

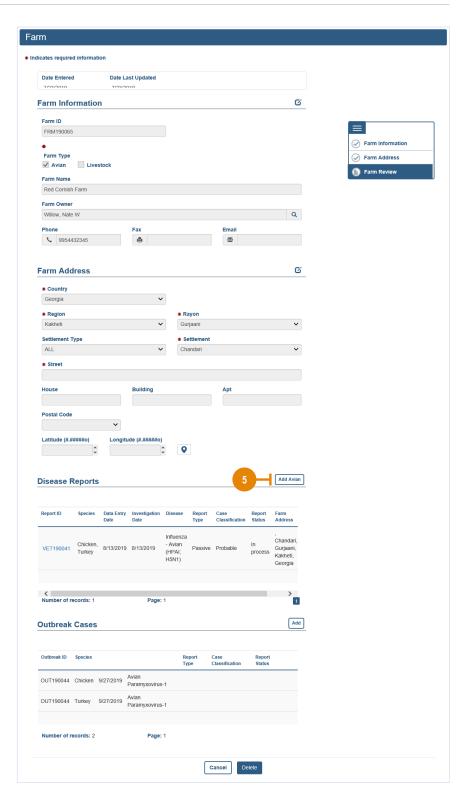






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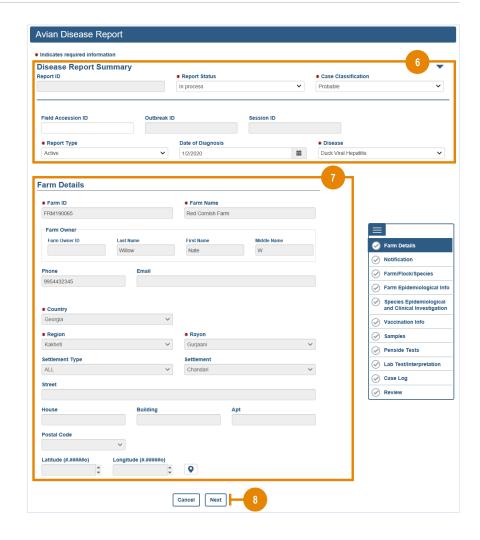
 Click Add Avian. The Avian Disease Report screen appears.





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- Complete the Disease Report
 Summary. Note: Fields marked with a red asterisk are mandatory.
- 7. Review the Farm Details section.
- 8. Click **Next.** The **Notification** section appears.





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9. Complete the **Notification** section.

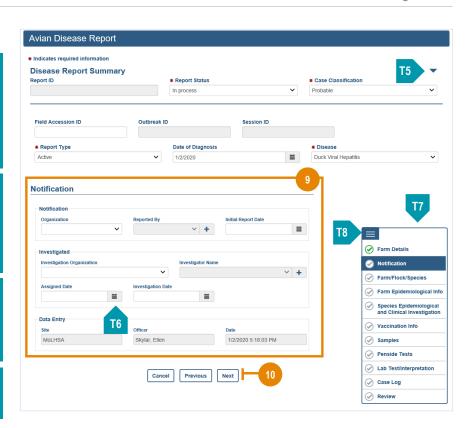
Tip 5: The Disease Report Summary appears on all sections of the Avian Disease Report screen; to collapse and expand the Disease Report Summary, click the Show/Hide icon.

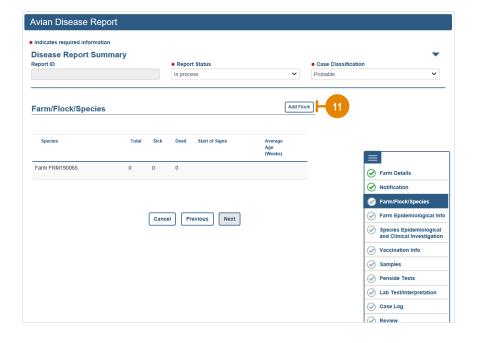
Tip 6: To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 7: The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

Tip 8: To collapse the navigation menu, click the three lines at the top.

- Click Next. The Farm/Flock/Species section appears.
- 11. Click Add Flock.

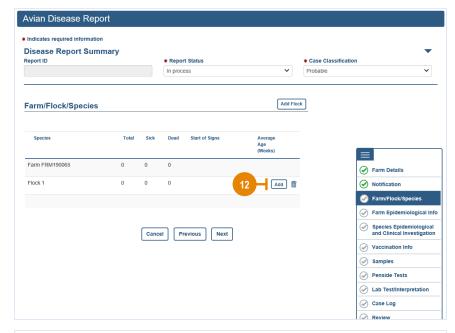




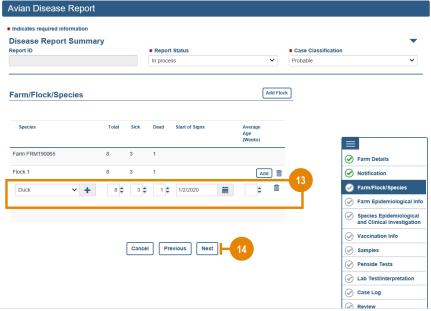


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12. Click Add. A new row appears.



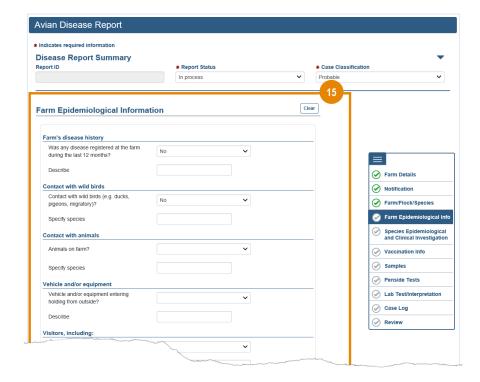
- Complete the species fields in the grid.
 Note: Repeat step 11 to add additional flocks. Note: Repeat steps 12 and 13 to add additional species to a flock.
- 14. Click **Next.** The **Farm Epidemiological Information** section appears.

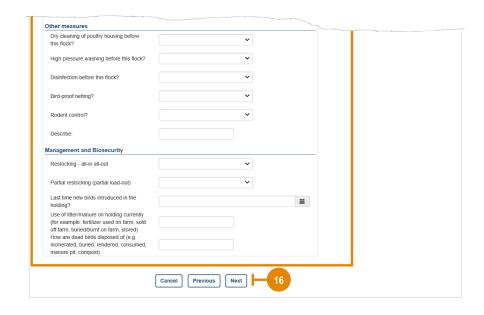




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- 15. Complete the Farm Epidemiological Information section.
- 16. Click **Next**. The **Species Investigation** section appears.

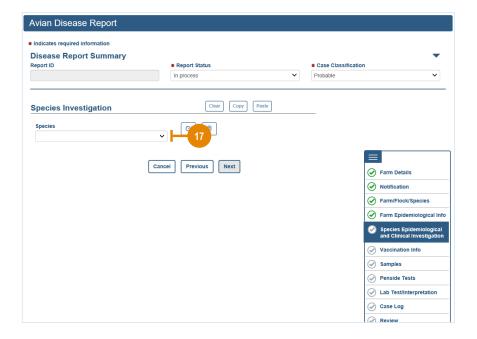






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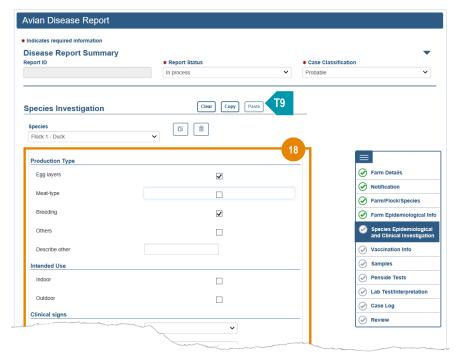
Choose a **Species** from the drop-down menu.



18. Complete the Species Investigation section for the chosen species. Note: Repeat steps 17 and 18 to enter Species Investigation information for additional species.

Tip 9: To use entered **Species Investigation** information for another species in the same flock, click **Copy**, choose the new **Species** from the drop-down menu, and then click **Paste.**

19. Click **Next.** The **Vaccination Information** section appears.

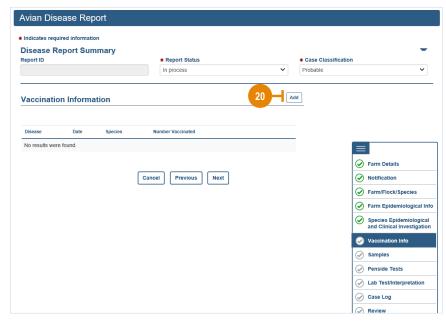




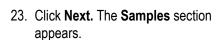


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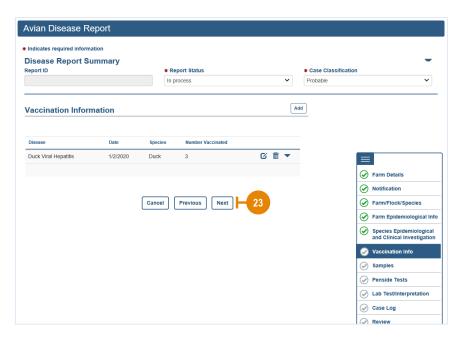
20. Click **Add.** The **Vaccination Information** window appears.



- 21. Complete the **Vaccination Information** window.
- 22. Click **Save. Note:** Repeat steps 20–22 to add additional vaccinations.



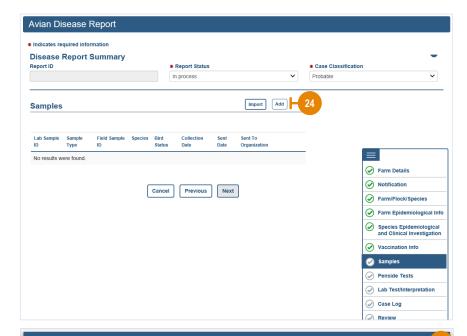




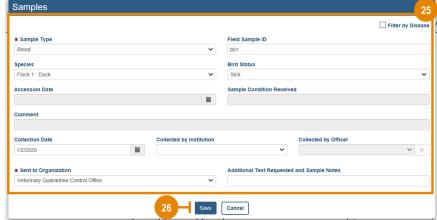


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 Click Add. The Samples window appears.

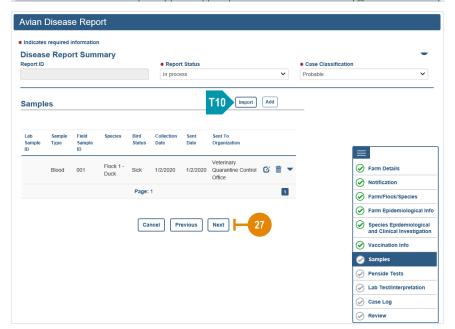


- 25. Complete the Samples window.
- 26. Click **Save. Note:** Repeat steps 24–26 to add additional samples.



Tip 10: To import an existing sample, click **Import**, search for the desired sample in the **Import Samples/Test Results** window, check the box of the desired sample, and then click **Select.**

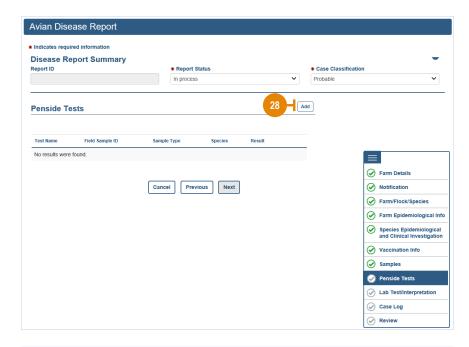
27. Click **Next**. The **Penside Tests** section appears.



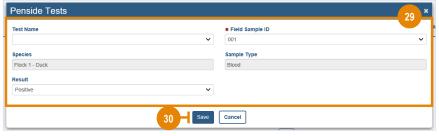


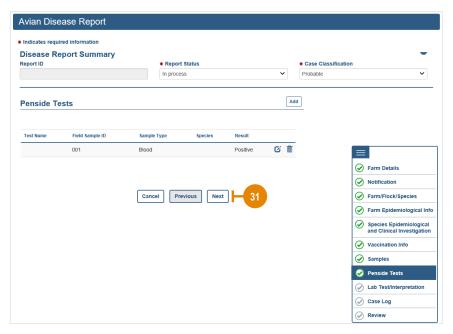
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28. Click **Add.** The **Penside Tests** window appears.



- 29. Complete the **Penside Tests** window.
- 30. Click **Save. Note:** Repeat steps 28–30 to add additional penside tests.
- Click Next. The Lab Tests and Results Summary and Interpretation sections appear.

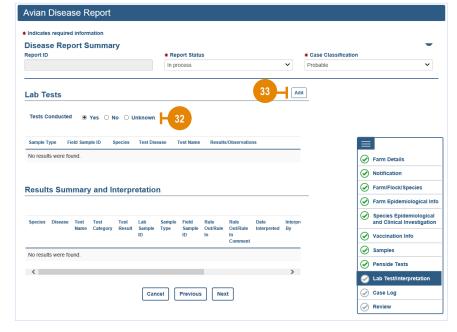






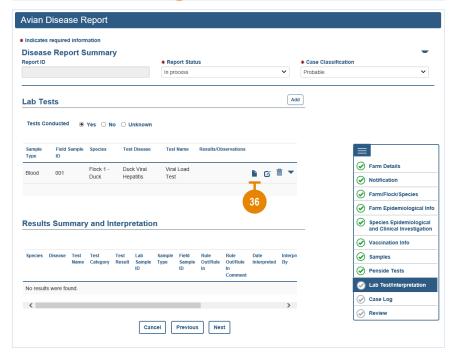
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- 32. Select **Yes** in response to **Tests Conducted.**
- Click Add. The Lab Tests window appears.



- 34. Complete the Lab Tests window.
- 35. Click **Save. Note:** Repeat steps 33–35 to add additional lab tests.
- Click the **Document** icon corresponding to the appropriate lab test. The **Results Summary and Interpretation** window appears.

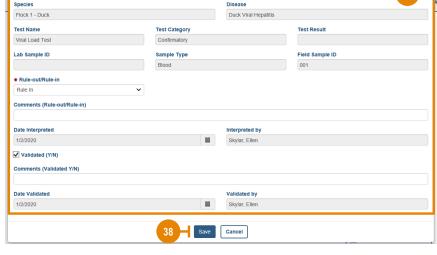






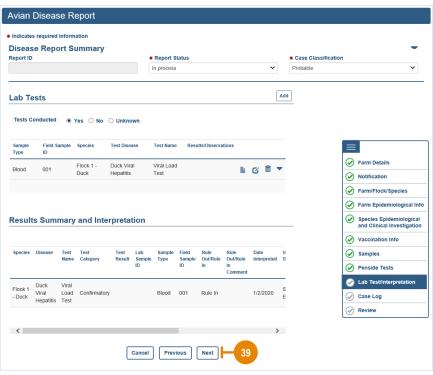
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- 37. Complete the **Results Summary and Interpretation** window.
- 38. Click **Save. Note:** Repeat steps 36–38 to add additional interpretations.



Results Summary and Interpretation

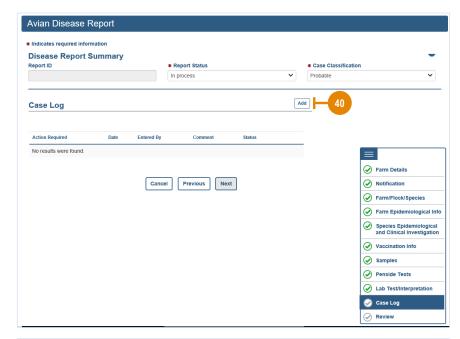
Click Next. The Case Log section appears.





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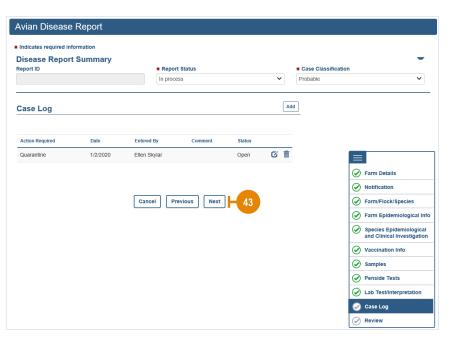
40. Click **Add.** The **Case Log** window appears.



- 41. Complete the Case Log window.
- 42. Click **Save. Note:** Repeat steps 40–42 to add additional case log actions.









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44. Review the information for accuracy. Note: Once a disease report is submitted the Disease cannot be changed.

Tip 11: To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review**.

 Click **Submit.** A window appears confirming successful entry of the report.

