

Instructor Guide

Administration Module

EIDSS | Electronic Integrated Disease
Surveillance System



Module Overview

This module presents EIDSS functions related to completing administrative tasks. To ensure pertinent information is shared across all sites, EIDSS records demographic information, geographical locations, laboratory analyses, sample tracking, epidemiological analyses, clinical information (including disease-specific clinical signs), and response measures.

This module consists of three lessons and their associated tasks:

- Records
- Editors
- Matrix Configuration

Agenda

	Time
Module Overview Agenda	00:30
Lesson: Records Enter an Employee Record Search for an Employee Record Edit an Employee Record Delete an Employee Record Enter an Organization Record Search for an Organization Record Edit an Organization Record Delete an Organization Record Enter a Settlement Record Search for a Settlement Record Edit a Settlement Record Delete a Settlement Record Enter a Statistical Data Record Search for a Statistical Data Record Edit a Statistical Data Record Delete a Statistical Data Record	01:30
Lesson: Editors Use the Resource Editor Use a Reference Editor Use the Parameter Type Editor	02:30
Lesson: Matrix Configuration Configure Human Aggregate Report Matrix Configure the Vector Type–Sample Type Matrix	02:30
Module Summary	00:30

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Records

Overview

EIDSS users with administrative permissions can create and manage records that enable employee access to the system, track organizations associated with surveillance cases, define locations where cases occur, and define and use data for statistics and analysis.

The following tasks are included in this lesson:

- Enter an Employee Record
- Search for an Employee Record
- Edit an Employee Record
- Delete an Employee Record
- Enter an Organization Record
- Search for an Organization Record
- Edit an Organization Record
- Delete an Organization Record
- Enter a Settlement Record
- Search for a Settlement Record
- Edit a Settlement Record
- Delete a Settlement Record
- Enter a Statistical Data Record
- Search for a Statistical Data Record
- Edit a Statistical Data Record
- Delete a Statistical Data Record



Demonstration

Demonstrate each task for the students. After each demo, have them complete the task, inputting either the same data set used in the demonstration or different information. Allow them to refer to the quick guides as needed. Continue in this manner until all tasks are completed.



Enter an Employee Record

Creating an employee record enables the user for whom the record is generated to perform tasks within EIDSS based on that employee's individually-assigned permissions.

Key Points

Include the task's key points in your demonstration.

3

- Additional **Organizations**, **Departments**, and **Positions** can be added to the drop-down menus.

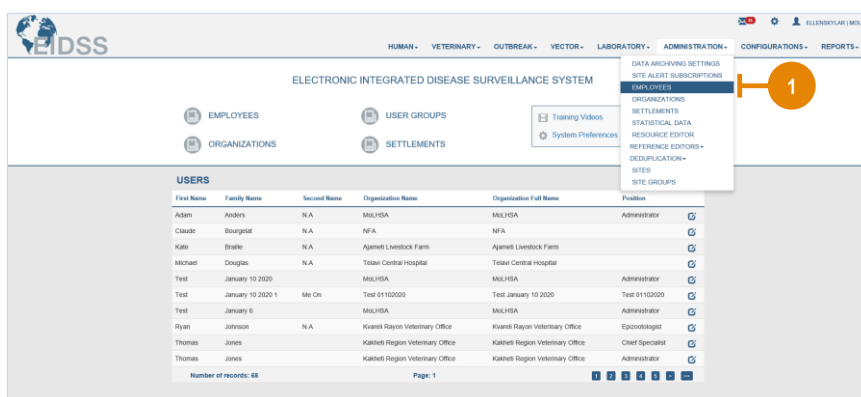
Instructor Notes

Enter an Employee Record

Pg. 1 of 4

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 screen with search criteria 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 labeled '2' is next to the Add button. Below the buttons are two blue arrows labeled 'T2' and 'T1' pointing to the Cancel and Search buttons respectively.

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 screen 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 labeled '4' is next to the Continue button. On the right side, there is a sidebar with a list of options: Personal Information, Login, Groups, System Functions, and Review.

Instructor Notes

Enter an Employee Record

Pg. 2 of 4

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.

Employee

Employee Details

Login

• Login
srustavelli

• Password

• Confirm Password

Cancel Back Continue

T3

T4

- Personal Information
- ✓ Login
- Groups
- System Functions
- Review

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.

9

- User groups are country customizable, and additional **Groups** can be added to the list.

11

- Each **System Function** will have only the applicable boxes available to check. For example, **Can Destroy Samples** will have only an **Execute** checkbox, rather than the **Create**, **Read**, **Write**, or **Delete** boxes present for other functions.
- System Function will open with all base role permissions preselected as well.

Instructor Notes

Enter an Employee Record

Pg. 3 of 4

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

System Functions

- ☒ 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"/>				

Cancel Back Continue

Instructor Notes

Enter an Employee Record

Pg. 4 of 4

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

13

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

14

T5

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		✓				

1

Cancel

Submit Query

14

Personal Information

Login

Groups

System Functions

Review



Search for an Employee Record

Key Points

Include the task's key points in your demonstration.

3

- Additional **Positions** and **Organizations** can be added to the drop-down menus.

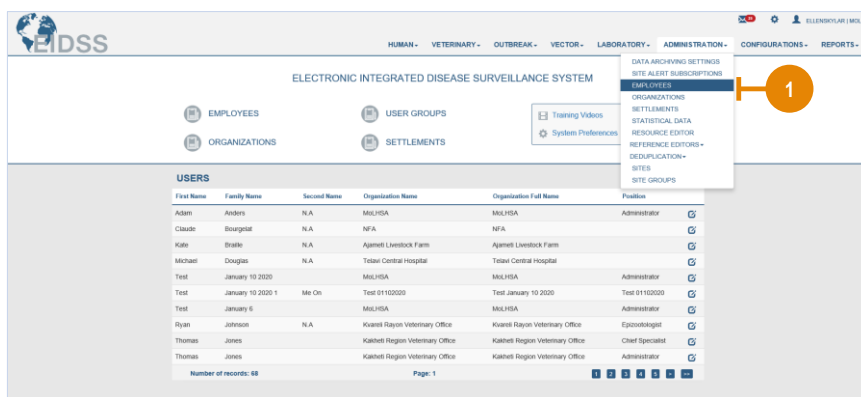
Instructor Notes

Search for an Employee Record

Pg. 1 of 1

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

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



- Enter as much information as possible about the employee for whom you are searching.

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 Employee Search Criteria form. The form includes fields for Position, Family Name, First Name, Second Name, Organization, and Unique Organization ID. The Position field is set to 'Epidemiologist'. The Family Name field contains 'Rustavelli', the First Name field contains 'Shota', and the Organization field is set to 'NCDC'. The form also has buttons for Cancel, Clear, Search, and Add. A red circle with a '2' callout is placed over the Search Criteria section, and a red circle with a '3' callout is placed over the Search button.

- Click **Search**. The **Search Results** appear displaying the employees who match your **Search Criteria**.



Edit an Employee Record

Key Points

Include the task's key points in your demonstration.

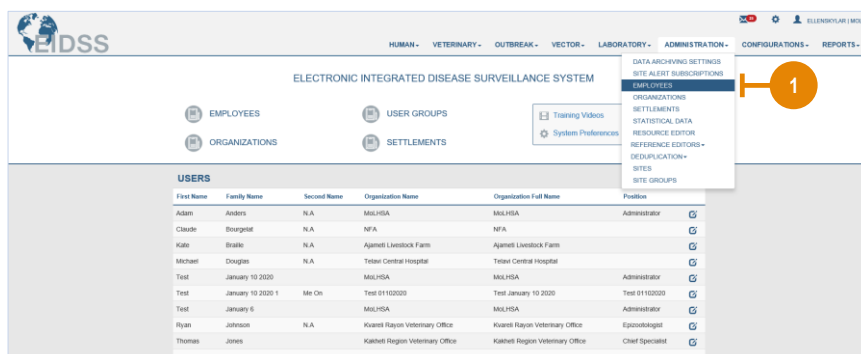
Instructor Notes

Edit an Employee Record

Pg. 1 of 2

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

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



- Enter as much information as possible about the employee 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 Employee form with the Search Criteria section highlighted by a red box and a '2' next to it. The fields include Position (dropdown), Family Name, First Name, Second Name, Organization (dropdown), and Unique Organization ID. Below the fields are buttons for Cancel, Clear, Search, and Add. The Clear button is highlighted with a red circle and a '3' next to it.

- Click **Search**. The **Search Results** appear.
- Click the **Edit** icon corresponding to the desired employee record. The **Employee** screen appears displaying the **Personal Information** section.

The screenshot shows the Employee form with the Search Results section highlighted by a red box and a '4' next to it. The results table lists employees with columns for Family Name, First Name, Organization, Organization Full Name, Position, and Phone. The first row is highlighted. Below the table are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and a '1' next to it.

Family Name	First Name	Organization	Organization Full Name	Position	Phone
Anders	Adam	MoLHSA	MoLHSA	Administrator	123456789
Skylar	Ellen	MoLHSA	MoLHSA	Administrator	234234234
Simpson	Lisa	NCDC	NCDC	Administrator	3333222
Mason	Parker	MoLHSA	MoLHSA	Administrator	234234234
Mase	Ryker	MoLHSA	MoLHSA	Administrator	234234234
Vaughan	Sarah	NFA	NFA	Administrator	12343234
Jones	Thomas	Kakheti Region Veterinary Office	Kakheti Region Veterinary Office	Administrator	9954445545

Instructor Notes

Edit an Employee Record

Pg. 2 of 2

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

Employee

Employee Details

Personal Information

Personal ID: Personal ID Type:

First Name: Second Name: Family Name:

Organization: Department:

Position: Phone:

Cancel Back Continue

Navigation Menu:

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

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

Employee

Employee Details

Personal Information

Personal ID: Personal ID Type:

First Name: Second Name: Family Name:

Organization: Department:

Position: Phone:

Login

Administrator	Access to Active Surveillance Sites			
Administrator	Access to Administrative Standard Reports	✓		
Administrator	Access to Aggregate Settings	✓	✓	
Administrator	Access to Data Audit	✓		
Administrator	Access to EIDSS Sites List (Managing Data access from Other Sites)	✓	✓	✓
Administrator	Access to Event Log	✓		
Administrator	Access to Farms Data	✓	✓	✓
Administrator	Access to Flexible Forms Designer	✓	✓	✓

Cancel Submit Query



Delete an Employee Record

Key Points

Include the task's key points in your demonstration.

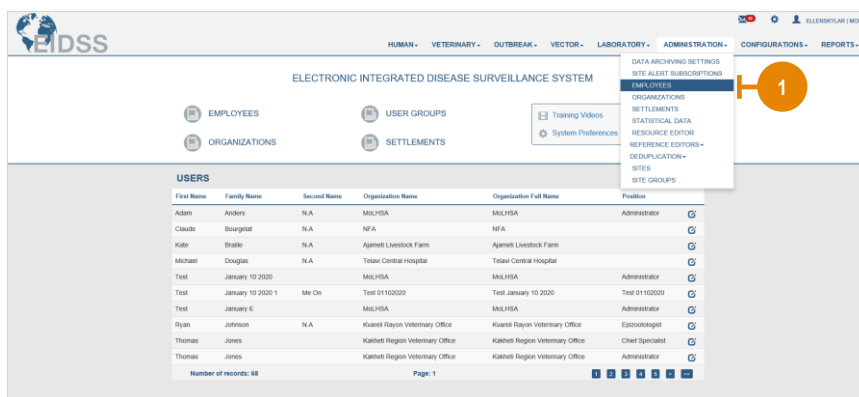
Instructor Notes

Delete an Employee Record

Pg. 1 of 2

An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete an employee record.

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



- Enter as much information as possible about the employee whose record you wish to delete.

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 Employee Search Criteria form. The form has a red border and a red circle with a '2' next to it. The fields are: Position (dropdown), Family Name (text), First Name (text), Second Name (text), Organization (dropdown), and Unique Organization ID (text). At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Clear button is highlighted with a red circle and a '3' next to it. The Search button is highlighted with a red circle and a 'T1' next to it. The Add button is highlighted with a red circle and a 'T2' next to it.

- Click **Search**. The **Search Results** appear.

Instructor Notes

Delete an Employee Record

Pg. 2 of 2

- Click the **Delete** icon corresponding to the desired record. A confirmation dialog box appears.

Employee

Search Criteria

Position

Administrator

Family Name















First Name

Second Name

Organization

Unique Organization ID

Search Results

Family Name	First Name	Organization	Organization Full Name	Position	Phone	
Anders	Adam	MoLHSA	MoLHSA	Administrator	123123123	 
Skylar	Eilen	MoLHSA	MoLHSA	Administrator	234234234	 
Simpson	Lisa	NCDC	NCDC	Administrator	3333222	 
Mason	Parker	MoLHSA	MoLHSA	Administrator	234234234	 
Mase	Ryker	MoLHSA	MoLHSA	Administrator	234234234	 
Vaughan	Sarah	NFA	NFA	Administrator	12343234	 
Jones	Thomas	Kakheti Region Veterinary Office	Kakheti Region Veterinary Office	Administrator	9954445545	 

Number of records: 7

Page: 1

Cancel


Clear

Search

Add

- Click **Yes**. The employee record is deleted from the database but remains in the history.

Employee


Are you sure you want to delete the record?

5

Yes

No



Enter an Organization Record

An organization record is created in EIDSS for each facility involved in case investigation in human, veterinary, and vector surveillance.

Key Points

Include the task's key points in your demonstration.

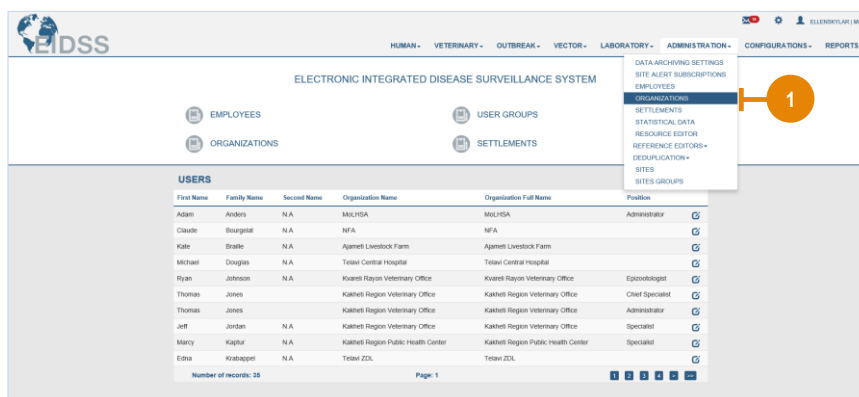
Instructor Notes

Enter an Organization Record

Pg. 1 of 3

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

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

- Click **Add**. A blank **Organization** screen appears.

The screenshot shows the Organization Search form. The form includes fields for Organization Unique ID, Abbreviation, Organization Full Name, Specialization, Region, Rayon, Settlement, and Organization Type. There is a checkbox for 'Show Foreign Organizations'. At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Add button is highlighted with a red circle and a red arrow labeled '2'. Below the buttons, there are labels T2 and T1.

3

- Entering a number in the **Order** text box dictates the sequence in which organizations are listed. If no **Order** is specified, organizations will list alphabetically.
- The drop-down list is initially empty. Postal codes will be available for this settlement in the drop-down-list after initial entry. Postal Code can be specified only if the Town or Village is defined.

Instructor Notes

Enter an Organization Record

Pg. 2 of 3

3. Complete the **Organization Information** section. **Note:** Fields marked with a red asterisk are mandatory.
4. Click **Next**. The **Departments** section appears.

Organization

Organization Details

3

Organization Information

Organization Unique ID

* Abbreviation
MDHRC-FD Ltd

* Organization Full Name
Medical Diagnostic Health Rehabilitation Center Family Doctor Ltd

* Accessory Code
Human
Exophyte
Plant
Soil

Organization Type

Order

☐ Foreign Address

Ownership Form

Legal Form

Main Form of Activity

* Country
Georgia

* Region
Tbilisi

* Rayon
Gldani-Nadzaladevi

Settlement
Gldani

Street
Nadsladevi

House

Building

Apartment/Unit

Postal Code

* Settlement Type
Settlement

Phone
995-00-44-33

Organization Info

Departments

Review

Cancel

Previous

Next

4

Instructor Notes

Enter an Organization Record

Pg. 3 of 3

- Check the box for each department you wish to add for the organization.

Tip 3: To add a new department, click **Add**, complete the window that appears, and click **Submit**.

Tip 4: The navigation menu allows you to access both sections and displays a green checkmark next to each completed section.

Tip 5: To collapse the navigation menu, click the three lines at the top.

- Click **Next**. The **Organization** screen appears displaying both sections of the record.

- Review the information for accuracy.

Tip 6: To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review**.

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

Organization

Organization Details

Departments

- ☐ Animal Inspection
- ☐ Bacteriology
- ☐ Bacteriology
- ☐ Bacteriology
- ☐ Bacteriology
- ☒ Diagnostics
- ☐ Epi
- ☐ Epidemiologist
- ☐ Epidemiology

Add

Navigation Menu:

- ☒ Organization Info
- ☒ Departments
- ☐ Review

Buttons: Cancel Previous Next

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

Navigation Menu:

- ☒ Organization Info
- ☒ Departments
- ☐ Review

Buttons: Cancel Submit



Search for an Organization Record

Key Points

Include the task's key points in your demonstration.

3

- If an **Organization Name** is used to search, the full name must be entered.
- If an **Order** was specified when the organization was entered, the **Organizations List** will display in that sequence.

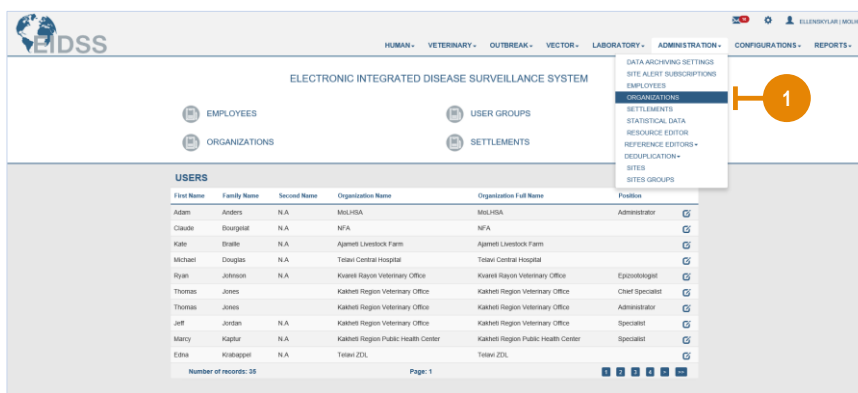
Instructor Notes

Search for an Organization Record

Pg. 1 of 1

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

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



- Enter as much information as possible about the organization for which you are searching.

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. The form is outlined with a red border and a red circle labeled '2'. The form includes the following fields:

- Organization Unique ID
- Abbreviation
- Organization Full Name
- Specialization
- Region
- Rayon
- Settlement
- Organization Type
- Show Foreign Organizations (checkbox)

At the bottom of the form, there are four buttons: Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and a red arrow labeled '3'. The Cancel and Clear buttons are labeled T1 and T2 respectively.

- Click **Search**. The **Organization Search Results** appear displaying the organizations that match your search criteria.



Edit an Organization Record

Key Points

Include the task's key points in your demonstration.

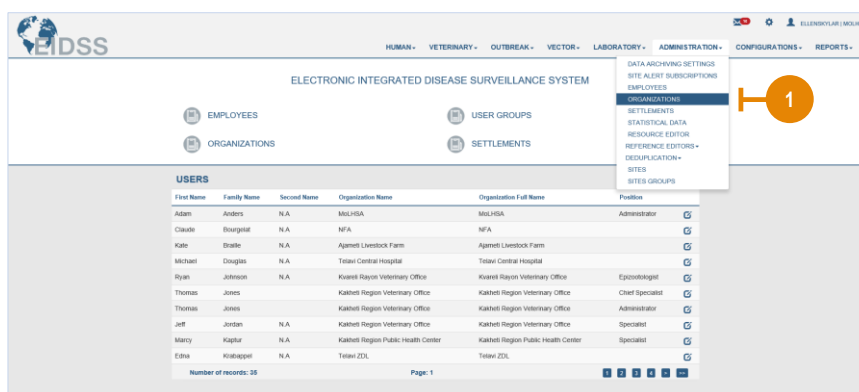
Instructor Notes

Edit an Organization Record

Pg. 1 of 3

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

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



- 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.

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

- 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: Abbreviation, Organization Full Name, Unique Organization, Address, Organization Type, and Order. A red circle with a '4' label highlights the Edit icon in the first row. The table also includes a footer with 'Number of records: 5' and 'Page: 1'.

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

Instructor Notes

Edit an Organization Record

Pg. 2 of 3

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

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

Cancel Previous Next

Navigation Menu:

- Organization Info
- Departments
- Review

Instructor Notes

Edit an Organization Record

Pg. 3 of 3

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

Cancel Submit



Delete an Organization Record

Key Points

Include the task's key points in your demonstration.

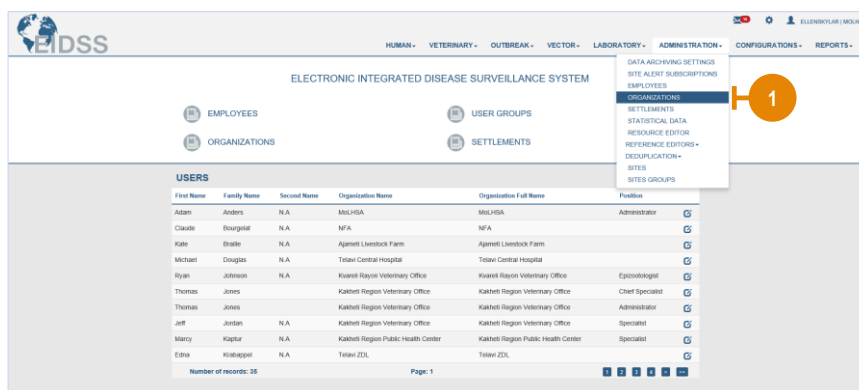
Instructor Notes

Delete an Organization Record

Pg. 1 of 2

An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete an organization record.

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



- Enter as much information as possible about the organization whose record you wish to delete.

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. The form has several input fields: Organization Unique ID, Abbreviation, Organization Full Name, Specialization, Region, Rayon, Settlement, and Organization Type. There is also a checkbox for 'Show Foreign Organizations'. The form is outlined with a red border and the number 2. At the bottom of the form, there are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and the number 3. The Clear button is highlighted with a red circle and the number 2. The Cancel button is highlighted with a red circle and the number 1.

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

Instructor Notes

Delete an Organization Record

Pg. 2 of 2

- Click the **Delete** icon corresponding to the desired record. A confirmation dialog box appears.

Organization

Organization Search

Organization Unique ID

Abbreviation

Organization Full Name

Specialization






Region

Tbilisi

Rayon

Didube-Chugureti

Organization Search Results

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

Number of records: 5

Page: 1

Cancel


Clear

Search

Add

- Click **Yes**. The organization record is deleted from the database but remains in the history.

Organization

 Are you sure you want to delete this record?

5

Yes

No



Enter a Settlement Record

Settlement records in EIDSS are used to easily define the location where a case occurred.

Key Points

Include the task's key points in your demonstration.

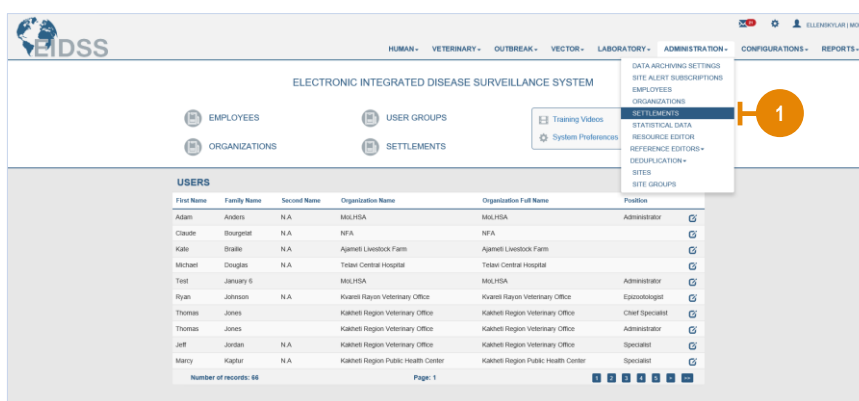
Instructor Notes

Enter a Settlement Record

Pg. 1 of 2

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

- From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** 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**.

- Click **Add**. A blank **Settlement** screen appears.

Settlement

Search Criteria

Default Name
National Name
Settlement Type

Country
Georgia

Region
Tbilisi

Rayon
Didube-Chughureti

Settlement

Latitude
From
To

Longitude
From
To

Elevation
From
To

Cancel
Clear
Search
Add

T2
T1

3

- The **Settlement Name** is the name of the location where a case occurred in English .
- The **Settlement National Name** is the name of the location where a case occurred in the local language.

Instructor Notes

Enter a Settlement Record

Pg. 2 of 2

- Complete the **Settlement Info** section.
Note: Fields marked with a red asterisk are mandatory. **Note:** Any commas used when entering **Latitude** and **Longitude** will appear as periods once the record is saved.

Tip 3: To quickly enter **Latitude** and **Longitude**, click the **Map** icon and click the appropriate location on the map that appears.

- Click **Review**. The **Settlement** screen appears displaying the record.

- Review the information for accuracy.

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

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

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



Search for a Settlement Record

Key Points

Include the task's key points in your demonstration.

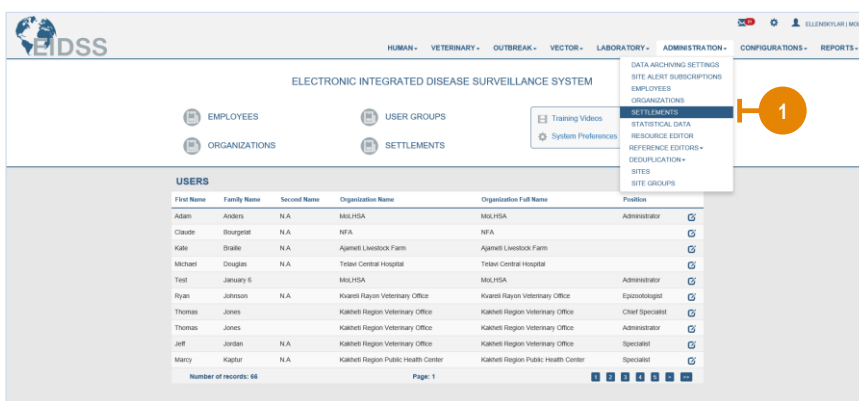
Instructor Notes

Search for a Settlement Record

Pg. 1 of 1

An EIDSS user with the appropriate permissions can locate records in the database. This quick guide presents the steps to search for a settlement record.

- From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** screen appears.



- Enter as much information as possible about the settlement for which you are searching.

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

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

- Click **Search**. The **Search Results** appear displaying the settlements that match your **Search Criteria**.

The screenshot shows the Settlement Search Criteria form. The form has several fields for entering search criteria: Default Name, National Name, Settlement Type (dropdown), Country (dropdown), Region (dropdown), Rayon (dropdown), Settlement (dropdown), Latitude (From/To), Longitude (From/To), and Elevation (From/To). The form is outlined with a red border and a '2' next to it. At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and a '3' next to it. The Clear button is highlighted with a red circle and a '2' next to it. The Cancel button is highlighted with a red circle and a '1' next to it.



Edit a Settlement Record

Key Points

Include the task's key points in your demonstration.

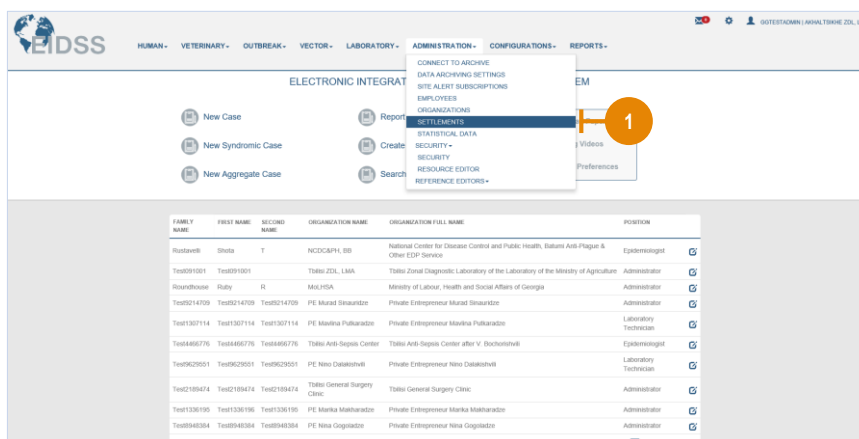
Instructor Notes

Edit a Settlement Record

Pg. 1 of 3

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

- From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** screen appears.



- Enter as much information as possible about the settlement 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**.

- Click **Search**. The **Search Results** appear.

The screenshot shows the Settlement form with search criteria. The form includes fields for Default Name, National Name, Settlement Type, Country, Region, Rayon, Settlement, Latitude, Longitude, and Elevation. The form is highlighted with a red border and the number 2. Below the form, there are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and the number 3. Below the buttons, there are three red circles labeled T1, T2, and 3.

Instructor Notes

Edit a Settlement Record

Pg. 2 of 3

- Click the **Edit** icon corresponding to the desired settlement record. The **Settlement** screen appears displaying the **Settlement Info** section.

Settlement

Search Criteria

Default Name

National Name

Settlement Type

Country

Region

Rayon

Settlement

Latitude

Longitude

Elevation

Search Results

Default Name	National Name	Settlement Type	Country	Region	Rayon	Latitude	Longitude	Elevation
Kutaisvelo	Kutaisvelo	Settlement	Georgia	Imereti	Kutaisi	42.7030410766602	42.2589302062988	
Kutaisi	Kutaisi	town	Georgia	Imereti	Kutaisi	42.2496421533573	42.6886814193992	

Number of records: 2

Page: 1

Cancel

Clear

Search

Add

- Make any necessary revisions.
- Click **Review**. The **Settlement** screen appears displaying the record.

Settlement

Settlement Details

Settlement Info

Unique Code

Settlement Name

National Name

Settlement Type

Country

Region

Rayon

Latitude (#####)

Longitude (#####)

Elevation

Map

Settlement Info

Review

Instructor Notes

Edit a Settlement Record

Pg. 3 of 3

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

Settlement

Settlement Details

7

Settlement Info

Unique Code

GGIMKU00102

Settlement Name

Kutaisvelo

National Name

Kutaisvelo

Settlement Type

Settlement

Country

Georgia

Region

Tbilisi

Rayon

Didube-Chughureti

Latitude (#.####o)

42.7030410766602

Longitude (#.####o)

42.2589302062988

Elevation

0

Map

Settlement Info

Review

Cancel

Submit

8



Delete a Settlement Record

Any associated disease reports must be deleted before a settlement record can be deleted.

Key Points

Include the task's key points in your demonstration.

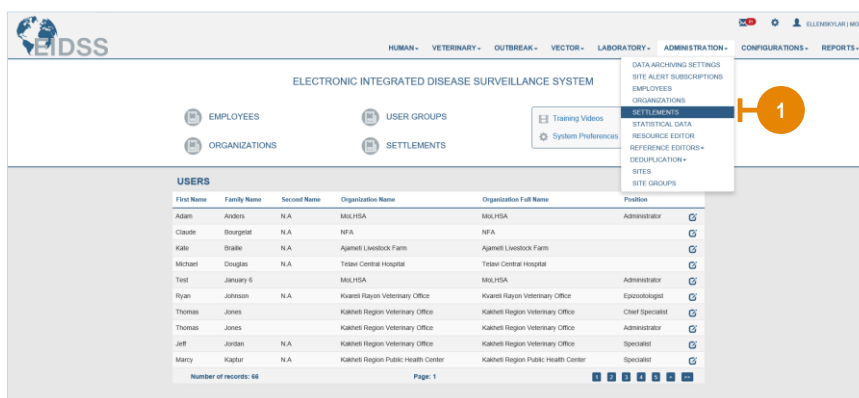
Instructor Notes

Delete a Settlement Record

Pg. 1 of 2

An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete a settlement record.

- From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** screen appears. **Note:** All associated disease reports must be removed before the settlement record can be deleted.



- Enter as much information as possible about the settlement whose record you wish to delete.

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

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

- Click **Search**. The **Search Results** appear.

The screenshot shows the Settlement form with search criteria. The form includes fields for Default Name, National Name, Settlement Type, Country, Region, Rayon, Settlement, Latitude, Longitude, and Elevation. The search criteria section is highlighted with a red box and the number 2. At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and the number 3. The Clear button is highlighted with a red circle and the number 2.

Instructor Notes

Delete a Settlement Record

Pg. 2 of 2

- Click the **Delete** icon corresponding to the desired record. A confirmation dialog box appears.

Settlement

Search Criteria

Default Name

National Name

Settlement Type

Country

Region

Rayon

Settlement

Latitude

Longitude

Elevation

Search Results

Default Name	National Name	Settlement Type	Country	Region	Rayon	Latitude	Longitude	Elevation
Kutaisvelo	Kutaisvelo	Settlement	Georgia	Imereti	Kutaisi	42.7030410766602	42.2589302062988	0
Kutaisi	Kutaisi	town	Georgia	Imereti	Kutaisi	42.2496421533573	42.6886814193992	

Number of records: 2

Page: 1

Cancel

Clear

Search

Add

- Click **Yes**. The settlement record is deleted from the database but remains in the history.

Settlement

!

Are you sure you to delete the settlement?

5

Yes

No



Enter a Statistical Data Record

A statistical data record enables users to define data and then use that data for statistics and analysis. Often this is the population data that is used in the Analysis, Visualization, and Reporting module.

Key Points

Include the task's key points in your demonstration.

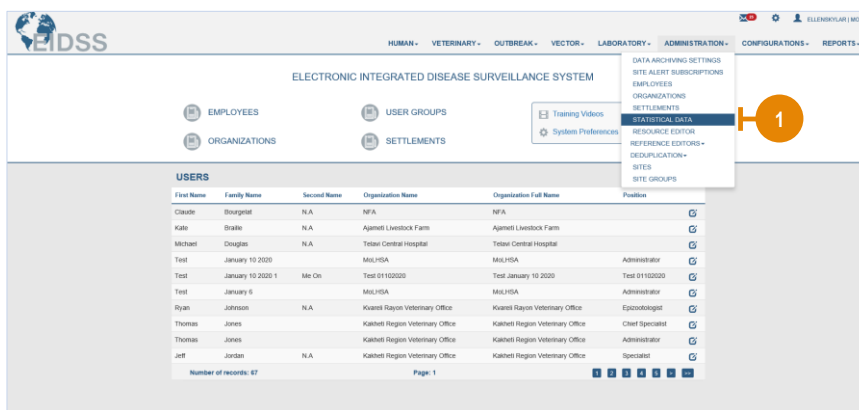
Instructor Notes

Enter a Statistical Data Record

Pg. 1 of 2

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

1. From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** 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**.

2. Click **Add**. A blank **Statistical Data Details** screen appears.

The screenshot shows the Statistical Data Details screen. It has a search criteria section with dropdowns for Statistical Data Type, Region (Tbilisi), Rayon (Didube-Chugureti), and Settlement. At the bottom, there are buttons for Cancel, Clear, Search, and Add. The Add button is highlighted with a red circle and a '2' next to it. There are also blue arrows labeled T1 and T2 pointing to the Search and Add buttons respectively.

Instructor Notes

Enter a Statistical Data Record

Pg. 2 of 2

- Complete the **Statistical Data Details** section. **Note:** Fields marked with a red asterisk are mandatory.

Tip 3: To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

- Click **Review**. The **Statistical Data Details** screen appears displaying the record.

- Review the information for accuracy.

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

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



Search for a Statistical Data Record

Key Points

Include the task's key points in your demonstration.

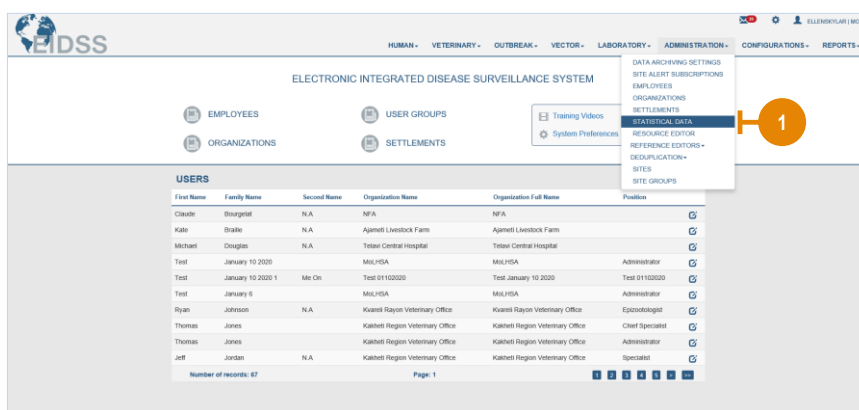
Instructor Notes

Search for a Statistical Data Record

Pg. 1 of 1

An EIDSS user with the appropriate permissions can locate records in the database. This quick guide presents the steps to search for a statistical data record.

1. From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** screen appears.



2. Enter as much information as possible about the statistical data for which you are searching.

Tip 1: 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 2: To return to the previous screen without saving entered information, click **Cancel**.

Tip 3: To delete entered information, click **Clear**.

The screenshot shows the 'Statistical Data Details' screen. It has a 'Search Criteria' section with several dropdown menus: 'Statistical Data Type' (set to Population), 'Start Date for Period' (with 'From' and 'To' date pickers), 'Region' (set to Tbilisi), 'Rayon' (set to Didube-Chughureti), and 'Settlement'. Below the search criteria are buttons for 'Cancel', 'Clear', 'Search', and 'Add'. Callouts T1, T2, T3, and 3 point to specific elements: T1 points to the 'Statistical Data Type' dropdown, T2 points to the 'Cancel' button, T3 points to the 'Clear' button, and 3 points to the 'Search' button.

3. Click **Search**. The **Search Results** appear displaying the statistical data that match your **Search Criteria**.



Edit a Statistical Data Record

Key Points

Include the task's key points in your demonstration.

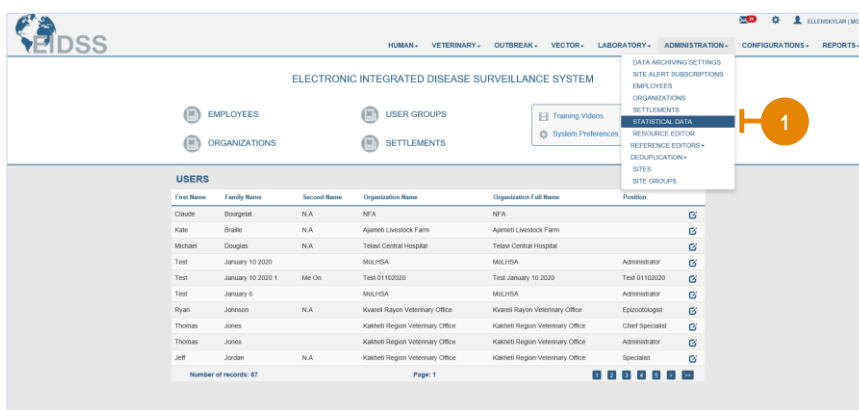
Instructor Notes

Edit a Statistical Data Record

Pg. 1 of 3

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

1. From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** screen appears.



2. Enter as much information as possible about the statistical data record you wish to edit.

Tip 1: 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 2: To return to the previous screen without saving entered information, click **Cancel**.

Tip 3: To delete entered information, click **Clear**.

The screenshot shows the 'Statistical Data Details' screen. It has a header 'Statistical Data Details' and a section 'Search Criteria'. The search criteria include:

- Statistical Data Type:** Population (dropdown menu)
- Start Date for Period:** From 1/1/2019 (calendar icon) To (calendar icon)
- Region:** Tbilisi (dropdown menu)
- Rayon:** Didube-Chugureti (dropdown menu)
- Settlement:** (empty dropdown menu)

 At the bottom, there are buttons: Cancel, Clear, Search, and Add. The Search button is highlighted with an orange circle and number 3. There are also blue arrows pointing to the Cancel and Clear buttons, labeled T2 and T3 respectively. A blue arrow labeled T1 points to the dropdown menu for Statistical Data Type.

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

Instructor Notes

Edit a Statistical Data Record

Pg. 2 of 3

- Click the **Edit** icon corresponding to the desired statistical data record. The **Statistical Data Details** screen for that record appears.

Statistical Data Details

Search Criteria

Statistical Data Type: Population

Start Date for Period:
From: 1/1/2019 To:

Region: Tbilisi

Rayon: Didube-Chugureti

Settlement:

Search Results

Value	Age Group	Parameter Type	Parameter	Statistical Period Type	Start Date	Statistical Area Type	Area	
2				Year	01/01/2019	Rayon	Tbilisi, Didube-Chugureti	4
5	-1	Human Gender	Female	Year	01/01/2020	Rayon	Tbilisi, Didube-Chugureti	

Number of records: 2 Page: 1

Cancel Clear Search Add

- Make any necessary revisions.
- Click **Review**. The **Statistical Data Details** screen appears displaying the record.

Statistical Data Details

Statistical Data Details

Load Data

Statistical Data Type: Population

Statistical Period Type: Week

Start Date for Period: 1/1/2019

Statistical Area Type: Rayon

Country: Georgia

Region: Tbilisi

Rayon: Didube-Chugureti

Value: 10

Cancel

5

6

Review

Instructor Notes

Edit a Statistical Data Record

Pg. 3 of 3

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

The screenshot shows the 'Statistical Data Details' form in the EIDSS system. The form is titled 'Statistical Data Details' and contains several fields for data entry. A blue header bar at the top of the form area is labeled 'Statistical Data Details'. A blue circle with the number '7' is positioned over the top right corner of the form, indicating the review step. The form fields include: 'Statistical Data Type' (dropdown menu showing 'Population'), 'Statistical Period Type' (dropdown menu showing 'Year'), 'Start Date for Period' (calendar icon showing '1/1/2000'), 'Statistical Area Type' (dropdown menu showing 'Rayon'), 'Region' (dropdown menu showing 'Kakheti'), 'Rayon' (dropdown menu showing 'Lagodekhi'), and 'Value' (text input field showing '126000'). A blue circle with the number '8' is positioned over the 'Submit' button at the bottom right of the form. To the right of the form, a small pop-up window is visible with a green checkmark and the text 'Statistical Data Details' and 'Review'.



Delete a Statistical Data Record

Key Points

Include the task's key points in your demonstration.

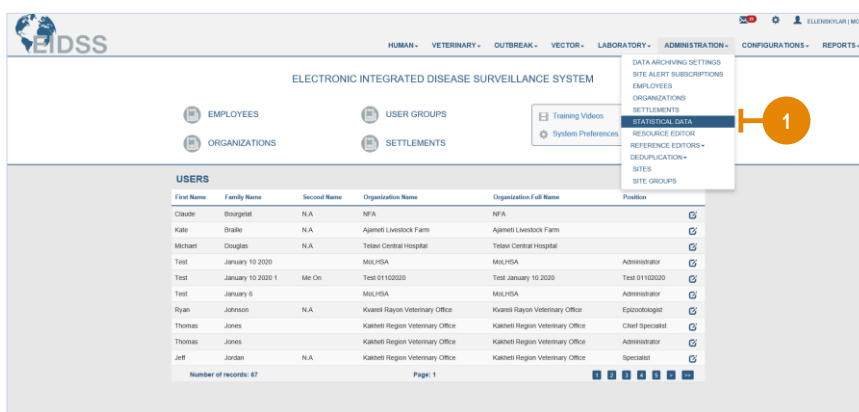
Instructor Notes

Delete a Statistical Data Record

Pg. 1 of 2

An EIDSS user with the appropriate permissions can remove records from the database. This quick guide presents the steps to delete a statistical data record.

- From the **EIDSS Dashboard**, choose **STATISTICAL DATA** from the **ADMINISTRATION** drop-down menu. The **Statistical Data Details** screen appears.



- Enter as much information as possible about the statistical data record you wish to delete.

Tip 1: 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 2: To return to the previous screen without saving entered information, click **Cancel**.

Tip 3: To delete entered information, click **Clear**.

The screenshot shows the Statistical Data Details screen. The Search Criteria section is highlighted with a red box and a '2' next to it. The search criteria include Statistical Data Type (Population), Start Date for Period (From 1/1/2019), Region (Tbilisi), Rayon (Didube-Chugureti), and Settlement. The Cancel, Clear, Search, and Add buttons are at the bottom. A red circle with a '3' is next to the Clear button, and a red circle with a 'T1' is next to the Settlement dropdown.

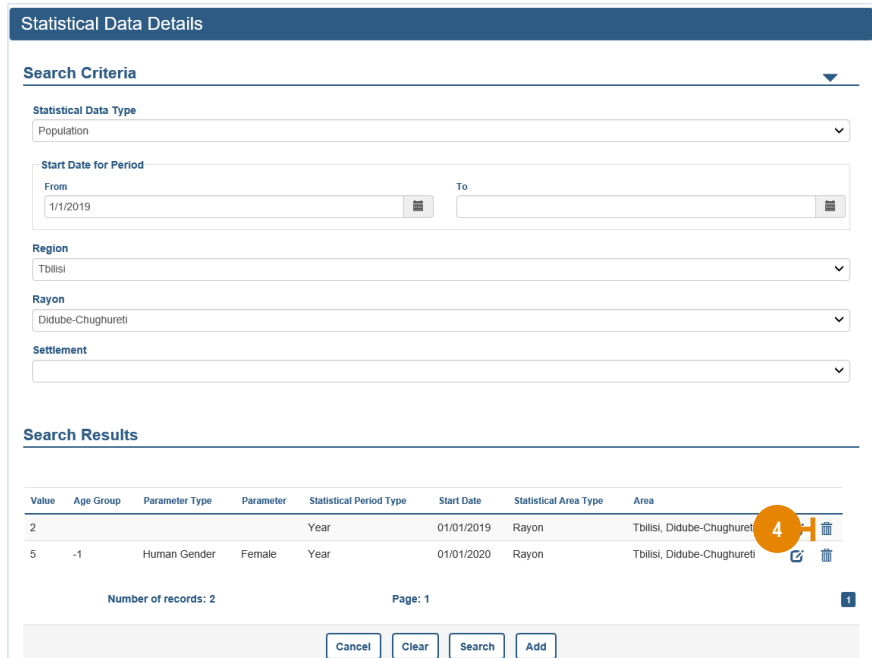
- Click **Search**. The **Search Results** appear.

Instructor Notes

Delete a Statistical Data Record

Pg. 2 of 2

- Click the **Delete** icon corresponding to the desired record. A confirmation dialog box appears.



Statistical Data Details

Search Criteria

Statistical Data Type: Population

Start Date for Period: From 1/1/2019 To

Region: Tbilisi

Rayon: Didube-Chugureti

Settlement:

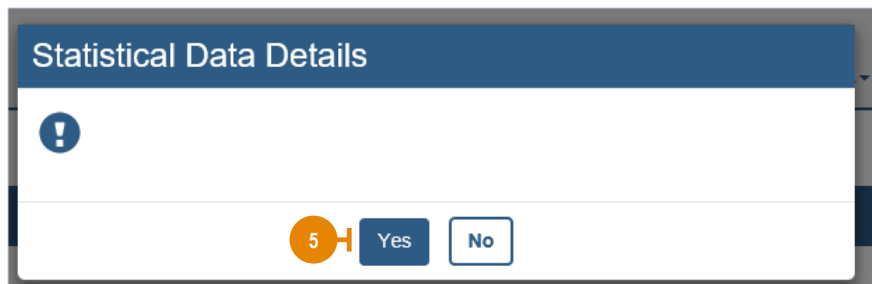
Search Results

Value	Age Group	Parameter Type	Parameter	Statistical Period Type	Start Date	Statistical Area Type	Area	
2				Year	01/01/2019	Rayon	Tbilisi, Didube-Chugureti	4
5	-1	Human Gender	Female	Year	01/01/2020	Rayon	Tbilisi, Didube-Chugureti	

Number of records: 2 Page: 1

Cancel Clear Search Add

- Click **Yes**. The statistical data record is deleted from the database.



Statistical Data Details

!

5 Yes No

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Editors

Overview

EIDSS offers users three kinds of editors that can be used for customization:

1. The resource editor allows modification of the text, visibility, and validation of resources in EIDSS.
2. The reference editors are tools used to manage the options in drop-down menus used throughout the system.
3. The parameter type editor manages the list of specific parameters used in the flexible form designer.

The following tasks are included in this lesson:

- Use the Resource Editor
- Use a Reference Editor
- Use the Parameter Type Editor



Demonstration

Demonstrate each task for the students. After each demo, have them complete the task, inputting either the same data set used in the demonstration or different information. Allow them to refer to the quick guides as needed. Continue in this manner until all tasks are completed.



Use the Resource Editor

Key Points

Include the task's key points in your demonstration.

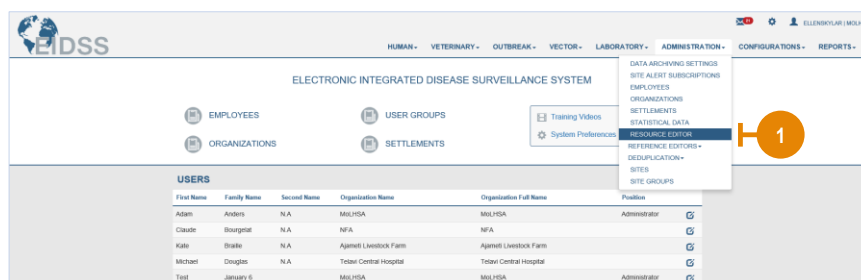
Instructor Notes

Use the Resource Editor

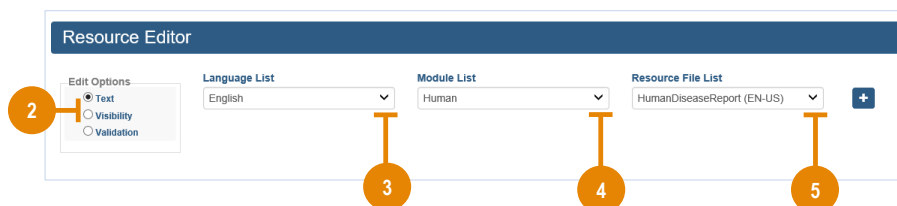
Pg. 1 of 2

An EIDSS user with the appropriate permissions can modify the text, visibility, and validation of resources in the database. This quick guide presents the steps to use the resource editor.

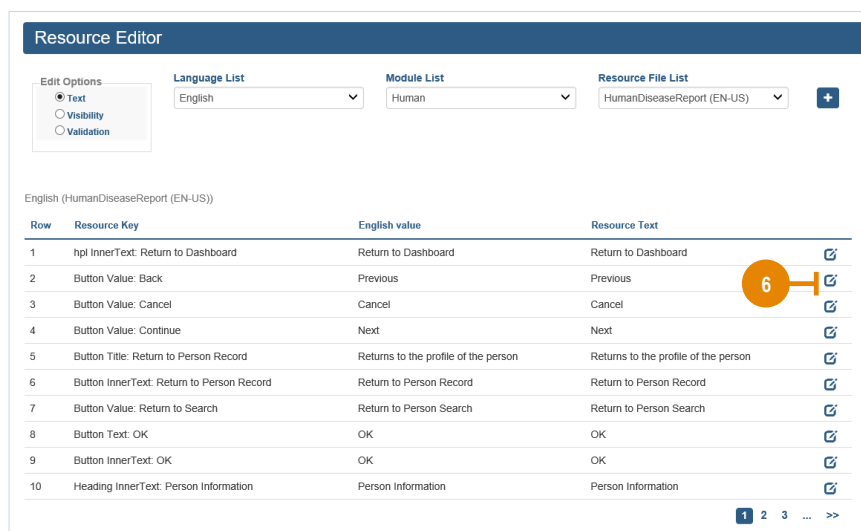
- From the **EIDSS Dashboard**, choose **RESOURCE EDITOR** from the **ADMINISTRATION** drop-down menu. The **Resource Editor** screen appears.



- Select an **Edit Option**. **Note:** Selecting **Text** enables modification of language on a label, heading, or other element of a resource; selecting **Visibility** enables modification of the way a resource displays; and selecting **Validation** enables configuration of the fields required to save a form.



- Choose a **Language List** from the drop-down menu.
- Choose a **Module List** from the drop-down menu.
- Choose a **Resource File List** from the drop-down menu. A grid appears with the resources matching the chosen parameters.
- Click the **Edit** icon corresponding to the resource you wish to modify.



Instructor Notes

Use the Resource Editor

Pg. 2 of 2

7. Make any necessary revisions.

Tip: To upload a new language file, click the **Add** icon.

8. Click **Update**. The resource is modified in the database.

Resource Editor

Edit Options
☒ Text
☐ Visibility
☐ Validation

Language List
English

Module List
Human

Resource File List
HumanDiseaseReport (EN-US)

+

T

English (HumanDiseaseReport (EN-US))

Row	Resource Key	English value	Resource Text
1	hpl InnerText: Return to Dashboard	Return to Dashboard	Return to Dashboard
2	Button Value: Back	Previous	Previous
3	Button Value: Cancel	Cancel	Cancel
4	Button Value: Continue	Next	Next
5	Button Title: Return to Person Record	Returns to the profile of the person	Returns to the profile of the person
6	Button InnerText: Return to Person Record	Return to Person Record	Return to Person Record
7	Button Value: Return to Search	Return to Person Search	Return to Person Search
8	Button Text: OK	OK	OK
9	Button InnerText: OK	OK	OK
10	Heading InnerText: Person Information	Person Information	Person Information

1 2 3 ... >>



Use a Reference Editor

When walking students through using a reference editor, any editor can be used as an example.

Included after this guide is a table with a brief description of each reference editor and any additional editor-specific information. Students will also have access to this information in the Student Syllabus.

Key Points

Include the task's key points in your demonstration.

Instructor Notes

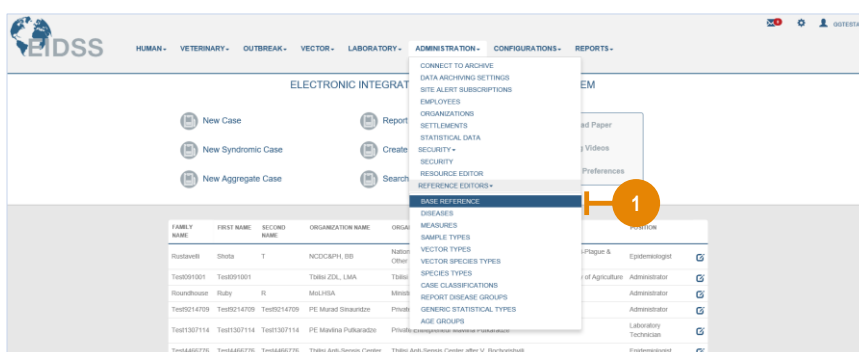
Use a Reference Editor

Pg. 1 of 3

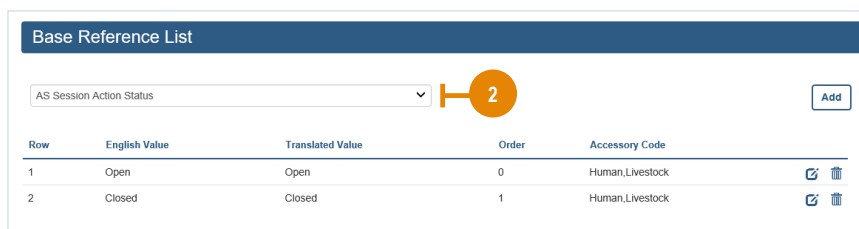
An EIDSS user with the appropriate permissions can use the reference editors to configure drop-down menus in the database. This quick guide presents the steps to use an EIDSS reference editor to:

- Add a drop-down menu option
- Edit a drop-down menu option
- Delete a drop-down menu option

1. From the **EIDSS Dashboard**, click **REFERENCE EDITORS** in the **ADMINISTRATION** drop-down menu and then click the desired reference editor. The chosen reference editor appears.



2. If using the **Base Reference** editor, **Measures** editor, or **Vector Species Types** editor, choose a **Reference Type** from the drop-down menu. The screen refreshes displaying the data elements corresponding to the chosen type. **Note:** For all other reference editors, proceed to step 3.



Tip 1: The options in the **Reference Type** drop-down menu are chosen in the parameter type editor.

Tip 2: Columns may vary depending upon the **Reference Type** chosen.

3. Follow the steps under the subheadings in this guide to add, edit, and delete drop-down menu options as needed.

3

- If a **Translated Value** is not entered the record cannot be saved.

Instructor Notes

Use a Reference Editor

Pg. 2 of 3

Add an Option

1. Click **Add**. A window appears.

Base Reference List

Diagnoses Groups

Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector
4	Botulism	Botulism	0	Human,Livestock,Avian,Vector
5	Brucellosis	Brucellosis	0	Human,Livestock,Avian,Vector
6	Diseases of bees	Diseases of bees	0	Human,Livestock,Avian,Vector

2. Enter the information for the option you wish to add.
3. Click **Submit**. A window appears confirming successful entry of the option.

Base Reference

English Value

Translated Value

Accessory Code

Order

Submit Cancel

Edit an Option

1. Click the **Edit** icon corresponding to the option you wish to edit. The screen refreshes, displaying that option's fields as editable.

Tip: If the **Order** for all options is **0**, the drop-down menu options will display alphabetically. If the options are assigned numbers, the drop-down menu options will display numerically.

Base Reference List

Diagnoses Groups

Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector
4	Botulism	Botulism	0	Human,Livestock,Avian,Vector
5	Brucellosis	Brucellosis	0	Human,Livestock,Avian,Vector
6	Diseases of bees	Diseases of bees	0	Human,Livestock,Avian,Vector

2. Make any necessary revisions.
3. Click the **Save** icon. A window appears confirming successful modification of the option.

Base Reference List

Diagnoses Groups

Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector

1

- Drop-down menu options already in use in the system can still be deleted. The system will produce a warning if the option has been used.

Instructor Notes

Use a Reference Editor

Pg. 3 of 3

Delete an Option

1. Click the **Delete** icon corresponding to the record you wish to delete. A confirmation dialog box appears. **Note:** If the drop-down menu option has already been used in the database, a warning appears.
2. Click **Yes**. A window appears confirming successful deletion of the option.

Base Reference List				
Diagnoses Groups				Add
Row	English Value	Translated Value	Order	Accessory Code
1	Animal pest	Animal pest	0	Human,Livestock,Avian,Vector
2	Anthrax	Anthrax	0	Human,Livestock,Avian,Vector
3	Arthropods transmitted viral fevers and viral hemorrhagic fevers	Arthropods transmitted viral fevers and viral hemorrhagic fevers	0	Human,Livestock,Avian,Vector
4	Botulism	Botulism	0	Human,Livestock,Avian,Vector
5	Brucellosis	Brucellosis	0	Human,Livestock,Avian,Vector
6	Diseases of bees	Diseases of bees	0	Human,Livestock,Avian,Vector
7	Haemosporidia	Haemosporidia	0	Human,Livestock,Avian,Vector
8	Influenza	Influenza	0	Human,Livestock,Avian,Vector
9	Meningitis	Meningitis	0	Human,Livestock,Avian,Vector

Reference Editor	Description	Additional Comments
Base Reference	Allows users to manage reference lists used in EIDSS windows	<ul style="list-style-type: none"> Depending on the Reference Type chosen, there may be columns in addition to English Value, Translated Value, Order, and the row number.
Diseases	Allows users to manage the basic disease classification drop-down options for standard and aggregate reports (humans, animals, birds, or vectors).	<ul style="list-style-type: none"> The ICD-10 or 01E Code should be added for each disease.
Measures	Allows users to manage drop-down menu options for prophylactic and sanitary measures for animal diseases reported on a basis of settings selected for veterinary aggregate action settings.	
Sample Types	Allows users to manage drop-down menu options for sample types that can be collected for humans, animals, birds, and vectors.	<ul style="list-style-type: none"> The Sample Type Code is printed on barcodes for samples. All applicable Accessory Codes can be chosen.
Vector Types	Allows users to manage drop-down menu options for vector types that transmit a disease or parasite from one animal or plant to another.	<ul style="list-style-type: none"> The vector type Code is printed on barcodes for samples. Checking the Collected by Pool box adds the vector type to the Collected by Pool drop-down menu.
Vector Species Types	Allows users to manage drop-down menu options for vector species that transmit a disease or parasite from one animal or plant to another.	<ul style="list-style-type: none"> Additional options can be added to the Vector Types drop-down menu when editing vector species types.
Species Types	Allows users to manage drop-down menu options for animal and bird species	
Case Classification	Allows users to manage drop-down menu options for case classifications.	<ul style="list-style-type: none"> Checking the Initial Case Classification or Final Case Classification box adds the option to the appropriate drop-down menu.
Report Disease Groups	Allows users to manage drop-down menu options for disease groups used in reports.	
General Statistical Types	Allows users to manage drop-down menu options for statistical types used to capture and compile data.	<ul style="list-style-type: none"> The statistical types added in this editor are available for calculations in the AVR module .
Age Groups	Allows users to manage drop-down menu options for statistics collected by age group for a certain disease.	<ul style="list-style-type: none"> The Lower Bound and Upper Bound define the lowest and highest possible numbers within an age group range. The Interval Type defines the interval type for age groups in Days, Weeks, Months, Years, and any additional options added by the country.

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Use the Parameter Type Editor

Key Points

Include the task's key points in your demonstration.

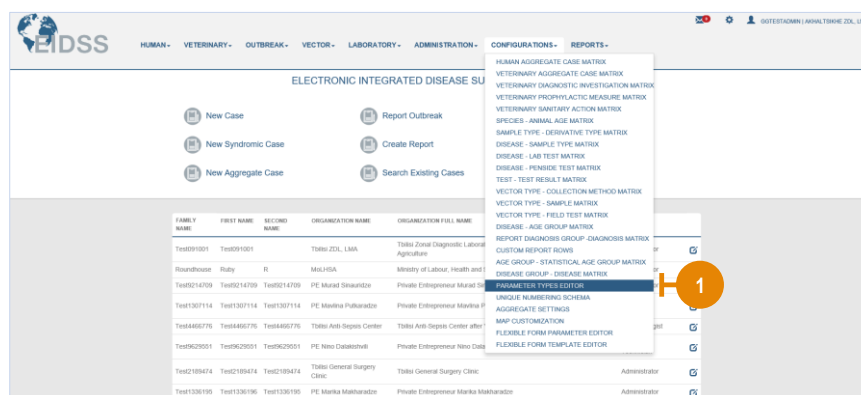
Instructor Notes

Use the Parameter Type Editor

Pg. 1 of 2

An EIDSS user with the appropriate permissions can manage the list of specific parameters used in the flexible form designer in the database. This quick guide presents the steps to use the parameter type editor.

- From the **EIDSS Dashboard**, choose **PARAMETER TYPES EDITOR** from the **CONFIGURATIONS** drop-down menu. The **Parameter Type Editor** screen appears.

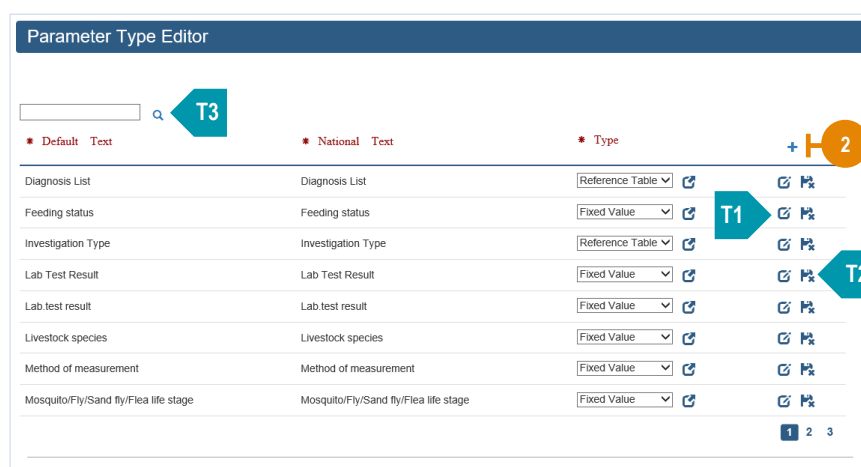


- Click the **Add** icon. A new row appears.

Tip 1: To edit an existing parameter type, click the corresponding **Edit** icon, make the necessary changes, and click the **Update** icon.

Tip 2: To delete an existing parameter type, click the corresponding **Delete** icon; records already used in the database cannot be deleted.

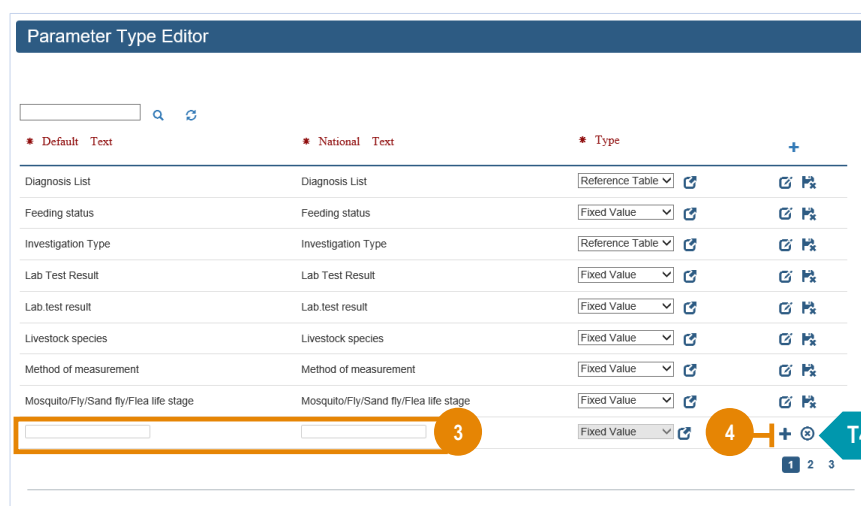
Tip 3: To locate a parameter type, enter a search parameter in the text box and click the **Search** icon.



- Enter the **Default Text** and **National Text**. **Note:** The default **Type** is **Fixed Value**.

Tip 4: To delete the new row without saving entered information, click the **Cancel** icon.

- Click the **Add** icon.



Instructor Notes

Use the Parameter Type Editor

Pg. 2 of 2

Tip 5: To populate a parameter type with reference editor values, change the **Type** to **Reference Table**, and choose the appropriate editor from the window that appears; reference editor lists are read-only and must be edited from the appropriate reference editor screen.

- Click the **Show Current Selection** icon for the new parameter type. The **Fixed Preset Values** window appears.
- Click the **Add** icon. A new row appears.

Default Text	National Text	Type	
Outcome	Outcome	Fixed Value	
Poultry house cleaning	Poultry house cleaning	Fixed Value	
Prophylactic Action	Prophylactic Action	Reference Table	
Rep Status	Rep Status	Fixed Value	
Restocking	Restocking	Fixed Value	
Sanitary Action	Sanitary Action	Reference Table	
Species	Species	Reference Table	
Test Name	Test Name	Fixed Value	

- Enter the **Default Text** and **National Name**. **Note:** Enter an **Order** number to change the order in which the values appear.

Tip 6: To edit or delete a value, click the appropriate icon corresponding to the desired value.

- Click the **Add** icon. The value is added to the grid.

Default Text	National Name	Order
Culture	Culture	1
Botulinum toxin Test	Botulinum toxin Test	2
DFA	DFA	3
ELISA	ELISA	4
Influenza AGID	Influenza AGID	5

Default Text	National Name	Order
Culture	Culture	1
Botulinum toxin Test	Botulinum toxin Test	2
DFA	DFA	3
ELISA	ELISA	4
Influenza AGID	Influenza AGID	5

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Matrix Configuration

Overview

EIDSS also allows users to configure matrices to manage lists and drop-down menu options in use throughout the database. There are two basic types of configuration matrices; this lesson will describe and demonstrate an example of each of the two types.

The following tasks are included in this lesson:

- Configure the Human Aggregate Report Matrix
- Configure the Vector Type-Sample Type Matrix



Demonstration

Demonstrate each task for the students. After each demo, have them complete the task, inputting either the same data set used in the demonstration or different information. Allow them to refer to the quick guides as needed. Continue in this manner until all tasks are completed.



Configure the Human Aggregate Report Matrix

Key Points

Include the task's key points in your demonstration.

Instructor Notes

Configure the Human Aggregate Report Matrix

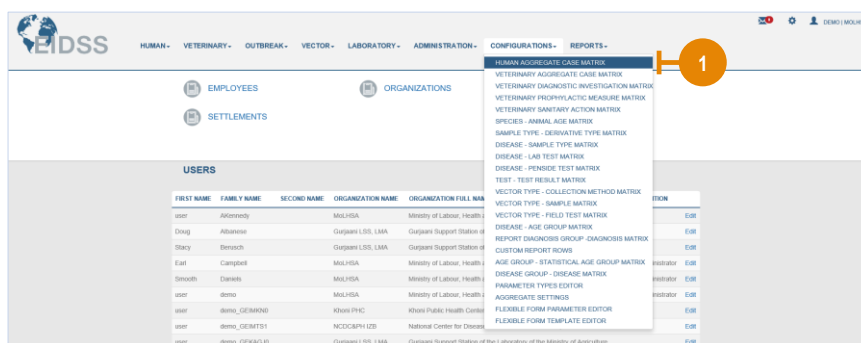
Pg. 1 of 4

An EIDSS user with the appropriate permissions can define the human diseases being reported as aggregated in the database. This quick guide presents the steps to complete the following tasks:

- Create a New Human Aggregate Report Matrix Version
- Edit an Existing Human Aggregate Report Matrix Version

Create a New Matrix Version

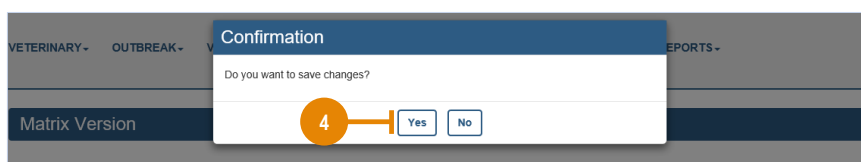
1. From the **EIDSS Dashboard**, choose **HUMAN AGGREGATE CASE MATRIX** from the **CONFIGURATIONS** drop-down menu. The **Human Aggregate Case Matrix** screen appears.



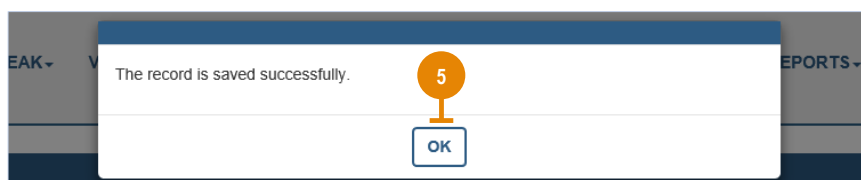
2. If creating a new matrix from a previous version, choose the desired version from the **Select Version** drop-down menu. **Note:** You can choose either an active or inactive version; only one version can be active at a time. **Note:** If no previous matrix versions exist, proceed to step 6.

3. Click **New Matrix Version**. A confirmation dialog box appears.

4. Click **Yes**. A pop-up appears.



5. Click **OK**. The screen refreshes displaying a copy of the desired version.



Instructor Notes

Configure the Human Aggregate Report Matrix

Pg. 2 of 4

6. Enter the **Version Name**.

7. Enter an **Activation Date**.

Tip 1: To navigate to the desired date, click the **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

8. Click **Add**. A new row appears.

9. Choose a **Diagnosis** from the drop-down menu. The **ICD-10** code auto-populates. **Note:** Repeat steps 8 and 9 to add additional rows.

Tip 2: To add a new **Diagnosis** to the drop-down menu, click the **Add** icon, complete the window that appears, and click **Save**.

Tip 3: To change the display order of rows in the grid, highlight the desired row and drag it to the appropriate location.

Tip 4: To delete entered information, click **Cancel**.

10. Click **Save**. A confirmation dialog box appears.

11. Click **Yes**. A pop-up appears confirming successful saving of the record.

The screenshot shows the 'Matrix Version' configuration page. At the top, there are fields for 'Version Name' (SignatureMoves_02), 'Activation Date' (6/4/2019), and 'Select Version' (SignatureMoves Copy). Below these are buttons for 'Activate Matrix Version', 'New Matrix Version', and 'Delete Matrix Version'. A blue callout 'T1' points to the 'Activation Date' field. An orange callout '6' points to the 'Version Name' field, and an orange callout '7' points to the 'Activation Date' field. The 'Human Aggregate Case Matrix' section shows a table with 3 entries. An orange callout '8' points to the 'Add' button at the bottom. The table has columns for 'Order', 'DiagNosis', and 'IDC10'.

Order	DiagNosis	IDC10
1	Acute Respiratory Infection	
2	Anthrax - Pulmonary	A22.1
3	Brucellosis - Suis	A23.2

This screenshot shows the 'Matrix Version' configuration page after adding a fourth entry. The 'Human Aggregate Case Matrix' table now has 4 entries. A blue callout 'T2' points to the 'Add' icon in the 'DiagNosis' column of the first row. An orange callout '9' points to the 'Add' icon. A blue callout 'T4' points to the 'Save' button at the bottom. An orange callout '10' points to the 'Save' button. The table has columns for 'Order', 'DiagNosis', and 'IDC10'.

Order	DiagNosis	IDC10
1	Acute Respiratory Infection	
2	Anthrax - Pulmonary	A22.1
3	Brucellosis - Suis	A23.2
4	Amebiasis	A06

This screenshot shows the 'Matrix Version' configuration page with a 'Confirmation' dialog box overlay. The dialog box asks 'Do you want to save changes?' and has 'Yes' and 'No' buttons. An orange callout '11' points to the 'Yes' button. The background shows the 'Matrix Version' configuration page with the 'Human Aggregate Case Matrix' table.

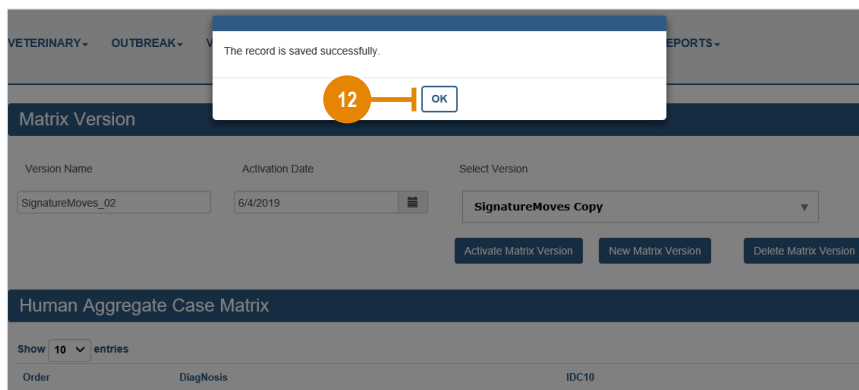
Order	DiagNosis	IDC10
1	Acute Respiratory Infection	
2	Anthrax - Pulmonary	A22.1
3	Brucellosis - Suis	A23.2
4	Amebiasis	A06

Instructor Notes

Configure the Human Aggregate Report Matrix

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12. Click **OK**.



The record is saved successfully.

12 OK

Matrix Version

Version Name: SignatureMoves_02 Activation Date: 6/4/2019 Select Version: SignatureMoves Copy

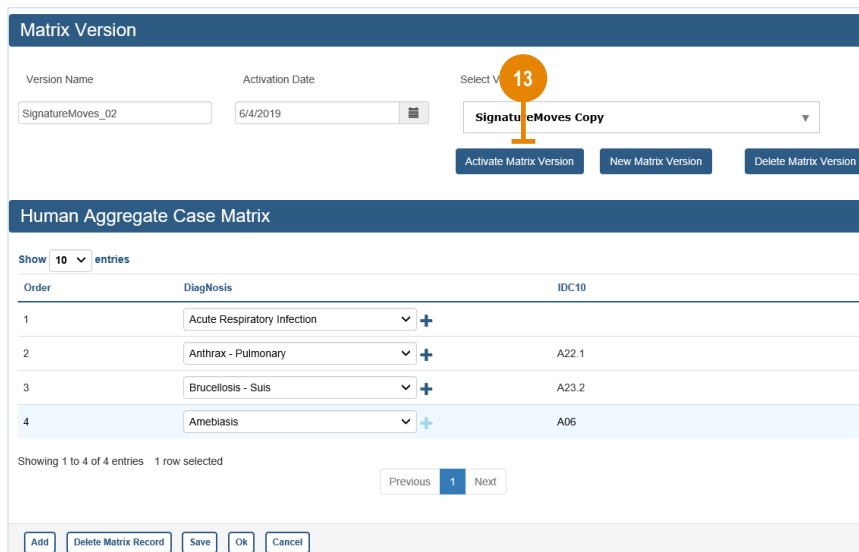
Activate Matrix Version New Matrix Version Delete Matrix Version

Human Aggregate Case Matrix

Show 10 entries

Order	DiagNosis	IDC10
-------	-----------	-------

13. Click **Activate Matrix Version**. A pop-up appears confirming successful configuration of the matrix.



13 Activate Matrix Version New Matrix Version Delete Matrix Version

Human Aggregate Case Matrix

Show 10 entries

Order	DiagNosis	IDC10
1	Acute Respiratory Infection	
2	Anthrax - Pulmonary	A22.1
3	Brucellosis - Suis	A23.2
4	Amebiasis	A06

Showing 1 to 4 of 4 entries 1 row selected

Previous 1 Next

Add Delete Matrix Record Save OK Cancel

Instructor Notes

Configure the Human Aggregate Report Matrix

Pg. 4 of 4

Edit an Existing Matrix Version

- Choose the version you wish to edit from the **Select Version** drop-down menu. The version appears in the grid.
Note: In the **Select Version** drop-down menu, the activated version has a red checkmark, inactive versions have green checkmarks, and never-activated versions have no checkmarks.

Tip 1: To activate a never-activated version, choose it from the **Select Version** drop-down menu and click **Activate Matrix Version**.

Tip 2: To delete an inactive or never-activated version, choose it from the **Select Version** drop-down menu, click **Delete Matrix Version**, and click **Yes** in the dialog box that appears.

- Revise the **Version Name** and **Activation Date** as needed. **Note:** The grid is editable only for never-activated versions.

Tip 3: To add a row to a never-activated version, click **Add**, complete the fields that appear, and click **Save**.

Tip 4: To delete a row from a never-activated version, highlight it in the grid, click **Delete Matrix Record**, and click **Yes** in the dialog box that appears.

- Click **Save**. A confirmation dialog box appears.
- Click **Yes**. A pop-up appears confirming successful configuration of the matrix.



Configure the Vector Type – Sample Type Matrix

Key Points

Include the task's key points in your demonstration.

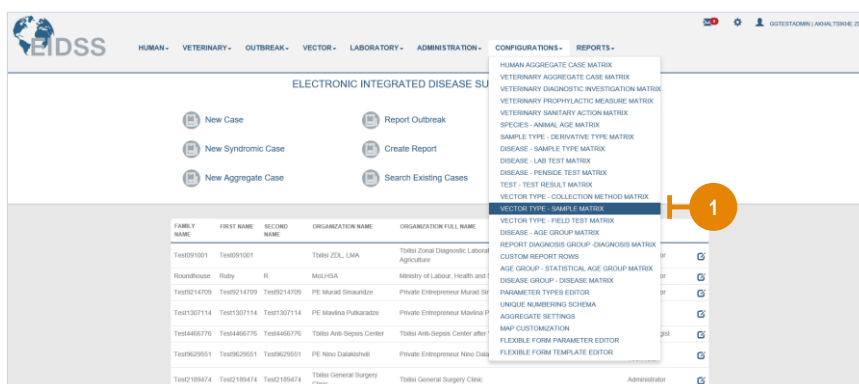
Instructor Notes

Configure the Vector Type – Sample Type Matrix

Pg. 1 of 1

An EIDSS user with the appropriate permissions can manage lists of sample types specified by vector type in the database. This quick guide presents the steps to configure the Vector Type – Sample Type matrix.

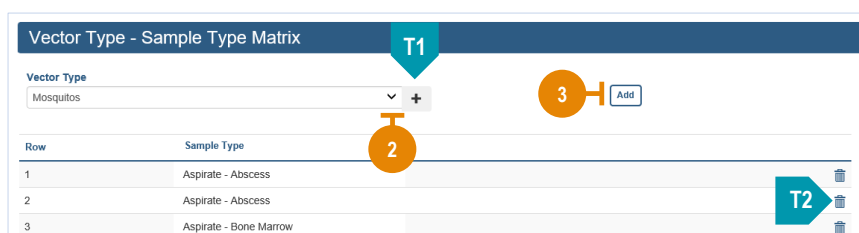
1. From the **EIDSS Dashboard**, choose **VECTOR TYPE – SAMPLE MATRIX** from the **CONFIGURATIONS** drop-down menu. The **Vector Type – Sample Type Matrix** screen appears.



2. Choose a **Vector Type** from the drop-down menu. Any existing **Sample Types** appear in the grid.

Tip 1: To add a new option, click the **Add** icon, complete the window that appears, and click **Submit**.

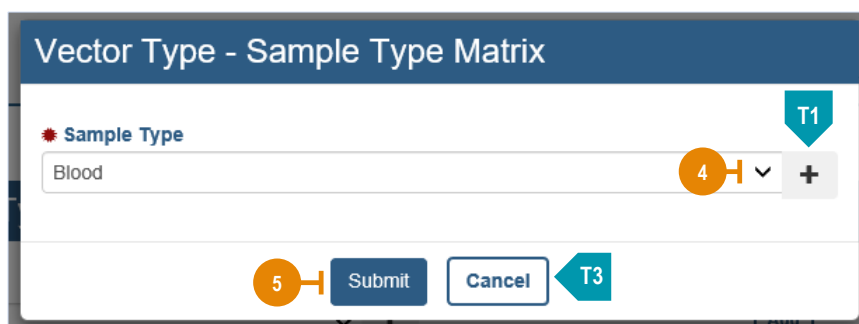
Tip 2: To delete a row, click the corresponding **Delete** icon and click **Yes** on the dialog box that appears.



3. Click **Add**. The **Vector Type – Sample Type Matrix** window appears.
4. Choose a **Sample Type** from the drop-down menu.

Tip 3: To delete entered information and close the window, click **Cancel**.

5. Click **Submit**. A pop-up appears confirming successful configuration of the matrix.





Module Summary

This module focused on EIDSS functions related to completing administrative tasks. These lessons were presented along with their associated tasks. Students applied the knowledge they learned by practicing these tasks after instructor demonstrations.