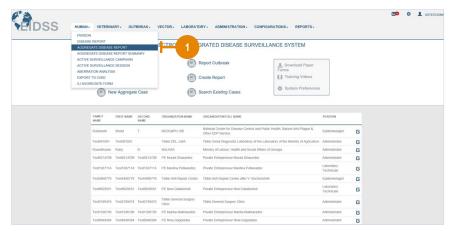


Edit a Human Aggregate Disease Report

Pg. 1 of 3

An EIDSS user with the appropriate permissions can revise aggregate disease reports in the database. This quick guide presents the steps to edit a human aggregate disease report.

 From the EIDSS Dashboard, choose AGGREGATE DISEASE REPORT from the HUMAN drop-down menu. The Human Aggregate Disease screen appears.



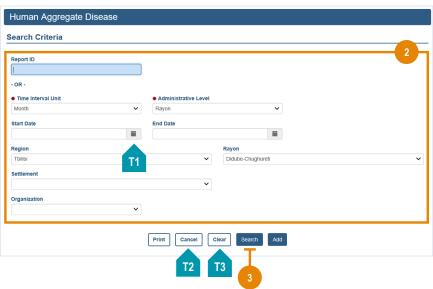
 Enter as much information as possible about the aggregate disease report you wish to edit. Note: Fields marked with a red asterisk are mandatory. Note: Partial entry is acceptable for the Report ID.

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.**

Click Search. The Search Results appear.





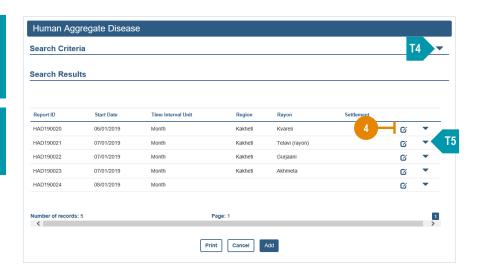
Edit a Human Aggregate Disease Report

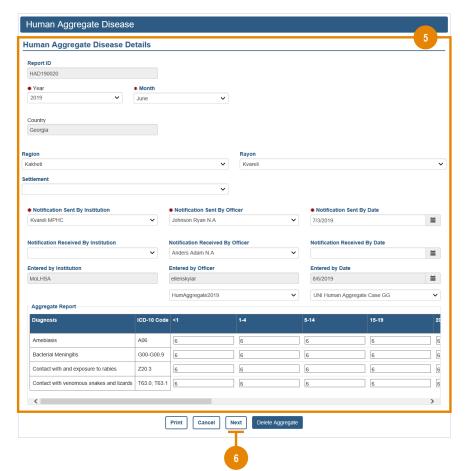
Pg. 2 of 3

Tip 4: To revise the **Search Criteria**, click **the Show/Hide** icon, make the necessary changes, and click **Search**.

Tip 5: To view additional information, click the **Show/Hide** icon next to the desired report.

- Click the Edit icon corresponding to the desired report. The Human Aggregate Disease screen appears displaying the report.
- 5. Make any necessary revisions
- Click Next. The Human Aggregate
 Disease screen appears displaying the report in review mode.







Edit a Human Aggregate Disease Report

Pg. 3 of 3

- 7. Review the revised information for accuracy.
- Click Submit. A window appears confirming successful modification of the report.

