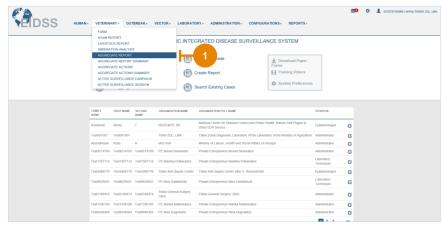


Enter a Veterinary Aggregate Disease Report

Pg. 1 of 3

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

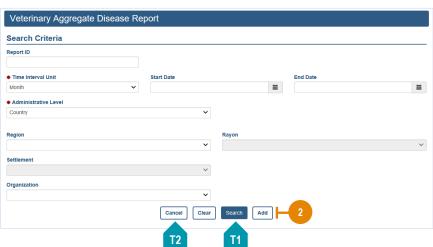
 From the EIDSS Dashboard, choose AGGREGATE REPORT from the VETERINARY drop-down menu. The Veterinary Aggregate Disease Report screen appears. Note: The veterinary aggregate disease matrix must be configured prior to entering a report.



Tip 1: If there is concern that the desired aggregate report 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 Veterinary
 Aggregate Disease Report screen
 appears.





Enter a Veterinary Aggregate Disease Report

Pg. 2 of 3

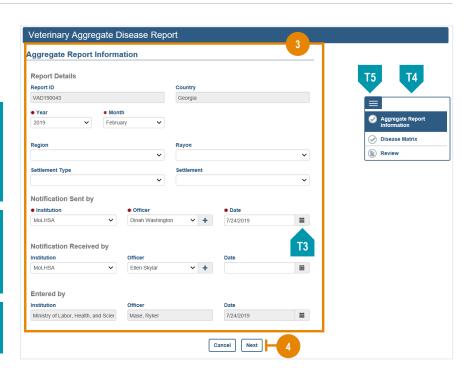
 Complete the Aggregate Report Information section. Note: Fields marked with a red asterisk are mandatory.

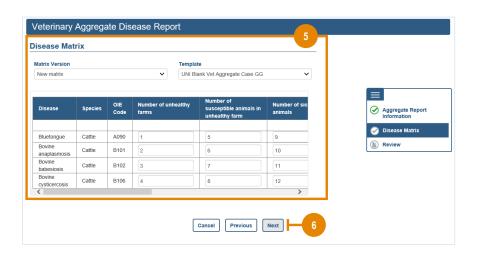
Tip 3: To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 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 Disease Matrix section appears.
- Complete the Disease Matrix section.
 Note: Use the horizontal scroll bar to access all fields in the section.
- Click Next. The Veterinary Aggregate
 Disease Report screen appears displaying both sections of the report.







Enter a Veterinary Aggregate Disease Report

Pg. 3 of 3

7. 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 window appears confirming successful entry of the report.

