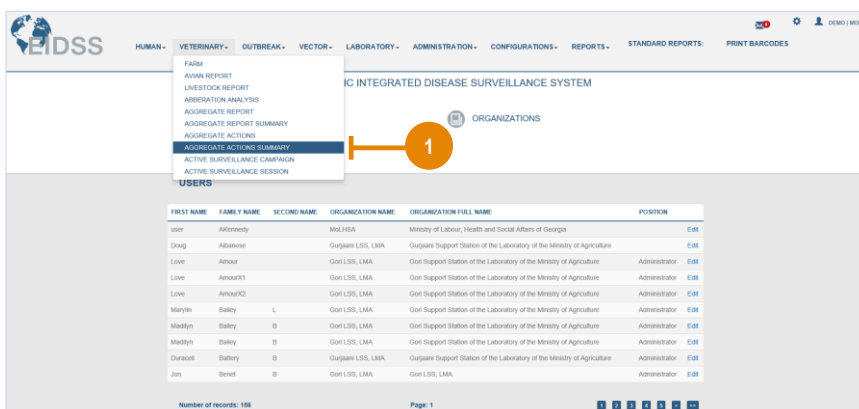


# Enter a Veterinary Aggregate Action Report Summary

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

1. From the **EIDSS Dashboard**, choose **AGGREGATE ACTIONS SUMMARY** from the **VETERINARY** drop-down menu. The **Veterinary Aggregate Action Summary** screen appears.  
**Note:** The veterinary aggregate action matrix settings must be configured prior to creating a summary.



2. Choose an **Administrative Level** and **Time Interval** from the drop-down menus.

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

The screenshot shows the 'Veterinary Aggregate Action Summary' form. The 'Summary Aggregate Settings' section is highlighted with a red box and the number 2. It contains two drop-down menus: 'Administrative Level' (set to 'Rayon') and 'Time Interval' (set to 'Month'). Below the menus are buttons for 'T1', 'Cancel', and 'Search'.

3. Click **Search**. The **Search** window appears.
4. Enter as much information as possible about the aggregate action reports you wish to summarize.

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

The screenshot shows the 'Search' window. It contains several search criteria fields: 'Start Date', 'End Date', 'Country' (set to 'Georgia'), 'Region' (set to 'Guria'), 'Settlement Type' (set to 'ALL'), and 'Organization'. There are also buttons for 'Cancel', 'Clear', and 'Search'. The 'Search' button is highlighted with a red circle and the number 4. The 'Clear' button is highlighted with a red circle and the number 5.

5. Click **Search**. The search results appear.

## Enter a Veterinary Aggregate Action Report Summary

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- Check the box of each desired report.

**Tip 3:** To select all reports, click **Select All**.

- Click **Select**. The chosen reports appear.

**Search**

Start Date: [ ] End Date: [ ]

Country: Georgia

Region: Guria Rayon: Lanchkhuti

Settlement Type: ALL Settlement: [ ]

Organization: [ ]

Report ID	Start Date	Time Interval Unit	Region	Rayon	Settlement	Organization
<input checked="" type="checkbox"/> VAA190001	09/01/2019	Month	Guria	Lanchkhuti		LMA
<input checked="" type="checkbox"/> VAA190002	09/01/2019	Month	Guria	Lanchkhuti		MoLHSA

Page: 1

Buttons: Cancel, Select, Select All, Clear, Search

**Tip 4:** To remove a report from the grid, click the **Delete** icon corresponding to the desired report.

- Click **Show Summary Data**. The **Summary** section appears displaying summary data for the **Administrative Level** and associated **Time Interval** for the selected reports.

**Veterinary Aggregate Action Summary**

**Summary Aggregate Settings**

Administrative Level: Rayon Time Interval: Month

**Search Results**

Report ID	Start Date	Time Interval Unit	Region	Rayon	Settlement	Organization
VAA190002	09/01/2019	Month	Guria	Lanchkhuti		MoLHSA
VAA190001	09/01/2019	Month	Guria	Lanchkhuti		LMA

Buttons: Cancel, Remove All, Search, Show Summary Data