

Configure the Veterinary Sanitary Action Matrix

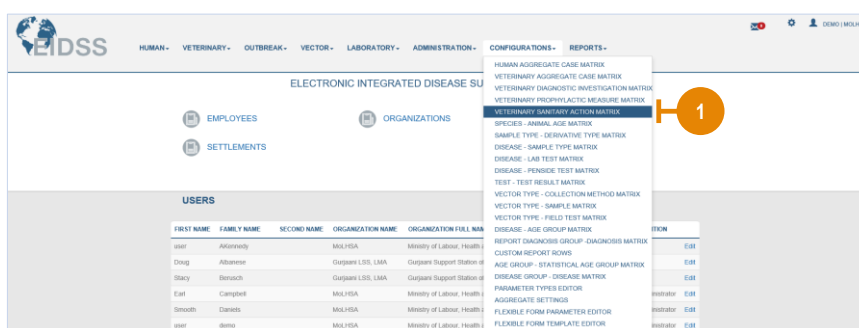
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An EIDSS user with the appropriate permissions can manage the list of sanitary measures in the database. This quick guide presents the steps to complete the following tasks:

- Create a New Veterinary Sanitary Action Matrix Version
- Edit an Existing Veterinary Sanitary Action Matrix Version

Create a New Matrix Version

1. From the **EIDSS Dashboard**, choose **VETERINARY SANITARY ACTION MATRIX** from the **CONFIGURATIONS** drop-down menu. The **Sanitary Actions 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.

Order	Sanitary Action	Sanitary Code
1	BYBY	BYBY
2	BYBY3	BYBY3
3	BYBY8	BYBY8
4	Forced Disinfection	fdis

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

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

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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 **Sanitary Action** from the drop-down menu. The **Sanitary Code** auto-populates. **Note:** Repeat steps 8 and 9 to add additional rows.

Tip 2: To add a new **Sanitary Action** 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.

Matrix Version

Version Name: Sanitary_Actions_Training
 Activation Date: 6/4/2019
 Select Versions: SAN1 Copy Copy Copy Copy

Buttons: Activate Matrix Version, New Matrix Version, Delete Matrix Version

Sanitary Actions Matrix

Show 10 entries

Order	Sanitary Action	Sanitary Code
1	BYBY	BYBY
2	BYBY3	BYBY3
3	BYBY8	BYBY8
4	Forced Disinfection	fdis

Showing 1 to 4 of 4 entries

Buttons: Add, Delete Matrix Record, Save, OK, Cancel

Matrix Version

Version Name: Sanitary_Actions_Training
 Activation Date: 6/4/2019
 Select Versions: SAN1 Copy Copy Copy Copy

Buttons: Activate Matrix Version, New Matrix Version, Delete Matrix Version

Sanitary Actions Matrix

Show 10 entries

Order	Sanitary Action	Sanitary Code
1	BYBY	BYBY
2	BYBY3	BYBY3
3	BYBY8	BYBY8
4	Forced Disinfection	fdis
5	BYBY7	BYBY7

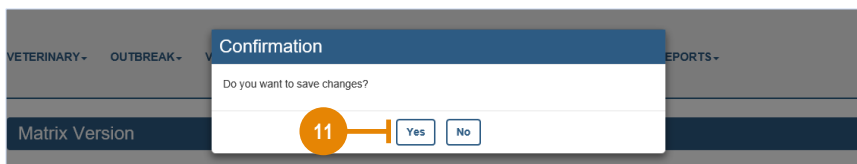
Showing 1 to 5 of 5 entries

Buttons: Add, Delete Matrix Record, Save, OK, Cancel

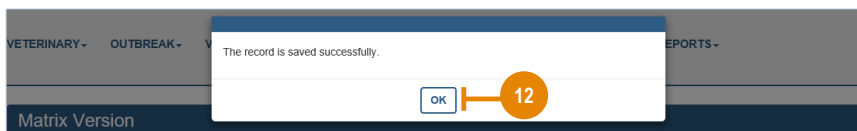
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11. Click **Yes**. A pop-up appears confirming successful saving of the record.



12. Click **OK**.



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

A screenshot of the 'Matrix Version' configuration page. The page has a header 'Matrix Version' and a form with the following fields: 'Version Name' (Sanitary_Actions_Training), 'Activation Date' (6/4/2019), and 'Select Versions' (SAN1 Copy Copy Copy Copy). There are three buttons: 'Activate Matrix Version', 'New Matrix Version', and 'Delete Matrix Version'. An orange circle with the number '13' points to the 'Activate Matrix Version' button.

Below the form is a section titled 'Sanitary Actions Matrix'. It has a 'Show 10 entries' dropdown. The table below shows the matrix entries:

Order	Sanitary Action	Sanitary Code
1	BYBY	BYBY
2	BYBY3	BYBY3
3	BYBY8	BYBY8
4	Forced Disinfection	fdis

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries'. There are 'Previous', '1', and 'Next' buttons. At the very bottom, there are buttons: 'Add', 'Delete Matrix Record', 'Save', 'Ok', and 'Cancel'.

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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**.

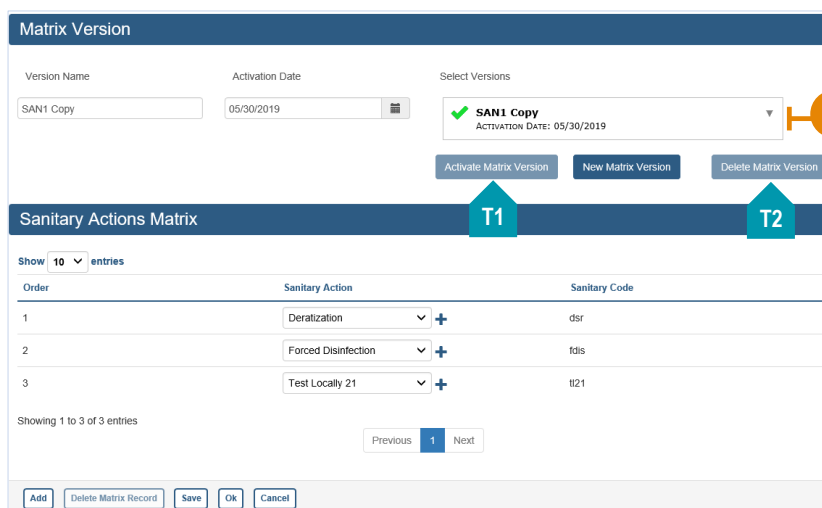
Tip 2: To delete an inactive or never-activated version, choose it from the **Select Version** drop-down menu, click **Delete Matrix Version**, and click **Yes** in the dialog box that appears.

- 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.



Matrix Version

Version Name: SAN1 Copy Activation Date: 05/30/2019 Select Versions: **SAN1 Copy** (ACTIVATION DATE: 05/30/2019)

Buttons: Activate Matrix Version, New Matrix Version, Delete Matrix Version

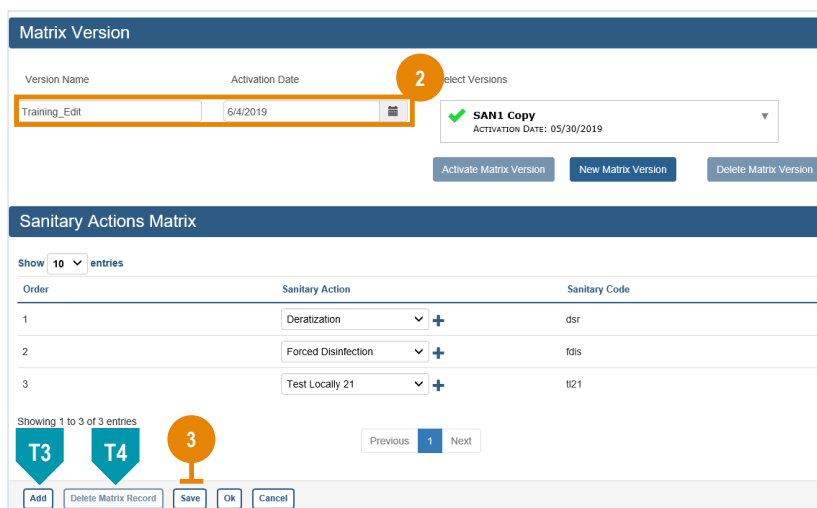
Sanitary Actions Matrix

Show 10 entries

Order	Sanitary Action	Sanitary Code
1	Deratization	dsr
2	Forced Disinfection	fdis
3	Test Locally 21	tl21

Showing 1 to 3 of 3 entries

Buttons: Add, Delete Matrix Record, Save, OK, Cancel



Matrix Version

Version Name: Training_Edit Activation Date: 6/4/2019 Select Versions: **SAN1 Copy** (ACTIVATION DATE: 05/30/2019)

Buttons: Activate Matrix Version, New Matrix Version, Delete Matrix Version

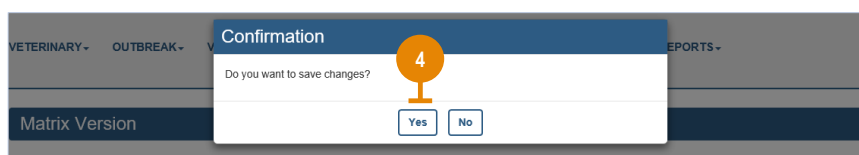
Sanitary Actions Matrix

Show 10 entries

Order	Sanitary Action	Sanitary Code
1	Deratization	dsr
2	Forced Disinfection	fdis
3	Test Locally 21	tl21

Showing 1 to 3 of 3 entries

Buttons: Add, Delete Matrix Record, Save, OK, Cancel



Confirmation

Do you want to save changes?

Buttons: Yes, No