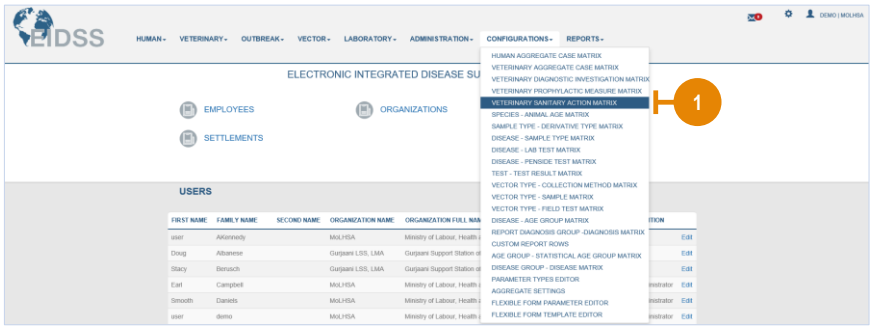
Configure the Veterinary Sanitary Action Matrix

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

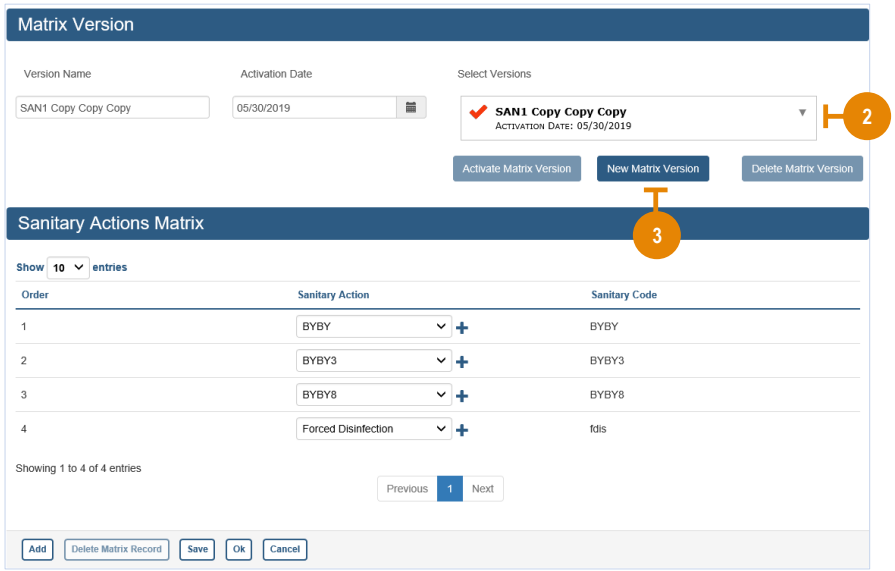
Create a New Matrix Version

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



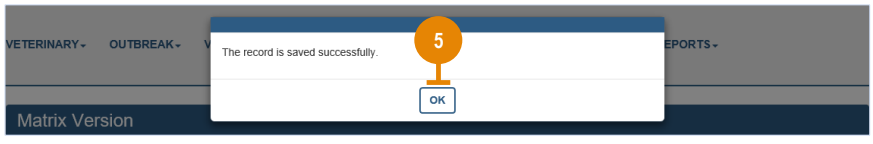
2. If creating a new matrix from a previous version, choose the desired version from the **Select Version** drop-down menu. **Note:** You can choose either an active or inactive version; only one version can be active at a time. **Note:** If no previous matrix versions exist, proceed to step 6.

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.



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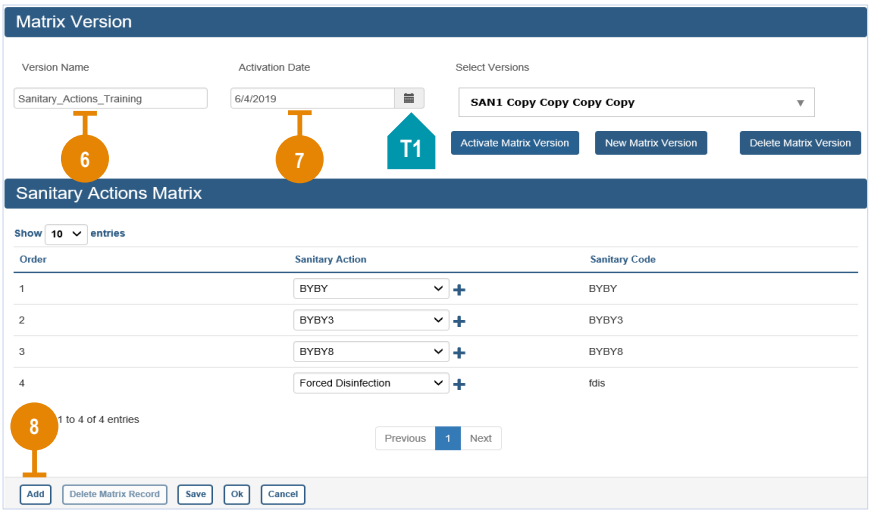
6. Enter the **Version Name.**

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.

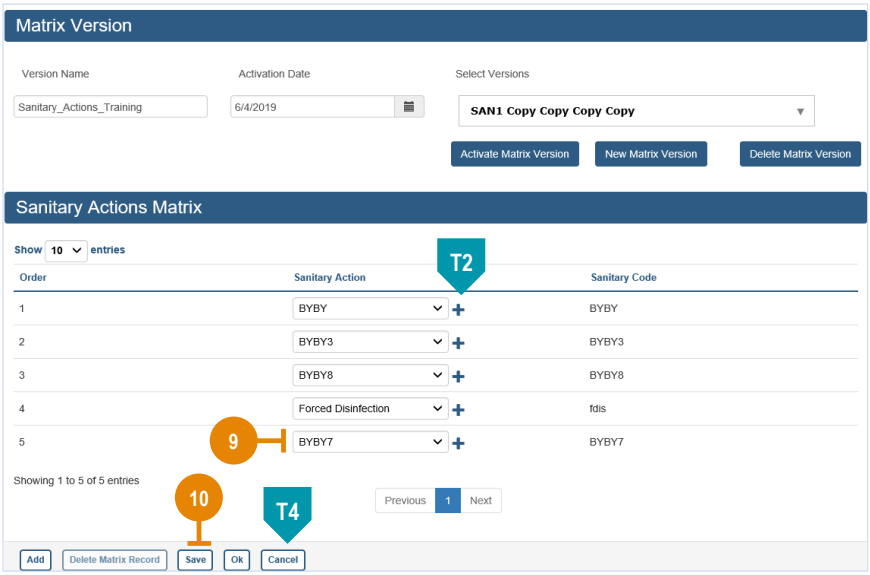


9. Choose a **Sanitary Action** from the drop-down menu. The **Sanitary Code** auto-populates. **Note:** Repeat steps 8 and 9 to add additional rows.

> **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.

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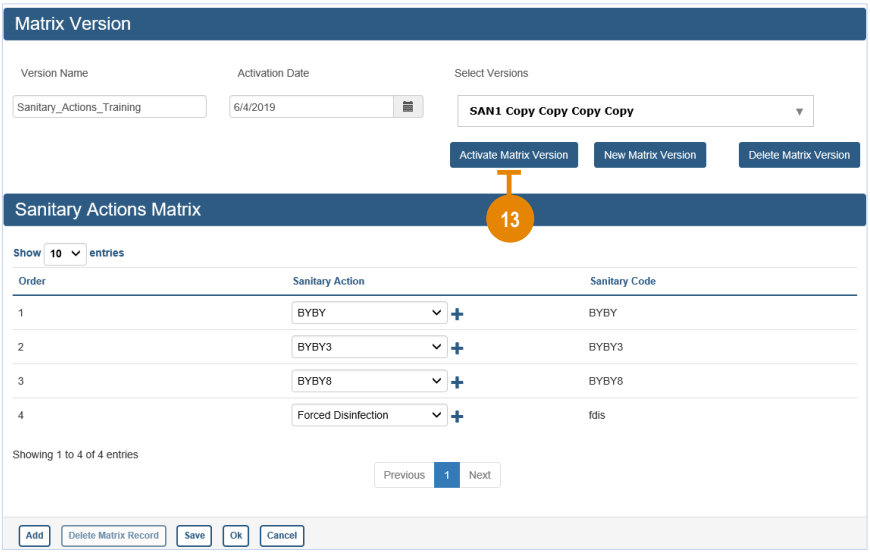
11. Click **Yes.** A pop-up appears confirming successful saving of the record.

12. Click **OK.**

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



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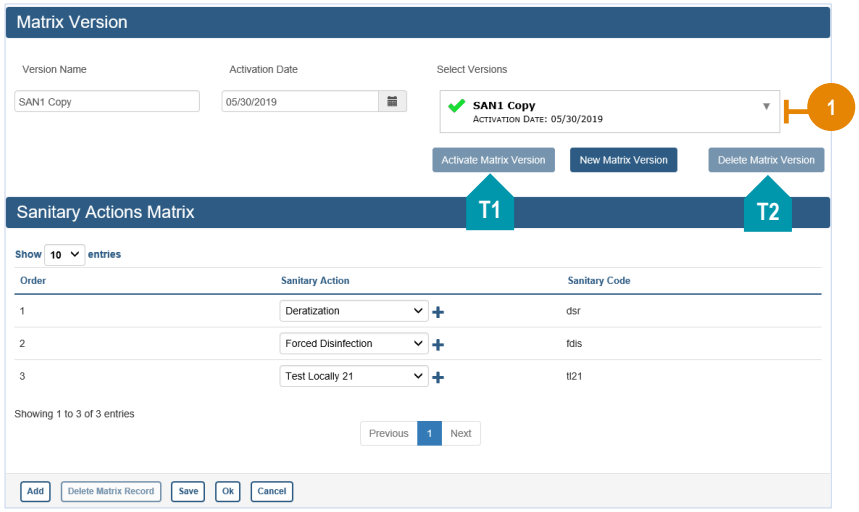
Edit an Existing Matrix Version

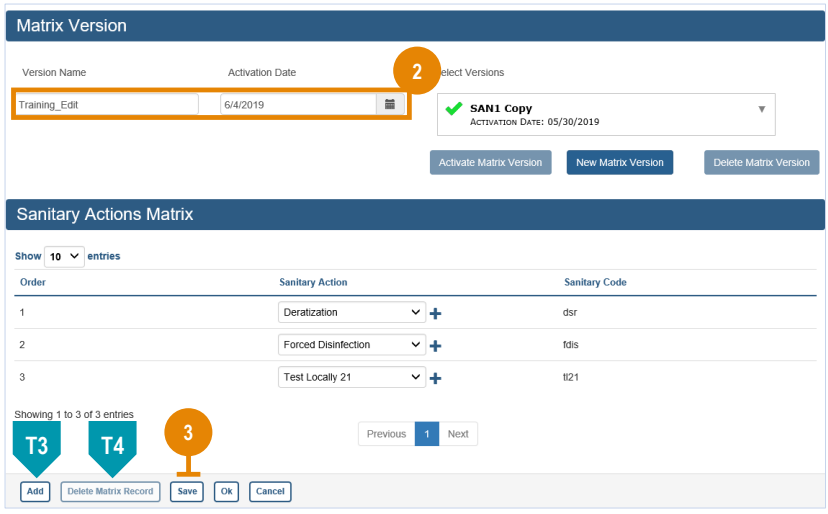
1. Choose the version you wish to edit from the **Select Version** drop-down menu. The version appears in the grid. **Note:** In the **Select Version** drop-down menu, the activated version has a red checkmark, inactive versions have green checkmarks, and never-activated versions have no checkmarks.



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

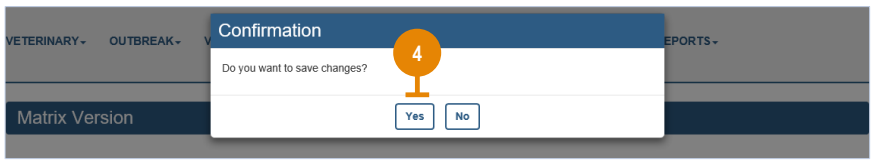
Tip 2: To delete an inactive or never-activated version, choose it from the **Select Version** drop-down menu, click **Delete Matrix Version,** and click **Yes** in the dialog box that appears.

2. 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.

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

4. Click **Yes.** A pop-up appears confirming successful configuration of the matrix.