

Edit a Person Record

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An EIDSS user with the appropriate permissions can revise records in the database. This quick guide presents the steps to edit a person record.

1. From the **EIDSS Dashboard**, choose **PERSON** from the **HUMAN** drop-down menu. The **Person** screen appears.

The screenshot displays the EIDSS web application. At the top left is the EIDSS logo. A navigation bar contains links: PERSON, HUMAN, VETERINARY, OUTBREAK, VECTOR, LABORATORY, ADMINISTRATION, CONFIGURATIONS, REPORTS, STANDARD REPORTS, and PRINT BARCODES. Below this is a sidebar menu with options like DISEASE REPORT, AGGREGATE DISEASE REPORT, ACTIVE SURVEILLANCE CAMPAIGN, etc. The main header reads "ELECTRONIC INTEGRATED DISEASE SURVEILLANCE SYSTEM". On the right, there are tabs for "ENTITIES" and "ORGANIZATIONS", with "ORGANIZATIONS" being the active tab. The central area shows a table of users with columns for First Name, Family Name, Second Name, Organization Name, Organization Full Name, and Position. Below the table, it indicates "Number of records: 38" and "Page: 1". At the bottom right, there is a pagination control showing "1 2 3 4 5 6".

First Name	Family Name	Second Name	Organization Name	Organization Full Name	Position
Adrian	Andres	N.A.	MALISA	MALISA	Administrator
Claude	Bourgnat	N.A.	NFA	NFA	
Kate	Stralle	N.A.	Ajarnet Livestock Farm	Ajarnet Livestock Farm	
Michael	Douglas	N.A.	Telstar Central Hospital	Telstar Central Hospital	
Ryan	Johnson	N.A.	Kuwait Region Veterinary Office	Kuwait Region Veterinary Office	Epidemiologist
Thomas	Jones		Kalhatti Region Veterinary Office	Kalhatti Region Veterinary Office	Chief Specialist
Thomas	Jones		Kalhatti Region Veterinary Office	Kalhatti Region Veterinary Office	Administrator
Jeff	Jordan	N.A.	Kalhatti Region Veterinary Office	Kalhatti Region Veterinary Office	Specialist
Marcy	Klapfer	N.A.	Kalhatti Region Public Health Center	Kalhatti Region Public Health Center	Specialist
Estha	Kwabappel	N.A.	Telstar ZDL	Telstar ZDL	

2. Enter as much information as possible about the person whose record you wish to edit. **Note:** Partial entry is acceptable for the **Person ID, First Name, Middle Name, and Last Name.**

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.

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

Person

Search Criteria

Person ID

-OR-

Personal ID Type

Personal ID

Last Name

Imnadze

First Name

Tamuna

Middle Name

Date of Birth Range

From

To

Gender

Female

Region

Tbilisi

Rayon

Didube-Chughureti

Clear

Search

3. Click **Search**. The **Search Results** appear.

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Tip 3: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

Tip 4: To view additional information, click the **Show/Hide** icon next to the desired record.

Tip 5: To return to the previous screen without saving entered information, click **Cancel**.

Person

Search Criteria T3

Search Results

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Rayon	
PER19000000293	Imnadze	Tamuna	HIMS-12345	Unknown	02/12/1980	Female	Didube-Chughureti	T4

Number of records: 1 Page: 1

4

Cancel Add

T5

- Click the **Person ID** corresponding to the desired person. His or her **Person** screen appears.
- Click the **Edit** icon in the appropriate section. The chosen section appears.

Person

★ Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Information T4

Person ID: PER19000000293

Personal ID Type: Unknown Personal ID: HIMS-12345

★ Last Name: Imnadze First Name: Tamuna Middle Name: R

Date of Birth: 2/12/1980 Age: 39 Years

Gender: Female

Citizenship: Georgian Passport Number: SV09784321

Person Address 5

Current Address

★ Region: Tbilisi ★ Rayon: Didube-Chughureti

Settlement Type: ALL Settlement:

Street: Sycamore St.

House: Building: Apt: 21

Cancel Submit

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6. Make any necessary revisions.
7. Use the navigation menu to access and revise other sections as needed.
8. Click **Person Review**. All sections of the record appear.

Person

Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Address

Current Address

Region: Tbilisi Rayon: Old Tbilisi

Settlement Type: ALL Settlement:

Street: Sycamore St.

House: Building: 200 Apt: 21

Postal Code:

Latitude (N.#####): 41.69673 Longitude (E.#####): 44.7964

Is there another address where this person can reside?

☐ Yes ☒ No

Person's Phone Number

Country Code and Number: 9950123345 Phone Type: Mobile

Is there another phone number for the person?

☐ Yes ☒ No

Cancel Previous Next

9. Review the revised information for accuracy.
10. Click **Submit**. A window appears confirming successful modification of the record.

Person

Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Information

Person ID: PER1900000293

Personal ID Type: Unknown Personal ID: HIMS-12345

Last Name: Imnadze First Name: Tamuna Middle Name: R

Date of Birth: 2/12/1980 Age: 39 Years

Gender: Female

Citizenship: Georgian Passport Number: SV09784321

Person Address

Current Address

Region: Tbilisi Rayon: Old Tbilisi

House: Building: 200 Apt: 21

Postal Code:

Latitude (N.#####): 41.69673 Longitude (E.#####): 44.7964

Cancel Previous Submit