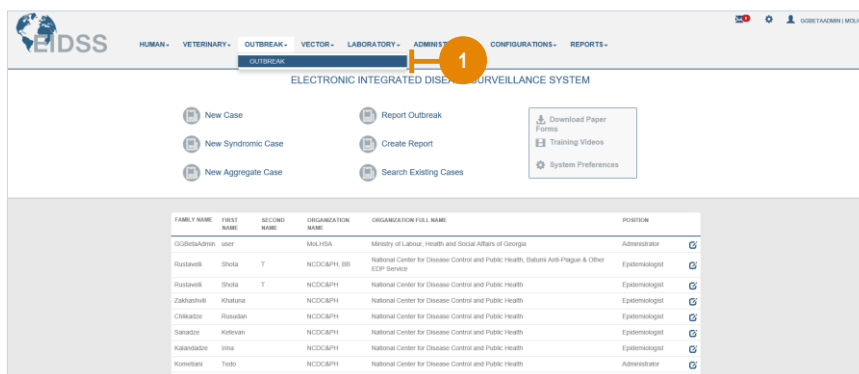


Enter an Outbreak Session Update

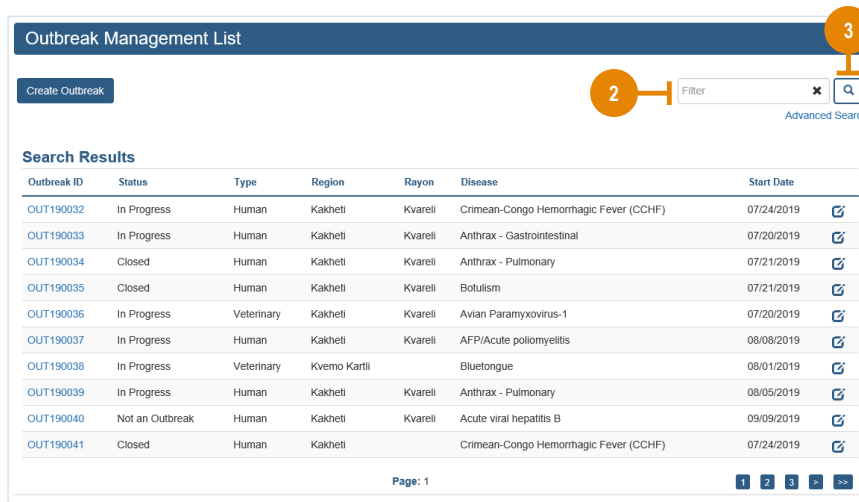
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An EIDSS user with the appropriate permissions can create updates to sessions in the database. This quick guide presents the steps to enter an outbreak session update.

1. From the **EIDSS Dashboard**, choose **OUTBREAK** from the **OUTBREAK** drop-down menu. The **Outbreak Management List** screen appears.

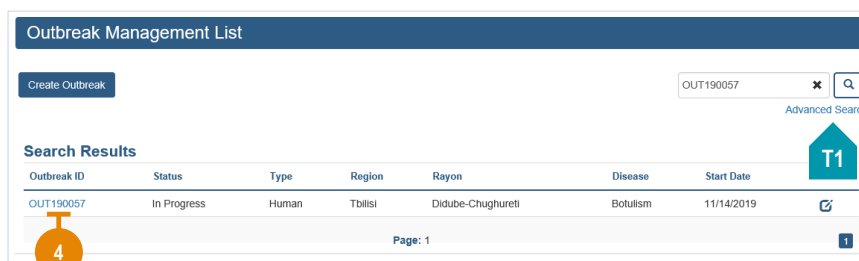


2. Enter the **Outbreak ID** of the session to which you wish to add an update. **Note:** Information matching any of the column headings in the list of outbreak sessions can be used to search. **Note:** Searching may not be necessary if the desired session appears on the **Outbreak Management List** screen.



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

Tip 1: If the desired session does not appear, click **Advanced Search**, enter as much information as possible in the **Search Outbreak** screen that appears, and click **Search**.

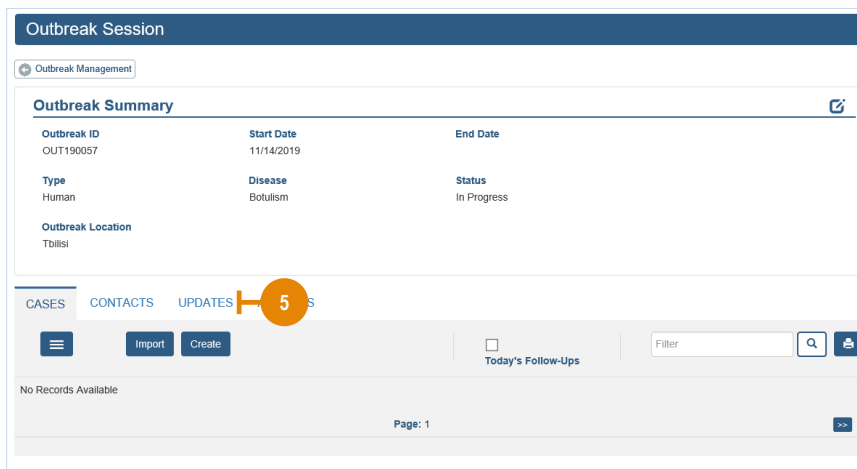


4. Click the **Outbreak ID** corresponding to the desired session. The **Outbreak Session** screen appears with the **CASES** tab open.

Enter an Outbreak Session Update

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- Click **UPDATES**. The **UPDATES** tab appears.



The screenshot shows the 'Outbreak Session' interface. At the top, there's a header 'Outbreak Session' and a sub-header 'Outbreak Management'. Below this is the 'Outbreak Summary' section, which contains a table with the following data:

Outbreak ID	Start Date	End Date
OUT190057	11/14/2019	

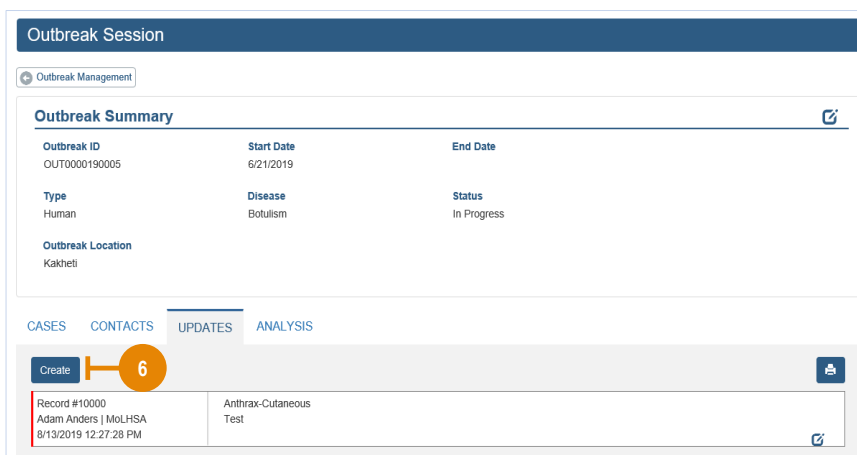
Below the table, there are two rows of data:

Type	Disease	Status
Human	Botulism	In Progress

Below the table, there is a row for 'Outbreak Location' with the value 'Tbilisi'.

At the bottom, there is a navigation bar with tabs: 'CASES', 'CONTACTS', 'UPDATES', and 'ANALYSIS'. The 'UPDATES' tab is highlighted with a red circle and the number 5. Below the tabs, there is a 'Create' button, which is also highlighted with a red circle and the number 5. To the right of the 'Create' button, there is a 'Today's Follow-Ups' section with a search bar and a 'Filter' button. Below this, there is a message 'No Records Available' and a 'Page: 1' indicator.

- Click **Create**. The **New Record** window appears.



The screenshot shows the 'Outbreak Session' interface. At the top, there's a header 'Outbreak Session' and a sub-header 'Outbreak Management'. Below this is the 'Outbreak Summary' section, which contains a table with the following data:

Outbreak ID	Start Date	End Date
OUT0000190005	6/21/2019	

Below the table, there are two rows of data:

Type	Disease	Status
Human	Botulism	In Progress

Below the table, there is a row for 'Outbreak Location' with the value 'Kakheti'.

At the bottom, there is a navigation bar with tabs: 'CASES', 'CONTACTS', 'UPDATES', and 'ANALYSIS'. The 'UPDATES' tab is highlighted. Below the tabs, there is a 'Create' button, which is highlighted with a red circle and the number 6. To the right of the 'Create' button, there is a 'Today's Follow-Ups' section with a search bar and a 'Filter' button. Below this, there is a message 'No Records Available' and a 'Page: 1' indicator.

Enter an Outbreak Session Update

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- Complete the **New Record** window.
Note: Fields marked with a red asterisk are mandatory.

Tip 2: To delete entered information and close the window, click **Cancel**.

- Click **Save**. The update is added to the outbreak session.

New Record

Record ID

User Name

Organization

* Priority

Date / Time Stamp

* Record Title

* Record Details

Upload File

File Description

T2