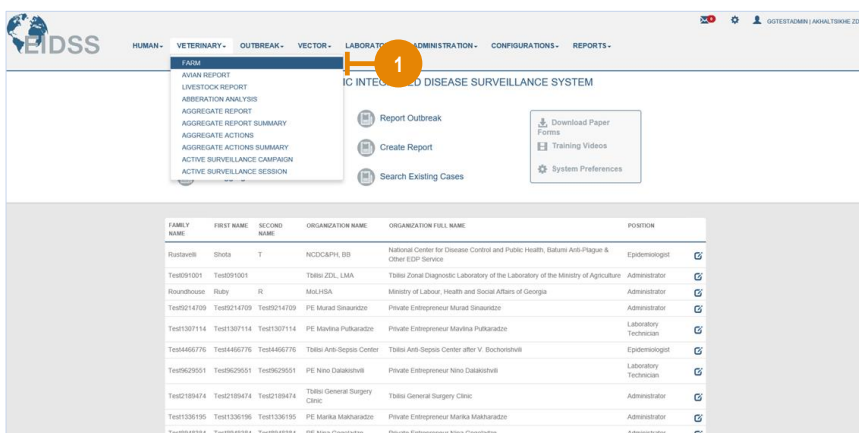


Enter a Farm Record

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An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter a farm record.

1. From the **EIDSS Dashboard**, choose **FARM** from the **VETERINARY** drop-down menu. The **Farm** screen appears.



2. Complete any field for the farm whose record you wish to create.

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

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

3. Click **Search**. The **Search Results** appear. **Note:** Before proceeding, ensure that the record you wish to create does not already exist in the database.

The screenshot shows the 'Farm' search criteria form. It includes fields for Farm ID, Farm Type (Avian/Livestock), Farm Owner (Last Name, First Name, ID), Farm Name, Region, Rayon, and Settlement Type. A red box highlights the search criteria section. A red circle with a '2' is next to the 'Search' button. A red circle with a '3' is next to the 'Add' button. A red circle with a '4' is next to the 'Add' button.

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

4. Click **Add**. A blank **Farm** screen appears.

The screenshot shows the 'Farm' search results page. It includes a table with columns for Farm ID, Farm Type, Farm Owner Name, Farm Owner ID, Farm Name, Region, Rayon, and Settlement. The table is empty, and a message 'No results were found.' is displayed. A red circle with a '4' is next to the 'Add' button.

Enter a Farm Record

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- Complete the **Farm Information** section. **Note:** Fields marked with a red asterisk are mandatory.

Tip 4: To search for the farm owner, click the **Search** icon.

- Click **Next**. The **Farm Address** section appears.

- Complete the **Farm Address** section. **Note:** Any commas used when entering **Latitude** and **Longitude** will appear as periods once the record is saved.

Tip 5: To quickly enter **Latitude** and **Longitude**, click the **Map** icon and click the appropriate location on the map that appears (choosing a location on the map will overwrite any **Latitude** and **Longitude** already entered).

Tip 6: The navigation menu allows you to access both sections and displays a green checkmark next to each completed section.

Tip 7: To collapse the navigation menu, click the three lines at the top.

- Click **Next**. The **Farm** screen appears displaying both sections of the record.

Enter a Farm Record

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- Review the information for accuracy.

Tip 8: To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Farm Review**.

- Click **Submit**. A window appears confirming successful entry of the record.

Farm

Indicates required information

Date Entered

Date Last Updated

9

Farm Information

Farm Type

☒ Avian
☐ Livestock

Farm Name

Bakradze Farm

Farm Owner

Paata Bakradze

Phone

995 012 34 56 7

Fax

Email

nbakradze94853@gmail.com

T8

Farm Address

Country

Georgia

Region

Kakheti

Settlement Type

ALL

Street

Taman St.

House

Building

Apt

Postal Code

Latitude (#.#####)

42.039

Longitude (#.#####)

45.229

Cancel

Previous

Submit

10