

Accept Trace/ Close Trace/ Reopen Trace

Version	Description	Changed By	Date
1.0	First draft	Fred Bourgeois	4/24/09
1.1	Revision	Kris Keller	5/27/09

Brief Description:

Actor will access existing trace document from an emailed link or EMRS view of Assigned – Anticipating Transfer and complete the transfer process to **accept** the trace to an Investigation in their state. If the item is located on the premises and will be tested, they will **close** the trace. If they made an error or have further information, they will **reopen** the trace. (If the trace will be transferred to another premises in the same state or out of state, refer to the Transfer Trace instruction document.)

Preconditions:

Actor has access to the proper instance of EMRS and at least Author level access.

Business Trigger:

A new infected animal or infected herd has been revealed prompting the need for tracing exposed animals. Index traces have been entered and a trace has been prepared for transfer in state or out of state. The receiving state has received notification of the trace by email or other means.

Data Entry Procedure:

1. Receive an email notifying you of a trace anticipating transfer to your state. (If you receive notification of the trace in another way, or do not have a working link to the trace, see Step #8 for instructions on how to locate the trace document.)
2. Open the Trace Anticipating Transfer link contained in the email.



<http://emrsdev01.aphis.usda.gov/emrs/dev/emrsinves.nsf/0/37528B5579B3A0D5872575580081C27B>

3. Place cursor over the **Trace Actions** button and select **Accept Transfer**.



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- A search premises screen will open and automatically perform a search on the name of the premises listed in the destination of the trace. If this is the correct premises, select the premises. If this is not the correct premises, search by another name to locate the correct premises. If you do not find an existing Investigation for the correct premises, click cancel, create a new Investigation for the premises, and return to the trace form to continue the accept transfer process.

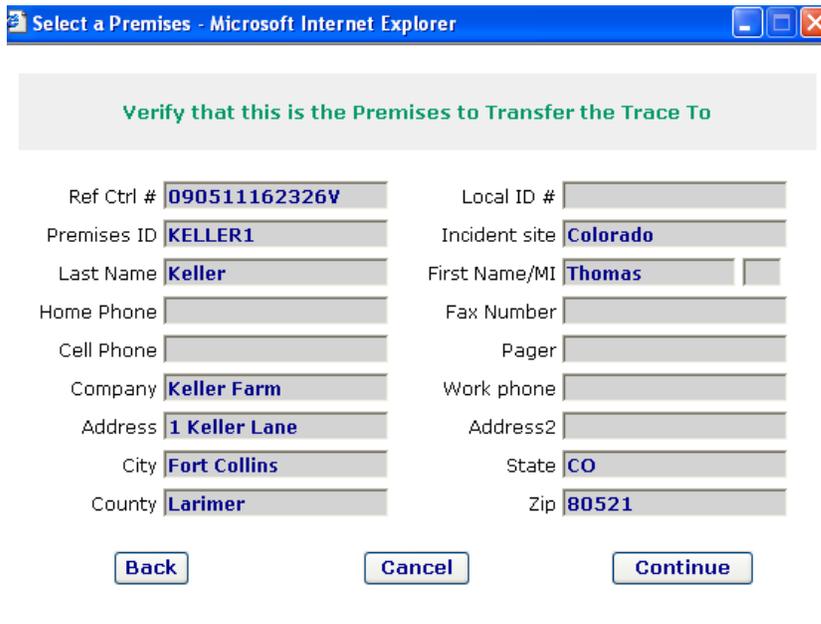


The screenshot shows a web browser window with the URL https://emrsdev01.aphis.usda.gov/?searchview&query=field+prem_comp.... The search field is set to 'Company Name' and the search term is 'United Meats'. A 'Search' button is visible. Below the search bar, there is a table with the following data:

Incident	Premises	Premises ID	Company	Referral Control Number
select	Testing	0000BTYR	United Meats	090408085114J

A 'Cancel' button is located at the bottom left of the search results area. The browser status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

- After you select the correct premises, you will be prompted to verify that this is the premises to transfer the trace to. Click continue to verify.



The screenshot shows a web browser window titled 'Select a Premises - Microsoft Internet Explorer'. The page has a heading: 'Verify that this is the Premises to Transfer the Trace To'. Below the heading, there is a form with the following fields:

Ref Ctrl #	090511162326V	Local ID #	
Premises ID	KELLER1	Incident site	Colorado
Last Name	Keller	First Name/MI	Thomas
Home Phone		Fax Number	
Cell Phone		Pager	
Company	Keller Farm	Work phone	
Address	1 Keller Lane	Address2	
City	Fort Collins	State	CO
County	Larimer	Zip	80521

At the bottom of the form, there are three buttons: 'Back', 'Cancel', and 'Continue'.

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6. You will then have the option to assign a trace official to be responsible for this trace segment, if one has not already been assigned. You can assign the trace official now or at a later time. Click continue.

Select a Premises - Microsoft Internet Explorer

Optional - Enter a Trace Official for the new trace.

The Trace Official should be the individual that performs the field work,
NOT the data entry person.

Trace Official:

Trace Official:

Assign Date:

Priority: Not determined Extreme High Medium Low None

7. A pop-up will appear allowing you to view the transferred trace.

https://emrs01.aphis.usda.gov/emrs/vs/practice/emrsinves.nsf/(PopupSe...

Transfer Details					
	Trace ID	Prem ID	State	Status	
From:	KYPREM1.0004.01	KYPREM1	KY	COMPLETED	<input type="button" value="← Go Here"/>
To:	KYPREM1.0004.02	KELLER1	CO	PENDING	<input type="button" value="← Go Here"/>

8. If you did not receive an email link to the transferred trace, you can search for the trace from any page in EMRS by using the **Category** and **View** drop downs at the top left of the screen. Use the category drop-down list to select Tracing and the view drop down list to select Traces by State, Status categories. Click the Refresh arrow to see a list of traces.

Animal and Plant Health Inspection Service
Emergency Management Response System

Practice Investigation

Tracing

Traces by State, Status categories

Category

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9. Use the drop downs to filter the list to see traces that are assigned in your state.

States with traces

Trace Form-Status

Assigned Traces for WY

[First Page](#)

County	City	Trace ID	Date	Result	Current Owner
▼ TOTALS >>					
Larimer	Fort Collins	KYPREM1.0004.02	05/27/2009	A-AT	Keller Farm

10. Select the Trace ID link for the trace that is Assigned – Anticipating Transfer. The trace form opens. Continue with the process, Steps #3 - #7, to accept the trace.
11. If after accepting the trace, the item is located on the premises and will be tested, you will **close** the trace.
12. From the Pending –Under Investigation or Assigned – Under Investigation trace form, place cursor over the **Trace Actions** button and select **Close This Trace**.

TRACE ACTIONS

[CLOSE THIS TRACE](#)

[PREP FOR OUT OF STATE TRANSFER](#)

[SPLIT THIS TRACE](#)

[TRANSFER IN STATE](#)

13. Specify the trace result, program close reason, and any findings, actions, or remarks. Click [Continue](#).

https://emrs01.aphis.usda.gov/emrs/vs/practice/emrsinves.nsf/(PopupCl...

Specify the Trace Result, Program Close Reason, and any Findings/Actions/Remarks below

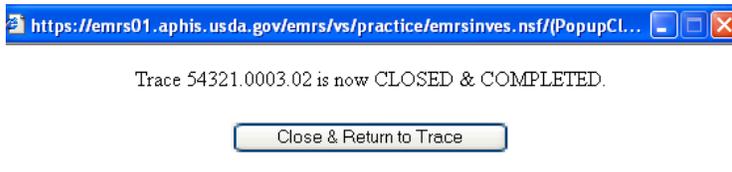
Trace Result:

Program Close Reason:

Findings/Actions/Remarks:

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14. You will receive a confirmatory message and will be able to Close & Return to Trace to view your actions.



15. If you made an error or have further information, you can **reopen** the trace. From the trace form, place cursor over the **Trace Actions** button and select **Re-Open Trace**.



16. A warning pop-up appears. To re-open the trace, click Continue. The trace will now have a status of Assigned – Under Investigation, and you can continue working with the trace.



17. If the trace that you accepted will be transferred to another premises in your state or out of state, refer to the Transfer Trace instruction document.