



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Veterinary
Services

Centers for
Epidemiology
And Animal
Health

EMR01-WM-08.20.08



EMRS User Manual

Emergency Management Response System

Chapter 1: Introduction

The Centers for Epidemiology and Animal Health (CEAH) developed the Emergency Management Response System (EMRS) in 2001 in conjunction with Emergency Management (EM), Veterinary Services (VS) laboratory officials, regional and area officials, epidemiologists, and Foreign Animal Disease (FAD) diagnosticians (FADDs).

The EMRS is a web-based application used for the reporting of routine investigations of foreign animal diseases (FAD), surveillance and control programs, state specific disease outbreaks, and national animal health emergency responses. *Note: It can also be used in the Incident Command System. It provides a timely, automated response as opposed to the slower, paper method used prior to its implementation. Access to the system is granted on a “need-to-know” basis.*

EMRS employs modules and inter-related forms to track investigations, general tasks, and administrative functions. The investigation data is also available through a mapping interface, allowing the user to view real-time, high quality maps of outbreak areas, respond to patterns, and deliver the maps to decision makers, government institutions and the public.

Chapter Contents

SECTION 1: OVERVIEW	1.2
1.1 PURPOSE.....	1.2
1.2 SCOPE.....	1.2
1.3 USER SUPPORT	1.2
1.4 WEB RESOURCES.....	1.2
SECTION 2: USER ACCESS – PRELIMINARY STEPS	1.3
2.1 SET E-MAIL PREFERENCES.....	1.3
2.2 REGISTER.....	1.3
SECTION 3: USER LOGIN	1.6
SECTION 4: SYSTEM NAVIGATION	1.8
4.1 COMMON ICONS / APPLICATION ELEMENTS	1.8
4.2 NAVIGATION TECHNIQUES.....	1.9
4.3 ADMINISTRATION MODULE ELEMENTS AND FUNCTIONS	1.11
4.4 INVESTIGATION MODULE ELEMENTS AND FUNCTIONS.....	1.15
SECTION 5: SYSTEM ARCHITECTURE	1.20
5.1 EMRS MODULES	1.20
5.2 EMRS SERVERS	1.21
SECTION 6: DATA SECURITY	1.22

Section 1: Overview

1.1 Purpose

This document defines the Emergency Management Response System (EMRS) application and provides instructions on how to use it.

1.2 Scope

The focus of this document is on the Administration, Investigation, and Task modules in the EMRS application. Other topics include:

- The EMRS structure
- How to access the application
- How to navigate to the forms you need
- How to enter information into the forms
- Helpful links within the application
- The routine FAD investigation process
- The Intelliview reporting tool.

The audience for this document includes USDA, APHIS, and VS employees as well as State Animal Health Officials, other Federal Agency employees, and temporary hires such as practitioners, brand inspectors, and laboratory personnel.

1.3 User Support

The Help Desk is available to answer any questions you may have about the EMRS application. The Help Desk staff is available on weekdays, (except holidays) via phone between 7:00 am and 5:00 pm Mountain Time. Outside the hours above, you may leave a voicemail message or send an e-mail:

- Phone: (877) 944-8457
- E-mail: vsithelp@cofcs18.aphis.usda.gov *Note: In order for the e-mail to work, the user needs to have a Right Now or Remedy account. If a user has never opened a ticket, they should call in a ticket first using the phone number above. After that, they can use e-mail which will create a ticket for them.*

1.4 Web Resources

The following websites provide related information.

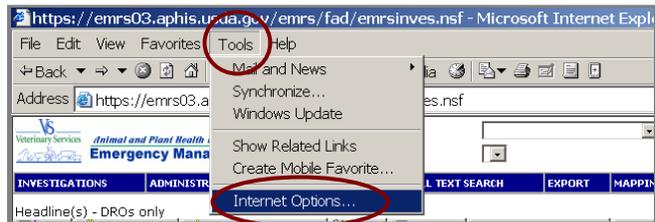
- The public home page: <http://emrs.aphis.usda.gov/>
- The registration page: <http://web01.aphis.usda.gov/reg.nsf>
- The login page: <http://emrs.aphis.usda.gov/ermslogin.html>
- For additional information on the EMRS, visit the USDA APHIS website at: <http://www.aphis.usda.gov/vs/highlights/section6/section6-8.html>

Section 2: User Access – Preliminary Steps

The EMRS system was designed so that any registered user, using Internet Explorer version 5.5 or greater from any computer having Internet access, can access it. EMRS is strictly web-based through Internet Explorer ONLY; DO NOT use Netscape!

2.1 Set e-mail preferences.

- a. Open Internet Explorer.
- b. Select *Tools > Internet Options*.



- c. Select the *Programs* tab on the pop-up screen, then select the *E-mail* (editor) as Lotus Notes, click on *OK*.



2.2 Register

a. USDA-APHIS-Veterinary Services personnel

This group is automatically registered as users of EMRS as long as they belong to a Lotus Notes *VS State* group or another Lotus Notes group that has access to EMRS. They only need to know their short notes name, and their Lotus Notes password to login to the EMRS Training database (most will also have access to the Routine FAD module as well).

Note: For access to incident specific modules, in most cases you must be working on the incident.

b. State or other personnel outside of VS

This group must complete a registration form by going to the EMRS Homepage, and clicking on the Register link at the following URL: <http://emrs.aphis.usda.gov/>

Click on “Register”.

USDA
United States
Department of
Agriculture

APHIS
Animal and
Plant Health
Inspection
Service

**Veterinary Services - Emergency Management
Emergency Management Response System (EMRS)**

**The NAHEMS Guidelines registration has been separated from EMRS.
The registration link is on the NAHEMS homepage.
Click here to go directly to the NAHEMS Guidelines homepage**

[Home](#) | [USDA](#) | [APHIS](#) | [VS](#)

<p>Links</p> <p>Right Now Help Desk</p> <p>Links of Interest *</p> <p>Fact Sheet</p> <p>Downloads *</p> <p>Register</p> <p>Login</p>	<p>The Emergency Management Response System (EMRS) is used by the Veterinary Services (VS) to manage and investigate animal disease outbreaks in the United States. VS efforts are led by Federal and State field veterinarians, animal health technicians, and disease specialists and enlists the help of more than 40,000 federally accredited veterinary practitioners who assist with disease exclusion, detection and control. The EMRS is also used for routine foreign animal disease and emerging disease incident (FAD/EDI) investigation reporting, as explained in EMRS for Routine FAD Investigations.htm. The EMRS Fact Sheet gives more details about what the EMRS does and who would need access to it. Click here* for links of interest to USDA personnel working with the EMRS</p> <p>The EMRS v1.0 was released in May 2001 and v2.0 (the first web version) was released in Nov 2001. It has been programmed using Lotus Notes. EMRS v2.3, was released Nov 2002, and has incorporated a mapping enhancement. Internet Explorer version 5.5 or higher must be used running Windows 98 or better. To see the tutorial for the v2.0 web version of EMRS click here. To download utility and information files for EMRS, click here*.</p> <p>A user ID and password is required to access the EMRS data. If you are already a USDA APHIS employee with a Lotus Notes ID, you need to do 2 things:</p>
---	--

Click on the “New EMRS Registration” link.

<p>EMRS Registration System</p> <p>Click here for help.</p> <p>USER REQUESTS</p> <p>- new EMRS registration</p> <p>- reset password</p> <p>LOGIN</p> <p>Authenticated as</p>	<p>Note: There are additional links available.</p> <ul style="list-style-type: none"> o Help (you can also request help via an email link on the registration form). o Reset password (once you have one). This will automatically generate a password you cannot change (or memorize very well), so reset your password only if absolutely necessary.
---	--

Enter required information, indicated by an asterisk (*), into the form. Click on **Save** when done. If the message “No documents found” appears after you have saved the information, it means your registration request was forwarded to the proper personnel. Your new user name and password will be confirmed by e-mail when it is activated.

After clicking on save, if the screen then says **"No documents found"** we have received your information

SAVE [click here to Request Help by e-mail from EMRS_Registration_Approvers@aphis.usda.gov](mailto:EMRS_Registration_Approvers@aphis.usda.gov)

EMRS Registration Form

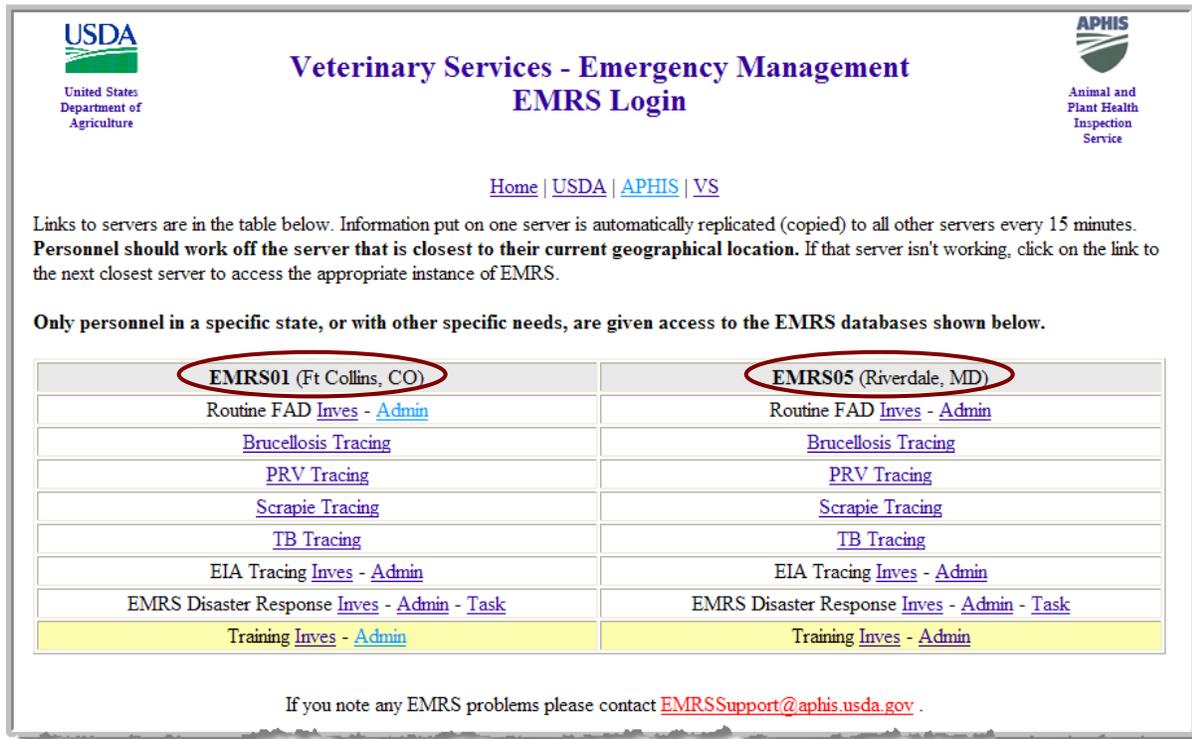
Registration Submitted	05/28/2008 01:34:13 PM	Status	Pending
Last Name *	<input type="text"/>	First Name *	<input type="text"/>
Middle Initial	<input type="text"/>	Suffix	<input type="text"/>
Employee ID Number	<input type="text"/>		
Title *	<input type="text" value="v"/>	Organization *	<input type="text" value="v"/>
Email Address *	<input type="text"/>		
Work Phone	<input type="text"/>	Cell Phone	<input type="text"/>

Applications Access *	<input type="checkbox"/> Routine FAD / Disease Tracing <input type="checkbox"/> Training
Select Type of Access Needed *	<input type="radio"/> Read-Only <input type="radio"/> Input/Update
Roles Needed (Send email using link at top of page if you have questions about Roles.)	<input type="checkbox"/> Investigation Read Only <input type="checkbox"/> Investigation Input <input type="checkbox"/> Investigation DRO/SUL <input type="checkbox"/> Admin Read Only <input type="checkbox"/> Admin Input <input type="checkbox"/> Admin Property <input type="checkbox"/> Admin Property Management <input type="checkbox"/> Admin Fleet <input type="checkbox"/> Admin Fleet Management <input type="checkbox"/> Admin Finance <input type="checkbox"/> Admin Finance Management <input type="checkbox"/> Admin Finance Reconciliation
What State do you need Access to *	<input type="checkbox"/> AK <input type="checkbox"/> DC <input type="checkbox"/> ID <input type="checkbox"/> ME <input type="checkbox"/> NC <input type="checkbox"/> NY <input type="checkbox"/> SC <input type="checkbox"/> WA <input type="checkbox"/> AL <input type="checkbox"/> DE <input type="checkbox"/> IL <input type="checkbox"/> MH <input type="checkbox"/> ND <input type="checkbox"/> OH <input type="checkbox"/> SD <input type="checkbox"/> WI <input type="checkbox"/> AR <input type="checkbox"/> FL <input type="checkbox"/> IN <input type="checkbox"/> MI <input type="checkbox"/> NE <input type="checkbox"/> OK <input type="checkbox"/> TN <input type="checkbox"/> WV <input type="checkbox"/> AS <input type="checkbox"/> FM <input type="checkbox"/> KS <input type="checkbox"/> MN <input type="checkbox"/> NH <input type="checkbox"/> OR <input type="checkbox"/> TX <input type="checkbox"/> WY <input type="checkbox"/> AZ <input type="checkbox"/> GA <input type="checkbox"/> KY <input type="checkbox"/> MO <input type="checkbox"/> NJ <input type="checkbox"/> PA <input type="checkbox"/> UT <input type="checkbox"/> CA <input type="checkbox"/> GU <input type="checkbox"/> LA <input type="checkbox"/> MP <input type="checkbox"/> NM <input type="checkbox"/> PR <input type="checkbox"/> VA <input type="checkbox"/> CO <input type="checkbox"/> HI <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> NT <input type="checkbox"/> PW <input type="checkbox"/> VI <input type="checkbox"/> CT <input type="checkbox"/> IA <input type="checkbox"/> MD <input type="checkbox"/> MT <input type="checkbox"/> NV <input type="checkbox"/> RI <input type="checkbox"/> VT
Password *	<input type="text"/>
Verify Password *	<input type="text"/>
Comments	<input type="text"/>

Password rules????

Section 3: User Login

- Double-click on link to Internet Explorer  located on your computer desktop.
- Type in the following URL address: <http://emrs.aphis.usda.gov/emrslogin.html>
- The following login screen appears:



Links to servers are in the table below. Information put on one server is automatically replicated (copied) to all other servers every 15 minutes. Personnel should work off the server that is closest to their current geographical location. If that server isn't working, click on the link to the next closest server to access the appropriate instance of EMRS.

Only personnel in a specific state, or with other specific needs, are given access to the EMRS databases shown below.

EMRS01 (Ft Collins, CO)	EMRS05 (Riverdale, MD)
Routine FAD Inves - Admin	Routine FAD Inves - Admin
Brucellosis Tracing	Brucellosis Tracing
PRV Tracing	PRV Tracing
Scrapie Tracing	Scrapie Tracing
TB Tracing	TB Tracing
EIA Tracing Inves - Admin	EIA Tracing Inves - Admin
EMRS Disaster Response Inves - Admin - Task	EMRS Disaster Response Inves - Admin - Task
Training Inves - Admin	Training Inves - Admin

If you note any EMRS problems please contact EMRSSupport@aphis.usda.gov.

- Select one of the databases that is located closest to your current geographical location. In the screen above, Fort Collins databases are on the left side, and Riverdale databases are on the right side.

If you are entering a new FAD Investigation, click the link for Routine FAD [Investigation](#) (Inves) module, or Routine FAD [Administration](#) (Admin) module.

e. When you click on a link, the login screen shown below appears.

Note: A popup message may appear, asking if you want to view pages over a secure connection. Click OK.

A Security Alert popup message may appear, asking if you want to proceed. Click Yes.

Emergency Management Response System (EMRS)

All USDA/APHIS telecommunications and automated information systems and related equipment are for the communication, transmission, processing, and storage of U.S. Government information. These systems are subject to monitoring to ensure proper functioning, and to protect against improper or unauthorized use or access, and to verify the presence or performance of applicable security features and procedures, and for the like purposes. Such monitoring may result in the acquisition, recording and analysis of data being communicated, transmitted, processed or stored in this system by any user. If monitoring reveals criminal activity, such evidence may be reported to law enforcement personnel.

ANYONE USING A USDA/APHIS SYSTEM OR SYSTEM ACCESSED THROUGH A USDA/APHIS SYSTEM CONSENTS TO SUCH MONITORING.

EMRS Login

Please enter your Username and Password

Username Your Notes short name

Password Your Notes internet password

[Help with Notes username and internet password - APHIS employees only](#)
[If you are NOT an APHIS employee and need to register click here](#)

[Password Guidance](#)

By Logging in, you agree to be bound by these conditions.

f. Enter your Lotus Notes short user name and your Lotus Notes/Internet password; click on the Login button.

Note: If the error message “Incorrect user name or password specified” is displayed, it means you are not entering your correct user name and password. Refer to Sections 4.3 and 4.4 for instructions to verify your short user name and reset your password.

If the error message “You are not authorized to perform this function” is displayed, it means you have the correct user name and password, but have not been granted access to that instance. You may contact the Help Desk to obtain help in getting access if you feel you need it.

IMPORTANT – Please wait until the Internet Explorer icon located at the bottom of your screen indicates that all of the look-up information has loaded. If you try to go to other parts of the program too quickly, it will fail to load all of the needed information. This will cause problems with your drop-down boxes for choices. If you find that you do not have any choices in a drop-down box, try to refresh the look-up:

- Click in the spot indicated by the arrow in the top header.
- Right-click the mouse.
- Select refresh.

Section 4: System Navigation

4.1 Common icons / application elements

Now that you're in the system, you are confronted with numerous icons and application elements that can be helpful once you are familiar with them.

Icon	Meaning
	Form
	List
or	Search/Find
	Search with menu
	Follow-up form
	Help
	Help
	Refresh
	Database
	Save
	Go back, with menu options
	Go forward, with menu options

Icon	Meaning
	APHIS Cost Management System
	Version Information
	Calendar, to select date
	Today's Date
	Drop-down menu field
	Scrolling menu field
	Excel file
	PDF file
	Intelliview Print
	Intelliview View
	Start typing in the field, then click on the down arrow for menu choices.

Icon	Meaning
	Mail it
	Multiple choice menu; to choose multiple items, hold down the CTRL key & click your selections with the left mouse button.
	Look for files to upload
	Delete
	Edit
	Check in
	Radio button; click to select your answer (usually yes, no, and unknown choices)
	Click to hide a section
	Click to display a section
	Internet Maps

4.2 Navigation techniques

There are numerous ways to navigate within the EMRS. The most commonly used methods are scrolling and the navigation bar buttons. Personal preference dictates the method you use; our intention here is to make you aware of the different navigation methods that are available.

a. Scrolling



Scrolling is used most often when a user is entering information into several sections of a form. In this case, you would first click on the *All Sections* button of the form. You then left-click and drag the bar between the up & down arrows (can also be left-to-right arrows) to navigate to the desired section. Let go of the mouse button once you arrive at the section.

b. Navigation Bar buttons (for system and form sections). Click the appropriate button to perform your task.

- System navigation buttons for the system Administration module.
Refer to section 4.3 for definitions of each button.



- System navigation buttons for the system Investigation module.
Refer to section 4.4 for definitions of each button.



- Example of form section navigation buttons (the Investigation Summary form).



Click the appropriate button to go to the desired form section. Only that section is displayed. If you want to display all form sections, click the *All Sections* button.

Note: Depending on the form, you might not be able to display all form sections; some sections are hidden. To show the hidden sections, you must click on the [Show](#) . . . links.

c. Breadcrumbs

Breadcrumbs are located above the form title and display the path you followed to get to your current location in the system. You can click on any of the links in the breadcrumb trail to navigate to that spot. Breadcrumbs might not be displayed until you save a form. In the example below, you started at the Welcome Page, progressed to the Investigation Summary, then went to the Appraisal Summary Form, and you are currently in the Appraisal Detail Form.

[WelcomePage](#) -> [Investigation Summary](#) -> [Appraisal Summary Form](#) -> Appraisal Detail Form

d. Links

The links discussed in this section are usually displayed in a list format. The following examples display some of the links for the Investigation module, Administration module, follow-up forms, and links to specific sections of a form. Click on any of the links to navigate to the appropriate form or information.

<p>INVESTIGATION DATABASE - MAIN MENU</p> <ul style="list-style-type: none">  Enter New Investigation Summary  NAIS Premises Allocator:  List FAD Investigation Summaries  All Investigations with Followup Forms <p>Select Follow-up Form Below</p> <ul style="list-style-type: none"> Backyard Questionnaire Herd Exam Form Lab Submission Premises Visit Questionnaire Statuses 	<p>ADMINISTRATIVE DATABASE - MAIN MENU</p> <ul style="list-style-type: none">  Enter New Call Center Assignment  Enter New Employee  Enter New Incident Ledger Item  Enter New Station Property  Enter New Station Fleet Form  Enter New Resource Request <p>Links to specific sections of a form</p> <ul style="list-style-type: none"> ▶ Show Group Access Info ▶ Show Assignment and Rotation Info ▶ Show Contact Info
---	--

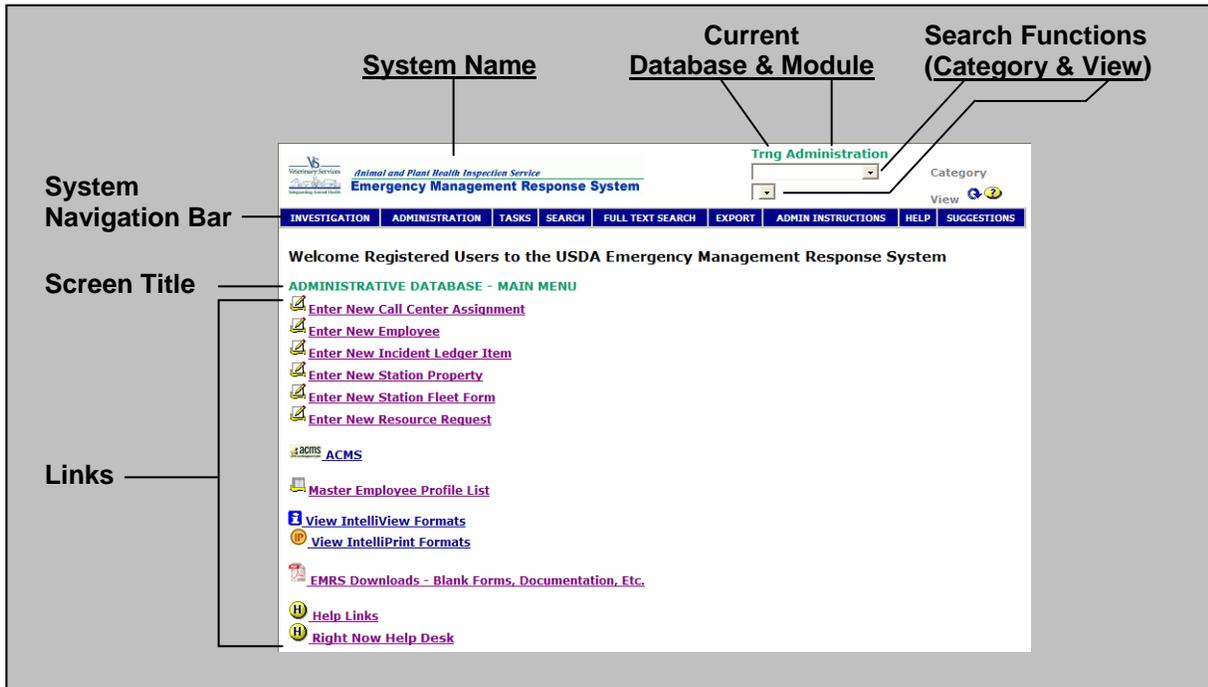
e. Keyboard vs. Mouse

Another component of navigation is the method used to go from field to field within a form. Some people prefer to use the Tab key on the keyboard, while others prefer to use the mouse and click in a field.

4.3 Administration Module Elements and Functions

a. Administration Main Menu

The main elements of the Administration Main Menu are labeled in the screen shot below. Definitions of each element follow the screen shot.



Current Database & Module:

- **Database** In the example above, you are in the Training database. To access other databases, refer to section 5.1. *Note: You may not have access to some of the databases.*
- **Module** In the example above, you are in the Administration module. Other modules include Investigation, and Task.

Search Functions (Category & View):

- **Category** Examples of category types for Administration are: Employee, Mob/DeMob, Station, ICP Reports, Incident Ledger, Deletions, Resource Orders, etc.
- **View** The views vary with the category selected. If you select Employee as the category to search, views such as Contact Information, Employee by ID Number, Employee by Team, Position Certifications, etc. are available.

System Navigation Bar (the available buttons change with the button selected):

- **Investigation** Click, to go to the Investigation module.
- **Administration** Click, to go to the Administration module.
- **Tasks** Click, to go to the Task module.
- **Search** Click, to search for employees, property, fleet vehicles, and ledgers in the EMRS.
- **Full Text Search** Click, after selecting a category & view, to search for words, reference numbers, names, etc.

System Navigation Bar continued:

- **Export** Click, to select a form and specific field values, and send them to a user defined e-mail address.
- **Admin Instructions** Click, to view the *Administration Module* chapter of the user manual.
- **Help** Click, to find application/form help through the use of a Table of Contents, Index, or by Type.
- **Suggestions** Click, to report an EMRS enhancement idea or problem you've discovered.

Links:

Name of Link	Reason to Use Link
Enter New Call Center Assignment:	Click, to enter assignments for people assigned to a call center.
Enter New Employee:	Click, to enter new employee profiles.
Enter New Incident Ledger Item:	This was replaced by APHIS Cost Management System (ACMS).
Enter New Station Property:	Click, to enter and track station property/equipment.
Enter New Station Fleet Form:	Click, to enter and track station fleet vehicles.
Enter New Resource Request:	Click, to enter a request for a new resource.
ACMS:	Click, to access APHIS Cost Management System.
Master Employee Profile List:	Click, to access a list of all employees in the system (in alphabetical order).
View IntelliView/IntelliPrint Formats:	Click, to access this Lotus Notes ad hoc reporting tool in order to manipulate views and reporting formats.
EMRS Downloads – Blank Forms, Documentation, Etc:	<p>Click, to reveal a menu with links to:</p> <ul style="list-style-type: none"> ○ Blank administration forms ○ Data dictionary ○ Documentation <ul style="list-style-type: none"> ▪ Admin Instructions for Routine FAD ▪ Admin Instructions for task force environments ▪ EMRS Administrative Module Data Entry ▪ EMRS Introduction movie ▪ EMRS Roles ▪ Internet Password ▪ Protocol to create and name Instances in EMRS ▪ Using EMRS for Routine FAD Investigations Training CD ○ Other <ul style="list-style-type: none"> ▪ How IntelliView Works ▪ IntelliView demo Flash movie ▪ IntelliView for Notes – Training Guide ○ Software <ul style="list-style-type: none"> ▪ Download Free Adobe Acrobat Reader ▪ IntelliView ActiveX install ▪ Internet Explorer 5.5 sp2 windows ▪ Internet Explorer 6 for windows XP only
Help Links:	<p>Click, to reveal the Help Menu.</p> <ul style="list-style-type: none"> ○ Admin Instructions for task force environments – updated 29 Nov 2004 ○ Admin Instructions for Routine FAD – updated 9 Dec 2003 ○ Version Information (change history) ○ User Access & Troubleshooting <ul style="list-style-type: none"> ▪ EMRS Groups you belong to ▪ Roles that were assigned to you. ▪ Browser information

b. Administration Form (the example below is the Initial Employee Profile form)

The main elements of an Administration form are labeled in the screen shots below. Definitions of each element follow the screen shots.

This screenshot shows the initial 'Employee Profile' form. On the left, a grey box contains labels with lines pointing to specific parts of the form: 'Same Header as Main Menu' points to the top navigation bar; 'Action Buttons' points to the 'SAVE' and 'HELP' buttons; 'Form Title Bar' points to the 'EMPLOYEE PROFILE' header; 'Form Section Title Bar' points to the 'Administrative Info' section header; and 'Form Section Title Bar' points to the 'Title Entered' dropdown menu. The form itself includes a top navigation bar with 'INVESTIGATION', 'ADMINISTRATION', 'TASKS', 'SEARCH', 'FULL TEXT SEARCH', 'EXPORT', 'ADMIN INSTRUCTIONS', 'HELP', and 'SUGGESTIONS'. Below this is a 'SAVE' and 'HELP' button bar. The main form area is titled 'EMPLOYEE PROFILE' and contains fields for 'Employee Name', 'Employee Status' (set to 'Active'), and a section for 'Administrative Info' with various input fields for employee details. A 'Data Fields' label with arrows points to the 'Last Name (Legal)*', 'MI', and 'First Name (Legal)*' fields. A red notice states: 'Notice: The value you enter in this field will be encrypted and this field will be cleared when the form is saved.' The bottom of the form has a footer: 'NFC Data Import for Federal or Text Field Data entered for non-Federal employee'.

After the initial form is saved, breadcrumbs and a form section navigation bar are available.

This screenshot shows the 'Employee Profile' form after it has been saved. The top navigation bar is identical to the previous screenshot. Below it, a new bar of action buttons appears: 'EDIT', 'MAIL IT', 'CREATE ADMIN FORMS...', 'CHECK IN', 'REQ. DEL.', 'DELETE DOC', and 'HELP'. A breadcrumb trail is visible: 'WelcomePage -> Employee Profile'. The 'EMPLOYEE PROFILE' header now shows 'Employee Name: Fred Ford' and 'Employee Status: Active'. Below this is a 'Form Section Navigation Bar' with buttons for 'Admin Info', 'Assign Info', 'Contact Info', 'Emp Property', 'PPE', 'Certs', 'Skills', 'Med Clearance', 'Files', and 'All Sections' (which is highlighted in green). The 'Administrative Info' section now displays the saved data: 'Employee ID: FF001', 'Last Name (Legal)*: Ford', 'MI:', 'First Name (Legal): Fred', 'Nick Name:', 'Status: Active', and 'Suffix:'. The bottom footer remains the same: 'NFC Data Import for Federal or Text Field Data entered for non-Federal employee'.

Action Buttons:

- **Save** Click, to save your data entry.
- **Help** Click, to get information about the specific form you are filling out. Information could include the use of the form and required fields to fill out.
- **Edit** Click, to modify information in a form.
- **Mail It** Click, to mail someone a link to the form.
- **Check In/Out** Click, to check employees in and out of a task force assignment.
- **Req.Del** Click, to submit a deletion request for the form, and all descendant documents.
- **Delete Doc** Click, to permanently delete the form and all descendant documents.
- **Create Admin Forms** - Click, to access follow-up forms.

Form Title Bar:

The name of the form is displayed here; in some cases, other related information is also displayed.

Form Section Title Bar:

If the form has more than one section, a form section bar is displayed to separate the sections.

Data Fields:

Data fields are provided for data entry. There are multiple types of fields:

- Scrolling menu field – use scroll bar to navigate to the appropriate choice, click on your choice.
- Drop-down menu field – click on arrow at end of field, click on your choice (might have to scroll also)
- Input field – type information into field
- Combination input/drop-down menu field – start typing information into the field; a drop-down menu appears from which you can select your choice.

Breadcrumbs:

Breadcrumbs display the path you followed to get to your current location in the system. You can click on any of the links in the breadcrumb trail to navigate to that spot.

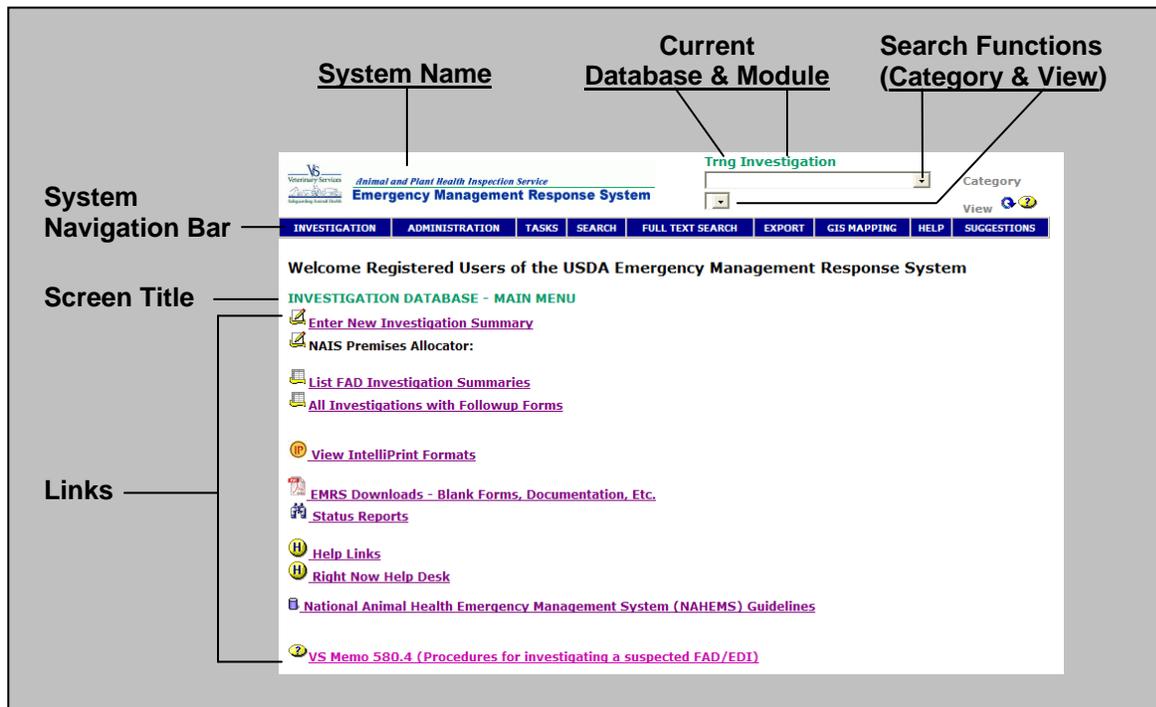
Form Section Navigation Bar:

If the form has more than one section, there are separate buttons in the Section Navigation Bar for each section that allow you to go directly to a specific section. No other sections are displayed. These buttons are useful if you are editing only part of a form.

4.4 Investigation Module Elements and Functions

a. Investigation Main Menu

The main elements of the Investigation Main Menu are labeled in the screen shot below. Definitions of each element follow the screen shot.



Current Database & Module:

- Database** In the example above, you are in the Training database. To access other databases, refer to section 5.1.
Note: You may not have access to some of the databases.
- Module** In the example above, you are in the Administration module. Other modules include Investigation, and Task.

Search Functions (Category & View):

- Category** Examples of category types for Administration are: Employee, Mob/DeMob, Station, ICP Reports, Incident Ledger, Deletions, Resource Orders, etc.
- View** The views vary with the category selected. If you select Employee as the category to search, views such as Contact Information, Employee by ID Number, Employee by Team, Position Certifications, etc. are available.

System Navigation Bar (the available buttons change with the button selected):

- **Investigation** Click, to go to the Investigation module.
- **Administration** Click, to go to the Administration module.
- **Tasks** Click, to go to the Task module.
- **Search** Click, to search for employees, property, fleet vehicles, and ledgers in the EMRS.
- **Full Text Search** Click, after selecting a category & view, to search for words, reference numbers, names, etc.
- **Export** Click, to select a form and specific field values, and send them to a user defined e-mail address.
- **GIS Mapping** Click, to access the mapping module.
- **Help** Click, to find application/form help through the use of a Table of Contents, Index, or by Type.
- **Suggestions** Click, to report an EMRS enhancement idea or problem you've discovered.

Links:

Name of Link	Reason to Use Link
Enter New Investigation Summary:	Click, to access the Investigation Summary form, and begin to fill it out.
NAIS Premises Allocator:	Under construction . . . once it's functioning, click to get a premises identification number assigned.
List FAD Investigation Summaries:	Click, to access a list of Foreign Animal Disease investigation summaries with links to the forms used in the investigation. The list includes the region, state, fiscal year, reference control number, premises identification, contact name, company name, primary species that initiated the investigation, primary species on premises, type of operation, and reason for the investigation.
All Investigations with Follow-up Forms:	Click, to access a list of all premises (positive & negative) that are on the database. This view allows for the selection of almost all investigation forms associated with a premises. The list includes the premises name, # of follow-up forms, reference control number, infection status, quarantine status, and work status. Many of the columns are sortable.
View IntelliPrint Formats:	Click, to access this Lotus Notes ad hoc reporting tool in order to manipulate views and reporting formats.
EMRS Downloads – Blank Forms, Documentation, etc:	Click, to reveal a menu with links to: <ul style="list-style-type: none"> ○ Blank Forms <ul style="list-style-type: none"> ▪ Appraisal Detail ▪ Appraisal Summary ▪ Backyard Questionnaire ▪ Blank Non-Commercial END Questionnaire ▪ Cleaning & Disinfection Summary ▪ Disposal Detail ▪ Euthanasia Detail ▪ Euthanasia & Disposal Summary ▪ Herd Exam ▪ Investigation Summary ▪ Lab Submission 10-4 ▪ Movement Permit Detail ▪ Movement Permitting Approval ▪ Permit For Movement VS127 Form ▪ Permit For Movement VS127 Sub Form ▪ Premises Visit Assignment

	<ul style="list-style-type: none"> ▪ Questionnaire ▪ Questionnaire Brucellosis ▪ Sample Lab Report ▪ Sample Test Report ▪ Status ▪ Surveillance Form ▪ Survey Influenza ▪ Trace ▪ Trace List Assignment ▪ Vaccination Record ▪ Vector Control Worksheet ○ Data Dictionary ○ Documentation <ul style="list-style-type: none"> ▪ C&D Chief EMRS Duties ▪ Diagnostics Lead EMRS Duties ▪ E&D Chief EMRS Duties ▪ EMRS Fact Sheet ▪ EMRS GIS Training ▪ EMRS Introduction movie ▪ EMRS Investigation Module Data Entry ▪ EMRS Mapping movie ▪ EMRS Mapping Training ▪ EMRS Overview Briefing ▪ EMRS Roles ▪ Internet Password ▪ Protocol to create and name Instances in EMRS ▪ Tracing Module Instructions Manual ▪ Using EMRS for Routine FAD Investigations ▪ Using EMRS for Routine FAD Investigations Training CD ▪ View Aliases ▪ VS Memo 580.4 (Procedures for investigation a suspected FAD/EDI) ○ Mapping <ul style="list-style-type: none"> ▪ EMRS Mapping Setup Instructions ▪ J2re – 1.3.1 – Install me first ▪ AEJava – Install me second ○ Software <ul style="list-style-type: none"> ▪ Download Free Adobe Acrobat Reader ▪ EpiCurve ▪ EpiCurve Documentation ▪ IntelliView ActiveX install ▪ Internet Explorer 5.5 sp2 windows ▪ Internet Explorer 6 for windows XP only
Status Reports:	Click, to view report attachments, if any are available.
Help Links:	<p>Click, to reveal the Help Menu.</p> <ul style="list-style-type: none"> ○ Investigation Module Data Entry Procedures for task force environments ○ Using EMRS for Routine FAD Investigations ○ Using EMRS for Routine FAD Investigations Training CD ○ Tracing Module Instructions ○ VS Memo 580.4 (Procedures for investigating a suspected FAD/EDI) ○ Version Information ○ User Access & Troubleshooting
Right Now Help Desk:	Click, to open a Help Desk ticket if you have an EMRS problem, or view a list of frequently asked questions, or check your Right Now account.
National Animal Health Emergency Management System (NAHEMS) Guidelines	Click, to view operational guidelines, disease response strategies, and administrative guidelines.
VS Memo 580.4 (Procedures for investigating a suspected FAD/EDI)	Click, to view the latest procedures for investigating a suspected Foreign Animal Disease/Emerging Disease Incident.

b. Investigation Form

The main elements of an Investigation form are labeled in the screen shot below. Definitions of each element follow the screen shot.

The screenshot shows the EMRS interface with the following elements labeled:

- Same Header as Main Menu:** The top navigation bar with tabs for INVESTIGATION, ADMINISTRATION, TASKS, SEARCH, FULL TEXT SEARCH, EXPORT, GIS MAPPING, HELP, and SUGGESTIONS.
- Action Buttons:** A toolbar with icons for EDIT, CREATE LAB SUB, NEW HERD EXAM, CHANGE INVES, REQUEST DEL, and MAIL.
- Breadcrumbs:** A path showing WelcomePage -> Investigation Summary -> Herd Exam Form.
- Form Title Bar:** The header for the 'HERD/FLOCK EXAM FORM' with incident details: Incident: Fad Investigations, Incident Site: Minnesota.
- Form Section Navigation Bar:** A set of tabs for Anim Owner Info, Investigator, Exam Summary, Animal Info, Exams, Diagnosis, Lab view, Files, and All Sections.
- Form Section Title Bar:** The title for the 'Animal Owner Contact Information' section.

The form content includes:

Referral Control Number	07MNADE	Prem ID	ANDERSON
Local ID	anderson	Prem Name	Anderson Bud
Case Classification	Undetermined	Prem Owner	Anderson, Bud
Form Status	COMPLETED	Prem Address	999 157Th St 888 157Th St Lakeville MN, 55155
		Prem County	Ramsey
		Operation Type	Swine Operation
		Prem Org Assoc	BAH

The 'Animal Owner Contact Information' section shows:

Owner's Last Name: Anderson Owner First Name: Bud

Action Buttons:

- **Save** Click, to save your data entry.
- **Help** Click, to get information about the specific form you are filling out. Information could include the use of the form and required fields to fill out.
- **Edit** Click, to modify information in a form.
- **Mail It** Click, to mail someone a link to the form.
- **Check In/Out** Click, to check an employee in and out of a task force assignment,
- **Req.Del** Click, to submit a deletion request for the form, and all descendant documents.
- **Delete Doc** Click, to permanently delete the form and all descendant documents.
- **Create Admin Forms** - Click, to access follow-up forms.

Form Title Bar:

The name of the form is displayed here; in some cases, other related information is also displayed.

Form Section Title Bar:

If the form has more than one section, a form section bar is displayed to separate the sections.

Data Fields:

Data fields are provided for data entry. There are multiple types of fields:

- Scrolling menu field – use scroll bar to navigate to the appropriate choice, click on your choice.
- Drop-down menu field – click on arrow at end of field, click on your choice (might have to scroll also)
- Input field – type information into field.
- Combination input/drop-down menu field – start typing information into the field; a drop-down menu appears from which you can select your choice.

Section 5: System Architecture

Oracle is used for:

- Premises identification creation via direct access to the National Animal Identification System (NAIS).
- Relational reporting capabilities and interconnectivity with other data systems.
- GIS mapping interface (in conjunction with Microsoft SQL Server).

Web client is used for a user interface.

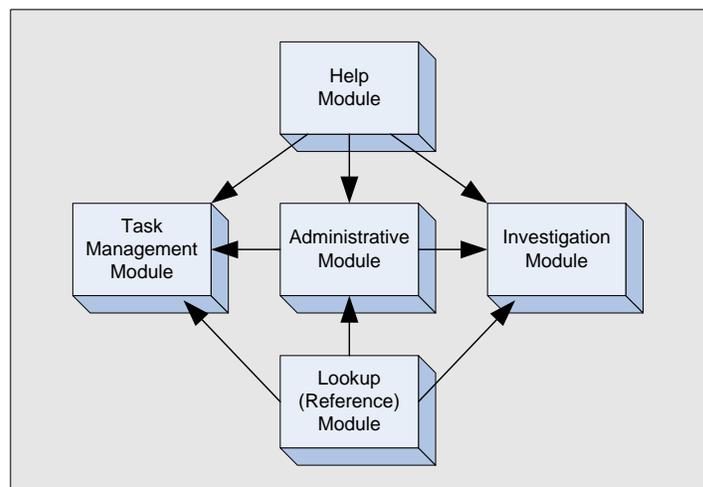
Users can view data through various types of forms and views, attach or upload many types of files (MSWord, scanned, various image types) into most forms, and search for specific text within any attached file.

5.1 EMRS Modules

EMRS uses several modules:

- **Administrative** is used for ordering and managing personnel, as well as equipment and vehicles.
- **Investigative** is used for managing activities or tasks associated with disease control and premises surveillance (includes access to National Premises Identification system and mapping module).
- **Tasking** is used for managing large tasks that may not be directly related to a premises. It also allows you to assign and track completion of documents by serving as an electronic filing cabinet for the documents.
- **Look-up** operates “behind the scenes” for reference list and drop-down menu choices.
- **Help** provides links to information regarding specific fields, forms, FAQs (frequently asked questions), or user instructions.

The diagram below shows the relationship of the modules.

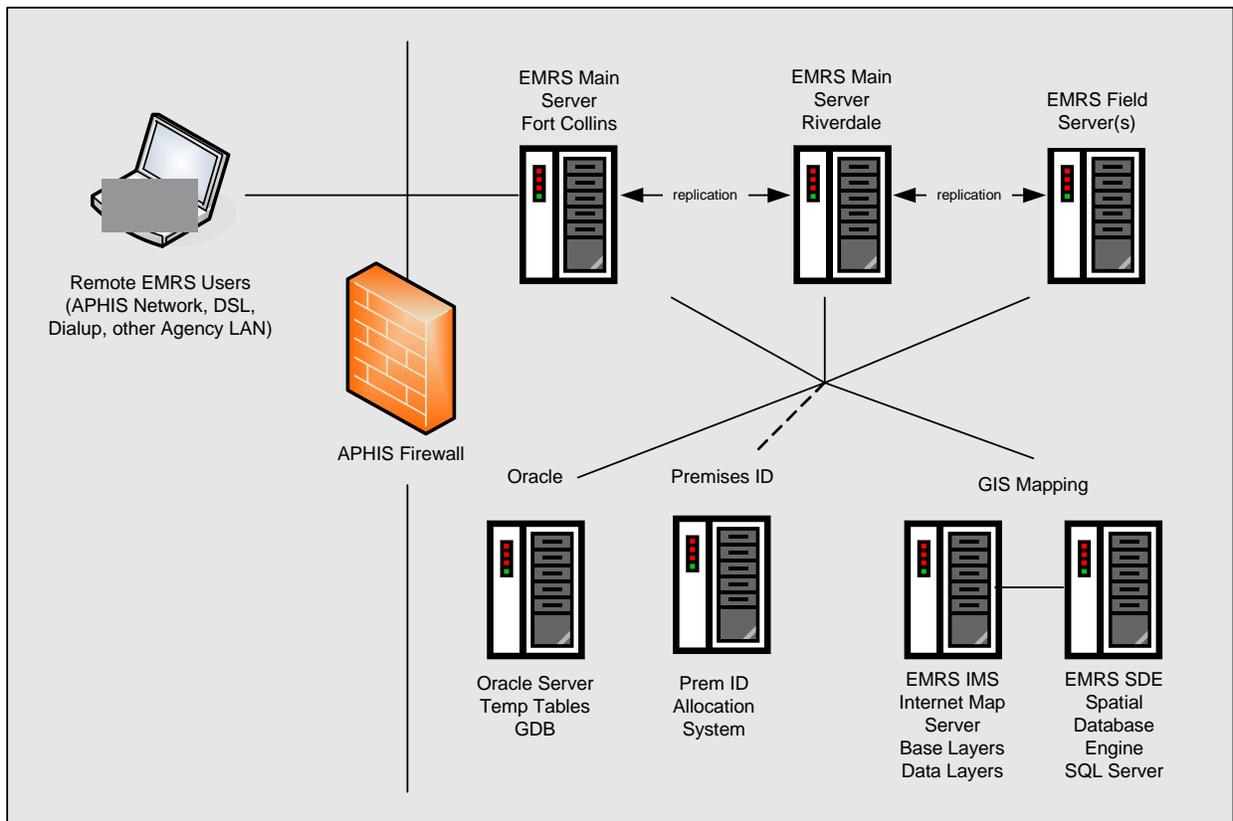


5.2 EMRS Servers

It is possible, through a process known as replication, to maintain copies of an instance of EMRS on several different servers in different locations, ensuring access to the system and nearly real-time backup for all data.

All information entered on one server is copied to the other servers every 15 minutes so you are never at risk of losing more than the last 15 minutes of data entry. Local servers at field locations can be used for increased data entry speed; the data is then sent to servers in other parts of the country where it is available for data analysis without affecting the field server's speed.

The diagram below shows the servers involved in the EMRS and their relationships.



Section 6: Data Security

EMRS has a robust security system allowing many different methods (control lists for groups, individuals, and roles) to control access to various levels of data. This allows the recording of data from many geographic locations into one instance of the system, and through the use of access groups, it can restrict state or region access to only the data from their area.