

EMRS Job Aids for Disease Management Data Entry



United States
Department of
Agriculture

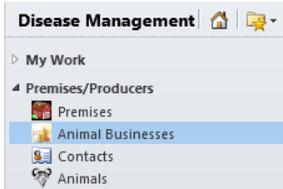
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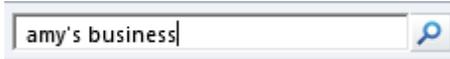
Add Animals to an Animal Business

Description: Add animals that are owned by an animal business.

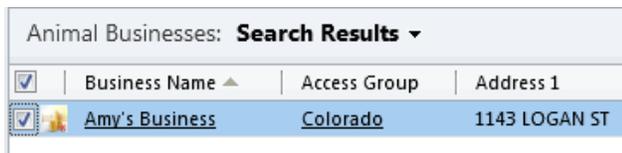
1. Navigate to the Animal Business view grid by selecting **Disease Management – Premises/Producers – Animal Businesses**:



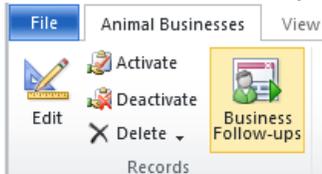
2. Search for the animal business to which you are adding animals by entering search criteria in the search box, for example Business Name or Prem ID. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Animal Businesses ribbon options at the top of the page by selecting (highlighting) the appropriate animal business record in the animal business view grid:



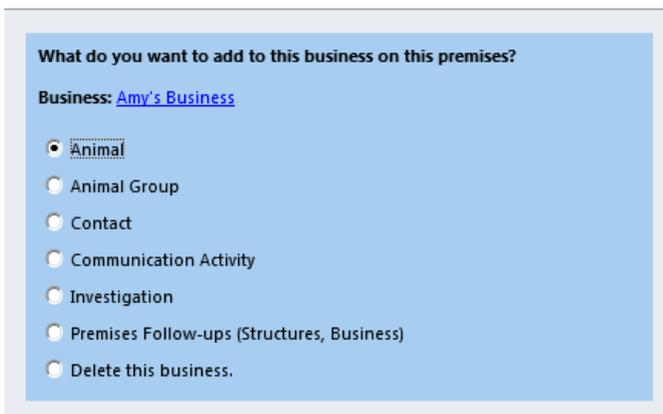
4. Select **Business Follow-ups** in the ribbon:



5. Follow the dialog instructions to add one or more animals to the Business.

Add Follow-ups

Animal Business: Add Follow-ups: What do you want to do?



6. For more information on adding and managing animals, see the [EMRS 2.0 User Manual](#).

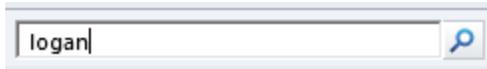
Add an Animal Business to a Premises

Description: Create an animal business on a premises. An animal business is required if there will be an investigation.

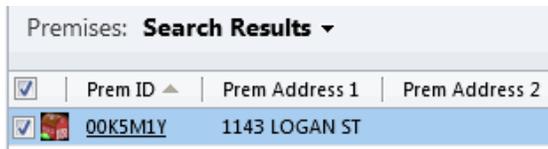
1. Navigate to the Premises view grid by selecting **Disease Management – Premises/Producers – Premises:**



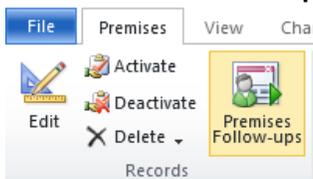
2. Search for the premises to which you are adding an animal business by entering search criteria in the search box, for example Prem ID, Prem Name, or Business Name. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Premises ribbon options at the top of the page by selecting (highlighting) the appropriate premises record in the premises view grid:



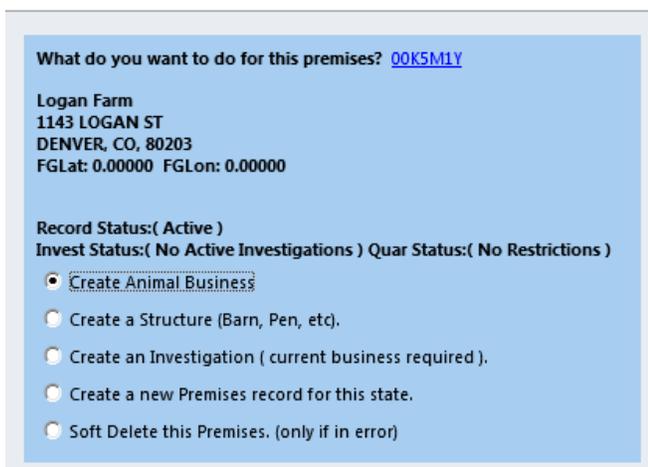
4. Select **Premises Follow-ups** in the ribbon:



5. Follow the dialog instructions to add an animal business to the Premises.

Add Follow-ups

Premises Follow-ups: What do you want to do?



6. For more information on animal business, see the [EMRS 2.0 User Manual](#).

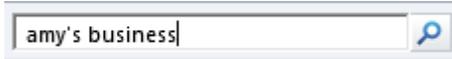
Add Animal Groups to an Animal Business

Description: Add animals as groups, rather than individuals, to an animal business.

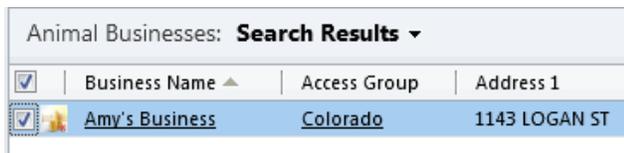
1. Navigate to the Animal Business view grid by selecting **Disease Management – Premises/Producers – Animal Businesses**:



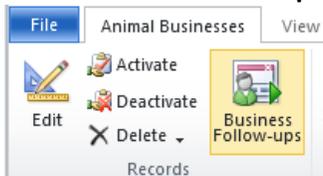
2. Search for the animal business to which you are adding animal groups by entering search criteria in the search box, for example Business Name or Prem ID. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Animal Businesses ribbon options at the top of the page by selecting (highlighting) the appropriate animal business record in the animal business view grid:



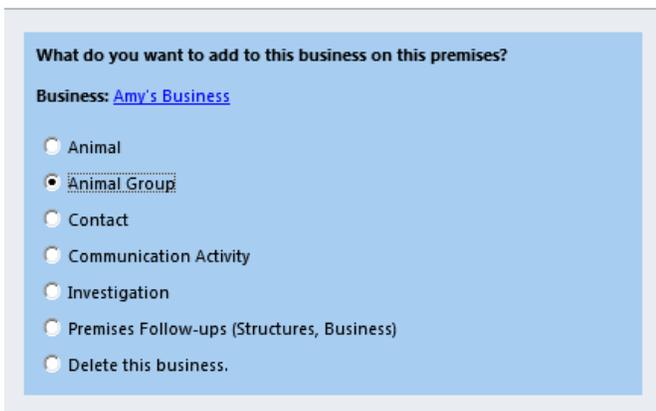
4. Select **Business Follow-ups** in the ribbon:



5. Follow the dialog instructions to add one or more animal groups to the business on the premises.

Add Follow-ups

Animal Business: Add Follow-ups: What do you want to do?

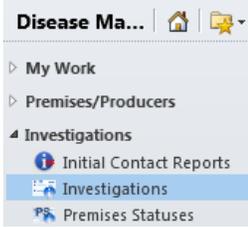


6. For more information on working with animal groups, see the [EMRS 2.0 User Manual](#).

Create an Appraisal

Description: Create an appraisal for an investigation.

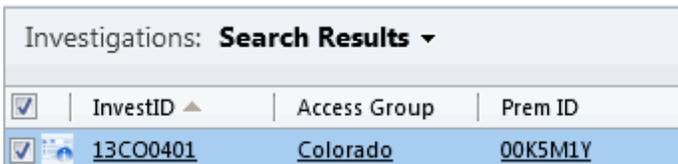
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations:**



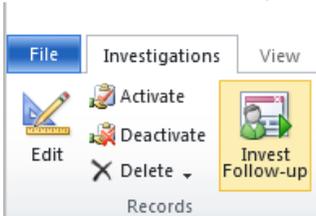
2. Search for the investigation for which you are creating an appraisal by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



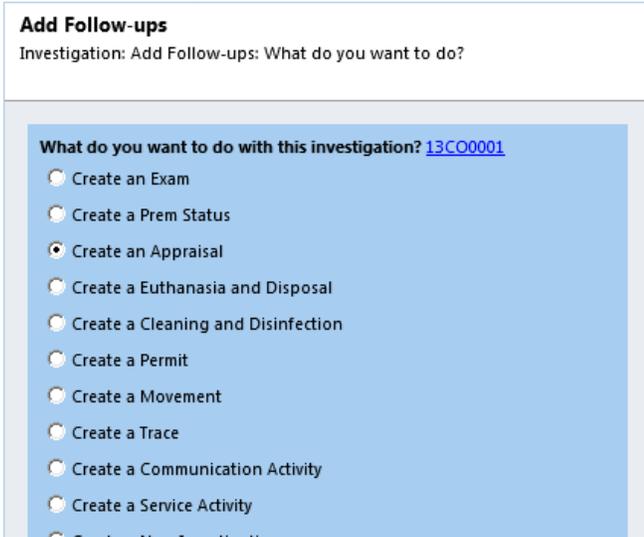
3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:



4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create an Appraisal for the investigation:

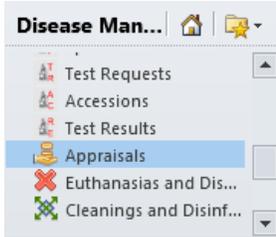


6. For more information on creating an appraisal for an investigation, see the [EMRS 2.0 User Manual](#).

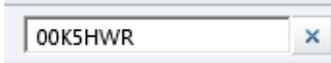
Add Appraisal Details to an Appraisal

Description: Add appraisal details to an appraisal.

1. Navigate to the Appraisals view grid by selecting **Disease Management – Investigations – Appraisals**:



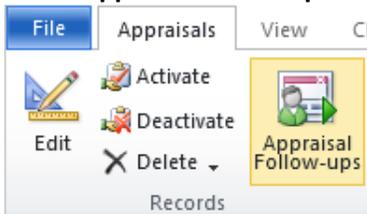
2. Search for the appraisal to which you are adding appraisal details by entering search criteria in the search box, for example Premises or Investigation. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Appraisals ribbon options at the top of the page by selecting (highlighting) the appropriate appraisal record in the appraisals view grid:



4. Select **Appraisal Follow-ups** in the ribbon:



5. Follow the dialog instructions to Add Appraisal Details to the appraisal:

Add Follow-ups

Add Follow-ups: Appraisal: What do you want to do?

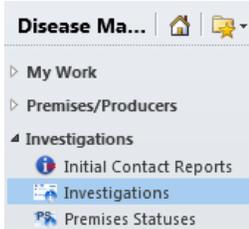


6. For more information on adding appraisal details to an appraisal, see the [EMRS 2.0 User Manual](#).

Create a Cleaning and Disinfection

Description: Create a cleaning and disinfection (C&D) for an investigation.

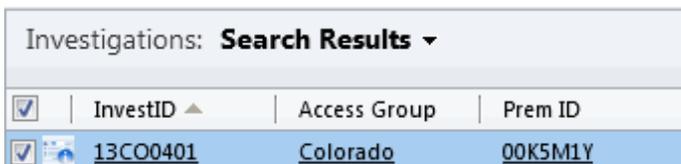
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



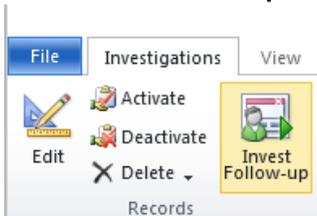
2. Search for the investigation for which you are creating a cleaning and disinfection by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:



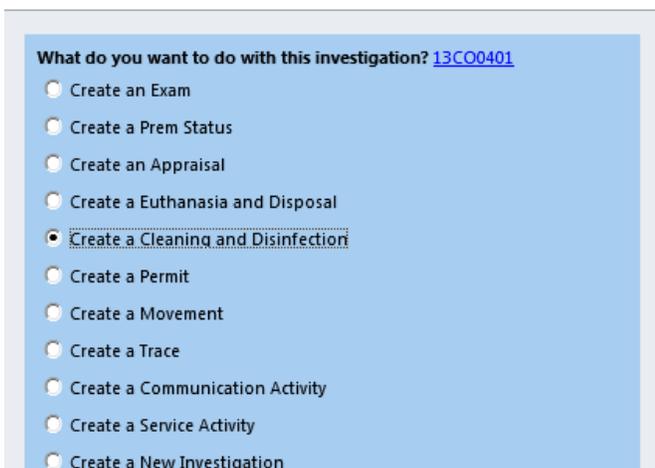
4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a Cleaning and Disinfection for the investigation:

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

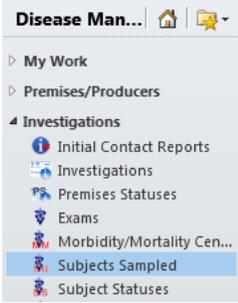


6. For more information on creating a cleaning and disinfection for an investigation, see the [EMRS 2.0 User Manual](#).

Adding Clinical Observations to a Subject

Description: Add clinical observations to a subject on an exam.

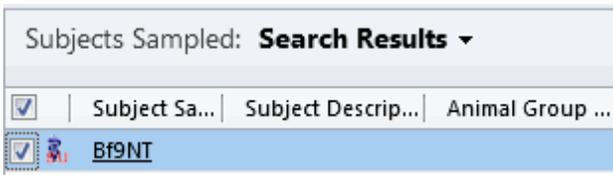
1. Navigate to the Subjects Sampled view grid by selecting **Disease Management – Investigations – Subjects Sampled**:



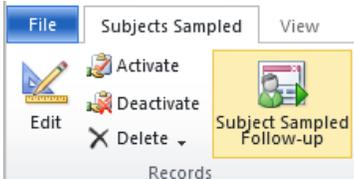
2. Search for the subject to which you are adding clinical observations by entering search criteria in the search box, for example Subject Sampled ID, Animal ID, Premises ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Subjects Sampled ribbon options at the top of the page by selecting (highlighting) the appropriate subject record in the subjects sampled view grid:



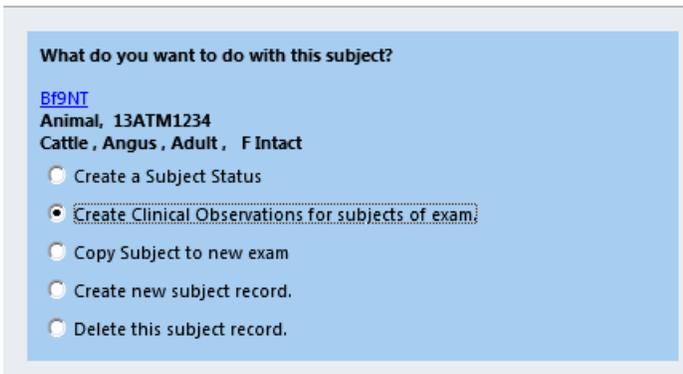
4. Select **Subject Sampled Follow-ups** in the ribbon:



5. Follow the dialog instructions to create or more Clinical Observations for the subject.

Add Follow-ups

Add Follow-ups:Subject Sampled: What do you want to do?

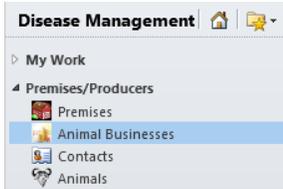


6. For more information on adding Clinical Observations to a subject, see the [EMRS 2.0 User Manual](#).

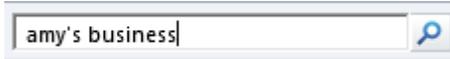
Add Contacts to an Animal Business

Description: Add contacts to an animal business. Every animal business must have one primary contact.

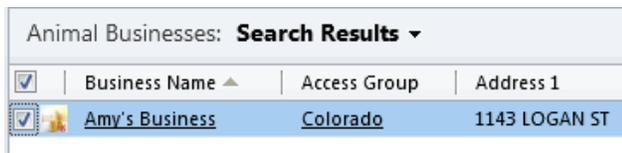
1. Navigate to the Animal Business view grid by selecting **Disease Management – Premises/Producers – Animal Businesses**:



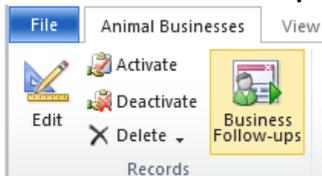
2. Search for the animal business to which you are adding contacts by entering search criteria in the search box, for example Business Name or Prem ID. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Animal Businesses ribbon options at the top of the page by selecting (highlighting) the appropriate animal business record in the animal business view grid:



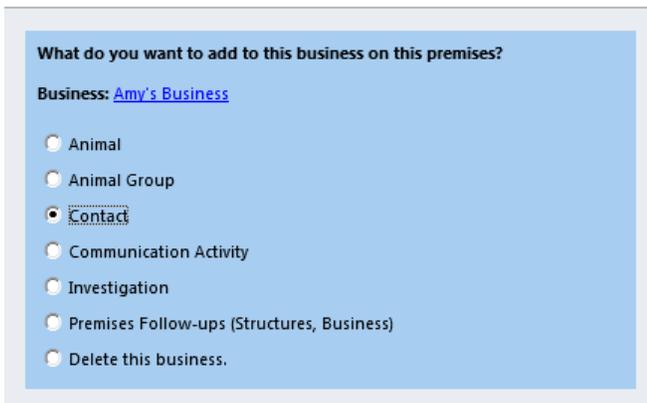
4. Select **Business Follow-ups** in the ribbon:



5. Follow the dialog instructions to add one or more contacts to the Business.

Add Follow-ups

Animal Business: Add Follow-ups: What do you want to do?

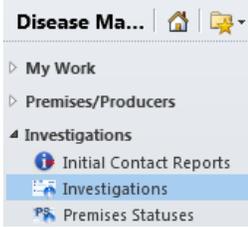


6. For more information on adding and managing contacts, see the [EMRS 2.0 User Manual](#).

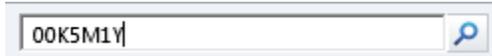
Create a Euthanasia and Disposal

Description: Create a euthanasia and disposal for an investigation.

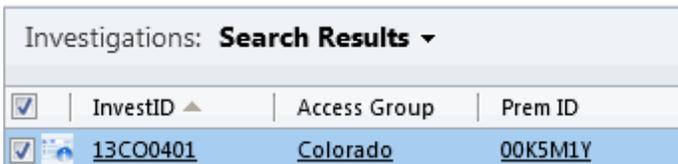
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations:**



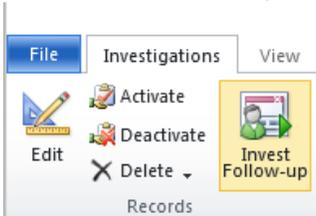
2. Search for the investigation for which you are creating a euthanasia and disposal by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:



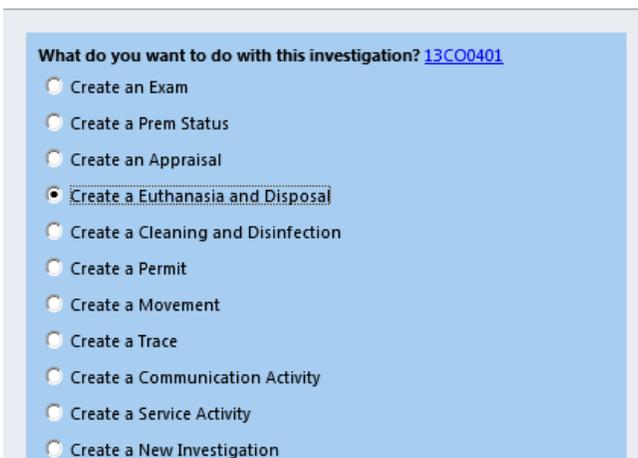
4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a Euthanasia and Disposal for the investigation:

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

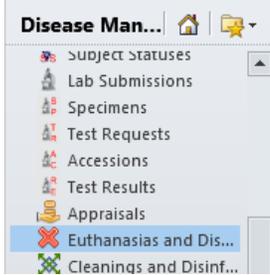


6. For more information on creating a euthansia and disposal for an investigation, see the [EMRS 2.0 User Manual](#).

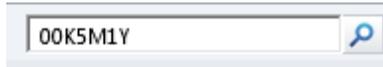
Add Euthanasia and Disposal Details to a Euthanasia and Disposal

Description: Add euthanasia and disposal details to a euthanasia and disposal (E&D).

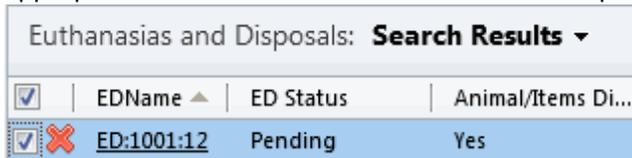
1. Navigate to the Euthanasias and Disposals view grid by selecting **Disease Management – Investigations – Euthanasias and Disposals**:



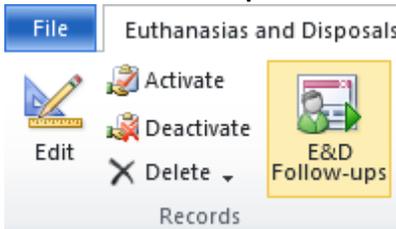
2. Search for the E&D to which you are adding E&D details by entering search criteria in the search box, for example Premises or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Euthanasias and Disposals ribbon options at the top of the page by selecting (highlighting) the appropriate E&D record in the Euthanasias and Disposals view grid:

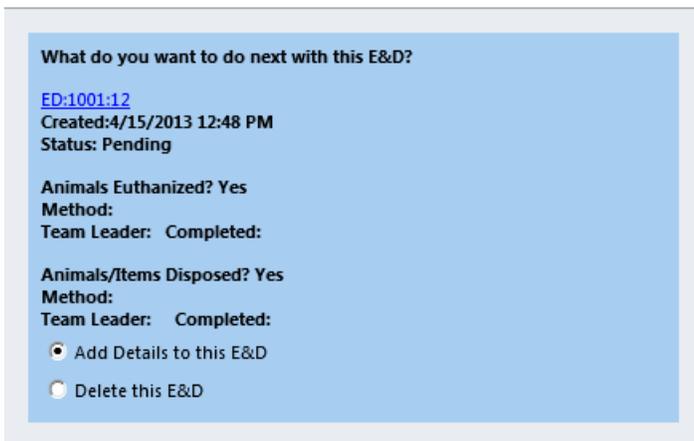


4. Select **E&D Follow-ups** in the ribbon:



5. Follow the dialog instructions to Add Details to this E&D:

Add Follow-ups
Add Follow-ups: E&D

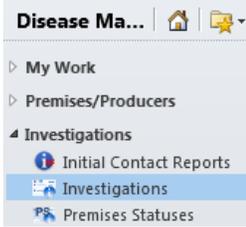


6. For more information on adding E&D details to an E&D, see the [EMRS 2.0 User Manual](#).

Create an Exam

Description: Create an exam record.

1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



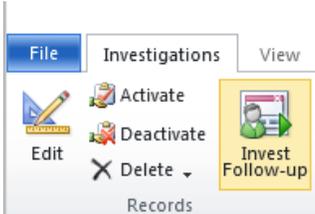
2. Search for the investigation to which you are adding an exam record by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:

Investigations: Search Results ▾			
<input checked="" type="checkbox"/>	InvestID ▲	Access Group	Prem ID
<input checked="" type="checkbox"/>	13CO0401	Colorado	00K5M1Y

4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create an Exam for the investigation:

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

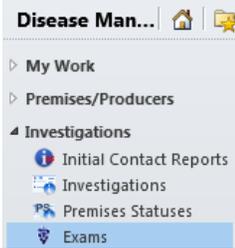


6. For more information on creating an Exam, see the [EMRS 2.0 User Manual](#).

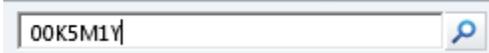
Adding Subjects to an Exam

Description: Add subjects (animals, animal groups, or other items) to an exam.

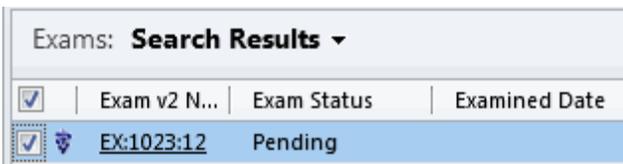
1. Navigate to the Exams view grid by selecting **Disease Management – Investigations – Exams**:



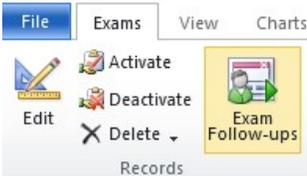
2. Search for the exam to which you are adding subjects by entering search criteria in the search box, for example Exam ID, Prem ID, or Primary Business. You can use an asterisk* for wildcard searches. Select the search icon:



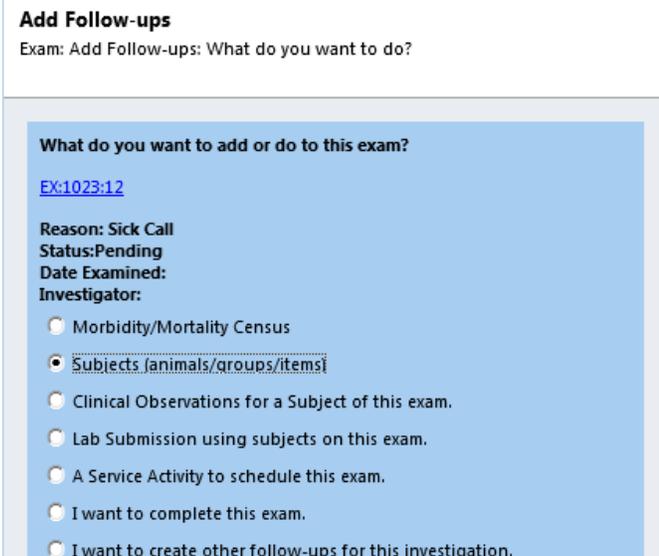
3. Activate the Exams ribbon options at the top of the page by selecting (highlighting) the appropriate exam record in the exams view grid:



4. Select **Exam Follow-ups** in the ribbon:



5. Follow the dialog instructions to add Subjects to the exam:

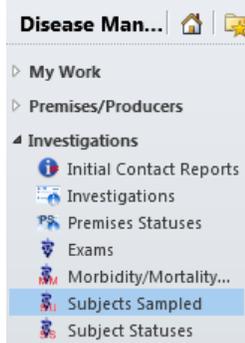


6. For more information on adding Subjects to an exam, see the [EMRS 2.0 User Manual](#).

Create a Subject Diagnosis Status

Description: You must have the DRO role to create a subject diagnosis status. The special DRO role dialog referenced below allows you to create any subject status, including a diagnosis. The other subject status dialog, launched from the Subject Sampled Follow-ups, does not include the diagnosis status.

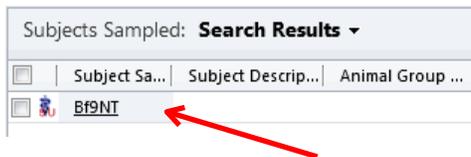
1. Navigate to the Subjects Sampled view grid by selecting **Disease Management – Investigations – Subjects Sampled**:



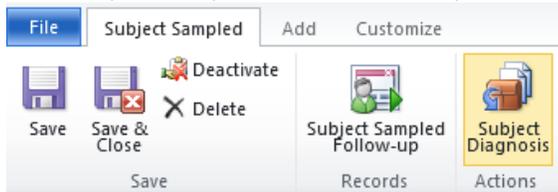
2. Search for the subject to which you are adding a diagnosis status by entering search criteria in the search box, for example Subject Sampled ID, Animal ID, Premises ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



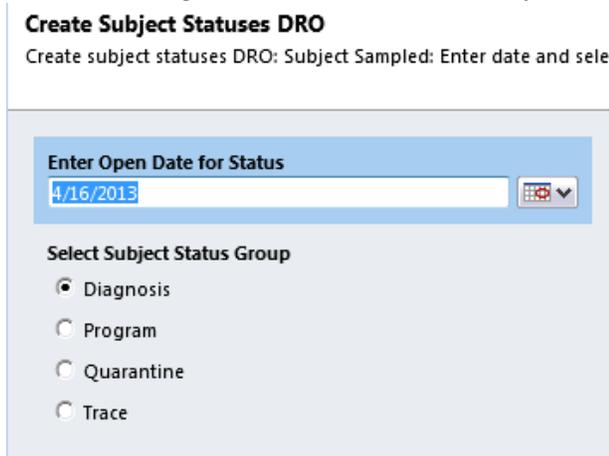
3. Open the Subject Sampled form by selecting the appropriate Subject Sampled ID link in the Subject Sampled column of the Subjects Sampled view grid:



4. In the Subject Sampled ribbon at the top of the form, select Subject Diagnosis:



5. Follow the dialog instructions to Create a Subject Diagnosis Status:

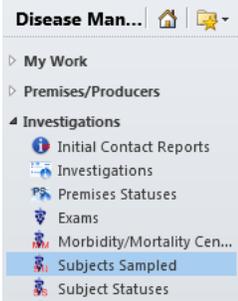


6. For more information on creating a subject diagnosis status, see the [EMRS 2.0 User Manual](#).

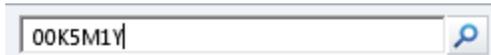
Adding a Subject Status to a Subject

Description: Add a status to a subject on an exam. This is different from adding a status to a premises.

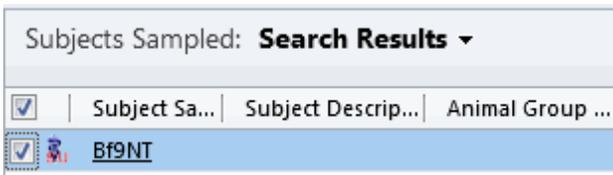
1. Navigate to the Subjects Sampled view grid by selecting **Disease Management – Investigations – Subjects Sampled**:



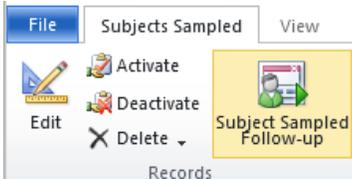
2. Search for the subject to which you are adding a status by entering search criteria in the search box, for example Subject Sampled ID, Animal ID, Premises ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Subjects Sampled ribbon options at the top of the page by selecting (highlighting) the appropriate subject record in the subjects sampled view grid:



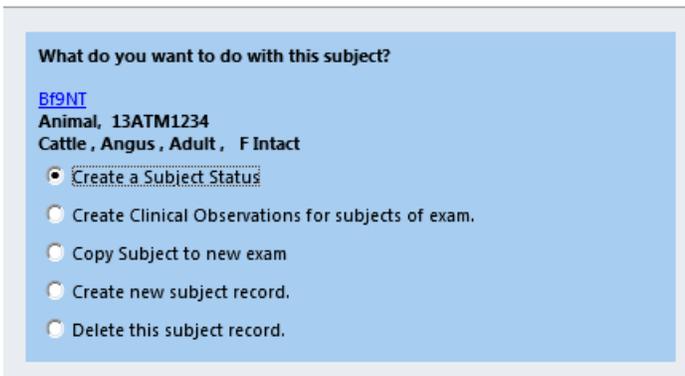
4. Select **Subject Sampled Follow-ups** in the ribbon:



5. Follow the dialog instructions to create a subject status.

Add Follow-ups

Add Follow-ups: Subject Sampled: What do you want to do?

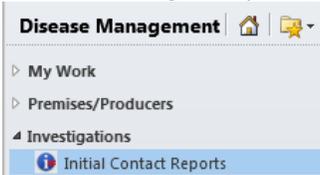


6. For more information on adding a Subject Status to a subject of an exam, see the [EMRS 2.0 User Manual](#).

Create a New Initial Contact Report (ICR)

Description: Create a new Initial Contact Report (ICR) when an incident is reported but there is not sufficient information to determine if an investigation is warranted. An ICR can be converted to an investigation if warranted or closed if an investigation is not warranted.

1. From the navigation pane, open **Disease Management**, then **Investigations**. Select **Initial Contact Reports**:



The Initial Contact Reports view grid opens:

Initial Contact Reports: Pending /Assigned Initial Conta				
<input type="checkbox"/>	IC Report ID	FAD Numb...	Incide...	Premises Name
<input type="checkbox"/>			FAD	
<input type="checkbox"/>			FAD	

2. Activate the Initial Contacts ribbon options at the top of the page by selecting (highlighting) **any** record in the initial contact reports view grid:

Initial Contact Reports: Pending /Assigned Initial Contact Reports ▾					
<input type="checkbox"/>	IC Report ID	FAD Numb...	Incide...	Premises Name	Existing Premises
<input checked="" type="checkbox"/>			FAD	Smith Farm	
<input type="checkbox"/>			FAD		

3. Select **Initial Contact Follow-ups** in the ribbon:



4. Follow the dialog instructions to complete creation of a new Initial Contact Report:

Add Follow-ups

Add Follow-ups: Initial Contact Report: What do you want to do?

What do you want to do with this ICR?

[BFU3B](#)
Status: Pending Incident: FAD Site: Louisiana
Reason: Complaint Type: Abortion
Reported Location:Smith Farm
Reported address: 123 Hwy 1, Lockport,

Linked Premises in EMRS>

- [Create a New Initial Contact Report.](#)
- Link EMRS premises or create new premises.
- Convert this report to an Investigation.
- Close this report without an Investigation.
- Quit this dialog

5. For more information on initial contact reports, see the [EMRS 2.0 User Manual](#).

Close an ICR not Investigated

Description: If an Initial Contact Report was created but it is later determined that an Investigation is not necessary, the ICR can be closed.

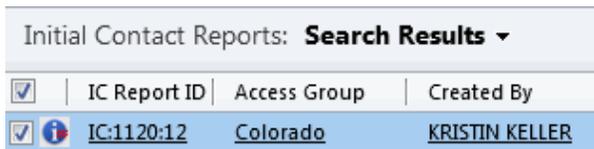
1. Navigate to the Initial Contact Reports view grid by selecting **Disease Management – Investigations – Initial Contact Reports**



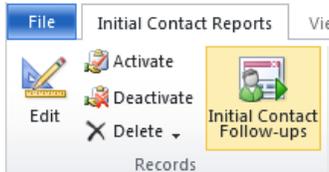
2. Search for the ICR that you want to close by entering search criteria in the search box, for example Existing Premises ID, Premises Name, or FAD Number. You can use an asterisk* for wildcard searches. Select the search icon:



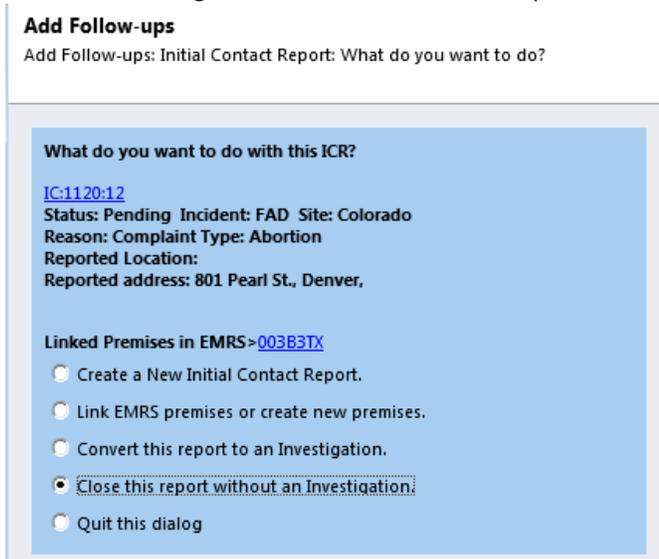
3. Activate the Initial Contact Reports ribbon options at the top of the page by selecting (highlighting) the appropriate ICR in the Initial Contact Reports view grid:



4. Select **Initial Contacts Follow-ups** in the ribbon:



5. Follow the dialog instructions to Close this report without an Investigation:

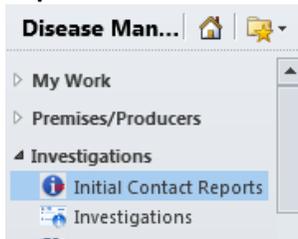


6. For more information on closing an ICR without an Investigation, see the [EMRS 2.0 User Manual](#).

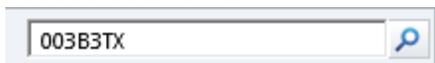
Convert an ICR to an Investigation

Description: If it is necessary to open an Investigation on a premises where an Initial Contact Report (ICR) was created, you can convert the ICR to an Investigation. An ICR can be converted to an Investigation if the ICR is linked to an existing premises record. If the ICR is not linked to an existing premises, the dialog will lead you through linking the premises before converting the ICR to an Investigation.

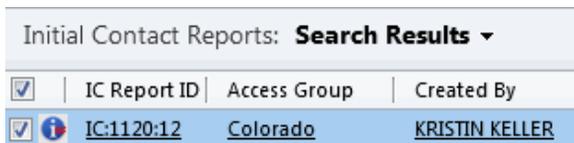
1. Navigate to the Initial Contact Reports view grid by selecting **Disease Management – Investigations – Initial Contact Reports**



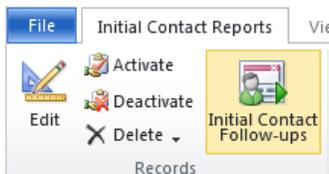
2. Search for the ICR that you want to convert to an Investigation by entering search criteria in the search box, for example Existing Premises ID, Premises Name, or FAD Number. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Initial Contact Reports ribbon options at the top of the page by selecting (highlighting) the appropriate ICR in the Initial Contact Reports view grid:



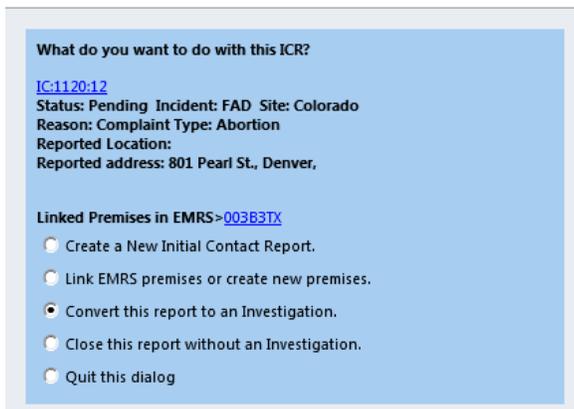
4. Select **Initial Contacts Follow-ups** in the ribbon:



5. Follow the dialog instructions to Convert this report to an Investigation:

Add Follow-ups

Add Follow-ups: Initial Contact Report: What do you want to do?

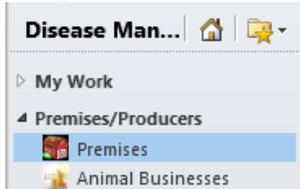


6. For more information on converting an ICR to an Investigation, see the [EMRS 2.0 User Manual](#).

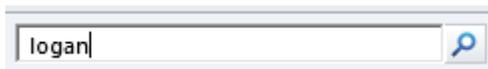
Create a New Investigation

*Description: Create a new Investigation when there is not an Initial Contact Report (ICR). A premises record must exist in EMRS to create a new Investigation. If you do not have premises information, but do have animal business information, you can search for the animal business in the **Disease Management – Premises/Producers – Animal Businesses** view grid and start the Create Investigation dialog from there.*

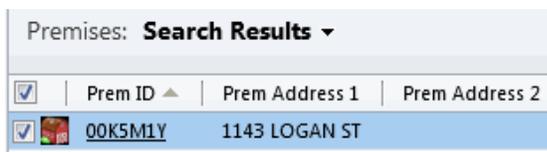
1. Navigate to the Premises view grid by selecting **Disease Management – Premises/Producers – Premises:**



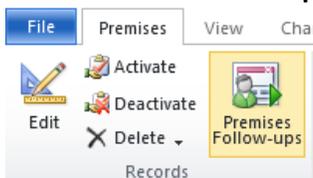
2. Search for the premises to which you are adding an investigation by entering search criteria in the search box, for example Prem ID, Prem Name, or Business Name. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Premises ribbon options at the top of the page by selecting (highlighting) the appropriate premises record in the premises view grid:



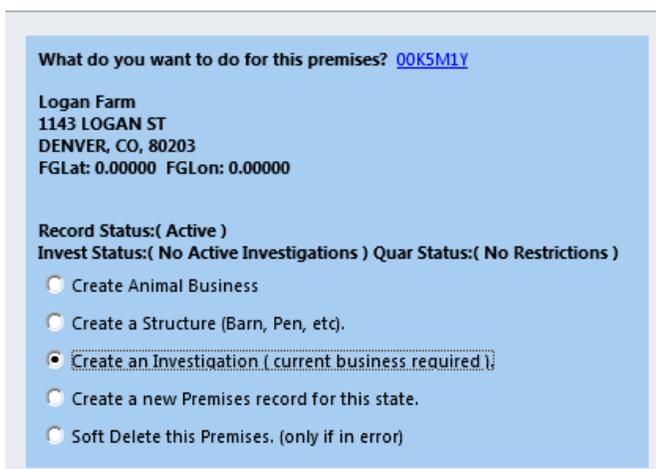
4. Select **Premises Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create an Investigation on the Premises.

Add Follow-ups

Premises Follow-ups: What do you want to do?

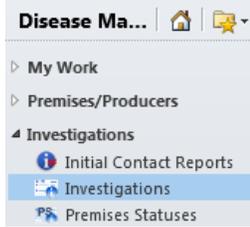


6. For more information on creating an investigation without an ICR, see the [EMRS 2.0 User Manual](#).

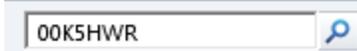
Close an Investigation

Description: Close an Investigation. The DRO role is required to close an investigation.

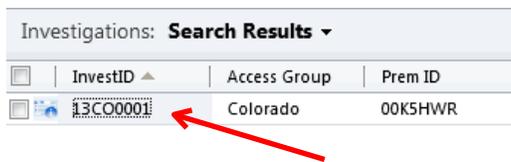
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



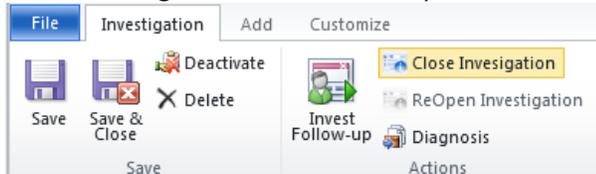
2. Search for the investigation you are closing by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Open the investigation form by selecting the appropriate Investigation ID link in the InvestID column of the Investigations view grid:



4. In the Investigation ribbon at the top of the form, select Close Investigation:



5. Follow the dialog instructions to Close the Investigation:



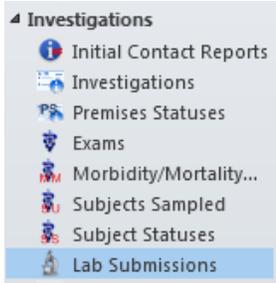
The screenshot shows a dialog box titled 'Close Investigation'. The text inside reads 'Close investigation: Investigation:Close this Investigation?'. Below this is a text box with the date '4/11/2013' and a calendar icon. Underneath is a section titled 'Closing Reason' with two radio button options: 'Disease Mitigation Completed' (selected) and 'FAD Diagnosis Negative'.

6. For more information on closing an investigation, see the [EMRS 2.0 User Manual](#).

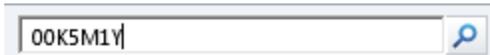
Create an Accession

Description: Create a lab accession number for a lab submission.

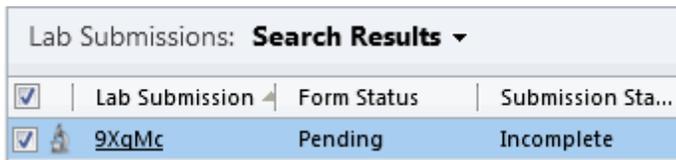
1. Navigate to the Lab Submission view grid by selecting **Disease Management – Investigations – Lab Submissions**:



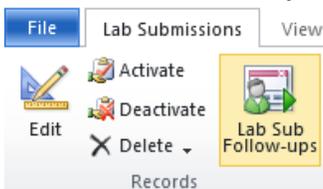
2. Search for the lab submission for which you are creating an accession by entering search criteria in the search box, for example Prem ID, Business Name, or Investigation. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Lab Submissions ribbon options at the top of the page by selecting (highlighting) the appropriate lab submission record in the lab submissions view grid:



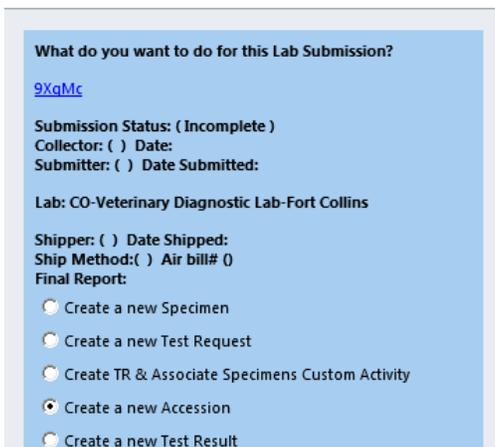
4. Select **Lab Sub Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a new Accession:

Add Follow-ups

Lab Submission: Add Follow-ups: What do you want to do?

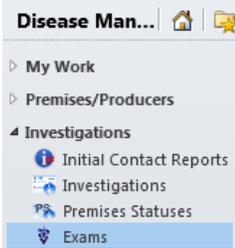


6. For more information on creating accessions, see the [EMRS 2.0 User Manual](#).

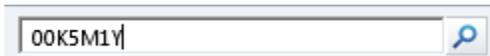
Add a Lab Submission to an Exam

Description: Add a lab submission for subject(s) on an exam.

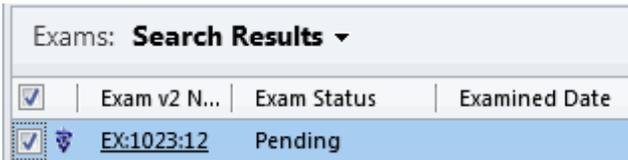
1. Navigate to the Exams view grid by selecting **Disease Management – Investigations – Exams**:



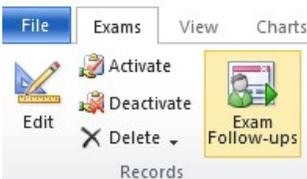
2. Search for the exam to which you are adding a lab submission by entering search criteria in the search box, for example Exam ID, Prem ID, or Primary Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Exams ribbon options at the top of the page by selecting (highlighting) the appropriate exam record in the exams view grid:



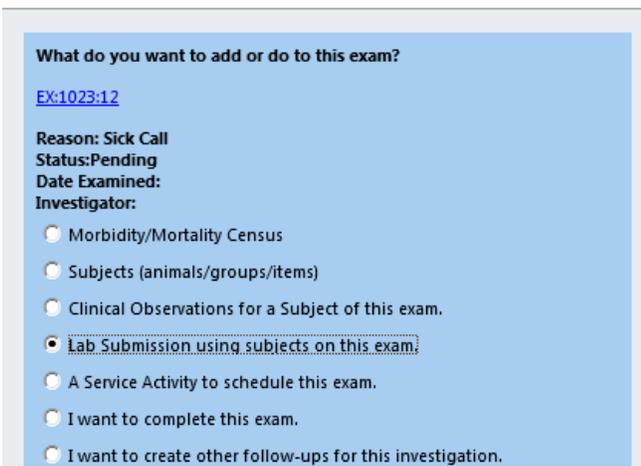
4. Select **Exam Follow-ups** in the ribbon:



5. Follow the dialog instructions to add a Lab Submission using subjects on this exam:

Add Follow-ups

Exam: Add Follow-ups: What do you want to do?

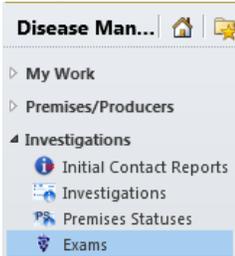


6. For more information on adding a Lab Submission to an exam, see the [EMRS 2.0 User Manual](#).

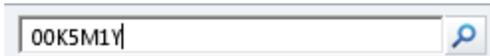
Morbidity/Mortality Census

Description: Create a morbidity/mortality census to record information about the number of sick and dead animals found during an exam.

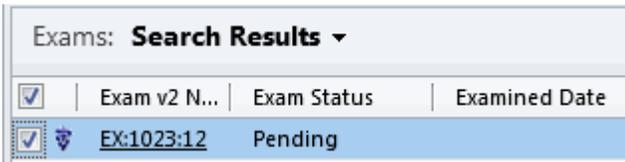
1. Navigate to the Exams view grid by selecting **Disease Management – Investigations – Exams**:



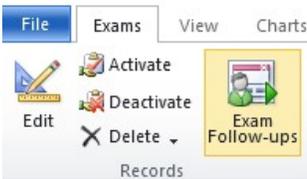
2. Search for the exam to which you are adding a morbidity/mortality census by entering search criteria in the search box, for example Exam ID, Prem ID, or Primary Business. You can use an asterisk* for wildcard searches. Select the search icon:



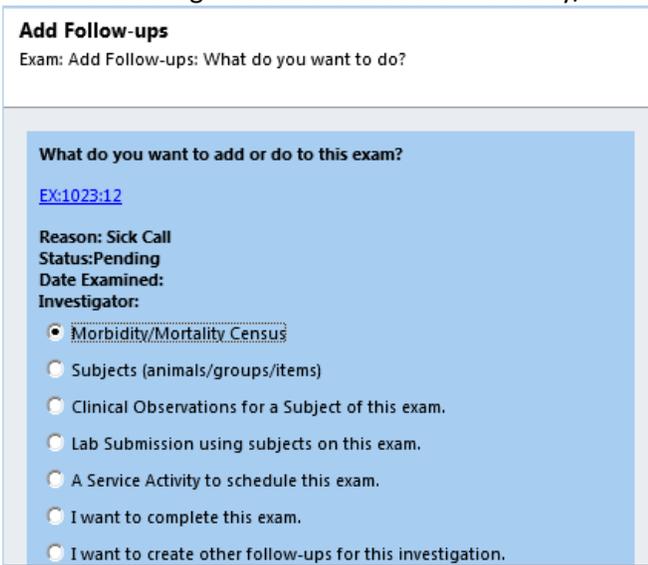
3. Activate the Exams ribbon options at the top of the page by selecting (highlighting) the appropriate exam record in the exams view grid:



4. Select **Exam Follow-ups** in the ribbon:



5. Follow the dialog instructions to add a Morbidity/Mortality Census to the exam:

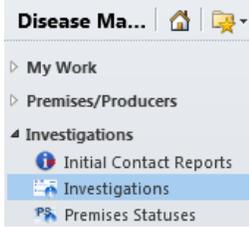


6. For more information on creating a Morbidity/Mortality Census, see the [EMRS 2.0 User Manual](#).

Create a Permit

Description: Create a permit.

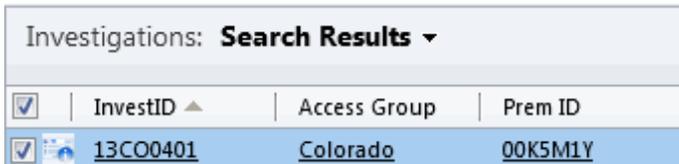
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



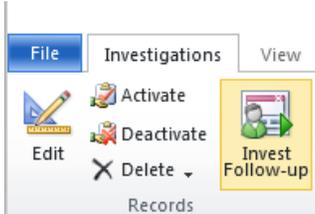
2. Search for the investigation for which you are creating a permit by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:



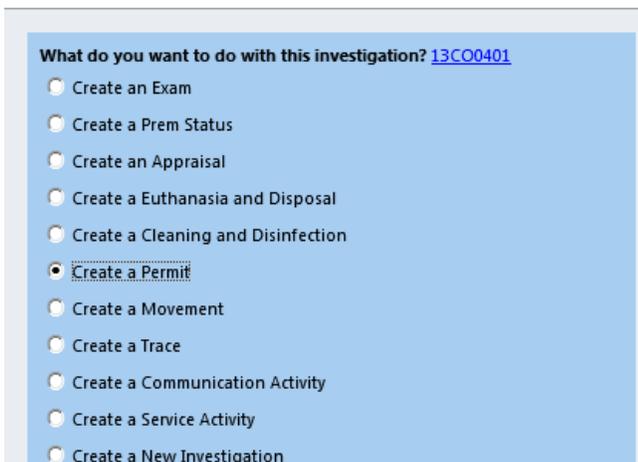
4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a Permit:

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

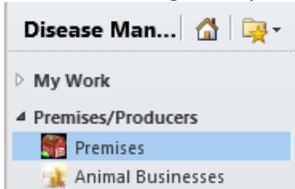


6. For more information on creating a permit, see the [EMRS 2.0 User Manual](#).

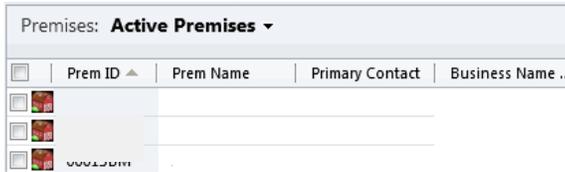
Create a New Premises Record

Description: Create a new premises record if one does not exist in EMRS 2.0.

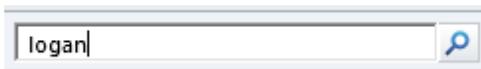
1. From the navigation pane, open **Disease Management**, then **Premises/Producers**. Select **Premises**:



The Premises view grid opens:

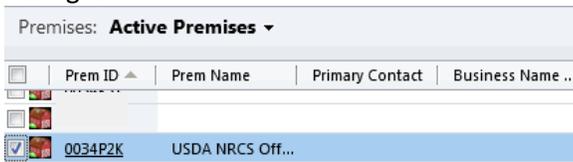


2. Search for the premises by entering search criteria in the search box, for example Prem ID, Prem Name, or Business Name. You can use an asterisk* for wildcard searches. Select the search icon:

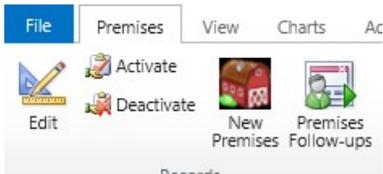


Premises meeting the search criteria will display in the grid. If the premises is not found, you can create a new premises record.

3. Activate the Premises ribbon options at the top of the page by selecting (highlighting) **any** record in the premises view grid:



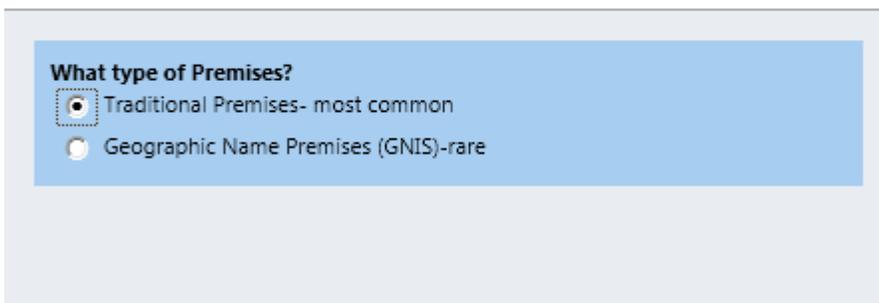
4. Select **New Premises** in the ribbon:



5. Follow the dialog instructions to complete creation of the new Premises record.

Create Premises

Create premises: Premises: Which type

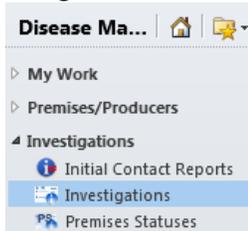


6. For more information on creating premises records, see the [EMRS 2.0 User Manual](#).

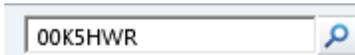
Create a Premises Diagnosis Status

Description: You must have the DRO role to create a premises diagnosis status. The special DRO role dialog referenced below allows you to create any premises status, including a diagnosis. The other premises status dialog, launched from the Investigations Follow-ups, does not include the diagnosis status.

1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



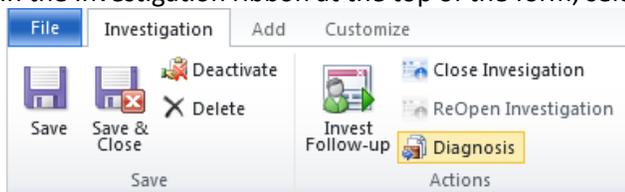
2. Search for the investigation to which you are adding a premises diagnosis status by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Open the investigation form by selecting the appropriate Investigation ID link in the InvestID column of the Investigations view grid:

Investigations: Search Results ▾			
<input type="checkbox"/>	InvestID ▲	Access Group	Prem ID
<input type="checkbox"/>	13CO0001	Colorado	00K5HWR

4. In the Investigation ribbon at the top of the form, select Diagnosis:



5. Follow the dialog instructions to Create a Premises Diagnosis Status:

Add Prem Status DRO

Investigation: Add Prem Status DRO: Display Details select Status:

Continue creating Premises Status for the Investigation and Premises below?
Investigation: [13CO0401](#)
Business: [Amy's Business](#)
Premises: [00K5M1Y](#) Logan Farm

Select Status Group

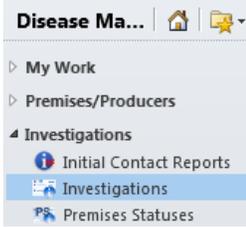
Diagnosis
 Program
 Quarantine
 Surveillance
 Zone

6. For more information on creating a premises diagnosis status, see the [EMRS 2.0 User Manual](#).

Create a Premises Status

Description: Create a premises status on an investigation.

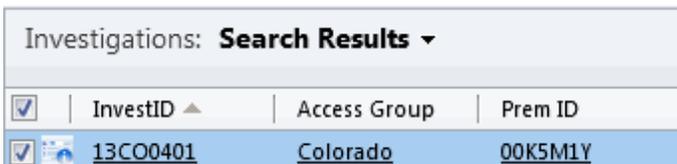
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations:**



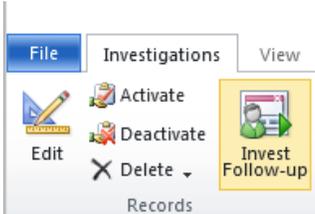
2. Search for the investigation to which you are adding a premises status by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:



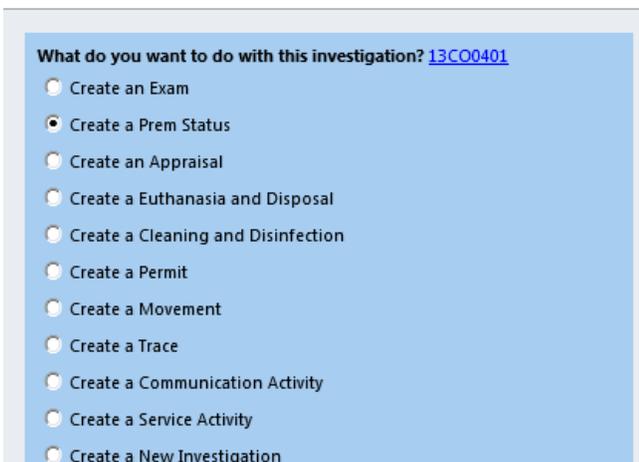
4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a Prem Status for the investigation:

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

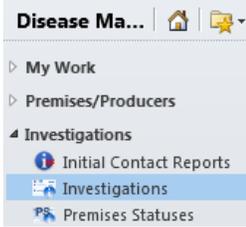


6. For more information on creating a Premises Status, see the [EMRS 2.0 User Manual](#).

Create a Restricted Movement (1-27)

Description: Create a movement.

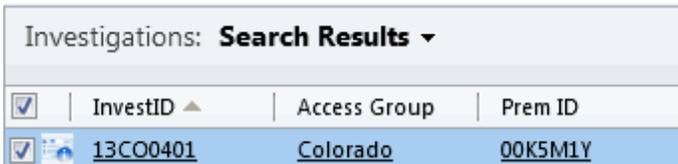
1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



2. Search for the investigation for which you are creating a restricted movement by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:

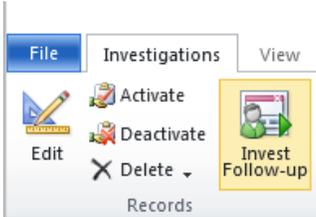


3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:



Investigations: Search Results ▾			
<input checked="" type="checkbox"/>	InvestID ▲	Access Group	Prem ID
<input checked="" type="checkbox"/>	13CO0401	Colorado	00K5M1Y

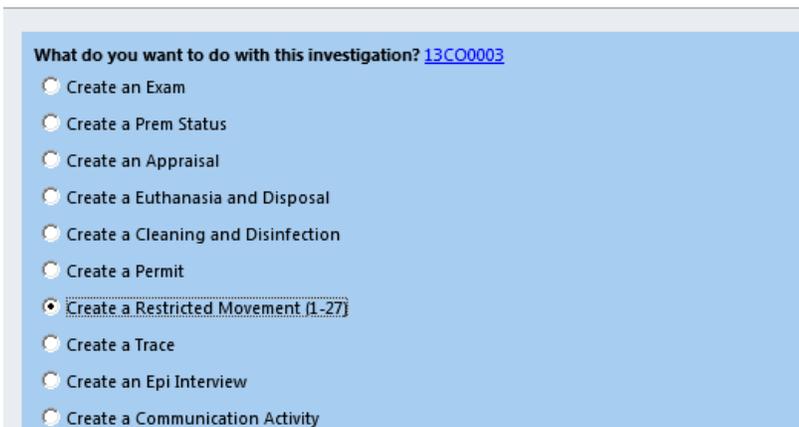
4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a Restricted Movement (1-27):

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

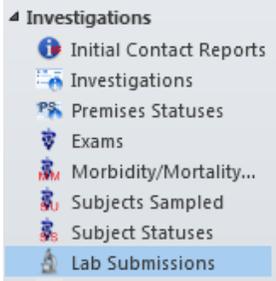


6. For more information on creating a restricted movement, see the [EMRS 2.0 User Manual](#).

Create Specimens for a Lab Submission

Description: Create specimens for a lab submission.

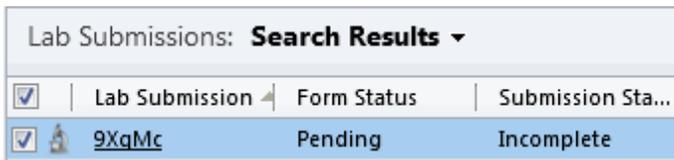
1. Navigate to the Lab Submission view grid by selecting **Disease Management – Investigations – Lab Submissions**:



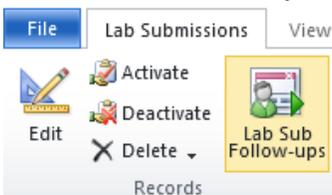
2. Search for the lab submission for which you are creating specimens by entering search criteria in the search box, for example Prem ID, Business Name, or Investigation. You can use an asterisk* for wildcard searches. Select the search icon:



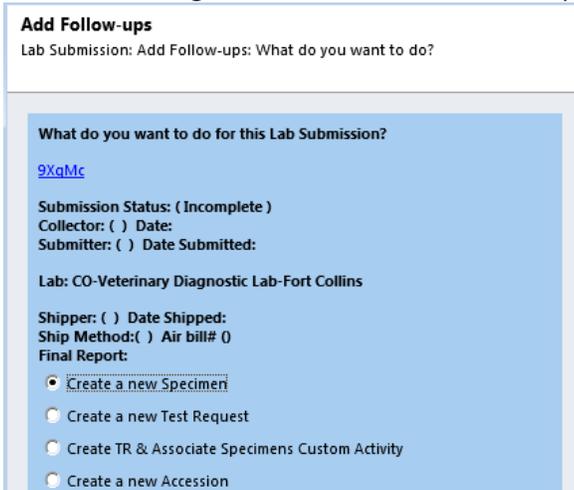
3. Activate the Lab Submissions ribbon options at the top of the page by selecting (highlighting) the appropriate lab submission record in the lab submissions view grid:



4. Select **Lab Sub Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a new Specimen for the Lab Submission:

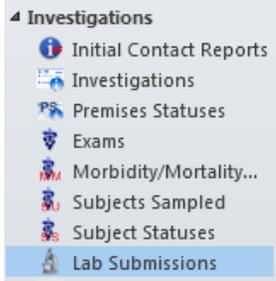


6. For more information on creating Specimens for lab submissions, see the [EMRS 2.0 User Manual](#).

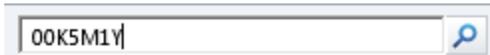
Submit Specimens to a Lab

Description: Submit specimens associated with a test request to a lab.

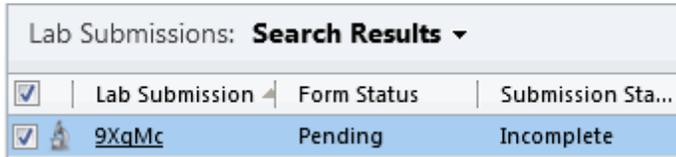
1. Navigate to the Lab Submission view grid by selecting **Disease Management – Investigations – Lab Submissions**:



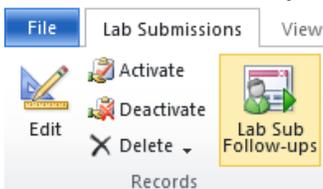
2. Search for the lab submission for which you are submitting specimens to a lab by entering search criteria in the search box, for example Prem ID, Business Name, or Investigation. You can use an asterisk* for wildcard searches. Select the search icon:



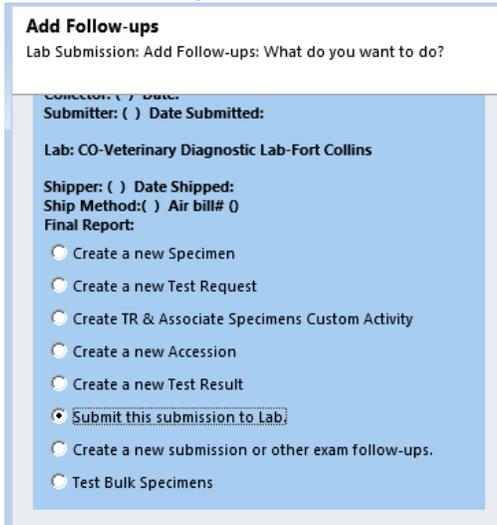
3. Activate the Lab Submissions ribbon options at the top of the page by selecting (highlighting) the appropriate lab submission record in the lab submissions view grid:



4. Select **Lab Sub Follow-ups** in the ribbon:



5. Follow the dialog instructions to Submit to the Lab:



6. For more information on submitting specimens to a lab, see the [EMRS 2.0 User Manual](#).

Add Structures to a Premises

Description: Create a structure, such as a barn or hen house, on a premises.

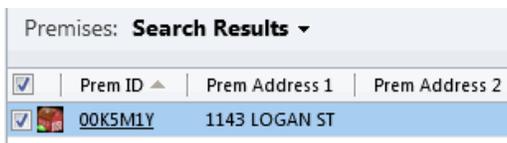
1. Navigate to the Premises view grid by selecting **Disease Management – Premises/Producers – Premises:**



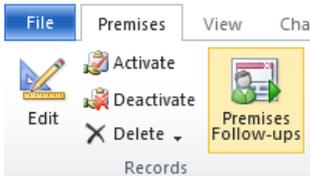
2. Search for the premises to which you are adding structures by entering search criteria in the search box, for example Prem ID, Prem Name, or Business Name. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the premises ribbon options at the top of the page by selecting (highlighting) the appropriate premises record in the premises view grid:



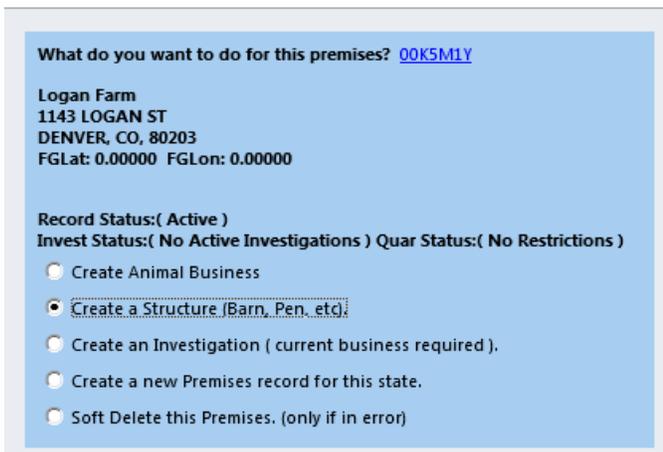
4. Select **Premises Follow-ups** in the ribbon:



5. Follow the dialog instructions to add one or more structures to the Premises.

Add Follow-ups

Premises Follow-ups: What do you want to do?

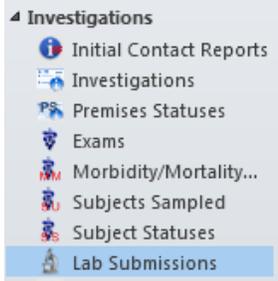


6. For more information on creating a new premises record, see the [EMRS 2.0 User Manual](#).

Create Test Requests for Specimens on a Lab Submission

Description: Create test requests for specimens on a lab submission.

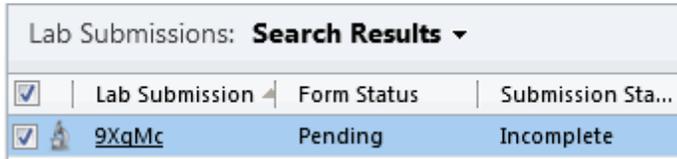
1. Navigate to the Lab Submission view grid by selecting **Disease Management – Investigations – Lab Submissions**:



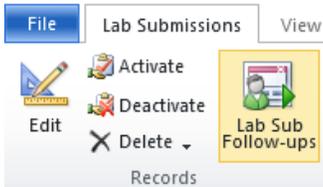
2. Search for the lab submission for which you are creating test requests by entering search criteria in the search box, for example Prem ID, Business Name, or Investigation. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Lab Submissions ribbon options at the top of the page by selecting (highlighting) the appropriate lab submission record in the lab submissions view grid:



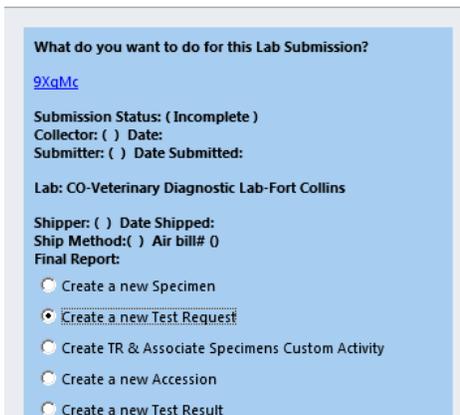
4. Select **Lab Sub Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a new Test Request for the Lab Submission:

Add Follow-ups

Lab Submission: Add Follow-ups: What do you want to do?

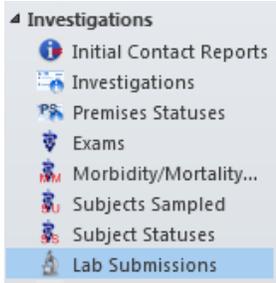


6. For more information on creating Test Requests for lab submissions, see the [EMRS 2.0 User Manual](#).

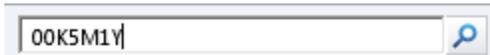
Enter Test Results

Description: Enter test results to a lab submission.

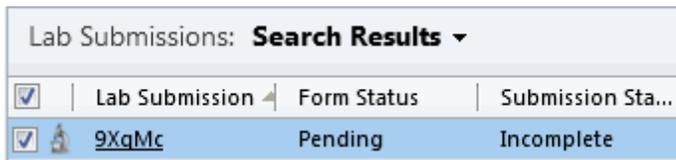
1. Navigate to the Lab Submission view grid by selecting **Disease Management – Investigations – Lab Submissions**:



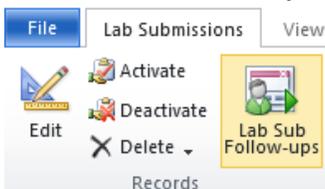
2. Search for the lab submission for which you are entering test results by entering search criteria in the search box, for example Prem ID, Business Name, or Investigation. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Lab Submissions ribbon options at the top of the page by selecting (highlighting) the appropriate lab submission record in the lab submissions view grid:



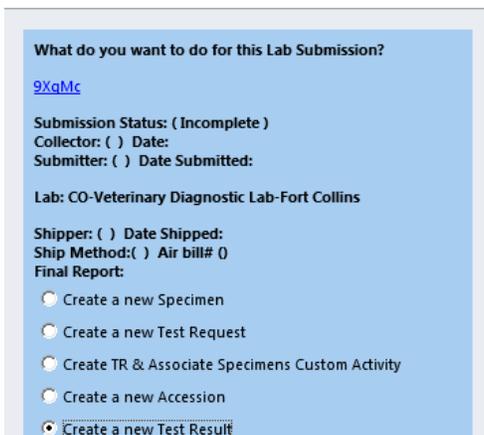
4. Select **Lab Sub Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a new Test Result:

Add Follow-ups

Lab Submission: Add Follow-ups: What do you want to do?

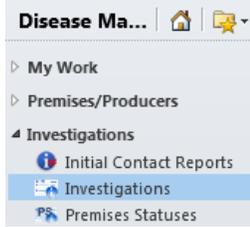


6. For more information on creating test results, see the [EMRS 2.0 User Manual](#).

Create a Trace

Description: Create a trace.

1. Navigate to the Investigations view grid by selecting **Disease Management – Investigations – Investigations**:



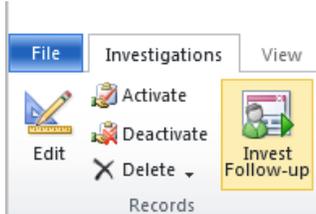
2. Search for the investigation for which you are creating a trace by entering search criteria in the search box, for example Investigation ID, Prem ID, or Animal Business. You can use an asterisk* for wildcard searches. Select the search icon:



3. Activate the Investigations ribbon options at the top of the page by selecting (highlighting) the appropriate investigation record in the investigations view grid:

Investigations: Search Results ▾			
<input checked="" type="checkbox"/>	InvestID ▲	Access Group	Prem ID
<input checked="" type="checkbox"/>	13CO0401	Colorado	00K5M1Y

4. Select **Invest Follow-ups** in the ribbon:



5. Follow the dialog instructions to Create a Trace:

Add Follow-ups

Investigation: Add Follow-ups: What do you want to do?

What do you want to do with this investigation? [13CO0401](#)

- Create an Exam
- Create a Prem Status
- Create an Appraisal
- Create a Euthanasia and Disposal
- Create a Cleaning and Disinfection
- Create a Permit
- Create a Movement
- Create a Trace
- Create a Communication Activity
- Create a Service Activity
- Create a New Investigation

6. For more information on creating a trace, see the [EMRS 2.0 User Manual](#).