

EMRS Quick Start Guide for Tracing Animals without ID



There are 3 primary scenarios for tracing:

- 1) Tracing individual animals or animal groups **with** ID
- 2) Tracing individual animals or animal groups **without** ID
- 3) Tracing items other than animals (milk, eggs, feed, hay/forage, etc.)

Before you can create a trace you must have the Premises, Animal Business, and an Investigation for the proper Incident created in EMRS. Except for slaughter and market trace-backs, affected or infected herds require a Premises Status designating them as “positive” before an Index Trace can be created. Traces entered anywhere other than the initial index premises are entered as Placeholder Traces or by extending index traces.

Traces involving individual animals with unique ID or groups of animals with a group ID should have at least one movement and one animal or group record. Traces involving animals or groups that moved with no ID are entered as items traced without associated movement and animal or group records. Traces involving non-animal items are entered as items traced without associated movement records.

The ability to perform tracing tasks is dependent on user roles. Users who are assigned to a local or district business unit have the necessary data entry and tracing roles to perform tracing tasks for their business unit.

This guide covers tracing animals or animal groups **without** ID. There are additional guides for tracing animals or animal groups **with** ID and for tracing items other than animals (milk, eggs, feed, hay/forage, etc.).

Tracing Animals or Animal Groups without ID

Traces involving animals or groups that moved without ID are entered as items traced. There are no associated movement or animal/group records.

Tracing Animals or Animal Groups without ID Tasks:

- 1) Create a Trace (p. 1)
- 2) Prepare Trace for Transfer (p. 6)
- 3) Transfer Trace to Destination Premises (p. 10)
- 4) Complete a Trace (p. 13)

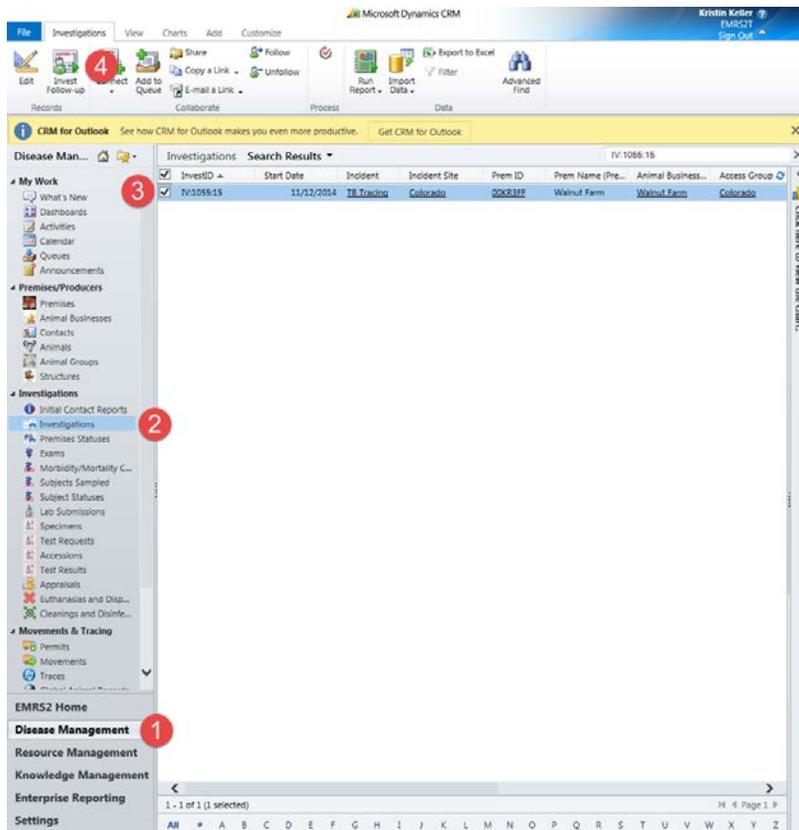
1. Create a Trace

Before you can create a trace you must have the Premises, Animal Business, and an Investigation for the proper incident created in EMRS. Except for slaughter and market trace-backs, affected or infected herds require a Premises Status designating them as “positive” before an Index Trace can be created. *Note: Traces entered anywhere other than the initial index premises are entered as Placeholder Traces or by extending an index trace.*

To create a trace for animals without ID or animal groups without ID, navigate to the Investigations entity.

- 1) Select Disease Management.
- 2) Select Investigations.
- 3) Find and highlight the investigation for which you are creating a trace.
- 4) Select Invest Follow-up in ribbon.

Investigation Follow-up

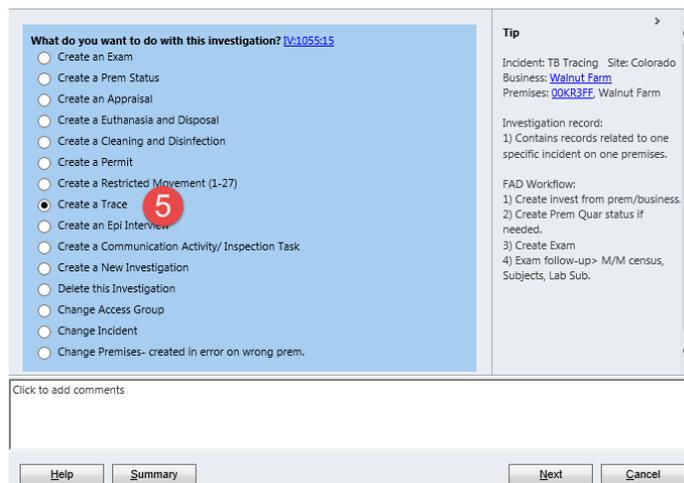


- 5) The Investigation Follow-up dialog box will open. Select Create a Trace

Investigation Follow-up Dialog

Add Follow-ups

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



- 6) Select Index trace from an infected/affected herd. *Note: If this is a placeholder trace being created somewhere other than the index premises, select Placeholder trace.*

Trace Segment

Add Follow-ups
Create New TraceInvest: Creating Index or Placeholder Trace segment?

Create a new trace segment for this investigation ([IV:1055:15](#)).
Normally you will only create a new index trace from an infected/affected premises or a slaughter Traceback at the slaughter plant; otherwise you would continue or split a trace you received from another premises, unless you are creating a placeholder trace starting somewhere in the traceline other than the index herd.

Which type of trace segment are you creating? 6

Index trace from an infected/affected herd.

Placeholder trace somewhere else in the traceline.

If this is a placeholder trace being created somewhere other than the index premises and you know the index premises and have access you can select it here to link to this segment.

Tip

Incident: [TB Tracing](#)
Site: [Colorado](#)
Investigation: [IV:1055:15](#)
Business: [Walnut Farm](#)
Premises: [00KR3FF](#)

Index segments will show the current premises as the index premises, current trace segment as the traceline and will not have a link to a previous trace since they should be the first in the series.

Placeholder segments will not

Click to add comments

- 7) Enter the Trace Coordinator. If you do not assign a Trace Coordinator now, you can use a Trace Follow-up dialog to assign a Trace Coordinator later. A Trace Coordinator must be added before a trace can be completed.
- 8) Select the Traceline Type. This is how this trace segment is considered in relation to the index premises. Are we looking for animals that moved out of the Affected/Infected herd or into that herd?
- 9) Select the Trace Segment Direction. Did the animals you will be adding to this trace segment move forward to the same destination as the trace or is the trace going backwards looking for animals that actually moved into the premises where you are creating the trace?
- 10) Enter a Short Narrative about Trace origination and activities.

New Trace

Add Follow-ups
Create traceInvestigation: Create a new trace for this premises and business.

Trace Coordinator- local resources

 7

Enter Traceline Type- required

Trace out of Positive Herd 8

Trace Segment Direction- important!

Forward 9

Short Narrative about Trace origination and activities.- required 10

10 cows without ID sold to Spanish Oak Farms

Tip

This is the person responsible for gathering the trace information and making sure the trace is properly prepared at the origin.

If this is a trace being managed by an ICP then leave blank and use the trace assignment dialog to assign to incident based resources.

Click to add comments

- 11) Select Origin Trace Priority
- 12) Enter the # Items to Trace. Enter the number of animals if creating a trace for Animals without ID. Enter the number of groups if creating a trace for Groups of Animals (for an animal group without a group identifier).
- 13) Item to Trace. Select Animals without ID if you are tracing individual animals without ID. Select Groups of Animals if you a tracing groups of animals where there is no group identifier.
- 14) Select Primary Species.
- 15) Enter Additional Item Description.

Items Being Traced

Add Follow-ups

Create trace:Investigation: Items being Traced.

The screenshot shows a web form titled "Items Being Traced" under the heading "Add Follow-ups". The form contains several input fields and a text area, with red circular callouts numbered 11 through 15 pointing to specific elements:

- 11: Origin Trace Priority dropdown menu (set to "Regular").
- 12: # Items to Trace text input field (set to "10").
- 13: Item to Trace dropdown menu (set to "Animals without ID").
- 14: Select Primary Species dropdown menu (set to "Cattle").
- 15: Additional Item Description text input field (set to "10 brown cows").

Below the form is a text area labeled "Click to add comments" and a navigation bar with buttons for "Help", "Summary", "Previous", "Next", and "Cancel". A "Tip" box on the right side of the form contains the text: "Approximate shipments ended between the trace origin and trace destination premises."

- 16) Enter the # of individual shipments between the trace origin and trace destination.
- 17) Enter the beginning date for shipment series.
- 18) Enter the ending date for shipment series.

Shipments

Add Follow-ups

Create trace:Investigation: Shipments

The screenshot shows a web form titled "Shipments" under the heading "Add Follow-ups". The form contains three input fields and a text area, with red circular callouts numbered 16 through 18 pointing to specific elements:

- 16: # Individual Shipments between the trace origin and trace destination. -required text input field (set to "1").
- 17: Beginning date for shipment series.- required date input field (set to "11/1/2014").
- 18: Ending date for shipment series.- required date input field (set to "11/1/2014").

Below the form is a text area labeled "Click to add comments" and a navigation bar with buttons for "Help", "Summary", "Previous", "Next", and "Cancel". A "Tip" box on the right side of the form contains the text: "Approximate shipments ended between the trace origin and trace destination premises."

- 19) Enter Name of Destination Premises or Contact.
- 20) Enter Primary Phone.

Trace Destination Site

Add Follow-ups

Create trace:Investigation: Trace destination site & premises name.

<p>Name of Destination Premises or Contact- required <input type="text" value="Spanish Oak Farms"/> 19</p> <p>Primary Phone number for trace destination premises or contact. <input type="text" value="123-456-7890"/> 20</p>	<p>Tip ></p> <p>Destination premises may have more than one contact so it is important to indicate a contact if one is known.</p>
<p>Click to add comments</p>	
<p> <input type="button" value="Help"/> <input type="button" value="Summary"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>	

- 21) Enter Trace Destination Address.
- 22) Enter Trace Destination City.
- 23) Enter Trace Destination State.
- 24) Enter Trace Destination Zip.

Trace Destination Address

Add Follow-ups

Create trace:Investigation: Trace destination address.

<p>Trace Destination Address- required, if unknown then enter Unknown. <input type="text" value="1118 Spanish Oak Ct."/> 21</p> <p>Trace Destination City <input type="text" value="Fort Collins"/> 22</p> <p>Select Trace Destination State- where trace is going. <input type="text" value="CO"/> 23</p> <p>Trace Destination Zip <input type="text" value="80525"/> 24</p>	<p>Tip ></p> <p>This should be the zip where animals were located at trace destination.</p> <p>When you click next it may take 5-10 seconds for next page with new trace to appear.</p>
<p>Click to add comments</p>	
<p> <input type="button" value="Help"/> <input type="button" value="Summary"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>	

You will have an opportunity to review the trace information before creating the trace.

Review Trace

Add Follow-ups
Create Trace- Review Trace Date entered

You are about to create a (Index trace from an infected/affected herd.) of type (Trace out of Positive Herd) for (10) Animals without ID; Cattle to the destination Spanish Oak Farms in the state CO for 1 shipments that began 11/1/2014 and ended 11/1/2014.

Tip >
Click next to create the trace. If you have made an error click previous to back up and make a correction.

Click to add comments

Since you are creating a trace for animals without ID or for a group of animals without a group identifier, you will not create movements for this trace.

25) Select Quit, I am done for now.

Trace Success

Add Follow-ups
Success

You have created a new (Index) trace (Forward) ; (Trace out of Positive Herd) for (10) (Animals without ID) [TC:1031:15](#) from 00KR3FFWalnut Farm to Spanish Oak Farms in Fort Collins, CO.

Tip >

What next?

- Create Movements for this trace .
- Create another Trace for this Premises.
- Quit, I am done for now. **25**

Click to add comments

2. Prepare a Trace for Transfer

Once a trace has been created, it must be processed to “Prepare for Transfer” which shares the trace with the receiving state, if crossing state lines. Currently, it is best if you email a link to the epidemiologist in the receiving state.

To prepare a trace for transfer, navigate to the Traces entity.

- 1) Select Disease Management.
- 2) Select Traces.
- 3) Find and highlight the trace you need to prepare for transfer.
- 4) Select Trace Follow-ups in the ribbon.

Trace Follow-ups

The screenshot displays the Microsoft Dynamics CRM interface for EMRS2. The left-hand navigation pane shows the 'Disease Management' menu item highlighted with a red circle '1'. Below it, the 'Traces' entity is selected with a red circle '2'. The main window shows search results for 'walnut' with a red circle '3' highlighting the search bar. The table below contains the following data:

Incident	Incident Site	Premises	Animal Business...	Investigation	TracesNam...	Item being Trace...	Species Traced	Trace	
<input checked="" type="checkbox"/>	TB Tracing	Colorado	00XR3FF	Wainut Farm	IV105515	TC103115	Animals without...	Cattle	CARL HE

The ribbon at the top includes buttons for 'Trace Follow-ups' (highlighted with a red circle '4'), 'Add to Queue', 'Share', 'Copy a Link', 'E-mail a Link', 'Follow', 'Unfollow', 'Run Report', 'Import Data', 'Export to Excel', and 'Advanced Find'. The status bar at the bottom indicates '1 - 1 of 1 (1 selected)' and 'Page 1'.

- 5) The Add Follow-ups to Trace dialog will open. Select Review/Prepare trace segment for transfer. *Note: If a Trace Coordinator was not assigned when the trace was created, the dialog can be used to assign the Trace Coordinator at any time by selecting Assign/Reassign Trace Coordinator.*

Review/Prepare trace segment for Transfer

Add Follow-ups to Trace
Add Follow-ups: Trace

What do you want to do with this trace? [TC:1031:15](#)

Status: (Assigned) Orig Coord: (CARL HECKENDORF) Start: (11/1/2014 12:00 AM) End: (11/1/2014 12:00 AM) Items: (10,Animals without ID,Cattle, 10 brown cows)

Dest Site: () Dest Prem: () Dest Location: () Dest Investigator: ()

- Create a Trace Movement for this segment.
- Assign/Reassign Trace Coordinator
- Review/Prepare trace segment for Transfer. 5
- Transfer trace segment
- Assign/reassign destination investigator.
- Continue/Split this tracement
- Redirect Trace - wrong destination entered.
- Unload Movements on this Trace

Tip

Incident: [TB Tracing](#)
 Site: [Colorado](#)
 Origin Invest:
 Origin Bus:
 Origin Prem:
 Traces:
 1) Animals, groups or items in or out of premises.
 3) 1 trace between two premises spanning the time period of interest.
 4) Trace movements created from a trace for shipments.
 5) Associate animals/groups premises/global records.

Click to add comments

You will have an opportunity to review the information before continuing to prepare the trace for transfer.

Prepare this trace?

Add Follow-ups to Trace
Prepare trace for transfer: Trace: Prepare this trace?

Prepare this trace for transfer ([TC:1031:15](#)),

Items: (10)
 Item being traced: (Animals without ID, Cattle, 10 brown cows)
 # Shipments (1) Start: (11/1/2014 12:00 AM) End: (11/1/2014 12:00 AM)
 Dest name: (Spanish Oak Farms), Dest State: (CO)

Tip

Incident: [TB Tracing](#)
 Orig Site: [Colorado](#)
 Orig Invest: [IV:1055:15](#)
 Orig Bus: [Walnut Farm](#)
 Orig Prem: [Walnut Farm](#)
 Walnut Farm

This dialog will check for required elements and allow for review of associated "Loaded" movements then will change the status to "Awaiting Transfer". If trace is interstate it will share the trace and movements with destination and move to the destination states trace receiving queue.

Click to add comments

- 6) Enter Trace Destination Access Group
- 7) Enter Trace Destination Incident Site

Destination Access and Incident Site

Add Follow-ups to Trace
Prepare for transfer:Enter Trace Destination Access group and incident site

<p>Trace Destination Access Group- required to share and route to queue. Anticipated Dest State (CO)</p> <p>Colorado</p>	<p>Tip</p> <p>In large incidents there may be multiple sites per state.</p>
<p>Trace Destination Incident Site- required</p> <p>Colorado</p>	<p>Initiation Site: Colorado</p>

Click to add comments

The trace has been prepared for transfer. If the trace is being transferred to a premises in your state (or to a state to which you have access in EMRS), you can continue the dialog to Transfer Trace to Destination Premises (see Task 3, Step 6). If the trace is being transferred to a premises in a state to which you do not have access in EMRS, Quit the dialog.

- 8) Select Quit, I am done.

Prepare Trace for Transfer Success

Add Follow-ups to Trace
Prepare Trace for Transfer:Trace: Success

<p>The trace (TC:103145) to destination location named (Spanish Oak Farms) is now anticipating transfer to the state (CO) and site (Colorado) and if out of state has been shared with the access group of (Colorado)</p> <p>What next?</p> <p><input checked="" type="radio"/> Quit, I am done. 8</p> <p><input type="radio"/> Transfer Trace to Destination Premises (requires access)</p>	<p>Tip</p> <p>Incident: TB Tracing Orig Site: Colorado Orig Bus: Walnut Farm Orig Prem: DOKR3FF Walnut Farm</p>
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Click to add comments

3. Transfer a Trace

Once a trace has been prepared for transfer, the receiving state can Transfer, or connect, the trace to an existing or new investigation on the traced premises for the same incident. Once a trace is transferred and assigned to an investigator, it has a status of “Under Investigation” where it remains while contacts are made to determine if the animals were ever present on the traced premises.

To transfer a trace, navigate to the Traces entity. *Note: if you are continuing the dialog after preparing a trace for transfer, go to step 6.*

- 1) Select Disease Management.
- 2) Select Traces.
- 3) Find and highlight trace you are transferring.
- 4) Select Trace Follow-ups in the ribbon.

Trace Follow-ups

The screenshot shows the Microsoft Dynamics CRM interface. The ribbon at the top has the 'Trace Follow-ups' group selected, with a red circle '4' next to the 'Trace Follow-ups' icon. The left navigation pane has 'Traces' selected under the 'Movements & Tracing' section, with a red circle '2' next to it. The 'Disease Management' section is also visible, with a red circle '1' next to it. The main area shows a search for 'walnut' with one result selected: 'TB Tracing' in Colorado, incident site '00CR3FE', animal business 'Walnut Farm', investigation 'IV1055:15', traces name 'TC1031:15', item being traced 'Animals without...', species traced 'Cattle', and trace ID 'CARLH5'. A red circle '3' is next to this row. The bottom of the screen shows a search bar with '1 - 1 of 1 (1 selected)' and a page indicator 'Page 1'.

- 5) The Add Follow-ups to Trace dialog will open. Select Transfer Trace Segment. *Note: If a Trace Coordinator was not assigned when the trace was created, the dialog can be used to assign the Trace Coordinator at any time by selecting Assign/Reassign Trace Coordinator.*

Transfer Trace Segment

- 6) Select the premises to which the trace is being transferred. *Note: if the premises is not found in EMRS, you will need to create a new premises. Select any premises in the proper state and follow the dialog to create a new premises in the same state as the one selected.*
- 7) Select Proceed to transfer trace to premises selected.

Select Premises

- 8) Select Business. If a premises has more than one business, select the business associated with this trace.
- 9) Select Investigation. If a premises has more than one active investigation, select the investigation associated with this trace.
- 10) Select Trace Investigator. *Note: this is the destination investigator – you can assign the investigator now or later.*
- 11) Enter the Date Destination Investigator assigned.
- 12) Select Destination Priority.

Select Business

Add Follow-ups to Trace
Select Business

Select Business

Spanish Oak Farm: Animal Production 8

Select Investigation

IV:1056:15: :11/12/2014: :Under Investigation 9

Trace Investigator -can be assigned later,

10

Date Destination Investigator assigned.- required if investigator entered.

11

Destination Priority 12

None Determined

Extreme

High

Regular

Low

Tip

This is based on assessment of origin priority and the workload at the destination.

Click to add comments

Help
Summary
Previous
Next
Cancel

The trace has been transferred to the destination investigation.

Transfer Trace Success

Add Follow-ups to Trace
Success

The trace ([IC:1031:15](#)) has been transferred to the destination investigation ([IV:1056:15](#)) on the destination premises ([00KQW09](#))

Tip

Click next to end!

Click to add comments

Help
Summary
Next
Cancel

4. Complete a Trace

Once a trace has been transferred to the destination premises, it has a status of “Under Investigation” where it remains while contacts are made to determine if the animals were ever present on the traced premises. After the information has been gathered:

- If you have a disposition for all animals on the trace, you can **complete the trace segment** (p. 13)
- If your investigation reveals that some or all of the animals on the trace were on the destination premises, but some or all of the animals have moved on to other premises, you will **continue or split the trace** (p. 15)
- If your investigation determines that the animals were never on the destination premises, and you have information about a different premises to which the animals were sent, you will **redirect the trace** (p. 20)

COMPLETE THIS TRACE SEGMENT OR EDIT COMPLETED

If you have a disposition for all animals on the trace, you can complete the trace segment. To complete the trace, navigate to the Trace entity.

- 1) Select Disease Management
- 2) Select Traces.
- 3) Find and highlight the trace you are completing.
- 4) Select Trace Follow-ups in the ribbon.

Trace Follow-ups

The screenshot displays the Microsoft Dynamics CRM interface. The ribbon at the top contains the 'Trace Follow-ups' button, which is highlighted with a red circle 4. The left-hand navigation pane shows the 'Disease Management' menu item highlighted with a red circle 1. The 'Traces' entity is selected in the navigation pane, highlighted with a red circle 2. The search bar at the top right contains the text 'walnut'. The main table displays search results for traces, with the first row selected and highlighted with a red circle 3. The table columns are: Incident, Incident Site, Premises, Animal Business..., Investigation, TracesNam..., Item being Trace..., Species Traced, and Trace. The selected row contains the following data: TR_Tracing, Colorado, DOKR8ZF, Walnut Farm, TV105545, TC103115, Animals without..., Cattle, and CABL_HF.

Incident	Incident Site	Premises	Animal Business...	Investigation	TracesNam...	Item being Trace...	Species Traced	Trace
TR_Tracing	Colorado	DOKR8ZF	Walnut Farm	TV105545	TC103115	Animals without...	Cattle	CABL_HF

- Select Complete this trace segment or edit completed

Complete this trace segment or edit completed

Add Follow-ups to Trace

Add Follow-ups: Trace

What do you want to do with this trace? [TC103115](#)

Status: (Under Investigation) Orig Coord: (CARL HECKENDORF) Start: (11/1/2014 12:00 AM) End: (11/1/2014 12:00 AM) Items: (10,Animals without ID,Cattle, 10 brown cows)

Dest Site: () Dest Prem: () Dest Location: () Dest Investigator: ()

- Create a Trace Movement for this segment.
- Assign/Reassign Trace Coordinator
- Review/Prepare trace segment for Transfer.
- Transfer trace segment
- Assign/reassign destination investigator.
- Continue/Split this traceline
- Redirect Trace - wrong destination entered.
- Unload Movements on this Trace
- Complete this trace segment or edit completed. **5**
- Change Trace Relationships
- Delete this Trace

Tip

Incident: [TB Tracing](#)

Site: [Colorado](#)

Origin Invest:

Origin Bus:

Origin Prem:

Traces:

1) Animals, groups or items in or out of premises.

3) 1 trace between two premises spanning the time period of interest.

4) Trace movements created from a trace for shipments.

5) Associate animals/groups premises/global records.

Click to add comments

- Enter the date this trace segment was completed.
- Enter the number of animals on this trace never received.
- Enter the number of items on this trace that were located on the destination premises.
- Enter the number of items on this trace determined to have moved thru destination premises.
- Enter the number of items on this trace determined untraceable at the destination premises.
- Enter a Trace Close Status.
- Enter Trace Close Comments.

Trace Summary

Add Follow-ups to Trace

Complete Trace:Trace: Non-Animal/Animal Group Trace Summary

Trace [TC103115](#)

Item Traced: (10 Cattle Animals without ID 10 brown cows) Current Status (Under Investigation)

Enter date this segment was completed.

11/13/2014 **6**

of animals on this trace never received.

0 **7**

of items on this trace that were located on the destination premises.

6 **8**

items on this trace determined to have moved thru destination premises.

4 **9**

items on this trace determined untraceable at the destination premises.

0 **10**

Enter a Trace Close Status

Animal Located- Herd Test Required, ;Trace **11**

Enter Trace Close Comments

6 cows from Walnut Farm located on Spanish Oak Farm. The 4 remaining cows were on Spanish Oak and were sold to Wyoming Cattle Ranch in Laramie, Wyoming. **12**

Click to add comments

You will have an opportunity to review the information before completing the trace.

Complete Trace Review

Add Follow-ups to Trace
Complete Trace: Review

<p>To complete the trace (TC103115) for (10 , Cattle,Animals without ID) of type (Index, Trace out of Positive Herd) on (11/13/2014) and remove from the queue listed below click next.</p> <p># Not Received (0) # Located (6) # Moved On (4) # Not Traceable (0) <input checked="" type="radio"/> Trace (Active) (Colorado)</p>	<p>Tip</p> <p>Incident: TB Tracing Origin Site: Colorado Origin Invest: IV:1055:15 Origin Prem: 00KR3FF Origin Bus: Walnut Farm Dest Site: Colorado Dest Invest: IV:1056:15 Dest Prem: 00KQW09 Dest Bus: Spanish Oak Farm</p>
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Click to add comments

The trace segment is completed. **Remember, this is for this segment only. If the trace was continued or split, or the trace needs to be redirected, those segments will need to be prepared for transfer, transferred, and completed.**

Complete Trace Success

Add Follow-ups to Trace
Complete Trace:Trace: Success

<p>You have completed the trace (TC103115) on (11/13/2014 12:00 AM) and removed it from the queue.</p> <p>Closing Status (Animal Located- Herd Test Required)</p> <p># Not Received (0) # Located (6) # Moved on (4) # Untraceable (0)</p>	<p>Tip</p> <p>These are summary numbers for this segment only!</p>
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Click to add comments

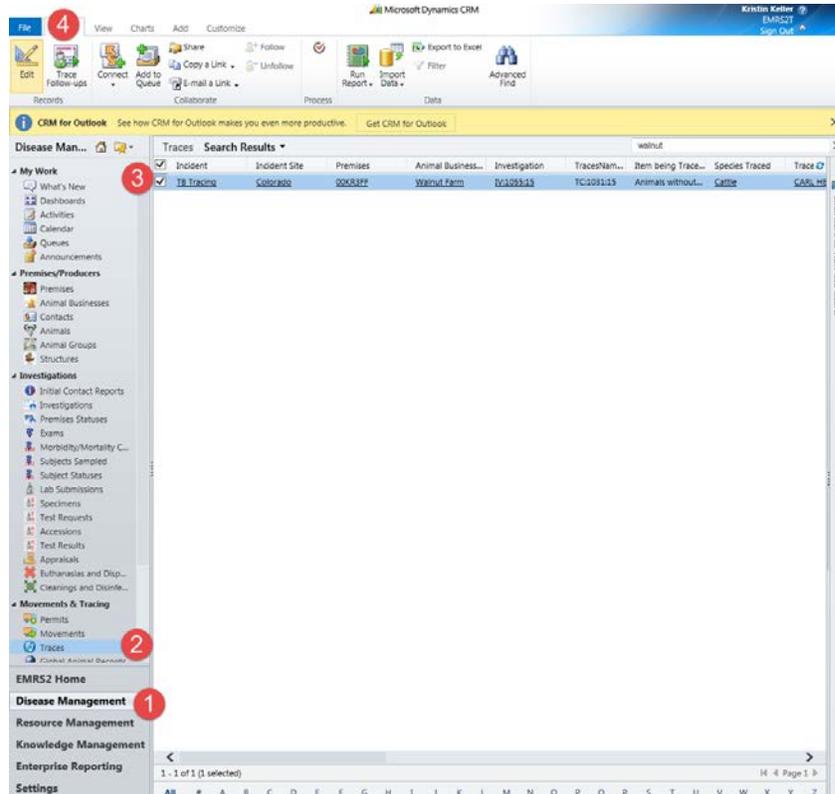
CONTINUE/SPLIT TRACE

If your investigation reveals that some or all of the animals on the trace were on the destination premises, but some or all of the animals have moved on to other premises, you will continue or split the trace. Continue the trace if all of the animals moved on to the same new premises. Split the trace if some animals stayed on the destination premises and others moved on **or** if all of the animals moved on, but went to more than one premises. You will create as many new “split” traces as premises that received animals.

To continue or split a trace, navigate to the Trace entity.

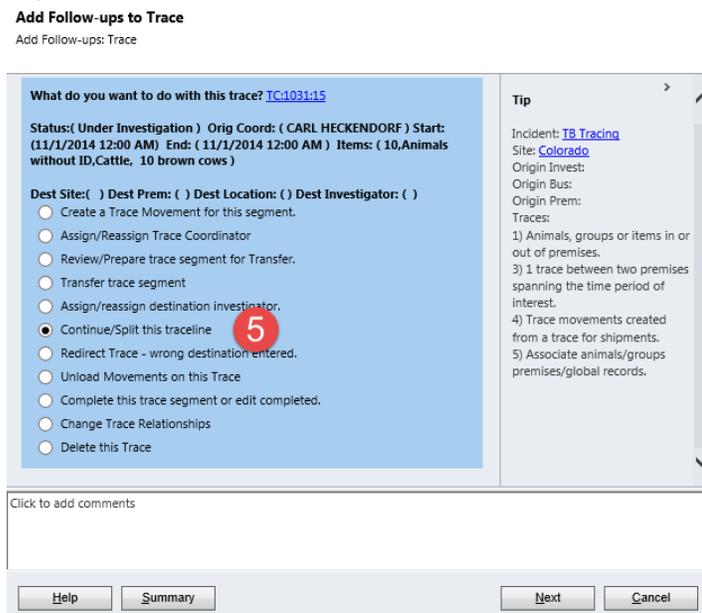
- 1) Select Disease Management
- 2) Select Traces.
- 3) Find and highlight the trace you need to continue or split.
- 4) Select Trace Follow-ups in the ribbon.

Trace Follow-ups



- 5) Select Continue/Split this traceline.

Continue/Split this traceline



You will have an opportunity to review the information before continuing/splitting the trace

Continue Traceline

Add Follow-ups to Trace

Continue/Split Traceline: Trace: Continue Traceline

Continue this traceline from the current trace destination premises ([00KQW09](#), Spanish Oak Farm), with the Index Premises as ([00KR3FF](#)) this trace segment ([TC:1031:15](#)) will be the previous segment for traces created from this trace.

Tip
Incident: [TB Tracing](#)
Trace Dest Site: [Colorado](#)
Trace Dest Invest: [IV:1056:15](#)
Trace Destination should be the same as the current premises you are working with and where you will extend or split this trace which will make the current premises the origin of the next trace segment.

Click to add comments

[Help](#) [Summary](#) [Next](#) [Cancel](#)

- 6) Select the Trace Coordinator. *Note: You can select the Trace Coordinator now or later.*
- 7) Enter a Short Narrative Trace for trace segment.

Create new trace

Add Follow-ups to Trace

Create trace:Investigation: Create a new trace for this premises and business.

Trace Coordinator- local resource
 [CARL HECKENDORF](#)

Short Narrative Trace for trace segment.- required, previous trace narrative already added, just include your findings.
TC:1031:15: 10 cows without ID sold to Spanish Oak Farms; 6 cows found on Spanish Oak Farms; 4 cows moved on to a premises in Wyoming.]

Tip
If doing multiple traces write a narrative then copy and paste narrative in subsequent traces.
Previous Segment Narrative (TC:1031:15):

Click to add comments

[Help](#) [Summary](#) [Next](#) [Cancel](#)

- 8) Enter Origin Trace Priority.
- 9) Enter the number of items to Trace. This number will be the total number of animals on the trace if all the animals moved on to this new premises. The number will be less than the total if there are splits. Enter the number of animals that moved on to this new premises.
- 10) Enter Additional Item Description.

Items Being Traced

Add Follow-ups to Trace

Create trace\Investigation: Items being Traced.

The screenshot shows a web form titled "Add Follow-ups to Trace" for "Items being Traced". It features three input fields: "Origin Trace Priority" (a dropdown menu with "Regular" selected), "# Items to Trace" (a text box with "4" entered), and "Additional Item Description" (a text box with "4 cows sold to a premises in Wyoming" entered). A "Tip" box on the right contains the text: "Previous description of traced items: 10 brown cows". At the bottom, there are buttons for "Help", "Summary", "Previous", "Next", and "Cancel". Red callout circles with numbers 8, 9, and 10 point to the "Origin Trace Priority", "# Items to Trace", and "Additional Item Description" fields respectively.

- 11) Enter the number of Individual Shipments to the Destination.
- 12) Enter the beginning Date for series of shipments to destination.
- 13) Enter the ending date for series of shipments to destination

Shipments

Add Follow-ups to Trace

Create trace\Investigation: Shipments

The screenshot shows a web form titled "Add Follow-ups to Trace" for "Shipments". It features three input fields: "# Individual Shipments to the Destination." (a text box with "1" entered), "Beginning Date for series of shipments to destination." (a date picker with "11/3/2014" selected), and "Ending date for shipment series to destination." (a date picker with "11/3/2014" entered). A "Tip" box on the right contains the text: "Approximate shipments ended between the origin and destination premises. Begin date of previous: (11/1/2014 12:00 AM) End date of previous: (11/1/2014 2:00 AM)". At the bottom, there are buttons for "Help", "Summary", "Previous", "Next", and "Cancel". Red callout circles with numbers 11, 12, and 13 point to the "# Individual Shipments to the Destination.", "Beginning Date", and "Ending date" fields respectively.

- 14) Name of Destination Premises or Contact
- 15) Primary Phone number for trace destination or contact

Destination Site and Premises

Add Follow-ups to Trace

Continue traceInvestigation: Trace destination site & premises name.

<p>Name of Destination Premises or Contact- required Wyoming Cattle Ranch</p> <p>Primary Phone number for trace destination premises or contact. 987-654-3210</p>	<p>Tip</p> <p>Destination premises may have more than one contact so it is important to indicate a contact if one is known.</p>
<p>Click to add comments</p>	
<p> <input type="button" value="Help"/> <input type="button" value="Summary"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>	

- 16) Enter Trace Destination Address.
- 17) Enter Trace Destination City.
- 18) Enter Trace Destination State.
- 19) Enter Trace Destination Zip.

Trace Destination Address

Add Follow-ups to Trace

Continue traceInvestigation: Trace destination address.

<p>Trace Destination Address Unknown</p> <p>Trace Destination City Laramie</p> <p>Trace Destination State- required WY</p> <p>Trace Destination Zip</p>	<p>Tip</p> <p>This should be the zip where animals were located at trace destination.</p> <p>When you click next it may take 5-10 seconds for next page with new trace to appear.</p>
<p>Click to add comments</p>	
<p> <input type="button" value="Help"/> <input type="button" value="Summary"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>	

You have created a new trace for all or part of the shipment. Since the animals do not have ID, you do not need to create movements.

20) Select Quit, I am done creating traces for this premises and Finish the dialog.

Split Trace Success

Add Follow-ups to Trace

Create trace!Investigation: Success 2

You have successfully created the following trace. **TC1033115** with a status of (Assigned) assigned to coordinator (CARL HECKENDORF) and routed to their queue if assigned otherwise routed to the access group queue.

Type: Trace out of Positive Herd # Items:4 Items: Animals without ID Segment Direction: Forward Segment Type: Continuation/Split

What do you want to do next?

- Quit, I am done creating traces for this premises. **20**
- Create Movements for the Trace I just created
- Create follow-ups for the current investigation.

Click to add comments

Help Summary Previous Next Cancel

Repeat the process to create additional splits if needed, until all animals are accounted for. You will then need to prepare all the new split traces for transfer (see p. 7).

Once all animals are accounted for, complete the original trace if you have not already done so (see p. 13).

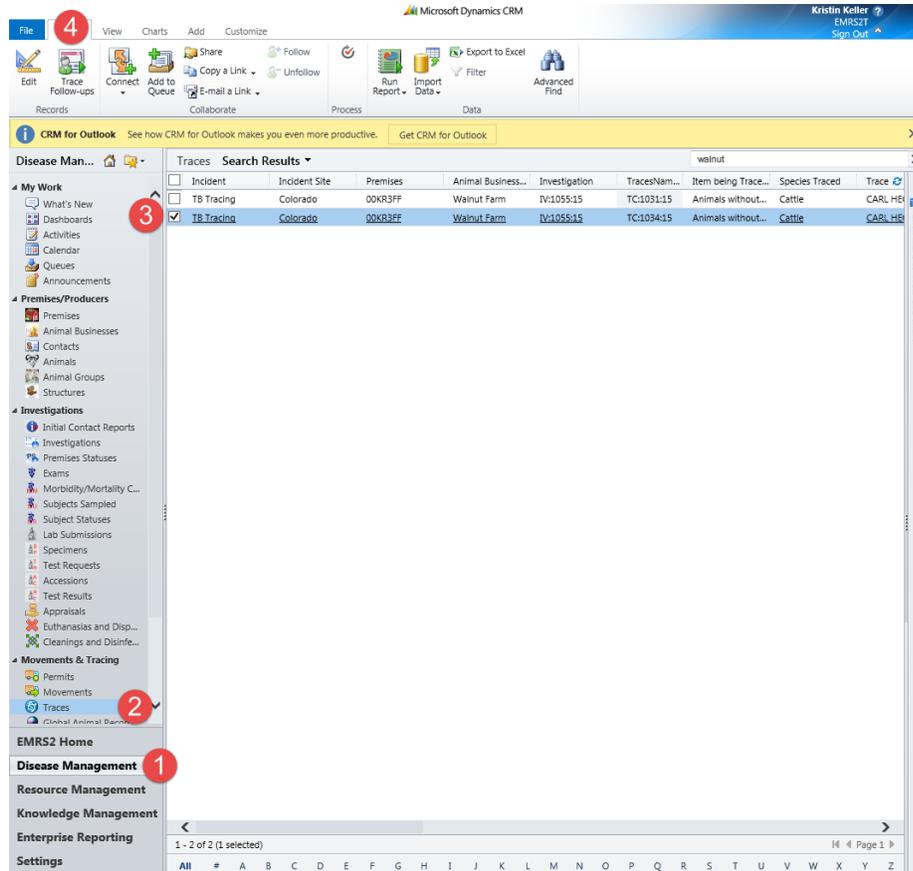
REDIRECT TRACE

If your investigation determines that the animals were never on the destination premises, but you now have information about a different premises to which the animals were sent, you will redirect the trace to the new premises. *Note: only traces with a status of Awaiting Transfer, Transferred, or Under Investigation can be redirected.*

To redirect a trace, navigate to the Traces entity. Select Disease Management.

- 1) Select Disease Management
- 2) Select Traces.
- 3) Find and highlight the trace you need to redirect.
- 4) Select Trace Follow-ups in the ribbon.

Trace Follow-ups



5) The Trace Follow-ups dialog will open. Select Redirect Trace – wrong destination entered.

Redirect Trace

Add Follow-ups to Trace

Add Follow-ups: Trace

What do you want to do with this trace? [TC:1034:15](#)

Status: (Assigned) **Orig Coord:** (CARL HECKENDORF) **Start:** (11/1/2014 12:00 AM) **End:** (11/1/2014 12:00 AM) **Items:** (1, Animals without ID, Cattle,)

Dest Site: () **Dest Prem:** () **Dest Location:** () **Dest Investigator:** ()

- Create a Trace Movement for this segment.
- Assign/Reassign Trace Coordinator
- Review/Prepare trace segment for Transfer.
- Transfer trace segment
- Assign/reassign destination investigator.
- Continue/Split this traceline
- Redirect Trace - wrong destination entered. 5
- Unload Movements on this Trace

Tip

Incident: [TB Tracing](#)
 Site: [Colorado](#)
 Origin Invest:
 Origin Bus:
 Origin Prem:
 Traces:
 1) Animals, groups or items in or out of premises.
 3) 1 trace between two premises spanning the time period of interest.
 4) Trace movements created from a trace for shipments.
 5) Associate animals/groups premises/global records.

Click to add comments

- 6) Select Redirected Trace Destination Access, if different from current.
- 7) Select Redirected Trace Destination Site, if different from current.

Redirect Access and Site

Add Follow-ups to Trace

Redirect Trace: Redirect Access and Site

You have requested to redirect this trace ([TC103415](#)) from the trace origin premises (00KR3FF) to different destination premises than the current destination (). No unloaded animals/groups or movements were found and trace has a status of (Awaiting Transfer) which means it is eligible to be redirected. If the true destination has a different access group or incident site enter them below, but if the same as the current location just leave them blank.

Redirected Trace Destination Access- if different from current. (Colorado)

Redirected Trace destination site- if different from current site (Colorado)

Click to add comments

Tip

Traces should only be redirected if it is found that the items never moved to the original trace destination but were diverted in shipment to a different location. An example may be this trace was originally thought to have gone to a order buyers premises but instead was redirected to a slaughter plant and never were unloaded at the order buyers premises.

This dialog will remove the current trace destination premises and return the trace to

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7

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Cancel

- 8) Enter new trace destination location name.
- 9) Enter new destination phone.
- 10) Enter new destination address.
- 11) Enter new destination city.
- 12) Enter new destination state.
- 13) Enter new destination zip.

New Trace Destination Address

Add Follow-ups to Trace
New Trace Destination Location

New trace destination location name- required
Pleasant Farm

New Destination Phone
456-789-1230

New destination address

New destination city
Fort Collins

New destination state- required

New destination zip

Click to add comments

Tip

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9
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11
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13

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14) Enter a short explanation for why the trace is being redirected.

Explanation

Add Follow-ups to Trace

Redirect trace

Please write a short explanation of why this trace is being redirected. This will create a note on the trace that will explain why the original location was incorrect.- required

It was originally reported that one unidentified cow was sold to Logan Farms in Denver. Upon investigation, that cow was never at Logan farms, it was sold instead to Pleasant Farm in Fort Collins, CO.]

Tip
When you have reached the success page at the end you can click on the trace link and open the trace then click on the redirect note to add any attachments.

Click to add comments

Help Summary Previous Next Cancel

You have successfully redirected the trace. You will now need to prepare the redirected trace for transfer (see p. 7)

Redirect Trace Success

Add Follow-ups to Trace

Redirect Trace-Success

You have successfully redirected this trace (TC:1034:15) to the new destination location (Pleasant Farm) and returned it to (Awaiting Transfer) and if the new destination access has changed, shared it with the new destination and moved it to their queue.

Tip
Incident: [TB Tracing](#)
Trace Orig Prem: 00KR3FF
Trace Orig Bus: Walnut Farm
Items Traced: Animals without ID

Click to add comments

Help Summary Previous Next Cancel