

EMRS Quick Start Guide for Tracing Non-Animal Items



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, other)

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 non-animal items. There are additional guides for tracing animals or animal groups **with** ID and for tracing animals or animal groups **without** ID.

Tracing Non-Animal Items

Traces for non-animal items include milk, eggs, feed, hay/forage, and other. There are no associated movement records.

Tracing Non-Animal Items Tasks:

- 1) Create a Trace (p. 1)
- 2) Prepare Trace for Transfer (p. 7)
- 3) Transfer Trace to Destination Premises (p. 10)
- 4) Complete a Trace (p. 13)

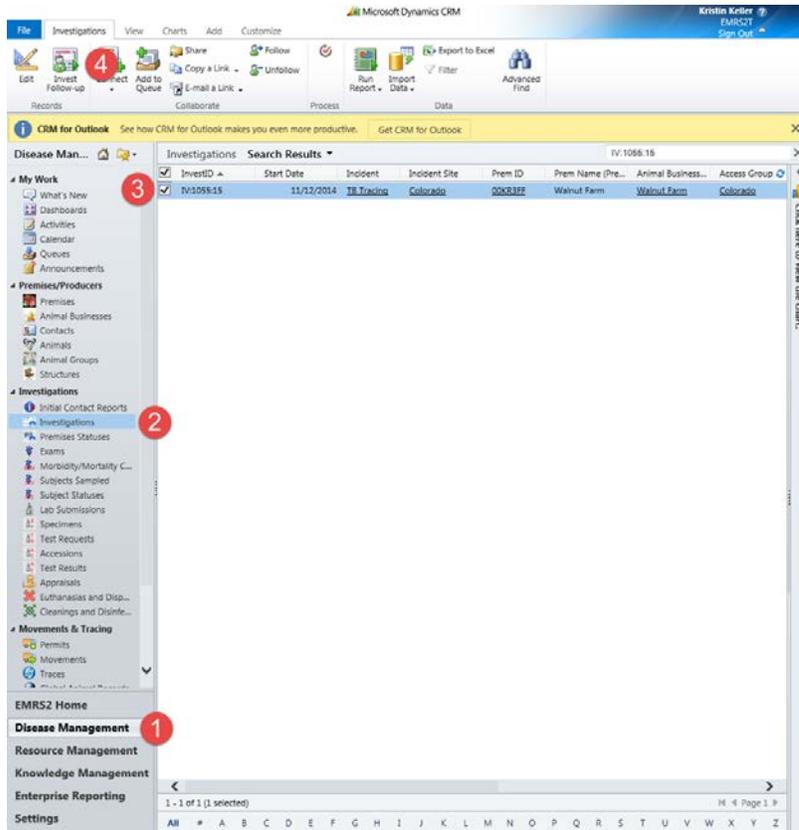
1. Create a Trace

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 items other than animals, 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.

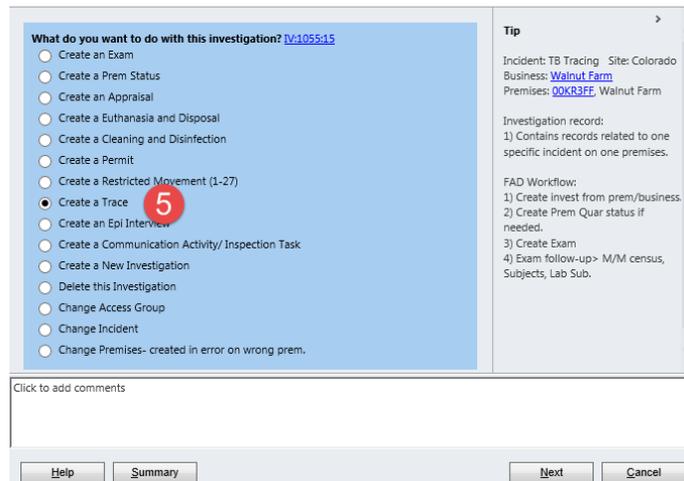
Investigation Follow-up



- 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 traseline other than the index herd.

Which type of trace segment are you creating?

Index trace from an infected/affected herd. 6

Placeholder trace somewhere else in the traseline.

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 traseline 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 Traseline Type. This is how this trace segment is considered in relation to the index premises. Are we looking for items that moved out of the Affected/Infected premises or into that premises?
- 9) Select the Trace Segment Direction. Did the items 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 items 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

Enter Traseline Type- required

Trace Segment Direction- important!

Short Narrative about Trace origination and activities.- required

Tip

If doing multiple traces write a narrative then copy and paste narrative in subsequent traces.

You will be able to attach files at the end of this dialog after the trace is created.

Click to add comments

- 11) Select Origin Trace Priority
- 12) Enter the number of Items to Trace.
- 13) Select item to trace. Non-animal items include milk, eggs, feed, hay/forage, and other.
- 14) Because you are tracing a non-animal item, you do not need to select a Primary Species.
- 15) Enter Additional Item Description.

Items Being Traced

Add Follow-ups

Create traceInvestigation: Items being Traced.

The screenshot shows a web form titled "Items Being Traced" with a sub-header "Add Follow-ups". Below the sub-header is the text "Create traceInvestigation: Items being Traced." The form contains several fields:

- Origin Trace Priority:** A dropdown menu with "Regular" selected. A red circle with the number 11 is next to it.
- # Items to Trace:** A text input field containing the number "1". A red circle with the number 12 is next to it.
- Item to Trace. Select Carefully- will determine selections later!:** A dropdown menu with "Milk" selected. A red circle with the number 13 is next to it.
- Select Primary Species if animal (cattle, horses, sheep, goats, Ect):** An empty text input field with a magnifying glass icon. A red circle with the number 14 is next to it.
- Additional Item Description:** A text input field containing "1 shipment of 100 gallons of milk". A red circle with the number 15 is next to it.

 To the right of the form is a "Tip" box with a right-pointing arrow. Below the form is a text area with the placeholder "Click to add comments". At the bottom of the form are five buttons: "Help", "Summary", "Previous", "Next", and "Cancel".

- 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 traceInvestigation: Shipments

The screenshot shows a web form titled "Shipments" with a sub-header "Add Follow-ups". Below the sub-header is the text "Create traceInvestigation: Shipments". The form contains several fields:

- # Individual Shipments between the trace origin and trace destination. -required:** A text input field containing the number "1". A red circle with the number 16 is next to it.
- Beginning date for shipment series.- required:** A date input field containing "11/1/2014" and a calendar icon. A red circle with the number 17 is next to it.
- Ending date for shipment series.- required:** A date input field containing "11/1/2014" and a calendar icon. A red circle with the number 18 is next to it.

 To the right of the form is a "Tip" box with a right-pointing arrow. The tip text reads: "Approximate shipments ended between the trace origin and trace destination premises." Below the form is a text area with the placeholder "Click to add comments". At the bottom of the form are five buttons: "Help", "Summary", "Previous", "Next", and "Cancel".

- 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 (1) Milk; 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 non-animal items, 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 (1) (Milk) [TC:1035:15](#) from 00KR3FFWalnut Farm to Spanish Oak Farms in Fort Collins, CO.

What next?

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

Tip >

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. The ribbon at the top has the 'Trace Follow-ups' tab selected, with a red circle '4' highlighting it. The left-hand navigation pane shows 'Disease Management' selected, with a red circle '1' highlighting it. Below 'Disease Management', 'Traces' is also selected, with a red circle '2' highlighting it. The main window shows a search for 'walnut' in the 'Traces' entity, with a table of results. The third row is selected, with a red circle '3' highlighting it. The table columns are: Incident, Incident Site, Premises, Animal Business..., Investigation, TracesNam..., Item being Trace..., Species Traced, and Trace. The selected row contains: TB Tracing, Colorado, 00KR3FF, Walnut Farm, IV:1055:15, TC1034:15, Animals without..., Cattle, and CARL HE.

Incident	Incident Site	Premises	Animal Business...	Investigation	TracesNam...	Item being Trace...	Species Traced	Trace	
<input type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC1031:15	Animals without...	Cattle	CARL HE
<input checked="" type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC1034:15	Animals without...	Cattle	CARL HE
<input checked="" type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC1035:15	Milk	CARL HE	

- 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:1035:15](#)

Status: (Assigned) Orig Coord: (CARL HECKENDORF) Start: (11/1/2014 12:00 AM) End: (11/1/2014 12:00 AM) Items: (1,Milk,, 1 shipment of 100 gallons of milk)

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 traceline
- 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

Help Summary
Next Cancel

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:1035:15](#)),

Items: (1)
 Item being traced: (Milk , 1 shipment of 100 gallons of milk)
 # 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: [TV: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

Help Summary
Next Cancel

- 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

Help Summary Previous Next Cancel

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

The trace ([TC:1035:15](#)) 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](#))

What next?

Quit, I am done.

Transfer Trace to Destination Premises (requires access)

Tip

Incident: [TB Tracing](#)
Orig Site: [Colorado](#)
Orig Bus: [Walnut Farm](#)
Orig Prem: [00KR3FF](#)
Walnut Farm

Click to add comments

Help Summary Previous Next Cancel

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 items 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

Incident	Incident Site	Premises	Animal Business...	Investigation	TracesNam...	Item being Trace...	Species Traced	Trace	
<input type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC:1031:15	Animals without...	Cattle	CARL HE
<input type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC:1034:15	Animals without...	Cattle	CARL HE
<input checked="" type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC:1035:15	Milk	CARL HE	CARL HE

- 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

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

What do you want to do with this trace? [TC:1035:15](#)

Status: (Awaiting Transfer) Orig Coord: (CARL HECKENDORF) Start: (11/1/2014 12:00 AM) End: (11/1/2014 12:00 AM) Items: (1,Milk, 1 shipment of 100 gallons of milk)

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 **5**
- Assign/reassign destination investigator.
- Continue/Split this traceline
- 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

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

- 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

Add Follow-ups to Trace
Transfer Trace: Trace\What Prem

Transfer Trace to which Premises under (Colorado) ?
Location to transfer = (Spanish Oak Farms)
Address: (1118 Spanish Oak Ct. Fort Collins, CO, 80525)

[00KQW09](#) **6**

What next?

- Proceed to transfer trace to premises selected. **7**
- Create a new premises in the same state as one selected.

Tip

If Premises not found and you wish to create a new premises then select any premises in the proper state and select option to create a new premises

Click to add comments

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

- 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

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

Trace Investigator -can be assigned later,

Date Destination Investigator assigned.- required if investigator entered.

Destination Priority
 None Determined
 Extreme
 High
 Regular
 Low

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 ([TC:1035:15](#)) 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 items were ever present on the traced premises. After the information has been gathered:

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

COMPLETE THIS TRACE SEGMENT OR EDIT COMPLETED

If you have a disposition for all items 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

Incident	Incident Site	Premises	Animal Business...	Investigation	TracesNam...	Item being Trace...	Species Traced	Trace	
<input type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC:1031:15	Animals without...	Cattle	CARL HE
<input type="checkbox"/>	TB Tracing	Colorado	00KR3FF	Walnut Farm	IV:1055:15	TC:1034:15	Animals without...	Cattle	CARL HE
<input checked="" type="checkbox"/>	TB Tracing	Coloradg	00KR3FF	Walnut Farm	IV:1055:15	TC:1035:15	Milk		CARL HE

- 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? TC:1035:15

Status: (Under Investigation) Orig Coord: (CARL HECKENDORF) Start: (11/1/2014 12:00 AM) End: (11/1/2014 12:00 AM) Items: (1,Milk, 1 shipment of 100 gallons of milk)

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 traseline
- 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

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

- Enter the date this trace segment was completed.
- Enter the number of items 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 through the destination premises.
- Enter the number of items on this trace determined to be 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 TC:1035:15

Item Traced: (1 Milk 1 shipment of 100 gallons of milk) 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.

0 **8**

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

1 **9**

items on this trace determined untraceable at the destination premises.

0 **10**

Enter a Trace Close Status

Low Risk- No Test Recommended; ,Trace **11**

Enter Trace Close Comments

Shipment of milk received at Spanish Oak Farms, immediately shipped on to premises in Wyoming. **12**

Click to add comments

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

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 (TC:1035:15) for (1 , Milk) of type (Index, Trace out of Positive Herd) on (11/13/2014) and remove from the queue listed below click next.</p> <ul style="list-style-type: none"># Not Received (0)# Located (0)# Moved On (1)# Not Traceable (0)<input checked="" type="radio"/> Trace (Active) (Colorado)	<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>
<p>Click to add comments</p>	
<p>Help Summary Previous Next Cancel</p>	

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 (TC:1035:15) on (11/13/2014 12:00 AM) and removed it from the queue.</p> <p>Closing Status (Low Risk- No Test Recommended)</p> <ul style="list-style-type: none"># Not Received (0)# Located (0)# Moved on (1)# Untraceable (0)	<p>Tip</p> <p>These are summary numbers for this segment only!</p>
<p>Click to add comments</p>	
<p>Help Summary Previous Next Cancel</p>	

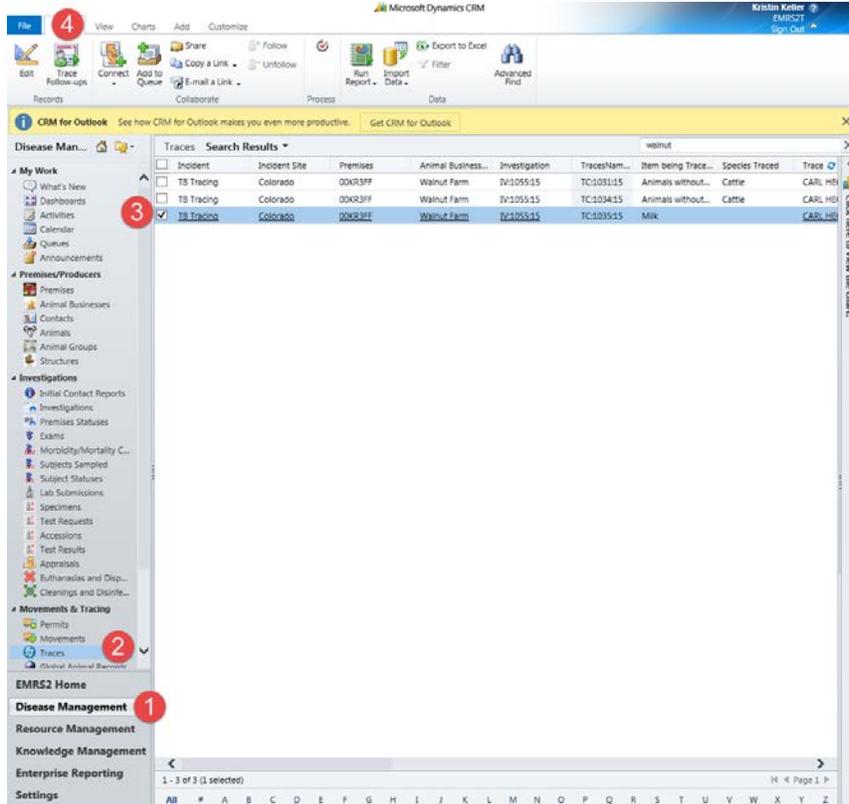
CONTINUE/SPLIT TRACE

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

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 traseline.

Continue/Split this traseline

Add Follow-ups to Trace

Add Follow-ups: Trace

What do you want to do with this trace? [TC:1035:15](#)

Status: (Completed) **Orig Coord:** (CARL HECKENDORF) **Start:** (11/1/2014 12:00 AM) **End:** (11/1/2014 12:00 AM) **Items:** (1,Milk, 1 shipment of 100 gallons of milk)

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 traseline **5**
- 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/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:1035:15](#)) 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:1035:15: Milk sold to Spanish Oak Farm. 1 shipment of 100 gallons of milk received and Spanish Oak Farm and was immediately shipped on to a premises in Wyoming.

Tip

6 doing multiple traces write a narrative then copy and paste narrative in subsequent traces.

7 previous Segment Narrative (TC:1035:15):

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 items on the trace if all the items moved on to this new premises. The number will be less than the total if there are splits. Enter the number of items 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.

Origin Trace Priority <input type="text" value="Regular"/>	Tip Previous description of traced items: 1 shipment of 100 gallons of milk
# Items to Trace <input type="text" value="1"/>	
Additional Item Description <input type="text" value="1 shipment of milk to Wyoming"/>	

Click to add comments

- 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

# Individual Shipments to the Destination. <input type="text" value="1"/>	Tip 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 12:00 AM)
Beginning Date for series of shipments to destination. <input type="text" value="11/3/2014"/>	
Ending date for shipment series to destination. <input type="text" value="11/3/2014"/>	

Click to add comments

- 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.

- 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.

You have created a new trace for all or part of the shipment. Since you are tracing non-animal items, 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 traceInvestigation: Success 2

You have successfully created the following trace. [TC:1036:15](#) 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:1 Items: Milk 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 items are accounted for. You will then need to prepare all the new split traces for transfer (see p. 7).

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

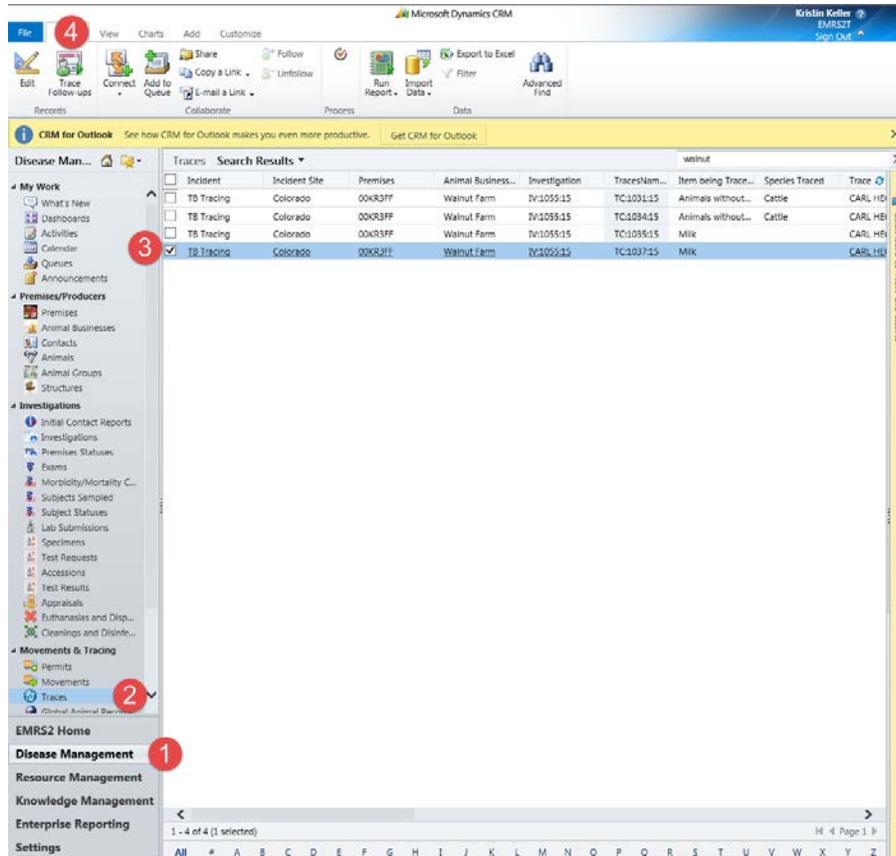
REDIRECT TRACE

If your investigation determines that the items were never on the destination premises, but you now have information about a different premises to which the items 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:1037:15](#)

Status: (Assigned) **Orig Coord:** (CARL HECKENDORF) **Start:** (11/3/2014 12:00 AM) **End:** (11/3/2014 12:00 AM) **Items:** (1,Milk,)

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
- Complete this trace segment or edit completed.

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 ([JC1037:15](#)) 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)

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

Click to add comments

Help
Summary
Next
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
CO

New destination zip

Tip

Click to add comments

Help
Summary
Previous
Next
Cancel

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

Explanation

Add Follow-ups to Trace

Redirect trace

<p>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</p> <p>It was originally reported that a shipment of milk was sent to Logan Farms in Denver. This was not the case; the shipment went instead to Pleasant Farm in Fort Collins, CO.]</p>	<p>15 Tip</p> <p>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.</p>
<p>Click to add comments</p>	
<p>Help Summary Previous Next Cancel</p>	

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

<p>You have successfully redirected this trace (TC1037115) 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.</p>	<p>Tip</p> <p>Incident: TB Tracing Trace Orig Prem: 00KR3FF Trace Orig Bus: Walnut Farm Items Traced: Milk</p>
<p>Click to add comments</p>	
<p>Help Summary Previous Next Cancel</p>	