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California Pilot Project

The Animal Health & Surveillance Management Application

Web Forms

User Manual

Document Change History Table

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Chapter 1: Introduction

In this lesson you'll learn about Avian Influenza (AI) and Exotic Newcastle Disease (END), and two programs developed by the Federal Government to address this problem: the VS California Avian Pilot Project (CaPP) and the National Animal Health & Surveillance Management application.

This chapter covers the following topics:

Section	Topic	See Page
1	**About Avian Influenza (AI)**	1.2
2	**About Exotic Newcastle Disease (END)**	1.3
3	**About Veterinary Services' California Pilot Project (CaPP)**	1.4
4	**Recordkeeping in the Animal Health & Surveillance Management Application (AHSM)** - AHSM's Major Features - AHSM's Architecture	1.5

Section 1:
About Avian Influenza (AI)

Avian Influenza is a virus that commonly affects birds each year, mostly during the bird flu season. The virus has recently been transmitted to humans in Asia and Eastern Europe. Most humans that become ill with the disease have had extensive, direct contact with infected birds. So far, there have been no cases of it being transmitted from human to human.

There are two strains of the virus: low pathogenicity (LP) and high pathogenicity (HP). The low strains (LPAI) have existed in the United States since the early 1900s and is commonly found here. Birds become ill and can die from this strain; however, it poses no known serious threat to human health. The high strains (HPAI) of the disease (currently affecting parts of Asia and Eastern Europe) are more fatal and transmissible. HPAI has been detected three times in the United States: in 1924, 1983, and 2004. The 2004 outbreak was confined to one flock and quickly eradicated. There were no reports of human illnesses associated with the outbreak.

Current Understanding:

Cause	Worldwide, there are many strains of avian influenza virus that can cause varying amounts of clinical illness in poultry.
Species in the Poultry Family Susceptible to Avian Influenza	- Chickens - Turkeys - Pheasants - Quail - Ducks - Geese - Guinea fowl - Wide variety of other birds (migratory waterfowl have proved to be a natural reservoir for the less infectious strains of the disease)
Clinical Signs	A bird may show one or more of the following signs: - Lack of energy and appetite - Decreased egg production - Soft-shelled or misshapen eggs - Swelling of the head, eyelids, comb, wattles, and hocks - Drooping wings - Twisted heads - Purple discoloration of the wattles, combs, and legs - Nasal discharge - Coughing, sneezing, gasping for air - Lack of coordination - Diarrhea - Complete paralysis - Sudden death
Epidemiology	- Exposure of poultry to migratory waterfowl and the international movement of poultry, poultry equipment, and people all pose risks for introducing AI into U.S. poultry.
Management	To help keep birds healthy - Restrict access to your birds - Keep everything as clean as possible (clothes, shoes, cages, equipment, tools, car & truck tires, etc . . . - Report sick birds

Section 2:
About Exotic Newcastle Disease (END)

Exotic Newcastle Disease is a highly contagious disease that results in high mortality rates. It is so virulent that many birds die without showing any clinical signs. It can survive for several weeks in a warm and humid environment on birds' feathers, manure, and other materials and it can survive indefinitely in frozen material. The virus is destroyed by dehydration and by ultraviolet rays in sunlight.

It has been found in several states in the Southwest: California, Nevada, Arizona, and Texas. Unlike HPAI, the disease does not pose a serious threat to human health. Poultry and egg products are safe to consume.

Current Understanding:

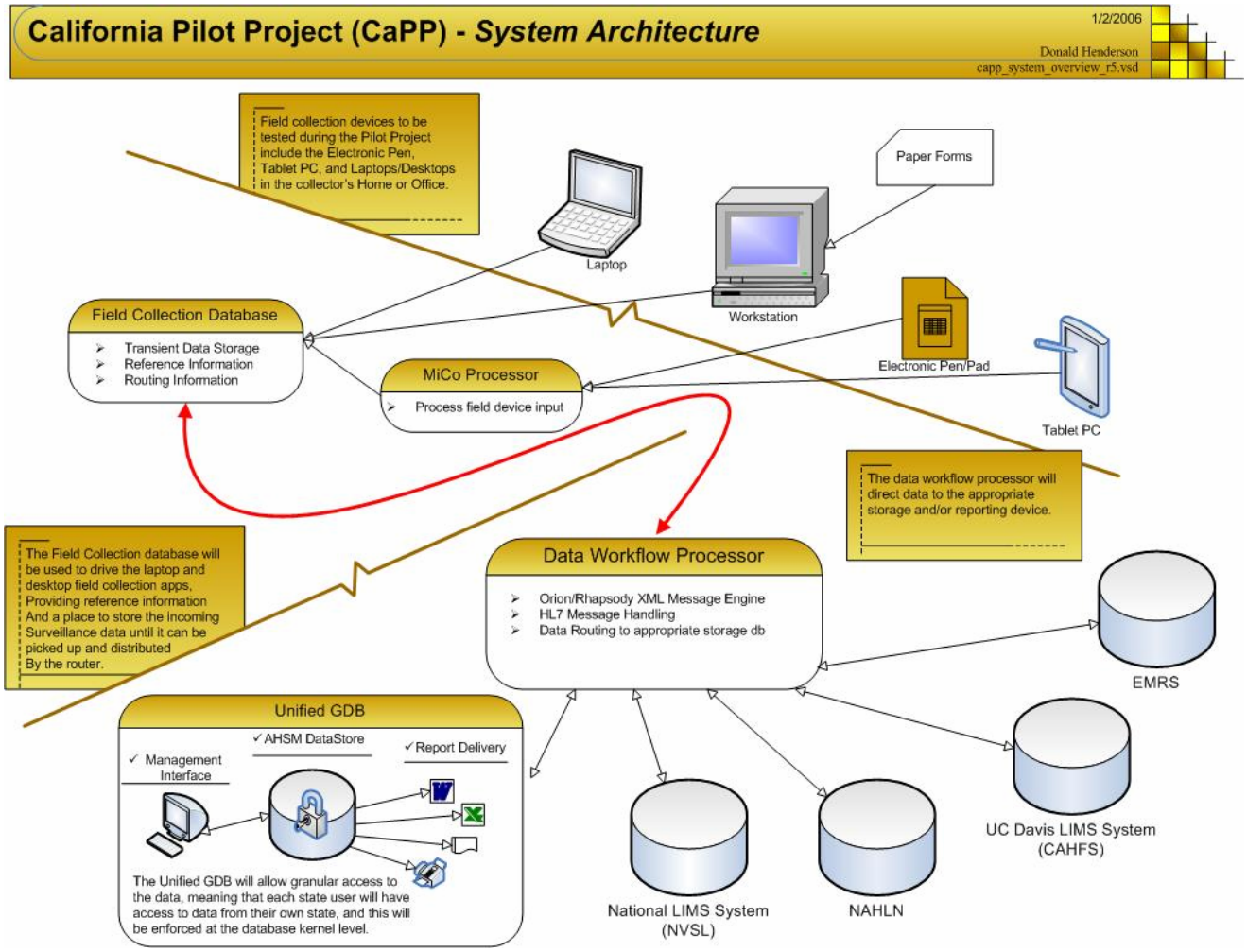
Cause	Paramyxovirus (PMV-1)
Species of fowl susceptible to END	- Chickens - Turkeys - Pheasants - Quail - Ducks - Geese - Guinea fowl - Parrots - Pigeons
Clinical Signs	A bird may show one or more of the following signs: - Sneezing, gasping for air, coughing, eye & nasal discharge - Convulsions - Conjunctivitis - Greenish, watery diarrhea - Increased water consumption - Anorexia - Depression - Muscular tremors & paralysis of legs and wings - Unsteadiness - Drooping wings - Twisted head and neck - Circling - Partial to complete drop in egg production - Production of thin-shelled eggs - Swelling of the tissues around the eyes and in the neck - Sudden death - Increased death loss in a flock
Epidemiology	END is spread primarily through direct contact between healthy birds and the bodily discharges (mostly respiratory secretions) of infected birds. Fighting cocks and other birds illegally smuggled into this country are usually responsible for outbreaks in this country.
Management	The only way to eradicate Exotic Newcastle from commercial poultry is by destroying all infected flocks and imposing strict quarantine and surveillance programs. To help keep birds healthy: - Restrict access to your birds - Keep everything as clean as possible (clothes, shoes, cages, equipment, tools, car & truck tires, etc . . . - Report sick birds - Keep insect and rodent populations under control

Section 3:
About Veterinary Services' California Pilot Project (CaPP)

CaPP is the California Pilot Project which is a cooperative endeavor between APHIS, CDFA, and CAHFS focused on avian health and avian-related disease reporting.

The state of California has several fairly old, standalone, single user, non-networked tracking and reporting applications for animal health/veterinary services, and is in need of a multi-user, multi-purpose application that can support program management, Animal Health and National Surveillance and be flexible enough to adapt to changing needs.

The CaPP program provides this through a web-based information system that will centralize and organize California's data for statewide sharing and reporting. An exciting feature of the project is Mobile Information Management (MIM) which will allow people in the field to evaluate the effectiveness of tools such as Tablet PCs, Electronic Pens, and Laptop-based web forms. At the heart of the project, the web service will allow multi-directional communication between the field collection database, all laboratory LIMS systems, and all APHIS storage systems. Refer to the diagram below and Appendix C for graphic representations of the process and data flows.



Section 4:
Recordkeeping in the Animal Health & Surveillance Management Application (AHSM)

The AHSM application is a next-generation version of a widely-used Veterinary Services application, the Generic Data Base. (The Generic Data Base currently provides a standard set of electronic forms and pre-defined reports to perform data-entry and data-retrieval tasks for a variety of animal disease control programs.)

AHSM's Major Features

The initial release of the AHSM Application will contain the following components:

Web-based application	• Unlike the Generic Data Base which is a server/client, standalone program, the Avian National Database is web-based. This approach does not require any client software. This also eliminates the need to perform installations and updates on individual PC workstations at your work location. • You can access the Avian ND from any computer connected to the APHIS network.
User interface	• Provides electronic forms that offer toolbars, intuitive navigation, task-oriented menus, and plain-language user-assistance aids, search/edit features. • Provides more efficient data-entry features, such as color-coded fields, filtered lookup lists, and a search/edit capability.
Tools for generating National, State, and local reports	• Collaborates with the Oracle Discoverer application to generate ad-hoc reports. • Provides a set of default reports for generating the most common State- and local-level report types. • Eliminates the need for States to submit monthly summaries to HQ in order to generate National Reports, as each State's data is always accessible to appropriate personnel.
Tools for managing animal movement and trace investigations	• Provides herd/flock inventory records for each enrolled herd/flock • Provides individual animal test and movement records • Collaborates with a partner VS software application, OTLS, to record and monitor the submission of animal samples for Avian-related tests
National Prem ID	• Ability to accept data from the National Prem ID and National Animal ID tracking programs.

AHSM's Architecture

The AHSM application has an architecture that utilizes a national repository for some data elements (i.e., test interpretations) and local schemas for other data elements (i.e., premises information). This is a new strategy for VS applications – currently the Generic Data Base utilizes local schemas only. In AHSM, data in the national and local schemas will be synchronized through a system of data pushes and pulls.

The following diagram illustrates the underlying architecture used by the AHSM System.

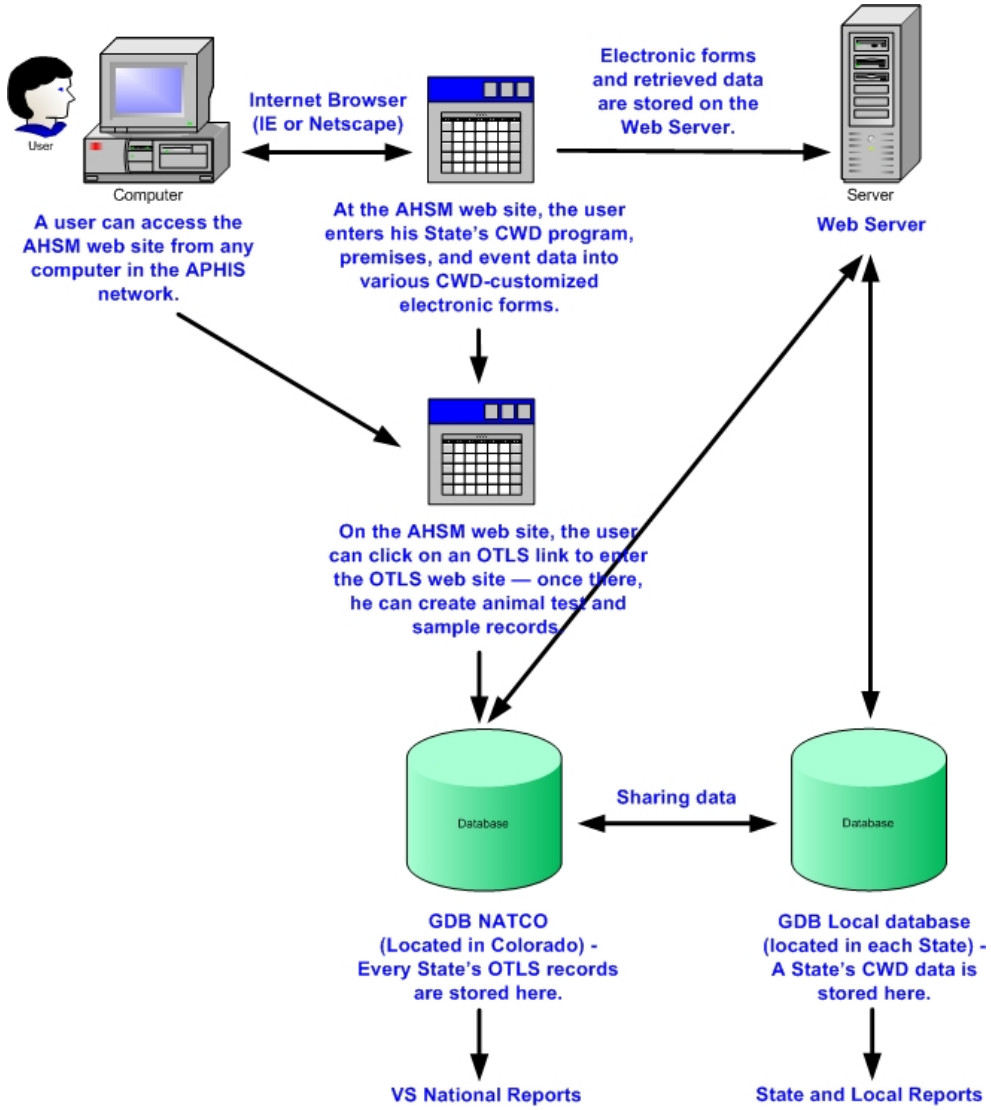


Figure 1-1. Architecture and Data Flow in the AHSM System

Chapter 2:
AHSM's User Interface Features

Even though your data-submission and data-retrieval work is focused on the requirements of the California Pilot Program, you will actually be doing your work in the Animal Health & Surveillance Management Application (AHSM), developed by Veterinary Services' Application & Information Management unit.

AHSM is designed to be a single software application whose features, forms, and capabilities will meet the needs of multiple Veterinary Services (VS) animal disease management programs (such as Brucellosis, Scrapie, Johne's, Pseudorabies, and Tuberculosis). If you currently use the VS Generic Data Base (GDB) product, you will see its similarity to AHSM.

To introduce you to the visual and user-interface features of AHSM, this chapter will cover the following topics:

Section	Topic	See Page
1	**Features in the AHSM's Main Menu Window**	2.2
2	**Features on the CaPP Electronic Forms**	2.4
3	**Tips for Entering Data into Electronic Forms:** - Moving between Data Fields on a Form - Format for Entering Dates - Format for Entering Proper Names for Persons, Businesses, and Addresses	2.8 2.8 2.8 2.8
4	**Searching for/Retrieving CaPP Records:** - Procedure - Using Wildcards	2.9 2.9 2.10
5	**Keyboard Shortcuts**	2.11

Section 1:
Features in the AHSM's Main Menu Window

When you log into the Animal Health & Surveillance Management Application's web site, the first window you see is the **Main Menu** (see Figure 1 below).

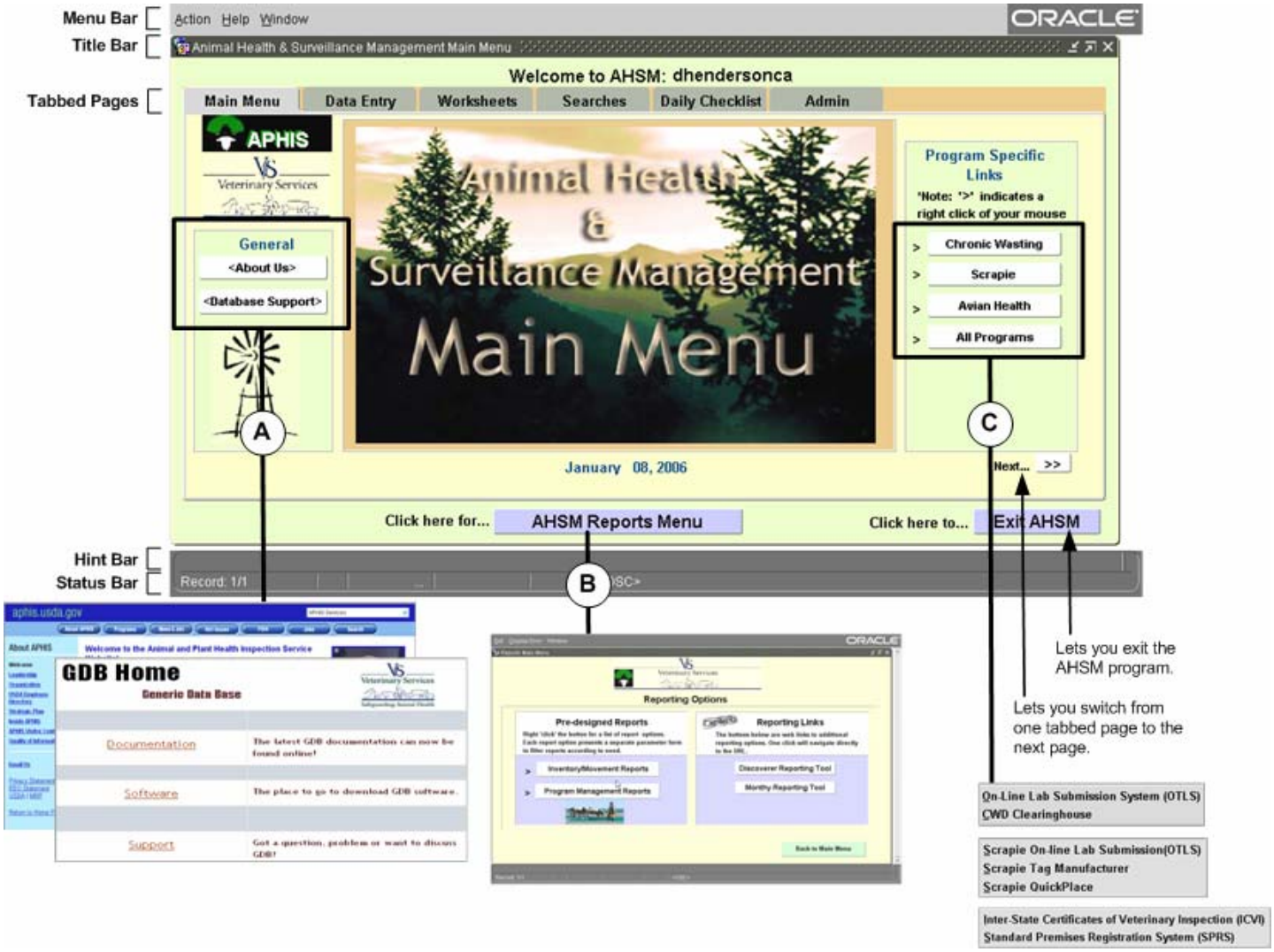


Figure 1. User Interface Features in the Main Menu Window

The user interface features displayed in this window are intended to address the needs of users in a variety of Veterinary Services (VS) animal disease management programs. These features are described more fully in the table below:

Feature	Description
Menu Bar	Set of drop-down menus containing commands to help you work in the AHSM program easily and efficiently.
Title Bar	Displays the name of the window currently visible onscreen.
Tabbed Pages	Clickable tabs that change the contents of the yellow block to show different groups of related tasks that are commonly done in CaPP data-entry.
Hint Bar	Displays either suggestions for entering data or error messages.
Status Bar	Displays messages about the status of any data shown onscreen.
A Hyperlinks to Government Web Sites	Hyperlinks to various informational web sites for APHIS and VS animal disease management programs: <About Us> Background about APHIS <Support> Technical Support Resources
B Hyperlink to the **Reports** Sub-Menu	Hyperlink to a separate **Reports** sub-menu in the AHSM.
C Hyperlinks to Program-Specific Web Sites	Hyperlinks to other VS applications and database programs whose data can be utilized/viewed by the AHSM program: > **Chronic Wasting** hyperlinks for On-Line Lab Submission System (OTLS) CWD Clearinghouse > **Scrapie** hyperlinks for Scrapie On-Line Lab Submission (OTLS) Scrapie QuickPlace Scrapie Prem ID Cleansing Toolkit Scrapie AIN Tag Orders Scrapie Geo Mapping Module > **All Programs** hyperlinks for Inter-States Certificates of Veterinary Inspection (ICVI) Standard Premises Registration System (SPRS) VS Lab Submissions For example, when working with *Sample Records* for individual animals, you may need to view or retrieve data that is managed at the OTLS web site.
Next…>>>	Command button for switching between the tabbed pages on the Main Menu
Exit AHSM	Command button for logging out of the AHSM program after you have finished your CaPP work session.

Section 2:
Features on the CaPP Electronic Forms

Most of your CaPP work will be accomplished through the use of electronic forms displayed onscreen at the AHSM program web site. These forms enable you to enter data; retrieve, view, and modify existing CaPP records; and generate CaPP-specific reports.

CaPP electronic forms share many of the user-interface features you already saw on the AHSM program's Main Menu. Shown below is the Create/Edit Premises form, a form which you will use often in your CaPP data-entry work.

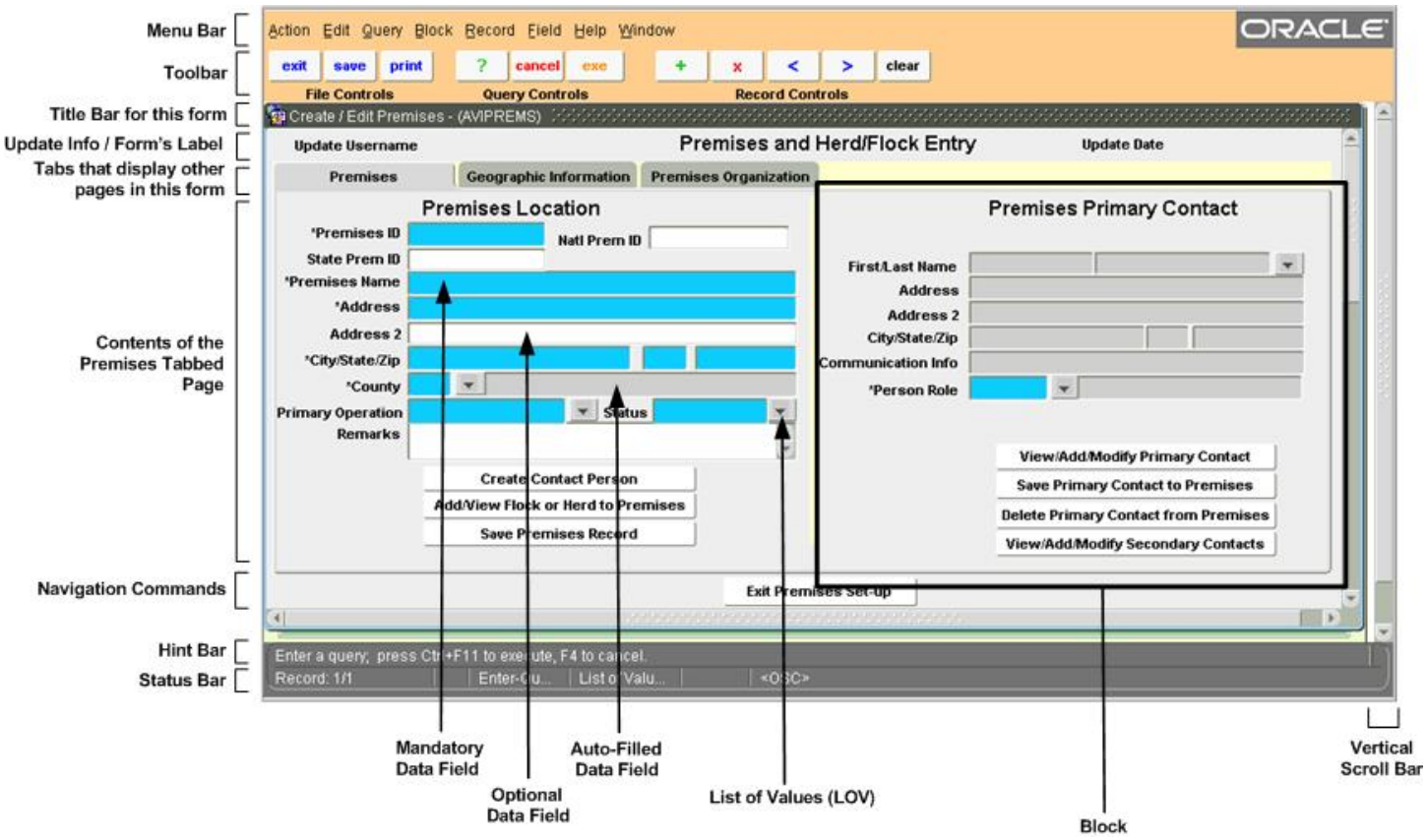


Figure 2. Typical Features on a CaPP Electronic Form

Feature	Description
Menu Bar	Set of drop-down menus containing commands to help you work in the AHSM program forms easily and efficiently.
Toolbar	Set of clickable icons to help you work in the AHSM program forms easily and efficiently.
Title Bar for this form	Name of this form.
Update Info / Form's Label	- Update fields which indicate who last used this form on which date. - Label of this form.
Tabs that display other pages in this form	Clickable tabs that display the two other pages of this form.
Contents of the Premises Tabbed Page	Contents of the Premises tabbed page.
Navigation Command: Exit Premises Setup	Commands for navigating into and out of this form: Exits you out of the Premises and Herd/Flock Entry Form and returns you to the AHSM Main Menu window.
Hint Bar	Displays suggestions for entering data or error messages.
Status Bar	Displays messages about the status of any data shown onscreen.
Mandatory Data Fields	Blue-colored fields in which you must enter data in order to successfully create and save the records associated with this form into the Generic Data Base.
List of Values (LOV)	Clickable down arrow button that will display a drop-down list of possible values to select from for that specific data field.
Auto-Filled Data Fields	Grey-colored fields in which data is automatically inserted by the AHSM, based on other data you have already entered elsewhere in the form.
Optional Data Fields	White-colored fields in which you can enter data or not, as you prefer.
Block	Group of data fields that share a common theme (i.e., data that describes the owner of a premises).
Vertical Scroll Bar	Draggable scroll box to the unseen sections of the current tabbed page.

At the top of every AHSM form are a Menu Bar and a Toolbar (see Figure 3 below). In many cases, the same commands appear in both features. Some users prefer to click on the visual icons in the Toolbar; others prefer to select text commands from the cascading menus in the Menu Bar.

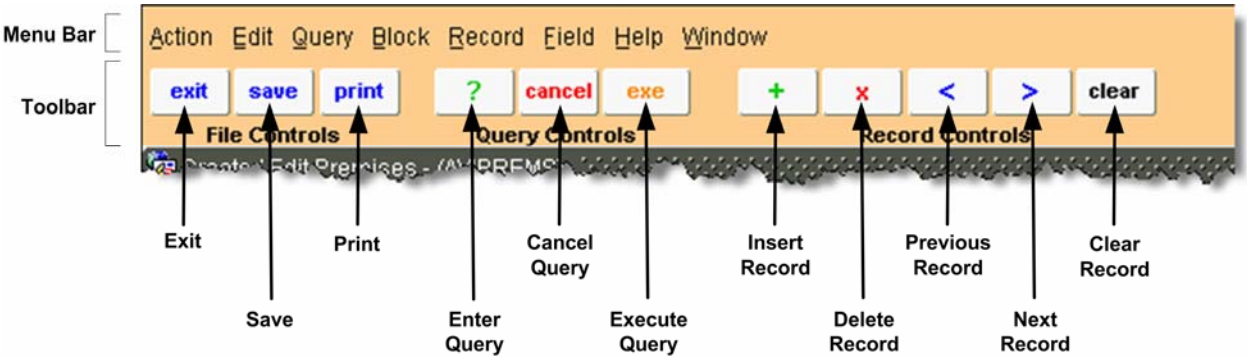


Figure 3. Commands in the Menu Bar and Toolbar of an AHSM Electronic Form

The following table below describes each command in the Menu Bar (see Figure 3 above):

Menu Title > Command	**Purpose of Each Command**
Action > Save **Action > Clear All** **Action > Print** **Action > Exit**	Exits the current form and returns you to a previous form or menu window. *…to be written…* Writes the current form to a file and asks if you want to print that form. Exits the current form and returns you to a previous form or menu window.
Edit > Cut **Edit > Copy** **Edit > Paste** **Edit > Edit** **Edit > Display List…**	*…to be written…* *…to be written…* *…to be written…* *…to be written…* *…to be written…*
Query > Enter **Query > Execute** **Query > Cancel** **Query > Last Criteria** **Query > Count Hits** **Query > Fetch Next Set**	Shifts the form into query mode, ready for you to enter your search values. Clears the current block; retrieves all records from the database that match your search values. Returns you to a blank **Premises Form** without executing your query. *…to be written…* *…to be written…* Displays the next record in a record set that was retrieved by a query.
Block > Previous **Block > Next** **Block > Clear**	Moves the cursor to the first data field in the previous block in the onscreen form. Moves the cursor to the first data field in the next block in the onscreen form. Deletes all data currently displayed in the block where your cursor is.

Record > Previous	Displays the previous record in a record set that was retrieved by a query.
Record > Next	Displays the next record in a record set that was retrieved by a query.
Record > Scroll Up	Displays the previous record in a record set that was retrieved by a query.
Record > Scroll Down	Displays the next record in a record set that was retrieved by a query.
Record > Insert	Deletes any data currently in the onscreen form so that you can enter new data.
Record > Remove	Deletes the currently-displayed record from both the onscreen form and the GDB database.
Record > Lock	*…to be written…*
Record > Duplicate	*…to be written…*
Record > Clear	Deletes the currently-displayed record from the onscreen form, but not from the GDB database.
Field > Previous	Moves the cursor from the current data field to the previous data field.
Field > Next	Moves the cursor from the current data field to the next data field.
Field > Clear	Deletes any data displayed in the current data field where your cursor is.
Field > Duplicate	*…to be written…*
Help > Help	Displays a suggested action in the Hint Bar that is appropriate for the data field in which your cursor is currently active.
Help > Keys	Displays a pop-up window that lists keyboard shortcuts you can use.
Help > Display Error	Displays the full text of an error message you might have received onscreen
Window > Cascade	Re-displays all open forms so they overlap each other with their title bars visible.
Window > Tile Horizontally	Re-displays all open forms so they appear like table rows of equal size.
Window > Tile Vertically	Re-displays all open forms so they appear like table columns of equal size.
Window > 1 (*form name***)**	Link to the previous form you visited just before the currently-displayed form.
Window > 2 (*form name***)**	Link to the current form that appears in front of any other open forms.

And this table describes each command that appears in the Toolbar (see Figure 3 again):

Command	Purpose of Each Command
Exit	Exits the current form and returns you to a previous form or menu window.
Save	Submits the form's data into a temporary area for validation/storage.
Print	Writes the current form to a file and asks if you want to print that form.
Enter Query	Shifts the form into query mode, ready for you to enter your search values.
Cancel Query	Returns you to a blank **Premises Form** without executing your query.
Execute Query	Clears the current block; retrieves all records from the database that match your search values.
Insert Record	Deletes any data currently in the onscreen form so you can enter new data.
Delete Record	Deletes the currently-displayed record from the onscreen form and the database.
Previous Record	Displays the previous record in a record set that was retrieved by a query.
Next Record	Displays the next record in a record set that was retrieved by a query.
Clear Record	Deletes the currently-displayed record from the onscreen form, but not from the GDB database.

Section 3:
Tips for Entering Data into Electronic Forms

Your CaPP work will, most of the time, require you to enter data into various electronic forms provided by the AHSM program. Below are some guidelines to help you in your work.

Moving Between Data Fields on a Form

On each electronic form, you can move from one field to the next by pressing TAB or ENTER.

Format for Entering Dates

When entering dates, use the following format: DD-MON-YYYY

Incorrect	Correct
04/Sep/2003	04-SEP-2003
Aug. 22, 1999	22-AUG-1999
18-JAN-01	18-JAN-2001

Format for Entering Proper Names for Persons, Businesses, and Addresses

Do not use punctuation when entering the names of persons, businesses, or addresses.

Incorrect	Correct
Jones, Bruce M.	Jones Bruce M
Williams Brothers' Feedlot #1	Willliams Brothers Feedlot 1
1046 E. County Rd.	1046 E County Rd

Section 4:
Searching for/Retrieving CaPP Records

This procedure enables you to *query* (send a search request to) the AHSM program for CaPP records that have already been saved into it, retrieve these records, and display their data onscreen within the electronic forms provided by AHSM.

Procedure

4.1 Open a blank electronic form that matches the kind of record you want to retrieve.

4.2 Some forms will open in Search/Query Mode. These forms display a popup message that alerts you to this mode. In addition, the background area behind the Menu Bar above the form will be colored orange. One such example is the CaPP **Create/Edit Existing Premises** form.

If the form you opened is not initially in Search/Query Mode, you should either select the **`Query > Enter Query`** command in the Menu Bar or click on the **?** icon in the Toolbar above the form. The background color of the Toolbar region will change from grey to orange. And you should see this message will in the Hint Bar:

Enter a query, press Ctrl+F11 to execute, F4 to cancel.

4.3 Enter a *search value* (information that you want the AHSM program to use to find the record you need) into the appropriate data field on the form.

Tip 1: One of the best search values to use is the National **Prem ID**, if you know it and if the electronic form you are using has a *Prem ID* data field in it.

Tip 2: Entering several search values rather than just one will help the AHSM program to perform your search more efficiently and precisely.

Tip 3: If you are not sure how to spell a search value, you can insert a *wildcard variable* into the value. (See the *Using Wildcards* section in the next section for more information.)

4.4 Either select the **`Query > Execute Query`** command in the Menu Bar or click on the **exe** icon in the Toolbar above the form.

The AHSM program now runs the query, using the search values you specified. (Also note that the background color behind the Toolbar has changed back to grey.)

4.5 If the AHSM program finds:

- a single record that matches your search criteria exactly, it will display that record within the form.
- more than one record that matches your search criteria, it will display the first of these records within the form.

  You can view the other records that were retrieved by clicking your cursor inside a Prem ID field (a data field found on most of the electronic forms). Then press the DOWN ARROW key repeatedly to view these other records, one by one, within the form.

Using Wildcards

You may not always know how to spell a search value or datum that you want to enter into a data field on a CaPP electronic form. The wildcard variable symbol, %, can help out in these situations.

…to be written…

Within a Search Value

…to be written…

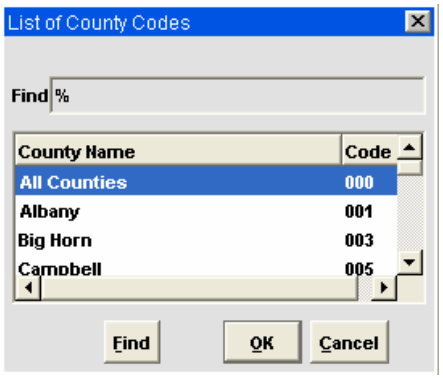
Within LOVs and LOSs

A List of Values (LOV) that contains the names of persons can be very lengthy and take a long time to display. So, rather than display the LOV by clicking on its down arrow, directly enter the last name of the person into the **Name** data field (if you know it). The LOV will refresh and display a much shorter list containing only the full names of persons that match the name you entered.

Or, to use the LOV or List of Species (LOS) pop-up window according to the standard method, do the following:

a. Click on the down arrow button next to the field (i.e., the down arrow next to the **County** field, shown at right).

An LOVs pop-up window will appear (see the **List of County Codes** shown at right).



b. There are three ways to search through the list in this window:

- Drag the vertical scroll bar downward and scan the list for the code you want. When you find it, click **OK**.
- Search the **County Name** column by entering the first several letters of the county's name *to the left* of the percent (%) symbol in the **Find** field. Then click the **Find** button. The list will refresh and show any matches. Find the name and code you want and click **OK**.
- Search the **Code** column by entering the first several digits of the county's code number *to the right* of the percent (%) symbol in the **Find** field. Then click the **Find** button. The list will refresh and show any matches. Find the name and code you want and click **OK**.

Section 5:
Keyboard Shortcuts

Below is a table that lists the AHSM keyboard shortcuts you can use while working in any CaPP electronic forms. At any time, you can see this list onscreen by going to the Menu Bar and selecting the **Help > Keys** command.

Function / Action	Keyboard Shortcut	Function / Action	Keyboard Shortcut
Block Menu	CTRL + B	List Tab Pages	F2
Cancel Query	F12	Next Field	TAB
Clear Block	F7	Next Primary Key	SHIFT + F7
Clear Field	F5	Next Record	DOWN ARROW
Clear Form	F8	Next Set of Records	SHIFT + F8
Clear Record	F6	Previous Block	SHIFT + PAGE UP
Delete Record	CTRL + UP	Previous Field	SHIFT + TAB
Display Error	SHIFT + CTRL + E	Previous Record	UP ARROW
Down	DOWN ARROW	Print	CTRL + P
Duplicate Field	SHIFT + F5	Return	RETURN
Duplicate Record	SHIFT + F6	Save	CTRL + S
Edit	CTRL + E	Scroll Down	PAGE DOWN
Enter Query	F11	Scroll Up	PAGE UP
Execute Query	CTRL + F11	Show Keys	CTRL + K
Exit	F4	Up	UP ARROW
Help	CTRL + H	Update Record	CTRL + U
Insert Record	CTRL + DOWN ARROW		
List of Values	CTRL + L		

Chapter 3:
Starting the AHSM Application

In this chapter you will learn how to start up and log onto the AHSM program's web site. This is the first step you do at the beginning of any CaPP work session.

Section	Topic	See Page
1	**Obtaining Your Login Information**	3.2
2	**Setting Up AHSM on Your System**	3.3
3	**Logging into AHSM for a Routine Work Session**	3.14

Section 1:
Obtaining Your Login Information

To access and enter the AHSM web site, you will need a GDB user account set up for you. Specifically, you will need a user name, a password, and a database designation.

You must have your manager, supervisor, or IT administrator submit this request for you to the GDB Helpdesk. Do the following:

1. Go to the GDB website at http://gdb.aphis.usda.gov

2. On the **GDB Home** Page, click on Support.

3. On the **GDB Support** Page, click on Helpdesk.

4. On the **VS-AIM Help Desk/Customer Support** Page, the manager/supervisor/IT administrator can submit the request for creating a GDB user account for you.

Section 2:
Setting Up AHSM on Your System

In most cases, installing AHSM on your workstation is an automated process. You simply open an internet browser application and go to the URL shown below.

http://ahsm.aphis.usda.gov/forms90/f90servlet?config=ahsm

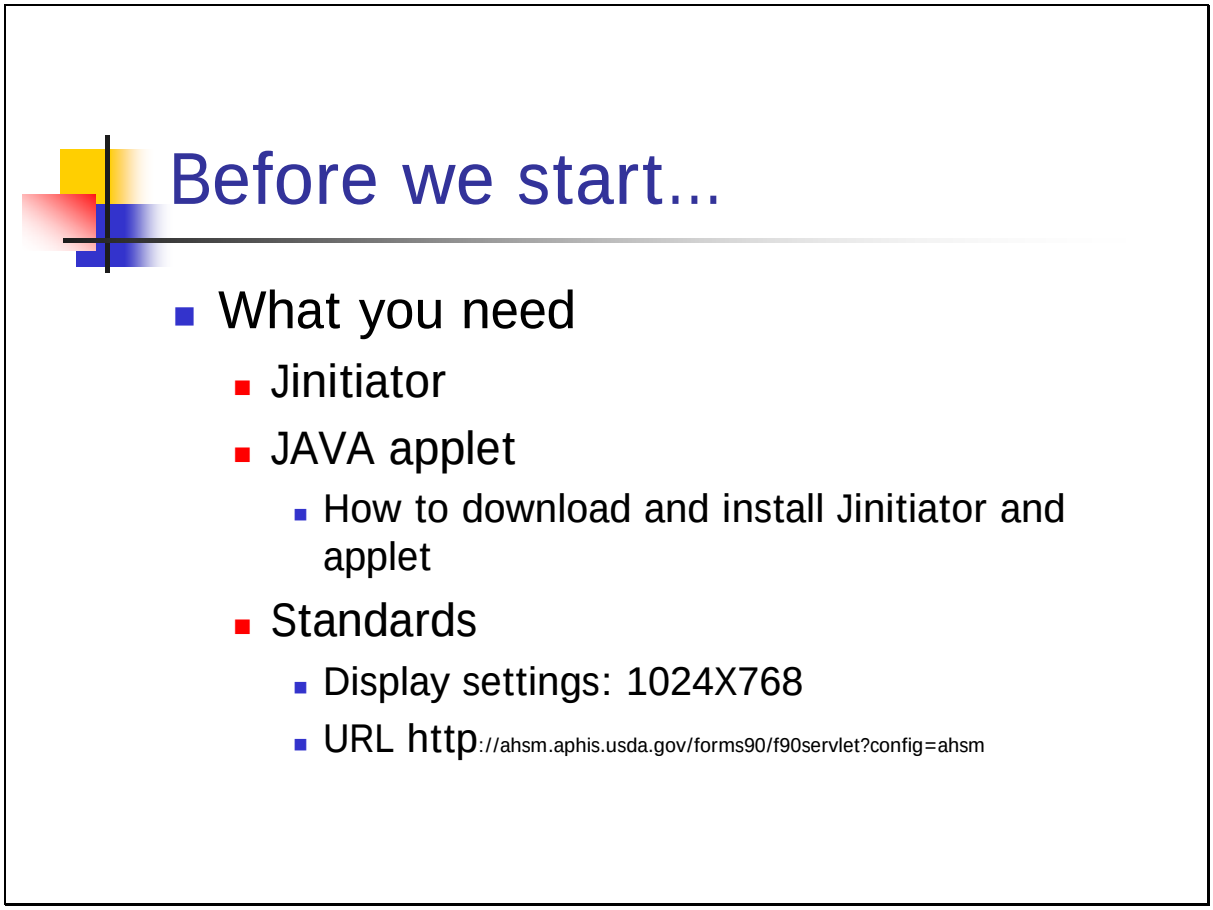
Once there, the installation of various Oracle plug-in programs and utilities necessary for running AHSM will happen automatically.

If the installation does not happen automatically, you should contact your IT or system administrator for help. He or she may need to install AHSM manually, and can do so by following the instructions shown on the slides in the rest of this section.

Note: Some of the screen images on the following slides are out-of-date. But the information and instructions are still the same for manually installing AHSM.

Manually Installing AHSM

Slide 1



Browser must use the Java applet and Jinitiator.

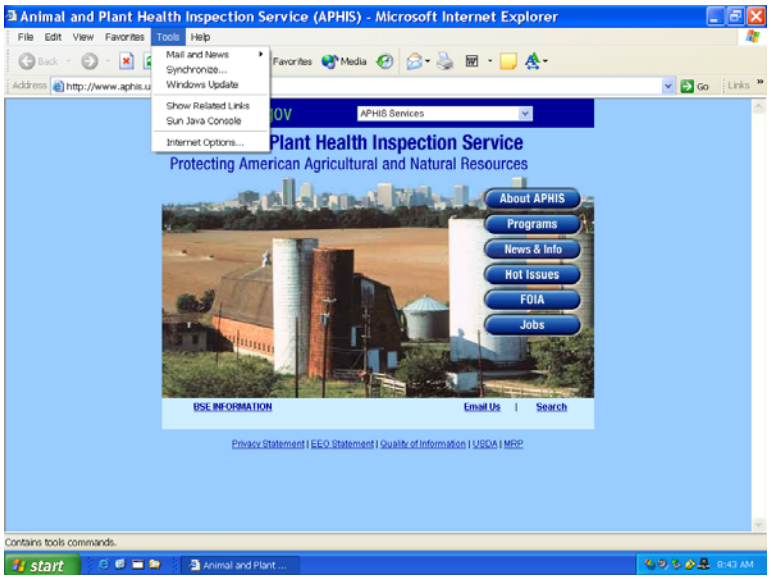
Display settings need to be adjusted to 1024X768.

Fonts can be small or large.

Add the URL to your favorites.

Slide 2

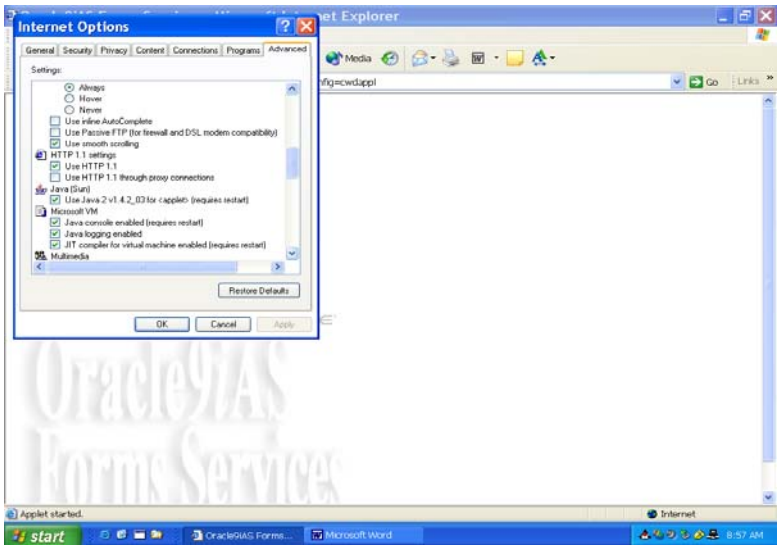
Before we start....applet check



Check under Tools on your browser.

Slide 3

Before we start...Internet options

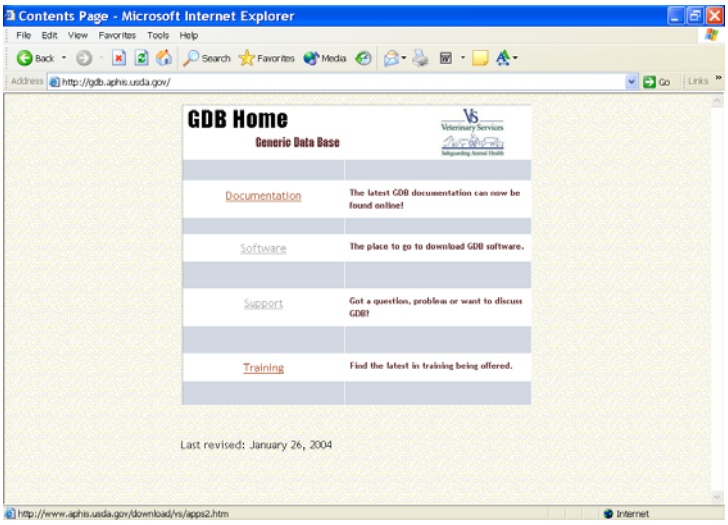


Go to Internet Options and click on the Advanced tab. If the Sun Java Console is present and checked, you will not need to download the applet.

Slide 4

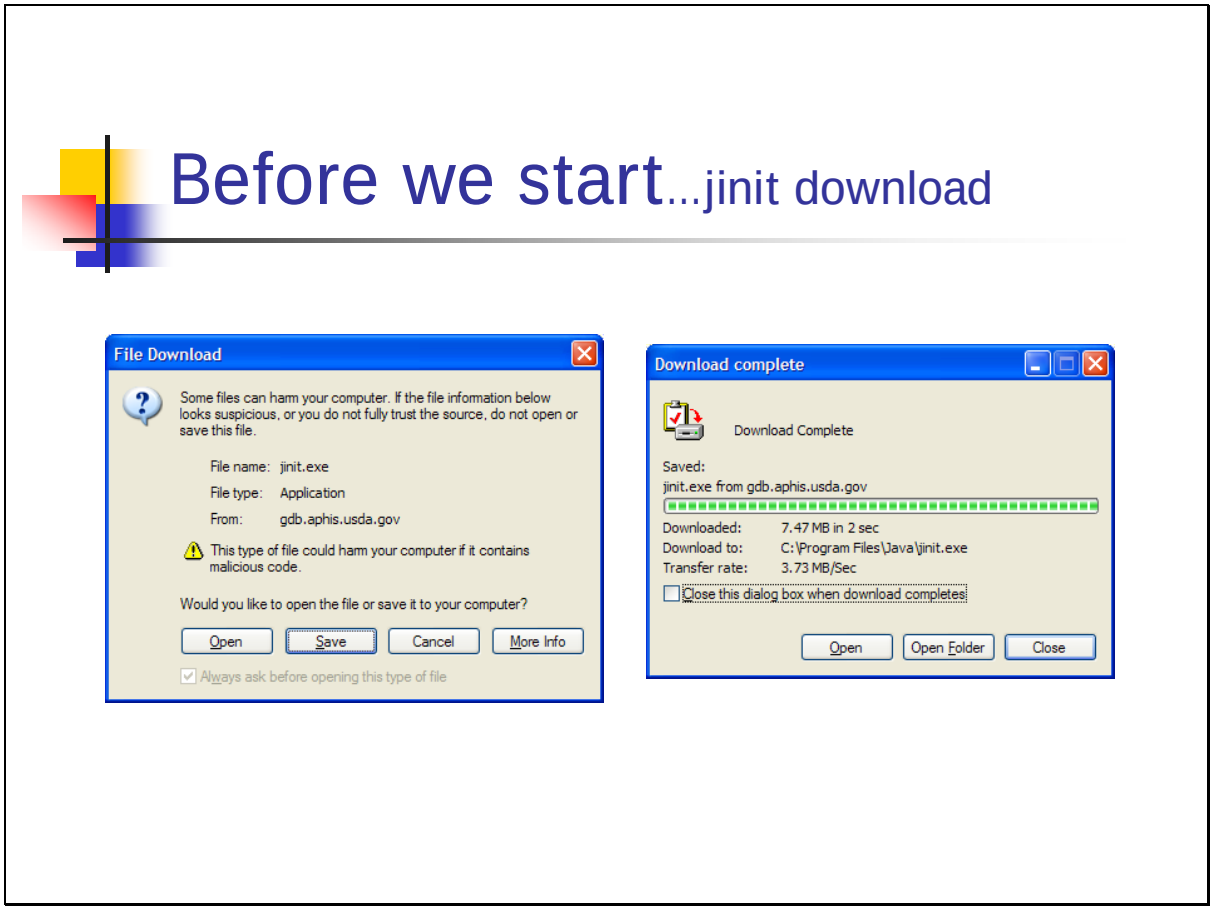
Before we start...download page

http://gdb.aphis.usda.gov/



This is the GDB web page (http://gdb.aphis.usda.gov). Click on the Software link. From here you will need to download Jinitiator. The applet is also there and can be downloaded as well.

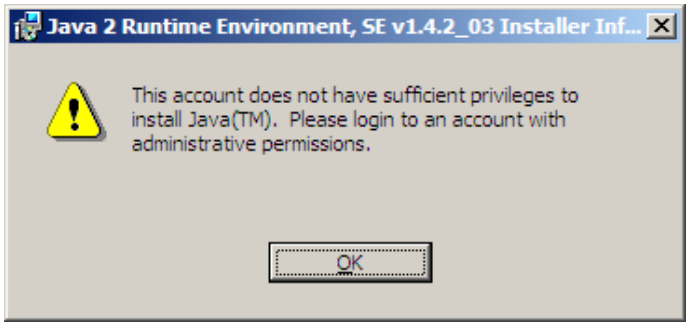
Slide 5



Click on the Jinitiator link. You will be asked to verify that you want to download the file. If you have administrator privileges on your computer (allowing you to install software) then you can open the file directly. If you do not have administrator privileges, save the file to your computer, note the file location, then contact your IT Customer Service person to install it.

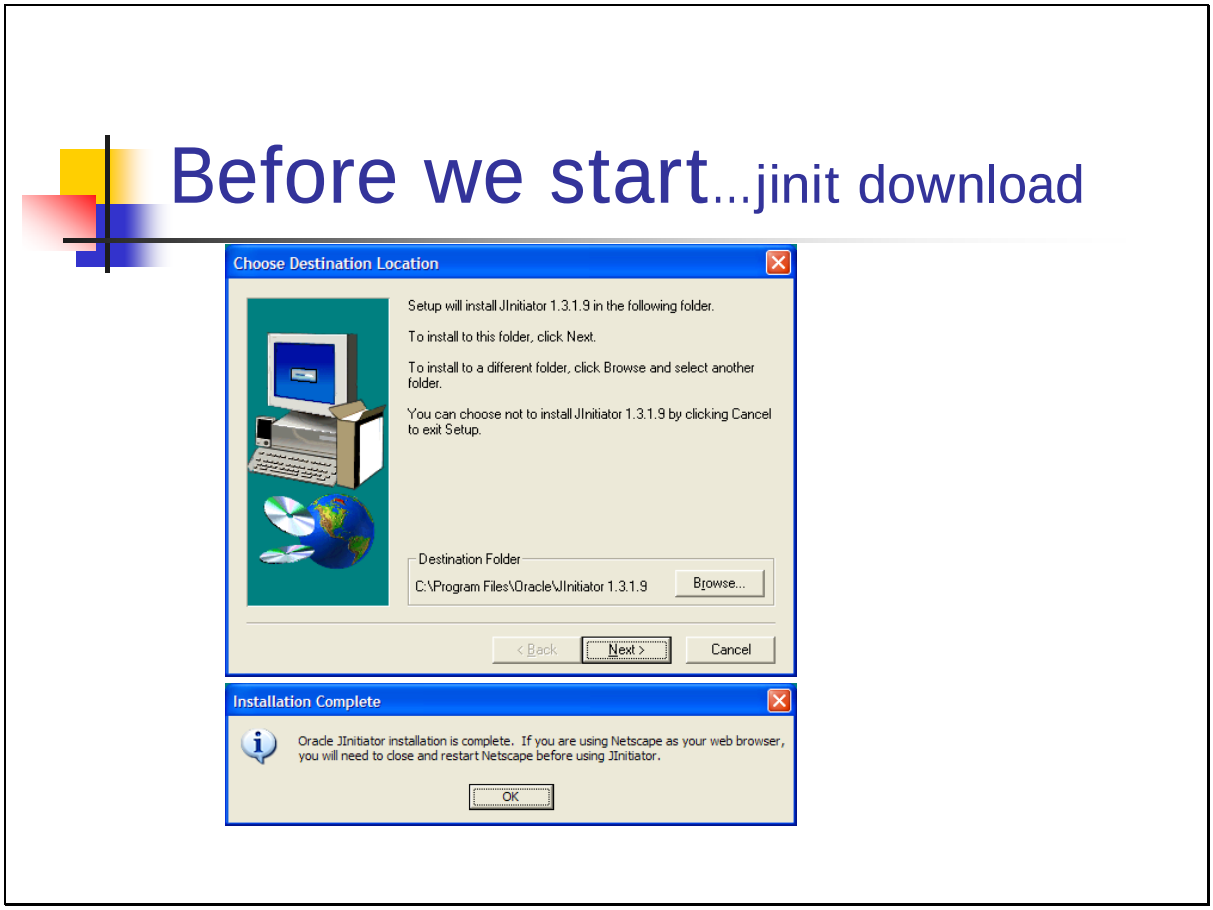
Slide 6

Before we start…jinit download



This is the message you will see if you try to install the software without the necessary privileges.

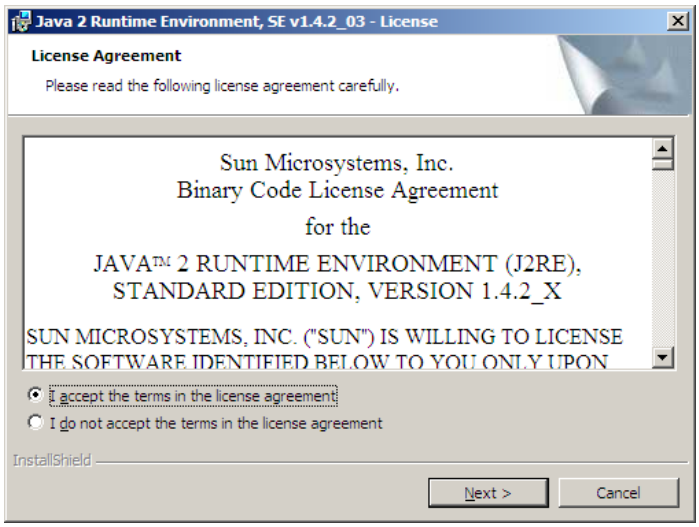
Slide 7



To install Jinitiator, open the file either directly from the download site or from the location you saved it to. A series of window will appear as the software is installed. You will be asked where the file should be installed- usually the default location is fine. Click Next. The software will install and you will see a message saying that the installation is complete. Click OK.

Slide 8

Before we start…plug-in download



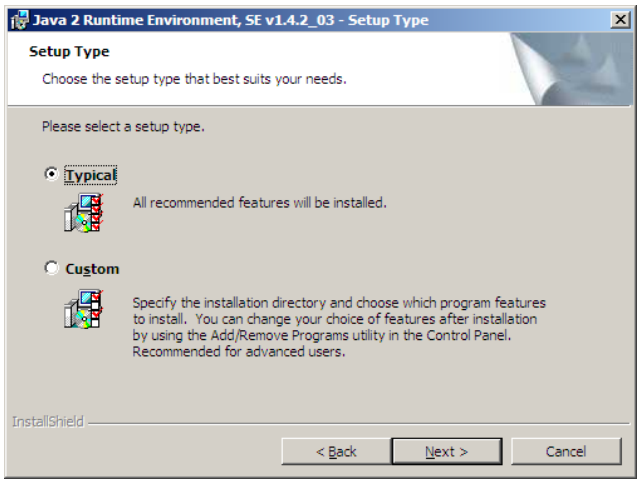
To install the plug-in (Jinstaller), click on the Jinstaller link from the GDB software page. First, check to see whether you have an earlier version of Jinstaller (go to C:\Program Files\Windows\Java and look for an “SE v1.x.x.x.” file). If so, you must uninstall the older version before installing the new version.

Again, you will be asked to verify that you want to download the file. Again, depending on your privileges, you can either open the file directly or save it to install later. If you install later, make sure that you are not connected to the internet when you install so it will go faster.

You will be asked to review and accept the license agreement. Accept and click Next.

Slide 9

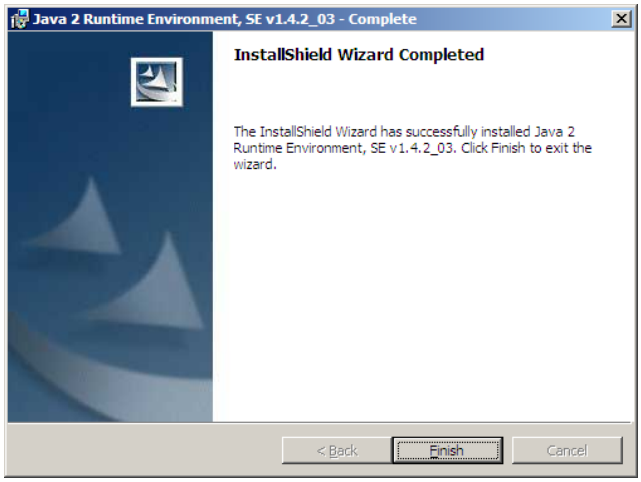
Before we start…plug-in download



You will be asked whether you want a typical or custom install. Choose typical and click next.

Slide 10

Before we start…plug-in download



A series of windows will appear while the software installs. When the install is complete, click Finish.

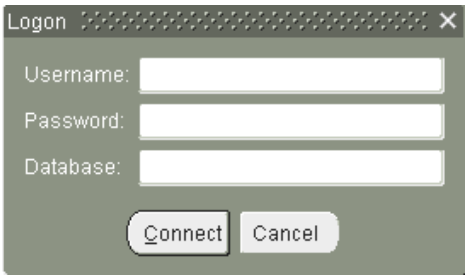
Section 3:
Logging into AHSM for a Routine Work Session

3.1 If you are not already logged into the AHSM web site, open your Internet browser program (i.e., Microsoft Internet Explorer or Netscape Navigator).

3.2 In the **Address** (or **Location** or **Go To**) field of your browser program, type the following on a single line:

http://ahsm.aphis.usda.gov/forms90/f90servlet?config=ahsm

The **AHSM Logon** window (shown at right) will appear onscreen.



3.3 In the **Logon** window, do the following steps. (Note: These fields are case-sensitive. Make sure you spell each item using capital and lowercase letters as appropriate.)

a. In the **Username** field, enter your assigned user name. Press TAB.

b. In the **Password** field, enter your password. Press TAB.

c. In the **Database** field, enter the name of your database.

d. Either click the **Connect** command button or press the ENTER key on your keyboard.

(If you do not know these login details, contact your system administrator.)

3.4 You should then see the following AHSM program's Main Menu window onscreen.

Chapter 4:
Validating and Saving Premises Data into AHSM

It is important that the CaPP Premises Records you generate for your State follow the same naming and content rules as the records generated by other States. AHSM provides a validation process that checks the address information of premises against these rules. You will learn how to use these validation methods in this chapter.

This chapter will cover the following topics:

Section	Topic	See Page
1	**Overview:** - AHSM terminology - Process Flow for Validating and Saving CaPP Premises Data	4.2 4.2 4.2
2	**Accessing the Avian Health Data Entry Menu in AHSM**	4.3
3 **3A** **3B**	**Validating a Premises' Address Information and Saving it in AHSM:** - Method 1 -- Using a National Prem ID - Method 2 -- Using a Premises' Physical Address Information	4.5 4.5 4.8

Section 1: Overview

AHSM Terminology

A *premises* is considered to be a single physical property or location under one ownership (which can be single party, multiple party, or a joint partnership). For animal disease management programs, a premises is usually one of two types:

- a farm-type premises (such as a dairy operation, breeder farm, etc.)
- a commercial-type premises (a livestock market, feedlot, sale barn, auction, federal/state/private slaughter establishments, etc.)

For most premises, the following data is typical of what is stored in the AHSM:

- physical location of the premises
- the type of businesses/activities that are conducted on the premises
- what animal species, if any, reside on the premises
- contact information (methods for reaching) the premises' owner/manager

Process Flow for Validating and Saving CaPP Premises Data

1. Obtain a National Prem ID for the premises you want to validate and save into AHSM's database.

   (Note: this manual does not teach you how to do this, because each State will have its own methods and rules for registering premises. Contact your State's ??? office for this information.)

2. Log into the AHSM web site and access the Avian Health Data Entry Menu.

3. Within AHSM, validate the address information for the premises whose record you are creating. There are two ways to perform this validation:

   - If your premises already has a National Premises ID assigned to it, use this ID to search the National Animal Identification System (NAIS) Repository database. The NAIS database should already contain your premises' physical address information and link it to the National Prem ID for that premises.

     Important: As of January, 2006, the State of California requires that all California premises have their own National Premises ID. So California avian health program personnel must use this validation method only.

   - If your premises does not yet have a National Premises ID assigned to it, you would instead validate the premises' physical address information against the U.S. Post Office's databases.

   Once you have validated your premises' physical address information, save this information as a new Premises Record in AHSM's own database.

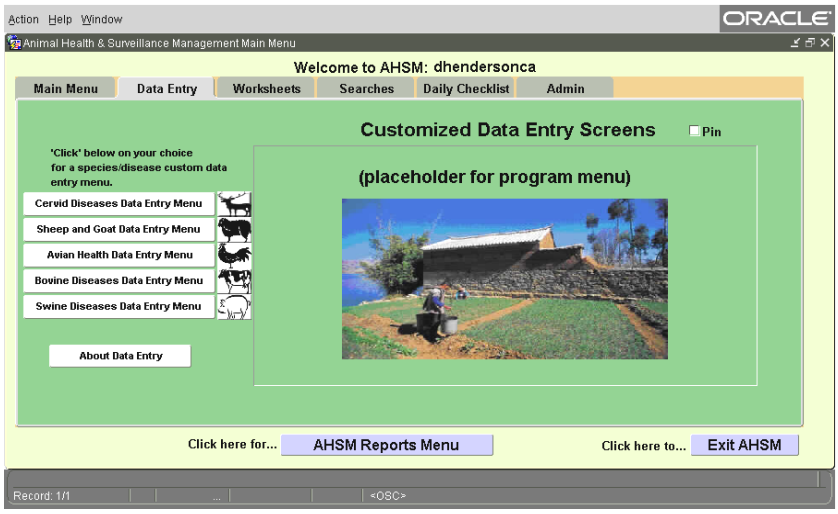
4. You can also create a non-validated Premises Record and save it in AHSM, until such time when you are able to complete the validation process for that premises.

5. You can then, at any future time, retrieve this Premises Record, display it within the AHSM **Create/Edit Premises** form, and edit its contents.

Section 2:
Accessing the Avian Health Data Entry Menu in AHSM

2.1 You should already be logged into the AHSM program. The **Main Menu** window (shown below) should be displayed on your computer screen.

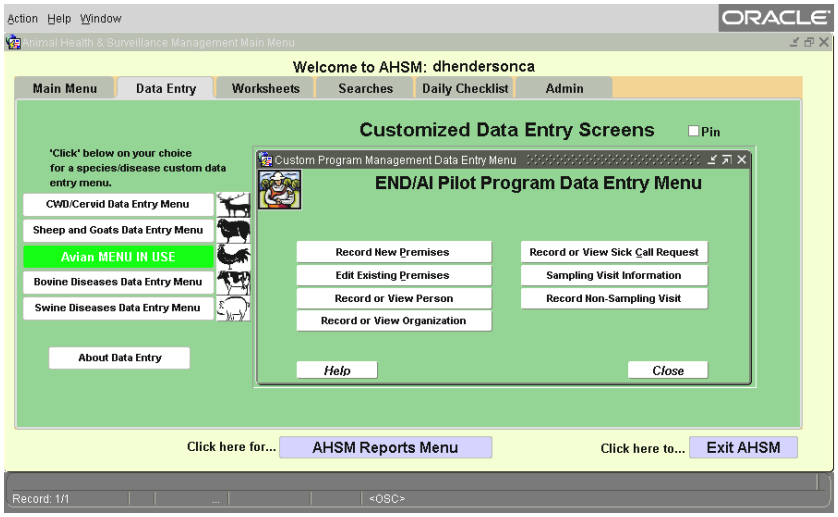
2.2 Click on the **Data Entry** functional tab to display the window below.



2.3 On the left side of this window, click on the **Avian Health Data Entry Menu** option.

The right side of the window will change to display a set of **data-entry task** buttons that are customized to handle the data-entry requirements of the Veterinary Services Exotic Newcastle Disease (END) and Avian Influenza (AI) pilot programs.

Just above the set of task buttons is a **Pin** check box. If you check this box, you will "freeze" the Data Entry tabbed page so that it will always show the Avian Health set of task buttons. If at some point, you want to use the tasks for a different disease program (such as Swine Diseases), simply uncheck the **Pin** box.



2.4 Continue on to Section 3 in this chapter to learn how to validate your premises' address information.

Section 3:
Validating a Premises' Address Information and Saving it in AHSM

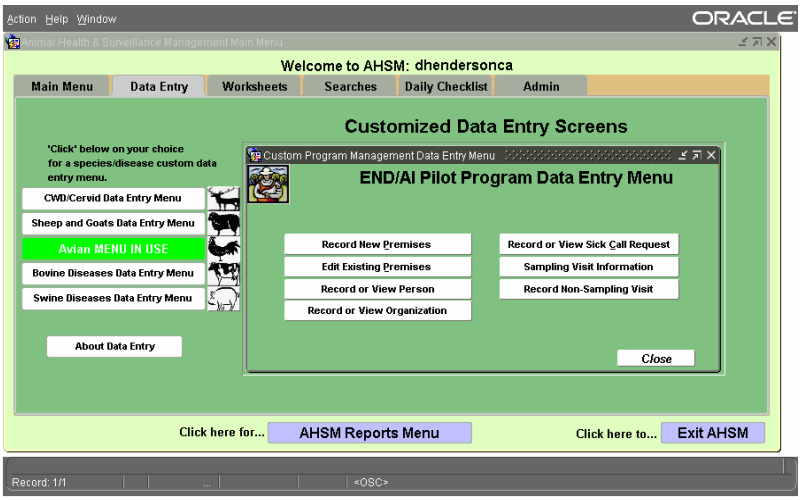
As mentioned earlier, there are two ways to validate a premises' address information:

Section 3A	**Method 1 -- Using a National Premises ID** If a premises already has a National Premises ID assigned to it, use this ID to search the National Animal Identification System (NAIS) Repository database. The NAIS database should already contain a record that links your premises' physical address information to its own National Prem ID. **Important: As of January, 2006, the State of California requires that all California premises have their own National Premises ID. So California avian health program personnel must use this validation method only.**
Section 3B	**Method 2 -- Using a Premises' Physical Address Information** If a premises does not yet have a National Premises ID assigned to it, you need to validate the premises' physical address information against the U.S. Post Office's databases.

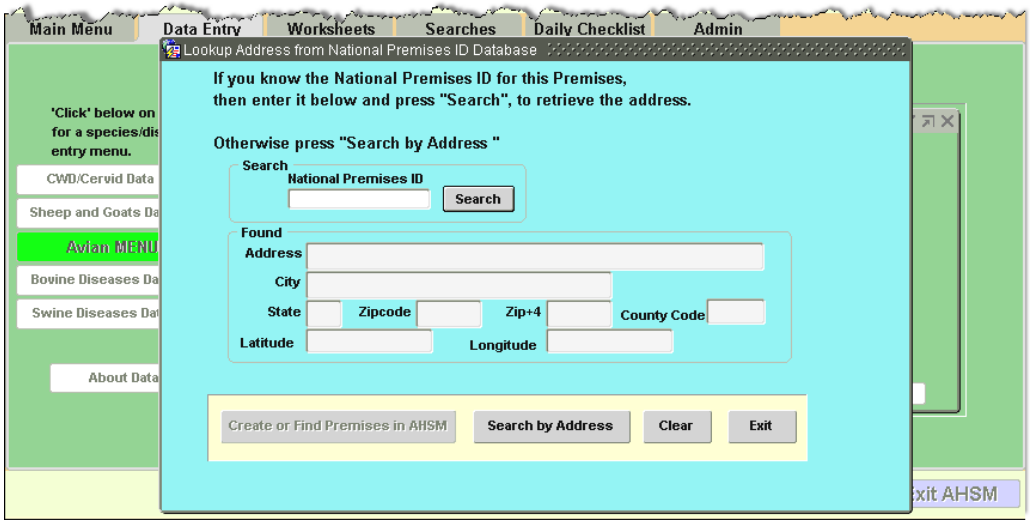
Section 3A:
Method 1 -- Using a National Premises ID

Important: California avian disease program personnel must use this validation method.

3A.1 The **END/AI Pilot Program Data Entry Menu** window (shown below) should be onscreen.



3A.2 Click on the **Record New Premises** button. A **Lookup Address from National Premises ID Database** dialog box (shown below) will appear.



This dialog box gives you two methods for validating a premises' address information:

- The *Search* block lets you enter a premises' National Prem ID, which is then matched to any records in the NAIS database.
  To use this method, skip directly to Step 3A.3 below now.

- The **Search by Address** command button lets you enter physical address information about a premises, which is then matched to any records in the U.S. Postal Service databases.
  (See Section 3B for the procedures for this validation method.)

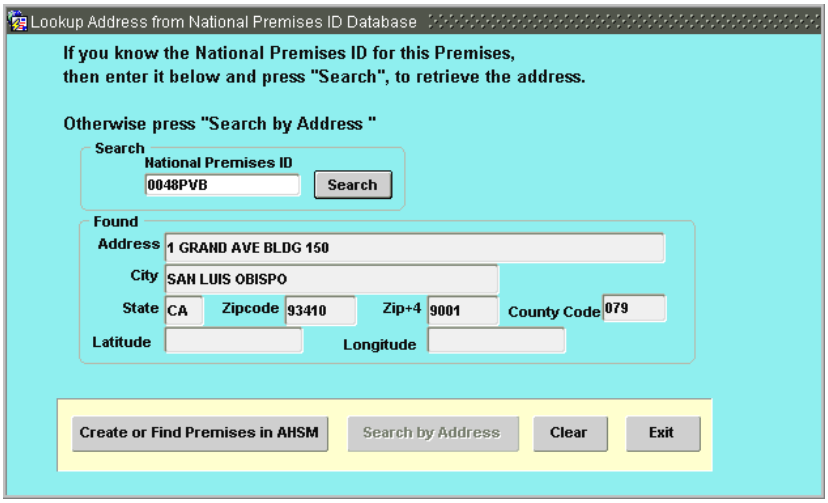
3A.3 In the **Lookup Address from National Premises ID Database** dialog box, do the following:

3A.3.1 Enter the premises' National Prem ID number in the blank data field in the *Search* block.

3A.3.2 Click on the **Search** command button. AHSM will send your search request to the NAIS database.

3A.4 If AHSM:

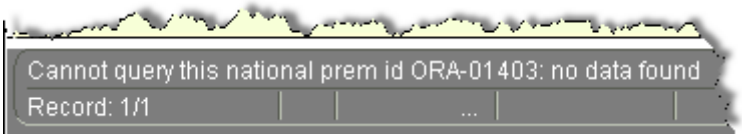
- Does find a matching record, it will be displayed in the *Found* block (see example below).



You can now do any of three things:

End your search session.	1. Click on **Exit**. 2. You are returned to the **END/AI Pilot Program Data Entry Menu** screen.
Save this validated information as a new Premises Record in AHSM -- or retrieve and view this record if it already exists in AHSM.	1. Click on **Create or Find Premises in AHSM**. 2. A partially-completed **Create/Edit Premises** form will appear. 3. Click on **Save Premises Record** (Note: All mandatory blue fields must be filled in before saving record). 4. See Chapter 5 now for procedures on editing this form.
Validate the information for a different premises.	1. Click on **Clear** to delete the data currently displayed. 2. Repeat Step 3A.3 above.

- Does not find a matching record, AHSM will display the following error message:



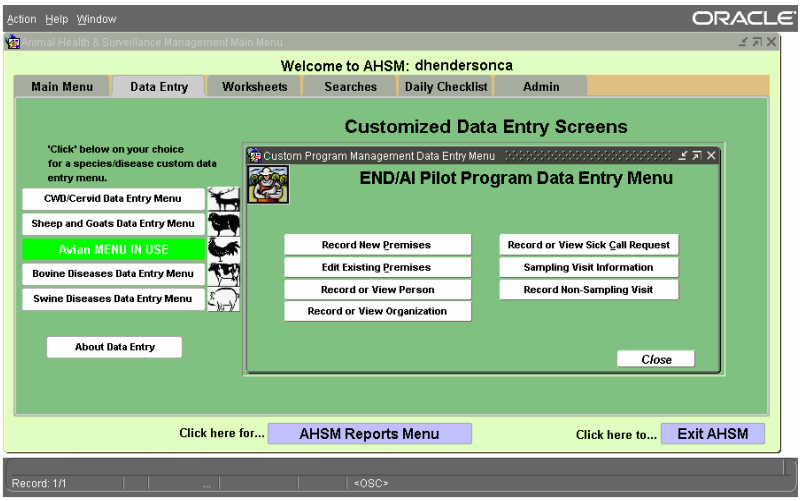
In this case, you can do any of three tasks:

Search again for this premises using different search values.	1. Click on **Clear** to delete the data currently displayed. 2. Repeat Step 3A.3 above.
Start a new search for a different premises.	1. Click on **Clear** to delete the data currently displayed. 2. Repeat Step 3A.3 above.
End your search session.	1. Click on **Exit**. 2. You are returned to the **END/AI Pilot Program Data Entry Menu** screen.

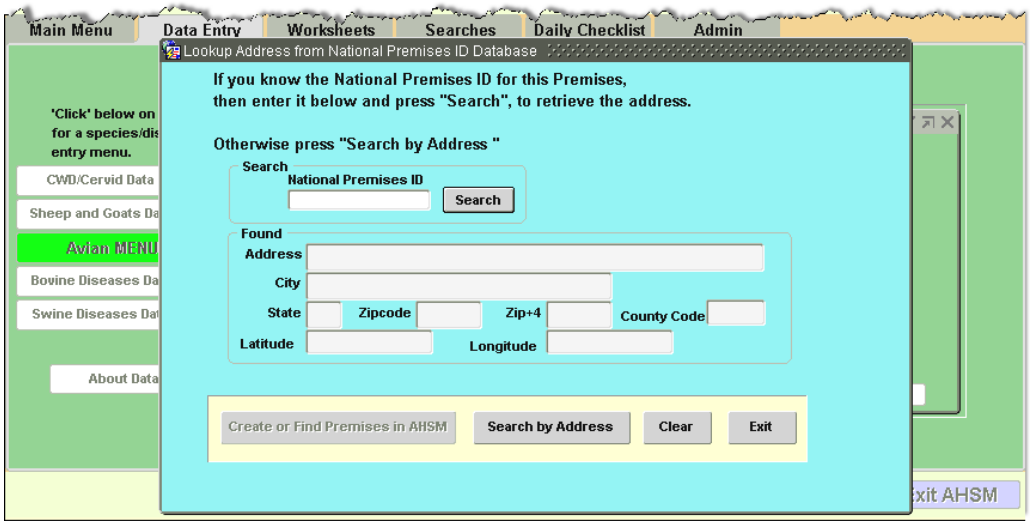
Section 3B:
Method 2 -- Using a Premises' Physical Address Information

Important: California avian disease program personnel should not use this validation method.

3B.1 The END/AI Pilot Program Data Entry Menu window (shown below) should be onscreen.



3B.2 Click on the **Record New Premises** button. A **Lookup Address from National Premises ID Database** dialog box (shown below) will appear.



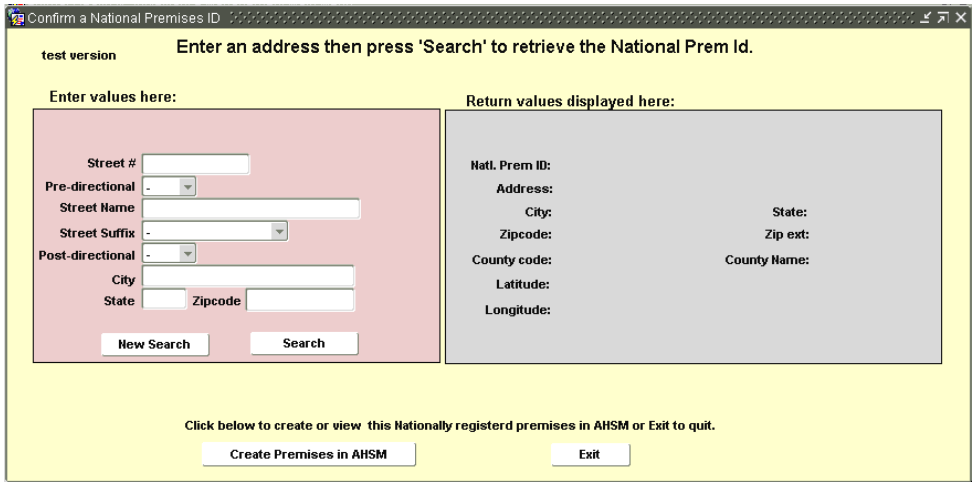
The **Lookup Address from National Premises ID Database** dialog box gives you two methods for validating a premises' address information:

- The *Search* block lets you enter a premises' National Prem ID, which is then matched to any records in the NAIS database.
  (See Section 3A for the procedures for this validation method.)
- The **Search by Address** command button lets you enter physical address information about a premises, which is then matched to any records in the U.S. Postal Service databases.
  To use this method, skip directly to Step 3B.3 below now.

3B.3 To use a premises' physical address information for validation purposes, do the following:

3B.3.1 Click on the **Search by Address** command button.

A **Confirm a National Premises ID** dialog box (shown below) will appear.



3B.3.2 In the *Enter values here* block, complete as many data fields as you can. Use the guidelines in the following table:

Field	Data to Enter
Street #	An alphanumeric value that pinpoints the premises' location on a thoroughfare, street, road,etc.
Pre-directional	Code for a geographic direction that is included at the beginning of a premises' address. Click on this data field's down arrow to display its List of Values (LOV). The choices are: N North NE Northeast S South NW Northwest E East SE Southeast W West SW Southwest
Street Name	Name of the thoroughfare on which where the premises is physically located.

Street Suffix	Code that identifies the kind of thoroughfare on which the premises is physically located. Click on this data field's down arrow to display its List of Values (LOV). The choices are: AVENUE, DRIVE, ROAD, --- BOULEVARD, HIGHWAY, STREET, ALLEY CIRCLE, LANE, TRAIL COURT, PLACE, WAY
Post-directional	Code for a geographic direction that is included at the end of a premises' address. Click on this data field's down arrow to display its List of Values (LOV). The choices are: N North, NE Northeast S South, NW Northwest E East, SE Southeast W West, SW Southwest
City	City in which the premises is located.
State	2-letter postal abbreviation for the State in which the premises is located.
Zipcode	Zip code of the premises' physical location. You can enter either the 5-digit zip code or the 9-digit zip code. *Examples*: **34005** or **34005-9771**

3B.4 Click on the **Search** command button. AHSM will search the U.S. Postal Service and other databases (i.e., NAIS) for any possible matches.

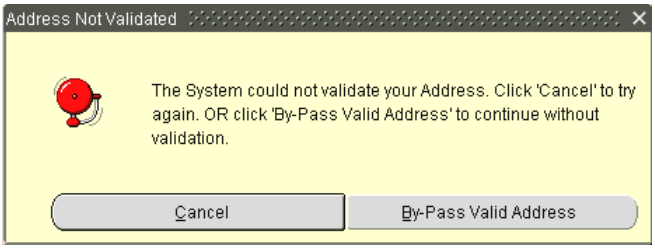
AHSM can return any of three types of results:

- It finds no records that match your premises' information. Instead, AHSM displays an **Address Not Validated** error message. Go to Step 3B.5 now.

- If AHSM finds a matching Premises Record that has a National Prem ID assigned to it, this record will be displayed in the *Return values displayed here* block. Go to Step 3B.6 now.

- If AHSM finds a matching Premises Record that does not have a National Prem ID assigned to it, this record will be displayed in the *Return values displayed here* block. Go to Step 3B.7 now.

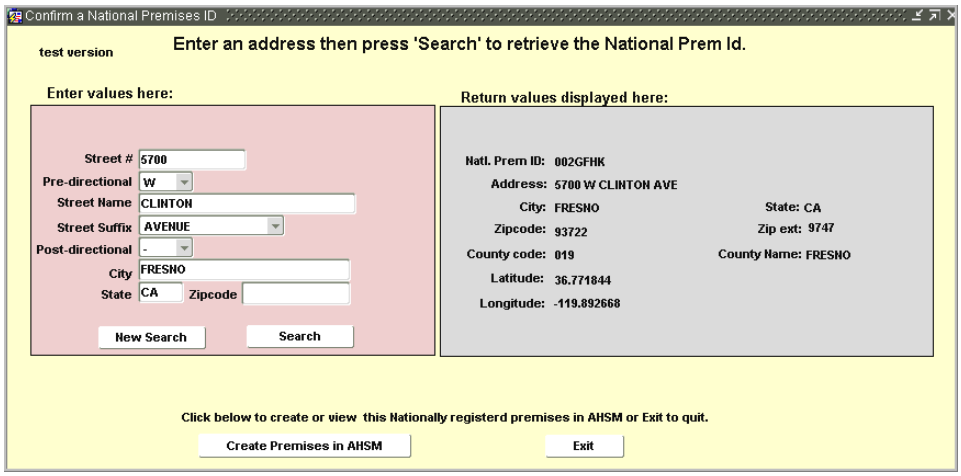
3B.5 If AHSM finds no records that match your premises' information, it will display an **Address Not Validated** error message (see below).



You can now do any of three things:

Search again for this premises using different search values.	1. Click on **Cancel**. 2. The error message box will close. 3. Click on **New Search** to empty the *Enter values here* block. 4. Enter your new search values, then click on **Search**.
End your search session.	1. Click on **Cancel**. 2. The error message box will close. 3. Click on **Exit**. You are returned to the **Lookup Address** dialog box.
Go ahead and create a new Premises Record for this premises without validating it.	1. Click on **By-Pass Valid Address**. 2. If a popup message appears about calling up a blank form, click on **Yes**. 3. A partially-completed **Create/Edit Premises** form will appear. 4. Click on **Save Premises Record** to save the partial information in this form as a new Premises Record in AHSM. 5. See Chapter 5 now for procedures on editing this form.

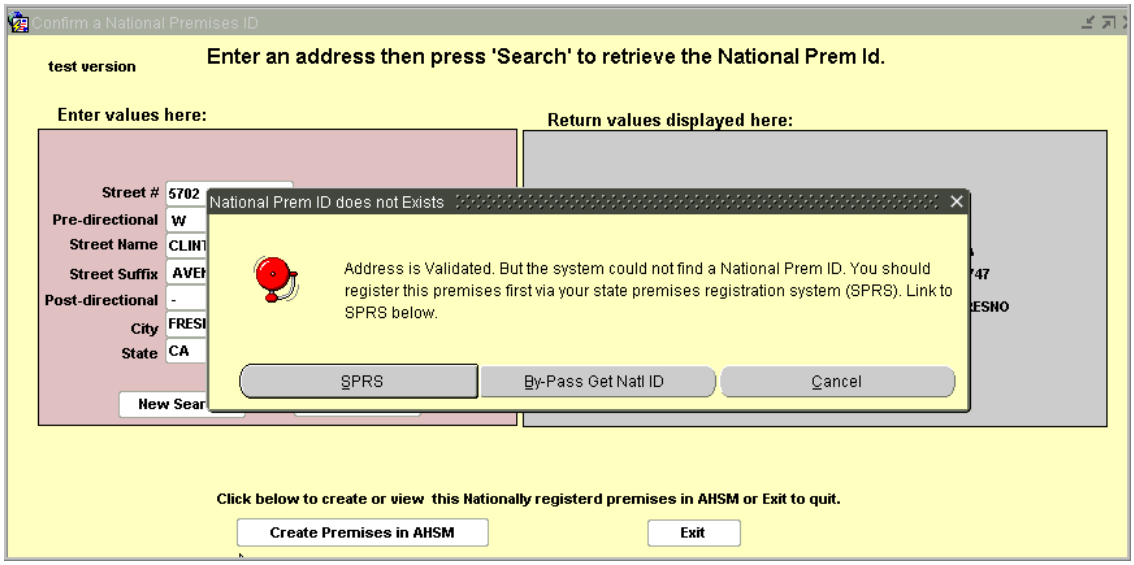
3B.6 If AHSM finds a matching record with a National Prem ID, the record will be displayed in the *Return values displayed here* block.



You can now do any of two tasks:

End your search session.	1. Click on **Exit**. 2. You are returned to the **Lookup Address** dialog box.
Save this validated information as a new Premises Record in AHSM -- or retrieve and view this record if it already exists in AHSM.	1. Click on **Create Premises in AHSM**. 2. A partially-completed **Create/Edit Premises** form will appear. 3. See Chapter 5 now for procedures on editing this form.

3B.7 If AHSM finds a matching record, but it does not have a National Prem ID, the record will still be displayed in the *Return values displayed here* block. You will also see an error message (shown below) that asks if you want to obtain a National Prem ID for the premises.



You can now do any of three things:

End your search session.	1. Click on **Cancel**. 2. The error message box will close. 3. Click on **Exit**. You are returned to the **Lookup Address** dialog box.
Request that a National Prem ID be assigned to this premises.	1. Click on **SPRS**. 2. The **SPRS** hyperlink will exit you out of the AHSM website and take you directly to California's premises registration web site at (http://www.californiaid.org/login.asp. 3. To use this website, you must have the appropriate login permissions and authorization in order to do the registration process and receive a National Prem ID for your premises. 4. Once you have obtained a Nat Prem ID for the premises, log back into AHSM again and validate its information by doing the procedure in Section 3A.
Go ahead and create a new Premises Record for this premises without validating it.	1. Click on **By-Pass Get Natl ID**. 2. If a popup message appears about calling up a blank form, click on **Yes**. 3. A partially-completed **Create/Edit Premises** form will appear. 4. Click on **Save Premises Record** to save the partial information in this form as a new Premises Record in AHSM. 5. See Chapter 5 now for procedures on editing this form.

Chapter 5:
Editing Premises Records in AHSM

Once you have a Premises Record for a CaPP premises stored in AHSM, you can retrieve this record at any time to add new content to it, to modify existing data in it, or to delete obsolete/incorrect information from it. The procedures in this chapter will help you accomplish these tasks.

This chapter covers the following topics:

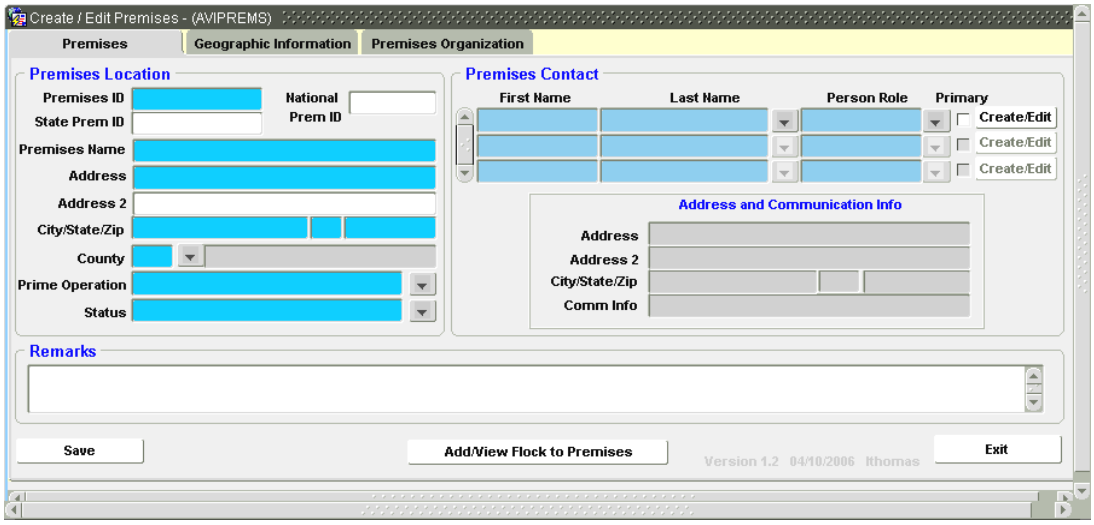
Section	Topic	See Page
1	Opening a **Create/Edit Premises** Form in AHSM	5.2
2	Editing the **Premises** Tabbed Page - The *Premises Location* block - The *Premises Contact* block - Adding a Flock to a Premises	5.4 5.5 5.6 5.9
3	Editing the **Geographic Information** Tabbed Page - The *Geographic Info - Geocoded* block - The *Geographic Info – Field Collected* block	5.12 5.12 5.13
4	Editing the **Premises Organization** Tabbed Page - The *Add Organization to Premises* block - The *Add Organization to Flock* block	5.15 5.15 5.17

Section 1:
Opening a Create/Edit Premises Form in AHSM

1.1 There are three ways to call up a **Create/Edit Premises** form:

Starting Point	Next Steps to Perform:
Method 1… If you have not yet logged into AHSM	1. Log into the AHSM Web Management Interface. 2. In the **AHSM Main Menu**, click on the **Data Entry** functional tab. 3. In the list on the left side, click on **Avian Health Data Entry Menu**. 4. On the right side, you will see a list of forms specifically for the **END/AI Pilot Program Data Entry Menu**. 5. Click on **Edit Existing Premises**. 6. A **Create/Edit Premises** form will appear onscreen. You will also see a popup message that says "You are in search mode." Click **OK** to close this message. 7. Click on the **Premises** tab of this form. 8. You now need to open and display the Premises Record you want to work on. a. In the *Premises Location* block, enter a National Prem ID value in the **Premises ID** field. b. Either select the **Query >Execute Query** command in the Menu Bar or click on the **exe** icon in the Toolbar. c. AHSM will retrieve and display the Premises Record you requested. 9. Continue on to Step 1.2 below.
Method 2… If you have been working in the **Record New Premises** form within AHSM…	1. Finish validating (or choosing to by-pass validating) your premises' address information. 2. On the form, look for and click on a button that says **Create Premises in AHSM** or **Create or Find Premises in AHSM**. 3. A **Create/Edit Premises** form will appear onscreen, with some of its data fields already filled in. 4. Continue on to Step 1.2 below.
Method 3… If you are currently working in any other form within AHSM…	1. Save, if desired, the data in the form you are currently working in. 2. Find a command button on this form that says **Exit**, **Exit Form**, or **Close this form**. Click on it. You should be returned to the **END/AI Pilot Program Data Entry Menu** screen. 3. Click on the **Edit Existing Premises** button. 4. A **Create/Edit Premises** form will appear onscreen. You will also see a popup message that says "You are in search mode." Click **OK** to close this message. 5. Click on the **Premises** tab of this form. 6. You now need to open and display the Premises Record you want to work on. a. In the *Premises Location* block, enter a National Prem ID value in the **Premises ID** field. b. Either select the **Query >Execute Query** command in the Menu Bar, or click on the **exe** icon in the Toolbar. c. AHSM will retrieve and display the Premises Record you requested. 7. Continue on to Step 1.2 below.

1.2 You should now have a **Create/Edit Premises** form displayed onscreen with some of its data fields already filled in (see example below).



Be aware that you are seeing just the content for the **Premises** tabbed page of the form. There are two other tabbed pages that help make up this form: **Geographic Information** and **Premises Organization**.

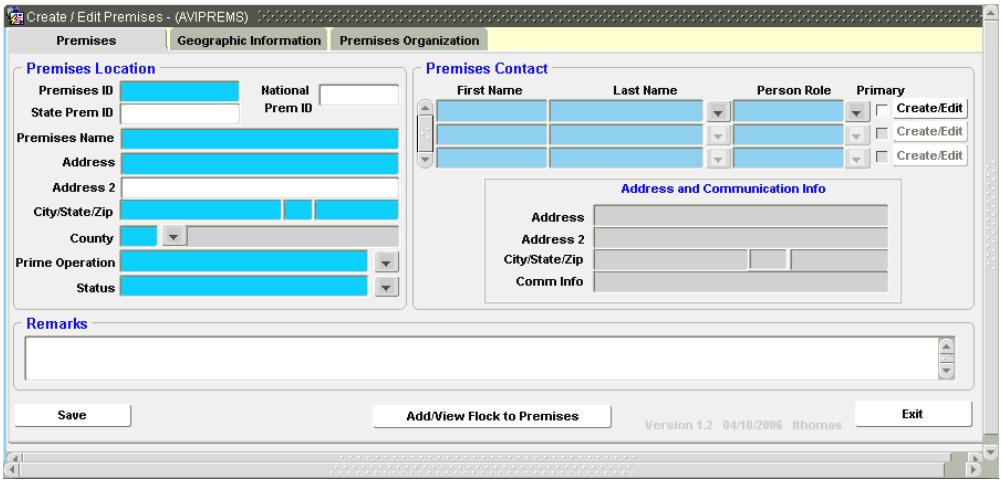
The rest of this procedure will show you how to fill all three tabbed pages, one at a time. Depending on what data you have available, you may be able to fill out only parts of each tabbed page. To learn how to edit the data in

- the **Premises** tabbed page, see Section 2 in this chapter.
- the **Geographic Information** tabbed page, see Section 3 in this chapter.
- the **Premises Organization** tabbed page, see Section 4 in this chapter.

After completing these three tabbed pages and saving their data, your premises will then have its own Premises Record stored in the GDB database.

Section 2:
Editing the Premises Tabbed Page

The screenshot below shows the entire **Premises** tabbed page within the **Create/Edit Premises** form. You can navigate up and down this tabbed page by using the right-side vertical scroll bar.



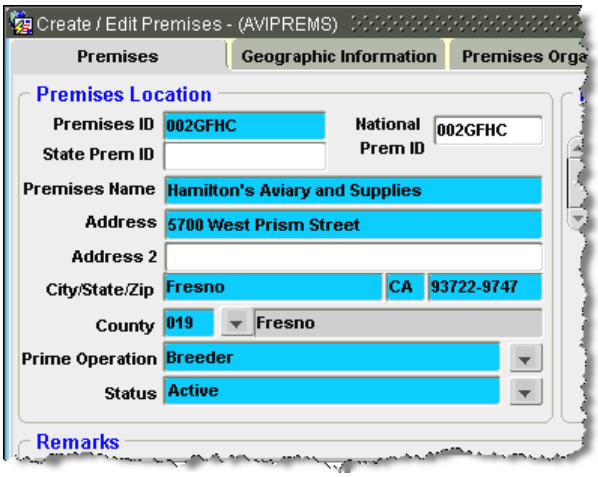
The *Premises Location* Block

2.1 In the top section of this page, edit the *Premises Location* block using the following guidelines:

Field	Data to Enter
Premises ID	Official premises identification number for the premises. Depending on your State, this ID will either be the National Premises ID or a State-assigned Prem ID. Any letters you type into this field will automatically be capitalized.
National Prem ID	National Premises ID for this premises. (This can be the same value you entered into the **Premises ID** data field.)
State Prem ID	State-assigned premises ID for this premises.
Premises Name	Full name of the premises owner, the business, or the herd. To enter the premises owner's name, use the following format: last name, a space, first name, a space, and middle initial (if applicable). *Example*: **Jones Bruce M**
Address	Street address of the premises.
Address2	Additional street address information of the premises (such as a building #).
City/State/Zip	- City in which the premises is located. - 2-character postal abbreviation for the State in which the premises is physically located. - Zip code of the premises' physical location. You can enter either the 5-digit zip code or the 9-digit zip code. *Examples*: **34005** or **34005-9771**
County	- Code for the county in which the premises is physically located. - After you select this code from the pull-down list, the county's full name will automatically appear in the adjacent grey-colored field.

Prime Operation	Code for the primary type of business/activity that is performed on this premises. C Click on this data field's down arrow to display its List of Values (LOV). (This LOV is too long to include here.)
Status	Code for the status of the business/activity that is performed on this premises. Click on this data field's down arrow to display its List of Values (LOV). The choices are: ACTIVE This business/activity is currently operating. OB This business/activity has gone out of business. QUAR This business/activity is currently under quarantine. SOLD This business/activity has been sold. UNKNOWN Current status cannot be determined VACANT This business/activity is currently not in use.
Remarks	Any additional information you wish to report about this premises, its type of operation(s), or its location. You can enter up to 4000 characters in this data field.

Your completed *Premises Location* block should now look similar to the example at right:



2.2 Save the data you just entered by clicking on the **Save Premises** command button

The *Premises Contact* Block

Now look at the *Premises Contact* block. This block lets you enter, modify, and delete information for both primary and secondary contacts for your premises.

- A Premises Record must have information for one primary contact individual stored in it. This contact individual will always be the first individual to be contacted whenever an issue or question about the premises needs to be addressed.
- A Premises Record can, optionally, have one or more secondary contacts associated with it. Secondary contacts serve as backups whenever the primary contact is not available.

Below are lists of the different tasks you can do in the *Premises Contact* block:

Tasks:	See Step
Create a separate Person Record for a primary contact individual and then associate that Person Record to the Premises Record. This method is useful in cases where an individual might serve as a contact for more than one Premises Record. By first creating a Person Record for that individual, you save the need for re-entering the person's data each time you associate him/her with a new premises.	2.3
De-link a contact's information from a Premises Record.	2.4
Edit a contact's information that is already in a Premises Record.	2.5
Change a secondary contact to a primary contact (or do the opposite).	2.6

When working in the *Premises Contact* block, use the guidelines in the table below:

Field	Data to Enter
First Name	First name of the contact individual.
Last Name	Last name of the contact individual.
Person Role	Code for the role served by the contact person for this premises. The choices are:

ACCRED	Accredited Vet	CC	CWD Coordinator	POWN	Premises Owner
GLPRAC	General Practice	RCE	Regional CWD Epi	AOWN	Animal Owner
LAPRAC	Lg Animal Prac	NCE	Natl CWD Epi	PRIMARY	Primary Contact
LCNSED	Licensed Vet	NTSEE	Natl TSE Epi	SUB	Submitter
SAPRAC	Sm Animal Prac	TSEADM	TSE Admin	COL	Collector
RSE	Regional SCR Epi	TSESUB	TSE Submitter	BILL	Billing Contact
DSE	Designat SCR Epi	AVIC	AVIC	REPORT	Report-to Only
NSE	Natl SCR Epi	RSSSC	RSSS Coordinator		

Primary	Check box to use in identifying the one and only primary contact for a premises.
Address	Street address of the location where the contact works or resides.
Address 2	Additional address information for the contact.
City/State/Zip	City, State, and Zip Code of the location where the contact works or resides.
Comm Info	Information on how to reach the primary contact.

Step 2.3 Create a separate **Person Record** for a primary contact individual and then associate that **Person Record** to the **Premises Record**.

a. Have the **Create/Edit Premises Form** displayed onscreen.

b. Next to a blank row in the *Premises Contact* block, click on **Create/Edit**.

c. A separate **Record/Edit Person Details** form will appear onscreen.

d. Enter any data available into the three blocks -- *Person*, *Person Addresses*, and *Phone, FAX, Email, etc*. -- on this form. (Refer to Chapter 6 for procedures on using this form, if necessary.)

e. Click on **Save** to save your entries.

f. Click on **Back** to return to the Premises Tabbed Page.

g. In the *Premises Contact* block, make a selection in the **Person Role** data field for this person.

h. Click on **Save**.

i. In the *Premises Contact* block again, now check the **Primary** check box for this person. Checking this box will make this person the primary contact for the premises shown in the *Premises Location* block.

j. Click on **Save**. You should see a **`TRANSACTION SAVED`** message in the Status Bar below the form

Step 2.4 De-link a contact's information from a **Premises Record**. (By de-linking, we mean that a **Person Record** will no longer be associated with a **Premises Record**.)

Important:

- If you de-link a Person Record for a person who is currently identified as the primary contact for a premises, you will be immediately prompted to designate a new primary contact for the premises. You can do this by either assigning the primary contact role to another person associated with that premises, or by creating a new Person Record for a person who will have that role.
- Deleting a primary contact's information from a Premises Record does not also mean you are deleting that contact's Person Record from the GDB database.

a. Have the **Create/Edit Premises Form** displayed onscreen.

b. In the *Premises Contact* block, click once on the **First Name** value for the person whose record you want to de-link.

c. In the Toolbar above, click on the **Delete Record** icon (the red 'X').

d. If you just de-linked a secondary contact, click on **Save**. You are now finished with this step.

If you just de-linked the current primary contact's record, you will see the following pop-up message:

```
You have deleted the primary contact for this premises,
which is required.  Please add another primary contact.
```

e. Click on **OK** to close the pop-up message.

f. Click on **Save** to save your action of de-linking the **Person Record** from this premises.

g. All of the data fields in the *Premises Primary Contact* block should now be empty.

h. Repeat Step 2.3 above to create a new **Person Record** and to assign the primary contact role to this record.

Step 2.5 Edit a contact's information that is already in a **Premises Record**.

a. In the same row displaying the name of the primary contact, click on **Create/Edit**.

b. A separate **Record/Edit Person Details** form will appear onscreen. Make your changes (refer to Chapter 6 for procedures on using this form, if necessary).

c. Click on **Save** to make your edits permanent.

d. Click on **Back** to return to the Premises tabbed page.

e. If you need to change the **Person Role** value for a contact, do so and then click on **Save**.

Step 2.6 Change a secondary contact to a primary contact (or do the opposite).

a. Have the **Create/Edit Premises Form** displayed onscreen.

b. Click on **Save** to make sure all of the data currently visible has been saved.

c. In the Premises Contact block, check the **Primary** check box next to the person that you want to make the primary contact for the premises shown in the *Premises Location* block.

d. Click on **Save**. You should see a **`TRANSACTION SAVED`** message in the Status Bar below the form.

After completing any or all of the preceding steps, you can either:

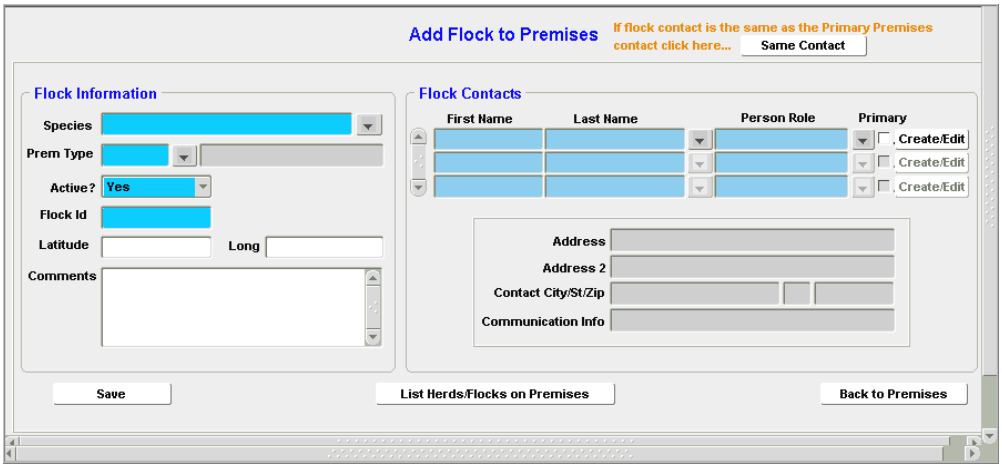
- stop working in the **Create/Edit Premises Form**
- create one or more **Flock Records** and associate them with specific **Premises Records**. To do this task, continue on to the next sub-section, *Adding a Flock to a Premises*.

Adding a Flock to a Premises

2.7 Each Premises Record should have at least one flock associated with it.

a. On the **Premises** tabbed page, click on **Add/View Flock to Premises**.

A separate **Add Flock to Premises Form** will appear onscreen (see below).



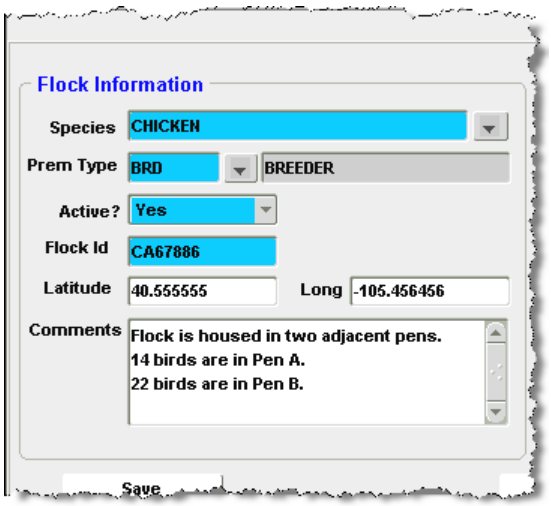
b. This form has two blocks: *Herd or Flock Information* and *Herd/Flock Primary Contact*.

c. Fill out the *Flock Information* block, using these guidelines:

Field	Data to Enter
Species	Code for the avian species present in the flock you are reporting in this block.
Prem Type	Code for the type of business/activity done on the premises. After you specify the code and press TAB, the full name of this activity will automatically populate the grey data field.
Active ?	**Yes** = This business/activity is currently active on the premises. **No** = This business/activity is currently inactive or not operating on the premises.
Flock ID	A series of letters or numbers to uniquely identify a herd or flock. This value can be a herd license number or simply "1", "2", "3", etc.
Latitude	North-south geographic coordinates for the physical location where the flock resides. Use this format: nn.nnnnnn *Example*: **48.552000**
Long	East-west geographic coordinates for the physical location where the flock resides. Use this format: -nnn.nnnnnn (Be sure to type the hyphen in front of the number.) *Example*: **-104.552000**
Comments	Optional comments for describing premises operations, flock housing conditions, etc.

d. Save this data by clicking on **Save**.

When completed, your edited version of the *Flock Information* block should now look similar to the example at right.

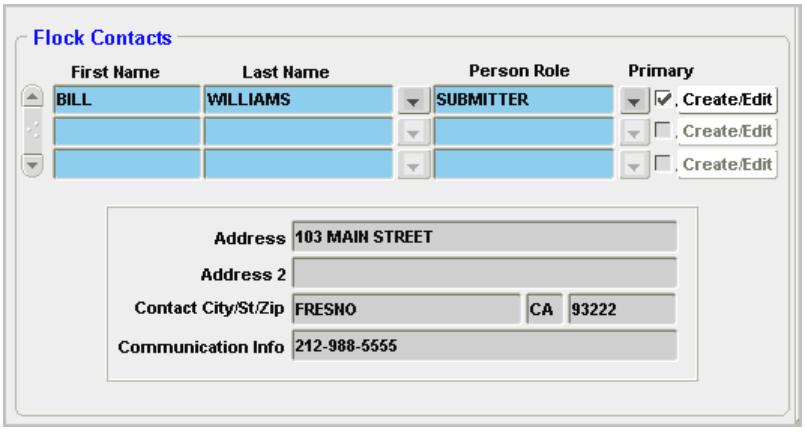


e. Just above the *Flock Contacts* block is a trigger button (shown below) that lets you use the same contact information for both the premises and for this flock.

f. If you click on the **Same Contact** button, the contact information from the *Premises Contact* block will be copied into the *Flock Contacts* block.

g. Fill out the *Flock Contacts* block. Use the guidelines in the table just above Step 2.3 earlier in this chapter.

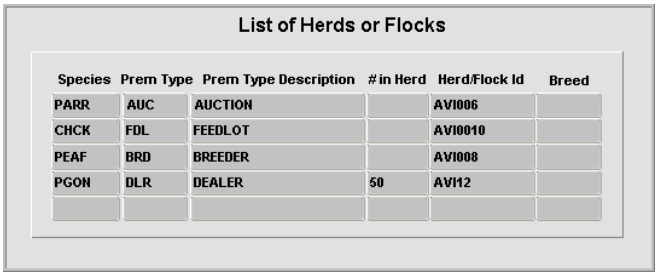
When completed, your form should look similar to the example shown below:



h. Save your entries in this block by clicking on **Save** again.

You have now created your first flock record and associated a primary contact to it.

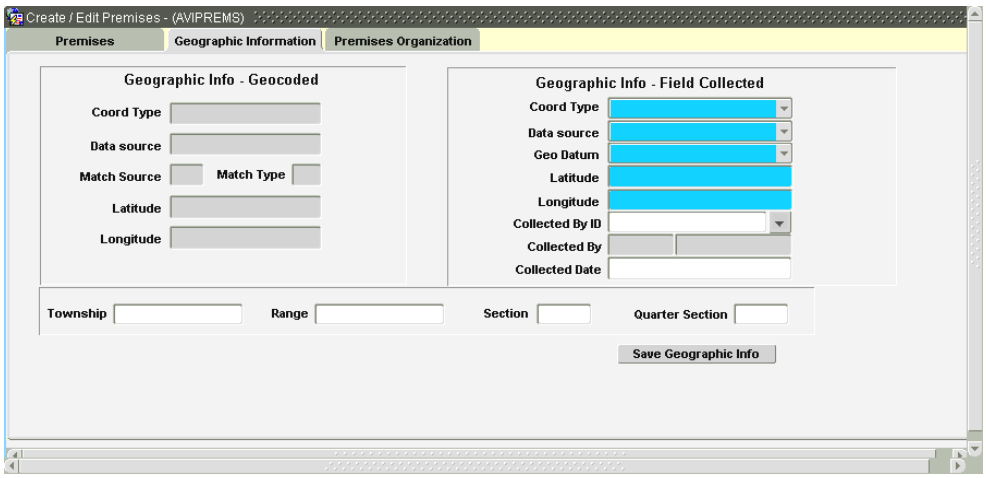
i. At this point, you can do any of the following tasks:

Add another flock to this same premises.	Repeat Steps 2.7a – 2.7h.
Edit any records in the *Flock Contacts* block.	Repeat the appropriate procedures in Steps 2.3, 2.4, 2.5 or 2.6.
View a list of flocks that are associated with this **Premises Record.**	1. In the **Add Flock to Premises Form**, click on **List Herds/Flocks on Premises**. 2. A view-only form (shown below) will appear:  List of Herds or Flocks Species, Prem Type, Prem Type Description, # in Herd, Herd/Flock Id, Breed PARR, AUC, AUCTION, , AVI006, CHCK, FDL, FEEDLOT, , AVI0010, PEAF, BRD, BREEDER, , AVI008, PGON, DLR, DEALER, 50, AVI12,

Section 3:
Editing the Geographic Information Tabbed Page

Note: The California Pilot Project is not currently using this tabbed page for any data-entry.

The screenshot below shows the **Geographic Information** tabbed page within the **Create/Edit Premises** form.



The *Geographic Info - Geocoded* Block

In the top section of this tabbed page, you will see the *Geographic Info – Geocoded* block. This is a view-only block. You cannot change any data that is displayed in it. But the table below will help you understand what the data is about.

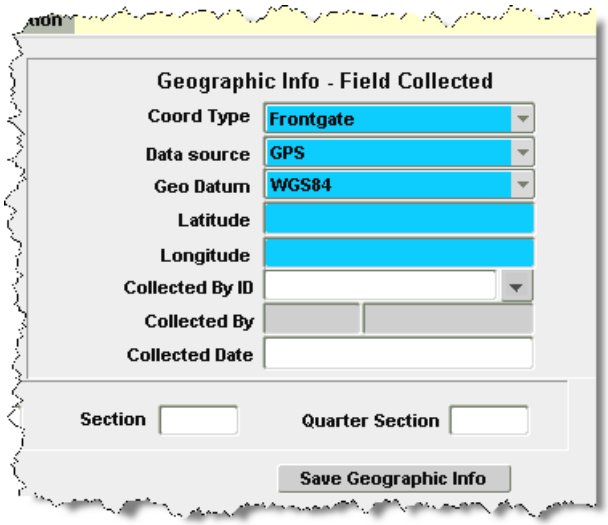
Field	Data Displayed
Coord Type	Automatically populated with the code for one animal species associated with the premises. This value is retrieved from the data you entered on the **Species/Prem type** page.
Data Source	Code for the method used to determine the **Front Gate Latitude** and **Longitude** coordinates of the premises' entrance. The choices for this field are: **GPS** Global Positioning System receiver **MAP** Hardcopy map **Digital** Digital atlas **Aerial** **???**
Match Source	???
Match Type	???
Latitude	North-south geographic coordinates for *the primary entrance* to the premises from a public road (not the coordinates for the premises itself). Use this format: nn.nnnnnn *Example*: **48.552000**
Longitude	East-west geographic coordinates for *the primary entrance* to the premises from a public road (not the coordinates for the premises itself). Use this format: -nnn.nnnnnn (Be sure to type the hyphen in front of the number.) *Example*: **-104.552000**

The *Geographic Info – Field Collected* Block

3.1 You can, however, edit the *Geographic Info – Field Collected* block. Use the guidelines below:

Field	Data to Enter
Coord Type	Code for the type of coordinate whose latitude and longitude are reported in this record. The choices are: (blank) Unspecified Frontgate The *primary entrance* to the premises from a public road.
Data source	Code for the method used to determine the **Front Gate Latitude** and **Longitude** coordinates of the premises' entrance. The choices for this field are: **GPS** Global Positioning System receiver **MAP** Hardcopy map **Digital** Digital atlas **Aerial** **???**
Geo Datum	Code for a map datum option. Fill out this field only if **GPS** was specified as the **Data Source**, The choices for this field are: **WGS84** World Geodetic System, 1984 **NAD83** North American Datum, 1983 NAD27 ??? Unknown Unknown
Latitude	Geographic coordinates for *the primary entrance* to the premises from a public road. Use this format: nn.nnnnnn *Example*: **48.552000**
Longitude	Geographic coordinates for *the primary entrance* to the premises from a public road. Use this format: -nnn.nnnnnn (Be sure to type the hyphen in front of the number.) *Example*: **-104.552000**
Collected By ID	???
Collected By	???
Collection Date	Date on which the geographic coordinates for this coordinate type were compiled.
Township	Identification number of the township in which the premises is located. Use this format: *TnnnN* or *TnnnS* *Example*: If the township is numbered 218 and located south of the State's baseline, enter **T218S**.
Range	Identification number of the range where the premises is located. Use this format: *RnnW* or *RnnE* *Example*: If the range is numbered 77 and located west of the State's principal meridian, enter **R77W**.)
Section	Number of the section in which the premises is located. Use this format: nn (Include a zero if the section number is a single digit.) *Example*: If the premises is located in Section number 4, enter **04**.)
Quarter Section	Directional indicators for where your premises is located within the section. The choices for this field are: **NE**, **NW**, **SE**, or **SW**.

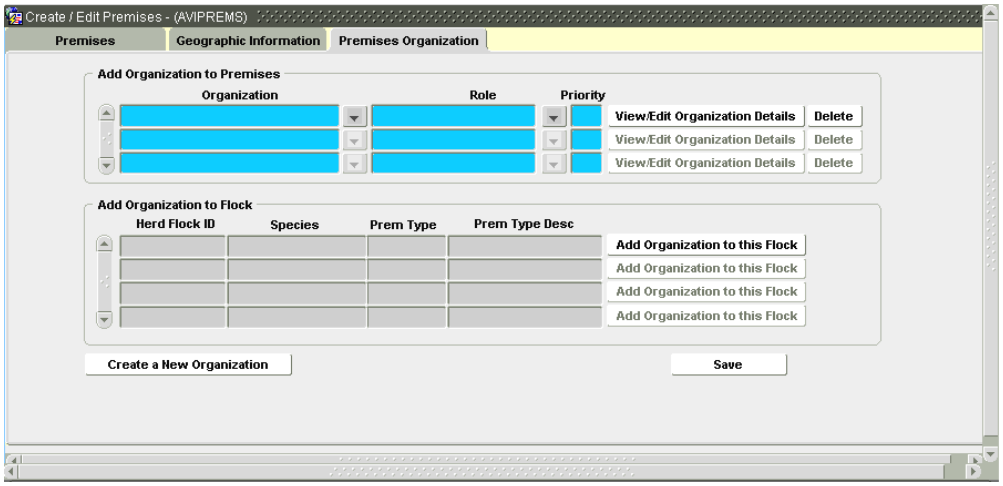
Your edited version of the *Geographic Info – Field Collected* block should now look similar to the example at right:



3.2 After you have finished viewing/editing both blocks on the *Geographic Information* tabbed page, click on **Save Geographic Info**.

Section 4:
Editing the Premises Organization Tabbed Page

The screenshot below shows the **Premises Organization** tabbed page within the **Create/Edit Premises** form.



The *Add Organization to Premises* Block

4.1 Before beginning any work in this block, make sure you have already retrieved an existing Premises Record that is displayed on the **Premises** tabbed page. You are going to be linking an organization to the premises whose information appears on the **Premises** tabbed page.

4.2 There are four tasks you can do in this block:

Tasks for Linking an Organization to a Premises:	See Step
Add a new organization to this Premises Record. By “adding”, you are simply entering information about an organization that has some relationship to this premise.	4.3
Create a new Organization Record for an organization. Then associate that organization to this Premises Record.	4.4
Update an organization’s Organization Record.	4.5
Delete information about an organization from this Premises Record. (Deleting the information does not also delete the organization’s own Organization Record from the AHSM database, if it has one.)	4.6

4.3 Add a new organization to this Premises Record, by doing the following:

a. Click your cursor into the top blank **Organization** data field. This makes all the data fields in that row active and ready for your data.

b. In the **Organization** data field, use the List of Values to select the organization you want to associate to your premises. an appropriate value that describes the organization.

c. In the **Role** data field, use the List of Values to select an description of the organization.

d. The **Priority** data field is pre-populated with the next sequential number as soon as you do Step 4.3a above. This number will indicate the order in which this organization should be contacted.

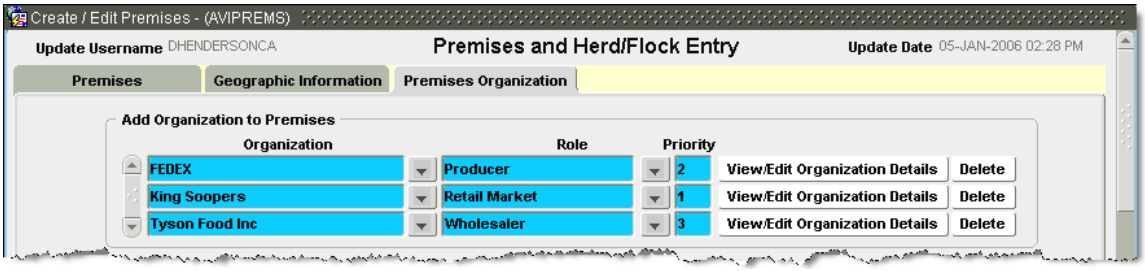
Tip: The easiest way to change the priority number assigned to an organization is to delete all of the organizations listed in the *Add Organization to Premise* block. Then add them back into this block again in the correct order.

e. If you have additional information to enter about this organization, click on the **View/Edit Organization Details** button in this row.

f. A separate **Create/Edit Organization** form will appear onscreen.
(Refer to Chapter 7 for procedures on using this form, if necessary.)

g. After you have finished the **Create/Edit Organization** form, click on **Save**.

h. Click on **Back** or **Exit** to return to the **Premises Organization** tabbed page.
Your edited block should now look similar to the example below:



4.4 Create a new Organization Record for an organization. Then associate that organization to this Premises Record.

a. On the **Premises Organization** tabbed page, click on **Create a New Organization**.

b. A separate **Create/Edit Organization** form will appear onscreen.
(Refer to Chapter 7 for procedures on using this form, if necessary.)

c. After you have finished the **Create/Edit Organization** form, click on **Save**.

d. Click on **Back** or **Exit** to return to the **Premises Organization** tabbed page.

4.5 Update an organization's Organization Record.

a. In this block, find the organization whose Organization Record you want to update.

b. In the row containing the organization's data, click on **View/Edit Organization Details**.

c. A separate **Create/Edit Organization** form will appear onscreen.
(Refer to Chapter 7 for procedures on using this form, if necessary.)

d. After you have finished the **Create/Edit Organization** form, click on **Save**.

e. Click on **Back** or **Exit** to return to the **Premises Organization** tabbed page.

4.6 Delete information about an organization from this Premises Record.

a. In this block, find the organization that you want to dis-associate from your premises.

b. In the row containing the organization's data, click on **Delete**. The data will be removed from the block.

c. Click on **Save** to make this deletion permanent.

The *Add Organization to Flock* Block

4.7 There are two tasks you can do in this block:

Tasks for Linking an Organization to a Premises:	See Step
Associate an organization to one or more flocks on your premises. For example, if you have 3 chicken flocks, 1 duck flock, and 2 turkey flocks, you could associate 1 chicken, 1 turkey, and the duck flock to Grocery Store A and 2 chicken flocks and the remaining turkey flock to Grocery Store B.	4.8
Dis-associate an organization from a flock on your premises	4.9

The data fields in this block are view-only, and the table below tells you what they mean.

Field	Data Displayed
Herd Flock ID	A series of letters or numbers to uniquely identify a herd or flock. This value can be a herd license number or simply "1", "2", "3", etc.
Species	Code for the avian species present in the flock you are reporting in this block.
Prem Type	Code for the type of business/activity done on the premises.
Prem Type Desc	The full description of this premises type.

4.8 To associate an organization to one or more flocks on your premises, do the following:

a. In this block, find the flock you want to associate to an organization.

b. In the row containing the flock's data, click on **Add Organization to this Flock**.

c. A separate **Herd/Flock Organization** form will appear. At the top of this form in the *Herd or Flock Selected* block, you will see the flock's identification information.

d. In the lower *Associate Organization to a Herd or Flock* block, insert your cursor into the first blank **Organization** data field. This will make all the data fields in that row active and ready for your data-entry.

e. In the **Organization** data field, use the List of Values to select the desired organization.

f. In the **Role** data field, use the List of Values to select the appropriate description/role of this organization in relation to your flock.

i. The **Priority** data field is pre-populated with the next sequential number as soon as you do Step 4.8d above. This number will indicate the order in which this organization should be contacted.

Tip: The easiest way to change the priority number assigned to an organization is to delete all of the organizations listed in the *Add Organization to Flock* block. Then add them back into this block again in the correct order.

g. If you have additional information to enter about this organization, click on the **View/Edit Organization Details** button in this row.

h. A separate **Create/Edit Organization** form will appear onscreen.
(Refer to Chapter 7 for procedures on using this form, if necessary.)

i. After you have finished the **Create/Edit Organization** form, click on **Save**.

j. Click on **Back** or **Exit** to return to the **Premises Organization** tabbed page.

4.9 To dis-associate an organization from a flock on your premises, do the following:

a. In this block, find the flock you want to dis-associate from the organization.

b. In the row containing the flock's data, click on **Add Organization to this Flock**.

c. A separate **Herd/Flock Organization** form will appear. At the top of this form in the *Herd or Flock Selected* block, you will see the flock's identification information.

d. In the lower *Associate Organization to a Herd or Flock* block, you should see one or more organization records displayed.

e. Find the organization you want to dis-associate from the flock on your premises.

f. In the row containing the organization's data, click on **Delete**. The data will be removed.

g. Click on **Save** to make your deletion permanent.

h. Click on **Back** to return to the **Premises Organization** tabbed page.

Chapter 6:
Creating and Viewing Person Details Records

The **Record or View Person** option allows you to add, edit or view standalone information about a person in the AHSM application. This information includes details such as person's first and last names, unique ID, job description, addresses (home, work, etc) phone/FAX numbers, email addresses, and training records.

NOTE: You cannot see any links to organizations, premises, or herd/flocks from this button.

This chapter will cover the following topics:

Section	Topic	See Page
1	**Filling out the Record/Edit Person Details Form** - Determining if a Person Already Exists in AHSM - Completing the *Person* Block - Completing the *Person Addresses* Block - Completing the *Phone, FAX, Email, etc.* Block - Saving a New **Person Details Record**	6.2 6.2 6.4 6.4 6.5 6.6
2	**Filling out the Person Training Form**	6.8

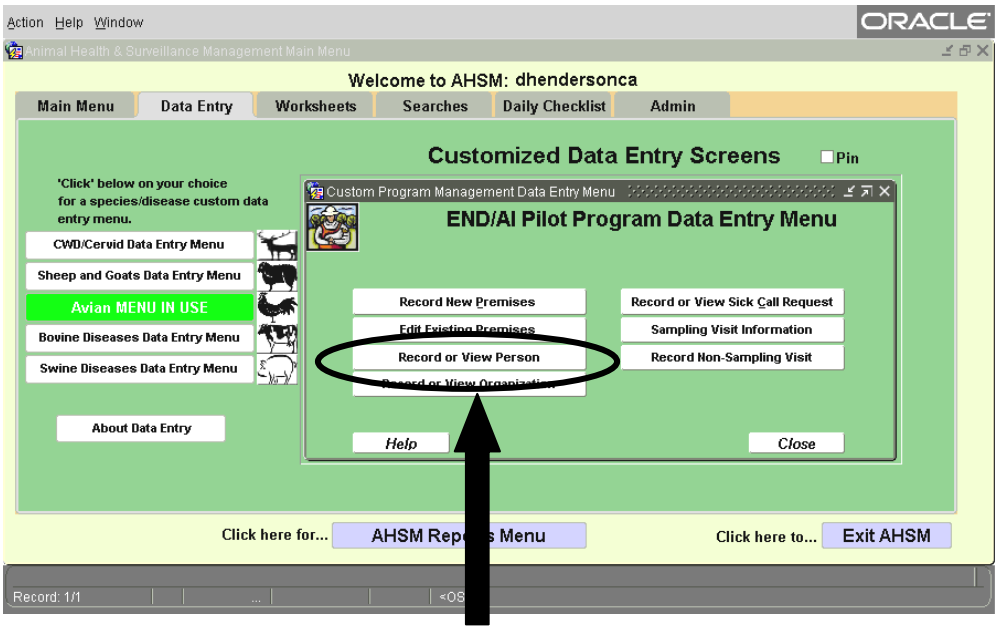
Section 1:
Filling out the Record/Edit Person Details Form

1.1 If necessary, log into the AHSM program. The **Animal Health & Surveillance Management Main Menu** window will be displayed onscreen.

1.2 Click on the **Data Entry** functional tab to display that page.

1.3 On the left side of the **Data Entry** page, click on the **Avian Health Data Entry Menu** button.

1.4 In the *END/AI Pilot Program Data Entry Menu* block, click on the **Record or View Person** option (shown below).



1.5 A blank **Record/Edit Person Details Form** is automatically displayed.

Determining if a Person Already Exists in AHSM

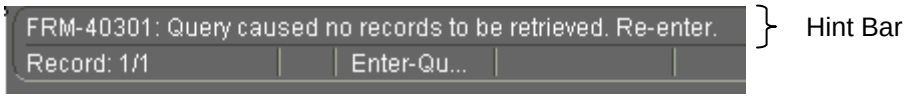
Before you start entering information into the form, determine if a person's information already exists in AHSM by performing the following steps:

- Click on the **?** button in the toolbar to put the screen in query mode. The entire gray background area in the figure below turns orange when you are in query mode.
- Enter the person's name in the appropriate fields (can enter just first name or last name, or both).

- Click on the **exc** button in the toolbar to execute the query.

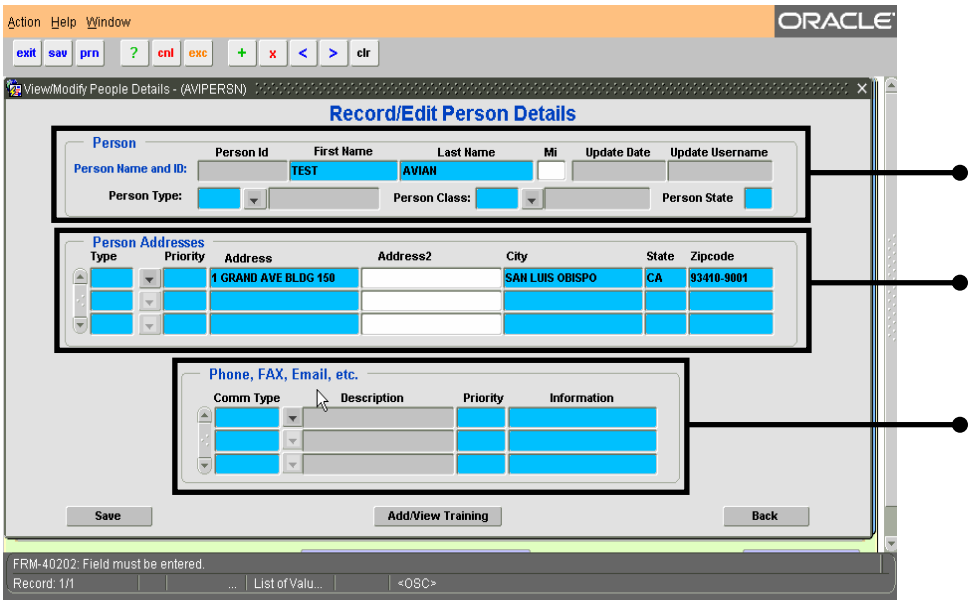
Based on your search criteria, the resulting display could be one of the following:

1. The display will be blank, and the hint bar at the bottom of the screen will display the following message because AHSM could not find any record. In this case, you can add their information now.



2. AHSM found one record and the appropriate fields are populated with the information found. You can then view, add to, or modify the existing information.
3. AHSM found multiple records and you can navigate through them using the blue **>** *next record* button or the blue **<** *previous record* button at the top of the screen. The status bar at the bottom of the screen will let you know if there is more than one record by displaying a **?** for total number of records found.

The **Record/Edit Person Details** form contains 3 blocks of information: Person, Person Addresses, and Phone, FAX, Email, etc.



Completing the *Person* Block

Fill in the required information (blue-colored fields). Refer to the example below and Table 1 for assistance.

NOTE: Fields that are grey-colored are auto-filled by AHSM. The white-colored fields are optional data fields in which you can enter data or not, as you prefer.

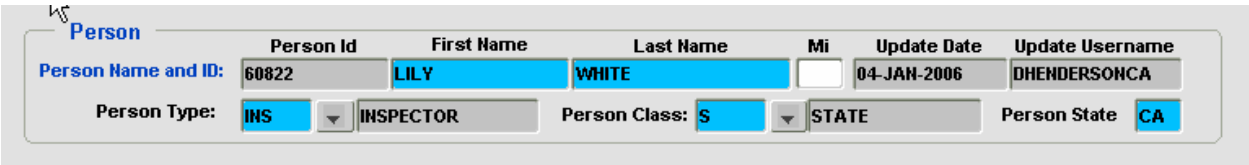


Table 1. Person data fields

Field	Data to Enter
Person ID	Unique number automatically generated by system after record is saved
First Name	First name of this person
Last Name	Last name of this person
MI	Middle initial of this person
Update Date	Automatically generated date that person information was saved
Update Username	Automatically generated name of person who logged into AHSM
Person Type	Job description of this person
Person Class	More descriptive Person Type (Use pull-down menu)
Person State	Code for the state in which this person's address is located

Completing the *Person Addresses* Block

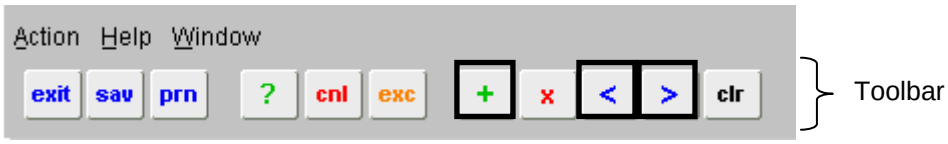
Fill in the required information. Refer to the example below and Table 2 for assistance.

NOTE: Three address record lines are available for inputting 3 different address types and associated addresses. If you need to add more types, refer to 1.2.a for instructions.

Table 2. Person Addresses data fields

Field	Data to Enter
Type	Type of address being reported on this form (use pull-down menu)
Priority	Order in which the organization's contacts should be used. A contact assigned the lowest priority number will be contacted first, before a contact that has a higher priority number.
Address	Primary address information for this person
Address 2	Optional information, such as apartment number
City	City in which this person's address is located
State	State in which this person's address is located
Zip code	Zip code where this person's address is located

a. <u>If you want to insert a fourth address record</u>, click on the green **+** *insert record* button in the toolbar. Fill out the required information in the new data entry line. To view all of 4 of the address records, you can either click twice on the blue **<** *previous record* button, or twice on the blue **>** *next record* button, or use the scroll bar next to the records.



b. <u>If you want to delete an address record</u>, click in a field that is in the record you want to delete, then click on the red **x** *delete* button in the toolbar.

c. <u>If you want to change priorities of several addresses listed</u>, it is best to delete the records, then re-add them in the correct priority.

Completing the *Phone, FAX, Email, etc.* Block

Fill in the required information. Refer to the example below and Table 3 for assistance.

NOTE: Three separate record lines are available for inputting 3 different communication strategies. If you need to add more types, refer to 1.3.a for instructions.

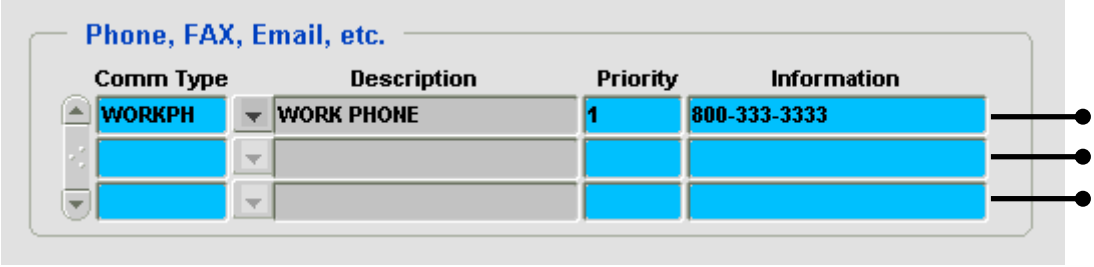


Table 3. Phone, FAX, Email data fields

Field	Data to Enter
Comm Type	Best method to contact this person (use pull-down menu)
Description	Clarification of Comm Type
Priority	Order of use (Use Priority 1 Comm Type first)
Information	Phone number, fax number, email address, etc . . .

a. <u>If you want to insert a fourth communication record</u>, click on the green **+** *insert record* button in the toolbar. Fill out the required information in the new data entry line. To view all 4 of the communication records, you can either click twice on the blue **<** *previous record* button, or twice on the blue **>** *next record* button, or use the scroll bar next to the records.

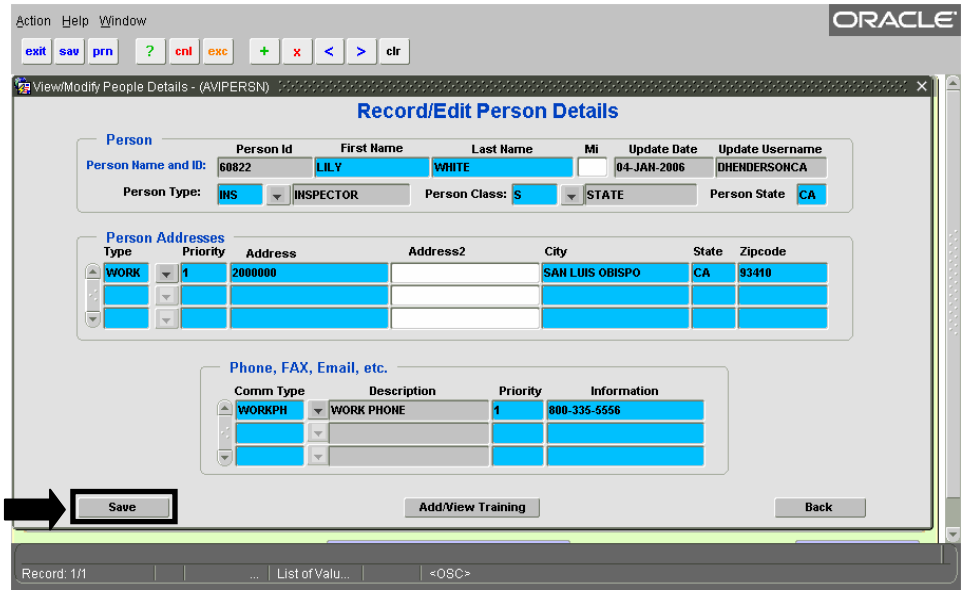
b. <u>If you want to delete a communication record</u>, click in a field that is in the record you want to delete, then click on the red **x** *delete* button in the toolbar.

c. <u>If you want to change priorities of several communication strategies listed</u>, it is best to delete the records, then re-add them in the correct priority.

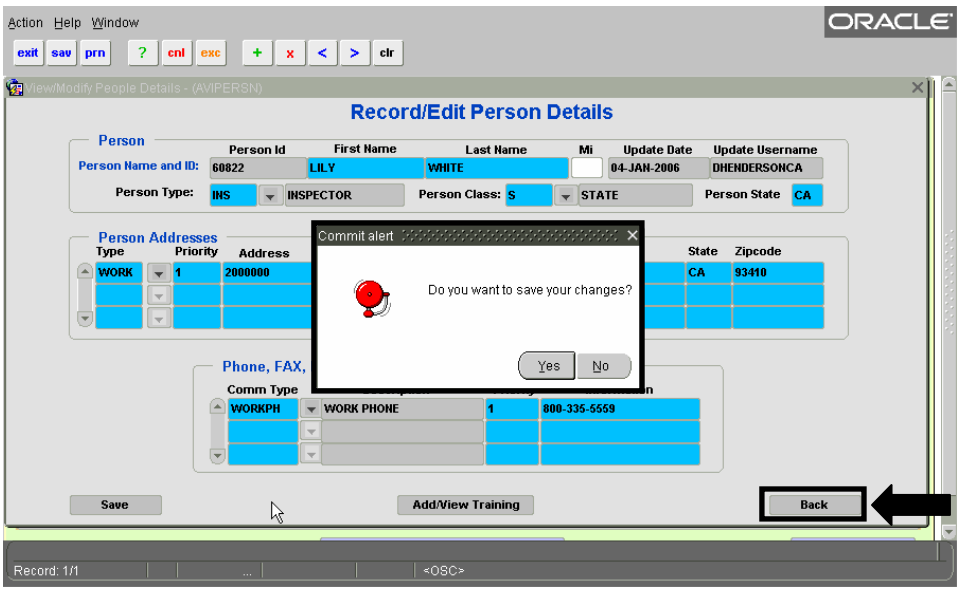
Saving a New Person Details Record

Once you have entered all of the required information, click on the **Save** button to save it in AHSM.

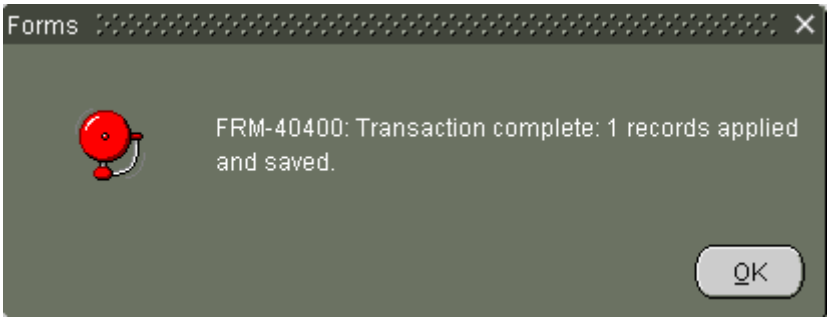
a. To verify the changes were saved, click on the **exc** button to refresh the screen. If your changes are still displayed, that means they were saved.



b. If you click on the **Back** button after making changes, but before you save them, a *Commit Alert* message box appears, asking if you want to save your changes. Click on **Yes** if you do, and **No** if you don't.



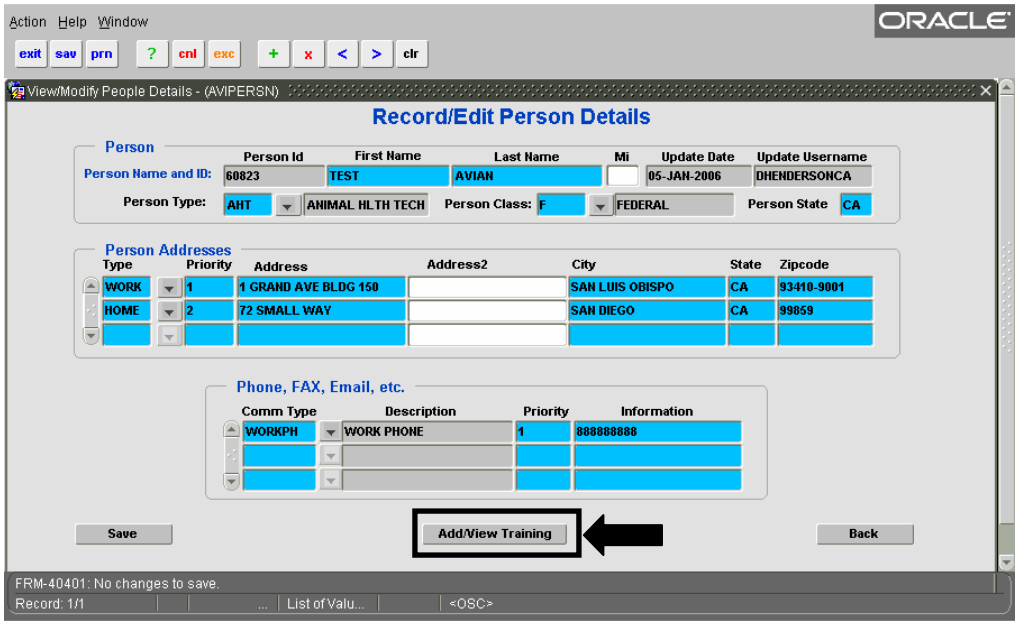
- If you clicked on **Yes**, a *Forms:Transaction complete* message is displayed to let you know your changes were saved. Click on **OK** and you will be taken back to the Customized Data Entry Screen.



- If you clicked on **No**, you will be taken directly back to the Customized Data Entry Screen.

Section 2:
Filling out the Person Training Form

From the **Record/Edit Person Details** form, you can add or view training records by clicking on the **Add/View Training** button located at the bottom of the form.



The **Person Training** form will be displayed. If you are adding information, refer to Table 4 for assistance.

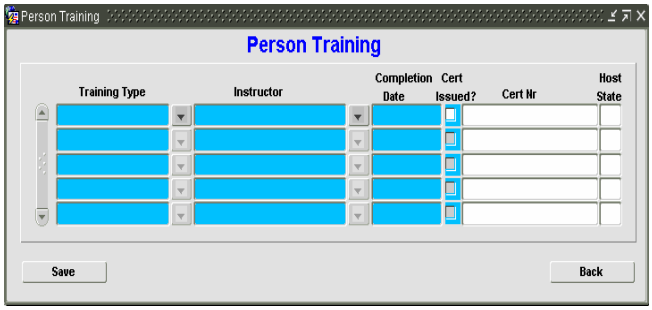
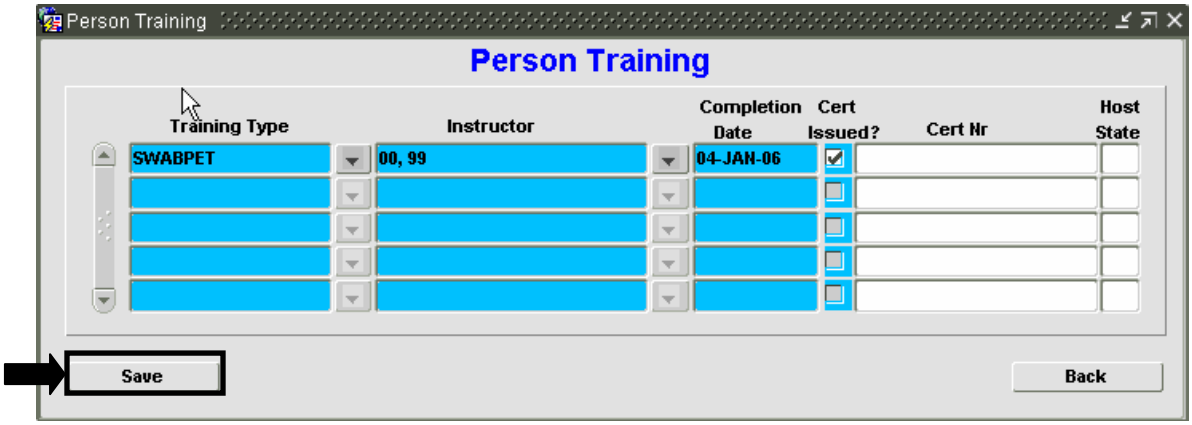


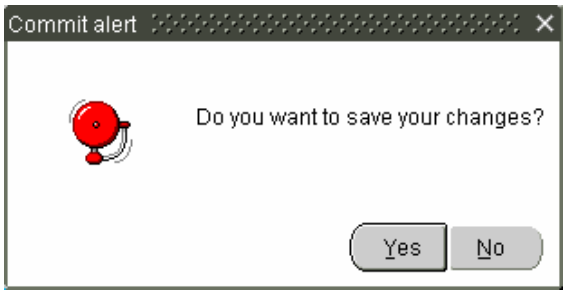
Table 4. Person Training Data Fields

Field	Data to Enter
Training Type	Subject taught in class
Instructor	Instructor's name
Completion Date	Date the class ended
Cert Issued?	Did student receive a certificate?
Cert Nr	Certificate number
Host State	Always California

Once you have entered all of the required information, click on the **Save** button to save it in AHSM.



If you click on the **Back** button after making changes, but before saving them, a *Commit Alert* message box appears, asking if you want to save your changes. Click on **Yes** if you do, and **No** if you don't.



- If you click on **Yes**, a *Forms: Transaction* complete message is displayed to let you know your changes were saved. This message could appear in the hint bar, or in a pop-up message. If it's in a pop-up message, click on OK. In both cases you will be taken back to the **Record/Edit Person** form.
- If you click on **No**, you are returned to the Record/Edit Person form without saving your changes.

Chapter 7:
Creating and Viewing Organization Records

The **Record or View Organization** option allows you to add, edit, or view information about an organization in the AHSM application. Information includes details such as the organization's unique ID, name, addresses (i.e., office, billing, shipping), phone/FAX numbers and email address.

In addition, you can add a person to AHSM by using this option, then clicking on the **Create Contact Person** button. Once you have created individual records for both an organization and a person, you can then use the **Record or View Organization** option to link them together.

This chapter will cover the following topics:

Section	Topic	See Page
1	**Filling out the Create/Edit Organization Form**	7.2
	- Determining if an Organization Already Exists in AHSM	7.2
	- Completing the *Organization* Block	7.4
	- Completing the *Organization's Addresses* Block	7.4
	- Completing the *Phone, FAX, Email, etc.* Block	7.5
	- Saving a New **Organization Record**	7.6
2	**Adding Contact Person Information**	7.7
	- Determining if a Person Already Exists in AHSM	7.7
	- Completing the *Person* Block	7.9
	- Completing the *Person Addresses* Block	7.10
	- Completing *Phone, FAX, Email, etc.* Block	7.11
	- Saving a New **Person Details Record**	7.12
	- Completing the **Person Training Form**	7.14
3	**Associating a Person to an Organization**	7.16

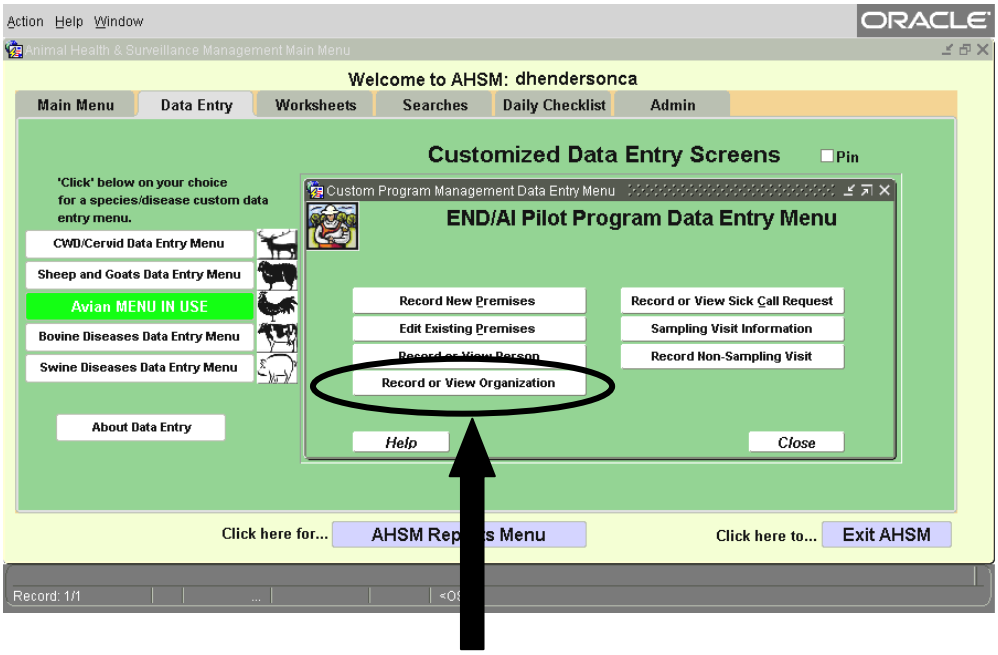
Section 1:
Filling out the Create/Edit Organization Form

1.1 If necessary, log into the AHSM program. The **Animal Health & Surveillance Management Main Menu** window will be displayed onscreen.

1.2 Click on the **Data Entry** functional tab to display that page.

1.3 On the left side of the **Data Entry** page, click on the **Avian Health Data Entry Menu** button.

1.4 In the *END/AI Pilot Program Data Entry Menu* block, click on the **Record or View Organization** option (shown below).



1.5 A blank **Create/Edit Organization Form** is automatically displayed.

Determining if an Organization Already Exists in AHSM

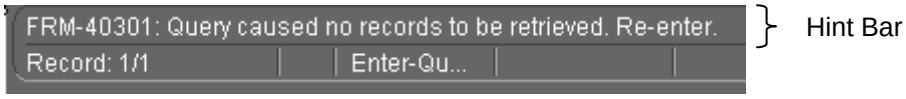
Before you start entering information into the form, determine if an organization's information already exists in AHSM by performing the following steps:

- Click on the green **?** *query* button in the toolbar to put the screen in query mode. The entire grey background area in the figure below turns orange when you are in query mode.
- Enter the organization's name in the Name field (note: can use wildcard % and field is case-sensitive).

- Click on the **exc** button in the toolbar to execute the query.

Based on your search criteria, the resulting display could be one of the following:

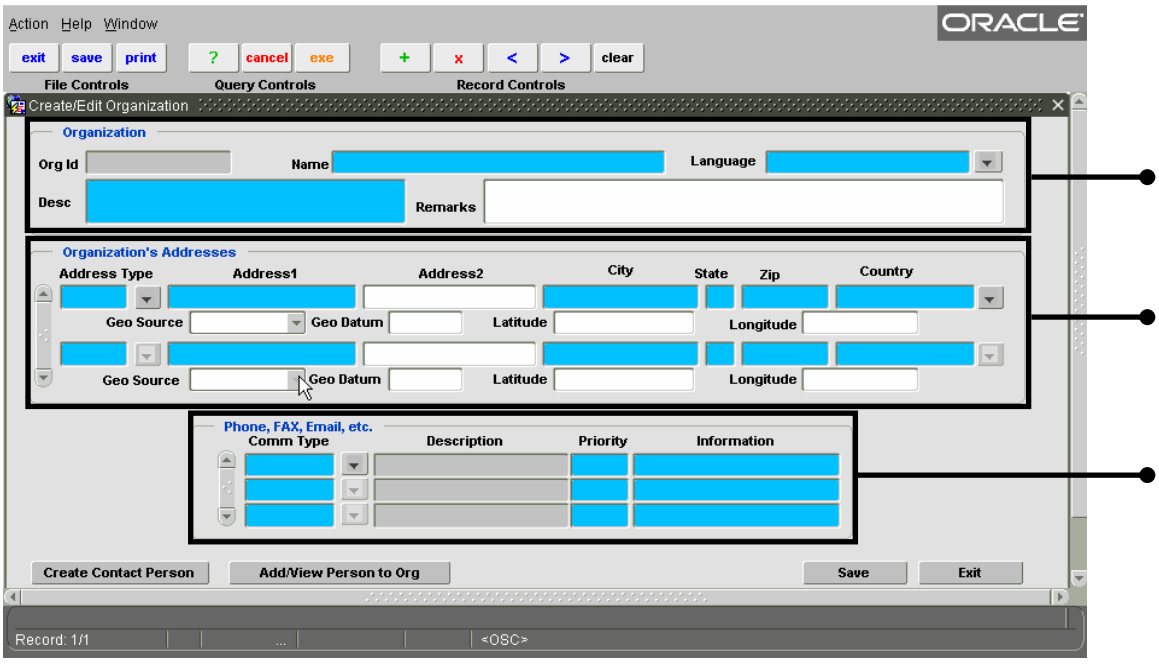
a. The display will be blank, and the hint bar at the bottom of the screen will display the following message because AHSM could not find any record. In this case, you can add the information now.



b. AHSM found one record and the appropriate fields are populated with the information found. You can then view, add to, or modify the existing information.

c. AHSM found multiple records and you can navigate through them using the blue **>** *next record* button or the blue **<** *previous record* button at the top of the screen. The status bar at the bottom of the screen will let you know if there is more than one record by displaying a **?** for total number of records found.

The **Create/Edit Organization** form contains 3 blocks of information: Organization, Organization's Addresses, and Phone, FAX, Email.



Completing the *Organization* Block

Fill in the required information (blue-colored fields). Refer to the example below and Table 1 for assistance.

NOTE: Fields that are grey-colored are auto-filled by AHSM. The white-colored fields are optional data fields in which you can enter data or not, as you prefer.

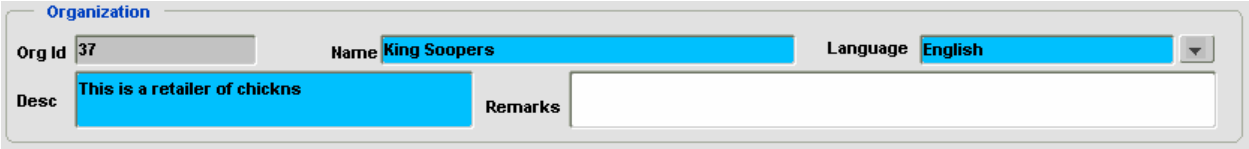


Table 1. Organization data fields

Field	Data to Enter
Org ID	Unique ID number for the organization, automatically generated by system after record is saved
Name	The commonly-known name of the organization
Language	The language used for transactions within the organization
Description	Description of the organization
Remarks	Any supplemental information/notes about the organization

Completing the *Organization's Addresses* Block

Fill in the required information. Refer to the example below and Table 2 for assistance.

NOTE: Two address record lines are available for inputting 2 different address types and associated addresses. If you need to add more types, refer to 1.2.a for instructions.

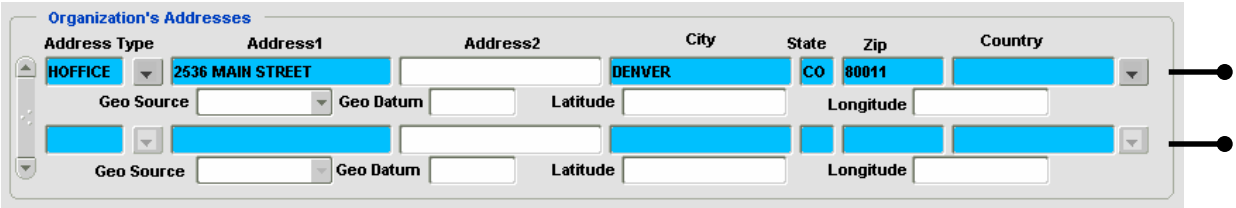


Table 2. Organization's Addresses data fields

Field	Data to Enter
Address Type	Address type (use pull-down menu)
Address 1	Primary address information for the organization
Address 2	Secondary address information for the organization
City	City in which the organization is located
State	State in which the organization is located
Zip	Zip code where the organization is located
Country	Country in which the organization is located (use pull-down menu)
Geo Source	Teleatlas
Geo Datum	NAD27
Latitude	Latitude coordinates of the front-gate entrance to the organization
Longitude	Longitude coordinates of the front-gate entrance to the organization

a. <u>If you want to insert a third address record</u>, click on the green **+** *insert record* button in the toolbar. Fill out the required information in the new data entry line. To view all of the records, you can either click twice on the blue **<** *previous record* button, or twice on the blue **>** *next record* button, or use the scroll bar next to the records.

b. <u>If you want to delete an address record</u>, click in a field that is in the record you want to delete, then click on the red **x** *delete* button in the toolbar.

Completing the *Phone, FAX, Email, Etc.* Block

Fill in the required information in the **Phone, FAX, Email** block. Refer to Table 3 for assistance.

NOTE: Three separate record lines are available for inputting 3 different communication strategies. If you need to add more types, refer to 1.3.a for instructions.

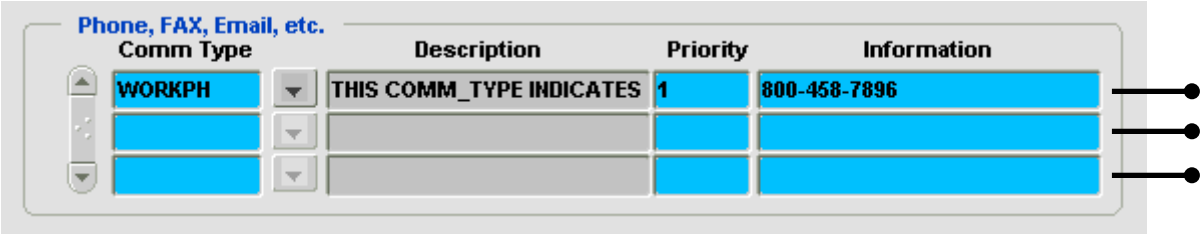


Table 3. Phone, FAX, Email data fields

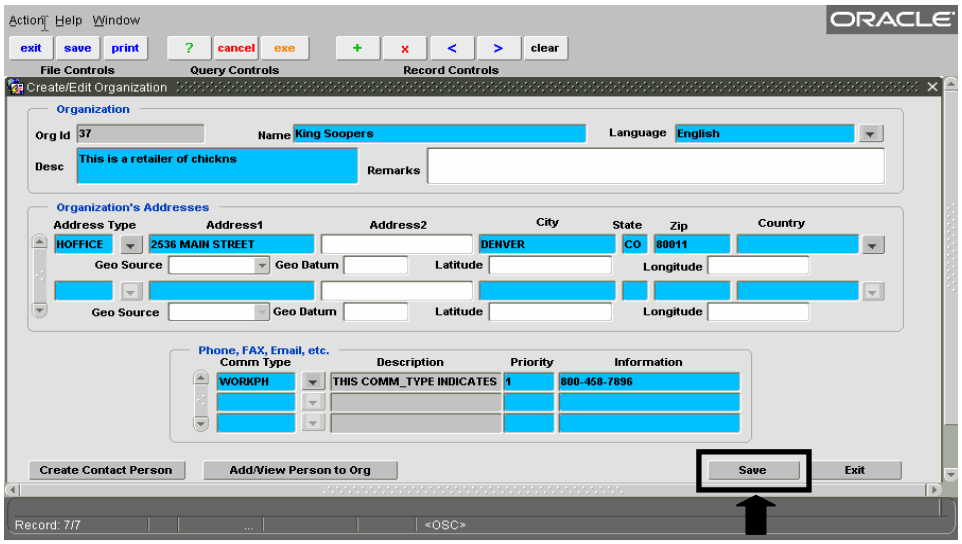
Field	Data to Enter
Comm Type	Code for best method of communication with the organization
Description	Description of the communication type
Priority	Order in which the organization's contacts should be used. A contact assigned the lowest priority number will be contacted first, before a contact that has a higher priority number
Information	Communication value (i.e. phone number or email address)
Zip	Zip code where the organization is located
Country	Country in which the organization is located (use pull-down menu)

a. If you want to insert another communication record, click on the green **+** *insert record* button in the toolbar. Fill out the required information in the new data entry line. To view all of the records, you can either click twice on the blue **<** *previous record* button, or twice on the blue **>** *next record* button, or use the scroll bar next to the records.

b. If you want to delete a communication record, click in a field that is in the record you want to delete, then click on the red x delete button in the toolbar.

Saving a New Organization Record

Once you have entered all of the required information, and made any necessary changes, click on the **Save** button to save it in AHSM.

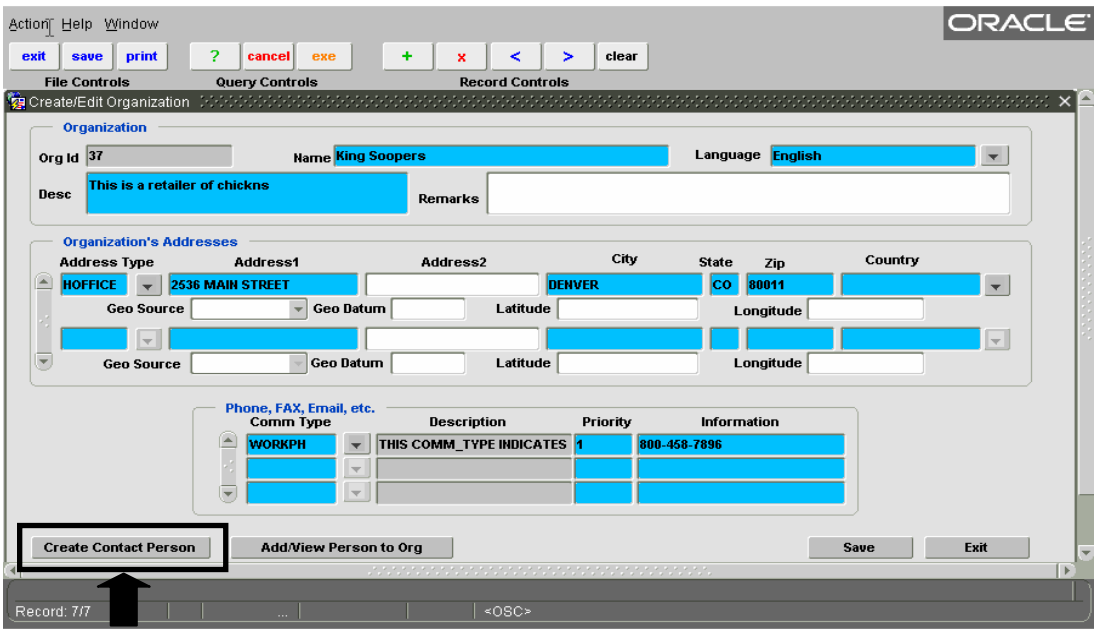


A message is displayed in the hint bar that confirms the transaction was completed and saved.

Hint Bar

Section 2:
Adding Contact Person Information

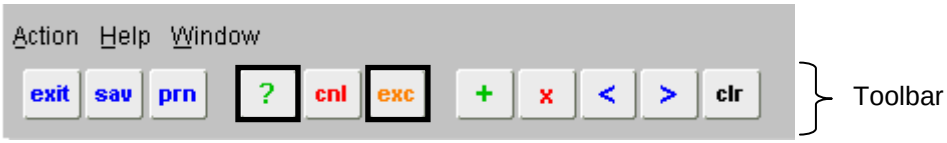
Once an organization has been setup in AHSM, you can create a new contact person to tie to the organization by clicking on the **Create Contact Person** button.



Determining if a Person Already Exists in AHSM

Before you start entering information into the form, determine if a person's information already exists in AHSM by performing the following steps:

- Click on the **?** button in the toolbar to put the screen in query mode. The entire gray background area in the figure below turns orange when you are in query mode.
- Enter the person's name in the appropriate fields (can enter just first name or last name, or both).
- Click on the **exc** button in the toolbar to execute the query.

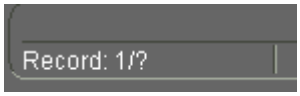


Based on your search criteria, the resulting display could be one of the following:

1. The display will be blank, and the hint bar at the bottom of the screen will display the following message because AHSM could not find any record. In this case, you can add their information now.

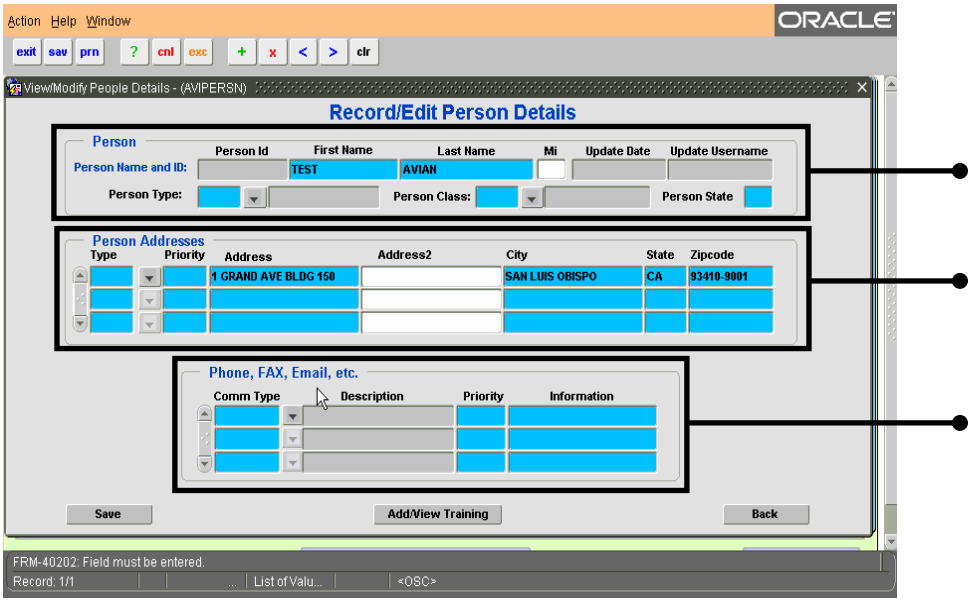
Hint Bar

2. AHSM found one record and the appropriate fields are populated with the information found. You can then view, add to, or modify the existing information.
3. AHSM found multiple records and you can navigate through them using the blue **>** *next record* button or the blue **<** *previous record* button at the top of the screen. The status bar at the bottom of the screen will let you know if there is more than one record by displaying a **?** for total number of records found.



Status Bar

The **Record/Edit Person Details** form contains 3 blocks of information: Person, Person Addresses, and Phone, FAX, Email, etc.



Completing the *Person* Block

Fill in the required information (blue-colored fields). Refer to the example below and Table 4 for assistance.

NOTE: Fields that are grey-colored are auto-filled by AHSM. The white-colored fields are optional data fields in which you can enter data or not, as you prefer.

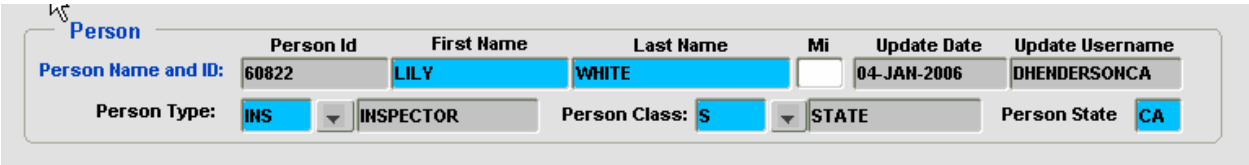


Table 4. Person data fields

Field	Data to Enter
Person ID	Unique number automatically generated by system after record is saved
First Name	First name of this person
Last Name	Last name of this person
MI	Middle initial of this person
Update Date	Automatically generated date that person information was saved
Update Username	Automatically generated name of person who logged into AHSM
Person Type	Job description of this person
Person Class	More descriptive Person Type (Use pull-down menu)
Person State	Code for the state in which this person's address is located

Completing the *Person Addresses* Block

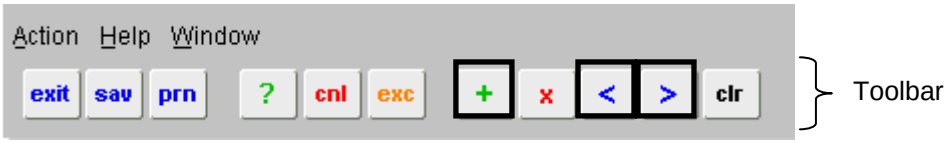
Fill in the required information. Refer to the example below and Table 5 for assistance.

NOTE: Three address record lines are available for inputting 3 different address types and associated addresses. If you need to add more types, refer to 1.2.a for instructions.

Table 5. Person Addresses data fields

Field	Data to Enter
Type	Type of address being reported on this form (use pull-down menu)
Priority	Order in which the organization's contacts should be used. A contact assigned the lowest priority number will be contacted first, before a contact that has a higher priority number.
Address	Primary address information for this person
Address 2	Optional information, such as apartment number
City	City in which this person's address is located
State	State in which this person's address is located
Zip code	Zip code where this person's address is located

i. If you want to insert a fourth address record, click on the green + insert record button in the toolbar. Fill out the required information in the new data entry line. To view all of 4 of the address records, you can either click twice on the blue < previous record button, or twice on the blue > next record button, or use the scroll bar next to the records.



ii. <u>If you want to delete an address record</u>, click in a field that is in the record you want to delete, then click on the red **x** *delete* button in the toolbar.

iii. <u>If you want to change priorities of several addresses listed</u>, it is best to delete the records, then re-add them in the correct priority.

Completing the *Phone, FAX, Email, etc.* Block

Fill in the required information. Refer to the example below and Table 6 for assistance.

NOTE: Three separate record lines are available for inputting 3 different communication strategies. If you need to add more types, refer to 1.3.a for instructions.

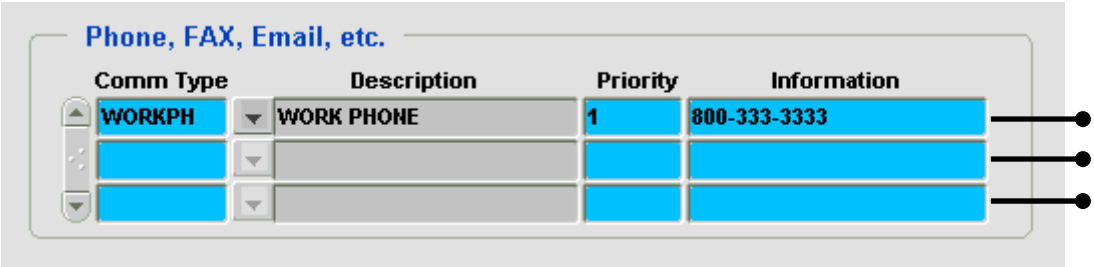
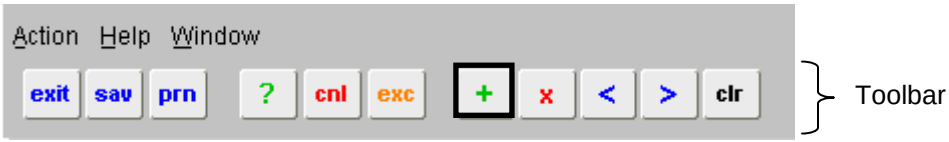


Table 6. Phone, FAX, Email data fields

Field	Data to Enter
Comm Type	Best method to contact this person (use pull-down menu)
Description	Clarification of Comm Type
Priority	Order of use (Use Priority 1 Comm Type first)
Information	Phone number, fax number, email address, etc . . .

i. <u>If you want to insert a fourth communication record</u>, click on the green **+** *insert record* button in the toolbar. Fill out the required information in the new data entry line. To view all 4 of the communication records, you can either click twice on the blue **<** *previous record* button, or twice on the blue **>** *next record* button, or use the scroll bar next to the records.



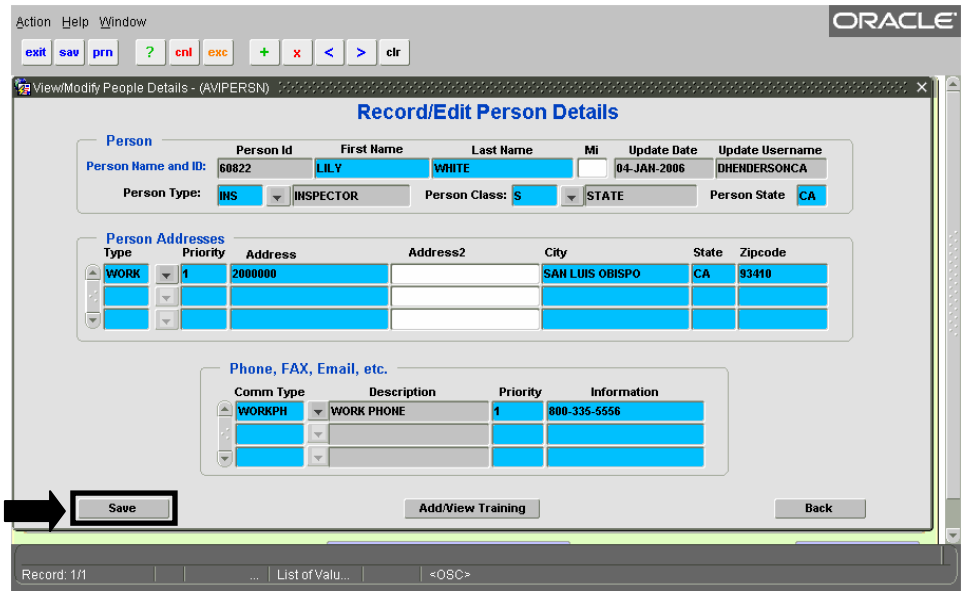
ii. <u>If you want to delete a communication record</u>, click in a field that is in the record you want to delete, then click on the red **x** *delete* button in the toolbar.

iii. <u>If you want to change priorities of several communication strategies listed</u>, it is best to delete the records, then re-add them in the correct priority.

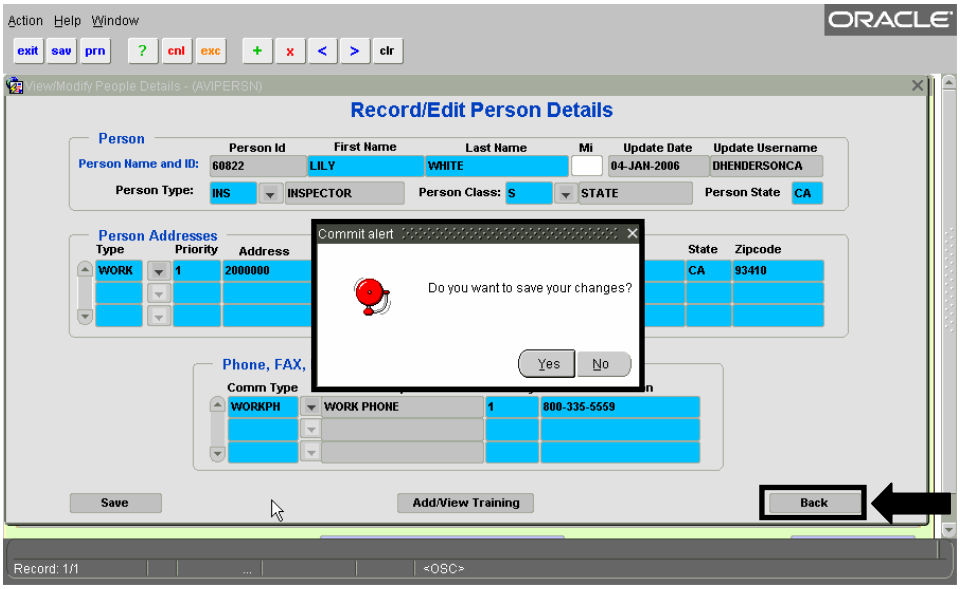
Saving a New Person Details Record

Once you have entered all of the required information, click on the **Save** button to save it in AHSM.

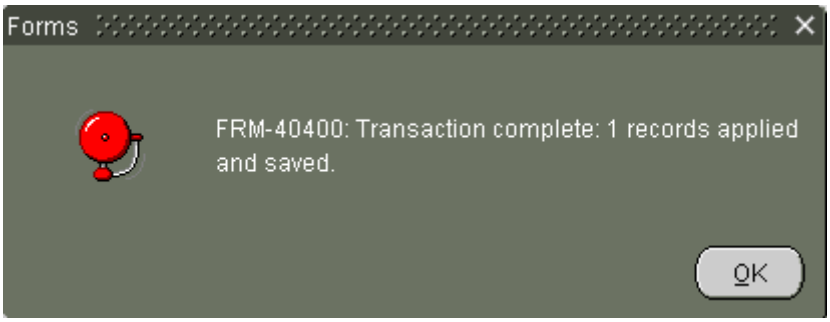
i. To verify the changes were saved, click on the **exc** button to refresh the screen. If your changes are still displayed, that means they were saved.



ii. If you click on the Back button after making changes, but before you save them, a Commit Alert message box appears, asking if you want to save your changes. Click on Yes if you do, and No if you don't.



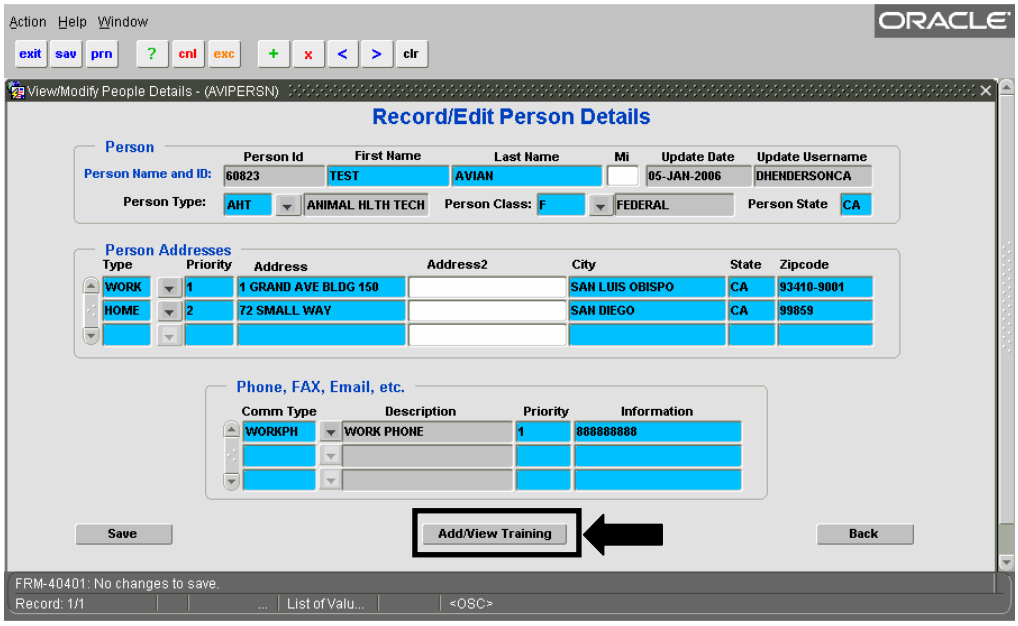
- If you clicked on **Yes**, a *Forms:Transaction complete* message is displayed to let you know your changes were saved. Click on **OK** and you will be taken back to the Customized Data Entry Screen.



- If you clicked on **No**, you will be taken directly back to the Customized Data Entry Screen.

Completing the Person Training Form

From the **Record/Edit Person Details** form, you can add or view training records by clicking on the **Add/View Training** button located at the bottom of the form.



The **Person Training** form will be displayed. If you are adding information, refer to Table 4 for assistance.

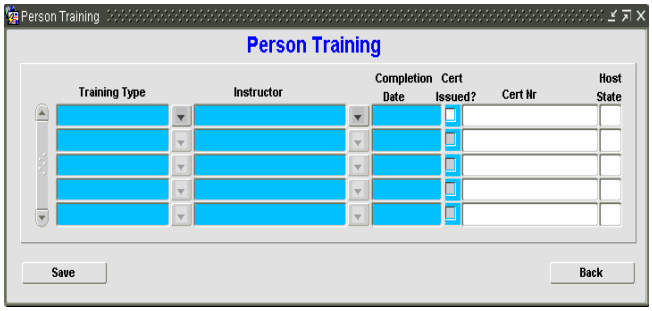
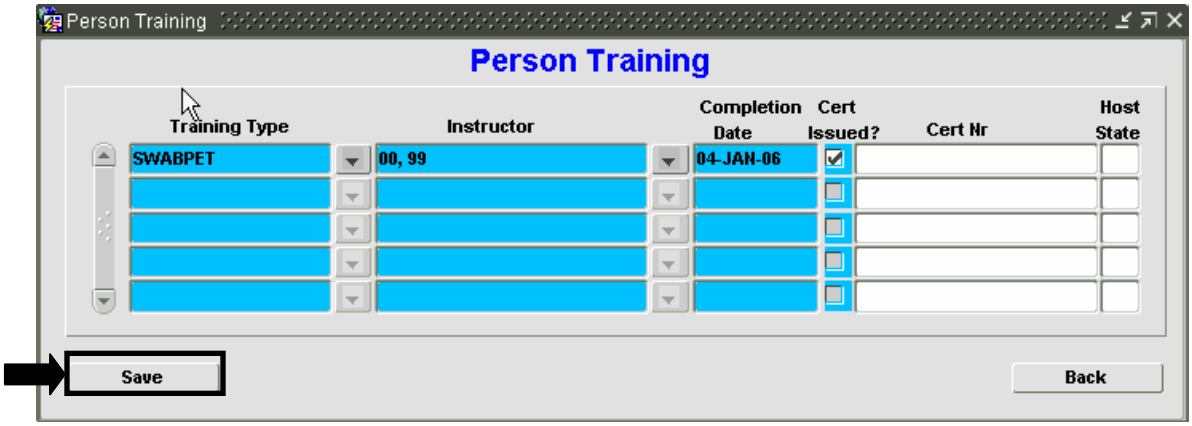


Table 4: Person Training Data Fields

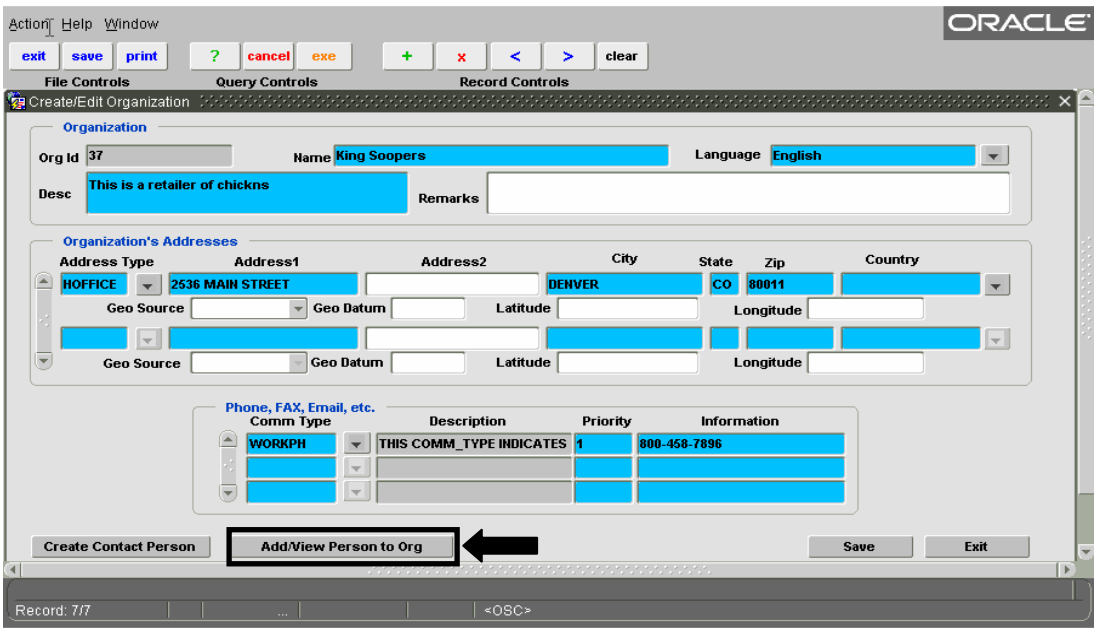
Field	Data to Enter
Training Type	Subject taught in class
Instructor	Instructor's name
Completion Date	Date the class ended
Cert Issued?	Did student receive a certificate?
Cert Nr	Certification number
Host State	Field has been/will be removed

Once you have entered all of the required information, click on the **Save** button to save it in AHSM.



Section 3:
Associating a Person to an Organization

Once a person's record has been saved in AHSM, you can link that person to an organization by clicking on the **Add/View Person to Org** button.



The **Associate Person to Organization** form is now displayed. Fill in the required information by clicking in the Last Name field and typing the name, and clicking in the Person's Role field and using the pull-down menu to select the appropriate role. Refer to Table 8 for assistance.

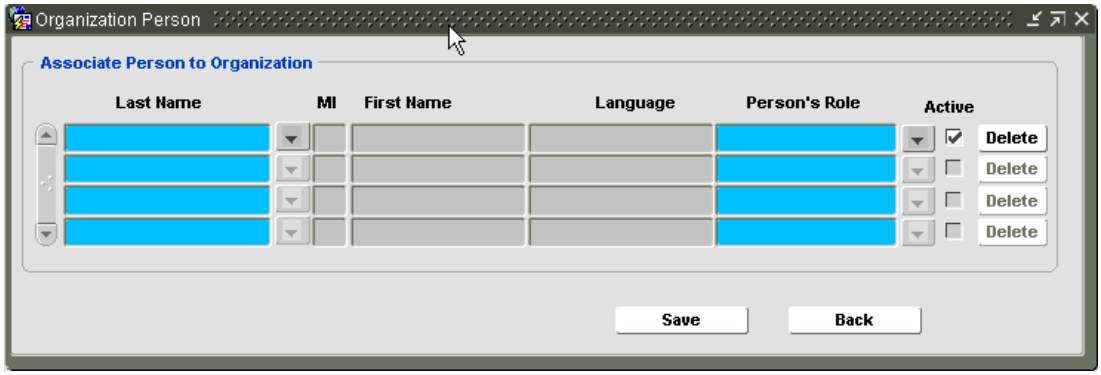
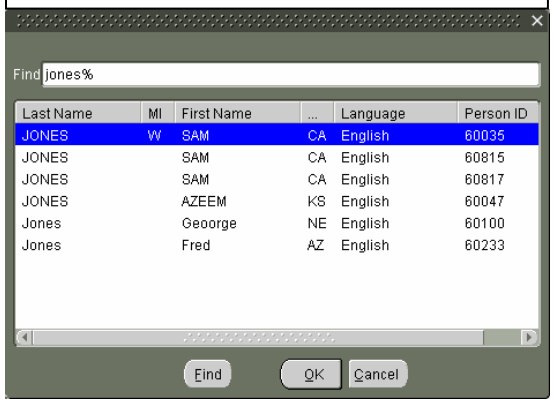


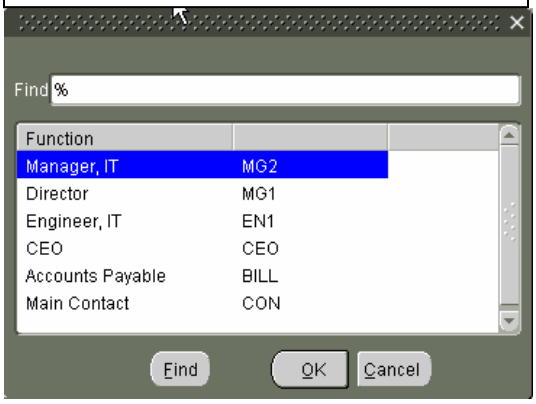
Table 8: Associate Person to Organization Data Fields

Field	Data to Enter
Last Name	Last name of this person NOTE: If more than one entry is found, a list is provided. Click on the desired name. For an example, see the “List of Jones” below.
MI	Middle initial of this person
First Name	First name of this person
Language	Language used by this person
Person’s Role	Role of this person within the organization (select from pull-down menu choices) See example of list below.
Active	Y = This person is active within the organization N = This person is not currently active within the organization

List of Jones



Pull-down menu for Person’s Roles



Once the fields are filled in, click on the **Save** button to link the person to the organization.

NOTE: If you need to delete a person at this point, click on the **exe** button in the toolbar to refresh the screen, then click in a field of the record you want to delete and click on the **Delete** button. The person’s record should disappear from the form. Click on the **Save** to save the change.

If you click on the **Back** button, you will be taken back to the **Create/Edit Organization** form.

Chapter 8:
Creating and Viewing Sick Call Records

On AHSM's **END/AI Pilot Program Data Entry Menu** screen, the **Record or View Sick Request** option is used to collect information from people calling about sick birds they own or have found. There are no links to other information from this form

This chapter will cover the following topics:

Section	Topic	See Page
1	**Filling out the Sick Call Request Form**	8.2
2	**Viewing a Sick Call Record**	8.4

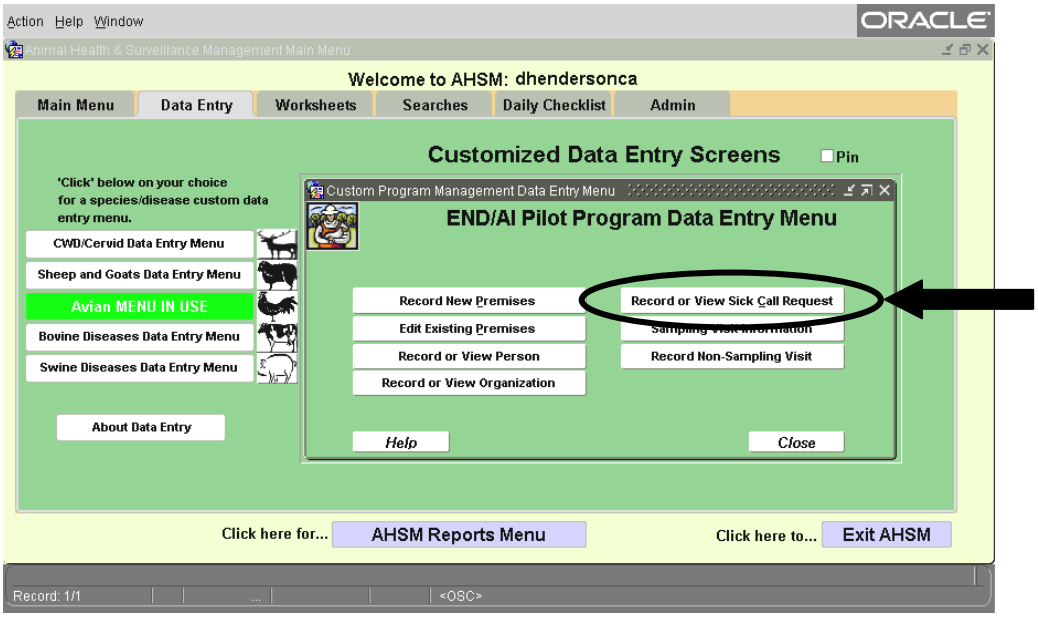
Section 1:
Filling out the Sick Call Request Form

1.1 If necessary, log into the AHSM program. The **Animal Health & Surveillance Management Main Menu** window will be displayed onscreen.

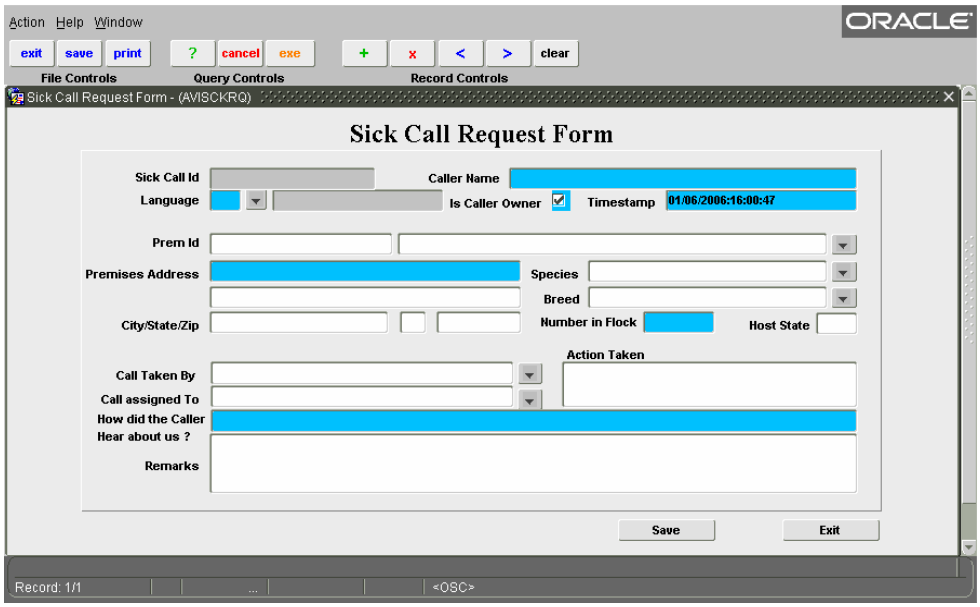
1.2 Click on the **Data Entry** functional tab to display that page.

1.3 On the left side of the **Data Entry** page, click on the **Avian Health Data Entry Menu** button.

1.4 In the *END/AI Pilot Program Data Entry Menu* block, click on the **Record or View Sick Call Request** option (shown below).



1.5 A blank **Sick Call Request Form** is automatically displayed.



1.6 Fill out the required fields and any other information that is applicable. Refer to Table 1 for assistance.

Table 1. Sick Call Request data fields

Field	Data to Enter
Sick Call ID	
Caller Name	Name of person calling about sick bird
Language	Language that caller is speaking (use pull-down menu)
Is Caller Owner	Checkmark means yes, empty box means no
Timestamp	System generated date and time
Prem Id	If you know the premises ID # you can enter it into the first field and the appropriate fields will automatically populate. You can also use the pull-down menu in the second field to select a premises (note: this only works if the required fields listed above are filled in)
Premises Address	Address where sick animal/bird was found
Species	
Breed	
City/State/Zip	City, state, and zip code where sick animal/bird was found
Number in Flock	Quantity of birds near sick bird?
Host State	
Call Taken By	Name of person entering the information (defaults to login name)
Call assigned To	Name of person to investigate the call (must be a valid person selected from the pull-down menu)
Action Taken	
How did the Caller hear about us?	
Remarks	

Section 2:
Viewing a Sick Call Record

To search for sick call information in AHSM:

- Click on the green **?** *query* button in the toolbar to put the screen in query mode. The entire gray background area in the figure below turns orange when you are in query mode.
- Click in the field you'd like to query and enter search criteria (can use wild card %).
- Click on the orange **exc** *execute query* button in the toolbar to execute the query.

Toolbar

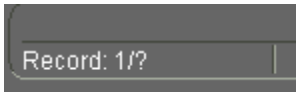
Based on your search criteria, the resulting display could be one of the following:

1. The display will be blank, and the hint bar at the bottom of the screen will display the following message because AHSM could not find any record.

Hint Bar

2. AHSM found one record and the appropriate fields are populated with the information found.

3. AHSM found multiple records and you can navigate through them using the blue **>** *next record* button or the blue **<** *previous record* button at the top of the screen. The status bar at the bottom of the screen will let you know if there is more than one record by displaying a **?** for total number of records found.



Status Bar

Chapter 9:
Recording Sampling Visits

On AHSM's **END/AI Pilot Program Data Entry Menu** screen, use the **Sampling Visit Information** option to get access to a lot of information such as where and when a visit occurred, what tests were performed and who performed them, sample shipping information, people contacted during the visit, and test results.

The **Visit Information** forms are filled in by data stored elsewhere in the system. As such, these forms are not designed for data entry, but rather for *viewing only.* However, you do have the ability to write and attach your comments by using the **Remarks** data field provided on each form.

This chapter will cover the following topics:

Section	Topic	See Page
1	**Querying for and Retrieving a Sample Visit Record**	9.2
2	**Viewing a Visit Information Record**	9.4
3	**Viewing a Visit Contact Information Record**	9.8
4	**Viewing a Samples Form**	9.10

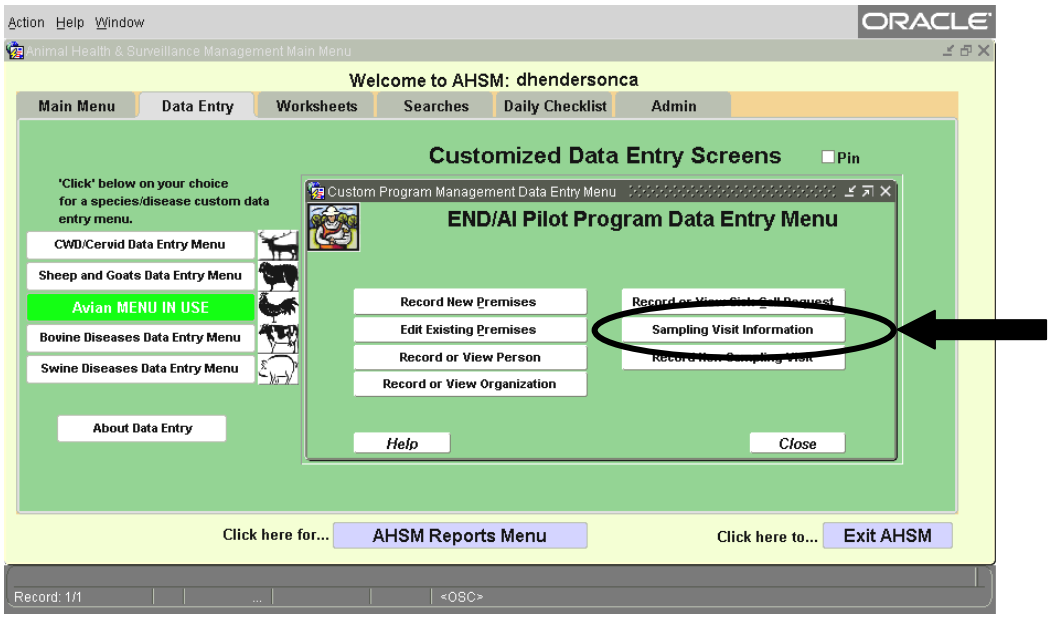
Section 1:
Querying for and Retrieving a Sampling Visit Record

1.1 If necessary, log into the AHSM program. The **Animal Health & Surveillance Management Main Menu** window will be displayed onscreen.

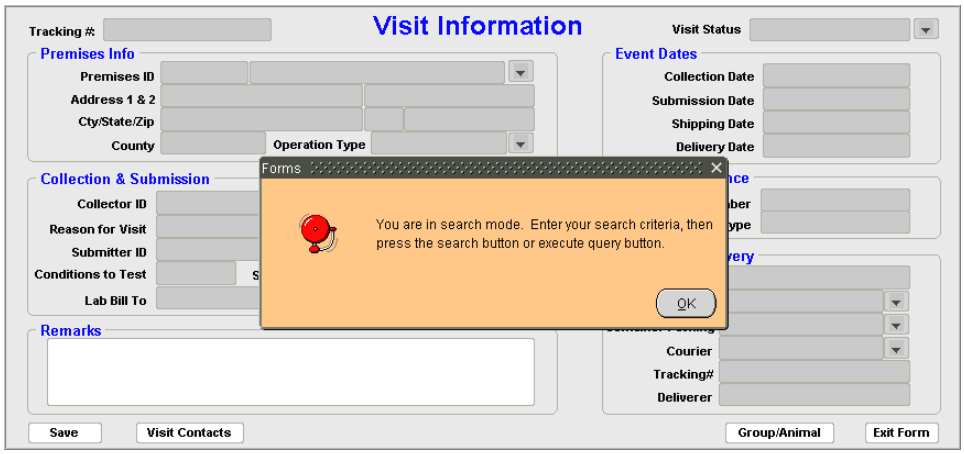
1.2 Click on the **Data Entry** functional tab to display that page.

1.3 On the left side of the **Data Entry** page, click on the **Avian Health Data Entry Menu** button.

1.4 In the *END/AI Pilot Program Data Entry Menu* block, click on the **Sampling Visit Information** option (shown below).



1.5 A blank **Visit Information Form** will appear (see below).

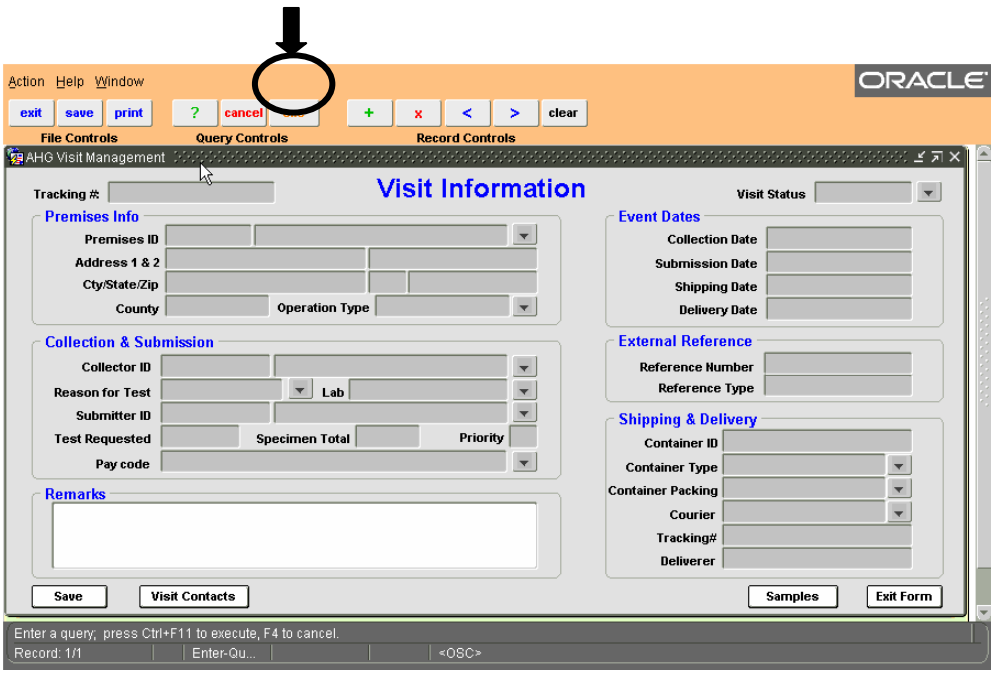


A pop-up message box will also appear to remind you that this form is already in search/query mode. Click on **OK** to close this box. When you do, both the Menu Bar and Toolbar backgrounds will turn orange.

1.6 Choose one of the following methods for entering your search criteria:

- Use the wild card - % - in most fields to call up all records
- Input a tracking number in the Tracking # field
- Input a submission date in the Submission Date field
- Input a Premises ID in the Premises ID field, etc . . .

1.7 After you input your search criteria, click on the **exe** button in the Toolbar to execute your search.



1.8 Continue on to Section 2.

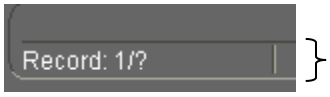
Section 2:
Viewing a Visit Information Record

Based on your search criteria, the resulting display could be one of the following:

- 1. AHSM could not locate any records. The display will be blank, and the hint bar at the bottom of the screen will display the following message:

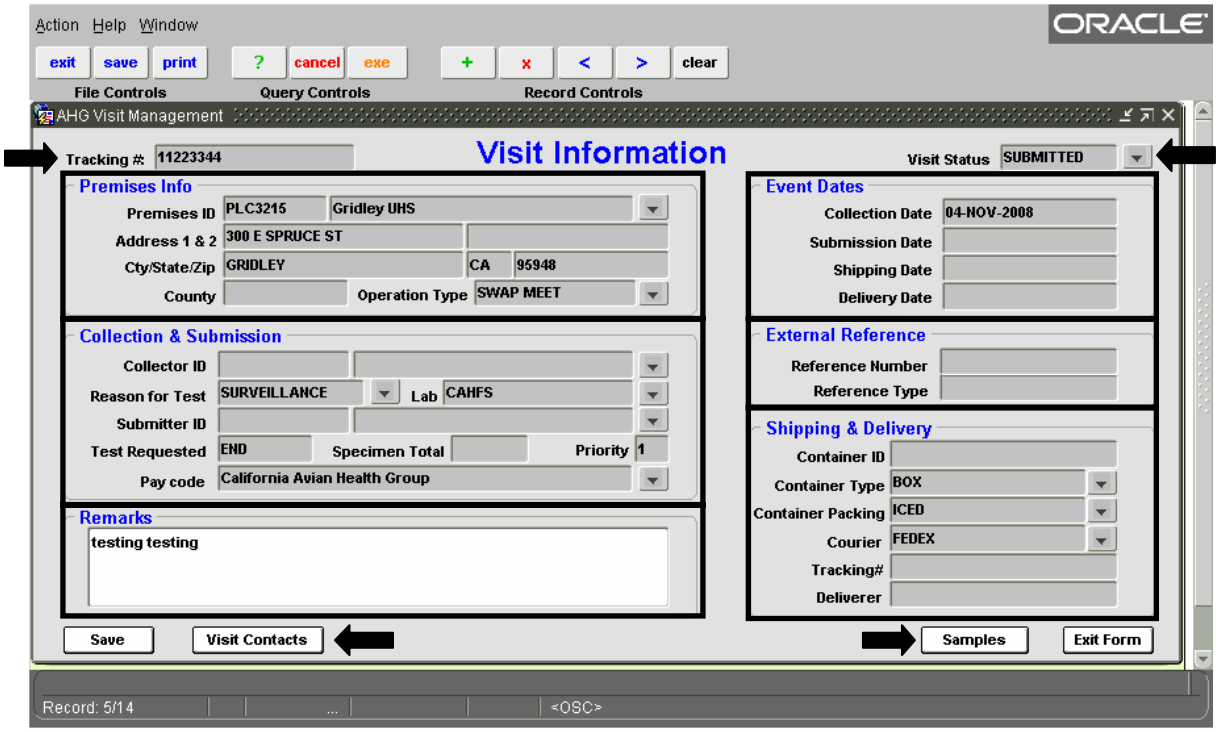
Hint Bar

- AHSM found one record and it is displayed for your review.
- AHSM found multiple records and you can navigate through them using the **>** *next record* button or the **<** *previous record* button located in the toolbar at the top of the screen. The status bar at the bottom of the screen will let you know if there is more than one record by displaying a **?** for total number of records found.



Status Bar

You will notice that the Visit Information screen contains a Tracking # field, Visit Status field, several blocks of information (Premises Info, Collection & Submission, Remarks, Event Dates, External Reference, Shipping & Delivery) and buttons that lead you to Visit Contact information and Sample information. Each of these areas will be defined in this section to help you understand the information.



2.1 Tracking

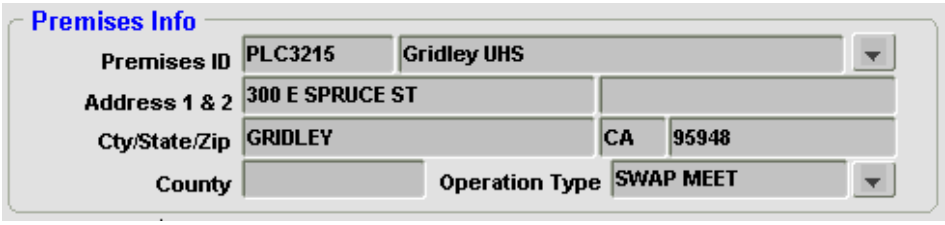
The tracking number is a unique system generated number assigned to the visit.

2.2 Visit Status

The visit status is _____.

2.3 Premises Info block

This block of information lets you know where the sampling visit occurred. Refer to Table 1 for data field definitions.



Field	Data to Enter
Premises ID	Unique identifier for the premises where the sampling visit occurred
Address 1 & 2	Street address of the premises where the visit occurred. (Use the second field to enter supplemental information (RR#, apartment or building #, etc.).)
Cty/State/Zip	City, state, and zip code of the premises that was visited.
County	County in which the premises that was visited is located.
Operation Type	Code and description of the operation performed on the premises that was visited. (The choices are too many to list here.) 1. Click on the down arrow to display a List of Values (LOV). 2. Highlight your selection in the list. 3. Press TAB. The selection's full name is then inserted into the adjacent data field.

2.4 Collection & Submission block

This block of information reveals the who, what, why and where of the sampling visit. Refer to Table 2 for data field definitions.

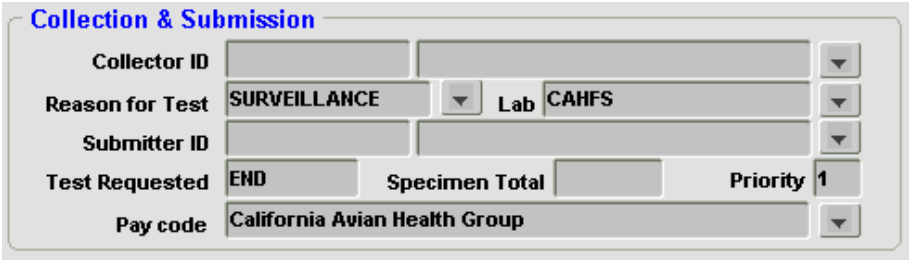
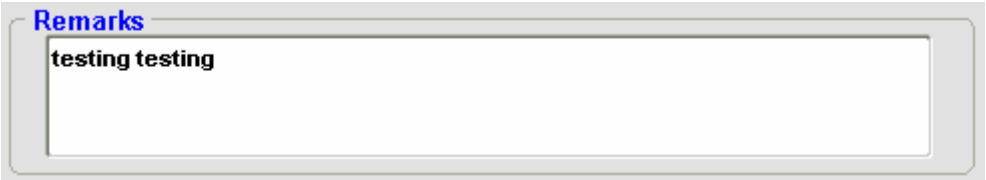


Table 2. Collection & Submission data fields

Field	Data to Enter
Collector ID	A unique identifier for a single container.
Reason for Test	
Lab	
Submitter ID	
Test Requested	
Specimen Total	
Priority	Indication whether this sample was processed immediately or added to the end of the processing laboratory's job queue.

2.5 Remarks field

This is the only field that can have information added to it.



NOTE: Be sure to click on the **Save** button after adding information.

2.6 Event Dates field

This block of information lets you know when events related to the sampling visit occurred. Refer to Table 3 for data field definitions.

Table 3. Event Dates data fields

Field	Data to Enter
Collection Date	Date on which the samples were collected at the visited premises.
Submission Date	Date on which the sample shipment was submitted to a processing laboratory.
Shipping Date	Date on which the sample shipment was actually shipped to the laboratory.
Delivery Date	Date on which the sample shipment was received by the laboratory.

2.7 External Reference block

This block of information is for _____. Refer to Table 4 for data field definitions.

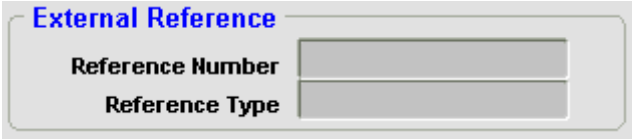


Table 4. External Reference data fields

Field	Data to Enter
Reference Number	An external identifier used to reference this record.
Reference Type	FAD Foreign Animal Disease FSIS Food Safety & Investigation Service Other A type that is not FAD or FSIS

2.8 Shipping & Delivery block

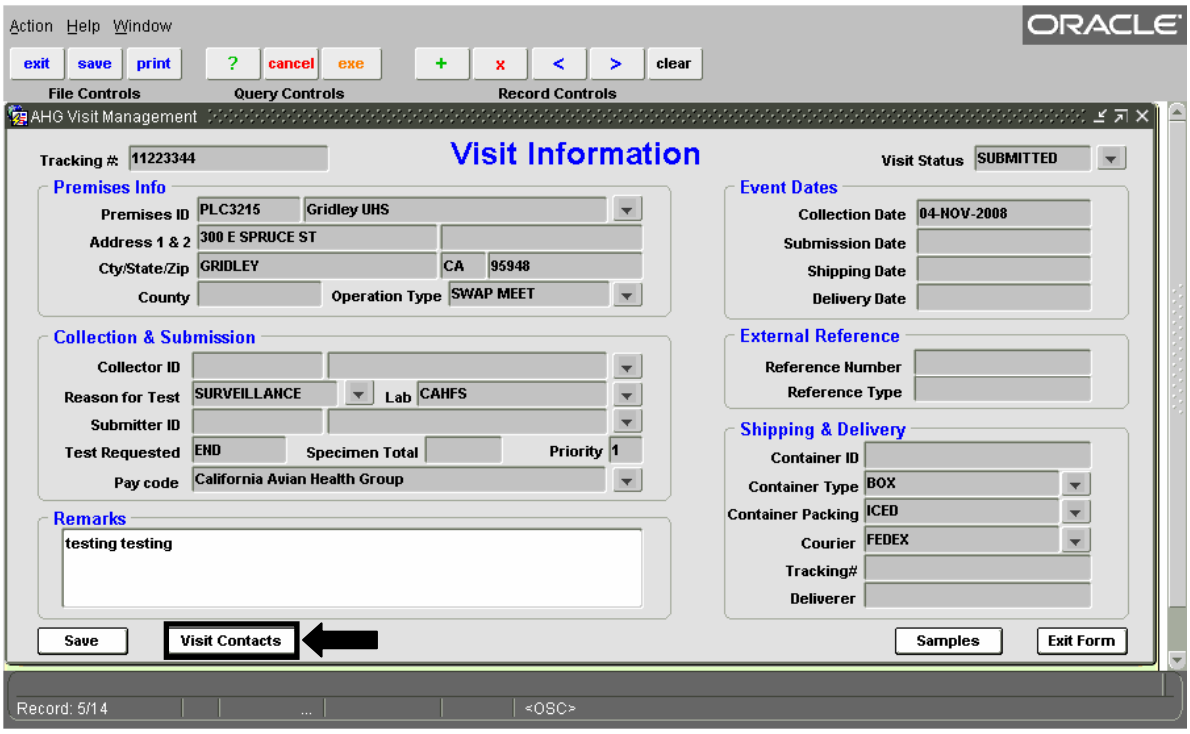
This block of information provides insight into how the sample was shipped to the lab. Refer to Table 5 for data field definitions.

Table 5. Shipping & Delivery data fields

Field	Data to Enter
Container ID	Unique identifier for a single container.
Container Type	Kind of container in which samples are being shipped.
Container Packing	Type of packing material used to enclose the samples inside a container.
Courier	(Complete this field only if the sample shipment is not being hand-delivered.) Name of the courier who is delivering this sample shipment to the laboratory.
Tracking #	
Deliverer	(Complete this field only if the sample shipment is being hand-delivered.) Name of the individual who is delivering this sample shipment to the laboratory.

Section 3:
Viewing a Visit Contact Information Record

Click on the **Visit Contacts** button if you are interested in finding out who was involved with the visit.



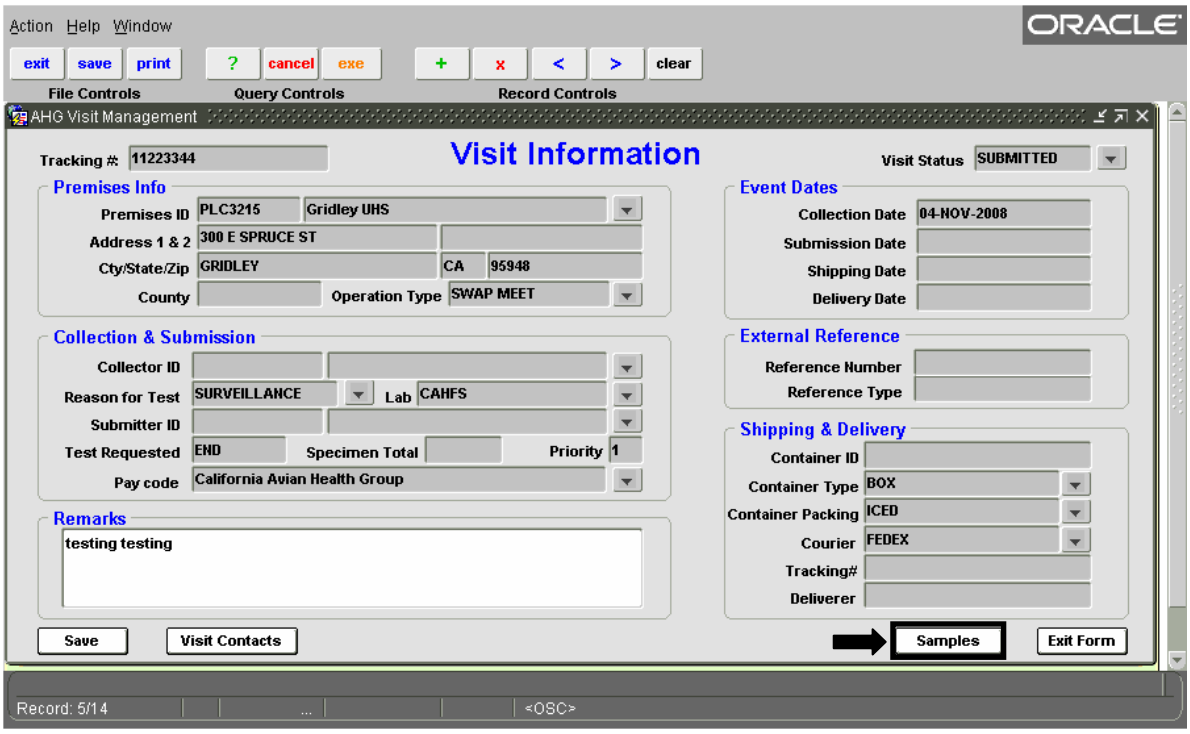
The **Visit Contact Information** screen will be displayed. Refer to Table 6 for data field definitions. Click on the **Back** button when you are done reviewing this information. That will take you back to the Visit Information screen.

Table 6. Visit Contact data fields

Field	Data to Enter
ID	
Name	
Report	
Role	
Priority	

Section 4:
Viewing a Samples Form

Click on the **Samples** button . . .



The **Sample Information** screen will be displayed. It contains 2 blocks of information, a remarks field, and buttons that lead you to flock contact information and specimen information. Refer to Table 7 for data field definitions.

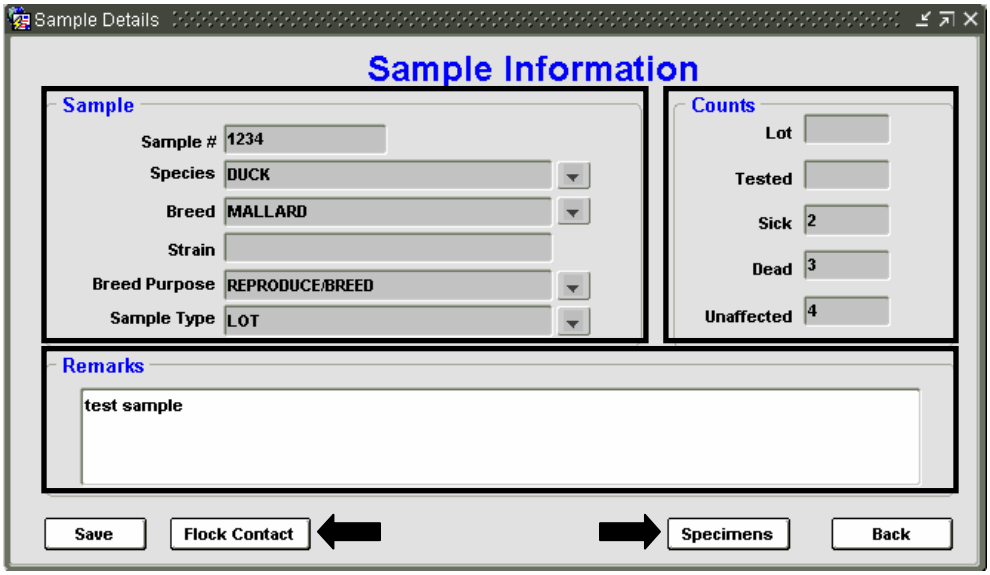


Table 7. Sample Information data fields

Field	Data to Enter
Sample block data fields	
Sample #	
Species	
Breed	
Strain	
Breed Purpose	
Sample Type	
Counts block data fields	
Lot	
Tested	
Sick	
Dead	
Unaffected	
Remarks field	

4.1 Flock contact button

Click on this button to view a list of people associated with the flock. Refer to Table 8 for data field definitions. Click on the **Back** button when you are done reviewing this information. That will take you back to the Sample Information screen.

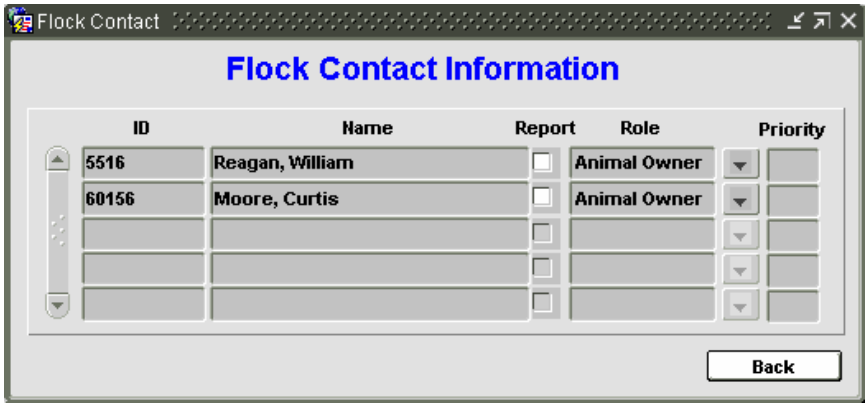


Table 8. Flock Contact data fields

Field	Data to Enter
ID	
Name	Contact's first and last name
Report	
Role	Contact relationship to the flock
Priority	

4.2 Specimens button

Click on this button to view information about the specimen. Refer to Table 9 for data field definitions. Click on the **Back** button when you are done reviewing this information. That will take you back to the Sample Information screen.

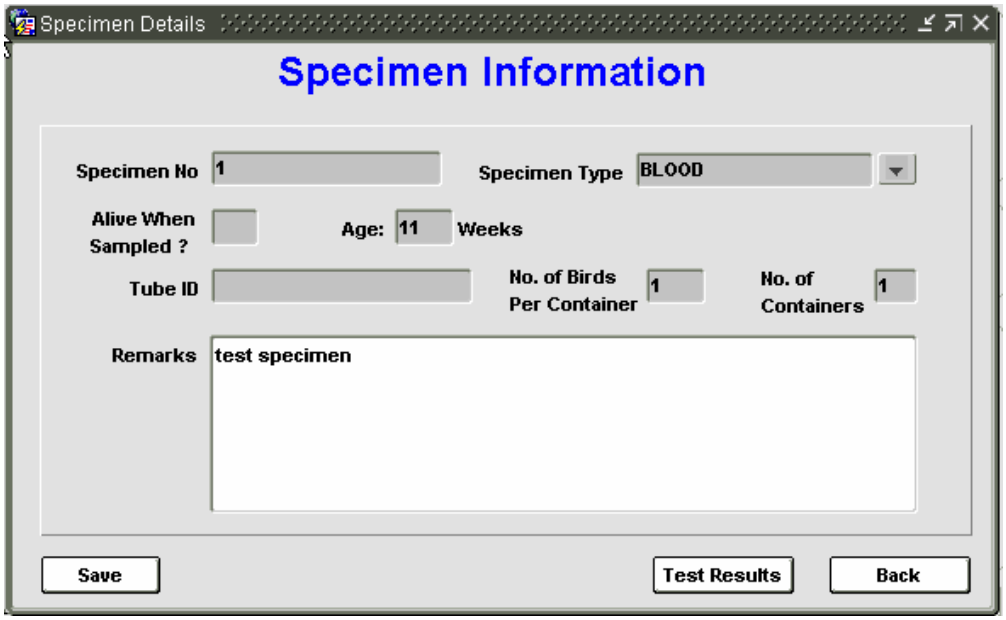


Table 9. Specimen Information data fields

Field	Data to Enter
Specimen No	
Specimen Type	
Alive When Sampled?	
Age	
Tube ID	
No. of Birds Per Container	
No. of Containers	
Remarks	

NOTE: There is a button labeled Test Results to provide information from the lab. Click on this button to display the results.

4.2.a Test Results

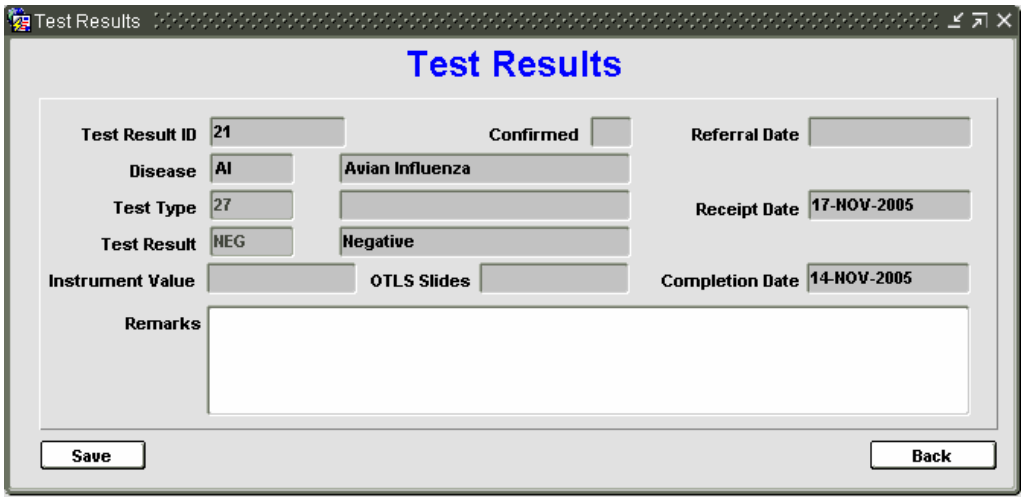


Table 10. Test Results data fields

Field	Data to Enter
Test Result ID	
Confirmed	
Referral Date	
Disease	
Test Type	
Receipt Date	
Test Result	
Instrument Value	
OTLS Slides	
Completion Date	
Remarks	

Chapter 10:
Recording Non-Sampling Visits

On AHSM's **END/AI Pilot Program Data Entry Menu** screen, use the **Record Non-Sampling Visit** option to enter information about a visit made to a premises for reasons other than collecting samples. These visits would typically involve inspections or public relations work (distributing outreach material or informative avian calendars).

The Information you enter on a CaPP **Non-Sampling Visit Record** include such details as who made the visit and why, where the visit occurred, the type and size of the operation that was visited, and which species were found there.

This chapter covers the procedure for completing the CaPP **Record Non-Sampling Visit Form**.

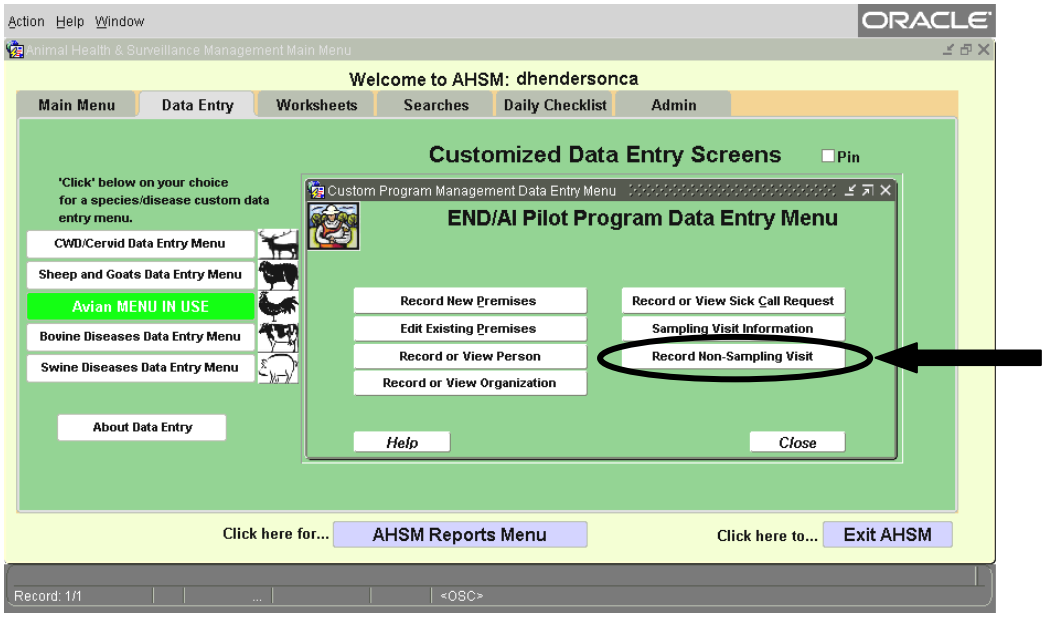
Procedure

1.1 If necessary, log into the AHSM program. The **Animal Health & Surveillance Management Main Menu** window will be displayed onscreen.

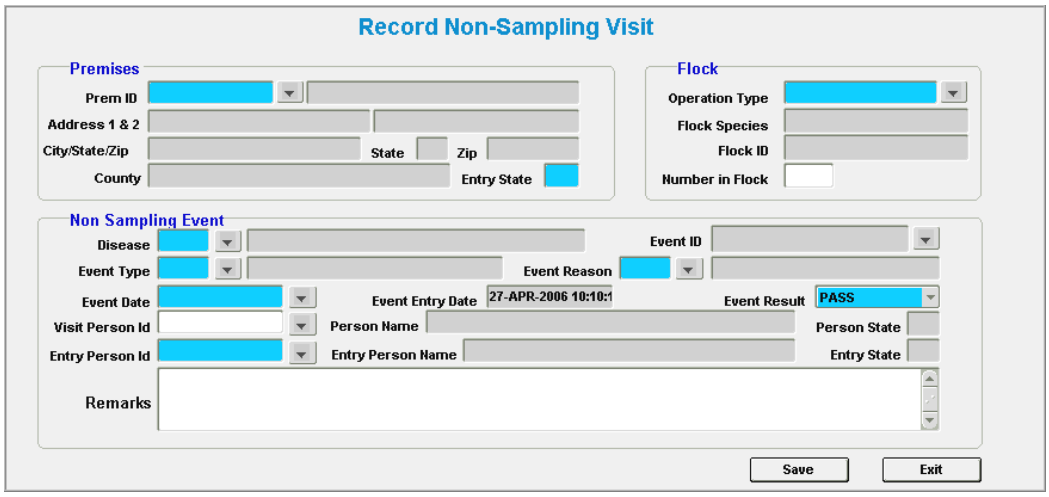
1.2 Click on the **Data Entry** functional tab to display that page.

1.3 On the left side of the **Data Entry** page, click on the **Avian Health Data Entry Menu** button.

1.4 In the *END/AI Pilot Program Data Entry Menu* block, click on the **Record Non-Sampling Visit** option (shown below).



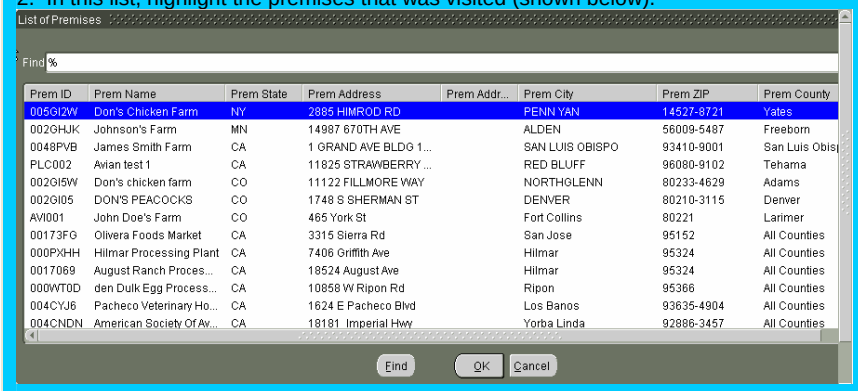
1.5 A blank **Record Non-Sampling Visit Form** will appear.



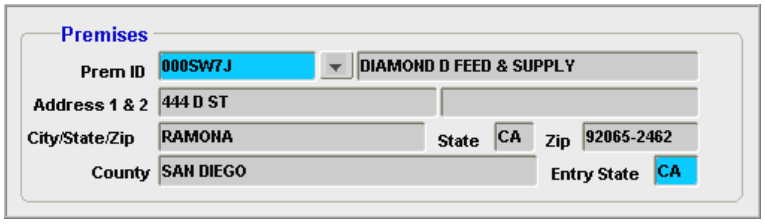
Note that the data fields on this form are grouped into three blocks:

- A *Premises* block
- A *Flock* block
- A *Non-Sampling Event* block

1.6 In the *Premises* block, complete as many data fields as possible, using the guidelines below:

Field	Data to Enter
Prem ID	A unique identifier for a premises. The premises you want to record in this block must already exist in AHSM. 1. Click on the Prem ID field's down arrow to display a list of premises. 2. In this list, highlight the premises that was visited (shown below).  3. Most of the fields in this block will then auto-fill with the appropriate data. 4. Manually complete the **Entry State** field.
Address 1 & 2	Street address of the premises where the visit was made.
City	City in which the visited premises is located.
State	State in which the visited premises is located.
Zip	Zip code of the visited premises.
County	County in which the visited premises is located.
Entry State	State in which the individual who is creating this Non-Sampling Visit Record is located.

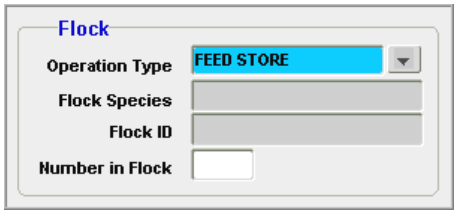
When done, your *Premises* block should look similar to the following example:



1.7 In the *Flock* block, complete as many data fields as possible, using the guidelines below:

Field	Data to Enter
Operation Type	Code and description of the operation performed on the premises that was visited. (The choices are too many to list here.) 1. Click on the down arrow to display a List of Values (LOV). 2. Highlight your selection in the list. 3. Press TAB. The selection's full name is then inserted into the adjacent data field.
Flock Species	
Flock ID	
Number in Flock	

When done, your *Flock* block should look similar to this:



1.8 In the *Non Sampling Event* block, complete as many data fields as possible. Refer to the guidelines in the following table:

Field	Data to Enter
Disease	Code and description of the disease observed during this visit. (The choices are too many to list here.) 1. Click on the down arrow to display a List of Values (LOV). 2. Highlight your selection in the list. 3. Press TAB. The selection's full name is then inserted into the adjacent data field.
Event ID	
Event Type	Click on the down arrow to display a List of Values (LOV). (The choices are too many to list here.)
Event Reason	Click on the down arrow to display a List of Values (LOV). (The choices are too many to list here.)
Event Date	Click on the down arrow to display a List of Values (LOV). (The choices are too many to list here.)
Event Entry Date	
Event Result	Click on the down arrow to display a List of Values (LOV). (The choices are too many to list here.)
Visit Person Id	
Person Name	
Person State	
Entry Person Id	Click on the down arrow to display a List of Values (LOV). (The choices are too many to list here.)
Entry Person Name	
Entry State	
Remarks	

When done, the *Non Sampling Event* block on your form should resemble this:

Appendix A:
CaPP Glossary

This appendix contains a glossary of terms commonly used in the California Pilot Program (CaPP).

Accession Number	A globally (within GDB) unique number that identifies and Accession, or set of specimens that will be submitted for testing. (*See also* **Tracking Number**)
AHSM	Animal Health Surveillance Management – A consolidated management information system for animal health.
Auction	A place where product owners, including owners of birds, gather to sell their wares in an auction format.
CaPP	California Pilot Project – A pilot project for digitally executing avian disease surveillance and laboratory submission tasks in the State of California.
Custom Slaughter	A business selling live birds that must be slaughtered and packaged before leaving the premises. (*See also* **Live Bird Market**)
FAD Investigation	Foreign Animal Disease Investigation.
Feed Store	A business whose primary function is selling feed and supplies for animals, but which can also sell birds.
Flock	Any number of birds between 1 and 1 million.
Live Bird Market	A business selling live birds that must be slaughtered and packaged before leaving the premises. (*See also* **Custom Slaughter**)
NAIS	National Animal Identification System.
Owner	One of several roles available between a person and a premises, a person and a flock, or a person and an organization.
Person	A human being.

Pet Store	A business that sells live animals for use by individuals as pets.
Premises	A physical, defined place on the surface of the earth.
Primary Contact	One of several roles available between a person and a premises, a person and a flock, or a person and an organization.
Role	The relationship of one entity to another. Example 1: Person A owns Flock B -- therefore, Person A is assigned an *Owner Role* for that flock Example 2: Person 2 is the primary contact for Premises X – therefore, Person 2 is assigned a *Primary Contact Role* for that premises.
Sample	The animal or flock from which a specimen is, or will be, collected.
Specimen	The portion of the animal physically collected for lab submission, such as swabs, blood, carcass, etc.
Swap Meet	A place where product owners, including owners of birds, gather to sell their wares in a vendor - customer face-to-face format.
Tracking Number	A globally-unique number (within the Generic Data Base) that identifies an Accession (a set of specimens) that is being submitted for testing. (*See also* **Accession Number**)
Visit	A distinct trip to a premises for the purpose of either distributing outreach material or collecting samples.

Appendix B:
Data Dictionary for CaPP

This appendix contains a detailed data dictionary of all data fields that appear in the CaPP electronic forms that you view within the AHSM management interface.

To make it easier to find the data information you want, this appendix has been organized according to the individual electronic forms themselves:

Name of Electronic Form	See Page
Create / Edit Person	B.2
Create / Edit Premises	B.3
View / Modify Organization Details	B.4
View / Modify Person Details	B.5

First, find the correct table for the form you are using. In the table, you will then see that the individual data fields are listed according to which block which they appear in on the form itself.

Create / Edit Person Form

Field Label	Type	Length	Description
***Person's Communication* Block**			
Person ID?	Character	16	A unique ID assigned to this person
Comm Info?	Character	128	Information needed to execute a communication method Examples: phone number, e-mail address), website URL
Comm Type?	Character	8	Code of the communication type
Priority?	Integer	N/A	Order in which the organization's contacts should be used. A contact assigned the lowest priority number will be contacted first before a contact that has a higher priority number.
***Person's Training* Block**			
Cert Issued?	Character	1	???
Cert NR?	Character	16	???
Date Completed?	Date	N/A	???
Instructor?	Character	16	???
Trainee?	Character	16	???
Training Type ID?	Integer	N/A	???

Create / Edit Premises Form

Field Label	Type	Length	Description
***Premises* Block**			
Addl Prem ID?	Character	32	Unique identifier assigned to the premises. May be a State-assigned ID.
Location ID?	Integer	N/A	???
National Prem ID	Character	32	National Premises ID for this premises
Prem Address?	Character	72	Primary address information for the premises
Prem Address2?	Character	72	Secondary address information for the premises
Prem City?	Character	32	City in which the premises is located
Prem County?	Character	3	County in which the premises is located
Prem ID?	Character	32	Unique identifier assigned to the premises. May be a State-assigned ID or the National Premises ID for this premises
Prem Name?	Character	32	Name of the premises
Prem State?	Character	2	State in which the premises is located
Prem Status Code?	Character	8	???
Prem Type Code?	Character	8	Code for the type of business/activity that is done on the premises.
Prem Zipcode?	Character	10	Zip code of the physical address where the premises is located
Qtr Section?	Character	2	Quarter section (**NE**, **NW**, **SE**, or **SW**) where the premises is located
Range	Character	5	Range where the premises is located, Use this format: **RnnW** or **RnnE**
Remarks	Character	4000	Field in which you can add information about the premises, its operations, species, events, status, or location.
Section	Character	2	Section number (1-36) where the premises is located
Township	Character	5	Township in which the premises is located. Use this format:: **TnnnN** or **TnnnS**
***Premises' Person Contacts* Block**			
Comm Info?	???	???	Information needed to execute a communication method Examples: phone number, e-mail address), website URL
Fname?	???	???	First name of the contact person
Lname?	???	???	Last name of the contact person
Location ID?	???	???	???
Person Address?	???	???	Street address where the contact person resides
Person Address2?	???	???	Additional address information where the contact person resides
Person City?	???	???	City in which the contact person resides
Person State?	???	???	State in which the contact person resides
Person Zip?	???	???	Zip code of the address where the contact person resides
Prem Contact Person?	???	???	???
Prem Contact Priority?	???	???	Number indicating the order in which a contact person should be contacted in relation to other contacts assigned to the premises
Prem Person Type?	???	???	???

View / Modify Organization Details Form

Field Label	Type	Length	Description
***Organization* Block**			
Org ID	Integer	N/A	The unique ID for the organization
Name	Character	64	The commonly-known name of the organization
Language	Character	4	The language used for transactions within the organization
Desc	Character	128	Description of the organization
Remarks	Character	256	Any supplemental information/notes about the organization
***Organization's Address* Block**			
Address Type	Character	8	Address type
Address1	Character	32	Primary address information for the organization
Address2	Character	32	Secondary address information for the organization
City			City in which the organization is located
Country	Character	32	Country in which the organization is located
Geo Datum	Character	10	???
Geo Source	Character	10	???
Latitude	Number	10,6	Latitude coordinates of the front-gate entrance to the organization
Longitude	Number	8,6	Longitude coordinates of the front-gate entrance to the organization
State	Character	32	State in which the organization is located
Zip	Character	10	Zip code where the organization is located
***Organization's Phone, Fax, E-mail* Block**			
Comm Type	Character	8	Code of the communication type
Description	N/A	N/A	Description of the communication type
Information	Character	32	Communication value (i.e., phone number or e-mail address)
Priority	Integer	N/A	Order in which the organization's contacts should be used. A contact assigned the lowest priority number will be contacted first before a contact that has a higher priority number.
***Associate a Person to an Organization* Block**			
Active	Character	1	Y = This person is active within the organization N = This person is not currently active within the organization
Person ID	Character	16	A unique ID assigned to this person
First Name	N/A	N/A	First name of this person
MI	N/A	N/A	Middle initial of this person
Language	N/A	N/A	Language used by this person
Last Name	N/A	N/A	Last name of this person
Person's Role	Character	8	Role of this person within the organization

View / Modify Person Details Form

Field Label	Type	Length	Description
***Person* Block**			
First Name	Character	32	First name of this person
Last Name	Character	32	Last name of this person
MI	Character	1	Middle initial of this person
Person Class	Character	3	Organizational unit to which this person belongs
Person ID	Character	16	The unique ID for the person
Person State	Character	2	Code for the State in which this person's address is located
Person Type	Character	8	Job description of this person
***Person's Address* Block**			
Address	Character	72	Primary address information for this person
Address2	Character	72	Secondary address information for this person
City	Character	32	City in which this person's address is located
Priority	Integer	N/A	Order in which the organization's contacts should be used. A contact assigned the lowest priority number will be contacted first before a contact that has a higher priority number.
State	Character	2	State in which this person's address is located
Type	Character	8	Type of address being reported on this form
Zipcode	Character	10	Zip code where this person's address is located

Appendix C:
CaPP Diagrams

This appendix contains several diagrams which illustrate various processes used in the CaPP program.

Name of Diagram	See Page
CaPP System Architecture	C.2
CaPP Electronic Form Flow	C.3
Avian Field Collection – Current Process	C.4
Avian Field Collection – New Process with Web Forms	C.5
Avian Field Collection – New Process with Tablet	C.6
Avian Field Collection – New Process with Digital Pen	C.7

Diagram 1: CaPP System Architecture

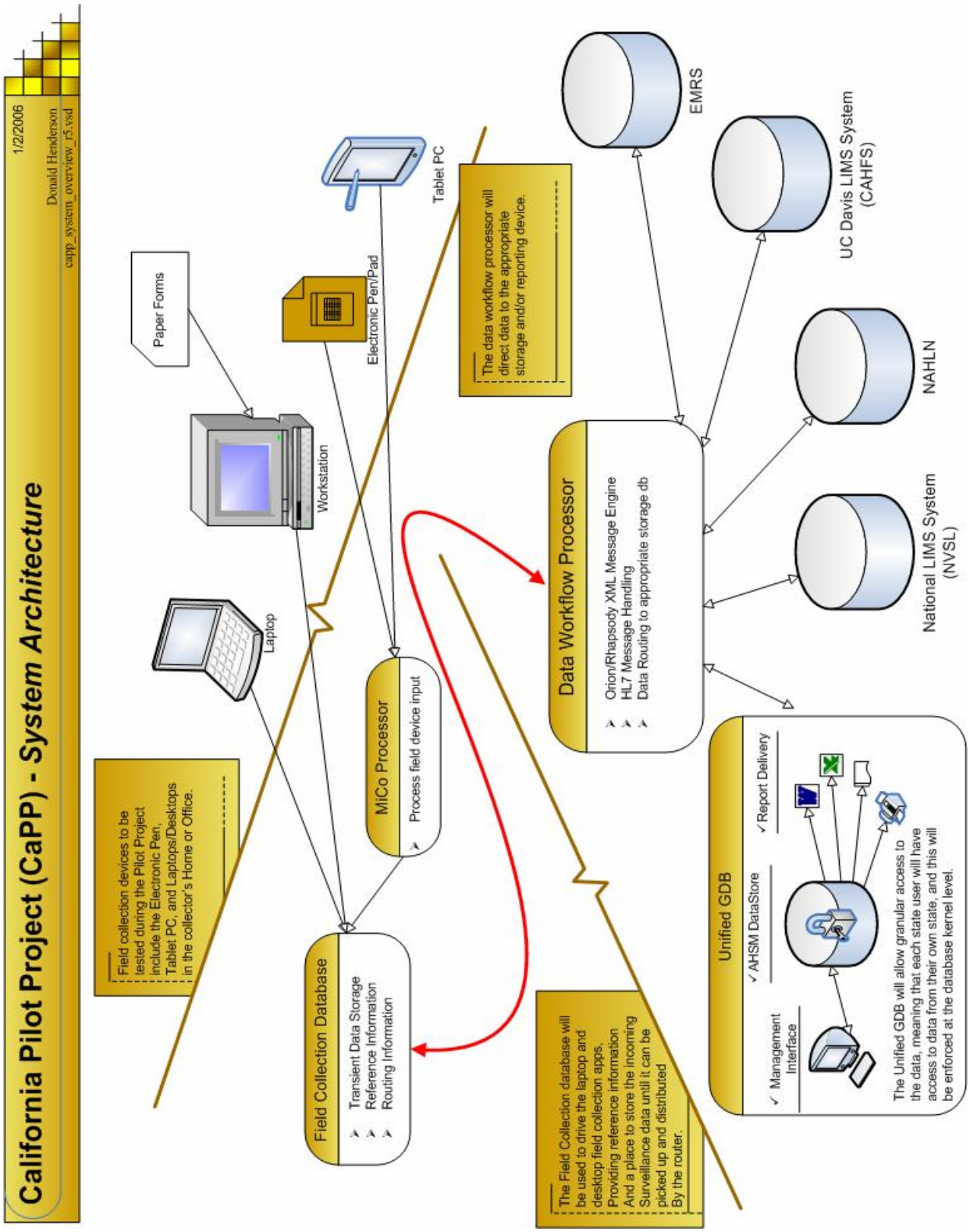


Diagram 2: CaPP Electronic Form Flow

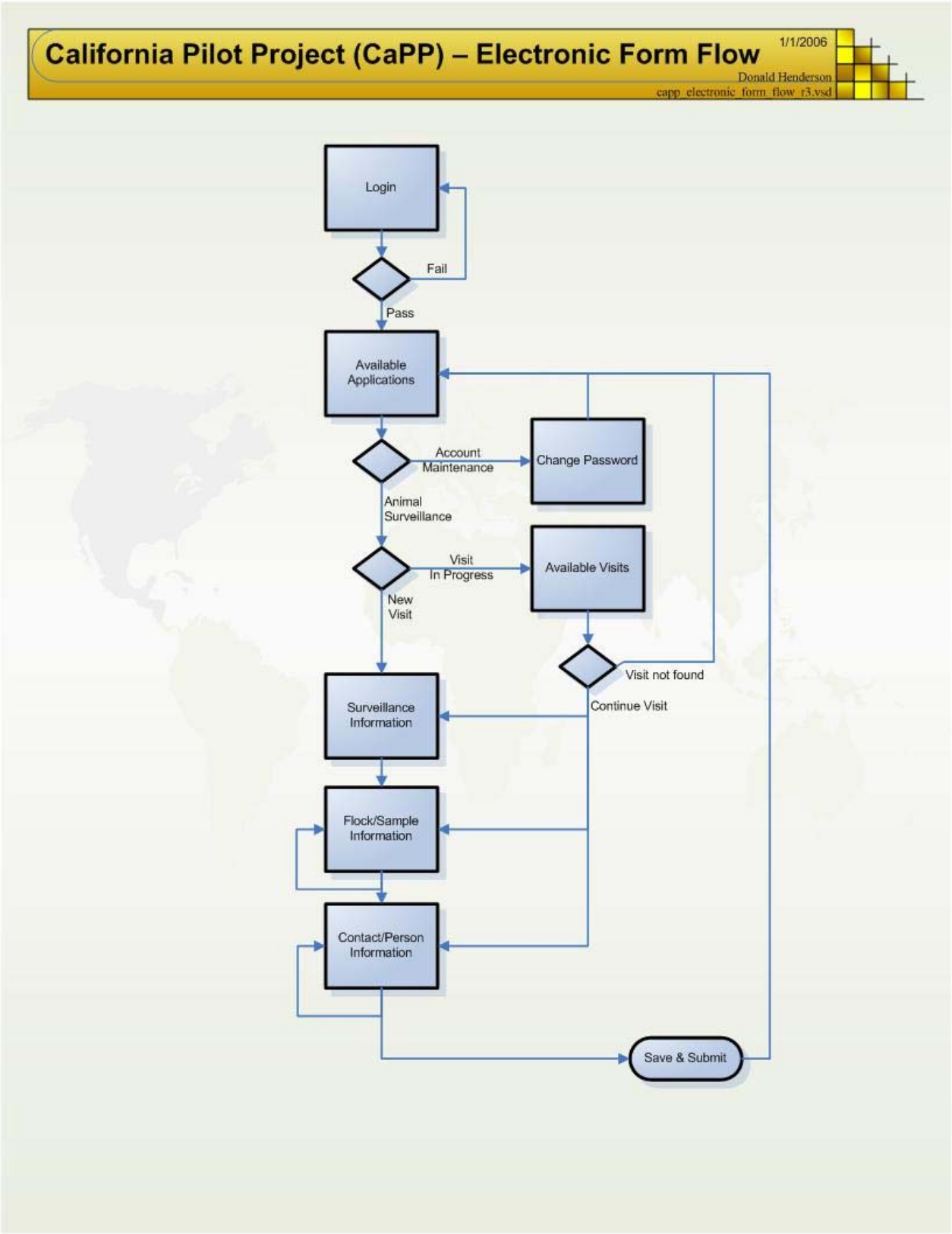


Diagram 3: Avian Field Collection – Current Process

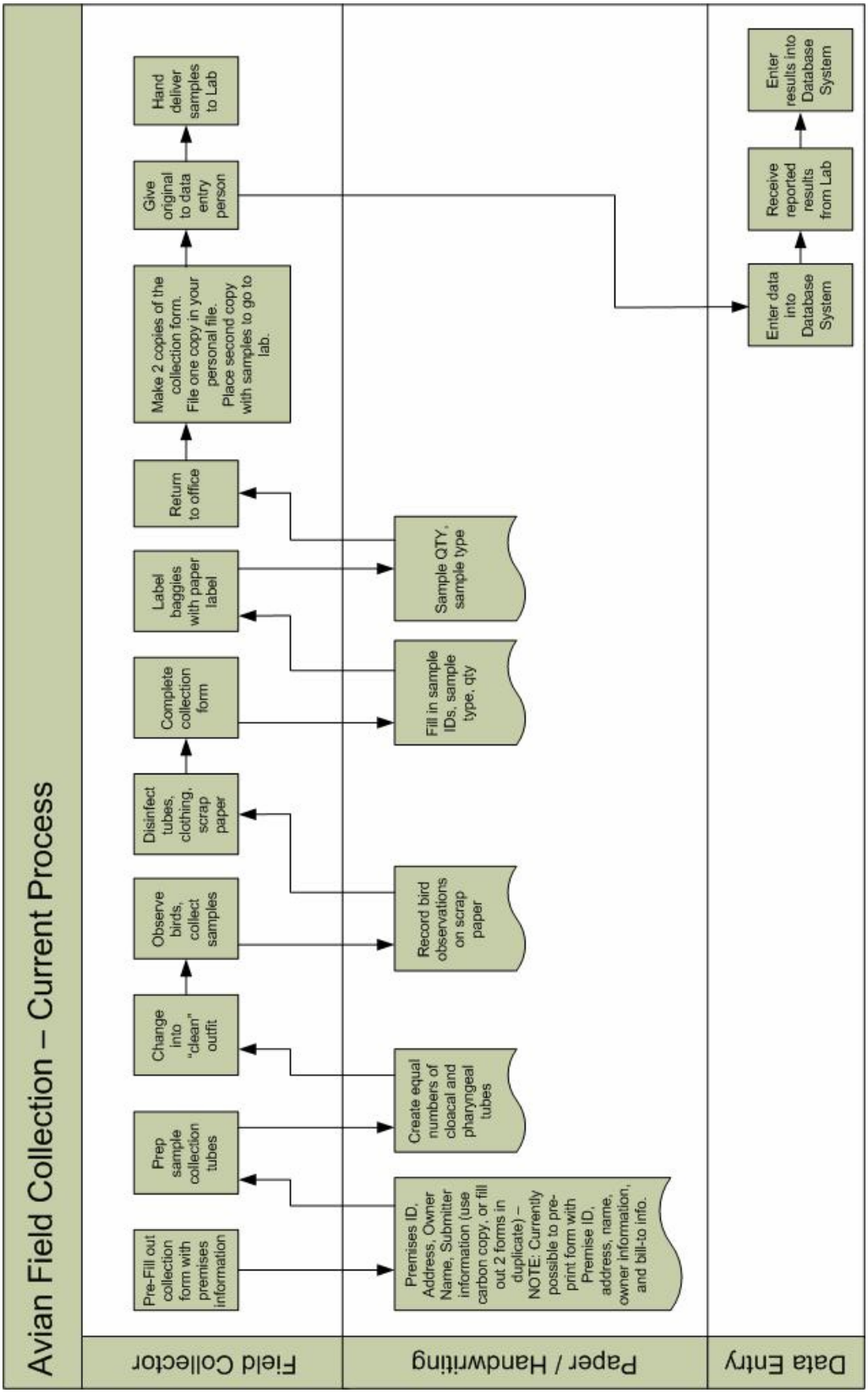


Diagram 4: Avian Field Collection – New Process with Web Forms

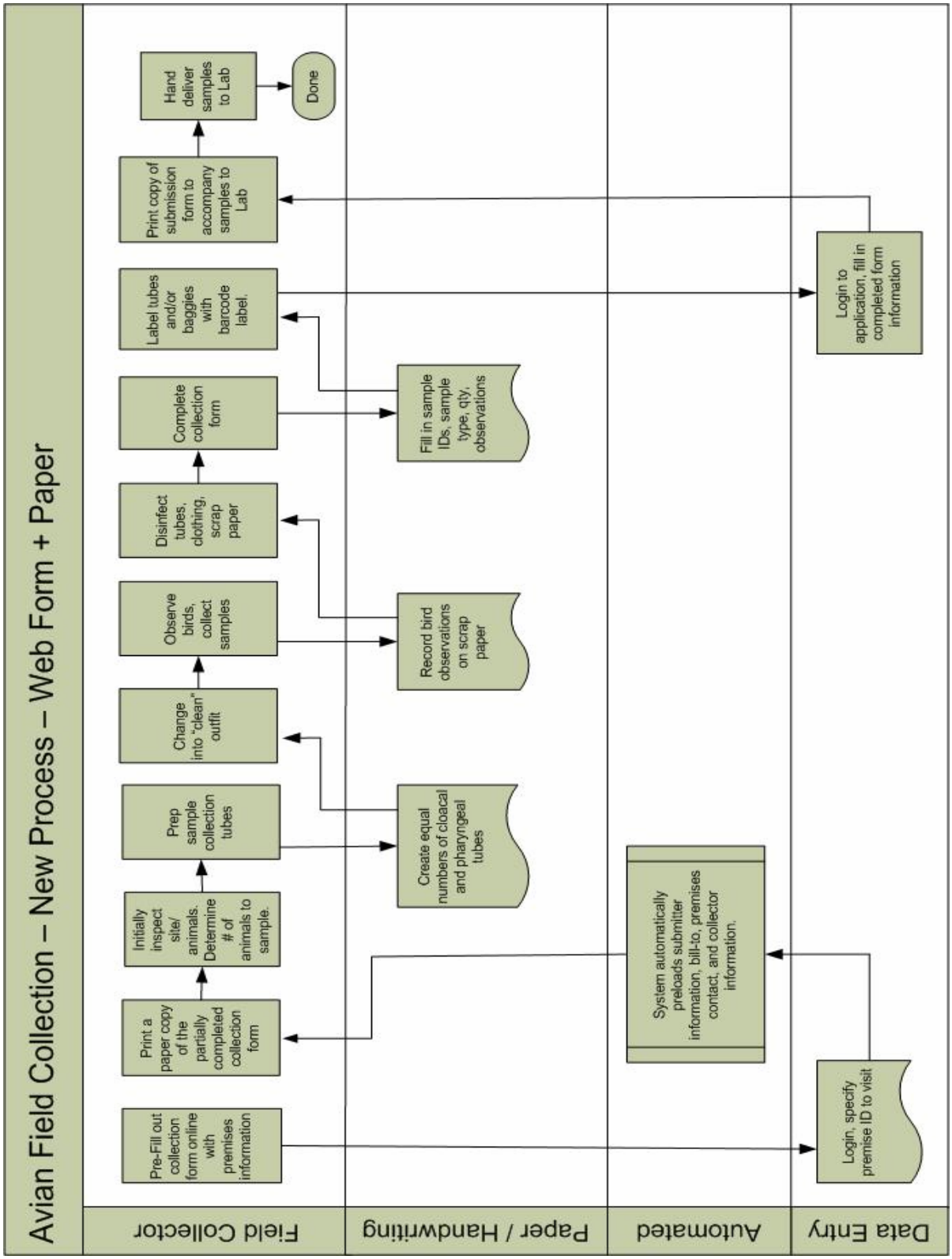


Diagram 5: Avian Field Collection – New Process with Tablet

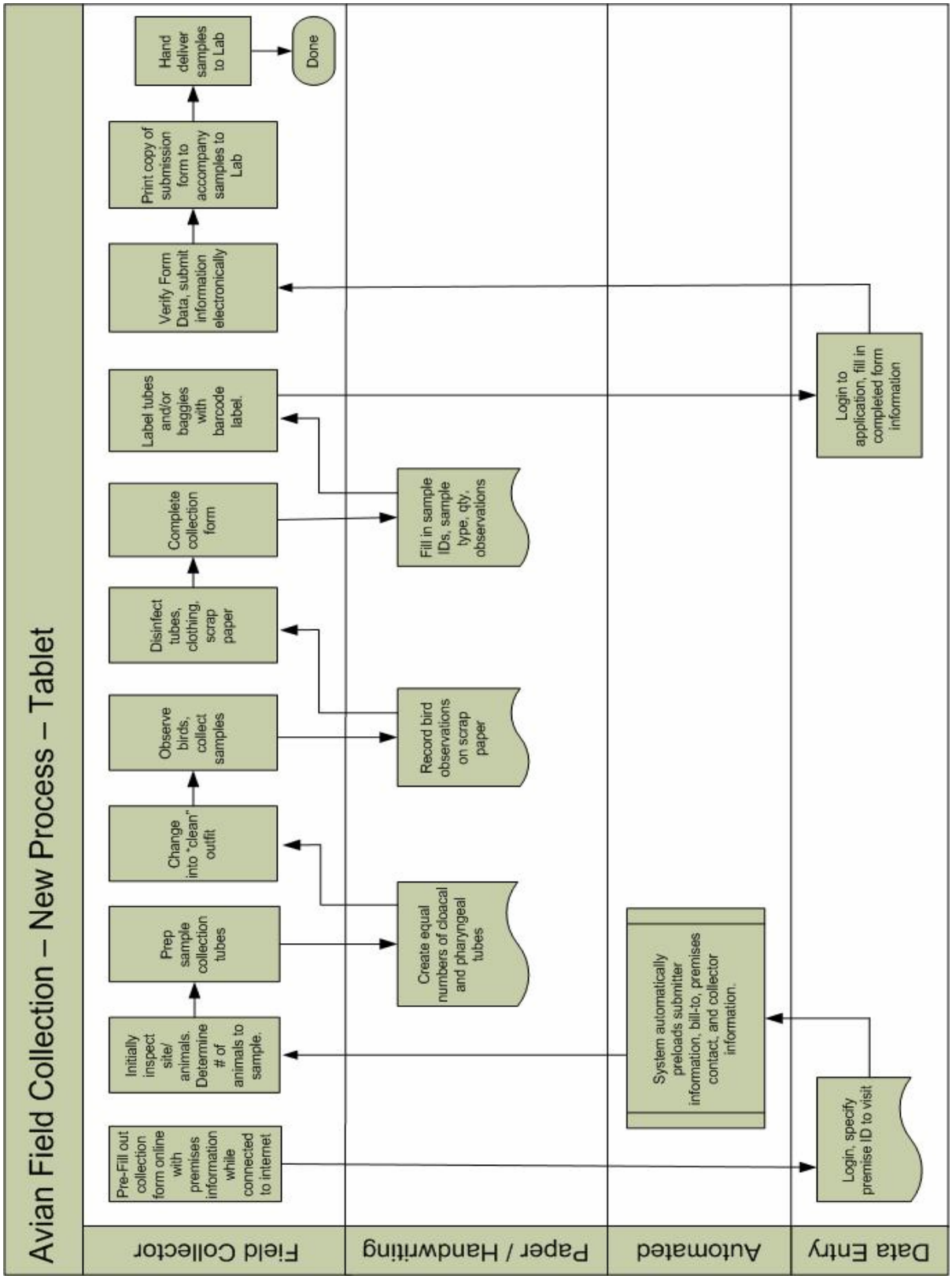
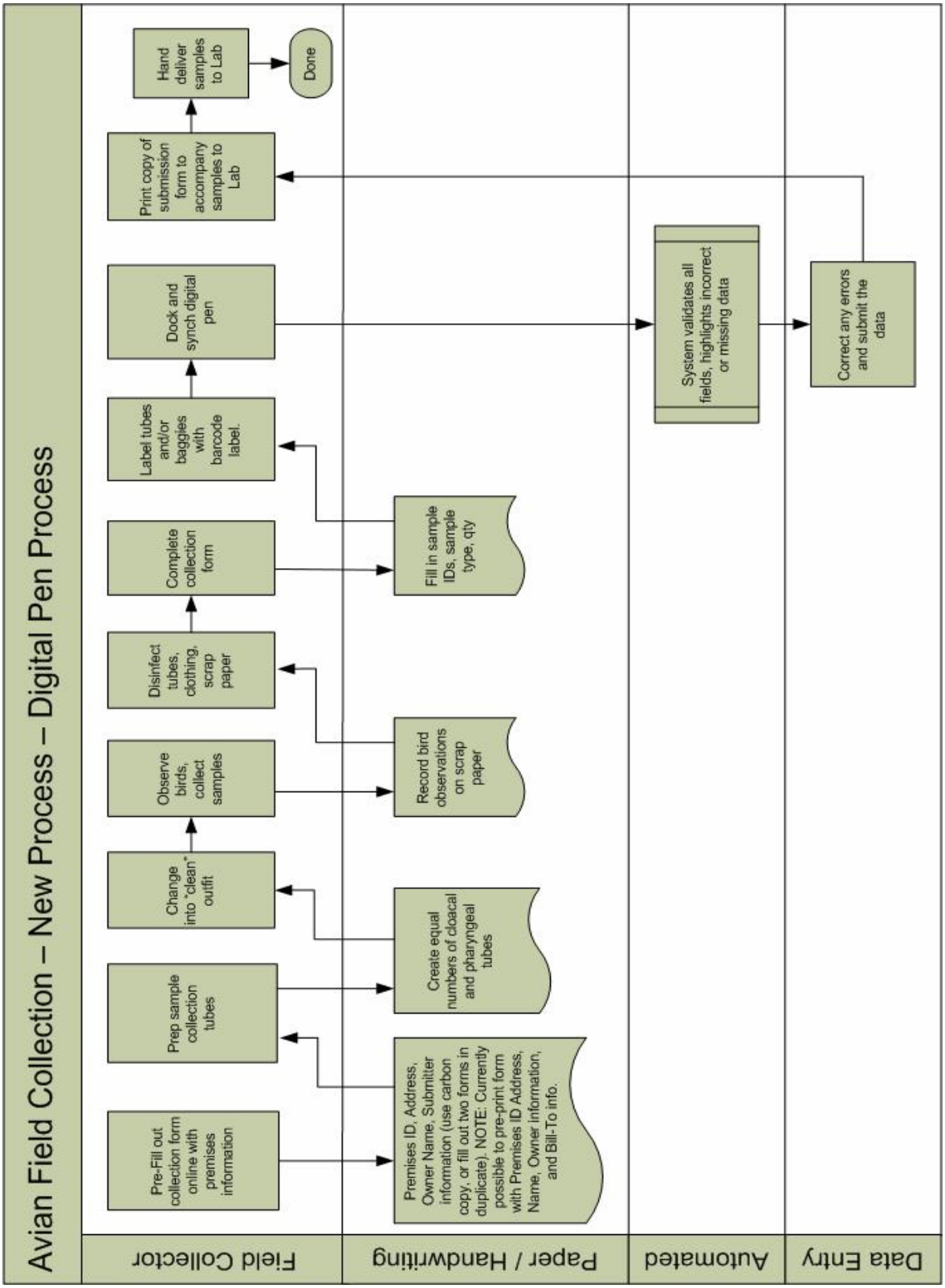


Diagram 6: Avian Field Collection – New Process with Digital Pen



Appendix D:
Running CaPP Reports

After you store your CaPP data in the Animal Health & Surveillance Management (AHSM) database, you can then use any of nine pre-designed reports to retrieve that data. Generating a pre-designed CaPP report is easy – some reports run automatically when you select them, while other reports need you to fill out a simple parameter form first.

This chapter covers the following topics:

Task	Topic	See Page
D1	Accessing the CaPP Reports within AHSM	D.2
D2	Running the CaPP **List of Companies Report**	D.4
D3	Running the CaPP **Company Details Report**	D.7
D4	Running the CaPP **People and Training Report**	D.10
D5	Running the CaPP **Sick Call Report**	D.12
D6	Running the CaPP **Visit Detail Report**	D.15
D7	Running the CaPP **Test Results Report**	D.19
D8	Running the CaPP **Detailed Surveillance Report**	D.21
D9	Running the CaPP **Surveillance Summary by District Report**	D.24

Important: CaPP Reports are output in only one format – as a PDF file that is displayed onscreen. (You can then copy them to a local drive for archiving or send them to a printer for making hardcopy printouts.)

These PDF files are considered popups by most Internet browser programs. So, be sure to "turn off" the popup blocker feature in your browser program before using any of the procedures in this appendix.

Task D1…Accessing the CaPP Reports within AHSM

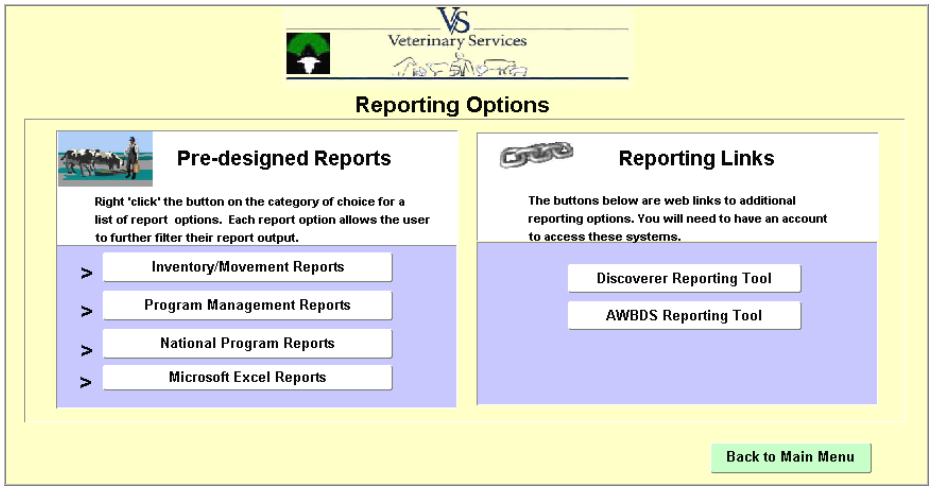
This task shows how to find the CaPP report options within the AHSM web management module.

D1-1 If necessary, log into the AHSM application. Be sure to log in using a user profile that allows you to run reports. (Check with your system administrator if you have any questions about your profile.)

After logging on, you should see a blank **Animal Health & Surveillance Management Main Menu** onscreen, like the example below.

D1-2 Left-click once on the **AHSM Reports Menu** button (located beneath the central picture and date).

The following AHSM **Reporting Options Page** will appear.



D1-3 In the list below, find the report you want to generate and go to its task in this document:

CaPP List of Companies Report	See Task D2
CaPP Company Details Report	See Task D3
CaPP People and Training Report	See Task D4
CaPP Sick Call Report	See Task D5
CaPP Visit Detail Report	See Task D6
CaPP Test Results Report	See Task D7
CaPP Detailed Surveillance Report	See Task D8
CaPP Surveillance Summary by District Report	See Task D9

Task D2…Running the CaPP List of Companies Report

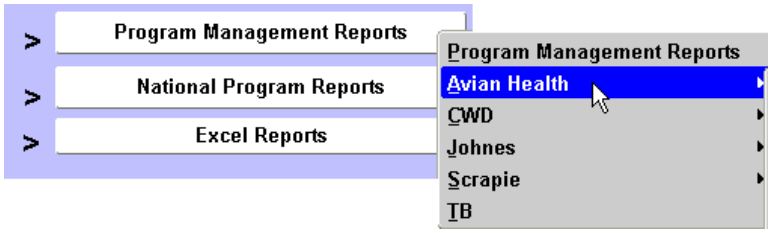
The CaPP **List of Companies Report** provides a listing of all CaPP-related companies with their summary information (i.e., each company's name, owner, address, etc.).

D2-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

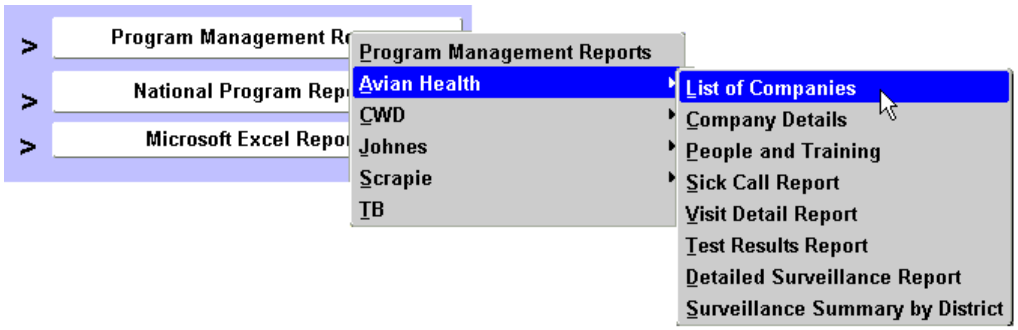
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

b. Highlight and leave your cursor resting on **Avian Health** (see below).



D2-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **List of Companies**.



D2-3 When you do, AHSM will automatically generate this report and display it in a separate browser window. The example below shows just a portion of this report.

List of Bird Premises

Prem Type	City	Contact	Prem Name	Address	Stat	Zipcode	Comm Info
Backyard Flock	Anaheim	James, Diana	Jason Allami	313 S Ramona Ct	CA	92804-2434	714-507-812
	Apple Valley	Morrison, Roberta	Roberta Morrison	19675 Bear Vally Rd	CA	92308-5100	760-247-9807
		Sedillo, Eminio	Eminio Sedillo	22327 Poppy Rd	CA	92308	760-961-7621
		Sedillo, Erminio	Erminio Sedillo	22327 Poppy Road	CA	92308	760-961-7621
	Blythe	Flores, Dorothy	Dorothy Flores	808 W Wells st	CA		(760) 922-5256
	CHINO	Rivas, Henrry	HENRRY RIVAS	12614 ROSS AVE.	CA	91710	951 415 3582 CELL
	Chatsworth	Ruzica, Marilyn	Marilyn Ruzica	9850 Farralone Ave	CA	91311-2746	818-822-7724
	Corona	Lumley, Jenny	Carol Paredes	3674 Ellis St	CA	92879	909-520-0626
	Del Canyon	Allami, Jason	Jason Allami	127 Buckskin Rd	CA	91307	818-347-4553
	Downey	Gutierrez, Maria	Andrew Davis	7204 Rio Flora Pl	CA	90241	526-927-3412
	Fullerton	Gotts, Mark	Jason Allami	329 Marwood Ave	CA	92832-1138	714-879-3176
	Gilroy	Pet & Feed, Farmer'S	Farmer's Pet & Feed	10015 Monterey Rd	CA	95020	408-842-8124
	Hanford	Self, Walter	Walter Self	9797 Home Ave	CA	93230	559-583-6537
	Hesperia	Langner, Vicky	Jason Allami	10421 6th Ave	CA	92345-2651	760-956-1381
	La Habra Heights	Mcgill, Amy	Amy McGill	1579 Hidden Cayon Rd	CA	90631	(562)691-9133
	Lancaster	Hernandez, George	Carol Paredes	40912 168th St E	CA	93535-7108	661-264-0694
	Los Angeles	Central Animal Shelter, North	North Central Animal Shelter	3201 Lacy St	CA	90031	213-847-2441
		Heusen, Heyam	Heyam Heusen	2000 Butler Ave	CA	90025-6202	310-231-7815
	Ojai	Macke, Greg	Greg Macke	757 McNell Rd	CA	93023	(805) 640-9304
	Palmdale	Hawkins, Steve	North Central Animal Shelter	350 W Avenue S4	CA	93551-7801	3104986988
	Panorama City	Dorado, Christina	Jason Allami	8113 Noble Ave	CA	91402-4507	818-786-8825
	Petaluma	Paredes, Carol	Carol Paredes	125 Bahnsen Ln	CA	94952-8128	707-776-4607
	Pomona	Leon, Favy	Favy Leon	500 Humane Way	CA	91766	909-623-9777 x675
		Quintanilla, Maria	Maria Quintanilla	571 E Phillips Blvd	CA	91766	909-629-6271
	RIVERSIDE	Carrizales, Jorge	Maria Quintanilla	19290 NANDINA AVE	CA	92508	951-314-2892
	Santa Clarita	Sanchez, Rhona	Jason Allami	24604 Apple St	CA	91321-2615	661-259-5981
	Simi Valley	Sanchez, Carol	Carol Paredes	4130 Adam Rd	CA	93063-2340	805-955-9851
	South Pasadena	Munson, Dr.	HENRRY RIVAS	1412 Huntington Dr	CA	91030-4519	626-441-8555
	Victorville	Marcia, Hernandez,	Favy Leon	16395 Cabrillo Dr	CA	92395-4054	760-952-1697
	Winchester	Labelle, John	John Labelle	36560 Penfield Ln	CA	92596-9672	909-926-3925
	Winnetka	Davis, Andrew	Andrew Davis	8217 Corbin Ave	CA	91306	818-993-0607
	Yucaipa	Boone, Teri	Jason Allami	9794 Yucaipa Ridge Rd	CA	92399-2971	909-797-1376
Egg Processor	Ripon	Winslow, Wayne	Nucal Foods Office	720 S Stockton Ave	CA	95366-2790	
Fairs/Expos	Sacramento	Boatman, Eunita	California State Fair	UNKNOWN	CA	95852	(916) 263-3247
	Santa Clara	Mary, Mary	San Jose Bird Mart	2260 Martin Ave	CA	95050	(408) 358-0882
	Woodland	Fred, Fred	Yolo County Fair	UNKNOWN	CA		(530) 979-7859
Feed Mill	Artois	Unknown, Unknown	Artois Feed Inc	6520 Road 33	CA	95913	530-934-6910
	Ontario	Unknown, Unknown	Ontario Hay & Grain Milling	310 N San Antonio Ave	CA	91762	909-395-3309
	Perris	Unknown, Unknown	Mc Anally Feeds	23480 Rider St	CA	92570	909-657-3987
		Unknown, Unknown	Star Milling Co.	24067 Water St	CA	92570	909-657-3143
	Pinole	Jeff, Jeff	That Pet Shop	610 San Pablo Ave STE F	CA	94564-2621	(510) 724-0966
	Redlands	Unknown, Unknown	Sunny Cal Mill	750 Oriental Ave	CA	92374-3067	909-793-2381
	Riverside	Unknown, Unknown	Bookhurst Mill Co.	3315 Van Buren Blvd	CA	92503-5643	909-688-3511
	Tulare	Dick Holland, Unknown	J.D. Heiskell	116 W Cedar Ave	CA	93274-5348	559-757-3135

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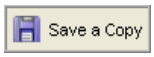
D2-4 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D3…Running the CaPP Company Details Report

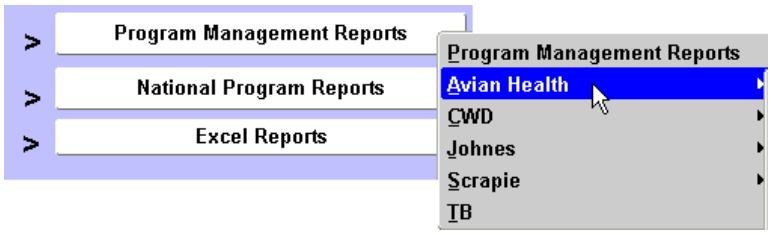
The CaPP **Company Details Report** provides detailed information about a company and all its premises.

D3-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

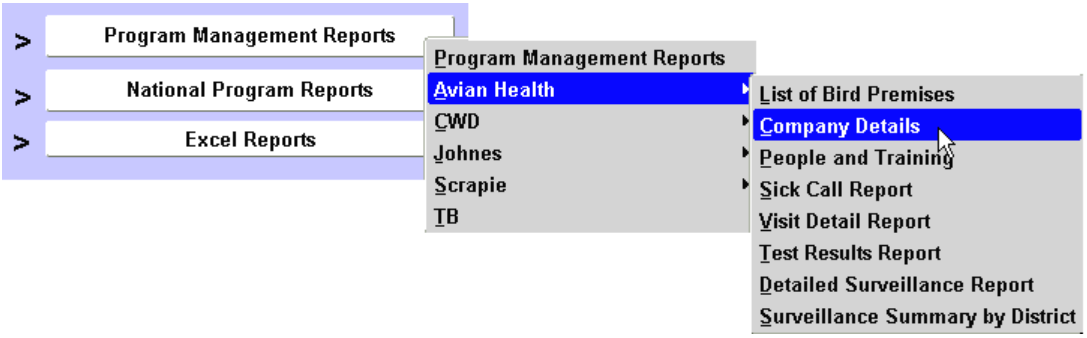
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

b. Highlight and leave your cursor resting on **Avian Health** (see below).



D3-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **Company Details**.



D3-3 The following **Company Details** parameter form will appear.

D3-4 On this form, fill out the parameter field according to the guidelines below:

Parameter Field	Description
Org Name	One company or all companies whose details will appear in the report. Complete this parameter field by using any of the three methods below: - **Accept the default value of ALL**. This instructs the report to list the names of every company in the AHSM database that has an Organization Record associated with the Avian Health Program. - **Specify a single company**. 1. Click on the down arrow to display a popup box. 2. In this box, scroll through the list and highlight the item you want. 3. Click on **OK**. 4. The popup window will close. Your selection now appears in the parameter field. - **Search for a single company**. 1. Click on the down arrow to display a popup box. 2. Enter your search value in the **Find** data field (using the **%** wildcard, if needed.) 3. Click on the **Find** command button. 4. Any matches will appear in the *Submitter* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field.

D3-5 Click on **Run the Report**.

AHSM will generate this report and display it in a separate browser window. The example below shows a report that lists the specific details for a single company.

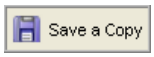
Company Detailed Report

Company: Safeway

Please verify or note changes or additions on the information below, and RETURN in the enclosed postage-paid envelope to:
Avian Health Program
7391 Lampson Avenue
Garden Grove, CA 92841-2903, Attn: Daysi Lopez (714-899-3969)

Premises ID	Prem Name	Premises Address	Contact Person	Contact Phone
0048PVB	Dunn Cindy	1 GRAND AVE BLDG 150, SAN LUIS OBISPO, CA 93410-9001		

D3-6 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D4…Running the CaPP People and Training Report

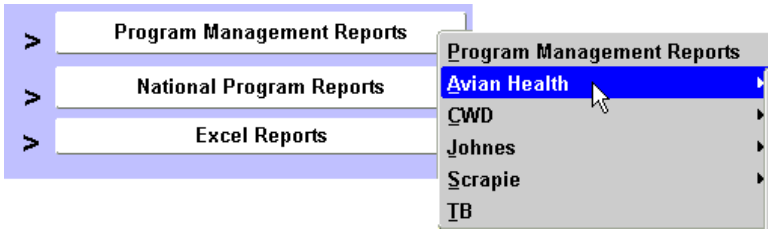
The CaPP **People and Training Report** gives a listing of all CaPP-related training events and the people who have undergone each training event.

D4-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

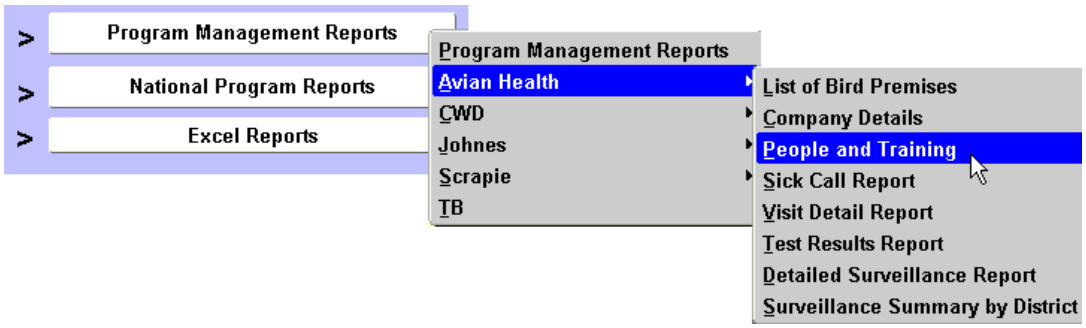
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

b. Highlight and leave your cursor resting on **Avian Health** (see below).



D4-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **People and Training**.

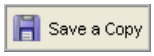


D4-3 When you do, AHSM will automatically generate this report and display it in a separate browser window. The example below lists all training events and participants retrieved from the AHSM data.

Training History

Training	Last Name	First Name	Mi	Date Completed
Swab-Feedmill	Brown	Robin		15-NOV-03
	Holly	Vonna		15-AUG-96
	Winter	Cassy		14-JUN-95
Swab-Feedstore	Cane	Candy		12-DEC-87
	Carter	John		15-OCT-05
	Dunn	James		15-APR-58
	Hoppy	Don		15-MAR-05
	Johnson	Kathy		30-APR-50
	Jones	Sue		15-JUN-97
	Kline	Linda		02-MAR-45
	Winter	Cassy		14-JAN-96
	Winter	Joe		15-JUN-98
Swab-Petstore	Cane	Candy		30-DEC-60
	Casen	Barb		15-OCT-04
	Jones	Sue		15-JUL-97
	Winter	Cassy		12-JUN-55

D4-4 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D5…Running the CaPP Sick Call Report

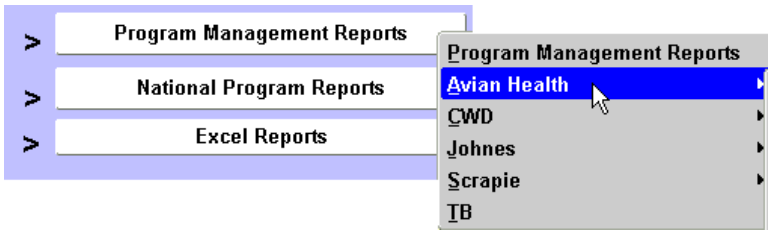
The CaPP **Sick Call Report** displays the Sick Call visits performed during a reporting period, and the person, address, and phone information for each Sick Call visit.

D5-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

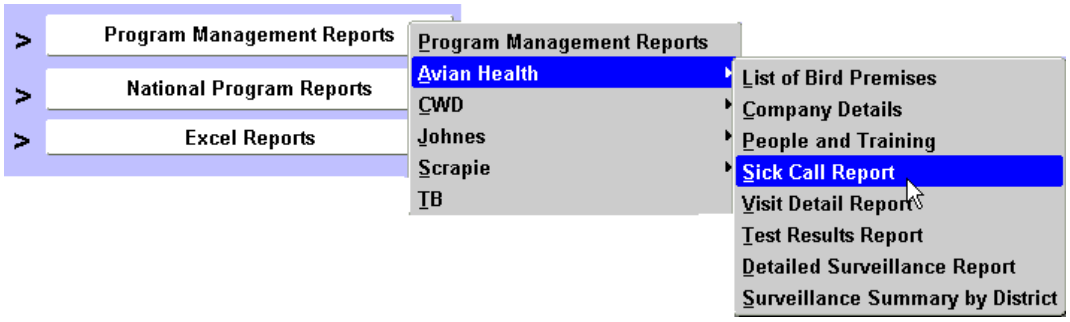
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

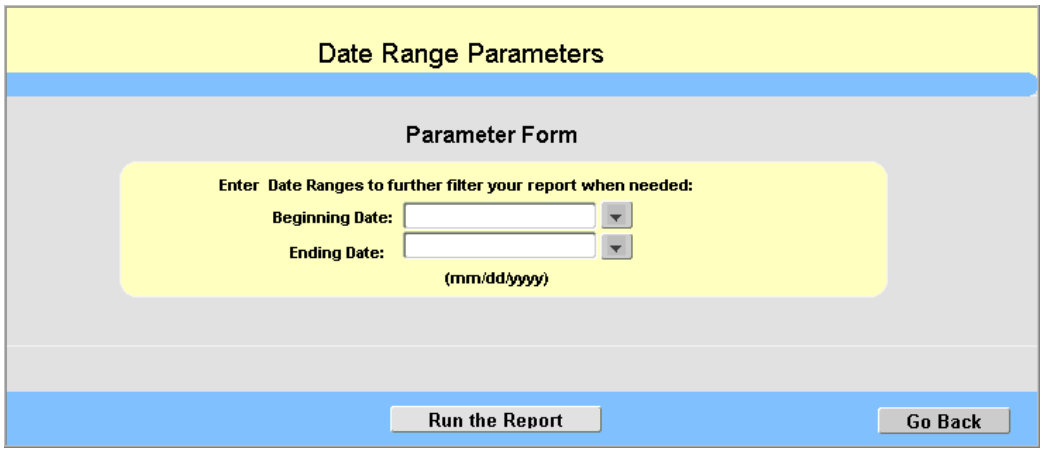
b. Highlight and leave your cursor resting on **Avian Health** (see below).



D5-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **Sick Call Report**.



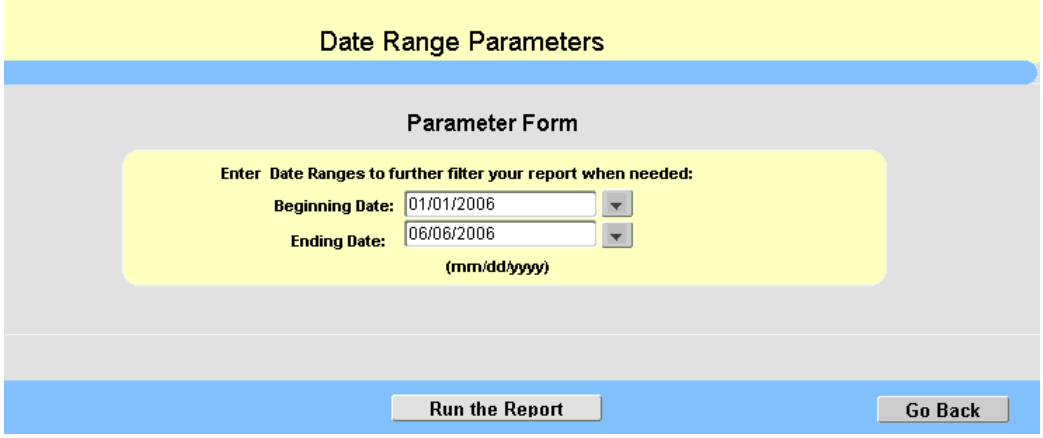
D5-3 The following **Sick Call Report** parameter form will appear.



D5-4 On this form, complete the parameter fields according to the guidelines below:

Parameter Field	Description
Beginning Date	First day of the reporting period.
Ending Date	Last day of the reporting period.

D5-5 An example of a completed CaPP **Sick Call Report** parameter form appears below. The date range specified on this form is January 1, 2006 through June 30, 2004.



D5-6 Click on **Run the Report**.

AHSM will generate this report and display it in a separate browser window. The example below shows a report listing all Sick Call visits performed between **01/01/200** and **02/15/2006**.

Sick Call Report

Date Range: 01/01/2006 to 06/06/2006

Sick Call Date	Caller Name	Phone	Address	City	State	Zipcode
01/10/2006	Test Name		1 Grand Ave Bldg 150	San Luis Obispo	Ca	93410-9001
01/12/2006	John Smith		1 Grand Ave Bldg 150	San Luis Obispo	Ca	93410-9001
01/12/2006	Deb Jenkins	970-222-9549	1 Grand Ave Bldg 150	San Luis Obispo	Ca	93410-9001
01/12/2006	Deb Jenkins		1 Grand Ave Bldg 150	San Luis Obispo	Ca	93410-9001
01/31/2006	North Central Animal Shelter		3201 Lacy St	Los Angeles	Ca	90031
01/31/2006	Steve Hawkins		350 W Avenue S4	Palmdale	Ca	93551-7801
01/31/2006	John Labelle		36560 Penfield Ln	Winchester	Ca	92596-9672
01/31/2006	Heyam Heusen		2000 Butler Ave	Los Angeles	Ca	90025-6202
01/31/2006	Eminio Sedillo		22327 Poppy Rd	Apple Valley	Ca	92308
01/31/2006	Erminio Sedillo		22327 Poppy Road	Apple Valley	Ca	92308
01/31/2006	Jason Allami		127 Buckskin Rd	Del Canyon	Ca	91307
01/31/2006	Mark Gotts		329 Marwood Ave	Fullerton	Ca	92832-1138
01/31/2006	Vicky Langner		10421 6th Ave	Hesperia	Ca	92345-2651
01/31/2006	Diana James		313 S Ramona Ct	Anaheim	Ca	92804-2434
01/31/2006	Teri Boone		9794 Yucaipa Ridge Rd	Yucaipa	Ca	92399-2971
01/31/2006	Christina Dorado		8113 Noble Ave	Panorama City	Ca	91402-4507
01/31/2006	Rhona Sanchez		24604 Apple St	Santa Clarita	Ca	91321-2615
01/31/2006	Roberta Morrison		19675 Bear Vally Rd	Apple Valley	Ca	92308-5100
01/31/2006	Carol Paredes	207-9013	125 Bahnsen Ln	Petaluma	Ca	94952-8128
01/31/2006	Andrew Davis		8217 Corbin Ave	Winnetka	Ca	91306
01/31/2006	Maria Gutierrez		7204 Rio Flora Pl	Downey	Ca	90241
01/31/2006	Carol Sanchez		4130 Adam Rd	Simi Valley	Ca	93063-2340
01/31/2006	Jenny Lumley		3674 Ellis St	Corona	Ca	92879
01/31/2006	George Hernandez		40912 168th St E	Lancaster	Ca	93535-7108
01/31/2006	Greg Macke		757 Monell Rd	Ojai	Ca	93023
01/31/2006	Hernandez, Marcia		16395 Cabrillo Dr	Victorville	Ca	92395-4054
01/31/2006	Favy Leon		500 Humane Way	Pomona	Ca	91766
01/31/2006	Amy Mcgill		1579 Hidden Cayon Rd	La Habra Heights	Ca	90631
01/31/2006	Farmer'S Pet & Feed		10015 Monterey Rd	Gilroy	Ca	95020
01/31/2006	Dr. Munson		1412 Huntington Dr	South Pasadena	Ca	91030-4519
01/31/2006	Henrry Rivas		12614 Ross Ave.	Chino	Ca	91710
01/31/2006	Dorothy Flores		808 W Wells St	Blythe	Ca	92508

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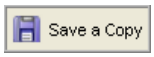
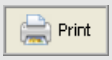
D5-7 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon.  2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D6…Running the CaPP Visit Detail Report

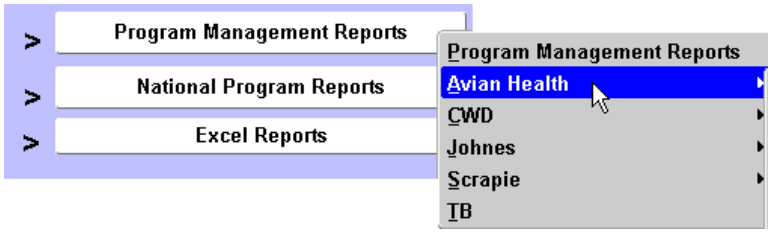
The CaPP **Visit Detail Report** displays complete information on the visit, including premises information and contacts, submitter, samples, specimens, and test results.

D6-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

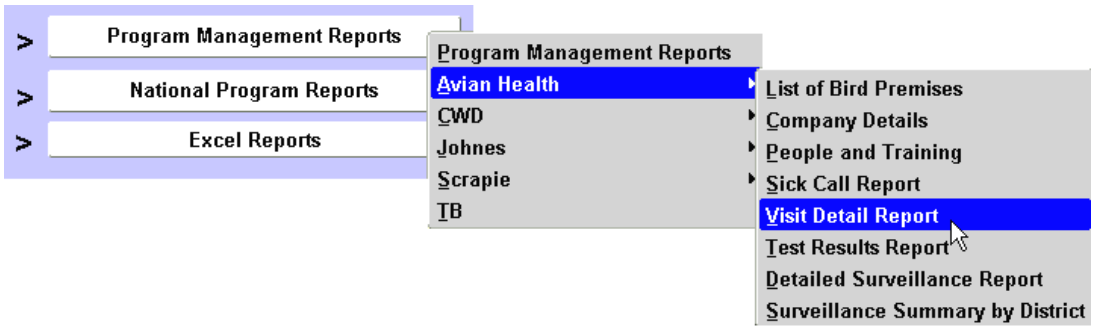
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

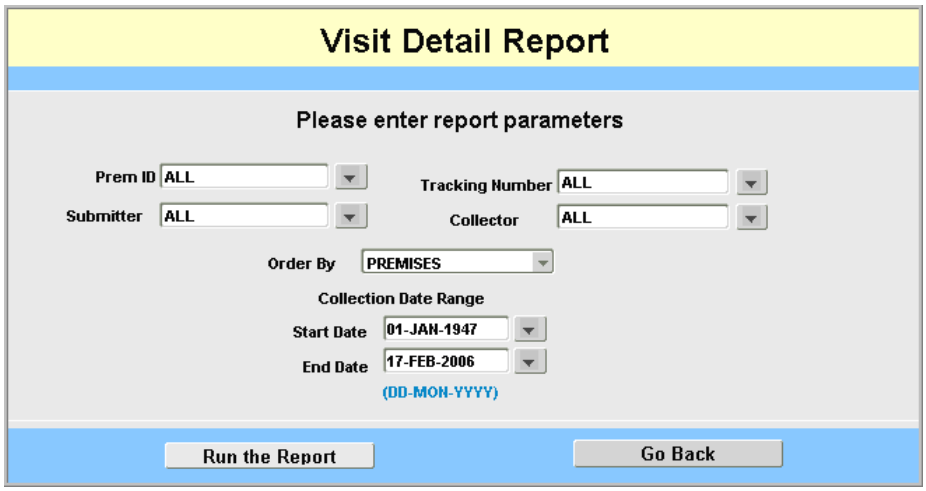
b. Highlight and leave your cursor resting on **Avian Health** (see below).



D6-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **Visit Detail Report**.



D6-3 The following **Visit Detail Report** parameter form will appear.



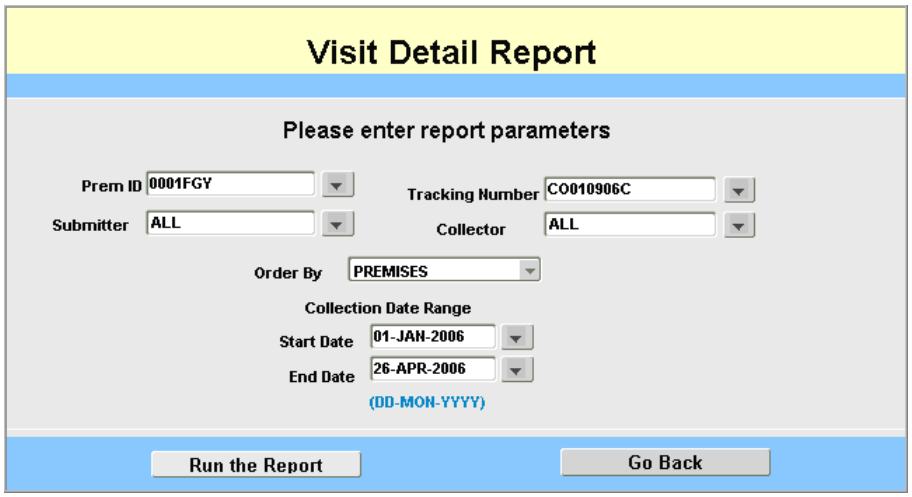
D6-4 On this form, fill out as many of the parameter fields as possible, according to the guidelines below.

Parameter Field	Description
Prem ID	Official identification number(s) for the premises where the avian sample collection activity took place. Complete this parameter field using either method below: **- Specify all premises**. Do this by accepting the default value of ALL. **- Search for a single premises by its Prem ID.** 1. Click on the down arrow to display a popup box. 2. Enter your search value in the Find data field (using the % wildcard, if needed). 3. Click on the **Find** command button. 4. Any matches will appear in the *Premises ID* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field.
Submitter	Name(s) of the individual who submitted the avian samples to the laboratory. Complete this parameter field using either method below: **- Specify all submitters**. Do this by accepting the default value of ALL. **- Search for a single submitter.** 1. Click on the down arrow to display a popup box. 2. Enter your search value in the Find data field (using the % wildcard, if needed). 3. Click on the **Find** command button. 4. Any matches will appear in the *Submitter* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field.
Tracking Number	Unique identifier(s) assigned by a shipping courier to each container in a sample submission. Complete this parameter field using either method below: **- Specify all tracking numbers**. Do this by accepting the default value of ALL. **- Search for a single tracking number.** 1. Click on the down arrow to display a popup box. 2. Enter your search value in the Find data field (using the % wildcard, if needed). 3. Click on the **Find** command button. 4. Any matches will appear in the *Tracking Number* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field.

Collector	Name(s) of the individual who collected the avian samples during a visit to a premises. Complete this parameter field using either method below: - **Specify all collectors**. Do this by accepting the default value of ALL. - **Search for a single collector.** 1. Click on the down arrow to display a popup box. 2. Enter your search value in the Find data field (using the % wildcard, if needed). 3. Click on the **Find** command button. 4. Any matches will appear in the *Collector* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field.
Order By	Criteria used to sort the results generated for the report. The choices are: Premises Organization Submitter Sample_Collection_Location
Collection Date Range: **Start Date** **End Date**	 First day of the reporting period. Last day of the reporting period.

D6-5 An example of a completed CaPP **Visit Detail Report** parameter form appears below. On this form, the following choices have been specified:

- Find all visits to the premises whose **Prem ID=0001FGY**.
- Narrow this group of visits to just those that occurred between **01-JAN-2006** and **27-JAN-2006**.
- Narrow again the group of visits to just the one visit that assigned a **Tracking Number=CO10906C** to one of its sample containers.
- The **Order By** value will not apply to this report.



D6-6 Click on **Run the Report**.

AHSM will generate this report and display it in a separate browser window. The example below shows the report generated for the parameters specified back in Step D6-5.

United States Department of Agriculture
Animal and Plant Health Inspection Service
Visit Detail Report

Report Date: 26 April 2006

Tracking Number: COAAC010906A Accession Status: Order Installed

Premises : 0001PGY One Stop Feed Store
Address : 2446 N J St Collection Date: 09-JAN-06 Shipping Date:
City/State/Zip : Tulare CA 93274-1358 Submission Date: Delivery Date:

Collector : Collection Premises: Priority:
Submitter : Submission Purpose : Surveillance
Laboratory : 3 USPS Specimen Total: Test Requested:

External Reference: Field Report Reference Number: 056-12578

Container ID : Container Type : Bag Packing: Frozen Pay Code : California Avian Health Group
Courier : Tracking Number : Deliverer:

Remarks:

Contacts

Name	Role	Report Finding	Priority

Samples

Species	Breed	Strain	Breed Purpose	Sample Type	Number In Lot	Number Sick	Number Dead	NumberUnaffected
Parrot	CHICKEN		Pet	Pet Name		0	0	0

Specimen

Specimen Number	Specimen Type	Age	Tube ID	Items Per Container	Container Count
Edward001	Manure	3	W	1	1

Test Results

Specimen Test Result ID	Test Type	Test Result	Disease	Completion Date
1	Exotic APMV1 RNA XXX Q1 PCR	Negative	VND	12-FEB-06
4	Avian FLU RNA XXX Q1	Negative	AI	12-FEB-06

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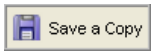
D6-7 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D7…Running the CaPP Test Results Report

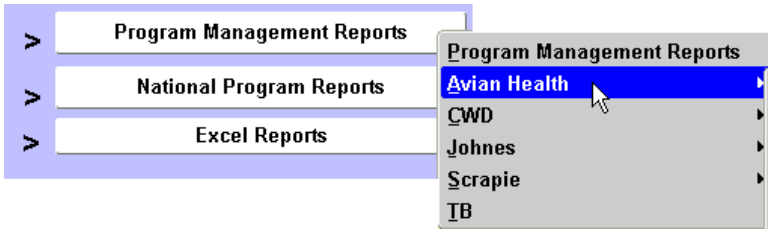
The CaPP **Test Results Report** displays CaPP test results, either by laboratory or for a particular date range.

D7-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

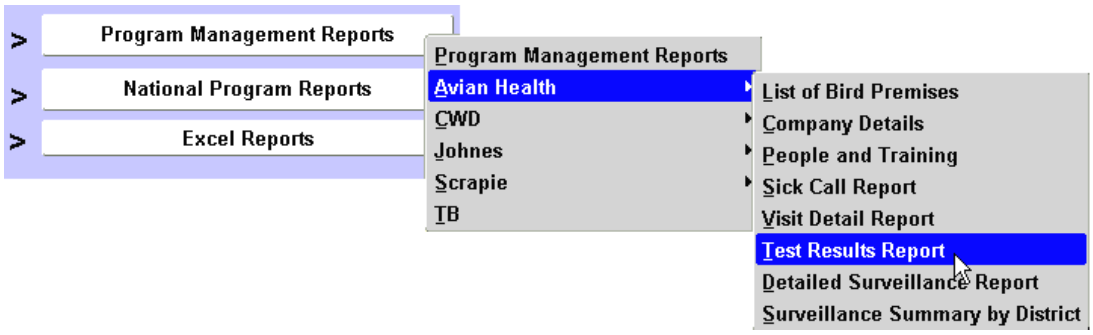
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

b. Highlight and leave your cursor resting on **Avian Health** (see below).



D7-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **Test Results Report**.



D7-3 When you do, AHSM will automatically generate this report and display it in a separate browser window (see example below).

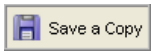
United States Department of Agriculture
Animal and Plant Health Inspection Service

26 April 2006

Test Result Report

Referral Number	Specimen Number	Test Type	Test Result	Test Completion Date
CO010906C	PT109	Avian FLU RNA XXX QI PCR	Negative	12-FEB-06
CO010906C	PT109	Exotic APMV1 RNA XXX QI PCR	Negative	12-FEB-06
COAAC010906A	Edward001	Exotic APMV1 RNA XXX QI PCR	Negative	12-FEB-06
COAAC010906A	Edward002	Exotic APMV1 RNA XXX QI PCR	Negative	12-FEB-06
COAAC010906A	Edward001	Avian FLU RNA XXX QI PCR	Negative	12-FEB-06
COAAC010906A	Edward002	Avian FLU RNA XXX QI PCR	Negative	12-FEB-06

D7-4 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D8…Running the CaPP Detailed Surveillance Report

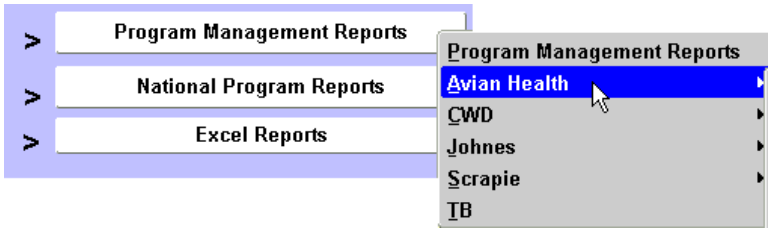
The CaPP **Detailed Surveillance Report** summarizes all CaPP surveillance activities during a specified reporting period. The summary will include such details as the name and ID of each premises involved in a surveillance activity, dates of collection events, and flock-related information.

D8-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

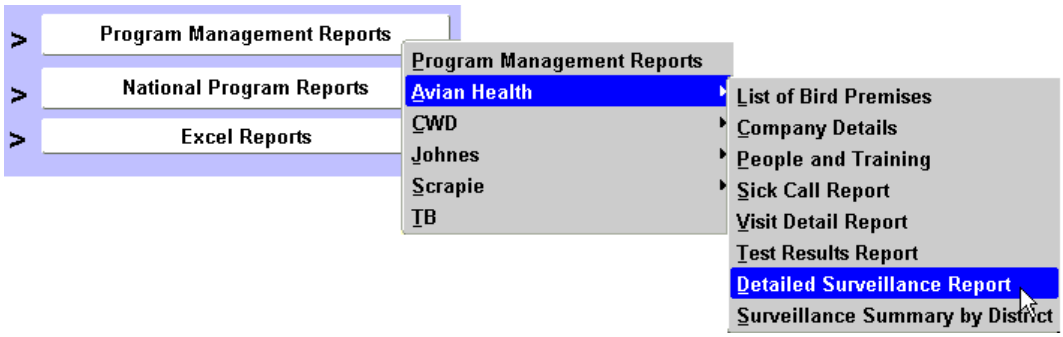
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

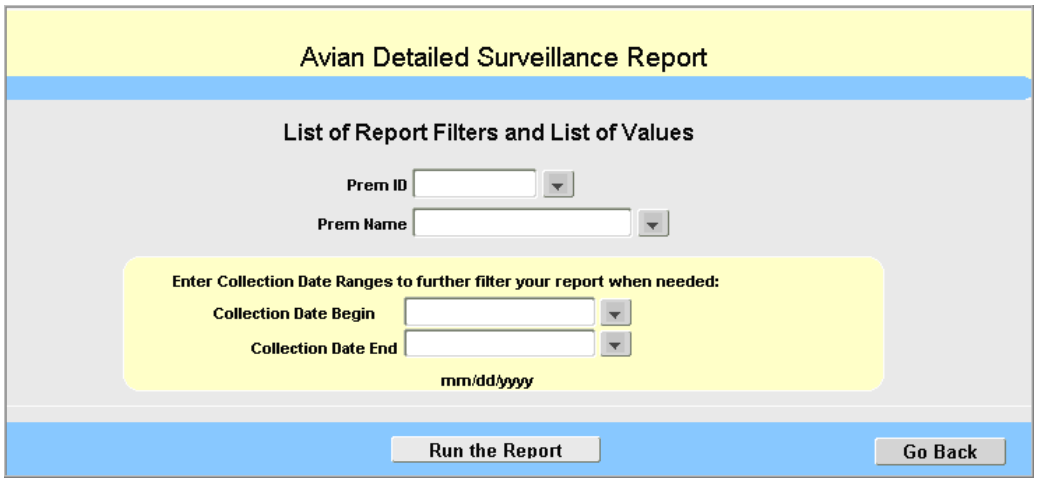
b. Highlight and leave your cursor resting on **Avian Health** (see below).



D8-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **Detailed Surveillance Report**.



D8-3 The following **Detailed Surveillance Report** parameter form will appear.

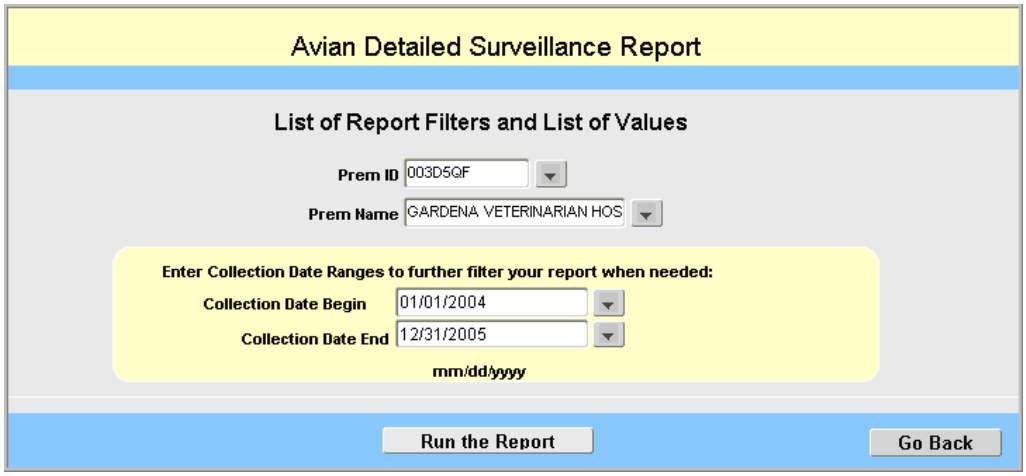


D8-4 On this form, fill out as many of the parameter fields as possible, according to the guidelines below:

Parameter Field	Description
Prem ID	Official identification number for the premises where the avian sample collection activity took place. Complete this parameter field as follows: 1. Click on the down arrow to display a popup box. 2. Enter your search value in the Find data field (using the % wildcard, if needed). 3. Click on the **Find** command button. 4. Any matches will appear in the *Premises ID* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field.
Prem Name	Name of the individual or business that owns the premises. Complete this parameter field as follows: 1. Click on the down arrow to display a popup box. 2. Enter your search value in the Find data field (using the % wildcard, if needed). 3. Click on the **Find** command button. 4. Any matches will appear in the *Prem Name* list. 5. Highlight the item you want. 6. Click on **OK**. 7. The popup box will close. Your selection now appears in the parameter field. 8. The **Prem ID** parameter field will also be automatically populated with an appropriate entry that is associated with the **Prem Name** you selected
Collection Date Begin	First day of the reporting period.
Collection Date End	Last day of the reporting period.

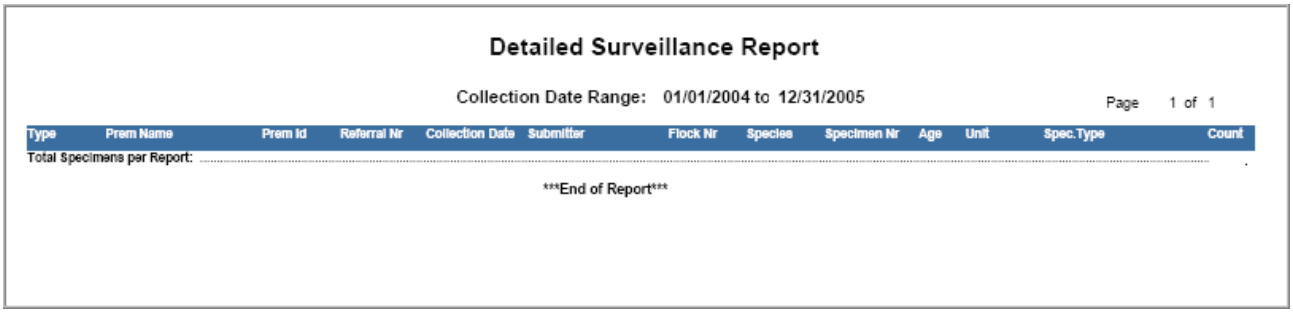
D8-5 An example of a completed CaPP **Detailed Surveillance Report** parameter form appears below. On this form, the following choices have been specified:

- This report will contain data for the premises whose **Prem ID=003D5QF** and whose P**rem Name=GARDENA VETERINARIAN HOSPITAL**.
- The data will be limited to all events between **01/01/2005** and **04/26/2006**.

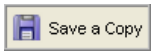


D8-6 Click on **Run the Report**.

AHSM will generate this report and display it in a separate browser window.



D8-7 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.

Task D9…Running the CaPP Surveillance Summary By District Report

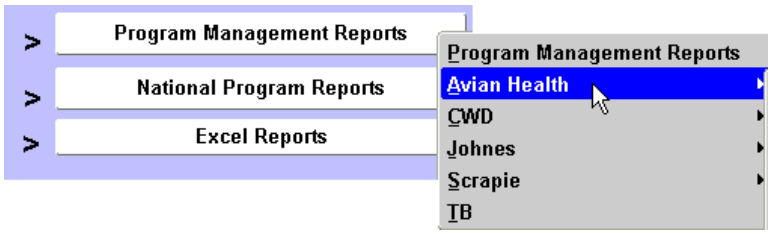
The CaPP **Surveillance Summary By District Report** displays a cross tab listing of all CaPP surveillance activities, grouped by their district names.

D9-1 Within AHSM, the **Reporting Options Page** should be displayed onscreen.

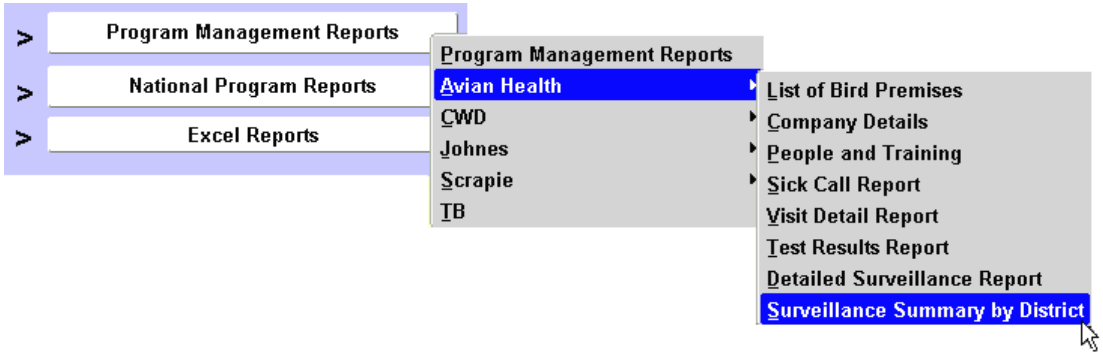
In the *Pre-designed Reports* block, do the following:

a. Right-click once on the **Program Management Reports** option.

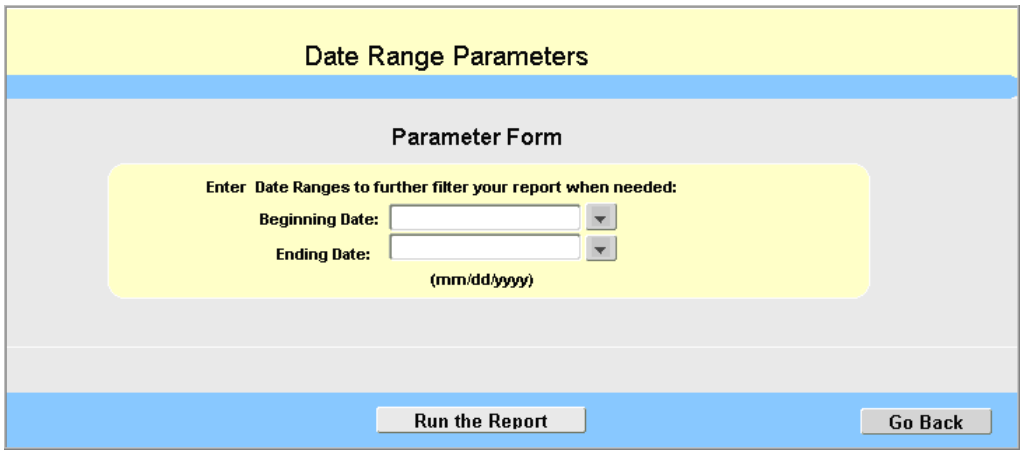
b. Highlight and leave your cursor resting on **Avian Health** (see below).



D9-2 An **Avian Health Reports** sub-menu will appear (see below). Left-click once on **Surveillance Summary by District**.



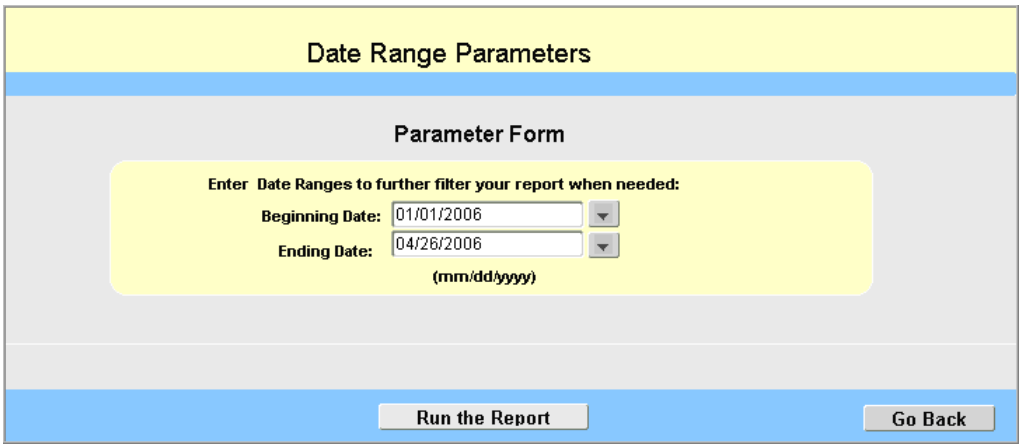
D9-3 The following **Surveillance Summary By District Report** parameter form will appear.



D9-4 On this form, fill out as many of the parameter fields as possible, according to the guidelines below:

Parameter Field	Description
Beginning Date	First day of the reporting period.
Ending Date	Last day of the reporting period.

D9-5 An example of a completed CaPP **Surveillance Summary By District Report** parameter form appears below.



D9-6 Click on **Run the Report**.

AHSM will generate this report and display it in a separate browser window. The example below shows a report listing all surveillance activities that were performed between **01/01/2006** and **06/30/2006**.

Surveillance Summary by District

Collection Date Range: to

Page 1 of 3

MODESTO

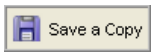
Type	Prem Name	Prem Id	Collection Date	Submitted By	Carcass Swab	Oropharyngeal	Total by Access.
Poultry Producer	Augustine Farms	000RLGK	02/06/2006	BILLY MARTIN	1	2	3
				Total Per District>>	1	2	3

ONTARIO

Type	Prem Name	Prem Id	Collection Date	Submitted By	Carcass Swab	Cloacal Swab	Environmental	Oropharyngeal	Total by Access.
An. Ctrl/Law Enf	East Valley Animal Shelter - LA	000CFYF	02/15/2006	Carol Kreger	4	7		7	18
Backyard Flock	ANDRES VIDAL	0003SUC	02/08/2006	Sylvia Hernandez		5		5	10
Backyard Flock	Casillas Leopoldo	000E0BV	02/08/2006	Jose Garcia		20		20	40
Backyard Flock	Del Real, Antonio	0002T6P	02/10/2006	Sylvia Hernandez		65		65	130
Backyard Flock	Diaz, Ramon	000CB5H	01/24/2006			15		15	30
Backyard Flock	Espinoza, Daisy	00035UW	02/09/2006	Sylvia Hernandez		5		5	10
Backyard Flock	FIGUEROA FRANCISCA	000KVC3	02/07/2006	Sylvia Hernandez		20		20	40
Backyard Flock	Frumencio Torralva	0005B53	02/02/2006	Jose Garcia		10		10	20
Backyard Flock	GARCIA SANTOS	007FIKZ	02/06/2006	Sylvia Hernandez		50		50	100
Backyard Flock	GERRERO JESUS	0004EK6	02/02/2006	Sylvia Hernandez		20			20
Backyard Flock	Gallardo Fidel	0003832	02/08/2006	Jose Garcia		20		20	40
Backyard Flock	Gallardo Fidel	000DPSE	02/08/2006	Jose Garcia		20		20	40
			02/09/2006	Jose Garcia		10		10	20
Backyard Flock	Garcia Eduardo	000DPUA	02/09/2006	Jose Garcia		20		20	40
Backyard Flock	Garcia, Daniel	007QZMJ	02/09/2006	Sylvia Hernandez		15		15	30
Backyard Flock	Gonzalez, Remigio/Maura	00053ZE	02/06/2006	Sylvia Hernandez		20		20	40
Backyard Flock	Hernandez Adala	007QZW0	02/09/2006	Sylvia Hernandez		20		20	40
Backyard Flock	Hernandez, Martin	0005B45	02/06/2006	Sylvia Hernandez		10		10	20
Backyard Flock	JIMENEZ ROBERTO	0026R3A	02/07/2006	Sylvia Hernandez		10		10	20

Friday, February 17 2006

D9-7 You may now do either of the following tasks with this PDF file:

Task	Steps to Do
Save the PDF File to a local or network drive for later use.	1. The PDF file is displayed within a browser window. In the browser's Toolbar, click on the **Save a Copy** icon.  2. A **Save a Copy** dialog box appears. 3. In this dialog box, specify the directory/folder in which you want to save a copy of the PDF file. 4. In this dialog box, you may also, if desired, rename the PDF file. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.
Make a hardcopy printout.	1. The PDF file is displayed within a browser window. In the browser's browser's Toolbar, click on the **Print** icon. 2. A **Print** dialog box appears. 3. In this dialog box, select the appropriate settings for how you want the hardcopy printout of this PDF file to look. 4. Use this dialog box to send the PDF file to a local or network printer. 5. To close the browser window containing the original PDF file, click on the **X** in the window's upper-right corner.