

BR MIM

Mobile Information Management using PDAs (Personal Digital Assistants)

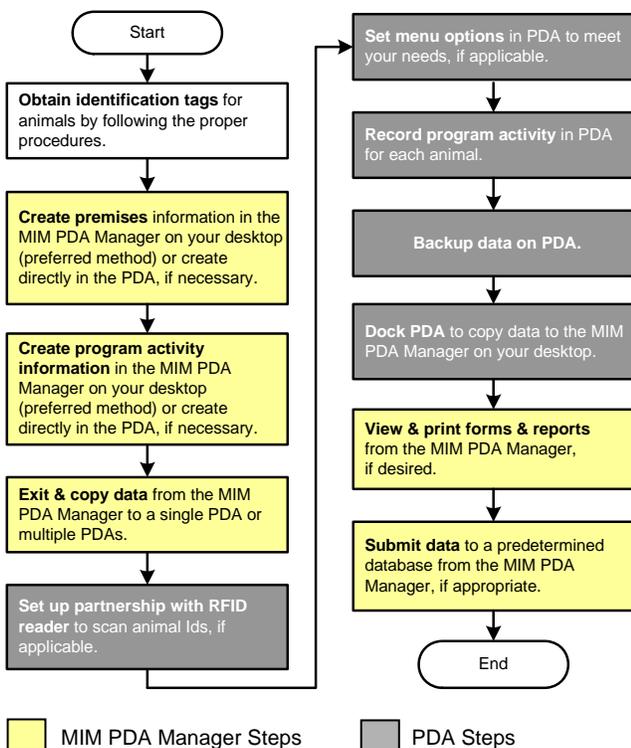


A Brucellosis Vaccination & Testing Application

Purpose: This job aid provides a quick reference guide for users of the PDA MIM application as it relates to Brucellosis vaccination & testing.

Scope: The main focus of the job aid is on the desktop user interface (MIM PDA Manager) functionality and the PDA user interface functionality. A high level process flow diagram conveys the main steps involved in the Brucellosis MIM process. The database & Web Service components of BR MIM, as well as the Id tag acquisition process, are not part of this job aid. The information provided supports software version 8.6.4. Refer to the MIM Wiki for additional information: <http://cowebapps02.aphis.usda.gov/mimWiki/>

SECTION #1 – PROCESS FLOW DIAGRAM



To create a new premises

+ Add New Premises Click, to access the new premises screen.

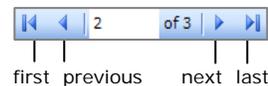
If you know the *National Prem Id*, enter it and click on *Verify* to download address & contact information.

If you do not know the *National Prem Id*, enter *State/Other Prem Id*, or *Prem Name/Description*. Add any other information that is known such as address, geographical coordinates of the premises, legal land description, operation type & species associated with the operation, as well as herd owner and contact information.

Save Click, to retain information entered.

To find an existing premises

Click on appropriate arrow to locate a premises record. In the example below, record 2 of 3 would be displayed. You can navigate to record 1 by clicking the first or previous arrow, or navigate to record 3 by clicking the next or last arrow.



Edit Premises Click, to modify existing premises information.

Delete Premises Click, to delete a premises & associated data.

SECTION #2 – MIM PDA MANAGER STEPS

STEP 1: CREATE/FIND PREMISES

NOTE: The MIM PDA program (on the PDA) must be closed before you can launch the MIM PDA Manager (on your desktop).

Launch the *MIM PDA Manager* from your desktop by double-clicking on the shortcut if it is available, or by clicking on *Start > All Programs > USDA > MIM PDA Manager*.

STEP 2: CREATE ACTIVITIES

You can assign an unlimited amount of the available activities to a premises. The activities, as they relate to Brucellosis, include *Official Calhhood Brucellosis Vaccination (OCV)*, *Adult Brucellosis Vaccination (AV)*, *Brucellosis Test (BRT)*, and *Inventory Collection (INV)*.

NOTE: No more than 2 activities can be performed at the same time on a PDA.

+ Add New Activity Click, to add a new activity.

► CREATE ACTIVITIES (continued)

- **Activity Practitioner:** Select name of practitioner from the drop-down menu, or click on *Edit List > Add new* to add a new practitioner and their associated information.
- **Starting Sequence:** This functionality allows multiple people to collect animal information on a premises at the same time using different PDAs. One person can enter 1 for their starting number, another person can enter 1,000 as their starting number, etc. Use arrows at end of field to increase or decrease the number by one. You can also manually add a number to the field.
NOTE: If the activity is a blood test, the sequence number must match the blood specimen tube numbers.
- **Species:** Default is *Bovine*; other choices for species involved in an activity are *Caprine, Bison, Ovine, Porcine, or Cervidae*.
- **Program Activity 1 or 2:** Select appropriate activity from the drop-down menu (type of vaccination, test, or inventory).
- **Start Date:** The activity start date defaults to the current date & time. Manually change, if necessary.
NOTE: An End Date does not apply to brucellosis activities.
- **Enter appropriate information** into the activity-specific fields, such as vaccination information or test details.

Brucellosis Vaccination Info (VS Form 4-26)

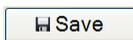
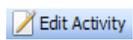
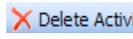
Enter/select data appropriate for your State needs. Some of the more common fields to complete are listed below.

- **Vaccine Used:** Default is *RBI – Professional Biological Company*.
- **Expiration Date(s):** Can enter multiple vaccine expiration dates, representing multiple vaccine containers.
- **Serial Number(s):** Can enter multiple vaccine serial numbers, representing multiple vaccine containers.
- **Certification for payment:** Select the party responsible for funding the activity.
- **Dosage:** Default is *Full* (Select *Reduced* if applicable).

Brucellosis Test Details (VS Form 4-33)

Enter/select data appropriate for your State needs. Some of the more common fields to complete are listed below.

- **Test Reason:** Default is *Area Test*; select other reason if applicable. If it is a retest, click in the check box.
- **Certification for payment:** Select the party responsible for funding the activity.
- **Whole Herd Test?** Select *Yes, No, or Split*.
- **Whole Herd Size:** Enter quantity of animals in herd (Whole herd can be defined to mean various things).

-  **Save** Click, to retain information entered.
-  **Edit Activity** Click, to modify existing activity information.
-  **Delete Activity** Click, to delete an activity & all associated data.

► STEP 3: COPY DATA TO PDA

 **Exit and Copy to PDA** Click, to copy the premises and activity information to the PDA.

SECTION #3 – SET UP PARTNERSHIP BETWEEN PDA & RFID READER

► STEP 1: CHECK RFID READER BATTERY

Check the RFID reader battery to verify it is fully charged before use. If it is not, charge it with the charger supplied, allowing a few hours for charging time.

► STEP 2: CONNECT TO HOST DEVICE

Consult your user manual for instructions to connect the PDA to the RFID reader.

 **NOTE: Bluetooth wireless connectivity steps vary with each type of PDA.**

TROUBLESHOOTING TIPS

- Tips about colored lights apply to Digital Angel Reader only.
- Objects within 18” of scanning area may distort the Reader (e.g. metal objects, other readers & tags, video screens).

Problem	Action
Reader red light (power) does not come on	<ul style="list-style-type: none"> • Charge battery (must be fully charged). • Inspect & clean battery terminals. • Verify battery is fully inserted & door is closed.
Reader green light (tag was read) stays on instead of flashing once	<ul style="list-style-type: none"> • Remove battery and replace or re-install. Re-test. If problem continues, disconnect Reader from PDA and test. • If Reader works properly now, verify settings on PDA.
Reader blue light (wireless connection) is flashing, not steady, indicating the connection to PDA is gone.	<ul style="list-style-type: none"> • Reconnect, if Reader timed out. • Walk closer & reconnect, if Reader was taken too far away from the PDA. • Insert new battery into RFID reader if other actions don't correct problem.
Reader not on list of choices	<ul style="list-style-type: none"> • Reader not turned on. • Bluetooth connection not set up properly on PDA.
Reader will not connect to PDA	<ul style="list-style-type: none"> • Verify correct Reader COM Port is selected on PDA.

SECTION #4 - PDA STEPS

▶ STEP 1: ENTER PREM & ACTIVITY INFO

If you did not enter premises & activity information using the MIM PDA Manager on your desktop, it is possible to enter a subset of the information on your PDA, allowing you to record vaccination, test, or inventory data associated with a premises & a specific activity.

HINT: To save time, only enter one of the following premises identifiers. You can add more information later, via the MIM PDA Manager.

To create a new premises:

Tap on **Start > MIM PDA > Premises > New**

Enter at least one of the following:

- **NAIS PIN:** National Animal Identification System Premises Identification Number.
- **State/Other PIN:** State Premises Identification Number, or another premises identification number.
- **Premises Name/Description:** Familiar name or type of premises.
- **Latitude & Longitude:** It's important to enter geographic coordinates of a premises (manually, or via an integrated GPS device).

Save Click, to retain information entered.

OK Click, to continue.

To create a new activity:

Tap on **Start > MIM PDA > Program Activities > New**

- **Species:** *Bovine* is the default; change if necessary.
- **Next Sequence:** Default is 1; change if necessary.
- **Program Activity 1 – Type:** Select the appropriate activity.
- **Program Activity 1 Start Date:** Default is the current date and time; change if necessary.
- **Save** the information.

If you are performing another activity (Program Activity 2), properly fill out form with appropriate information.

▶ STEP 2: SET PDA MENU OPTIONS

The PDA can be configured to better meet your needs through two menu option buttons located on two different screens.

First Screen

Premises
CO599
CROOKED CREEK RANCH
5933 COUNTY ROAD 12
FORT COLLINS CO 80524
33.14359/-102.50634

Program Activities
BRT Start 06/19 (Show)
AV Start 06/19 (Show)

Record / View Animals

App Version: 8.6.1
 Lib Version: 8.6.1

Quit **Menu**

The main PDA screen is the first screen to provide a menu button. Click on *Menu* to access the options (see example shown to the left for location). The options it provides are shown in the following table.

Menu options from main PDA screen

Reader Port >	COM1 thru 10	
Scan Notify >	Audio >	On/Off
	Vibrate >	Off/Port 1-5
Settings >	Tb Minimum Age >	16mos, 12mos, All ages
	Tb Automation >	Automatic Negative
		Auto Save/Close on Read
	General Automation >	Repeat Last Age, Repeat Last Sex, Repeat Last Breed, Prompt to add new animals
Requirements >	Disallow Adult Age, Require RFID /AIN, Disallow ZZ/XX Breed	
Alerts >	Id Tags entered in the space provided are watched for while entering and displaying animals. A notification is displayed if one is found (can delete, edit, & add info).	
Record Destroyed > Tags	Connect to Reader and/or add AIN tags or Metal tags. Can delete information if necessary.	

The second screen to provide a menu button is the main animal Id screen.

Second Screen

Disconnect **Exit**

Choose an ID type to search with.

Management Id

USDA Metal

American Id

RFID / AIN

Last Animal **P-AN 3Y F** Location (Cnt 156) **1**
985...87182

Next Seq: 160

Menu

Click on *Menu* to access the options it provides (see the *Menu* button location shown to the left). The options are shown in the table below.

Menu options from animal Id screen

Search All Premises >	If checked, system will search all premises in database for an animal.	
Disable Location > Count	If checked, the system will not keep count of quantity of animals per location/pen, resulting in a significant speed increase for very large herds (20,000+).	
Reports >	Activity 1 Summary >	Total animal count
	Activity 2 Summary >	Total animal count
	Locations / Pens >	Total animal count per location/pen

▶ STEP 3: RECORD ACTIVITY

Tap on Start > MIM PDA to access the main menu.

Verify displayed **premises & associated program activity are correct**. If not, tap on the displayed premises and use the previous & next buttons to locate the correct one. Tap *OK*.

Record / View Animals

Tap, to create new animal records or view existing records.

CONNECT

Tap, to communicate with the RFID reader.

Scan animal's RFID tag, or enter other animal identification (*Management Id, Name/Barcode/Other, American Id, USDA Metal Tag*) by tapping on the appropriate button and entering it, using the keypad provided (not the keyboard icon) The RFID number can also be manually entered.

Enter animal information by tapping on the appropriate field.

- **Age** Tap on *Months* tab, select a month name – age in months. Tap on *Years* tab, select age in years. Tap on *Est Birth Date* tab, use calendar to select birth date. The selected age is displayed at the bottom of screen. Use the *-/+* signs to change the age to younger or older, if necessary. Tap *OK*.
Note: When performing an OCV and an AV, the age auto-determines type of vaccination.
- **Sex** Select by tapping on *Male, Female, Male Castrated, Female Spayed, or Unknown*. Tap *OK*, and *Save*.
- **Breed** The first 5 blocks are saved for the most common breeds on the premises selected. The next 10 boxes contain abbreviations for common beef cattle, and the last 5 boxes contain abbreviations for common dairy cows. Select *Grade/Cross* (unregistered animal) or *Purebred* (registered).

Toggle Full List

Tap, to view list of breeds, with the corresponding abbreviation. Select a breed, tap *OK*, and *Save*.

Location - This field has two components:

- Current animal count at a location is shown in (parenthesis).
- Location is shown as underlined. Example: Barn 1

Last Animal – This field displays information about the last animal record entered (animal Id #, age, sex, & breed).

Next Seq – This field displays the sequence number for the next animal. If the activity is testing, this number must match the number on the blood specimen tube.

Scan next animal's RFID tag: Information from the previous animal scanned is copied over to the next animal; the identification numbers are unique, but other information might be the same; change it if necessary.

Four buttons are located at the bottom of each animal record. If you add, delete or modify information while using the buttons, tap on *Save* to retain the changes. The buttons and their functions are shown next.

MAIN

The MAIN button displays the animal's unique identification, age, sex, breed, as well as type & date of vaccination it received.

NOTES

The NOTES button provides fields to add remarks about the animal, the reason the animal was added to or absent from the herd, the location of the animal, a sequence number assigned to the animal record, the lab barcode if applicable, and the AIN (840 tag) applied during the activity.

The MORE ID button provides a space to add a *tattoo Id*, and an *American Id* tag. Any other tag can be entered in the space provided using the *Add Tag* button; however, it will not be searchable. Use the *Delete Selected* button to remove a selected identification.

MORE ID

The TASK button provides the ability to remove a record from test or inventory, or to display the changes that were made to the animal's record. There is also a check box to allow an animal record to be saved without an official Id, if necessary.

TASKS

▶ STEP 4: BACKUP DATA

- On PDA, click *Start > Sprite Backup > Backup > Next*
- Change file name using this convention: PDA#_DairyName_Test type inject or read (e.g. NMTB01_DairyOne_Inject).
- Change location to STORAGE CARD (very important)!
- Tap *Next*, then *Next* again; PDA will begin to backup.

Note: PDA will reboot itself; DO NOT cancel backup or turn off PDA until you are back at original start screen.

Also, PDA automatically puts a date at end of file. Be sure to backup the same day as the test, if possible. If you backup on a different date, edit the "auto" date to the actual test date.

▶ STEP 5: DOCK PDA TO COPY DATA

Dock the PDA in the docking station to copy information to the MIM PDA Manager. If the manager does not open, check cable connections, verify device is connected thru Active Sync, & consider a Windows firewall issue as the cause (blocked port).

SECTION #5 – FINAL MIM PDA MANAGER STEPS

▶ STEP 1: ACCESS FORMS & REPORTS

View Forms and Reports Click, to access inventory lists, forms, and XML files. The forms are auto-filled based on the information added into the MIM PDA application, and the MIM PDA Manager. Verify information is correct; if not, edit data and save the edits.

- **Inventory Report** Click, to access a list of animals that were vaccinated, tested, dead, observed, etc.
- **VS 4-26 forms (original and modified)** Click to access the Brucellosis Vaccination Record that was auto-filled with your data entry using the PDA, and Manager.
- **MIM Master XML files** Click to access files that can be exported to other systems. Calf vaccination (RV8) is one file, and adult vaccination (RAV8) is another file.

NOTE: If you have only entered minimal premises & activity information, add more detailed information now using the appropriate Edit button, to avoid error messages when submitting data to a database.

▶ STEP 2: SUBMIT DATA DATABASE

View Forms and Reports Click to access the Submit buttons.

Submit BRT Click, to submit Brucellosis test data.

Submit OCV Click, to submit calf Brucellosis vaccination data.

Submit AV Click, to submit adult Brucellosis vaccination data.

Click  or  to exit the MIM PDA Manager.