

# Quick Start Guide: New and Updated Features in the July 2005 AWBDS Release

---

Overview: Using the AWBDS Reporting Feature.....	page 1
Enhanced LOV for the Report Letter Section Data Field .....	page 2
Enhanced LOV for the Species Data Field .....	page 3
Updated Procedure: Doing AWBDS Data-Entry .....	page 4
Updated Procedure: Doing AWBDS Query/Record Retrieval .....	page 6
New Procedure: Un-Approving a Previously-Approved AWBDS Report .....	page 8
Updated Procedure: Generating AWBDS Reports .....	page 10
Updated Procedure: Configuring the Auto Man Trigger in your State's QA Reviewer Records .....	page 13

## Overview:

The July 2005 release of the AWBDS provides several new and updated features for its data-entry and report-generation capabilities.

- You can now use codes for both species groups and individualized species.
- You can now search for existing AWBDS records in both the Temporary Holding Database and the Production Database.
- You can (if you have the proper user profile) now retrieve an already-approved AWBDS record from the Production Database and un-approve it. This action returns the record to the Temporary Holding Database for follow-up corrective action by the State to which the record belongs.

## Enhanced LOV for the Report Letter Section Data Field:

In this LOV, the AWBDS forms are grouped by their mode: data-entry forms or query forms.

- Data-entry forms let you create new data records for a report.

In the LOV, these forms are listed with their report section letter first, followed by their section title.

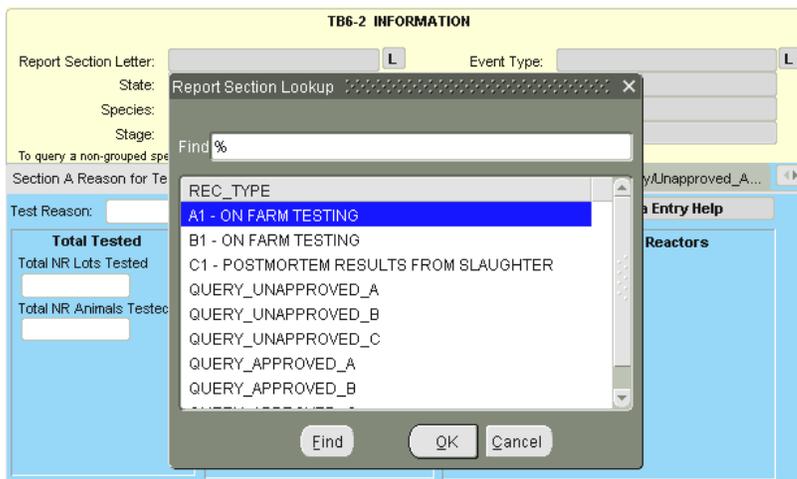
Example: **B1 – On Farm Testing**

- Query forms let you search for, retrieve, and view records already stored in one of the AWBDS' two databases (Temporary Holding and Production).

In the LOV, these forms appear

with a QUERY\_UNAPPROVED or QUERY\_APPROVED label first, followed by the report section letter.

Examples: **QUERY\_UNAPPROVED\_A** and **QUERY\_APPROVED\_C**



As mentioned above, records in the AWBDS are stored in two different databases.

- Records that have not yet been approved are in the Temporary Holding Database. To query for and view an unapproved record, you would select one of the QUERY\_UNAPPROVED forms in the LOV.
- Records that have been approved are stored in the Production Database. To query for and view an approved record, you would select one of the QUERY\_APPROVED forms in the LOV.

### Which AWBDS Forms Can You Use?

If your State is a GDB-using State (one which has its own Local GDB for use in entering report data), you:

- Should only use the *AWBDS data-entry forms* to either create new records or to modify existing report data for those report sections that you do not use the GDB for.

As an example, a State might use the GDB for its Tuberculosis program, but not for its Pseudorabies program. Consequently, this State should use the GDB only for entering/modifying its Tuberculosis data, and the AWBDS data-entry forms only for its Pseudorabies data.

- Can use the *AWBDS query forms* to view your State's records and to approve the records automatically pulled from your Local GDB.

If your State is a non-GDB-using State, then you can enter data using the *AWBDS data-entry forms* as well as approve and query records using the *AWBDS query forms*.

As mentioned above, records in the AWBDS are stored in two different databases.

- Records that have not yet been approved are in the Temporary Holding Database.
- Records that have been approved are stored in the Production Database.

## Enhanced LOV for the Species Data Field:

The **Species** LOV has also been expanded. Click on the **L** button in the **Species** data field of a data-entry or query form to display its LOV (shown below).

The screenshot shows a software interface for TB6-2 INFORMATION. A 'Species Lookup' dialog box is open, displaying a list of species codes and descriptions. The list includes: ABF# Aquaculture Bait Fish, AFF# Aquaculture Food Fish, ALP# Alpaca, AMP# Amphibian, ANT# Antelope, AOF# Aquaculture Ornamental Fish, AVI# Avian (Birds), BIS# Bison, BOV# Bovine (Cattle) Groups BOV,BIS, and BOV# Bovine (Cattle). The 'ABF#' entry is highlighted. The dialog box has 'Find %' at the top and 'Find', 'OK', and 'Cancel' buttons at the bottom. The background form shows fields for Report Section Letter (A1 - ON FARM TESTING), State, Species, Stage, Event Type, Begin Date, and End Date, each with a small 'L' button next to it.

Most program reports submitted are based on standard species groupings (see the table below). A “species group” contains one or more species that are reported together for a single report.

Codes for Species Groups	Codes for Individual Species Included in This Group
BOV	BOV, BIS
CAP	CAP
CER	CER, DER, WTD, ELK, RD, FAL, RND, MSE, MDR
CAM	CAM, BAC, DRM
NWC	NWC, LLA, ALP, VIC, GUA
POR	POR
FER	FER, CSW (In the future, CSW may remain with FER, or it may be deleted and combined with TSW to accommodate changes in the PRV program.)
TSW	TSW (transitional swine – a new code to be added in November, 2005)
EQU	EQU
OVI	OVI
OTH	OTH, any species code not included in any of the other groups listed above

*Note 1:* For the TB6-2 report, there are four parts to the report related to species groups: BOV, CAP, CER, and OTH. The OTH part includes any species in species groups not reported in the BOV, CAP, or CER parts.

*Note 2:* In the SPR, Section F, **Other Species** means any species not in the primary species group for which the report is being prepared. For example, if you run a Section F report for BOV, the group would contain BOV and BIS, while the Other Species would be any species that is not BOV or BIS.

In the **Species** LOV, you will see codes for both species groups and for individual species. A species code with a pound sign (#) behind it (i.e., **BOV#**) indicates data related to the individual species separated from its species group.

- **BOV** indicates the report data are for the species group, and the record includes both bovine and bison data.
- **BOV#** indicates data for Bovine only, and does not include Bison.
- **BIS#** indicates Bison only and no Bovine.

If your State is a non-GDB-using State, be aware that, under normal circumstances, you should use the group species codes (i.e., **BOV**, **CER**, **CAP**, etc), not the individualized codes (**BOV#**, **CER#**, **CAP#**, etc.) for the reports you submit.

# Updated Procedure: Doing AWBDS Data-Entry

Doing data-entry work with the AWBDS is essentially the same as in previous releases, but you can now use the enhanced LOVs for the **Report Section Letter** and **Species** data fields. These features are described in the following procedure.

1. After logging in, you will see a new **AWBDS Main Menu** screen.  
Note that this screen now has a new option, **Un-Approve an Approved...Section(s)**, displayed on it.



2. In the **AWBDS Main Menu** screen, click on the **Enter Query...Summary Detail Data** option.

The screen refreshes to show a list of reports that the AWBDS can generate (shown at right).

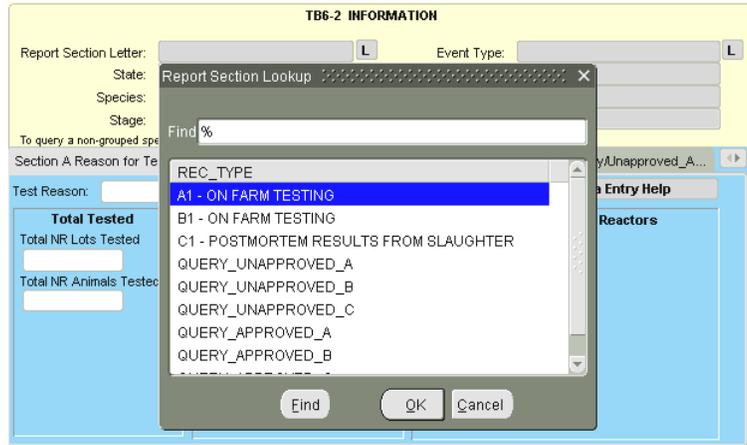
You can use these forms to either enter new data in order to create a new record, or to enter search values in order to find an existing record already stored in the AWBDS.



3. To select a data-entry form, click on the number next to it. For example, click on the **[1]** button to select and open the **TB-62 Tuberculosis** data-entry form (shown below).

The screenshot shows a data-entry form titled "TB-62 INFORMATION". It contains several input fields: "Report Section Letter", "State", "Species" (with a dropdown menu showing "BOV - GROUPS BOV/BG"), "Stage", "Event Type", "Begin Date", "End Date", and "Report Run Date". Below these fields are tabs for "Section A Reason for Test on Farm", "Section B Reason for Test...", "Section C Postmort...", and "Query/Unapproved\_A...". A "Test Reason" dropdown is also present. The form is divided into three columns of data entry fields: "Total Tested" (Total NR Lots Tested, Total NR Animals Tested), "Lots Containing Reactors" (NR Lots Tested, NR Animals Tested, NR Reactors, NR Deviators), and "Lots with Deviators but no Reactors" (NR Lots Tested, NR Animals Tested, NR Deviators). "Exit" and "Save" buttons are at the bottom right. The footer text reads "Version 3.0.1.00 11/2004".

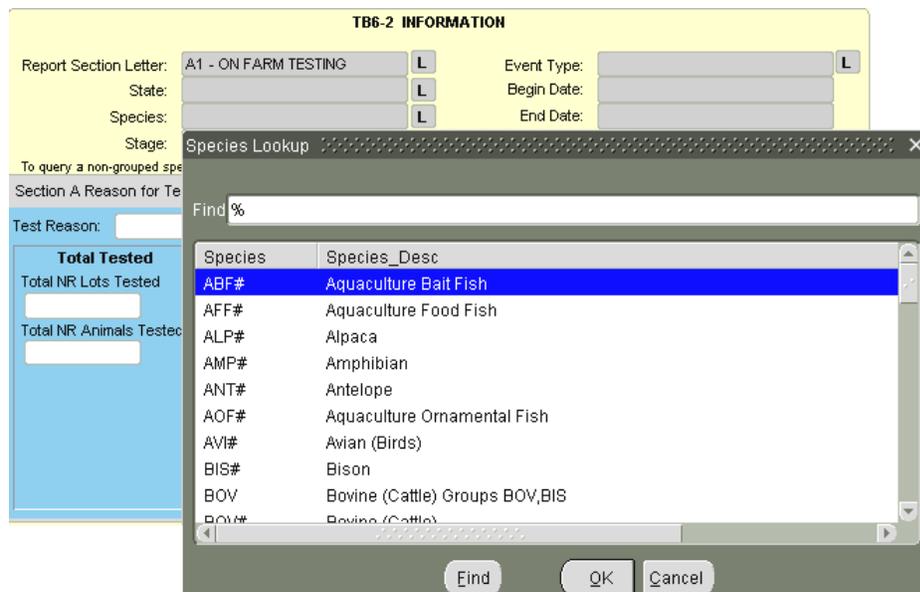
4. On this (and every other) data-entry form, the List of Values (LOV) for the **Report Section Letter** data field has been expanded. Click on the **L** button to display this LOV. It now enables you to specify the report section you want to work in, the mode (query or data-entry) of the AWBDS form you want to use, and the record type (un-approved or approved).



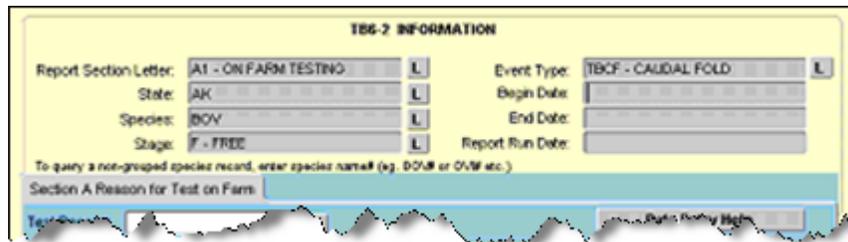
5. In the **Report Section Letter** LOV (shown at right), highlight the form you want to use (we chose the A1 – ON-FARM TESTING data-entry form as our example). Then click **OK**.

6. The data-entry form appears onscreen. This form is already in data-entry mode.

a. Fill out the upper block with the parameters for the report you want to create. In this block you can use the enhanced **Species** LOV (shown below).



b. To continue our example for the TB6-2 Report, Section A, BOV species... The only acceptable **Event\_type** is **TBCF**, so this selection is defaulted into the field. The same default is made for **CAP**. **TBCV** is the default when the species is **CER**. For the species part **OTH**, the default is **TBOT**.



7. From this point on, your data-entry work is the same as before (see the *AWBDS User Manual*).

# Updated Procedure: Doing AWBDS Query/Record Retrieval

The AWBDS has incorporated several new features into its query capabilities:

- You can now use the enhanced LOVs for the **Report Letter Section** and **Species** data fields.
- You can now search for existing AWBDS records in both the Temporary Holding Database and the Production Database.

These features are described in the following procedure.

1. In the **AWBDS Main Menu** screen, click on the **Enter Query...Summary Detail Data** option. The screen refreshes to show a list of reports that the AWBDS can generate.

2. To select a report, click on the number next to it. For example, click on the **[1]** button to select and open the **TB6-2 Tuberculosis** data-entry form (shown at right).

You must first open a data-entry form and enter some basic information into it. This information is then used to open the appropriate query form.

3. On this (and every other) data-entry form, the List of Values (LOV) for the **Report Section Letter** data field has been expanded. Click on the **L** button to display this LOV. It now enables you to specify the report section you want to work in, the mode (query or data-entry) of the AWBDS form you want to use, and the record type (un-approved or approved).

4. In the **Report Section Letter** LOV (shown at right), highlight the form you want to use. If the data for the section have not been approved, select a **QUERY\_UNAPPROVED** section form. If the data have been approved already, select a **QUERY\_APPROVED** section form.

(For our example, we chose the **QUERY\_UNAPPROVED\_A** query form). Then click **OK**.

5. The LOV will disappear. Make sure the desired query form appears in the Report Section Letter data field. Then press ENTER.
6. The query form (shown below) appears onscreen. If this form is not already in Query Mode, press ENTER to make it do so.

Most queries for data for reviewing report data in preparation for approval should be made based on the group species code (i.e., **BOV** and not **BOV#**).

Most States that enter data manually (called the non-GDB-using States) probably will not enter individualized species data. Therefore, unless they do enter it, States that enter data manually will have only the grouped species data available to query.

States which use the GDB will have individualized species data in the AWBDS for TB, but need only review and approve the grouped data relevant to the report being submitted. If the grouped data are accurate, the individualized data will be accurate also. There will not be individualized species data for disease programs other than TB unless it is manually entered.

Approving a section approves both the grouped species data on which the official report is based, and the individualized species data that comprises it if the data exist.

7. Fill out the query form as you normally would by entering one or more search values.  
If you want to enter a search value in the **Species** data field, be sure to use the correct code:
  - To retrieve records with species group data in them, use a species group code (i.e., **BOV**).
  - To retrieve records with an individualized species' data in them, use an individualized species code (i.e., **BOV#**).
8. From this point on, the procedures for performing AWBDS queries are the same as in previous AWBDS releases. (See the *AWBDS User Manual*.)

# New Procedure: Un-Approving a Previously-Approved AWBDS Report

This procedure enables a user with the appropriate user profile to query for, retrieve, and un-approve an AWBDS record that had already been approved and moved to the Production Database. The un-approved record can then be corrected or updated by the State that owns that record.

1. In the **Main Menu**, click on the **Un-Approve an Approved...Section(s)** option.

The following **Reports Menu** screen will appear:

**National Surveillance  
Reports Menu**

Enter the information for the report you are UNApproving:

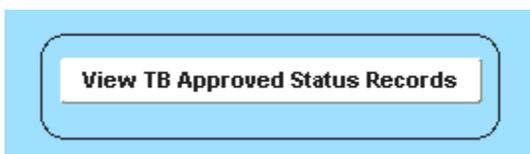
Approver's Oracle User Name: NAT\_REPOS      Disease Program: Brucellosis  
Species: BOV

Select the Summary Report you wish to UNApprove:

- 1 TB-62 NATIONAL SUMMARY REPORT DATA (Tuberculosis)
- 2 PRV-190 NATIONAL SUMMARY REPORT DATA (Pseudorabies)
- 3 SPR NATIONAL SUMMARY REPORT DATA (incl. Brucellosis, Johnes, Equine Infectious Anemia)

Exit

2. On this form, modify (if necessary) the **Disease Program** and **Species** data fields.
3. Click on the number next to the Summary Report whose record you want to un-approve. (Make sure the report you select is appropriate to the selection you entered in the **Disease Program** data field. If not, an error message will appear.)
4. A report-specific screen will appear. Click on the **View...** button.



A report-specific parameter form will now appear. (An example of a TB6-2 report parameter form is shown on the next page). You will enter one or more search values into this parameter form. The AWBDS will use your search values to match and retrieve any approved records already stored in the Production Database.

5. The form will be in Query Mode.
  - a. Fill out as many data fields as you can.
 

Remember that you can use the wildcard variable (the % symbol) within a search value that you are not sure how to spell completely.
  - b. In the Menu Bar, select the **Query > Execute** command.
  - c. The AWBDS will retrieve from the Production Database all approved section records that match your search values. You may need to scroll through the set of retrieved records to display the record you want to un-approve. To do this, click once inside any data field. Then press the DOWN ARROW key on your computer keyboard; each time you do so, a new record will be displayed within the form.
  - d. Once the section record you want is displayed, click the **Flag Record(s) for Unapproval** button. Note: In this step, you are only “flagging” the record. You have not actually un-approved it yet.
  - e. If there are other records in the retrieved set that you want to un-approve, display them one at a time in the form and click the **Flag Record(s) for Unapproval** button.
  - f. After you have flagged all of the section records that you want to un-approve, click the **Confirm Unapproval** button. This action actually moves the section data record(s) from the Production Database back to the Temporary Holding Database. In addition, the Approval Record for the section will be reset to “not approved”.
 

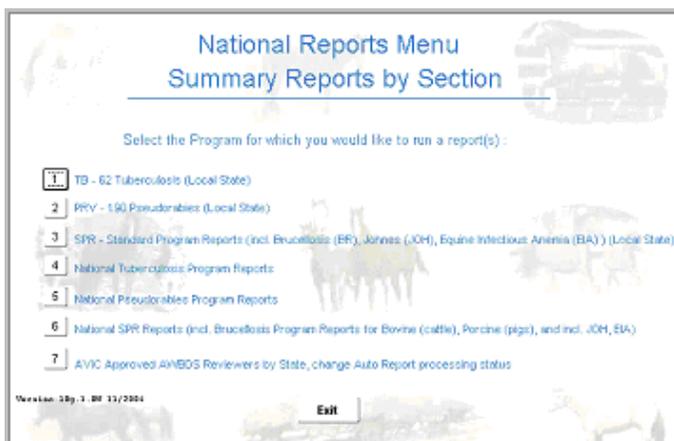
If this unapproval action is for a group species (as most are expected to be), any individualized species records associated with the group species (i.e., BOV# and BIS# with BOV) that may be in the Production Database will be moved back to the Temporary Holding Database, too.

# Updated Procedure: Generating AWBDS Reports

This procedure has changed slightly in two ways:

- You can now specify species groups or individualized species when generating a report. (Whether a report contains individualized species data depends on the report and on whether your State's data was submitted automatically via the GDB or manually via data-entry with AWBDS forms. See Step 4 f the following procedure for further explanation.)
- The option to generate an HTML version of a report is no longer available. All reports will be generated as a PDF file that is displayed onscreen. You may then save this PDF file and/or print a hardcopy of it, as you prefer.

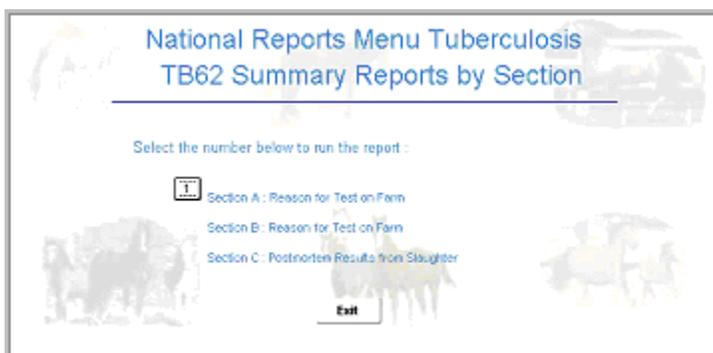
1. In the **Main Menu**, click on the **Run Monthly/National Program Report(s)** option.
2. In this menu, select the report you want to run. In the example below, the TB-62 Tuberculosis (Local/State) report has been selected.



3. You next see a list of all the sections available for the selected report. Keep in mind that some reports, such as the SPR, allow you to run a report for an individual section. For other reports, such as TB6-2, you must run a report for all of the sections in the report for a species at one time.

Select the section(s) for which you want to run a report.

(In the example below, there is only one option to select, as TB6-2 requires a report to be run for all three sections at the same time.)



4. You now see a parameter form (shown at right) in which you enter the conditions on running the report.

Fill out each data field according to the guidelines shown in the table below. All of the data fields on this form are mandatory – you must enter or specify a value in each one.

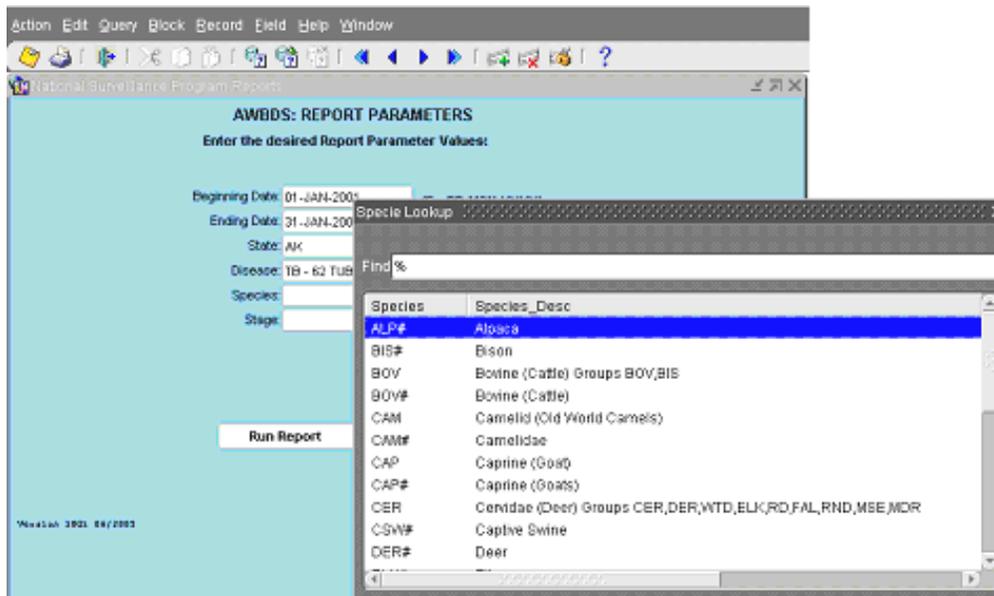
Field	Data to Enter																																																
<b>Beginning Date</b>	Enter the starting month and year of the time period for which the report is being generated. Use this format: DD-MON-yyyy (Example: 01-MAR-2005) The default reporting period will be one month inclusive. For example, if you enter "01-FEB-2004", the AWBDS will generate a report for Days 1-28 in that month.																																																
<b>Ending Date</b>	Auto-filled with the last day for the month-year value you specified in the <b>Beginning Date</b> field.																																																
<b>State</b>	Two-letter postal abbreviation for the State in which the data collection activity took place. Click on the <b>L</b> button to see a List of Values for this data field. (For some reports, you can include data all 50 States by selecting the <b>ALL</b> value.)  Note: The value entered into a <b>State</b> field will always override the value entered into a <b>Region</b> field on a parameter form. For example, if you specify <b>Region=ALL</b> and <b>State=WY</b> , the AWBDS will generate a report that contains only <b>WY</b> data.																																																
<b>Disease</b>	Auto-filled with the code and full-text name of the disease being reported.																																																
<b>Species</b>	Code for the animal species whose test results are being reported. <i>See **Note 1 below for additional guidelines for this data field.</i>																																																
<b>Stage</b>	Code for the program stage a State was in during the time period that is being reported. Click on the <b>L</b> button to see a List of Values for this data field. Possible choices are shown below (categorized by disease program): <table border="1" style="margin: 10px auto;"> <thead> <tr> <th>BR in Swine</th> <th>BR in Cattle</th> <th>EIA</th> <th>JOH</th> <th>PRV</th> <th>TB</th> </tr> </thead> <tbody> <tr> <td>ALL</td> <td>ALL</td> <td>U - Undefined</td> <td>U - Undefined</td> <td>ALL</td> <td>ALL</td> </tr> <tr> <td>1</td> <td>A</td> <td></td> <td></td> <td>1 - Preparation</td> <td>F - Free</td> </tr> <tr> <td>2</td> <td>B</td> <td></td> <td></td> <td>2 - Control</td> <td>S - Suspended</td> </tr> <tr> <td>3</td> <td>F - Free</td> <td></td> <td></td> <td>3 - Mandatory Herd Cleanup</td> <td>A - Modified Accredited Advanced</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>4 - Surveillance</td> <td>M - Modified Accredited</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>5 - Free</td> <td>P - Accredited Preparatory</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>N - Non-accredited</td> </tr> </tbody> </table>	BR in Swine	BR in Cattle	EIA	JOH	PRV	TB	ALL	ALL	U - Undefined	U - Undefined	ALL	ALL	1	A			1 - Preparation	F - Free	2	B			2 - Control	S - Suspended	3	F - Free			3 - Mandatory Herd Cleanup	A - Modified Accredited Advanced					4 - Surveillance	M - Modified Accredited					5 - Free	P - Accredited Preparatory						N - Non-accredited
BR in Swine	BR in Cattle	EIA	JOH	PRV	TB																																												
ALL	ALL	U - Undefined	U - Undefined	ALL	ALL																																												
1	A			1 - Preparation	F - Free																																												
2	B			2 - Control	S - Suspended																																												
3	F - Free			3 - Mandatory Herd Cleanup	A - Modified Accredited Advanced																																												
				4 - Surveillance	M - Modified Accredited																																												
				5 - Free	P - Accredited Preparatory																																												
					N - Non-accredited																																												

**\*\* Note 1: Additional Guidelines for the *Species* data field.**

When selecting the species for which to run the report, you can select either a group species or an individualized species code (tagged with a pound sign (#)).

- Selecting a group species code will produce the report as it is expected to be submitted as the routine HQ report.
- Selecting an individualized species code will produce a report with data only for that species without the data for the other species in the same group.  
(The TB report is the only one that presently pulls in individualized species data to AWBDS automatically. The other reports (SPR and PRV) will not be able to provide individualized species data unless users enter it manually.)

The screen shot on the next page shows the **Species** List of Values, containing both species group codes and individualized species codes.



5. After you have filled out all of the fields on this form, click on **Run Report**.  
The AWBDS will generate your report, open a web browser screen, and display your report in it as a PDF file.
6. You can now use the web browser's **File>Save** command to save this PDF file to your local workstation or the **File>Print** command to make a hardcopy printout.

# Updated Procedure: Configuring the Auto Man Trigger in your State's QA Reviewer Records

This procedure lets you configure various settings and options in an AWBDS QA Reviewer record. Your State should create one AWBDS QA Reviewer record for each section of each report for each disease and species (several species may be combined under an **ALL** value, if appropriate).

Your user profile determines what you can do in an AWBDS QA Reviewer record:

- Original and new data can be entered only by the AWBDS administrator for your State.
- Approved people with proper role and privilege can update data in this record.

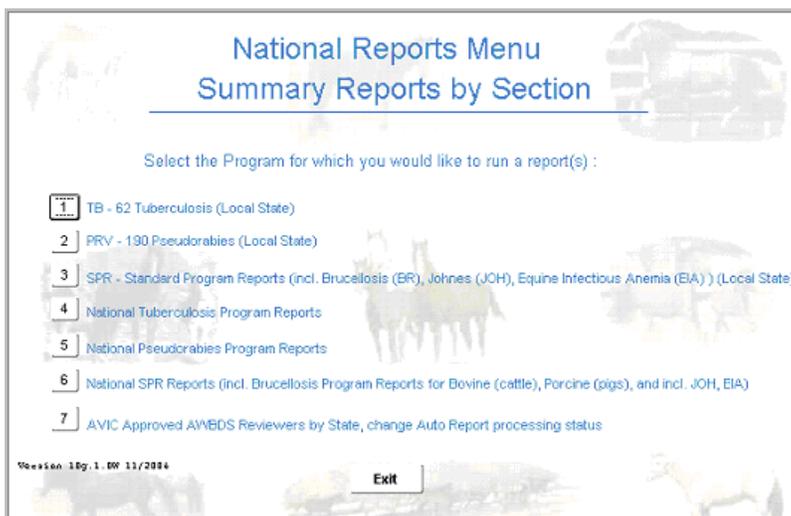
If you have an approved user profile, one of the settings you can configure in these records is the **Auto Man** trigger. This trigger tells the AWBDS Auto-Scheduler utility where to find your State's summary data to use in generating AWBDS reports. There are two choices:

- If you configure **Auto Man=M** (for "manual"), you want the Auto-Scheduler to search the AWBDS Temporary Holding Database to find data for your State that you entered manually by filling out AWBDS electronic forms.
- If you configure **Auto Man=A** (for "automatic"), you want the Auto-Scheduler to search your State's own Local GDB to find data for your State that you entered directly into the GDB.

The procedure below tells you how to modify the **Auto Man** trigger.

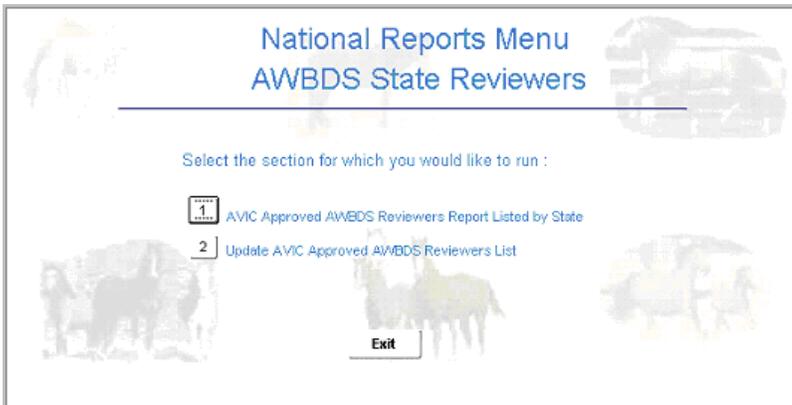
1. In the **AWBDS Main Menu** screen, click on the **Run Monthly/National Program Report(s)** option.

The following **Summary Reports by Section Menu** screen will appear:



2. In this screen, click on the [7] next to the **AVIC Approved AWBDS Reviewers by State, Change Auto Reporting Processing Status** option.

The following **AWBDS State Reviewers** screen will appear:



3. In this screen, click on the [2] next to the **Update AVIC Approved AWBDS Reviewers List** option.

The following parameter form will appear:

4. To retrieve an existing record that you want to update, do the following:
  - a. This form is already in Query Mode; you can immediately start entering one or more search values into its data fields.
  - b. In the Menu Bar, select the **Query > Execute** command.  
The AWBDS will find all records that match the search values you entered and then display the first record it found within this form.
  - c. If the record displayed is not the one you want, click inside the **Job ID** field to insert your cursor there. Next, press the DOWN ARROW key on your computer's keyboard. Each time you press this key, a new record will be displayed within the form. You can use the UP ARROW and DOWN ARROW keys to scroll through the set of retrieved records.

- Once you have the desired record displayed within the form, look at the **Auto Man** data field (shown below).

Job ID: 240 L Job Name: Section A  
 Auto Man: A - Section information automatically pulled from GDB

To re-configure the **Auto Man** trigger, click on the **L** button to display the List of Values (as shown). Highlight the choice you want.

**AWBDS National Reports State Reviewers**  
 (New records cannot be created in this form. To update an existing record, click on the Query option in the Menu bar, select the Enter option, enter the specifics for the query, then select the Export option. Use the up/down arrow or scroll bar to select the record to be updated, modify the approver fields as needed, and click SAVE button to save the record.)

State: FL L  
 Disease: TB L  
 Species: ALL L  
 Schedule Id: 50 L Schedule Name: MONTHLY TB62  
 Job ID: 242 L Job Name: Section C  
 Auto Man: A - Section information automatically pulled from GDB  
 M - Section information manually entered in AWBDS  
 Approver: Marge S Robinson@apks.usda.gov

- If you set **Auto Man=A**, AWBDS will automatically create report records for the report. This method does not allow you to try to update your State's AWBDS data by means of the AWBDS electronic forms. Instead, you must make any necessary updates and corrections to your State's data using your State's Local GDB. You then log back into the AWBDS and specify that the report be re-run.
  - If you set **Auto Man=M**, you will be able to make any necessary updates and corrections to your State's data using the AWBDS electronic forms. You then instruct the AWBDS to re-run the report so that it will contain your data changes.
- Click on **Save** to save your **Auto Man** trigger change.
  - Click on **Exit** to close this form.

