



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Veterinary
Services

Centers for
Epidemiology
And Animal
Health

February 2008



Automated Web-Based Data-Submission Process for VS National Program Reports

Blood Tissue Collection

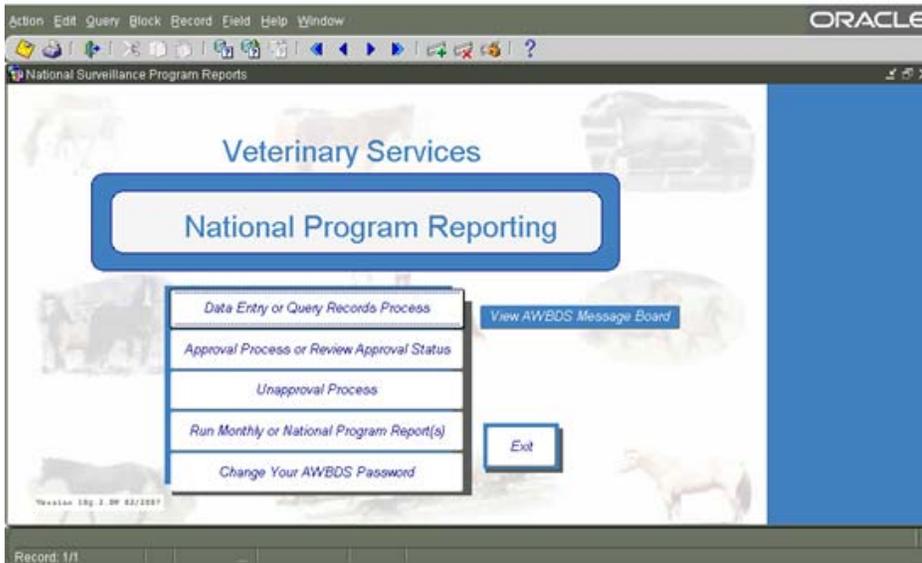
Quick Reference Guide

This Quick Reference Guide teaches you how to use the Automated Web-Based Data-Submission (AWBDS) process to enter your monthly Blood Tissue Collection (BTC) data into the VS National Reports electronic forms and then how to transmit these forms.

For states that are entering their data into GDB, the report would be automatically produced, as the other automated reports are. As with other reports, updating a report prior to approval will be controlled by whether a state chooses manual entry or automatic generation. The approval process will be the same for everyone, as it is for all reports.

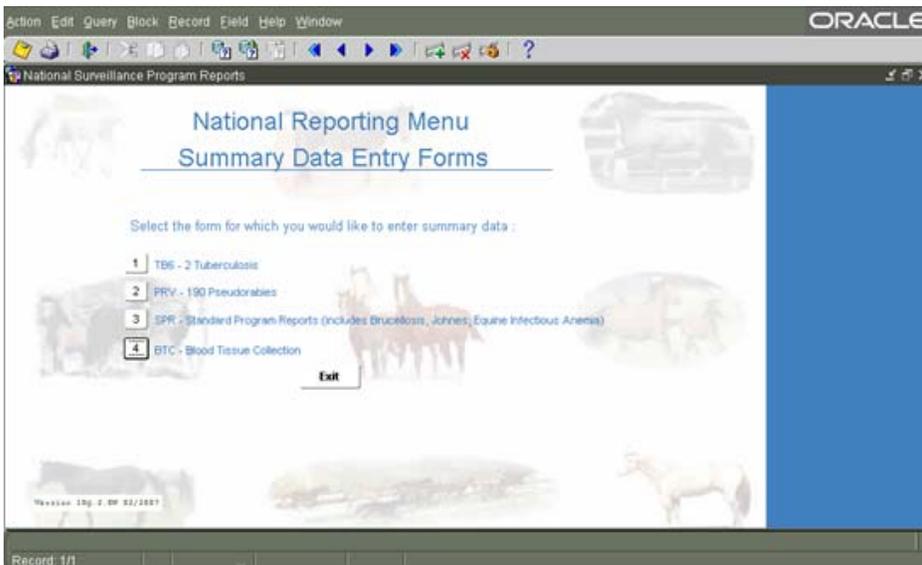
Section 1: Data-Entry Procedure

1. Log into AWBDS.
2. The Veterinary Services National Program Reporting Main Menu appears (shown below).



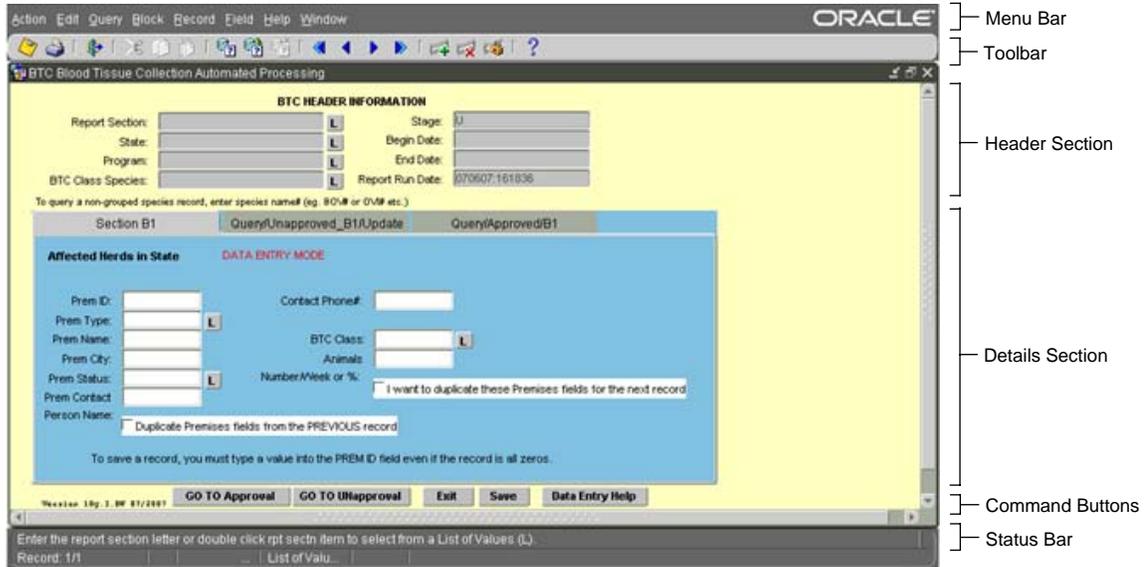
In this menu, click once on the **Data Entry or Query Records Process** option.

3. A National Reporting Menu Screen (see below) appears.



In this screen, click on the **[4]** button next to **BTC – Blood Tissue Collection**.

4. A blank BTC Blood Tissue Collection Automated Processing Form appears. The screenshot below points out the main features on this form.
- By default, this new form opens in data-entry mode, ready for you to use.
 - The form has two sections that you will be filling out: a Header section (yellow) and a tabbed Details section (blue).



5. Fill out the Header Section according to the following guidelines. To move from one data field to the next, press the TAB or ENTER key.

Data Field	Description						
Report Section	<p>Click on the L button next to this field to display and use a drop-down List of Values (LOV).</p> <table border="1"> <tr> <td>B1 – BTC Blood Tissue Collection</td> <td>Double-click, to continue creating a new BTC record.</td> </tr> <tr> <td>QUERY_UNAPPROVED_B1</td> <td>Do not select this option – it is not applicable when creating a new BTC record. (This option can be used only to query/retrieve an existing BTC record from the TMP table, for the purpose of modifying the record.)</td> </tr> <tr> <td>QUERY_APPROVED_B1</td> <td>Do not select this option – it is not applicable when creating a new BTC record. (This option can be used only to query/retrieve an existing BTC record from the PROD table, for the purpose of modifying the record.)</td> </tr> </table> <p>After you select B1 – BTC Blood Tissue Collection, only the B1 tabbed page will remain visible in the Details Section of the form.</p>	B1 – BTC Blood Tissue Collection	Double-click, to continue creating a new BTC record.	QUERY_UNAPPROVED_B1	Do not select this option – it is not applicable when creating a new BTC record. (This option can be used only to query/retrieve an existing BTC record from the TMP table, for the purpose of modifying the record.)	QUERY_APPROVED_B1	Do not select this option – it is not applicable when creating a new BTC record. (This option can be used only to query/retrieve an existing BTC record from the PROD table, for the purpose of modifying the record.)
B1 – BTC Blood Tissue Collection	Double-click, to continue creating a new BTC record.						
QUERY_UNAPPROVED_B1	Do not select this option – it is not applicable when creating a new BTC record. (This option can be used only to query/retrieve an existing BTC record from the TMP table, for the purpose of modifying the record.)						
QUERY_APPROVED_B1	Do not select this option – it is not applicable when creating a new BTC record. (This option can be used only to query/retrieve an existing BTC record from the PROD table, for the purpose of modifying the record.)						
State	<p>Two-letter postal abbreviation (such WY) for the state in which the data collection activity was performed.</p> <p>Manually type this abbreviation or click on the L button to use the LOV.</p>						
Program	<p>The BTC program.</p> <p>Manually type the capital letter B, followed by ENTER; or, click on the L button to use the LOV.</p>						
BTC Class Species	<p>Species handled by the premises.</p> <p>Use the LOV to make your selection. (If the premises handles more than one species, select only one species. Later in this procedure, you will learn how to create records for additional species.)</p>						

Stage	Code for the stage level of your State for which the national report is being prepared. This value defaults to U (for Undefined).
Begin Date	The first date of the time period for which the national report is being prepared. Use one of these formats: DD-MM-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2007 or 01 JUL 2007 or 01-JUL-07 or 01 JUL 07).
End Date	Auto-filled with the last date of the time period for which the national report is being prepared. (The BTC program requires its reports to be submitted on a quarterly basis -- so this date will be the last day of the appropriate quarter.)
Report Run Date	Auto-filled with today's date when you save this form for the first time. (You can wait to do a "Save" after you start working in the Details Section.)

6. Your finished Header Section should look similar to the following screenshot:



7. In the Details Section, you should see only the tabbed **Section B1** page.

- a. Click your cursor in the **Prem ID** data field.
- b. Fill out this tabbed page according to the following guidelines. Every data field on this tabbed page is requesting information about the premises that is being reported on this form.

Data Field	Description
Prem ID	Official identification number for the premises being reported. Manually enter this value.
Prem Type	Code for the type of operation conducted on the premises being reported. The choices are these: FSL FEDERAL SLAUGHTER SSL STATE SLAUGHTER CSL CUSTOMER SLAUGHTER RSP RESTRICTED SWINE PREMISES Use the LOV to make your selection.
Prem Name	Business name of the premises being reported. Manually enter this value.
Prem City	City in which the premises being reported is located. Manually enter this value.

Prem Status	<p>Code for the status of the premises being reported. The choices are these:</p> <p>LIST This premises is listed as an approved establishment with a BTC agreement. NOLIST This premises is not listed, due to a failure to meet inspection requirements. NOTREQ This premises is not required to be listed/approved. PEND This premises is pending an inspection and awaiting listing approval.</p> <p>Use the LOV to make your selection.</p>
Prem Contact Person Name	<p>Name of an individual who represents the premises being reported. At minimum, a last name must be entered. Use this format (with no punctuation): Last name, first name, middle initial.</p> <p><i>Example: Smith Joe M</i></p> <p>Manually enter this value.</p>
Contact Phone #	<p>Telephone number for the premises being reported.</p> <p>Manually enter this value (area code and number) with no punctuation.</p> <p><i>Example: 1234567890</i> (After you enter it, it will be reformatted to look like (123) 456-7890.)</p>
BTC Class	<p>Code for a sub-class within the specified Species.</p> <p><i>Note:</i> If you select a code that has a per cent sign (%) in it, you must create at least one record for the BTC Class Species to which this BTC Class code applies.</p> <p><i>Example:</i> You specify BTC Class=%BLACKFACE. You must create a record for at least one class of sheep such as OVI or CULLS.</p> <p>Use the LOV to make your selection.</p>
Animals Number/Week or %	<p>Number of animals which belong to the specified BTC Class Species/BTC Class combination and which were processed by the premises being reported.</p> <p><i>Note:</i> If the BTC Class code you selected contains a per cent sign (%) in it, do not enter an animal total. Instead, enter the percentage of animals belonging to the BTC Class for the specified BTC Class Species.</p> <p><i>Example:</i> You have already selected BTC Class Species=Sheep and BTC Class=%BLACKFACE. In the Animals data field you might enter 37 -- this indicates that 37% of all sheep that were handled by the premises during the reporting period are BLACKFACE.</p> <p>Manually enter this value.</p>

8. At this point, decide if you need to create another record for this same premises.

Example: You just finished creating a record for BOV FATS for a premises. You now want to create another record to show that this same premises also handles BOV CULLS (a second **BTC Class**) or PORS (a different **BTC Class Species**).

- If you do want to create another record using the values in the first record, check the box next to the option, **I want to duplicate these Premises fields for the next record**. (Doing so will copy the values currently displayed on the form into a temporary buffer. In a later step, you will then paste the values from the buffer into a new form.)

Now continue with Step 9 below.

- If you do not need to create another record for this premises, go directly to Step 9 below now.

9. Your completed form should now look similar to the following example:

- a. Click the SAVE button at the bottom of the form. Doing so will clear the Report Section data field in the Header Section.
- b. You should see a *Transaction Complete* message. This means you have successfully created the first record for the premises being reported. The entire BTC Blood Tissue Collection Automated Processing Form will then refresh. Your cursor now appears in the blank Report Section data field. This section is again in data-entry mode.

10. Choose one of the following tasks:

- If you have entered all of the data for a premises and there are no other premises that you need to create records for, then you have finished this data-entry procedure.
 - a. Click on the EXIT button to close this form. You then return to the Veterinary Services National Program Reporting Main Menu, where you can exit the AWBDS application or do other tasks.
 - b. If desired, look at *Section 2: Query/Approve/ Unapprove Procedures* at the end of this document for an explanation about these procedures.
- If you determined back in Step 9 that you need to create more records for the same premises, go directly to Step 11 below now.

11. The Header Section for the premises' second record is auto-filled with values from the first record, except for the Report Section data field (which is now blank). Modify this section as instructed below.

- a. **Report Section** data field – Use the LOV to select the **B1 – BTC Blood Tissue Collection** option.
- b. **BTC Class Species** data field – Leave this value as is, or use the LOV to change it if you are creating a record for a different species.
- c. Do not change the values displayed in any other data fields in the Header Section.

12. In the Details Section's **Prem ID** data field, click your cursor once to shift this section into data-entry mode.
13. In the menu bar above the form, click on the green **Plus Sign** icon  (Insert Record). Doing so will clear all of the data fields in the Details Section.
14. Start creating the second record for this same premises. Because you had already checked the **I want to duplicate these Premises fields for the next record** option when you created the first record, you now have the first record's Details Section values stored in the buffer:
 - a. To paste these stored values into the second record's Details Section, check the box next to the **Duplicate Premises fields from the PREVIOUS record** option.
 - b. **BTC Class** data field – The value in this field defaults to 0 (zero). Modify this value as needed.
 - c. **Animals Number/Week or %** data field – The value in this field defaults to 0 (zero). Modify this value as needed.
 - d. **I want to duplicate these Premises fields for the next record** option – Leave this box unchecked.
 - e. As needed, modify any other data fields in the Details Section.
 - f. Save this second record by clicking on the SAVE button.
 - g. You should see a *Transaction Complete* message. Your premises' second record has now been created. The entire BTC Blood Tissue Collection Automated Processing Form will then refresh, with its **Report Section** data field blank again.
 - h. Skip directly to Step 15 below.

Note: When creating the first record for this premises, if you forgot to check the **I want to duplicate these Premises fields for the next record** option, there were no values copied to the buffer that could be pasted into the Details Section. You will need to create this record manually, using the guidelines back in Step 7.
15. To create each additional species or class records for this same premises, repeat Steps 10-14.

Note: Be sure you create a separate record for each species and each class that is handled by this premises.
16. To create records for a different premises whose data was collected during the report's time period, repeat Steps 5-15.
17. Repeat Steps 5-16 for every premises whose data was collected during the report period.

Note: A report is considered complete only after you have created records for all premises, all species, and all classes whose data was collected during the report's time period.
18. To exit the AWBDS application at the end of your work session, return to the Veterinary Services National Program Reporting Main Menu and click on the **Exit** button displayed there.

Section 2: Query/Approve/Unapprove Procedures

The Query/Approve/Unapprove procedures for BTC are the same as for all other AWBDS reports.

Note: Even if a report has multiple records in it, you only need to perform a single approval or unapproval procedure for that report.

- When you approve a report, all of its records (premises, species, and classes) will be moved together from the Temporary (TMP) database to the Production (PROD) database.
- When you unapprove a report, all of its records will be moved together from the PROD database back to the TMP database.