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Generic Data Base: Data-Entry

User Manual

May 507, 2009 Workshop

Lesson 1

Getting Started

Lesson 1: Getting Started

This lesson introduces you to the documentation and software features that make up the Generic Data Base environment in which you will be working.

The following topics are covered in this lesson.

Topic	See Page
Help Resources for VS-AIM Database Users	1.2
- FTP Website (Macro Library)	1.2
- USDA's GDB Website	1.2
- VS-AIM Helpdesk	1.4
Document Conventions in this Manual	1.5
GDB Concepts	1.6
- Animal Disease Programs	1.6
- Databases	1.7
- Servers and PCs	1.7
- The APHIS Network	1.8
- Components of the GDB	1.9
- Databases Tables	1.9
- Keys/Required Fields in GDB Tables	1.12
- Table Joins	1.13
- Descriptions of Individual GDB Tables	1.14
Features in the Generic Data Base	1.22
- Starting the GDB Application	1.22
- GDB Forms	1.23
- GDB Terminology	1.23
Features in the APHIS IMMS User Interface	1.24
- Common Access Point	1.24
- Menus and Commands	1.25
- Status Bar	1.25
Features in the GDB's Electronic Forms	1.26
- Modes	1.26
- Methods for Working in GDB Forms	1.27
- Cursor Flow	1.27
- Drop-Down and Pop-Up Lists	1.28
- Keyboard Shortcuts	1.30
- Command Buttons on GDB Forms	1.31
Tasks You can do in the Generic Data Base	1.32
- Data-Entry Tasks	1.32
- Data-Retrieval Tasks	1.33
Working with lookup codes	1.34
- Section A: Creating a New Lookup Code	1.34
- Section B: Retrieving an Existing Lookup Code	1.37

Help Resources for VS-AIM Database Users

This manual is by no means the only source of information for GDB processes, procedures, troubleshooting, and tutorials. The rest of this section describes several online resources that you can use to get help with your GDB questions. These resources are listed below:

- FTP website that offers an SQL macro library
- USDA's GDB website
- VS-AIM Helpdesk service (information about this resource is available at the USDA's GDB website only)

FTP Website (Macro Library)

This resource lets you find SQL macros to use in your GDB queries. To use this resource, do the following steps:

1. Enter the following URL in your web browser's **Address** or **Location** field:
<ftp://ftp.aphis.usda.gov/pub/gdb>
2. Follow the procedures given by the instructor during the workshop.

USDA's GDB Website

This resource lets you:

- Find and print out online documentation for various VS-AIM database and software products.
- Click on links to go directly to various VS-AIM information resources such as the GDB Helpdesk, the GDB Discussion Thread, and the Scrapie QuickPlace website.
- Click on links to go directly to web pages which contain GDB news updates and workshop schedules.

Note: As of January 1, 2004, the GDB website is considered a beta product, a work-in-progress. More content and improvements will be made in the coming months.

To use this resource, do the following steps:

1. Start up your web browser.
2. Enter the following URL in your web browser' **Address** or **Location** field (do not include www. in the URL):

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

The home page for the GDB website will appear (shown below):

GDB Home	
Generic Data Base	
<u>Documentation</u>	The latest GDB documentation can now be found online!
<u>Software</u>	The place to go to download GDB software.
<u>Support</u>	Got a question, problem or want to discuss GDB?
<u>Training</u>	Find the latest in training being offered.
<u>News</u>	Find out what's new for GDB!

Click on the appropriate link to go to the information you want.

Click on This Link...	To Find These Resources...
<u>Documentation</u>	-- Online documentation on how to use the GDB Helpdesk service -- Online documentation for various VS-AIM database and software application products
<u>Software</u>	-- Links for downloading APHIS/VS-developed software applications -- Links for downloading software applications specifically for use at Mexican/Canadian port facilities

<u>Support</u>	-- Link to the GDB Helpdesk service -- Links to the GDB and Scrapie Discussion Threads -- Link to the FTP website, which has an SQL macro library for your use -- Links to online documentation for VS-AIM database and software application products
<u>Training</u>	-- Calendar of 2006 GDB and VS DB workshops
<u>News</u>	-- Most recent CADIA information sheet

VS-AIM Helpdesk

This resource lets you:

- Search a KnowledgeBase for GDB issues and resolutions.
- Open a ticket to log an issue, problem, or question to be answered by the Helpdesk experts.

To use this resource, do the following steps:

1. Enter the following URL in your web browser's **Address** or **Location** field:
<http://vsftchelp.aphis.usda.gov>
2. Follow the procedures in the handout, *Helpdesk – Customer Guide*. This customer guide is available online at the USDA's GDB website:
<http://gdb.aphis.usda.gov>

Document Conventions in This Manual

As you read this manual, you will notice that certain words look different than “normal” text. When a word appears in a special typographic font (such as **bold**, *italic*, or `computer`), that word has an additional meaning beyond its dictionary definition. These special typographic fonts are known as “document conventions” and are intended to help you learn the procedures in this manual more easily. To see what these conventions look like, read the following paragraph:

“Shown below is a screen shot of the *Sample Information* block that you will find on a **Sample** form.

The screenshot shows a form titled "SAMPLE INFORMATION" with the following fields and their styles:

- R Seq Nr:** 1 (bold)
- Ind Range:** (white)
- Pay Group:** (white)
- Case Nr:** (white)
- Ind Id:** (white)
- Nr In Lot:** (white)
- Unit:** (white)
- Eartag:** (white)
- Source:** (white) with a small "L" button next to it.
- Test Interp:** N (bold) with a small "L" button next to it.
- Age:** (white)
- Animal id1:** (white)
- Source:** (white) with a small "L" button next to it.
- Nr Neg:** (white)
- Breed:** (white) with a small "L" button next to it.

In this block, there are several features to look at:

- **Ind Range**, **Eartag**, and **Age** are label names for some of the optional fields. (Optional fields appear in white, while mandatory fields are colored grey.)
- To display a drop-down list of values, click the **L** button next to a field.
- In the **Test Interp** field, a default value of **N** appears. You can change this default value to another value as needed.
- To move the cursor from field to field, press the **TAB** or **ENTER** key.”

The table below shows which typographic fonts are used, along with their meanings.

Font	What the Font Represents	Example
Bold	Name of a form, record, or table in the GDB. Name of a field label that appears on a form. Name of a menu or menu option. Function keys.	Go to the Premises form and... In the Nr in Lot field, enter... Select the GDBLPREM: Premises menu option from the... Press F10 to commit the...
<i>Italic</i>	Name of a block (section) on a form.	Move to the <i>Premises Query</i> block and click...
10 pt Computer	File and directory folders. Messages shown in a form’s status bar. Key combination shortcuts. Hyperlinks.	Under \ncahis\gdb\user, create a new folder called... FRM-40202: 2 Records saved. Press CTRL+PAGE UP to go... Click the CAL hyperlink to...
Computer Bold	Text that you must enter.	Enter BRT as the value in this field...
[Button]	Command buttons shown on the forms.	Click [Save] to commit this...

GDB Concepts

This section introduces you to the physical and virtual structure of the GDB, including its terminology, architecture, records, and tables. You will also learn which GDB records are appropriate for different types of premises and disease programs.

The following topics are covered in this section.

Topic	See Page
- Animal Disease Programs	1.6
- Databases	1.7
- Servers and PCs	1.7
- The APHIS Network	1.8
- GDB Network Structure (Figure 1)	1.8
- Components of the GDB	1.9
- Database Tables	1.9
- Key/Required Fields in GDB Tables	1.12
- Table Joins	1.13
- Descriptions of Individual GDB Tables	1.14
- GDB Table Structure (Figure 2)	1.15

Animal Disease Programs

One of the primary mission areas of Veterinary Services is managing animal disease programs. An animal disease program is a set of procedures and rules that ensure that several animal diseases – chief among them, brucellosis, tuberculosis, pseudorabies, scrapie, Johne's Disease, and Chronic Wasting Disease – are consistently monitored across the nation. The set of rules created by VS Headquarters outlining how surveillance for each disease is to be handled is called the Uniform Methods and Rules (UM&R).

For each disease that VS monitors, there exists a UM&R which details how much animal disease testing must be done, which animals or groups of animals must be tested, and how animals that test positive are handled. If a state consistently fails to meet the standards set forth in the UM&R, then that state is in danger of losing its Class Free status. When this happens, it is devastating to animal industry in that state, as animals that used to be able to move easily between states must now be rigorously tested before being allowed entry into another state.

The Generic Data Base exists to give states a single, unified repository for information regarding their animal disease program testing and tracing. Together with the Automated Web Based Data Submission system (AWBDS), states are able to report their animal disease program activities in a consistent manner.

Databases

The Generic Data Base (hereafter referred to as the "GDB") is a *database*. A database is an electronic filing system for data. In a manual or paper filing system, file cabinets may be used. Into the file cabinets are placed file folders with paper documents in them. For the Brucellosis program, for instance, those papers may be test charts. Each file folder may represent a herd, and the papers in the folder are the test charts and other documents that record events that have occurred in the herd.

Note: In computer terminology, *database* is spelled as one word. However, the Generic Data Base is a product name; hence, it appears as two separate words to distinguish it from the phrase, "generic database".

In other words, the GDB is essentially an electronic file cabinet for the same data that could be put into a regular file cabinet. The data are simply arranged in the file cabinet in a little different way. Instead of the data being written on a piece of paper and the paper stored in a folder, the different types of data on the paper are stored in "tables" on the database.

The database, or the set of tables that form the database, is the organization of the data on a computer. The computer is the records storage room, the database is the file cabinet, and the tables in the database are the file folders.

Servers and PCs

The database and the data stored in it are on a computer called a *server*. The GDBs for the different states are on four regional servers: REGTX, REGMN, MDVSREG, and COVSREG.

- REGTX is used only for the Texas GDB. TX stores as much data as all the states in any other region combined.
- REGMN is used only for the MN GDB. Due to telecomm problems into Minneapolis at the time GDB was implemented, none of the other states that were supposed to be on this server were able to connect consistently. Instead, these other Central Region states now use local NT servers to house their Local Site GDBs.
- MDVSREG is used by the Eastern Region states
- COVSREG is used by the Western Region states, plus a few others.

Several states have opted to use their local NT server to house the GDB rather than have it on a regional server.

There are several states, notably CA, NV, and DE, which do not use the GDB as their local database.

A *PC*, or equivalent hardware, in a local office is used to access the server on which a Local Site GDB resides, whether that is a regional server or a local NT. The PCs are called "clients". On the PCs are software programs that display the menus, the forms, the reports, and other interfaces for users to access the GDB and other databases. These programs are called the client software.

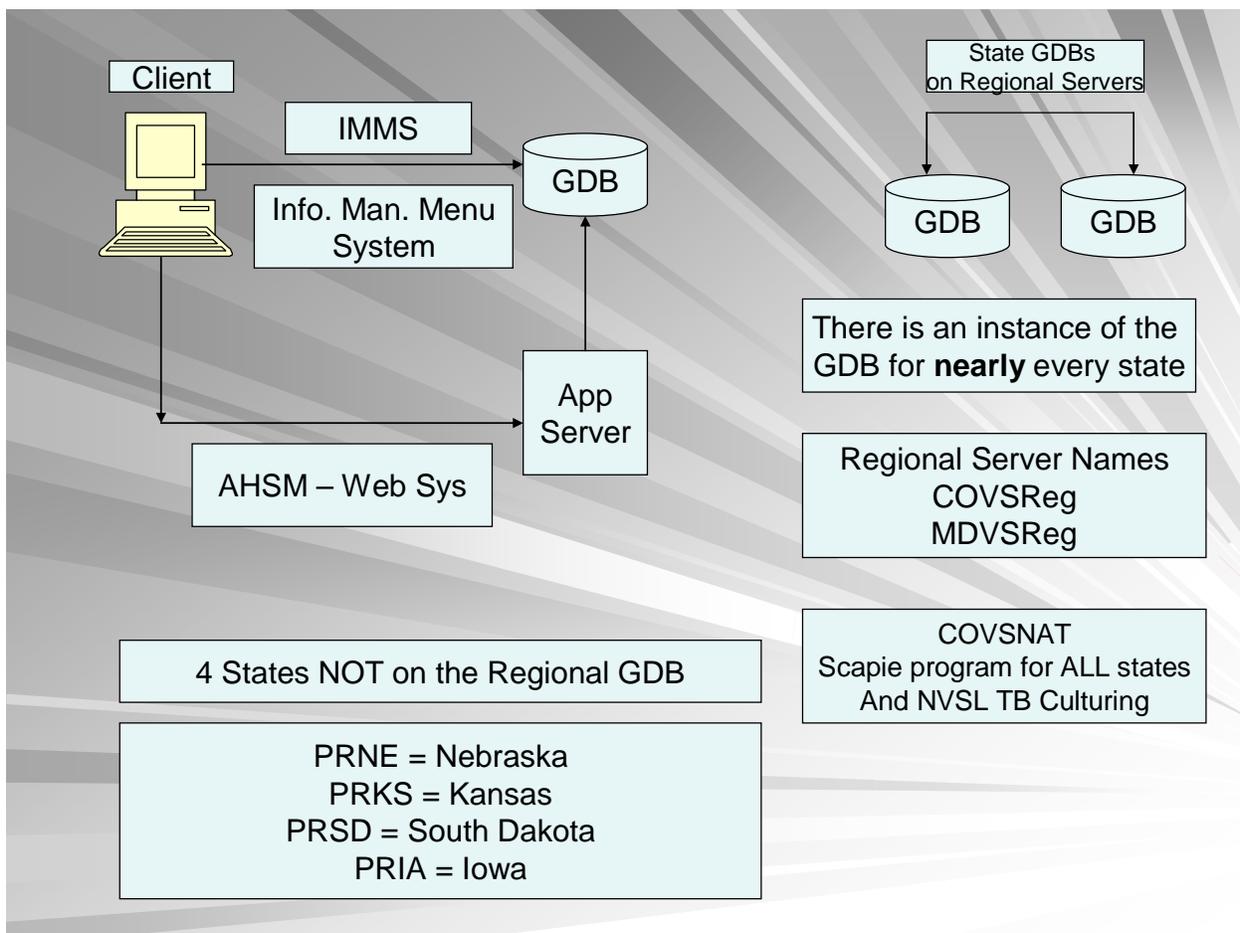
The APHIS Network

The *APHIS network* is a telecommunications system that GDB uses for linking the states with their servers. It is part of what is popularly known as “the Web”. That part of the Web that is more or less dedicated to APHIS use is sometimes called the APHIS Backbone; and phone/comm lines that go to each state’s office are like nerves connecting the office to the backbone and from there to other parts of the network.

From a GDB perspective, the servers are one component of the network. The phone/comm lines are another, and each PC in an office that is used to access the server is another.

The PCs on which data entry is done and the server to which data are sent are like 2 telephones at either end of a telephone circuit. When a user logs on, it is similar to making a phone call, except instead of one telephone calling another, a PC calls a server, and instead of dialing a telephone number, the user enters a userid/password and a host ID.

Figure 1: GDB Network Structure



Components of the GDB

The GDB consists of several components. Each component serves a function for different users. These components are the Local Site, the GDB-Natl, and the Central Site. They all have the same GDB Structure (set of database tables), with minor variations.

- The Local Site is where the data for each state is stored. Each state has a complete set of GDB tables. Only data entered by that state is on a state's Local Site. The Local Site for a state may be on a Regional server, or it may be on an NT server in the state's local office. Only people with authorized user ids can access the Local Site for a state. Generally speaking, each state controls the granting of user ids for access to its Local Site. Therefore, unless specifically granted, no one from another state can see data on a state's Local Site.
- The GDB-Natl is on a server (called COVSNAT) located at the Centers for Epidemiology and Animal Health (CEAH) in Fort Collins, Colorado. The GDB-Natl is used primarily to house data for the Scrapie animal disease control program, but data from the National Veterinary Services Laboratory (NVSL) related to slaughter suspects retained for Tuberculosis (TB) testing is also stored on this component. As other disease control programs are created, other kinds of data may also be stored on GDB-Natl. All states have access to the GDB-Natl; consequently, any data on this database can be seen by users in all states, regardless of which state entered it. However, only the state that created a record can change it. GDB-Natl also has a complete set of GDB tables, but practically speaking, only a few of them are used, at least for the present.
- GDB Central Site has two divisions. One is a complete GDB table structure. These tables can be populated with data extracted from the States' Local Sites. The other division is a set of tables to receive data from the disease program reports that are submitted monthly or quarterly from the states, such as the Brucellosis Monthly Report (BMR) for cattle, the Swine Brucellosis Report, the TB 6-2 Report, and the Pseudorabies 190 (PRV 190) Report. A future objective is for the Central Site to soon be able to create directly, for those states that use the GDB for the program data, the routine monthly reports for the disease programs from data uploaded from the Local Sites to the Central Site GDB tables. Until then, the Central Site is currently used by Headquarters (HQ) staff for combining report data from multiple states.

Database Tables

As previously mentioned, a database is nothing more than an electronic file cabinet that stores whatever data are put into it, just as a regular file cabinet stores whatever papers are put into it. The difference is in the organization of the data in the file cabinet.

In a manual filing system where, for example, a brucellosis test chart is filed, the test chart has on it the following items of information:

- address information for the premises where the blood collection occurred
- who collected the samples
- when the collection occurred
- when the samples were tested in a lab
- the identification of and other information about the animals tested

- the tests that were performed
- the titers that were found
- the interpretation of the test results.

All these data items are stored in a file folder that may be labeled with either the premises' identification number (`prem_id`) or the premises' name (`prem_name`).

In the GDB, these data from a test chart are stored in *tables*, each item of information being a *column* within a table. (Table columns are also commonly called *elements* and *fields*.)

- Data items such as the premises id and the premises name/address/city/state/zip code are stored on the **Premises Table**.
- Items such as the date of the test, the species of animals involved, the fact that the event is a test, the number of animals involved, and the number of those animals classified as positive, negative, or suspect, become a record on the **Event Summary Table**.
- Items about the individual animals or groups of animals involved in the event are put on the **Sample Table**.
- The titers or other results of specific tests performed on each animal (or animal group) are stored in the **Test Result Table**.

When a set of data about a particular entity is entered and saved to a database table, a *record* is created in the database. A single table in a database may contain anywhere from one to millions of records. In the GDB, for example, each time information about another premises is entered, a new **Premises Record** is created on the GDB's **Premises Table**.

The example below shows data from several **Premises Records** as they would appear in the GDB **Premises Table**. The names shown at the top are the columns in the table. (Note that a **Premises Table** normally has many more columns than are displayed in this example.) Each line is a different record in the table.

PREM_ID	PREM_ STATE	PREM_NAME	PREM_ COUNTY
WAS9013877	AR	Henson Howard	143
WAS9013878	AR	Hutchens Veryl	143
WAS9013879	AR	Kelly Bill	143
WAS9013872	AR	Cloverdale Farms	143
WAS9013873	AR	Coffee James	143
WAS8935571	AR	Beach Charles	143
WAS9013874	AR	Grable Wendell	143
WAS9013875	AR	Grigson Brosie	143
WAS9013876	AR	Hartley Gordon	143
HEM9013702	AR	Hostettler Ron	057

Below is a graphic of the tables that you will typically use in your GDB data-entry work. (There are other tables in the GDB besides the ones shown below – these hidden tables are used primarily for database administration, and most regular users won't see or need to know about them.)

As you read through this documentation, you will note that the GDB actually refers to both its own tables and to the tables in another VS database called the Common Data Systems (CDS). The CDS database is named this because much of its data are used not only by the GDB, but also by other VS databases, such as the Import, Export, and Emergency Management databases.

CDS Tables	GDB Tables		
State	Premises	Event_Summary	Status
County			
Person	Premises_Supplemental	Sample	Misc_Info
CDS_Lookup			
	Premises_Supplemental_Detail	Test_Result	Regionalization
		Ancestor	Accounts
	GDB_Lookup	Owner_Prem	Cost

Many times, when you are looking at GDB forms, reports, or explanatory documentation, you may see a table name with the database abbreviation added to it as a prefix (e.g. **cds_person** or **gdb_premises**). Such a table name with a prefix is called a *synonym*. The GDB database is constructed in a way that all routine user accesses, such as forms, reports, and SQLs, require the use of synonyms when referring to a table.

Below is a complete list of all the CDS and GDB tables.

Table NAME	TABTYPE
-----	-----
APPLICATIONS	SYNONYM
CDS_BREED_LOOKUP	SYNONYM
CDS_DISEASE_LOOKUP	SYNONYM
CDS_ISSUE_RSN_LOOKUP	SYNONYM
CDS_LOOKUP	SYNONYM
CDS_LOOKUP_LOOKUP	SYNONYM
CDS_PERSON	SYNONYM
CDS_PERSON_TYPE_LOOKUP	SYNONYM
CDS_RELEASE_RSN_LOOKUP	SYNONYM
CDS_SPECIES_LOOKUP	SYNONYM
CDS_STATUS_LOOKUP	SYNONYM
CDS_TYPE_OP_LOOKUP	SYNONYM
GDB_ACCOUNTS	SYNONYM
GDB_ALT_TEST_RESULT	SYNONYM
GDB_ANCESTOR	SYNONYM
GDB_COMM	SYNONYM

GDB_COST	SYNONYM
GDB_DEFAULT_TEST	SYNONYM
GDB_EAGLEVIEW	SYNONYM
GDB_ESL_LABEL_NR_SEQ	SYNONYM
GDB_ES_NR_SEQ	SYNONYM
GDB_EVENT_SUMMARY	SYNONYM
GDB_EVENT_SUMMARY_LABEL	SYNONYM
GDB_LOOKUP	SYNONYM
GDB_MCI_PERSISTENT	SYNONYM
GDB_MISC_INFO	SYNONYM
GDB_MISC_INFO_LABEL	SYNONYM
GDB_MI_LABEL_NR_SEQ	SYNONYM
GDB_OWNER_PREM	SYNONYM
GDB_PREMISES	SYNONYM
GDB_PREMISES_SUPPLEMENTAL	SYNONYM
GDB_PREM_SUPP_DETAIL	SYNONYM
GDB_REC_NR_SEQ	SYNONYM
GDB_REGIONALIZATION	SYNONYM
GDB_REG_REC_NR_SEQ	SYNONYM
GDB_SAMPLE	SYNONYM
GDB_SAMPLE_LABEL	SYNONYM
GDB_SCR_SAMP_NR_SEQ	SYNONYM
GDB_SL_LABEL_NR_SEQ	SYNONYM
GDB_STATUS	SYNONYM
GDB_STATUS_LABEL	SYNONYM
GDB_STL_LABEL_NR_SEQ	SYNONYM
GDB_TEST_RESULT	SYNONYM
GDB_TMP_BRT_ROUND	SYNONYM
MENU_LOOKUP	SYNONYM
SYSTEMS	SYNONYM
USERS	SYNONYM
USER_PRIVILEGES	SYNONYM
USER_SYS_VIEW	SYNONYM

Keys/Required Fields in GDB Tables

On each table there are one or more fields which are used to uniquely identify each record in the data base from every other record. These are called the *key fields*. Most frequently, the key is a “concatenation” of multiple fields -- that is, two or more fields must be combined together to make the complete key. The database is constructed so that no two records in a table will ever have the exact same combination of data in the key fields.

As an example, in the **Premises Table**, the key fields are the `prem_id` and `prem_state`, together. If one **Premises Record** has a `prem_id = MRD`, and a `prem_state = CO`, no other **Premises Record** can have the same key field combination of `prem_id = MRD` and `prem_state = CO`. Another **Premises Record** may have `MRD` and `GA`, or `DRM` and `CO`, but not the combination `MRD` and `CO`. Key field data as a minimum are required in order to create a record in the database.

In addition to the key fields, data are needed in certain other fields in order to make the record useful. Those data that are minimally necessary to have a useful record are designated as *required fields*.

Table Joins

The data in any particular table on the database are only those data that are related to the particular entity that the table represents. For example, the **Premises Table** contains only data that describe a premises, but has no information about any events that occur on the premises. The **Event Summary Table** contains data about events, including the `prem_id` of the premises on which the event occurred, but nothing about the premises itself. Therefore the data from one table sometimes must be combined with data from other tables in order to obtain the complete information that a user wants.

The fields on the tables that allow the data to be correctly combined, or *joined*, are called *linking fields* or *joining fields*. Often, the key fields are used to link the data on different tables together. However it is possible to use any field on one table to link to another table if the two fields in the different tables contain relatable data. For instance, the `prem_id` and `prem_state` fields on the **Premises Table** and the `prem_id` and `prem_state` fields on the **Event Summary Table** can be used to join the data from the two tables, so that event information can always be related to the correct premises. See the example below, which shows the joining fields that link the **Premises** and **Event Summary Tables** together.

Premises

PREM_ID	PR	PREM_NAME
MRD	GA	Dalrymple
LKD	GA	Linda Dale

Event_summary:

PREM_ID	PR	ES_NR	EVENT_TYPE	EVENT_	EVENT_DAT	DIS	SPE
MRD	GA	20010514865	TEST	SL	01-FEB-01	ANA	BO
MRD	GA	20000393727	TEST	HC	07-FEB-00	BR	BIS
MRD	GA	20003324460	TEST	DX	01-NOV-00	BR	BIS
MRD	GA	20013035807	TEST	EPI	30-OCT-01	BR	BIS
MRD	GA	20012032879	TEST	PS	01-OCT-99	BR	BOV
MRD	GA	19993212989	TEST	DX	01-NOV-99	BR	BOV
LKD	GA	20003284455	TEST	INF	20-MAY-00	EIA	EQU
LKD	GA	20003284457	TEST	DX	15-FEB-00	EIA	EQU
LKD	GA	20010855018	TEST	ARE	07-JAN-01	JOH	BOV
LKD	GA	20020586164	TEST	SS	01-FEB-02	JOH	EQU
LKD	GA	20020125893	TEST	AR	01-MAY-00	PRV	POR

Descriptions of Individual GDB Tables

This section describes in more detail the GDB tables that you will most often use in your data-entry/retrieval work.

CDS State Table

The **State Table** lists all the states and their VS and FIPS codes.

CDS County Table

The **County Table** lists all counties in all the states and their VS and FIPS codes.

CDS Person Table

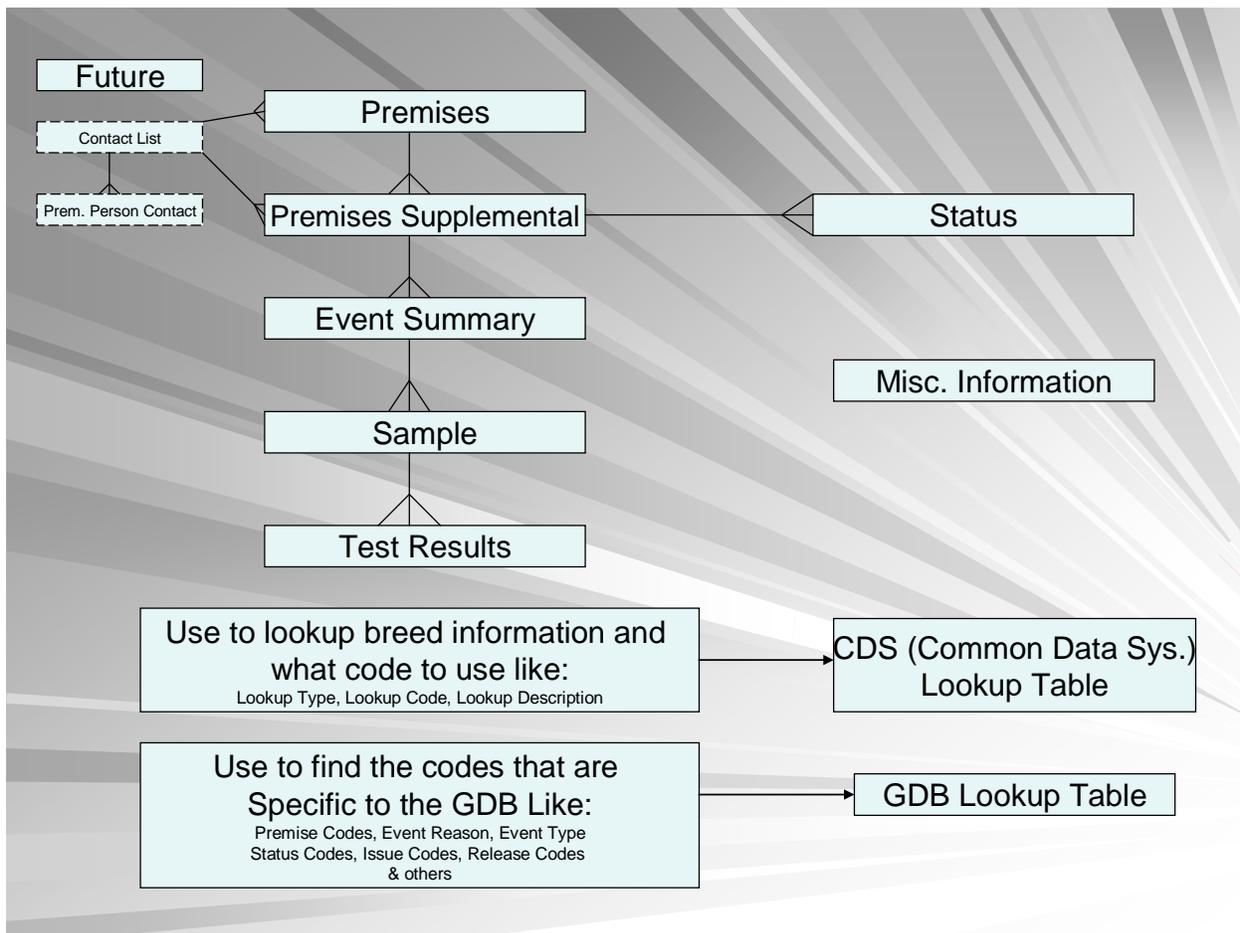
The **Person Table** lists all the people in the state who are associated with regulatory programs. These may be private vets, state or federal field vets, animal health technicians (AHTs), or other people working in disease control programs.

CDS Lookup Table

The **Lookup Table** contains codes that are used in several systems, including GDB. The primary codes in this table are Disease, Species, Breed, Person type and Person class.

GDB Regionalization Table

The **Regionalization Table** allows a specific area, or territory, or other portion of a Region or State to be defined, identified, and set apart, particularly in reference to its status relative to a particular disease.

Figure 2: Basic GDB Table Structure

GDB Premises Table

(Note about spelling: the word *Premises* is both singular and plural. A *premises* is a place. A *premise* is an assumption or belief.)

Each premises in the state, for which data are recorded on the database, is assigned a unique `prem_id`. The following characteristics may be used in considering whether to create a new premises record, that is, deciding whether a new premises exists:

1. The location is a contiguous geographic area operated as a single entity under one ownership, whether or not that ownership is single party, joint, shared or multiple party ownership.
2. Non-contiguous geographic areas under the same ownership may be considered parts of one premises if they are operated as though they were contiguous, i.e., they routinely exchange animals.

3. Non-contiguous geographic areas under the same ownership may be considered to be separate premises as though they are under different ownerships if they do not exchange animals.
4. Contiguous geographic areas under different ownerships and operated as separate entities are considered different premises as though they were non-contiguous.
5. Contiguous geographic areas under the same ownership may be considered separate premises if they are operated as separate entities as though they were both non-contiguous and under different owners.

Over the years, the same physical property may have different prem_ids as it changes ownership.

There are several methods you can use to name a new prem_id:

- You can base a prem_id on a prem_name. For a standard prem_id, 7-8 alphanumeric characters are used. These alphanumeric characters may include the last name and first name, or parts of each (i.e., Sue L. Smith could be **SMITHSUE**). If there are two premises owners with the same name and who try to use the same prem_id, one owner will have to modify his/her prem_id by using an alternate format, such as last name, first name initial, and middle initial (i.e., **SMITHSL**).
- There is a project underway that proposes to create a standard nationwide prem_id system. In this project, each prem_id would be based on the state code + 4-5 alphanumeric characters (**CO12345**, for example). (Note that this naming system already being used to assign flock ids in the Scrapie disease control program.)

At this time, each State may implement any naming system it wants (whether it be one of the above or something altogether different), as long as the chosen naming system enables the premises owners within that State to create unique prem_ids.

There are two sets of name and address information on a **Premises Record**. One set is for the premises itself; the other set is for a contact (who may or may not reside at the premises). The premises information relates to the physical location of the premises, while the contact info relates to a mailing address or other means of contacting someone in charge at the premises. A typical situation would have the following setup: the premises information would be the location of a farm, but the contact information may be a manager, or perhaps a corporate address.

Also appearing on the **Premises Record** is geo_location information. Township, range, and section info may be used. The optional geo-locator fields are intended for longitude and latitude data. On the **Premises Record**, the front gate longitude and latitude indicates the point of entrance to the premises from a public road. A geo-source is a code indicating the type of geographical parameters used to define the location of the premises such as degrees or decimal-degrees to adjust the coordinates. *For the GDB, geo-locators are expected to be decimal-degrees.*

GDB Premises Supplemental Table

There must be at least one **Prem_Supp Record** for each premises. This record defines a species present on the premises and the type of operation conducted. Each premises can have multiple **Prem_Supp Records**, one for each combination of species and prem_type. For example, a single premises could have all of the following records in the GDB:

- a **BOV-DRY Prem_Supp Record**
- a **BOV-BEF Prem_Supp Record**
- a **CAP-DRY Prem_Supp Record**

The prem_types **FSL**, **SSL**, **CSL**, **RSP**, **MKT**, and **BRTFUP** refer to commercial, non-farm premises. Virtually all other prem_types are considered to be “farms” of one description or another for “national report” purposes”.

Whenever you see the phrase “national report” in this manual, it is usually referring to the national reports generated by the VS National Animal Health Programs (NAHPS) staff for various animal disease control programs. These national reports are generated on a regular basis, usually monthly or quarterly. To generate the national version of the Brucellosis Monthly Report (BMR) for example, every month, the VS NAHPS staff consolidates and compiles the Brucellosis data sent to it by all of the States that are participating in the Brucellosis animal disease control program. This consolidated data is outputted as a single, national BMR.

Geo-locator fields are stored in the **Premises Supplemental Table**. A geo-source is a code indicating the type of geographical parameters used to define the location of the premises, such as degrees or decimal-degrees to adjust the coordinates. *For the GDB, geolocators are expected to be decimal-degrees.* Being on the **Premises Supplemental Table**, the four sets of geolocators can designate four different positions to help define the location of any species/prem_type operation associated with a premises.

GDB Premises Supplemental Detail Table

The **Premises Supplemental Table** is primarily used with commercial ventures, such as markets or slaughter establishments. (This table was added for data needed by the National Mapping Project.)

A **Prem_Supp_Detail Record** is created for the purpose of recording such information as the day(s) of operation of a market or slaughter establishment, special certifications, or whether the facility is approved to receive direct shipments of Canadian or Mexican livestock.

GDB Event Summary Table

Event_Summary Records are used to track events that occur on a premises. An *event* can be any activity that takes place at a particular place and during a limited time. Examples of an event include a blood or tissue collection, injections or vaccinations, inventories, or other types of inspections (especially when individuals or groups of animals can be identified). All events have certain factors in common that can be recorded on an **Event_Summary Record**: the who, what, when, and where of the event.

Every **Event_Summary Record** must be linked to a **Premises Record**. This makes sense because the event being documented on the **Event_Summary Record** has to occur on a specific premises. The types of premises to which events can be linked are farms, markets, slaughter establishments, concentration points, labs, BRT pickup points, inspection or quarantine facilities, even disease programs (i.e., BRT, Scrapie, and maybe EIA).

In order to create an **Event_Summary Record**, a **Premises Record** must already exist. The `prem_id` that appears on the **Event_Summary Record** indicates the premises at which the event occurred. If by chance the link between an **Event_Summary Record** and its **Premises Record** is broken, that **Event_Summary Record's** data usually will not be counted in its relevant national report.

Except for the Pseudorabies (PRV) animal disease control program, for the present time at least, all VS disease program reports derive their information about numbers of herds and animals tested from the **Event_Summary Records**. The VS disease program reports do not gather such information from the **Sample Records** (with the exception of the PRV190 report, which requires categories related to sex of the animals tested and whether the animals originated inside or outside the state where tested). Therefore, for most reports, if the **Event_Summary Records** are properly created, the sections of the reports that relate to herd or animal testing will be correct also. The numbers used for “animals tested” come from the `NR_Neg`, `NR_Sus`, and `NR_Pos` fields. These fields represent the animals that were actually tested and which received a test interpretation. Animals for which a sample was collected but for which no interpretation could be made for whatever reason, may be recorded in the `NR_Oth` field, the `NR_No_Test` field, or elsewhere; however, these animals will not be counted for the purpose of the report as an animal tested.

When you are creating an **Event_Summary Record**, there are several fields that have restrictions on how you enter your data in them:

- Each **Event_Summary Record** in the **Event Summary Table** is designated by a unique event summary number (`ES_NR`) that is generated by the system. This `ES_NR` + the `entry_state` is the key for every **Event_Summary Record**. This key is formatted as a julian date with a 4-digit year + a 4-digit counter. The julian date portion of the `ES_NR` is generated by the system based on system date; the counter is an incrementing number created by a sequence number generator in the database. The sequential number continues to increment from day to day until it reaches 9999, then it rolls back to 0001.

Each time you start a new **Event_Summary Record**, it receives a new ES_NR. So, you and several other people can each be creating an **Event_Summary Record** for the same premises at the same time with no problems, since each record receives its own distinct ES_NR. If you start an **Event_Summary Record**, but cannot finish it and commit (save) it into the GDB, the ES_NR assigned to your record is simply discarded.

- Date fields on the database, including those in the **Event_Summary Records**, are stored in the Oracle date format (i.e., **12-OCT-98**). But, when doing data-entry in any GDB online form, including the event_summary form, you will need to include the additional two digits of the year (i.e., **12-OCT-1998**) for Y2K compliancy.
- The default value for the event_seq_nr field = 0 (which means "initial test"). Most tests entered on **Event_Summary Records** are initial tests rather than part of a test series. But, there are other values you can enter into this field:
 - first retest = 1
 - second retest = 2
 - third retest = 3
 - for a BRT **Event_Summary Record**, the event_seq_nr = *the BRT round number*

GDB Sample Table

All **Sample Records** are linked to an event. A **Sample Record** may represent an individual animal or a group of animals, and ids entered in the ID fields may be multiple ids for one individual or a range (first and last id) of ids used in a group. Depending on the disease program and the event type, samples may be more commonly entered one way or the other, or not at all.

Sample Records, in practical terms, may be thought of as representing animals. However, in the database, the animals are associated with events that occur on a premises, rather than with the premises itself. Therefore, an individual animal may potentially have multiple records in the database, one for each event (such as a BR or TB test event) in which the animal participated.

To use a **Sample Record** to document a group of animals rather than a single animal, you would do the following:

1. In the ID1 field, enter the beginning (lowest) ID from the set of IDs for the animal group.
2. In the ID2 field, enter the ending (highest) ID from the set of IDs for the animal group.
3. In the Ind_Range field, enter **R** (which means "range") as the value.
4. Use the NR_Neg, Nr_Sus, and Nr_Pos fields to record subtotals within the animal group. (This is different from how you use the same fields on the **Event_Summary Record**; on the latter record, these fields represent all **the Sample Records** linked to the **Event_Summary Record**.)

If samples are collected at a farm premises, as opposed to being collected at a market, slaughter establishment, or other commercial point of concentration, only about half the fields on the Sample Record are relevant. The other half are provided to support the activities that commonly

associate with the follow-up to monitoring and surveillance, as in the MCI program. For example, the owner information set of fields on the **Sample Record** is useful only when the samples are collected at a concentration point, where the prem_id for the event is the concentration point and the animals in the event are from multiple owners (who themselves may not have a **Premises Record** in the GDB). If the event was on a farm, the premises for the event is the owner's, and there is no need to put the owner information on each **Sample Record** associated with the event.

Entering **Sample Records** is optional except when you are documenting BRT round testing and swine PRV testing.

GDB Test Result Table

This table stores the records of the names and results of specific tests. For example, a test might be named BTB and have a default test result of **P** (for "Positive"). If an animal reported on your **Sample Record** shows a Test_interp = **N** (for "Negative"), you usually do not need to create a **Test Result Record** for this animal.

GDB Status Table

Next to the **Event_Summary Records** (which document actual events that occur), **Status Records** have perhaps the greatest potential for reporting useful, localized information. Unfortunately, **Status Records** are one of the most under-utilized features of the GDB, especially in the area of managing field activities related to disease control programs.

Status Records define a condition\category\class\group to which a herd is subject or to which it belongs. For purposes of explanation, statuses may be arbitrarily divided into 3 categories:

- Long-term conditions, which may last for months or years. Examples are **QUAR** (quarantines), **INFECT** (a herd/flock designated as infected), and **CERT** (a herd/flock designated as certified free of disease).
- Short-term conditions, which may last for weeks or months. Examples are **INVEST** (a herd/flock under investigation) and **TRACE**.
- Future activities, which are any planned or scheduled events that are expected to occur. These often are all recorded under **TEST**, whether the event is actually a test or not. The purpose of putting a **TEST** status against a herd is to ensure that the event is not forgotten, and if needed, actually gets scheduled. Another "future activity" status is **DEPOP** (for "Depopulation").

There can be as many different status codes as desired, but standards for the use of certain statuses are recommended so they can effectively function for national reports. While any may be placed against a premises and be open (not released) concurrently, some are logically mutually exclusive (**CERT** and **INFECT**), while others may be logically associated (**INFECT** and **QUAR**). And while some may be logically associated, they all are independent; for example, while an infected herd (**INFECT**) may reasonably be expected to be quarantined (**QUAR**), a quarantined herd is not necessarily infected.

GDB Misc Info Table

The **Misc_Info Table** was designed to accommodate data that does not reasonably fit elsewhere in any of the other GDB tables. Listed below are just some specific, intended situations for which you can create a **Misc_Info Record**:

- Documenting the distribution of various kinds of identification tags (i.e., vaccination tags, backtags, Scrapie tags, and other types of ID) that are sent to veterinarians, markets, herd or flock owners, etc
- Documenting MCI test-eligible numbers at slaughter establishments
- Creating **Movement, Risk, and Signs Records** for the Scrapie animal disease control program

GDB Ancestor Table

The **Ancestor Table** was created especially for the Scrapie animal disease control program. Using the Seq_NR assigned to each animal (found on its **Sample Record**) inventoried in the program, it links animals into their pedigree relationship to their Sire, Dam, or Recipient (surrogate dam). Animals are inventoried into the program by having a **Sample Record** under the state's **1s Event_Summary Record**, which in turn is linked to the **SCRAPIE** prem_id for the state.

GDB Accounts Table

This table lists the people or other entities to which fee-basis payments should be made.

GDB Cost Table

This table lists the amount to be paid for a reimbursable-event.

GDB Default Test Table

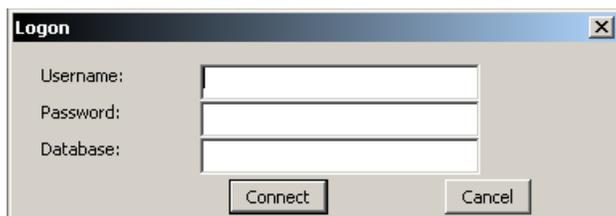
This table allows users to display automatically a battery of tests that are commonly run in the state, and to display for each a specific result (titer). Normally the default tests are organized for a Positive test interpretation.

Features in the Generic Data Base

This manual describes the step-by-step procedures you will be learning in order to do various data-entry and data-retrieval tasks with the Generic Data Base. Briefly, the Generic Data Base (hereafter called “the GDB”) is an Oracle database hosted on several regional AIX and Windows NT servers for use by Veterinary Services (VS) personnel. Information from current VS disease monitoring activities is input into the GDB at local area offices. This information is consolidated at a central site through national reporting. The GDB is used for domestic disease control programs and may also be used to track foreign animal disease investigations.

Starting the GDB Application

- 1.1 If you are not already logged in, double-click on the **APHIS Menu – 6I** icon shown on your computer desktop screen. The **APHIS Logon** window will appear onscreen.



- 1.2 In the **Logon** window, do the following steps:
 - a. Enter your assigned username. Press TAB.
 - b. Enter your password. Press TAB.
 - c. Enter the name of your database.
 - d. Either click the [Connect] command button or press the ENTER key on your keyboard.



The **APHIS Information Management Menu System (IMMS)** main menu screen will appear.

GDB Forms

The work you do in the GDB will be accomplished by using or filling out online (electronic) “forms”. These online forms relate to the paper data collection forms you currently use in your everyday work. Both types of forms have a structured appearance, with text boxes arranged in a grid-like design. In the electronic data-entry forms, the white text boxes (referred to as “fields”) have labels next to them, telling you what kind of data you can enter in the fields. Online forms, however, are often easier to fill out because they have interactive features such as drop-down lists, function key shortcuts, hyperlinks, and automatic-default-value-displays. (These features are described in more detail later in this lesson).

The number of forms you will be learning to use is small, and you do not need to master one set of forms for data-entry work and a different set of forms for data-retrieval work. Each form will look the same, no matter which kind of work you are doing in it. In other words, the **Premises** form you use will look the same whether you are using it to enter new data (data-entry work) or to query the GDB for an existing record (data-retrieval work).

GDB Terminology

In the world of computerized databases, there are different terms to describe information as it moves from your paper form into an electronic database. First, you take information from a data collection paper form and enter it as data onto an online *form*. After you have completed the online form, you commit (save) it into the GDB, where the data on that form becomes known as a *record*. All records of the same type (i.e., all **Premises** records) in the GDB form a *table*. So, all **Premises** records committed into the GDB will make up the **Premises** table, all **Sample** records will make up the **Sample** table, all **Status** records will make up the **Status** table, etc.

Then, whenever you submit a *query* (a search request) to the GDB, the GDB will search its tables to locate your requested data. Say you submit a query for sample information; the GDB will search its **Sample** table to find the specific **Sample** record you requested.

From a user perspective, generally, a form relates to one table in the database. In a few instances, related data from more than one table can be displayed on a form (seen on the screen at the same time).

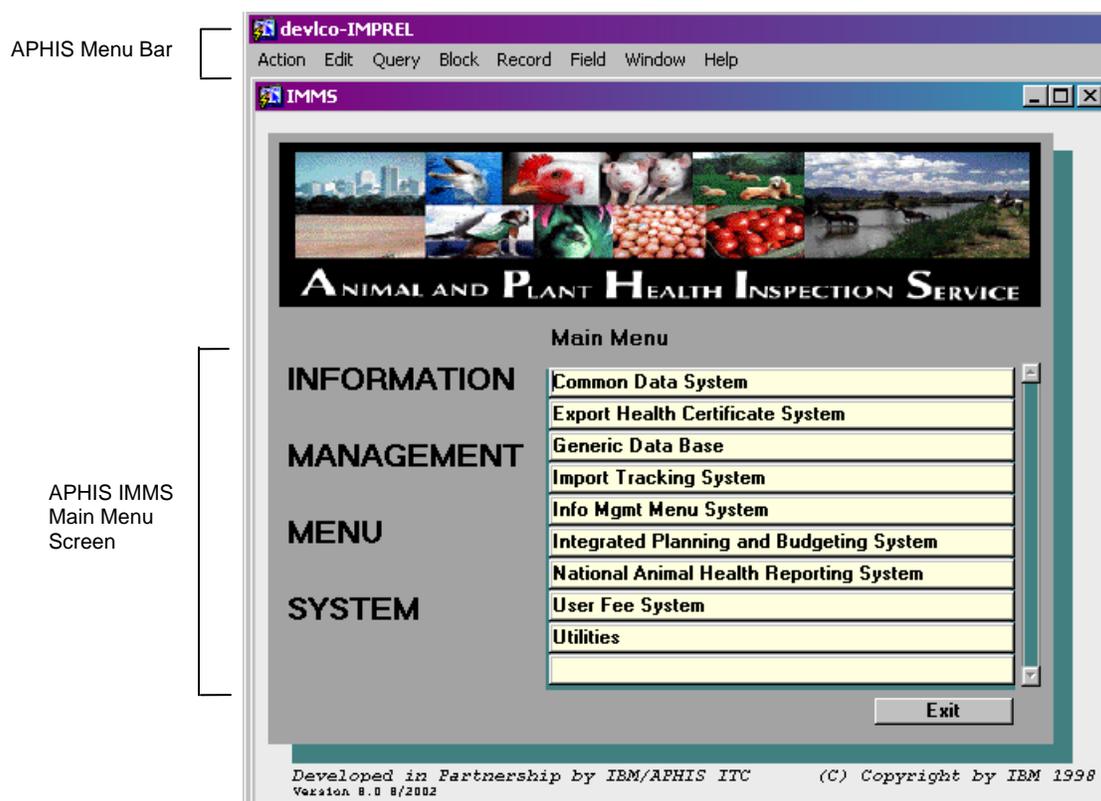
Features in the APHIS IMMS User Interface

Like most computerized databases, the GDB has no user interface of its own to help you actively work in it. Instead, the GDB (along with other VS software applications) is bundled with the Animal and Plant Health Inspection Service (APHIS) Information Management Menu System (IMMS). It is the APHIS IMMS software that provides the user interface features listed below:

- Common access point
- Menus and commands
- Status bar

Common Access Point

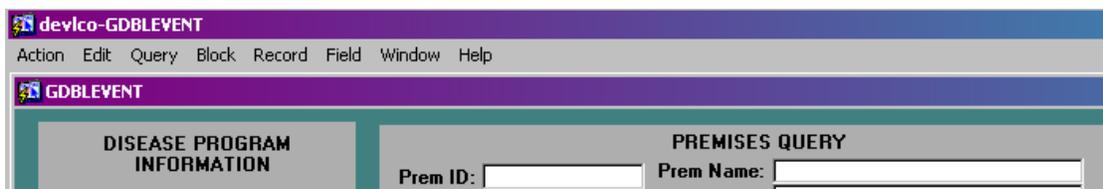
All of the VS-AIM software applications (and several other databases in addition to the GDB) that are bundled with the APHIS IMMS user interface can be accessed through the IMMS's main menu, shown below. Keep in mind that, depending on your login permissions and your site's software needs, the IMMS main menu you see onscreen may not contain all of the programs shown in this example below.



In the above screen shot, each item on the IMMS menu (with the exception of **Utilities**) is a separate database.

Menus and Commands

Each time you open a new GDB form, it will appear inside an APHIS window. At the top of the APHIS window is a menu bar (shown below) that displays the following menus: **Action, Edit, Query, Block, Record, Field, Window, and Help.**



Each menu contains its own list of commands. To access the commands under a menu, first click on the menu's name in the menu bar. A drop-down list of commands will appear. Highlight the command you want to use.

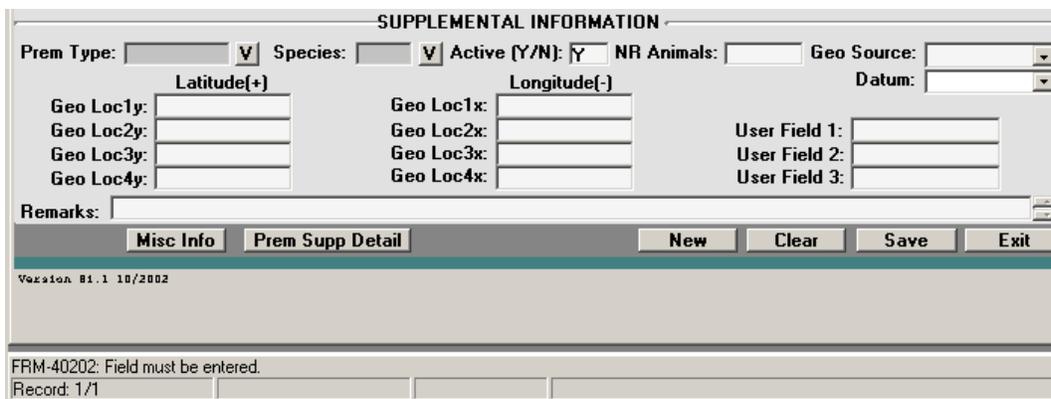
Status Bar

In the bottom-left corner of the APHIS window, beneath the GDB form currently displayed, is a *status bar*. As you enter your data, error messages and suggestions for what to do next will appear in this status bar. For example, you might see this message:

Enter a query, press F8 to execute, CTRL+q to cancel.

This message is indicating that you are in data-retrieval mode. While in this mode, you can click the cursor inside a field, enter a search value, and then press the **F8** function to execute the search. Or if you do not want to execute a search right now, you can press the CTRL and Q keys together at the same time to switch the form to data-entry mode.

Get in the habit of checking the status bar frequently while you work; the messages displayed in it can help you troubleshoot many common data-entry problems, such as why no data appeared in a field you just typed in. In the example below, the error message, FRM-40202: Field must be entered, appears in the status bar beneath a **Premises** form. This message appeared because the user tried to move his pointer out of a mandatory field (**Prem Type**) without entering any data in that field.



Features in the GDB's Electronic Forms

Even though the individual GDB electronic forms may look very different from each other, they all share the following features:

- Modes
- Methods for working in GDB forms
- Cursor flow
- Drop-down and pop-up lists
- Keyboard shortcuts
- Command buttons on GDB forms

Modes

Every GDB electronic form has two modes: *data-entry mode* and *data-retrieval mode*. A *mode* is an operating environment with a set of rules that allow you to do only certain kinds of actions.

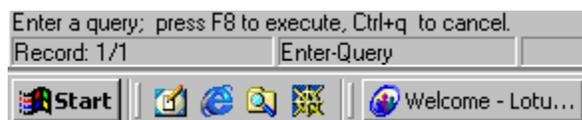
- In data-entry mode, you can either enter new data into blank fields on a form, or you can modify existing data already present in the form.

You can tell if a form is in data-entry mode by looking at the APHIS status bar below your form. If you see either no message (left screen below) or a message instructing you to enter a specific type of information (right screen below), then you are in this mode.



- In data-retrieval mode, you can enter data into one or more fields on a form and have the GDB search its tables for any records containing this same data. Even if you do not know the full record number or keyword term, you can still do searches.

You can tell if a form is in data-retrieval mode by looking at the APHIS status bar below the form. If you see the message, *Enter a query; press F8 to execute, Ctrl+q to cancel*, then you are in this mode. A second message, *Enter-Query*, in a block beneath the status bar, also tells you that you are in data-retrieval mode.



The first time you enter any GDB form, the form will be automatically be in data-entry mode. This is true for all GDB forms, except the **Premises** form. Whenever you first open a **Premises** form, you will be in data-retrieval mode instead. This is because the GDB assumes that you want to use a **Premises** forms to retrieve an existing record rather than to create a new record.

Methods for Working in GDB Forms

You can fill out, save, delete, and clear out the GDB electronic forms, using a variety of methods/techniques:

- You can type your data directly into most fields on a form.
- You can display, scroll through, and make selections in drop-down lists that are attached to certain fields (more on this later).
- You can navigate within a form or between forms by using command buttons (more on this later).
- You can use keyboard shortcuts (such as function keys or key combinations) and command buttons to manipulate a form (saving it, erasing data from it, or moving your cursor from one block to another block within it).

After you enter data into a field on a form, you usually finish your data-entry action by pressing a specific key. The procedures in this manual will tell you which key to use. In most cases, it will be one of these:

ENTER	Press the ENTER key (or the RETURN key on some keyboards).
TAB	Press the TAB key.
TAB/ENTER	Press either the TAB key or ENTER key (both work the same way).

Cursor Flow

Each GDB form has a “routine cursor flow”. This means that when you press TAB or ENTER to move the cursor, it will move from field to field on a form in a pre-set order. You can either TAB/ENTER from field to field according to the flow, or you can usually click inside a specific field.

The cursor flow is affected by the different types of field boxes on a form:

- *Mandatory* fields appear shaded in grey. You must enter data into every mandatory field on a form before you will be permitted to commit (save) your form into the GDB. In the screen shot below, **Prem ID**, **Name**, and **State** are mandatory fields. Oftentimes, a form’s routine cursor flow will require you to fill out a mandatory field in one block before letting you move to the next block on that form.
- *Optional* field boxes are non-shaded, appearing in white. You can either leave these fields empty or you can enter data into them as you wish. In the example above, **Address** and **City** are optional fields.

The screenshot shows a form with the following fields and values:

- Prem ID:** C0555022 (shaded grey, mandatory)
- Query Owner Premises:** (button)
- Name:** Flaming Violet Complex (shaded grey, mandatory)
- Address:** 5522 County Rd 52 (white, optional)
- City:** Rustic (white, optional)
- State:** CO (shaded grey, mandatory)
- Zip Code:** 85522 (white, optional)
- County:** 069 (white, optional), L (dropdown), Larimer (white, optional)

- *Display-only* fields do not allow you to enter data in them. Instead, the data you enter in one field will cause the display-only field to automatically show data in a faded color inside it. In the example below, you entered the code number **069** in the **County** field and then pressed TAB. The display-only field linked to the **County** field will then display the full text name (Larimer) of that county.



- *Non-navigable* fields are fields that you cannot use the TAB or ENTER key to move to. They are not part of the routine cursor flow. You can click into a non-navigable field. When you insert data in it and press ENTER, the form will simply move your cursor to the next field in the routine cursor flow.

Drop-Down and Pop-Up Lists

On GDB forms, many of the fields will have hidden lists associated with them. Use these lists as often as possible to make your data entry faster and more accurate. Fields with hidden lists will have an **L** button, a **V** button, or a drop-down arrow next to them:

List Type	To Use This List Type...
<p>A field with a V button has an associated list of <i>validated</i> values/codes. When you select a value/code from the list, it will be validated against the GDB's Lookup Table. The only data allowed in a field with a V button is a code that appears in the pop-up list. The code can be typed into the field or selected from the pop-up list.</p> 	<ol style="list-style-type: none"> 1. Move the insertion point inside the field and either press F9 or ENTER. 2. A separate window will appear with the list inside it. 3. Click on a selection. 4. Click OK to close the window.
<p>A field with an L button has an associated list of <i>recommended</i> values/codes which are not validated against the GDB's Lookup Table. In this kind of field, you can use a value from the list, your own data, or no data at all.</p> 	<ol style="list-style-type: none"> 1. Move the insertion point inside the field and click once on the L button. 2. A separate window will appear with the list inside it. 3. Click on a selection. 4. Click OK to close the window.
<p>A field with a drop-down arrow has a drop-down list attached to the field itself. The only data allowed in this type of field is a selection from the list.</p> 	<ol style="list-style-type: none"> 1. Click on the arrow to display the drop-down list and keep pressing the mouse button down. 2. Scroll through the list and highlight the value you want. Release the mouse button. The list will disappear.

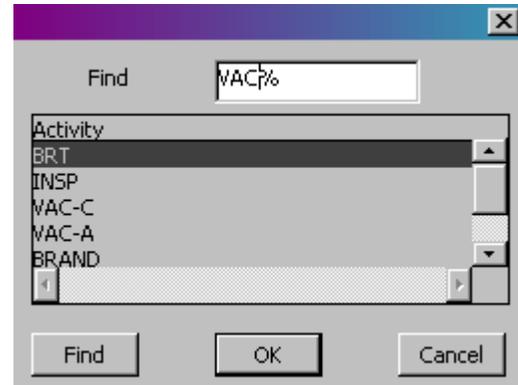
Searching within a Pop-Up List

If a pop-up list has a lot of values in it, you can often find your selection faster by doing a wildcard-search technique rather than by scrolling through the pop-up list line by line.

1. Display the pop-up list box by clicking on the **V** or **L** button in the field. If the list has:
 - one column of possible values, go on to Step 2.
 - two or more columns of possible values, go on to Step 3.
2. To search a one-column pop-up list, do these steps:

- a. In the **Find** field above the list, place your cursor to the left of the **%** symbol (which is a wildcard placeholder).
- b. Type the first two or three letters or numbers of the value/code you want.

(Shown at right is a pop-up list for the **Event Type** field in an **Event Summary** form. Type **VAC** as the search value in the **Find** field.)

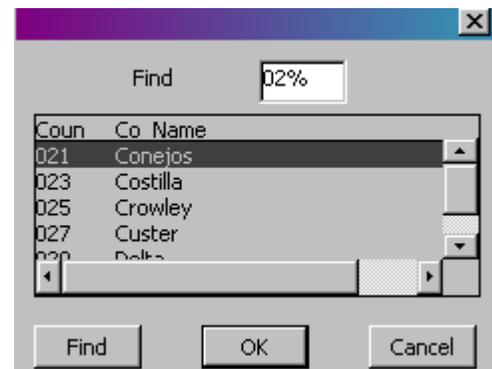


- c. Click on the [Find] command button beneath the list. A new pop-up list will appear with a shorter list of any matches.
- d. In the new, shorter pop-up list, click once on the choice you want.
- e. Click [OK]. The second pop-up list will disappear, showing the original form once again with your choice automatically displayed in the field.

3. To search a multi-column pop-up list (see the screen shot below), do these steps:

- a. In the **Find** field above the list, either:
 - *search for a value in the first column* by placing your cursor to the left of the **%** symbol.
 - *search for a value in the second column* by placing your cursor to the right of the **%** symbol.
- b. Type the first two or three letters or numbers of the value/code you want.

(At right is a list of codes for the **County** field on the **Premises** form. Type **02** as the search value in the **Find** field in order to search for any matches in the first column.)



- c. Click on the [Find] command button beneath the list. A new pop-up list will appear with a shorter list of any matches.
- d. In the new, shorter pop-up list, click once on the choice you want.
- e. Click [OK]. The second pop-up list will disappear, showing the original form once again with your choice automatically displayed in the field.

Keyboard Shortcuts

Function keys and key combinations serve as shortcuts to help you do a specific task faster or repeatedly. No matter which GDB form you are working in, you can always view a list of function keys/key combinations by selecting **Help -> Keys** in the APHIS IMMS menu bar.

Short List of the Primary Keyboard Shortcuts

The 11 primary keyboard shortcuts listed below will help you do the most common tasks in the GDB forms:

Action	Key Shortcut	Action	Key Shortcut
Enter query mode	F7	Move pointer down	DOWN ARROW
Execute a query	F8	Move pointer up	UP ARROW
Commit record into the GDB	F10	Start a new record	F6
Exit	CTRL+Q	Next field	TAB/ENTER
Previous block	CTRL+PAGE UP	Previous field	SHIFT+TAB
Next block	CTRL+PAGE DOWN		

Master List of Keyboard Shortcuts

To see a complete list of function keys and key combinations, do the following:

1. Click on the **Help** menu.
2. In the **Help** pull-down menu, click on the **Keys** option.

The following list of function keys will appear.

Action	Key Shortcut	Action	Key Shortcut
Block menu	F5	Left	LEFT
Cancel	Esc	List of values	F9
Clear block	SHIFT+F5	New record	F6
Clear field/item	CTRL+U	Next block	CTRL+PAGE DOWN
Clear form	SHIFT+F7	Next field/item	TAB
Clear record	SHIFT+F4	Next field/item	CTRL+TAB
Commit record into the GDB	F10	Next primary key	SHIFT+F3
Count matching records	SHIFT+F2	Next record	SHIFT+DOWN
Delete backward	Backspace	Next set of records	CTRL+>
Delete backward	Delete	Previous block	CTRL+PAGE UP
Delete record	SHIFT+F6	Previous field/item	SHIFT+TAB
Display error	SHIFT+F1	Previous field/item	SHIFT+CTRL+TAB
Down	CTRL+I	Previous record	SHIFT+UP
Down	DOWN ARROW	Print	SHIFT+F8
Duplicate field/item	F3	Return	ENTER
Duplicate record	F4	Right	RIGHT
Edit	CTRL+E	Scroll down	PAGE DOWN
Enter query mode	F7	Scroll up	PAGE UP
Execute a query	F8	Show keys	CTRL+F1
Exit	CTRL+Q	Up	UP ARROW
Help	F1	Up	CTRL+P

Command Buttons on GDB Forms

At the bottom of most GDB forms, you will find various command buttons. In the screen below, you can see a variety of these command buttons: [Sample], [Short Sample], [Status], [New], [Save], [Exit], etc.

The screenshot shows a GDB form with the following fields and buttons:

- Person Id: L
- Person State: L
- Pay Stop:
- Fund:
- Lab: L
- Lab State: GA
- Event3 Date:
- User Field 1: L
- User Field 2: L
- User Field 3: L
- Remarks:

Buttons are organized into two groups:

- Navigational Command Buttons:** Sample, Short Sample, Status, Misc Info, Premises, Person
- Functional Command Buttons:** New, Clear, Save, Exit

- Command buttons on the bottom-left side of a form are *navigational*; clicking on one of these will cause a new form to appear onscreen.
- Command buttons on the bottom-right side of a form are *functional*; clicking on one of these will cause an action within the form you are currently in. For example, if you click the [New] button, all data entered in the current form will be cleared, and you will have a blank form to work in.

The table below lists only those functional command buttons which may appear on a GDB form, along with their actions:

Functional Command Button	Actions of This Button
[Clear]	Clears the displayed data from a form
[Exit]	Returns a user to the IMMS menu
[Exit/Cancel No Save]	Returns a user to the IMMS menu without saving any work
[New]	Creates a new
[Print Report]	Prints the displayed form
[Save]	Commits a record into the GDB
[Save Record]	Commits a record into the GDB

Tasks You Can Do in the Generic Data Base

As mentioned earlier, the two types of tasks you can do in the GDB are data-entry work and data-retrieval work.

Data-Entry Tasks

Data-entry work can mean creating a brand-new record or modifying an existing record that has already been saved into the GDB. The typical steps you would perform for GDB data-entry are described below:

1. You log into the **APHIS IMMS**.
2. You select the **Generic Data Base** menu option.
3. Once you are in the GDB, you either:
 - select a blank online form, such as an **Event Summary** form, and fill it out it with new data.
 - ask the GDB to find an existing **Event Summary** record from its **Event Summary** table. After the GDB finds the **Event Summary** record you requested, it will display this record's data within an **Event Summary** form. You can then modify the form's contents, as needed.
4. You commit the **Event Summary** form into the GDB, where its data becomes an **Event Summary** record. (Or, if you modified an existing **Event Summary** record, you will re-commit it back into the GDB to update the same record.)

Your **Event Summary** record joins all of the other **Event Summary** records in the GDB to make up its **Event Summary** table.

Data-Retrieval Tasks

Data-retrieval work involves querying (searching) the GDB to find a specific record or list of codes. The general procedure for doing data-retrieval work is as follows:

1. You log into the **APHIS IMMS**.
2. You select the **Generic Data Base** menu option.
3. Once you are in the GDB, you open a blank version of the form that is the same type as the record you want to retrieve from the GDB. For example, you would open a blank **Cost** form if you want to retrieve an existing **Cost** record from the GDB.
4. On the blank form, specify a search value that you think might already be part of the existing record. The GDB will then use your search value to look through its tables for possible matches.

We recommend that you use the following two values as your search criteria:

- *a premises id* – a number which, when paired with another value (the premises state) will uniquely identify the physical premises where an animal group resides. The next section below, *Data-Retrieval: Using a Premises ID to Search the GDB*, describes several methods for using this search value.
- *a characteristic value* -- a descriptive value, such as an animal species, a premises state, or a suspected disease. You can instruct the GDB to search for a single characteristic value; however, most searches are much more effective and precise if you can provide several characteristic values instead of just one value. A later section, *Data-Retrieval: Using a Characteristic Value to Search the GDB*, describes how to do this search type.

A.3 Verify that your lookup code will be unique by doing the following:

- a. Press **F7** to switch the **Lookup_Information** form to data-retrieval mode.
- b. Enter the search value(s) desired in any field(s) within the top record row. You can enter values in more than one field, as shown in the example below:

Type	Code	Dis	Spe	Origin	Valid	Description
EVT		ISA				

- c. Press **F8** to execute a query on these search values.
 - Your new lookup code will not be considered unique if any record matches your search value(s) and appears on the form (such as those shown below). Since a lookup code already exists, you do not need to continue any further in this exercise. Click on the [Exit] command button to leave this form.

If you wish, you can still go ahead and create a new lookup code; you just cannot use the values shown in any of the currently-displayed records. To create this new lookup code, go directly to Step A.4 below.

Type	Code	Dis	Spe	Origin	Valid	Description
EVT	DEPOP	ISA	ALL		Y	Depopulate
EVT	INVEN	ISA	ALL	P	Y	Inventory
EVT	INVEST	ISA	ALL	P	Y	Investigation
EVT	QUAR	ISA	ALL		Y	Quarantine
EVT	SURV	ISA	ALL	P	Y	Surveillance Activities
EVT	TEST	ISA	ALL	P	Y	Test

- Your new lookup code will be considered unique, based on the search criteria you just entered, if you see the following message in the APHIS status bar:

Query caused no records to be retrieved. Re-enter.

Go on to Step A.4.

A.4 Once you are sure your new lookup code will be unique, click in a blank record row on the form (or press **F6** to insert a blank record row).

A.5 Use the guidelines in the table below to create a record for your new lookup code by filling in the mandatory (and optional, if desired) fields in one record row. Press ENTER to move to the next field within the same row. Press DOWN ARROW to move between lines.

Mandatory Fields on this Form	Explanation of Field	Example
Type	Type/category to which this code belongs.	EVT (for Event)
Code	Value that a user would enter into a database field.	BOVST
Dis	Disease to which this code pertains.	ALL
Spe	Species to which this code pertains.	ALL
Description	Full-text description/definition of the code.	Bovine/Steers
Optional Fields on this Form	Explanation of Field	Example
Origin	Previous database in which code was used.	P (for premises)
Valid	Indicator that code is currently valid for use in the GDB.	Y (for Yes)

An example of a completed **Lookup_Information Record** appears below:

Type	Code	Dis	Spe	Origin	Valid	Description
RSN	QH	ALL	ALL	P	Y	Retest of Quarantined Herd

- A.6 Press **F10** to commit the record for this new lookup code into the GDB.
- A.7 To create another **Lookup_Information Record**, do the following:
- Click [Clear] to remove the current data from this form.
 - Repeat Steps A.3 – A.6.
- A.8 After you have finished creating all of your new lookup codes, exit the **Lookup_Information** form by pressing either the [Exit] command or CTRL+Q. You will be returned to the **APHIS Forms** menu.

B.3 To query the GDB for:

- all lookup codes, press **F8**. Go on to Step B.4.
- a specific code, do the following:
 - i. Press **F7** to switch the form to data-retrieval mode.
 - ii. Enter your search criteria in one (or more) fields on the form, as shown in the example below:

LOOKUP INFORMATION						
Type	Code	Dis	Spe	Origin	Valid	Description
CLA	BOV%					

- iii. Press **F8** to execute a query on this search criteria. Go on to Step B.4.

B.4 The **Lookup_Information** form will refresh with the records for any retrieved lookup codes displayed. The example below shows the results for a query using two search criteria: a **Type** value of **CLA** and a **Code** value of **BOV%**. (Remember, you can use the % wildcard variable within a search criteria.)

LOOKUP INFORMATION						
Type	Code	Dis	Spe	Origin	Valid	Description
CLA	BOVBL	ALL	ALL	P	Y	Bulls
CLA	BOVBV	ALL	ALL	P	Y	Bob Veal
CLA	BOVC4	ALL	ALL	P	Y	Calves 400
CLA	BOVCA	ALL	ALL	P	Y	Calves
CLA	BOVCN	ALL	ALL	P	Y	Brucellosis Contractor (for Bovine)
CLA	BOVCW	ALL	ALL	P	Y	Cows
CLA	BOVFF	ALL	ALL	P	Y	Form Fed
CLA	BOVHE	ALL	ALL	P	Y	Heifers
CLA	BOVIN	ALL	ALL	P	Y	Brucellosis Inspector (for Bovine)
CLA	BOVNF	ALL	ALL	P	Y	Non-Form Fed
CLA	BOVOT	ALL	ALL	P	Y	Inspected by Other (for Bovine)
CLA	BOVST	ALL	ALL	P	Y	Steers

B.5 To exit the **Lookup_Information** form, press either the [Exit] command or CTRL+Q. You will be returned to the **APHIS Forms** menu.

Lesson 2

Entering Vaccination Records

Lesson 2:

Entering Vaccination Records

Vaccination events are documented primarily via a **Vaccination Event_Summary Record** and a **Vaccination Sample Record**. Both of these records are linked to the **Premises Record** for the premises on which a vaccination event occurs.

Creating a **Vaccination Event_Summary Record** will not require as many details as the typical **Event_Summary Records** you may have created for other event types (such as test events, for example). The primary difference between a "test event" and a "vaccination event" is that a test event collects samples while a vaccination event involves injecting animals. This difference means that, since no test was performed, you will not be reporting any **Test_Interp** results (e.g., **NR_Neg**, **NR_Sus**, and **NR_Pos**) on the **Vaccination Event_Summary Record**. Instead, you will simply report the number of animals that were vaccinated during the event.

Vaccination Sample Records can be used to record more detailed data about the animals that were vaccinated. Whether you will need to create these **Sample Records** depends on your State's reporting requirements for a particular animal disease control program. If your State does require **Vaccination Sample Records**, in many cases you will only need to create one such record on which you simply report the "range" (first and last only) of vaccination tags that were applied to the animals. Again, each State's reporting requirements differ, so be sure to determine your State's position on **Vaccination Sample Records**.

In this lesson you'll accomplish the following:

Topic	See Page
Exercise 1: Entering Vaccination Summary Data	2.2
Exercise 2: Entering Vaccination Sample Data	2.6
Exercise 3: Using the Full-Size Sample Form	2.8
Exercise 4: Creating Additional Vaccination Event_Summary Records	2.14

Exercise 1: Entering Vaccination Summary Data

1.1 Access the **Vaccination Event_Summary** form.

- From the **APHIS Information Management Menu System** main menu, click on the **Generic Data Base** option.
- In the **Generic Data Base** menu, click on the **Forms** option.
- In the **Forms** menu, click on the **GDBVAC: Vaccination** option.

A new **Vaccination Event_Summary** form will appear onscreen.

1.2 The cursor will be in the the **Prem ID** field of the *Premises Query* block. The form will be in data-retrieval mode.

Query the premises at which the event occurred by entering a **Prem ID** and pressing **F8**. If a premises is found, the cursor will move to the **Disease** field of the *Event Summary Information* block.

- 1.3 Verify that the **Prem Type** and **Species** in the *Event Summary Information* block match the **Prem Type** and **Species** in the *Premises Query* block (as shown by the dark lines in the screen image below).

The screenshot shows the GDBVAC software interface. The top menu bar includes Action, Edit, Query, Block, Record, Field, Window, and Help. The main window is titled GDBVAC and is divided into two main sections: PREMISES QUERY and EVENT SUMMARY INFORMATION.

PREMISES QUERY fields:

- Prem ID: CO996622
- Prem Name: Allen Joseph
- Address: Po Box 662
- City: Allentown
- State: CO
- Zip: 80662
- County: 023
- County Name: Costilla

EVENT SUMMARY INFORMATION fields:

- Prem ID: CO996622
- Prem State: CO
- Prem Type: CSL
- Br av Es Nr: 20023191652
- Disease: []
- Species: BOV
- Event Type: []
- Event Seq Nr: 0
- Entry Date: 15-NOV-2002
- Entry State: GA
- Event County: 023
- Vac Rsn: []

Dark lines in the image indicate that the Prem Type/Species field in the Premises Query block is linked to the Species field in the Event Summary Information block, and the Prem Type field in the Event Summary Information block is linked to the Prem Type field in the Premises Query block.

If they do not match, do the following:

- Click to place the cursor in the *Prem Type/Species* sub-block of the *Premises Query* block.
 - Use the UP ARROW and DOWN ARROW keys in the sub-block to scroll through the **Prem Type/Species** records to display the correct combination.
 - After you have found the correct combination, press CTRL+PAGE DOWN to return to the *Event Summary Information* block. The cursor will move to the **Disease** field.
- 1.4 In the **Disease** field, enter the appropriate code for which samples are being collected. Press ENTER.
- 1.5 In the **Event Type** field, enter the appropriate event code.
- For Brucellosis, commonly-used codes are **VAC-C** (Brucellosis calfhood vaccination) and **VAC-A** (Brucellosis adult vaccination).
 - For diseases other than Brucellosis, **VAC** is the most commonly-used code.
- Press ENTER.
- 1.6 In the **Vac Rsn** field, enter the appropriate code. Press ENTER.
- 1.7 **Vac Manuf** is not a required field. Enter data or not, as desired. Press ENTER.

- 1.8 **Vac Serial Nr** is not a required field. Enter data or not, as desired. Press ENTER.
- 1.9 **Expire Date** is not a required field. Enter data or not, as desired. Press ENTER.
- 1.10 **Vac Tattoo** is not a required field. Enter data or not, as desired. Press ENTER.
- 1.11 In the **Paycode** field, enter the appropriate code. Press ENTER.
- 1.12 In the **Vac Date** field, enter the vaccination date using the format of dd-MON-yyyy (for example, 04-AUG-2003). Press ENTER.
- 1.13 The **Person ID** and **Person State** fields are not required. Enter data or not, as desired. Then press ENTER.
- 1.14 In the **Nr Vac** field, enter the number of animals vaccinated on the date you just entered back in Step 1.12.

You have now finished entering the minimal data required for this **Vaccination Event_Summary** form. Below is an example of what your form might look like:

devlco-GDBVAC
Action Edit Query Block Record Field Window Help

GDBVAC

PREMISES QUERY

Prem ID: C0996622 Prem Name: Allen Joseph
Address: Po Box 662
City: Allentown State: CO
Zip: 80662 County: 023
County Name: Costilla

PREM TYPE/SPECIES
CSL BOV

EVENT SUMMARY INFORMATION

Prem ID: C0996622 Disease: IBR V
Prem State: CO Species: BOV V
Prem Type: CSL Event Type: VAC V
Br av Es Nr: 20023191653 Event Seq Nr: 0
Entry Date: 15-NOV-2002
Entry State: GA
Event County: 023
Vac Rsn: RT V

Vac Manuf: L Paycode: 4 V Nr Vac: 44
Vac Serial Nr: Vac Date: 18-AUG-2002 Nr in Lot:
Expire Date: Person ID: L Anim Site: L
Vac Tattoo: L Person State: L

Serial Nr B: Pay Stop: Lab: L
Nr No Test: Fund: Lab State: GA
Event3 Date: User Field 3: L

Remarks:

Sample Short Sample Status Misc Info New Clear Save Exit
Premises Person

1.15 Press **F10** to commit this form into the GDB. You now have a **Vaccination Event_Summary Record** associated with the **Premises Record** whose **prem_id** you specified back in Step 1.2.

1.16 You can now do any of the following:

To Start This Task...	Do This Action
Exit this form (because you have finished your data-entry work)...	Click the [Exit] command button. You will be returned to the APHIS IMMS Forms menu.
Continue entering more data on this Vaccination Event_Summary Record ...	<ol style="list-style-type: none"> 1. Click inside specific fields and enter your data. 2. After you have entered all of your remaining data, press F10 to re-commit this record back into the GDB.
Start creating Vaccination Sample Records ...	Go directly to <i>Exercise 2: Entering Vaccination Sample Data</i> in this lesson.

Exercise 2: Entering Vaccination Sample Data

In this exercise, you have a choice of entering detailed vaccination sample data using a full-size **Vaccination Sample** form or entering minimal sample data by using a **Vaccination short Sample** form. Read these next two pages to help you decide which form you want to use. Shown below is a new, full-size **Vaccination Sample** form:

And below is a new **Vaccination short Sample** form:

The differences between the full-size **Sample** form and the short **Sample** form are listed below:

Full-Size Sample Form	Short Sample Form
Has six ID fields to describe one animal or group of animals: Eartag Animal Id1 Tattoo Flock tag Regis nr (registration number) Implant	Has three ID fields to describe one animal or group of animals: ID1-Eartag ID2-Backtag ID5-Vac (vaccination number)
Uses the entire <i>Sample Information</i> block of the Sample form to describe one animal or group of animals.	Uses a single row of fields (from the Seq NR field through the Pay Grp field) as a record to describe a single animal or group of animals.
Allows you to create only one Sample Record on the full-size Sample form.	Allows you to create/display up to five Sample Records at one time on the short Sample form. (The form will scroll to allow you to display or enter additional Sample Records .)

The next sub-section will teach you how to ceate a **Vaccination Sample Record** using the full-size **Sample** form.

Exercise 3: Using the Full-Size Sample Form

- 3.1 The cursor should still be inside any field in the *Event Summary Information* block of your **Vaccination Event_Summary** form. At the bottom of the form, click the [Sample] button.

A new, full-size **Vaccination Sample** form will appear:

SUMMARY INFORMATION			
ES Nr: 20023531832	Prem Id: C0555022	Prem State: CO	
Entry State: GA	Disease: BR	Species: ALP	
		Event Type: VAC-A	
SAMPLE INFORMATION			
BR Seq Nr: 1			
Eartag (Id1):	Id1 Source: L	Age:	Ind Range:
Btg/Bngl(Id2):	Id2 Source: L	Breed: L	Nr In Lot:
VacTattoo(Id5):	Tag Query	Sex: L	Unit:
Test Interp: N L	Id3:	Pay Group:	Origin: Q
Nr Neg:	Id4:	Ind Id:	Origin State:
Nr Sus:	Id6:	Case Nr:	Prem Name:
Nr Pos:			Disposition:
OWNER INFORMATION			
Prem Id: Q		User Field 1: L	
Owner Name:		User Field 2: L	
Owner City:	Owner State:	User Field 3: L	
Owner Country:	County Name:		
Remarks:			
Test Name:			L
Test Result:			L
<input type="button" value="Summary"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/>			

- 3.2 The cursor will be in the **BR Seq Nr** field. Do one of the following:
- Press ENTER to accept the default value.
 - Change the sequence number. Press ENTER.
- 3.3 In the **Eartag (Id1)** field, enter the eartag number, if available. Press ENTER.
- 3.4 In the **Bngl/Btag (Id2)** field, enter the bangle or back tag number, if available. Press ENTER.

- 3.5 The **Vac Tatoo (Id5)** field is an optional field. Enter data if available, or not. Press ENTER.
- 3.6 The rest of the fields in the *Sample Information* block are optional. However, it is helpful to enter any available data in the fields listed below:
- **Age**
 - **Breed**
 - **Sex**
 - **Ind Range** Enter **I** (to represent one animal) or **R** (to represent several animals)
 - **Nr in Lot**
- 3.7 Pressing the [Tag Query] button will cause the GDB to query its **Miscellaneous Information** table to find Prem IDs where tags were initially distributed. (In order for this [Tag Query] button to work, the tag distribution information must already exist in the GDB's **Miscellaneous Information** table.)
- a. Any records retrieved will appear on a **Tag Distribution** form.
 - b. You would select the appropriate **Prem ID** from those shown on the **Tag Distribution** form.
 - c. The **Prem ID** you select will be inserted into the **Origin** field of the **Vaccination Sample** form.
- 3.8 If an animal came from another premises to the current premises, you can specify the original premises in the **Origin** sub-block.
- Enter a value in the **Origin** field and press the **Q** button next to it. A query will be executed against the **Premises** table in the GDB. If the value in the **Origin** field matches a Premises ID, the Premises Name will be displayed in the **Prem Name** field.

Origin:	<input type="text" value="C0555011"/>	<input type="button" value="Q"/>
Origin State:	<input type="text" value="CO"/>	
Prem Name:	<input type="text" value="Shulton Enterprises"/>	
Disposition:	<input type="text"/>	

Your full-size **Vaccination Sample** form should now look similar to the example below:

- 3.10 Press **F10** to commit this full-size **Vaccination Sample** form into the GDB. You should commit each **Sample** form before you start working in any other form.

You now have a **Vaccination Sample Record** associated with the **Vaccination Event_Summary Record** you created earlier in Exercise 1.

- 3.11 You can now do any of the following:

To Start This Task...	Do This Action
Return to the Vaccination Event_Summary form...	Click the [Summary] command button.
Start entering vaccination test results for this full-size Vaccination Sample Record ...	Go directly to Step 3.12 below.
Create a second, full-size Vaccination Sample Record ...	Go directly to Step 3.13 below.

3.13 You can now do any of the following:

To Start This Task...	Do This Action
Enter more Vaccination Sample Records ...	<ol style="list-style-type: none"> 1. Press CTRL+PAGE UP to return the cursor to the <i>Sample Information</i> block on the form. 2. Go directly to Step 3.14 now.
Exit this form...	Click on the [Exit] command button.

3.14 The cursor should be in any field in the *Sample Information* block. Press **F6** or the [New] button at the bottom of the form to start a new, full-size **Vaccination Sample** form.

Some fields will be cleared of their data; other fields will show new default values in them. And the cursor will move to the **BR Seq Nr** field, whose value will increase by one.

3.15 Press ENTER to move the cursor to the **Eartag (Id1)** field.

3.16 In the **Eartag (Id1)** field, the first five characters from the previous eartag number will be highlighted (as shown at right).

The screenshot shows a form with four input fields. The first field is labeled 'BR Seq Nr' and contains the value '3'. The second field is labeled 'Eartag (Id1)' and contains the value '88555', with the first five characters '88555' highlighted in blue. The third field is labeled 'Btg/Bngl(Id2)' and contains the value '328F'. The fourth field is labeled 'VacTattoo(Id5)' and is empty.

If your next eartag starts with:

- *the same five characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the eartag number for the second animal in the sequence.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.

Press ENTER to move the cursor to the **Btg/Bngl (Id2)** field.

3.17 In the **Btg/Bngl (Id2)** field, the first four characters from the previous backtag number will be highlighted. (See the screen image above in Step 3.16.)

If the next backtag starts with:

- *the same four characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the backtag number for the second animal in the sequence.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.

Press ENTER to move the cursor to the **Vac Tattoo (Id5)** field.

3.18 In this step, you can enter new data or modify any default values shown in any field in the *Sample Information* block.

3.19 After you have made any needed changes, press **F10** to commit this full-size **Vaccination Sample** form into the GDB.

3.20 You can now do any of the following:

To Start This Task...	Do This Action
Return to the Vaccination Event_Summary form... Once you are back in the Vaccination Event_Summary form, you can: <ul style="list-style-type: none"> • Start a new Vaccination Event_Summary Record for a different premises... • Exit this form because you have finished all of your data-entry work... 	Press CTRL+PAGE UP or click the [Summary] command. → Go directly now to <i>Exercise 3: Creating Additional Vaccination Event_Summary Records</i> . → Press CTRL+Q or the [Exit] command. You have now finished this Exercise 3.
Enter any test results for this second Vaccination Sample Record ...	Repeat Step 3.12.
Enter more Vaccination Sample Records ...	Repeat Steps 3.14 – 3.19.

Exercise 4: Creating Additional Vaccination Event_Summary Records

- 4.1 To enter another **Vaccination Event_Summary Record** for a different premises, return to the **Vaccination Event_Summary** form. If you are in the **Vaccination Sample** or **Vaccination** short **Sample** form, just click the [Summary] button at the bottom of either form to return to the **Event_Summary** form.

The cursor will appear in the **Disease** field of the *Event Summary Information* block on the **Vaccination Event_Summary** form.

- 4.2 Start a new **Vaccination Event_Summary** form by doing the following:
- Press CTRL+PAGE UP twice to place the cursor in the **Prem ID** field of the *Premises Query* block.
 - Press SHIFT+F7 to clear the fields in the *Premises Query* block.
 - Press **F7** to switch the form into data-retrieval mode.
 - In the **Prem ID** field, enter a new premises id.
 - Press **F8** to execute the query. If successful, the cursor will move down into the **Disease** field in the *Event Summary* block.
- 4.3 Enter your data in this new **Vaccination Event_Summary** form as instructed back in Exercise 1 of this lesson.
- 4.4 If you wish to create full-size **Sample/short Sample Records** and/or test results data to associate with this new **Vaccination Event_Summary Record**, refer back to Exercises 2-3 for the appropriate procedures.

Lesson 3

Entering Herd Test Records

Lesson 3:

Entering Herd Test Records

The objective of this lesson is familiarize you with the various GDB records used to describe a farm-type premises as well as the animal disease control-related activities that occur on this type of premises.

In the GDB, a *premises* is the physical location of a business or animal herd/flock. Information about the activities that typically occur on a farm-type premises are documented on these GDB records:

- the **Event_Summary Record**
- the **Sample Record**
- the **Test_Result Record**

In this lesson you'll accomplish the following:

Topic	See Page
Required Records for Herd Testing	3.2
Exercise 1: Entering Herd Summary Data	3.3
Exercise 2: Entering Herd Sample Data	3.12
- 2A: Using the Full-Size Sample Form	3.14
- 2B: Using the Short Sample Form	3.21
Exercise 3: Retrieving Existing Event_Summary and Sample Records	3.30

Required Records for Herd Testing

Herd testing refers to sample collection or testing that occurs on a farm rather than at a livestock concentration point such as a market or slaughter establishment, and therefore the premises record to which the event is linked is a farm or some related prem_type.

1. **Premises Record – Required:** Any premises at which a testing event occurs must have a **Premises Record** on the database.
2. **Premises Supplemental Record – Required:** The **Premises Record** will be accompanied by a **Premises Supplemental Record** that has the species and the type of operation (prem_type) on the premises that are involved in the event.
3. **Event Summary Record – Required:** A summary may be created for each event or activity that occurs on or in relation to a farm premises.
4. **Sample Record – Optional (except for BRT situations):** The **Sample Record** has detailed data about a sample or its source, that is, the animal, such as age, breed, sex, identification, test interpretation, origin, etc.

A **Sample Record** may represent an individual or multiple individuals with common characteristics. A record is usually assumed to be individual unless the Ind_Range field is marked “R” for range, meaning it is a group. The minimum size group is one animal. Where individual ids may or may not be available, Sample may be used also to record results for groups of animals (i.e., the number of animals of a certain age and class).

Even more so than with the summary, the fields used on a **Sample Record** depend on the type of event, the purpose of the sample entry, and whether the sample is an individual or range entry.

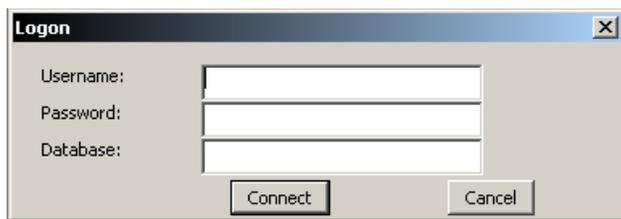
5. **Test Results Record – Optional:** Test results are usually entered only for samples that have a non-negative (suspect or positive) test interpretation. *Test results*, in contrast to *test interpretation* on the Sample Record, are the details of responses to individual tests that are performed on a sample: tests such as BAPA, RAP, RIV, SN, CPFIA, CF, etc.
6. **Status Record – Optional:** This record is used to define any of the following:
 - a condition/category/class to which a herd belongs (such as infected status).
 - a future activity affecting a herd (such as a pending test).
 - an on-going situation associated with a herd (such as a quarantine).
7. **Misc Info Record – Optional:** This record can be used to report ID tag distribution activities.

Exercise 1: Entering Herd Summary Data

For the purposes of this lesson, “herd summary” data are records of events that have occurred on farm premises, in contrast to events that occur at commercial establishments such as markets or slaughter establishments. On-farm events may include such activities as tests, inspections, vaccinations, depopulations, inventories, etc.

Throughout this lesson, the terms “herd summary” or “herd sample” refer to the fact that an **Event_Summary Record**, a **Sample Record**, or other types of records have been generated by activity on a farm premises. These terms do not, however, mean that there is a special table or record in the database for storing such information from farms in contrast to information from commercial establishments. Said another way, all event summary data, regardless of whether it is for a commercial slaughterhouse or for a farm premises, will be stored in the GDB’s one **Event_Summary Table**.

- 1.1 If you are not already logged in, double-click on the **APHIS Menu – 6I** icon shown on your computer desktop screen. The **APHIS Logon** window will appear onscreen.



- 1.2 In the **Logon** window, do the following steps:
 - a. Enter your assigned username. Press TAB.
 - b. Enter your password. Press TAB.
 - c. Enter the name of your database.
 - d. Either click the [Connect] command button or press the ENTER key on your keyboard.

The **APHIS Information Management Menu System (IMMS)** main menu screen will appear.

- 1.3 Use your mouse to select the following options:
 - a. In the **IMMS** main menu screen, click once on the **Generic Data Base** option.
 - b. In the **Generic Data Base** menu, click once on the **Forms** option.
 - c. In the **Forms** menu, click once on the **GDBLEVENT: Event Summary** option.

A new **Event_Summary** online form will appear. The cursor will appear in the **Disease** field of the *Disease Program Information* block. The form is in data-retrieval mode.

The screenshot shows the GDBLEVENT application window. It is divided into three main sections:

- Disease Program Information Block:** Contains fields for Disease, Species, and Event Type, each with a dropdown menu and a small 'L' icon.
- Premises Query Block:** Contains fields for Prem ID, Prem Name, Address, City, State, Zip, and County Name. There is also a dropdown menu for Prem Type/Species.
- Event Summary Information Block:** Contains various input fields, including a Species dropdown with a 'V' icon, and several other fields with 'L' icons.

At the bottom of the window is a **Taskbar** with buttons for Sample, Short Sample, Status, Misc Info, New, Clear, Save, and Exit. Below the Taskbar are buttons for Premises and Person. A label 'Premises Query Block' points to the Premises Query section.

Take a moment to study the features of this online form:

- See that this **Event_Summary** form does not yet have label names assigned to most of its fields. This is because there is no single label set that could serve all the different record types that can be created with an **Event_Summary** form. So, each time you open a new **Event_Summary** form, you must always first query the GDB to find a pre-established label set (via the *Disease Program Information* block) that is appropriate for the kind of record you will be creating with this form.
- The *Premises Query* and *Event Summary information* blocks on an **Event_Summary** form operate independently. This independence allows you to do searches for **Event_Summary Records** alone (via the *Event Summary Information* block) or after you have already retrieved a specific **Premises Record** (via the *Premises Query* block). Because you can do independent searches in each block, the data displayed in them will not always relate to the same premises. To make both blocks display information about the same premises, the **Premises ID** value in both blocks must be the same.

- 1.4 The cursor will appear in the **Disease** field of the *Disease Program Information* block. The form is in data-retrieval mode. In this block, do the following
- Specify the label set you want by filling out the **Disease**, **Species**, and **Event Type** fields. Do this by either pressing **F9** or clicking on the **L** button to access a list of values for each field.
 - After you have filled in all three fields, press **F8** to execute the query.

If the GDB successfully finds an appropriate label set, the labels in this set will now appear next to each field in the *Event Summary Information* block below. The cursor will also move to the **Prem ID** field of the *Premises Query* block. This block will be in data-retrieval mode.

- 1.5 In the *Premises Query* block, you can now query the GDB to find a specific **Premises Record**.
- Verify that the block is in data-retrieval mode. Look in the APHIS status bar for the message:
Enter a query; press F8 to execute, CTRL+q to cancel.
 - Enter a search value, such as a premises id in the **Prem ID** field or a premises name in the **Prem Name** field.
 - Do not try to enter a search value in the **County Name** field; it is a display-only field.
 - Do not enter a search value in the **Prem Type/Species** sub-block until after you have already retrieved a **Premises Record** and its data appears in the fields of the *Premises Query* block.

- Press **F8** to execute the query.

In the example below, a **Prem ID** of **AL9993009** was queried successfully. Some of the premises data just retrieved has also been inserted into several fields of the *Event Summary Information* block:

DISEASE PROGRAM INFORMATION		PREMISES QUERY	
Disease: BR	<input type="checkbox"/>	Prem ID: AL9993009	Prem Name: Krimmerson David S
Species: BOV	<input type="checkbox"/>	Address: Po Box 309	
Event Type: INSP	<input type="checkbox"/>	Prem Type/Species: DRY BOV	City: Ferris State: AL
			Zip: 44009 County: 115
			County Name: St Clair
EVENT SUMMARY INFORMATION			
Prem Id: AL9993009	Br bi Es Nr: 20030492097	Entry Date: 18-FEB-2003	
Prem State: AL	Species: BOV	Entry State: GA	
Prem Type: DRY	Disease: BR <input checked="" type="checkbox"/>	Event County: 115	
Event Type: INSP <input checked="" type="checkbox"/>	Nr Neg: 0	Nr No Test: <input type="text"/>	
Event Date: <input type="text"/>	Nr Sus: 0	Nr In Lot: <input type="text"/>	
Event Rsn: <input type="text"/>	Nr Pos: 0	Serial Nr A: <input type="text"/>	
Event Seq Nr: 0	Nr Oth: 0	Serial Nr B: <input type="text"/>	
Event2 Date: <input type="text"/>	Total: <input type="text"/>	Anim Site: <input type="text"/>	<input type="checkbox"/>
Paycode: <input type="text"/>			
Person Id: <input type="text"/>	Lab: <input type="text"/>	User Field 1: <input type="text"/>	<input type="checkbox"/>
Person State: <input type="text"/>	Lab State: GA	User Field 2: <input type="text"/>	<input type="checkbox"/>
Pay Stop: <input type="checkbox"/>	Event3 Date: <input type="text"/>	User Field 3: <input type="text"/>	<input type="checkbox"/>
Fund: <input type="checkbox"/>			
Remarks: <input type="text"/>			
<input type="button" value="Sample"/> <input type="button" value="Short Sample"/> <input type="button" value="Status"/> <input type="button" value="Misc Info"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/>			
<input type="button" value="Premises"/> <input type="button" value="Person"/>			

1.6 Your cursor will be in the **Prem ID** field of the *Premises Query* block. Before you do anything else, verify that the **Species** code shown in the *Premises Query* block matches the **Species** code shown in the *Event Summary Information* block.

- If there are no codes displayed at all in the *Prem Type/Species* sub-block of the *Premises Query* block, this means that there is no **Premises_Supplemental Record** attached to the current **Premises Record** you just retrieved. You will need to create this **Premises_Supplemental Record** now before you can continue your **Event_Summary** work. Go directly to Step 1.7 now.
- If the two **Species** codes do match, go on to Step 1.9 now.
- If the two **Species** codes do not match, go on to Step 1.8 now.

- 1.7 To create a **Premises_Supplemental Record** now, do the steps below:
- a. At the bottom of the **Event_Summary** form, click on the [Premises] command. A blank **Premises** form will appear onscreen, with the cursor in the **Prem ID** field.
 - b. Press **F7** to switch the **Premises** form to data-retrieval mode.
 - c. In the **Prem ID** field, enter the premises id for the **Premises Record** you want to attach a **Premises_Supplemental Record** to. Press **F8** to execute this query.
 - d. Once the premises record's data appears onscreen in the fields of the **Premises** form, press CTRL+PAGE DOWN two times. The cursor will move to the **Prem Type** field of the *Supplemental Information* block.
 - e. Return to Exercise 2 in lesson 5 and do Steps 2.28 through 2.39 to create a **Premises_Supplemental Record**.
 - f. After you have committed the **Premises_Supplemental Record** in Exercise 2, Step 2.39, click [Exit] at the bottom of the **Premises** form. This form will disappear and you will again see only the **Event_Summary** form.
 - g. On the **Event_Summary** form, press CTRL+PAGE UP until the cursor is in the **Disease** field of the *Disease Program Information* block. Fill out these three fields again and press **F8** to retrieve the appropriate label set for your premises.
 - h. The cursor automatically moves to the **Prem ID** field of the *Premises Query* block. Press **F7** to switch to data-retrieval mode.
 - i. In the **Prem ID** field, enter the same premises id again. (You need to re-query this **Premises Record** in order to now retrieve the newly-attached **Premises_Supplemental Record** as well.)

Look at the *Prem Type/Species* sub-block; you should see the values from your **Premises_Supplemental Record** displayed there now.
 - j. Press CTRL+PAGE DOWN to move your cursor into the *Event Summary Information* block.
 - k. Verify that the **Species** code in this block now matches the **Species** code you just selected up in the *Premises Query* block.
 - l. Go directly to Step 1.9.
- 1.8 If the two **Species** codes do not match, here is how to make them do so:
- a. Position the cursor in either field of the *Prem Type/Species* sub-block.
 - b. Press the DOWN ARROW or UP ARROW key to scroll through all the values in the sub-block. These values come from every **Premises_Supplemental Record** that is attached to the **Premises Record** you currently see in the *Premises Query* block.

- c. When you see the desired value combination displayed in the sub-block, press CTRL+PAGE DOWN to move the cursor into the *Event Summary Information* block. The **Species** code in this block will automatically change to match the **Species** code you just selected up in the *Premises Query* block.
- d. Go directly to Step 1.9.

1.9 You can now start entering additional data into the fields within the *Event Summary Information* block. The following guidelines will help as you do so:

- Grey-shaded fields are *mandatory* fields and must have data entered in them.
- If you don't know what value to enter in a required field, type any single letter or character in the field. Then either press **F9** or click the **V** button. When the drop-down list appears, make the selection desired and click [OK].
- If you place your cursor in an optional field, press **F9** or click the **L** button to see a list of recommended values.

1.10 When you have finished entering all of your data into the *Event Summary Information* block, press **F10** to commit the entire **Event_Summary Record** into the GDB.

Below is an example of a completed **Event_Summary** form:

DISEASE PROGRAM INFORMATION		PREMISES QUERY	
Disease: BR L		Prem ID: C0992244	Prem Name: Morris William H
Species: BOV L		Address: 2244 Parrish Lane	
Event Type: INSP L		Prem Type/Species: BRD BOV	City: Golden State: CO
			Zip: 80344 County: 051
			County Name: Gunnison
EVENT SUMMARY INFORMATION			
Prem Id: C0992244	Br bi Es Nr: 20030492097	Entry Date: 18-FEB-2003	
Prem State: CO	Species: BOV	Entry State: CO	
Prem Type: BRD	Disease: BR V	Event County: 051	
Event Type: UPDHDP V	Nr Neg: 14	Nr No Test: 4	
Event Date: 18-APR-2002	Nr Sus: 2	Nr In Lot: 20	
Event Rsn: BRT V	Nr Pos: 0	Serial Nr A:	
Event Seq Nr: 0	Nr Oth: 0	Serial Nr B:	
Event2 Date:	Total: 16	Anim Site: NRS L	
Paycode: 4 V			
Person Id: 991199 L	Lab: L	User Field 1: SUSP L	
Person State: CO L	Lab State: GA	User Field 2: L	
Pay Stop:	Event3 Date:	User Field 3: L	
Fund: 2			
Remarks:			
Sample	Short Sample	Status	Misc Info
Premises	Person	New	Clear Save Exit

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

- Exit the **Event_Summary** form because you have finished all of your data-entry work. To do this, either click the [Exit] command at the bottom of the form or press CTRL+Q. You will be returned to the **APHIS Forms** menu. You are now finished with this lesson.
- Start another **Event_Summary Record** for the same premises. To do this, go directly to Step 1.12.
- Start another **Event_Summary Record** for a different premises. To do this, go directly to Step 1.13
- Start creating animal **Sample Records**. To do this, go directly to *Exercise 6: Entering Herd Sample Data* in this lesson.

1.12 To start another **Event_Summary Record** for the same premises, do the following steps:

- a. Make sure your cursor is in any field in the *Event Summary Information* block.
- b. If you want to use:

the same label set...	<ol style="list-style-type: none"> i. Press F6 to clear some of the fields in the <i>Event Summary Information</i> block. Data will remain in other fields because you are still using the same premises. ii. Go on to Step 1.12c.
a different label set...	<ol style="list-style-type: none"> i. Press CTRL+PAGE UP several times until the cursor is in the Disease field of the <i>Disease Program Information</i> block. The current data in this block will be cleared. ii. Enter new values into the three fields there. iii. Press F8 to execute the search for the appropriate label set. The cursor moves to the Prem ID field of the <i>Premises Query</i> block. iv. Press CTRL+PAGE DOWN several times to move the cursor into the <i>Event Summary Information</i> block. v. Go on to Step 1.12c.

- c. Enter any additional data into the fields within the *Event Summary Information* block as needed.
- d. After you finish entering data, press **F10** to commit this **Event_Summary Record** into the GDB.

- e. At this point, you can do any of the following tasks:
- Exit the **Event_Summary** form. To do this, either click the [Exit] command at the bottom of the form or press CTRL+Q.
 - Start another **Event_Summary Record** for the same premises. To do this, repeat Step 1.12.
 - Start another **Event_Summary Record** for a different premises. To do this, go on to Step 1.13.
 - Start creating animal **Sample Records**. To do this, go directly to *Exercise 2: Entering Herd Sample Data* in this lesson.

1.13 To start another **Event_Summary Record** for a different premises, do the following steps:

- a. Make sure your cursor is in any field in the *Event Summary Information* block.
- b. Press SHIFT+F5 to clear any data from the current block.
- c. If you want to use:

the same label set...	<ol style="list-style-type: none"> i. Press CTRL+PAGE UP to move the cursor to the Prem ID field of the <i>Premises Query</i> block. ii. Press F7 to switch to data-retrieval mode. The current data in this block will be cleared. iii. Go on to Step 1.13d.
a different label set...	<ol style="list-style-type: none"> i. Press CTRL+PAGE UP several times until the cursor is in the Disease field of the <i>Disease Program Information</i> block. The current data in this block will be cleared. ii. Enter new values into the three fields there. iii. Press F8 to execute the search for the appropriate label set. The cursor moves to the Prem ID field of the <i>Premises Query</i> block. iv. Press F7 to switch to data-retrieval mode. The current data in this block will be cleared. iv. Go on to Step 1.13d.

- d. In the *Premises Query* block, enter your search value in one of the fields. Then press **F8** to execute the search for the new premises information.
- e. After the new premises data has been retrieved, press CTRL+PAGE DOWN twice to move the cursor into the *Event Summary Information* block.
- f. Enter any additional data into the fields within the *Event Summary Information* block as needed.

- g. After you finish entering data, press **F10** to commit this **Event_Summary Record** into the GDB.
- h. At this point, you can do any of the following tasks:
- Exit the **Event_Summary** form. To do this, either click the [Exit] command at the bottom of the form or press CTRL+Q.
 - Start another **Event_Summary Record** for the same premises. To do this, go back to Step 1.12.
 - Start another **Event_Summary Record** for a different premises. To do this, repeat Step 1.13.
 - Start creating animal **Sample Records**. To do this, go directly to *Exercise 2: Entering Herd Sample Data* in this lesson.
 - GDB HT Herd Form can be used as an alternative data entry form

Exercise 2: Entering Herd Sample Data

In this exercise, you have a choice of entering detailed herd sample data using a full-size **Sample** form or entering minimal sample data using a short **Sample** form. Read these next two pages to help you decide. Below is a new full-size **Sample** form:

DISEASE INFORMATION		SUMMARY INFORMATION			
Disease:	<input type="text"/>	Es Nr:	<input type="text" value="20030502100"/>	Prem Id:	<input type="text" value="CO992244"/>
Species:	<input type="text"/>	Entry State:	<input type="text" value="GA"/>	Prem State:	<input type="text" value="CO"/>
Event Type:	<input type="text"/>	Disease:	<input type="text" value="BR"/>	Species:	<input type="text" value="BOV"/>

SAMPLE INFORMATION					
Seq Nr:	<input type="text" value="1"/>	Ind Range:	<input type="text"/>	Pay Group:	<input type="text"/>
		Ind ID:	<input type="text"/>	Nr in Lot:	<input type="text"/>
				Case Nr:	<input type="text"/>
				Unit:	<input type="text"/>
ID 1:	<input type="text"/>	Source:	<input type="text"/> <input type="button" value="L"/>	Test Interp:	<input type="text" value="N"/> <input type="button" value="L"/>
ID 2:	<input type="text"/>	Source:	<input type="text"/> <input type="button" value="L"/>	Nr Neg:	<input type="text"/>
ID 3:	<input type="text"/>	<input type="button" value="Tag Query"/>		Nr Sus:	<input type="text"/>
ID 4:	<input type="text"/>			Nr Pos:	<input type="text"/>
ID 5:	<input type="text"/>			Age:	<input type="text"/>
ID 6:	<input type="text"/>			Breed:	<input type="text"/> <input type="button" value="L"/>
				Sex:	<input type="text"/> <input type="button" value="L"/>
				Origin:	<input type="text"/> <input type="button" value="Q"/>
				Origin State:	<input type="text"/>
				Prem Name:	<input type="text"/>
				Disposition:	<input type="text"/>
				User Field 1:	<input type="text"/> <input type="button" value="L"/>
				User Field 2:	<input type="text"/> <input type="button" value="L"/>
				User Field 3:	<input type="text"/> <input type="button" value="L"/>

OWNER INFORMATION	
Owner Name:	<input type="text"/> <input type="button" value="Q"/>
Owner City:	<input type="text"/>
Owner State:	<input type="text"/>
Owner County:	<input type="text"/>
County Name:	<input type="text"/>

Remarks:

Test Name:	Test Result:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

And below is a new short **Sample** form:

SUMMARY INFORMATION							
ES NR	ST	Dis	Spe	Type	Date	Rsn	Seq NR
<input type="text" value="20030502100"/>	<input type="text" value="GA"/>	<input type="text" value="BR"/>	<input type="text" value="BOV"/>	<input type="text" value="UPDHDP"/>	<input type="text" value="20-APR-2002"/>	<input type="text" value="BRT"/>	<input type="text" value="0"/>
Prem ID:	<input type="text" value="CO992244"/>	Prem Name:	<input type="text" value="Morris William H"/>		Prem State:	<input type="text" value="CO"/>	

SAMPLE INFORMATION														
Seq NR	I/R	Unit	Nr in Lot	Nr Neg	Nr Sus	Nr Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
<input type="text" value="1"/>										<input type="text" value="N"/>				

Species: Origin:

Origin State:

Prem Name:

TEST INFORMATION	
Sample Seq NR:	<input type="text"/>
Test Name:	<input type="text"/>
Test Result:	<input type="text"/>

The differences between the full-size **Sample** form and the short **Sample** form are listed below:

Full-Size Sample Form	Short Sample Form
Has six ID fields to describe one animal or group of animals: Eartag Animal Id1 Tattoo Flock tag Regis nr (registration number) Implant	Has three ID fields to describe one animal or group of animals: ID1-Eartag ID2-Backtag ID5-Vac (vaccination number)
Uses the entire <i>Sample Information</i> block of the Sample form to describe one animal or group of animals.	Uses a single row of fields (from the Seq NR field through the Pay Grp field) as a record to describe a single animal or group of animals.
Allows you to create only one Sample Record on the full-size Sample form.	Allows you to create/display up to five Sample Records at one time on the short Sample form. (The form will scroll to allow you to display or enter additional Sample Records .)

The next two sub-sections will teach you how to do the following tasks:

- Exercise 2A Create a **Sample Record** using the full-size **Sample** form
- Exercise 2B Create one or more **Sample Records** using the short **Sample** form

Exercise 2A: Using the Full-Size Sample Form

In this exercise, you will learn how to do enter animal sample data and animal sample test results on a full-size **Sample** form.

2A.1 After committing your **Event_Summary Record**, the cursor will still be inside a field in the *Event Summary Information* block of your **Event_Summary** form.

At the bottom of the form, either click the [Sample] command or press CTRL+PAGE DOWN. A new, full-size **Sample** form will appear. Note that some data from the **Event_Summary** form now appears in the *Summary Information* block:

DISEASE INFORMATION		SUMMARY INFORMATION			
Disease:	<input type="text"/>	Es Nr:	<input type="text" value="20030502100"/>	Prem Id:	<input type="text" value="C0992244"/>
Species:	<input type="text"/>	Entry State:	<input type="text" value="GA"/>	Prem State:	<input type="text" value="CO"/>
Event Type:	<input type="text"/>	Disease:	<input type="text" value="BR"/>	Species:	<input type="text" value="BOV"/>
SAMPLE INFORMATION					
Seq Nr:	<input type="text" value="1"/>	Ind Range:	<input type="text"/>	Pay Group:	<input type="text"/>
		Ind ID:	<input type="text"/>	Nr in Lot:	<input type="text"/>
				Case Nr:	<input type="text"/>
				Unit:	<input type="text"/>
ID1:	<input type="text"/>	Source:	<input type="text"/> L	Test Interp:	<input type="text" value="N"/> L
ID 2:	<input type="text"/>	Source:	<input type="text"/> L	Nr Neg:	<input type="text"/>
ID 3:	<input type="text"/>	<input type="button" value="Tag Query"/>		Nr Sus:	<input type="text"/>
ID 4:	<input type="text"/>			Nr Pos:	<input type="text"/>
ID 5:	<input type="text"/>			Age:	<input type="text"/>
ID 6:	<input type="text"/>			Breed:	<input type="text"/> L
				Sex:	<input type="text"/> L
				Origin:	<input type="text"/> Q
				Origin State:	<input type="text"/>
				Prem Name:	<input type="text"/>
				Disposition:	<input type="text"/>
OWNER INFORMATION					
Owner Name:	<input type="text"/> Q			User Field 1:	<input type="text"/> L
Owner City:	<input type="text"/>	Owner State:	<input type="text"/>	User Field 2:	<input type="text"/> L
Owner County:	<input type="text"/>	County Name:	<input type="text"/>	User Field 3:	<input type="text"/> L
Remarks:	<input type="text"/>				
Test Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> L
Test Result:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> L
<input type="button" value="Summary"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/>					

2A.2 The cursor is in the **Seq Nr** field when you first open the **Sample** form. Most of the fields in the *Sample Information* block are self-explanatory. But Steps 2A.3 - 2A.11 will help you enter the appropriate data in certain fields.

2A.3 The **Seq Nr** value (sequence/tube number) starts at **1**, but you can change this, if desired. Then press **TAB** or **ENTER** to move to the next field in the record row.

2A.4 In the **Ind Range** field, specify whether the record applies to an individual (**I**) animal or a group (**R**) of animals.

Ind Range:

- If **I** is entered in this field, the **Sample Record** represents one animal. All of the data entered in the ID fields (**ID 1 – ID 6**) will pertain to this animal.
- If **R** is entered in this field, the **Sample Record** represents a group of animals. All of the data entered in the ID fields will pertain to this animal group. Enter **R** if multiple samples are combined (as in residue tracing), for vaccination events, for swine testing, or where individual animal IDs are not available.

2A.5 In the **Unit** field, enter the lot number, if desired.

Unit:

2A.6 The label names for the ID fields (**ID 1 - ID 6**) will vary, depending on the label set you specified back in the **Event Summary** form. (For most label sets, **ID 1=Eartag**, **ID 2=Backtag/Animal ID1**, and **ID 5=Tattoo**.)

ID 1:	<input type="text"/>
ID 2:	<input type="text"/>
ID 3:	<input type="text"/>
ID 4:	<input type="text"/>
ID 5:	<input type="text"/>
ID 6:	<input type="text"/>

In this section of the form, you can use either the **F5** key or **F5/ENTER** keys to skip certain fields:

The F5 key alone	The F5 key, followed by ENTER
<p><i>Press F5 to move to these fields:</i></p> <p>Seq NR ID2 (usually labeled Backtag/Animal ID1) ID1 (usually labeled Eartag) Age Owner Name</p>	<p><i>Press F5 to move to these fields:</i></p> <p>Seq NR ID2 (usually labeled Backtag/Animal ID1) ID1 (usually labeled Eartag) Age</p> <p><i>Press ENTER to move to these fields:</i></p> <p>Breed Sex Origin Origin State Disposition</p>

- 2A.7 Use the **Test Interp** field only if this **Sample Record** is for an individual animal (indicated by an **Ind Range** value of **I** or null back in Step 2A.4).

Test Interp:	<input type="text" value="N"/>	<input type="button" value="L"/>
--------------	--------------------------------	----------------------------------

- 2A.8 Use the **NR Neg**, **NR Sus**, and **NR Pos** fields only if this **Sample Record** is for a group of animals (indicated by an **Ind Range** value of **R** back in Step 2A.4).

In each field, enter the total number of sampled animals who tested for that particular result.

- Nr Neg** Number of Negatively-Tested Animals
Nr Sus Number of Suspect Animals
Nr Pos Number of Positively-Tested Animals

Nr Neg:	<input type="text" value="24"/>
Nr Sus:	<input type="text" value="2"/>
Nr Pos:	<input type="text" value="0"/>

- 2A.9 The [Tag Query] command button will cause the GDB to query its **Miscellaneous Information** table to find Prem IDs for any premises where tags were initially distributed.

(In order for this [Tag Query] command to work, the tag distribution information must already exist in the GDB's **Miscellaneous_Information Table**. See Lesson 11 for more information.)

- Any records retrieved will appear on a **Tag Distribution** form.
 - On this form, you then select the appropriate **Prem ID**.
 - The **Prem ID** you select will be inserted into the **Origin** field of the **Sample** form.
- 2A.10 If an animal came from another premises to the current premises, you can specify the animal's original premises in the *Origin* sub-block.
- Enter a value in the **Origin** field. Press the **Q** button next to it.
 - The GDB will query its **Premises** table for this value.
 - If the value in the **Origin** field matches a premises ID, that premises' name will be displayed in the **Prem Name** field of the *Origin* sub-block.

Origin:	<input type="text" value="CO555022"/>	<input type="button" value="Q"/>
Origin State:	<input type="text" value="CO"/>	
Prem Name:	<input type="text" value="Flaming Violet Farm"/>	

- 2A.11 When you have finished entering all of your data, your full-size **Sample** form could resemble the example shown below:

DISEASE INFORMATION		SUMMARY INFORMATION			
Disease:	<input type="text"/>	Es Nr:	<input type="text" value="20030502102"/>	Prem Id:	<input type="text" value="C0992244"/>
Species:	<input type="text"/>	Entry State:	<input type="text" value="GA"/>	Prem State:	<input type="text" value="CO"/>
Event Type:	<input type="text"/>	Disease:	<input type="text" value="BR"/>	Species:	<input type="text" value="BOV"/>
SAMPLE INFORMATION					
Seq Nr:	<input type="text" value="1"/>	Ind Range:	<input type="text" value="1"/>	Pay Group:	<input type="text"/>
		Ind ID:	<input type="text"/>	Nr in Lot:	<input type="text" value="31"/>
				Case Nr:	<input type="text"/>
ID 1:	<input type="text" value="75RR313"/>	Source:	<input type="text" value="VS"/>	Test Interp:	<input type="text" value="N"/>
ID 2:	<input type="text" value="48GK11"/>	Source:	<input type="text" value="VS"/>	Nr Neg:	<input type="text"/>
ID 3:	<input type="text"/>			Nr Sus:	<input type="text"/>
ID 4:	<input type="text" value="R502"/>	<input type="button" value="Tag Query"/>		Nr Pos:	<input type="text"/>
ID 5:	<input type="text"/>			Age:	<input type="text" value="4"/>
ID 6:	<input type="text"/>			Breed:	<input type="text" value="BE"/>
				Sex:	<input type="text" value="F"/>
				Origin:	<input type="text" value="C0555022"/>
				Origin State:	<input type="text" value="CO"/>
				Prem Name:	<input type="text" value="Flaming Violet Complex"/>
				Disposition:	<input type="text"/>
OWNER INFORMATION				User Field 1:	<input type="text"/>
Owner Name:	<input type="text"/>			User Field 2:	<input type="text"/>
Owner City:	<input type="text"/>	Owner State:	<input type="text"/>	User Field 3:	<input type="text"/>
Owner County:	<input type="text"/>	County Name:	<input type="text"/>		
Remarks: <input type="text"/>					
Test Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Test Result:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Summary"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/>					

- 2A.12 Press **F10** to commit the record into the GDB. If the record was successfully committed into the GDB, you will see this message in the status bar below the form:

Transaction complete. 1 records applied and saved

You now have a **Sample Record** associated with the **Event_Summary Record** you created earlier in Exercise 1 of this lesson.

- 2A.13 You can now do any of the following:

To Start This Task...	Do This Action
Start entering test results into the current Sample form...	Go to Step 2A.14.
Create a second Sample Record on the full-size form...	Go to Step 2A.16.
Return to the Event_Summary form...	Press CTRL+PAGE UP or click the [Summary] command.

2A.14 To move from the *Sample Information* block down into the *Test Information* block, either press CTRL+PAGE DOWN or click in the top-left **Test Name** field.

Within the *Test Information* block, press ENTER to move the cursor between the **Test Name** and **Test Result** fields. Press DOWN ARROW or UP ARROW to move the cursor from one **Test Name** field to another **Test Name** field.

Use the guidelines below to enter any test records that will apply to the animal/group of animals indicated up in the *Sample Information* block:

- To enter a new value into a blank field, click in the field and type in your new data.
- To modify an existing test value, highlight the current value and type in your new value to replace it.
- To delete a default test record, move your cursor to the **Test Name** field containing the unwanted test. Press SHIFT+F6. This deletes the values from both the **Test Name** field and the **Test Result** field below it.

After you have finished entering your test result data, be sure to press **F10** to commit the test results data into the GDB.

Below is an example of a full-size **Sample** form with five test records (**X**, **XX**, **CIT**, **RI**, **CF**) for the individual animal that has **Seq NR=1**:

SAMPLE INFORMATION													
R Seq Nr:	1	Ind Range:	1	Pay Group:		Case Nr:							
		Ind Id:		Nr In Lot:	42	Unit:							
Eartag:	75RR30078	Source:	VS	L	Test Interp:	N	L	Age:	4				
Animal id1:	48GG11	Source:		L	Nr Neg:			Breed:	BL	L			
Tattoo:					Nr Sus:			Sex:	M	L			
Flock tag:	R505	Tag Query			Nr Pos:			Origin:	CO555022	Q			
Regis nr:								Origin State:	CO				
Implant:								Prem Name:	Flaming Violet Complex				
OWNER INFORMATION													
Prem Id:	CO555022	Q						Disposition:					
Owner Name:	Flaming Violet Complex							User Field 1:		L			
Owner City:	Rustic			Owner State:	CO			User Field 2:		L			
Owner County:	069		County Name:	Larimer				User Field 3:		L			
Remarks:													
Test Name:	X	XX	CIT	RI	CF					L			
Test Result:	1	0	P	0	00					L			
Summary										New	Clear	Save	Exit

2A.15 You can now do any of the following:

To Start This Task...	Do This Action
Start another full-size Sample form...	<ol style="list-style-type: none"> 1. Press CTRL+PAGE UP to return the cursor to the <i>Sample Information</i> block. 2. Go directly to Step 2A.16 below.
Exit the full-size Sample form...	<p>Click the [Exit] command. You will be returned to the APHIS Forms menu.</p> <p>You have now finished this Exercise 2A.</p>

2A.16 The cursor should be in any field in the *Sample Information* block. Press **F6** or the [New] command at the bottom of the form to start a new **Sample** form. The following happens when you do this:

- Some fields will be cleared of their data.
- Other fields will show new default values in them.
- The cursor will move to the **Seq Nr** field, whose value will increase by one.

2A.17 To quickly create a second animal **Sample Record**, press **F5**. The cursor moves directly to the **ID 2** field (usually labeled **Backtag/Animal ID1**). In this field, the first four characters from the previous tag number will be highlighted (shown at right).

ID 1:	75RR3
ID 2:	48GK

- If your next tag starts with:
 - *the same four characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the tag number for the second animal in the tag number sequence.
 - *different characters*, type the entire new number. Do not press the RIGHT ARROW key.
- Press **F5** to move the cursor to the **ID 1** field (usually labeled **Eartag**).

2A.18 In the **ID 1** field, the first five characters from the previous eartag number will be highlighted.

ID 1:	75RR3
ID 2:	48GK

a. If your next eartag starts with:

- *the same five characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the eartag number for the second animal in the sequence, if available.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.

b. Press **F5** to move the cursor to the **Age** field.

2A.19 In the **Age** field, modify the current value shown there, if necessary.

2A.20 Press ENTER to move to the **Breed, Sex, Origin, Origin State, and Disposition** fields to modify them, as needed.

2A.21 Click in any other fields in the *Sample Information* block and add new data to them or modify them, as needed.

2A.22 After you have made all of the necessary changes for this second **Sample Record**, press **F10** to commit it into the GDB.

2A.23 You can now do any of the following:

To Start This Task...	Do This Action
Enter more test results for this second Sample Record ...	Repeat Step 2A.14.
Create more Sample Records ...	Repeat Steps 2A.16 – 2A.22.
Return to the Event_Summary form... Once you are back in the Event_Summary form, you can: <ul style="list-style-type: none"> • Start another Event_Summary Record for the same premises... • Start another Event_Summary Record for a different premises... • Exit this form... 	Press CTRL+PAGE UP or click the [Summary] command. → Return to Exercise 1 and do Step 1.12. → Return to Exercise 1 and do Step 1.13. → Press CTRL+Q or the [Exit] command. You have now finished this Exercise 2.

Exercise 2B: Using the Short Sample Form

In this exercise, you will learn how to do enter animal sample data and animal sample test results on a short **Sample** form.

2B.1 After committing your **Event_Summary Record**, the cursor should still be inside a field in the *Event Summary Information* block of your **Event_Summary** form.

At the bottom of the form, click the [Short Sample] command. A new short **Sample** form will appear. Note that some data from the **Event_Summary** form now appears in the *Summary Information* block.

SUMMARY INFORMATION														
ES NR	ST	Dis	Spe	Type	Date	Rsn	Seq NR							
20030502100	GA	BR	BOV	UPDHDP	20-APR-2002	BRT	0							
Prem ID: C0992244			Prem Name: Morris William H			Prem State: CO								
SAMPLE INFORMATION														
Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
1										N				
Species: BOV			Tag Query			Origin: Q					Origin State:			
						Prem Name:								
TEST INFORMATION														
Sample Seq NR:														
Test Name:														L
Test Result:														L
Summary		New			Clear			Save			Exit			

Look at the *Sample Information* block. Each horizontal row (from the **Seq NR** field through the **Pay Grp** field) represents a separate **Sample Record**.

2B.2 The **Seq Nr** value (sequence/tube number) starts at **1**, but you can change this, if desired. Then press TAB or ENTER to move to the next field in the record row.

2B.3 In the **I/R** field, specify whether this record applies to an individual (**I**) animal or a group (**R**) of animals.

- If **I** is entered in this field, the **Sample Record** represents one animal. All of the data entered in the ID fields (**ID1**, **ID2**, and **ID5**) will pertain to this animal.
- If **R** is entered in this field, the **Sample Record** represents a group of animals. All of the data entered in the ID fields will pertain to this animal group. Enter **R** if multiple samples are combined (as in residue tracing), for vaccination events, for swine testing, or where individual animal IDs are not available.

2B.4 In the **Unit** field, enter the lot number, if desired.

2B.5 In the **NR in Lot** field, enter the total number of animals in the group from which samples were taken, if desired.

2B.6 Use the **NR Neg**, **NR Sus**, and **NR Pos** fields only if this record is for a group of animals (indicated by an **Ind Range** value of **R**). In each field, enter the total number of sampled animals who tested for that particular result.

Nr Neg Number of Negatively-Tested Animals

Nr Sus Number of Suspect Animals

Nr Pos Number of Positively-Tested Animals

2B.7 In the **ID1-Eartag**, **ID2-Backtag**, and **ID5-Vac** fields, enter data, or not.

2B.8 In the **TI** (test interpretation) field, enter one of the following codes only if this record is for an individual animal:

R Reactor

S Suspect

N Negative

I Inconclusive

2B.9 In the **Age**, **BR** (breed), **Sex**, and **Pay Grp** fields, enter data, or not.

2B.10 The [Tag Query] command button will cause the GDB to query its **Miscellaneous Information** table to find the **Prem ID** where tags were initially distributed for the record currently highlighted on the short **Sample** form.

(In order for this [Tag Query] command to work, the tag distribution information must already exist in the GDB's **Miscellaneous Information** table. See Lesson 3-Exercise 3 for more information.)

- a. Any records retrieved will appear on a **Tag Distribution** form.
- b. On this form, you then select the appropriate **Prem ID**.
- c. The **Prem ID** you select will be inserted into the **Origin** field of the **Sample** form.

2B.11 If an animal came from another premises to the current premises, you can specify the animal's original premises in the *Origin* sub-block.

- a. Enter a value in the **Origin** field. Press the **Q** button next to it.
- b. The GDB will query its **Premises** table for this value.
- c. If the value in the **Origin** field matches a premises ID, that premises' name will be displayed in the **Prem Name** field of the *Origin* sub-block.

Origin:	CO555022	Q
Origin State:	CO	
Prem Name:	Flaming Violet Farm	

2B.12 After you complete the first animal record on this short **Sample** form, press **F10** to commit this animal record into the GDB.

Below is an example of what a single animal record on a short **Sample** form might look like:

SAMPLE INFORMATION														Pay
Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Grp
1	I		82				LMMD4288	KAW244		N	3	BL	M	

2B.13 At this point, you can do any of the following:

To Start This Task...	Do This Action
To enter another animal Sample Record on this same short Sample form...	Go directly to Step 2B.14 below.
To enter test results for the first animal Sample Record ...	Go directly to Step 2B.17 below.
Exit this form...	1. Click the [Summary] command to return to the Event_Summary form. 2. Exit the Event_Summary form by pressing CTRL+Q or clicking the [Exit] command. You have now finished this Exercise 2.

2B.14 To enter another animal **Sample Record** on this short **Sample** form, do the following:

- a. Move down into the next blank record row by either pressing DOWN ARROW, pressing **F6**, or clicking in the next blank field in the **Seq NR** column.

 A **Seq Nr** value will appear in this new record row that is one higher than the previous **Seq NR** above it.
- b. Fill in or modify the first several data fields in this record row by repeating Steps 2B.3 through 2B.6.
- c. In the **ID1-Eartag** field, the first five characters from the previous eartag number will be displayed (**LMMD4** in the example shown below).

SAMPLE INFORMATION														
Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
1	I		82				LMMD4288	KAW244		N	3	BL	M	
2	I						LMMD4	KAW2		N	3	BL	M	

If your next eartag starts with:

- *the same five characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the eartag number for the second animal in the sequence.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.

- d. In the **ID2-Backtag** field, the first four characters from the previous tag number will be displayed (**KAW2** in the previous example). If the next tag starts with:
 - *the same four characters*, press **RIGHT ARROW**. The cursor will move to the end of the highlighted characters. Finish entering the tag number for the second animal in the sequence, if available.
 - *different characters*, type the entire new number. Do not press the **RIGHT ARROW** key.
- e. Fill in or modify the remaining data fields in this record row by repeating Steps 2B.8 through 2B.11.
- f. Press **F10** to commit this second animal record into the GDB.
- g. Repeat this entire Step 2B.14 for each additional animal record you want to create on the short **Sample** form.

Once you have finished committed all of your animal **Sample Records**, your short **Sample** form should look similar to the following example, which has four animal **Sample Records** in it:

SAMPLE INFORMATION														
Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
1	I		82				LMMD4288	KAW244		N	3	BL	M	
2	I		82				LMMD4289	KAW245		N	5	BL	F	
3	I		82				LMMD4290	KAW246		N	4	BL	M	
4	I		82				LMMD4291	KAW247		N	1	BL	F	

- 2B.15 Press **F10** once more to ensure that all of the data you entered on your short **Sample** form has been committed into the GDB.

After you have done so, you will have one or more animal records from the short **Sample** form associated with the **Event_Summary Record** you created earlier in Exercise 1 of this lesson.

Your completed short **Sample** form should look similar to the following:

SUMMARY INFORMATION														
ES NR	ST	Dis	Spe	Type	Date	Rsn	Seq NR							
20023581873	CO	BR	BOV	JNSP	10-NOV-2002	DX	0							
Prem ID: CO555022			Prem Name: Flaming Violet Complex				Prem State: CO							
SAMPLE INFORMATION														
Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
1	I		82				LMMD4288	KAW244		N	3	BL	M	
2	I		82				LMMD4289	KAW245		N	5	BL	F	
3	I		82				LMMD4290	KAW246		N	4	BL	M	
4	I		82				LMMD4291	KAW247		N	1	BL	F	
Species: BOV			Tag Query				Origin: CO555022 Q							
							Origin State: CO							
							Prem Name: Flaming Violet Complex							
TEST INFORMATION														
Sample Seq NR:														
Test Name:														
Test Result:														
Summary				New				Clear				Save	Exit	

2B.16 You can now do any of the following:

To Start This Task...	Do This Action
Enter test results for this short Sample Record ...	Go directly to Step 2B.17 below.
Return to the Event_Summary form...	Press CTRL+PAGE UP or click the [Summary] command.
Once you are back in the Event_Summary form, you can: <ul style="list-style-type: none"> • Start another Event_Summary Record for the same premises... • Start another Event_Summary Record for a different premises... • Exit this form... 	→ Return to Exercise 1 and do Step 1.12. → Return to Exercise 1 and do Step 1.13. → Press CTRL+Q or the [Exit] command. You have now finished this Exercise 2.

2B.17 To enter test results for a short **Sample Record**, do the following:

- In the *Sample Information* block, click on the **Seq NR** value for the animal record whose test records you want to enter.
- Verify that this same value appears in both the *Sample Information* block's **Seq NR** field and in the *Test Information* block's **Sample Seq NR** field.

The example below shows that you will be entering test results for short **Sample Record #2** (indicated by the dark, heavy line).

SAMPLE INFORMATION														
Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
1	I		82				LMMD4288	KAW244		N	3	BL	M	
2	I		82				LMMD4289	KAW245		N	5	BL	F	
3	I		82				LMMD4290	KAW246		N	4	BL	M	
4	I		82				LMMD4291	KAW247		N	1	BL	F	

Species: Tag Query Origin: Q
Origin State: Prem Name:

TEST INFORMATION														
Sample Seq NR:	<input type="text" value="2"/>													
Test Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="L"/>
Test Result:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="L"/>

Summary

- Move the cursor down into the *Test Information* block by pressing CTRL+PAGE DOWN or clicking in the top **Test Name** field. Any existing default test values for your disease-species pair will already appear here.
- Within the *Test Information* block, press ENTER to move the cursor between the **Test Name** and **Test Result** fields. Press DOWN ARROW or UP ARROW to move the cursor from one **Test Name** field to another **Test Name** field.

Use the following guidelines to enter all of the test records that will apply to the animal indicated by the highlighted **Seq NR**:

- To enter a new value into a blank field, click in the field and type in your new data.
 - To modify an existing test value, highlight the current value and type in your new value to replace it.
 - To delete a default test record, move your cursor to the **Test Name** field containing the unwanted test. Press SHIFT+F6. This deletes the values from both the **Test Name** field and the **Test Result** field below it.
- Press **F10** to commit the test results data into the GDB.

Below is an example of a short **Sample** form with four test records (**X**, **XX**, **CA**, and **PCF**) for the animal that has **Seq NR=2**:

TEST INFORMATION											
Sample Seq NR:	2										
Test Name:	X	XX	CA	PCF							L
Test Result:	1	0	0	N							L

2B.18 To enter test records for other animals whose **Sample Records** appear above in the *Sample Information* block, do the following:

- a. Press CTRL+PAGE UP to return to the *Sample Information* block.
- b. Repeat Step 2B.17.

2B.19 After you have created all of your animal **Sample Records** and their test records on the short **Sample** form, press **F10** to commit them into the GDB.

With the test records added, your completed short **Sample** form should now resemble the example shown below. In this example you can see:

- four short **Sample Records** for four different animals.
- one test record for the animal whose **Seq NR=2**. (To view a test record for a different animal, click on that animal's **Seq NR** value up in the *Sample Information* block. Any test results attached to this **Seq NR** will automatically appear below in the *Test Information* block.)

GDBLPRMS

SUMMARY INFORMATION

ES NR	ST	Dis	Spe	Type	Date	Rsn	Seq NR
20023581873	CO	BR	BOV	INSP	10-NOV-2002	DX	0

Prem ID: Prem Name: Prem State:

SAMPLE INFORMATION

Seq NR	I/R	Unit	NR in Lot	NR Neg	NR Sus	NR Pos	ID1 - Eartag	ID2 - Backtag	ID5 - Vac	TI	Age	BR	Sex	Pay Grp
1	I		82				LMMD4288	KAW244		N	3	BL	M	
2	I		82				LMMD4289	KAW245		N	5	BL	F	
3	I		82				LMMD4290	KAW246		N	4	BL	M	
4	I		82				LMMD4291	KAW247		N	1	BL	F	

Species: Tag Query Origin:
 Origin State:
 Prem Name:

TEST INFORMATION

Sample Seq NR:	2										
Test Name:	X	XX	CA	PCF							L
Test Result:	1	0	0	N							L

2B.20 You can now do any of the following:

To Start This Task...	Do This Action
Create more short Sample Records ...	Repeat Steps 2B.2 – 2B.15.
Return to the Event_Summary form... Once you are back in the Event_Summary form, you can: <ul style="list-style-type: none"> • Start another Event_Summary Record for the same premises... • Start another Event_Summary Record for a different premises... • Exit this form... 	Press CTRL+PAGE UP or click the [Summary] command. → Return to Exercise 1 and do Step 1.12. → Return to Exercise 1 and do Step 1.13. → Press CTRL+Q or the [Exit] command. You have now finished this Exercise 2.

Exercise 3: Retrieving Existing Event_Summary and Sample Records

In this exercise, you will learn how to query the GDB to find existing **Event_Summary** and **Sample Records**. The reason why this exercise includes both forms is because you cannot directly open a **Sample** form in order to enter your search criteria in it. You must always first open an **Event_Summary** form and click on its [Sample] or [Short Sample] command in order to open a **Sample** form; once the **Sample** form is onscreen, you can then run a search query in it.

- 3.1 If you are not already logged in, double-click on the **APHIS Menu – 6I** icon shown on your computer desktop screen. The **APHIS Logon** window will appear onscreen.



- 3.2 In the **Logon** window, do the following steps:
- Enter your assigned username. Press TAB.
 - Enter your password. Press TAB.
 - Enter the name of your database.
 - Either click the [Connect] command button or press the ENTER key on your keyboard.

The **APHIS Information Management Menu System (IMMS)** main menu screen will appear.

- 3.3 Use your mouse to select the following options:
- In the **IMMS** main menu screen, click once on the **Generic Data Base** option.
 - In the **Generic Data Base** menu, click once on the **Forms** option.
 - In the **Forms** menu, click once on the **GDBLEVENT: Event Summary** option. (You may need to use the scroll bar to the right of the menu to move down the list to see this option.)

A new **Event_Summary** form will appear. The cursor will appear in the **Disease** field of the *Disease Program Information* block. This form will be in data-retrieval mode.

- 3.4 In the *Disease Program Information* block, do the following:
- Specify an appropriate label set by filling in the **Disease**, **Species**, and **Event Type** fields.
 - Press **F8** to execute this label set query.

After the label set is successfully retrieved, the cursor moves to the **Prem ID** field of the *Premises Query* block.

- 3.5 On an **Event_Summary** form, the *Premises Query* and *Event Summary Information* blocks work independently of each other. In other words, you can query for one record in the *Premises Query* block and execute a search query for a different record in the *Event Summary Information* block. Because you can use both blocks to do two different queries, the data in both blocks may not necessarily match and be for the same premises.

The two blocks' independence enables you to do two different kinds of search queries:

- You can retrieve one or more **Event_Summary Records** for the same premises. To do this, you should query the GDB for a **Premises Record** first, then for that premises's **Event_Summary Record(s)**. See Method A in the following table.
- You can retrieve one or more **Event_Summary Records** for different premises. To do this, you should query the GDB for just the individual **Event_Summary Records** themselves. See Method B in the following table.

Method A	<p><i>First, retrieve a Premises Record...</i></p> <ol style="list-style-type: none"> i. The <i>Premises Query</i> block will be in data-retrieval mode. Enter your search criteria in any field except County Name and those in the <i>Prem Type/Species</i> sub-block. ii. Press F8 to execute this premises query. The fields of the <i>Premises Query</i> block will display the values of the most recent Premises Record that matched your search criteria. The cursor will move to a Date field down in the <i>Event Summary Information</i> block. iii. Your query may return multiple Premises Records. To see them all, press CTRL+PAGE UP two times to return the cursor to the Prem ID field in the <i>Premises Query</i> block. Then press DOWN ARROW to scroll through the records in this field until you display the record you want. iv. Press CTRL+PAGE DOWN to move the cursor into the <i>Prem Type/Species</i> sub-block. (Because a premises can have several species living on it, each species may be documented on its own Event_Summary Record.) Press DOWN ARROW to scroll through the choices in this sub-block until you see the event type-species combination you want. <p><i>Next, query for all of the individual Event_Summary Records that are associated with the same Premises Record you retrieved in Steps i-iv above...</i></p> <ol style="list-style-type: none"> v. Press CTRL+PAGE DOWN again to move the cursor down into the <i>Event Summary Information</i> block. In this block, various defaults from the retrieved Premises Record will appear in some fields. The cursor will be in a Date field. vi. Press F7 to switch the <i>Event Summary Information</i> block to data-retrieval mode. All default values will disappear except for the value shown in the Prem Id field. vii. In this block, select a field in which to enter your search criteria. viii. Press F8 to execute this event summary query. The <i>Event Summary Information</i> block's fields will display the values of the most recent Event_Summary Record that matched your search criteria. ix. Your query may return multiple Event_Summary Records. To see them all, click the cursor inside the Coll Date or Event Date field. Press DOWN ARROW to scroll through all records until you display the record you want. Then verify that the Disease, Species, and Event Type fields in the <i>Event Summary Information</i> block do contain the values you want.
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Method B	<p><i>Query for individual Event_Summary Records that are associated with different Premises Records...</i></p> <ol style="list-style-type: none"> i. Press CTRL+Q to cancel data-retrieval mode in the <i>Premises Query</i> block. The cursor moves to the <i>Event Summary Information</i> block, which will display default values from the chosen label set. <ul style="list-style-type: none"> ▪ If a premises id already appeared in the <i>Premises Query</i> block, that premises id will default into the Prem ID field in the <i>Event Summary Information</i> block. ▪ If no premises id appeared in the <i>Premises Query</i> block, the Prem ID field down in the <i>Event Summary Information</i> block will be blank. ii. Press F7 to switch the <i>Event Summary Information</i> block to data-retrieval mode. All default values will disappear. iii. In this block, select a field in which to enter your search criteria. iv. Press F8 to execute this event summary query. The <i>Event Summary Information</i> block's fields will display the values of the most recent Event_Summary Record that matched your search criteria. v. Your query may return multiple Event_Summary Records. To see them all, click the cursor inside the Coll Date or Event Date field. Press DOWN ARROW to scroll through all records until you display the record you want. Then verify that the Disease, Species, and Event Type fields in the <i>Event Summary Information</i> block do contain the values you want.
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- 3.6 Keep in mind that the record currently displayed in the *Event Summary Information* block will be the record that is searched for when you go to either the **Sample** or short **Sample** form.

(To avoid confusion, you may want to make both blocks display the same **Premises Record**. Do this by making sure the **Premises ID** displayed in the *Premises Query* block matches the **Premises ID** of the *Event Summary* block.)

When you have the desired record onscreen in at least the *Event Summary Information* block, click either the [Sample] or [Short Sample] command. Several things will happen:

- The GDB performs an automatic query for all samples linked to the record shown onscreen in the *Event Summary Information* block of your **Event_Summary** form.
- A new full-size **Sample** form or short **Sample** form appears onscreen. (Should an error message appear first, just click [OK].)

- 3.7 If you opened a full-size **Sample** form, you can now retrieve a specific **Sample Record** in either of two ways: you can either manually scroll through and display any existing **Sample Records** one at a time in the **Sample** form, or you can query the GDB to find the one specific record you want.

Manually scroll through the set of retrieved records	<ol style="list-style-type: none"> i. Click to move the cursor into the Seq NR field of the <i>Sample Information</i> block. ii. Press DOWN ARROW. Each time you do so, another Sample Record will be displayed in the <i>Sample Information</i> block.
Query the GDB for a specific record	<ol style="list-style-type: none"> i. Press F7 to switch the Sample form to data-retrieval mode. ii. Enter your search criteria in any field except those in the <i>Owner Information</i> sub-block and those with L and Q buttons next to them. (Use the % wildcard variable, if desired.) iii. Press F8 to execute the query. iv. Your query may retrieve more than one Sample Record. Click to move the cursor into the Seq NR field of the <i>Sample Information</i> block. v. Press DOWN ARROW. Each time you do so, another Sample Record will be displayed in the <i>Sample Information</i> block.

- 3.8 If you opened a **Short Sample** form, you can now retrieve a specific **Sample Record** in either of two ways: you can either manually scroll through and display any existing **Sample Records** five at a time in the short **Sample** form, or you can query the GDB to find the one specific record you want.

Manually scroll through the set of retrieved records	You can display five Sample Records at a time, by clicking and dragging the scroll bar next to the Pay Grp field on the far right side of the <i>Sample Information</i> block.
Query the GDB for a specific record	<ul style="list-style-type: none"> i. Press F7 to switch the Sample form to data-retrieval mode. All data will be cleared from the <i>Sample Information</i> block. ii. In the top record row, enter your search criteria in any field, from Seq NR to Pay Grp. (Use the % wildcard variable, if desired.) iii. Press F8 to execute the query. iv. Your query may retrieve more than one Sample Record. Use the scroll bar next to the Pay Grp field to find the Sample Record you want.

Lesson 4

Entering Market/Slaughter Establishment Records

Lesson 4:

Entering Market/Slaughter Establishment Records

In the GDB, a *premises* (the physical location of a business or herd) is the starting point for entering, modifying, and querying data. To use the GDB, you will fill out various types of records which describe the location, operations, animals, and individuals/businesses associated with a premises.

In this lesson, you will learn to create, modify, and query the types of records which focus on those premises which operate as markets and slaughter establishments. These establishments are described by three GDB records: a **Premises Record**, a **Premises_Supplemental Record**, and an optional **Premises_Supplemental_Detail Record**.

In addition to the three records mentioned above, the GDB provides a variety of other record types that you can use to report additional data about a market/slaughter establishment. For example, you can report:

- Animal test results on a GDB **Sample Record**
- Daily animal sample collection data on a GDB **Event_Summary Record**
- Animal tag distribution details on a GDB **Miscellaneous_Information Record**

In this lesson you'll accomplish the following:

Topic	See Page
Required Records for Market/Slaughter Establishment Testing	4.2
Exercise 1: Entering Market/Slaughter Summary Data	4.3
Exercise 2: Entering Market/Slaughter Sample Data	4.11
Exercise 3: Entering Test_Eligible Records for Brucellosis Testing	4.19
Pseudorabies Market/Slaughter Testing	4.22

Required Records for Market/Slaughter Establishment Testing

In market or slaughter testing, the premises on which the event occurs is a market or slaughter establishment rather than a farm premises.

- 1. Premises Record – Required:** On this record, the acceptable codes for Prem_types are **FSL**, **SSL**, **CSL**, and **RSP** for slaughter establishments, or **MKT** for markets (salebarns, auctions, auction markets, livestock markets, etc), or **FPC** for first point of concentration (usually for swine). Data from **FPC** and **MKT** premises usually are considered the same, and usually they are combined in reports. **MKT** and **FPC** premises are dealing with animals that are being sold and the samples come from live animals, while slaughter premises deal with animals that are being butchered on the premises, and the samples are collected from dead animals. Paycodes indicate who or what account pays for the sample collection; it is assumed that the actual testing of the sample occurs in a state, federal, or cooperative lab. Operating expenses for such a lab are budgeted separately from collection expenses, regardless of whether the lab's expenses may be reimbursable by the owner for whom a sample was submitted or the market or slaughter establishment (user fee charged).
- 2. Premises Supplemental Record – Required:** This record reports the species and the type of operation (prem_type) on the premises that are involved in the event.
- 3. Event Summary Record – Required:** This record summarizes a full day's sample collection activity at sale barn or slaughter house for a particular species and disease. The NR_Neg, NR_Sus, and NR_Pos values indicate the animals that were actually tested and received a test interpretation. These values do not include the animals from which a sample may have been taken but which could not be tested and interpreted.
- 4. Sample Record – Optional:** Sample data may be entered on regular sample form or short (minimal entry) sample form. A **Sample Record** may or may not be required locally if an animal's sample is negative. Details from the **Sample Record** may be needed for creating a trace if the animal is other than negative. The more detail entered on the **Sample Record**, the more information can be printed on the Trace document.
- 5. Test Result Record – Optional:** This record may or may not be required if an animal's sample is negative; it is typically used only for animals with positive titer. This record will be needed for trace if an animal is other than negative if results should show on trace documents. This record contains details of the results of individual tests that are performed on a sample.
- 6. Status Record – Optional:** MCI Traces are stored as status records linked to the slaughter or market premises at which the MCI positive animal was found.
- 7. Misc_Info Record – Optional:** This record can be used to report MCI test-eligible numbers at slaughter establishments.

Exercise 1: Entering Market/Slaughter Summary Data

The screenshot shows the GDBLEVENT software interface with the following components:

- Disease Program Information Block:** Contains fields for Disease (L), Species (L), and Event Type (L).
- Premises Query Block:** Contains fields for Prem ID, Prem Name, Address, City, State, Zip, and County Name. It also includes a Prem Type/Species dropdown menu.
- Event Summary Information Block:** Contains multiple input fields for event details, including a Species dropdown menu with a 'V' indicator, and a Total field.
- Taskbar:** Located at the bottom, it contains buttons for Sample, Short Sample, Status, Misc Info, New, Clear, Save, and Exit. Below these are buttons for Premises and Person.

Labels on the left side of the image identify the blocks: "Disease Program Information Block", "Event Summary Information Block", and "Taskbar". A label "Premises Query Block" is positioned below the interface, with a line pointing to the Premises Query section.

Take a moment to study the features of this online form:

- See that this **Event_Summary** form does not yet have label names assigned to most of its fields. This is because there is no single label set that could serve all the different record types that can be created with an **Event_Summary** form. So, each time you open a new **Event_Summary** form, you must always first query the GDB to find a pre-established label set (via the *Disease Program Information* block) that is appropriate for the kind of record you will be creating with this form.
- The *Premises Query* and *Event Summary information* blocks on an **Event_Summary** form operate independently. This independence allows you to do searches for **Event_Summary Records** alone (via the *Event Summary Information* block) or after you have already retrieved a specific **Premises Record** (via the *Premises Query* block). Because you can do independent searches in each block, the data displayed in them will not always relate to the same premises. To make both blocks display information about the same premises, the **Premises ID** value in both blocks must be the same.

- 1.1 The cursor will appear in the **Disease** field of the *Disease Program Information* block. The form is in data-retrieval mode. In this block, do the following
- Specify the label set you want by filling out the **Disease**, **Species**, and **Event Type** fields. Do this by either pressing **F9** or clicking on the **L** button to access a list of values for each field.
 - After you have filled in all three fields, press **F8** to execute the query.

DISEASE PROGRAM INFORMATION	PREMISES QUERY
Disease: BR L	Prem ID: <input type="text"/>
Species: BOV L	Prem Name: <input type="text"/>
Event Type: TEST L	Address: <input type="text"/>
	Prem Type/Species <input type="text"/>
	City: <input type="text"/> State: <input type="text"/>
	Zip: <input type="text"/> County: <input type="text"/>
	County Name: <input type="text"/>

If the GDB successfully finds an appropriate label set, the labels in this set will now appear next to each field in the *Event Summary Information* block below. The cursor will also move to the **Prem ID** field of the *Premises Query* block. This block will be in data-retrieval mode.

c. Records can be created for any data the state is interested in tracking. The three most commonly entered are: tuberculosis, brucellosis, and pseudorabies.

- 1.2 In the *Premises Query* block, you can now query the GDB to find a specific **Premises Record**.

- Verify that the block is in data-retrieval mode. Look in the APHIS status bar for the message:
Enter a query; press F8 to execute, CTRL+q to cancel.
- Enter a search value, such as a premises id in the **Prem ID** field or a premises name in the **Prem Name** field.
 - Do not try to enter a search value in the **County Name** field; it is a display-only field.
 - Do not enter a search value in the **Prem Type/Species** sub-block until after you have already retrieved a **Premises Record** and its data appears in the fields of the *Premises Query* block.

DISEASE PROGRAM INFORMATION	PREMISES QUERY
Disease: BR L	Prem ID: CO996622
Species: BOV L	Prem Name: Allen Joseph
Event Type: TEST L	Address: Po Box 662
	Prem Type/Species CSL BOV
	City: Allentown State: CO
	Zip: 80662 County: 999
	County Name: Out Of State

- Press **F8** to execute the query.

In the example below, a **Prem ID** of **CO996622** was queried successfully. Some of the premises data just retrieved has also been inserted into several fields of the *Event Summary Information* block:

DISEASE PROGRAM INFORMATION		PREMISES QUERY	
Disease: BR	<input type="checkbox"/> L	Prem ID: CO996622	Prem Name: Allen Joseph
Species: BOV	<input type="checkbox"/> L	Address: Po Box 662	
Event Type: TEST	<input type="checkbox"/> L	Prem Type/Species	City: Allentown
		CSL	BOV
			State: CO
			Zip: 80662
			County: 999
			County Name: Out Of State

EVENT SUMMARY INFORMATION		
Prem Id: CO996622	BR Es Nr: 20033333073	Entry Date: 29-NOV-2003
Prem State: CO	Species: BOV	Entry State: HI
Prem Type: CSL	Disease: BR	Event County: 999
	<input type="checkbox"/> V	
Event Type: TEST	<input type="checkbox"/> V	Nr Neg: 0
Coll Date:		Nr Sus: 0
Test Rsn:	<input type="checkbox"/> V	Nr Rea: 0
Event Seq Nr: 0		Nr Oth: 0
Lab Date:		Total:
Paycode:	<input type="checkbox"/> V	
		Nr No Test:
		Nr In Lot:
		Serial Nr A:
		Serial Nr B:
		Anim Site: <input type="checkbox"/> L
Person Id:	<input type="checkbox"/> L	Lab:
Person State:	<input type="checkbox"/> L	Lab State: HI
Pay Stop:		Event3 Date:
Fund:		
		User Field 1: <input type="checkbox"/> L
		User Field 2: <input type="checkbox"/> L
		User Field 3: <input type="checkbox"/> L
		Remarks:

Sample	Short Sample	Status	Misc Info	New	Clear	Save	Exit
Premises	Person						

1.3 Your cursor will be in the **Prem ID** field of the *Premises Query* block. Before you do anything else, verify that the **Species** code shown in the *Premises Query* block matches the **Species** code shown in the *Event Summary Information* block.

- If there are no codes displayed at all in the *Prem Type/Species* sub-block of the *Premises Query* block, this means that there is no **Premises_Supplemental Record** attached to the current **Premises Record** you just retrieved. You will need to create this **Premises_Supplemental Record** now before you can continue your **Event_Summary** work. Go directly to Step 1.4 now.
- If the two **Species** codes do match, go on to Step 1.5 now.
- If the two **Species** codes do not match, go on to Step 1.6 now.

1.4 To create a **Premises_Supplemental Record** now, do the steps below:

- a. At the bottom of the **Event_Summary** form, click on the [Premises] command. A blank **Premises** form will appear onscreen, with the cursor in the **Prem ID** field.
- b. Press **F7** to switch the **Premises** form to data-retrieval mode.
- c. In the **Prem ID** field, enter the premises id for the **Premises Record** you want to attach a **Premises_Supplemental Record** to. Press **F8** to execute this query.
- d. Once the premises record's data appears onscreen in the fields of the **Premises** form, press CTRL+PAGE DOWN two times. The cursor will move to the **Prem Type** field of the *Supplemental Information* block.
- e. Return to Lesson 5, Exercise 2 and do Steps 2.28 through 2.39 to create a **Premises_Supplemental Record**.
- f. After you have committed the **Premises_Supplemental Record** in Lesson 5, Exercise 2, Step 2.39, click [Exit] at the bottom of the **Premises** form. This form will disappear and you will again see only the **Event_Summary** form.
- g. On the **Event_Summary** form, press CTRL+PAGE UP until the cursor is in the **Disease** field of the *Disease Program Information* block. Fill out these three fields again and press **F8** to retrieve the appropriate label set for your premises.
- h. The cursor automatically moves to the **Prem ID** field of the *Premises Query* block. Press **F7** to switch to data-retrieval mode.
- i. In the **Prem ID** field, enter the same premises id again. (You need to re-query this **Premises Record** in order to now retrieve the newly-attached **Premises_Supplemental Record** as well.)

Look at the *Prem Type/Species* sub-block; you should see the values from your **Premises_Supplemental Record** displayed there now.
- j. Press CTRL+PAGE DOWN to move your cursor into the *Event Summary Information* block.
- k. Verify that the **Species** code in this block now matches the **Species** code you just selected up in the *Premises Query* block.
- l. Go directly to Step 1.6.

1.5 If the two **Species** codes do not match, here is how to make them do so:

- a. Position the cursor in either field of the *Prem Type/Species* sub-block.
- b. Press the DOWN ARROW or UP ARROW key to scroll through all the values in the sub-block. These values come from every **Premises_Supplemental Record** that is attached to the **Premises Record** you currently see in the *Premises Query* block.

When you see the desired value combination displayed in the sub-block, press CTRL+PAGE DOWN to move the cursor into the *Event Summary Information* block. The **Species** code in this block will automatically change to match the **Species** code you just selected up in the *Premises Query* block.

- c. Go directly to Step 1.6.

- 1.6 After a successful premises query, the cursor will move to the **Event Date** field (which may have the label **Coll Date**) in the *Event Summary Information* block. This block will be in data-entry mode. Default values for the event summary will appear in the **Diseases**, **Species**, **Prem ID**, **Event Type**, **Event Ent Date**, **Entry State**, and **Lab State** fields. (These default values are determined by the label set you specified in the *Disease Program Information* block as well as the **Premises** and **Premises_Supplemental Records** retrieved by your query.)

You can now start entering additional data into the fields within the *Event Summary Information* block. The following guidelines will help as you do so:

- Grey-shaded fields are *mandatory* fields and must have data entered in them.
- If you don't know what value to enter in a required field, type any single letter or character in the field. Then either press **F9** or click the **V** button. When the drop-down list appears, make the selection desired and click [OK].
- If you place your cursor in an optional field, press **F9** or click the **L** button to see a list of recommended values.
- In the **Event Rsn** field (labeled as **Test Rsn**), enter the appropriate value as instructed below:

If the Event Type =	And the Prem Type =	Enter This as the Test Rsn:
TEST	MKT	MK
TEST	FSL, CSL, SSL, or RSP	SL
TEST	FPC	FP

Note: For any of the **Prem Type** values listed above, you may enter the more-general value of **MCI** as the **Test Rsn** value.

- 1.7 When you have finished entering all of your data into the *Event Summary Information* block, press **F10** to commit the entire **Event_Summary Record** into the GDB.

Below is an example of a completed **Event_Summary** form:

DISEASE PROGRAM INFORMATION		PREMISES QUERY	
Disease: BR <input type="checkbox"/> L		Prem ID: C0996622	Prem Name: Allen Joseph
Species: BOV <input type="checkbox"/> L		Address: Po Box 662	
Event Type: TEST <input type="checkbox"/> L		Prem Type/Species: CSL BOV	City: Allentown State: CO
			Zip: 80662 County: 999
			County Name: Out Of State
EVENT SUMMARY INFORMATION			
Prem Id: C0996622	BR Es Nr: 20033333073	Entry Date: 29-NOV-2003	
Prem State: CO	Species: BOV	Entry State: CO	
Prem Type: CSL	Disease: BR <input checked="" type="checkbox"/> V	Event County: 069	
Event Type: TEST <input checked="" type="checkbox"/> V	Nr Neg: 309	Nr No Test: 48	
Coll Date: 04-AUG-2002	Nr Sus: 4	Nr In Lot: 361	
Test Rsn: SL <input checked="" type="checkbox"/> V	Nr Rea: 0	Serial Nr A:	
Event Seq Nr: 0	Nr Oth: 0	Serial Nr B:	
Lab Date:	Total: 313	Anim Site: <input type="checkbox"/> L	
Paycode: 4 <input checked="" type="checkbox"/> V			
Person Id: <input type="checkbox"/> L	Lab: <input type="checkbox"/> L	User Field 1: <input type="checkbox"/> L	
Person State: <input type="checkbox"/> L	Lab State: CO	User Field 2: <input type="checkbox"/> L	
Pay Stop: <input type="checkbox"/>	Event3 Date: <input type="checkbox"/>	User Field 3: <input type="checkbox"/> L	
Fund: <input type="checkbox"/>			
Remarks: <input type="text"/>			
Sample	Short Sample	Status	Misc Info
Premises		Person	
New		Clear	
Save		Exit	

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

- Exit the **Event_Summary** form because you have finished all of your data-entry work. To do this, either click the [Exit] command at the bottom of the form or press CTRL+Q. You will be returned to the **APHIS IMMS Forms** menu. You are now finished with this lesson.
- Start another **Event_Summary Record** for the same premises. To do this, go directly to Step 1.9.
- Start another **Event_Summary Record** for a different premises. To do this, go directly to Step 1.10
- Start creating animal **Sample Records**. To do this, go directly to *Exercise 2: Entering M/S Sample Data* in this lesson.

1.9 To start another **Event_Summary Record** for the same premises, do the following steps:

- a. Make sure your cursor is in any field in the *Event Summary Information* block.

If you want to use:

the same label set...	<ol style="list-style-type: none"> i. Press F6 to clear some of the fields in the <i>Event Summary Information</i> block. Data will remain in other fields because you are still using the same premises. ii. Go on to Step 1.9c.
a different label set...	<ol style="list-style-type: none"> i. Press CTRL+PAGE UP several times until the cursor is in the Disease field of the <i>Disease Program Information</i> block. The current data in this block will be cleared. ii. Enter new values into the three fields there. iii. Press F8 to execute the search for the appropriate label set. The cursor moves to the Prem ID field of the <i>Premises Query</i> block. iv. Press CTRL+PAGE DOWN several times to move the cursor into the <i>Event Summary Information</i> block. v. Go on to Step 1.9c.

- b. Enter any additional data into the fields within the *Event Summary Information* block as needed.
- c. After you finish entering data, press **F10** to commit this **Event_Summary Record** into the GDB.
- d. At this point, you can do any of the following tasks:
 - Exit the **Event_Summary** form. To do this, either click the [Exit] command at the bottom of the form or press CTRL+Q.
 - Start another **Event_Summary Record** for the same premises. To do this, repeat Step 1.9.
 - Start another **Event_Summary Record** for a different premises. To do this, go on to Step 1.10.
 - Start creating animal **Sample Records**. To do this, go directly to *Exercise 2: Entering M/S Sample Data* in this lesson.

1.10 To start another **Event_Summary Record** for a different premises, do the following steps:

- a. Make sure your cursor is in any field in the *Event Summary Information* block.
- b. Press SHIFT+F5 to clear any data from the current block.

c. If you want to use:

the same label set...	<ol style="list-style-type: none"> i. Press CTRL+PAGE UP to move the cursor to the Prem ID field of the <i>Premises Query</i> block. ii. Press F7 to switch to data-retrieval mode. The current data in this block will be cleared. iii. Go on to Step 1.10d.
a different label set...	<ol style="list-style-type: none"> i. Press CTRL+PAGE UP several times until the cursor is in the Disease field of the <i>Disease Program Information</i> block. The current data in this block will be cleared. ii. Enter new values into the three fields there. iii. Press F8 to execute the search for the appropriate label set. The cursor moves to the Prem ID field of the <i>Premises Query</i> block. iv. Press F7 to switch to data-retrieval mode. The current data in this block will be cleared. iv. Go on to Step 1.10d.

- d. In the *Premises Query* block, enter your search value in one of the fields. Then press **F8** to execute the search for the new premises information.
- e. After the new premises data has been retrieved, press CTRL+PAGE DOWN twice to move the cursor into the *Event Summary Information* block.
- f. Enter any additional data into the fields within the *Event Summary Information* block as needed.
- g. After you finish entering data, press **F10** to commit this **Event_Summary Record** into the GDB.
- h. At this point, you can do any of the following tasks:
 - Exit the **Event_Summary** form. To do this, either click the [Exit] command at the bottom of the form or press CTRL+Q.
 - Start another **Event_Summary Record** for the same premises. To do this, go back to Step 1.9.
 - Start another **Event_Summary Record** for a different premises. To do this, repeat Step 1.10.
 - Start creating animal **Sample Records**. To do this, go directly to *Exercise 2: Entering M/S Sample Data* in this lesson.
 - Other forms specific to certain events are available besides the event summary form. They include the GDB HT Herd Test Form and the GDB MKT Market Test Form. The data still goes into the same database regardless of which form being used, but some may prefer to use these alternate data entry forms.

The differences between the full-size **Sample** form and the **Short Sample** form are listed below:

Full-Size Sample Form	Short Sample Form
Has six ID fields to describe one animal or group of animals: Eartag Animal Id1 Tattoo Flock tag Regis nr (registration number) Implant	Has three ID fields to describe one animal or group of animals: ID1-Eartag ID2-Backtag ID5-Vac (vaccination number)
Uses the entire <i>Sample Information</i> block to describe one animal or group of animals.	Uses a single row of fields (from the Seq NR field through the Pay Grp field) as a record to describe a single animal or group of animals.
Allows you to create only one sample record on the Sample form.	Allows you to create up to five sample records on the Short Sample form.

Note: Creation of a **Sample** record may not be required if the animal's test result is negative. However, if the animal is other than negative, a **Sample** record must be created for traceback purposes.

Step 1

The cursor should still be inside any field in the *Event Summary Information* block of your **Event_Summary** form. At the bottom of the form, click the [Sample] button. The full-size **Sample** form will appear.

Step 2

The cursor is in the **R Seq Nr** field when you first open the **Sample** form. Use the following guidelines to enter data in the *Sample Information* block:

- The **R Seq Nr** value (sequence number or tube number) starts at 1, but can be changed.
- Use the **Ind Range** field to indicate whether the record applies to an individual (**I**) animal or a group (**R**) of animals.
 - If **I** is entered in this field, the **Sample Record** represents one animal and all ID information entered in the ID fields (ID1 - ID6) pertains to one individual animal.
 - If **R** is entered in this field, the **Sample Record** represents a range of animals and the information entered in the ID fields pertains to several animals. This may be needed if multiple samples are combined as for residue tracing, or where individual animal Ids are not available, in swine testing, or in vaccination.
- A **Case Nr** value links the **Sample Record** to a **TRACE Status Record**. If in the **Sample Record**, the **Case Nr** field is blank, and **S**, **R**, or **P** is entered in the **Test Interp** field, the system will create a **TRACE Status Record** when you run the **Generate_Traces** process from the **Automated Processes** menu. The **Generate_Traces** process also creates the 4-106 document for delivery to the field.
- The **Unit** field may be used to record the lot number.

Note: The **F5** key may be used on the **Sample** form to skip certain fields during data entry:

- Use only the **F5** key to move the cursor in this order: **Animal id1** (usually labeled **Backtag**), **Eartag**, **Age**, and **Owner Name**.
- Use the **F5** and ENTER keys in a certain sequence to move the cursor in this order:
 - Press **F5** to move to **Animal Id1**, **Eartag**, and **Age** fields;
 - Press ENTER to move to **Breed**, **Sex**, **Origin**, **Origin State**, **Disposition**, and so on.

Step 3

Pressing the [Tag Query] button will cause the GDB to query its **Miscellaneous_Information** table to find Prem IDs where tags were initially distributed.

- Any records retrieved will appear on a **Tag Distribution** form.
- You would select the appropriate **Prem ID** from those shown on the **Tag Distribution** form.
- The **Prem ID** you select will be inserted into the **Origin** field of the **Sample** form.

(In order for this [Tag Query] button to work, the tag distribution information must already exist in the GDB's **Miscellaneous_Information** table. See Exercise 3 in Lesson 2 for more information.)

Step 4

If an animal came from another premises to the current premises, you can specify the original premises in the **Origin** sub-block.

Origin:	<input type="text" value="C0555011"/>	<input type="button" value="Q"/>
Origin State:	<input type="text" value="CO"/>	
Prem Name:	<input type="text" value="Shulton Enterprises"/>	

Enter a value in the **Origin** field and press the **Q** button next to it. A query will be executed against the **Premises Table** in the GDB. If the value in the **Origin** field matches a Premises ID, the Premises Name will be displayed in the **Prem Name** field.

Step 5

Complete the *Owner Information* sub-block according to the following guidelines:

- Fields with a **Q** button allow a query to be executed against the **Premises Table**. For example, if you enter a valid **Prem ID** in the **Prem ID** field of the *Owner Information* sub-block and click on the **Q** button, the **Prem Name** will be displayed in the **Name** field of the *Owner Information* block. Data that may already be in the other **Owner** fields will also be replaced.
- In the **Owner Name** field, you can enter a name without a **Prem ID** if all you know is the name.
- You can enter either a **Owner County** code number or a **County Name** and the other will be displayed. If a county name is entered, it must be spelled correctly including the init-cap.

OWNER INFORMATION			
Prem Id:	<input type="text" value="C0444044"/>	<input type="button" value="Q"/>	
Owner Name:	<input type="text" value="Kevelleer Operations"/>		
Owner City:	<input type="text" value="Rustic"/>	Owner State:	<input type="text" value="CO"/>
Owner County:	<input type="text" value="069"/>	County Name:	<input type="text" value="Larimer"/>

Below is an example of a completed *Sample Information* block on a full-size **Sample** form:

SAMPLE INFORMATION												
R Seq Nr:	1	Ind Range:	I	Pay Group:		Case Nr:						
		Ind Id:		Nr In Lot:	42	Unit:						
Eartag:	75RR30016	Source:	VS	L	Test Interp:	N	L	Age:	4			
Animal id1:	48GG49	Source:		L	Nr Neg:			Breed:	BB	L		
Tattoo:		Tag Query		Nr Sus:				Sex:	F	L		
Flock tag:	R036			Nr Pos:				Origin:	CO444044	Q		
Regis nr:				Origin State:	CO			Prem Name:	Keyelleer Operations			
Implant:				Disposition:				User Field 1:		L		
OWNER INFORMATION										User Field 2:		L
Prem Id:	CO444044	Q		User Field 3:						L		
Owner Name:	Keyelleer Operations											
Owner City:	Rustic			Owner State:	CO							
Owner County:	069			County Name:	Larimer							
Remarks:												
Test Name:										L		
Test Result:										L		
Summary												
New												
Clear												
Save												
Exit												

Step 6

When data entry in the *Sample Information* block is complete, press **F10** to commit the record into the GDB. Be sure to commit each **Sample Record** when data entry is complete before starting data entry on another record. If the record was successfully committed to the GDB, you will see the message, "Transaction complete. 1 records applied and saved", in the status bar below the form.

You now have a **Sample** form associated with the **Event_Summary Record** you created earlier in Exercise 2 of this lesson.

Step 7

You can now do any of the following:

- Click the [Summary] button to return to the **Event_Summary** form.
- Go to Step 8 to start entering M/S test results for your **Sample Record**.
- Go to Step 9 to create a second **Sample Record**.

Step 8

The *Test Information* block at the bottom of the form is linked to the **Sample Record** by the **Seq Nr** value shown in the *Sample Information* block.

If you do not need to enter test results now, skip directly to Step 9. If you do need to enter test results, continue with this step:

- Click in the top-left **Test Name** field. If default test values exist for the disease and species, these values will appear in the **Test Name** and **Test Result** fields.
- To enter new data or to modify the default test data, press ENTER to move the cursor between the **Test Name** and **Test Result** fields. Press DOWN ARROW or UP ARROW to move the cursor from one **Test Name** field to another **Test Name** field.

Below is an example of a completed *Test Information* block on a **Sample** form:

Test Name:	X	XX	CIT	RI	CF							L
Test Result:	1	0	P	0	00							L

Summary New Clear Save Exit

- Press **F10** to commit the test results data into the GDB.

An example of a completed full-size **Sample** form appears below:

SAMPLE INFORMATION

R Seq Nr: 1 Ind Range: I Pay Group: Case Nr: Unit: Ind Id: Nr In Lot: 42

Eartag: 75RR30016 Source: VS L Test Interp: N L Age: 4
 Animal id1: 48GG49 Source: L Nr Neg: Breed: BB L
 Tattoo: Tag Query Nr Sus: Sex: F L
 Flock tag: R036 Nr Pos: Origin: CO444044 Q
 Regis nr: Origin State: CO
 Implant: Prem Name: Kevelleer Operations
 Disposition: User Field 1: L
 User Field 2: L
 User Field 3: L

OWNER INFORMATION

Prem Id: CO444044 Q
 Owner Name: Kevelleer Operations
 Owner City: Rustic Owner State: CO
 Owner County: 069 County Name: Larimer

Remarks: _____

Test Name:	X	XX	CIT	RI	CF							L
Test Result:	1	0	P	0	00							L

Summary New Clear Save Exit

Step 9

You can now do any of the following:

- To start another **Sample** form, press CTRL+PAGE UP to return the cursor to the *Sample Information* block. Go directly to Step 10.
- To exit the **Sample** form, click the [Exit] button. You are now finished with this exercise.

Step 10

The cursor should be in any field in the *Sample Information* block. Press **F6** or the [New] button at the bottom of the form to start a new **Sample** form.

Some fields will be cleared of their data; other fields will show new default values in the. And the cursor will move to the **R Seq Nr** field, whose value will increase by one.

Step 11

Press ENTER to move the cursor to the **Eartag** field.

Step 12

In the **Eartag** field, the first five characters from the previous eartag number will be displayed (as shown).

- If your next eartag starts with the same five characters, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the eartag number for the second animal in the sequence, if available.
- If the eartag's prefix is different, type the entire new number. Do not press the RIGHT ARROW key.

Eartag:	75RR3	Source:	VS	L
Animal id1:	48GG	Source:		L
Tattoo:		Tag Query		
Flock tag:				
Regis nr:				
Implant:				

Press ENTER to move the cursor to the **Animal id1** field.

Step 13

In the **Animal id1** field, the first four characters from the previous backtag number will be highlighted. (See the screen image earlier in Step 12.)

- If the next backtag starts with the same four characters, press **RIGHT ARROW**. The cursor will move to the end of the highlighted characters. Finish entering the backtag number for the second animal in the sequence, if available.
- If the backtag's prefix is different, type the entire new number. Do not press the **RIGHT ARROW** key.

Press **ENTER** to move the cursor to the **Age** field.

Step 14

In this step, you can enter new data or modify any default values shown in any field in the *Sample Information* block.

Step 15

After you have made any needed changes, press **F10** to commit the data on this **Sample** form into the GDB.

Step 16

You can now do any of the following:

- Click the [Summary] button to return to the **Event_Summary** form. If you have finished all of your data entry work for now, just click the [Exit] button. You will be returned to the **APHIS IMMS Forms** menu. You are now finished with this lesson.
- Enter test results for this second **Sample Record**, by repeating Step 8.
- Enter more **Sample Records** by repeating Steps 9-15.

Exercise 3: Entering Test_Eligible Records for Brucellosis Testing

Note: In order to report the percentage tested in Section G of the *Brucellosis Monthly Report*, one or more **Test_Eligible Records** are required to cover the entire report period. The **Test_Eligible Record(s)** must satisfy the criteria described in Step 4 below. In addition, each **Test_Eligible Record** should not include dates that cross the end of one report and into the beginning of another report.

Step 1

In the **Main** menu, click on the **Generic Data Base** option. In the **Generic Data Base** menu, click on the **Forms** option. In the **Forms** menu, click on the **GDBLMISC: Miscellaneous Information** option. A blank **Miscellaneous_Information** form will appear.

The screenshot shows a software window titled "devlco-GDBLMISC" with a menu bar (Action, Edit, Query, Block, Record, Field, Window, Help) and a sub-window titled "GDBLMISC". The form is organized as follows:

- DISEASE PROGRAM INFORMATION:**
 - Disease: L
 - Species: L
 - Info Type: L
- PREMISES QUERY:**
 - Prem ID:
 - Name:
 - Address:
 - Prem Type/Species:
 - City:
 - State:
 - Zip:
 - County:
 - County Name:
- MISCELLANEOUS INFORMATION:**
 - Top row:
 - Second row:
 - Third row:
 - Bottom section: A large area with multiple empty text boxes and a long horizontal input field at the bottom.

At the bottom of the form are four buttons: **New**, **Clear**, **Save**, and **Exit**.

Step 2

The cursor will be located in the **Disease** field of the *Disease Program Information* block. The form is in data-retrieval mode.

- a. Select the label set desired by entering the **Disease**, **Species** and **Info Type** values. Use **TESTELIG** for the **Info Type** value.
- b. Press **F8** to execute the query. If the query is successful, the cursor will move to the **Prem ID** field of the *Premises Query* block in query mode.

Step 3

In the *Premises Query* block, enter a **Prem ID** or other premises selection criteria and press **F8**. After a successful premises query, the cursor will move to the **ELIG REC NR** field in the *Miscellaneous Information* block in data-entry mode. It may be necessary to return to the *Premises Query* block to select the correct **Prem Type** and **Species** information.

Step 4

Use the following guidelines to create **Test_Eligible Records**:

- Section G of the *Brucellosis Monthly Report* looks for the **Info Type** value of **TESTELIG** for the selected **Prem ID** and **Prem State**.
- Section G also looks for a **Prem Type** value of **CSL**, **SSL**, or **FSL**.
- The **Rec Type** value should be **OTH**.
- The **Nr Test Elig** value should be the number of animals test-eligible during the count period.
- The **BeginDate** and **EndDate** values of the TESTELIG report period must be contained entirely within the Brucellosis Monthly Report period. Since the *Brucellosis Monthly Report* is usually run from the first day of a month to the last day of a month, your **BeginDate** and **EndDate** values should be contained within a single month (08-Sep-2002 through 15-Sep-2002, for example).
 - The **BeginDate** value should be the beginning date of the count period.
 - The **EndDate** value should be the last day of the count period.

The screen below shows all these fields after they have been filled out:

DISEASE PROGRAM INFORMATION		PREMISES QUERY	
Disease: BR <input type="checkbox"/> L <input type="checkbox"/>		Prem ID: CO444044	Name: Keveller Operations
Species: BOV <input type="checkbox"/> L <input type="checkbox"/>		Address: 5263 County Rd 71	
Info Type: TESTELIG <input type="checkbox"/> L <input type="checkbox"/>		Prem Type/Species	City: Rustic State: CO
		SSL <input type="checkbox"/> BOV <input type="checkbox"/>	Zip: 80444 County: 069
			County Name: Larimer
MISCELLANEOUS INFORMATION			
ELIG REC NR: 20023520313	Species: BOV <input type="checkbox"/> V <input type="checkbox"/>	Entry State: CO	
Rec Type: DTH <input type="checkbox"/> V <input type="checkbox"/>	Disease: BR <input type="checkbox"/> V <input type="checkbox"/>		
Info Type: TESTELIG <input type="checkbox"/> L <input type="checkbox"/>			
Prem Id: CO444044	Nr Test Elig: 46	BeginDate: 08-SEP-2002	
Prem State: CO	Info Field 2:	EndDate: 15-SEP-2002	
Prem Type: SSL	Info Field 3:	Date3:	
Es Nr:	Info Field 4:	Date4:	
Seq Nr:			
Remarks:			
		New	Clear
		Save	Exit

Step 5

Press **F10** to commit the data on this **Miscellaneous Information** form into the GDB. You now have a **Test_Eligible Record**.

Step 6

To enter another **Test_Eligible Record**, do the following:

- If necessary, return to the *Premises Query* block to select the correct **Prem Type** and **Species** information.
- If necessary, move the cursor inside a field in the *Miscellaneous Information* block. Press DOWN ARROW to clear several fields in this block.
- Enter the data for the next **Test_Eligible Record**.
- Press **F10** to commit this new **Test_Eligible Record**.
- Repeat Steps 6a-6d for each additional **Test Eligible Record** you want to make.

Step 7

Exit the **Miscellaneous Information** form by clicking [Exit]. You will be returned to the APHIS IMMS Forms menu.

Pseudorabies Market/Slaughter Testing

There are some important differences between the required reports for Brucellosis slaughter/market testing and Pseudorabies (PRV) market/slaughter testing. These differences in reporting create the need to enter test records for these events differently as well. Recall that in Brucellosis testing, there is the need for a **Misc_Info Record** to store the number of test eligibles, as well as an **Event_Summary Record** to store information about the test event (and sample records for any nonnegatives).

PRV, on the other hand, requires that reporting on swine tested at market or slaughter be broken down by whether those animals were breeders or not, and whether they were of in-state or out-of-state origin. Since information about sex and origin is stored on the sample table, this means that you need to enter at least one sample record – and potentially up to four. These four records would represent in-state breeders, in-state non-breeders, out-of-state breeders, and out-of-state non-breeders.

These sample records would each indicate a range of animals (`ind_range = 'R'`), the appropriate sex code (breeders, or barrows/gilts), and the origin state. Instead of entering a test interpretation, you will enter the number of negative, suspect, and positive animals of the same sex and origin type.

Lesson 5

Entering Premises Data

Lesson 5:

Entering Premises Data

The objective of this lesson is familiarize you with the various GDB records used to describe a farm-type premises as well as the animal disease control-related activities that occur on this type of premises.

In the GDB, a premise is the physical location of a business or animal herd/flock. Information about a **farm-type premises itself is entered on the following GDB records:**

- a **Premises Record**
- a **Premises_Supplemental Record**
- in some cases, an **Owner-Premises Record**

In this lesson you'll accomplish the following:

Topic	See Page
Introduction: National Premises IDs	5.2
Exercise 1: Retrieving an Existing Premises Record	5.3
Exercise 2: Creating a New Premises Record	5.10
Exercise 3: Modifying an Existing Premises Record	5.26
Exercise 4: Working with Owner-Premises Records	5.30
- 4A: Creating a New Owner-Premises Record	5.31
- 4B: Retrieving an Existing Owner-Premises Record	5.34

Introduction: National Premises IDs

Up until the implementation of the National Animal Identification System (NAIS), states were free to create their own premises IDs using their own numbering system. These systems varied from sequential numbers, to some variation of owner name, to county identifiers. Also, different states had different definitions of what exactly constitutes a premises, possibly creating multiple premises for different owners, or even for different disease programs.

There is an ongoing initiative to create a standard definition of premises, and a single, nationally unique identifier for each premises. Under this initiative, a premises will be defined as a single physical location which is involved in animal industry. Post office boxes and rural routes do not uniquely identify specific physical locations; therefore, these are not eligible for receiving a National Premises ID.

Issuing a National Premises ID involves three steps. First, the address for the premises is validated against several national databases to ensure that the address is valid, corresponds to an actual physical location, and is formatted according to national addressing standards. Then a check is made against the National Premises Repository (which stores certain information related to all of the premises that have received a National Premises ID) to make sure that the address does not already have a National Premises ID. Finally, a premises ID is issued by either the Standard Premises Registration System (SPRS) – used in 48 states currently – or by the state's Compliant Premises Registration System (CPRS). The issuance of National Premises IDs is solely the responsibility of the State Department of Agriculture; Federal offices should only be issuing National Premises IDs if they have an agreement with their State to do so.

The GDB is currently set up to be able to store National Premises IDs. At the present time, GDB is not using the National Premises ID as a unique identifier, so entry of National Premises IDs is currently optional. The state-issued IDs will still be in the system, and will still be the main unique identifier linking premises records to other related animal disease records. As of this writing, it is unknown when the National Premises ID will start to be used as a unique identifier, but the presence of duplicate premises in the GDB prevents this from being used at the current time.

Exercise 1: Retrieving an Existing Premises Record

There are three ways to execute a premises id search; each method is different due to the initial mode and contents of whichever GDB form you are searching from.

- Method #1 is for the **Premises** form only.
- Method #2 is for the GDB forms which have a *Premises Query* block in them: **Animal Sample Information, Event Summary, Herd Test, Misc Info, Market Test, Status, TBCC, TBCF, and Vaccination.**
- Method #3 is for the GDB forms which have a stand-alone **Prem ID** field in them, but no *Premises Query* block. These forms are: **BRT Patron Exceptions and Owner Premises.**

Note: You cannot do a premises id search in the following GDB forms: **Account, Cost, Default Test, Label Screen Application, Lookup, Prem Supp Detail, Regionalization, Sample, and Short Sample.**

Search Method #1 Using a Premises ID: Searching from the Premises Form

In the **Premises** form shown below, the **Prem ID** field appears in the top-left corner of the form:

1. When you open a new, blank **Premises** form, the cursor will appear in this **Prem ID** field.
2. Press **F7** to switch the form to data-retrieval mode. Look down at the APHIS status bar below the form; you should see the message:

Enter a query; press F8 to execute, Ctrl+q to cancel.

3. In the **Prem ID** field, type the complete premises id, if you know it.

If you do not know it, type as much of the premises id as you can. For the part of the premises id that you are unsure about, insert a **%** wildcard variable instead. (This **%**

wildcard variable will represent all alphanumeric characters at the position you place it within the search value.) The table below shows you how to best use this variable:

To Search For:	Type This:	To Get These Results:
all premises ids with a prefix of CO	CO%	CO01 COL055
all premises ids with a suffix of 85	%85	HAN058885 WY385
all premises ids with a prefix of CO and a suffix of 85	CO%85	CO6685 COAM85
all premises ids which have the characters A7 somewhere in them	%A7%	A7FF6M BAWA741

An example of a partial premises id search value would look like this:

4. After you have entered a complete or partial premises id, press **F8** to execute the search.
5. The **Premises** form will refresh and show the contents of a **Premises** record in its fields.
 - If the record shown is the one you want, go on to Step 6.
 - If the record shown is not the one you want, make sure your cursor is still inside the **Prem ID** field. Then click the UP ARROW or DOWN ARROW to scroll through a list of possible matching records. Each time you click UP or DOWN ARROW, a new record will appear in the **Premises** form.

As an example, the first time you click the DOWN ARROW, you might see the record shown below at left. The next click would bring up the record shown below to the right:

6. When the record you want appears onscreen, simply start doing the work you need to. For example, you can click inside a field where you want to enter new data or modify the existing value.

Note: Should you immediately try to go to a different form without first changing any data on the current form, you may get an error message, *No changes to save*. Just click **OK** in the error message box and the new form will appear.

Search Method #2 Using a Premises ID:

Searching from GDB Forms which have a Premises Query Block

This method can be used only in those GDB forms which have a *Premises Query* block in them: **Animal Sample Information, Event Summary, Herd Test, Misc Info, Market Test, Status, TBCC, TBCF, and Vaccination.**

1. Open a blank version of the form you want.
2. If your form:
 - also has a *Disease Program Information* block, the cursor will appear in the **Disease** field there. You must complete all three fields in this block. Then press **F8** to execute a search on the values in these fields. Go on to Step 3.
 - does not have a *Disease Program Information* block, go directly to Step 3.
3. The cursor moves to the **Prem ID** field in the *Premises Query* block. In this field, type the complete premises id, if you know it.

If you do not know it, type as much of the premises id as you can. For the part of the premises id that you are unsure about, insert a **%** wildcard variable instead. (This **%** wildcard variable will represent all alphanumeric characters at the position you place it within the search value.) The table below shows you how to best use this variable:

To Search For:	Type This:	To Get These Results:
all premises ids with a prefix of CO	CO%	CO01 COL055
all premises ids with a suffix of 85	%85	HAN058885 WY385
all premises ids with a prefix of CO and a suffix of 85	CO%85	CO6685 COAM85
all premises ids which have the characters A7 somewhere in them	%A7%	A7FF6M BAWA741

An example of a partial premises id search value would look like this:

The screenshot shows a software interface with two main sections. On the left, the 'DISEASE PROGRAM INFORMATION' section contains three rows of data entry fields: 'Disease' with 'BR' and a list button 'L', 'Species' with 'BOV' and a list button 'L', and 'Event Type' with 'INSP' and a list button 'L'. On the right, the 'PREMISES QUERY' section contains several fields: 'Prem ID' with the value 'CO99%' and a list button 'L', 'Prem Name' with an empty text box, 'Address' with an empty text box, 'City' with an empty text box, 'State' with a dropdown menu, 'Zip' with an empty text box, 'County' with a dropdown menu, and 'County Name' with an empty text box.

4. After you have entered a complete or partial premises id, press **F8** to execute the search.
5. The entire form will refresh, displaying data for a record in the fields of both the *Premises Query* block and the block beneath it.
 - If the record shown is the one you want, go on to Step 6.
 - If the record shown is not the one you want, make sure your cursor is still inside the **Prem ID** field in the *Premises Query* block. Then click the UP ARROW or DOWN ARROW to scroll through a list of possible matching records. Each time you click UP or DOWN ARROW, data for a new record will appear in this block. (Note: the bottom block will not change its contents until you do Step 9 below.)

As an example, the first time you click the DOWN ARROW, you might see the first record shown below.

DISEASE PROGRAM INFORMATION	PREMISES QUERY
Disease: <input type="text" value="BR"/> <input type="text" value="L"/>	Prem ID: <input type="text" value="C0999922"/>
Species: <input type="text" value="BOV"/> <input type="text" value="L"/>	Prem Name: <input type="text" value="Wetherby Clarence S"/>
Event Type: <input type="text" value="INSP"/> <input type="text" value="L"/>	Address: <input type="text" value="Po Box 3456-B"/>
	Prem Type/Species: <input type="text" value="FTF"/> <input type="text" value="POR"/>
	City: <input type="text" value="Hilltop"/> State: <input type="text" value="CO"/>
	Zip: <input type="text" value="80999"/> County: <input type="text" value="011"/>
	County Name: <input type="text" value="Bent"/>

The next click would bring up the following record:

DISEASE PROGRAM INFORMATION	PREMISES QUERY
Disease: <input type="text" value="BR"/> <input type="text" value="L"/>	Prem ID: <input type="text" value="C0997722"/>
Species: <input type="text" value="BOV"/> <input type="text" value="L"/>	Prem Name: <input type="text" value="Smitherall James"/>
Event Type: <input type="text" value="INSP"/> <input type="text" value="L"/>	Address: <input type="text" value="Po Box 55555"/>
	Prem Type/Species: <input type="text" value="BRD"/> <input type="text" value="OVI"/>
	City: <input type="text" value="Smith Town"/> State: <input type="text" value="CO"/>
	Zip: <input type="text" value="85555"/> County: <input type="text" value="069"/>
	County Name: <input type="text" value="Larimer"/>

6. When the **Prem ID** record you want appears within the *Premises Query* block, press CTRL+PAGE DOWN. The cursor moves to the *Prem Type/Species* sub-block just beneath the **Prem ID** field.
7. Verify that the *Prem Type/Species* sub-block shows the values you want (as a premises . can have more than one prem type/species combination on it). If the sub-block does not, use the DOWN ARROW to scroll through the values.
8. Press **F10** to save both the desired **Prem ID** and **Prem Type/Species** values.
9. Press CTRL+PAGE DOWN to move your cursor into the bottom block. The premises you specified up in the *Premises Query* block will now appear in the bottom block.

Note: The **Prem ID** field in the bottom block of your form will always be populated by data from the *Premises Query* block. You cannot manually enter data into this **Prem ID** field.

**Search Method #3 Using a Premises ID:
Searching from GDB Forms with a Stand-Alone Premises ID Field**

This method can be used only in those GDB forms which have a stand-alone **Prem ID** field in them, but no *Premises Query* block: **BRT Patron Exceptions** and **Owner Premises**.

1. Open a blank version of the form you want.

If you do not know the complete premises id you want to search for, type as much of it as you can. For the part that you are unsure about, insert a % wildcard variable instead. (This % wildcard variable will represent all alphanumeric characters at the position you place it within the search value.) The table below shows you how to best use this value:

To Search For:	Type This:	To Get These Results:
all premises ids with a prefix of CO	CO%	CO01 COL055
all premises ids with a suffix of 85	%85	HAN058885 WY385
all premises ids with a prefix of CO and a suffix of 85	CO%85	CO6685 COAM85
all premises ids which have the characters A7 somewhere in them	%A7%	A7FF6M BAWA741

- If you have opened a blank **BRT Patron Exceptions** form, do the following:
 - i. Enter your search value in the **Prem ID** column of the bottom table (*not* the **Prem ID** field in the top half of the form).
 - ii. Press **F8** to execute the search.

PATRON EXCEPTIONS AND PREMISES LINKS

Event Type: ES NR: Coll Date:
 Prem ID: Test Date:

PUP ID	State	Prem ID	State	Patron NR	Round NR	Test Interp
		CO99%				

- If you have opened a new **Owner Premises** form, the cursor will appear in the **Prem ID1** field. Do the following:
 - i. Press **F7**.
 - ii. Enter your search value.

- iii. Press **F8** to execute the search.

OWNER PREMISES INFORMATION

PREM ID1:

Prem State 1:

Owner Name 1:

Data-Retrieval: Using a Characteristic Value to Search the GDB

You will always be able to do a characteristic-value search in any GDB form. A characteristic-search value is any value that is not a premises id.

There are three ways to execute a characteristic search -- each method is different due to the initial mode and contents of whichever GDB form you are searching from.

- Method #1 is for the **Premises** form only.
- Method #2 is for those forms which have a *Premises Query* block. Use this method in the following GDB forms: **Animal Sample Information, Event Summary, Herd Test, Misc Info, Market Test, Status, TBCC, TBCF, and Vaccination.**
- Method #3 is for GDB forms which do not have a *Premises Query* block: **Account, BRT Patron Exceptions, Cost, Default Test, Label Screen Application, Lookup, Owner Premises, Prem Supp Detail, Regionalization, Sample, and Short Sample**

You can use the % wildcard variable in a characteristic search the same way you do in a premises id search. If you do not know the complete characteristic search value, type as much of it as you can. For the part of the value that you are unsure about, insert a % wildcard variable instead. (This % wildcard variable will represent all alphanumeric characters at the position you place it within the search value.) The examples in the table below show you how to best use this variable:

To Search For:	Type This:	To Get These Results:
a person's last name with a prefix of JO	JO%	Jordan Jones
a street name with a suffix of state	%State	Estate Blvd. State Road
a township code with a prefix of T and a suffix of N	T%N	T084N T112N
animal species which have the characters CE somewhere in them	%CE%	Cervidae Crustacean

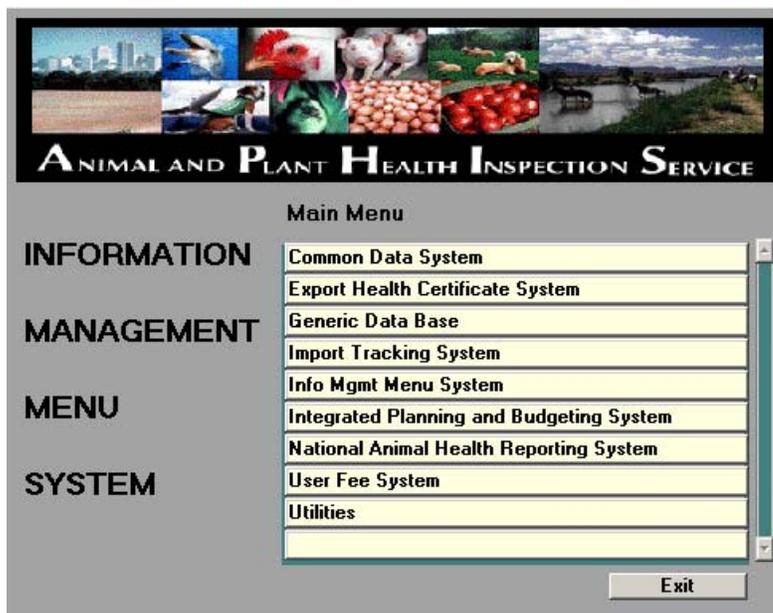
The table below describes the three methods for using a characteristic value to retrieve GDB records:

Method #	Suggestions
1...Only for the Premises form	<ol style="list-style-type: none"> 1. Open a new Premises form. 2. Press F7 to switch your form to data-retrieval mode. Click inside any field in the <i>Premises Information</i> block (except Geo Source and Datum). 3. Type in your search value, using the % wildcard variable, if necessary. (The % variable cannot be used in the Premises State or Contact State fields.) 4. Press F8 to execute the search. 5. If multiple records are retrieved, keep your cursor in the searched field. Use UP ARROW and DOWN ARROW to scroll through the other records. 6. After you find the desired Premises record, press F10 to save it. 7. Once the <i>Premises Information</i> block is populated, you can then do characteristic searches in the <i>Premises Communications</i> and <i>Supplemental Information</i> blocks.
2...Only for those GDB forms with a <i>Premises Query</i> block: Animal Sample Info Event Summary Herd Test Misc Info Market Test, Status TBCC TBCF Vaccination	<ol style="list-style-type: none"> 1. Open a new form. 2. If your form has a <i>Disease Program Information</i> block, fill in its three values and press F8 to execute a search on them. If your form does not have this block, go on to Step 3. 3. Click your cursor inside any field in the <i>Premises Query</i> block. Type in your search value, using the % wildcard variable, if necessary. (The % variable cannot be used in any “State” fields – Contact State, Premises State, Entry State, Lab State, etc.) 4. Press F8 to execute the search. 5. If multiple records are retrieved, keep your cursor in the searched field. Use UP ARROW and DOWN ARROW to scroll through the other records.
3...Only for those GDB forms with no <i>Premises Query</i> block: Account BRT Patron Exceptions Cost, Default Test Label Screen Applic. Lookup Owner Premises Prem Supp Detail Regionalization Sample Short Sample	<ol style="list-style-type: none"> 1. Open a new form. 2. Click your cursor in any field. Press F7 to switch the form to data-retrieval mode. 3. Type in your search value, using the % wildcard variable, if necessary. (The % variable cannot be used in any “State” fields – Contact State, Premises State, Entry State, Lab State, etc.) 4. Press F8 to execute the search. 5. If multiple records are retrieved, keep your cursor in the searched field. Use UP ARROW and DOWN ARROW to scroll through the other records.

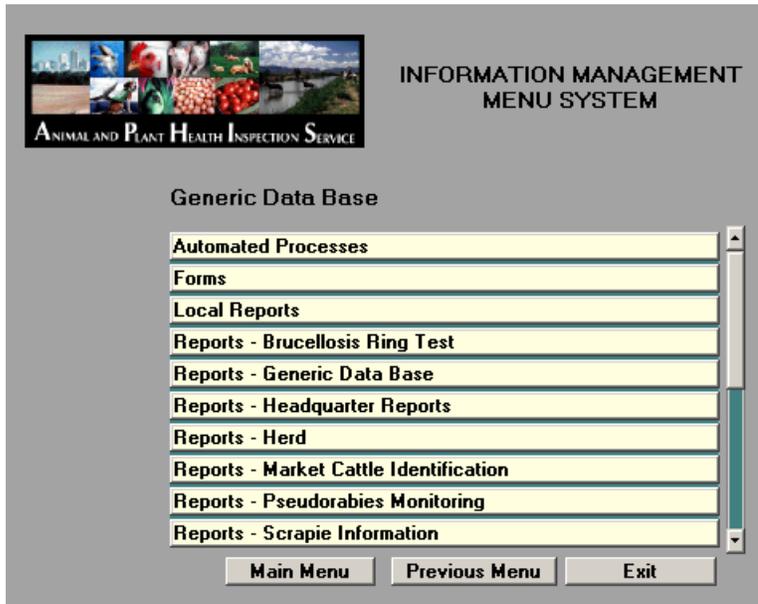
Exercise 2: Creating a New Premises Record

- 2.1 In the **IMMS** main menu screen, use your mouse to point at and click once on the **Generic Data Base** option. (Whenever you are in any of the IMMS screens, you must always use a mouse to make your selections; the DOWN ARROW and ENTER keys will not work.)

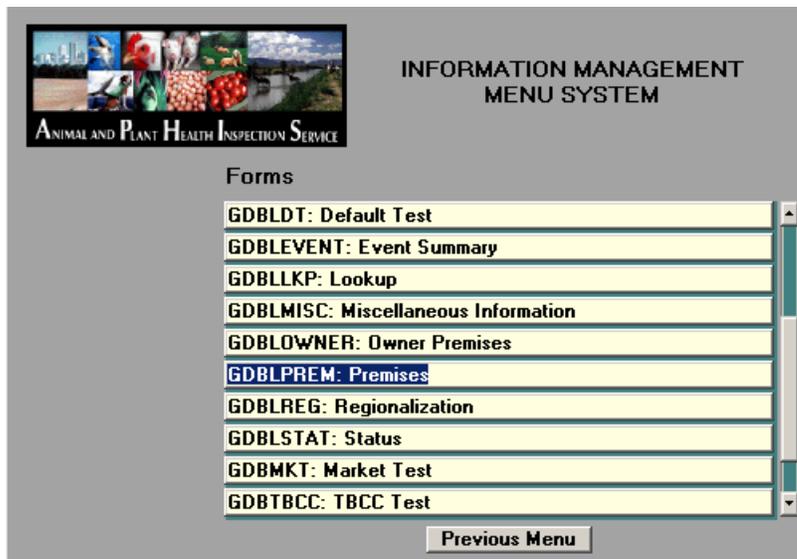
Don't worry if your IMMS menu displays more or fewer options than in the example shown below -- your menu's appearance will depend on the user profile set up for your use.



2.2 In the **Generic Data Base** menu, click once on the **Forms** option.



2.3 In the **Forms** menu, click once on the **GDBLPREM: Premises** option. (Use the menu's scroll bar, if necessary, to move down the list in order to see this option.)



A new **Premises** form appears onscreen, as shown below. There are several features in this form to know about.

- The form is divided into three blocks (sections):
 - The *Premises Information* block will create a **Premises Record** that is stored in the GDB.
 - The *Premises Communication* block will create a communications record in the GDB.
 - The *Supplemental Information* block will create a **Premises_SupplementalRecord** that is stored in the GDB.

The screenshot displays the GDBLPREM software interface, which is divided into three main sections and a taskbar at the bottom. The sections are labeled on the left side of the image:

- Premises Information Block:** This section contains fields for Prem ID (with a "Query Owner Premises" button), Name, Address, City, State, Zip Code, County, Front Gate Latitude(+), Front Gate Longitude(-), Geo Source, Township, Range, Section, Quarter Section, Datum, User Field 1, 2, and 3, and a Remarks field.
- Premises Communications Block:** This section contains a table with columns for Priority, Premises/Contact, and Comm Type, and a Communications Information section with a text area.
- Premises Supplemental Block:** This section contains fields for Prem Type, Species, Active (Y/N), NR Animals, Geo Source, Datum, Latitude(+), Longitude(-), Geo Loc1y through Geo Loc4y, Geo Loc1x through Geo Loc4x, and User Field 1, 2, and 3, along with a Remarks field.
- Taskbar:** This section contains navigation buttons (Misc Info, Prem Supp Detail) and action buttons (New, Clear, Save, Exit).

Arrows at the bottom of the image point to specific features in the taskbar:

- Navigation Buttons: Misc Info and Prem Supp Detail
- Mandatory Field: Species
- Optional Fields: Geo Loc1x through Geo Loc4x
- Action Buttons: New, Clear, Save, Exit

- There is a taskbar at the bottom of the form. In this taskbar are navigation and action command buttons to help you do various tasks. Navigation buttons (such as **Misc Info** and **Prem Supp Detail**) help you move within a form or between different GDB forms. Action buttons (such as **New** and **Save**) enable you to do single tasks more easily.

- The form uses two types of text fields:
 - The shaded fields (such as **Prem ID**, **Name**, **State**, **Prem Type**, **Species**, and **Active Y/N**) are mandatory. This means you *must* enter data into these fields or the form will not commit a record into the Generic Data Base (GDB).
 - The non-shaded fields are usually optional – you can enter data in them or leave them blank.

2.4 You will start entering data first in the *Premises Information* block. The cursor will start in the **Prem ID** field.

In the GDB, the values for the **Prem ID** and **State** fields together will comprise the *key* for the **Premises Record**. Knowing this, use the following guidelines to create your Premises ID:

- States can use any format for the **Prem ID** value that works best for them.
- If there are no state guidelines, you could use the format for the proposed National Farm Premises Identification System: the 2-letter postal code for your state, followed by up to six numbers. (For example, if your state is Georgia, your **Prem ID** could be **GA12345**.)
- The **Prem ID** and **State** combination must be distinct in the GDB. (If, for example, the **12345** and **GA** combination is already used in the GDB, modify your **Prem ID** to be **12399**. Then your **Prem ID** and **State** combination of **12399** and **GA** would be distinct.)

2.5 In the *mandatory Prem ID* field, type your new premises ID. Letters will automatically be capitalized. Press ENTER on your keyboard.

Prem ID:

- 2.6 In the *mandatory Name* field, enter the full name of the premises owner, the business, or the herd. To use the premises owner's name, enter it in the following format: last name first, a space, first name, a space, and middle initial (**Jones Harry M**, for example). Press TAB/ENTER.

Name: **Flaming Violet Farm**

Note: When entering a person's name in a record field, use the standard format of Last Name, space, First Name, space, Middle Initial. *Do not use any common punctuation, such as a comma, period, or special character. However, you can use a dash (-) or apostrophe (').*

- 2.7 In the **Address**, **City**, *mandatory State*, and **Zip Code** fields, enter the premises' address information. Do not use any punctuation when entering addresses. Press ENTER after filling each field. State is a *mandatory* field.

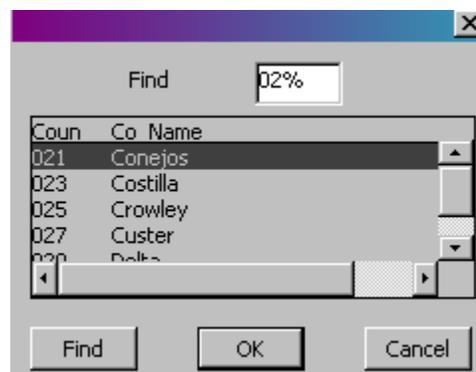
Address: **5522 County Rd. 52**
 City: **Rustic**
 State: **CO** Zip Code: **85522**

- 2.8 In the **County** field, enter the county code if you know it. If you do not know it, do the rest of this step:

- a. In the **Find** field above the list:
 - Search for a value in the first column by placing your cursor to the left of the % symbol.
 - Search for a value in the second column by placing your cursor to the right of the % symbol.

- b. Type the first two or three letters or numbers of the value/code you want.
- c. Click on the [Find] command button beneath the list. A new pop-up list will appear with a shorter list of any matches.

(The example at right shows a list of possible matches for the **County** field on the **Premises** form. In this pop-up list, you can see both the search value of **02** that was entered in the **Find** field as well as the shorter list of matches that have **02** embedded in their county code numbers.)



- d. Click once on the choice you want.

- e. Click [OK]. The pop-up list will disappear. You see the **Premises** online form again, with your chosen county code automatically entered into the **County** field.
- f. Press TAB. Your county's full name will now appear in the blank field next to the **L** button on the **County** line. And the cursor has moved to the **Front Gate Latitude (+)** field.

County: **L**

- 2.9 Note that the information you just entered in steps 2.6, 2.7, and 2.8 was also automatically entered into the fields of the *Contact* sub-block. If necessary, modify these fields.

(One example of why you might change the *Contact* information would be the case where you entered a herd name into the **Name** field back in Step 2.6. Unless you change the *Contact* information, your postal mail will be delivered to the herd name instead of to your own name.)

- 2.10 Click in the **Front Gate Latitude (+)** field once to move the cursor there. Then type this coordinate. Use the format *nn.nnnnnn* (**48.552000**, for example). Press TAB/ENTER.

Front Gate Latitude(+):

- 2.11 In the **Front Gate Longitude(-)** field, type this coordinate. Use the format *-nnn.nnnnnn* (**-104.552000**, for example). Be sure you type the hyphen in front of the coordinate. Press TAB/ENTER.

Front Gate Longitude(-):

Note: In Steps 2.10 and 2.11 you are specifying the coordinates for just the entrance to your premises. Later in Step 2.36 you have the option of specifying coordinates for the boundaries of your premises. But you *must* complete Steps 2.10 and 2.11 first if you want to also do step 2.36.

- 2.12 In the **Geo Source** field, enter the code for the method used to determine the latitude and longitude coordinates for the premises front gate/entrance.
- a. Click on the arrow in this field to display the list of available codes:

AG	Address coding
DA	Digital atlas
GPS	Global Positioning System receiver
MAP	Hard copy map
OTH	Other

- b. Click once on the appropriate method to highlight it. It will automatically appear in the field.
- c. Press TAB/ENTER.
- 2.13 If you selected **GPS** as the **Geo Source** in Step 2.12, you *must* also enter a **Datum**. (If you did not select **GPS**, you can skip this step and go on to Step 2.14.)

- a. Click on the arrow in this field to display the list of available codes:

NAD27
 NAD83
 NSG
 STPLAN
 UTM
 WGS84
 OTHER
 UNK

Geo Source:	GPS
Datum:	STPLAN
	NAD27
	NAD83
	NSG
	STPLAN
	UTM
	WGS84
	OTHER
	UNK

- b. Click once on the appropriate method to highlight it. It will automatically appear in the field.
- c. Press TAB/ENTER.

Note: For Steps 2.14 through 2.17, you may need to refer to the land survey documents for your premises. If your state does not use the *Public Land Survey System of Township, Range, and Section* for specifying coordinates, you can use coordinate information from other systems.

- 2.14 In the **Township** field, enter the identification number of the township where your premises is located. Use the format *TnnnN* or *TnnnS*. (For example, if your township is numbered 218 and located south of the state's baseline, you would enter **T218S**.)
- 2.15 In the **Range** field, enter the identification number of the range where your premises is located. Use the format *RnnW* or *RnnE*. (For example, if your range is numbered 77 and located west of the state's principal meridian, you would enter **R77W**.) Press TAB/ENTER.
- 2.16 In the **Section** field, enter the number of the section (1-36) in which your premises is located. Use the format *nn* (include a zero if your section number is a single digit.) (For example, if your section number is numbered 4, you would enter **04**.) Press TAB/ENTER.

2.17 In the **Qtr Section** field, enter the directional indicators for where your premises is located within the section. Enter one of these indicators: **NE**, **NW**, **SE**, or **SW**. Press TAB/ENTER.

Quarter Section:

The example below shows how data entered for Steps 2.14 through 2.17 would appear:

Front Gate Latitude(+): Front Gate Longitude(-): Geo Source:
 Township: Range: Section: Quarter Section: Datum:

2.18 In the **User Field 1**, **User Field 2**, and **User Field 3** fields, you can define any codes you wish.

2.19 In the **Remarks** field, enter any additional information you wish about your premises, its type of operation, or its location.

Remarks:

The example below shows how the *Premises Information* block might look after you finished entering data for Steps 2.4 through 2.19:

PREMISES INFORMATION

Prem ID:

Name:
 Address:
 City:
 State: Zip Code:
 County:

CONTACT

Last Name:
 First Name: MI:
 Address:
 City:
 State: Zip Code:

Front Gate Latitude(+): Front Gate Longitude(-): Geo Source:
 Township: Range: Section: Quarter Section: Datum:
 User Field 1: User Field 2: User Field 3:
 Remarks:

2.20 To move down to the *Premises Communication* block of the **Premises Record**, press CTRL+PAGE DOWN (both keys together at the same time). The first row in the block will already contain default values in its fields.

PREMISES COMMUNICATIONS

Priority	Premises/Contact	Comm Type	Communications Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="WORKPHONE"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

- 2.21 In the *Premises Communications* block, you will specify how to communicate with the individuals/businesses already listed in the *Prem ID* and *Contact* sub-blocks. For each individual or business, you will create a record by filling out one row containing the four fields, **Priority**, **Premises/Contact**, **Comm Type**, and **Communications Information**.

Even though the *Premises Communications* block shows only three blank record rows onscreen, you can create up to 99 communications records, if desired. (More about this in Step 2.26.)

- 2.22 When you pressed CTRL+PAGE DOWN to move the cursor to this block, the first row of fields was automatically filled in. The cursor should now be in the **Communications Information** field.

Return to the **Priority** field and highlight the value currently shown there, if necessary. Enter a new priority number from 1 to 99. The lower the number you use, the higher in the priority order that individual/business will be. (For example, a business whose priority number is 4 will be contacted before an individual whose priority number is 14.)

Keep in mind that any reports containing communications information that you generate from the GDB will usually display the communications information which has the lowest priority number for the premises or its contacts.

- 2.23 In the **Premises/Contact** field, enter one of the following two choices:

- P** to indicate the individual/business described in the *Prem ID* sub-block
- C** to indicate the individual/business described in the *Contact* sub-block

- 2.24 In the **Comm Type** field, specify the communication method this particular individual/business uses.

- a. Click on the arrow in this field to display the list of methods:

- EMAIL**
- FAX**
- PAGER**
- WORKPHONE**
- HOMEPHONE**
- CELLPHONE**
- WEBSITE**
- OTHER**

- b. Click once on the appropriate method to highlight it. It will automatically appear in the field.
- c. Press TAB/ENTER.

- 2.25 In the **Communications Information** field, enter any additional information needed to execute the communication method, such as a complete home telephone number, a complete email address, or a complete website URL.
- 2.26 To specify an additional communication method, repeat Steps 2.24 and 2.25 to fill out the second row. Continue repeating these two steps for each additional communication record you wish to create. If you fill out the bottom record row, press TAB. The block will scroll your completed records upwards and display a new, blank record row.

Note: If the system will not accept a new communication record that you just entered, try increasing that record's **Priority** value (i.e., increase it from 3 to 4). Occasionally, there are situations where a communication record in a **Premises Record** will conflict with the communication record in a **Person Record**.

When you have finished specifying all communication methods, the *Premises Communications* block should look similar to this:

PREMISES COMMUNICATIONS			
Priority	Premises/Contact	Comm Type	Communications Information
1	C	WORKPHONE	970-555-2222
2	P	WEBSITE	http://www.flamingvioletcomplex.bus
3	C	EMAIL	jamesonHF@yahoo.com

- 2.27 You have finished inputting all of your data into the first two blocks of the **Premises** form. Your form should look similar to the following:

PREMISES INFORMATION			
Prem ID:	C0555022 <input type="button" value="Query Owner Premises"/>		
Name:	Flaming Violet Farm		
Address:	5522 County Rd. 52		
City:	Rustic		
State:	CO	Zip Code:	85522
County:	069	L	Larimer
Front Gate Latitude(+):	48.552000	Front Gate Longitude(-):	-104.552000
Township:	T4025	Range:	R55W
Section:	32	Quarter Section:	NW
Geo Source:	GPS		
Datum:	STPLAN		
User Field 1:		User Field 2:	
User Field 3:			
Remarks:	Began as a cattle breeding operation. In August, 2002, added both a farm and alpaca breeding program.		
PREMISES COMMUNICATIONS			
Priority	Premises/Contact	Comm Type	Communications Information
1	C	WORKPHONE	970-555-2222
2	P	WEBSITE	http://www.flamingvioletcomplex.bus
3	C	EMAIL	jamesonHF@yahoo.com
SUPPLEMENTAL INFORMATION			
Prem Type:	V	Species:	V
Active (Y/N):	Y	NR Animals:	
Geo Source:		Datum:	
Latitude(+)		Longitude(-)	
Geo Loc1y:		Geo Loc1x:	
Geo Loc2y:		Geo Loc2x:	
Geo Loc3y:		Geo Loc3x:	
Geo Loc4y:		Geo Loc4x:	
User Field 1:		User Field 2:	
User Field 3:			
Remarks:			
<input type="button" value="Misc Info"/>		<input type="button" value="Prem Supp Detail"/>	
<input type="button" value="New"/>		<input type="button" value="Clear"/>	
<input type="button" value="Save"/>		<input type="button" value="Exit"/>	

2.28 Your next task is to create a **Premises_Supplemental Record**. Every **Premises Record** must also have at least one **Premises_Supplemental Record** attached to it. You create this **Premises_Supplemental Record** by filling out and committing the *Supplemental Information* block on the **Premises** form.

Move to the *Supplemental Information* block of the **Premises** form by pressing CTRL+PAGE DOWN.

2.29 If necessary, click once in the **Prem Type** field to move the cursor there.

2.30 In the *mandatory* **Prem Type** field, enter an appropriate code for the type of business/activity done on or by the premises. To determine what code to use, click on the **V** button next to the **Prem Type** field. A pop-up list box will appear. You can either:

- scroll through this pop-up list line by line, highlight your selection, and click [OK].
- do a wildcard search:
 - a. In the **Find** field above the list,
 - search for a value in the first column (**Lk Code**) by placing your cursor to the left of the % symbol.
 - search for a value in the second column (**Lk Description**) by placing your cursor to the right of the % symbol.
 - b. Type the first two or three letters/numbers of the value/code that describes your premises' activity. (In the example below, a search value of **Feed** was entered to the right of the % symbol in order to search the second column in the pop-up list.)

Find		%Feed	
Lk Code	Lk Desc	Disease	Species
AIF	AI facility	ALL	ALL
BRTPOP	BRT Pickup Point	ALL	ALL
BEF	Beef	ALL	ALL
BRD	Breeder	ALL	ALL
CL	Club Lambs	ALL	ALL

- c. Click on the [Find] command button beneath the list. A new pop-up list will appear with a shorter list of any matches.
- d. Click once on the choice you want.
- e. Click [OK]. The pop-up list will disappear, showing the **Premises** form again with your choice automatically displayed in the **Prem Type** field.

Press TAB/ENTER.

2.31 In the *mandatory* **Species** field, enter an appropriate code (or do a wildcard search) for one animal species associated with your premises. Press TAB/ENTER.

2.32 In the mandatory **Active (Y/N)** field, a default value of **y** (for Yes) already appears. Change this to **n** (for No), if necessary. The acceptable values for this field are:

- | | | |
|----------|-----|--|
| y | Yes | the operation is still active on your premises |
| n | No | the operation is no longer active |

Press TAB/ENTER.

You can stop entering data into the **Premises** form at this point, if you wish. The **Prem Type**, **Species**, and **Active Y/N** data are all that you need at minimum in the *Supplemental Information* block. These completed fields should look similar to this:

SUPPLEMENTAL INFORMATION			
Prem Type:	<input type="text" value="BRD"/>	<input checked="" type="checkbox"/>	Species: <input type="text" value="BOV"/>
		<input checked="" type="checkbox"/>	Active (Y/N): <input checked="" type="checkbox"/>
			NR Animals: <input type="text"/>

- If you do want to stop, go directly now to Step 2.39. to commit the entire **Premises** form into the GDB.
- If you wish to add more data to the *Supplemental Information* block, continue with Step 2.33 below.

2.33 In the **NR Animals** field, type the total number of animals of that species in the herd. Press TAB/ENTER.

2.34 In the **Geo Source** field, enter the code for the method used to determine the latitude and longitude coordinates for the premises boundaries.

- a. Click on the arrow in this field to display the list of available codes:

AG	Address coding
DA	Digital atlas
GPS	Global Positioning System receiver
MAP	Hard copy map
OTH	Other

- b. Click once on the appropriate method to highlight it. It will automatically appear in the field.
 - c. Press TAB/ENTER.
- 2.35 If you selected **GPS** as the **Geo Source**, you *must* also enter a **Datum**. (If you did not select **GPS**, you can skip this step and go on to Step 2.36.)
- a. Click on the arrow in this field to display the list of available codes:
 - NAD27**
 - NAD83**
 - NSG**
 - STPLAN**
 - UTM**
 - WGS84**
 - OTHER**
 - UNK**
 - b. Click once on the appropriate method to highlight it. It will automatically appear in the field.
 - c. Press TAB/ENTER.

Note: Remember, you will not be able to do Step 2.36 unless you have already filled in the **Front Gate Latitude(+)** and **Front Gate Longitude(-)** fields in Steps 2.10 and 2.11.

- 2.36 There are four pairs of geolocator fields in the *Supplemental Information* block. Each pair of geolocators (**Geo Loc1y** and **Geo Loc1x**, for example) identifies one physical position on your premises. You can choose how many pairs of coordinates you want to use:
- To indicate the general location of a herd, you might use just two pairs (**Geo Loc1y / Geo Loc1x** and **Geo Loc2y / Geo Loc2x**, for example).
 - To indicate the precise boundaries of a particular pasture, you might prefer to use three or four pairs of geolocators.

It is recommended that you enter each geolocator value as longitude and latitude in decimal-degrees. For example, the coordinates for Fort Collins, Colorado are:

X	-105.811111
Y	40.663611

- a. Fill in the first **Geo Loc1y** field, using the format *nn.nnnnnn*. Press TAB/ENTER.
- b. Fill in the first **Geo Loc1x** field, using the format *-nnn.nnnnnn*. Be sure you type the hyphen before the coordinate number. Press TAB/ENTER.
- c. As needed, continue entering coordinates for each additional pair of geolocators, using the same formats described above in steps 2.36a and 2.36b.

Note: The file **convertlonglat.123** can be used to convert longitude and latitude readings from degrees, minutes, seconds to decimals.

- 2.37 In the **User Field 1**, **User Field 2**, and **User Field 3** fields, you can define any codes you wish.
- 2.38 In the **Remarks** field, enter any additional information you wish about your premises, its type of operation, or its location.

Depending on which optional fields you filled out, your completed *Supplemental Information* block might look like this:

SUPPLEMENTAL INFORMATION					
Prem Type:	<input type="text" value="BRD"/>	<input checked="" type="checkbox"/>	Species:	<input type="text" value="BOV"/>	<input checked="" type="checkbox"/>
			Active (Y/N):	<input type="text" value="Y"/>	
			NR Animals:	<input type="text" value="84"/>	
			Geo Source:	<input type="text" value="GPS"/>	
			Datum:	<input type="text" value="STPIAN"/>	
	Latitude(+)		Longitude(-)		
Geo Loc1y:	<input type="text" value="48.500222"/>		Geo Loc1x:	<input type="text" value="-104.995222"/>	
Geo Loc2y:	<input type="text" value="48.433222"/>		Geo Loc2x:	<input type="text" value="-103.994002"/>	User Field 1:
Geo Loc3y:	<input type="text" value="49.337744"/>		Geo Loc3x:	<input type="text" value="-104.335522"/>	User Field 2:
Geo Loc4y:	<input type="text"/>		Geo Loc4x:	<input type="text"/>	User Field 3:
Remarks:	<input type="text"/>				

- 2.39 You have finished entering data into the *Supplemental Information* block. In doing so, you have now filled out all three blocks in the **Premises** form. Your form should look similar to the following example:

PREMISES INFORMATION			
Prem ID:	CO555022	Query Owner Premises	
Name:	Flaming Violet Farm		
Address:	5522 County Rd. 52		
City:	Rustic		
State:	CO	Zip Code:	85522
County:	069	L	Larimer
Front Gate Latitude(+):	48.552000	Front Gate Longitude(-):	-104.552000
Township:	T402S	Range:	R55W
Section:	32	Quarter Section:	NW
Geo Source:	GPS		
Datum:	STPLAN		
User Field 1:		User Field 2:	
User Field 3:			
Remarks:	Began as a cattle breeding operation. In August, 2002, added both a farm and alpaca breeding program.		
PREMISES COMMUNICATIONS			
Priority	Premises/Contact	Comm Type	Communications Information
1	C	WORKPHONE	970-555-2222
2	P	WEBSITE	http://www.flamingvioletcomplex.bus
3	C	EMAIL	jamesonHF@yahoo.com
SUPPLEMENTAL INFORMATION			
Prem Type:	BRD	Species:	BOV
Active (Y/N):	Y	NR Animals:	84
Geo Source:	GPS		
Datum:	STPLAN		
Latitude(+)		Longitude(-)	
Geo Loc1y:	48.500222	Geo Loc1x:	-104.995222
Geo Loc2y:	48.433222	Geo Loc2x:	-103.994002
Geo Loc3y:	49.337744	Geo Loc3x:	-104.335522
Geo Loc4y:		Geo Loc4x:	
User Field 1:			
User Field 2:			
User Field 3:			
Remarks:			
Misc Info		Prem Supp Detail	
New		Clear	
Save		Exit	

Press **F10** to commit all three blocks into the GDB. You should see the message:

Transaction Complete: X records applied and saved

(Instead of x, you will see a number indicating the total number of records that were just saved into the GDB.)

You have now stored in the GDB both a **Premises Record** along with the one required **Premises_Supplemental Record** attached to it.

- 2.40 If you wish, you can now attach additional **Premises_Supplemental Records** to your **Premises Record**. Why would this be necessary? If there is more than one species of animal on your premises (such as cattle, sheep, and pigs), you will need additional records. Or if you have several types of operations (such as both a dairy and a farm) on your premises, you will need additional records.

Note: While you can create multiple **Premises_Supplemental Records** for a single premises, make sure that each **Premises_Supplemental Record** attached to your **Premises Record** has its own unique **Prem Type** and **Species** combination. One record could have the **FRM-BOV** pair, for example, while a second record might have the **FRM-POR** combination. But you cannot have two **Premises_Supplemental Records** with the same **FRM-BOV** combination.

As an example, say that your premises has both a dairy and a breeding operation on it. You are breeding three species (cattle, sheep, and pigs) on the premises. You would need to create the following four **Premises_Supplemental Records**:

BRD-BOV	Breeder-Cattle
BRD-OVI	Breeder-Sheep
BRD-POR	Breeder-Pigs
DRY-BOV	Dairy-Cattle

- If you do need to create additional **Premises_Supplemental Records**, go on to Step 2.41.
- If you do not need any more records, skip down to Step 2.42.

2.41 Each additional **Premises_Supplemental Record** is created by filling in just the bottom block of the existing **Premises** form.

- a. While the cursor is still in the *Premises Supplemental* block, press the DOWN ARROW key. The current *Premises Supplemental* block will clear out all existing values from its fields and appear blank again.
- b. In the **Prem Type** field, enter the appropriate code.
- c. In the **Species** field, enter the appropriate code.
- d. In the **Active (Y/N)** field, enter **Y** or **N**.
- e. If you wish, fill in any of the optional fields for **NR Animals**, **Geo Source**, **Datum**, **Latitude(+)**, **Longitude(-)**, and **User Fields**.
- f. Press **F10** to commit this **Premises_Supplemental** form.

You should again see the message:

```
Transaction Complete: X records applied and saved.
```

- g. For each additional **Premises_Supplemental Record** you wish to attach to your **Premises** form, repeat all of Step 2.41.

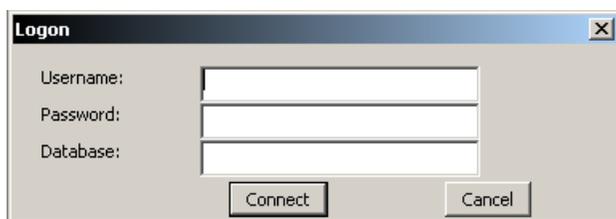
2.42 When you have created and committed all necessary **Premises_Supplemental Records**, you are finished using the **Premises** form. You can now exit this form by either pressing CTRL+Q or by clicking the [Exit] button.

You will be taken back to the **APHIS Forms** menu.

Exercise 3: Modifying an Existing Premises Record

After you create **Premises** and **Premises_Supplemental Records** and commit them into the GDB, you may find that you now need to add or change information to some of those records. You can do so very easily by using the procedure in this exercise.

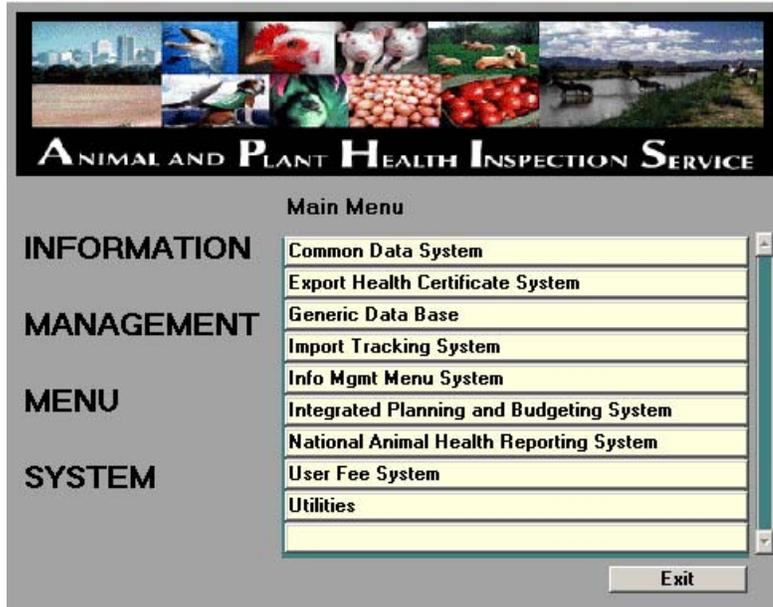
- 3.1 If you are not already logged in, double-click on the **APHIS Menu – 6I** icon shown on your computer desktop screen. The **APHIS Logon** window will appear onscreen.



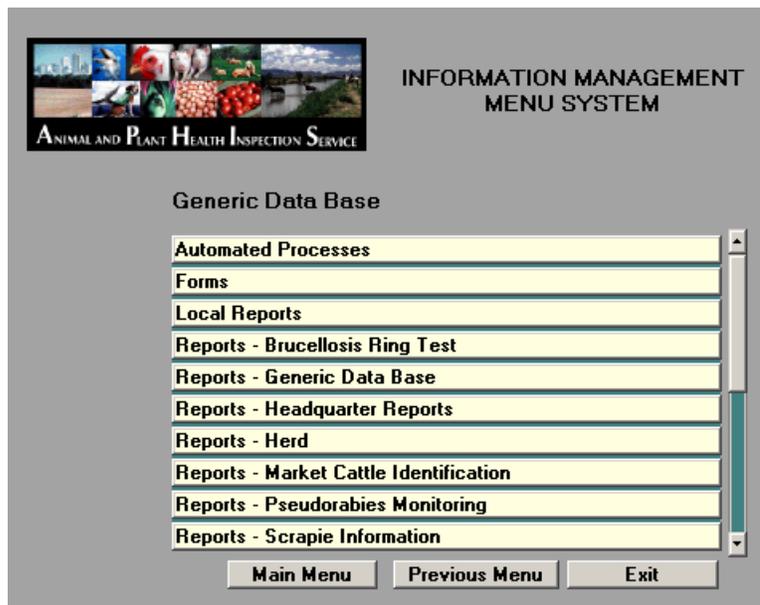
- 3.2 In the **Logon** window, do the following steps:
- Enter your assigned username. Press TAB.
 - Enter your password. Press TAB.
 - Enter the name of your database.
 - Either click the [Connect] command button or press the ENTER key on your keyboard.

The **APHIS Information Management Menu System (IMMS)** main menu screen will appear.

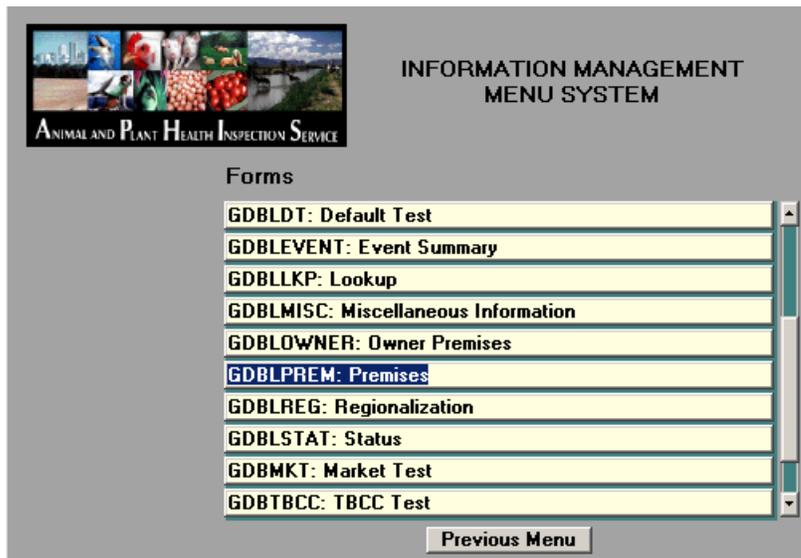
- 3.3 In the **IMMS** main menu screen, use your mouse to point at and click once on the **Generic Data Base** option. (Whenever you are in any of the IMMS screens, you must always use a mouse to make your selections; the DOWN ARROW and ENTER keys will not work.)



- 3.4 In the **Generic Data Base** menu, click once on the **Forms** option.



- 3.5 In the **Forms** menu, click once on the **GDBLPREM: Premises** option. (Use the menu's scroll bar, if necessary, to move down the list in order to see this option.)



A new **Premises** online form appears onscreen.

- 3.6 The cursor will be in the **Prem ID** field of the *Premises Information* block.
- To search for the **Premises Record** you want to modify, press **F7**. This switches the block from data-entry mode to data-retrieval mode.
 - In the **Prem ID** field, enter the **Prem ID** you wish to search for in the GDB.
 - Press **F8** to execute the search. The **Premises** form will re-display with the current record and data belonging to the **Prem ID** you specified.
- 3.7 To make a change in a field in the *Premises Information* block, do the following:
- Delete the current value shown in the field and enter the new data into the field.
 - Press **F10** to save this change.
 - Press **CTRL+PAGE DOWN** to move the cursor into the *Premises Communication* block.
- 3.8 To make a change in a field in the *Premises Communications* block, do the following:
- Delete the current value shown in the field and enter the new data into the field.
 - Press **F10** to save this change.
 - You have now successfully modified your **Premises Record**.

3.9 Press **F10** to commit the changes you made to any fields in the *Premises Information* and *Premises Communication* blocks. You have now successfully saved and committed your **Premises Record** back into the GDB.

3.10 To modify any **Premises_Supplemental Record** attached to this **Premises Record**, press CTRL+PAGE DOWN to move your cursor into the *Supplemental Information* block.

Because there may be more than one **Premises_Supplemental Record** attached to your **Premises Record**, you need to find the specific **Premises_Supplemental Record** you wish to modify:

- a. Place the cursor in the **Prem Type** field.
- b. Use the UP ARROW and DOWN ARROW keys to scroll through all the **Premises_Supplemental Records** attached to this **Premises Record**.
- c. Find and display the **Premises_Supplemental Record** you want to modify.

3.11 Modify any field in the *Supplemental Information* block by deleting the current value (if any) and entering the new data.

3.12 If you want to modify the **Latitude(+)** and **Longitude(-)** geolocator fields, follow these guidelines:

- In the **Longitude(-)** geolocator fields, you can enter new data or modify the existing data using any format you choose.
- In the **Latitude(+)** geolocator fields, you must enter any new data using the format, *nn.nnnnnn*. If any changes in these fields do not follow the *nn.nnnnnn* format, you will not be able to re-commit this **Premises_Supplemental Record** back into the GDB.
- If the **Latitude(+)** fields already contain incorrectly-formatted data which you do not intend to modify, you can re-commit this **Premises_Supplemental Record** back into the GDB. The GDB will accept incorrectly-formatted data in the **Latitude(+)** geolocator fields as long as you make no changes to them.

3.13 Press **F10** to commit the changes you made to any fields in the *Supplemental Information* block. You have now successfully saved and committed your **Premises_Supplemental Record** back into the GDB.

Exercise 4: Working with Owner-Premises Records

You might want to find out whether an owner is associated with more than one premises (such as a parent company that owns several feedlots or slaughter establishments). You can determine this by querying the GDB for a specific **Owner-Premises Record**. This record links the **Prem ID1** of an owner/parent company to the **Prem ID2** of another premises associated with that parent company.

When an **Owner-Premises Record** is created, it contains information needed to describe an owner/primary premises and one other premises.

As an example, the Whereton Brothers is a parent company which owns three feedlots (WB-KS, WB-NE, and WB-OK) in three different states. To link the three feedlots to the parent company, three **Owner-Premises Records** were created:

Record #1 links the parent company's **Prem ID1** to the **Prem ID2** of the WB-KS feedlot

Record #2 links the parent company's **Prem ID1** to the **Prem ID2** of the WB-NE feedlot

Record #3 links the parent company's **Prem ID1** to the **Prem ID2** of the WB-OK feedlot

So a query of the GDB for any **Prem ID2s** that are associated with the **Prem ID1** for the Whereton Brothers (the parent company/owner) will retrieve three records.

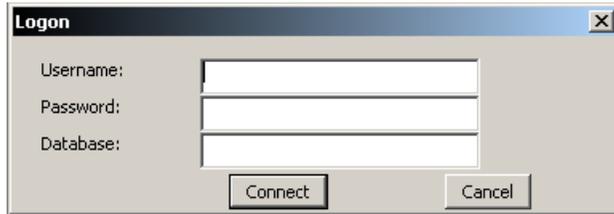
The next two sub-sections will teach you how to do the following tasks:

Exercise 4A Creating a new **Owner-Premises Record**

Exercise 4B Querying the GDB for an existing **Owner-Premises Record**

Exercise 4A: Creating a New Owner-Premises Record

- 4A.1 If you are not already logged in, double-click on the **APHIS Menu – 6I** icon shown on your computer desktop screen. The **APHIS Logon** window will appear onscreen.

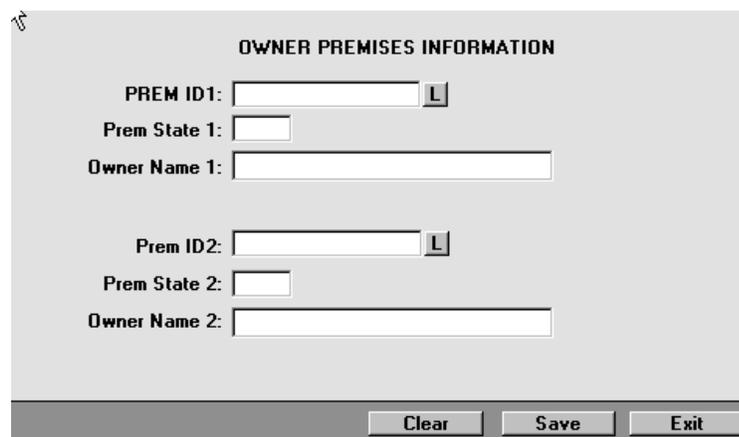


- 4A.2 In the **Logon** window, do the following steps:
- Enter your assigned username. Press TAB.
 - Enter your password. Press TAB.
 - Enter the name of your database.
 - Either click the [Connect] command button or press the ENTER key on your keyboard.

The **APHIS Information Management Menu System (IMMS)** main menu screen will appear.

- 4A.3 Use your mouse to select the following options:
- In the **IMMS** main menu screen, click once on the **Generic Data Base** option.
 - In the **Generic Data Base** menu, click once on the **Forms** option.
 - In the **Forms** menu, click once on the **GDBLOWNER: Owner Premises** option.

A new **Owner-Premises** online form will appear onscreen. The cursor will appear in the **PREM ID1** field. The form is in data-entry mode.



4A.4 In the **PREM ID1** field, specify the premises id for the owner or parent company that owns several premises. You can do this by either:

- typing in the full premises id, if you know it. Press TAB. Go on to Step 4A.5.
- clicking on the **L** button to display a pop-up list. (Tip: click-and-drag to enlarge the list so that you can see more records at one time.) You may want to use the **Find** field and wildcard search variable in the pop-up list to search for and create a second, shorter list of possible choices.

Once you find and select the premises id from the pop-up list, the form will automatically fill in the **PREMI ID1**, **Prem State 1**, and **Owner Name 1** fields for you. You can now skip directly to Step 4A.7.

4A.5 In the **Prem State 1** field, enter the two-letter postal abbreviation for the state in which the owner/parent company resides. Press TAB.

4A.6 In the **Owner Name 1** field, enter the name of the owner/parent company. Use this format: First Name, Middle Initial, Last Name. Press TAB.

4A.7 In the **Prem ID2** field, specify the premises id for a second premises/company that is associated with or owned by the **Prem ID1** entity. Either:

- type in the full premises id and press TAB. Go on to Step 4A.8.
- click on the **L** button to display and use the pop-up list. If you use this option, skip directly now to Step 4A.10.

4A.8 In the **Prem State 2** field, enter the two-letter postal abbreviation for the state in which the second premises/company resides. Press TAB.

4A.9 In the **Owner Name 2** field, enter the name of the second owner/company. Use this format: First Name, Middle Initial, Last Name. Press TAB.

Your **Owner-Premises** form should now look like this:

OWNER PREMISES INFORMATION

PREM ID1: C0555022 L

Prem State 1: CO

Owner Name 1: Flaming Violet Farm

Prem ID2: C0992244 L

Prem State 2: CO

Owner Name 2: William H Morris

Clear Save Exit

4A.10 Press [Save] to commit this **Owner Premises Record** into the GDB. In the status bar below the form, you will see the message:

Transaction complete. 1 records applied and saved.

4A.11 If you have additional premises/companies you want to associate with this primary premises, do the following:

- Press **F6** to clear the displayed data from the **Owner-Premises** form.
- Press **F4** to copy and re-display the complete first **Owner-Premises Record** you just created. (This saves you the trouble of re-entering the same data in the **Prem ID1** block.)
- In the **Prem ID2** block fields, highlight each entry and overwrite it with the appropriate new data.
- Click [Save] to save this new **Owner-Premises Record**.

4A.12 After you have created and saved/committed all of the **Owner-Premises Records** you need, click [Exit]. You are returned to the **APHIS IMMS Forms** menu.

Exercise 4B: Retrieving an Existing Owner-Premises Record

To query the GDB for an existing **Owner Premises Record**, do the following procedure:

- 4B.1 If you are starting your query from a blank **Premises** form, do the rest of this step. Otherwise, skip directly to Step 4B.2.
- Open a new **Premises** online form.
 - Press **F7** to shift from data-entry mode to data-retrieval mode.
 - Type the **Prem ID** you wish to search for in the GDB.
 - Press **F8** to execute the search. The **Premises** form will reappear with data now appearing in many of the fields.
- 4B.2 At the top of the **Premises** form, click on the [Query Owner Premises] command. This action will call another form that allows you to query the **Owner Premises Table** in the GDB for any records which contain the **Prem ID** in the **Premises** form from which the call is made.

The **Owner Premises Information** form appears, with the cursor in the first **Prem ID 1** field in the top block. This block is in data-retrieval mode.

devlco-GDBLPREM

Action Edit Query Block Record Field Window Help

GDBLQRY

Owner Premises Information GDBLQRY

QUERY INFORMATION FOR PREM ID IN PREM ID1

Prem ID1	State1	Owner Name1	Prem ID2	State2	Owner Name2

QUERY INFORMATION FOR PREM ID IN PREM ID2

Prem ID1	State1	Owner Name1	Prem ID2	State 2	Owner Name2

Version B1.1 10/2002

Exit /Cancel No Save

4B.3 Press **F8** to execute the query. After the query finishes searching the GDB, one of two things will happen:

- All **Owner-Premises Records** whose **Prem ID1** field equals the **Prem ID** of the record in the **Premises** form will be displayed in the upper block. Go on to Step 4B.4.
- If no records are found, you will see this message in the status bar:
`Query caused no records to be retrieved. Re-enter.`
 - i. Press CTRL+Q or click the [Exit/Cancel No Save] command to change from data-retrieval mode back to data-entry mode.
 - ii. If an error message box appears, click [OK].
 - iii. Go on to Step 4B.5.

4B.4 Press CTRL+PAGE DOWN to move the cursor to the second block. (On this form, you cannot use the mouse to position the cursor in the second block. You *must* press CTRL+PAGE DOWN.) The second block will be in data-retrieval mode.

4B.5 Press **F8** to execute the query. This search will produce either of the following results:

- All **Owner-Premises Records** whose **Prem ID2** field equals the **Prem ID** of the record in the **Premises** form will be displayed in the lower block.
- If no records are found, you will see this message in the status bar:
`Query caused no records to be retrieved. Re-enter.`
 - i. Press CTRL+Q or click the [Exit/Cancel No Save] command to change from data-retrieval mode back to data-entry mode.
 - ii. If an error message box appears, click [OK].
 - iii. Go on to Step 4B.6.

4B.6 Press [Exit/Cancel No Save] to return to the **Premises** form.

Lesson 6

Entering TBCF Records

Lesson 6:

Entering TBCF Records

In this lesson you'll learn about the following:

Topic	See Page
Introduction to the VS Tuberculosis Disease Program	6.2
Exercise 1: Entering TBCF Summary Data	6.4
Exercise 2: Entering TBCF Sample Data	6.8

Introduction: Veterinary Services' Tuberculosis Disease Program

USDA:APHIS:VS is involved in eradicating the Tuberculosis (TB) disease from the bovine, captive and wild bison, deer, and elk species (and others) living in the United States of America. This infectious disease is spread primarily by a healthy animal either inhaling or ingesting infected droplets coughed or expelled from an infected animal. Because TB bacteria can survive for up to two months in a pasture after a sick animal first expels them, this disease can spread quickly throughout a herd. TB can progress fast or slowly in an animal, usually manifests as lesions on the animal's body, and currently cannot be treated successfully.

As of 2003, the accepted method for diagnosing and eliminating TB in animals is a combination of surveying slaughtered animals for any evidence of infection and performing skin tests on live animals. For both approaches, all tests and procedures must adhere to the standards set forth in the USDA's *Bovine Tuberculosis Eradication Uniform Methods and Rules* (UM&R) document, last issued on January 22, 1999. But, in general, the following principles and procedures apply.

Surveillance of Slaughter Animals

An animal found infected after being slaughtered is traced to the farm or ranch of origin (where the animal was born). The optimum method of eliminating TB on the premises-of-origin is to depopulate all cattle and other susceptible species, such as other ruminants (sheep, deer, etc.), dogs, cats, horses, and swine.

Live-Animal Skin Testing

An alternative to depopulation is to perform live-animal skin tests on all the cattle at the premises-of-origin in order to find other infected animals to send to immediate slaughter. Any other premises associated by contact, sales, or purchases should also have all their cattle skin-tested to determine whether TB is present in their herds.

For live cattle, there are two primary diagnostic tests used to detect TB:

1. The TBCF (caudal fold) skin testing procedure consists of injecting bovine tuberculin into the skin of the caudal fold (the loose skin at the base of the animal's tail). This injected site is re-examined 72 hours later to see if there is any response (such as swelling of the skin). An animal that exhibits a response to the TB CF test is called a *responder* animal.

This animal is then more specifically classified as either a *suspect* animal or a *reactor* animal, depending on the initial status of the herd the animal comes from:

- If the herd has a known status (such as *infected* or *quarantined*), the responder animal is more specifically classified as a reactor animal. Reactor animals are removed from the herd within 15 days of identification.
 - If the herd has an unknown status, the responder animal is classified as a suspect animal. A suspect animal is either re-tested with the TB comparative cervical test (TBCC) or sent to immediate slaughter.
2. The TBCC (comparative cervical) testing procedure is used to differentiate between a reaction to bovine mycobacterial infection (TB) and exposure to soil-borne mycobacteria (avian TB). The TBCC test is accomplished by simultaneously injecting both bovine and avian tuberculins in two places on a shaved area of the animal's neck. This injected site is re-examined 72 hours later for any reactions. The tested animal will be classified as a reactor if it reacted much more strongly to the bovine tuberculin or as a negative if it reacted much more strongly to the avian tuberculin. Near equal reactions will cause the animal to be classified as a suspect based on the TB test graph.

For live captive and wild bison, deer, and elk species, a third TB diagnostic test is used. This TBCV (single cervical) testing procedure is done only on selected animals under special circumstances (such as belonging to a known infected elk or deer herd where depopulation and repopulation is not an option). Similar to the TB CF test, the bovine tuberculin is injected into the animal's neck. The results of this test will classify an animal as either a negative or a suspect (responder).

Exercise 1: Entering TBCF Summary Data

- 1.1 Access a new, blank **TBCF Event_Summary** form by doing the following steps:
- From the **APHIS IMMS** main menu, click on the **Generic Data Base** option.
 - In the **Generic Data Base** menu, click on the **Forms** option.
 - In the **Forms** menu, click on the **GDBTBCF: TBCF Test** option.

A new **TBCF Event_Summary** form will appear onscreen.

Area	ARE	Retest	RT
Herd(Re)	HR	Tracing	TK
Accredit	HA	Reg Kill	TK
Hulk	H0	Tracing	TR
Ordinance	H0	Reactors	TR
Sale Show	SS	Tracing	TE
Exposed	SS	Exposed	TE
Imported	IHP	Other	OTH

The cursor will be in the **Prem ID** field of the *Premises Query* block. The form will be in data-retrieval mode.

- 1.2 Query the premises at which the event occurred by entering a **Prem ID** and pressing **F8**. If a premises is found, the cursor will move to the **Rsn for Test** field of the *Event Summary Information* block.

- 1.3 Verify that the **Prem Type** and **Species** in the *Event Summary Information* block match the **Prem Type** and **Species** in the *Premises Query* block (as shown by the dark lines in the screen image below).

The screenshot displays two main sections: **PREMISES QUERY** and **EVENT SUMMARY INFORMATION**.

PREMISES QUERY fields:

- Prem ID: CO555011
- Prem Name: Shulton Enterprises
- Address: 1340 Blakesville End
- City: Rustic
- State: CO
- Zip: 80444
- County Name: Larimer
- Prem Type/Species: BRD BOV

EVENT SUMMARY INFORMATION fields:

- Prem ID: CO555011
- Prem State: CO
- Prem Type: BRD
- Es Nr: 20023571861
- Disease: TB
- Species: BOV
- Event Type: TBCF
- Event Seq Nr: 0
- Entry Date: 23-DEC-2002
- Entry State: GA
- Event County: 069

Dark lines indicate the relationship between the Prem Type/Species field in the Premises Query block and the Species field in the Event Summary Information block, and between the Prem Type field in the Event Summary Information block and the Prem Type field in the Premises Query block.

If they do not match for the test to be entered, do the following:

- Click to place the cursor in the *Prem Type/Species* sub-block of the *Premises Query* block.
- Use the UP ARROW and DOWN ARROW keys in the sub-block to scroll through the **Prem Type/Species** records to find the correct combination.
- After you have found the correct combination, press CTRL+PAGE DOWN to return to the *Event Summary Information* block. The cursor will move to the **Rsn for Test** field.

If you cannot find the correct **Prem Type** and **Species** in the *Event Summary Information* block, it may mean that a **Premises_Supplemental Record** has not yet been created for this combination. To create this missing record:

- Return to *Lesson 3: Entering Herd Test Records* in this manual.
- Query for and retrieve the **Premises Record** that has this **Prem ID**.
- Create the missing **Premises_Supplemental Record** by doing Steps 2.28 through 2.39 in Lesson 5.
- Then come back to this Lesson 6 and continue with Step 1.4 below.

- 1.4 In the **Rsn for Test** field, enter the appropriate value. Press ENTER.

1.5 **Nr in Lot** is not a required field. Enter data or not, as desired. Press ENTER.

Note: The **Kind** field does not allow you to enter data into it. The information displayed in this field is intended simply to show the relationship to the fields of the VS 6-22 form.

1.6 **Injec Site** is not a required field. A value of **CFLS** appears in this field, because it is the default value for any **Event_Summary Record** whose **Event Type=TBCF**. You can accept this default value or change it. Then press ENTER.

1.7 In the following four fields, you can enter a new value or accept **0** as the default value. Press ENTER to move between fields.

Nr Neg
Nr Dev (Sus)
Nr Rea
Nr Oth

1.8 In the **Paycode** field, enter the appropriate value. Press ENTER.

1.9 **Person ID** and **Person State** are not required fields. Enter data or not, as desired. Press ENTER.

1.10 In the **Injec Date** field, enter the appropriate date, using the format of dd-MON-yyyy (for example, **04-AUG-2003**). Press ENTER.

1.11 The **Read Date** is not a required field, but it defaults to three days after the **Injec Date** value. You can accept this default value or enter a different **Read Date** value. (If you change this value, use the format, dd-MON-yyyy).

At this point, you have finished entering the minimal data required for this **TBCF Event_Summary** form. Below is an example of what your form might look like:

The screenshot shows a software interface for entering TBCF records. It is divided into two main sections: 'PREMISES QUERY' and 'EVENT SUMMARY INFORMATION'.

PREMISES QUERY:

- Prem ID: C0555011
- Prem Name: Shulton Enterprises
- Address: 1340 Blakesville End
- Prem Type/Species: BRD, BOV
- City: Rustic, State: CO
- Zip: 80444, County: 069
- County Name: Larimer

EVENT SUMMARY INFORMATION:

- Prem ID: C0555011, Disease: TB, Entry Date: 23-DEC-2002
- Prem State: CO, Species: BOV, Entry State: GA
- Prem Type: BRD, Event Type: TBCF, Event County: 069
- Es Nr: 20023571861, Event Seq Nr: 0

Additional Fields:

- Area: AEE, Retest, RT; Herd(Re): Tracing, TK; Accredited: RA, Reg Kill; Milk Ordinance: HO, Tracing Reactors, TE; Sale Show: SS, Tracing Exposed, TE; Imported: IHP, Other, OTH
- Rsn for Test: HQ, Nr Neg: 0, Paycode: 4
- Nr in Lot: , Nr Dev (Sus): 0, Person ID: , Person State: , Injec Date: 04-OCT-2002
- Kind: , Nr Rea: 0, Read Date: 07-OCT-2002
- Injec Site: CFLS, Nr Oth: 0, Total: 0
- Serial Nr A: , Pay Stop: , Lab: , User Field 1: , Lab State: GA, User Field 2: , Nr No Test: , Fund: , Event3 Date: , User Field 3: , Remarks:

Buttons: Sample, Short Sample, Status, Misc Info, New, Clear, Save, Exit, Premises, Person

1.12 You can now do any of the following:

To Start This Task...	Do This Action
Enter more data on this TBCF Event_Summary form...	<ol style="list-style-type: none"> 1. Click inside specific fields to enter data into them. 2. After you have entered all of your data, press F10 to re-commit this TBCF Event_Summary Record back into the GDB.
Create Sample Records for individual animals...	Go directly to <i>Exercise 2: Entering TBCF Sample Data</i> in this lesson.
Exit this form (because you have finished all of your data-entry work)...	<p>Click the [Exit] command button.</p> <p>You have now finished this Exercise 1.</p>

The differences between the full-size **Sample** form and the short **Sample** form are listed below:

Full-Size Sample Form	Short Sample Form
Has six ID fields to describe one animal or group of animals: Eartag (Id1) Bngl/Btg (Id2) Id3 Id4 Tat Id6	Has three ID fields to describe one animal or group of animals: ID1-Eartag ID2-Backtag ID5-Vac (vaccination number)
Uses the entire <i>Sample Information</i> block of the Sample form to describe one animal or group of animals.	Uses a single row of fields (from the Seq NR field through the Pay Grp field) as a record to describe a single animal or group of animals.
Allows you to create only one TBCF Sample Record on the full-size Sample form.	Allows you to create/display up to five TBCF Sample Records at one time on the short Sample form. (The form will scroll to allow you to display or enter additional Sample Records .)

Note: Creation of a **Sample Record** may not be required if the animal's test result is negative. However, if the animal is other than negative, a **Sample Record** may be created for traceback purposes.

Using the Full-Size Sample Form

In this exercise, you will learn how to do enter TBCF animal sample data and test results data on a full-size **Sample** form.

2.1 The cursor should still be inside any field in the *Event Summary Information* block of your **TBCF Event_Summary** form. At the bottom of the form, either:

- click the [Sample] button
- press CTRL+PAGE DOWN

The **TBCF** full-size **Sample** form will appear:

GDBTBCF

SUMMARY INFORMATION

TB Nr: 20023571861 Prem Id: C0555011 Prem State: CO
 Entry State: GA Disease: TB Species: BOV
 Event Type: TBCF

SAMPLE INFORMATION

TB Seq Nr: 1

Eartag(Id1): Id1 Source: L Age: Test Interp: N L
 Bngl/Btg(Id2): Id2 Source: L Breed: L Nr Neg: L
 Tag Query Sex: L Nr Sus: L
 Nr Pos: L

Ind Range: Id3: Pay Group: Origin: Q
 Unit: Id4: Ind Id: Origin State: L
 Nr In Lot: Tat: Case Nr: Prem Name: L
 Id6: Disposition: L

OWNER INFORMATION

Prem Id: Q User Field 1: L
 Owner Name: User Field 2: L
 Owner City: Owner State: User Field 3: L
 Owner Country: County Name: L

Remarks: L

Test Name: L
 Test Result: L

Summary New Clear Save Exit

2.2 The cursor will be in the **TB Seq Nr** field. Do one of the following:

- Press ENTER to accept the default value.
- Change the sequence number. Press ENTER.

2.3 In the **Eartag (Id1)** field, enter the eartag number, if available. Press ENTER.

- 2.4 In the **Bngl/Btg (Id2)** field, enter the bangle or back tag number, if available. Press ENTER.

Origin:	C0555011	Q
Origin State:	CO	
Prem Name:	Shulton Enterprises	
Disposition:		

- 2.5 Pressing the [Tag Query] button will cause the GDB to query its **Miscellaneous_Information Table** to find **Prem IDs** for those premises to which tags were initially distributed.

(In order for this [Tag Query] button to work, the tag distribution information must already exist in the GDB's **Miscellaneous_Information Table**.)

- Any records retrieved will appear on a **Tag Distribution** form.
 - You would select the appropriate **Prem ID** from those shown on the **Tag Distribution** form.
 - The **Prem ID** you select will be inserted into the **Origin** field of the **TBCF Sample** form.
- 2.6 In the **Age** field, enter the age of the animal tested, if available. Press ENTER.
- 2.7 In the **Breed** field, enter the breed, if available. Press ENTER.
- 2.8 In the **Sex** field, enter the animal's sex, if available. Press ENTER.
- 2.9 In the **Test Interp** field, enter a new value or accept **N** (negative) as the default value.

Note: To bypass the **Nr Neg**, **Nr Sus**, and **Nr Pos** fields when the cursor is in the **Test Interp** field, press the **F5** hot key. The cursor will move to the **Ind Range** field. However, if you press ENTER when the cursor is in the **Test Interp** field, the cursor will move to the **Nr Neg** field.

- 2.10 If an animal came from another premises to the current premises, you can specify the original premises in the **Origin** sub-block.

Enter a **Prem ID** value in the **Origin** field and press the **Q** button next to it.

A query will be executed against the GDB's **Premises Table**. If the **Prem ID** value in the **Origin** field matches a **Prem ID** in the **Premises Table**, the name of the premises that has this **Prem ID** will be displayed in the **Prem Name** field.

2.11 In the **Ind Range** field, enter one of the following values:

I to represent one animal

R to represent several animals

Press ENTER.

2.12 In the **Nr in Lot** field, enter the appropriate number, if available. Press ENTER.

2.13 In the **Unit** field, enter the appropriate value, if available. Press ENTER.

In most cases, your data-entry work in the **TBCF** full-size **Sample** form will end at the **Unit** field (if not earlier).

Your **TBCF** full-size **Sample** form should now look similar to the example below:

SUMMARY INFORMATION			
TB Nr:	20023571861	Prem Id:	CO555011
Entry State:	GA	Disease:	TB
		Prem State:	CO
		Species:	BOV
		Event Type:	TBCF
SAMPLE INFORMATION			
TB Seq Nr:	1	Age:	4
Eartag(Id1):	HJDM7209	Breed:	BL
Bngl/Btg(Id2):	KAW556	Sex:	M
		Test Interp:	N
		Nr Neg:	
		Nr Sus:	
		Nr Pos:	
Ind Range:		Pay Group:	
Unit:		Ind Id:	
Nr In Lot:		Case Nr:	
		Origin:	CO555011 Q
		Origin State:	CO
		Prem Name:	Shulton Enterprises
		Disposition:	
OWNER INFORMATION			
Prem Id:		User Field 1:	
Owner Name:		User Field 2:	
Owner City:		User Field 3:	
Owner State:			
Owner Country:			
County Name:			
Remarks:			
Test Name:			
Test Result:			
Summary			
New Clear Save Exit			

- 2.14 Press **F10** to commit the data shown on this **TBCF** full-size **Sample** form into the GDB. You should always commit each individual **Sample** form's data before you start working in any other form.

You now have a **TBCF Sample Record** associated with the **TBCF Event_Summary Record** you created earlier in Exercise 1 of this lesson.

- 2.15 You can now do any of the following:

To Start This Task...	Do This Action
Return to the TBCF Event_Summary form...	Either click the [Summary] command button or press CTRL+PAGE UP.
Start entering TBCF test results into this TBCF full-size Sample Record ... (Note: It is extremely rare that you will need to do this task. The test result for an animal's TBCF test is either P or N and will be exactly the same as the value already displayed in the Test_Interp field on the TBCF Sample form.)	Go directly to Step 2A.16 now.
Create a second TBCF Sample Record using the full-size Sample form...	Go directly to Step 2A.18 now.

- 2.16 The *Test Information* block at the bottom of the form is linked to the **TBCF Sample Record** by the **TB Seq Nr** value shown in the *Sample Information* block.

To enter test results do the following:

- With your pointer in a field in the *Sample* block, press CTRL+PAGE DOWN (or simply click in the top-left **Test Name** field).

If default test values exist for the disease and species, these values will already appear in the **Test Name** and **Test Result** fields.

- Enter your new data or modify the default test data. Press ENTER to move the cursor between the **Test Name** and **Test Result** fields. Press DOWN ARROW or UP ARROW to move the cursor from one **Test Name** field to another **Test Name** field.

Below is an example of a completed *Test Information* block on a **TBCF** full-size **Sample** form:

The screenshot shows a portion of a software form. It has two rows of input fields. The first row is labeled 'Test Name:' and contains the text 'INS' in the first cell, followed by several empty cells. The second row is labeled 'Test Result:' and contains the text 'P' in the first cell, followed by several empty cells. To the right of each row is a small button with the letter 'L' on it. Below the input fields is a horizontal scroll bar.

- Press **F10** to commit these test results data into the GDB.

An example of a completed **TBCF** full-size **Sample** form appears below:

SUMMARY INFORMATION			
TB Nr: 20031892665	Prem Id: CO988888	Prem State: CO	
Entry State: GA	Disease: TB	Species: BOV	
		Event Type: TBCF	
SAMPLE INFORMATION			
TB Seq Nr: 1			
Eartag(Id1): GBB7209	Id1 Source: L	Age: 4	Test Interp: N L
Bngl/Btg(Id2): WKA556	Id2 Source: L	Breed: BL L	Nr Neg:
	Tag Query	Sex: M L	Nr Sus:
			Nr Pos:
Ind Range: I	Id3:	Pay Group: 7	Origin: CO988888 Q
Unit:	Id4:	Ind Id:	Origin State: CO
Nr In Lot: 88	Tat:	Case Nr:	Prem Name: Maprin James R
	Id6:		Disposition:
OWNER INFORMATION			
Prem Id:	Q		User Field 1: L
Owner Name:			User Field 2: L
Owner City:	Owner State:		User Field 3: L
Owner County:	County Name:		
Remarks:			
Test Name: INS			L
Test Result: P			L
Summary			
New Clear Save Exit			

2.17 You can now do any of the following:

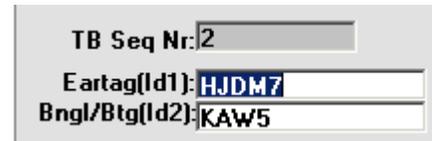
To Start This Task...	Do This Action
Create a second TBCF Sample Record using the full-size Sample form...	<ol style="list-style-type: none"> Return the cursor to the <i>Sample Information</i> block either by pressing CTRL+PAGE UP. Go directly to Step 2A.18 now.
Exit this TBCF full-size Sample form (because you have finished all of your data-entry work)...	Click on the [Exit] command button. You have now finished this exercise.

2.18 The cursor should be in any field in the *Sample Information* block. Press **F6** or click the [New] button at the bottom of the form to start a new **TBCF** full-size **Sample** form.

Some fields will be cleared of their data; other fields will show new default values in them. And the cursor will move to the **TB Seq Nr** field, whose value will increase by one.

2.19 Press ENTER to move the cursor to the **Eartag (Id1)** field.

2.20 In the **Eartag (Id1)** field, the first five characters from the previous eartag number will be highlighted (as shown).



The screenshot shows a data entry form with three fields. The first field is labeled 'TB Seq Nr:' and contains the value '2'. The second field is labeled 'Eartag(Id1):' and contains the value 'HJDM7', which is highlighted in blue. The third field is labeled 'Bngl/Btg(Id2):' and contains the value 'KAW5'.

If your next eartag starts with:

- *the same five characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the eartag number for the second animal in the sequence, if available.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.
- *nothing* (because you do not have a second eartag number to report), press the [Delete] key on your keyboard.

Press ENTER to move the cursor to the **Bngl/Btg (Id2)** field.

2.21 In the **Bngl/Btg (Id2)** field, the first four characters from the previous backtag number will be highlighted. (See the screen image earlier in Step 2A.20.)

If the next backtag starts with:

- *the same four characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the backtag number for the second animal in the sequence, if available.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.
- *nothing* (because you do not have a second backtag number to report), press the [Delete] key on your keyboard.

Press ENTER to move the cursor to the **Age** field.

2.22 In this step, you can enter new data or modify any default values shown in any field in the *Sample Information* block.

2.23 After you have made any needed changes, press **F10** to commit the data on this **TBCF** full-size **Sample** form into the GDB.

2.24 You can now do any of the following:

To Start This Task...	Do This Action
<p>Return to the TBCF Event_Summary form...</p> <p>Once you are back in the TBCF Event_Summary form, you can:</p> <ul style="list-style-type: none"> • Start another TBCF Event_Summary Record for a different premises... • Exit this form... 	<p>Either click the [Summary] command button or press CTRL+PAGE UP.</p> <p>→ Go back to <i>Exercise 1</i> found in this lesson.</p> <p>→ Press CTRL+Q or the [Exit] command. You have now finished this Exercise 2.</p>
<p>Start entering TBCF test results into this second TBCF full-size Sample form...</p> <p>(Note: It is extremely rare that you will need to do this task. The test result for an animal's TBCF test is either P or N and will be exactly the same as the value already displayed in the Test_Interp field on the TBCF Sample form.)</p>	<p>Repeat Step 2A.16 earlier in this exercise.</p>
<p>Create additional TBCF Sample Records, using the full-size Sample form...</p>	<p>Repeat Steps 2A.18 – 2A.23 earlier in this exercise.</p>

Lesson 7

Entering TBCC Records

Lesson 7: Entering TBCC Records

In this lesson you'll learn about the following:

Topic	See Page
Exercise 1: Entering TBCC Summary Data	7.2
Exercise 2: Entering TBCC Sample Data	7.7

Exercise 1: Entering TBCC Summary Data

- 1.1 Access a new, blank **TBCC Event_Summary** form by doing the following steps:
- From the **APHIS IMMS** main menu, click on the **Generic Data Base** option.
 - In the **Generic Data Base** menu, click on the **Forms** option.
 - In the **Forms** menu, click on the **GDBTBCC: TBCC Test** option.

A new **TBCC Event_Summary** form will appear onscreen.

devlco-GDBTBCC
Action Edit Query Block Record Field Window Help

GDBTBCC

PREMISES QUERY

Prem ID: Prem Name:
 Address:
 City: State:
 Zip: County:
 County Name:

Prem Type/Species

EVENT SUMMARY INFORMATION

Prem ID: Disease: Entry Date:
 Prem State: Species: V Entry State:
 Prem Type: Event Type: Event County:
 TB Es Nr:

Area	AEE	Tracing Reg Kill	TK
Herd(Re)	HR	Tracing Reactors	TR
Hill: Ordinance	HO	Tracing Exposed	TE
Sale Show	SS	Herd Retest	RT
Imported	IHP	Other	OTH

Test Rsn: V Nr Neg: Serial Nr A:
 CF Inj Date: Nr Sus: Serial Nr B:
 CC Inj Date: Nr Rea: Nr in Lot:
 Read Date: Nr Oth: Event Seq Nr:
 Total: Kind:
 Anim Site: L

Person ID: L Nr No Test: Lab: L User Field 1: L
 Person State: L Pay Stop: Lab State: User Field 2: L
 Paycode: V Fund: User Field 3: L
 Remarks:

Sample Short Sample Status Misc Info New Clear Save Exit
 Premises Person

The cursor will be in the **Prem ID** field of the *Premises Query* block. The form will be in data-retrieval mode.

- 1.2 Query the premises at which the event occurred by entering a **Prem ID** and pressing **F8**. If a premises is found, the cursor will move to the **Tst Rsn for** field of the *Event Summary Information* block.
- 1.3 Verify that the **Prem Type** and **Species** in the *Event Summary Information* block match the **Prem Type** and **Species** in the *Premises Query* block (as shown by the dark lines in the screen image below).

If they do not match for the test to be entered, do the following:

- Click to place the cursor in the *Prem Type/Species* sub-block of the *Premises Query* block.
- Use the UP ARROW and DOWN ARROW keys in the sub-block to scroll through the **Prem Type/Species** records to find the correct combination.
- After you have found the correct combination, press CTRL+PAGE DOWN to return to the *Event Summary Information* block. The cursor will move to the **Tst Rsn** field.

If you cannot find the correct **Prem Type** and **Species** in the *Event Summary Information* block, it may mean that a **Premises_Supplemental Record** has not yet been created for this combination. To create this missing record:

- Return to *Lesson 3: Entering Herd Test Records* in this manual.
- Query for and retrieve the **Premises Record** that has this **Prem ID**.
- Create the missing **Premises_Supplemental Record** by doing Steps 2.28 through 2.39 in Lesson 5.
- Then come back to this Lesson 7 and continue with Step 1.4 below.

- 1.4 In the **Tst Rsn** field, enter the appropriate value. Press ENTER.

- 1.5 **CF Inj Date** is not a required field. Enter data or not, as desired. Press ENTER.
- 1.6 In the **CC Inj Date** field, enter the appropriate date, using the format dd-MON-yyyy (04-AUG-2003, for example). Then press ENTER.
- 1.7 The **Read Date** is not a required field, but it defaults to three days after the **CC Inj Date** value. You can accept this default value or enter a different value, using the format dd-MON-yyyy (04-AUG-2003, for example). Then press ENTER.
- 1.8 In the following four fields, you can enter a new value or accept **0** as the default value. Press ENTER to move between fields.
- Nr Neg**
 - Nr Sus**
 - Nr Rea**
 - Nr Oth**
- 1.9 **Serial Nr A** is not a required field. You can use it to record the serial number of the avian tuberculin, if you wish. Enter this data or not, as desired. Then press ENTER.
- 1.10 **Serial Nr B** is not a required field. You can use it to record the serial number of the bovine (mammalian) tuberculin, if you wish. Enter this data or not, as desired. Then press ENTER.
- 1.11 **Nr in Lot** is not a required field. Enter data or not, as desired. Press ENTER.

Note: The **Kind** field does not allow you to enter data into it. The information displayed in this field is intended simply to show the relationship to the fields of the VS 6-22 form.

- 1.12 In the **Event Seq Nr field**, accept the default value of **0** or enter a new value. Press ENTER.
- 1.13 In the **Anim Site** field, enter the appropriate value. Press ENTER.

1.14 **Person ID** and **Person State** are not required fields. Enter data or not, as desired. Press ENTER.

1.15 In the **Paycode** field, do one of the following options:

- Accept the default value of **1** (a federal employee performed the TBCC test)
- Enter the value of **3** (a state employee performed the TBCC test)
- Enter a new value

Press ENTER.

At this point, you have finished entering the minimal data required for this **TBCC Event_Summary** form. Below is an example of what your form might look like:

GDBTBCC

PREMISES QUERY

Prem ID:

Prem Name:

Address:

Prem Type/Species:

City: State:

Zip: County:

County Name:

EVENT SUMMARY INFORMATION

Prem ID: Disease: Entry Date:

Prem State: Species: Entry State:

Prem Type: Event Type: Event County:

TB Es Nr:

Area	ARE	Tracing	TK
Herd(Re)	HA	Reg Kill	TR
Accredit.	HO	Reactors	TE
Milk	SS	Tracing	ET
Ordinance	IHP	Exposed	OTH
Sale Show		Herd	
Imported		Retest	
		Other	

Test Rsn: Nr Neg: Serial Nr A:

CF Inj Date: Nr Sus: Serial Nr B:

CC Inj Date: Nr Rea: Nr in Lot:

Read Date: Nr Oth: Event Seq Nr:

Total: Kind:

Anim Site:

Person ID: Nr No Test: Lab: User Field 1:

Person State: Pay Stop: Lab State: User Field 2:

Paycode: Fund: User Field 3:

Remarks:

1.16 You can now do any of the following:

To Start This Task...	Do This Action
Enter more data on this TBCC Event_Summary form...	<ol style="list-style-type: none">1. Click inside specific fields to enter data into them.2. After you have entered all of your data, press F10 to re-commit this TBCC Event_Summary Record back into the GDB.
Create TBCC Sample Records for individual animals...	Go directly to <i>Exercise 2: Entering TBCC Sample Data</i> later in this lesson.
Exit this form (because you have finished all of your data-entry work)...	Click the [Exit] command button. You have now finished this Exercise 1.

Exercise 2: Entering TBCC Sample Data

In this exercise, you have a choice of entering detailed TBCC sample data using a full-size **TBCC** full-size **Sample** form or entering minimal sample data by using a **TBCC** short **Sample** form. Read these next two pages to help you decide which form you wish to use.

Below is a new **TBCC** full-size **Sample** form:

GDBTBCC

SUMMARY INFORMATION

TB Nr: Prem Id: Prem State:
 Entry State: Disease: Species:
 Event Type:

SAMPLE INFORMATION

TB Seq Nr:

Eartag(Id1): Id1 Source: L Age: Test Interp: L
 Bngl/Btg(Id2): Id2 Source: L Breed: L Nr Neg:
 Tag Query Sex: L Nr Sus:
 Nr Pos:

Ind Range: Id3: Pay Group: Origin: Q
 Unit: Id4: Ind Id: Origin State:
 Nr In Lot: Tat: Case Nr: Prem Name:
 Id6: Disposition:

OWNER INFORMATION

Prem Id: Q User Field 1: L
 Owner Name: User Field 2: L
 Owner City: Owner State: User Field 3: L
 Owner Country: County Name:

Remarks:

Test Name: L
 Test Result: L

Using the Full-Size Sample Form

In this exercise, you will learn how to do enter TBCC animal sample data and test results data on a full-size Sample form.

2.1 The cursor should still be inside any field in the *Event Summary Information* block of your **TBCC Event_Summary** form. At the bottom of the form, either:

- click the [Sample] button
- press CTRL+PAGE DOWN

The **TBCC** full-size **Sample** form will appear:

GDBTBCCF

SUMMARY INFORMATION

TB Nr: 20023571861 Prem Id: C0555011 Prem State: CO
 Entry State: GA Disease: TB Species: BOV
 Event Type: TBCF

SAMPLE INFORMATION

TB Seq Nr: 1

Eartag(Id1): Id1 Source: L Age: Test Interp: N L
 Bngl/Btg(Id2): Id2 Source: L Breed: L Nr Neg: L
 Tag Query Sex: L Nr Sus: L
 Nr Pos: L

Ind Range: Id3: Pay Group: Origin: Q
 Unit: Id4: Ind Id: Origin State: L
 Nr In Lot: Tat: Case Nr: Prem Name: L
 Id6: Disposition: L

OWNER INFORMATION

Prem Id: Q
 Owner Name: L
 Owner City: Owner State: L
 Owner Country: County Name: L
 User Field 1: L
 User Field 2: L
 User Field 3: L

Remarks: L

Test Name: L
 Test Result: L

Summary New Clear Save Exit

2.2 The cursor will be in the **TB Seq Nr** field. Do one of the following:

- Press ENTER to accept the default value.
- Change the sequence number. Press ENTER.

2.3 In the **Eartag (Id1)** field, enter the eartag number, if available. Press ENTER.

- 2.4 In the **Bngl/Btg (Id2)** field, enter the bangle or back tag number, if available. Press ENTER.

Origin:	C0555011	Q
Origin State:	CO	
Prem Name:	Shulton Enterprises	
Disposition:		

- 2.5 Pressing the [Tag Query] button will cause the GDB to query its **Miscellaneous_Information Table** to find **Prem IDs** for those premises to which tags were initially distributed.

(In order for this [Tag Query] button to work, the tag distribution information must already exist in the GDB's **Miscellaneous_Information Table**.)

- Any records retrieved will appear on a **Tag Distribution** form.
 - You would select the appropriate **Prem ID** from those shown on the **Tag Distribution** form.
 - The **Prem ID** you select will be inserted into the **Origin** field of the **TBCC Sample** form.
- 2.6 In the **Age** field, enter the age of the animal tested, if available. Press ENTER.
- 2.7 In the **Breed** field, enter the breed, if available. Press ENTER.
- 2.8 In the **Sex** field, enter the animal's sex, if available. Press ENTER.
- 2.9 In the **Test Interp** field, enter a new value or accept **N** (negative) as the default value.

Note: To bypass the **Nr Neg**, **Nr Sus**, and **Nr Pos** fields when the cursor is in the **Test Interp** field, press the **F5** hot key. The cursor will move to the **Ind Range** field. However, if you press ENTER when the cursor is in the **Test Interp** field, the cursor will move to the **Nr Neg** field.

- 2.10 If an animal came from another premises to the current premises, you can specify the original premises in the **Origin** sub-block.

Enter a **Prem ID** value in the **Origin** field and press the **Q** button next to it.

A query will be executed against the GDB's **Premises Table**. If the **Prem ID** value in the **Origin** field matches a **Prem ID** in the **Premises Table**, the name of the premises that has this **Prem ID** will be displayed in the **Prem Name** field.

2.11 In the **Ind Range** field, enter one of the following values:

I to represent one animal

R to represent several animals

Press ENTER.

2.12 In the **Nr in Lot** field, enter the appropriate number, if available. Press ENTER.

2.13 In the **Unit** field, enter the appropriate value, if available. Press ENTER.

In most cases, your data-entry work in the **TBCC** full-size full-size **Sample** form will end at the **Unit** field (if not earlier).

An example of a committed **TBCC** full-size **Sample Record** appears below:

2.17 You can now do any of the following:

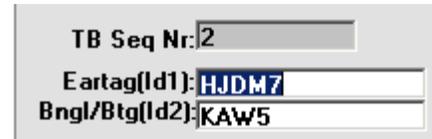
To Start This Task...	Do This Action
Create a second TBCC Sample Record using the full-size TBCC Sample form...	<ol style="list-style-type: none"> Return the cursor to the <i>Sample Information</i> block by pressing CTRL+PAGE UP. Go directly to Step 2A.18 now.
Exit this TBCC full-size Sample form (because you have finished all of your data-entry work)...	Click on the [Exit] command button. You have now finished this exercise.

2.18 The cursor should be in any field in the *Sample Information* block. Press **F6** or click the [New] button at the bottom of the form to start a new **TBCC** full-size **Sample** form.

Some fields will be cleared of their data; other fields will show new default values in them. And the cursor will move to the **TB Seq Nr** field, whose value will increase by one.

2.19 Press ENTER to move the cursor to the **Eartag (Id1)** field.

2.20 In the **Eartag (Id1)** field, the first five characters from the previous eartag number will be highlighted (as shown).



TB Seq Nr:	2
Eartag(Id1):	HJDM7
Bngl/Btg(Id2):	KAW5

If your next eartag starts with:

- *the same five characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the eartag number for the second animal in the sequence.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.
- *nothing* (because you do not have a second eartag number to report), press the [Delete] key on your keyboard.

Press ENTER to move the cursor to the **Bngl/Btg (Id2)** field.

2.21 In the **Bngl/Btg (Id2)** field, the first four characters from the previous backtag number will be highlighted. (See the screen image earlier in Step 2A.20.)

If the next backtag starts with:

- *the same four characters*, press RIGHT ARROW. The cursor will move to the end of the highlighted characters. Finish entering the backtag number for the second animal in the sequence.
- *different characters*, type the entire new number. Do not press the RIGHT ARROW key.
- *nothing* (because you do not have a second backtag number to report), press the [Delete] key on your keyboard.

Press ENTER to move the cursor to the **Age** field.

2.22 In this step, you can enter new data or modify any default values shown in any field in the *Sample Information* block.

2.23 After you have made any needed changes, press **F10** to commit the data on this **TBCC Sample** form into the GDB.

2.24 You can now do any of the following:

To Start This Task...	Do This Action
<p>Return to the TBCC Event_Summary form...</p> <p>Once you are back in the TBCC Event_Summary form, you can:</p> <ul style="list-style-type: none"> • Start another TBCC Event_Summary Record for a different premises... • Exit this form (because you have finished all of your data-entry work)... 	<p>Either click the [Summary] command button or press CTRL+PAGE UP.</p> <p>→ Go to <i>Exercise 1</i> found in this lesson.</p> <p>→ Press CTRL+Q or the [Exit] command. You have now finished this Lesson 7.</p>
<p>Enter TBCC test results for this second TBCC full-size Sample Record...</p>	<p>Repeat Step 2A.16 earlier in this exercise.</p>
<p>Create additional TBCC Sample Records, using the full-size TBCC Sample form...</p>	<p>Repeat Steps 2A.18 – 2A.23 earlier in this exercise.</p>

Lesson 8

Entering BRT Records

Lesson 8:

Entering BRT Records

In this lesson you'll accomplish the following:

- ❖ Create **Premises Records** for an individual premises and for the state program.
- ❖ Enter event summary information that records all collections from all PUPs for a round.
- ❖ Create **Sample Records** that contain the data for each individual patron for the round.
- ❖ Query the **Patron Exceptions** form to update **Patron Records**.
- ❖ Learn how to use the **Generate_Patrons** process.

This chapter covers the following topics:

Topic	See Page
Required Records for BRT Testing	8.2
Exercise 1: Creating Individual and State-Wide BRT Premises Records	8.4
Exercise 2: Entering BRT Data Using the Generate_Patrons Automated Process	8.8
Exercise 3: Entering BRT Data Manually	8.10
Exercise 4: Using the Patron_Exceptions Form	8.16
Exercise 5: Creating New Official Samples Records	8.19
Exercise 6: Creating New Patron Records	8.23

Required Records for BRT Testing

The purpose of BRT recording and reporting is to ensure that each dairy herd which is subject to BRT testing has at least one **Sample Record** in each round to link the dairy herd's **Prem Id** with at least one patron-nr at one Pickup Point (PUP) with an acceptable round interp, or to determine which do not.

The BRT system uses three primary forms to create the **BRT Records** stored in the GDB tables:

- The **Premises** form is used to create three types of **Premises Records**:
 - the **BRT Pickup Point Record**
 - the dairy herd **Premises Record**
 - a special record representing the state's BRT program
- The **Event_Summary** form is used to document round information, including the beginning and ending dates of the round, along with the summary totals for **nr_neg** (number of animals tested negative) and **nr_pos** (number of animals tested positive) for the round for the entire state

This round information is created by the **Generate_Patron** automated process under normal circumstances. It could be created manually if desired, but this can cause record duplication problems, resulting in an error message of **TOO_MANY_ROWS**.

- The **Sample** form is used to record each patron's round collection activity. It is the "patron round record" and is the most critical record for BRT. Under most circumstances, the patron round record is created by the **Generate_Patron** automated process. It is based on a patron round record from a previous round.

BRT records stored in the GDB tables may be created/accessed using the **Premises**, **Event Summary** and **Sample** forms. The **Generate_Patrons** automated process also creates new records. (See exercises 2, 4, 5, and 6.) The BRT system also has a special form, **Patron_Exceptions**, which is used to modify herd links or patron round interps. New records cannot be created using this form. This form is sometimes called the **Patron_Update** form.

The event in BRT is the collection of BRT samples during a round. A round is the period of time, 3 – 6 months usually, that is allowed to collect a sample representing each herd of dairy cows that is producing milk in the state. A round may be as short as 1 month.

- 1. Premises Record – Required:** This record must be created three times, once for each of the entities (types of premises) involved in the BRT program.
 - The BRT program itself must have a **Premises Record**, with a prem_id = **STBRT**, where **ST** = the state's postal code (**GA** for Georgia). So, Georgia's BRT program prem_id would be **GABRT**. On the associated **Premises Supplemental Record**, the prem_type may be **BRTPUP** or **FRM**, and the species is **BOV**. All BRT sample records are linked primarily to the Program **Premises Record**.
 - Each pickup point (PUP) for BRT must have a **Premises Record** with a prem_type = **BRTPUP**.
 - Each dairy herd which delivers milk to a PUP must have a **Premises Record** with a prem_type = **DRY** (dairy). The dairy herd, the entity that produces milk, is assigned a Patron_NR by the PUP to which the milk is delivered. The Patron_NR represents the person being paid for the milk. A herd may be assigned more than one patron number, if the payment is made to more than one individual, or if the milk is delivered to 2 or more PUPs during a round. Each patron of the PUP has a Sample record for the round, ind_range = **R**.
- 2. Event Summary Record – Required:** This record documents all patron collections and tests from all PUPs for a round, and is referred to as the BRT round record. It indicates the round number and the beginning and ending dates of the round.

The **Event Summary Record** can be created by the Gen_patron process. However, this process will not create NR_Neg or NR_Pos totals; a user can enter those fields if desired, but they are not used by any system reports. Reports calculate the round results directly from the **Sample (patron) Records**. The Gen_patron process will generate patron records for a round based on those in a previous round.
- 3. Sample Record – Required:** This record contains the data for each individual patron collected for the round. **Sample Records** (patrons) can be created by the gen patron process. A user can change the round_interp value where necessary. There is a Patron_Update screen that can be used to create patron-herd links and to update round interps.
- 4. Patron-Round Record – Required:** The Ind_range field on the **Sample Record** indicates whether the record is patron-round or other patron test during round. Each patron can have only one patron-round record at a PUP for each round, where the Ind_range = **R**. The **Patron-Round Record** records the interpretation for the testing of a patron at a PUP for the entire round.

Exercise 1:

Creating Individual and State-Wide BRT Premises Records

Step 1

From the **Main** menu, click on the **Generic Data Base** option. From the **Generic Data Base** menu, click on the **Forms** option. From the **Forms** menu, click on the **GDBLPREM: Premises** option. A blank **Premises** form will appear onscreen.

The screenshot displays the GDBLPREM software interface. The title bar reads "devlco-GDBLPREM". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", and "Help". The main window is titled "GDBLPREM" and contains the following sections:

- PREMISES INFORMATION:** Includes fields for Prem ID (with a "Query Owner Premises" button), Name, Address, City, State, Zip Code, and County (with a "L" button).
- CONTACT:** Includes fields for Last Name, First Name, MI, Address, City, State, and Zip Code.
- Geographic Data:** Includes Front Gate Latitude(+), Front Gate Longitude(-), Geo Source, Township, Range, Section, Quarter Section, and Datum.
- User Fields:** Includes User Field 1, 2, and 3.
- Remarks:** A text area for notes.
- PREMISES COMMUNICATIONS:** A table with columns for Priority, Premises/Contact, and Comm Type, and a section for Communications Information.
- SUPPLEMENTAL INFORMATION:** Includes Prem Type (with a "V" button), Species (with a "V" button), Active (Y/N), NR Animals, Geo Source, Datum, and four sets of Latitude/Longitude coordinates (Geo Loc1y/x through Geo Loc4y/x). It also includes User Field 1, 2, and 3.
- Remarks:** A second text area for notes.
- Buttons:** "Misc Info", "Prem Supp Detail", "New", "Clear", "Save", and "Exit".

To create a **Premises Record**:

- which represents the state BRT program, go directly to Step 2 now.
- for an individual premises (either a dairy farm or a PUP (pickup point)), go directly to Step 3 now.

Step 2

Each state must create a **Premises Record** representing the State BRT program. There is only one record of this type for each state.

- a. In the *Premises Information* block of the **Premises** form, fill these required fields as instructed:

Prem ID Enter the state postal code plus the letters “BRT”(i.e., **NYBRT**)
Prem Name Enter the state code followed by a space and the words “BRT Program” (i.e., **NY BRT Program**).
Prem County **000**
Prem State Enter the state postal code (i.e., **NY**)

- b. In the *Supplemental Information* block of the **Premises** form, fill these required fields as instructed:

Prem Type **B RTPUP**
Species **BOV**
Active (Y/N) **Y**

Below is an example of how Alabama’s completed state BRT Program **Premises Record** might look like. Again, there is only one Program **Premises Record** created for a state. (If you attempt to create a second Program **Premises Record** according to the above instructions, the GDB will reject this one.)

Now go to Step 4.

PREMISES INFORMATION			CONTACT				
Prem ID: <input type="text" value="ALBRT"/>	<input type="button" value="Query Owner Premises"/>		Last Name: <input type="text" value="Al"/>				
Name: <input type="text" value="Al Brt Program"/>			First Name: <input type="text" value="Brt"/>	MI: <input type="text" value="P"/>			
Address: <input type="text"/>			Address: <input type="text"/>				
City: <input type="text"/>			City: <input type="text"/>				
State: <input type="text" value="AL"/>	Zip Code: <input type="text"/>		State: <input type="text" value="AL"/>	Zip Code: <input type="text"/>			
County: <input type="text" value="000"/>	<input type="button" value="L"/>	<input type="button" value="All Counties"/>					
Front Gate Latitude(+): <input type="text"/>	Front Gate Longitude(-): <input type="text"/>	Geo Source: <input type="text"/>					
Township: <input type="text"/>	Range: <input type="text"/>	Section: <input type="text"/>	Quarter Section: <input type="text"/>	Datum: <input type="text"/>			
User Field 1: <input type="text"/>	User Field 2: <input type="text"/>	User Field 3: <input type="text"/>					
Remarks: <input type="text"/>							
PREMISES COMMUNICATIONS							
Priority: <input type="text" value="1"/>	Premises/Contact: <input type="text" value="P"/>	Comm Type: <input type="text" value="WORKPHONE"/>	Communications Information: <input type="text" value="X"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
SUPPLEMENTAL INFORMATION							
Prem Type: <input type="text" value="B RTPUP"/>	<input checked="" type="checkbox"/>	Species: <input type="text" value="BOV"/>	<input checked="" type="checkbox"/>	Active (Y/N): <input type="checkbox"/>	NR Animals: <input type="text"/>	Geo Source: <input type="text"/>	
Latitude(+): <input type="text"/>	Longitude(-): <input type="text"/>	Datum: <input type="text"/>					
Geo Loc1y: <input type="text"/>	Geo Loc1x: <input type="text"/>	User Field 1: <input type="text"/>					
Geo Loc2y: <input type="text"/>	Geo Loc2x: <input type="text"/>	User Field 2: <input type="text"/>					
Geo Loc3y: <input type="text"/>	Geo Loc3x: <input type="text"/>	User Field 3: <input type="text"/>					
Geo Loc4y: <input type="text"/>	Geo Loc4x: <input type="text"/>						
Remarks: <input type="text"/>							
<input type="button" value="Misc Info"/>		<input type="button" value="Prem Supp Detail"/>		<input type="button" value="New"/>	<input type="button" value="Clear"/>	<input type="button" value="Save"/>	<input type="button" value="Exit"/>

Step 3

To create a **Premises Record** for an individual premises (either a dairy farm or a PUP), follow the procedures described in Exercise 2 of Lesson 1, *except* for the **Prem Type** field in the *Supplemental Information* block.

When you get to the **Prem Type** field, fill it out as follows:

- If the **Premises Record** refers to a PUP, enter **BRTPUP** as the value.
- If the **Premises Record** refers to a dairy farm that contributes to the PUP, enter **DRY** as the value.

The example below shows an individual **Premises Record** for a dairy farm participating in the BRT program. Now go on to Step 4.

The screenshot displays the GDBLPREM software interface for entering a Premises Record. The window title is "devlco-GDBLPREM" and the menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", and "Help". The main window is titled "GDBLPREM" and contains the following sections:

- PREMISES INFORMATION:**
 - Prem ID: AL9993003 (Query Owner Premises)
 - Name: Samplas Eric J
 - Address: Po Box 3003
 - City: Sampleton
 - State: AL Zip Code: 44003
 - County: 081 L Lee
- CONTACT:**
 - Last Name: Samplas
 - First Name: Eric MI: J
 - Address: Po Box 3003
 - City: Sampleton
 - State: AL Zip Code: 44003
- Geographic Data:**
 - Front Gate Latitude(+): 40.245303 Front Gate Longitude(-): -109.245303 Geo Source: MAP
 - Township: T33S Range: R33W Section: 03 Quarter Section: SW Datum: [Dropdown]
 - User Field 1: [Text] User Field 2: [Text] User Field 3: [Text]
 - Remarks: [Text]
- PREMISES COMMUNICATIONS:**

Priority	Premises/Contact	Comm Type	Communications Information
1	P	HOMEPHONE	251-555-5555
2	P	WORKPHONE	251-333-5555
- SUPPLEMENTAL INFORMATION:**
 - Prem Type: DRY (checked) Species: BOV (checked) Active (Y/N): Y NR Animals: 83 Geo Source: [Dropdown]
 - Latitude(+): [Text] Longitude(-): [Text] Datum: [Dropdown]
 - Geo Loc1y: [Text] Geo Loc1x: [Text]
 - Geo Loc2y: [Text] Geo Loc2x: [Text]
 - Geo Loc3y: [Text] Geo Loc3x: [Text]
 - Geo Loc4y: [Text] Geo Loc4x: [Text]
 - User Field 1: [Text] User Field 2: [Text] User Field 3: [Text]
 - Remarks: [Text]

At the bottom of the window, there are buttons for "Misc Info", "Prem Supp Detail", "New", "Clear", "Save", and "Exit".

Step 4

After all required fields have been entered, press **F10** to commit the **Premises Record**. If you are finished working with the **Premises** form, you can exit it by either clicking on the [Exit] button at the bottom of the form or by pressing CTRL+Q.

You will be returned to the **Forms** sub-menu of the **APHIS Information Management Menu System**.

Exercise 2: Entering BRT Data Using the Generate_Patrons Automated Process

Step 1

From the **Main** menu, click on the **Generic Data Base** option. From the **Generic Data Base** menu, click on the **Automated Processes** option. From the **Automated Processes** menu, click on the **BRTGENPT: Generate Patrons** option. A new **Generate New Patron Round Records** form will appear onscreen.

The screenshot shows a software window titled "BRTGENPT" with a sub-header "GENERATE NEW PATRON ROUND RECORDS". The form contains the following elements:

- PUP State:** A text input field.
- PUP ID:** A text input field.
- PUP Name:** A text input field.
- use ALL PUPs (overrides selected PUP)**: A checkbox with a dotted border.
- Previous Round:** A text input field.
- Begin Date:** A date input field.
- End Date:** A date input field.
- New Round:** A text input field.
- Begin Date:** A date input field.
- End Date:** A date input field.
- Create new round from previous:** A button.
- Round Interp:** A text input field with the value "N".
- Collection Date:** A date input field.
- Test Date:** A date input field.
- Generate Patrons:** A button.
- Add to Batch:** A button.
- Generate Batched Patrons:** A button.
- Status:** A text input field.
- Print Report:** A button.
- Delete Batch File:** A button.
- New:** A button.
- Clear:** A button.
- Exit:** A button.

Step 2

You can generate **Patron Records** for one PUP at a time or all PUPs at one time:

- To do all PUPs at a time, click in the **use All PUPs (overrides selected PUP)** box. It is not necessary to enter a **PUP ID** or a **PUP State**.
- To generate patrons one PUP at a time, enter the **PUP State** and **PUP ID**. The system will automatically fill in the **PUP Name**, if these **PUP ID** and **PUP State** values match a **PUP Premises Record**.

Note: If the PUP ID is not known, query the data base using the **Patron_Exceptions** form. This procedure is described in Exercise 4 later in this lesson

Step 3

Enter the **Previous Round** number, using the format `yyyynn` (i.e., **1999002**). The system will automatically fill in the **Begin Date** and **End Date** fields if the **Round_NR** is valid. The **Previous Round** is the round from which the patrons will be generated into the new round. Enter the **New Round** number, using the same format. The **New Round** is the round into which you wish to generate **Patron Records**.

- If a **Round_Summary Record** for the new round already exists, and the system automatically filled in the **Begin Date** and **End Date** fields, *do not* click on the [Create new round from previous] button.
- If the **Round_Summary Record** does not exist, a message will display in the status bar at the bottom of the form. This message will state that the **Round Summary** must be created. Enter into the **Begin Date** and **End Date** fields the beginning and ending dates of the round. Use the format, `dd-MON-yyyy` (i.e., **01-MAR-1999**). Click on the [Create new round from previous] button.

Step 4

After creating the **Round_Summary Record**, **Patron Records** can be generated. Enter the desired **Round Interp**, **Collection Date**, and **Test Date** values with which the **Patron Records** should be generated. Then generate these records either one at a time interactively or as a group:

- To generate **Patron Records** interactively, click on the [Generate Patrons] button.
- To generate **Patron Records** at a later time, click the [Add to Batch] button. To generate the next PUP click on the [New] button. After several PUPs have been prepared, click on the [Generate Batched Patrons] button to start the **Generate_Patrons** process.

Exercise 3: Entering BRT Data Manually

Normally, BRT data are created by using the **Generate-Patrons** automated process that was described earlier in Exercise 2.

You should use the procedures in Exercise 3 only when the GDB has never had **BRT Records** uploaded from another data base or been used for BRT data entry, such as when you set up the BRT system for the first time. In such cases, your **BRT Patron Sample Records** must be created manually by filling out **Event_Summary** and **Sample** forms.

Step 1

From the **Main** menu, click on the **Generic Data Base** option. From the **Generic Data Base** menu, click on the **Forms** option. From the **Forms** menu, click on the **GDBLEVENT: Event Summary** option. A blank **Event_Summary** form will appear onscreen.

Step 2

The cursor will be located in the **Disease** field of the *Disease Program Information* block. The form is in query mode. Enter the following values for the label set:

Disease	BR
Species	BOV
Event Type	BRT

Press **F8** to execute the query. The cursor will move to the **Prem ID** field of the *Premises Query* block. The form will again be in query mode.

Step 3

In the **Prem ID** field, enter the BRT State **Program Prem ID** and press **F8**. Each state has one **Prem ID** record to represent the state BRT program (the state's two-letter postal abbreviation and the letters "BRT"). For example, Alabama's BRT State **Program Prem ID** would be **ALBRT**.

After your state's BRT premises information is retrieved, the cursor will move to the **Disease** field in the *Event Summary Information* block.

The **Event_Summary** form should now look similar to the following:

The screenshot shows the 'devlco-GDBLEVENT' application window. The menu bar includes 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Window', and 'Help'. The main window is titled 'GDBLEVENT' and is divided into several sections:

- DISEASE PROGRAM INFORMATION:**
 - Disease: BR L
 - Species: BOV L
 - Event Type: BRT L
- PREMISES QUERY:**
 - Prem ID: ALBRT
 - Prem Name: Al Brt Program
 - Address: [Empty]
 - Prem Type/Species: B RTPUP BOV
 - City: [Empty]
 - State: AL
 - Zip: [Empty]
 - County: 000
 - County Name: All Counties
- EVENT SUMMARY INFORMATION:**
 - State+BRT: AL BRT
 - State: AL
 - Prem Type: B RTPUP
 - BRT Es Nr: 20023221660
 - Species: BOV
 - Disease: BR V
 - Entry Date: 18-NOV-2002
 - Entry State: GA
 - Event County: 000
 - Event Type: BRT V
 - Rd Beg Date: [Empty]
 - Test Rsn: [Empty] V
 - Round Nr: 0
 - Rd End Date: [Empty]
 - Paycode: [Empty] V
 - Nr Neg: 0
 - NA: 0
 - Nr Pos: 0
 - Nr Oth: 0
 - Total: [Empty]
 - Nr No Test: [Empty]
 - Nr In Lot: [Empty]
 - Serial Nr A: [Empty]
 - Serial Nr B: [Empty]
 - Anim Site: [Empty] L
 - Person Id: [Empty] L
 - Lab: [Empty] L
 - User Field 1: [Empty] L
 - Person State: [Empty] L
 - Lab State: GA
 - User Field 2: [Empty] L
 - Pay Stop: [Empty]
 - Event3 Date: [Empty]
 - User Field 3: [Empty] L
 - Fund: [Empty]
 - Remarks: [Empty]

At the bottom of the form, there are several buttons: Sample, Short Sample, Status, Misc Info, New, Clear, Save, Exit, Premises, and Person.

Step 4

On the **Event_Summary** form, default values have already been provided in the **Disease**, **Species**, **Prem ID**, **Event Type**, and **Lab State** fields.

You need to fill out other fields on the form. Use the guidelines below to do this:

Event Type	BRT
Rd Beg Date	Enter the beginning date of the round. Use the format, dd-MON-yyyy (i.e., 01-JAN-2002)
Test Rsn	BRT
Round Nr	Enter the number of the round. Use the format, yyyynn (i.e., 2002003)
Rd End Date	Enter the ending date of the round. Use the format, dd-MON-yyyy (i.e., 31-MAR-2002)
Paycode	0
Nr Neg	Optional...enter this value, if desired
Nr Pos	Optional...enter this value, if desired

Shown below is a macro that can be used to generate summary counts (of N, S, and others) at end of a round:

```
select id1 pupid,test_interp ti, count(*) samples
from gdb_sample
where ind_range = 'R'
and id4 = '&round_nr'
and ID2_source = '&yourstate'
group by id1,test_interp;
```

Step 5

When you have finished entering data in the **Event_Summary** form, press **F10** to commit it to the GDB.

Your **Event_Summary Record** should look similar to the following:

The screenshot shows the GDBLEVENT software interface. The title bar reads "devlco-GDBLEVENT". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", and "Help". The main window title is "GDBLEVENT".

The interface is divided into several sections:

- DISEASE PROGRAM INFORMATION:**
 - Disease: BR [L]
 - Species: BOV [L]
 - Event Type: BRT [L]
- PREMISES QUERY:**
 - Prem ID: ALBRT
 - Prem Name: AI Brt Program
 - Address: []
 - City: [] State: AL
 - Zip: [] County: 000
 - County Name: All Counties
- EVENT SUMMARY INFORMATION:**
 - State+BRT: AI BRT
 - State: AL
 - Prem Type: BRT PUP
 - BRT Es Nr: 20023221660
 - Species: BOV
 - Disease: BR [V]
 - Entry Date: 18-NOV-2002
 - Entry State: GA
 - Event County: 000
 - Event Type: BRT [V]
 - Rd Beg Date: 11-MAY-2002
 - Test Rsn: BRT [V]
 - Round Nr: 1
 - Rd End Date: 17-MAY-2002
 - Paycode: 0 [V]
 - Nr Neg: 44
 - NA: 0
 - Nr Pos: 2
 - Nr Oth: 0
 - Total: 46
 - Nr No Test: []
 - Nr In Lot: []
 - Serial Nr A: []
 - Serial Nr B: []
 - Anim Site: [] [L]
 - Person Id: [] [L]
 - Person State: [] [L]
 - Pay Stop: []
 - Fund: []
 - Lab: [] [L]
 - Lab State: GA
 - Event3 Date: []
 - User Field 1: [] [L]
 - User Field 2: [] [L]
 - User Field 3: [] [L]
 - Remarks: []

At the bottom, there are buttons for "Sample", "Short Sample", "Status", "Misc Info", "New", "Clear", "Save", and "Exit". Below these are "Premises" and "Person" buttons.

Step 6

In this step, you will add new patrons/dairy herds to the Round. (Refer to Exercise 6 in this lesson for more details.)

In the **Event_Summary** form, click the [Sample] button. A new **Sample** form will appear onscreen, as shown below.

DISEASE INFORMATION		SUMMARY INFORMATION			
Disease: BR	BRT Es Nr: 20023221660	State+BRT: ALBRT	State: AL		
Species: BOV	Entry State: GA	Disease: BR	Species: BOV		
Event Type: BRT					
SAMPLE INFORMATION					
Seq Nr: 1	Rnd or Ind: <input type="checkbox"/>	Pay Group: <input type="text"/>	Case Nr: <input type="text"/>		
	Ind Id: <input type="text"/>	Milk Pop: <input type="text"/>	Unit: <input type="text"/>		
PUP ID: <input type="text"/>	P State: <input type="text"/> L	Rd Interp: N L	Age: <input type="text"/>		
Prem ID: <input type="text"/>	m State: <input type="text"/> L	Nr Neg: <input type="text"/>	Dairy Grade: <input type="text"/> L		
Patron Nr: <input type="text"/>	<input type="button" value="Tag Query"/>	Nr Sus: <input type="text"/>	NA: <input type="text"/> L		
Rd Nr: <input type="text"/>		Nr Pos: <input type="text"/>	Origin: <input type="text"/> Q		
Coll Date: <input type="text"/>			Origin State: <input type="text"/>		
Test Date: <input type="text"/>			Prem Name: <input type="text"/>		
OWNER INFORMATION			Disposition: <input type="text"/>		
Prem Id: <input type="text"/> Q	User Field 1: <input type="text"/> L				
Owner Name: <input type="text"/>	User Field 2: <input type="text"/> L				
Owner City: <input type="text"/>	Owner State: <input type="text"/>	User Field 3: <input type="text"/> L			
Owner County: <input type="text"/>	County Name: <input type="text"/>				
Remarks: <input type="text"/>					
Test Name: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> L
Test Result: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> L
<input type="button" value="Summary"/> <input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/>					

Sample Records represent each patron’s round collection activity. It is the “patron round record” and is the most critical BRT record. For adding patrons, the option of using the short **Sample** form (for minimal data entry) is not suitable because you cannot enter all required information.

Use the following guidelines to enter data in the *Sample Information* block on your **Sample** form:

- PUP ID** Enter the Pickup Point’s Prem ID.
- PUP State** Enter the state where the PUP is located.
- Prem ID** Enter the id for the patron’s premises.
- Prem State** Enter the state where the patron’s premises is located.
- Patron Nr** Enter the patron’s id used by the PUP.
- Rd Nr** Enter the round number during which the sample is collected. This must match the round number on the **Event_Summary Record**. Use the format, **yyyynnn** (i.e., **1999003**).
- Coll Date** Enter the date the BRT sample is collected. Use the format, **dd-MON-yyyy** (i.e., **01-MAR-1999**).
- Test Date** Enter the date the BRT sample is tested. Use the format, **dd-MON-yyyy** (i.e., **31-AUG-1999**).
- Rd Interp** If the value in the **Rnd or Ind** field is **R**, then the round interpretation recorded here is the official interp for the round.

The **Rnd or Ind** field indicates whether this **Sample Record** pertains to a patron-round (**R**) or another patron test (**I**) during a round. Each patron can have only **Patron_Round Record** at a PUP for each round. A dairy herd premises may be linked to more than one **Patron_Round Record**, indicating that a sample was collected for the herd at more than one PUP during the round.

NOTE: Each patron-nr (id3) at a PUP (id1-id1_source) should be on one, but only one, **Sample Record** per round (id4) with the ind_range = R. Therefore each patron for a PUP would have only one round interp for each round. However, any particular dairy herd prem-id (id2-id2_source) may be on several **Sample Records** during a round, having ind_range = R, at the same or different PUPs; that is, the herd may be linked to several different patron records in a particular round.

Below is an example of a completed **Sample Record**:

The screenshot displays the 'devlco-GDBLEVENT' application window. The interface is divided into several sections for data entry:

- DISEASE INFORMATION:** Disease: BR, Species: BOV, Event Type: BRT.
- SUMMARY INFORMATION:** BRT Es Nr: 20023221660, State+BRT: ALBRT, State: AL, Entry State: GA, Disease: BR, Species: BOV.
- SAMPLE INFORMATION:**
 - Seq Nr: 1, Rnd or Ind: R, Pay Group: [empty], Case Nr: [empty]
 - Ind Id: [empty], Milk Pop: [empty], Unit: [empty]
 - PUP ID: 001, P State: AL, L, Rd Interp: I, L, Age: [empty]
 - Prem ID: AL9993009, m State: AL, L, Nr Neg: [empty], Dairy Grade: [empty], L
 - Patron Nr: 10039, Nr Sus: [empty], NA: [empty], L
 - Rd Nr: 2002001, Nr Pos: [empty], Origin: [empty], Q
 - Coll Date: 03-JULY-2002, Origin State: [empty]
 - Test Date: 04-JULY-2002, Prem Name: [empty]
- OWNER INFORMATION:** Prem Id: [empty], Q, Owner Name: [empty], Owner State: [empty], Owner City: [empty], County Name: [empty], Owner County: [empty]
- Remarks:** [empty text area]
- Test Name:** [empty] L
- Test Result:** [empty] L

At the bottom of the window, there are buttons for 'Summary', 'New', 'Clear', 'Save', and 'Exit'.

Exercise 4: Using the Patron_Exceptions Form

The **Patron_Exceptions** form can be used to query and update BRT records. For example:

- if patrons were generated as negative, but you later found one that was positive, you can use this form to update the record.
- if you wanted to find records having positive values for a round, you can execute a query on the **Test Interp** field with a value of **P** or **S**.
- if the herd premises information was not entered when the record was created, it can be added using this form.

Step 1

Access the **Patron_Exceptions** form. From the main menu, click on the **Generic Data Base** option. From the **Generic Data Base** menu, click on **Forms**. From the **Forms** menu, click on **Patron Exceptions**.

PATRON EXCEPTIONS AND PREMISES LINKS

Event Type: ES NR: Coll Date:
 Prem ID: Test Date:

PUP ID	State	Prem ID	State	Patron NR	Round NR	Test Interp

Clear Save Exit

Step 2

When accessed, the **Patron_Exceptions** form will be in query mode. The upper section of the form is used for display purposes only. You can query on any field of the top row in the lower section. Enter your query criteria (a combination of **PUP ID** and **Round NR**, for example) in the top row and press **F8**.

GDBLBR

PATRON EXCEPTIONS AND PREMISES LINKS

Event Type: ES NR: Coll Date:
Prem ID: Test Date:

PUP ID	State	Prem ID	State	Patron NR	Round NR	Test Interp
1					1997001	

Clear Save Exit

Step 3

The query will display a list of retrieved records. Click to put the the cursor into the field you wish to update. Modify the displayed value. Press **F10** to commit this change to the GDB.

WINDOW0

PATRON EXCEPTIONS AND PREMISES LINKS

Event Type: ES NR: Coll Date:
 Prem ID: Test Date:

PUP ID	State	Prem ID	State	Patron NR	Round NR	Test Interp
1	WA	VBERKTHE	WA	10439	1997001	I
1	WA	MOSERFRAN	WA	10744	1997001	I
1	WA	OLSONMAR	WA	10876	1997001	I
1	WA	STEIGPET	WA	10835	1997001	I
1	WA	DERR VER	WA	11361	1997001	I
1	WA	WINTELLO	WA	10009	1997001	N
1	WA	ANKERJAC	WA	10033	1997001	N
1	WA	STERKROB	WA	10041	1997001	N
1	WA	ANDERROG	WA	10066	1997001	N
1	WA	PEEL JOH	WA	10082	1997001	N

Clear Save Exit

Exercise 5: Creating New Official Samples Records

After the **Patron Records** are generated, new patrons or official samples can be added to the PUP or round number. This is done using the **Event_Summary** and **Sample** form (but not the **Short Sample** form). The **Sample** form can be accessed only by going through the **Event_Summary** form. Any access to patron round records must be done by querying the existing **Event_Summary** form for the round. *Do not* create a second **Event_Summary Record** for a round.

Step 1

To query the round event summary, do the following:

- a. Open the **Event_Summary** form.
- b. Specify the **BR-BOV-BRT** label set in the *Disease Program Information* block.
- c. Press **F8** to move the cursor to the **Prem ID** field in the *Premises Query* block. The form will be in query mode.
- d. In the **Prem ID** field, enter the *StBRT* premises record. (St = your state code).
- e. Press **F8** to execute the query.
- f. With the cursor in the *Event Summary Information* block, press **F7** to enter query mode. The *StBRT* value should appear in the **Prem ID** field.
- g. Put the cursor in the **Round-NR** field and enter the **Round-NR** to be retrieved. The **Round-NR** is in the format *yyyynn* (i.e., **1999002**).
- h. You can modify the summary totals (**Nr Neg**, **Nr Pos**, and **Nr Oth**) at any time. It is not required to enter these totals at all. The report program does not use them when creating the BRT report. Counts for the SPR report, Section J, are derived by counting **Sample Records (Patron_Round Records)**.
- i. Press **F8** to execute the query.

Developer/2000 Forms Runtime for Windows 95 / NT

Action Edit Block Field Record Query Window Help

WINDOW0

DISEASE PROGRAM INFORMATION

Disease: BR L
 Species: BOV L
 Event Type: BRT L

PREMISES QUERY

Prem ID: FLBRT Prem Name: Fl Brt
 Address: Brt Results
 City: State State: FL
 Zip: County: 000
 County Name: All Counties

EVENT SUMMARY INFORMATION

State+BRT: FLBRT BRT Es Nr: Entry Date:
 State: Species: Entry State:
 Prem Type: Disease: [v] Event County:
 Event Type: [v] Nr Neg: Nr No Test:
 Rd Beg Date: NA Nr In Lot:
 Test Rsn: [v] Nr Pos: Serial Nr A:
 Round Nr: 2000007 Nr Oth: Serial Nr B:
 Rd End Date: Total: Anim Site: L
 Paycode: [v]
 Person Id: L Lab: L User Field 1: L
 Person State: L Lab State: User Field 2: L
 Pay Stop: Event3 Date: User Field 3: L
 Fund: Remarks:

Sample Short Sample Status Misc Info New Clear Save Exit

Premises Person

Enter a query, press F8 to execute, Ctrl+q to cancel.
 Count *0 ENTER QUERY

NOTE: You may use the macro below or the BRTNTL report to get the numbers to enter into the **Nr_Neg** and **Nr_Pos** fields of the summary, if desired.

This macro can be used to generate summary counts (of N, S, and others) at end of a round:

```
select id1||' '||id1_source||' '||TI, count(*)
from sample
where ind_range = 'R'
and id4 = '&round_nr'
and ID2_source = 'your &state'
group by id1||' '||id1_source||' '||TI
```


Below is a macro that can be used to verify data quality at the end of each round:

```
select id1||' '||id1_source||' '||id3, count(*)
from sample
where ind_range = 'R'
and id4 = '&round_nr'
having count(*) > 1
group by id1||' '||id1_source||' '||id3
```

The result should be “no records selected”.

NOTE: Each patron-nr (id3) at a PUP (id1-id1_source) should be on one, but only one, **Sample Record** per round (id4) with the ind_range = R. Therefore each patron for a PUP would have only one round interp for each round. However, any particular dairy herd prem-id (id2-id2_source) may be on several **Sample Records** during a round, having ind_range = R, at the same or different PUPs; that is, the herd may be linked to several different **Patron Records** in a particular round.

Exercise 6: Creating New Patron Records

Step 1

Identify the **Prem ID** for the new patron. If one does not exist, create a new **Premises Record** for the patron. In the **Premises Record**, you will specify this **Prem ID**. (See Exercise 1 for procedures on how to create a BRT premises record for an individual premises.)

Create new **Patron Records** (Samples) only after running the Generate_Patrons process if patrons exist in a previous round.

Step 2

To add a new patron to a PUP, do the following:

- a. Query the **Event_Summary Record** for the desired patron round.
- b. At the bottom of the **Event_Summary** form, click the [Sample] button to access the **Sample** form. The Sample form will automatically query and display any **Sample Records** that already exist for the round.
- c. On the **Sample** form, click the [New] button. A blank **Sample** form appears with the next sequence available.

Step 3

On the **Sample** form, complete the following fields as shown:

Id1	Enter the PUP id.
Id1_source	Enter the postal abbreviation of the state where the PUP is located.
Id2	Enter the Prem ID of the dairy herd.
Id2_source	Enter the postal abbreviation of the state where the herd is located.
Id3	Enter the patron id used by the PUP
Id4	Enter the round number
Id11	Enter the date the BRT sample is collected.
Id6	Enter the date the BRT sample is tested.
Test_interp	Enter the patron round interpretation value.
Ind_range	Enter R (for the Patron_Round Record , in contrast to individual or special collection)

Lesson 9

Entering Status Records

Lesson 9:

Entering Status Records

Unlike an **Event_Summary Record**, which documents a completed activity, **Status Records** can be used to report both on-going and anticipated future events in an animal disease control program.

In this lesson you'll accomplish the following:

Topic	See Page
Introduction: <ul style="list-style-type: none">- Methods for Generating Status Records- Case Numbers and Issue Numbers in Status Records- Definitions of Primary Statuses	9.2 9.3
Required Records for Monitoring Conditions, Attributes, or Future Activities	9.4
Exercise 1: Creating a New Status Record	9.5
Exercise 2: Closing a Status Record	9.8

Introduction

Status Records are created in three general categories:

- a future event expected to occur (i.e., **TEST**)
- an on-going condition affecting a herd (i.e., **QUAR**)
- an on-going event that may occur over time (i.e., **TRACE**)

Methods for Generating Status Records

The GDB gives several options for creating your **Status Records**:

- You can create each **Status Record** individually by opening a new **Status** parameter form, filling it out, and committing it into the GDB.
- If you want to generate a special type of **Status Record** (referred to as **TRACE Status Records**), you can use either of two automated processes instead:

GENTRACE_DT Uses a date range, and other values, that you specify to create **TRACE Status Records** and an **MCI106** report

GENTRACE_ES Uses an event summary id, and other values, that you specify to create **TRACE Status Records** and an **MCI106** report

Case Numbers and Issue Numbers in Status Records

Status records may or may not be associated with an **Event_Summary** record. For Tuberculosis traces, **case_nrs** (case numbers) may be state-associated or nationally-associated. In the Tuberculosis disease program, once started, the primary **TRACE Status Record** lodged under an establishment (**MKT**, **SLA**, or **NVSL**) can remain open until all sub-traces (assignments to different states) are completed. Each search in a different state can be shown by a different **issue_nr** (issue number), but will maintain the same **case_nr**.

Traces involving multiple states and/or multiple herds within states can all be related by the common **case_nr**.

By using the **issue_nr**, multiple statuses of the same kind can be lodged on one premises on the same day (i.e., multiple **MCI** traces to a herd can each be used to generate a **TEST Status Record** on the same day without having to manipulate the **Iss Date** (issue date).

More common is the situation of multiple **TRACE** statuses issued on the same day linked to the same **MKT** or **SLA** establishment. In this situation, several positive animals were found on one day with no evident links between them; so, each animal becomes a separate case and was issued its own **TRACE Status Record**.

Definitions of Primary Statuses

Status Name	Status Description
TEST	A test (sample collection) or other activity is expected to occur in the future on the premises. On the Status form, the PendTestDate field is where you indicate the date on which the activity is expected to occur. This PendTestDate value may be entered in either: Oracle date format dd-MON-YYYY (i.e., 12-JUN-2002) Alternate format YYYYMODD (i.e., 20020612)
QUAR	A premises has been placed under restriction to prevent unauthorized movement of animals.
INFECT	A premises has been officially declared to be either infected or affected by a disease.
CERT, ACCRED, VALID, QUAL, or QNV	The herd or flock on the premises meets specified requirements to be accepted as officially free of a disease. Which status designation (shown at left) is given to the herd or flock depends on the disease and species.
TRACE	A test-positive animal was detected at a market (MKT) or slaughterhouse establishment (SLA) or other point of concentration, and the herd of origin must be determined. The Status Record is linked to the MKT or SLA where the animal was detected, not to the supposed herd of origin from which it may have moved to the MKT, SLA , or other facility.
INSP	Similar to a TEST Status Record , but the future activity is not expected to involve sample collection or testing.

Required Records for Monitoring Conditions, Attributes, or Future Activities

1. **Status Record – Required:** This record should be created if your situation falls into any of the following three general categories:
 - A future event expected to occur (i.e., TEST)
 - An on-going condition affecting a herd (i.e., QUAR)
 - An on-going event that may occur over time (i.e., TRACE)

For TB-related situations:

- traces, case_NRs may be state-associated or national
- once started, the primary **TRACE Status Record** lodged under an establishment (mkt, sla, or NVSL) can remain open until all sub-traces (assignments to different states) are completed; each search in a different state can be shown by a different issue_NR but maintain same case_NR

Traces involving multiple states and/or multiple herds within states can all be related by the common case_NRs or es_nfs.

With the issue_NR, multiple statuses of the same kind can be lodged on premises on the same day (ie, multiple MCI traces to a herd can each be used to generate a **TEST Status Record** on the same day without having to finagle the issue_date

2. **Gen Trace Process Records – Required:** The Gen trace process will create **TRACE Status Records** for positive test_interps (R or S) where event__type = **TEST**, event_rsn in **MCI**, **MKT**, or **SLT**. User can specify Disease, Test_interp, date, range of dates, or all dates, and whether or not to print a Trace document. This process creates Case_NR and enters it on both the **Sample** and **Status Records**. A user also can request to print Trace documents for an existing **TRACE Status Record**.
3. **Sample Record – Required:** This record is used to document the test interpretation and disease associated with a TRACE.
4. **Event Summary Record – Required:** This record is used to document either:
 - a TEST event for a market/slaughter establishment.
 - an MCI traceback activity.

Exercise 1: Creating a New Status Record

1.1 Access a new **Status** parameter form.

- If you are already logged into the GDB, click on the [Status] button at the bottom of an **Event_Summary** form.
- If you are not already logged into the **APHIS IMMS** and GDB, do the following:
 - a. From the **APHIS IMMS Main Menu**, click on the **Generic Data Base** option.
 - b. From the **Generic Data Base** menu, click on the **Forms** option.
 - c. From the **Forms** menu, click on the **GDBLSTAT: Status** option.

A new **Status** parameter form will appear. The cursor will appear in the **Disease** field of the *Disease Program Information* block. The form is in query mode.

The screenshot displays the 'devico-GDBLSTAT' application window. The title bar includes the text 'devico-GDBLSTAT' and a menu bar with 'Action', 'Edit', 'Query', 'Block', 'Record', 'Field', 'Window', and 'Help'. The main window is titled 'GDBLSTAT' and is divided into three main sections:

- DISEASE PROGRAM INFORMATION:** Contains fields for 'Disease:', 'Species:', and 'Status:', each with a list icon (L).
- PREMISES QUERY:** Contains fields for 'Prem ID:', 'Name:', 'Address:', 'City:', 'State:', 'Zip:', 'County:', and 'County Name:'. There is also a 'Prem Type/Species' dropdown menu.
- STATUS INFORMATION:** A large section with multiple text input fields, some with list icons (L) or checkboxes (V). At the bottom of this section are two buttons: 'Sample Case Info' and 'Status Case Info'.

At the bottom of the window, there are four buttons: 'Premises', 'Person', 'New', 'Clear', 'Save', and 'Exit'.

- 1.2 Specify the label set desired by entering values for **Disease**, **Species**, and **Status**. For the purposes of this exercise, enter one of these values, **TEST**, **QUAR**, or **TRACE**, into the **Status** field. Press **F9** or click on the **L** button to access a list of values for each field.
- 1.3 Press **F8** to execute the query. If the query is successful, the cursor will move to the **Prem ID** field of the *Premises Query* block in query mode. You will also see labels appear next to every field in the *Status Information* block below.

The screenshot displays the GDBLSTAT software interface. At the top, there is a menu bar with options: Action, Edit, Query, Block, Record, Field, Window, Help. Below the menu bar, the main window is titled 'GDBLSTAT' and is divided into three main sections:

- DISEASE PROGRAM INFORMATION:** Contains fields for Disease (BR), Species (BOV), and Status (TEST). Each field has a small 'L' button next to it for list access.
- PREMISES QUERY:** Contains fields for Prem ID, Name, Address, City, State, Zip, and County Name. There is also a sub-block for 'Prem Type/Species' with a dropdown menu.
- STATUS INFORMATION:** A large section containing numerous fields for data entry, including Prem_id, Prem State, Status, Iss Nr, Iss Rsn, Iss Date, Person Id, Person State, Test Interp, Prem Type, Species, Disease, Rel Rsn, Rel Date, Nr An Tst Elig, Es Nr, Case Nr, Entry State, NA, Fwd State, Fwd Date, Iss Ent Date, Rel Ent Date, Ref 1 (Unit), Ref 2, User 1, User 2, and PendTestDate. There are also buttons for 'Sample Case Info' and 'Status Case Info'.

At the bottom of the window, there are several buttons: 'Premises', 'Person', 'New', 'Clear', 'Save', and 'Exit'.

- 1.4 In the *Premises Query* block, enter a **Prem ID** or other premises selection criteria and press **F8** to execute the query.

Query information can be entered in any field of the *Premises Query* block except the **County Name** field, which is a display-only field. Queries in the *Prem Type/Species* sub-block will not be executed until a premises record has been retrieved.

The **Species** code found in the *Status Information* block will match the **Species** code displayed in the *Disease Information Program* sub-block. If data entry has not begun and the **Prem Type/Species** retrieved in the *Premises Query* sub-block are not suitable for the **Status** record to be made, press CTRL+PAGE UP or place the cursor in the **Prem**

Type/Species field. Scroll through the list of **Premises Supplemental Records**, select the appropriate **Prem Type** and **Species**, and press CTRL+PAGE DOWN to return to the *Status Information* block. If the **Prem Type/Species** does not exist, enter a new **Premises Supplemental Information Record** using the **Premises** form. (See *Lesson 2, Exercise 2: Creating a New Premises Record* in this manual.)

- 1.5 Enter additional information in the *Status Information* block as needed. Data entry in highlighted (or shaded) fields is required.

Below is an example of what a completed **Status Record** might look like.

The screenshot displays the GDBLSTAT software interface, which is divided into several sections for data entry:

- DISEASE PROGRAM INFORMATION:** Contains fields for Disease (BR), Species (BOV), and Status (TEST).
- PREMISES QUERY:** Contains fields for Prem ID (C0998844), Name (Johnston Susan L), Address (2551 W County Rd 64), City (Fort Collins), State (CO), Zip (80524), County (069), and County Name (Larimer).
- STATUS INFORMATION:** This is the largest section and contains numerous fields:
 - Prem_id: C0998844
 - Prem State: CO
 - Status: TEST (with a checkmark)
 - Iss Nr: 1
 - Iss Rsn: DX (with a checkmark)
 - Iss Date: 04-APR-2002
 - Person Id: (empty)
 - Person State: (empty)
 - Test Interp: N
 - Prem Type: RSP
 - Species: POR
 - Disease: BR (with a checkmark)
 - Rel Rsn: DSC (with a checkmark)
 - Rel Date: 07-APR-2002
 - Nr An Tst Elig: (empty)
 - Es Nr: (empty)
 - Case Nr: (empty)
 - Entry State: GA
 - Iss Ent Date: 07-NOV-2002
 - Rel Ent Date: 07-NOV-2002
 - Ref 1 (Unit): (empty)
 - Ref 2: (empty)
 - User 1: (empty)
 - User 2: (empty)
 - PendTestDate: (empty)
- Remarks:** A text area for additional notes.
- Ind id:** (empty)
- Nr in Lot:** (empty)
- NA:** (empty)
- Entry State:** (empty)
- Fwd State:** (empty)
- Fwd Date:** (empty)

At the bottom of the form, there are buttons for "Premises", "Person", "New", "Clear", "Save", and "Exit".

- 1.6 Press **F10** when data entry is complete to commit the data on the **Status** form into the GDB. You now have a **Status Record**.

Exercise 2: Closing a Status Record

As long as the release reason (**Rel_Rsn**), release date (**Rel_Date**), and release entry date (**Rel_Ent_Date**) values are null, a Status **Record** is considered "open" (that is, still in effect). When the condition that initiated the status is satisfied or no longer in effect (i.e., the **TEST** was done, the herd no longer qualified for **CERT**ification, the Rantine was released, etc.), the status is released.

To close a **Status** record, do the following:

- 2.1 Open a new **Status** form.
- 2.2 In this form, select an appropriate label set.
- 2.3 Query the premises (or not).
- 2.4 Query the **Status Record** that you want to release.
- 2.5 On the retrieved **Status Record**, enter the **Rel_Rsn** and **Rel_Date**. (The **Rel_Ent_Date** value will default to the system (current) date.
- 2.6 Commit this modified **Status Record** back into the GDB by pressing **F10**.
- 2.7 If you:
 - are now finished entering data, exit the **Status** form.
 - need to modify other **Status Records**, repeat Steps 2.2 through 2.6 for each individual record.

Lesson 10

Creating Trace Status Records

Lesson 10: Creating Trace Status Records

In this lesson you'll accomplish the following:

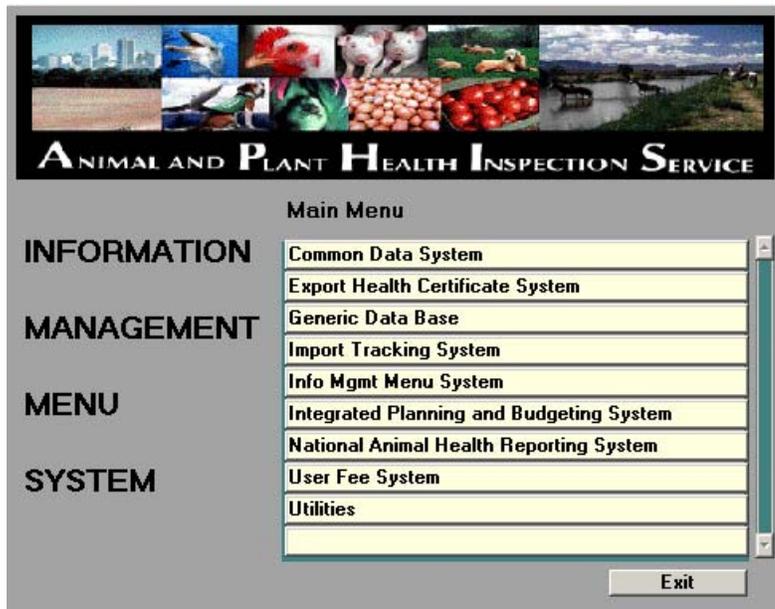
Topic	See Page
Exercise 1: Using the GENTRACE_ES Automated Process	10.2
Exercise 2: Using the GENTRACE_DT Automated Process	10.8
Exercise 3: Creating TRACE Status Records Outside the GENTRACE Processes	10.15
Exercise 4: Follow-up to MCI Tracebacks	10.16

Exercise 1: Using the GENTRACE_ES Automated Process

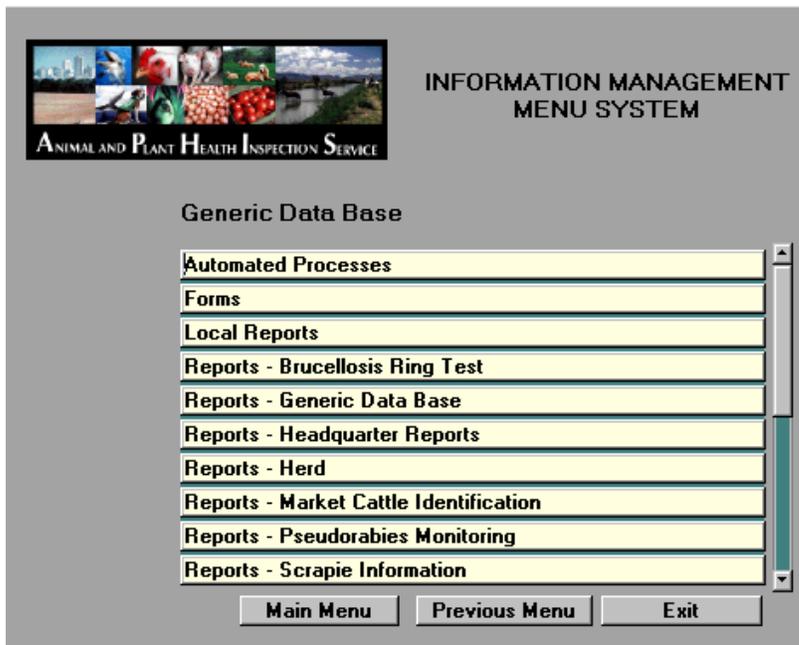
This process is one of two automated methods for generating an **MCI106** report. The **MCI106** report is used for tracing MCI reactors and exposed animals. The **GENTRACE_ES** automated process described in this procedure will create **TRACE Status Records** based on market or slaughter samples which received positive test interpretations (**R**, **P**, or **S**). You can specify the disease, test interpretation, and event summary record identification number (**ES_NR**) for this process. The process will then assign a **Case_NR** and enter the **Case_NR** on both the sample and status records. You have the option to print a hardcopy TRACE document (VS Form 106) or to create a .pdf file of the TRACE document instead.

- 1.1 In the **APHIS IMMS** main menu screen, use your mouse to point at and click once on the **Generic Data Base** option. (Whenever you are in any of the IMMS screens, always use a mouse to make your selections; the DOWN ARROW and ENTER keys will not work.)

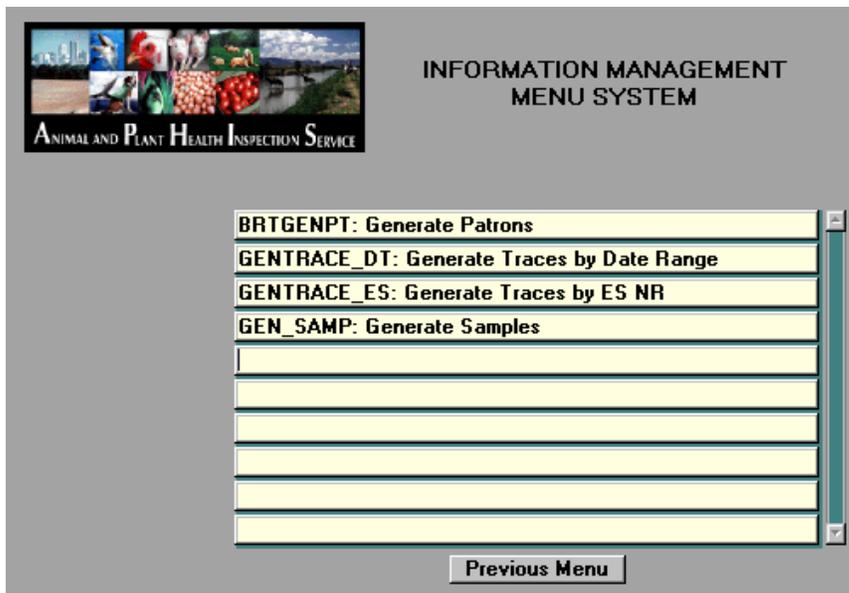
Depending on the user profile set up for your use, the **APHIS IMMS** main menu you see may display more or fewer options than in the example shown below.



1.2 In the **Generic Data Base** menu, click once on the **Automated Processes** option.



1.3 In the **Automated Processes** menu, click once on the **GENTRACE_ES: Generate Traces by ES NR** option.



A blank **GENTRACE_ES** parameter form appears onscreen, as shown below. You will use this form to enter the criteria used by the GDB to generate a new **MCI106** report.

GENTRACE_ES: GENERATE TRACES BY ES NR

Report Options:
 State:

Select one of the options below:
 Reactor Suspect Reactor and Suspect

Enter 1 to 10 ES Numbers:
 1: 6:
 2: 7:
 3: 8:
 4: 9:
 5: 10:

Output Options:
 Print Report
 Create PDF Files

Version 01.4 7/2003

- 1.4 In the **State** field of the *Report Options* block, specify the entry state where the records are being created. Do this in one of two ways:
- Click on the **L** button to display a pop-up list of possible values. In the list, find and highlight the state abbreviation that you want.
 - Type in the two-letter postal abbreviation (such as **WY**).
- 1.5 In the *Select one of the options below* block, click in the box next to the category of animals whose traces are being reported. A check mark will appear in the box. Each animal category is defined below:
- | | |
|----------------------------|---|
| Reactor | Animal that reacts positively to a test |
| Suspect | Animal suspected of being positive for a disease |
| Reactor and Suspect | Animal that meets either criteria described above |
- 1.6 In each field in the *Enter 1 to 10 ES Numbers* block, enter the **ES_NR** for one **Event_Summary Record**. You can enter up to ten **ES_NRs** on this one form. The GDB will generate a separate **MCI106** report for each **ES_NR** you enter in this block.

- 1.7 In the *Output Options* block, specify which format(s) you want the GDB to output each **MCI106** report in. You can choose either format, or both:

Create PDF Files	Click the box next to this option to have the GDB save each report as a PDF (Portable Document Format) file on your PC.
Print Report	Click the box next to this option to have the GDB send your report(s) to a local/network printer in order to make a hardcopy printout.

- 1.8 An example of a completed **GENTRACE_ES** parameter form appears below. On this form, the following choices have been specified:

- The **State** value indicates the recording state where the records were entered.
- The form instructs the GDB to generate six **MCI106** reports, one report for each **ES_NR** that you listed on the form.
- Each **MCI106** report will list trace events involving suspect animals only.
- Each **MCI106** report will be outputted in two versions: as a hardcopy on a local/network printer and as a Portable Document Format (PDF) file.

GENTRACE_ES: GENERATE TRACES BY ES NR

Report Options:
 State:

Select one of the options below:
 Reactor Suspect Reactor and Suspect

Enter 1 to 10 ES Numbers:

1: <input type="text" value="20023101506"/>	6: <input type="text" value="20023181628"/>
2: <input type="text" value="20023111541"/>	7: <input type="text"/>
3: <input type="text" value="20023221660"/>	8: <input type="text"/>
4: <input type="text" value="20023121557"/>	9: <input type="text"/>
5: <input type="text" value="20023161562"/>	10: <input type="text"/>

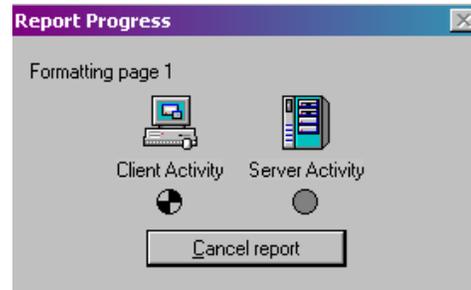
Output Options:
 Print Report
 Create PDF Files

Version 21.4 7/2003

- 1.9 Verify that you have specified all of the values and parameters accurately on the **GENTRACE_ES** form.

- 1.10 Click the [Run Report button]. You will see an animated **Report Progress** window that describes the tasks the GDB is doing to generate your report.

When the GDB has finished, the **Report Progress** window will disappear, and you will be returned to the **Automated Processes** menu screen in the **APHIS IMMS** (the screen shown in Step 1.3).



- 1.11 You can now find your reports in these locations:

The hardcopy printout	At your local/network printer location.
The PDF file	On your local drive in the C:\ncahis\reports\ folder. The file extension will be .pdf . The filename will have MCI106 as the first six characters in it.

Below is an example of a newly-generated **MCI106** report:

```

STATE:GA                               GENERIC DATABASE                               PAGE: 1
MCI106    4-106 FIELD INVESTIGATION OF BRUCELLOSIS MARKET TEST REACTOR(S)        06-JUN-03 11:20 AM
                FOR CASE NUMBER: 200300000161

CASE NR/   STAT ISSUE  COLLECT  TYP -----ESTABLISHMENT-----  -----LAB-----  -----BACKTAGGED-----
ES NR      DATE        DATE     OP  NAME/CITY  CO  ST  PREM_ID  ID  ST  TEST DATE  DATE  LOCATION NUMBER
-----
200300000161  22-MAY-03  20-MAY-03  MKT  Linda Dale  217  GA  LKD2     GA  21-MAY-03  [ ] [ ] [ ]
20031422434

===== REACTOR ANIMALS =====
BACKTAG  EARTAG  ADD'L IDS  --TEST--  T  VAC
          TYP  RSLT  I  DIS  SPE  BR  SEX  AGE  TATT  LIVE WT  DRESSED WT  REMARKS
-----
          AAA10                R  PRV  POR                [ ] [ ] [ ]

===== TRACING TO ORIGIN =====
Name and address of consignor:                Name and address of owner (if different from consignor):
Dalrymple                                     ,GA
Athens                                         phone:[ ]
Consignor county: 005                         Owner county:[ ]
Number of animals moved with reactors(s):      Number of animals moved with reactors(s):[ ]

===== HERD INFORMATION =====
Date of last herd infection: [ ] Clinical signs of Bruc in herd: [ ] Type of herd: [ ] Dairy
Date of last MCT reactor: [ ] Pct of herd vaccinated for Bruc: [ ] [ ] Beef
Date of last positive BRT: [ ] Time reactor in herd: [ ] [ ] Both
Purchased/natural addition: [ ] [ ] Feedlot

-----CATTLE CENSUS ON PREMISES-----
Cows [ ] Calves under 12 mo: Heifers 1-2 yrs: Scheduled date: [ ] [ ] Yes Date:[ ]
Bulls [ ] Vac [ ] Vac [ ] Scheduled by: [ ]
Steers [ ] NV [ ] NV [ ] Not scheduled by: [ ] Explain in remarks

===== TRACING EXPOSED ANIMALS =====
NR ANIMALS  ANIMALS ID  LIVE WT  AGE  SEX  BR  NAME AND ADDRESS OF BUYER  SOLD FOR  SOLD TO
          SLAUGHTER  FARM

Remarks (continue on back):

=====
Investigator: Signature [ ] Title [ ] Date [ ]

```

Exercise 2: Using the GENTRACE_DT Automated Process

This **Generate Traces** process will create **TRACE Status Records** for positive **test_interps** (**R**, **P**, or **S**) where **Event_type** = **TEST**, **Event_rsn** = **MCI**, **MK**, or **SL**, and the **Case Nr** = null. You can specify disease, test_interp, date, range of dates, or all dates, and whether or not to print a Trace document. The process creates a **Case_Nr** and enters this number on both **Sample** and **Status Records**. You also can request to print a Trace document for an existing **TRACE** status.

The selection of a sample as the basis for a trace requires that certain conditions be met. These conditions, in turn, depend on which record type is being used as the sample.

Record Type	Required Conditions...all must be met
Sample	Test_interp = R or S or P (all samples associated with one case can have only one kind of Test_interp – i.e., all R or all S) Case_Nr = null Ind_range = I
Event Summary	Disease = not null (all samples associated with one TRACE are for only one disease) Event_type = TEST Event_rsn = MK or SL or MCI Prem_type = FSL, SSL, CSL; MKT,FPC
TRACE Status	More than one sample can be associated with one TRACE (Case_Nr) only if all of the conditions listed below are met): -- Same Es Nr , same Lot Nr , same owner_name or owner_prem_id -- The lot_nr and owner_name values are not null; otherwise, each TRACE and associated sample get unique case_nr ; -- Case_Nrs assigned sequentially without reference to disease

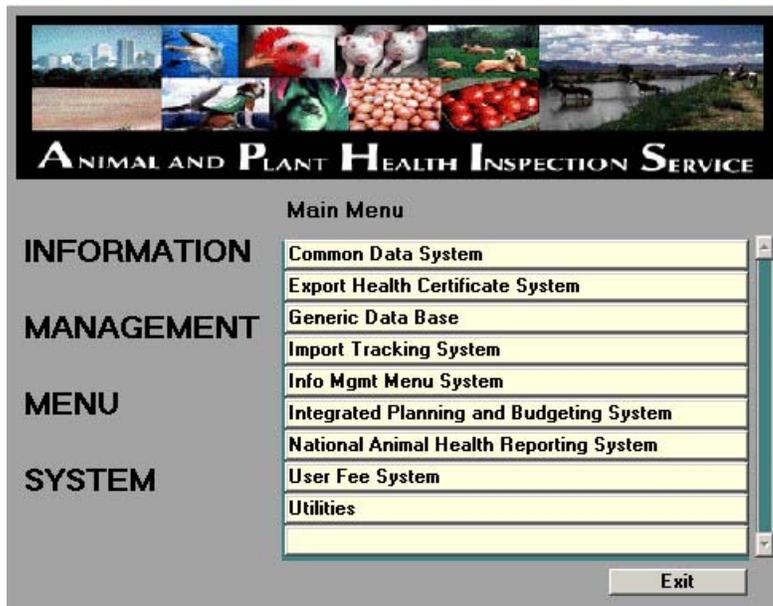
Each **TRACE Status** record is assigned a **Case_NR**. For each **Case_NR** (and therefore each **TRACE Status Record**), there is one or more individual animals to trace: **Nr_Animals**.

For your report purposes, where the report counts the **NR of Traces**, it is equating one animal as one "trace". So, if a **TRACE Status Record** (which represents one **Case_NR**) has a value of **NR_Animals=2**, this would count as 2 traces.

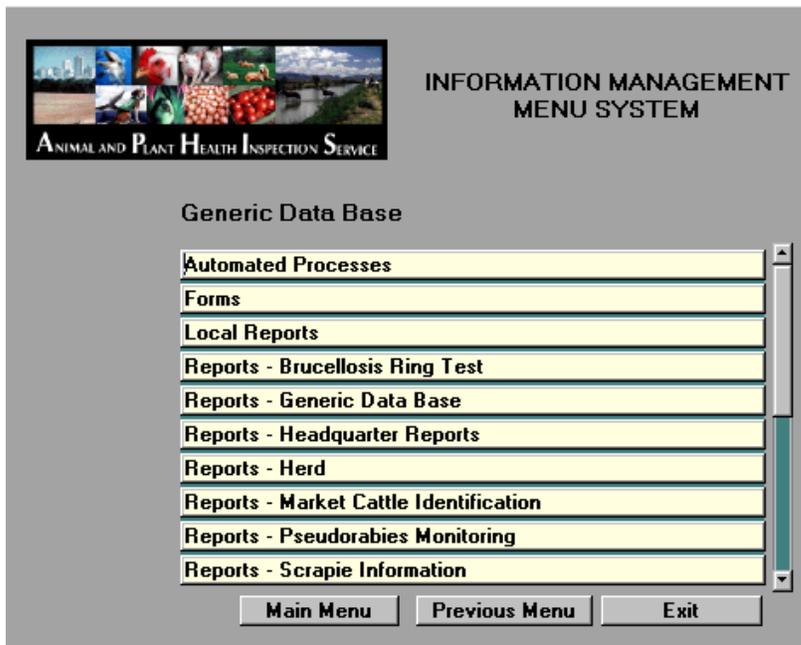
This process is one of two automated methods for generating an **MCI106** report. The **MCI106** report is used for tracing MCI reactors and exposed animals. The **GENTRACE_DT** automated process described in this procedure will create **TRACE Status Records** based on market or slaughter samples which received positive test interpretations (**R**, **P**, or **S**). You can specify the disease, test interpretation, and date range for this process. The process will then assign a **Case_NR** and enter the **Case_NR** on both the **Sample** and **Status** records. You have the option to print a hardcopy TRACE document (VS Form 106) or to create a .pdf file of the TRACE document instead.

- 2.1 In the **APHIS IMMS** main menu screen, use your mouse to point at and click once on the **Generic Data Base** option. (Whenever you are in any of the IMMS screens, always use a mouse to make your selections; the DOWN ARROW and ENTER keys will not work.)

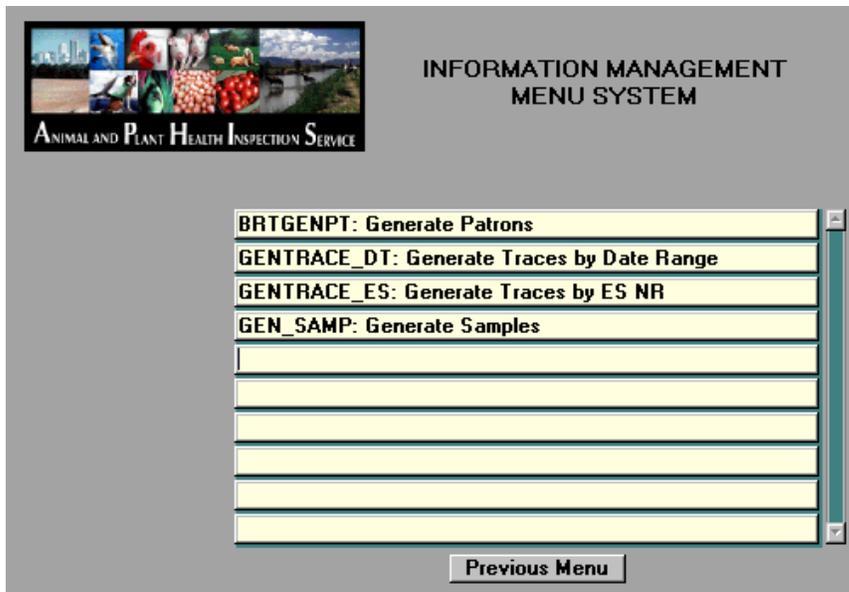
Depending on the user profile set up for your use, the **APHIS IMMS** main menu you see may display more or fewer options than in the example shown below.



2.2 In the **Generic Data Base** menu, click once on the **Automated Processes** option.



2.3 In the **Automated Processes** menu, click once on the **GENTRACE_DT: Generate Traces by Date Range** option.



A blank **GENTRACE_DT** parameter form appears onscreen, as shown below. You will use this form to enter the criteria used by the GDB to generate a new **MCI106** report.

2.4 In the **State** field of the *Report Options* block, specify the entry state where the records are being created. Do this in one of two ways:

- Click on the **L** button to display a pop-up list of possible values. In the list, find and highlight the state abbreviation that you want.
- Type in the two-letter postal abbreviation (such as **WY**).

2.5 In the *Select one of the options below* block, click in the box next to the category of animals whose traces are being reported. A check mark will appear in the box. Each animal category is defined below:

Reactor	Animal that reacts positively to a test
Suspect	Animal suspected of being positive for a disease
Reactor and Suspect	Animal that meets either criteria described above

2.6 In the *Enter event entry date range* block, use the format, **DD-MON-YYYY** (e.g., **08-AUG-2002**) to enter each date:

- In the first text field, enter the starting date of a time period during which the trace event occurred.
- In the second text field, enter the ending date of a time period during which the event occurred.

2.7 In the *Enter the disease and species* block, do the following:

a. In the **Disease** field, either:

- Accept the default value of **ALL** (to have the **MCI106** report summarize information for all diseases associated with the trace event).
- Click on the **L** button to display a pop-up list of possible values; in this list, select the appropriate disease associated with the trace event.

b. In the **Species** field, either:

- Accept the default value of **ALL** (to have the **MCI106** report summarize information for all species associated with the trace event).
- Click on the **L** button to display a pop-up list of possible values; in this list, select the appropriate species associated with the trace event.

2.8 In the *Output Options* block, specify which format(s) you want the GDB to output each **MCI106** report in. You can choose either format, or both:

Create PDF Files	Click the box next to this option to have the GDB save each report as a PDF (Portable Document Format) file on your PC.
Print Report	Click the box next to this option to have the GDB send your report(s) to a local/network printer in order to make a hardcopy printout.

2.9 An example of a completed **GENTRACE_DT** parameter form appears below. On this form, the following choices have been specified:

- The **State** value indicates the recording state where the records were entered.
- The report will list trace events involving both reactor and suspect animals.
- The report will list those trace events that occurred between the dates of April 1, 2001 and July 31, 2001.
- The report will list trace events for all diseases involving cattle between the specified dates.
- The report will be outputted in two versions: as a hardcopy on a local/network printer and as a Portable Document Format (PDF) file.

GENTRACE_DT: GENERATE TRACES BY DATE RANGE
(Creating new case)

Report Options:
State:

Select one of the options below:
 Reactor Suspect Reactor and Suspect

Enter event entry date range:
 To (Ex: DD-MON-YYYY)

Enter the disease and species:
Disease: (Enter 'ALL' for running process for all diseases)
Species: (Enter 'ALL' for running process for all species)

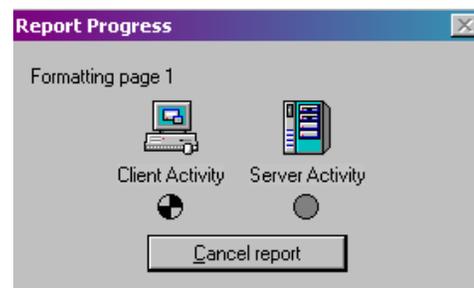
Output Options:
 Print Report
 Create PDF Files

Version 81.4 7/2003

2.10 Verify that you have specified all of the values and parameters accurately on the **GENTRACE_DT** form.

2.11 Click the [Run Report] button. You will see an animated **Report Progress** window that describes the tasks the GDB is doing to generate your report.

When the GDB has finished, the **Report Progress** window will disappear, and you will be returned to the **Automated Processes** menu screen in the **APHIS IMMS** (the screen shown in Step 2.3).



2.12 You can now find your reports in these locations:

The hardcopy printout	At your local/network printer location.
The PDF file	On your local drive in the C:\ncahis\reports\ folder. The file extension will be .pdf . The filename will have MCI106 as the first six characters in it.

Exercise 3: Creating TRACE Status Records Outside the GENTRACE Processes

3.1 Determine whether a **TRACE Status Record** will be a case for one animal or multiple animals.

3.2 Determine the **Case_NR** to be used. To avoid interfering with the two **GENTRACE** automated processes, use a **Case_NR** in a different format.

The format used by the automated processes is:

YYYYnnnnnnnn

The first four digits (**YYYY**) represent the fiscal year

The next eight digits (**nnnnnnnn**) begins at 00000001 and increments sequentially

3.3 Open the **Status** form and do the following:

- a. Enter the relevant data for the TRACE. Include the values for **NR_Animals** and **Case_NR**.
- b. Commit this record into the GDB.

3.4 If a **Sample Record** also exists, query the GDB to retrieve it.

3.5 In the **Sample Record**, enter the **Case_NR**. Then re-commit this record back into the GDB.

Exercise 4: Follow-up to MCI Tracebacks

In this exercise, you will learn how to do MCI follow-ups to existing **TRACE Status Records** (by modifying/closing them).

- 4.1 After creating the **Status Record**, the record can be queried to close the TRACE or to modify the data. Shown below is a retrieved **TRACE Status Record**:

The screenshot shows a software window titled "WINDOW0" with a form for a "TRACE Status Record". The form is organized into several sections:

- DISEASE PROGRAM INFORMATION:** Disease: BR, Species: BOV, Status: TRACE.
- PREMISES QUERY:** Prem ID, Name, Address, City, State, Zip, County Name.
- STATUS INFORMATION:** Prem_id: 9400, Prem State: PA, Status: TRACE, Iss Nr: 2, Iss Rsn: POS, Iss Date: 13-MAY-1999, Prem Type: FSL, Species: BOV, Disease: BR, Rel Rsn, Rel Date, Entry State: NY, Iss Ent Date: 13-MAY-1999, Ref 1 (Unit), Ref 2, Person Id: 0825, Person State: NY, Test Interp: S, Nr Anim: 1, Es Nr, Case Nr: 19990001, User 1, User 2, User 3.
- Remarks:** A text field for notes.
- Buttons:** "Sample Case Info" and "Status Case Info".
- Bottom Section:** Ind id: N, Nr in Lot, Nr Lesions, Lesion Ext, Fwd State, Fwd Date.

- 4.2 The [Sample Case Info] button query on the **Status** form will display samples with the same **case_nr** as displayed on the **Status Record**. Click on the [Sample Case Info] button. The **Sample Case Information** form will show the animal associated with the trace.

Below is an example of a **Sample Case Information** form that has **Case_NR** 19990001. The animal whose record appears on this form is associated with the **Status Record** that also was assigned **Case_NR** 19990001.

SAMPLE CASE INFORMATION

Case NR: 19990001
 ES NR: 19991330249
 Entry State: NY

Disease: BR
 Species: BOV

Prem ID: 9400
 Prem State: PA

Seq NR	ID1	ID2	ID3	ID4	T/I
1	21DDD2342	21MN3432			S

Owner Prem ID: Owner Name:

Exit

- 4.3 When the trace is completed, query the **Trace Status Record** and enter a **Rel Rsn** (release reason) and **Rel Date** (release date). The **Rel Date** is the date the trace was signed off by the person completing the trace. If the TRACE was closed with a **Rel Rsn** = **TTR** (for traced, test recommended) and a test has not been completed, you should open a test status against the herd of origin.

Shown below is a list of commonly-used trace closeout codes. (You can view a full list of trace closeout codes by clicking the **L** button in the **Rel Rsn** field on the **Status** form.)

CODE	DESCRIPTION
TD	Traced To Dealer
TF	Traced To Feedlot
TNR	Trace Not Required
TOS	Traced Out_of_state
TRC	Traced and Reclassified
TRH	Traced To Known Reactor Herd
TSH	Traced To Sold Out Herd
TTN	Traced, test not required
TTR	Traced, test recommended

Lesson 11

Managing Tag Distribution Using the Miscellaneous_Information Form

Lesson 11:

Managing Tag Distribution Using the Miscellaneous_Information Form

In this lesson you'll learn about the following:

Topic	See Page
Exercise 1: Using the Miscellaneous_Information Form	11.2

Exercise 1: Using the Miscellaneous_Information Form

The distribution of ID devices to slaughter or market establishments, veterinary clinics, or other establishments is recorded using the **Miscellaneous_Information** form. For example, you can use this form to track the distribution of tags to veterinarians for vaccination or the distribution of tags to markets for swine or MCI testing.

Step 1

In the **Main** menu, click on the **Generic Data Base** option. In the **Generic Data Base** menu, click on the **Forms** option. In the **Forms** menu, click on the **GDBLMISC: Miscellaneous Information** option. A new **Miscellaneous_Information** form will appear.

The screenshot shows the GDBLMISC Miscellaneous Information form. The window title is "devlco-GDBLMISC". The menu bar includes "Action", "Edit", "Query", "Block", "Record", "Field", "Window", and "Help". The form is divided into three main sections:

- DISEASE PROGRAM INFORMATION:** Contains fields for "Disease:", "Species:", and "Info Type:", each with a small "L" button.
- PREMISES QUERY:** Contains fields for "Prem ID:", "Name:", "Address:", "City:", "Zip:", "County Name:", "State:", and "County:", along with a "Prem Type/Species" dropdown menu.
- MISCELLANEOUS INFORMATION:** Contains several text input fields, some with "V" or "L" buttons, and a large text area at the bottom.

At the bottom of the window are buttons for "New", "Clear", "Save", and "Exit".

Step 2

The cursor will be located in the **Disease** field of the *Disease Program Information* block. The form is in Query mode. Select the label set desired by entering the **Disease**, **Species** and **Info Type** values (use **OTH** for the **Info Type** value). Press **F8** to execute the query. If the query is successful, the cursor will move to the **Prem ID** field of the *Premises Query* block in query mode.

DISEASE PROGRAM INFORMATION	PREMISES QUERY
Disease: PRV <input type="checkbox"/> L Species: POR <input type="checkbox"/> L Info Type: TAG <input type="checkbox"/> L	Prem ID: <input type="text"/> Name: <input type="text"/> Address: <input type="text"/> Prem Type/Species: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> County: <input type="text"/> County Name: <input type="text"/>

Step 3

Enter a **Prem ID** or other premises selection criteria and press **F8**. After a successful premises query, the cursor will move to the **TAG REC NR** field in the *Miscellaneous Information* block in data-entry mode.

DISEASE PROGRAM INFORMATION	PREMISES QUERY
Disease: PRV <input type="checkbox"/> L Species: POR <input type="checkbox"/> L Info Type: TAG <input type="checkbox"/> L	Prem ID: C0555033 Name: Curleyton On Bree Address: 4002 Rural Route 12 Prem Type/Species: MIX <input type="checkbox"/> POR <input type="checkbox"/> City: Rustic State: CO Zip: 80333 County: 069 County Name: Larimer
MISCELLANEOUS INFORMATION	
TAG REC NR: 20023450299 Rec Type: <input type="checkbox"/> V Info Type: TAG <input type="checkbox"/> L Recv Prem Id: C0555033 Prem State: CO Prem Type: MIX Es Nr: <input type="text"/> Seq Nr: <input type="text"/>	Species: POR <input type="checkbox"/> V Disease: PRV <input type="checkbox"/> V Entry State: GA Low Tag: <input type="text"/> High Tag: <input type="text"/> Recv Person: NA NA NA NA NA NA Remarks: <input type="text"/>
<input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/>	

Step 4

If you successfully queried and retrieved an existing premises in Step 3, default values will automatically appear in the **Species, Disease, Prem ID, Entry State, Prem State, Prem Type**, and **Info Type** fields of the *Miscellaneous Information* block.

You will now enter data in other fields for the purposes of tracking tag distribution to this premises. Fill out the following fields as instructed below:

- Rec Type** **OTH**
- Info Type** **TAG**
- Recv Prem Id** premises id number for the establishment which received the tags
- Prem State** state where establishment which received the tags is located
- Low Tag** starting (lowest) number of tag in a single series ***
- High Tag** ending (highest) number of tag in this same series ***
- Distr Date** date of distribution

*** Both the **Low Tag** and **High Tag** values must belong to the same tag series.

Your **Miscellaneous_Information** form should now look similar to the following:

<p style="text-align: center;">DISEASE PROGRAM INFORMATION</p> <p>Disease: <input type="text" value="PRV"/> <input type="text" value="L"/></p> <p>Species: <input type="text" value="POR"/> <input type="text" value="L"/></p> <p>Info Type: <input type="text" value="TAG"/> <input type="text" value="L"/></p>	<p style="text-align: center;">PREMISES QUERY</p> <p>Prem ID: <input type="text" value="C0555033"/> Name: <input type="text" value="Curleyton On Bree"/></p> <p>Address: <input type="text" value="4002 Rural Route 12"/></p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <p style="text-align: center; margin: 0;">Prem Type/Species</p> <p style="margin: 0;"><input type="text" value="MIX"/> <input type="text" value="POR"/></p> </div> <p>City: <input type="text" value="Rustic"/> State: <input type="text" value="CO"/></p> <p>Zip: <input type="text" value="80333"/> County: <input type="text" value="069"/></p> <p style="text-align: right;">County Name: <input type="text" value="Larimer"/></p>
<p>MISCELLANEOUS INFORMATION</p>	
<p>TAG REC NR: <input type="text" value="20023450299"/> Species: <input type="text" value="POR"/> <input type="text" value="V"/> Entry State: <input type="text" value="GA"/></p> <p>Rec Type: <input type="text" value="OTH"/> <input type="text" value="V"/> Disease: <input type="text" value="PRV"/> <input type="text" value="V"/></p> <hr/> <p>Info Type: <input type="text" value="TAG"/> <input type="text" value="L"/></p>	
<p>Recv Prem Id: <input type="text" value="C0555033"/> Low Tag: <input type="text" value="C0200561"/> Distr Date: <input type="text" value="16-MAY-2002"/></p> <p>Prem State: <input type="text" value="CO"/> High Tag: <input type="text" value="C0200583"/> <input type="text" value="NA"/></p> <p>Prem Type: <input type="text" value="MIX"/> Recv Person: <input type="text" value="NA"/> <input type="text" value="NA"/></p> <p>Es Nr: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p> <p>Seq Nr: <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/></p>	
<p>Remarks: <input style="width: 100%;" type="text"/></p>	
<p><input type="button" value="New"/> <input type="button" value="Clear"/> <input type="button" value="Save"/> <input type="button" value="Exit"/></p>	

Step 5

After you finish entering all data in the *Miscellaneous Information* block, press **F10** to commit this form into the GDB. You now have a completed **Miscellaneous_Information Record**.

To exit the **Miscellaneous_Information** form, click the [Exit] button. You will be returned to the **APHIS IMMS Forms** menu.

Beginning with Step 6 is an example of how the system can utilize **Miscellaneous_Information** records. Assume that you want to know where the IDs entered in the **Eartag** and **Backtag** fields of a **Sample** form were sent when distributed. You also want to record the premises information for that tag distribution.

Step 6

Access the **Event_Summary** form. In the **Main** menu, click on the **Generic Data Base** option. In the **Generic Data Base** menu, click on the **Forms** option. In the **Forms** menu, click on the **GDBLEVENT: Event Summary** option. A new **Event_Summary** form will appear.

Step 7

The cursor will appear in the **Disease** field of the *Disease Program Information* block. The form is in data-retrieval mode. Specify the label set you want and then press **F8** to execute the query.

The screenshot shows two panels side-by-side. The left panel, titled 'DISEASE PROGRAM INFORMATION', contains three rows of data entry fields: 'Disease: BR L', 'Species: BOV L', and 'Event Type: INSP L'. The right panel, titled 'PREMISES QUERY', contains several fields for searching premises: 'Prem ID: []', 'Prem Name: []', 'Address: []', 'City: []', 'State: []', 'Zip: []', 'County: []', and 'County Name: []'. There is also a 'Prem Type/Species' dropdown menu in the center of the right panel.

If the query is successful, the cursor will move to the **Prem ID** field of the *Premises Query* block in query mode.

Step 8

In the *Premises Query* block, enter a **Prem ID** or other premises selection criteria and press **F8**.

After a successful premises query, the cursor will move to the **Event Date** (or **Coll Date** or **Insp Date**) field in the *Event Summary Information* block.

Step 9

Click the [Sample] button at the bottom of the **Event_Summary** form.

Step 10

In the **Sample** form, do the following:

- Fill in the **Eartag** (or **ID1**) and **Backtag** (or **ID2**) fields.
- Click the [Tag Query] button.

Step 11

The system will look in the **Miscellaneous_Information** table to find the **Prem ID** to which the tags were initially distributed. In the example below, the **Tag Register Information** form shows three lines of data.

devlco-GDBLPRMSMI

Action Edit Query Block Record Field Window Help

GDBLPRMSMI

TAG REGISTER INFORMATION

Dis	Spe	Prem ID	ST	Low Tag NR	High Tag NR	Issue Date
BR	POR	MRD	GA	123456789	555555555	10-MAY-2000
BR	EQU	MRD	GA	100	500	
PRV	FER	CO998833	CO	44GOF2252	44GOF2274	25-AUG-2002

Prem Name: Johnston Susan L

Prem City: Fort Collins

Exit

Version 81.1 10/2002

- Select the appropriate tag distribution record.
- Click [Exit] to return to the **Sample** form.

