FWVSS

(Food, Waterborne, Vectorborne Surveillance System)

Training Manual

- Arbovirus Surveillance -
Sentinel Chicken
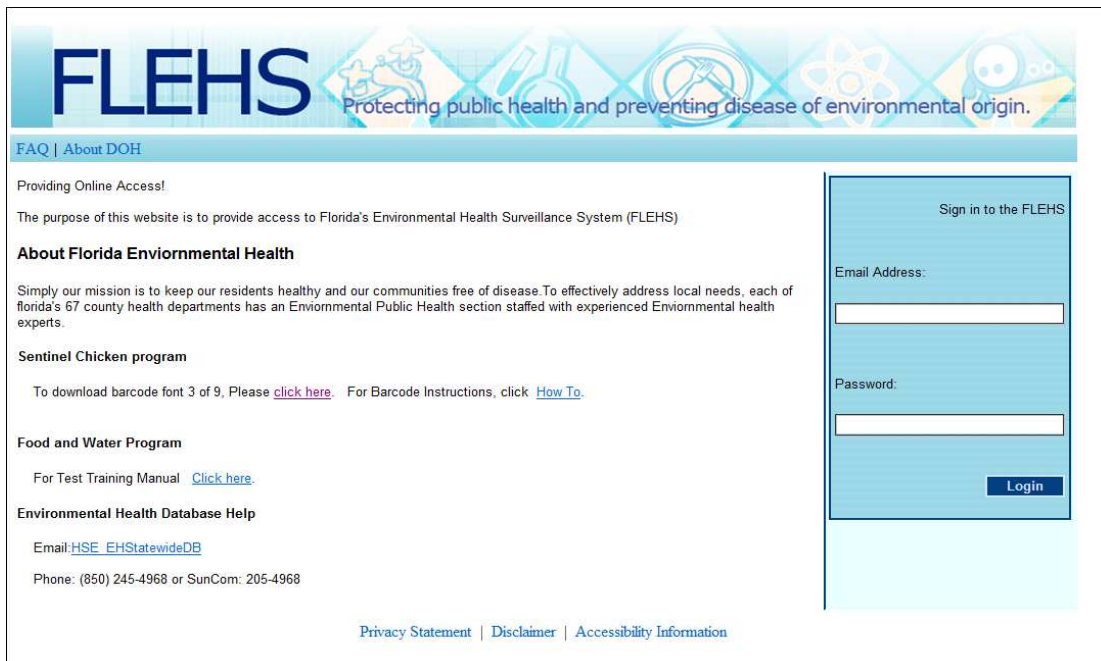
Table of Contexts

Introduction:

The FWVSS (Food, Water, and Vector-borne Surveillance System) is a web based database that The Florida Department of Health (DOH) uses for environmental health data management. We are currently in the process of enhancing our database. This will provide an automated process relating to Arbovirus Surveillance by gathering information from sentinel sites and generating reports more efficient and accurate in a timely manner.

Section 1: Log in

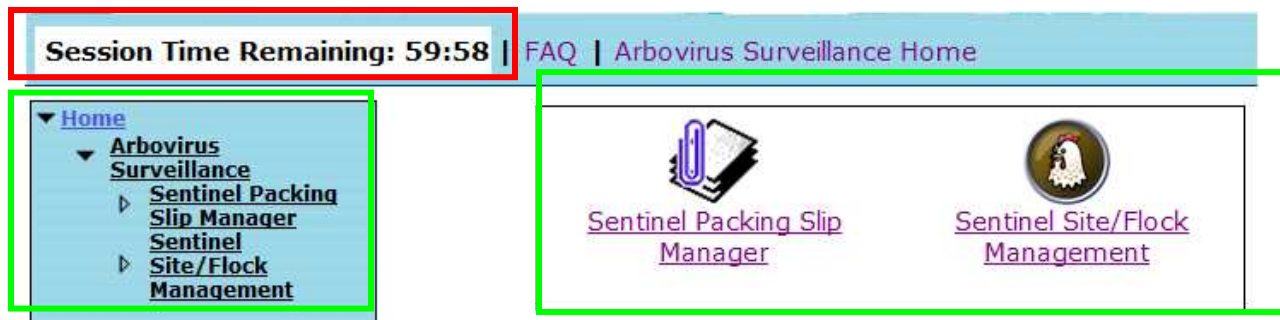**1a**. Log in with username and password provided.

Contact Shaiasia_Itwaru-Womack@doh.state.fl.us, if you need access to the system. Please have your supervisor send an e-mail with your name and e-mail address requesting access.

Website:http://www.FLEHS.myfloridaeh.com

1b. There is a 60 minute session period of no activity before it logs you out, but it refreshes when you click on any of the links in the left column and home icons highlighted in green below.

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Section 2: Add New Flock

2a. You can either click on the "chicken icon" located on the home page shown below that has Sentinel Site/Flock Management under it in blue text. Or you can click on the link provided all the way to the left column under Arbovirus Surveillance and select *Sentinel Site/Flock Management*.

2b. Once you clicked the link you will see a grid with multiple columns.

* Your account will now be set-up to display only your county information.

- Total No. of Birds: Includes inactive birds.

- Created By: The submitter who added the record.

- Create Date: The date that record was inserted.

- Modified By: The submitter who updated the record last.

- Modified Date: The last date the record was updated.

2c. To add a new site, click on the *Add New Sit*e link at the top of the page on the left side.

This screen is where you will enter your flock manager contact, site and bird information.

∗ **You only have to enter this information once for each flock.**

- Enter all information required with a * mark next to it.

- Instead of you sending your site information to the Arbovirus Coordinator ever year, the information will be obtain from the database. *It is very important your information is accurate and up-to-date.*

- If you make any major mistakes in the system while entering your information please notify Shaiasia_Itwaru-Womack@doh.state.fl.us

∗ **If a site becomes inactive please reflect this in the system.**

2d. Flock Manager Contact

1. Enter all information required with a * mark next to it.

Session Time Remaining: 19:38	FAQ	Arbovirus Surveillance Home

▼ **Home**	Add New Sentinel Site
▼ **Arbovirus Surveillance**	**Flock Manager**
▷ **Sentinel Packing Slip Manager**	
Sentinel	**Red Denotes required fields**
▷ **Site/Flock Management**	

Flock Manager Contact Information

* County:	Washington ▾
* Organization:	DOH Arbo
* Street Address:	123466
Mailing Address:	
* City:	Orlando
State:	FL
* Zip-Street:	32303
Zip-Mailing:	
* Telephone:	999-999-9999 ext
Fax:	ext
* Primary Contact First Name:	Shaiasia
* Primary Contact Last Name:	Womack
* Primary Contact Email:	Shaiasia@gmail.com
Secondary Contact First Name:	Carmela
Secondary Contact Last Name:	Davis
Secondary Contact Email:	Davis@gmail.com

2e. Site information

∗ **Site name cannot be changed once it's been submitted.**

- A new site can be inserted without bird information.

  1. Enter all information required with a * mark next to it.

  2. Uncheck update latitude and longitude coordinates box (this function is still being updated)

  3. Provide latitude and longitude coordinates (resources: Google maps or ACME Mapper 2.0)

Site Information

Site Status:	Active ▾
Site Number:	

Site name cannot be changed once saved

* Site Name:	Test 1
* Site Address:	12345 New way
* City:	Orlando
State:	FL
* Zip:	99999

GPS Coordinates

☐ :Update Lattitude and Logitude Coordinates Based on FlockAddress.

Lattitude:	-81.2354
Longitude:	26.3266
GPS Notes:	
Comments:	

2f. Bird Information

* **Bird number can only be 6 digits long.**

* **Bird number cannot be changed once it's been submitted.**

* **Bird numbers can not be duplicated.** If you use the same band number each year, use an additional number or integer to make it unique.

    1. Add the total number of birds in the text box between *How Many Birds Displaye*d and the **Reload Form** button*.*

    2. Click the **Reload Form** button. The screen will refresh itself and display the number of slots you requested.

    3. Provide bird number, species type, the age of bird in weeks when it was first bled and the date of first bleed.

    • The status of the bird will be added by the system once you submit the information.

* **When a bird dies please indicate date of termination for records (pg 11).**

    4. Verify all the information you have entered on the page is correct, click the **Insert** button and your new flock will be added to the system.

Section 3: Inactivate a Flock

If a flock becomes inactive, change the statuses for that particular flock.

3a. Locate the site. (Follow directions from **2a** to locate a site).

3b. Click the name of the particular flock you are changing the status of.

3c. Scroll down to the site information section and click on the drop down box for site status. Change the status from active to inactive.

3d. Once you are done changing the status, click the *Update* button on the bottom of the page and the system will be updated.

Section 4: Add New Bird to Existing Flock

* **Bird number can only be 6 digits long.**

* **Bird number cannot be changed once it's been submitted.**

* **Bird numbers can not be duplicated.** If you use the same band number each year, use an additional number or integer to make it unique.

* **If you transfer birds from one flock to another, you must wait two weeks before bleeding the bird at the new flock, to allow for seroconversion. When you first bleed the bird at the new site you must mark it as a NEW bird and inactivate it at the old flock.**

4a. Locate the site. (Follow directions from **2a** to locate a site)

4b. Click the name of the particular flock you are adding birds to and scroll down to the bird information section.

- All the active birds in the site will be displayed. If you will like to view the inactive birds, select inactive in the dropdown box and click on the *Filter Status* button.

4c. Add the number of new birds you need to place at the site to the number displayed in the text box between *How Many Birds Displaye*d and the *Reload Form* button*.*

(Example shown: 2 birds listed + 2 new bird= 4)

- *Total Number of Birds,* reflects the total number of birds that had been added to that site, including inactive birds.

4d. Type the number in the text box next to "reload form".

4e. Click the *Reload Form* button. The screen will refresh itself and display the number of slots you requested.

4f. Provide bird number, species type, the age of bird in weeks when it was first bled and the date of first bleed.

4g. Once you are done, click *Update.* The status of the bird will be added by the system once you submit the information.

* **When a bird becomes inactive, please indicate date of termination for records.**

Section 5: Inactivate a Bird

If a bird becomes inactive due to various reasons, you must provide the date of termination to inactivate the bird in the system.

∗ **If you transfer birds from one flock to another, you must wait two weeks before bleeding the bird at the new flock, to allow for seroconversion. When you first bleed the bird at the new site you must mark it as a NEW bird and inactivate it at the old flock.**

5a. Locate the flock. (Follow directions from **2a** to locate a flock).

5b. Click the name of the particular flock you are removing birds from and scroll down to the bird information.

- All the active birds in the site will be displayed. If you will like to view the inactive birds, select inactive in the dropdown box and click on the *Filter Status* button.

5c. Find the bird and indicate the date of termination for records by clicking the calendar icon to select the date.

5d. Once you are done, click *Update.* The status of the bird will be added by the system once you submit the information.

Section 6: Preparing a Packaging Slip

6a. To prepare a packing slip you can click on the "paper clip icon" located on the home page shown below that has Sentinel Packing Slip Manager under it. Or you can click on the link provided in the left column under Arbovirus Surveillance and click *Sentinel Packing Slip Manager*.

6b. Once you click the link you will see the grid below.

* **Your account will now be set-up to display only your county information.**

  • Listed under "Packing List #" are the previous packing slips created.

6c. To create a new packing slip, click on the *Create Packing Slip* link at the top of the page on the left side.

6d. Click *Search*.

6e. All of the active flocks for your county will appear. Select the site that you are sending samples from.

6f. All of the active bird's numbers will be displayed for that flock.

Packing Slip Manager

Active Birds for sfvbil

	Bird #	Sample Included:	New Bird:	Date of Sample Collection
	1	☑	☐	7/11/2012
	2	☑	☐	7/11/2012
	3	☑	☐	7/11/2012

[Save] [Select Another Site]

6g. Sample included: all the boxes will automatically be checked. Uncheck the box if you're not sending samples from that particular bird with this package.

Packing Slip Manager

Active Birds for sfvbil

	Bird #	Sample Included:	New Bird:	Date of Sample Collection
	1	☑	☐	7/11/2012
	2	☑	☐	7/11/2012
	3	☑	☐	7/11/2012

[Save] [Select Another Site]

6h. New bird: If it's a new bird please check the box relating to that bird.

∗ **If you transfer birds from one flock to another, you must wait two weeks before bleeding the bird at the new flock, to allow for seroconversion. When you first bleed the bird at the new site you must mark it as a NEW bird and inactive it at the old flock.**

6i. Date of sample collected: Mark the date the sample you are sending to the lab was collected.

6j. Verify all the information you have entered is correct and click *Save*. A pop-up box will appear asking "Are you sure you want to Save?" Click *Ok*. If you're only submitting samples from just one site skip to 6m.
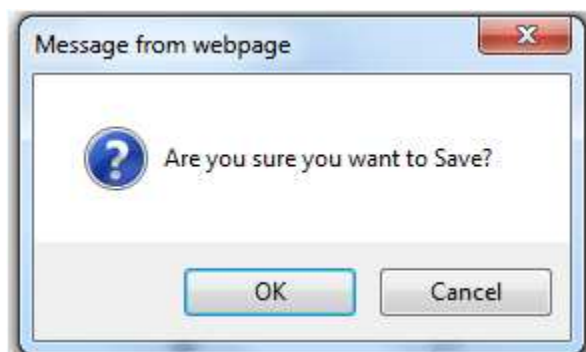
6k. To select another site to add to the packing slip, click on the *Select Another Site* button.

6l. Select another site and repeat steps **6e – 6j** until all sites have been selected.

6m. When you are done selecting all the birds, click ***Edit View*** to see all the birds you selected for the packing slip.

6n. A pop up box will appear asking "View all Selected Birds?" Click *Ok*.

6o. All of the birds you selected will then appear for review. If everything looks correct and you are ready to print the packing slip, click *Yes*.

∗   **If you need to make edits, skip to Section 7 (pg 23).**

6p. After you click yes, all the birds will appear again, but no changes can be made**.** Click *Print Packing Slip.*

- There are two options you can use to print your packing slip.

  1. Print Packing Slip PDF (Recommended)- See step **6q**

  2. Print Packing Slip (Excel)- See Step **6r**

6q. Click *Print Packing Slip PDF (Recommended)*

1. When the pop up box appears, click *Open*
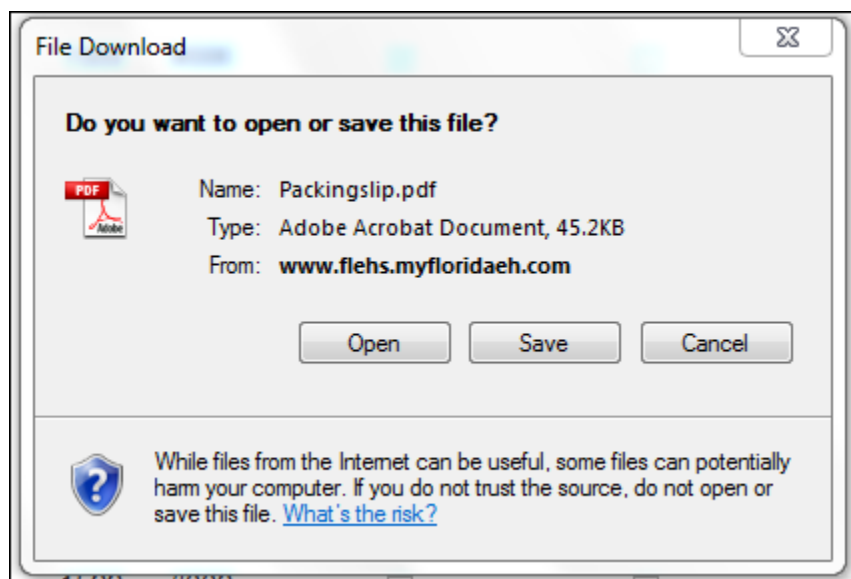
2. Click *File and Print.*
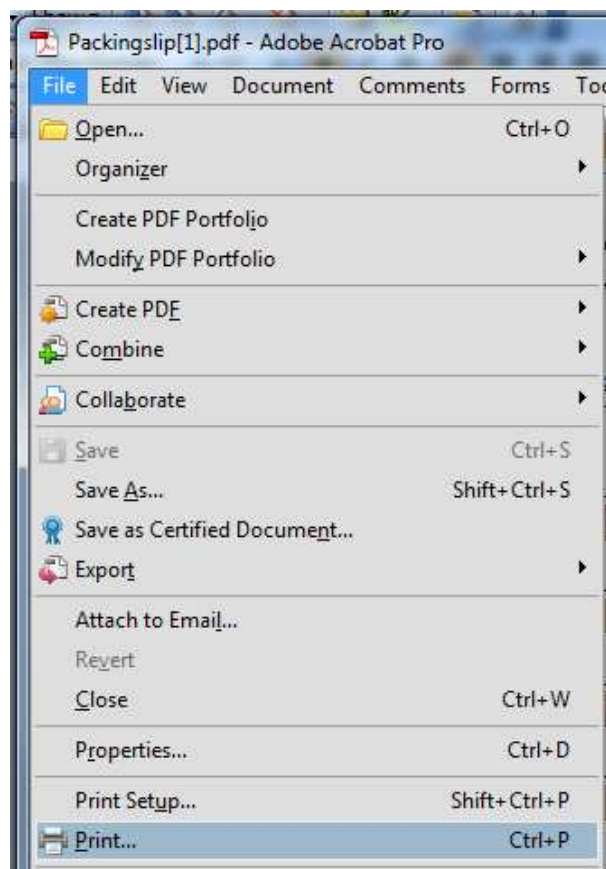
6r. Click *Print Packing Slip (Excel.)*

      1. When the pop up box appears, click *Open*
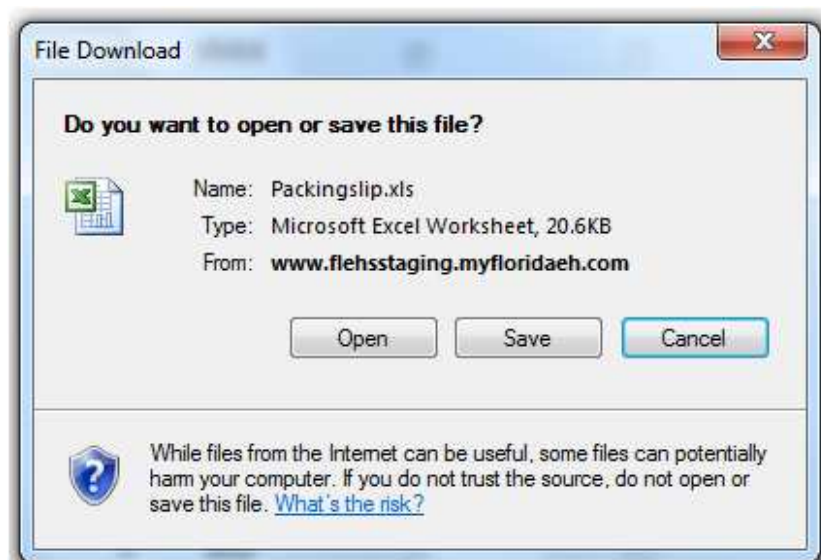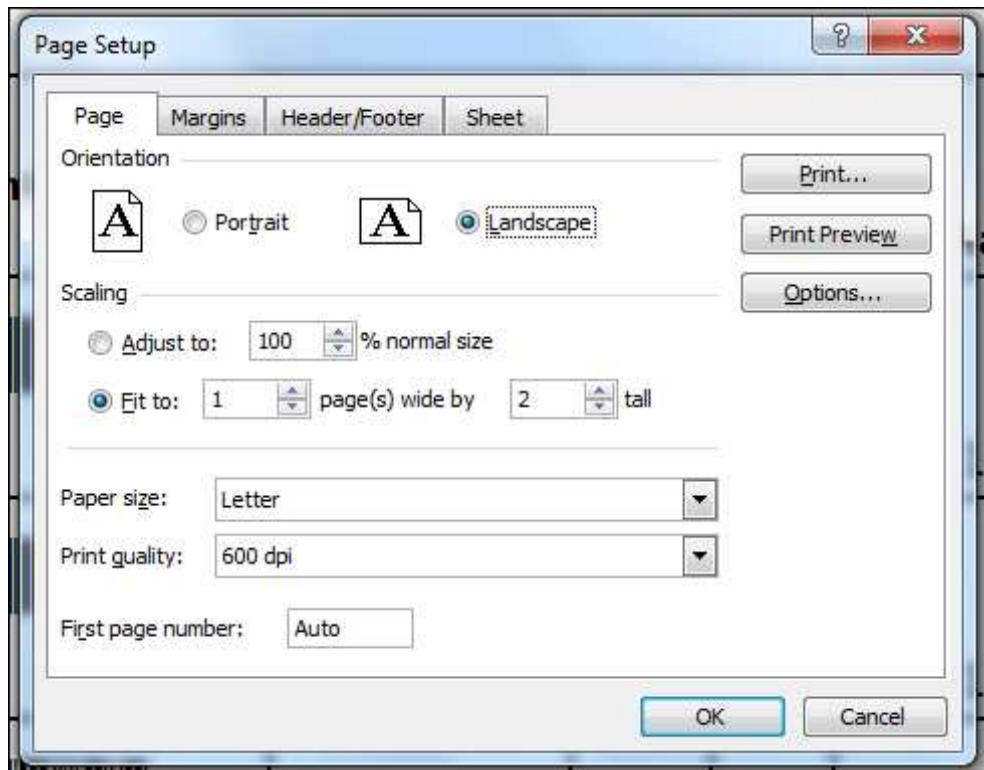
2. The document will open in excel

3. Click on *File* then select *Page Setup*.

   ∗   **If you are using Microsoft Excel 2010, please skip to Section 8.**
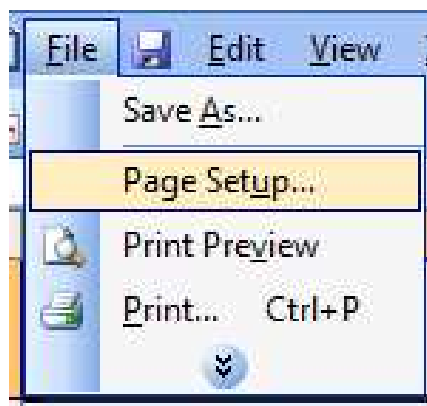
4. Change the orientation to landscape

- The page setup screen displayed below may look different depending on the Microsoft Excel version you have on your computer. This screen was taking from version 2003.

5. Under scaling, click *Fit to:* and change the 2nd textbox to match the total number of pages (example shown below).

6. Click on the Margins tab and change the margins to match the screen below.

- Left, Right, Top and Bottom: 0.25

- Header and footer: 0

7. Once you are done setting up the page, click *Ok* and print packing slip.

8. Place this form in the box with your samples listed on the slip and ship out to the lab for testing.

Section 7: How to Edit a Packing Slip

When editing your packing slip you have the ability to remove and/or add a bird, uncheck or check new bird and change the date of sample collection.

7a. Remove a bird from the packing slip

If you selected a bird that is not supposed to be listed on the packing slip,

1. Uncheck the box under Sample Included for that particular bird(s).

2. Click *Final Save. The bird that you unchecked will be removed once you click the final save button.*

3. If no more edits are needed follow steps 6o-6r.

7b. Add a bird to the packing slip

If you forgot to include a bird in the packing slip,

1. Click *Select Another Site* button located on the bottom left corner of the page.

Are you ready to print packing slip?   Yes

Final Save   Select Another Site

2. All of the active flocks for your county will appear. Select the site the missing bird is located at.

County: Washington ▾   Search

Availiable Sites

Site Flock Name	TotalNoOfBirds	UserSiteFlockNumber
sfvbil	4	
Test 4	10	
Test 2	7	
Test 1	6	
Test 14	2	
Test 16	3	12
Test Fox	5	
asdfgh	3	
Test 111	3	

.

- To avoid duplicates: Birds already selected for the packing slip will not be listed if you go back to add a bird from a previous site. They are already listed on the packing slip.

3. Make sure the missing bird(s) is checked off under Sample Included. Uncheck any birds selected under Sample Included that are not included in the packing slip.

4. New bird: If it's a new bird please check the box relating to that bird.

∗ **If you transfer birds from one flock to another, you must wait two weeks before bleeding the bird at the new flock, to allow for seroconversion. When you first bleed the bird at the new site you must mark it as a NEW bird and inactive it at the old flock.**

5. Date of sample collected: Mark the date the sample you are sending to the lab was collected.

6. Click *Save*

7. Click **Edit View.** All of the birds you have selected to this point will be displayed

8. If no more edits are needed follow steps 6o-6r.

7c. Unmark a bird as new

If you marked a old bird as new,

    1. Uncheck the box under New Bird

    2. Click **Final Save**

    3. Click **Edit View.** All of the birds you have selected to this point will be displayed

    4. If no more edits are needed follow steps 6o-6r.

Packing Slip Manager

	Bird #	Site:	Sample Included:	New Bird:	Date of Sample Collection
	134	asdfgh	☑	☐	7/25/2012
	368	asdfgh	☑	☐	7/25/2012
	54	asdfgh	☑	☐	7/25/2012
	1	sfvbil	☑	☐	7/25/2012
	2	sfvbil	☑	☐	7/25/2012
	3	sfvbil	☑	☐	7/25/2012

Are you ready to print packing slip? [Yes]

[Final Save] [Select Another Site]

7d. Mark a bird as new

If you forgot to marked a bird as new,

1. Check the box under New Bird for that particular bird.

2. Click *Final Save*

3. If no more edits are needed follow steps 6o-6r.

Bird #	Site:	Sample Included:	New Bird:	Date of Sample Collection
defgs	Test 1	☑	☑	7/23/2012
sfgvs	Test 1	☑	☑	7/23/2012
19	Test 4	☑	☑	7/23/2012
29	Test 4	☑	☑	7/23/2012
39	Test 4	☑	☑	7/23/2012
49	Test 4	☑	☐	7/23/2012
59	Test 4	☑	☐	7/23/2012
69	Test 4	☑	☐	7/23/2012
79	Test 4	☑	☐	7/23/2012
89	Test 4	☑	☐	7/23/2012
9	Test 4	☑	☐	7/23/2012
99	Test 4	☑	☐	7/23/2012

Are you ready to print packing slip? [Yes]

[Final Save] [Select Another Site]