



FWVSS

(Food, Waterborne, Vectorborne Surveillance System)

Training Manual

- Arbovirus Surveillance -
Sentinel Chicken

Last updated on February 19, 2013

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Introduction:

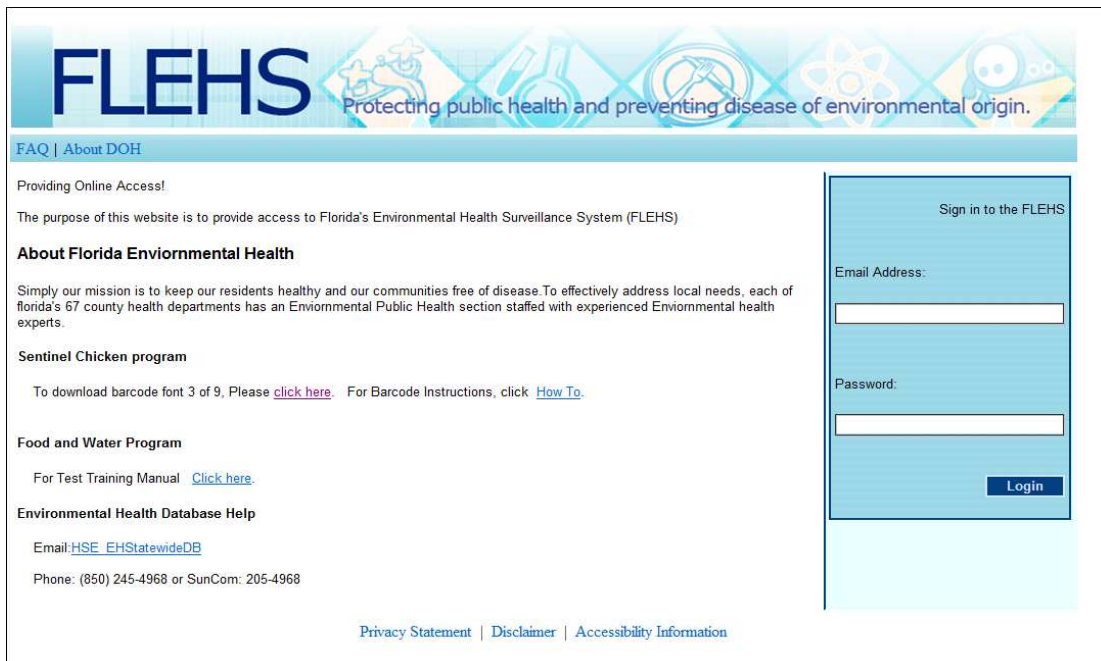
The FWVSS (Food, Water, and Vector-borne Surveillance System) is a web based database that The Florida Department of Health (DOH) uses for environmental health data management. We are currently in the process of enhancing our database. This will provide an automated process relating to Arbovirus Surveillance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

Section 1: Log in

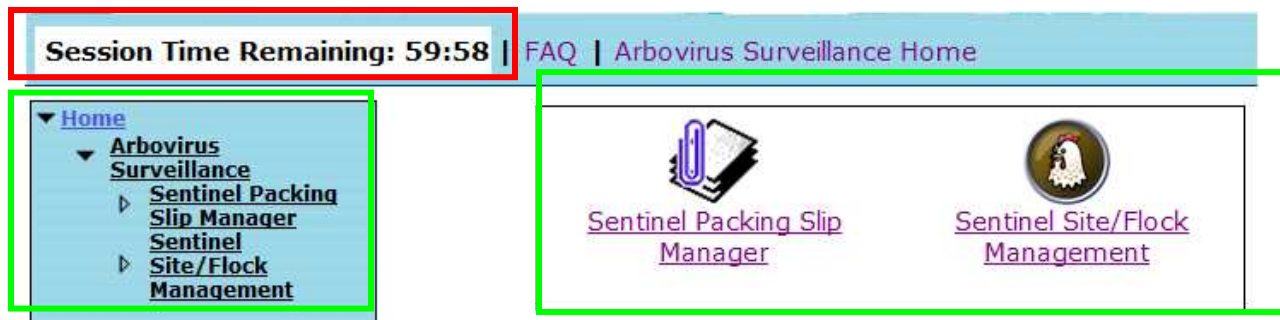
1a. Log in with username and password provided.

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.



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*.

Session Time Remaining: 19:57 | [FAQ](#) | [Arbovirus Surveillance Home](#)

Home
▼ **Arbovirus Surveillance**
 ▶ **Sentinel Packing Slip Manager**
 ▶ **Sentinel Site/Flock Management**

Sentinel Packing Slip Manager **Sentinel Site/Flock Management**

User Information
Friday, 7/6/2012
Logged-in as: Shailasia
Logged-in at: 12:06:14 PM

Related Links
▶ [DOH Arbovirus Home](#)
▶ [FL Surveillance](#)
▶ [Weekly Reports](#)

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 Site* link at the top of the page on the left side.

Session Time Remaining: 19:56 | [FAQ](#) | [Arbovirus Surveillance Home](#)

Flock Manager

[Add New Site](#) Organization Name Search

100 Washington All Site Status View

[Home](#) > [Arbovirus Surveillance](#) > [Sentinel Site/Flock Management](#)

No. of Records Selected: 6

Site Name	Site Number	CountyName	OrganizationName	TotalNoOfBirds	CreatedBy	CreatedDate	ModifiedBy	ModifiedDate
qwer		Washington	dohc	2	Shailasia Womack	7/9/2012 9:04:02 AM	Sushanth Lathkar	7/9/2012 3:33:24 PM
Test 5		Washington	DOH Arbo	3	Shailasia Womack	7/6/2012 12:31:04 PM	Shailasia Womack	7/6/2012 12:31:04 PM
Test 4		Washington	DOH	6	Shailasia Womack	7/6/2012 12:29:24 PM	Shailasia Womack	7/6/2012 12:29:24 PM
Test 3	12	Washington	DOH	10	Shailasia Womack	7/6/2012 12:20:42 PM	Shailasia Womack	7/6/2012 12:20:42 PM
Test 2		Washington	Arbo	5	Shailasia Womack	7/6/2012 12:17:24 PM	Shailasia Womack	7/6/2012 12:17:24 PM
Test 1		Washington	DOH Arbo	4	Shailasia Womack	7/6/2012 12:14:38 PM	Shailasia Womack	7/6/2012 12:14:38 PM

[Export to Excel](#)

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

▼ Arbovirus Surveillance

▶ Sentinel Packing Slip Manager

▶ Sentinel Site/Flock Management

Add New Sentinel Site

Flock Manager

Red Denotes required fields

Flock Manager Contact Information

* County:	<input type="text" value="Washington"/>
* Organization:	<input type="text" value="DOH Arbo"/>
* Street Address:	<input type="text" value="123466"/>
Mailing Address:	<input type="text"/>
* City:	<input type="text" value="Orlando"/>
State:	<input type="text" value="FL"/>
* Zip-Street:	<input type="text" value="32303"/>
Zip-Mailing:	<input type="text"/>
* Telephone:	<input type="text" value="999-999-9999"/> ext <input type="text"/>
Fax:	<input type="text"/> ext <input type="text"/>
* Primary Contact First Name:	<input type="text" value="Shaiasia"/>
* Primary Contact Last Name:	<input type="text" value="Womack"/>
* Primary Contact Email:	<input type="text" value="Shaiasia@gmail.com"/>
Secondary Contact First Name:	<input type="text" value="Carmela"/>
Secondary Contact Last Name:	<input type="text" value="Davis"/>
Secondary Contact Email:	<input type="text" value="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:	<input type="text"/>
Site name cannot be changed once saved	
* Site Name:	<input type="text" value="Test 1"/>
* Site Address:	<input type="text" value="12345 New way"/>
* City:	<input type="text" value="Orlando"/>
State:	<input type="text" value="FL"/>
* Zip:	<input type="text" value="99999"/>

GPS Coordinates

☐ :Update Latitude and Longitude Coordinates Based on FlockAddress.

Latitude:	<input type="text" value="-81.2354"/>
Longitude:	<input type="text" value="26.3266"/>
GPS Notes:	<input type="text"/>
Comments:	<div><div></div></div>

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 Displayed* 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).**

Bird Information

* How Many Birds Displayed: **Reload Form** Total Number of Birds Active

Bird # can be only 6 digits long and cannot be changed once saved

Bird #	Species	Age (in Weeks)	Date Of Bleed	Date Terminated	Notes	Status
	Sentinel Chicken					
	Sentinel Chicken					
	Sentinel Chicken					
	Sentinel Chicken					
	Sentinel Chicken					
	Sentinel Chicken					

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.

Session Time Remaining: 19:46 | [FAQ](#) | [Arbovirus Surveillance Home](#)

▼ Home

▼ Arbovirus Surveillance

▶ Sentinel Packing Slip Manager

▶ Sentinel Site/Flock Management

• Record Inserted Successfully

[Click Here to Add More birds](#)

Flock Manager

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.

Session Time Remaining: 19:56 | [FAQ](#) | [Arbovirus Surveillance Home](#)

Flock Manager

[Add New Site](#)

[Home](#) > [Arbovirus Surveillance](#) > [Sentinel Site/Flock Management](#)

No. of Records Selected: 6

Site Name	Site Number	CountyName	OrganizationName	TotalNoOfBirds	CreatedBy	CreatedDate	ModifiedBy	ModifiedDate
qwer		Washington	dohc	2	Shalasia Womack	7/9/2012 9:04:02 AM	Sushanth Lathkar	7/9/2012 3:33:24 PM
Test 5		Washington	DOH Arbo	3	Shalasia Womack	7/6/2012 12:31:04 PM	Shalasia Womack	7/6/2012 12:31:04 PM
Test 4		Washington	DOH	6	Shalasia Womack	7/6/2012 12:29:24 PM	Shalasia Womack	7/6/2012 12:29:24 PM
Test 3	12	Washington	DOH	10	Shalasia Womack	7/6/2012 12:20:42 PM	Shalasia Womack	7/6/2012 12:20:42 PM
Test 2		Washington	Arbo	5	Shalasia Womack	7/6/2012 12:17:24 PM	Shalasia Womack	7/6/2012 12:17:24 PM
Test 1		Washington	DOH Arbo	4	Shalasia Womack	7/6/2012 12:14:38 PM	Shalasia Womack	7/6/2012 12:14:38 PM

[Export to Excel](#)

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.

Site Information

Site Status:

Site Number:

Site name cannot be changed once saved

* Site Name:

* Site Address:

Active

Active

Inactive

Test 1

12345 New way

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.

Session Time Remaining: 19:56 | [FAQ](#) | [Arbovirus Surveillance Home](#)

Flock Manager

[Add New Site](#)

[Home](#) > Arbovirus Surveillance > Sentinel Site/Flock Management

No. of Records Selected: 6

Site Name	Site Number	CountyName	OrganizationName	TotalNoOfBirds	CreatedBy	CreatedDate	ModifiedBy	ModifiedDate
qwer		Washington	dohc	2	Shalasia Womack	7/9/2012 9:04:02 AM	Sushanth Lathkar	7/9/2012 3:33:24 PM
Test 5		Washington	DOH Arbo	3	Shalasia Womack	7/6/2012 12:31:04 PM	Shalasia Womack	7/6/2012 12:31:04 PM
Test 4		Washington	DOH	6	Shalasia Womack	7/6/2012 12:29:24 PM	Shalasia Womack	7/6/2012 12:29:24 PM
Test 3	12	Washington	DOH	10	Shalasia Womack	7/6/2012 12:20:42 PM	Shalasia Womack	7/6/2012 12:20:42 PM
Test 2		Washington	Arbo	5	Shalasia Womack	7/6/2012 12:17:24 PM	Shalasia Womack	7/6/2012 12:17:24 PM
Test 1		Washington	DOH Arbo	4	Shalasia Womack	7/6/2012 12:14:38 PM	Shalasia Womack	7/6/2012 12:14:38 PM

[Export to Excel](#)

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 Displayed** 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.

Bird Information

* How Many Birds Displayed: **Reload Form** Total Number of Birds: Active **Filter Status**

Bird # can be only 6 digits long and cannot be changed once saved

Bird#	Species	Age (in Weeks)	Date Of Bleed	Date Terminated	Notes	Status
333	Sentinel Chicken	456	8/9/2012			Active
445	Sentinel Chicken	465	8/9/2012			Active

Update

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.

Bird Information

* How Many Birds Displayed? **Reload Form** Total Number of Birds Active

Bird # can be only 6 digits long and cannot be changed once saved

Bird#	Species	Age (in Weeks)	Date Of Bleed	Date Terminated	Notes	Status
333	Sentinel Chicken	56	8/9/2012			Active
445	Sentinel Chicken	56	8/9/2012			Active
	Sentinel Chicken					
	Sentinel Chicken					

Update

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

Bird Information

* How Many Birds Displayed? **Reload Form** Total Number of Birds Active

Bird # can be only 6 digits long and cannot be changed once saved

Bird#	Species	Age (in Weeks)	Date Of Bleed	Date Terminated	Notes	Status
333	Sentinel Chicken	56	8/9/2012			Active
445	Sentinel Chicken	56	8/9/2012			Active
100	Sentinel Chicken	55	9/27/2012			
200	Sentinel Chicken	55	9/27/2012			

Update

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

Bird Information

* How Many Birds? **Reload Form** Any Status

Bird # cannot be changed once saved

Bird#	Species	Age (in Weeks)	Date Of Bleed	Date Terminated	Notes	Status
99	Sentinel Chicken	36	7/17/2012			Active
1	Sentinel Chicken	36	7/9/2012			Active
95	Sentinel Chicken	36	7/11/2012			Active
6	Sentinel Chicken	40	7/6/2012			Active

Update

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* 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.

Session Time Remaining: 19:30 | [FAQ](#) | [Arbovirus Surveillance Home](#)

Flock Manager

[Add New Site](#)

[Home](#) > Arbovirus Surveillance > Sentinel Site/Flock Management

No. of Records Selected: 5

SiteFlockName	SiteFlockNumber	CountyName	OrganizationName	TotalNoOfBirds	CreatedBy	CreatedDate	ModifiedBy	ModifiedDate
Test 5		Washington	DOH Arbo	3	Shailasia Womack	7/6/2012 12:31:04 PM	Shailasia Womack	7/6/2012 12:31:04 PM
Test 4		Washington	DOH	6	Shailasia Womack	7/6/2012 12:29:24 PM	Shailasia Womack	7/6/2012 12:29:24 PM
Test 3	12	Washington	DOH	10	Shailasia Womack	7/6/2012 12:20:42 PM	Shailasia Womack	7/6/2012 12:20:42 PM
Test 2		Washington	Arbo	5	Shailasia Womack	7/6/2012 12:17:24 PM	Shailasia Womack	7/6/2012 12:17:24 PM
Test 1		Washington	DOH Arbo	4	Shailasia Womack	7/6/2012 12:14:38 PM	Shailasia Womack	7/6/2012 12:14:38 PM

[Export to Excel](#)

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

Bird Information

* How Many Birds? [Reload Form](#) [Filter Status](#)

Bird # cannot be changed once saved

Bird#	Species	Age (in Weeks)	Date Of Bleed	Date Terminated	Notes	Status
99	Sentinel Chicken	36	7/17/2012			Active
1	Sentinel Chicken	36	7/9/2012			Active
95	Sentinel Chicken	36	7/11/2012			Active
6	Sentinel Chicken	40	7/6/2012	7/11/2012		Active

[Update](#)

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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*.

Session Time Remaining: 19:57 | FAQ | Arbovirus Surveillance Home

Home
Arbovirus Surveillance
Sentinel Packing Slip Manager
Sentinel Site/Flock Management
Sentinel Site/Flock Management

Sentinel Packing Slip Manager
Sentinel Site/Flock Management

User Information
Friday, 7/6/2012
Logged-in as: Shaiaisia
Logged-in at: 12:06:14 PM

Related Links
DOH Arbovirus Home
FL Surveillance
Weekly Reports

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.

Session Time Remaining: 19:31 | FAQ | Arbovirus Surveillance Home

Home
Arbovirus Surveillance
Sentinel Packing Slip Manager
Sentinel Site/Flock Management
Sentinel Site/Flock Management

Packing Slip Manager

[keyword] Search

Create Packing Slip

8 Records Available No of Records 100

Washington View

Packing List #	County	Created Date	Created By
67-20120709-384034	Washington	7/9/2012	Shaiaisia Itwaru
67-20120709-384034	Washington	7/9/2012	Shaiaisia Itwaru
67-20120706-153705	Washington	7/6/2012	Shaiaisia Womack
67-20120706-605573	Washington	7/6/2012	Shaiaisia Womack
67-20120706-153705	Washington	7/6/2012	Shaiaisia Womack
67-20120706-605573	Washington	7/6/2012	Shaiaisia Womack
67-20120706-605573	Washington	7/6/2012	Shaiaisia Womack
67-20120706-605573	Washington	7/6/2012	Shaiaisia Womack

Export to Excel

6d. Click *Search*.

Session Time Remaining: 19:52 | [FAQ](#) | [Arbovirus Surveillance Home](#)

▼ **Home**

- ▼ **Arbovirus Surveillance**
 - ▶ **Sentinel Packing Slip Manager**
 - ▶ **Sentinel Site/Flock Management**

Packing Slip Manager

County:

Available Sites



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

Session Time Remaining: 19:50 | [FAQ](#) | [Arbovirus Surveillance Home](#)

▼ **Home**

- ▼ **Arbovirus Surveillance**
 - ▶ **Sentinel Packing Slip Manager**
 - ▶ **Sentinel Site/Flock Management**

Packing Slip Manager

County:




Available Sites

Site Flock Name	TotalNoOfBirds	UserSiteFlockNumber
sfvbi1	4	
Test 4	10	
test 2	7	
Test 2	5	
Test 1	6	
Test 14	2	
Test 16	3	12
swdefrtgh	1	

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 

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.**

Packing Slip Manager




Active Birds for sfvbi

Bird #	Sample Included:	New Bird:	Date of Sample Collection
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 

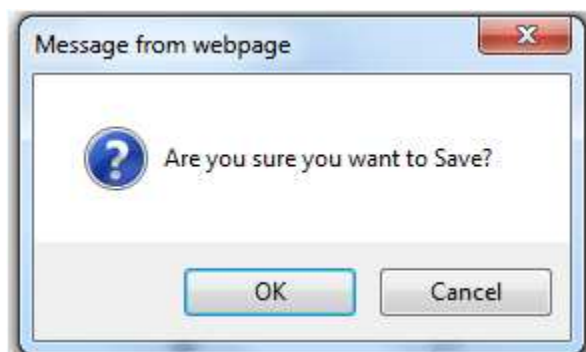
6i. Date of sample collected: Mark the date the sample you are sending to the lab was collected.

Packing Slip Manager

Active Birds for sfvbi

Bird #	Sample Included:	New Bird:	Date of Sample Collection
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 

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.

Session Time Remaining: 19:58 | [FAQ](#) | [Arbovirus Surveillance Home](#)

Packing Slip Manager

Active Birds for test 2

Bird #	Sample Included:	New Bird:	Date of Sample Collection
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012 
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012 
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012 
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012 
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012 

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

Session Time Remaining: 19:56 | [FAQ](#) | [Arbovirus Surveillance Home](#)

[Home](#)

- Arbovirus Surveillance
 - Sentinel Packing Slip Manager
 - Sentinel Site/Flock Management

Packing Slip Manager

County:

Available Sites	Site Flock Name	TotalNoOfBirds	UserSiteFlockNumber
	sfvbi	4	
	Test 4	10	
	test 2	7	
	Test 2	5	
	Test 1	6	
	Test 14	2	
	Test 16	3	12
	swdefrtgh	1	

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

Session Time Remaining: 19:57 | [FAQ](#) | [Arbovirus Surveillance Home](#)

[Home](#)

- Arbovirus Surveillance
 - Sentinel Packing Slip Manager
 - Sentinel Site/Flock Management

Packing Slip Manager

Active Birds for Test 1

Bird #	Sample Included:	New Bird:	Date of Sample Collection
defgs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012
sfgvs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012
sxdgv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012
szdfv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012
szfv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012
zsdfv	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/9/2012

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).

Session Time Remaining: 17:03 | [FAQ](#) | [Arbovirus Surveillance Home](#)

▼ [Home](#)
▼ [Arbovirus Surveillance](#)
▶ [Sentinel Packing Slip Manager](#)
▶ [Sentinel Site/Flock Management](#)

Packing Slip Manager

Bird #	Site:	Sample Included:	New Bird:	Date of Sample Collection
1	sfvbil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
2	sfvbil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
3	sfvbil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
2	test 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
3	test 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
4	test 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
5	test 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
6	test 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 
7	test 2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/11/2012 

Are you ready to print packing slip?

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**

Session Time Remaining: 24:27 [FAQ](#) | [Arbovirus Surveillance Home](#)

Packing Slip Manager

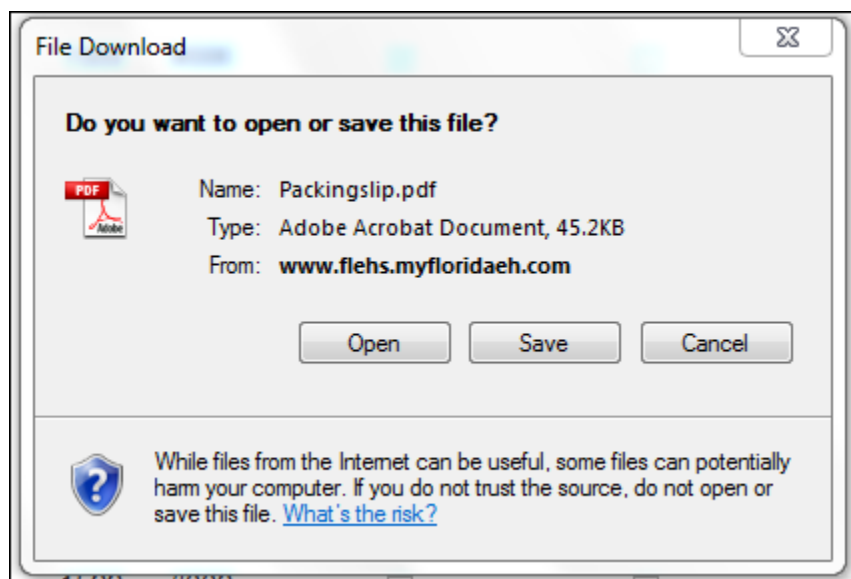
Home
▼ Arbovirus Surveillance
 ▶ Sentinel Packing Slip Manager
 ▶ Sentinel Site/Flock Management

Bird #	Site:	Sample Included:	New Bird:	Date of Sample Collection
346	Buffalo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/19/2013
347	Buffalo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/19/2013
348	Buffalo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/19/2013
349	Buffalo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2/19/2013
388	Glass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2013
389	Glass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2013
390	Glass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2013
391	Glass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2013
392	Glass	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/19/2013

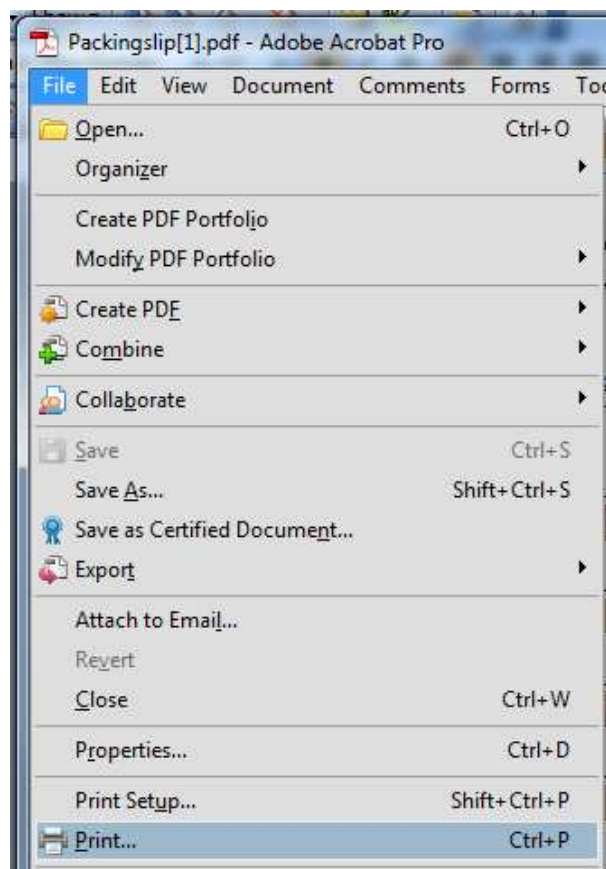
[Print Packing Slip PDF\(Recommended\).](#) [Print Packing Slip\(Excel\)](#)

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

1. When the pop up box appears, click ***Open***

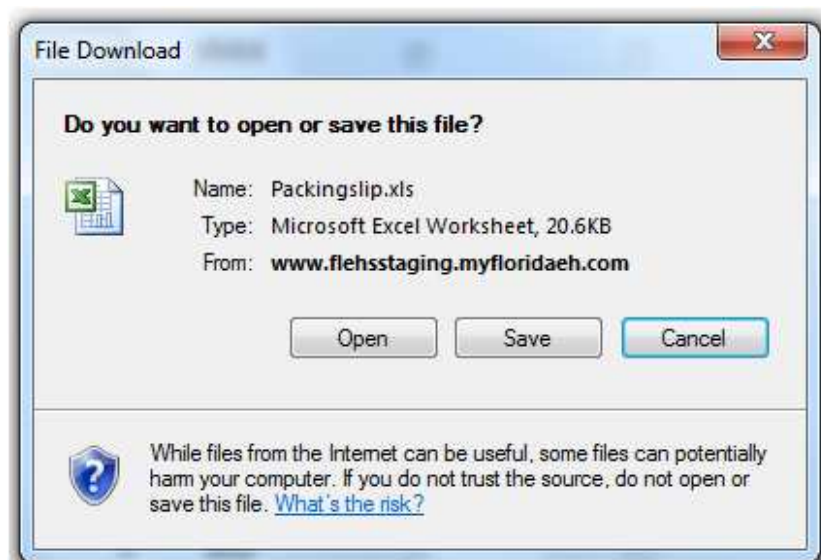


2. Click ***File and Print.***



6r. Click ***Print Packing Slip (Excel.)***

1. When the pop up box appears, click ***Open***

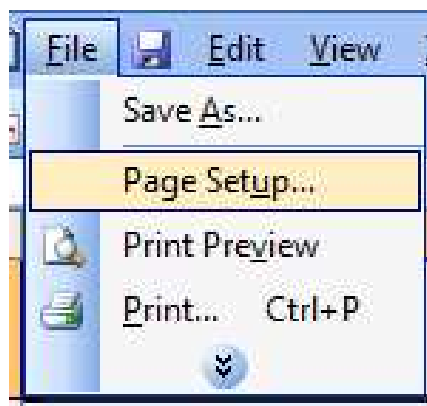


2. The document will open in excel

Arbovirus Surveillance Serology Submittal Form						
County: Washington		Page: 1 of 2		Date Received		
Organization: asdfgh		Total # of Birds: 14		# Of New Birds		
BarCode (1-D barcode includes county, flock id, bird ID, collection date, new bird)	Collection Date	Bird #	New Bird	Site Name	Lab Number	
	7/23/2012	1	0	Test 111		
	7/23/2012	12	0	Test 111		
	7/23/2012	13	0	Test 111		
	7/23/2012	2	0	Test 111		

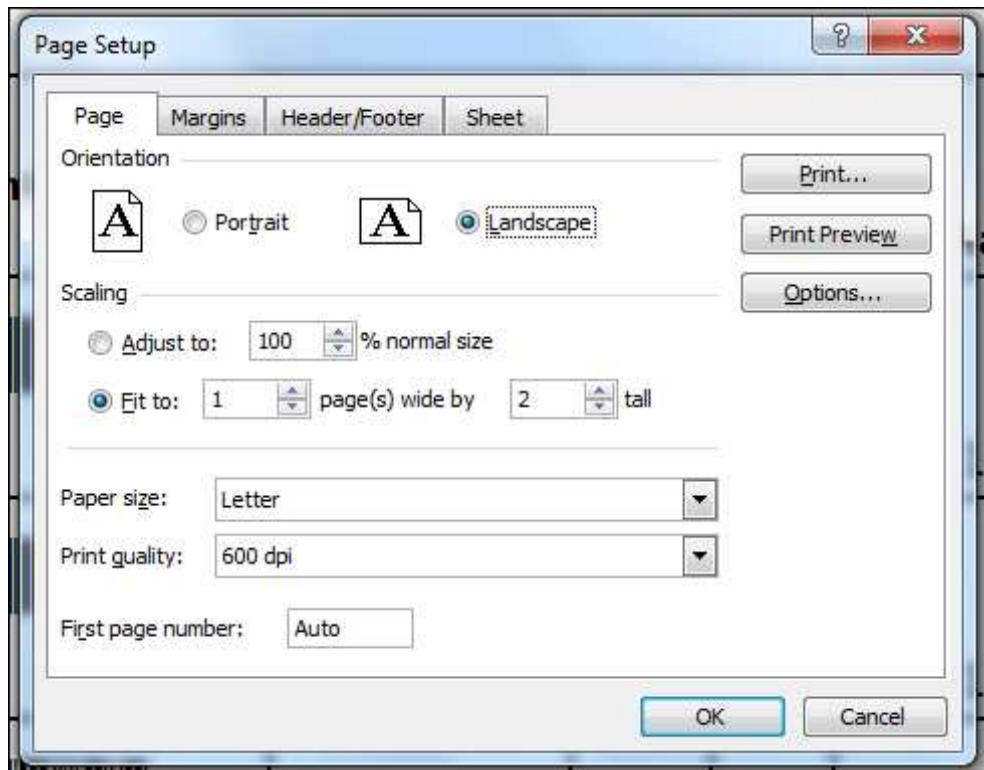
3. Click on **File** then select **Page Setup**.

* 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 taken from version 2003.



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

Arbovirus Surveillance Serology							
County: Washington Organization: asdfgh				Page: 1 of 2 Total # of Birds: 14		Date Reciev # Of New Bi	
BarCode (1-D barcode includes coun bird ID, collection date, new bird)							
1	 *6705285254201207230*			Name		Lab Number	
2	 *6705285255201207230*			11		11	
3	 *6705285256201207230*			7/23/2012	13	0	Test 111

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

Page Setup

Page Margins Header/Footer Sheet

Top: 0.25 Header: 0

Left: 0.25 Right: 0.25

Bottom: 0.25 Footer: 0

Center on page

☐ Horizontally ☐ Vertically

Print...
Print Preview
Options...

OK Cancel

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.

Bird #	Site:	Sample Included:	New Bird:	Date of Sample Collection
10	Test 16	<input type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
3	Test 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
5	Test 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
19	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
29	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
39	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
49	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
59	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
69	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
79	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
89	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
9	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
99	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 

Are you ready to print packing slip?

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?

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




County:

Available Sites	Site Flock Name	TotalNoOfBirds	UserSiteFlockNumber
	sfvbi1	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**

Packing Slip Manager

Active Birds for sfvbil

Bird #	Sample Included:	New Bird:	Date of Sample Collection
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 




Save

Select Another Site

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.

Packing Slip Manager

Active Birds for sfvbil

Bird #	Sample Included:	New Bird:	Date of Sample Collection
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 

Save

Select Another Site







Edit View

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
368	asdfgh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
54	asdfgh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
1	sfvbil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
2	sfvbil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/25/2012 
3	sfvbil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/23/2012 
sfgvs	Test 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/23/2012 
19	Test 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/23/2012 
29	Test 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/23/2012 
39	Test 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/23/2012 
49	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
59	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
69	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
79	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
89	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
9	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 
99	Test 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/23/2012 

Are you ready to print packing slip?

Yes

Final Save

Select Another Site