

Chapter 1:

Overview of the AWBDS Process

This chapter introduces the new **Automated Web-Based Data-Submission** (AWBDS) process which States can use to submit, review, and approve their monthly/quarterly animal disease program data for inclusion in the Veterinary Services (VS) National Reports.

- Non-GDB States (those that do not have their own local Generic Data Base setup) will need to use all of the AWBDS submission, review, update, and approval features. These AWBDS features together completely replace the Lotus 1-2-3 spreadsheet/ transmission file method that these States formerly used.
- States that do have a Local GDB setup will use only some of the AWBDS features. These States will still use the GDB for their data-submission work. Once their program data is stored in the GDB, these States can then use the AWBDS review, update, and approval features.
- Some States may have only a partial GDB implementation. These States will need to use the two approaches described above accordingly.

The distinctions on using the AWBDS process between Non-GDB States and GDB States is further explained in the next section of this chapter.

The topics in this chapter appear below:

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Major Features of the AWBDS Process

Web-Based Application and Report-Specific Webforms

The AWBDS process is an application that runs at a dedicated web site, available via a normal Internet connection. Once a State logs into this web site, it can then choose and use a variety of electronic forms (referred to hereafter as "webforms") that have been customized for the TB6-2, PRV-190, and SPR national reports. For each of these three Headquarter reports, the AWBDS provides a set of data-submission, query, and approval webforms.

Quality Assurance and Quality Control

The AWBDS process simplifies the reporting process and implements Quality Assurance (QA) and Quality Control (QC) measures in order to minimize errors in the data reported to the National Animal Health Program Staff (NAHPS). Each state's Area-Veterinarian-In-Charge (AVIC) identified a QA list of one to five persons whose role is to receive the PDF version of the report via email, review the report for accuracy, and report to the QC person when the report is ready for final approval. The AVIC also identified a QC person for each disease program whose role is to approve the report. When the reports are approved as correct, the approver's userid and the date and time of approval will be recorded in the database.

Treatment of Each Section in a Report as an Individual Function

The AWBDS process will consider and treat each section of each program report as a separate report function. For example, your State has two animal disease programs: Tuberculosis for Bovines, Caprines, Cervids, and Other Species; and Pseudorabies for Swine. Your State will use the AWBDS process to approve and submit the following 17 reports:

TB6-2 for Bovines...Section A	TB6-2 for Other Species...Section A
TB6-2 for Bovines...Section B	TB6-2 for Other Species ...Section B
TB6-2 for Bovines...Section C	TB6-2 for Other Species ...Section C
TB6-2 for Caprines...Section A	PRV-190 for Swine...Section A
TB6-2 for Caprines...Section B	PRV-190 for Swine...Section B
TB6-2 for Caprines...Section C	PRV-190 for Swine...Section C
TB6-2 for Cervids...Section A	PRV-190 for Swine...Section E
TB6-2 for Cervids...Section B	PRV-190 for Swine...Section F
TB6-2 for Cervids...Section C	

The AWBDS Process for Non-GDB States

Current Process

A non-GDB-using State previously had to submit its program data to NAHPS at VS Headquarters by performing the following tasks:

1. Enter the program data manually into a Lotus 1-2-3 spreadsheet.
2. Use a macro or script to convert each spreadsheet into a transmission file.
3. Use a compression utility to reduce the size of each transmission file.
4. E-mail the transmission files to VS Headquarters.

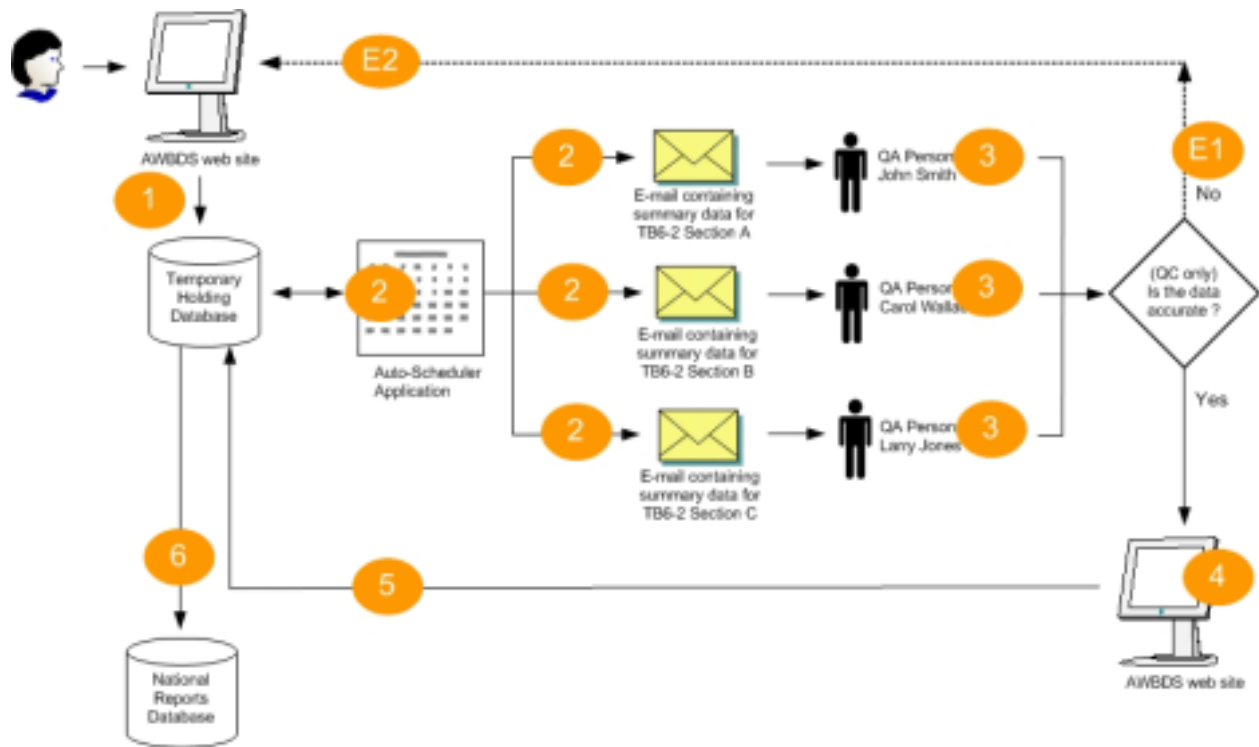
New Process

The AWBDS web-based application gives non-GDB States the ability to enter their monthly summary data into new web-based forms for each program disease for which they are responsible to report. When a non-GDB State enters its monthly summary data into the web-based form and saves the records, the monthly summary data will be stored into the same temporary holding tables used by the GDB using states.

On the 5th day of each month, the AWBDS's automated process will trigger the automated scheduler application to run the monthly program report(s) from data the state has been entered into the web-based forms and saved in temporary holding tables. The process will then send a PDF copy of the monthly report for each report section via an e-mail message to the 1-5 designated QA person(s) designated by the AVIC. If the state has not yet entered its data into the web-based forms by the 5th of the month, the state will receive a PDF copy of the report reflecting zeros for the monthly data entry values. The state will then have approximately 40 days to log into the web-based application to enter/correct the appropriate summary data for that month. The state's monthly summary data will remain in the temporary holding tables until the QC process is completed as described above.

The QA process allows the 1-5 QA person(s) who receive the PDF reports to review the section reports for accuracy and to report to their designated state QC person on the accuracy of the monthly report data. The automated process will allow a QC person (per disease program) to approve the monthly data as accurate. To do this, the QC person will log into a new web-based application system and respond that they have reviewed the data with the QA person(s) and that they are approving the monthly report on behalf of the state. If the monthly report data is not yet ready for approval (i.e., the monthly data is not correct or for another reason the monthly report needs to be re-run), the process allows the QC person to indicate the status of the data. If the data needs to be corrected, the process allows the data entered for the report to be corrected by the state. After the data is corrected in the report using the webforms, the QC person will log into the new web-based system and request that the section report be re-run. Every four hours, the automated scheduler will look for reports that have been approved or that need to be re-run. Each section of each report is handled as an independent report; therefore, certain sections can be approved and others disapproved. Only those that are not approved will be re-run and notification sent for review. For reports that need to be re-run, the automated scheduler application will re-run the report(s) so they contain the corrected data, and the process will loop through the same dissemination process for review and approval. When the report is accurate, the QC person finally approves the monthly report. When a positive confirmation is received from the designated QC person that the data is verified and approved as correct, the State's summary data for that month will be transferred from the temporary holding tables to the production National Reports Database tables and be made available for historical reporting purposes.

On the next page, Figure 1.1 illustrates the milestones of the AWBDS process for non-GDB States.



KEY

1. Each month/quarter, the data-entry staff for a State will enter its TB6-2, PRV-190, or SPR data manually into the appropriate submission webforms at the AWBDS web site. This submission data is then stored in the tables of the Temporary Holding Database.
2. On the 5th day of each month, the Auto-Scheduler application (installed on the CEAH Server) will do two tasks: (a) run the report(s) and (b) send a PDF copy of each report section, via e-mail message, to 1-5 Quality Assurance (QA) representatives assigned to the State's disease program.
3. Each QA representative reviews the data for accuracy and completeness. If the data in a report section:
 - is not accurate, the QA representative notifies the State (Step E1). The State corrects its data and updates the appropriate submission webforms at the AWBDS web site (Step E2). The State's Quality Control (QC) representative for the disease program then requests that the report be re-run. Using the corrected data, this re-run command alerts the Auto-Scheduler to re-send the revised PDF file(s) to the 1-5 QA representatives for another review.
 - is accurate, the QA representative notifies the QC representative.
4. The QC representative records his/her approval of each report section at the AWBDS web site.
5. Once a report section's data has been approved, the AWBDS web site notifies the Temporary Holding Database.
6. The approved data is then moved from the Temporary Holding Database into the National Reports Database. This data is now available for data-retrieval and data-analysis work by VS Disease Program Managers and VS Epidemiologists.

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Figure 1-1. AWBDS Process Flow for Non-GDB States

The AWBDS Process for GDB-Using States

Current Process

Many states enter data directly into the GDB application for managing their TB, PRV, BR and JOH domestic surveillance programs. For the states that choose to use the GDB, the required program monthly headquarter reports (including: TB6-2, the PRV-190, the Standard Program reports for sections A-L, and the Sections M and N for Johnes) have been directly produced from the GDB by MANUALLY selecting the desired report(s) from the GDB program menu. The summary data contained in the output of these reports is then placed into the Headquarter Reports Database currently housed at Riverdale. From these database tables, the Program Managers and Epidemiologists currently have the capability to run headquarters reports by month, year, event type etc. for any of these domestic programs.

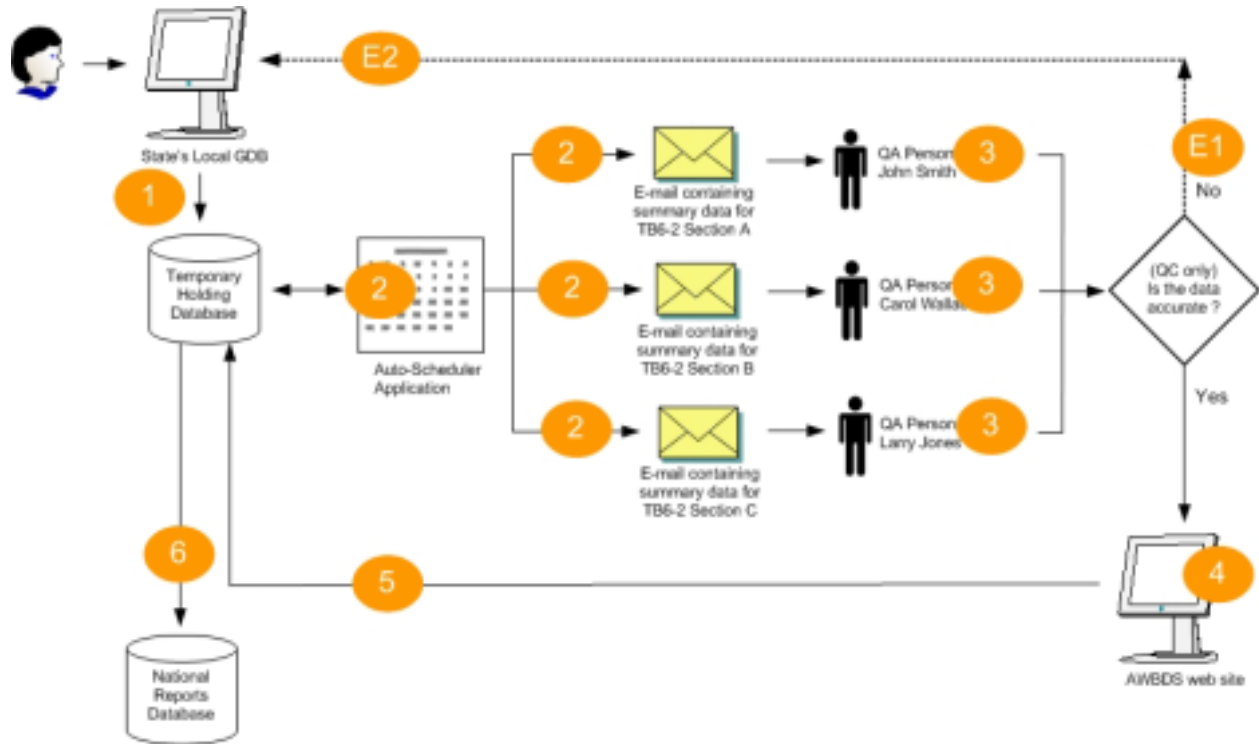
New Process

GDB States will continue to enter their program data directly into the GDB application as is done under the current process described above. Once the data is in the GDB, however, these States can then begin using the AWBDS process.

The AWBDS process will automatically run the report(s) via an automated scheduler program. On the 5th day of each month, the automated process will trigger an automated scheduler application to log into a state's local GDB database, run the report, and save the monthly summary data into temporary storage tables. It is from these temporary tables that the automated scheduler program will run the monthly program report(s), send a PDF copy of each report section of the monthly report via e-mail messages to the 1-5 designated QA person(s) designated by the AVIC. The state's monthly summary data will remain in the temporary holding tables until the QC process is completed. Once the data is saved into the temporary storage tables, the states using GDB will have approximately 40 days to review and approve their monthly reporting data.

The QA process allows the 1-5 QA person(s) who receive the PDF reports to review the section reports for accuracy and to report to their designated state QC person on the accuracy of the monthly report data. The automated process will allow a QC person (per disease program) to approve the monthly data as accurate. To do this, the QC person will log into a new web-based application system and respond that they have reviewed the data with the QA person(s) and that they are approving the monthly report on behalf of the state. If the monthly report data is not yet ready for approval (i.e., the monthly data is not correct or for another reason the monthly report needs to be re-run), the process allows the QC person to indicate the status of the data. If the data needs to be corrected, the process allows the data entered for the report to be corrected by the state. After the data is corrected in the state's local GDB, the QC person will log into the new web-based system and request that the section report be re-run. Every four hours, the automated scheduler will look for reports that have been approved or that need to be re-run. Each section of each report is handled as an independent report; therefore, certain sections can be approved and others disapproved. Only those that are not approved will be re-run and notification sent for review. For reports that need to be re-run, the automated scheduler application will re-run the report(s) so they contain the corrected data, and the process will loop through the same dissemination process for review and approval. When the report is accurate, the QC person finally approves the monthly report. When a positive confirmation is received from the designated QC person that the data is verified and approved as correct, the State's summary data for that month will be transferred from the temporary holding tables to the production National Reports Database tables and be made available for historical reporting purposes.

On the next page, Figure 1.2 illustrates the milestones of the AWBDS process for GDB-using States.



KEY

1. Each month/quarter, the data-entry staff for a State will enter its TB6-2, PRV-190, or SPR data manually into its Local GDB. The Local GDB then pushes this submission data automatically into the tables of the Temporary Holding Database.
2. On the 5th day of each month, the Auto-Scheduler application (installed on the CEAH Server) will do two tasks: (a) run the report(s) and (b) send a PDF copy of each report section, via e-mail message, to 1-5 Quality Assurance (QA) representatives assigned to the State's disease program.
3. Each QA representative reviews the data for accuracy and completeness. If the data in a report section:
 - is not accurate, the QA representative notifies the State (Step E1). The State corrects its data and updates it within that State's Local GDB (Step E2). The State's Quality Control (QC) representative for the disease program then requests that the report be re-run. Using the corrected data, this re-run command alerts the Auto-Scheduler to re-send the revised PDF file(s) to the 1-5 QA representatives for another review.
 - is accurate, the QA representative notifies the QC representative.
4. The QC representative records his/her approval of each report section at the AWBDS web site.
5. Once a report section's data has been approved, the AWBDS web site notifies the Temporary Holding Database.
6. The approved data is then moved from the Temporary Holding Database into the National Reports Database. This data is now available for data-retrieval and data-analysis work by VS Disease Program Managers and VS Epidemiologists.

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Figure 1-2. AWBDS Process Flow for GDB-Using States

The AWBDS Web Site

In the previous section, you learned about the AWBDS process. You will be doing all of the work in this process at the AWBDS web site.

Below is a chart that illustrates the contents of the AWBDS web site. The pages in this web site are grouped into three task-oriented areas:

- Task 1: Entering and submitting your State's animal disease management program data.
- Task 2: (Done by QA and QC personnel only)... Reviewing and approving the data submitted by a State.
- Task 3: Running (generating) new VS National Surveillance Program Reports, which will now include the data submitted by your State.

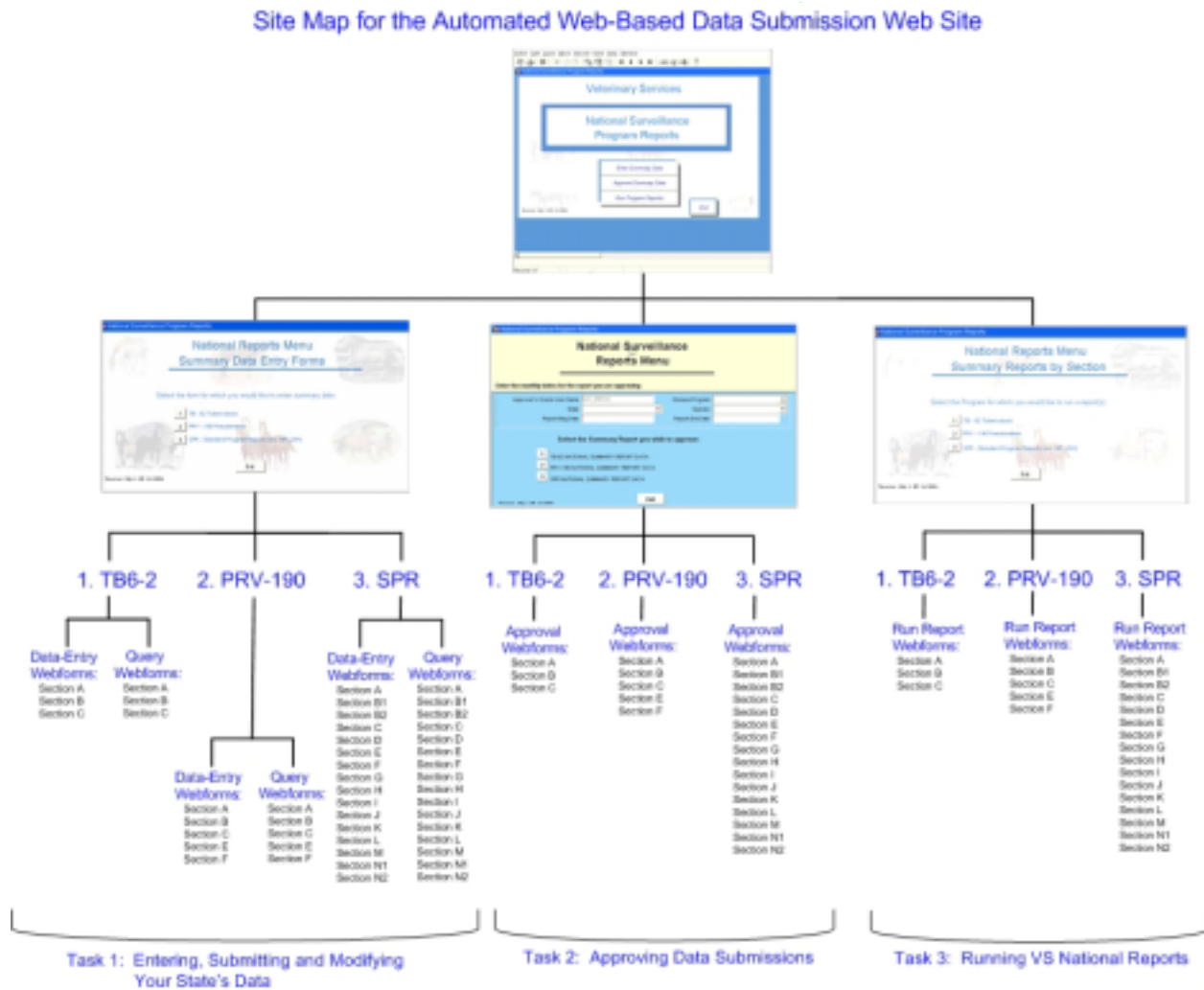


Figure 1-3. Site Map for the AWBDS Web Site

Working in the AWBDS Webforms

All of your data-entry work will be done within the webforms found at the AWBDS web site. While their contents and labels may differ, all of these forms have the same general "look and feel". An example of the data-submission form that you would use to submit your State's TB6-2 summary data appears below.

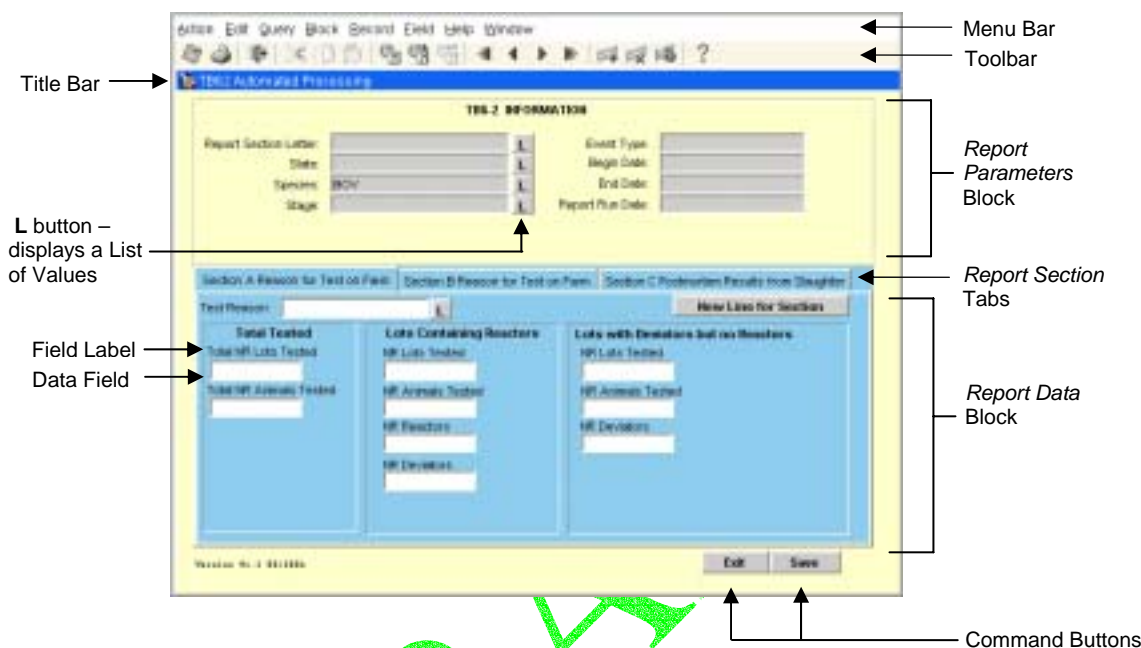


Figure 1-4. Typical Features on an AWBDS Webform

Note how this form is divided into three sections:

- the area above the dark blue Title Bar at the very top contains the Menu Bar and Toolbar, whose commands you can use to speed up your data-entry work within each webform.
- the yellow block just beneath the Title Bar is where you specify the parameters (such as the animal species and disease program) for the report you want to generate.
- the bottom light blue block contains tabbed pages for each individual section of the TB6-2 report. On these tabbed pages, you will enter premises- and animal-related data that will be used to generate the national *Tuberculosis Eradication Program Activities* reports.

Another feature to note are the data fields on the form that have an ▼ or L button next to them (see the **Report Section Letter** and **Stage** fields above). This kind of data field does not let you enter any data you wish -- instead, you must choose from a List of Values associated with that field. However, you can enter your choice into this kind of data field in any of several ways:

- Click on the ▼ or L button to display the field's List of Values, highlight your choice in the list, then click **OK**.
- Type the first letter of your choice, and then press ENTER. The web site will automatically finish spelling your choice for you.
- Double-click over the data field that has an L button next to it.

- Search for the appropriate choice by spelling as much of it as you do know. Then insert the % symbol (the per cent sign, which acts as a wildcard variable) for the letters you are not sure of. Press ENTER. The website will search for all possible values that match your search criteria and display these matches in a popup window for you to choose from.

To search for:	Type this:	To Get These Kinds of Results:
all program stages starting with A	A%	A1 A2
all data-collection locations or States whose code includes the letter N	%N	CN Canada IN Indiana MN Minnesota N1 New York Animal Import Center NC North Carolina NE Nebraska

Let's return to the Menu Bar and Toolbar features on the forms.

- The Menu Bar contains eight menus. When you click on a Menu Item, (such as **Edit**), a pull-down list of commands will appear. Simply highlight the command you want to use.
- The most frequently-used commands in the Menu Bar also appear as icons on the Toolbar (shown below). Just click once on the icon for the command you want to perform.

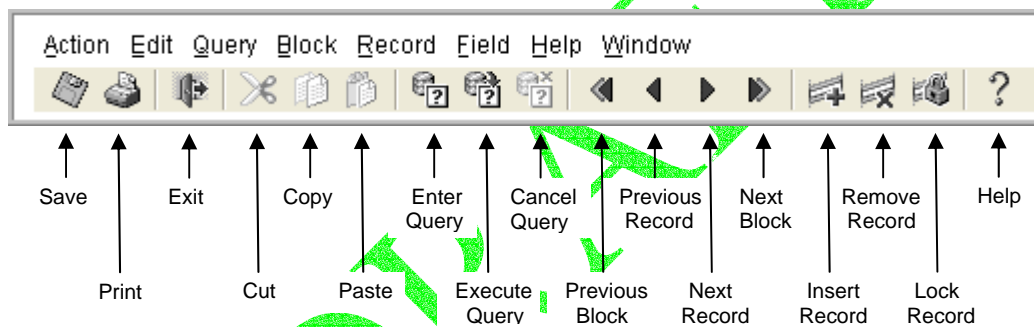


Figure 1-5. Commands in the Toolbar of an AWBDS Webform

The table below describes each command found in the Menu Bar and/or Toolbar.

Menu Title Commands	Purpose of Each Command
Action Save Clear All Print Exit	Submits the form's data into the AWBDS' Temporary Holding Database for validation/storage. Removes all currently-displayed data from the form's fields. Writes the current form to a file and asks if you want to print that form. Exits the current form and returns you to a previous form or menu screen.
Edit Cut Copy Paste Edit Display List...	Deletes any currently-selected data from the onscreen form and stores the data in a paste buffer. Copies any currently-selected data from the onscreen form and stores the data in a paste buffer. Pastes any data from the paste buffer into the field where the cursor is currently located. ...Not currently in use... Returns the Lookup values for a data field that has an L button next to it.
Query Enter Execute Cancel Last Criteria Count Hits Fetch Next Set	Acknowledges any data you just entered in a field, then moves the cursor to the next enterable field. Clears the current block and retrieves all records from the database that match your search values. Returns you to a blank Query Webform without executing your query. Returns to the last query you submitted. Returns the number of records that will be returned. Retrieves the next set of 10 records into the current block from all records that satisfy an active query and displays the first record in the form.
Block Previous Next Clear	Moves the cursor to the previous block in the onscreen form. Moves the cursor to the next block in the onscreen form. Clears all data from the current block.
Record Previous Next Scroll Up Scroll Down Remove Lock Duplicate Clear	Lets you display the previous record in a record set that was retrieved by a query. Lets you display the next record in a record set that was retrieved by a query. Shifts the current view of the form upward in order to view its non-visible portions. Shifts the current view of the form downward in order to view its non-visible portions. Deletes the currently-displayed record from both the onscreen form and the Temporary Holding Database. Allows you to save data entry steps by duplicating the last entered record. Copies all data values from the previous record into a new record. Deletes the currently-displayed record from the onscreen form, but not from the Temporary Holding Database.
Field Previous Next Clear Duplicate	Moves the cursor to the previous enterable field. Moves the cursor to the next enterable field. Removes any data currently displayed in the field where the cursor is located. Copies the currently-selected data into a new field that you choose.
Help Help Keys Display Error	Displays the popup screen with the properties for the field in which the cursor is positioned. Press ENTER to close this popup screen and return to the form. Displays a popup screen of all keyboard shortcuts and function key assignments. Displays the full text of an error message you might have received onscreen
Window Cascade Tile Horizontally Tile Vertically 1 (<i>form name</i>) 2 (<i>form name</i>)	Refreshes the screen to make any open forms overlap each other and their title bars visible. Refreshes the screen to make any open forms appear like table rows of equal size. Refreshes the screen to make any open forms appear like table columns of equal size. Link to the previous form you visited before displaying the current form. Link to the current form that appears in front of any other open forms.

Installing the Jinitiator Plug-In Utility

The task of installing the Jinitiator plug-in utility, version 1.3.1.13, needs to be done only once. You should do this prior to the first work session in which you want to run the AWBDS application. Only a person who has a Windows user profile containing administrative privileges will be allowed to install this plug-in. If you do not have administrative privileges, you will not be able to do this procedure.

- 1.1 If necessary, boot up your computer and log into Windows as you normally do.
- 1.2 Connect your computer to the Internet.
- 1.3 Start up the Microsoft Internet Explorer web browser application.
- 1.4 In the **Address** field of the web browser, enter the following URL to go to the AWBDS website:
<http://mdrdoras54.aphis.usda.gov:7783/forms90/f90servlet?config=gdbnatrpt>
- 1.5 A white screen will appear, which will look different depending on the user profile you used when logging into Windows back in Step 1.1.
 - If you do not have administrative privileges, the white screen you see will remain blank, and you may see the word **Done** in the Status Bar at the bottom of the screen.
 You cannot proceed any further in this procedure. You must exit the browser, and then contact your IT department or supervisor for help.
 - If you do have administrative privileges, the white screen will have a "red X" graphic icon in the upper-left corner. You can now continue with the Jinitiator plug-in installation by doing the rest of the steps in this procedure.
- 1.6 After a short delay, you may see a pop-up message box in the middle of the white screen, explaining the **Information Bar** feature. Click on **OK** to have this feature installed and to close this box.
- 1.7 Directly below the **Address** field, you should see a yellow bar containing a message, like the one shown here:



- a. Click once anywhere inside the yellow bar to highlight the entire message.
- b. Click and hold once on the phrase, **Click here to install...**, to display a drop-down menu.
- c. In the drop-down menu, click on the **Install ActiveX Control...** option (as shown below).

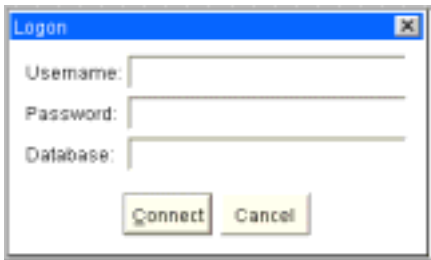


Next, you will see a **Setup Progress** pop-up box that shows in real-time the downloading activity of the Jinitiator software).

- 1.8 The InstallShield Wizard program then begins the Jinitiator installation process. The white screen will change to green, and you will be presented with a series of dialog boxes. For each dialog box, accept the default option.

After the wizard program finishes its work, you should see a **Jinitiator installation complete** message.

- 1.9 You now need to wait for 1-2 minutes for the AWBDS application to configure itself and start up. Eventually, you will see the **Logon** box shown below:



Congratulations! You have successfully installed Jinitiator. You will not need to do this procedure again. For all future work sessions, you should instead use the *Logging into the AWBDS Web Site* procedure found in the next section of this chapter.

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Logging into the AWBDS Web Site

Below is the procedure to follow each time you want to start a new work session and use the AWBDS application and web site. This procedure applies to both GDB-using States and non-GDB-using States.

- 1.1 If necessary, boot up your computer and log into Windows as you normally do.
- 1.2 Connect your computer to the Internet.
- 1.3 Start up the Microsoft Internet Explorer web browser application.
- 1.4 In the **Address** field of the web browser, enter the following URL to go to the AWBDS website:
<http://mdrdoras54.aphis.usda.gov:7783/forms90/f90servlet?config=gdbnatrpt>
- 1.5 When the **Logon** screen (shown below) appears onscreen, do the following:

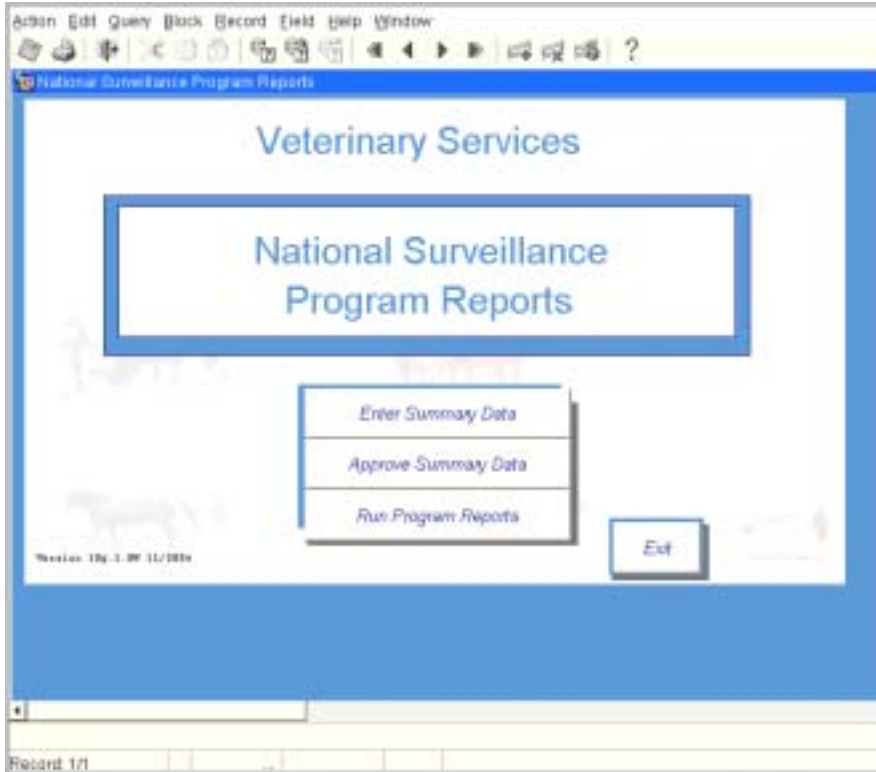
The screenshot shows a window titled "Logon" with three text input fields labeled "Username:", "Password:", and "Database:". Below the fields are two buttons: "Connect" and "Cancel". A large green "DRAFT" watermark is overlaid on the image.

- a. In the **Username**¹ field, type your user name.
- b. In the **Password**¹ field, type your password.
- c. In the **Database**² field, type the name of the production database, which is this: **mdapnat**
 (If you have any questions about what login values you should be entering, contact your system administrator.)
- d. Click on the **Connect** button.

¹ If your State has a Local GDB, then use the same Username/Password that you normally use to log into the GDB on your local database. If your State does not use GDB, then you should request a new Username/Password by contacting the GDB Helpdesk (see Chapter 14 for details).

² Always use **mdapnat** (the literal name of the production database) in this field.

1.6 The **Veterinary Services National Program Reports Menu** (shown below) appears onscreen.



1.7 At this point, you now have a choice on which of the three tasks you wish to do. The table in the next section, *Where To Go In This Manual*, will help you decide.

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Where To Go In This Manual

This manual is divided into five sections, as outlined in the table below:

Manual Section	Report Name	Chapter #	Chapter Title	See Page
Section A	---	1	Overview of the AWBDS Process and Web Site	1.1
Section B	TB6-2	2	Submitting your State's Data for a TB6-2 National Report	2.1
		3	Updating your State's Data for a TB6-2 National Report	3.1
		4	Approving your State's Data	4.1
		5	Running a TB6-2 National Program Report	5.1
Section C	PRV-190	6	Submitting your State's Data for a PRV-190 National Report	6.1
		7	Updating your State's Data for a PRV-190 National Report	7.1
		8	Approving your State's Data	8.1
		9	Running a PRV-190 National Program Report	9.1
Section D	SPR	10	Submitting your State's Data for an SPR National Report	10.1
		11	Updating your State's Data for an SPR National Report	11.1
		12	Approving your State's Data	12.1
		13	Running an SPR National Program Report	13.1
Section E	---	14	Where to go for Help	14.1

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Chapter 2: Submitting Your State's Data for a TB6-2 National Report

This chapter is for those States "not using" the GDB to enter their Tuberculosis surveillance data. It covers the procedures for using, completing, and submitting your State's monthly TB eradication summary data, using the AWBDS TB6-2 Data-Submission webform. The topics in this chapter appear below:

Topic	See Page
Information Needed to Enter into the TB6-2 Data-Submission Webform	2.2
Requirements on Using the TB6-2 Data-Submission Webform	2.2
Procedure for Completing the TB6-2 Data-Submission Webform	2.4

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Information Needed to Enter into the TB6-2 Data-Submission Webform

To do this procedure, you need to have available the summary data from your State's TB6-2 monthly report regarding Tuberculosis (TB) eradication activities. This summary data may be compiled from your State's Tuberculosis program data collection documents (such as those shown below), or from other sources.

VS Form 6-22	Tuberculosis Test Record
VS Form 6-22C	Tuberculin Test Record
VS Form 6-22D	Comparative Cervical Tuberculin Test Results
TB6-2	Monthly report of TB eradication activities

Requirements on Using the TB6-2 Data-Submission Webform

When you open the TB6-2 Data-Submission webform on the AWBDS web site, you will see that the webform has three tabbed pages on it -- one tabbed page for each of the three sections (A1, B1, and C1) that make up the *VS TB6-2 National Report*. There are two requirements regarding this TB6-2 Data-Submission webform.

Requirement 1:

You must complete all three tabbed pages on the TB6-2 Data-Submission webform, even if you have no data this month to enter on one or more of its pages.

Example: For this month, your State

- does have TBCF testing data to submit -- you would enter this data on the Section A1 tabbed page of the webform.
- does have TBCC testing data to submit -- you would enter this data on the Section B1 tabbed page of the webform.
- does not have any slaughter test results to submit -- you would enter the number **0** (zero) in each data field on the Section C1 tabbed page of the webform.

Requirement 2:

The *VS TB6-2 National Report* has four parts in it, each part representing a species group: BOV, CAP, CER, and OTH (which includes any species that are not BOV, CAP, or CER). In order to provide all of the necessary data for the National Report, you will need to enter data for each of these four parts in each of the three sections of your TB6-2 Data-Submission webform.

Example: To successfully submit your State's TB data for the month of September 2004, you will need to complete:

- Section A1 four times (one time each for BOV, CAP, CER, and OTH)
- Section B1 four times (one time each for BOV, CAP, CER, and OTH)
- Section C1 four times (one time each for BOV, CAP, CER, and OTH)

Note: If there was NO DATA during a report period for a particular part (species group), you must instead create and submit a null report (one with all zeros) for that part. In other words, if your State does not have any TB data to report for the CER species, you would create and submit a null Section A1 report for CER, a null Section B1 report for CER, and a null Section C1 report for CER.

On the other hand, if you do have data to report for each species, then this requirement means that you must fill out 12 sections in order to successfully submit your for your TB6-2 Data-Submission webform. Shown below is a suggested sequence, which can help you keep track of which report section – species combination you need to do next:

- Task 1. Fill out the Section A1 tabbed page on the webform for the BOV species.
- Task 2. Fill out the Section B1 tabbed page on the webform for the BOV species.
- Task 3. Fill out the Section C1 tabbed page on the webform for the BOV species.
- Task 4. Fill out the Section A1 tabbed page on the webform for the CAP species.
- Task 5. Fill out the Section B1 tabbed page on the webform for the CAP species.
- Task 6. Fill out the Section C1 tabbed page on the webform for the CAP species.
- Task 7. Fill out the Section A1 tabbed page on the webform for the CER species.
- Task 8. Fill out the Section B1 tabbed page on the webform for the CER species.
- Task 9. Fill out the Section C1 tabbed page on the webform for the CER species.
- Task 10. Fill out the Section A1 tabbed page on the webform for the OTH species.
- Task 11. Fill out the Section B1 tabbed page on the webform for the OTH species.
- Task 12. Fill out the Section C1 tabbed page on the webform for the OTH species.

Both *Requirement 1* and *Requirement 2* are covered in more detail in the following procedure, so that you can see when and how to perform them.

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Procedure for Completing the TB6-2 Data-Submission Webform

This procedure describes how to fill out all three sections (A1, B1, and C1) of the TB6-2 Data-Submission webform during a single work session. However, if you cannot complete all three sections of the webform during a single work session, you can work on each section individually. But keep in mind that this approach will require you to keep track of the data you entered into the *Report Parameters* block (the top block on the webform) – some fields in this block must contain the same data regardless of which section you are currently working in.

To Work On:	Do These Steps Of This Procedure:
Sections A1, B1, and C1	Step 1.1 through Step 1.9
Section A1 only	Step 1.1 through Step 1.6
Section B1 only	Step 1.1 through Step 1.5, then Step 1.7
Section C1 only	Step 1.1 through Step 1.5, then Step 1.8

1.1 If necessary, log into the AWBDS web site.

1.2 The **Veterinary Services National Surveillance Program Reports** main menu screen (shown at right) will appear.

In this screen, click on the **Enter Summary Data** option.

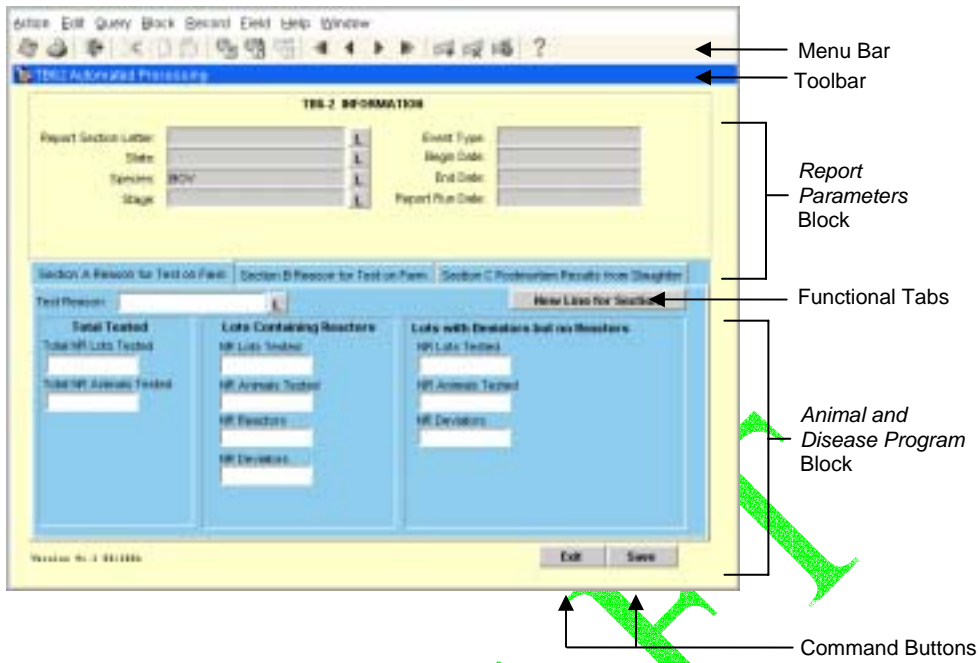


1.3 The **National Reports Summary Data Entry Forms** main menu screen (shown at right) now appears.

In this screen, click on the [1] button next to the **TB6-2 Tuberculosis** option.



1.4 A blank **TB6-2 Information** Data-Submission webform will appear.



1.5 Fill out the top block of the webform according to the guidelines in the following table. To move from one field to the next field, press the TAB or ENTER key.

TB6-2 INFORMATION			
Report Section Letter:	<input type="text"/>	<input type="button" value="L"/>	Event Type: <input type="text"/>
State:	<input type="text"/>	<input type="button" value="L"/>	Begin Date: <input type="text"/>
Species:	BOV	<input type="button" value="L"/>	End Date: <input type="text"/>
Stage:	<input type="text"/>	<input type="button" value="L"/>	Report Run Date: <input type="text"/>

Field	Guidelines
Report Section Letter	<p>Letter of the section in the TB6-2 report for which you are submitting your data. Click on the L button to display a List of Values for this field. The choices are:</p> <ul style="list-style-type: none"> A1 On-farm testing (using the Caudal Fold, Single Cervical, or Cervical Tuberculin test) B1 On-farm testing (using the Comparative Cervical or Blood Tuberculosis test) C1 Postmortem results from slaughter Query (See Chapter 3 for instructions on how to use this feature for TB6-2.) <p>As soon as you select a value for this field and press TAB or ENTER, the Event Type field will be automatically populated with an appropriate value. Also, the bottom block of the webform will refresh and display only the tabbed page for the Report Section Letter you just selected.</p>
State	Enter the two-letter postal abbreviation (such as WY) for the state in which the data collection activity took place.
Species	<p>Code for the animal species whose test results are being reported on this webform. Click on the L button to display a List of Values for this field. The choices are:</p> <ul style="list-style-type: none"> BOV Cattle CAP Goats CER Cervidae (includes Deer, Elk, Fallow Deer, Moose, Mule Deer, Red Deer, Reindeer, and White-Tail Deer) OTH Other species not covered in the above three choices
Stage	<p>Code for the stage level of your State for which the national report is being prepared. Click on the L button to display a List of Values for this field. The choices are:</p> <ul style="list-style-type: none"> F Free S Suspended A Modified Accredited Advanced M Modified Accredited P Accredited Preparatory N Non Accredited
Event Type	<p>Code for the test event you are reporting on this webform. This field will be populated automatically for you. The choices you will see are:</p> <ul style="list-style-type: none"> TBCF Caudal fold TBCC Comparative cervical TBCV Single cervical TBOT Other test types TBPA Palpebral TBPM Postmortem examination
Begin Date	<p>Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).</p>
End Date	<p>Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).</p> <p>After pressing TAB or ENTER, your cursor returns to the Report Section Letter field.</p>
Report Run Date	Automatically populated with today's date the first time you execute the "Save" command. (You can wait to do this after you start working in the webform's bottom block.)

1.6 The tabbed page labeled **Section A Reason for Test on Farm** should be displayed onscreen:

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Test Reason	Code for the reason the animal(s) or animal lot(s) were tested. Click on the L button to display a List of Values for this field. The choices are: ARE Area HA Accreditation/Reaccreditation MO Milk Ordinance MOV Movement IMP Import INF Infected TK Trace from Kill TR Trace Reactors TE Trace Exposed SA Suspect or Deviator Retest OTH Other (reason not listed above)
Total Tested Total NR Lots Tested Total NR Animals Tested	Total # of on-farm animal lots tested during this report period. Total # of individual animals tested during this report period.
Lots Containing Reactors NR Lots Tested NR Animals Tested NR Reactors NR Deviators	Total # of on-farm animal lots tested during this report period. Total # of individual animals tested during this report period. Total # of animals showing a swelling of 5 millimeters or greater in diameter. Total # of animals showing a minimal or PP (pinpoint) response to tuberculin.
Lots with Deviators but no Reactors NR Lots Tested NR Animals Tested NR Deviators	Total # of on-farm animal lots tested during this report period. Total # of individual animals tested during this report period. Total # of animals showing a minimal or PP (pinpoint) response to tuberculin.

- In the **Test Reason** data field, select **ARE** in the List of Values.
- Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **ARE** test reason. If you have no data to enter into a specific field, enter **0** (zero) instead.
- Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **ARE** test reason.
- Click on the **New Line for Section** command button.
- In the **Test Reason** data field, select the next choice in the List of Values (for this sub-step, it would be **HA**).

- f. Fill out all of the fields with the data from your paper forms for the **HA** test reason. If you have no data to enter into a specific field, enter **0** (zero) instead.
- g. Click on either the **Save** command button or the **Save** icon.
- h. Click on the **New Line for Section** command button.
- i. Repeat Step 1.6e through Step 1.6h for each choice shown in the **Test Reason** field's List of Values.

Reminder: If you have no data to enter for a particular **Test Reason** value (in other words, all entries for this reason would be 0 (zero)), you do not have to do Steps 1.4e – 1.4h for that particular **Test Reason**.

- j. After you have saved the data for the final **Test Reason** choice, you can do either task below.
 - Set up the webform to begin entering your State's data for Section B1:
 - i. Return to the top block of the webform. In the **Report Section Letter** data field, select the **B1-ON FARM TESTING** choice from the List of Values.
 - ii. Make sure the **Species** value for Section B1 is the same value you had for Section A1.
 - iii. Change the **Begin Date** and **End Date** values, if necessary.
 - iv. Continue with Step 1.7 below
 - Exit the TB6-2 Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.7 The tabbed page labeled **Section B Reason for Test on Farm** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Test Reason	Code for the reason the animal(s) or animal lot(s) were tested. Click on the L button to display a List of Values for this field. The choices are: ARE Area HA Accreditation/Reaccreditation MO Milk Ordinance MOV Movement IMP Import INF Infected TK Trace from Kill TR Trace Reactors TE Trace Exposed SA Suspect or Deviator Retest OTH Other (reason not listed above)
Total Tested Total NR Lots Tested Total NR Animals Tested	Total # of on-farm animal lots tested during this report period. Total # of individual animals tested during this report period.
Lots Containing Reactors NR Lots Tested NR Animals Tested NR Reactors NR Deviators	Total # of on-farm animal lots tested during this report period. Total # of individual animals tested during this report period. Total # of animals showing a swelling of 5 millimeters or greater in diameter. Total # of animals showing a minimal or PP (pinpoint) response to tuberculin.
Lots with Suspects but no Reactors NR Lots Tested NR Animals Tested NR Suspects	Total # of on-farm animal lots tested during this report period. Total # of individual animals tested during this report period. Total # of animals which show a response to tuberculin, but which are not classified as DEVIATORS or REACTORS.

- a. In the **Test Reason** data field, select **ARE** in the List of Values.
- b. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **ARE** test reason. If you have no data to enter into a specific field, enter **0** (zero) instead.
- c. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **ARE** test reason.
- d. Click on the **New Line for Section** command button.

- e. In the **Test Reason** data field, select the next choice in the List of Values (for this sub-step, it would be **HA**).
- f. Fill out all of the fields with the data from your paper forms for the **HA** test reason (or with zeros if you have no data for individual fields).
- g. Click on either the **Save** command button or the **Save** icon.
- h. Click on the **New Line for Section** command button.
- i. Repeat Step 1.7e through Step 1.7h for each choice shown in the **Test Reason** field's List of Values.
- j. After you have saved the data for the final **Test Reason** choice, you can do either task below.
 - Set up the webform to begin entering your State's data for Section C1:
 - i. Return to the top block of the webform. In the **Report Section Letter** data field, select the **C1-POSTMORTEM RESULTS FROM SLAUGHTER** choice from the List of Values.
 - ii. Make sure the **Species** value for Section C1 is the same value you had for Section A1.
 - iii. Change the **Begin Date** and **End Date** values, if necessary.
 - iv. Continue with Step 1.8 below
 - Exit the TB6-2 Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.8 The tabbed page labeled **Section C Postmortem Results from Slaughter** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Carcass Disposition	Code for the final handling of an animal's carcass. Click on the L button to display a List of Values for this field. The choices are: CPF Carcass passed for food CPC Carcass passed for cooking CCC Carcass condemned CNP Carcass not posted
Reactors NR Reactor NGL or Skin Lesions NR Reactors Internal Lesions Total NR Reactors	Total # of animals classified as REACTORS that have No Gross Lesions (NGL) or skin lesions caused by Tuberculosis. Total # of animals classified as REACTORS that have internal lesions caused by Tuberculosis. Total # of REACTOR animals tested during this report period.
Exposed Non-Reactors NR Non-Reactor NGL or Skin Lesions NR Non-Reactors Internal Lesions Total Non-Reactors	Total # of animals classified as NON-REACTORS that have No Gross Lesions (NGL) or skin lesions caused by Tuberculosis. Total # of animals classified as NON-REACTORS that have internal lesions caused by Tuberculosis. Total # of NON-REACTOR animals tested during this report period.

- a. In the **Carcass Disposition** data field, select the appropriate choice from the List of Values.
- b. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the disposition choice you just selected. **If** you have no data to enter into a specific field, enter **0** (zero) instead.

 If you have no data to enter for a particular disposition -- in other words, all entries for it would be 0 (zero) -- you can skip that disposition.
- c. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for your disposition reason.

- 1.9 Once you have completed Sections A1, B1, and C1 on the webform for a single animal species (either during a single work session or several sessions), you will have finished your data-entry work for one part of the TB6-2 Data-Submission webform.

You can now either exit the TB6-2 Data-Submission webform, or you can continue entering data for the other parts of the report.

- To exit the TB6-2 Data-Submission webform, click on the **Exit** button at the bottom of the webform or the **Exit** icon in the Toolbar.
- To start submitting data for another animal species, do these steps:
 - i. Either select the **Record > Clear** command in the Menu Bar or click on the **Clear Record** icon in the Toolbar. This action removes the current data from the webform so that you now have a blank webform in which to work.
 - ii. Repeat Step 1.5 through Step 1.8 for the next animal species (part) of the TB6-2 Data-Submission webform.
 - iii. Continue repeating Step 1.5 through Step 1.8 for each additional animal species (part) until you have completed all four parts of your TB6-2 Data-Submission webform.

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Chapter 3: Updating Your State's Data for a TB6-2 National Report

This chapter covers the procedures for updating your State's Tuberculosis disease program data, using a set of customized TB6-2 Query webforms available at the AWBDS web site.

You can perform these procedures as long as the Quality Control (QC) person for your State has not yet approved your State's monthly Tuberculosis summary data.

The topics in this chapter appear below:

Topic	See Page
Introduction	3.2
When Not to Update Your TB6-2 Data	3.2
Procedure 1: Updating Your State's Data, by Using the TB6-2 Query Webforms	3.3
Procedure 2: Using the Auto-Scheduler to Process Your Updated Data	3.14
Reference Table 1: Organized by Report Section Letter	3.17
Reference Table 2: Organized by Data Field Labels	3.18

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Introduction

The AWBDS process allows you to modify, if necessary, the data you have submitted for your State's TB program. There are two steps involved in updating an existing TB6-2 Data-Submission record:

1. You first retrieve from the Temporary Holding Database the record you want to update. This is accomplished by specifying one or more search values on a customized TB6-2 Query webform. There are three of these customized Query webforms, one for each of the three sections in the TB6-2 report. You then execute your query; any matching TB6-2 Data-Submission records found will be retrieved and displayed onscreen, one at a time, within the Query webform. You can view, print, and modify these records right there within the Query webform itself.
2. Once you have updated a Data-Submission record, you then use the Auto-Scheduler utility at the AWBDS web site to process your revised data. You accomplish this by leaving the Query webform and going to a different area of the web site. In this new area, you will use an Approval webform to instruct the Auto-Scheduler to immediately (rather than wait until the 5th day of the next month) process your record.

Once the Auto-Scheduler has been alerted, it will do three tasks:

- Generate a new report from your modified Data-Submission record.
- Create a PDF version of the new report and e-mail it to the appropriate QA personnel in your State.
- Transfer the data in the updated report into the Temporary Holding Database. The data will remain here until it has been officially reviewed and approved by the QC personnel.

You can query for, retrieve, and modify your State's TB6-2 Data-Submission records at any time, as long as the data has not yet been approved by your State's QC personnel. Once a QC representative approves a TB6-2 Data-Submission record, its data is moved from the Temporary Holding Database to a permanent National Reports Database. After this move occurs, the data can no longer be retrieved for the purposes of updating it.

When Not to Update Your TB6-2 Data

In Chapter 1, you learned that the Auto-Scheduler utility is pre-programmed to routinely do its three tasks on the 5th day of every month. If by this date, your State:

- *has* finished entering its program report data for the previous month/quarter, the Auto-Scheduler will generate the appropriate reports, e-mail them to QA personnel, and transfer the data to the Temporary Holding Database.
- *has not* finished entering its program report data, the Auto-Scheduler will still generate, e-mail, and transfer the appropriate reports, but these reports will be null (containing only zeros).

To avoid potential processing and data errors, *do not attempt to update* a null TB6-2 report. Instead, you should delete it (see Chapter 4) and submit your data again in a new Data-Submission webform (see Chapter 2).

The reason you should not try to do this kind of update is that, for a null report the Auto-Scheduler creates only one Test Reason line in a report section, with all zeroes. For example, your State has TB6-2 data for three different Test Reasons in Section A, but the data did not get entered before the 5th deadline. The Auto-Scheduler will create a Section A report with null values for just one Test Reason line. Several days later, you try to use a Query webform to correct the null data in this report as well as add new data for the other two Test Reasons. You could update one line – but the system will not allow you to enter the additional lines except in the Data-Submission webform. It will be easier and safer to just delete the null report file and to enter all the data for the report section at one time in a new Data-Submission webform.

Procedure for Updating Your State's Data, by Using the TB6-2 Query Webforms

This procedure describes how to use the three customized TB6-2 Query webforms to retrieve data, modify it, and save it back into the Temporary Holding Database.

1.1 If necessary, log into the AWBDS web site.

1.2 The **Veterinary Services National Surveillance Program Reports** main menu screen (shown at right) will appear.

In this screen, click on the **Enter Summary Data** option.



1.3 The **Summary Data Entry Forms** main menu screen (shown at right) now appears.

In this screen, click on the **[1]** button next to the **TB6-2 Tuberculosis** option.



1.4 A blank **TB6-2 Information** Data-Submission webform will appear.

1.5 In the **Report Section Letter** field in the top block, do the following:

- a. Click on the **L** to display a List of Values. In this list, you will see three query form choices:

Query Webform	Use This Form to Retrieve Data-Submission Records Containing Data on:
Query_A	TBCF test results
Query_B	TBCC test results
Query_C	Slaughter test results

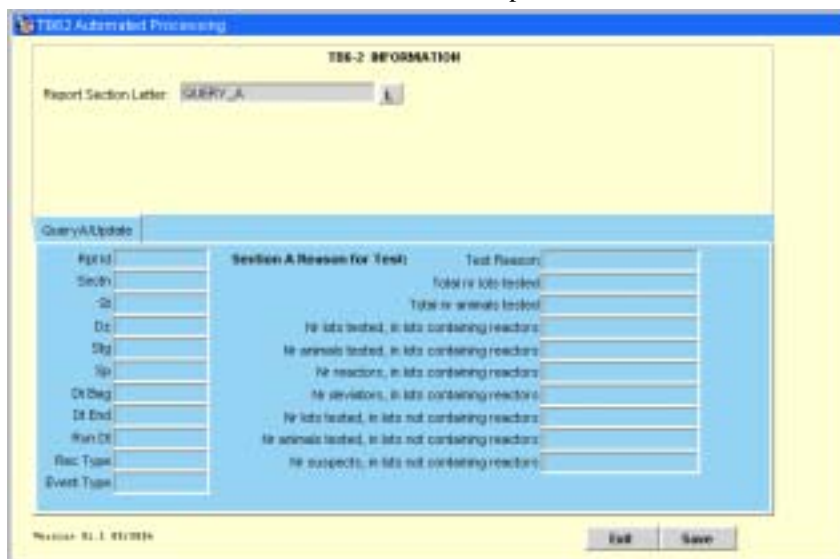
- b. In this list, select the query form you want to use.
- c. Click **OK**.

The List of Values disappears. The option you selected now appears in the **Report Section Letter** field.

- d. Press ENTER.
- e. If you selected:

Query_A	Go directly now to Step 1.6 in this procedure.
Query_B	Go directly now to Step 1.7 in this procedure.
Query_C	Go directly now to Step 1.8 in this procedure.

1.6 If you selected **Query_A**, you should now see the following Query webform onscreen. This webform has been customized for Section A of the TB6-2 report:



In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on Data-Submission webform)	Default= TB62
Sectn	A	Letter for the related section in the TB6-2 report.
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= A1
Event Type	Event Type	Code for the test event whose data was submitted.
Test Reason	Test Reason	Code for the reason the animals/lots were tested.
Total nr lots tested	Total Tested: Total NR Lots Tested	Total # of on-farm animal lots that were tested during this reporting period.
Total nr animals tested	Total Tested: Total NR Animals Tested	Total # of individual animals that were tested during this reporting period.
Nr lots tested, in lots containing reactors	Lots Containing Reactors: NR Lots Tested	Total # of on-farm animal lots containing REACTOR animals that were tested during this reporting period.
Nr animals tested, in lots containing reactors	Lots Containing Reactors: NR Animals Tested	In lots containing REACTOR animals, the total # of animals present in these lots that were tested during this reporting period.

Nr reactors, in lots containing reactors	Lots Containing Reactors: NR Reactors	In lots containing REACTOR animals, the total # of REACTOR animals (those showing a swelling of 5 millimeters or greater in diameter during testing).
Nr deviators, in lots containing reactors	Lots Containing Reactors: NR Deviators	In lots containing REACTOR animals, the total # of DEVIATOR animals (those showing a minimal or PP (pinpoint) response to tuberculin testing).
Nr lots tested, in lots not containing reactors	Lots with Deviators but no Reactors: NR Lots Tested	Total # of lots with no REACTOR animals in them that were tested during this reporting period.
Nr animals tested, in lots not containing reactors	Lots with Deviators but no Reactors: NR Animals Tested	In lots containing DEVIATORS but no REACTOR animals, the total # of animals that were tested during this reporting period.
Nr suspects, in lots not containing reactors	Lots with Deviators but no Reactors: NR Deviators	In lots containing DEVIATORS but no REACTOR animals, the total # of DEVIATOR animals (those showing a minimal or PP (pinpoint) response to tuberculin testing).

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query A** form with three search values entered (**Sp=BOV**, **Event Type=TBCF**, and **Test Reason=T%**). Note that the **Test Reason** search value includes the wildcard.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.

- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Event Type** field.
 - Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **SP=BOV**, **Event Type=TBCF**, and **Test Reason= TK** or **TR** or **TE**.

- When the record you want is displayed in the form, click on Save. Below is an example of a retrieved TB6-2 Data-Submission record for Section A:

TB6-2 INFORMATION		
Report Section Letter:	QUERY_A	
QueryA/Update		
Rpt Id	TB62	Section A Reason for Test:
Sectn	BOV	Test Reason
St	FL	Total nr lots tested
Dz	TB	Total nr animals tested
Stg	F	Nr lots tested, in lots containing reactors
Sp	BOV	Nr animals tested, in lots containing reactors
Dt Beg	01-APR-2004	Nr reactors, in lots containing reactors
Dt End	30-APR-2004	Nr deviators, in lots containing reactors
Run Dt	040512:1143	Nr lots tested, in lots not containing reactors
Rec Type	A1	Nr animals tested, in lots not containing reactors
Event Type	TBCF	Nr suspects, in lots not containing reactors

- d. If you want to modify this record, do so following these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for a TB6-2 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.7 If you selected **Query_B**, you should now see the following form onscreen:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= TB62
Sectn	B	Letter for the related section in the TB6-2 report.
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= B1
Event Type	Event Type	Code for the test event whose data was submitted.
Test Reason	Test Reason	Code for the reason the animals/lots were tested.
Total nr lots tested	Total Tested: Total NR Lots Tested	Total # of on-farm animal lots that were tested during this reporting period.
Total nr animals tested	Total Tested: Total NR Animals Tested	Total # of individual animals that were tested during this reporting period.
Nr lots tested, in lots containing reactors	Lots Containing Reactors: NR Lots Tested	Total # of on-farm animal lots containing REACTOR animals that were tested during this reporting period.
Nr animals tested, in lots containing reactors	Lots Containing Reactors: NR Animals Tested	In lots containing REACTOR animals, the total # of animals present in these lots that were tested during this reporting period.
Nr reactors, in lots containing reactors	Lots Containing Reactors: NR Reactors	In lots containing REACTOR animals, the total # of REACTOR animals (those showing a swelling of 5 millimeters or greater in diameter during testing).

Nr suspects, in lots containing reactors	Lots Containing Reactors: NR Suspects	In lots containing REACTOR animals, the total # of SUSPECT animals (those showing a response to tuberculin testing, but which are not classified as DEVIATORS or REACTORS).
Nr lots tested, in lots not containing reactors	Lots with Suspects but no Reactors: NR Lots Tested	In lots containing SUSPECT but no REACTOR animals, the total # of lots that were tested during this reporting period.
Nr animals tested, in lots not containing reactors	Lots with Suspects but no Reactors: NR Animals Tested	In lots containing SUSPECT but no REACTOR animals, the total # of animals that were tested during this reporting period.
Nr suspects, in lots not containing reactors	Lots with Suspects but no Reactors: NR Suspects	In lots containing DEVIATOR but no REACTOR animals, the total # of SUSPECT animals (those showing a response to tuberculin testing, but which are not classified as DEVIATORS or REACTORS).

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_B** form with three search values entered (**Sp=BOV**, **Event Type=TBCC**, and **Test Reason=T%**). Note that the **Test Reason** search value includes the wildcard.

The screenshot shows a web-based query form titled "QueryBf.Update". The form is divided into two main sections. On the left, there are input fields for various search criteria: Rpt Id, Sectn, St, Dz, Slg, Sp (set to "BOV"), Dt Beg, Dt End, Run Dt, Rec Type, and Event Type (set to "TBCC"). On the right, under the heading "Section B Reason for Test:", there is a table with columns for "Test Reason" and "T%". The table contains several rows of data, including "Total nr lots tested", "Total nr animals tested", and various counts for lots and animals tested in lots containing reactors versus not containing reactors.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- i. Click inside the **Event Type** field.

- ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **SP=BOV**, **Event Type=TBCC**, and **Test Reason= TK** or **TR** or **TE**.

- iii. When the record you want is displayed in the form, click on Save. Below is an example of a retrieved TB6-2 Data-Submission record for Section B:

The screenshot shows a web form titled "TB6-2 INFORMATION". At the top, there is a text input field labeled "Report Section Letter:" with the value "QUERY_B" and a small icon to its right. Below this is a blue header bar with the text "Query/BI/Update". The main content area is a table with two columns: "Section B Reason for Test:" and "Test Reason:TK". The table contains several rows of data, each with a label and a value in a text input field.

Section B Reason for Test:	Test Reason:TK
Rpt Id: TB62	Total nr lots tested: 0
Sectn: BOV	Total nr animals tested: 0
St: FL	Nr lots tested, in lots containing reactors: 0
Dz: TB	Nr animals tested, in lots containing reactors: 0
Stg: F	Nr reactors, in lots containing reactors: 0
Sp: BOV	Nr suspects, in lots containing reactors: 0
Dt Beg: 01-APR-2004	Nr lots tested, in lots not containing reactors: 0
Dt End: 30-APR-2004	Nr animals tested, in lots not containing reactors: 0
Run Dt: 040512:1145	Nr suspects, in lots not containing reactors: 0
Rec Type: BT	
Event Type: TBCC	

- d. If you want to modify this record, do so following these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
 - If you modified the Data-Submission record for a TB6-2 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.8 If you selected **Query_C**, you should now see the following form onscreen:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= TB62
Sectn	C	Letter for the related section in the TB6-2 report.
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= C1
Event Type	Event Type	Code for the test event whose data was submitted.
Nr reactors with skin lesions or NGL	Reactors: NR reactor NGL or Skin Lesions	Total # of animals classified as REACTORS which have NGL (No Gross Lesions) or skin lesions.
Nr reactors with internal lesions	Reactors: NR Reactors Internal Lesions	Total # of animals classified as REACTORS which have internal lesions.
Total nr reactors	Total NR Reactors	Total # of animals classified as REACTORS that were tested during this reporting period.
Nr non reactors with skin lesions or NGL	Exposed Non-Reactors: NR Non Reactor NGL or Skin Lesions	Total # of animals classified as EXPOSED NON-REACTORS that have NGL (No Gross Lesions) or skin lesions.

Nr non reactrs with skin lesions or NGL	Exposed Non-Reactors: NR Non Reactor Internal Lesions	Total # of animals classified as EXPOSED NON-REACTORS that have internal lesions.
Total nr non reactors	Total Non Reactors	Total # of NON-REACTOR animals that were tested during this reporting period.
Carcass disposition	Carcass Disposition	Code for the final handling of an animal's carcass.

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_C** form with three search values entered (**Sp=BOV**, **Event Type=TBPM**, and **Carcass disposition=CP%**). Note that the **Carcass disposition** search value includes the wildcard.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- i. Click inside the **Event Type** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **SP=BOV**, **Event Type=TBPM**, and **Carcass disposition= CPF or CPC**.

- iii. When the record you want is displayed in the form, click on Save. Below is an example of a retrieved TB6-2 Data-Submission record for Section C:

TBE-2 INFORMATION	
Report Section Letter:	QUERY_C
QueryCUpdate	
Rpt Id	TB62
Sectn	BOV
St	AK
Dz	TB
Stp	A
Sp	BOV
Dt Beg	01-AUG-2004
Dt End	31-AUG-2004
Run Dt	040623.1207
Rec Type	C1
Event Type	TBPM
Nr reactors with skin lesions or NGL	0
Nr reactors with internal lesions	0
Total nr reactors	0
Nr non reactors with skin lesions or NGL	0
Nr non reactors with internal lesions	0
Total nr non reactors	0
Carcass disposition	CPC
Postmortem Results from Slaughter	

- d. If you want to modify this record, do so following these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for a TB6-2 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

Procedure 2: Using the Auto-Scheduler to Process Your Updated Data

Now that you have modified the record for a TB6-2 report section, you need to alert the Auto-Scheduler utility that you have new data for it to process. You accomplish this task by leaving the Data Entry Forms area of the website to work in the Approval Summary Data area. Follow the instructions below:

2.1 In the **Query** webform where you just modified the record for a TB6-2 report section, click on **Exit**.

2.2 The **Summary Data Entry Forms** main menu (shown at right) now appears.

In this screen, click on **Exit**. You have now left the Data Entry Forms area of the website.



2.3 The **National Surveillance Program Reports** main menu now appears.

Click on the **Approve Summary Data** option. You have now entered the Approval area of the website.



2.4 The **National Surveillance Reports Menu** (shown at right) will appear onscreen.



- 2.5 Fill out the header block with the appropriate parameters for the TB6-2 report section whose Data-Submission record you just updated.

National Surveillance Reports Menu

Enter the monthly dates for the report you are approving:

Approver's Oracle User Name	NAT_REPOS	Disease Program	Tuberculosis
State	California	Species	Caprine
Report Beg Date	01-JAN-2004	Report End Date	31-JAN-2004

- 2.6 In the bottom block of this same menu, click on the [2] next to the **TB6-2 National Summary Report Data** option.

- 2.7 An **TB6-2 Approval Forms** screen (shown below) now appears.

**National Reports Menu
TB Approval Forms**

Select the desired SECTION report(s) you wish to validate/approve:

TB Section A	Y - Report Approved
TB Section B	Y - Report Approved
TB Section C	Y - Report Approved

Approve Exit Already Approved Report

In the field next to the report section whose record you just modified, click on the down arrow and select the **Re-run the Report** option (as shown below). The **Re-run...** option flags the report section that is to be re-sent to your State's QA personnel again for review.

Select the desired SECTION report(s) you wish to validate/approve:

TB Section A	Y - REPORT APPROVED	L
TB Section B	Y - REPORT APPROVED	L
TB Section C	Report Approval Status	

Find %

Report_Approval_Status	▲
Y - Report Approved	
N- Report Not Approved	
R- Rerun the Report	

OK Cancel

- 2.8 Click on **Approve**. This action notifies the Auto-Scheduler utility to generate a new report from your modified Data-Submission record, send PDF copies of the report to the appropriate QA personnel, and move the report data to the Temporary Holding Database. (If you click on the **Approve** option without having the **Re-run** flag appear next to the appropriate report section, this means that you are approving the report "as is" and that you consider the report ready to be moved to the permanent National Reports Database.)
- 2.9 Even though you modified the record for only one TB6-2 report section, you may still see three popup messages that describe the actions done by the Auto-Scheduler for all three sections shown on this screen. Click **OK** in each popup window to close it.
- 2.10 At the end of your work session, you can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Reference Table 1: Organized by Report Section Letter

The table below allows you to see all of the data field labels for a single section within the TB6-2 report at a single glance.

	Section A On-Farm TBCF Test Reporting	Section B On-farm TBCC Test Reporting	Section C Postmortem Results from Slaughter
D2	Test reason	Test reason	---
D4	Total nr lots tested	Total nr lots tested	Nr reactors with skin lesions or NGL
D6	Total nr animals tested	Total nr animals tested	Nr reactors with internal lesions
D8	Nr lots tested, in lots that contain reactors	Nr lots tested, in lots that contain reactors	Total nr reactors
D10	Nr animals tested, in lots that contain reactors	Nr animals tested, in lots that contain reactors	Nr non-reactors with skin lesions or NGL
D12	Nr reactors, in lots that contain reactors	Nr reactors, in lots that contain reactors	Nr non-reactors with internal lesions
D14	---	Nr suspects, in lots that contain reactors	Total nr non-reactors
D16	Nr deviators, in lots that contain reactors	---	---
D18	Nr lots tested, in lots that do not contain reactors	Nr lots tested, in lots that do not contain reactors	---
D20	Nr animals tested, in lots that do not contain reactors	Nr animals tested, in lots that do not contain reactors	---
D22	---	Nr suspects, in lots that do not contain reactors	---
D24	Nr deviators, in lots that do not contain reactors	---	---
D26	Event type	Event type	Event type
D28	---	---	Carcass disposition

Reference Table 2: Organized by Data Field Label

The table below allows you to determine what a specific data field label is, depending on which section in the TB6-2 report you see that label.

Field D2:	Section A: Test reason Section B: Test reason Section C: ---
Field D4:	Section A: Total nr lots tested Section B: Total nr lots tested Section C: Nr reactors with skin lesions or NGL
Field D6:	Section A: Total nr animals tested Section B: Total nr animals tested Section C: Nr reactors with internal lesions
Field D8:	Section A: Nr lots tested, in lots that contain reactors Section B: Nr lots tested, in lots that contain reactors Section C: Total nr reactors
Field D10:	Section A: Nr animals tested, in lots that contain reactors Section B: Nr animals tested, in lots that contain reactors Section C: Nr non-reactors with skin lesions or NGL
Field D12:	Section A: Nr reactors, in lots that contain reactors Section B: Nr reactors, in lots that contain reactors Section C: Nr non-reactors with internal lesions
Field D14:	Section A: --- Section B: Nr suspects, in lots that contain reactors Section C: Total nr non-reactors
Field D16:	Section A: Nr deviators, in lots that contain reactors Section B: --- Section C: ---
Field D18:	Section A: Nr lots tested, in lots that do not contain reactors Section B: Nr lots tested, in lots that do not contain reactors Section C: ---
Field D20:	Section A: Nr animals tested, in lots that do not contain reactors Section B: Nr animals tested, in lots that do not contain reactors Section C: ---
Field D22:	Section A: --- Section B: Nr suspects, in lots that do not contain reactors Section C: ---
Field D24:	Section A: Nr deviators, in lots that do not contain reactors Section B: --- Section C: ---
Field D26:	Section A: Event type Section B: Event type Section C: Event type
Field D28:	Section A: --- Section B: --- Section C: Carcass disposition

Chapter 4:

Approving Your State's TB6-2 Data

In this task, you will learn how to approve, reject, and delete your State's data for a TB6-2 National Report.

Unit	Topic	See Page
Procedure 1:	Approving/Rejecting a State's TB6-2 Data-Submission (This procedure can be done only by authorized Quality Control (QC) personnel for your State.)	4.2
Procedure 2:	Viewing an Existing, Not-Yet-Approved TB6-2 Data-Submission	4.6
Procedure 3:	Deleting an Existing, Not-Yet-Approved TB6-2 Data-Submission	4.11

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Procedure 1: Approving/Rejecting a State's TB6-2 Data-Submission

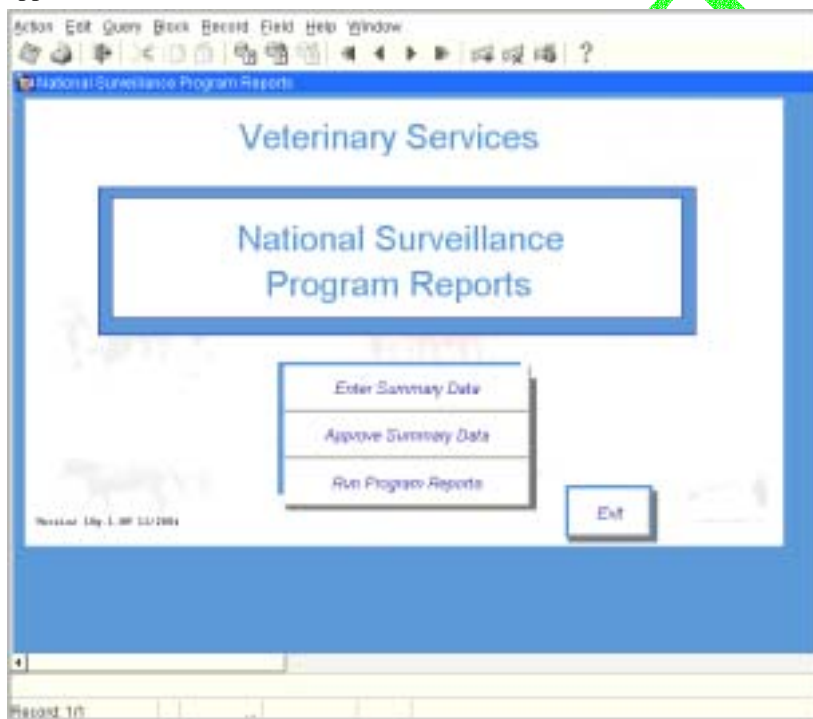
This procedure can be performed only by a State's authorized Quality Control (QC) personnel.

1.1 Log into the Automated Web-Based Data Submission (AWBDS) web site.

A **Warning** screen will appear onscreen.

1.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



1.3 Click on the **Approve Summary Data** option.

1.4 The National Surveillance Reports Menu screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to record your approval/disapproval.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

When completed, the top block should look similar to this example:

- 1.5 In the bottom block of this form, click on the **1. TB6-2 Tuberculosis National Summary Report Data** option.

A **TB Approval Forms** screen will now appear:



- a. Note that the report parameters (such as its **Species**, **Begin Date**, and **End Date** parameters) which you specified back in Step 1.4 will apply to every report section listed on this screen.

Keep in mind, however, that you can approve/disapprove only those sections for which you have signoff authority. (As an example, the State of Florida might have one QC representative, John Smith, who has signoff authority for Section A and Section B, and a second QC representative, Cindy Nelson, who has signoff authority for Section C only. John Smith cannot approve/disapprove Section C, and Cindy Nelson cannot approve/disapprove Sections A-B.)

- b. For each section, you must click on the down arrow button and select a value from the displayed List of Values. The choices are described below:

Option	Meaning
Y – Report Approved	As your State's QC representative with signoff authority, you approve the data submitted for this report section to be complete and accurate.
N – Report Not Approved	Choose this option for either reason below: -- As your State's QC representative with signoff authority, you do not approve the data submitted for this report, as you have determined some or all of the data to contain errors/omissions. -- You do not have signoff authority for this specific report.
R – Re-run the Report	Enables you to run a new version of the TB6-2 National Program Report. This option is helpful, especially in situations where an initial Data-Submission from a State had to be corrected and re-submitted for approval. Once the second, corrected submission has been approved, this option can be used to generate a new TB6-2 National Program Report whose data will be accurate. This option is described in more detail in the following chapters of this manual: Chapter 3 – <i>Updating Your State's Data for a TB6-2 National Program Report</i> Chapter 7 – <i>Updating Your State's Data for a PRV-190 National Program Report</i> Chapter 11 – <i>Updating Your State's Data for an SPP National Program Report</i>

- c. Once you have indicated your approval/rejection for each section for which you have signoff authority, click on the **Approve** command button.
- d. A popup window like the one shown below will appear for each report section for which your approval has been successfully recorded. Click **OK** to close each popup window.



- e. After you have submitted your approval for each TB6-2 section for which you have signoff authority, click on the **Exit** command button.

You are returned to the **National Surveillance Reports Menu** screen.

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Procedure 2: Viewing an Existing, Not-Yet-Approved TB6-2 Data-Submission

This procedure enables you to query for and retrieve one or more existing TB6-2 Data-Submission records that are currently being stored in the Temporary Holding Database.

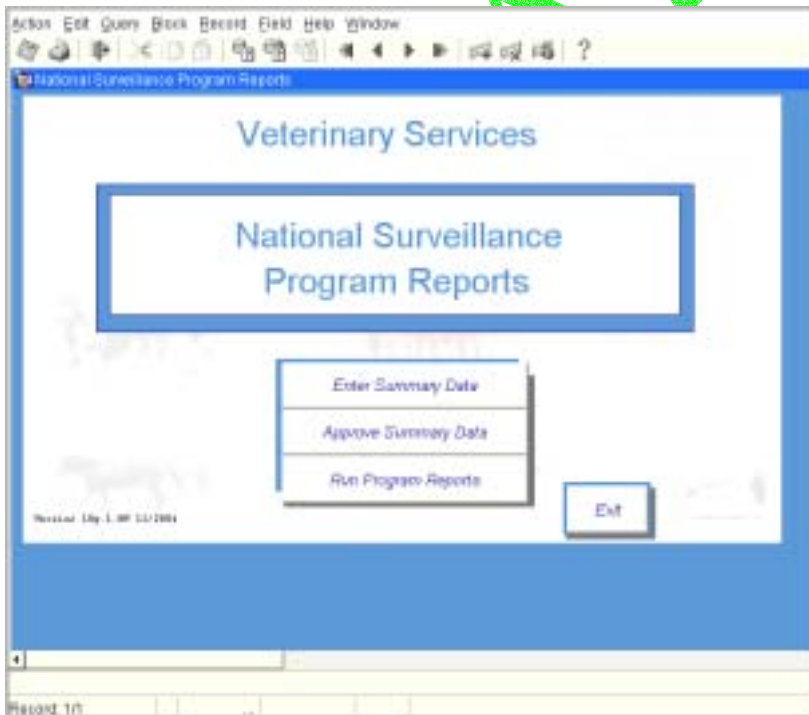
You may wish to query for a record to see if it has already been submitted, or to see if it has been approved/signed off by your State's QC personnel.

- 2.1 Log into the Automated Web-Based Data Submission (AWBDS) web site. (If necessary, refer back to Task 1 for the procedure on how to do this.)

A **Warning** screen will appear onscreen.

- 2.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 2.3 Click on the **Approve Summary Data** option.

2.4 The National Surveillance Reports Menu screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to view.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

When completed, the top block should look similar to this example:

A **TB Approval Forms** screen will now appear.

2.6 To determine if a report section has already been submitted, approved, or rejected, click on the **Already Approved Report** button. The following query screen will appear:

2.7 You will use this screen to enter a query. This query is then sent to the Temporary Holding Database to find any Data-Submission records that might match it.

To enter a query, do the following:

- a. Either select the **Query > Enter** command in the Menu Bar or click on the **Enter Query** icon in the Toolbar.
- b. In the query form, fill out as many fields as possible. The more fields you fill out, the faster the search can be executed.

If you are not sure how to spell a particular value, you can type a % (per cent) wildcard variable to represent the alphanumeric characters you don't know. The table below shows you how to use this wildcard variable to get the most precise results:

To Search For:	Type This:	To Get These Results:
the last names of all approvers that include the letters STON	%STON%	Halstone Charleston
all States that start with A	A%	Alabama Alaska Arizona Arkansas
all job IDs that end with AD44	%AD44	AD44 300AD44

The example below shows the wildcard variable that was entered in the **Approver User Name** field.

National Surveillance Program Reports

Determine who already ENTERED a TB62 report, or you can DELETE an entered TB62 Record

Approver User Name: %STON%

State: _____

Species: BOV

Report Type: _____

Section: C

Record Create Date: _____

Record Update Date: _____

Mon/Plat/Approval Number: _____

Approval Status: _____

Schedule Id: _____

Job Id: _____

Report Beg Date: _____

Report End Date: _____

Version: 102.1.00 11/1/2004

Exit

- c. Either select the **Query > Execute** command in the Menu Bar or click on the **Execute Query** icon in the Toolbar.

If any Data-Submission records in the Temporary Holding Database match your query, the parameters for these reports will be displayed in the **Query** screen. The example below shows one of several records that were retrieved for the query shown in the screen shot directly above this paragraph.

National Surveillance Program Reports

Determine who already ENTERED a TB62 report, or you can DELETE an entered TB62 Record

Approver User Name: PAT_REPOG

State: MD

Species: BOV

Report Type: TB62

Section: C

Record Create Date: 03-NOV-2004

Record Update Date: 03-NOV-2004

Mon/Plat/Approval Number: 710

Approval Status: Y

Schedule Id: 192

Job Id: 242

Report Beg Date: 01-SEP-2004

Report End Date: 30-SEP-2004

Version: 102.1.00 11/1/2004

Exit

- d. Note that your query parameters may match and retrieve several records from the Temporary Holding Database.

If so, you can view each report, one at a time, within the same **Query** screen. You move forward and backwards through the set of retrieved records by using the UP ARROW and DOWN ARROW keys on your computer keyboard. The instructions below to do this:

- i. Click your cursor inside any field (**Record Create Date** for example).
- ii. Click the DOWN ARROW key on your computer keyboard. Each time you click this key, a new report will be displayed in the **Query** screen.
- iii. When you reach the last report that was retrieved, a popup message will alert you to this.
- iv. You can now click the UP ARROW key to move back through the set of retrieved records. When you reach the first report that was retrieved, the data in the **Query** screen will stop changing.

- 2.8 To end your work session, you can exit the ASBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Procedure 3: Deleting an Existing, Not-Yet-Approved TB6-2 Data-Submission

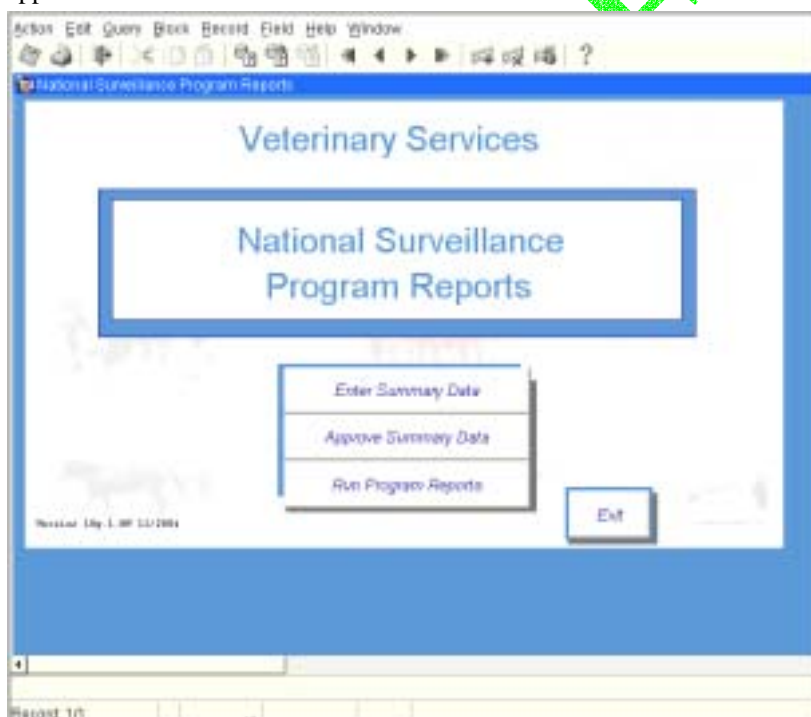
This procedure enables you to query for and delete an existing TB6-2 Data-Submission record that is currently being stored in the Temporary Holding Database.

- 3.1 Log into the Automated Web-Based Data Submission (AWBDS) web site. (If necessary, refer back to Task 1 for the procedure on how to do this.)

A **Warning** screen will appear onscreen.

- 3.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 3.3 Click on the **Approve Summary Data** option.

3.4 The **National Surveillance Reports Menu** screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to delete.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

When completed, the top block should look similar to this example:

- 3.5 In the bottom block of this form, click on the **1. TB6-2 Tuberculosis National Summary Report Data** option.

A **TB Approval Forms** screen will now appear.

- 3.6 Click on the **Already Approved Report** button. The following query screen will appear:

- 3.7 You will use this screen to enter a query. This query is then sent to the Temporary Holding Database to find any Data-Submission records that might match it.

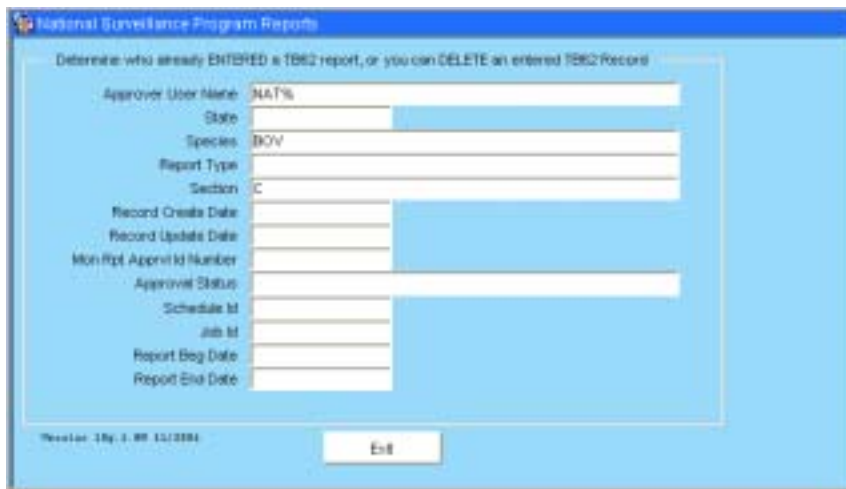
To enter a query, do the following:

- Either select the **Query > Enter** command in the Menu Bar or click on the **Enter Query** icon in the Toolbar.
- In the query form, fill out as many fields as possible. The more fields you fill out, the faster the search can be executed.

If you are not sure how to spell a particular value, you can type a % (per cent) wildcard variable to represent the alphanumeric characters you don't know. The table below shows you how to use this wildcard variable to get the most precise results:

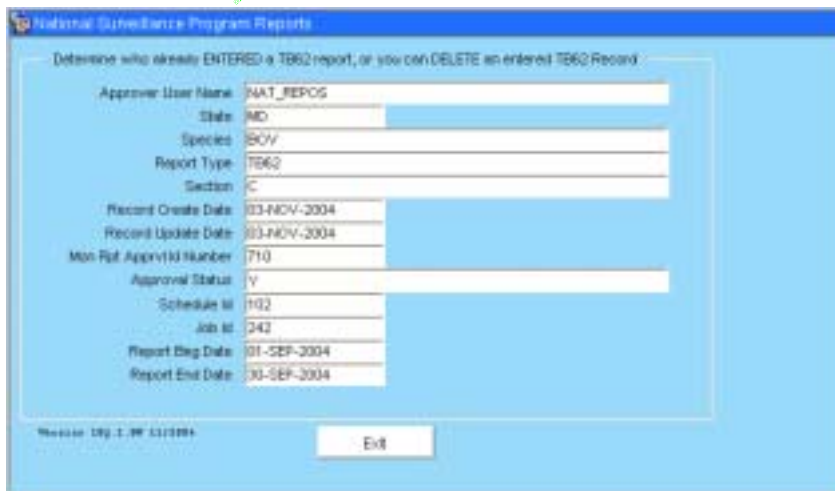
To Search For:	Type This:	To Get These Results:
the last names of all approvers that include the letters STON	%STON%	Halstone Charleston
all States that start with A	A%	Alabama Alaska Arizona Arkansas
all job IDs that end with AD44	%AD44	AD44 300AD44

The example below shows the wildcard variable that was entered in the **Approver User Name** field.



- c. Either select the **Query > Execute** command in the Menu Bar or click on the **Execute Query** icon in the Toolbar.

If any Data-Submission records in the Temporary Holding Database match your query, the parameters for these reports will be displayed in the **Query** screen. The example below shows one of several records that were retrieved for the query shown in the screen shot directly above this paragraph.



- d. Note that your query parameters may match and retrieve several records from the Temporary Holding Database. So, you need to make sure the record you want to delete is displayed onscreen within the **Query** form.
 - i. Click your cursor inside any field (**Record Create Date** for example).
 - ii. Click the DOWN ARROW key on your computer keyboard. Each time you click this key, a new report will be displayed in the **Query** screen.
 - iii. When you find the record you want to delete, leave it visible onscreen.
 - iv. Either select the **Record > Remove** command in the Menu Bar or click on the **Remove Record** icon in the Toolbar.

The record has now been deleted from the Temporary Holding Database.

- 3.8 To end your work session, you can exit the ASBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Chapter 5:

Running a TB6-2 National Report

In this task, you will learn how to run a new TB6-2 National Report, which should include the most recent, approved TB6-2 Data-Submission records from your State. This report is being produced from the permanent report tables and can be run only after the report has been approved and its data transferred from the Temporary Holding Database to the National Reports Database.

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Procedure for Running a New TB6-2 National Report:

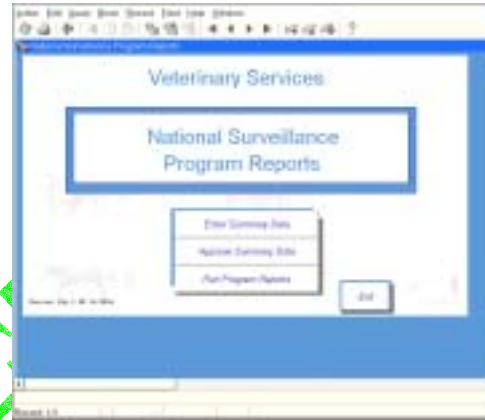
1.1 Log into the Automated Web-Based Data Submission (AWBDS) web site.

1.2 A **Warning** screen will appear onscreen.

Click on the **Accept** button.

1.3 **Veterinary Services National Surveillance Program Reports** main screen (shown at right) will appear.

In this screen, click on the **Run Program Reports** option.



1.4 The **Summary Reports by Section** screen (shown at right) will appear:

In this screen, select the [1] button next to the **TB6-2 Tuberculosis** option.



1.5 A **TB6-2 Summary Reports by Section** screen (shown at right) will now appear:



...The remainder of this procedure will be written after code development for this feature has been completed...

Chapter 6: Submitting Your State's Data for a PRV-190 National Report

This chapter is for those States "not using" the GDB to enter their Pseudorabies surveillance data. It covers the procedures for using, completing, and submitting your State's monthly Pseudorabies eradication summary data, using the AWBDS PRV-190 Data-Submission webform. The topics in this chapter appear below:

Topic	See Page
Information Needed to Enter into the PRV-190 Data-Submission Webform	6.2
Requirements on Using the PRV-190 Data-Submission Webform	6.2
Procedure for Completing the PRV-190 Data-Submission Webform	6.3

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Information Needed to Enter into the PRV-190 Data-Submission Webform

To do this procedure, you need to have available the summary data from your State's PRV-190 monthly report regarding Pseudorabies (PRV) eradication activities. This summary data may be compiled from your State's Pseudorabies program data collection documents or from other sources.

Requirements on Using the PRV-190 Data-Submission Webform

The PRV-190 Data-Submission webform has five tabbed pages on it -- one tabbed page for each of the five sections (A, B, C, E, and F) that make up the *VS PRV-190 National Report*. You must complete all five tabbed pages on the PRV-190 Data-Submission webform, even if you have no data this month to enter on one or more of its pages.

Example: For this month , your State

- does have herd status data to submit – you would enter this data on the Section A tabbed page of the webform.
- does have market/slaughter surveillance data to submit – you would enter this data on the Section B tabbed page of the webform.
- does not have any results regarding traceback of market/slaughter surveillance positives to submit -- you would enter the number **0** (zero) in each data field on the Section C tabbed page of the webform.
- does not have data regarding the source of infection in new herds to submit – you would enter the number **0** (zero) in each data field on the Section E tabbed page of the webform.
- does have summary data regarding on farm testing results to submit – you would enter this data on the Section F tabbed page of the webform.

Procedure for Completing the PRV-190 Data-Submission Webform

This procedure describes how to fill out all five sections (A, B, C, E, and F) of the PRV-190 Data-Submission webform during a single work session. However, if you cannot complete all five sections of the webform during a single work session, you can work on each section individually. But keep in mind that this approach will require you to keep track of the data you entered into the *Report Parameters* block (the top block on the webform) – some fields in this block must contain the same data regardless of which section you are currently working in.

To Work On:	Do These Steps Of This Procedure:
Sections A, B, C, E, and F	Step 1.1 through Step 1.11
Section A only	Step 1.1 through Step 1.6
Section B only	Step 1.1 through Step 1.5, then Step 1.7
Section C only	Step 1.1 through Step 1.5, then Step 1.8
Section E only	Step 1.1 through Step 1.5, then Step 1.9
Section F only	Step 1.1 through Step 1.5, then Step 1.10

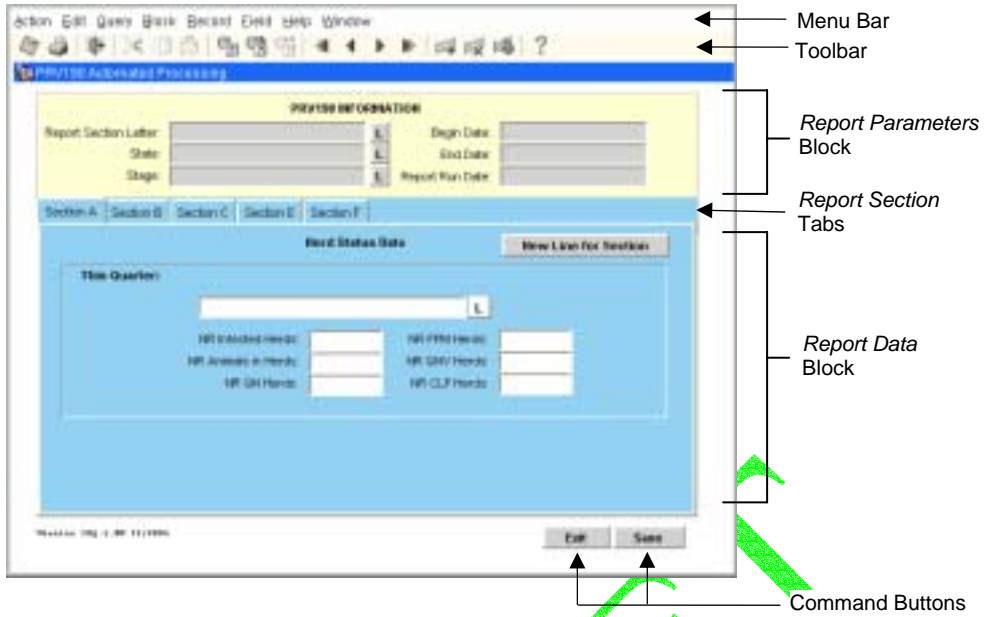
- 1.1 If necessary, log into the AWBDS web site.
- 1.2 The **Veterinary Services National Surveillance Program Reports** main menu screen (shown at right) will appear.
In this screen, click on the **Enter Summary Data** option.



- 1.3 The **National Reports Summary Data Entry Forms** main menu screen (shown at right) now appears.
In this screen, click on the [2] button next to the **PRV-190 Pseudorabies** option.



1.4 A blank **PRV 190 Information** Data-Submission webform will appear.



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- 1.5 Fill out the top block of the webform according to the guidelines in the following table. To move from one field to the next field, press the TAB or ENTER key.

PRV190 INFORMATION			
Report Section Letter:	<input type="text"/>	<input type="button" value="L"/>	Begin Date: <input type="text"/>
State:	<input type="text"/>	<input type="button" value="L"/>	End Date: <input type="text"/>
Stage:	<input type="text"/>	<input type="button" value="L"/>	Report Run Date: <input type="text"/>

Field	Guidelines
Report Section Letter	<p>Letter of the section in the PRV-190 report for which you are submitting your data. Click on the L button to display a List of Values for this field. The choices are:</p> <ul style="list-style-type: none"> A Herd status B Market/slaughter surveillance data C Traceback of market/slaughter surveillance positives E Source of infection of new herds F Summary of on-farm testing results Query (See Chapter 7 for instructions on how to use this feature for PRV-190.) <p>As soon as you select a value for this field and press TAB or ENTER, the bottom block of the webform will refresh and display only the tabbed page for the Report Section Letter you just selected.</p>
State	Enter the two-letter postal abbreviation (such as WY) for the state in which the data collection activity took place.
Stage	<p>Code for the stage level of your State for which the national report is being prepared. Click on the L button to display a List of Values for this field. The choices are:</p> <ul style="list-style-type: none"> 1 Preparation 2 Control 3 Mandatory herd cleanup 4 Surveillance 5 Free
Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
End Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Automatically populated with today's date the first time you execute the "Save" command. (You can wait to do this after you start working in the form's bottom block.)

1.6 The tabbed page labeled **Section A** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Report Line Number	The line number in the PRV-190 report in which your data will appear. Click on the L button to display a List of Values for this field. The choices are: <ol style="list-style-type: none"> 1. Begin quarter 2a. New herds added during quarter 2b. Previous infected herd 3a. Removed during quarter 3b. Statistical sampling 4. At end of quarter Note: Each line in Section A is related to a time frame relative to the reporting period (at the beginning, during, or at the end). Therefore, the numbers you enter relate to the # of herds in the chosen status relative to that time frame.
NR Infected Herds	Total # of infected herds during this report period.
NR FPM Herds	Total # of Pseudorabies-Monitored-Feeder-Pig (FPM) herds.
NR Animals in Herds	Total # of all animals in all herds.
NR QNV Herds	Total # of Qualified-Negative Vaccinated (QNV) herds.
NR QN Herds	Total # of Qualified Pseudorabies-Negative (QN) herds.
NR CLP Herds	Total # of herds under a cleanup plan.

- a. In the **Report Line Number** data field, select **1. Begin quarter** in the List of Values.
- b. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **1. Begin quarter** report line number. If you have no data to enter into a specific field, enter **0** (zero) instead.
- c. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **1. Begin quarter** line number.
- d. Click on the **New Line for Section** command button.
- e. In the **Report Line Number** data field, select the next choice in the List of Values. (The first time you do this procedure, the next choice would be **2a. New herds added during quarter**).

- f. Fill out all of the fields with the data from your paper forms for this line number (or with zeros if you have no data for individual fields).
- g. Click on either the **Save** command button or the **Save** icon.
- h. Click on the **New Line for Section** command button.
- i. Repeat Steps 1.6e through 1.6h for each choice shown in the List of Values for the **Report Line Number** field.
- j. After you have saved the data for the final **Report Line Number** choice, you can do either action below.
 - Set up the PRV-190 Data-Submission webform to begin entering your State's data for Section B:
 - i. Return to the top block of the webform. In the **Report Section Letter** data field, select the **B-MARKET SLAUGHTER SURVEILLANCE DATA** choice from the List of Values.
 - ii. Change the **Begin Date** and **End Date** values, if necessary.
 - iii. Continue with Step 1.7 below.
 - Exit the PRV-190 Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the **Toolbar**.

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1.7 The tabbed page labeled **Section B** should be displayed onscreen.

Fill out the fields on this page according to the guidelines shown in the table below:

Field	Guidelines
Prem Type	Code for the premises type whose data you are entering into this section of the report. Click on the L button to display a List of Values for this field. The choices are: SL Slaughter Establishment FP First Point
NR instate samples, collected instate, barrows/gilts Totals NR Positive	Enter the total # of blood samples collected from this group. Enter the # of positive samples collected from this group.
NR instate samples, collected instate, sows/boars Totals NR Positive	Enter the total # of blood samples collected from this group. Enter the # of PRV-positive samples collected from this group.
NR out of state samples, collected instate, barrows/gilts Totals NR Positive	Enter the total # of blood samples collected from this group. Enter the # of PRV-positive samples collected from this group.
NR out of state samples, collected instate, sows/boars Totals NR Positive	Enter the total # of blood samples collected from this group. Enter the # of PRV-positive samples collected from this group.
NR instate samples, collected out of state, barrows/gilts Totals NR Positive	Enter the total # of blood samples collected from this group. Enter the # of PRV-positive samples collected from this group.
NR instate samples, collected out of state, sows/boars Totals NR Positive	Enter the total # of blood samples collected from this group. Enter the # of PRV-positive samples collected from this group.

- In the **Prem Type** data field, select **SL-SLAUGHTER ESTABLISHMENT** in the List of Values.
- Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **SL** choice. If you have no data to enter into a specific field, enter **0** (zero) instead.
- Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **SL** choice.
- Click on the **New Line for Section** command button.
- In the **Prem Type** data field, select **FP-First Point** in the List of Values.

- f. Fill out all of the fields with the data from your paper forms for the **FP** choice. If you have no data to enter into a specific field, enter **0** (zero) instead.
- g. Click on either the **Save** command button or the **Save** icon.
- h. Do either action below.
 - Set up the PRV-190 Data-Submission webform to begin entering your State's data for Section C:
 - i. Return to the top block of the form. In the **Report Section Letter** data field, select the **C–TRACEBACK OF MARKET/SLAUGHTER SURVEILLANCE POSITIVES** choice from the List of Values.
 - ii. Change the **Begin Date** and **End Date** values, if necessary.
 - iii. Continue with Step 1.8 below.
 - Exit the PRV-190 Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.8 The tabbed page labeled **Section C** should be displayed onscreen.

Fill out the fields on this page according to the guidelines shown in the table below. Note: All numbers entered into the following fields relate to testing or to traces that were closed during the reporting period.

Field	Guidelines
Prem Type	Code for the premises type whose data you are entering into this section of the report. Click on the L button to display a List of Values for this field. The choices are: SL Slaughter Establishment FP First Point
NR Total Traces	Enter the total # of samples classified as POSITIVE from market (MKT) or slaughter (SL) testing.
NR TNR	Enter the # of market/slaughter traces that were closed as NOT REQUIRED.
NR TRH	Enter the # of market/slaughter traces that were closed as TRACED TO HERDS KNOWN TO BE INFECTED.
NR TTR	Enter the # of market/slaughter traces that were closed as TRACED AND A HERD TEST IS REQUIRED.
NR TTN	Enter the # of market/slaughter traces that were closed as TRACED AND A HERD TEST IS NOT REQUIRED.
NR TSH	Enter the # of market/slaughter traces that were closed as TRACED TO SOLDOUT HERDS.
NR TOS	Enter the # of market/slaughter traces that were closed as TRACED TO ANOTHER STATE.
NR UT	Enter the # of market/slaughter traces that were closed as UNABLE TO TRACE.
NR Pending	Enter the # of market/slaughter traces that were in progress at the end of the reporting period.

- In the **Prem Type** data field, select **SL-SLAUGHTER ESTABLISHMENT** in the List of Values.
- Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **SL** choice. If you have no data to enter into a specific field, enter **0** (zero) instead.
- Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **SL** choice.
- Click on the **New Line for Section** command button.
- In the **Prem Type** data field, select the **FP-First Point** in the List of Values.
- Fill out all of the fields with the data from your paper forms for the **FP** choice. If you have no data to enter into a specific field, enter **0** (zero) instead.

- g. Click on either the **Save** command button or the **Save** icon.
- h. Do either action below.
 - Set up the PRV-190 Data-Submission webform to begin entering your State's data for Section E:
 - i. Return to the top block of the form. In the **Report Section Letter** data field, select the **E–SOURCE OF INFECTION OF NEW HERDS** choice from the List of Values.
 - ii. Change the **Begin Date** and **End Date** values, if necessary.
 - iii. Continue with Step 1.9 below.
 - Exit the PRV-190 Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.9 The tabbed page labeled **Section E** should be displayed onscreen.

Fill out the fields on this page according to the guidelines shown in the table below. Each number you enter into a data field relates to affected herds disclosed during the report period:

Field	Guidelines
NR Purchased Feeders	Enter the # of affected herds for which the source of infection was purchased feeder animals.
NR Purchased Breeders	Enter the # of affected herds for which the source of infection was purchased breeder animals.
NR Feral Swine	Enter the # of affected herds for which the source of infection was feral swine animals.
NR Feed / Bedding	Enter the # of affected herds for which the source of infection was feed or bedding.
NR Area Spread	Enter the # of affected herds for which the source of infection was area spread.
NR Infected Carcasses	Enter the # of affected herds for which the source of infection was infected carcasses.
NR Herd Divided	Enter the total # of affected herds created by separating infected animals from non-infected animals to make two herds.
NR Unknown	Enter the # of affected herds for which the source of infection was unknown.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data for a specific field, enter **0** (zero) instead.
- b. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered.
- c. Do either action below.
 - Set up the PRV-190 Data-Submission webform to begin entering your State's data for Section F:
 - i. Return to the top block of the form. In the **Report Section Letter** data field, select the **F-SUMMARY OF ON FARM TESTING RESULTS** choice from the List of Values.
 - ii. Change the **Begin Date** and **End Date** values, if necessary.
 - iii. Continue with Step 1.10 below.
 - Exit the PRV-190 Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.10 The tabbed page labeled **Section F** should be displayed onscreen.

Fill out the fields on this page according to the guidelines shown in the table below:

Field	Guidelines
Test Reason	Code for the reason the animal(s) or animal lot(s) were tested. Click on the L button to display a List of Values for this field. The choices are: ARE Area SLT Slaughter Trace FPT First Point/Market Trace ESR Move from Infected Herd EPA Move to Infected Herd CTI Circle Test Around Infected Herd EPI Other Epi Testing
If Test Reason is 'ARE' check BOX here	If you entered ARE in the Test Reason field, be sure to click in this box so that a check mark appears in it. When you check this box, a Herd Type data field (described in the third row of this table) will appear in the form.
Herd Type	Code for the type of herd that was tested. Click on the L button to display a List of Values for this field. The choices are: BRD Breeding GF Grower Finisher
The two fields directly below relate to herds in which testing occurred, but in which no POSITIVE animals were found during the report period.	
NR herds tested, no infection	Enter the # of herds that were tested for PRV and in which no infection was found.
NR animals tested, no infection	Enter the # of animals that were tested for PRV and in which no infection was found.
The three fields directly below relate to herds in which testing occurred, and in which at least one POSITIVE animal was found during the report period.	
NR herds tested, infection found	Enter the # of herds that were tested for PRV and in which infection was found.
NR animals tested, infection found	Enter the # of animals that were tested for PRV and in which infection was found.
NR animals positive	Enter the # of PRV-POSITIVE animals.

The two fields directly below are standalone fields.	
Total herds tested	Enter the total # of herds that were tested for PRV in herds with no infection found and in herds with infection found.
Total animals tested	Enter the total # of animals that were tested for PRV in herds with no infection found and in herds with infection found.

- a. In the **Test Reason** data field, select **ARE-AREA** in the List of Values.
 - i. Click in the checkbox beneath the prompt, **If Test Reason is 'ARE' check BOX here**. A check mark must appear in this checkbox. As soon as you do so, a new data field labeled **Herd Type** will appear on the electronic form.
 - ii. In the **Herd Type** data field, select the **BRD** choice from the List of Values.
 - iii. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **ARE-BRD** combination. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - iv. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **ARE-BRD** combination.
 - b. Click on the **New Line for Section** command button.
 - c. In the **Test Reason** data field, select **ARE-AREA** again.
 - i. Click in the checkbox beneath the prompt, **If Test Reason is 'ARE' check BOX here**. When you do so, the data field labeled **Herd Type** data field will re-appear.
 - ii. In the **Herd Type** data field, select the **GF** choice from the List of Values.
 - iii. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **ARE-GF** combination. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - iv. Click on either the **Save** command button or the **Save** icon.
 - d. Click on the **New Line for Section** command button.
 - e. In the **Test Reason** data field, select the next choice in the List of Values (for this sub-step, it would be **FPM-Feeder Pig Monitoring**).
 - i. Fill out all of the fields with the data from your paper forms for this third choice (or with zeros if you have no data for individual fields).
 - ii. Click on either the **Save** command button or the **Save** icon.
 - f. Click on the **New Line for Section** command button.
 - g. Repeat Steps 1.10e through 1.10f for each choice shown in the List of Values for the **Test Reason** field.
- 1.11 To end this work session, exit the PRV-190 Data-Submission webform by clicking on the **Exit** button at the bottom of the webform or the **Exit** icon in the Toolbar.

Your PRV data-submission work for this month will be finished after you have completed Sections A, B, C, E, and F on the PRV-190 Data-Submission webform (either during a single work session or several sessions).

Chapter 7: Updating Your State's Data for a PRV-190 National Report

This chapter covers the procedures for updating your State's Pseudorabies disease program data, using a set of customized PRV-190 Query webforms available at the AWBDS web site.

You can perform these procedures as long as the Quality Control (QC) person for your State has not yet approved your State's monthly Pseudorabies summary data.

The topics in this chapter appear below:

Topic	See Page
Introduction	7.2
When Not to Update Your PRV-190 Data	7.2
Procedure 1: Updating Your State's Data, by Using the PRV-190 Query Webforms	7.3
Procedure 2: Using the Auto-Scheduler to Process Your Updated Data	7.21
Reference Table 1: Organized by Report Section Letter	7.24
Reference Table 2: Organized by Data Field Labels	7.26

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Introduction

The AWBDS process allows you to modify, if necessary, the data you have submitted for your State's Pseudorabies program. You accomplish this by filling out a customized PRV-190 Query webform. There are five of these customized Query webforms, one for each of the five sections in the PRV-190 report. The values you enter on a Query webform will be used to find any PRV-190 Data-Submission records that are stored in a Temporary Holding Database. If any PRV-190 Data-Submission records in the database match the values on your Query webform, these records are retrieved and displayed onscreen, one at a time, within the Query webform. You can view, print, and modify these records right there within the Query webform itself.

You can query for, retrieve, and modify your State's PRV-190 Data-Submission records at any time, as long as the data has not yet been approved by your State's QC personnel. Once a QC representative approves any of your State's PRV-190 Data-Submission records, the data is moved from the Temporary Holding Database to a permanent National Reports Database. After this move occurs, the data can no longer be retrieved for the purposes of modifying it.

The procedure on the next page will show you how to use the PRV-190 Query webforms.

When Not to Update Your PRV-190 Data

In Chapter 1, you learned that the Auto-Scheduler utility is pre-programmed to routinely do its three tasks on the 5th day of every month. If by this date, your State:

- *has* finished submitting its program data for the previous month/quarter, the Auto-Scheduler will generate the appropriate reports, e-mail them to QA personnel, and transfer the data to the Temporary Holding Database.
- *has not* finished/finished submitting its program data, the Auto-Scheduler will still generate, e-mail, and transfer the appropriate reports, but these reports will be null (containing only zeros).

To avoid potential processing and data errors, *do not attempt to update* a null PRV-190 report. Instead, you should delete it (see Chapter 8) and submit your data again in a new Data-Submission webform (see Chapter 6).

The reason you should not try to do this kind of update is that, for a null report the Auto-Scheduler creates only one Line or Prem Type in a report section, with all zeroes. For example, your State has PRV-190 data for three different Prem Types in Section C, but the data did not get entered before the 5th deadline. The Auto-Scheduler will create a Section C report with null values for just one of those Prem Types. Several days later, you try to use a Query webform to correct the null data in this report as well as add new data for the other two Prem Types. You could update one Prem Type – but the system will not allow you to enter the additional Prem Types except in the Data-Submission webform. It will be easier and safer to just delete the null report file and to enter all the data for the report section at one time in a new Data-Submission webform.

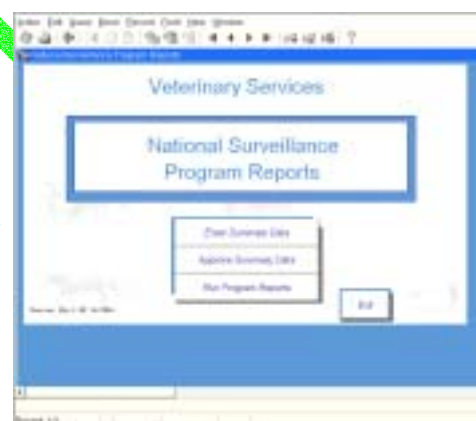
Procedure 1: Updating Your State's Data, by Using the PRV-190 Query Webforms

This procedure describes how to use the five customized PRV-190 Query webforms to retrieve data, modify it, and save it back into the Temporary Holding Database.

1.1 If necessary, log into the AWBDS web site.

1.2 The **Veterinary Services National Surveillance Program Reports** main menu screen (shown at right) will appear.

In this screen, click on the **Enter Summary Data** option.



1.3 The **National Reports Summary Data Entry Forms** main menu screen (shown at right) now appears.

In this screen, click on the [2] button next to the **PRV-190 Pseudorabies** option.



1.4 A blank **PRV190 Information** Data-Submission webform will appear.

1.5 In the **Report Section Letter** field in the top block, do the following:

- a. Click on the **L** to display a List of Values. In this list, you will see three query form choices:

Query Webform	Use This Form to Retrieve Data-Submission Records Containing Data on:
Query_A	Herd status
Query_B	Market/slaughter surveillance
Query_C	Traceback investigations done on market/slaughter PRV-positive animals
Query_E	Probable sources of infection in new herds
Query_F	Test results for cattle that were tested on farms and ranches

- b. In this list, select the query form you want to use.
- c. Click **OK**.

The List of Values disappears. The option you selected now appears in the **Report Section Letter** field.

- d. Press ENTER.
- e. If you selected:

Query_A	Go directly to Step 1.6 in this procedure.
Query_B	Go directly to Step 1.7 in this procedure.
Query_C	Go directly to Step 1.8 in this procedure.
Query_E	Go directly to Step 1.9 in this procedure.
Query_F	Go directly to Step 1.10 in this procedure.

- 1.6 If you selected **Query_A**, you should now see the following Query webform onscreen. This webform has been customized for Section A of the PRV-190 report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= PRV190
Sectn	Report Section Letter	Default= A
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Line nr	Report Line Number	The line number in the PRV-190 report in which the data appears. Note: Each line in Section A is related to a time frame relative to the reporting period (at the beginning, during, or at the end). Therefore, the numbers you enter relate to the # of herds in the chosen status relative to that time frame.
Nr infected herds	NR Infected Herds	Total # of infected herds during this reporting period.
Nr animals in herds	NR Animals in Herds	Total # of all animals in all herds.
Nr QN herds	NR QN Herds	Total # of Qualified Pseudorabies-Negative (QN) herds.
Nr FPM herds	NR FPM Herds	Total # of Pseudorabies-Monitored-Feeder-Pig (FPM) herds.
Nr QNV herds	NR QNV Herds	Total # of Qualified-Negative Vaccinated (QNV) herds.
Nr CLP herds	NR CLP Herds	Total # of herds under a cleanup plan (CLP).

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_A** form with three search values entered (**Sectn=A**, **Stg=1**, and **Line nr=%**). Note that the **Line nr** search value uses the wildcard.

The screenshot shows a web-based form titled "QUERY_A". At the top, there is a "Report Section Letter" field containing "QUERY_A". Below this, there are several input fields for search criteria: "Sectn" with "A", "Stg" with "1", and "Line nr" with "%". To the right of these fields are several "Nr" (Number) fields for different herd types: "Nr infected herds", "Nr animals in herds", "Nr GM herds", "Nr FSM herds", "Nr GNV herds", and "Nr CLP herds". The form also includes fields for "Rpt nr", "Dt", "Sp", "Dt Beg", "Dt End", "Run Dt", and "Rec Type". A large green checkmark is drawn over the "Line nr" field and the "Nr" fields.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=A**, **Stg=1**, and **Line nr= 0, 1, 2, 3, 4, or 5**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved PRV-190 Data-Submission record for Section A:

- d. If you want to modify this record, follow these steps:
- i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for a PRV-190 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.7 If you selected **Query_B**, you should now see the following form onscreen. This webform has been customized for Section B of the PRV-190 report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= PRV190
Sectn	Report Section Letter	Default= B
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Prem Type	Prem Type	Code for the premises type whose data was submitted.
Nr positive ST BG TEST	NR instate samples, collected instate, barrows/gilts: NR Positive	Total # of POSITIVE samples collected from this group.
Nr instate samples collected instate barrows/gilts ST BG TEST	NR instate samples, collected instate, barrows/gilts: Totals	Total # of blood samples collected from this group.
Nr positive ST SB POS	NR instate samples, collected instate, sows/boars: NR Positive	Total # of POSITIVE samples collected from this group.
Nr instate samples collected instate sows/boars ST SB TEST	NR instate samples, collected instate, sows/boars: Totals	Total # of blood samples collected from this group.

Nr positive OS SB POS	NR out of state samples collected instate, barrows/ gilts: NR Positive	Total # of POSITIVE samples collected from this group.
Nr out of state samples collected instate barrows gilts OS BG TEST	NR out of state samples collected instate, barrows/ gilts: Totals	Total # of blood samples collected from this group.
Nr positive OS SB POS	NR out of state samples collected instate, sows/ boars: NR Positive	Total # of POSITIVE samples collected from this group.
Nr instate samples collected instate sows boars OS SB TEST	NR out of state samples collected instate, sows/ boars: Totals	Total # of blood samples collected from this group.
Nr positive BS BG POS	NR instate samples collected out of state, barrows/ gilts: NR Positive	Total # of POSITIVE samples collected from this group.
Nr instate samples collected out of state barrows gilts BS BG TEST	NR instate samples collected out of state, barrows/ gilts: Totals	Total # of blood samples collected from this group.
Nr positive BS BG TEST	NR instate samples collected out of state, sows/ boars: NR Positive	Total # of POSITIVE samples collected from this group.
Nr instate samples collected out of state sows boars BS SB TEST	NR instate samples collected out of state, sows/ boars: Totals	Total # of blood samples collected from this group.

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_B** form with three search values entered (**Sectn=B**, **Dz=PRV**, and **Sp= P%**). Note that the **Sp** search value includes the wildcard.

The screenshot shows the 'PRV190 INFORMATION' form. At the top, 'Report Section Letter' is set to 'QUERY_B'. Below this, there are search criteria fields: 'Sectn=B', 'Dz=PRV', and 'Sp=P%'. The main area of the form is a table titled 'Market Slaughter Surveillance Data' with the sub-header 'Blood Samples Collected in State'. The table has columns for 'Pretn Type' and 'N' (number of samples). The rows represent different categories of blood samples collected in state and out of state, such as 'instate barrows gilts', 'instate sows boars', and 'out state sows boars'. The 'N' column is currently empty for all rows.

- b. Execute your query using one of the methods below:
 - In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - i. Click inside the **Stg** field.
 - ii. Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=B**, **Dz=PRV**, and **Sp= POR**
- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved PRV-190 Data-Submission record for Section B:

This screenshot shows the same 'PRV190 INFORMATION' form, but now displaying a retrieved record. The 'Report Section Letter' is still 'QUERY_B'. The search criteria fields are filled with: 'Sectn=B', 'Dz=PRV', 'Stg=B', 'Sp=POR', 'Dt Beg=05-MAY-2004', 'Dt End=06-MAY-2004', 'Run Dt=048728:1328', and 'Rec Type=NEB'. The table 'Market Slaughter Surveillance Data' now has numerical values in the 'N' column for each row, ranging from 2 to 11. The 'Pretn Type' column also contains text labels like 'ST BO TEST', 'ST SB POG', etc.

- d. If you want to modify this record, follow these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.

- e. You can now do either of the following:
 - If you modified the Data-Submission record for a PRV-190 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

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1.8 If you selected **Query_C**, you should now see the following form onscreen. This webform has been customized for Section C of the PRV-190 report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= PRV190
Sectn	Report Section Letter	Default= C
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Prem Type	Prem Type	Code for the premises type whose data was submitted.
All numbers entered into the following fields relate to testing or to traces that were closed during the reporting period.		
Total nu traces TOT POS	NR Total Traces	Total # of samples classified as POSITIVE from market (MKT) or slaughter (SL) testing.
Nr TNR trace not required Trace NR	NR TNR	Total # of market/slaughter traces that were closed as NOT REQUIRED.
Nr TRH trace to known infected herd TRACE IH	NR TRH	Total # of market/slaughter traces that were closed as TRACED TO HERDS KNOWN TO BE INFECTED.
Nr TTR trace and herd test required HRD TEST REQ	NR TTR	Total # of market/slaughter traces that were closed as TRACED AND A HERD TEST IS REQUIRED.
Nr TTR trace and herd test not required HRD TEST NR	NR TTN	Total # of market/slaughter traces that were closed as TRACED AND A HERD TEST IS NOT REQUIRED.
Nr TSH traced to soldout herd SOLD OUT HRD	NR TSH	Total # of market/slaughter traces that were closed as TRACED TO SOLDOUT HERDS.

Nr TOS traced to other state TRACE ANOTH ST	NR TOS	Total # of market/slaughter traces that were closed as TRACED TO ANOTHER STATE.
Nr UT unable to trace TRACE UNABLE	NR UT	Enter the # of market/slaughter traces that were closed as UNABLE TO TRACE.
Nr pending non released or not closed PENDING	NR Pending	Enter the # of market/slaughter traces that were in progress at the end of the reporting period.

a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_C** form with three search values entered (**Sectn=C**, **St=O%**, and **Dz=PRV**). Note that the **St** search value includes the wildcard.

b. Execute your query using one of the methods below:

- In the Menu Bar, select the **Query > Execute** command.
- In the Toolbar, click on the **Execute Query** icon.

- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - i. Click inside the **Stg** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.
If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=C**, **Dz=PRV**, and **St= OH, OK, or OR**.
 - iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved PRV-190 Data-Submission record for Section C:

The screenshot shows a web form titled "PRV190 INFORMATION". At the top, there is a field for "Report Section Letter" with the value "QUERY_C" and a button labeled "L". Below this is a "QueryC/Update" button. The main content area is a table with two columns: "Rpt Id" and "Pens Type". The table contains the following data:

Rpt Id	Pens Type
PRV190	FP
Sectn: C	Total nu traces TOT POS: 10
St: OH	Nr TNR trace not required TRACE NR: 2
Dz: PRV	Nr TRH trace to known infected herd TRACE IN: 3
Stg: S	Nr TTR trace and herd test required HRD TEST REQ: 4
Sp: POR	Nr TTN traced and herd test not required HRD TEST NR: 5
Dt Beg: 5-MAY-2004	Nr TSH traced to soldout herd SOLD OUT HRD: 6
Dt End: 30-MAY-2004	Nr TOS traced to other state TRACE ANOTH ST: 7
Run Dt: 04/28/1307	Nr UT unable to trace TRACE UNABLE: 8
Rec Type: WEB	Nr pending non released or not closed PENDING: 9

Below the table is the text "Traceback of Market Slaughter Surveillance Data".

- d. If you want to modify this record, do so following these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
 - If you modified the Data-Submission record for a PRV-190 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.9 If you selected **Query_E**, you should now see the following form onscreen. This webform has been customized for Section E of the PRV-190 report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= PRV190
Sectn	Report Section Letter	Default= E
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
The numbers you enter into the following fields relate to affected herds disclosed during the reporting period:		
Purchased feeders PUR FEED	NR Purchased Feeders	Total # of affected herds for which the source of infection was purchased feeder animals.
Purchased breeders PUR BREED	NR Purchased Breeders	Total # of affected herds for which the source of infection was purchased breeder animals.
Feral Swine FERAL SW	NR Feral Swine	Total # of affected herds for which the source of infection was feral swine animals.
Feed Bedding FEED BED	NR Feed Bedding	Total # of affected herds for which the source of infection was feed or bedding.
Area AREA SP	NR Area Spread	Total # of affected herds for which the source of infection was area spread.
Infected carcasses INFECT SW	NR Infected Carcasses	Total # of affected herds for which the source of infection was infected carcasses.
Herd divided HERD DIV	NR Herd Divided	Total # of affected herds created by separating infected animals from non-infected animals to make two herds.
Unknown UNKNOWN	NR Unknown	Total # of affected herds for which the source of infection was unknown.

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_E** form with two search values entered (**Sectn=E** and **St=M%**). Note that the **St** search value includes the wildcard.

The screenshot shows a software interface titled "PRV199 INFORMATION". At the top, there is a field for "Report Section Letter:" with the value "QUERY_E" and a small icon. Below this is a tab labeled "QueryE/Update". The main area contains several input fields for search criteria. On the left side, the "Sectn" field is set to "E" and the "St" field is set to "M%". Other fields include "Rpt Id", "Co", "Stg", "Sp", "Dt Beg", "Dt End", "Run Dt", "Rec Type", "Purchased feeders PUR FEED", "Purchased breeders PUR BREED", "Feral swine FERAL SW", "Feed bedding FEED BED", "Area AREA SP", "Infected carcasses INFECT SW", "Herd divided HERD DIV", and "Unknown UNKNOWN". A section titled "Source of New Herd Infection" is also visible. A large green checkmark is drawn over the "St" field and extends upwards towards the text above.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- i. Click inside the **Stg** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=E** and **St= MA, MD, ME, MI, MN, MO, MS, or MT.**

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved PRV-190 Data-Submission record for Section E:

PRV190 INFORMATION	
Report Section Letter: QUERY_E [L]	
Query/Update	
Rpt Id PRV190	Purchased feeders PUR FEED 0
Secn E	Purchased breeders PUR BREED 0
St FL	Feral swine FERAL SW 0
Dz PRV	Feed bedding FEED BED 0
Stg F	Area AREA SP 0
Sp POR	Infected carcasses INFECT SW 0
Dt Beg 01-APR-2004	Herd divided HERD DIV 0
Dt End 30-APR-2004	Unknown UNKNOWN 0
Run Dt 040512:1140	
Rec Type 1	
Source of New Herd Infection	

- d. If you want to modify this record, do so following these steps:
- i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for a PRV-190 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.10 If you selected **Query_F**, you should now see the following form onscreen. This webform has been customized for Section F of the PRV-190 report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= PRV190
Sectn	Report Section Letter	Default= F
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
The two fields directly below relate to herds in which testing occurred, but in which no POSITIVE animals were found during the report period.		
Nr herds tested no infection NR HERD TEST	NR herds tested, no infection	Total # of herds that were tested for PRV and in which no infection was found.
Nr animals tested no infection NR SW TEST	NR animals tested, no infection	Total # of animals that were tested for PRV and in which no infection was found.
Herd Type	Herd Type	Code for the type of herds that was tested.
The three fields directly below relate to herds in which testing occurred, and in which at least one POSITIVE animal was found during the report period.		
Nr herds tested infection found IF HRD TEST	NR herds tested, infection found	Total # of herds that were tested for PRV and in which infection was found.
Nr animals tested infection found IF SW TEST	NR animals tested, infection found	Total # of animals that were tested for PRV and in which infection was found.
Nr animals positive IF SW POS	NR animals positive	Total # of PRV-POSITIVE animals.

The two fields directly below are standalone fields.		
Total herds tested TOT HRD TEST	Total herds tested	Total # of herds that were tested for PRV in herds with no infection found and in herds with infection found.
Total animals tested TOT SW TEST	Total animals tested	Total # of animals that were tested for PRV in herds with no infection found and in herds with infection found.

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
all records whose Test Reason involves a trace	T%	TK (trace from kill) TR (trace reactions) TE (trace exposed)
all records submitted for the state of Arkansas (but you don't know the full code for this state)	AR%	all records for Arkansas all records for Arizona

Below is an example of a **Query_F** form with three search values entered (**Dz=PRV**, **Stg=1**, and **Herd Type=G%**). Note that the **Herd Type** search value includes the wildcard.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.

- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - i. Click inside the **Stg** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Dz=PRV**, **Stg=1**, and **Herd Type= GF**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved PRV-190 Data-Submission record for Section F:

The screenshot shows a web form titled "PRV-190 INFORMATION". At the top, there is a field for "Report Section Letter" with the value "QUERY_F" and a button labeled "L". Below this is a section for "Query/Update" with a dropdown menu. The main part of the form is a table with two columns of data. The left column contains fields for Rpt ID, Sectn, Stg, Dz, Sp, Dt Beg, Dt End, Run Dt, and Rec Type. The right column contains summary statistics for herd tests and animal tests. A large green "DRAFT" watermark is overlaid on the form.

PRV-190 INFORMATION	
Report Section Letter:	QUERY_F [L]
Query/Update: [Dropdown]	
Rpt ID: PRV190	Nr herds tested no infection NR HERD TEST: 2
Sectn: F	Nr animals tested no infection NR SW TEST: 2
Stg: MO	Herd Type: GF - GROWN
Dz: PRV	Nr herds tested infection found IF HRD TEST: 2
Stg: 1	Nr animals tested infection found IF SW TEST: 2
Sp: POR	Nr animals positive IF SW POS: 2
Dt Beg: 01-JUN-2004	Total herds tested TOT HRD TEST: 2
Dt End: 30-JUN-2004	Total animals tested TOT SW TEST: 2
Run Dt: 040726:1530	
Rec Type: WEB	
Summary of On Farm Testing Results	

- d. If you want to modify this record, do so following these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
 - If you modified the Data-Submission record for a PRV-190 report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

Procedure 2: Using the Auto-Scheduler to Process Your Updated Data

Now that you have modified the record for a PRV-190 report section, you need to alert the Auto-Scheduler utility that you have new data for it to process. You accomplish this task by leaving the Data Entry Forms area of the website to work in the Approval Summary Data area. Follow the instructions below:

2.1 In the **Query** webform where you just modified the record for a PRV-190 report section, click on **Exit**.

2.2 The **Summary Data Entry Forms** main menu (shown at right) now appears.

In this screen, click on **Exit**. You have now left the Data Entry Forms area of the website.



2.3 The **National Surveillance Program Reports** main menu now appears.

Click on the **Approve Summary Data** option. You have now entered the Approval area of the website.



2.4 The **National Surveillance Reports Menu** (shown at right) will appear onscreen.



- 2.5 Fill out the header block with the appropriate parameters for the PRV-190 report section whose Data-Submission record you just updated.

National Surveillance Program Reports

National Surveillance Reports Menu

Enter the monthly dates for the report you are approving:

Approver's Oracle User Name	STAT_REPCS	Disease Program	Pseudorabies
State	Colorado	Species	Porcine
Report Beg Date	01-JAN-2004	Report End Date	01-JAN-2004

- 2.6 In the bottom block of this same menu, click on the [2] next to the **PRV-190 National Summary Report Data** option.

- 2.7 A **PRV-190 Approval Forms** screen (shown below) now appears.

National Reports Menu

PRV-190 Approval Forms

PRV190 Section A	Y - Report Approved
PRV190 Section B	Y - Report Approved
PRV190 Section C	Y - Report Approved
PRV190 Section E	Y - Report Approved
PRV190 Section F	Y - Report Approved

Approve Edit Already Approved Report

In the field next to the report section whose record you just modified, click on the down arrow and select the **Re-run the Report** option (as shown below). The **Re-run...** option flags the report section that is to be re-sent to your State's QA personnel again for review.

PRV190 Section A	Y - REPORT APPROVED	L
PRV190 Section B	Y - REPORT APPROVED	L
PRV190 Section C	Y - REPORT APPROVED	L
PRV190 Section E	Y - REPORT APPROVED	L
PRV190 Section F	Y - REPORT APPROVED	L

Report Approval Status

Find %

Report_Approval_Status

- Y - Report Approved
- N - Report Not Approved
- R - Rerun the Report**

End OK Cancel

- 2.8 Click on **Approve**. This action notifies the Auto-Scheduler utility to generate a new report from your modified Data-Submission record, send PDF copies of the report to the appropriate QA personnel, and move the report data to the Temporary Holding Database. (If you click on the **Approve** option without having the **Re-run** flag appear next to the appropriate report section, this means that you are approving the report "as is" and that you consider the report ready to be moved to the permanent National Reports Database.)
- 2.9 Even though you modified the record for only one PRV-190 report section, you may still see five popup messages that describe the actions done by the Auto-Scheduler for all five sections shown on this screen. Click **OK** in each popup window to close it.
- 2.10 At the end of your work session, you can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Reference Table 1: Organized by Report Section Letter (Sections A-C)

The table below allows you to see all of the data field labels for a single section within the PRV-190 report at a single glance.

	Section A Herd Status	Section B Market/Slaughter Surveillance Data, Blood Samples Collected in this State	Section C Tracebacks of Market/Slaughter Surveillance Positives
D2	Line nr	Prem type	Prem type
D4	Nr infected herds	Nr positive ST_BG_POS	Total nr traces TOT_POS
D6	Nr animals in herds	Nr instate samples, collected instate, barrows/gilts ST_BG_TEST	Nr TNR (trace not required) TRACE_NR
D8	Nr QN herds	Nr positive ST_SB_POS	Nr TRH (trace to known infected herd) TRACE_IH
D10	Nr FPM herds	Nr instate samples, collected instate, sows/boars ST_SB_TEST	Nr TTR (trace and herd test required) HRD_TEST_REQ
D12	Nr QNV herds	Nr positive OS_SB_POS	Nr TTN (traced and herd test not required) HRD_TEST_NR
D14	Nr CLP herds	Nr out of state samples, collected instate, barrows/gilts OS_BG_TEST)	Nr TSH (traced to soldout herd) SOLD_OUT_HRD
D16	---	Nr positive OS_SB_POS	Nr TOS (traced to other state) TRACE_ANOTH_ST
D18	---	Nr instate samples, collected instate, sows/boars OS_SB_TEST	Nr UT (unable to trace) TRACE_UNABLE
D20	---	Nr positive BS_BG_POS	Nr pending (non-released or not closed) PENDING
D22	---	Nr instate samples, collected out of state, barrows/gilts BS_BG_TEST	---
D24	---	Nr positive BS_SB_POS	---
D26	---	Nr instate samples, collected out of state, sows/boars BS_SB_TEST	---

Reference Table 1: Organized by Report Section Letter (Sections E-F)

	Section E Source of Infection of New Herds	Section F Summary of On-Farm Testing Results
D2	Purchased feeders PUR_FEED	Nr herds tested, no infection NR_HRD_TEST
D4	Purchased breeders PUR_BREED	Nr animals tested, no infection NR_SW_TEST
D6	Feral swine FERAL_SW	Herd type
D8	Feed/bedding FEED_BED	Nr herds tested, infection found IF_HRD_TEST
D10	Area AREA_SP	Nr animals tested, infection found IF_SW_TEST
D12	Infected carcasses INFECT_SW	Nr animals positive IF_SW_POS
D14	Herd divided HERD_DIV	Total herds tested TOT_HRD_TEST
D16	Unknown UNKNOWN	Total animals tested TOT_SW_TEST
D18	---	---
D20	---	---
D22	---	---
D24	---	---
D26	---	---

Reference Table 2: Organized by Data Field Label (1 of 1)

The table below allows you to determine what a specific data field label is, depending on which section in the PRV-190 report you see that label.

Field D2:	Section A: Line nr Section B: Prem type Section C: Prem type Section E: Purchased feeders Section F: Nr herds tested, no infection	--- --- --- PUR_FEED NR_HRD_TEST
Field D4:	Section A: Nr infected herds Section B: Nr positive Section C: Total nr traces Section E: Purchased breeders Section F: Nr animals tested	--- ST_BG_TEST TRACE_NR FERAL_SW NR_SW_TEST
Field D8:	Section A: Nr QN herds Section B: Nr positive Section C: Nr TRH (trace to known infected herd) Section E: Feed/bedding Section F: Nr herds tested, infection found	--- ST_SB_POS TRACE_IH FEED_BED IF_HRD_TEST
Field D10:	Section A: Nr FPM herds Section B: Nr instate samples, collected instate, sows/boars Section C: Nr TTR (trace and herd test required) Section E: Area Section F: Nr animals tested, infection found	--- ST_SB_TEST HRD_TEST_REQ AREA_SP IF_SW_TEST
Field D12:	Section A: Nr QNV herds Section B: Nr positive Section C: Nr TTN (traced and herd test not required) Section E: Infected carcasses Section F: Nr animals positive	--- OS_SB_POS HRD_TEST_NR INFECT_SW IF_SW_POS
Field D14:	Section A: Nr CLP herds Section B: Nr out of state samples, collected instate, barrows/gilts Section C: Nr TSH (traced to soldout herd) Section E: Herd divided Section F: Total herds tested	--- OS_BG_TEST SOLD_OUT_HRD HERD_DV TOT_HRD_TEST
Field D16:	Section A: --- Section B: Nr positive Section C: Nr TOS (traced to other state) Section E: Unknown Section F: Total animals tested	--- OS_SB_POS TRACE_ANOTH_ST UNKNOWN TOT_SW_TEST
Field D18:	Section A: --- Section B: Nr instate samples, collected instate, sows/boars Section C: Nr UT (unable to trace) Section E: --- Section F: ---	--- OS_SB_TEST TRACE_UNABLE --- ---
Field D20:	Section A: --- Section B: Nr positive Section C: Nr pending (non-released or not closed) Section E: --- Section F: ---	--- BS_BG_POS PENDING --- ---
Field D22:	Section A: --- Section B: Nr instate samples, collected out of state, barrows/gilts Section C: --- Section E: --- Section F: ---	--- BS_SB_POS --- --- ---

Field D24:	Section A: --- Section B: Nr positive Section C: --- Section E: --- Section F: ---	--- BS_SB_POS --- --- ---
Field D26:	Section A: --- Section B: Nr instate samples, collected out of state, sows/boars Section C: --- Section E: --- Section F: ---	--- BS_SB_TEST --- --- ---

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Chapter 8:

Approving Your State's PRV-190 Data

In this task, you will learn how to approve, reject, and delete your State's data for a PRV-190 National Report.

Unit	Topic	See Page
Procedure 1:	Approving/Rejecting a State's PRV-190 Data-Submission (This procedure can be done only by authorized Quality Control (QC) personnel for your State.)	8.2
Procedure 2:	Viewing an Existing, Not-Yet-Approved PRV-190 Data-Submission	8.6
Procedure 3:	Deleting an Existing, Not-Yet-Approved PRV-190 Data-Submission	8.11

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Procedure 1: Approving/Rejecting a State's PRV-190 Data-Submission

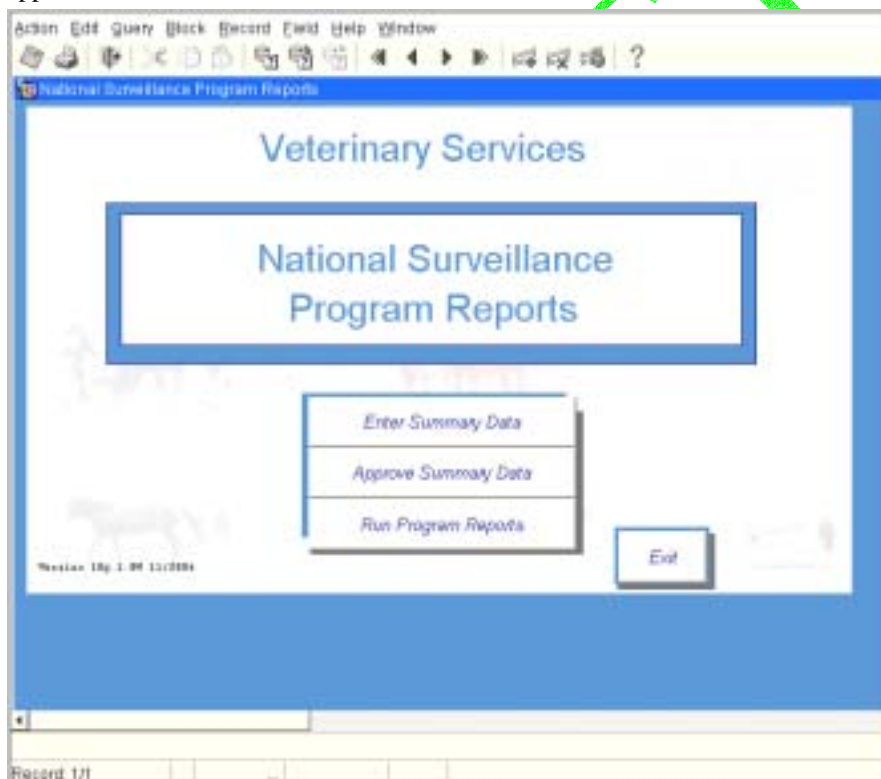
This procedure can be performed only by a State's authorized Quality Control (QC) personnel.

- 1.1 Log into the Automated Web-Based Data Submission (AWBDS) web site.

A **Warning** screen will appear onscreen.

- 1.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 1.3 Click on the **Approve Summary Data** option.

1.4 The National Surveillance Reports Menu screen (shown below) will appear:

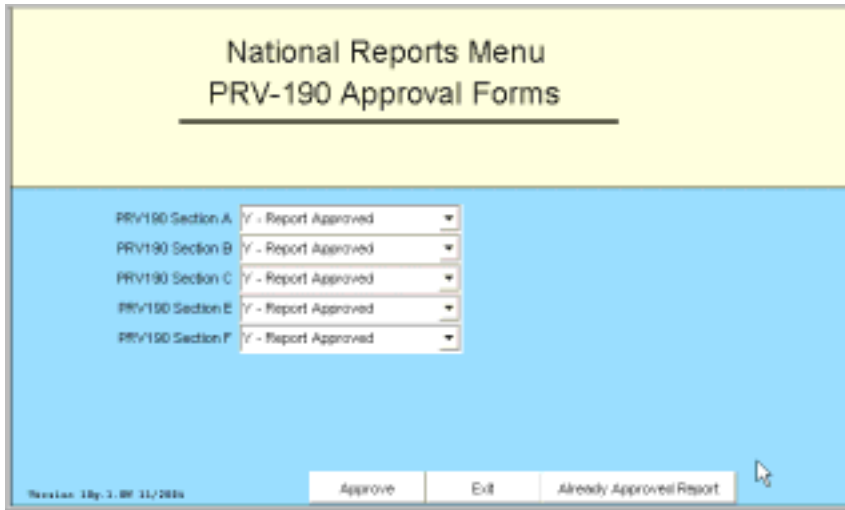
In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to record your approval/disapproval.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

When completed, the top block should look similar to this example:

1.5 In the bottom block of this form, click on the **2. PRV-190 National Summary Report Data** option.

A **PRV-190 Approval Forms** screen will now appear:



a. Note that the report parameters (such as its **Species**, **Begin Date**, and **End Date** parameters) which you specified back in Step 1.4 will apply to every report section listed on this screen.

Keep in mind, however, that you can approve/reject only those sections for which you have signoff authority. (As an example, the State of Florida might have one QC representative, John Smith, who has signoff authority for Sections A-C, and a second QC representative, Cindy Nelson, who has signoff authority for Sections E-F only. John Smith cannot approve/reject Sections E-F, and Cindy Nelson cannot approve/reject Sections A-C.)

b. For each section, you must click on the down arrow button and select a value from the displayed List of Values. The choices are described below:

Option	Meaning
Y – Report Approved	As your State's QC representative with signoff authority, you approve the data submitted for this report section to be complete and accurate.
N – Report Not Approved	Choose this option for either reason below: -- As your State's QC representative with signoff authority, you do not approve the data submitted for this report, as you have determined some or all of the data to contain errors/omissions. -- You do not have signoff authority for this specific report.
R – Re-run the Report	Enables you to run a new version of the PRV-190 National Program Report. This option is helpful, especially in situations where an initial Data-Submission from a State had to be corrected and re-submitted for approval. Once the second, corrected submission has been approved, this option can be used to generate a new PRV-190 National Program Report whose data will be accurate. This option is described in more detail in the following chapters of this manual: Chapter 3 – <i>Updating Your State's Data for a TB6-2 National Program Report</i> Chapter 7 – <i>Updating Your State's Data for a PRV-190 National Program Report</i> Chapter 11 – <i>Updating Your State's Data for an SPP National Program Report</i>

- c. Once you have indicated your approval/rejection for each section for which you have signoff authority, your screen should look similar to the example below:

National Reports Menu
PRV-190 Approval Forms

PRV190 Section A Y - Report Approved

PRV190 Section B N - Report Not Approved

PRV190 Section C

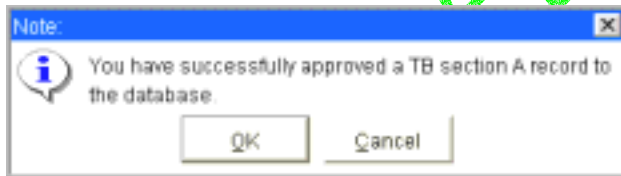
PRV190 Section E

PRV190 Section F Y - Report Approved

Approve Exit Already Approved Report

Click on the **Approve** command button.

- d. A popup window like the one shown below will appear for each report section for which your approval has been successfully recorded. Click **OK** to close each popup window.



- e. After you have submitted your approval for each PRV-190 section for which you have signoff authority, click on the **Exit** command button.

You are returned to the **National Surveillance Reports Menu** screen.

Procedure 2: Viewing an Existing, Not-Yet-Approved PRV-190 Data-Submission

This procedure enables you to query for and retrieve one or more existing PRV-190 Data-Submission records that are currently being stored in the Temporary Holding Database.

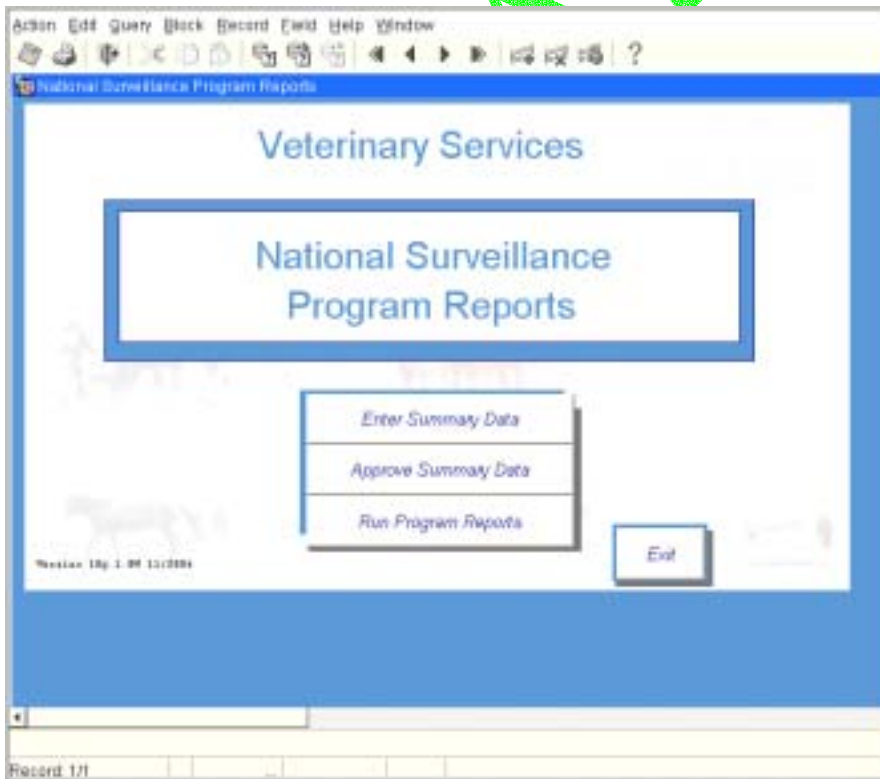
You may wish to query for a record to see if it has already been submitted, or to see if it has been approved/signed off by your State's QC personnel.

- 2.1 Log into the Automated Web-Based Data Submission (AWBDS) web site. (If necessary, refer back to Task 1 for the procedure on how to do this.)

A **Warning** screen will appear onscreen.

- 2.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 2.3 Click on the **Approve Summary Data** option.

2.4 The **National Surveillance Reports Menu** screen (shown below) will appear:

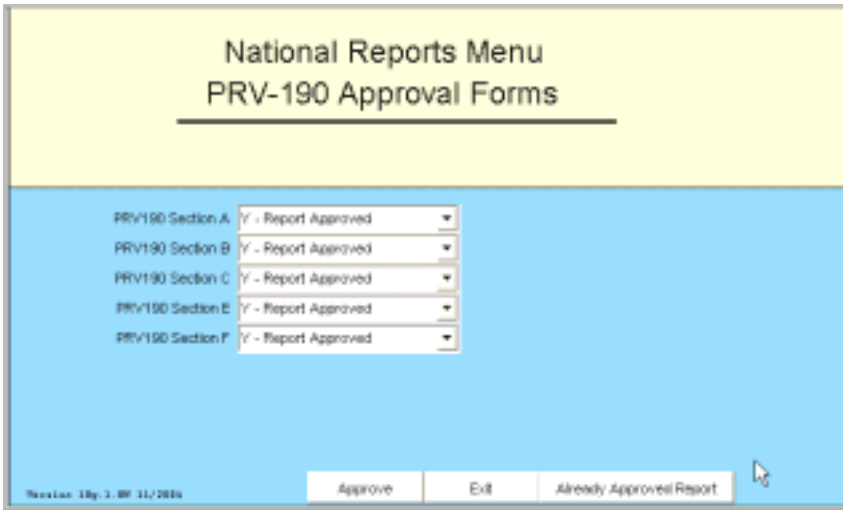
In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to view.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

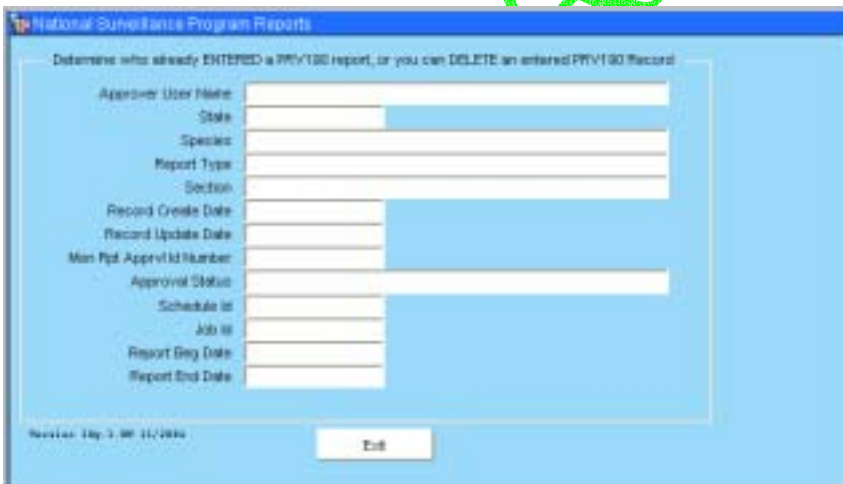
When completed, the top block should look similar to this example:

2.5 In the bottom block of this form, click on the **1. PRV-190 Tuberculosis National Summary Report Data** option.

A **PRV-190 Approval Forms** screen will now appear.



2.6 To determine if a report section has already been submitted, approved, or rejected, click on the **Already Approved Report** button. The following query screen will appear:



2.7 You will use this screen to enter a query. This query is then sent to the Temporary Holding Database to find any Data-Submission records that might match it.

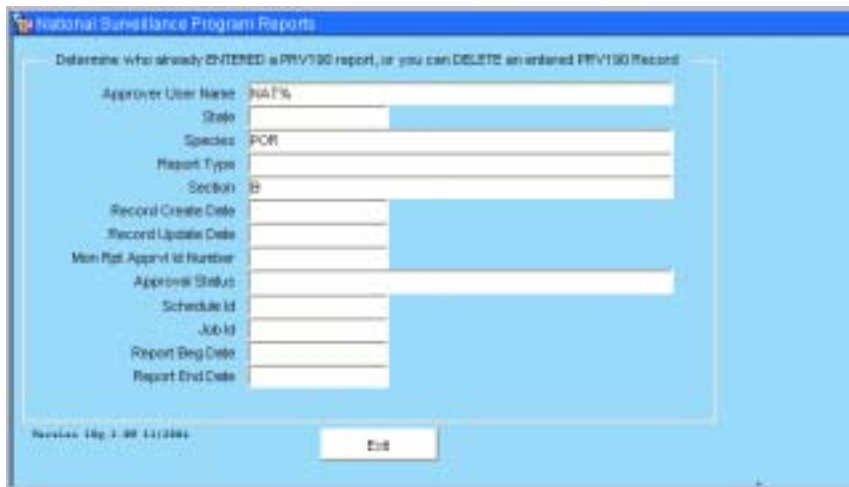
To enter a query, do the following:

- a. Either select the **Query > Enter** command in the Menu Bar or click on the **Enter Query** icon in the Toolbar.
- b. In the query form, fill out as many fields as possible. The more fields you fill out, the faster the search can be executed.

If you are not sure how to spell a particular value, you can type a % (per cent) wildcard variable to represent the alphanumeric characters you don't know. The table below shows you how to use this wildcard variable to get the most precise results:

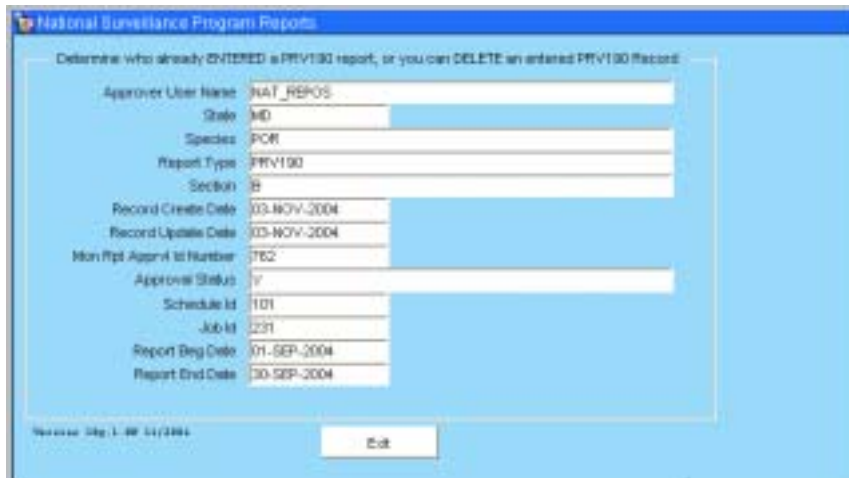
To Search For:	Type This:	To Get These Results:
the last names of all approvers that include the letters STON	%STON%	Halstone Charleston
all States that start with A	A%	Alabama Alaska Arizona Arkansas
all job IDs that end with AD44	%AD44	AD44 300AD44

The example below shows the wildcard variable that was entered in the **Approver User Name** field.



- c. Either select the **Query > Execute** command in the Menu Bar or click on the **Execute Query** icon in the Toolbar.

If any Data-Submission records in the Temporary Holding Database match your query, the parameters for these reports will be displayed in the **Query** screen. The example below shows one of several records that were retrieved for the query shown in the screen shot directly above this paragraph.



- d. Note that your query parameters may match and retrieve several records from the Temporary Holding Database.

If so, you can view each report, one at a time, within the same **Query** screen. You move forward and backwards through the set of retrieved records by using the UP ARROW and DOWN ARROW keys on your computer keyboard. The instructions below to do this:

- i. Click your cursor inside any field (**Record Create Date** for example).
- ii. Click the DOWN ARROW key on your computer keyboard. Each time you click this key, a new report will be displayed in the **Query** screen.
- iii. When you reach the last report that was retrieved, a popup message will alert you to this.
- iv. You can now click the UP ARROW key to move back through the set of retrieved records. When you reach the first report that was retrieved, the data in the **Query** screen will stop changing.

- 2.8 To end your work session, you can exit the ASBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Procedure 3: Deleting an Existing, Not-Yet-Approved PRV-190 Data-Submission

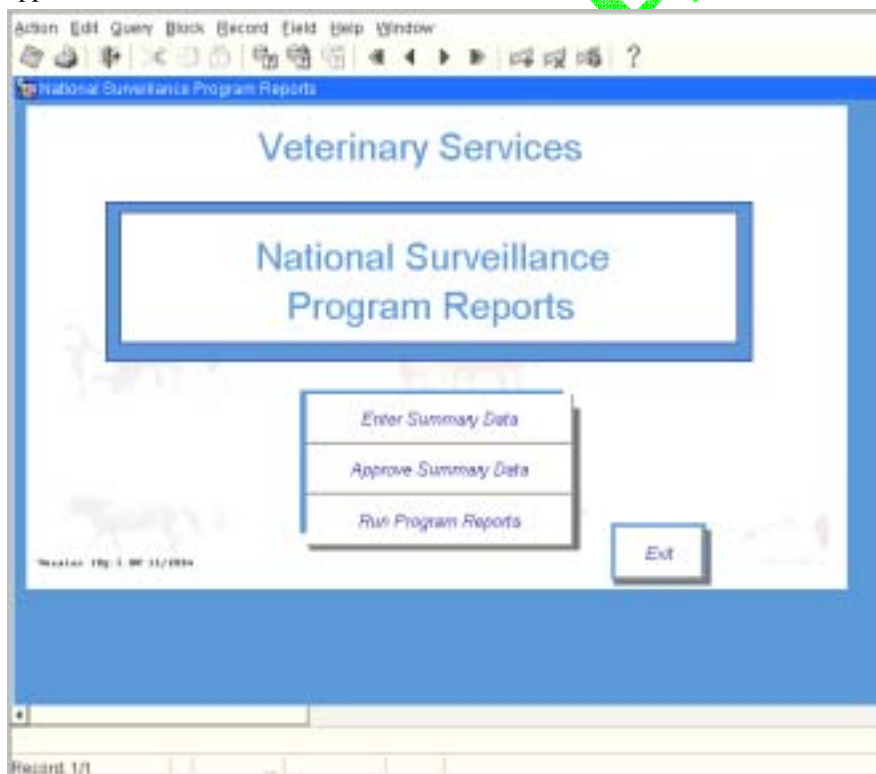
This procedure enables you to query for and delete an existing PRV-190 Data-Submission record that is currently being stored in the Temporary Holding Database.

- 3.1 Log into the Automated Web-Based Data Submission (AWBDS) web site. (If necessary, refer back to Task 1 for the procedure on how to do this.)

A **Warning** screen will appear onscreen.

- 3.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 3.3 Click on the **Approve Summary Data** option.

3.4 The **National Surveillance Reports Menu** screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to delete.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

When completed, the top block should look similar to this example:

- 3.5 In the bottom block of this form, click on the **1. PRV-190 Tuberculosis National Summary Report Data** option.

A **PRV-190 Approval Forms** screen will now appear.

- 3.6 Click on the **Already Approved Report** button. The following query screen will appear:

- 3.7 You will use this screen to enter a query. This query is then sent to the Temporary Holding Database to find any Data-Submission records that might match it.

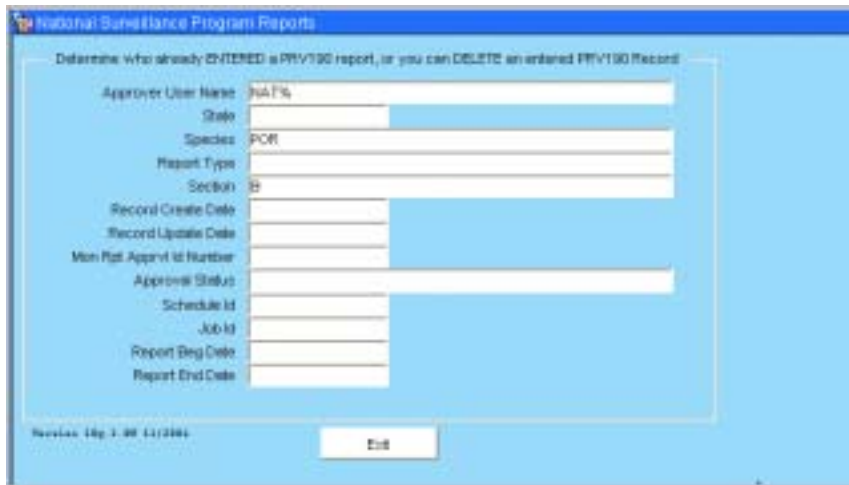
To enter a query, do the following:

- Either select the **Query > Enter** command in the Menu Bar or click on the **Enter Query** icon in the Toolbar.
- In the query form, fill out as many fields as possible. The more fields you fill out, the faster the search can be executed.

If you are not sure how to spell a particular value, you can type a % (per cent) wildcard variable to represent the alphanumeric characters you don't know. The table below shows you how to use this wildcard variable to get the most precise results:

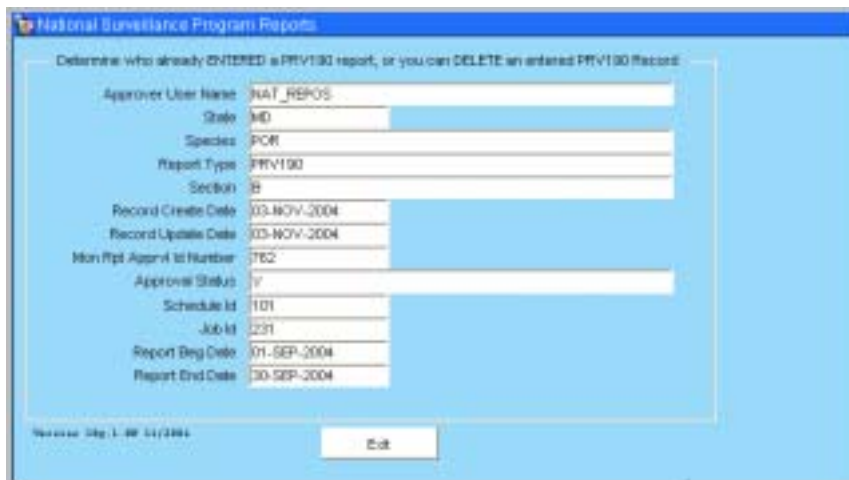
To Search For:	Type This:	To Get These Results:
the last names of all approvers that include the letters STON	%STON%	Halstone Charleston
all States that start with A	A%	Alabama Alaska Arizona Arkansas
all job IDs that end with AD44	%AD44	AD44 300AD44

The example below shows the wildcard variable that was entered in the **Approver User Name** field.



- c. Either select the **Query > Execute** command in the Menu Bar or click on the **Execute Query** icon in the Toolbar.

If any Data-Submission records in the Temporary Holding Database match your query, the parameters for these reports will be displayed in the **Query** screen. The example below shows one of several records that were retrieved for the query shown in the screen shot directly above this paragraph.



- d. Note that your query parameters may match and retrieve several records from the Temporary Holding Database. So, you need to make sure the record you want to delete is displayed onscreen within the **Query** form.
 - i. Click your cursor inside any field (**Record Create Date** for example).
 - ii. Click the **DOWN ARROW** key on your computer keyboard. Each time you click this key, a new report will be displayed in the **Query** screen.
 - iii. When you find the record you want to delete, leave it visible onscreen.
 - iv. Either select the **Record > Remove** command in the Menu Bar or click on the **Remove Record** icon in the Toolbar.

The record has now been deleted from the Temporary Holding Database.

- 3.8 To end your work session, you can exit the ASBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Chapter 9:

Running a PRV-190 National Report

In this task, you will learn how to run a new PRV-190 National Report, which should include the most recent, approved PRV-190 Data-Submission record from your State. This report is being produced from the permanent report tables and can be run only after the report has been approved and its data transferred from the Temporary Holding Database to the National Reports Database.

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Procedure for Running a New PRV-190 National Report:

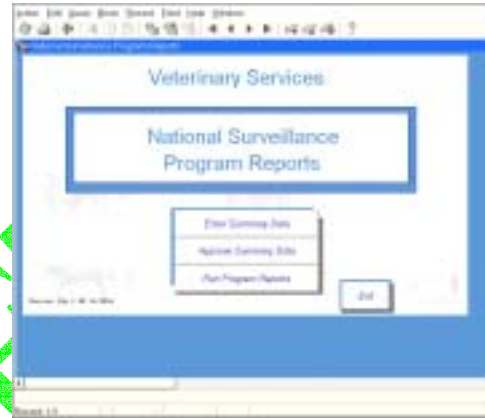
1.1 Log into the Automated Web-Based Data Submission (AWBDS) web site.

1.2 A **Warning** screen will appear onscreen.

Click on the **Accept** button.

1.3 **Veterinary Services National Surveillance Program Reports** main screen (shown at right) will appear.

In this screen, click on the **Run Program Reports** option.



1.4 The **Summary Reports by Section** screen (shown at right) will appear:

In this screen, select the [2] button next to the **PRV-190 Pseudorabies** option.



1.5 A **PRV-190 Summary Reports by Section** screen (shown at right) will now appear:



...The remainder of this procedure will be written after code development for this feature has been completed...

Chapter 10: Submitting Your State's Data for an SPR National Report

This chapter is for those States "not using" the GDB to enter their Brucellosis or Johnes surveillance data. It covers the procedures for using, completing, and submitting your State's monthly Brucellosis or Johnes eradication summary data, using the AWBDS SPR Data-Submission webform. The topics in this chapter appear below:

Topic	See Page
Information Needed to Enter into the SPR Data-Submission Webform	10.2
Requirements on Using the SPR Data-Submission Webform	10.3
Procedure for Completing the SPR Data-Submission Webform	10.4

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Information Needed to Enter into the SPR Data-Submission Webform

The Standard Program Report (SPR) is a generic report template that can report data for three of Veterinary Services' animal disease management programs: Brucellosis, Johne's, and Equine Infectious Anemia. The SPR report summarizes your data for a variety of disease eradication activities on farms and ranches, at markets, and at slaughter establishments.

In the same spirit, we have provided a single SPR Data-Submission webform for you to use to submit your data for these three disease programs. To use this webform, you will need to have available the monthly or quarterly summary data for your particular disease program. This summary data may be compiled from your State's program data collection documents or from other sources.

Requirements on Using the SPR Data-Submission Webform

The SPR Data-Submission webform has fifteen tabbed pages on it -- one tabbed page for each of the fifteen sections that make up the *VS SPR National Report*. The table below shows the kinds of data that you can enter into the various sections of the SPR Data-Submission webform.

Data-Collection Activity	Data from this Activity that You want to Submit...	Is Entered in this Section of the Webform:
Herd Reporting	For a specified date range, you want to submit the following data: <ul style="list-style-type: none"> - Information on cattle tested on farms and ranches - Information on affected herds in your State - Information on affected herds in your State - Information on herds that have been depopulated - Information on herds that are due for testing/retesting - Information on certified Brucellosis-free herds - Information on blood tests done in other species - Information on probable sources of infection in new herds 	A B1 B2 C D E F L
Market Cattle Identification (MCI) Reporting	For a specified date range, you want to submit the following data: <ul style="list-style-type: none"> - List of blood sample collections at slaughter establishments - List of blood tests done on market cattle/bison that were tested in-State - List of traceback investigations done on MCI animals diagnosed as reactors 	G H I
BRT Reporting	You want to submit data about Brucellosis Ring Test (BRT) activities in a given BRT round for herds located in-State, regardless of where they were actually tested.	J
Vaccination Reporting	For a specified date range, you want to submit vaccination information on young or older animals.	K
Johne's Reporting	For a specified date range, you want to submit the following data: <ul style="list-style-type: none"> - Information on the program status of herds in your State - Information on affected herds in your State - Information on the types of tests that were performed on herds and animals 	M N1 N2

Your State's animal disease management program(s) will determine which sections of the webform you should use. Generally speaking:

- the cattle BR program uses data that you enter in Sections A, B1, B2, C, D, E, F, G, H, I, K, and L
- the swine BR program uses data that you enter in Sections A, B1, B2, G, H, and I
- the BRT program uses data that you enter in Section J only
- the equine EIA program does not yet have any officially-designated SPR sections assigned for its use
- the Johne's program uses data that you enter in Sections K, M, N1, and N2

(Note: Johne's data can be viewed in other sections of the SPR if they are requested; but only Sections K, M, N1, and N2 are required to be submitted.)

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Procedure for Completing the SPR Data-Submission Webform

This procedure describes how to fill out all sixteen sections of the SPR Data-Submission webform. During a single work session, you can work in as few or as many sections as you wish.

If you do need to work enter data for a single report during several work sessions, however, you will need to keep track of the data you entered into the *Report Parameters* block (the top block on the webform) – some fields in this block must contain the same data regardless of which section you are currently working in.

To Work On:	Do These Steps Of This Procedure:
Section A only	Step 1.1 through Step 1.7
Section B1 only	Step 1.1 through Step 1.6, then Step 1.8
Section B2 only	Step 1.1 through Step 1.6, then Step 1.9
Section C only	Step 1.1 through Step 1.6, then Step 1.10
Section D only	Step 1.1 through Step 1.6, then Step 1.11
Section E only	Step 1.1 through Step 1.6, then Step 1.12
Section F only	Step 1.1 through Step 1.6, then Step 1.13
Section G only	Step 1.1 through Step 1.6, then Step 1.14
Section H only	Step 1.1 through Step 1.6, then Step 1.15
Section I only	Step 1.1 through Step 1.6, then Step 1.16
Section J only	Step 1.1 through Step 1.6, then Step 1.17
Section K only	Step 1.1 through Step 1.6, then Step 1.18
Section L only	Step 1.1 through Step 1.6, then Step 1.19
Section M only	Step 1.1 through Step 1.6, then Step 1.20
Section N1 only	Step 1.1 through Step 1.6, then Step 1.21
Section N2 only	Step 1.1 through Step 1.6, then Step 1.22

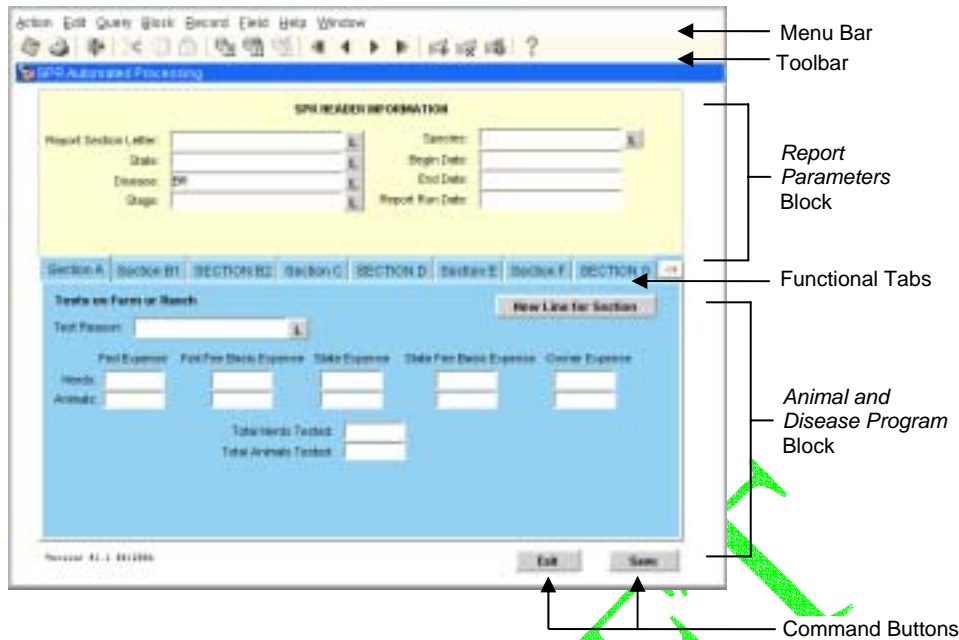
- 1.1 If necessary, log into the AWBDS web site.
- 1.2 The **Veterinary Services National Surveillance Program Reports** main menu screen (shown at right) will appear.
In this screen, click on the **Enter Summary Data** option.



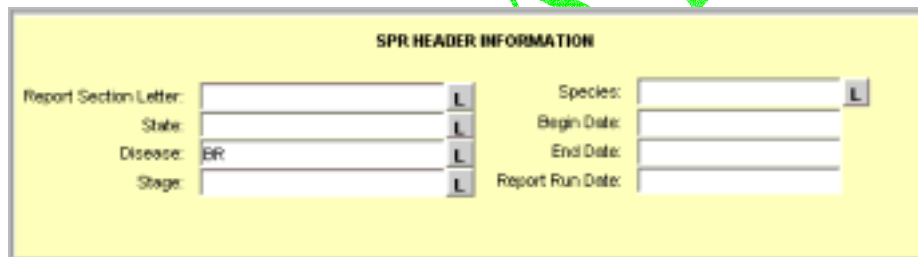
- 1.3 The **National Reports Summary Data Entry Forms** main menu screen (shown at right) now appears.
In this screen, click on the [3] button next to the **SPR – Standard Program Reports (incl. BR, JOH)** option.



1.4 A blank SPR Data-Submission webform will appear.



1.5 Fill out the top block of the webform according to the guidelines in the following table. To move from one field to the next field, press the TAB or ENTER key.



Field	Guidelines
Report Section Letter	<p>Letter of the section in the SPR report for which you are submitting your data. Click on the L button to display a List of Values for this field. The choices are:</p> <ul style="list-style-type: none"> A Tests on Farm or Ranch B1 Affected Herds in State B2 Affected Herds in State C Herds Depopulated D Herds Pending Test or Retest E Certified Herds F Tests in Other Species G Blood Sample Collections at Slaughter H Blood Tests on Market Animals Tested in State I Tracebacks from Market and Slaughter J Ring Test Results (Herds in-State regardless of where tested) K Animals Vaccinated L Source of New Herd Infections M Count of Herds in Johne's Program N1 Part A: Johne's Herds Tested N2 Part B: Johne's Herds and Animals Tested by Test Type <p>Query (See Chapter 11 for instructions on how to use this feature for SPR.)</p> <p>Select the appropriate option. As soon as you do so and press TAB or ENTER, the bottom block of the webform will refresh and display only the tabbed page for the Report Section Letter you just selected.</p>

State	Enter the two-letter postal abbreviation (such as WY) for the state in which the data collection activity took place.															
Disease	Code for the animal disease program whose test results are being reported on this webform. Click on the L button to display a List of Values for this field. The choices are: BR Brucellosis EIA Equine Infectious Anemia JOH Johne's															
Stage	Code for the stage level of your State for which the national report is being prepared. Click on the L button to display a List of Values for this field. The choices are: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">BR Program</th> <th style="width: 33%;">EIA Program</th> <th style="width: 33%;">Johne's Program</th> </tr> </thead> <tbody> <tr> <td>F Free</td> <td>F Free</td> <td>U Undefined</td> </tr> <tr> <td>A A</td> <td>A A</td> <td></td> </tr> <tr> <td>B B</td> <td>B B</td> <td></td> </tr> <tr> <td>C C</td> <td>C C</td> <td></td> </tr> </tbody> </table>	BR Program	EIA Program	Johne's Program	F Free	F Free	U Undefined	A A	A A		B B	B B		C C	C C	
BR Program	EIA Program	Johne's Program														
F Free	F Free	U Undefined														
A A	A A															
B B	B B															
C C	C C															
Species	Code for the animal species whose test results are being reported on this webform. Click on the L button to display a List of Values for this field. The choices are: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">BR Program</th> <th style="width: 33%;">EIA Program</th> <th style="width: 33%;">Johne's Program</th> </tr> </thead> <tbody> <tr> <td>BOV Cattle</td> <td>EQU Equine</td> <td>BOV Cattle</td> </tr> <tr> <td>CER Cervidae</td> <td></td> <td>BIS Bison</td> </tr> <tr> <td>FER Feral Swine</td> <td></td> <td></td> </tr> <tr> <td>POR Porcine</td> <td></td> <td></td> </tr> </tbody> </table>	BR Program	EIA Program	Johne's Program	BOV Cattle	EQU Equine	BOV Cattle	CER Cervidae		BIS Bison	FER Feral Swine			POR Porcine		
BR Program	EIA Program	Johne's Program														
BOV Cattle	EQU Equine	BOV Cattle														
CER Cervidae		BIS Bison														
FER Feral Swine																
POR Porcine																
Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).															
End Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04). After pressing TAB or ENTER , your cursor returns to the Report Section Letter field.															
Report Run Date	Automatically populated with today's date the first time you execute the Save command. (You can wait to do this after you start working in the webform's bottom block.)															

1.6 Having filled out the top block of the webform, you now need to choose which section you want to work in. The table below will help find the correct step for the section you choose:

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

Note: You do not have to complete the sections of the SPR Data-Submission webform in sequential order (F, G, H, and I, for example) during your work session. The above table appears at the end of each step in this procedure, so you can switch between sections in any order.

1.7 The tabbed page labeled **Section A** should be displayed onscreen:

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Test Reason	Code for the reason the animal(s) or animal lot(s) were tested. Click on the L button to display a List of Values for this field. The choices are: ARE Area DX Diagnostic EPI Epi Testing HC Herd Certification MOV Movement/Private Sale TRACE MCI Trace PQR Post Quarantine Release SHO Show INF Infected SA Suspect Animals MO Milk Ordinance OTH Other (reason not listed above)
Fed Expense Herds Animals	Enter the # of herds whose testing costs were reimbursed at Federal expense. Enter the # of animals whose testing costs were reimbursed at Federal expense.
Fed Fee Basis Expense Herds Animals	Enter the # of herds whose testing costs were reimbursed at Federal Fee Basis expense. Enter the # of animals whose testing costs were reimbursed at Federal Fee Basis expense.
State Expense Herds Animals	Enter the # of herds whose testing costs were reimbursed at State expense. Enter the # of animals whose testing costs were reimbursed at State expense.
State Fee Basis Expense Herds Animals	Enter the # of herds whose testing costs were reimbursed at State Fee Basis expense. Enter the # of animals whose testing costs were reimbursed at State Fee Basis expense.
Owner Expense Herds Animals	Enter the # of herds whose testing costs were reimbursed at Owner expense. Enter the # of animals whose testing costs were reimbursed at Owner expense.
Total Herds Tested	Enter the # of herds tested during this report period.
Total Animals Tested	Enter the # of animals tested during this report period.

- a. In the **Test Reason** field, select **ARE** in the List of Values.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **ARE** test reason. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **ARE** test reason.
 - iii. Click on the **New Line for Section** command button.
- b. In the **Test Reason** field, select the next choice in the List of Values (such as **DX**).
 - i. Fill out the rest of the fields with the appropriate data for this test reason. If you have no data for a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon to save your data for this second test reason.
 - iii. Click on the **New Line for Section** command button.
- c. Repeat Step 1.7b for each choice shown in the List of Values for the **Test Reason** field.
- d. After you have saved your data for the final **Test Reason** choice, you can do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

- 1.8 The tabbed page labeled **Section B1** should be displayed onscreen.

The screenshot shows a web form titled "Section B1" with the heading "Affected Herds in State". The form includes a "New Line for Section" button and several input fields: Prem ID, Prem Type (with an "L" button), Prem Name, Prem City, Prem County, Prem Zip Code, Most Probable Source (with an "L" button), Isolate (with an "L" button), NR Eligible Animals, Retest NR, Test Reason (with an "L" button), NR Tested Last Test, NR Reactors Last Test, and Collection Date Last Test. There are also fields for "Prev. Reac Date" and "Quarantine Date".

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Prem ID	Enter the official identification for the premises whose data you are submitting in this section.
Prem Type	Code for the type of business/activity done on or by the premises. Click on the L button to display a List of Values for this field. The choices are any premises type other than the ones listed below: CSL Custom Slaughter Establishment FPC First Point of Contact FSL Federal Slaughter Establishment MKT Market RSP Restricted Swine Premises SSL State Slaughter Establishment
Prem Name	Enter the name of the premises' owner, the business, or the herd. Use this format: lastname space firstname space middleinitial (Do not use any punctuation, such as a comma, period, or special character.) Example: Williamson Joseph B
Prem City	Enter the name of the city in which the premises is located.
Prem County	Enter the name of the county in which the premises is located.
Prem Zip Code	Enter the zip code of the premises's physical address.
Most Probable Source	Code for the most likely source of infection in an affected herd.. Click on the L button to display a List of Values for this field. The choices are: NDA Non-Domestic Animals PUR Purchase ARE Area OTH Other UKN Unknown
Isolate	Any code that your State wants to use in this field.
NR Eligible Animals	Total # of animals eligible for testing at a market or slaughter establishment.
Retest NR	The # of times the affected herd has been retested for Brucellosis or Johnes' on a complete herd test, while considered "affected". (This field is usually left null.)

Test Reason	Code for the reason the animal(s) or animal lot(s) were tested. Click on the L button to display a List of Values for this field. The choices are: ARE Area DX Diagnostic EPI Epidemiological Testing HC Herd Certification MOV Movement/Private Sale TRACE MCI Trace PQR Post Quarantine Release SHO Show INF Infected SA Suspect Animals MO Milk Ordinance OTH Other (any reason not listed above)
NR Tested Last Test	Enter the # of animals tested on the most recent herd test.
NR Reactors Last Test	Enter the # of animals classified as REACTOR on the most recent herd test.
Collection Date Last Test	Enter the collection date of the most recent herd test.
Prev. React Date	Enter the most recent previous date on which reactor animals were found on a herd test done prior to the last test (if reactor animals were found on the last test).
Quarantine Date	Enter the date on which a herd was quarantined.

- a. In the **Prem ID** field, enter the official identification for the first premises you are reporting.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this premises. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for this **Prem ID**.
 - iii. Click on the **New Line for Section** command button.
- b. In the **Prem ID** field, enter the official identification for the next premises you are reporting.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this second premises. If you have no data for a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon in the Toolbar to save the data for this second premises.
 - iii. Click on the **New Line for Section** command button.
- c. Repeat Step 1.8b for each additional premises whose data you are submitting.

d. After you have saved your data for the final **Prem ID** choice, you can do either task below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.9 The tabbed page labeled **Section B2** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
NR Herds Disclosed Reactors	Enter the # of herds tested during the report period on which at least one animal was classified as a REACTOR, regardless of whether the herd was quarantined.
NR Infected Herds Beginning of Month	Enter the # of herds classified as INFECTED at the beginning of this report period.
NR New Infected Herds During Month	Enter the # of new herds classified as INFECTED during this report period.
NR Herds Released	Enter the # of herds whose classification as INFECTED was ended during this report period.
NR Infected Herds End of Month	Enter the # of herds classified as INFECTED at the end of this report period.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data to enter into a specific field, enter **0** (zero) instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.10 The tabbed page labeled **Section C** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Prem ID	Enter the official identification for the premises whose data you are submitting on this webform.
Prem Type	Code for the type of business/activity done on or by the premises. Click on the L button to display a List of Values for this field. The choices are: FSL Federal Slaughter Establishment SSL State Slaughter Establishment CSL Custom Slaughter Establishment RSP Restricted Swine Premises
Prem Name	Enter the name of the premises' owner, the business, or the herd.
Prem City	Enter the name of the city in which the premises is located.
NR Depopulated	Enter the # of animals that were depopulated on this premises.
Indemnity Amount	Enter the total amount in U.S. Dollars of the indemnity paid to this premises for all of the animals that were depopulated.

- a. In the **Prem ID** field, enter the official identification for the first premises you are reporting.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this premises. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for this **Prem ID**.
 - iii. Click on the **New Line for Section** command button.
- b. In the **Prem ID** field, enter the official identification for the next premises you are reporting.
 - i. Fill out the rest of the fields on this page with the appropriate data for this second premises. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon in the Toolbar to save your data for this second premises.
 - iii. Click on the **New Line for Section** command button.

- c. Repeat Step 1.10b for each additional premises whose data you are submitting data.
- d. After you have saved your data for the final **Prem ID** choice, you can do either task below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the **Toolbar**.

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1.11 The tabbed page labeled **Section D** should be displayed onscreen.

The screenshot shows a form titled "SECTION D" with two main sections: "Dairy Herd Pending Test or Retest" and "Other Herd Pending Test or Retest". Each section contains a table with columns for "Days Pending" (0-60, 61-180, >180) and "NR" categories (Reac Herds, MCI Herds, BRT Herds, Oth Herds), and a "Total NR" column. The "Dairy" section's total is labeled "Total NR Dairy Reactor Herds" and the "Other" section's total is labeled "Total NR Other Reactor Herds".

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Dairy Herd Pending Test or Retest *	(* Are found at farms, ranches, and dairy establishments.)
NR Reac Herds	Enter the # of herds classified as INFECTED whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days.
NR MCI Herds	Enter the # of herds whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days, where the reason for scheduling the test was the traceback of an animal at a Point-of-Sale or Slaughter establishment.
NR BRT Herds	Enter the # of BRT herds whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days, where the reason for scheduling the test was due to a SUSPECT BRT interpretation.
NR Oth Herds	Enter the # of Other Dairy herds whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days, where the reason for scheduling the test is due to any reason other than Reactor, MCI, or BRT herds.
Total NR Dairy Reactor Herds	Enter the sum of the values from the 0-60 , 61-180 , and >180 fields in the NR Reac Herds column.
Other Herd Pending Test or Retest **	(** Are found at feedlots, markets, auctions, and slaughter establishments.)
NR Reac Herds	Enter the # of herds classified as INFECTED whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days.
NR MCI Herds	Enter the # of herds whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days, where the reason for scheduling the test was the traceback of an animal at a Point-of-Sale or Slaughter establishment.
NR BRT Herds	Enter the # of BRT herds whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days, where the reason for scheduling the test was due to a SUSPICIOUS BRT interpretation.
NR Oth Herds	Enter the # of Other Dairy herds whose test/retest date was due within the previous 0-60 days, the previous 61-180 days, or longer than >180 days, where the reason for scheduling the test is due to any reason other than those listed above for Reactor, MCI, or BRT herds.
Total NR Other Reactor Herds	Enter the sum of the values from the 0-60 , 61-180 , and >180 fields in the NR Reac Herds column.

- a. In the **Dairy Herd Pending Test or Retest** block of this section, do the following:
 - i. In the **NR Reac Herds** column, enter the appropriate values from your paper forms into the three **Days Pending** data fields (**0-60**, **61-180**, and **>180**). If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. In the **NR MCI Herds** column, complete all three **Days Pending** fields the same way.
 - iii. In the **NR BRT Herds** column, complete all three **Days Pending** fields the same way.

- iv. In the **NR Oth Herds** column, complete all three **Days Pending** fields the same way.
- v. Return to the **NR Reac Herds** column and add the three values shown in the **0-60**, **61-180**, and **>180** data fields. Enter this sum into the **Total NR Dairy Reactor Herds** field.

For example, if the **0-60** field=8, the **61-180** field=12, and the **>180** field=2, the sum would be **22 (8+12+2)**. You would enter **22** into the **Total NR Dairy Reactor Herds** field.

- b. In the **Other Herd Pending Test or Retest** block of this section, do the following:
 - i. In the **NR Reac Herds** column, enter the appropriate values from your paper forms into the three **Days Pending** data fields (**0-60**, **61-180**, and **>180**). If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. In the **NR MCI Herds** column, complete all three **Days Pending** fields the same way.
 - iii. In the **NR BRT Herds** column, complete all three **Days Pending** fields the same way.
 - iv. In the **NR Oth Herds** column, complete all three **Days Pending** fields the same way.
 - v. Return to the **NR Reac Herds** column and add the three values shown in the **0-60**, **61-180**, and **>180** data fields. Enter this sum into the **Total NR Dairy Reactor Herds** field.

c. You can now do either action below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.12 The tabbed page labeled **Section E** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines															
Certified Herds NR Herds Certified	<p>Enter the # of herds that were certified herds at the end of this report period.</p> <p>Each animal disease management program uses its own terminology to identify a herd as having "certified" status, as shown in the table below:</p> <table border="1"> <thead> <tr> <th>Program Name</th> <th>Herd Type</th> <th>Term Used to Indicate "Certified" Status</th> </tr> </thead> <tbody> <tr> <td>BR Program</td> <td>Bovine herds Porcine herds</td> <td>CERTified Free VALIDated Free</td> </tr> <tr> <td>PRV Program</td> <td>Porcine herds</td> <td>Class 5</td> </tr> <tr> <td>JOH Program</td> <td>Bovine herds</td> <td>JPL4</td> </tr> <tr> <td>TB Program</td> <td>Bovine herds</td> <td>ACCREDited</td> </tr> </tbody> </table>	Program Name	Herd Type	Term Used to Indicate "Certified" Status	BR Program	Bovine herds Porcine herds	CERTified Free VALIDated Free	PRV Program	Porcine herds	Class 5	JOH Program	Bovine herds	JPL4	TB Program	Bovine herds	ACCREDited
Program Name	Herd Type	Term Used to Indicate "Certified" Status														
BR Program	Bovine herds Porcine herds	CERTified Free VALIDated Free														
PRV Program	Porcine herds	Class 5														
JOH Program	Bovine herds	JPL4														
TB Program	Bovine herds	ACCREDited														

- a. Fill out the field on this page with the appropriate data from your paper forms. If you have no data to enter into this field, enter **0** (zero) instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.13 The tabbed page labeled **Section F** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Species	Code for the species being reported in this section of the webform. Click on the L button to display a List of Values for this field.
NR Herds Tested	Enter the # of herds that were tested during this report period.
NR Animals Tested	Enter the # of animals that were tested during this report period.
NR Suspects	Enter the # of animals that were assigned SUSPECT status during this report period.
NR Herds w/Reactors	Enter the # of herds in which reactor animals were found during this report period.
NR Reactors	Enter the # of animals that were assigned REACTOR status during this report period.

- a. In the **Species** field, select an animal species whose data you are submitting from the List of Values.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this species. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for this species.
 - iii. Click on the **New Line for Section** command button.

- b. In the **Species** field, select the next species for which you are submitting data.
 - i. Fill out the rest of the fields on this page with the appropriate data for this second species. If you have no data for a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon in the Toolbar to save your data for this second species.
 - iii. Click on the **New Line for Section** command button.

- c. Repeat Step 1.13b for each additional species for which you want to submit data.

d. After you have saved the data for your final **Species** choice, you can do either action below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the **Toolbar**.

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1.14 The tabbed page labeled **Section G** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Prem ID	Enter the official identification for the premises whose data you are submitting on this webform.
Paycode	Code for the source of payment for an event. Click on the L button to display a List of Values for this field. The choices are: NA Not applicable 0 Federal Meat Inspector 1 Federal Employee 2 Fed Fee Basis or independent contractor 3 State/county employee 4 Owner expense 5 State Fee Basis or state independent contractor 6 VS contract with establishment 7 State contract with establishment
NR Animals Tested	Enter the # of animals slaughtered at the establishment that were tested during this report period.
NR Eligible	Enter the # of animals slaughtered at the establishment that were eligible to be tested.

- a. In the **Prem ID** field, enter the official identification for the first premises you are reporting.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this premises. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for this **Prem ID**.
 - iii. Click on the **New Line for Section** command button.
- b. In the **Prem ID** field, enter the official identification for the next premises you are reporting.
 - i. Fill out the rest of the fields on this page with the appropriate data for this second premises. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon in the Toolbar to save the data for this second premises.
 - iii. Click on the **New Line for Section** command button.

- c. Repeat Step 1.14b for each additional premises whose data you are submitting.
- d. After you have saved your data for the final **Prem ID** choice, you can do either task below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the **Toolbar**.

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1.15 The tabbed page labeled **Section H** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
NR Animals at Instate Markets	Enter the # of animals for which valid blood tests were performed on samples collected at instate markets.
NR Reactors at Instate Markets	Enter the # of animals for which valid blood tests were performed on samples collected at instate markets, and for which the test interpretation was either REACTOR or POSITIVE.
NR Animals at Instate Slaughter	Enter the # of animals for which valid blood tests were performed on samples collected at instate slaughter establishments.
NR Reactors at Instate Slaughter	Enter the # of animals for which valid blood tests were performed on samples collected at instate slaughter establishments, and for which the test interpretation was either REACTOR or POSITIVE.
NR Reactors Reported by other States	Enter the # of not-NEGATIVE animals claimed by another State to have originated in the reporting State for which valid blood tests were performed on samples collected at markets or slaughter establishments in the other State, which the reporting State has decided to trace to a herd of origin.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data to enter into a specific field, enter **0** (zero) instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.16 The tabbed page labeled **Section I** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Pending <31	Enter the # of MCI traces that are currently open and which are 30 days or less since the initiation date of the trace.
Pending >30	Enter the # of MCI traces that are currently open and which are more than 30 days since the initiation date of the trace.
TRC	Enter the # of MCI traces that were closed as TRACED RECLASSIFIED during this report period.
TNR	Enter the # of MCI traces that were closed as TRACED NOT REQUIRED during this report period.
TRH	Enter the # of MCI traces that were closed as being traced to a KNOWN REACTOR HERD during this report period.
TTR	Enter the # of MCI traces that were closed as TRACED AND TEST RECOMMENDED during this report period.
TTN	Enter the # of MCI traces that were closed as TRACED AND TEST NOT RECOMMENDED during this report period.
TSH	Enter the # of MCI traces that were closed as TRACED TO A SOLDOUT HERD during this report period.
TOS	Enter the # of MCI traces that were closed as TRACED OUT OF STATE during this report period.
Total Successful	Enter the # of MCI traces that were successfully closed during this report period.
TD	Enter the # of MCI traces that were closed as TRACED TO A DEALER during this report period.
TF	Enter the # of MCI traces that were closed as TRACED TO A FEEDLOT during this report period.
UT	Enter the # of MCI traces that were closed as UNABLE TO TRACE during this report period.
Total Unsuccessful	Enter the # of MCI traces that were not successfully closed during this report period.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data to enter into a specific field, enter **0** (zero) instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.17 The tabbed page labeled **Section J** should be displayed onscreen.

SECTION J

Ring Test Results (Herds in State Regardless of where Tested)

Round NR: <input style="width: 80%;" type="text"/> Total Eligible: <input style="width: 80%;" type="text"/> NR New Herds: <input style="width: 80%;" type="text"/> NR Herds OOB: <input style="width: 80%;" type="text"/> NR Herds Accounted For: <input style="width: 80%;" type="text"/>	NR Herds Missing: <input style="width: 80%;" type="text"/> NR Herds Neg: <input style="width: 80%;" type="text"/> NR Herds Suspicious: <input style="width: 80%;" type="text"/> Total Herds Tested: <input style="width: 80%;" type="text"/>
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The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Round NR	Enter the # of the BRT round whose data is being reported in this section of the webform.
Total Eligible	Enter the total # of herds which were classified as ACCOUNTED FOR, MISSING, NEGATIVE, and SUSPICIOUS during this BRT round.
NR New Herds	Enter the # of herds which participated in their first BRT collection during this BRT round.
NR Herds OOB	Enter the # of herds that went OUT OF BUSINESS (ceased operations) during this BRT round.
NR Herds Accounted For	Enter the # of herds for which no sample was collected during this BRT round because the entire herd is temporarily not producing milk.
NR Herds Missing	Enter the # of herds for which no valid BRT was tested during this round for various reasons (a herd's milk sample was dry, insufficient, or sour, for example), but for which a sample should have been available.
NR Herds Neg	Enter the # of herds in the State with a round interpretation of NEGATIVE for the round. (Each subject herd is counted only once, regardless of the number of times it was tested during the round, and cannot have had a SUSPICIOUS interpretation on any BRT during the round.)
NR Herds Suspicious	Enter the # of herds in the State with a round interpretation of SUSPICIOUS in at least one round during the year. (Each subject herd is counted only once, regardless of the number of times it was tested during the round.)
Total Herds Tested	Enter the # of herds that received a NEGATIVE or SUSPICIOUS BRT interpretation during this BRT round.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data to enter into a specific field, enter **0** (zero) instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.18 The tabbed page labeled **Section K** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
NR Herds Vaccinated VAC Juv VAC Adult VAC Age Not Specified	Enter the # of herds in which juvenile animals were vaccinated. Enter the # of herds in which adult animals were vaccinated. Enter the # of herds in which animals of unknown age were vaccinated.
NR Animals Vaccinated VAC Juv VAC Adult VAC Age Not Specified	Enter the # of juvenile animals which were vaccinated during this report period. Enter the # of adult animals which were vaccinated during this report period. Enter the # of animals of unknown age which were vaccinated during this report period.

Note: Each animal disease management program will have its own guidelines for distinguishing between juvenile and adult animals, so be sure to verify this information.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data to enter into a specific field, enter **0 (zero)** instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.19 The tabbed page labeled **Section L** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Purchased Infected Animals	Enter the # of herds for which, during the report period, the source of infection was recorded as the PURCHASE OF INFECTED ANIMALS.
Exposed to Non-Domestic Animals	Enter the # of herds for which, during the report period, the source of infection was recorded as EXPOSURE TO NON-DOMESTIC ANIMALS.
Area Spread	Enter the # of herds for which, during the report period, the source of infection was recorded as PROBABLE EXPOSURE TO OTHER INFECTED HERDS OR SOURCES WITHIN THEIR COMMUNITY.
Other	Enter the # of herds for which, during the report period, the source of infection was recorded as EXPOSURE TO KNOWN SOURCES (other than the three listed directly above in this table).
Unknown	Enter the # of herds for which, during the report period, the source of infection was recorded as UNKNOWN.

- a. Fill out the fields on this page with the appropriate data from your paper forms. If you have no data to enter into a specific field, enter **0** (zero) instead.
- b. Click on either the **Save** command button or the **Save** icon.
- c. You can now do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.20 The tabbed page labeled **Section M** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines	
Herd Type	Code for the types of herds being reported during this report period. Click on the L button to display a List of Values for this field. The choices are: Dairy-Part A (DRY) NonDairy-Part B (any farm code other than DRY)	
Program Level 1 - Begin	Assess Herd Plans JPL1 JPL2 JPL3 JPL4 JPLM	Enter the # of herds for which a Risk Assessment (RA) is in effect at the beginning of the report period. Enter the # of herds for which a Herd Plan is in effect at the beginning of the report period. Enter the # of herds that were at Status Level JPL1 at the beginning of the report period. Enter the # of herds that were at Status Level JPL2 at the beginning of the report period. Enter the # of herds that were at Status Level JPL3 at the beginning of the report period. Enter the # of herds that were at Status Level JPL4 at the beginning of the report period. Enter the # of herds in the Monitoring Program at the beginning of the report period.
Program Level 2 - Add/Renew	Assess Herd Plans JPL1 JPL2 JPL3 JPL4 JPLM	Enter the # of herds for which a Risk Assessment (RA) was accomplished during the report period. Enter the # of herds for which a Herd Plan was accomplished during the report period. Enter the # of herds that were added to or requalified for Status Level JPL1 during the report period. Enter the # of herds that were added to or requalified for Status Level JPL2 during the report period. Enter the # of herds that were added to or requalified for Status Level JPL3 during the report period. Enter the # of herds that were added to or requalified for Status Level JPL4 during the report period. Enter the # of herds in the Monitoring Program during the report period.
Program Level 3 - Removed	Assess Herd Plans JPL1 JPL2 JPL3 JPL4 JPLM	Enter the # of herds for which a Risk Assessment (RA) expired during the report period and was not renewed. Enter the # of herds for which a Herd Plan expired during the report period and was not renewed. Enter the # of herds that were removed from Status Level JPL1 during the report period. ** Enter the # of herds that were removed from Status Level JPL2 during the report period. ** Enter the # of herds that were removed from Status Level JPL3 during the report period. ** Enter the # of herds that were removed from Status Level JPL4 during the report period. ** ** (These herds may have moved to a different Status Level or dropped out of the Test Neg Program). Enter the # of herds that dropped out of the Monitoring Program during the report period.

Program Level 4 - End	Assess	Enter the # of herds for which a Risk Assessment (RA) is in effect at the end of the report period.
	Herd Plans	Enter the # of herds for which a Herd Plan is in effect at the end of the report period.
	JPL1	Enter the # of herds at Status Level JPL1 status at the end of the report period.
	JPL2	Enter the # of herds at Status Level JPL2 status at the end of the report period.
	JPL3	Enter the # of herds at Status Level JPL3 status at the end of the report period.
	JPL4	Enter the # of herds at Status Level JPL4 status at the end of the report period.
	JPLM	Enter the # of herds in the Monitoring Program at the end of the report period.

- a. In the **Herd Type** field, select **DAIRY-PART A (DRY)** in the List of Values.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to the **(DRY)** herd type. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for the **(DRY)** herd type.
 - iii. Click on the **New Line for Section** command button.
- b. In the **Herd Type** field, select **NONDAIRY-PART B** in the List of Values.
 - i. Fill out all of the fields with the data from your paper forms for this second herd type. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon to save your data for this second herd type.
- c. After you have saved the data for both herd types, you can do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

1.21 The tabbed page labeled **Section N1** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Species	Code for the species being reported on this webform. Click on the L button to display a List of Values for this field.
Part A: Dairy Herds Tested * NR Herds Tested NR Herds Positive	(* Are those premises whose primary purpose is the production of milk.) Enter the # of herds that were tested during this report period. Enter the # of herds that tested positive during this report period.
Part A: Non-Dairy Herds Tested ** NR Herds Tested NR Herds Positive	(** Are all other farm-type premises. These herds are <i>not</i> markets, slaughter establishments (Federal, State, or Custom), restricted swine premises (backyard slaughter), or milk-processing facilities.) Enter the # of herds that were tested during this report period. Enter the # of herds that tested positive during this report period.

- a. In the **Species** field, select from the List of Values an animal species for which you are submitting data.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this species. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for this species.
 - iii. Click on the **New Line for Section** command button.

- b. In the **Species** field, select the next species for which you are submitting data.
 - i. Fill out the rest of the fields on this page with the appropriate data for this second species. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon in the Toolbar to save your data for this second species.
 - iii. Click on the **New Line for Section** command button.

- c. Repeat Step 1.21b for each additional species whose data you are submitting.
- d. After you have saved the data for your final **Species** choice, you can do either action below:

- Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

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1.22 The tabbed page labeled **Section N2** should be displayed onscreen.

The table below describes what kind of data you will enter into the fields on this page.

Field	Guidelines
Species	Code for the species being reported on this webform. Click on the L button to display a List of Values for this field.
Test Type	Codes for the types of tests that were performed during this report period. Click on the L button to display a List of Values for this field. The choices are: ELS Elisa FCUL Fecal culture; for indiv, not group record JOHNNIN Skin Test GIN Gamma Inteferon PCR Polymerase Chain Reaction
Dairy * Nr Herds Tested Nr Animals Tested Nr Positive Tested Nr Suspect Tested Nr Inconclusive Tested	(* Are those premises whose primary purpose is the production of milk.) Enter the # of dairy herds that were given the Test Type specified. Enter the # of dairy animals that were given the Test Type specified. Enter the # of dairy animals that were given the Test Type specified and whose test interpretations were classified as POSITIVE. Enter the # of dairy animals that were given the Test Type specified and whose test interpretations were classified as SUSPECT. Enter the # of dairy animals that were given the Test Type specified and whose test interpretations were classified as INCONCLUSIVE.
Non-Dairy ** Nr Herds Tested Nr Animals Tested Nr Positive Tested Nr Suspect Tested Nr Inconclusive Tested	(** Are all other farm-type premises. These herds are not markets, slaughter establishments (Federal, State, or Custom), restricted swine premises (backyard slaughter), or milk-processing facilities.) Enter the # of non-dairy herds that were given the Test Type specified. Enter the # of non-dairy animals that were given the Test Type specified. Enter the # of non-dairy animals that were given the Test Type specified and whose test interpretations were classified as POSITIVE. Enter the # of non-dairy animals that were given the Test Type specified and whose test interpretations were classified as SUSPECT. Enter the # of non-dairy animals that were given the Test Type specified and whose test interpretations were classified as INCONCLUSIVE.

- a. In the **Species** field, select an animal species whose data you are submitting from the List of Values.
 - i. Fill out the rest of the fields on this page with the appropriate data from your paper forms that pertain to this species. If you have no data to enter into a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button at the bottom of the webform or the **Save** icon in the Toolbar. Doing this immediately saves all of the data you just entered for this species.
 - iii. Click on the **New Line for Section** command button.

- b. In the **Species** field, select the next species for which you are submitting data.
 - i. Fill out the rest of the fields on this page with the appropriate data for this second species. If you have no data for a specific field, enter **0** (zero) instead.
 - ii. Click on either the **Save** command button or the **Save** icon in the Toolbar to save your data for this second species.
 - iii. Click on the **New Line for Section** command button.

- c. Repeat Step 1.22b for each additional species whose data you are submitting.

- d. After you have saved your data for the final **Species** choice, you can do either action below:
 - Switch to a different section of the webform. In order to do this:
 - i. In the **Report Section Letter** field, select the desired letter from the List of Values.
 - ii. Edit any of the other fields in the top block, as needed.
 - iii. Go directly to the step for completing this new section (see the table below):

Section A – Do Step 1.7	Section F – Do Step 1.13	Section K – Do Step 1.18
Section B1 – Do Step 1.8	Section G – Do Step 1.14	Section L – Do Step 1.19
Section B2 – Do Step 1.9	Section H – Do Step 1.15	Section M – Do Step 1.20
Section C – Do Step 1.10	Section I – Do Step 1.16	Section N1 – Do Step 1.21
Section D – Do Step 1.11	Section J – Do Step 1.17	Section N2 – Do Step 1.22
Section E – Do Step 1.12		

- Exit the SPR Data-Submission webform by clicking on either the **Exit** command button at the bottom of the webform or the **Exit** icon in the Toolbar.

Chapter 11: Updating Your State's Data for an SPR National Report

This chapter covers the procedures for updating your State's Brucellosis and Johne's disease program data, using a set of customized SPR Query webforms available at the AWBDS web site.

You can perform these procedures as long as the Quality Control (QC) person for your State has not yet approved your State's monthly Brucellosis or Johnes summary data.

The topics in this chapter appear below:

Topic	See Page
Introduction	11.2
When Not to Update Your SPR Data	11.2
Procedure 1: Updating Your State's Data, by Using the SPR Query Webforms	11.3
Procedure 2: Using the Auto-Scheduler to Process Your Updated Data	11.55
Reference Table 1: Organized by Report Section Letter	11.59
Reference Table 2: Organized by Data Field Labels	11.65

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Introduction

The AWBDS process allows you to modify, if necessary, the data you have submitted for your State's Brucellosis or Johne's disease program. You accomplish this by filling out a customized SPR Query webform. There are sixteen of these customized Query webforms, one for each of the sixteen sections in the SPR report. The values you enter on a Query webform will be used to find any SPR Data-Submission records that are stored in a Temporary Holding Database. If any SPR Data-Submission records in the database match the values on your Query webform, these records are retrieved and displayed onscreen, one at a time, within the Query webform. You can view, print, and modify these records right there within the Query webform itself.

You can query for, retrieve, and modify your State's SPR Data-Submission records at any time, as long as the data has not yet been approved by your State's QC personnel. Once a QC representative approves any of your State's SPR Data-Submission records, the data is moved from the Temporary Holding Database to a permanent National Reports Database. After this move occurs, the data can no longer be retrieved for the purposes of modifying it.

The procedure on the next page will show you how to use the SPR Query webforms.

When Not to Update Your SPR Data

In Chapter 1, you learned that the Auto-Scheduler utility is pre-programmed to routinely do its three tasks on the 5th day of every month. If by this date, your State:

- *has* finished submitting its program data for the previous month/quarter, the Auto-Scheduler will generate the appropriate reports, e-mail them to QA personnel, and transfer the data to the Temporary Holding Database.
- *has not* finished/finished submitting its program data, the Auto-Scheduler will still generate, e-mail, and transfer the appropriate reports, but these reports will be null (containing only zeros).

To avoid potential processing and data errors, *do not attempt to update* a null SPR report. Instead, you should delete it (see Chapter 12) and submit your data again in a new Data-Submission webform (see Chapter 10).

The reason you should not try to do this kind of update is that, for a null report the Auto-Scheduler creates only one Line or Prem Type in a report section, with all zeroes. For example, your State has SPR data for three different Prem Types in Section G, but the data did not get entered before the 5th deadline. The Auto-Scheduler will create a Section G report with null values for just one of those Prem Types. Several days later, you try to use a Query webform to correct the null data in this report as well as add new data for the other two Prem Types. You could update one Prem Type – but the system will not allow you to enter the additional Prem Types except in the Data-Submission webform. It will be easier and safer to just delete the null report file and to enter all the data for the report section at one time in a new Data-Submission webform.

Procedure for Updating Your State's Data, by Using the SPR Query Webforms

This procedure describes how to use the sixteen customized **SPR** Query webforms to retrieve data, modify it, and save it back into the Temporary Holding Database. During a single work session, you can work in as few or as many sections as you wish.

1.1 If necessary, log into the AWBDS web site.

1.2 The **Veterinary Services National Surveillance Program Reports** main menu screen (shown at right) will appear.

In this screen, click on the **Enter Summary Data** option.



1.3 The **National Reports Summary Data Entry Forms** main menu screen (shown at right) now appears.

In this screen, click on the [3] button next to the **SPR – Standard Program Reports (incl BR, JOH)** option.



1.4 A blank **SPR Header Information** Data-Submission webform will appear.

1.5 In the **Report Section Letter** field in the top block, do the following:

- a. Click on the **L** to display a List of Values. In this list, you will see three query form choices:

Query Form	Use This Form to Retrieve Data-Submission Records Containing Data on:
Query_A	Test results for cattle that were tested on farms and ranches
Query_B1	Affected herds in your State
Query_B2	Affected herds in your State
Query_C	Herds that have been depopulated
Query_D	Herds that are due for testing/retesting
Query_E	Herds that have been certified Brucellosis-Free
Query_F	Blood tests done on other species
Query_G	MCI blood sample collections done at slaughter establishments
Query_H	MCI blood sample collections done on market cattle/bison which were tested instate
Query_I	Traceback investigations done on MCI animals that were classified as REACTORS
Query_J	BRT activities that were performed during a specified BRT round
Query_K	Vaccination information on calves and cattle
Query_L	Probable sources of infection in new herds
Query_M	Program status of herds in your State
Query_N1	Herds affected by Johne's in your State
Query_N2	Types of Johne's tests that were performed on animals and herds in your State

- b. In this list, select the query form you want to use.

- c. Click **OK**.

The List of Values disappears. The option you selected now appears in the **Report Section Letter** field.

- d. Press **ENTER**.

e. If you selected:

Section A only	Step 1.1 through Step 1.6
Section B1 only	Step 1.1 through Step 1.5, then Step 1.7
Section B2 only	Step 1.1 through Step 1.5, then Step 1.8
Section C only	Step 1.1 through Step 1.5, then Step 1.9
Section D only	Step 1.1 through Step 1.5, then Step 1.10
Section E only	Step 1.1 through Step 1.5, then Step 1.11
Section F only	Step 1.1 through Step 1.5, then Step 1.12
Section G only	Step 1.1 through Step 1.5, then Step 1.13
Section H only	Step 1.1 through Step 1.5, then Step 1.14
Section I only	Step 1.1 through Step 1.5, then Step 1.15
Section J only	Step 1.1 through Step 1.5, then Step 1.16
Section K only	Step 1.1 through Step 1.5, then Step 1.17
Section L only	Step 1.1 through Step 1.5, then Step 1.18
Section M only	Step 1.1 through Step 1.5, then Step 1.19
Section N1 only	Step 1.1 through Step 1.5, then Step 1.20
Section N2 only	Step 1.1 through Step 1.5, then Step 1.21

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1.6 If you selected **Query_A**, you should now see the following Query webform onscreen. This webform has been customized for Section A of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default= A
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Event(test) reason	Test Reason	Code for the reason the herd(s) or animal(s) were tested.
Herds tested fed expense	Fed Expense Herds	Total # of herds whose testing costs were reimbursed at Federal expense.
Animals tested fed expense	Fed Expense Animals	Total # of animals whose testing costs were reimbursed at Federal expense.
Herds tested fed fee basis expense	Fed Fee Basis Expense Herds	Total # of herds whose testing costs were reimbursed at Federal Fee Basis expense.
Animals tested fed fee basis expense	Fed Fee Basis Expense Animals	Total # of animals whose testing costs were reimbursed at Federal Fee Basis expense.
Herds tested state expense	State Expense Herds	Total # of herds whose testing costs were reimbursed at State expense.
Animals tested state expense	State Expense Animals	Total # of animals whose testing costs were reimbursed at State expense.
Herds tested state fee basis expense	State Fee Basis Expense Herds	Total # of herds whose testing costs were reimbursed at State Fee Basis expense.
Animals tested state fee basis expense	State Fee Basis Expense Animals	Total # of animals whose testing costs were reimbursed at State Fee Basis expense.
Herds tested owner expense	Owner Expense Herds	Total # of herds whose testing costs were reimbursed at Owner expense.

Animals tested owner expense	Owner Expense Animals	Total # of animals whose testing costs were reimbursed at Owner expense.
Total herds tested	Total Herds Tested	Total # of herds that were tested during this reporting period.
Total animals tested	Total Animals Tested	Total # of animals that were tested during this reporting period.

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_A** form with three search values entered (**Sectn=A**, **St=M%**, and **Sp=BOV**). Note that the **St** search value uses the wildcard.

The screenshot shows a web-based form titled "SPR HEADER INFORMATION". It contains two input fields: "Report Section Letter" with the value "QUERY_A" and "Disease" with the value "BR". Below this is a section titled "Query/Update" with a tab labeled "Query/Update". Underneath, there are two columns of input fields. The left column, titled "Tests on Farm or Ranch", includes fields for Rpt Id, Sectn (value: A), ST (value: M%), Dz, Slg, Sp (value: BOV), Dt Beg, Dt End, Run Dt, and Rec Type. The right column, titled "Event(test) reason", includes fields for Herds tested fee expense, Animals tested fee expense, Herds tested fee basis expense, Animals tested fee basis expense, Herds tested state expense, Animals tested state expense, Herds tested state fee basis expense, Animals tested state fee basis expense, Herds tested owner expense, Animals tested owner expense, Total herds tested, and Total animals tested.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.

- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - i. Click inside the **Sectn** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=A**, **Sp=BOV**, and **St= MA, MD, ME, MI, MN, MO, MS, or MT**.
- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section A:

SPR HEADER INFORMATION

Report Section Letter:

Disease:

QueryAUpdate

Tests on Farm or Ranch		Event(test) reason(KC)
Rpt Id: 020		Herds tested fed expense: 3
Sectn: A		Animals tested fed expense: 5
St: MO		Herds tested fed fee basis expense: 3
Co: BR		Animals tested fed fee basis expense: 4
Sp: F		Herds tested state expense: 3
Sp: BOV		Animals tested state expense: 3
Dt Beg: 01-JUN-2004		Herds tested state fee basis expense: 3
Dt End: 30-JUN-2004		Animals tested state fee basis expense: 3
Run Dt: 040727.0911		Herds tested owner expense: 3
Rec Type: WEB		Animals tested owner expense: 3
		Total herds tested: 5
		Total animals tested: 5

- d. If you want to modify this record, do these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
 - If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.7 If you selected **Query_B1**, you should now see the following form onscreen. This webform has been customized for Section B1 of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer back to the tables on pages 4.4 and 4.8 of this manual.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default= B1
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Prem Id	Prem ID	Official identification for the premises whose data was submitted.
Prem type	Prem Type	Code for the premises type whose data was submitted.
isolate	Isolate	Any code that your State wants to use in this field.
Prem name	Prem Name	Name of the premises' owner, business name, or herd's name.
Prem city	Prem City	Name of the city in which the premises is located.
Prem county	Prem County	Name of the county in which the premises is located.
Prem zip code	Prem Zip Code	Zip code of the premises' physical address.
Most probable source	Most Probable Source	Code for the most likely source of Brucellosis in an affected herd.
Nr eligible animals	NR Eligible Animals	Total # of animals eligible for Brucellosis testing at a market or slaughter establishment.
Retest nr	Retest NR	The # of times the affected herd has been retested for Brucellosis on a complete herd test, while considered "affected". (This field is usually left null.)

Test reason	Test Reason	Code for the reason the herd(s) or animal(s) were tested.
Nr tested last test	NR Tested Last Test	Total # of animals tested on the most recent herd test.
Nr reactors last test	NR Reactors Last Test	Total # of animals classified as REACTOR on the most recent herd test.
Collection date last test	Collection Date Last Test	The collection date of the most recent herd test.
Previous reactor date prior to last test	Prev. React Date	The most recent previous date on which REACTOR animals were found on a herd test done prior to the last retest (if REACTOR animals were found on the last test).
Quarantine date	Quarantine Date	The date on which a herd was quarantined.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_B1** form with three search values entered (**St=OH**, **Dz=BR**, and **Test Reason= %**). Note that the **Test Reason** search value includes the wildcard, in order to retrieve records using any test reason.

The screenshot shows a web-based form titled "SPR HEADER INFORMATION". At the top, there are two dropdown menus: "Report Section Letter" set to "QUERY_B1" and "Disease" set to "BR". Below these is a tab labeled "QueryB1A/update". The main section of the form is divided into three columns of input fields:

- Left Column (Affected Herds in State):** Fields for Rpt Id, Sectn, St (set to OH), Dz (set to BR), Skg, Sp, Dt Beg, Dt End, Run Dt, and Rec Type.
- Middle Column:** Fields for Prem id, Prem type, Isolate, Prem name, Prem city, Prem county, Prem zip code, Most probable source, and Nr eligible animals.
- Right Column:** Fields for Retest nr, Test reason (set to %), Nr tested last test, Nr reactors last test, Collection date last test, Previous reactor date prior to last test, and Quarantine date.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**.

- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **St=OH**, **Dz=BR**, and **Test Reason=%..**

- When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section B1:

The screenshot shows a web form titled "SPR HEADER INFORMATION". At the top, there are two input fields: "Report Section Letter" with the value "QUERY_B1" and "Disease" with the value "BR". Below these is a tab labeled "QueryB1A.Update". The main content area is divided into several sections:

- Affected Herds in State:** A list of fields including Rpt Id (SPR), Sectn (B1), St (OH), Dz (BR), Stg (F), Sp (BOV), Dt Beg (01 MAY 04), Dt End (31 MAY 04), Run Dt (040728 0950), and Rec Type (NEB).
- Preen Information:** Fields for Preen Id (GLE1), Preen type (FSL), Isolate (GOLATE), Preen name (SUEH), Preen city (FT COLLIN), Preen county (LARAMIE), Preen zip code (80303), and Most probable source (PUR).
- Reactor Information:** Fields for Reactor nr (2), Test reason (OX), Nr tested last test (3), Nr reactors last test (4), Collection date last test (01-JUN-20), Previous reactor date prior to last test (01-MAY-20), and Quarantine date (05-JUN-20).
- Other Fields:** Nr eligible animals (1).

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.8 If you selected **Query_B2**, you should now see the following form onscreen. This webform has been customized for Section B2 of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=B2
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Nr new infected herds during month	NR New Infected Herds During Month	Total # of new herds classified as INFECTED during this reporting period.
Nr herds that disclosed reactors	NR Herds Disclosed Reactors	Total # of herds tested during the report period in which at least one animal was classified as a REACTOR, regardless of whether the herd was quarantined.
Nr herds released	NR Herds Released	Total # of herds whose classification as INFECTED was ended during this reporting period.
Nr infected herds begin month	NR Infected Herds Beginning of Month	Total # of herds classified as INFECTED as the beginning of this reporting period.
Nr infected herds end month	NR Infected Herds End of Month	Total # of herds classified as INFECTED at the end of this reporting period.

- a. To retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_B2** form with three search values entered (**Sectn**=B2, **Dz**=BR, and **Stg**=%). Note that the **Stg** search value includes the wildcard.

The screenshot shows a web form titled "SPR HEADER INFORMATION". It has two input fields: "Resort Section Letter" with the value "QUERY_B2" and "Disease" with the value "BR". Below this is a tab labeled "QueryB2/Update". The main section is titled "Affected Herds in State" and contains several input fields for search criteria: "Rpt Id", "Sectn B2" (with "B2" entered), "Dz" (with "BR" entered), "Stg" (with "%" entered), "Sp", "Dt Beg", "Dt End", "Run Dt", and "Rec Type". To the right of these fields are five summary statistics, each with an input box: "Nr new infected herds during month", "Nr herds that disclosed reactors", "Nr herds released", "Nr infected herds begin month", and "Nr infected herds end month".

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query** icon.
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- i. Click inside the **Sectn** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn**=B2, **Dz**=BR, and **Stg**= F, A, B, or C.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section B2:

The screenshot shows a web form titled "SPR HEADER INFORMATION". At the top, there are two dropdown menus: "Report Section Letter:" with the value "QUERY_B2" and "Disease:" with the value "BR". Below these is a tab labeled "QueryB2Update". The main content area is divided into two columns. The left column is titled "Affected Herds in State" and contains a list of fields: Rpt Id (SPR), Sectn (B2), St (OH), Co (BR), Stg (F), Sp (BOV), Dt Beg (MAY 04), Dt End (MAY 04), Run Dt (040728.0654), and Rec Type (WEB). The right column contains five input fields for herd statistics: "Nr new infected herds during month" (3), "Nr herds that disclosed reactors" (1), "Nr herds released" (4), "Nr infected herds begin month" (2), and "Nr infected herds end month" (5). A large green "DRAFT" watermark is overlaid diagonally across the form.

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

- 1.9 If you selected **Query_C**, you should now see the following form onscreen. This webform has been customized for Section C of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=C
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Prem Id	Prem ID	Official identification for the premises whose data was submitted.
Prem type	Prem Type	Code for the type of business/activity done on or by the premises.
Prem name	Prem Name	Name of the premises' owner, business, or herd.
Prem city	Prem City	Name of the city in which this premises is located.
Nr depopulated	NR Depopulated	Total # of animals on this premises that were depopulated.
Amount of indemnity	Indemnity Amount	Total amount in U.S. Dollars of the indemnity paid to this premises for all of the animals that were depopulated.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_C** form with three search values entered (**Sectn=C**, **Dz=BR**, and **Prem Type=%L**). Note that the **Prem Type** search value includes the wildcard.

The screenshot shows the 'SPR HEADER INFORMATION' form. At the top, 'Report Section Letter' is set to 'QUERY_C' and 'Disease' is set to 'BR'. Below this is a section titled 'QueryCUpdate' with a sub-section 'Herds Depopulated'. This section contains several input fields: Rpt Id, Sectn (set to 'C'), St, Dz (set to 'BR'), Stg, Sp, Dt Beg, Dt End, Run Dt, and Rec Type. To the right of these fields are other search criteria: Prem Id, Prem type (set to '%L'), Prem name, Prem city, Nr depopulated, and Amount of indemnity.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- i. Click inside the **Sectn** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=C**, **Dz=BR**, and **Prem TYpe= FSL, SSL, or CSL**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section C:

The screenshot shows a web form titled "SPR HEADER INFORMATION". At the top, there are two input fields: "Report Section Letter" with the value "QUERY_C" and "Disease" with the value "BR". Below these is a tab labeled "QueryC/Update". The main content area is titled "Words Depopulated" and contains two columns of data. The left column lists various fields with their values, and the right column lists other fields with their values.

Words Depopulated	
Rpt id	SPR
Sectn	C
St	MO
Dz	BR
Stg	F
Sp	BOV
Dt Beg	01-JUN-2004
Dt End	30-JUN-2004
Run Dt	040727:0931
Rec Type	WEB
Prsn id	SLE1
Prsn type	CSL
Prsn name	SLE1
Prsn city	FT COLLIN
Nr depopulated	3
Amount of indemnity	400

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.10 If you selected **Query_D**, you should now see the following form onscreen. This webform has been customized for Section D of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer back to the tables on pages 4.4 and 4.14 of this manual.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default= D
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Dairy	Dairy Herd Pending Test or Retest	
Nr Reactors Herds	NR Reac Herds	Total # of herds with reactor animals whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Nr MCI Herds	NR MCI Herds	Total # of MCI herds whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Nr BRT Herds	NR BRT Herds	Total # of BRT herds whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Nr Other Herds	NR Oth Herds	Total # of Other Dairy herds whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.

Total dairy	Total NR Dairy Reactor Herds	In the Dairy Herd Pending Test or Retest sub block... The sum of the three values from the 0-60 , 61-180 , and >180 fields in the NR React Herds column.
Other	Other Herd Pending Test or Retest	
Nr Reactors Herds	NR React Herds	Total # of herds with reactor animals whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Nr MCI Herds	NR MCI Herds	Total # of MCI herds whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Nr BRT Herds	NR BRT Herds	Total # of BRT herds whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Nr Other Herds	NR Oth Herds	Total # of Other herds whose test/retest date was due within the previous 0-60 days, 61-180 days, or longer than 180 days.
Total other	Total NR Other Reactor Herds	In the Other Herd Pending Test or Retest sub block... The sum of the three values from the 0-60 , 61-180 , and >180 fields in the NR React Herds column.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_D** form with three search values entered (**Sectn=D**, **Stg=%**, and **Sp=BOV**). Note that the **Stg** search value includes the wildcard.

SFR HEADER INFORMATION

Report Section Letter: L

Disease: L

QueryD/Update

Herds Pending Test or Retest

		Nr Reactors Herds	Nr MCI Herds	Nr BRT Herds	Nr Other Herds
Days Pending					
Rpt Id:	0-60	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sectn: D	Dairy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
St:	61-180	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dz:	>180	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stg: %		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sp: BOV	0-60	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dt Beg:	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dt End:	61-180	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Run Dt:	>180	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rec Type:		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					Total dairy: <input type="text"/>
					Total other: <input type="text"/>

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:

- i. Click inside the **Sectn** field.
- ii. Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=D**, **Stg=F**, **A**, **B**, or **C**, and **Sp= BOV**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section D:

SPR HEADER INFORMATION					
Report Section Letter: QUERY_D					
Disease: DR					
QueryDrUpdate					
Herds Pending Test or Retest					
Rpt to: SPR	Days Pending	Nr Reactors Herds	Nr NCI Herds	Nr BRT Herds	Nr Other Herds
Sectn: D	0-60	1	4	7	10
St: OH	Dairy 61-180	2	5	9	11
Co: DR	>180	3	8	9	12
Stg: F					
Sp: BOV	0-60	13	16	19	22
Dt Beg: 01 MAY 04	Other 61-180	14	17	20	23
Dt End: 01 MAY 04	>180	15	18	21	24
Run Dt: 040720:1000					
Rec Type: WEB				Total dairy: 8	
				Total other: 42	

- d. If you want to modify this record, do these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
 - If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

- 1.11 If you selected **Query_E**, you should now see the following form onscreen. This webform has been customized for Section E of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=E
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Nr herds certified	Certified Herds	Total # of herds that were certified at the end of this reporting period.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_E** form with three search values entered (**Sectn=E**, **Stg=%**, and **Sp=BOV**). Note that the **Stg** search value includes the wildcard.

SPR HEADER INFORMATION

Report Section Letter: L

Disease: L

QueryEUpdate

Certified Herbs

Rpt Id:

Sectn:

Stg:

Dt:

Stg (%):

Sp:

Dt Beg:

Dt End:

Run Dt:

Rec Type:

No herbs certified:

- b. Execute your query using one of the methods below:
 - In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - i. Click inside the **Sectn** field.
 - ii. Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=E**, **Stg=F, A, B, or C**, and **Sp= BOV**.
 - iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Entry record for Section E:

SPR HEADER INFORMATION

Report Section Letter: L

Disease: L

QueryEUpdate

Certified Herbs

Rpt Id:

Sectn:

Stg:

Dt:

Stg (%):

Sp:

Dt Beg:

Dt End:

Run Dt:

Rec Type:

No herbs certified:

- d. If you want to modify this record, do these steps:
- i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Entry record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

DRAFT

1.12 If you selected **Query_F**, you should now see the following form onscreen. This webform has been customized for Section F of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=F
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Species	Species	Code for the species being reported in this section of the form.
Nr herds tested	NR Herds Tested	Total # of herds that were tested during this reporting period.
Nr animals tested	NR Animals Tested	Total # of animals that were tested during this reporting period.
Nr suspects	NR Suspects	Total # of animals that were assigned SUSPECT status during this reporting period.
Nr herds with reactors	NR Herds w/Reactors	Total # of herds in which reactor animals were present during this reporting period.
Nr reactors	NR Reactors	Total # of animals that were assigned REACTOR status during this reporting period.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_F** form with three search values entered (**Sectn=F**, **Stg=%**, and **Sp=BOV**). Note that the **Stg** search value includes the wildcard.

The screenshot shows the 'Query_F' form with the following fields and values:

- Report Section Letter: QUERY_F
- Disease: BR
- QueryFI/Update: QueryFI/Update
- Tests in Other Species:
 - Rpt Id: []
 - Sectn: F
 - St: []
 - Dz: []
 - Stg: %
 - Sp: BOV
 - Dt Beg: []
 - Dt End: []
 - Run Dt: []
 - Rec Type: []
- Summary Statistics:
 - Species: []
 - Nr heads tested: []
 - Nr animals tested: []
 - Nr suspects: []
 - Nr heads with reactors: []
 - Nr reactors: []

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=F**, **Stg=F, A, B, or C**, and **Sp= BOV**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Entry record for Section F:

SPR HEADER INFORMATION

Report Section Letter:

Disease:

QueryF/Update

Tests in Other Species

Rpt Id	SPR	Species	BS
Sectn	F	Nr herds tested	5
St	MO	Nr animals tested	6
Dz	BR	Nr suspects	7
Stg	F	Nr herds with reactors	0
Sp	BOV	Nr reactors	0
Dt Beg	01-JUN-2004		
Dt End	30-JUN-2004		
Run Dt	040727-1000		
Rec Type	WEB		

- d. If you want to modify this record, do these steps:
 - i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
 - If you modified the Data-Entry record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

- 1.13 If you selected **Query_G**, you should now see the following form onscreen. This webform has been customized for Section G of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=G
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Prem Id	Prem ID	Official identification for the premises whose data was submitted. The value in this field must exactly match the value entered for the second Prem Id data field shown below in the 14 th row of this table.
Paycode	Paycode	Code for the source of payment for an event.
Nr animals tested	NR Animals Tested	Total # of animals that were tested during this reporting period.
Prem Id	Prem ID	Official identification for the premises whose data was submitted. The value in this field must exactly match the value entered for the second Prem Id data field shown above in the 11 th row of this table.
Nr eligible	NR Eligible	Total # of animals slaughtered at the establishment that were eligible to be tested.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_G** form with two search values entered (**Sectn=G** and **Sp=B%**). Note that the **Sp** search value includes the wildcard.

The screenshot shows a web-based query form titled "SPR HEADER INFORMATION". It contains two dropdown menus: "Report Section Letter" with the value "QUERY_G" and "Disease" with the value "BR". Below this is a section titled "QueryG/Update" with a tab. Underneath is a section titled "Blood Sample Collections at Slaughter" with various input fields. The "Sectn" field contains the value "G" and the "Sp" field contains the value "B%". Other fields include "Rpt Id", "Dt Beg", "Dt End", "Run Dt", "Rec Type", "Prem Id", "Paycode", "Nr animals tested", and "Nr eligible".

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=G** and **Sp= BOV** or **BIS**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Entry record for Section G:

SPR HEADER INFORMATION													
Report Section Letter:	QUERY_G												
Disease:	BR												
Query/Update													
Blood Sample Collections at Slaughter													
Rpt Id:	SPR	Prem Id:	305										
Sectn:	G	Paycode:	1										
St:	FL	Nr animals tested:	21528										
Dt:	BR	Prem Id:	305										
Stg:	F	Nr eligible:	EXP										
Sp:	BR												
Dt Beg:	01-APR-2004												
Dt End:	30-APR-2004												
Run Dt:	040512.1.205												
Rec Type:	1												

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Entry record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.14 If you selected **Query_H**, you should now see the following form onscreen. This webform has been customized for Section H of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=H
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Nr animals at in state markets	NR Animals at Instate Markets	Total # of animals whose samples were collected at in-state markets.
Nr reactors at in state markets	NR Reactors at Instate Markets	Total # of animals whose samples were collected at in-state markets, and whose blood test interpretations were classified as REACTOR or POSITIVE.
Nr animals at in state slaughter establishments	NR Animals at Instate Slaughter	Total # of animals whose samples were collected at in-state slaughter establishments.
Nr reactors at in state slaughter establishments	NR Reactors at Instate Slaughter	Total # of animals whose samples were collected at in-state slaughter establishments, and whose blood test interpretations were classified as REACTOR or POSITIVE.
Nr reactors reported by other states	NR Reactors Reported by other States	Total # of animals classified as REACTOR or POSITIVE, whose samples were collected at out-of-state establishments and reported back to the reporting State as animals from the reporting State.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_H** form with three search values entered (**Dz**=BR, **Stg**=F, and **Sp**=B%). Note that the **Sp** search value includes the wildcard.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Dz**=BR, **Stg**=F, and **Sp**= B%.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Entry record for Section H:

The screenshot shows a web form titled "SPR HEADER INFORMATION". At the top, there are two input fields: "Report Section Letter" with the value "QUERY_H" and "Disease" with the value "BR". Below these is a tab labeled "QueryHUpdate". The main content area is titled "Blood Tests on Market Animals Tested in State" and contains two columns of data. The left column lists various fields with their values: Rpt Id (SPR), Sectn (H), St (FL), Dz (BR), Stg (F), Sp (BOV), Dt Beg (01-APR-2004), Dt End (30-APR-2004), Run Dt (040512:1205), and Rec Type (1). The right column shows summary statistics: Nr animals at in state markets (48), Nr reactors at in state markets (0), Nr animals at in state slaughter establishments (4745), Nr reactors at in state slaughter establishments (0), and Nr reactors reported by other states (0).

- d. If you want to modify this record, do these steps:
- i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**. You can now do either of the following:
- e. You can now do either of the following:
- If you modified the Data-Entry record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

- 1.15 If you selected **Query_I**, you should now see the following form onscreen. This webform has been customized for Section I of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default= I
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Pending <31	Pending <31	Total # of MCI traces that are currently open and which are 30 days or less since the initiation date of the trace.
Pending >30	Pending >30	Total # of MCI traces that are currently open and which are more than 30 days since the initiation date of the trace.
TNR	TNR	Total # of MCI traces that were closed as TRACED NOT REQUIRED during this reporting period.
TOS	TOS	Total # of MCI traces that were closed as TRACED OUT OF STATE during this reporting period.
TRC	TRC	Total # of MCI traces that were closed as TRACED RECLASSIFIED during this reporting period.
TRH	TRH	Total # of MCI traces that were closed as being traced to a KNOWN REACTOR HERD during this reporting period.
TTN	TTN	Total # of MCI traces that were closed as TRACED AND TEST NOT RECOMMENDED during this reporting period.
TTR	TTR	Total # of MCI traces that were closed as TRACED AND TEST RECOMMENDED during this reporting period.
TSH	TSH	Total # of MCI traces that were closed as TRACED TO A SOLDOUT HERD during this reporting period.

TD	TD	Total # of MCI traces that were closed as TRACED TO A DEALER during this reporting period.
TF	TF	Total # of MCI traces that were closed as TRACED TO A FEEDLOT during this reporting period.
UT	UT	Total # of MCI traces that were closed as UNABLE TO TRACE during this reporting period.
Total successful	Total Successful	Total # of MCI traces that were successfully closed during this reporting period.
Total unsuccessful	Total Unsuccessful	Total # of MCI traces that were not successfully closed during this reporting period.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query I** form with three search values entered (**Sectn**=I, **Dz**=BR, and **Sp**=%). Note that the **Sp** search value includes the wildcard.

The screenshot shows a software interface for a 'Query I' form. At the top, under 'SPR HEADER INFORMATION', there are two input fields: 'Report Section Letter' with the value 'QUERY_I' and 'Disease' with the value 'BR'. Below this is a tabbed interface with 'Query/Update' selected. The main area is titled 'Tracebacks from Market and Slaughter' and contains several input fields for search criteria: Rpt Id, Sectn (value: I), Dz (value: BR), Sp (value: %), Dt Beg, Dt End, Run Dt, and Rec Type. To the right, there are fields for 'Pending <30', 'Pending >30', and a list of status codes: TTR, TSH, TD, TF, UT. At the bottom right, there are two summary fields: 'Total successful' and 'Total unsuccessful'.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**

- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=I**, **Dz=BR**, and **Sp= BOV, CER, FER, or POR**.

- When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Entry record for Section I:

The screenshot shows the 'SPR HEADER INFORMATION' form. At the top, there are two input fields: 'Report Section Letter' with the value 'I' and 'Disease' with the value 'BR'. Below this is a 'Query/Update' button. The main section is titled 'Tracebacks from Market and Slaughter' and contains several input fields for various data points. On the right side, there are summary statistics for 'Total successful' and 'Total unsuccessful' records.

SPR HEADER INFORMATION		
Report Section Letter:	I	
Disease:	BR	
Query/Update		
Tracebacks from Market and Slaughter		
Rpt Id	SPR	Pending <31
Sectn	I	Pending >30
St	OH	TNR
Dz	BR	TOIS
Slg	F	TRC
Sp	BOV	TRH
Dt Beg	01 MAY 04	TTN
Dt End	31 MAY 04	TTM
Run Dt	040720:1011	TSH
Rec Type	WEB	TD
		TF
		UT
		Total successful
		Total unsuccessful

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Entry record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.16 If you selected **Query_J**, you should now see the following form onscreen. This webform has been customized for Section J of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default= J
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Nr new herds	NR New Herds	Total # of herds which participated in their first BRT collection using a new PUP ID during this BRT round.
Nr herds oob	NR Herds OOB	Total # of herds that went OUT OF BUSINESS (ceased operations) during this BRT round.
Nr herds acted for	NR Herds Accounted For	Total # of herds which participated successfully in at least one BRT collection during this BRT round.
Nr herds missing	NR Herds Missing	Total # of herds whose collection results are missing for this BRT round for various reasons (a herd's milk sample was dry, insufficient, or sour, for example).
Nr herds negative	NR Herds Neg	Total # of herds in the State with a round interpretation of NEGATIVE in all rounds during the year. (Each subject herd is counted only once, regardless of the number of rounds in which it was tested during the year.)
Nr herds suspicious	NR Herds Suspicious	Total # of herds in the State with a round interpretation of SUSPICIOUS in at least one round during the year. (Each subject herd is counted only once, regardless of the number of rounds in which it was tested during the year.)
Total eligible herds	Total Eligible	Total # of herds which were classified as ACCOUNTED FOR, MISSING, NEGATIVE, and SUSPICIOUS during this BRT round.
Total herds tested	Total Herds Tested	Total # of herds that were tested during this BRT round.
Round nr	Round NR	Number of the BRT round whose data was submitted in this section of the form.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_J** form with two search values entered (**Dz=BR** and **Round nr=04%**). Note that the **Round nr** search value uses the wildcard.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- i. Click inside the **Sectn** field.
 - ii. Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Dz=BR** and **Round nr= 04001, 04002, 04003, or 04004**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Entry record for Section J:

SPR HEADER INFORMATION			
Report Section Letter:	QUERY_J		
Disease:	BR		
Query/Update			
Ring Test Results (Herds in State Regardless of where Tested)			
Rpt Id	SPR	Nr new herds	2
Secdn	J	Nr herds oob	3
St	OH	Nr herds acclted for	4
Dz	BR	Nr herds mixing	5
Slg	F	Nr herds negative	6
Sp	BOV	Nr herds suspicious	7
Dt Beg	01 MAY 04	Total eligible herds	1
Dt End	31 MAY 04	Total herds tested	13
Run Dt	040720-1014	Round nr	04001
Rec Type	WEB		

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Entry record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

- 1.17 If you selected **Query_K**, you should now see the following form onscreen. This webform has been customized for Section K of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default= K
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose test results was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Type vaccination VAC Juv	(Not found on D-S Form)	Total # of herds on which the vaccination event was specified to be for animals considered to be calves.
Nr animals vaccinated VAC Juv	NR Animals Vaccinated VAC Juv	Total # of juvenile animals (<14 months) which were vaccinated during this reporting period.
Nr herds vaccinated VAC Juv	NR Herds Vaccinated VAC Juv	Total # of herds in which juvenile animals (<14 months) were vaccinated during this reporting period.
Type vaccination VAC Adult	(Not found on D-S Form)	Total # of herds for which the vaccination event was specified to be for adult animals.
Nr animals vaccinated VAC Adult	NR Animals Vaccinated VAC Juv	Total # of adult animals which were vaccinated during this reporting period.
Nr herds vaccinated VAC Adult	NR Herds Vaccinated VAC Adult	Total # of herds in which adult animals (>14 months) were vaccinated during this reporting period.
Type vaccination VAC Age not specified	(Not found on D-S Form)	Total # of herds for which the vaccination event was not specified to be age-related.
Nr animals vaccinated VAC Age not specified	NR Animals Vaccinated VAC Age Not Specified	Total # of animals of unknown age for which the vaccination event was not specified to be age-related.
Nr herds vaccinated VAC Age not specified	NR Herds Vaccinated VAC Age Not Specified	Total # of herds in which animals of unknown age were vaccinated during this reporting period.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_K** form with three search values entered (**Sectn=K**, **St=OH**, and **Stg= %**). Note that the **Stg** search value includes the wildcard.

- b. Execute your query using one of the methods below:
 - In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - Click inside the **Sectn** field.
 - Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=K**, **St=OH**, and **Stg=F, A, B, or C**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section K:

SPR READER INFORMATION			
Report Section Letter:	QUERY_K		
Disease:	BR		
Query/Update			
Animals Vaccinated			
Rpt Id	SPR	Type vaccination VAC Juv	VAC JUN
Sectn	K	Nr animals vaccinated VAC Juv	2
St	DI	Nr herds vaccinated VAC Juv	1
Dz	BR	Type vaccination VAC Adult	VAC ADU
Stp	F	Nr animals vaccinated VAC Adult	4
Sp	BCV	Nr herds vaccinated VAC Adult	3
Dt Beg	DI MAY 04	Type vaccination VAC Age not specified	VAC UNK
Dt End	DI MAY 04	Nr animals vaccinated VAC Age not specified	5
Run Dt	D40728:1016	Nr herds vaccinated VAC Age not specified	5
Rec Type	INEB		

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.18 If you selected **Query_L**, you should now see the following form onscreen. This webform has been customized for Section L of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=L
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Purchased infected animals	Purchased Infected Animals	Enter the # of herds for which, during the report period, the source of infection was recorded as the PURCHASE OF INFECTED ANIMALS.
Exposed to non domestic animals	Exposed to Non-Domestic Animals	Enter the # of herds for which, during the report period, the source of infection was recorded as EXPOSURE TO NON-DOMESTIC ANIMALS.
Area Spread	Area Spread	Enter the # of herds for which, during the report period, the source of infection was recorded as PROBABLE EXPOSURE TO OTHER INFECTED HERDS OR SOURCES WITHIN THEIR COMMUNITY.
Other	Other	Enter the # of herds for which, during the report period, the source of infection was recorded as EXPOSURE TO KNOWN SOURCES (other than the three listed directly above in this table).
Unknown	Unknown	Enter the # of herds for which, during the report period, the source of infection was recorded as UNKNOWN.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_L** form with three search values entered (**Sectn=L**, **Dz=%**, and **Sp=BOV**). Note that the **Dz** search value includes the wildcard.

- b. Execute your query using one of the methods below:
 - In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - i. Click inside the **Sectn** field.
 - ii. Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=L**, **Dz=BR** or **JOH**, and **Sp= BOV**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section L:

The screenshot shows a web form titled "SPR HEADER INFORMATION". At the top, there are two input fields: "Report Section Letter" with the value "QUERY_L" and a dropdown arrow, and "Disease" with the value "BR" and a dropdown arrow. Below this is a tab labeled "QueryLUpdate". The main content area is titled "Source of New Bird Infections" and contains several input fields for data entry. On the right side, there are four input fields for infection sources: "Purchased infected animals" (10), "Exposed to non domestic animals" (20), "Area Spread" (30), and "Other" (40). At the bottom right, there is an input field for "Unknown" (50). The form also displays several status fields: "Rpt Id" (SPR), "Sectn" (L), "St" (MO), "Dt" (BR), "Stg" (F), "Sp" (BOV), "Dt Beg" (01-JUN-2004), "Dt End" (30-JUN-2004), "Run Dt" (040727:1013), and "Rec Type" (WEB).

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.19 If you selected **Query_M**, you should now see the following form onscreen. This webform has been customized for Section M of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=L
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Herd type	Herd Type	Code for the types of herds being reported during this reporting period.
1 – Begin Assess	Program Level 1 – Begin Assess	Enter the # of herds for which a Risk Assessment (RA) is in effect at the beginning of the report period.
Herd Plans	Herd Plans	Enter the # of herds for which a Herd Plan is in effect at the beginning of the report period.
JPL1	JPL1	Enter the # of herds that were at Status Level JPL1 at the beginning of the report period.
JPL2	JPL2	Enter the # of herds that were at Status Level JPL2 at the beginning of the report period.
JPL3	JPL3	Enter the # of herds that were at Status Level JPL3 at the beginning of the report period.
JPL4	JPL4	Enter the # of herds that were at Status Level JPL4 at the beginning of the report period.
JPLM	JPLM	Enter the # of herds in the Monitoring Program at the beginning of the report period.

<p>2 – Begin Assess</p> <p>Herd Plans</p> <p>JPL1</p> <p>JPL2</p> <p>JPL3</p> <p>JPL4</p> <p>JPLM</p>	<p>Program Level 2 – Add/Renew Assess</p> <p>Herd Plans</p> <p>JPL1</p> <p>JPL2</p> <p>JPL3</p> <p>JPL4</p> <p>JPLM</p>	<p>Enter the # of herds for which a Risk Assessment (RA) was accomplished during the report period.</p> <p>Enter the # of herds for which a Herd Plan was accomplished during the report period.</p> <p>Enter the # of herds that were added to or requalified for Status Level JPL1 during the report period.</p> <p>Enter the # of herds that were added to or requalified for Status Level JPL2 during the report period.</p> <p>Enter the # of herds that were added to or requalified for Status Level JPL3 during the report period.</p> <p>Enter the # of herds that were added to or requalified for Status Level JPL4 during the report period.</p> <p>Enter the # of herds in the Monitoring Program during the report period.</p>
<p>3 – Removed Assess</p> <p>Herd Plans</p> <p>JPL1</p> <p>JPL2</p> <p>JPL3</p> <p>JPL4</p> <p>JPLM</p>	<p>Program Level 3 – Removed Assess</p> <p>Herd Plans</p> <p>JPL1</p> <p>JPL2</p> <p>JPL3</p> <p>JPL4</p> <p>JPLM</p>	<p>Enter the # of herds for which a Risk Assessment (RA) expired during the report period and was not renewed.</p> <p>Enter the # of herds for which a Herd Plan expired during the report period and was not renewed.</p> <p>Enter the # of herds that were removed from Status Level JPL1 during the report period. **</p> <p>Enter the # of herds that were removed from Status Level JPL2 during the report period. **</p> <p>Enter the # of herds that were removed from Status Level JPL3 during the report period. **</p> <p>Enter the # of herds that were removed from Status Level JPL4 during the report period. **</p> <p>** (These herds may have moved to a different Status Level or dropped out of the Test Neg Program).</p> <p>Enter the # of herds that dropped out of the Monitoring Program during the report period.</p>
<p>4 – End Assess</p> <p>Herd Plans</p> <p>JPL1</p> <p>JPL2</p> <p>JPL3</p> <p>JPL4</p> <p>JPLM</p>	<p>Program Level 4 – End Assess</p> <p>Herd Plans</p> <p>JPL1</p> <p>JPL2</p> <p>JPL3</p> <p>JPL4</p> <p>JPLM</p>	<p>Enter the # of herds for which a Risk Assessment (RA) is in effect at the end of the report period.</p> <p>Enter the # of herds for which a Herd Plan is in effect at the end of the report period.</p> <p>Enter the # of herds at Status Level JPL1 status at the end of the report period.</p> <p>Enter the # of herds at Status Level JPL2 status at the end of the report period.</p> <p>Enter the # of herds at Status Level JPL3 status at the end of the report period.</p> <p>Enter the # of herds at Status Level JPL4 status at the end of the report period.</p> <p>Enter the # of herds in the Monitoring Program at the end of the report period.</p>

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_M** form with three search values entered (**Sectn=M**, **Dz=JOH**, and **Herd Type=%**). Note that the **Herd Type** search value includes the wildcard.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn=M**, **Dz=JOH**, and **Herd Type=DRY** or **Non-Dairy-Part B**).

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section M:

SPR HEADER INFORMATION

Report Section Letter:

Class:

QueryMUpdate

Johns Herds in Status:

Herd type:

Access	Herd Plans	JPL1	JPL2	JPL3	JPL4	JPLM
1 - Begin	BEON A	BEON F	BEON F	BEON F	BEON F	BEON F
2 - Add/Planew	ADD RD	ADD RD	ADD RD	ADD RD	ADD RD	ADD RD
3 - Remove	REMOVE	REMOVE	REMOVE	REMOVE	REMOVE	REMOVE
4 - End	END AS	END HER	END JPL	END JPL	END JPL	END JPL

Rpt ID:
 Sectn:
 Sr:
 Dz:
 Stg:
 Sp:
 Dt Beg:
 Dt End:
 Run Dt:
 Rec Type:

- d. If you want to modify this record, do these steps:
- i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.20 If you selected **Query_N1**, you should now see the following form onscreen. This webform has been customized for Section N1 of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=N1
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Species	Species	Code for the species whose data was submitted.
Part A Dairy Herds Tested Nr Herds Tested Nr Herds Positive	Part A: Dairy Herds Tested NR Herds Tested NR Herds Positive	Total # of herds that were tested during this reporting period. Total # of herds that tested positive during this reporting period.
Part A Non Dairy Herds Tested Nr Herds Tested Nr Herds Positive	Part A: Non-Dairy Herds Tested NR Herds Tested NR Herds Positive	Total # of herds that were tested during this reporting period. Total # of herds that tested positive during this reporting period.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_N1** form with three search values entered (**Sectn**=N1, **St**=CO, and **Sp**=%). Note that the **Sp** search value includes the wildcard.

The screenshot shows the 'Query_N1' form. At the top, 'Report Section Letter' is set to 'QUERY_N1' and 'Disease' is 'JOH'. Below this, the 'QueryN1/Update' section contains a list of search criteria: Rpt Id, Sectn (set to N1), St (set to CO), Da (set to JOH), Sp (set to %), Dt Beg, Dt End, Run Dt, and Rec Type. To the right, there are summary statistics: 'Part A: Jones Herds Tested' with a 'Species' dropdown, and 'Part A Dairy Herds Tested' and 'Part A Non - Dairy Herds Tested' with columns for 'Nr Herds Tested' and 'Nr Herds Positive'.

- b. Execute your query using one of the methods below:
- In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
- Click inside the **Sectn** field.
 - Press the DOWN ARROW key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the DOWN ARROW key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **Sectn**=D, **Stg**=F, A, B, or C, and **Sp**= BOV.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section N1:

SPR HEADER INFORMATION			
Report Section Letter:	QUBRY_N1		
Disease:	JOH		
QueryN1/Update			
Part A: Johms Herds Tested			
Rpt Id SPR		Species	BOV
Sectn N1			
St CO			
Co JOH			
Stg JPL1			
Sp BOV			
Dt Beg 01-APR-2004			
Dt End 30-APR-2004			
Run Dt 0405121202			
Rec Type WBS			
		Nr Herds Tested	Nr Herds Positive
	Part A Dairy Herds Tested	245	2
	Part A Non - Dairy Herds Tested	78	1

- d. If you want to modify this record, do these steps:
- Highlight the first value you want to modify.
 - Type the new value you want to use.
 - Repeat these two steps of highlighting-overtyping for each value you want to change.
 - After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

1.21 If you selected **Query_N2**, you should now see the following form onscreen. This webform has been customized for Section N2 of the SPR report:

In case any of the field labels on this query form are unclear, refer to the table below. (For detailed information about what data can appear in a specific field, refer to the tables at the end of this chapter.)

Field Label on Query Form	Field Label on Data-Submission Form	Data Stored in This Field on Both Forms
Rpt Id	(Not found on D-S Form)	Default= SPR
Sectn	Report Section Letter	Default=N2
St	State	Code for the State in which the data-collection activity took place.
Dz	Disease	Code for the disease whose data was submitted.
Stg	Stage	Stage level that your State was in during this reporting period.
Sp	Species	Code for the animal species whose data was submitted.
Dt Beg	Begin Date	First date of the time period whose data was submitted.
Dt End	End Date	Last date of the time period whose data was submitted.
Run Dt	Report Run Date	Date on which your State's data was submitted.
Rec Type	(Not found on D-S Form)	Default= WEB
Species	Species	Code for the species being reported on this form.
Test type	Test Type	Code for the types of tests that were performed during this reporting period.
Dairy Nr Herds Tested Nr Animals Tested Nr Positive Tested Nr Suspect Tested Nr Inconclusive Tested	Dairy Nr Herds Tested Nr Animals Tested Nr Positive Tested Nr Suspect Tested Nr Inconclusive Tested	Total # of dairy herds given the Test Type specified. Total # of dairy animals given the Test Type specified. Total # of dairy animals given the Test Type specified and whose test interpretations were classified as POSITIVE. Total # of dairy animals given the Test Type specified and whose test interpretations were classified as SUSPECT. Total # of dairy animals given the Test Type specified and whose test interpretations were classified as INCONCLUSIVE.
Non - Dairy Nr Herds Tested Nr Animals Tested Nr Positive Tested Nr Suspect Tested Nr Inconclusive Tested	Non - Dairy Nr Herds Tested Nr Animals Tested Nr Positive Tested Nr Suspect Tested Nr Inconclusive Tested	Total # of dairy herds given the Test Type specified. Total # of dairy animals given the Test Type specified. Total # of dairy animals given the Test Type specified and whose test interpretations were classified as POSITIVE. Total # of dairy animals given the Test Type specified and whose test interpretations were classified as SUSPECT. Total # of dairy animals given the Test Type specified and whose test interpretations were classified as INCONCLUSIVE.

- a. To retrieve a record that retrieve a record that you want to view and/or update, insert one or more search values into the field(s) on this query form.

If you are not sure how to spell a search value, use the per cent symbol (%) wildcard to replace the letters that you don't know. See the chart below for examples on how to use this wildcard:

To Search For:	Type This:	And Get These Results:
animal species codes that begin with the letter "B"	B%	BOV (cattle) BOV (bison)
all disease codes	% (in Dz field)	BR (Brucellosis) EIA (Equine Infectious Anemia) JOH (Johne's)
all Prem Types that end with the letters "SL"	%SL	CSL (Custom Slaughter Estab.) FSL (Federal Slaughter Estab.) SSL (State Slaughter Estab.)

Below is an example of a **Query_N2** form with three search values entered (**St=CO**, **Sp=BOV**, and **Test type=%**). Note that the **Test type** search value includes the wildcard.

The screenshot shows the 'SPR HEADER INFORMATION' section with 'Report Section Letter' set to 'QUERY_N2' and 'Disease' set to 'JOH'. Below this is the 'QueryN2Update' section, which includes 'Part B: Johnes Herds and Animals Tested by Test Type'. This section contains several input fields: 'Rpt Id', 'Sectn', 'St' (set to 'CO'), 'Dz', 'Sp' (set to 'BOV'), 'Dt Beg', 'Dt End', 'Run Dt', and 'Rec Type'. There are also dropdown menus for 'Species' (set to 'BOV') and 'Test type' (set to '%'). The main data area is a table with columns for 'Nr Herds Tested', 'Nr Animals Tested', 'Nr Positive Tested', 'Nr Suspect Tested', and 'Nr Inconclusive Tested', with rows for 'Dairy' and 'Non - Dairy'.

- b. Execute your query using one of the methods below:
 - In the Menu Bar, select the **Query > Execute** command.
 - In the Toolbar, click on the **Execute Query**
- c. Your query may retrieve more than one record. To be sure that you have the record you want, scroll through all of the retrieved records by doing the following:
 - Click inside the **Sectn** field.
 - Press the **DOWN ARROW** key on your computer keyboard. Each time you do so, a new record will be displayed in the query form. So if your query retrieved four records, you would need to press the **DOWN ARROW** key four times to see all of these records, one at a time.

If you executed the search example shown in the above screen shot, you would have retrieved every record containing **St=CO**, **Sp= BOV**, and **Test type=ELS, FCUL, JOHNIN, or GI**.

- iii. When the record you want is displayed in the form, click on **Save**. Below is an example of a retrieved SPR Data-Submission record for Section N2:

SPR HEADER INFORMATION

Report Section Letter:

Disease:

QueryN2Update

Part B: Johnes Herds and Animals Tested by Test Type

Rpt Id: <input type="text" value="SPR"/>	Species: <input type="text" value="BOV"/>					
Sech: <input type="text" value="N2"/>	Test type: <input type="text" value="ELS"/>					
SI: <input type="text" value="CO"/>		Nr Herds Tested	Nr Animals Tested	Nr Positive Tested	Nr Suspect Tested	Nr Inconclusive Tested
Dz: <input type="text" value="JCH"/>	Dairy	<input type="text" value="51"/>	<input type="text" value="709"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="6"/>
Slg: <input type="text" value="RL2"/>		Nr Herds Tested	Nr Animals Tested	Nr Positive Tested	Nr Suspect Tested	Nr Inconclusive Tested
Sp: <input type="text" value="BOV"/>	Non-Dairy	<input type="text" value="33"/>	<input type="text" value="469"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="15"/>
Dt Beg: <input type="text" value="01-APR-2004"/>						
Dt End: <input type="text" value="30-APR-2004"/>						
Rtn Dt: <input type="text" value="0405121204"/>						
Rec Type: <input type="text" value="VBB"/>						

- d. If you want to modify this record, do these steps:
- i. Highlight the first value you want to modify.
 - ii. Type the new value you want to use.
 - iii. Repeat these two steps of highlighting-overtyping for each value you want to change.
 - iv. After you have modified all of the values in this record, click on **Save**.
- e. You can now do either of the following:
- If you modified the Data-Submission record for an SPR report section, you now need to instruct the Auto-Scheduler utility at the AWBDS web site to process this data. Go directly now to the next section in this chapter, *Procedure 2: Using the Auto-Scheduler to Process Your Updated Data*.
 - You can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

Procedure 2: Using the Auto-Scheduler to Process Your Updated Data

Now that you have modified the record for an SPR report section, you need to alert the Auto-Scheduler utility that you have new data for it to process. You accomplish this task by leaving the Data Entry Forms area of the website to work in the Approval Summary Data area. Follow the instructions below:

2.1 In the **Query** webform where you just modified the record for an SPR report section, click on **Exit**.

2.2 The **Summary Data Entry Forms** main menu (shown at right) now appears.

In this screen, click on **Exit**. You have now left the Data Entry Forms area of the website.



2.3 The **National Surveillance Program Reports** main menu now appears.

Click on the **Approve Summary Data** option. You have now entered the Approval area of the website.



2.4 The **National Surveillance Reports Menu** (shown at right) will appear onscreen.



- 2.5 Fill out the header block with the appropriate parameters for the SPR report section whose Data-Submission record you just updated.

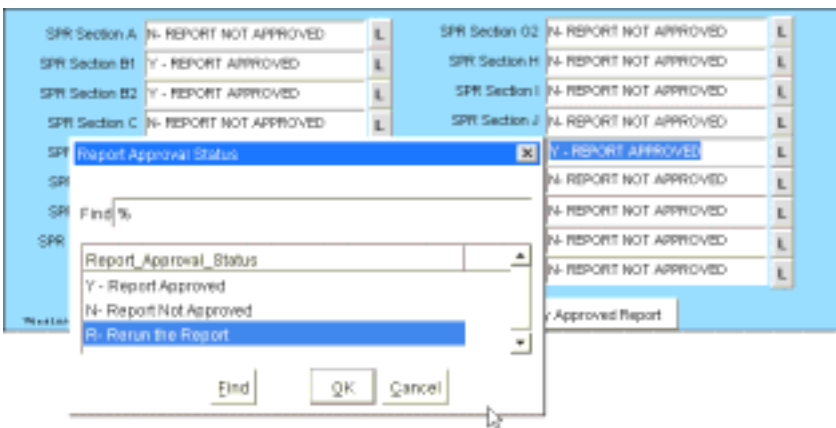


- 2.6 In the bottom block of this same menu, click on the [2] next to the **SPR National Summary Report Data** option.

- 2.7 An **SPR Approval Forms** screen (shown below) now appears.



In the field next to the report section whose record you just modified, click on the down arrow and select the **Re-run the Report** option (as shown below). The **Re-run...** option flags the report section that is to be re-sent to your State's QA personnel again for review.



- 2.8 Click on **Approve**. This action notifies the Auto-Scheduler utility to generate a new report from your modified Data-Submission record, send PDF copies of the report to the appropriate QA personnel, and move the report data to the Temporary Holding Database. (If you click on the **Approve** option without having the **Re-run** flag appear next to the appropriate report section, this means that you are approving the report "as is" and that you consider the report ready to be moved to the permanent National Reports Database.)
- 2.9 Even though you modified the record for only one SPR report section, you may still see sixteen popup messages that describe the actions done by the Auto-Scheduler for all sixteen sections shown on this screen. Click **OK** in each popup window to close it.
- 2.10 At the end of your work session, you can exit the AWBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Reference Table 1: Organized by Report Section Letter

The table below allows you to see at a single glance all of the data field labels for each individual section within an SPR report.

Sections A, B1, and B2

	Section A Tests on Farm or Ranch	Section B1 Affected Herds in State	Section B2 Affected Herds in State
D2	Event(test) reason	Prem ID	Nr herds that disclosed reactors
D4	Herds tested, fed expense	Prem type	Nr infected herds end month
D6	Animals tested, fed expense	Isolate	Nr new infected herds during month
D8	Herds tested, fed fee basis expense	Prem name	Nr herds released
D10	Animals tested, fed fee basis expense	Prem city	Nr infected herds begin month
D12	Herds tested, state expense	Prem county	---
D14	Animals tested, state expense	Prem zip code	---
D16	Herds tested, state fee basis expense	Most probable source	---
D18	Animals tested, state fee basis expense	Nr eligible animals	---
D20	Herds tested, owner expense	Retest nr	---
D22	Animals tested, owner expense	Test reason	---
D24	Total herds tested	Nr tested, last test	---
D26	Total animals tested	Nr reactors, last test	---
D28	---	Collection date, last test	---
D30	---	Previous reactor date prior to last test	---
D32	---	Quarantine date	---
D34	---	---	---
D36	---	---	---
D38	---	---	---
D40	---	---	---
D42	---	---	---
D44	---	---	---
D46	---	---	---
D48	---	---	---
D50	---	---	---
D52	---	---	---
D54	---	---	---
D56	---	---	---
D58	---	---	---

Sections C, D, and E

	Section C Herds Depopulated	Section D Herds Pending Test or Retest	Section E Certified Herds
D2	Prem ID	Nr reactors herds, 0-60, dairy	Nr herds certified
D4	Prem type	Nr reactors herds, 0-60, other	---
D6	Prem name	Nr reactors herds, 61-180, dairy	---
D8	Prem city	Nr reactors herds, 61-180, other	---
D10	Nr depopulated	Nr reactors herds, >180, dairy	---
D12	Amount of indemnity	Nr reactors herds, >180, other	---
D14	---	Nr mci herds, 0-60, dairy	---
D16	---	Nr mci herds, 0-60, other	---
D18	---	Nr mci herds, 61-180, dairy	---
D20	---	Nr mci herds, 61-180, other	---
D22	---	Nr mci herds, >180, dairy	---
D24	---	Nr mci herds, >180, other	---
D26	---	Nr brt herds, 0-60, dairy	---
D28	---	Nr brt herds, 0-60, other	---
D30	---	Nr brt herds, 61-180, dairy	---
D32	---	Nr brt herds, 61-180, other	---
D34	---	Nr brt herds, >180, dairy	---
D36	---	Nr brt herds, >180, other	---
D38	---	Nr oth herds, 0-60, dairy	---
D40	---	Nr oth herds, 0-60, other	---
D42	---	Nr oth herds, 61-180, dairy	---
D44	---	Nr oth herds, 61-180, other	---
D46	---	Nr oth herds, >180, dairy	---
D48	---	Nr oth herds, >180, other	---
D50	---	Total, dairy	---
D52	---	Total, other	---
D54	---	---	---
D56	---	---	---
D58	---	---	---

Sections F, G, and H

	Section F Tests in Other Species	Section G Blood Sample Collections at Slaughter	Section H Blood Tests on Market Animals Tested In-State
D2	Species	Prem ID	Nr animals at in-state markets
D4	Nr herds tested	Paycode	Nr reactors at in-state markets
D6	Nr animals tested	Nr animals tested	Nr animals at in-state slaughter establishments
D8	Nr suspects	---	Nr reactors at in-state slaughter establishments
D10	Nr herds w/reactors	---	Nr reactors reported by other states
D12	Nr reactors	---	---
D14	---	---	---
D16	---	---	---
D18	---	---	---
D20	---	---	---
D22	---	---	---
D24	---	---	---
D26	---	---	---
D28	---	---	---
D30	---	---	---
D32	---	---	---
D34	---	---	---
D36	---	---	---
D38	---	---	---
D40	---	---	---
D42	---	---	---
D44	---	---	---
D46	---	---	---
D48	---	---	---
D50	---	---	---
D52	---	---	---
D54	---	---	---
D56	---	---	---
D58	---	---	---

Sections I, J, and K

	Section I Tracebacks from Market and Slaughter	Section J Ring Test Results (Herds In-State Regardless of Where Tested)	Section K Animals Vaccinated
D2	Pending <31	Nr new herds	Type vaccination, VAC-Juv
D4	Pending >30	Nr herds oob	Nr animals vaccinated, VAC-Juv
D6	TNR	Nr herds accted for	Nr herds vaccinated, VAC-Juv
D8	TOS	Nr herds missing	Type vaccination, VAC-Adult
D10	TRC	Nr herds negative	Nr animals vaccinated, VAC-Adult
D12	TRH	Nr herds suspicious	Nr herds vaccinated, VAC-Adult
D14	TTN	Total eligible herds	Type vaccination, VAC-Age not specified
D16	TTR	Total herds tested	Nr animals vaccinated, VAC- Age not specified
D18	TSH	Round nr	Nr herds vaccinated, VAC- Age not specified
D20	TD	---	---
D22	TF	---	---
D24	UT	---	---
D26	Total successful	---	---
D28	Total unsuccessful	---	---
D30	---	---	---
D32	---	---	---
D34	---	---	---
D36	---	---	---
D38	---	---	---
D40	---	---	---
D42	---	---	---
D44	---	---	---
D46	---	---	---
D48	---	---	---
D50	---	---	---
D52	---	---	---
D54	---	---	---
D56	---	---	---
D58	---	---	---

Sections L and M

	Section L Source of New Herd Infections	Section M Johne's Herds in Status
D2	Purchased infected animals	Herd Type
D4	Exposed to non-domestic animals	Assess - Begin
D6	Area spread	Assess – Add/Renew
D8	Other	Assess - Removed
D10	Unknown	Assess - End
D12	---	Herd Plans - Begin
D14	---	Herd Plans – Add/Renew
D16	---	Herd Plans - Removed
D18	---	Herd Plans - End
D20	---	JPL1 - Begin
D22	---	JPL1 – Add/Renew
D24	---	JPL1 - Removed
D26	---	JPL1 - End
D28	---	JPL2 - Begin
D30	---	JPL2 – Add/Renew
D32	---	JPL2 - Removed
D34	---	JPL2 - End
D36	---	JPL3 - Begin
D38	---	JPL3 – Add/Renew
D40	---	JPL3 - Removed
D42	---	JPL3 - End
D44	---	JPL4 - Begin
D46	---	JPL4 – Add/Renew
D48	---	JPL4 - Removed
D50	---	JPL4 - End
D52	---	JPLM (Sum A, B, C, D Herds) - Begin
D54	---	JPLM (Sum A, B, C, D Herds) – Add/Renew
D56	---	JPLM (Sum A, B, C, D Herds) - Removed
D58	---	JPLM (Sum A, B, C, D Herds) - End

Sections N1 and N2

	Section N1 Part A: Johnes Herds Tested	Section N2 Part B: Johnes Herds and Animals Tested by Test Type
D2	Species	Species
D4	Part A ...# Dairy Herds Tested	Test Type
D6	Part A...# Non-Dairy Herds Tested	NR Dairy Herds Tested
D8	Part A...# Dairy Herds Tested POSITIVE	NR Dairy Animals Tested
D10	Part A...# Non-Dairy Herds Tested POSITIVE	NR Dairy Animals Tested POSITIVE
D12	---	NR Dairy Animals Tested SUSPECT
D14	---	NR Dairy Animals Tested INCONCLUSIVE
D16	---	NR Non-Dairy Herds Tested
D18	---	NR Non-Dairy Animals Tested
D20	---	NR Non-Dairy Animals Tested POSITIVE
D22	---	NR Non-Dairy Animals Tested SUSPECT
D24	---	NR Non-Dairy Animals Tested INCONCLUSIVE
D26	---	---
D28	---	---
D30	---	---
D32	---	---
D34	---	---
D36	---	---
D38	---	---
D40	---	---
D42	---	---
D44	---	---
D46	---	---
D48	---	---
D50	---	---
D52	---	---
D54	---	---
D56	---	---
D58	---	---

Reference Table 2: Organized by Data Field Label (1 of 4)

The table below allows you to determine what a specific data field label is, depending on which section in the SPR report you see that label.

Field D2:	Section A: Event (test) reason Section B1: Prem ID Section B2: Nr herds that disclosed reactors Section C: Prem ID Section D: Nr reactors herds, 0-60, dairy Section E: Nr herds certified Section F: Species Section G: Prem ID	Section H: Nr animals at instate markets Section I: Pending <31 Section J: Nr new herds Section K: Type vaccination, VAC-Juv Section L: Purchased infected animals Section M: Herd Type Section N: Species
Field D4:	Section A: Herds tested, fed expense Section B1: Prem type Section B2: Nr infected herds end month Section C: Prem type Section D: Nr reactors herds, 0-60, other Section E: Nr herds certified Section F: Nr herds tested Section G: Paycode	Section H: Nr reactors at instate markets Section I: Pending >30 Section J: Nr herds oob Section K: Nr animals vaccinated, VAC-Juv Section L: Exposed to non-domestic animals Section M: Assess - Begin Section N: Test Type
Field D6:	Section A: Animals tested, fed expense Section B1: Isolate Section B2: Nr infected herds during month Section C: Prem name Section D: Nr reactors herds, 61-180, dairy Section E: --- Section F: Nr animals tested Section G: Nr animals tested	Section H: Nr animals at instate markets Section I: TNR Section J: Nr herds accounted for Section K: Nr herds vaccinated, VAC-Juv Section L: Area spread Section M: Assess – Add/Renew Section N: NR Dairy Herds Tested
Field D8:	Section A: Herds tested, fed fee basis expense Section B1: Prem name Section B2: Nr herds released Section C: Prem city Section D: Nr reactors herds, 61-180, other Section E: --- Section F: Nr suspects Section G: ---	Section H: Nr reactors at instate slaughter Section I: TOS Section J: Nr herds missing Section K: Type vaccination, VAC-Adult Section L: Other Section M: Assess - Removed Section N: NR Dairy Animals Tested
Field D10:	Section A: Animals tested, fed fee basis expense Section B1: Prem city Section B2: Nr infected herds begin month Section C: Nr depopulated Section D: Nr reactors herds, >180, dairy Section E: --- Section F: Nr herds with reactors Section G: ---	Section H: Nr reactors reported by other states Section I: TRC Section J: Nr herds negative Section K: Nr animals vaccinated, VAC-Adult Section L: Unknown Section M: Assess - End Section N: NR Dairy Animals Tested POSITIVE
Field D12:	Section A: Herds tested, state expense Section B1: Prem county Section B2: --- Section C: Amount of indemnity Section D: Nr reactors herds, >180, other Section E: --- Section F: Nr reactors Section G: ---	Section H: --- Section I: TRH Section J: Nr herds suspicious Section K: Nr herds vaccinated, VAC-Adult Section L: --- Section M: Herd Plans - Begin Section N: NR Dairy Animals Tested SUSPECT
Field D14:	Section A: Animals tested, state expense Section B1: Prem zip code Section B2: --- Section C: --- Section D: Nr mci herds, 0-60, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: TTN Section J: Total eligible herds Section K: Type vaccination, VAC-age not specified Section L: --- Section M: Herd Plans – Add/Renew Section N: NR Dairy Animals Tested INCONCLUSIVE

Reference Table 2: Organized by Data Field Label (2 of 4)

Field D16:	Section A: Herds tested, state fee basis expense Section B1: Most probable source Section B2: --- Section C: --- Section D: Nr mci herds, 0-60, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: TTR Section J: Total herds tested Section K: Nr animals vaccinated, VAC-age not specified Section L: --- Section M: Herd Plans - Removed Section N: NR Non-Dairy Herds Tested
Field D18:	Section A: Animals tested, state fee basis expense Section B1: Nr eligible animals Section B2: --- Section C: --- Section D: Nr mci herds, 61-180, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: TSH Section J: Round nr Section K: Nr herds vaccinated, VAC-age not specified Section L: --- Section M: Herd Plans - End Section N: NR Non-Dairy Animals Tested
Field D20:	Section A: Herds tested, owner expense Section B1: Retest nr Section B2: --- Section C: --- Section D: Nr mci herds, 61-180, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: TD Section J: --- Section K: --- Section L: --- Section M: JPL1 - Begin Section N: NR Non-Dairy Animals Tested POSITIVE
Field D22:	Section A: Animals tested, owner expense Section B1: Test reason Section B2: --- Section C: --- Section D: Nr mci herds, >180, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: TF Section J: --- Section K: --- Section L: --- Section M: JPL1 – Add/Renew Section N: NR Non-Dairy Animals Tested SUSPECT
Field D24:	Section A: Total herds tested Section B1: Nr tested, last test Section B2: --- Section C: --- Section D: Nr mci herds, >180, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: UT Section J: --- Section K: --- Section L: --- Section M: JPL1 – Removed Section N: NR Non-Dairy Animals Tested INCONCLUSIVE
Field D26:	Section A: Total animals tested Section B1: Nr reactors, last test Section B2: --- Section C: --- Section D: Nr brt herds, 0-60, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: Total successful Section J: --- Section K: --- Section L: --- Section M: JPL1 - End Section N: ---
Field D28:	Section A: --- Section B1: Collection date, last test Section B2: --- Section C: --- Section D: Nr brt herds, 0-60, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: Total unsuccessful Section J: --- Section K: --- Section L: --- Section M: JPL2 - Begin Section N: ---

Reference Table 2: Organized by Data Field Label (3 of 4)

Field D30:	Section A: --- Section B1: Previous reactor date prior to last test Section B2: --- Section C: --- Section D: Nr brt herds, 61-180, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL2 – Add/Renew Section N: ---
Field D32:	Section A: --- Section B1: Quarantine date Section B2: --- Section C: --- Section D: Nr brt herds, 61-180, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL2 – Removed Section N: ---
Field D34:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr brt herds, >180, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL2 – End Section N: ---
Field D36:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr brt herds, >180, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL3 – Begin Section N: ---
Field D38:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr oth herds, 0-60, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL3 – Add/Renew Section N: ---
Field D40:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr oth herds, 0-60, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL3 – Removed Section N: ---
Field D42:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr oth herds, 61-180, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL3 – End Section N: ---

Reference Table 2: Organized by Data Field Label (4 of 4)

Field D44:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr oth herds, 61-180, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL4 - Begin Section N: ---
Field D46:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr oth herds, >180, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL4 – Add/Renew Section N: ---
Field D48:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Nr oth herds, >180, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL4 - Removed Section N: ---
Field D50:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Total, dairy Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPL4 - End Section N: ---
Field D52:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: Total, other Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPLM - Begin Section N: ---
Field D54:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: --- Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPLM – Add/Renew Section N: ---
Field D56:	Section A: --- Section B1: --- Section B2: --- Section C: --- Section D: --- Section E: --- Section F: --- Section G: ---	Section H: --- Section I: --- Section J: --- Section K: --- Section L: --- Section M: JPLM - Removed Section N: ---

Field D58:	Section A: ---	Section H: ---
	Section B1: ---	Section I: ---
	Section B2: ---	Section J: ---
	Section C: ---	Section K: ---
	Section D: ---	Section L: ---
	Section E: ---	Section M: JPLM - End
	Section F: ---	Section N: ---
	Section G: ---	

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Chapter 12:

Approving Your State's SPR Data

In this task, you will learn how to approve, reject, and delete your State's data for an SPR National Report.

Unit	Topic	See Page
Procedure 1:	Approving/Rejecting a State's SPR Data-Submission (This procedure can be done only by authorized Quality Control (QC) personnel for your State.)	12.2
Procedure 2:	Viewing an Existing, Not-Yet-Approved SPR Data-Submission	12.6
Procedure 3:	Deleting an Existing, Not-Yet-Approved SPR Data-Submission	12.11

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Procedure 1: Approving/Rejecting a State's SPR Data-Submission

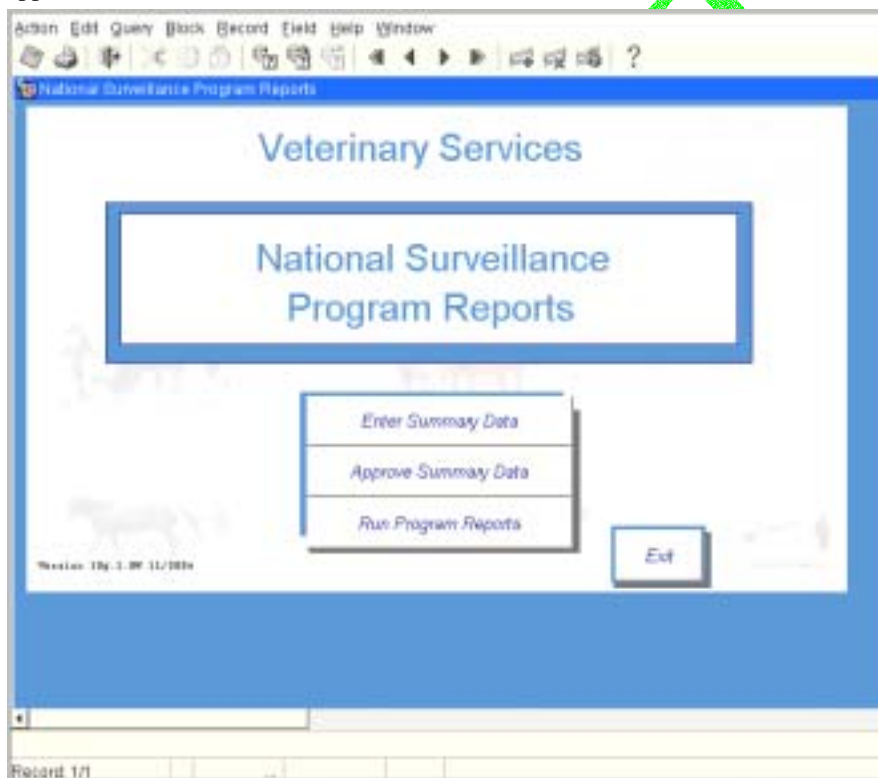
This procedure can be performed only by a State's authorized Quality Control (QC) personnel.

1.1 Log into the Automated Web-Based Data Submission (AWBDS) web site.

A **Warning** screen will appear onscreen.

1.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



1.3 Click on the **Approve Summary Data** option.

1.4 The National Surveillance Reports Menu screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to record your approval/disapproval.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

When completed, the top block should look similar to this example:

1.5 In the bottom block of this form, click on the **3. SPR National Summary Report Data** option.

An **SPR Approval Forms** screen will now appear:



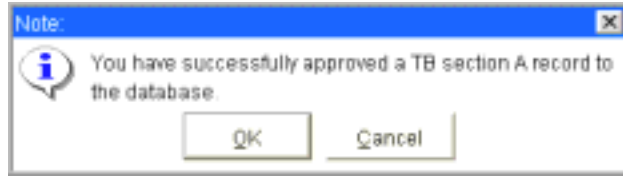
- a. Note that the report parameters (such as its **Species**, **Begin Date**, and **End Date** parameters) which you specified back in Step 1.4 will apply to every report section listed on this screen.

Keep in mind, however, that you can approve/reject only those sections for which you have signoff authority. (As an example, the State of Florida might have one QC representative, John Smith, who has signoff authority for Sections A-L, and a second QC representative, Cindy Nelson, who has signoff authority for Sections M, N1, and N2 only. John Smith cannot approve/reject Sections M, N1, and N2, and Cindy Nelson cannot approve/reject Sections A-L.)

- b. For each section, you must click on the down arrow button and select a value from the displayed List of Values. The choices are described below:

Option	Meaning
Y – Report Approved	As your State's QC representative with signoff authority, you approve the data submitted for this report section to be complete and accurate.
N – Report Not Approved	Choose this option for either reason below: -- As your State's QC representative with signoff authority, you do not approve the data submitted for this report, as you have determined some or all of the data to contain errors/omissions. -- You do not have signoff authority for this specific report.
R – Re-run the Report	Enables you to run a new version of the SPR National Program Report. This option is helpful, especially in situations where an initial Data-Submission from a State had to be corrected and re-submitted for approval. Once the second, corrected submission has been approved, this option can be used to generate a new PRV-190 National Program Report whose data will be accurate. This option is described in more detail in the following chapters of this manual: Chapter 3 – <i>Updating Your State's Data for a TB6-2 National Program Report</i> Chapter 7 – <i>Updating Your State's Data for a PRV-190 National Program Report</i> Chapter 11 – <i>Updating Your State's Data for an SPP National Program Report</i>

- c. Once you have indicated your approval/rejection for each section for which you have signoff authority, click on the **Approve** command button.
- d. A popup window like the one shown below will appear for each report section for which your approval has been successfully recorded. Click **OK** to close each popup window.



- e. After you have submitted your approval for each SPR section for which you have signoff authority, click on the **Exit** command button.

You are returned to the **National Surveillance Reports Menu** screen.

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Procedure 2: Viewing an Existing, Not-Yet-Approved SPR Data-Submission

This procedure enables you to query for and retrieve one or more existing SPR Data-Submission records that are currently being stored in the Temporary Holding Database.

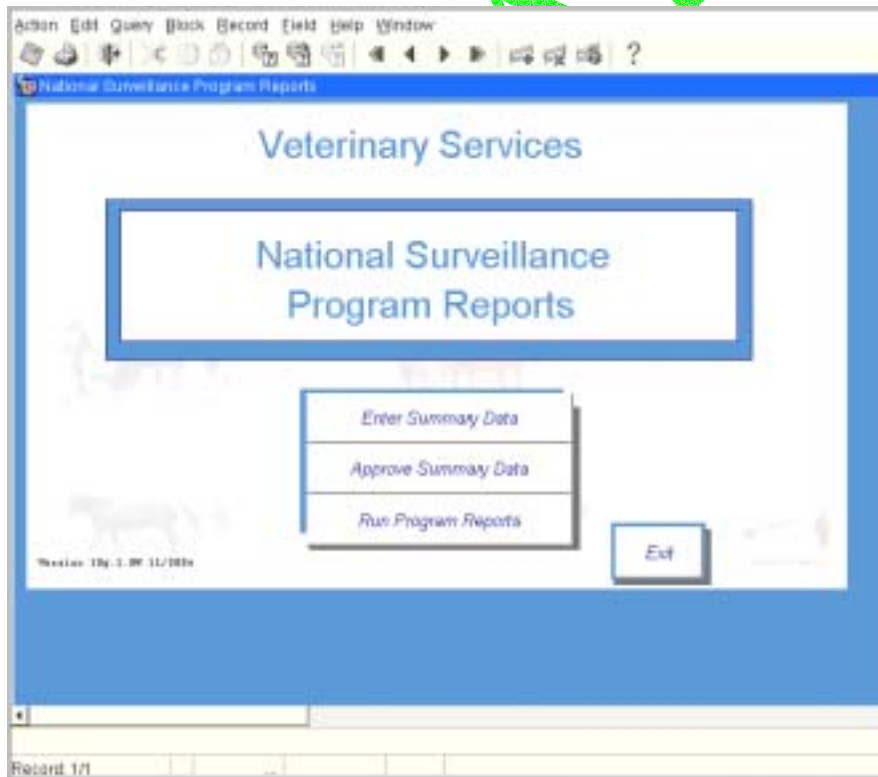
You may wish to query for a record to see if it has already been submitted, or to see if it has been approved/signed off by your State's QC personnel.

- 2.1 Log into the Automated Web-Based Data Submission (AWBDS) web site. (If necessary, refer back to Task 1 for the procedure on how to do this.)

A **Warning** screen will appear onscreen.

- 2.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 2.3 Click on the **Approve Summary Data** option.

2.4 The National Surveillance Reports Menu screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to view.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

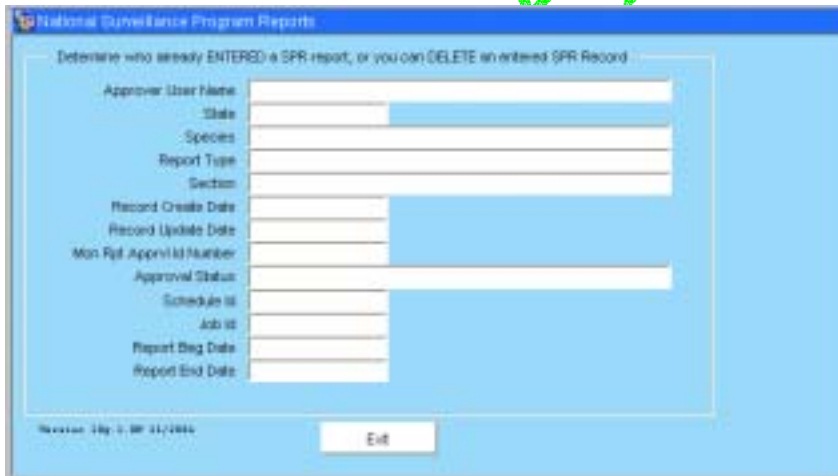
When completed, the top block should look similar to this example:

2.5 In the bottom block of this form, click on the **1. SPR Tuberculosis National Summary Report Data** option.

An **SPR Approval Forms** screen will now appear.



2.6 To determine if a report section has already been submitted, approved, or rejected, click on the **Already Approved Report** button. The following query screen will appear:



2.7 You will use this screen to enter a query. This query is then sent to the Temporary Holding Database to find any Data-Submission records that might match it.

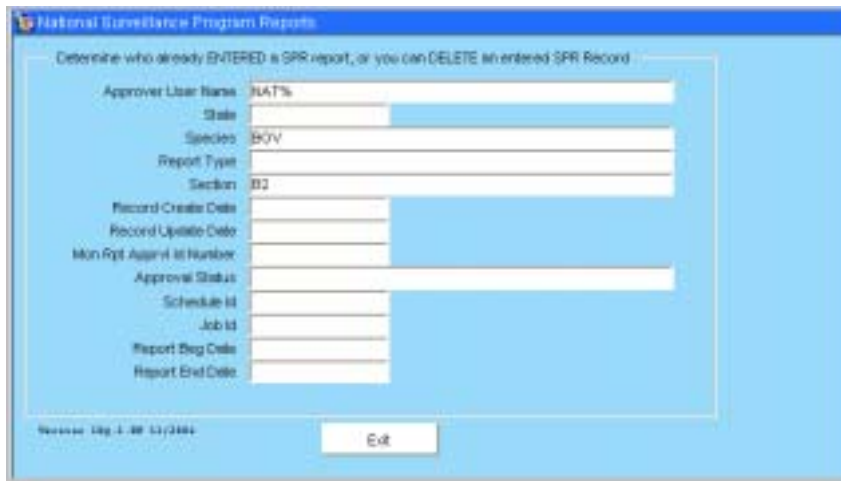
To enter a query, do the following:

- a. Either select the **Query > Enter** command in the Menu Bar or click on the **Enter Query** icon in the Toolbar.
- b. In the query form, fill out as many fields as possible. The more fields you fill out, the faster the search can be executed.

If you are not sure how to spell a particular value, you can type a % (per cent) wildcard variable to represent the alphanumeric characters you don't know. The table below shows you how to use this wildcard variable to get the most precise results:

To Search For:	Type This:	To Get These Results:
the last names of all approvers that include the letters STON	%STON%	Halstone Charleston
all States that start with A	A%	Alabama Alaska Arizona Arkansas
all job IDs that end with AD44	%AD44	AD44 300AD44

The example below shows the wildcard variable that was entered in the **Approver User Name** field.



- c. Either select the **Query > Execute** command in the Menu Bar or click on the **Execute Query** icon in the Toolbar.

If any Data-Submission records in the Temporary Holding Database match your query, the parameters for these reports will be displayed in the **Query** screen. The example below shows one of several records that were retrieved for the query shown in the screen shot directly above this paragraph.



- d. Note that your query parameters may match and retrieve several records from the Temporary Holding Database.

If so, you can view each report, one at a time, within the same **Query** screen. You move forward and backwards through the set of retrieved records by using the UP ARROW and DOWN ARROW keys on your computer keyboard. The instructions below to do this:

- i. Click your cursor inside any field (**Record Create Date** for example).
- ii. Click the DOWN ARROW key on your computer keyboard. Each time you click this key, a new report will be displayed in the **Query** screen.
- iii. When you reach the last report that was retrieved, a popup message will alert you to this.
- iv. You can now click the UP ARROW key to move back through the set of retrieved records. When you reach the first report that was retrieved, the data in the **Query** screen will stop changing.

- 2.8 To end your work session, you can exit the ASBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Procedure 3: Deleting an Existing, Not-Yet-Approved SPR Data-Submission

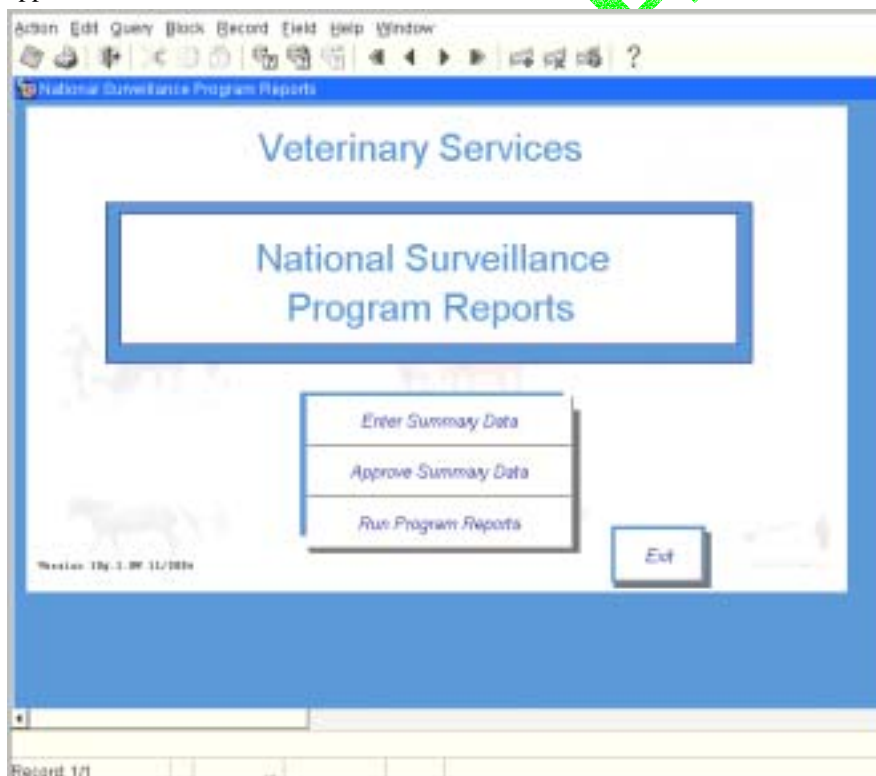
This procedure enables you to query for and delete an existing SPR Data-Submission record that is currently being stored in the Temporary Holding Database.

- 3.1 Log into the Automated Web-Based Data Submission (AWBDS) web site. (If necessary, refer back to Task 1 for the procedure on how to do this.)

A **Warning** screen will appear onscreen.

- 3.2 Click on the **Accept** button.

The **Veterinary Services National Surveillance Program Reports** main screen (shown below) will appear.



- 3.3 Click on the **Approve Summary Data** option.

3.4 The **National Surveillance Reports Menu** screen (shown below) will appear:

In the top block of this form, enter the parameters that identify the specific report whose section(s) you want to delete.

Field	Guidelines
Approver's Oracle User Name	User name that you use to log into the AWBDS web site.
State	Two-letter postal abbreviation for the state in which the data collection activity took place. Click on the down arrow button to display a List of Values for this field.
Disease Program	Code for the animal disease program whose test results are being reported on this form. Click on the L button to display a List of Values for this field.
Species	Code for the animal species whose test results are being reported on this form. Click on the down arrow button to display a List of Values for this field.
Report Begin Date	Enter the first date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).
Report Run Date	Enter the last date of the time period for which the national report is being prepared. Use one of these formats: DD-MON-YYYY or DD MON YYYY or DD-MON-YY or DD MON YY (i.e., 01-JUL-2004 or 01 JUL 2004 or 01-JUL-04 or 01 JUL 04).

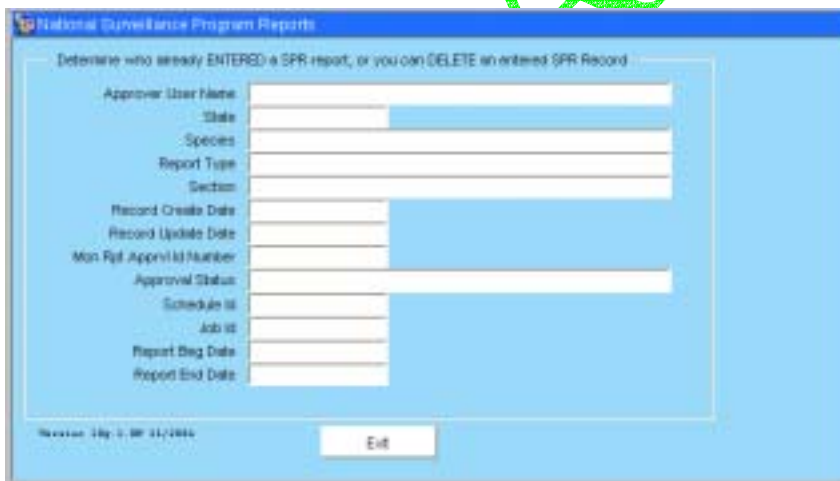
When completed, the top block should look similar to this example:

3.5 In the bottom block of this form, click on the **1. SPR Tuberculosis National Summary Report Data** option.

An **SPR Approval Forms** screen will now appear.



3.6 Click on the **Already Approved Report** button. The following query screen will appear:



3.7 You will use this screen to enter a query. This query is then sent to the Temporary Holding Database to find any Data-Submission records that might match it.

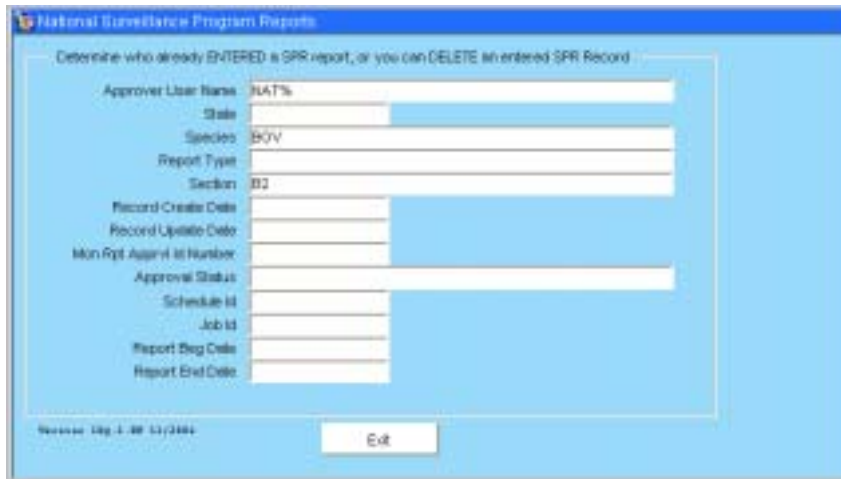
To enter a query, do the following:

- a. Either select the **Query > Enter** command in the Menu Bar or click on the **Enter Query** icon in the Toolbar.
- b. In the query form, fill out as many fields as possible. The more fields you fill out, the faster the search can be executed.

If you are not sure how to spell a particular value, you can type a % (per cent) wildcard variable to represent the alphanumeric characters you don't know. The table below shows you how to use this wildcard variable to get the most precise results:

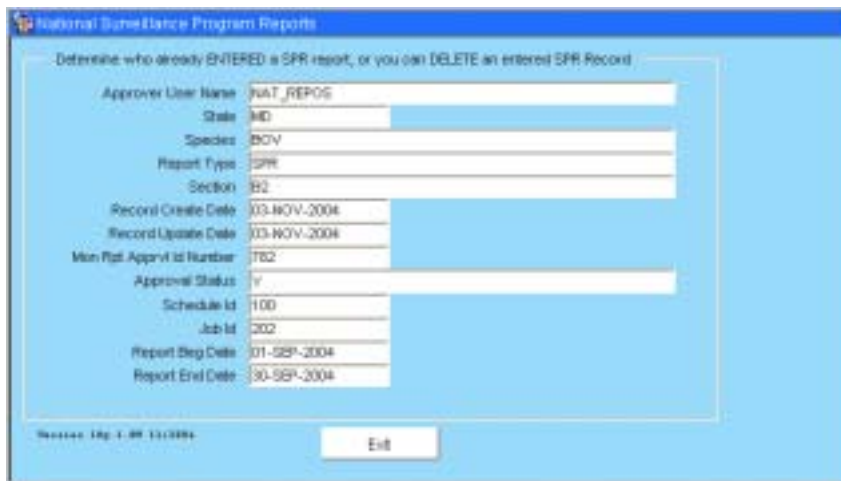
To Search For:	Type This:	To Get These Results:
the last names of all approvers that include the letters STON	%STON%	Halstone Charleston
all States that start with A	A%	Alabama Alaska Arizona Arkansas
all job IDs that end with AD44	%AD44	AD44 300AD44

The example below shows the wildcard variable that was entered in the **Approver User Name** field.



- c. Either select the **Query > Execute** command in the Menu Bar or click on the **Execute Query** icon in the Toolbar.

If any Data-Submission records in the Temporary Holding Database match your query, the parameters for these reports will be displayed in the **Query** screen. The example below shows one of several records that were retrieved for the query shown in the screen shot directly above this paragraph.



- d. Note that your query parameters may match and retrieve several records from the Temporary Holding Database. So, you need to make sure the record you want to delete is displayed onscreen within the **Query** form.
 - i. Click your cursor inside any field (**Record Create Date** for example).
 - ii. Click the **DOWN ARROW** key on your computer keyboard. Each time you click this key, a new report will be displayed in the **Query** screen.
 - iii. When you find the record you want to delete, leave it visible onscreen.
 - iv. Either select the **Record > Remove** command in the Menu Bar or click on the **Remove Record** icon in the Toolbar.

The record has now been deleted from the Temporary Holding Database.

- 3.8 To end your work session, you can exit the ASBDS web site by clicking on the **Exit** buttons in each webform or screen.

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Chapter 13:

Running an SPR National Report

In this task, you will learn how to run a new SPR National Report, which should include the most recent, approved SPR Data-Submission record from your State. This report is being produced from the permanent report tables and can be run only after the report has been approved and its data transferred from the Temporary Holding Database to the National Reports Database.

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Procedure for Running a New SPR National Report:

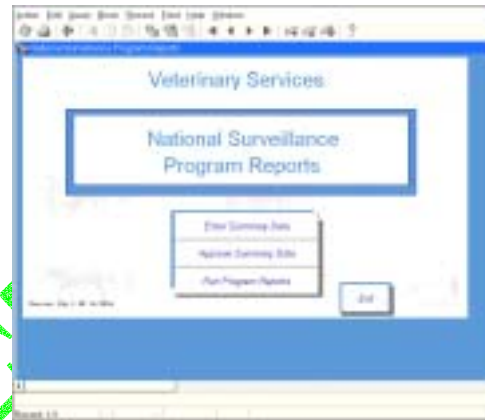
1.1 Log into the Automated Web-Based Data Submission (AWBDS) web site.

1.2 A **Warning** screen will appear onscreen.

Click on the **Accept** button.

1.3 **Veterinary Services National Surveillance Program Reports** main screen (shown at right) will appear.

In this screen, click on the **Run Program Reports** option.



1.4 The **Summary Reports by Section** screen (shown at right) will appear:

In this screen, select the [3] button next to the **SPR – Standard Program Reports (incl. BR, JOH)** option.



1.5 An **SPR Summary Reports by Section** screen (shown at right) will now appear:



... The remainder of this procedure will be written after code development for this feature has been completed...

Chapter 14:

Where To Go For Help

The following resources are available to help with any questions or situations you might have in using the AWBDS web site and webforms:

For Help On...	Contact...
Installing the Jinitiator plug-in application	Your Area Office's IT Support Department
<ul style="list-style-type: none">• User Profile (login permissions)• Using the AWBDS web site and webforms	USDA's GDB Web Site URL: http://gdb.aphis.usda.gov One of the links at this web site is the GDB Helpdesk, which can answer these questions. (See the section below in this chapter for details.)
Veterinary Services animal disease program-related issues, such as which animal event type to use.	<ul style="list-style-type: none">• the Designated Epidemiologist for the specific animal disease management program in your State• the Area-Veterinarian-in-Charge (AVIC) for the specific animal disease management program in your State

USDA's GDB Web Site

This resource lets you:

- Find and print out online documentation for various VS-AIM database and software products, such as the user guide for the AWBDS application.
- Click on links to go directly to interactive help services 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 workshop schedules.

To use this resource, do the following steps:

1. Enter the following URL in your web browser's **Address** or **Location** field. (Do not include www. in the URL.)
<http://gdb.aphis.usda.gov>

2. When the home page for the USDA GDB web site appears, click on the appropriate link to go to the information you want.

Click on This Link...	To Find These Resources...
<u>Documentation</u>	<ul style="list-style-type: none"> -- Online documentation on how to use the GDB Helpdesk service -- Online documentation for various VS-AIM database and software application products
<u>Software</u>	<ul style="list-style-type: none"> -- Links for downloading APHIS/VS-developed software applications -- Links for downloading software applications specifically for use at Mexican/Canadian port facilities
<u>Support</u>	<ul style="list-style-type: none"> -- 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>	<ul style="list-style-type: none"> -- Calendar of 2005 GDB and Veterinary Services Databases workshops

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