

# NDRSi

## **T** RAINING GUIDE #12 Reporting a New Outbreak Report and Editing an Existing Outbreak Report

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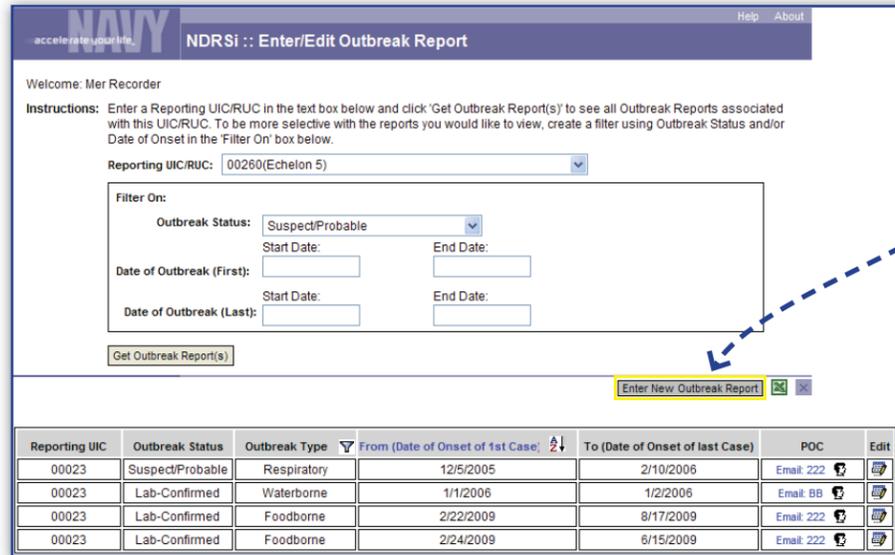
<http://www.nmcphc.med.navy.mil>

# Reporting a New Outbreak Report and Editing an Existing Outbreak Report (Training Guide #12)

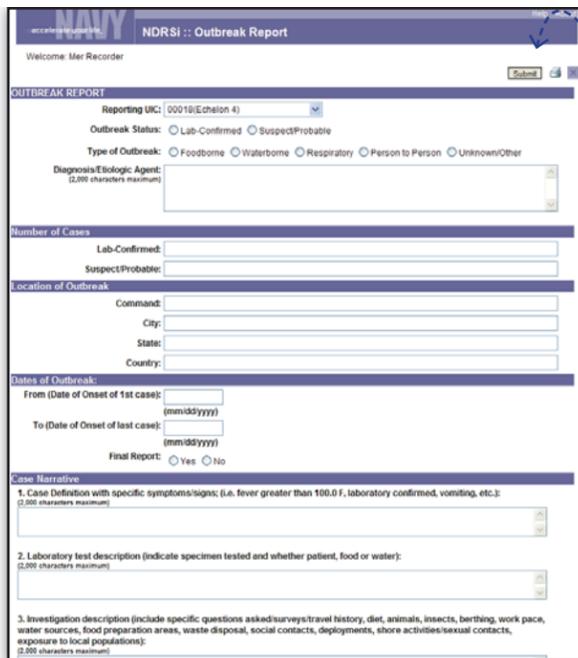
Step 1: Login to NDRSi

Step 2: From the Main Page, click the Enter/Edit Outbreak Report(s) link.

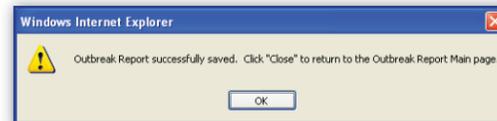
Step 3: To create a new Outbreak Report click Enter New Outbreak Report.



Step 3: The 'Outbreak Report' page will open.



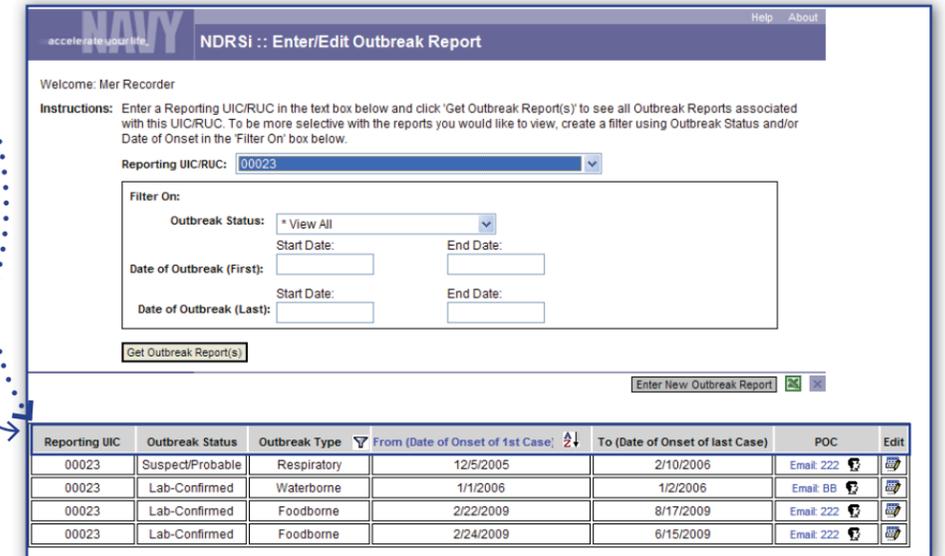
Step 4: Complete the Outbreak Report and click Submit. If the Outbreak Report saves successfully, a pop-up window will be displayed:



The following message will be displayed at the top of the page if the save was successful.

Step 5: Click to return to the 'Outbreak Report Main Page.'

Step 6: In the "Enter/Edit Outbreak Report" page, existing Outbreak Reports will be displayed in the table at the bottom of the page.



Step 7: The Outbreak Reports listed in the table can be sorted on the following columns:

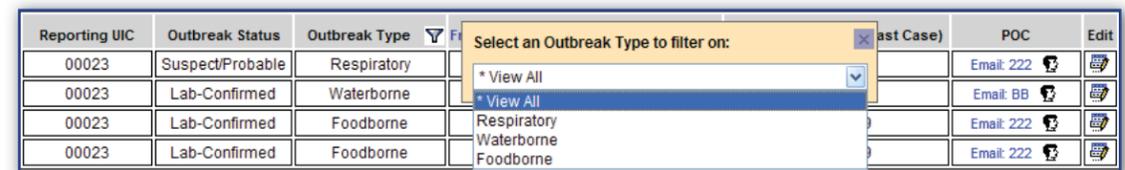
- » Outbreak Status
- » Outbreak Type
- » From (Date of Onset of 1st Case)
- » To (Date of Onset of Last Case)

Step 8: Tables can be filtered by columns with a next to the heading. For the Outbreak Reports, the table can be filtered on the Outbreak Type column,

Reporting UIC	Outbreak Status	Outbreak Type	From (Date of Onset of 1st Case)	To (Date of Onset of last Case)	POC	Edit
00023	Suspect/Probable	Respiratory	12/5/2005	2/10/2006	Email: 222	
00023	Lab-Confirmed	Waterborne	1/1/2006	1/2/2006	Email: BB	
00023	Lab-Confirmed	Foodborne	2/22/2009	8/17/2009	Email: 222	
00023	Lab-Confirmed	Foodborne	2/24/2009	6/15/2009	Email: 222	

Click the to filter the records displayed in the table.

- a. A window containing a drop-down list will be displayed, listing the available Outbreak Types in the column. Select an item in the drop-down list to filter the Outbreak Reports to only those records that have that Outbreak Type.



- b. Once the Outbreak Type has been selected, the funnel icon next to the column heading will be outlined in red indicating that the table has been filtered on that column.

Reporting UIC	Outbreak Status	Outbreak Type	From (Date of Onset of 1st Case)	To (Date of Onset of last Case)	POC	Edit
00023	Suspect/Probable	Respiratory	12/5/2005	2/10/2006	Email: 222	

- c. To clear the filter and display all of the Outbreak Reports, click and select **\* View All**.

Step 9: Once a Outbreak Report has been located, click the button to view/edit the Outbreak Report.

**YOU HAVE SUCCESSFULLY REPORTED A NEW OUTBREAK REPORT AND EDITED AN EXISTING OUTBREAK REPORT.**

**Well Done!**