

HEDDS Data Administrator A Kick-Start Guide

Overview

The goal of this kick-start guide is to help new data administrators get orientated to what this position does and what responsibilities it entails. It provides the minimum amount of information needed get started and begin working with the HEDDS system. Other detailed instructional materials are available and will be highlighted throughout.

What is a Data Administrator?

A gatekeeper to the HPAI Early Detection Data System (HEDDS). Their primary role is to approve and create new accounts for and assign roles to users, which then permits new users access to the system.

A manager of those people who have been issued HEDDS accounts. They oversee user interactions with the system.

A primary contact for resolving problems with data submissions to HEDDS. They or a designee verify the data collected in the HEDDS Excel Worksheet before it is uploaded into the system. If the incoming data is formatted incorrectly, inaccurate or missing, they or a designee work with the field biologists and WDIN team to fix the problem.

What Should I Do First?

Determine Who Needs a HEDDS User Accounts

- Discuss with your agency manager and determine who needs a HEDDS account. To start with:
 - Who is entering AI surveillance sample data into HEDDS, field personnel, a coordinator or other?
 - Who is reviewing, verifying and uploading data, AI coordinator, field personnel or other?
 - Who is packaging and shipping the samples, field personnel, laboratory assistance, or other?
 - Who needs to view the data, managers, administrators, researchers or other agency partners?

Visit the HEDDS Demo site

- The URL is <http://wildlifedisease.nbj.gov/aidemo/>.
- It is a mirror of the HEDDS database and a safe place for new data administrators and users to learn how to use the different system functions without risk of corrupting or losing real data.

Set Up User Accounts

- For a detailed walk through on how to set up a HEDDS account, see the *How to Add Users to HEDDS* document. This help resource is located on the HEDDS main web site under the heading “Documents” in the left-hand navigation margin, <http://wildlifedisease.nbj.gov/ai/documents.jsp>.
- Next, user roles need be assigned to the account you created. Again, for detailed instructions see the *How to Add Users to HEDDS* document. The HEDDS system has six roles, including the role of Data Administrator, which can be assigned to a user account.
- These roles need to be assigned promptly, otherwise the data collected in the Excel Worksheet cannot be uploaded into HEDDS, the shipment tracking function is not available to field personnel and the data cannot be viewed by agency administrators.

HEDDS systems roles and their significance:

- Data Administrator:** Approves and creates new users and assign roles to users who have access to the system (e.g. entry, edit, verification.)
- Data edit:** Edits data (only unverified) that anyone in their agency has entered.
- Data entry:** Uploads the Excel Worksheet and can enter animal/sample/test information online directly into the database.
- Data view:** Can view the data and obtain reports and maps.
- Data verify:** Can mark entries made online as verified. (NOT used with data uploaded using the Excel Worksheet).
- Shipment Tracking:** Can access the shipment tracking web application, which the National Wildlife Health Center uses to coordinate and follow sample submission deliveries. (Available for use by other laboratories).

Determine the What Reports Your Agency Needs

- Discuss with your managers and other appropriate personnel as to what type of summary reports they need in order to review and track their sampling efforts.
- For example:
 - Total number of birds by State and County
 - Total number of birds by Location and Agency
 - Total number of birds by Species and Location

If I Have Questions, Who Can Help Me?

Contact the WDIN support team for questions about using HEDDS

Barb Nash or Erica Schmit

wdin@usgs.gov

608.270.2400, ext 2332

What Exactly Does the HEDDS System Do?

- Provides a data repository into which partners from different organizations and agencies can contribute their AI surveillance data. This data then can be rolled together and summarized for mapping and reports.
- Has a shipment tracking function that laboratories can use to manage shipments arrivals. (Currently only used by the National Wildlife Health Center).
- Offers tools that members can use to view data summaries, through reports and maps.
- Allows user to search and browse sample records.
- For more information, see the fact sheet listed at <http://wildlifedisease.nh.gov/ai/documents.jsp>.

What does HEDDS System NOT do?

- Work as a real-time reporting system for test results. The laboratory you work with will provide results which will then be uploaded into HEDDS by the reporting laboratory or submitting agency.