

How to Add Users to HEDDS

Step One: Go to website and login at: <http://wildlifedisease.nbio.gov/ai>

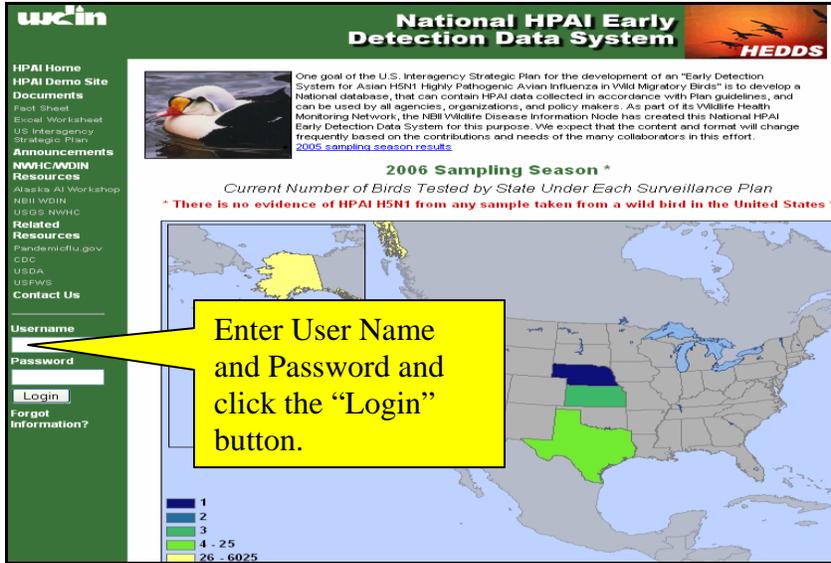


Figure 1- HEDDS Home Page.

Step Two: Click on "User Access" on the Main Menu.

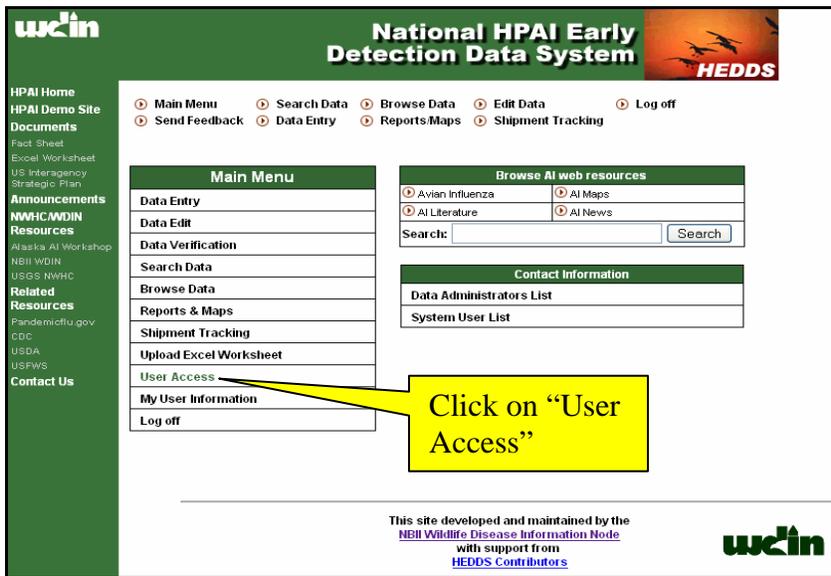


Figure 2 – HEDDS Main Menu.

Step Three: Scroll down to the end of your group’s user list and click on the “Add New User” button.

Edit User	Name	Phone	User ID	Admin?	View?	Data Entry	Edit?	Verify?	Tracking?
	Cathy Acker	608-270-2431	cacker	<input checked="" type="checkbox"/>					
	Tom Beighley		tbeighley	<input checked="" type="checkbox"/>					
	Christopher Brand	608-270-2440	cbrand	<input checked="" type="checkbox"/>					
	Christine Bunc	608-270-2407	cbunc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Kathy Converse	608-270-2445	kconverse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Karen Cunningham		kcunningham	<input checked="" type="checkbox"/>					
	Josh Dein	608-270-2450	jdein	<input checked="" type="checkbox"/>					
	Scott Wright	608-270-2460	swright	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Richard Zane	608-270-2400	rzane	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Add New User

Click “Add New User”

Figure 3 – HEDDS User List Screen.

Step Four: Add new users by entering as much information as you know into the fields provided. *The fields with the red asterisks are required.*

- Your users can edit the contact information at any time including modifying their password assigned by you.
- To save the information and return to the User List Screen, click on the “Save User” button.

Please fill in as much information as possible, the user will be able to change this information if they need to

Fields marked with a red asterisk are required

Agency/Institution: USGS National Wildlife Health Center

*First Name:

*Last Name:

Address:

Apt. Suite:

City:

State:

Zip Code:

Phone Number:

*Email Address:

*User name:

*Password:

Save User

Back to User List

Click the “Save User” button to save the new user information and return to the User List screen.

Click “Back to User List” button to return to previous screen.

Figure 4 – Add New User Screen.

Step Five: Locate your new user on the User List Screen (listed alphabetically.)

- Click the **pencil icon** to view/edit your user's information such as contact information, user roles and password.

Registered Users for USGS National Wildlife Health Center

Edit User	Name	Phone	User ID	Admin?	View?	Data Entry	Edit?	Verify?	Tracking?
	Cathy Acker	608-270-2431	cacker	<input checked="" type="checkbox"/>					
	Tom Beighley		tbeighley	<input checked="" type="checkbox"/>					
	Christopher Brand	608-270-2440	cbrand	<input checked="" type="checkbox"/>					
	Christine Bunck	608-270-2407	cbunck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Kathy Converse	608-270-2445	kconverse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Karen Cunningham		kcunningham	<input checked="" type="checkbox"/>					
	Josh Dein	608-270-2450	jdein	<input checked="" type="checkbox"/>					
	Leslie Dierauf	608-270-2400	ldierauf	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Robert Dusek		rdusek	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Nina Egstad	608-270-2465	kegstad	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click the "pencil icon" to view/edit user information.

Figure 5 – User List Screen.

Step Six: Write down the User Name and Password you assigned to your user. You will need to email this account information to them.

Selected User Information

First Name: Phone:
 Last Name: Phone (2):
 Address: Fax:
 Address: Email:
 City: User Name:
 State: Password:
 Zipcode:

User Roles

Data Administrator:
 Data Entry:
 Data Edit:
 Data Verify:
 Data View:
 Shipment Tracking?:

Update Information
 Back to User List Main Menu

The User Name and Password will appear here. Keep record of them and email them to your new user so they can begin to use their account.

Figure 6 – User Information and Roles Screen.

Step Seven: On the same page, you will select roles (level of access) for each of your new user by selecting “Yes” or “No” from the drop-down menu next to each role.

- See detailed description for each role by clicking on the question mark icon next to the selection box. A help window will appear explaining each particular role.
- Click the “Update Information” button to save the assigned user roles.

The screenshot shows the 'National HPAI Early Detection Data System' interface. The top navigation bar includes 'Main Menu', 'Search Data', 'Browse Data', 'Edit Data', 'Log off', 'Send Feedback', 'Data Entry', and 'Reports/Maps'. The 'Selected User Information' section contains fields for First Name, Last Name, Address, City, State (set to Alberta), Zipcode, Phone, Phone (2), Fax, Email, User Name, and Password. The 'User Roles' section lists several roles with 'No' selected in the dropdown menus and question mark icons next to them: Data Administrator, Data Entry, Data Edit, Data Verify, Basic Data View, All Data View, and Shipment Tracking?. An 'Update Information' button is located at the bottom right, along with 'Back to User List' and 'Main Menu' buttons.

Figure 6a - User Information and Roles Screen.

User Role Definitions

Data Administrator: Data Administrators approve and create new users and assign roles to users who have access to the system (e.g. entry, edit, verification.). They are also responsible for the individuals they give access to system. They are the primary contact for resolving problems with data submissions.

Data entry: The data entry role allows users to add unique animal/sample/test information to the database. Data entry roles also have access to upload local Excel worksheets into the System.

Data edit: The data editor can only edit unverified data that anyone in their agency has entered.

Data verify: The data verifier has permission to mark entries as verified, which declares that the data is valid, and ready for use in reports, maps and data summaries. Data that is sent to HEDDS using the Excel worksheet is assumed to be verified. (Each agency using the worksheet has its own verification method.)

Data view: The data view role allows users to view all the data entered into HEDDS by its contributing members, including access to browse, search, reports, and maps. (If needed in the future, this role can be divided into a high and low viewing resolution.)

Shipment Tracking: The role allows users to access the HEDDS shipment tracking section (see Figure 7). This function allows users to input information about a shipment they are sending to the National Wildlife Health Center (NWHC), or to mark a package as arrived when it comes to the NWHC laboratory.

**For more information refer to the “How to Add Shipment Tracking Information to HEDDS” reference.

Web form to enter shipping information

Warning! Any comments entered here will be visible to EVERYONE.

Figure 7 – Shipment Tracking Screen (top).

Past shipping information

Arrived?	Info	Tracking	Shipping Method	Date Sent	Arrival Date	Entered By	Comments	Data Entry Method	Status Change
Yes	Case # 44158 (001-100), 44159 (101-200), 44152 (101-200), 44053 (001-100), 44132 (101-200), Tutakoke, Yukon Delta NWR, Canning River Delta, Arctic NWR, 242 Samples; BLBR, PESA, BESA, LBDO, DUNL, RUTU	FedEx Tracking	Dry Ice	07/26/2006	07/27/2006	Yvette Gillies	242 samples All live wild bird samples. All samples from USFWS Region 7*. There are cloacal and fecal swabs ** There are 8 problem vials that have been solved	Excel Sheet	Mark as arrived
Yes	Case # 44147 (101-200), 44148 (001-100), 44149 (001-100); Amerkooka River, Yukon Delta NWR, Izembek NWR, 260 Samples; CACO, WMSW	FedEx Tracking	Dry Ice	07/25/2006	07/26/2006	Yvette Gillies	260 samples total All samples from FWS Region T 259 live birds 1 mortality sample (WMSW, 44149-046)	Excel Sheet	Mark as arrived

Figure 7a – Shipment Tracking Screen (bottom).

Contact Information

For questions contact the HEDDS support staff:

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