

How to Add Shipment Tracking Information to HEDDS

Step 1: Go to website and login at: <http://wildlifedisease.nbi.gov/ai>

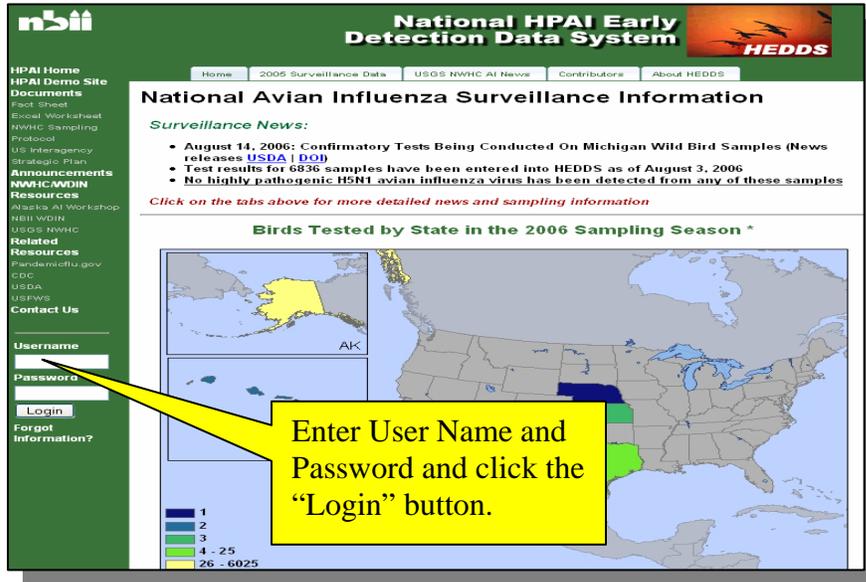


Figure 1 - HEDDS Home Page.

Step 2: Click on “Shipment Tracking” on the Main Menu.

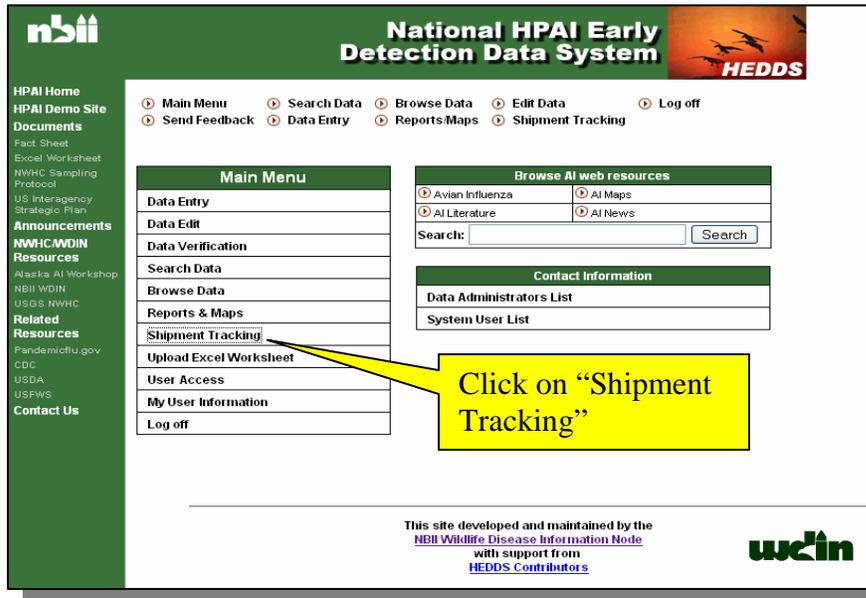


Figure 2 – HEDDS Main Menu.

Step 3: Enter the information in the fields listed on the screen (required fields are marked with a red asterisk*).

- Name, Submitting Agency, Diagnostic Lab Sent, Email, and Phone Number will already be filled in for you.
- Use the drop down list to change Submitting Agency or Diagnostic Lab Sent if necessary.
- Detailed descriptions for each field are available by clicking on the question mark icon next to the selection box. A help window will come up explaining what is required for that particular field.

*** Required fields**

Click the “?” for a help window that explains the information that is required for the field.

Click on drop down arrow for a selection list.

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

Figure 3 – HEDDS Shipment Tracking Information Screen.

Coolant Used: Select the type of coolant from the drop down list that was used to ship the samples to the diagnostic laboratory.

- Dry Ice - Solidified carbon dioxide that, at -78.5°C and ambient pressure, changes directly to a gas as it absorbs heat. It is used as a coolant to induce the ice phase for supercooled cloud and fog modification procedures.
- Vapor Shipper – Biological samples in liquid nitrogen.
- Blue Ice - Pure ice in the form of large single crystals. It is blue owing to the scattering of light by the ice molecules; the purer the ice, the deeper the blue.

Shipping Carrier: Select the carrier used that shipped the samples to the diagnostic laboratory from the drop down list.

- FedEx – FedEx Corporation
- UPS – United Parcel Service of America, Inc.
- Other

Tracking Number: Enter the identification number assigned to the samples by the shipping carrier for tracking of the shipment in transit.

- This information should be available on your receipt. Online tracking is listed below:
 - FedEx - http://www.fedex.com/Tracking?entry_code=us
 - UPS - <http://www.ups.com/tracking/tracking.html>

Date Sent: Click on the calendar icon  to the left of the field to select the date on which the samples were sent. Use arrows to scroll left/right for month and year – select the date when found and close calendar.

Est. Arrival Date: Click on the calendar icon  to the left of the field to select the date the samples are expected to arrive at the diagnostic laboratory. Again, this information should be provided on your receipt.

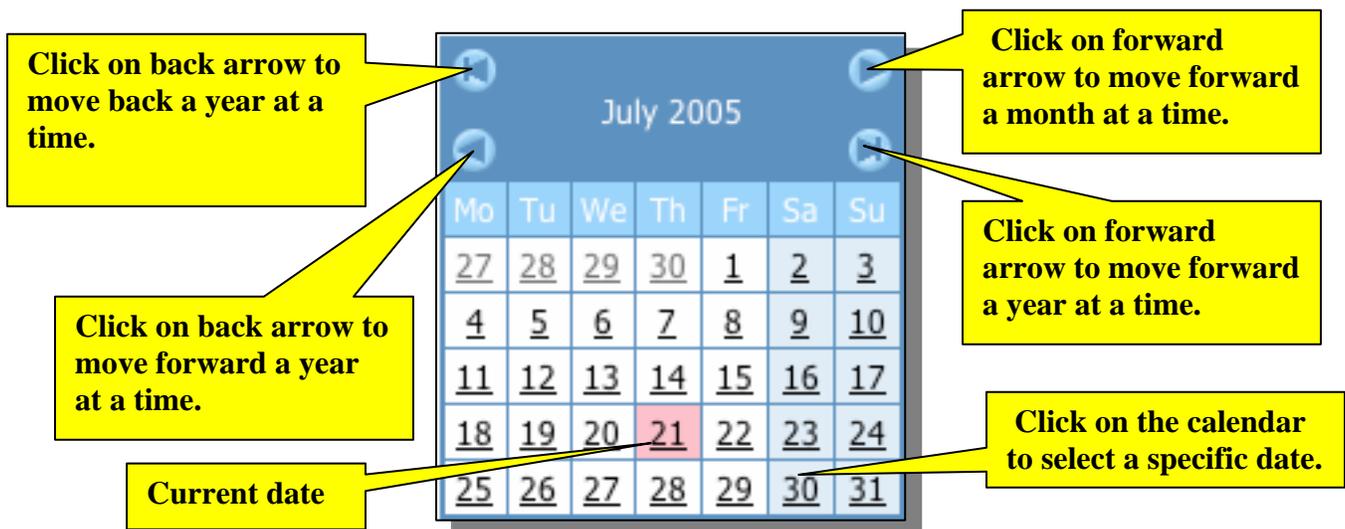


Figure 4 – Screenshot of the calendar.

Data Entry Method: Select the method of data entry from the drop down list.

- Excel Sheet Upload – Data entered into the HPAI Early Detection System Worksheet downloaded from the HEDDS website. After completion it is then uploaded or sent in via email, mail, etc.
- Web Entry- Data is entered directly into the database via the HEDDS website.

Case #/Location(s)/Species (list all)/Est. # Vials: Enter the information in the fields provided about the samples you are submitting.

- Please include all the information requested. You may combine location and species information separated by a comma, as shown in the example.
- **Example:** Case: 4099; Location: Interior, Alaska; Species: DUNL, BLTU; Approx # Samples: 230.
- Please enter each case on a separate line.

Comments: Enter any additional information useful for clarifying a shipment.

- This is a free text field and can hold any kind of information.
- **WARNING.** Information entered here can be seen by all contributing agency members.
- Examples of comments:
 - Number of vials: 480 samples all from USGS-ASC 479 = live birds 1 = mortality 44159-101.
 - Number of vials: 866 live bird samples UGSG = 242 samples FWS Region 7 = 624 samples
 - 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.

Step 4: Save the entry by clicking on the “Save Information” button.

- View the newly added entry along with previous entries in the Shipments list found directly below the “Save Information” button.

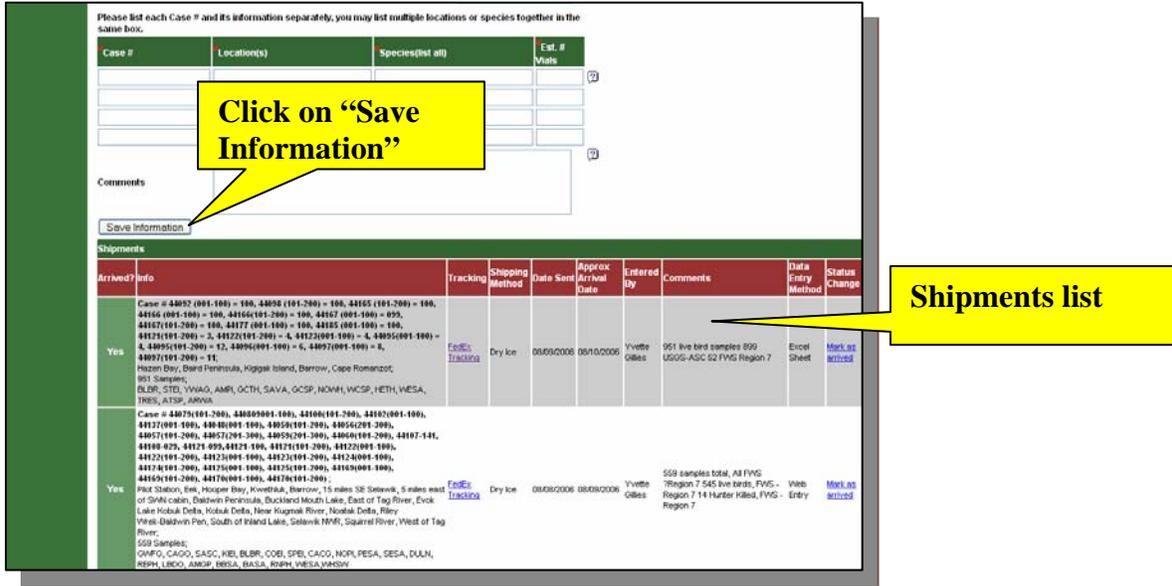


Figure 5 – Shipment Tracking Screen (bottom).

Contact Information

For questions or problems contact the HEDDS support staff:

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or

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