

EPISTORIES USER GUIDE

Enter/Edit EpiStories Screen

The screenshot shows the 'Enter/Edit EpiStory' screen. At the top, there are three tabs: 'Enter/Edit EpiStory', 'Search EpiStories', and 'Help'. Below the tabs, there are three buttons: 'Save', 'Cancel', and 'Print'. The main form contains the following fields:

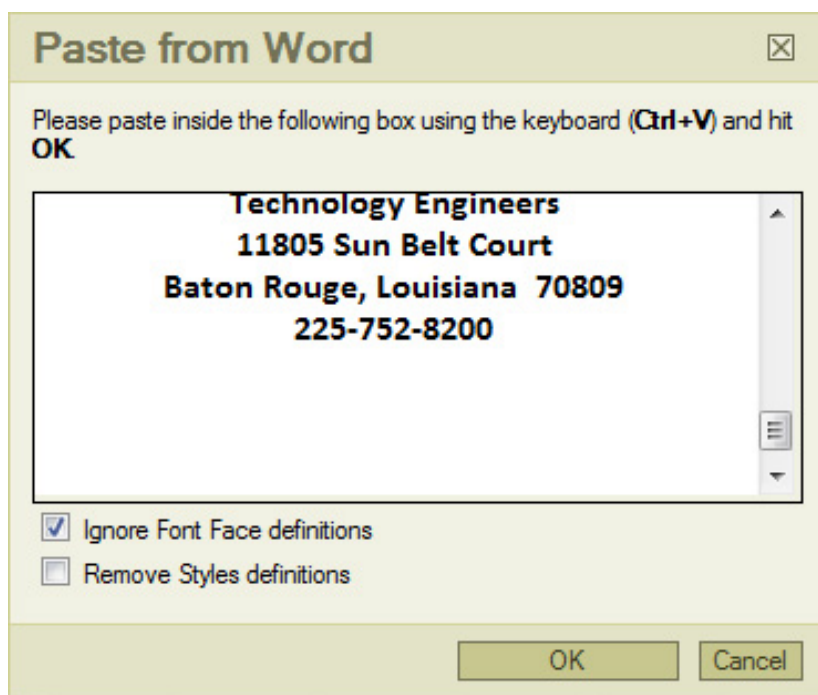
- Story #
- Status: OPEN CLOSED
- Topic/Keywords:
- Created By: tempuser
- Entry Date: 04/08/2009
- Last Updated:
- Region/Parish:
- Disease:

Below the form is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. The editor area is currently empty. At the bottom of the screen, there are two sections: 'ATTACHMENTS' and 'CLOSING DETAILS'.

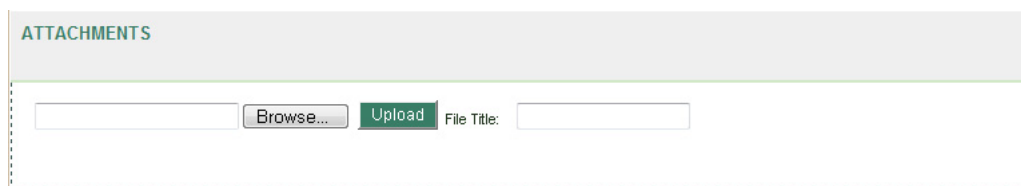
The Enter/Edit EpiStories Screen is where stories originate or are edited.

When beginning a new story, enter the Topic/Keywords, Region/Parish, and Disease. The Story #, Created By, and Entry Date fields will populate when the story is saved. When status is changed from open to closed, the 'Closing Date' and 'Closed By' fields will automatically populate.

Next, enter the story in the Editor. The story can either be typed and formatted using the Editor or text can be pasted into the Editor from another document. **NOTE:** If you copy text from Word, the Editor will give you the option to clean the data. Click 'OK.' Paste the data into the box provided. If you check the 'Remove Style Definitions' checkbox, all fonts and formatting will be removed before the text is pasted.



Attachments can be added by expanding the Attachments section of the page. Simply click on the grey attachment bar and the page will expand. Click 'Browse,' select a file, name the file and click 'Upload.'



Closing Details can be added by expanding the Closing Details section of the page. Click on the grey closing details bar and the page will expand. The status does not have to be set to 'closed' in order to enter closing details.

The Print button at the top of the screen will generate the story in PDF format.

The Story will automatically be saved anytime the user navigates away from the Enter/Edit EpiStory page, unless the user clicks the 'Cancel.' The 'Save' button will save the story, but is not necessarily needed since the story autosaves.

Search EpiStories

EPISTORIES

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Export Results

SEARCH EPISTORIES

Story #: Region/Parish: test1

Status: Disease:

Topic: Entry Date:

EpiStory Keywords: Closed Date:

Search

SEARCH RESULTS

STORY ID	STORY DATE	TOPIC	STATUS	DISEASE NAME	REGION/PARISH
2	03/23/2009	test1	CLOSED	test1	test1
3	03/25/2009	Topic Test	OPEN	test2	test1
6	03/25/2009	Disease	OPEN	test2	test1
7	04/08/2009	Keywords	OPEN	aaaa	test1

The Search EpiStories screen is where users can search existing stories. Users can search on one, multiple or no parameters. The more parameters that are set, the more specific the results will be. If no parameters are set, all stories will be returned in the search results. **Note:** The 'Topic' search field searches the epistory topic field only, whereas the 'Topic or Story' search field searches both the epistory topic and the epistory story fields.

To edit the epistory, click the Story ID. The epistory will open in the Enter/Edit EpiStory page to be edited.

The Export Results feature allows the user to export the search results into a Microsoft Excel document.

Help

EPISTORIES

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HELP DOCUMENTS

Click on the document in the list to download and view the file.

Document ID	File Title	Filename	Date Created
4	Help Document 2	Test document1.doc	04/08/2009
3	Help Document 1	Test document.docx	04/08/2009

The Help page is where DHH staff can upload documents to assist with the use of the EpiStories system. Simply click on the Document ID to download the file.