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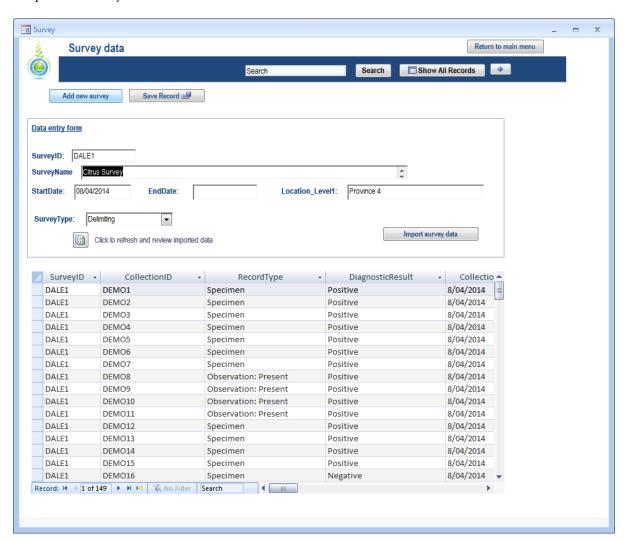
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Exercise 1: Inputting survey data from excel.

1. Open the Survey data form



- 2. Create new survey by clicking the Add new survey button.
- 3. Add survey information into the **Data entry form**

<u>Data entry form</u>	
SurveyID:	
SurveyName	
StartDate: EndDate: Location_Level1:	
SurveyType: ▼	
Click to refresh and review imported data	Import survey data

SurveyName = Citrus Canker Delimiting Survey

StartDate = 02/06/2014

EndDate = 06/06/2014

SurveyType = Delimiting

Location_Level1 = Malaysia

4. Now press the Save Record button at the top of the form

5. Import the Excel spreadsheet citrus_canker_survey.xlsx using the Import survey data

Exercise 2. Extracting pest lists.

In this exercise we are going to extract a pest list for commodities using the **Pest List Form.** The pest list form contains a list of all pests found to be present from surveillance. The list can be filtered by searching by commodity (host) by Genus. For example, we can search for all pests present associated with Mango by searching *Mangifera*.

1. Open the Pest List form from the main menu.



2. Use the **search box** to find pest lists for all plant pests associated with Mango (*Mangifera*).



- 3. Export the search results to Excel using the Export Pest List (xls) button.
- 4. Repeat the exercise to generate pest lists for Banana (Musa).

Exercise 3 Querying and updating surveillance diagnostics.

3.1 Updating diagnostic results

Two specimens collected as part of a survey for diseases of citrus have returned with **Positive** results for Citrus Greening (*Liberibacter asiaticus*). The CollectionIDs for the two specimens are DEMO31 and DEMO33. Summaries of the records are shown below.

SurveyName	SurveyName
Citrus Survey	Citrus Survey
Location_Level1	Location_Level1
Province 4	Province 4
CollectionID	CollectionID
DEMO31	DEMO33
DiagnosticResult	DiagnosticResult
Pending	Pending
PestOrder	PestOrder
Rhizobiales	Rhizobiales
PestFamily	PestFamily
Phyllobacteriaceae	Phyllobacteriaceae
PestGenus	PestGenus
Liberibacter	Liberibacter
PestSpecies	PestSpecies
asiaticus	asiaticus
IdentificationMethod	IdentificationMethod
DNA	DNA
IdentificationDate	IdentificationDate
RecordType	RecordType
Specimen	Specimen

1. Search for first record by typing the CollectionID (DEMO31) into the **Diagnostics** form search box, and press the **Search** button.



2. This will display the record.

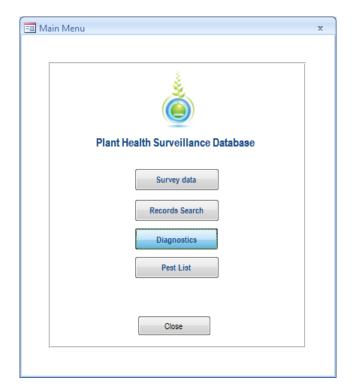


- 3. Update the diagnostic result from **Pending** to **Positive**.
- 3. Add the **IdentificationDate** to the record (the positive identification was made on **05/05/2014**)
- 4. Clear the search box by pressing the button and repeat the exercise for the second **CollectionID**, DEMO33

3.2. Extract a list of pending diagnostics

In this exercise we are going to extract a list of all outstanding diagnostic results from the database. This may be useful for following up, tracking and managing outstanding results from surveys.

1. Open the Diagnostic forms from the main menu



2. Type 'Pending' into the form's search box, and press the button.



3. The data should by all records for diagnostics are now be filtered which the pending.



4. Now export the list by click on

Export Search Results