



# MICHIGAN DISEASE SURVEILLANCE SYSTEM

## QUICK REFERENCE GUIDE

This guide provides quick reminders of common MDSS features and functions for users who have completed registration and possess a basic understanding of the MDSS. New users should see the MDSS User Guide for complete instructions, system requirements, and examples of usage.

### Starting MDSS .....

1. Open your browser and go to: <https://sso.state.mi.us/>
2. Login
3. Click the **Michigan Disease Surveillance System** link
4. The *Case Listing* page appears. This is the main window for navigating the MDSS, as shown below

The screenshot shows the MDSS interface with the following callouts:

- View cases for the current search criteria**: Points to the table of case listings.
- Enter a new case**: Points to the 'New Case' link in the left sidebar.
- Run a saved case search**: Points to the 'Aggregate Cases Searches' link.
- Set up a new case search**: Points to the 'New Search' link.
- View case definitions from CDC**: Points to the 'Case Definitions' link.
- Set up 'Alerts' that inform you of epi events you specify**: Points to the 'Alert Rules' link.
- Scroll through your list of cases in the current search**: Points to the pagination controls at the bottom of the table.
- Perform admin functions (Administrators only)**: Points to the 'System Administration' menu item.
- Sort listings by criteria you specify**: Points to the 'Sort' dropdown menu.
- Prepare reports based on your case listings**: Points to the 'Reports' menu item.
- Search your cases by criteria you specify**: Points to the 'Search' button.
- Export the current case list data**: Points to the 'Export' button.
- View online Help**: Points to the 'Help' button.
- View or edit details of each case**: Points to the 'Edit' button in the table.
- Exit the MDSS**: Points to the 'Logout' menu item.
- Open support sites in a separate window**: Points to the footer links.

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction	Edit
Active	Botulism - Foodborne	ROBERT SMITH	11/21/2003	USER, SUPER	Oakland County	Edit
New	Anthrax	JEAN SIMMONS	11/21/2003	USER, SUPER	Statewide	Edit
New	Cholera	JOEY TRIBBIANI	11/21/2003	USER, SUPER	Ingham County	Edit
New	Typhoid Fever	TIFFANY TYPHOID	11/21/2003	USER, SUPER	Allegan County	Edit
New	Streptococcal Toxic Shock	MIGHTY MOUSE	11/21/2003	ADMIN, LHJ	Berrien County	Edit
New	Botulism - Foodborne	JAMES COLLINS	11/24/2003	USER, SUPER	Oakland County	Edit
New	Brucellosis	JAMES LEE	11/24/2003	CLERICAL, LHJ	Washtenaw County	Edit
New	Salmonellosis	CHERYL MCDIARMID	11/24/2003	USER, SUPER	Ingham County	Edit
New	Salmonellosis	MICHAEL POPOVICH	11/24/2003	USER, SUPER	Detroit City	Edit
New	Salmonellosis	BRAD CARLSON	11/24/2003	ADMIN, LHJ	Washtenaw County	Edit

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v 0.49-97.1 | Last update: 11/24/2003 5:41 pm MST | Logged in: SUPER-USER  
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**Note:** Do not use your browser's Back, Forward, or Refresh buttons to navigate in MDSS

## Entering Cases (via New Case form) .....

1. Click the **New Case** link (at the *Case Listing* page).
2. Type or select the value in the fields at all three screens. Fields displayed in **Red** with an asterisk (\*) are required field entries.
3. The system will alert you to data that are not entered properly. You must fix these entries before continuing.
4. Use the following buttons to navigate the three entry screens and complete the new case.

Button	Description
Continue	Moves you forward to the next page
Back	Returns you to the previous page
Cancel	Terminates the new case entry (after requesting that you confirm the action)
Save & Finish	Saves your entry at all three screens and loads the case in your listing.
Help	Opens online Help relevant to the current page

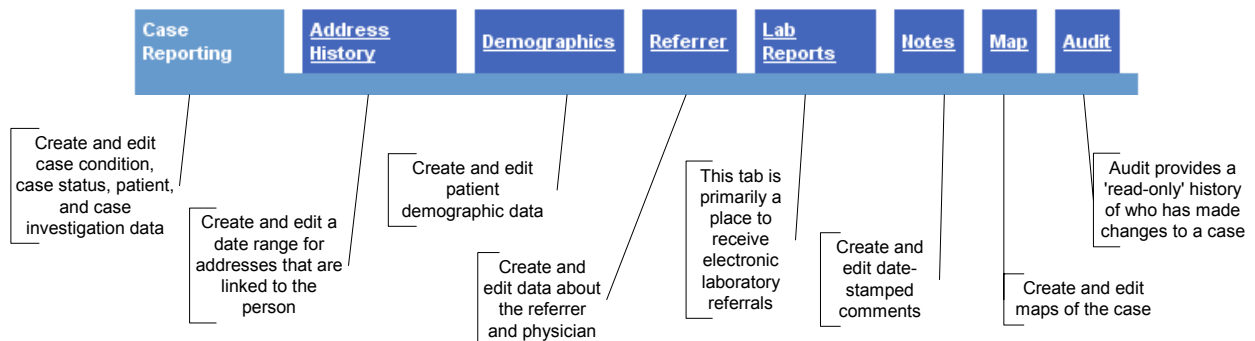
## Creating a New Default Search .....

The *Case Listings* page shows the MDSS cases that you have permission to access and that match your selected search criteria. You can save a set of search criteria as your default search so the MDSS displays those search results when you log in.

1. Click the **New Search** link (at the *Case Listing* page).
2. Enter name of search in **Name of Saved Search** box
3. Select your desired criteria.
4. Check **Default Search** box to make this your default search.
5. Click **Save & Finish** to save.

## Updating Cases .....

1. At the *Case Listing* page, click **Edit** to view or update the case details for the corresponding case record.
2. Make appropriate changes at each tab.



## Logging Out.....

To exit MDSS, select **Logout** at the *Case Listing* page. Your MDSS session will terminate and you will return to the State of Michigan Department of Community Health Application Portal. Select **Sign Off** to exit the Portal.

**Session timeout:** Your session ends automatically, and unsaved changes are lost, if you do not use MDSS for 60 continuous minutes.