
STANDARD OPERATING PROCEDURE

WEB BASED DATA CAPTURE

OSTRICH ONLINE SAMPLE SUBMISSION

VERSION 1.1 – 19 APRIL 2012

GENERAL

The **OstrichOnline** system is used for the capturing of Census events and/or Sample events performed on Ostrich Farms within the Western Cape Province. This includes AI serum and swab sampling for slaughter; movement; 6 monthly surveillance for AI; annual Newcastle disease surveillance (swabs); serum and feed residue and then other outbreak response sampling.

USERS

Users are limited to State Officials doing sampling and census events on Ostrich farms as well as one official from the SAOBC who is tasked with currently performing this function for Vaccinators.

LOCATION

The ostrich online system can be accessed from www.elsenburg.com/vetepi under the **REPORTING** tab and then clicking on the **OSTRICHONLINE** link.

LOGIN

Login can be achieved by selecting **THE OFFICIAL WHO CENSUSED and/or BLED** the applicable farm. This is the official who takes responsibility for this event. The password (Case Sensitive) must then be entered

STEP 1: SELECTION OF THE CORRECT FARM

A farm can be searched under farm name or farm registration number (OS Number) The search engine can find more than one farm, especially on the farmname box. If you select the farm and it is not the correct one then retype the farm name in the box and select the next option.

If the farm that was censused and/or bled is not available this means this farm is not on our database or the information regarding that farm is not up to date. In this case the official must contact the local State vet and make sure the farm is registered and if it is then the official must make contact with the managers of the ostrich database which is the State Vet Epidemiology or the State Vet Disease Control at Elsenburg. In this case

the information cannot be logged before the farm has been added to the database or until the details of the farm have been updated.

If the farm is the correct farm the click on the **ADD NEW EVENT** to continue

STEP 2: SELECT PDF FILE ATTACHMENT

The lab and census forms for the farm which was censused and/or bled must be saved as a PDF before the logging of the event occurs. This must be done by scanning the documents - but they must be saved as a **PDF** in the lowest resolution possible. The lower the file size the faster the upload takes. It is recommended the entire PDF be less than 1mb. When saving the PDF all pages in the Lab Submission and the Census forms must be included, including the tag list of the sampled birds.

In the logging system then select the PDF that is saved on the computer. Ensure the correct PDF is selected, so save the initial PDF in a format that can be easily identified as the farm that is being logged.

Click on the **ADD CENSUS INFORMATION** button

STEP 3: COMPLETE CENSUS EVENT INFORMATION

Insert the date the Census was performed. Click in the box and select the Date from the Date Picker.

Indicate whether the census was performed in an outbreak or outbreak investigation situation. Examples in this regard are like follow up sampling, 10 kilometer around infected farm sampling, control area sampling.

Add any additional notes.

Insert the CENSUS (number of birds on the farm) information for the farm. After entering the data please CHECK the values.

You now have to make a decision: Sometimes only a census will be taken on the farm and sometimes census and sampling will be done. Click then on the **NO SAMPLES TAKEN I SUBMIT** or the **ADD SAMPLING INFORMATION** button.

STEP 4: COMPLETE SAMPLE EVENT INFORMATION

Enter the sample date from the date picker

Enter the date that the samples were dispatched to the lab

Select the lab/labs that samples were sent to. If for instance samples were sent to Deltamune and Stellenbosch than both the PVL and the Deltamune blocks must be ticked. NOTE: The ticked block refers to the Lab indicated to the left of that tick!

Add any additional notes. This may include if remarks must be made to what groups were bled or why birds were bled for example – anything to identify this event

STEP 5: ADD SAMPLE DETAILS AND THE SUBMIT

Start on the left column and then move to the right column. So in order:

- Put the type of sample in from the list.
- Click the reason/reasons why samples were taken
 - If the outbreak response is selected a new block will appear where you give the outbreak you are investigating. You can select the outbreak from the list or if it's not listed then click on the **OTHER REASON** and then type in the new reason.
- On top of the next column: Select the lab that **THOSE SAMPLES** were sent to. If for example serum samples were sent to Deltamune and Swabs were sent to OVI then when the serum is entered under sample 1 select DM under **Primary Lab** but when the second samples (Swabs in this case) are entered then select OVI from the **Primary Lab** list
- Enter the **number of samples** taken per bird age group. If the number is not on the list click on **Other** and enter the number of sample taken in that group.
- Add any notes you think necessary

To enter a **second** sample (if they were taken – for example serum and swabs)

- Click on the **ADD SAMPLE DETAIL** button at the bottom of the page.
- Go through the same steps as above, making sure that the correct details are entered for this sample

A typical example of this is when Serum and Swabs are collected from the farm. Sample 1 would be the Serum information and Sample 2 would then be the Swab sample information

If you wish to remove a sample detail then click on the appropriate sample's red cross in the top right hand corner of the selected sample.

If you are finished submitting the information then click on the **SUBMIT** button at the bottom of the page. The computer will do some checks, and if something is wrong it will tell you what is wrong.

A page will show with the detail of the submission if everything is ok with the computer validation – Click on the **PRINT** button below so that you have a record of your submission. To add another sampling/census event then please click on the **ADD NEW RECORD** button and if you are finished you can close the browser window.

For any further information or help contact:

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