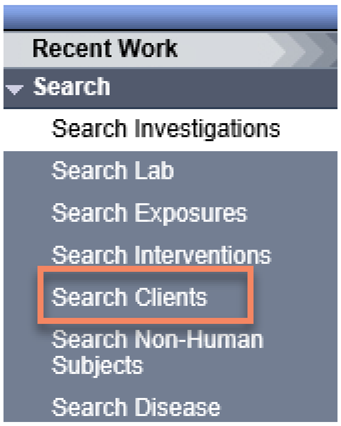
Rabies Case Management
Client Information

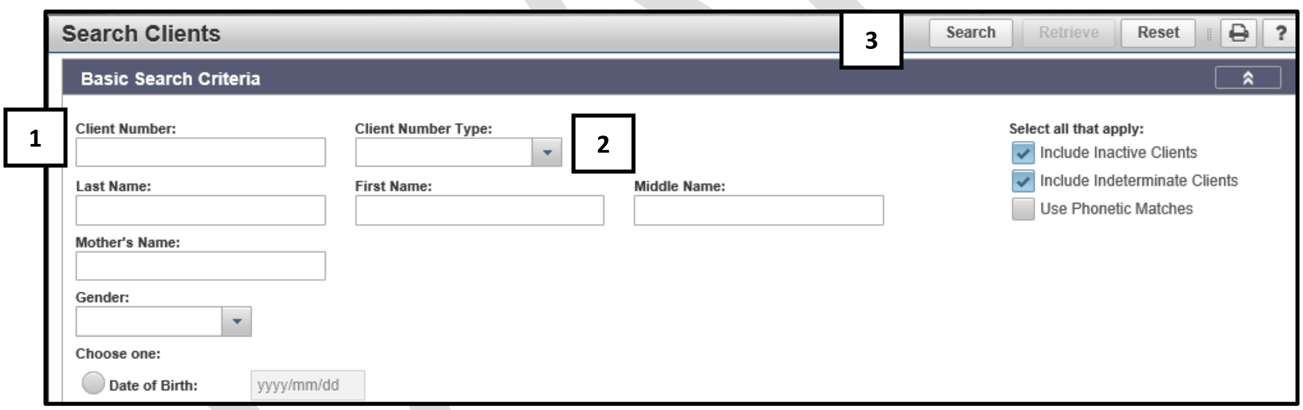
Non-Human Source Information

Search for a Client

Search for a client



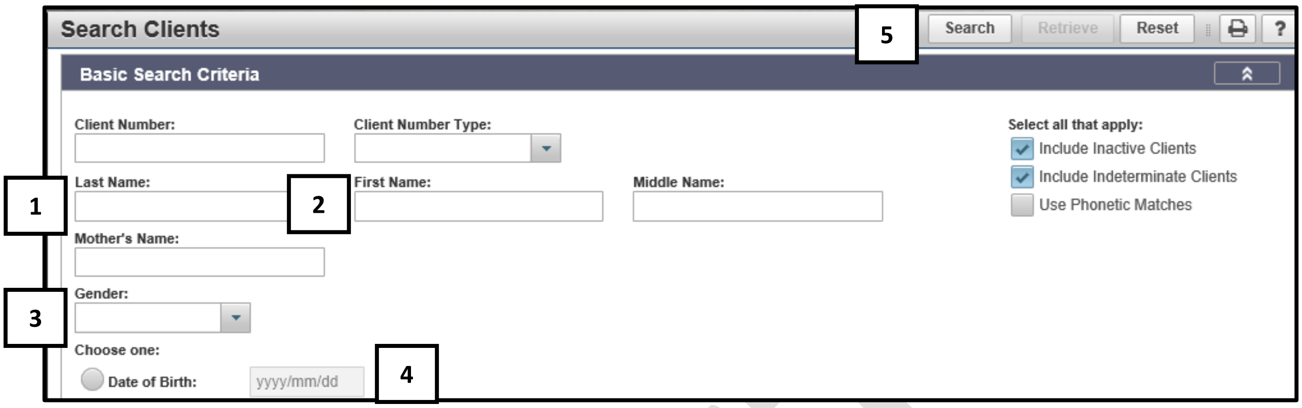
From the left-hand navigation bar, click on **Search Clients**



Health Card Number is the preferred search for a client

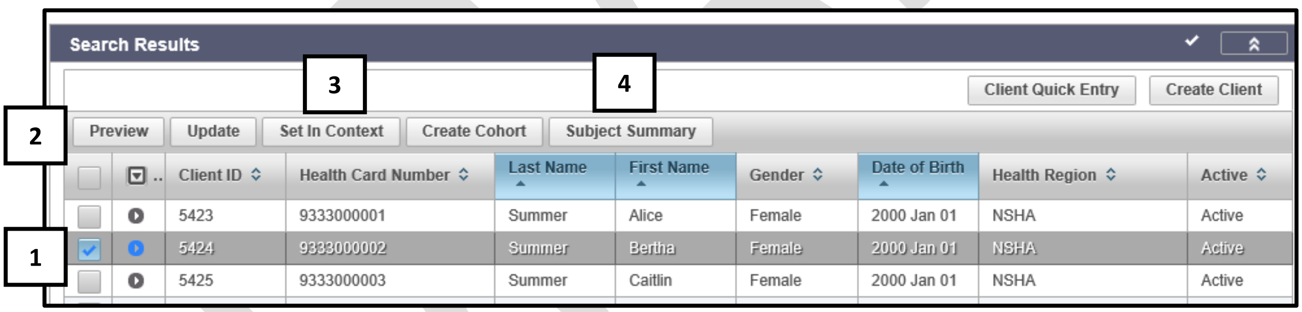
1. **Client Number** - Enter the client's Health Card Number. You need to enter all 10 digits
2. **Client Number Type** - Select **Health Card Number** from the drop down list
3. Click on the **Search** button

If you do not have the client's Health Card Number, you can search by client name, gender and date of birth



1. **Last Name** - Enter client's last name
2. **First Name** - Enter client's first name
3. **Gender** – Select the client's gender from the drop-down list
4. **Date of Birth** - Enter client's DOB
5. Click on the **Search** button

The results of your client search will be displayed in the Search Results table



1. Click the **checkbox** for the client that you want to work with.
2. The **Action** buttons are now activated for that client.
3. If you want to review/update the address and telephone information for the client, click the **Update** button.
4. If you want to go directly to the client's investigations, click the **Subject Summary** button

If no search results are returned:

- Remove first name and complete search. The client may not have provided their legal name
- Remove DOB and complete search. The client's mm/dd may be reversed.

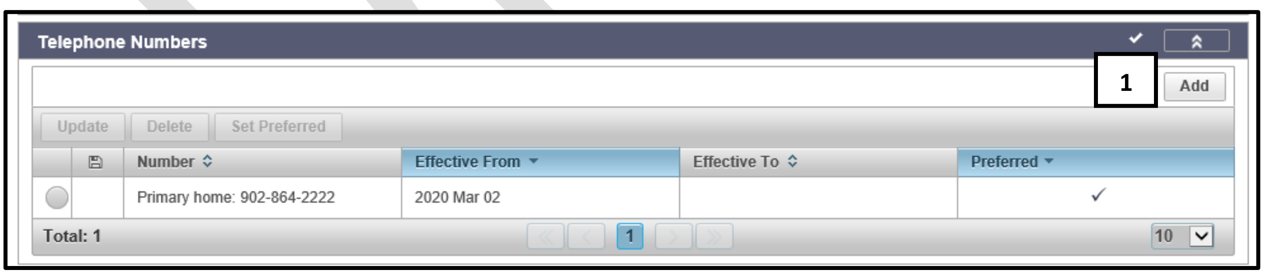
Update Client Telephone Number, Create a Temporary Address, Ethnicity Information

Note: The nightly Provincial Client Registry load updates the **Primary Home** and **Workplace** telephone numbers & the **Postal Address** and **Primary Home** addresses in Panorama.

From the left-hand navigation, click on **Client Demographics**

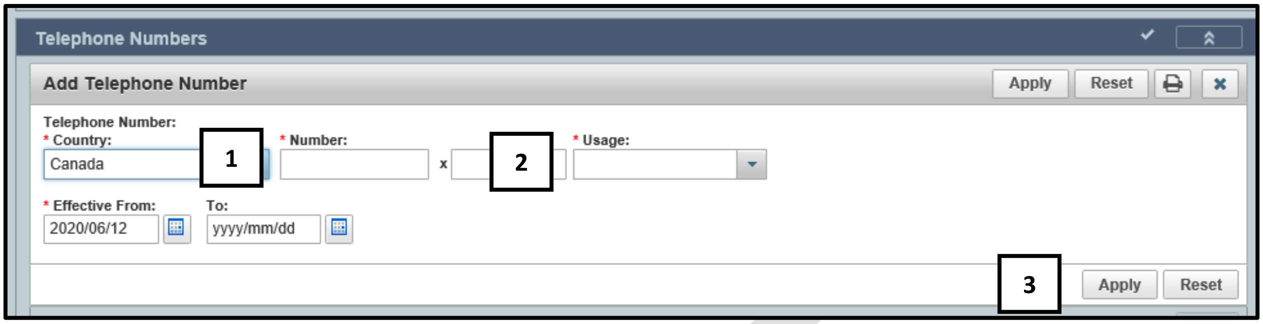
Telephone Number

View the client's telephone numbers.



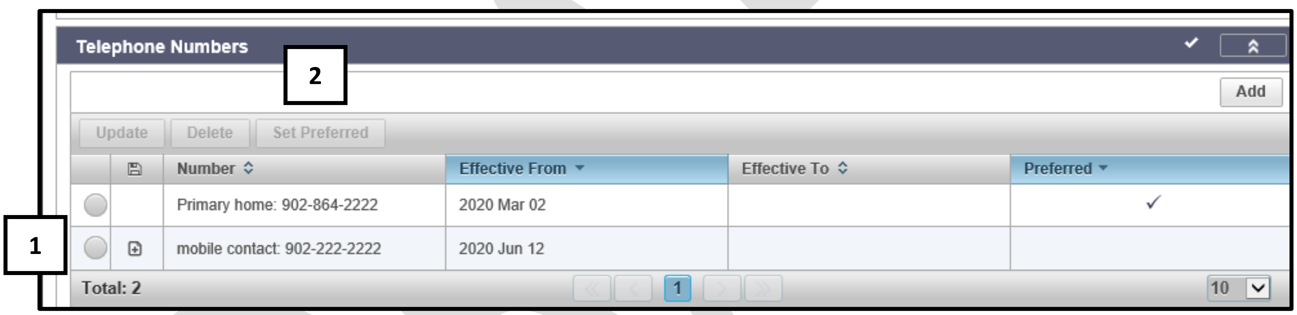
If the telephone number the client provided is different than what is in Panorama, you will need to add the telephone number.

1. Click on the **Add** button



1. **Number –** enter the telephone number
2. **Usage –** select mobile contact from the drop-down list
3. Click on the **Apply** button

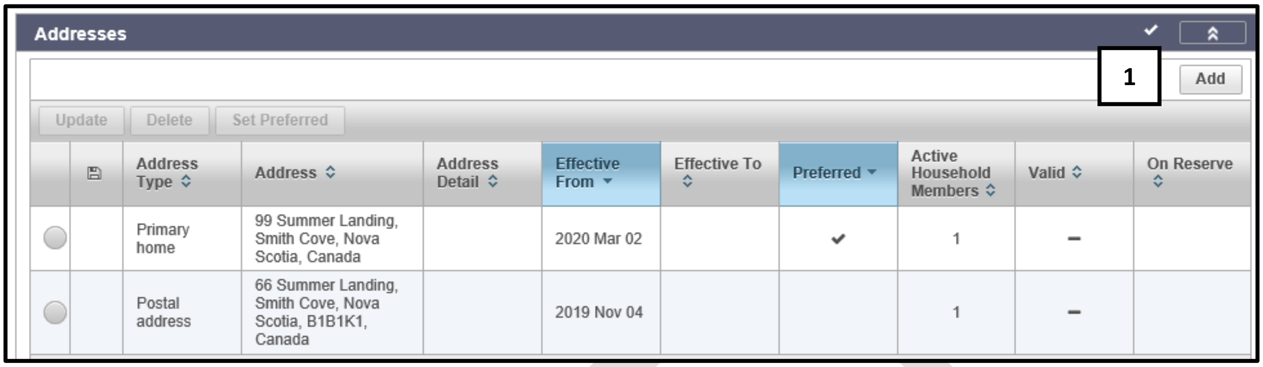
You need to set the mobile contact to preferred.



1. Click on the radio button for mobile contact
2. Click on the **Set Preferred** button
3. Click on the **Save** button (top right-hand area of the screen)

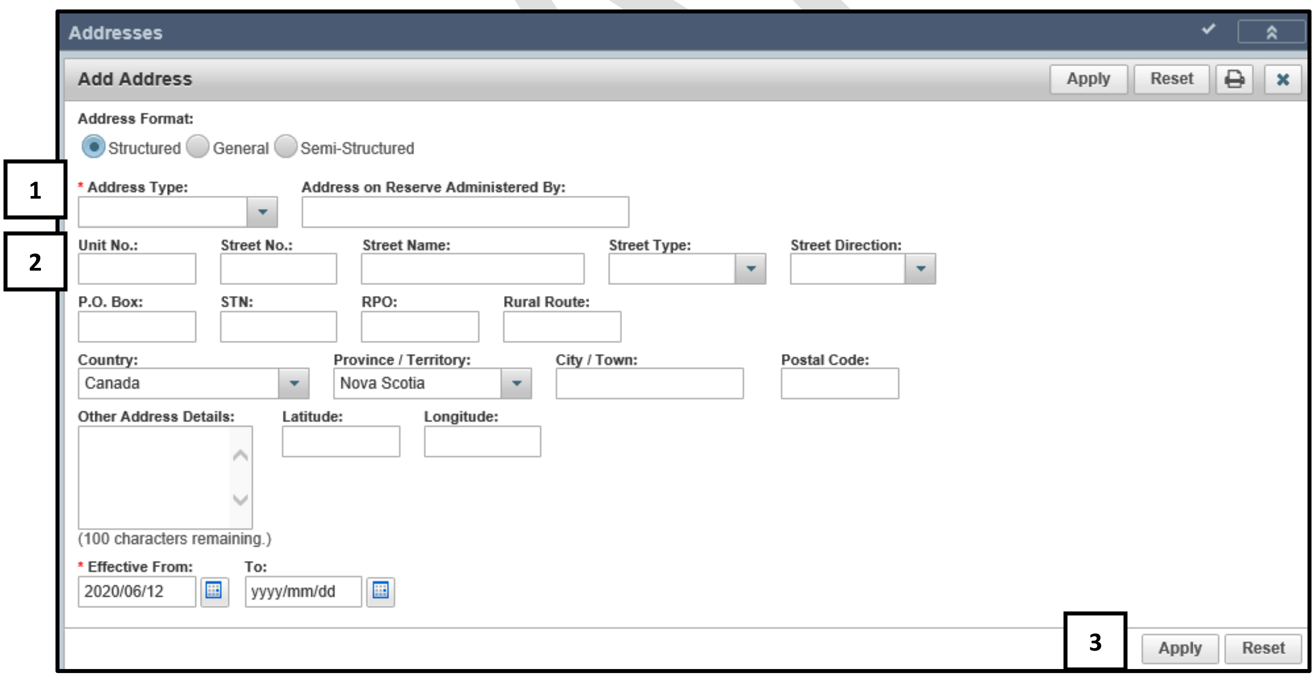
Address

View the client's address (es)



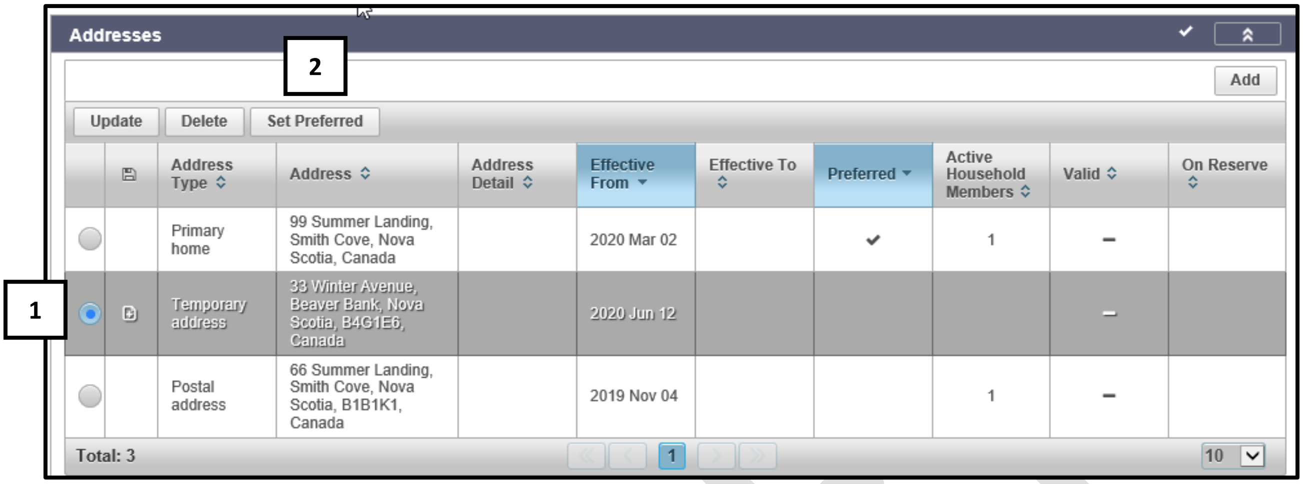
If the client's address in Panorama does not contain a postal code or the address is different than the address the client provided, you will need to add the address.

1. Click on the **Add** button



1. **Address type** – select Temporary address from the drop-down list
2. **Address field** – enter the address including city/town and postal code
3. Click on the **Apply** button

You need to set the temporary address to preferred.



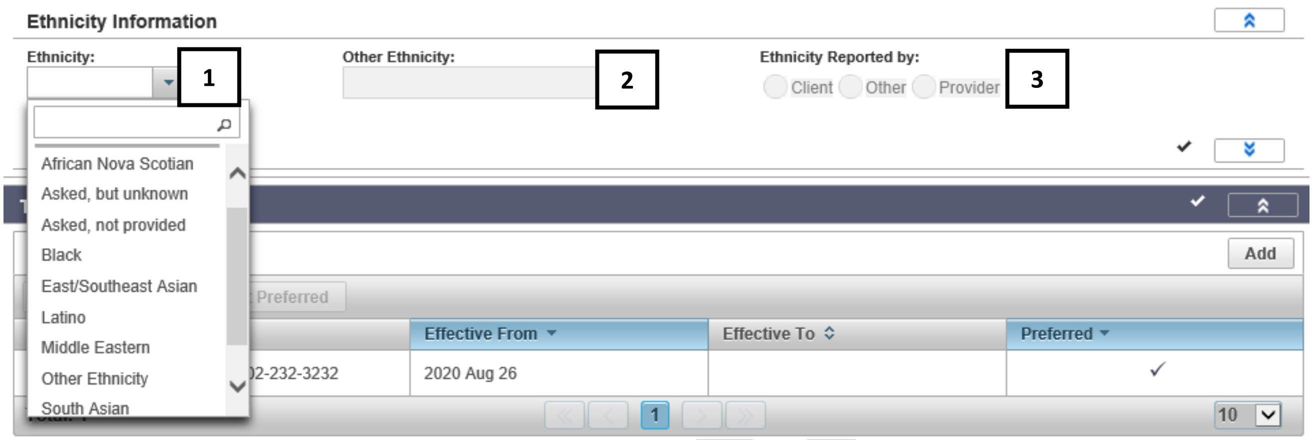
1. Click on the radio button for temporary address
2. Click on the **Set Preferred** button
3. Click on the **Save** button (top right-hand area of the screen)

Ethnicity Information

Note: If the client does not provide an answer to the question related to their ethnicity, this still needs to be documented in Panorama.

This section is directly above the Telephone information:

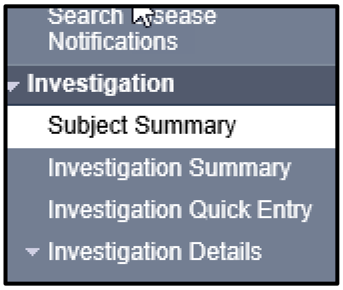
1. Expand open the Ethnicity Information tab by clicking on the down arrow.



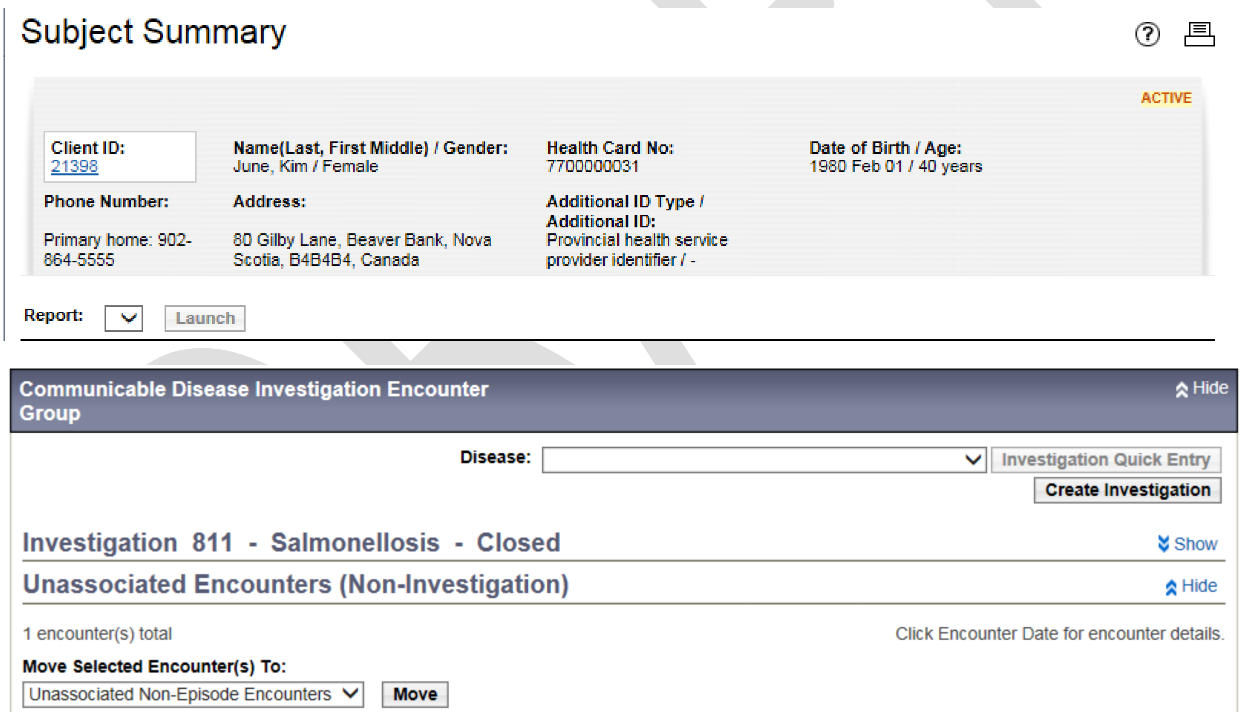
1. Select the Ethnicity value from the drop-down list. If the client identifies with an Ethnicity that is not in the list, choose “Other Ethnicity” and go to step 2.
2. If “Other Ethnicity” is chosen in step 1, type in the Ethnicity the client identifies with.
3. Select who provided the Ethnicity information to you (click one).

Click **Save** at the top of the page.

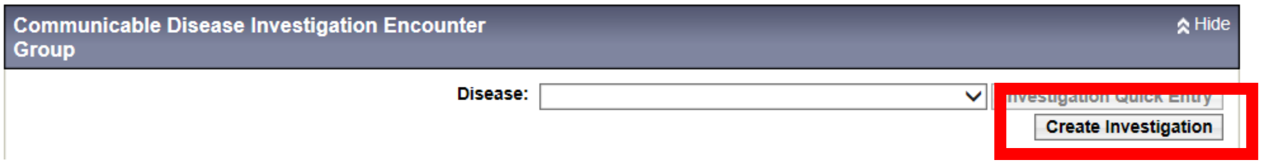
Create a Rabies Investigation



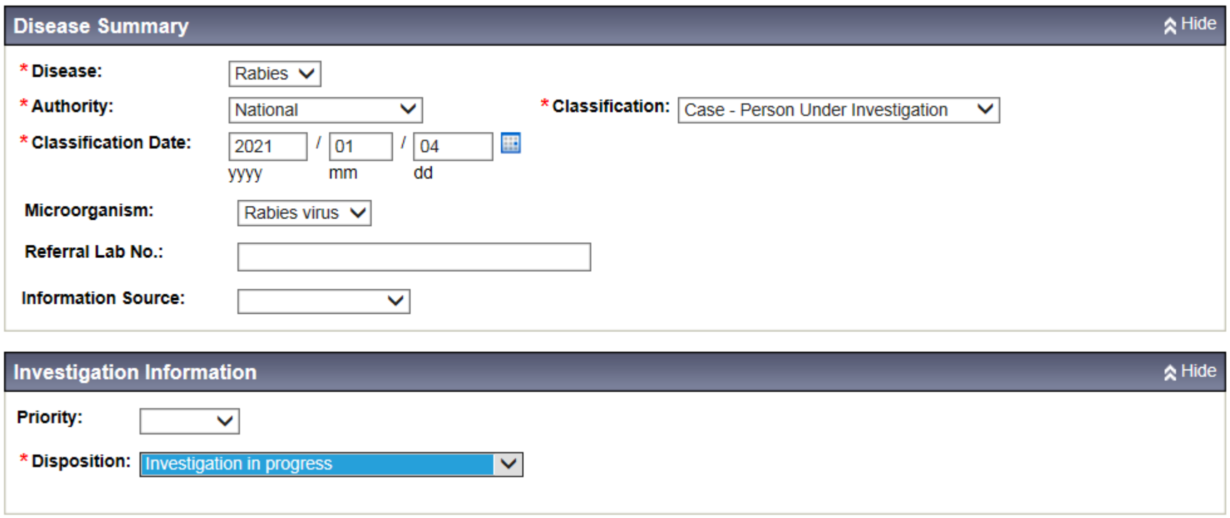
From the left-hand navigation, click on **Subject Summary**



Confirm an open Rabies Investigation does not already exist under the Communicable Disease Investigation Encounter group. If a closed investigation does exist please consult with a CDC nurse to determine if it's a new investigation.

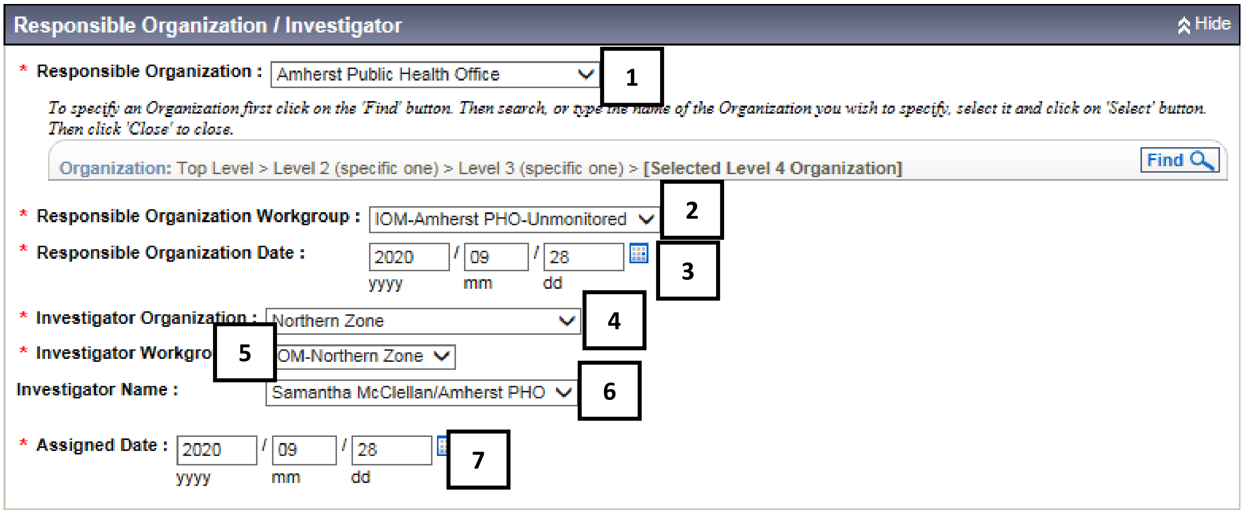


Click **Create Investigation** under Communicable Disease Investigation Encounter Group.



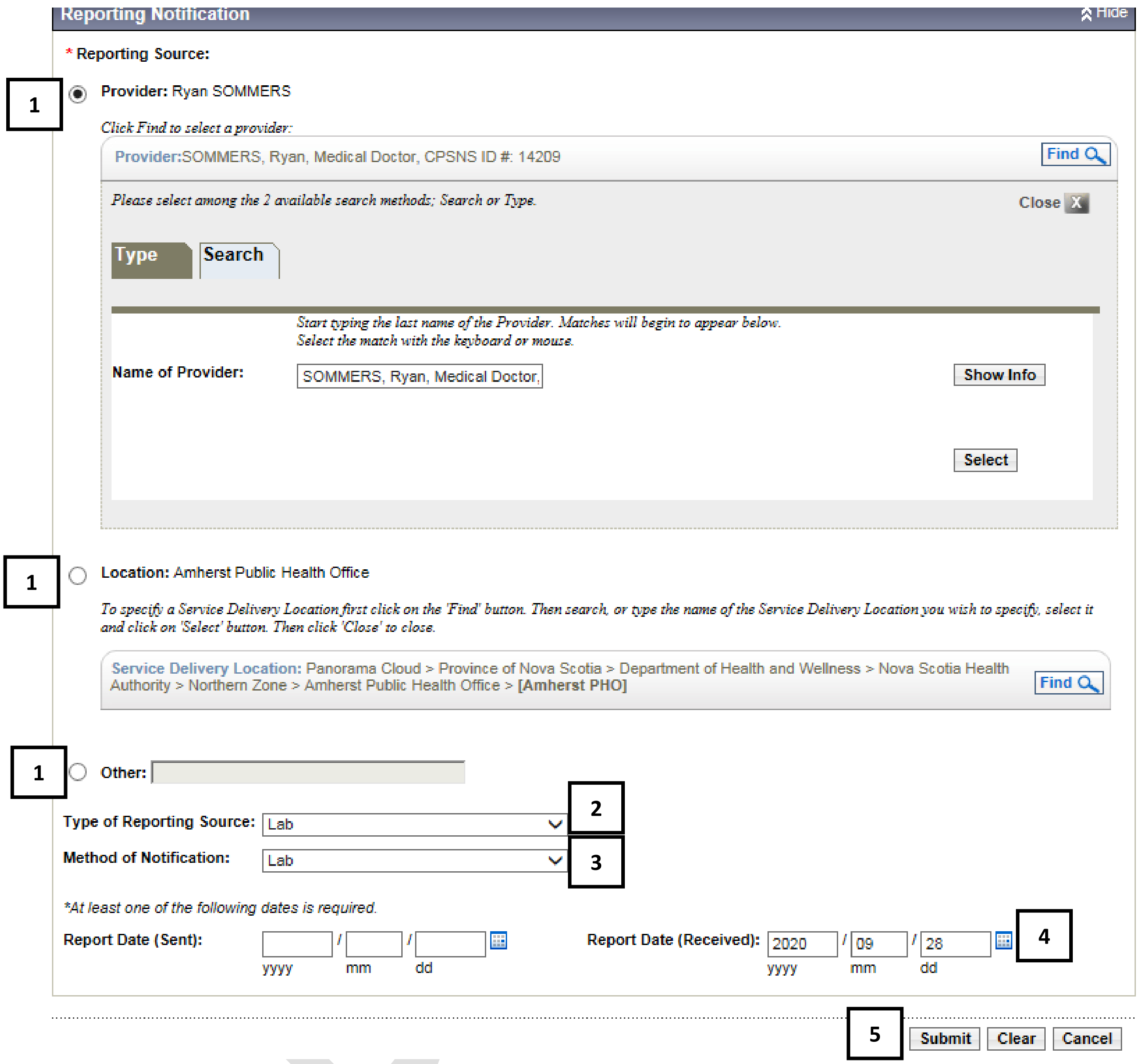
Enter the following information:

1. **Disease**- select **Rabies** from drop-down list
2. **Authority**- select National from drop-down list
3. **Classification -** **select the classification which fits current case definition (<u>Case- Person Under Investigation</u> will need to be selected in order to document information against the client's investigation, you will reclassify to <u>Case- Not a case</u> once the investigation is completed.) from drop-down list**
4. **Classification Date**- will auto populate to current date, please back date if needed
5. **Microorganism**- select **Rabies Virus** from drop-down list
6. **Disposition**- select Investigation in progress from drop-down list



Enter the following information:

1. **Responsible Organization-** find and select **your Public Health Office**
2. **Responsible Organization Workgroup**- select IOM- **Area where you work**- Unmonitored from drop-down list
3. **Responsible Organization date-** auto populates to current date and can be changed as needed
4. **Investigator Organization**- find and select the your **Zone**
5. **Investigator Workgroup**- IOM **your Zone**
6. **Select investigator name-** your name
7. **Assigned date-** auto populates to current date and can be changed as needed



Enter the following information:

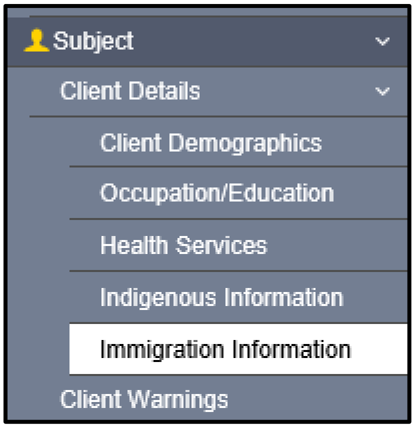
1. **Reporting Source**-will depend on how you were notified of the case.
   - Select **Provider** radio button and search using the **Find** button for reporting HCP if a provider was the first to notify Public Health, ensure to click **Select**
   - Select **Location** radio button and search using the **Find** button for resulting lab if the lab was the first to notify Public Health, ensure to click **Select**
   - Select **Other** radio button and free text if that is the appropriate selection i.e. – DHW or source case etc. was the first to notify Public Health
2. **Type of Reporting Source** – select appropriate response from the drop-down list

3. **Method of Notification**- Select appropriate response from the drop-down list
4. **Report Date (Received)** - auto populates to current date. Change the date to the received date if applicable.
5. **Click Submit**

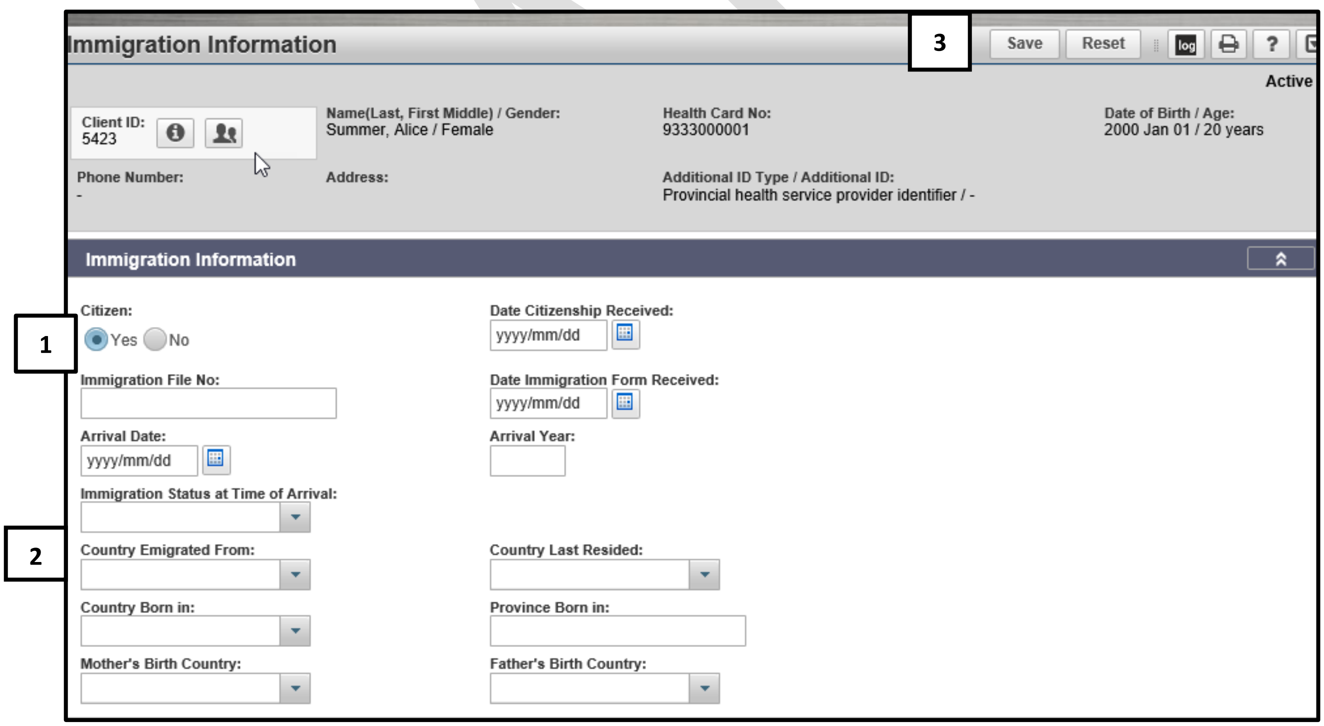
After creating an investigation, you are taken to the **Disease Summary** screen

An Investigation banner now is displayed at the top the screen, which displays the system-generated **Investigation ID, Status, Disposition**, **Disease**, **PHAC Date**, and **Authority/Classification**. This context header for the investigation will be displayed on all investigation screens to indicate what investigation you are working with.

Updating Immigration Information



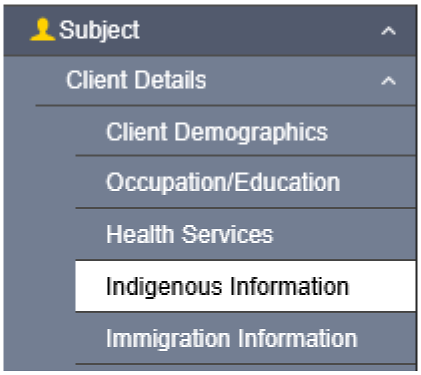
From the left-hand navigation, click on Immigration Information



1. **Citizen** – click on the appropriate radio button: Yes or No
2. **Country Emigrated From** - if citizen is no, select the country the client emigrated from in the drop-down list.
3. Click the **Save** button

Adding Indigenous Status

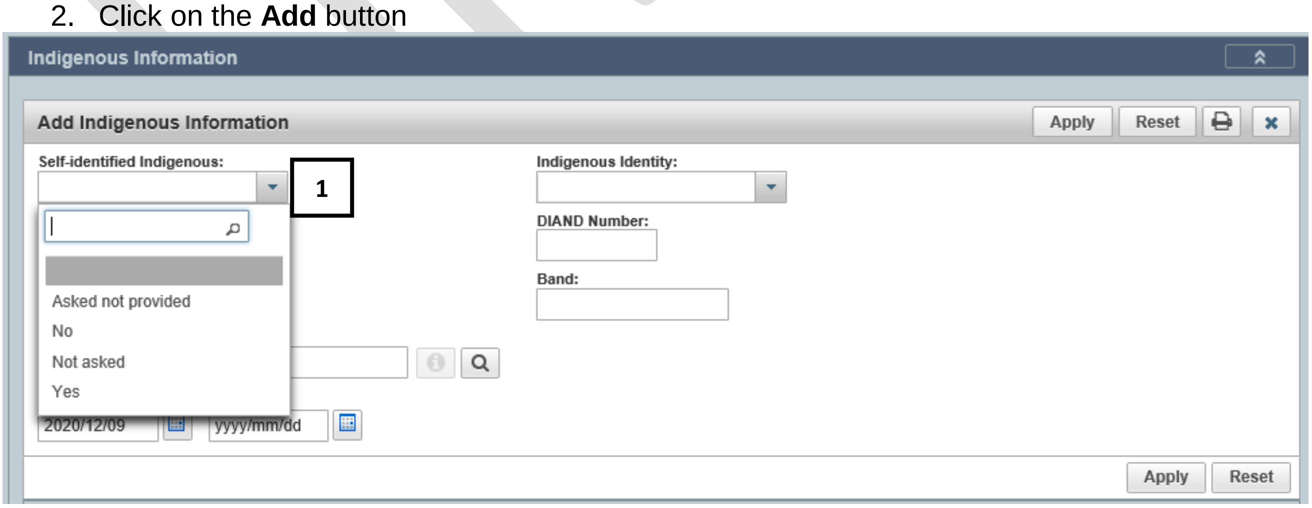
Note: If the client does not identify as Indigenous or if they refused to answer the question, Indigenous Information still needs to be documented in Panorama.



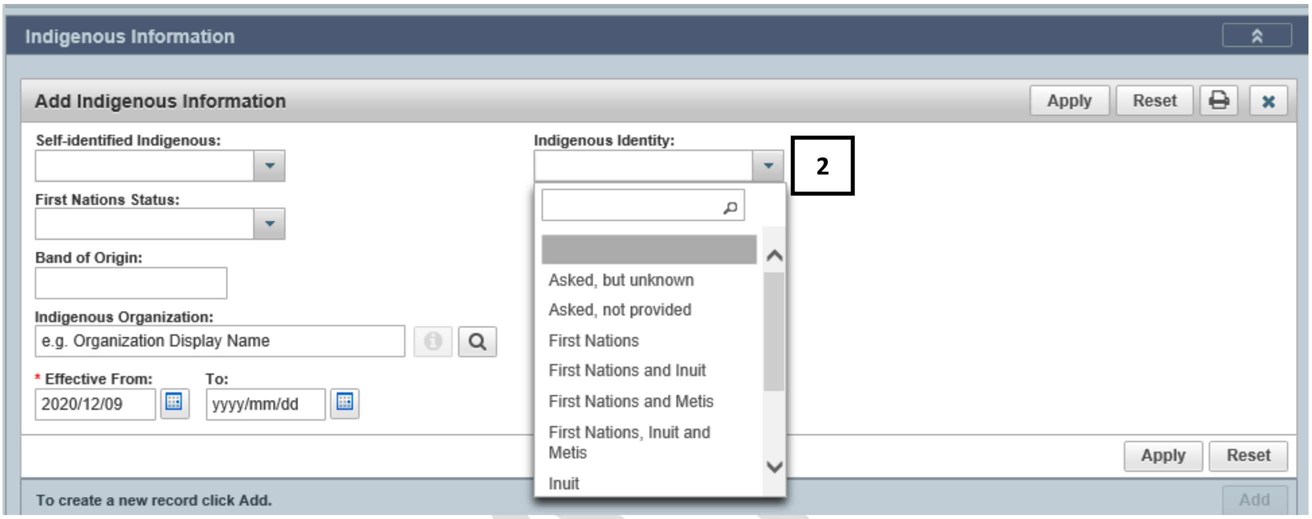
From the left-hand navigation, click on **Indigenous Information.**

If the client does not have Indigenous Information in Panorama, you will need to add it.

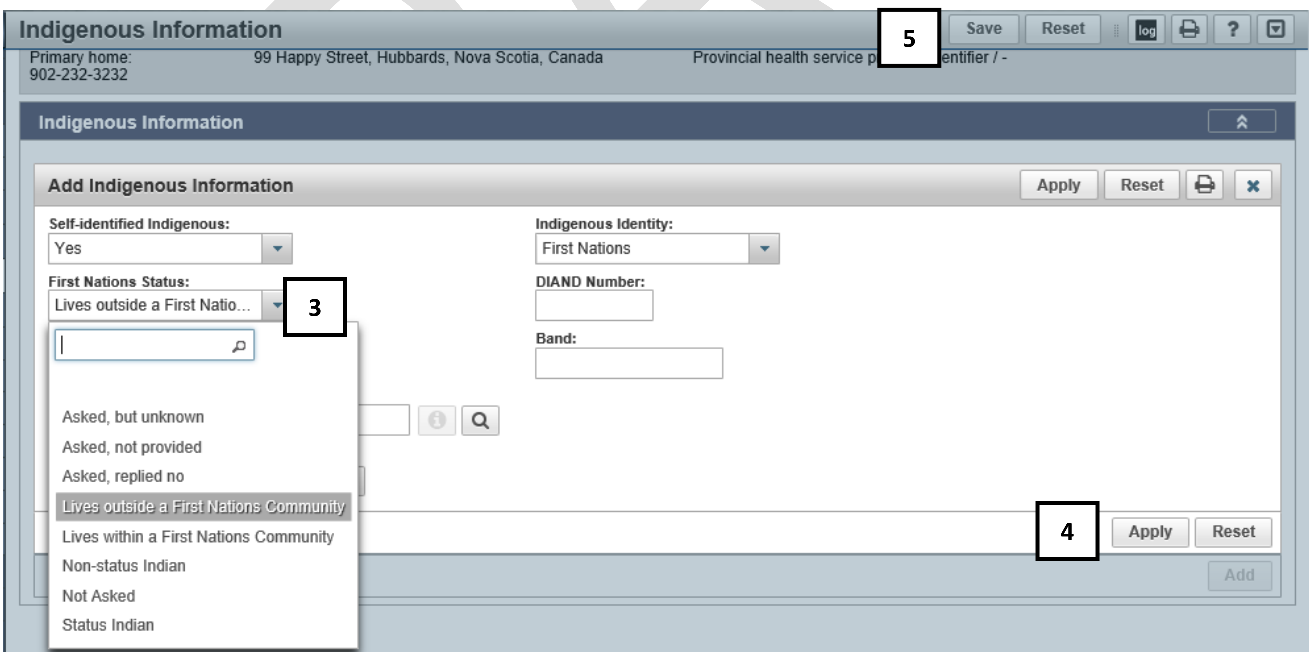
2. Click on the **Add** button



1. Select the Self-identified Indigenous value from the drop-down list. If this response is **NO**, go to step 3.



2. If the client self-identified as Indigenous, select the Indigenous Identity from the drop-down list.



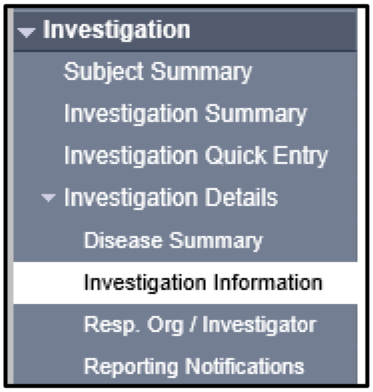
3. Select the First Nations Status (if applicable) from the drop-down list.
   If the client has answered "No" to Self-identified Indigenous but lives in a First Nations Community, you would identify here. If client says "No" to living in First Nations Community, proceed to step 4

You do not need to enter information in the other fields

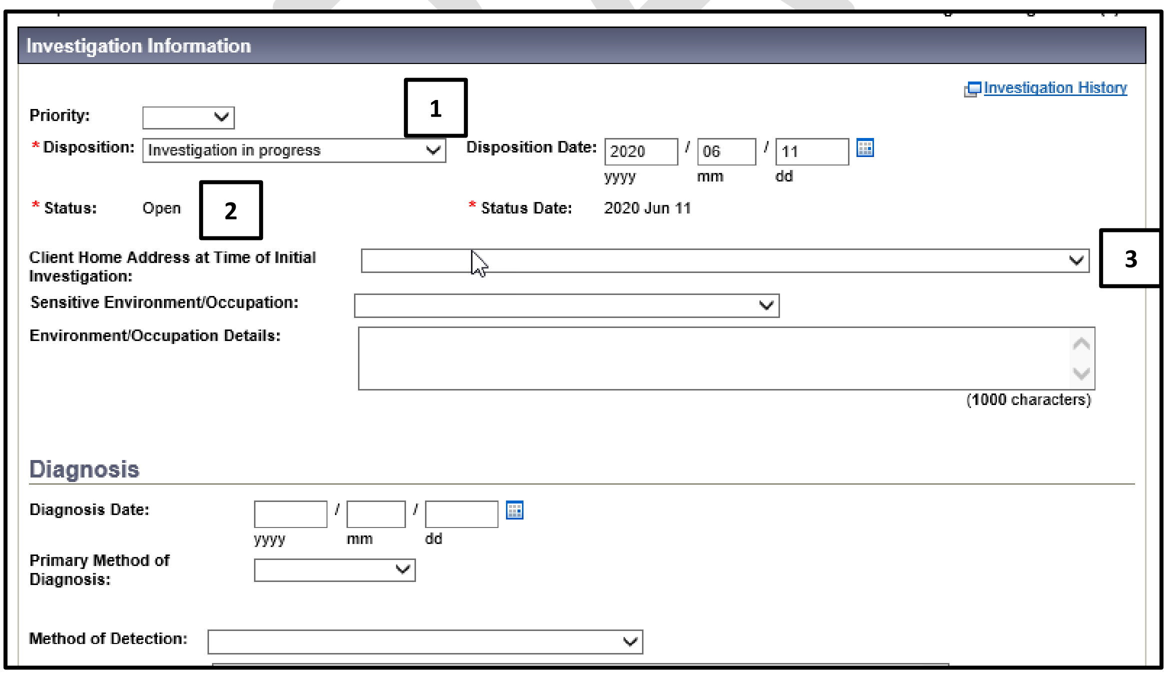
4. Click the **Apply** Button
5. Click the **Save** Button

Completing Investigation Information

Additional information needs to be entered into Panorama once the investigation has been created and Physician Report Form has been returned.



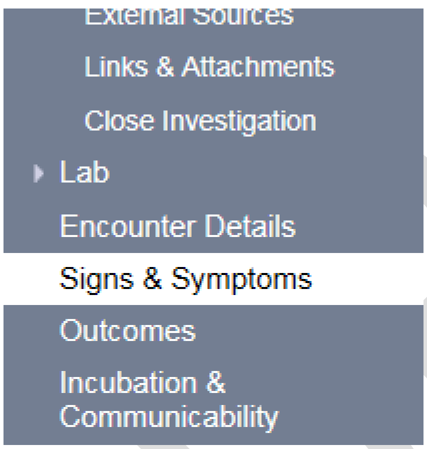
From the left-hand navigation, click on **Investigation Information**



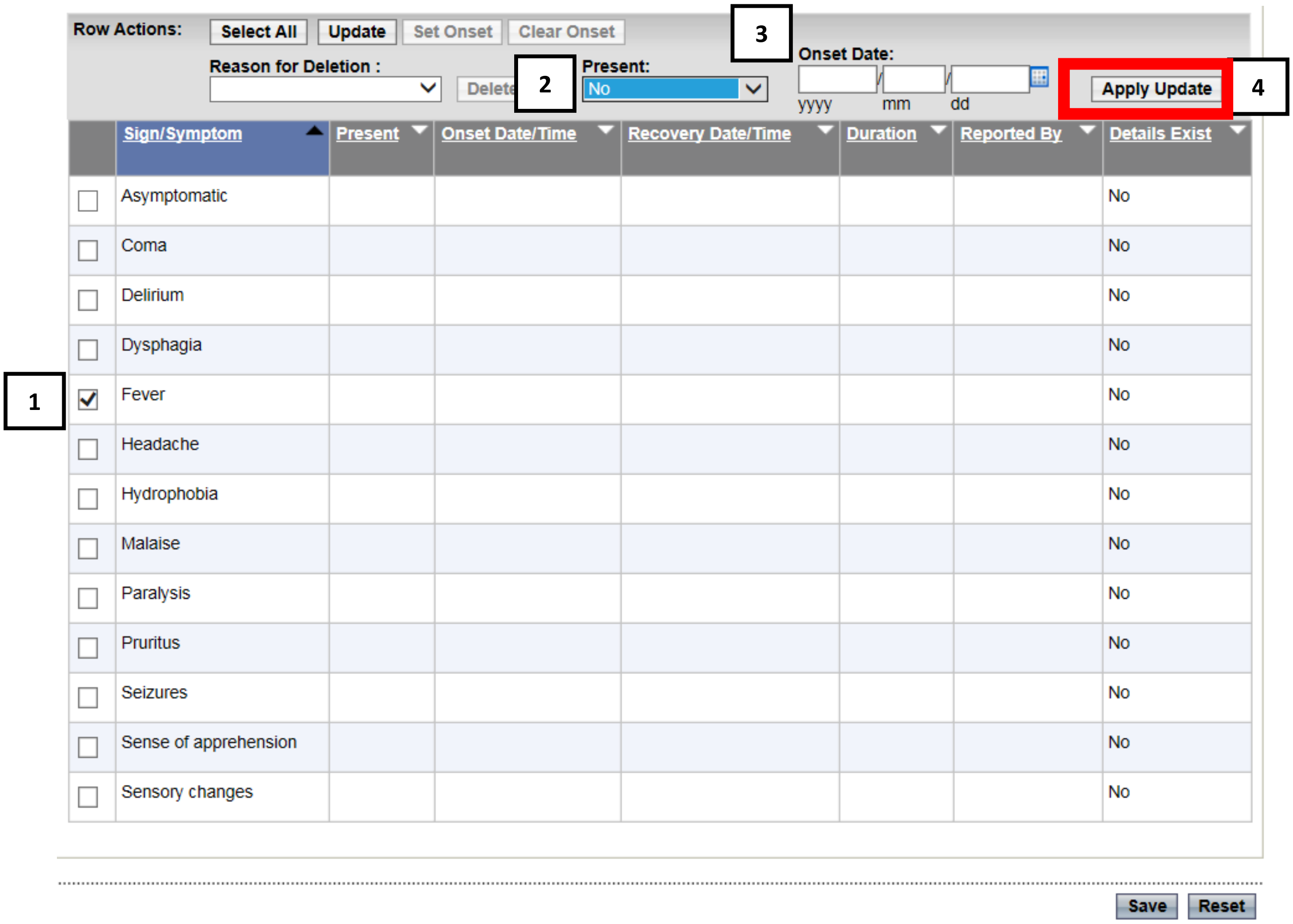
1. **Disposition and Disposition Date –** are auto-populated when the investigation was created And can be changed as needed
2. **Status and Status Date –** are auto-populated when the investigation was created
3. **Client Home Address at Time of Initial Investigation** – select the client's address which includes the Postal Code from the drop-down list. If the drop-down options do not include the correct address with the postal code, you will need to update the address. See reference material on page 3 for Updating Client Address and return to this screen to select from the drop down.

Signs and Symptoms

Select Signs and Symptoms from the Left-Hand Navigation



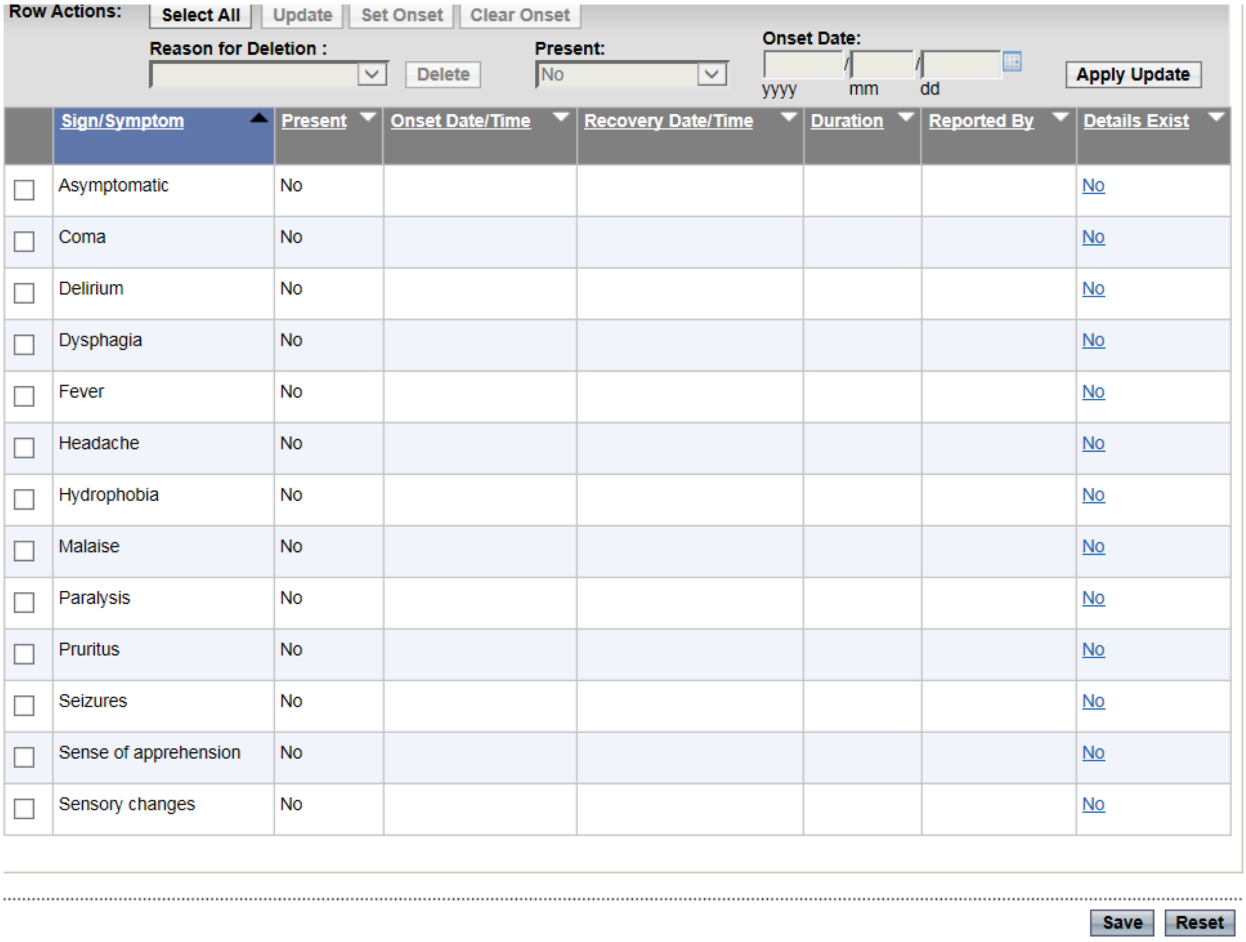
Add Signs and Symptoms from the information reported by the client or physician (repeat for all reported Signs & Symptoms)



1. Click **Checkbox(s)** for S&S. You can multi-select S&S that have the same onset date.
2. **Present** - Select Yes from drop-down if symptom reported and select **Apply Update**
3. **Onset Date** - Enter the date the client reported the S&S

Repeat steps #1 and #2 for S&S **not present** and **Apply Update**

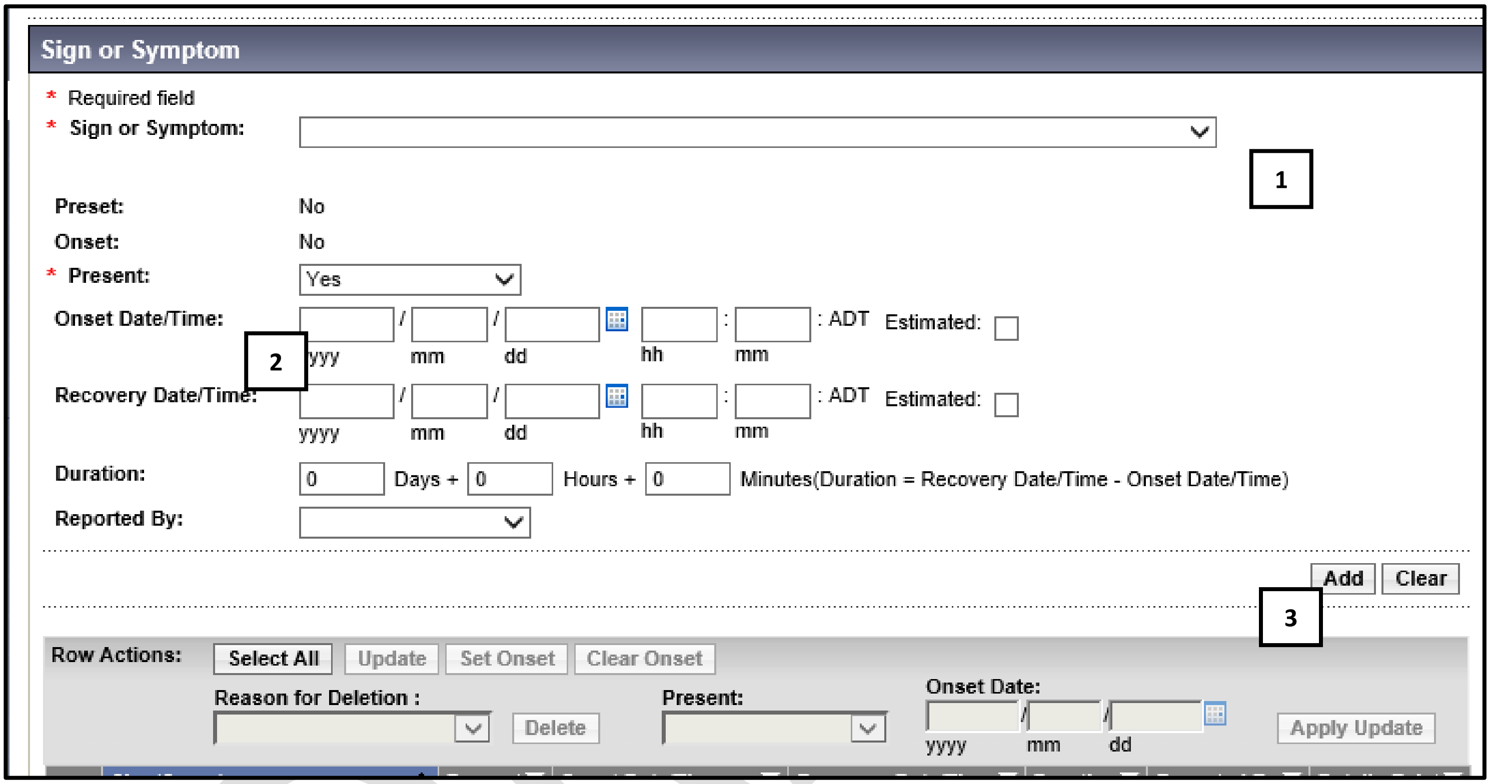
The S&S will now be updated in the table (see below):



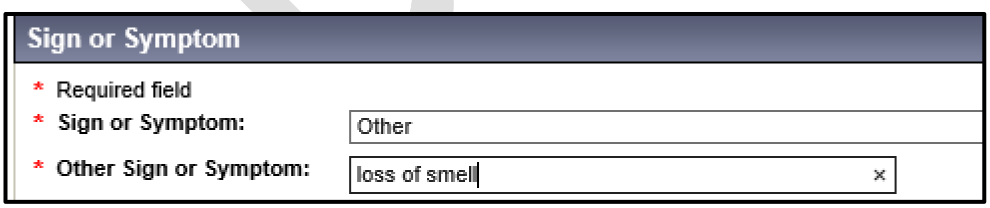
	Sign/Symptom	Present	Onset Date/Time	Recovery Date/Time	Duration	Reported By	Details Exist
☐	Asymptomatic	No					No
☐	Coma	No					No
☐	Delirium	No					No
☐	Dysphagia	No					No
☐	Fever	No					No
☐	Headache	No					No
☐	Hydrophobia	No					No
☐	Malaise	No					No
☐	Paralysis	No					No
☐	Pruritus	No					No
☐	Seizures	No					No
☐	Sense of apprehension	No					No
☐	Sensory changes	No					No

Adding an Additional Sign and Symptom

Signs and Symptoms are added through the top section of the screen.



1. Sign or Symptom – Select the sign or symptom from the drop-down list. If the Sign or Symptom is not in the list select **Other** and also enter the sign/symptom in the **Other Sign or Symptom** field (see below)



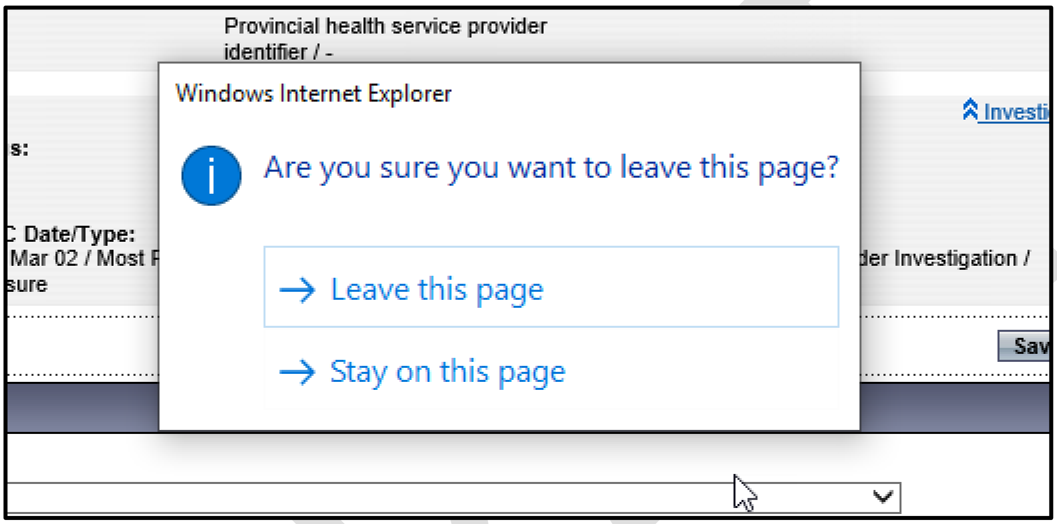
2. **Onset Date** - Enter the date the client reported the S&S. Do not enter a time
3. Click **Add** button

4. The S&S will now be updated in the table (see below)

Other: loss of smell	Yes	2020 Jun 15 00:00 ADT				No

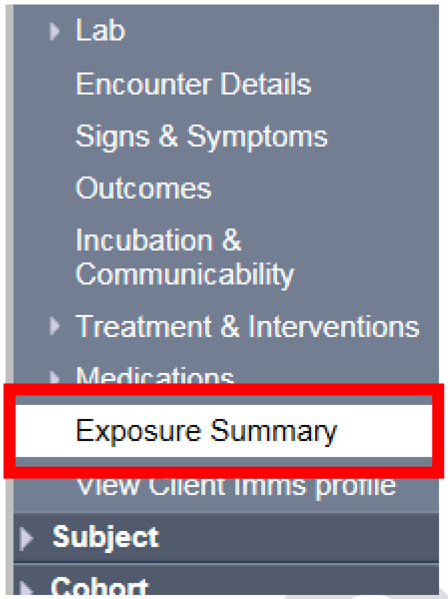
Click the **Save** button (Top or Bottom right-hand area of screen)

Note: If you see this message it indicates that you are leaving without saving your changes.. Click **"→ Stay on this page**" and click the **Save** button.



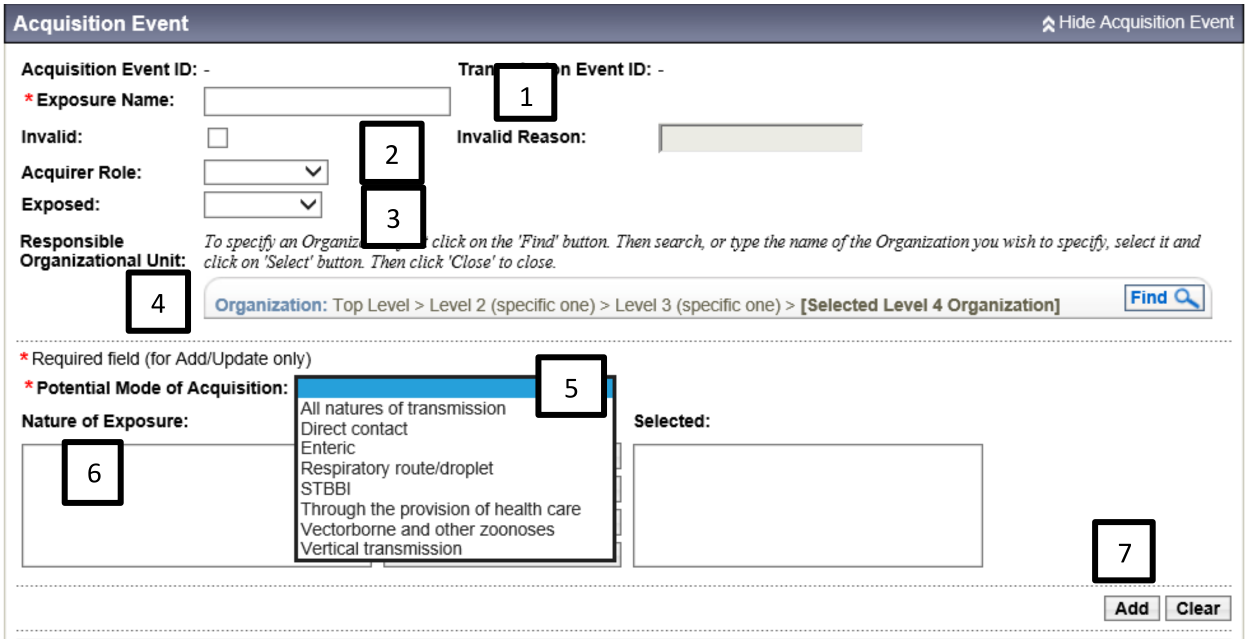
Creating an Acquisition Event

Click on Exposure Summary in the left hand Nav



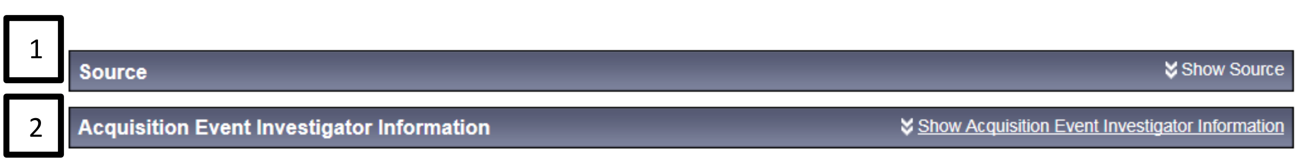
1. Click **Create Acquisition Event**

The Acquisition Event page will load. Fill in the details according to the following steps.



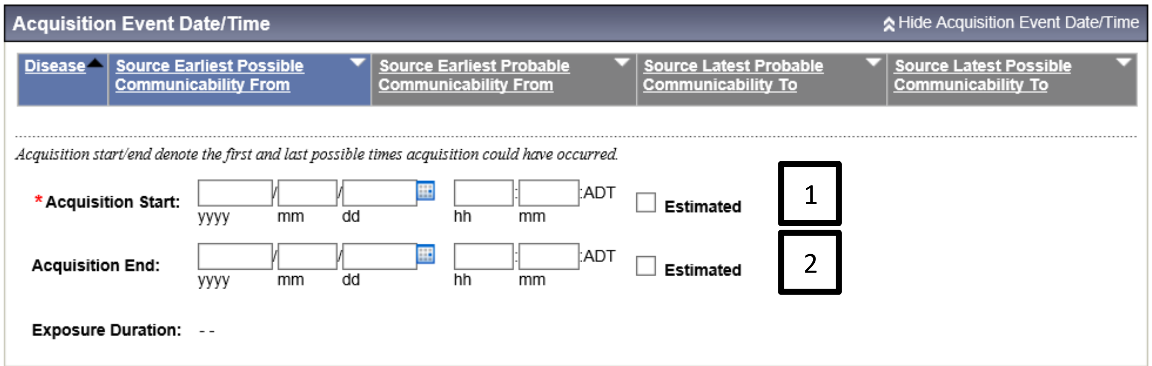
1. For the **EXPOSURE NAME** -Use **Animal/Environment**
2. Acquirer Role—**Leave blank** or pick from drop down “**DO NOT USE”**
3. Exposed –**DO NOT USE**
4. Responsible Organization Unit - **DO NOT USE**
5. Potential Mode of Acquisition- Vectorborne or other zoonosis
6. Nature of Exposure- select appropriate response
7. Click **Add**
    a. Information will then be added to table below fields

Continue filling out each section as you scroll down the AE page.



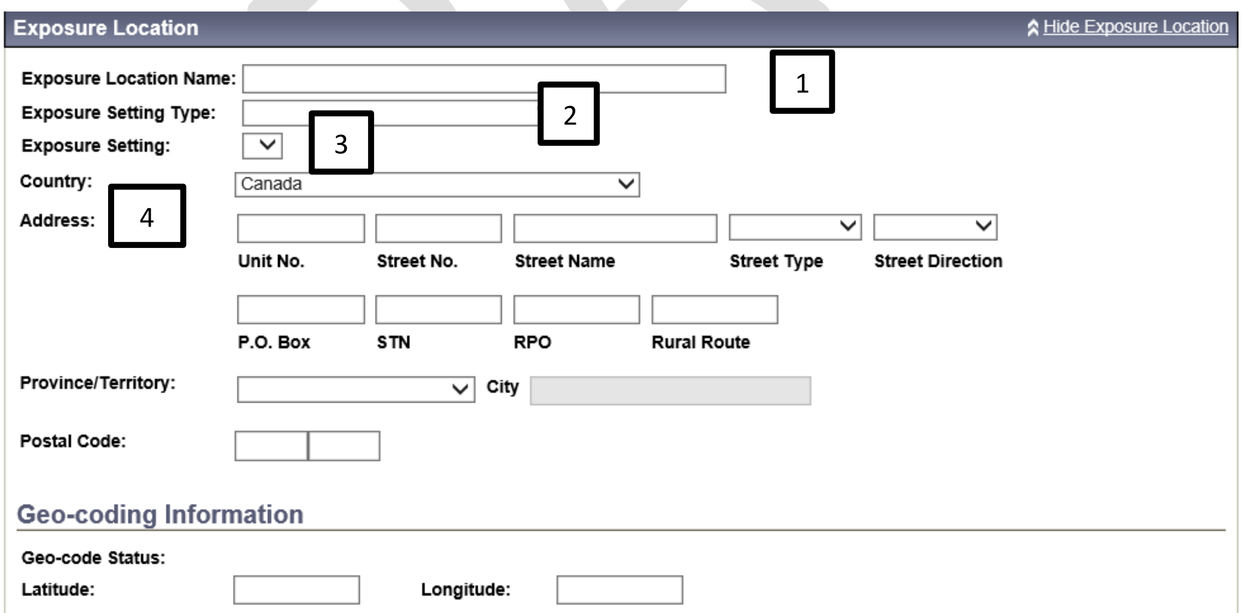
1. **Source** – To be completed once the AE details have been entered and **SAVED**
2. **Acquisition Event Investigator Information – DO NOT USE**

Acquisition Event Date/Time



1. **Acquisition Start**-date is mandatory a field. Add the date and (if known) time the AE started. If start time is an estimate please check that box.
2. **Acquisition End** -Add the date and (if known) time the AE event ended. If end time is an estimate please check that box.

Exposure location



1. **EXPOSURE LOCATION NAME** –Enter location name-
   - For locations within Nova Scotia, e.g. Banks, Grocery stores, Pharmacies, Restaurants, Schools, Events, etc.
     - Include the name of the location, and city/town if known
     - Examples:
       - Sobeys - North Sydney; Shopper's Drug Mart – Fall River; Wake at Atlantic Funeral Home – Dartmouth; McDonalds – Truro; Horton High School – Wolfville

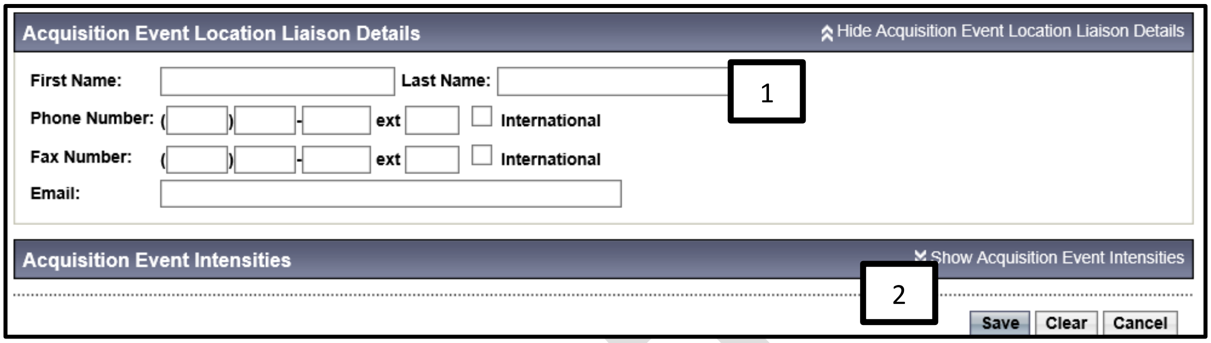
   - If travel-related (outside NS or Canada), enter the province/state names or Country Code(s) where the case spent significant time; if multiple countries/provinces/states were visited as part of the travel separate by semicolons
     - Examples
       - Alberta; Florida; BC; NY; (can be initials or spelled out)
       - MEX; DOM; CRI
       - If travel involved a cruise, bus tour, vehicle, etc., add 'Cruise ship', 'Bus', etc. to the location
     - Examples
       - Cruise Ship – MEX; DOM; BHS; CRI; Royale Caribbean
       - Bus – Victoria, BC to Toronto, ON; Greyhound
       - For flight-related exposures, ensure the airline, flight number, and seat are included for each flight
       - e.g. Flight - MEX to Halifax - Air Canada 625, Seat 16C

2. **EXPOSURE SETTING TYPE**
   - Choose from the 12 dropdown categories.
   - DO NOT USE "Multiple". Each exposure setting required its own AE
   - If "Other" is chosen for any category, please ensure the Exposure Location Name and Exposure Address are complete

3. **EXPOSURE SETTING** – When you choose setting type a drop down will populate
   - Choose from the dropdown sub-categories
   - If "Other" is chosen for any category, please ensure the Exposure Location Name and Exposure Address are complete

4. **ADDRESS**
   - Provide an address whenever possible to differentiate locations; particularly important for common locations like Banks, Grocery stores, Pharmacies, etc.
   - Note: Select City before entering the postal code.

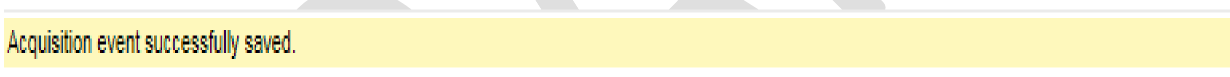
Acquisition Event Location Liaison Details- optional



If a person is identified to be a point of contact at a location:

1. Record their name and contact information ie. animal owner

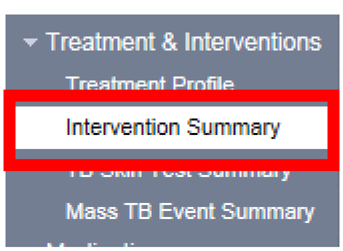
2. **Click SAVE** to lock in all the information previously added to the AE
   a. Your Acquisition Event details have now been saved, AE created and you will now be able to add a Source to an Acquisition event.
3. The following message will be displayed at the top of the page



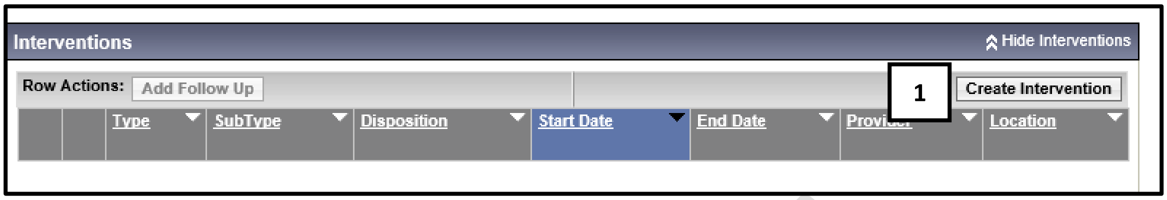
Entering Public Health Interventions for Client

Note- all interventions against Non-Human Subjects must be charted against that investigation and all interventions against the Client must be charted against their investigation. Pease be sure to have <u>correct investigation</u> in context when documenting.

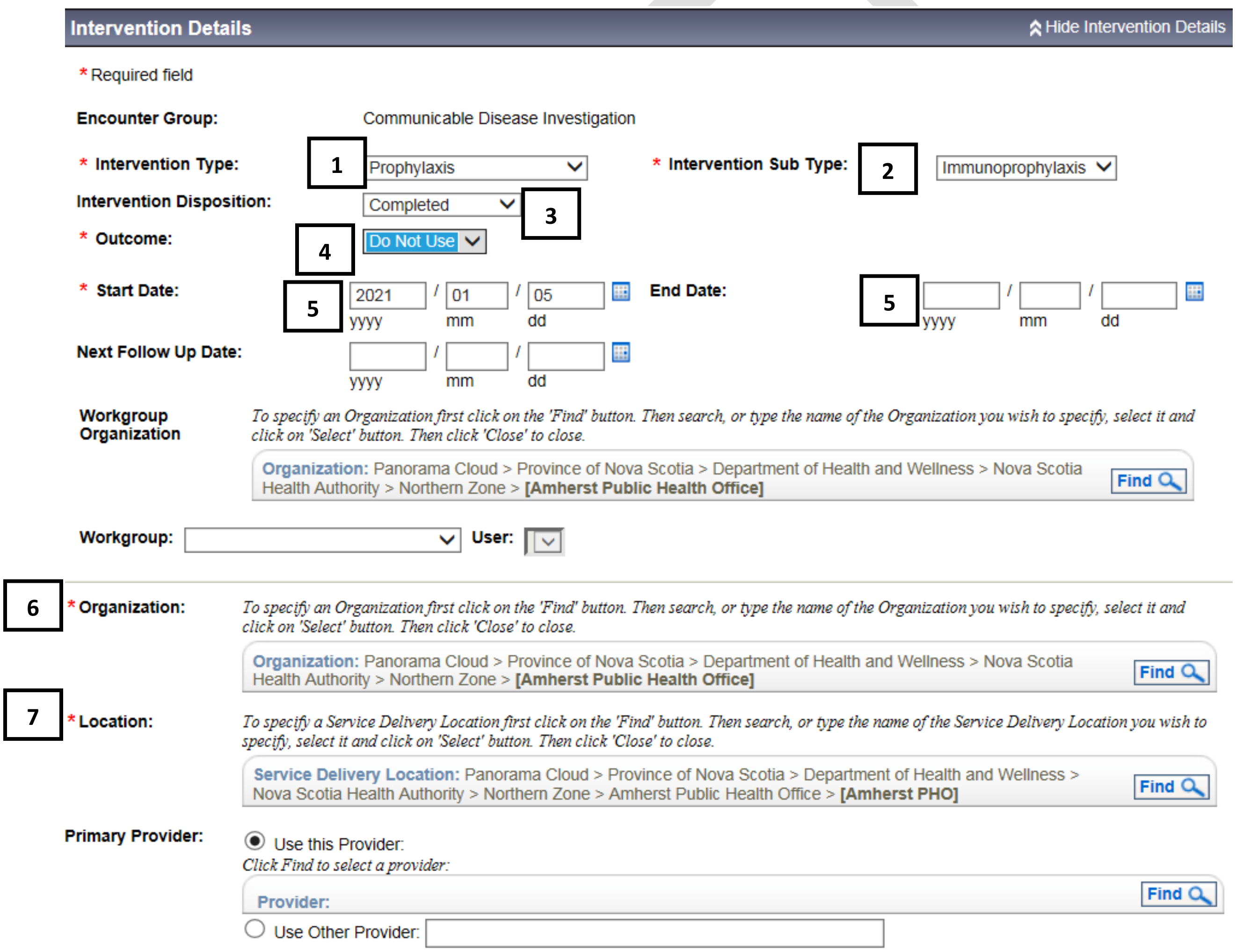
From the left-hand navigation, click on **Treatment and Interventions** and then **Intervention Summary:**



The Intervention Summary screen will display



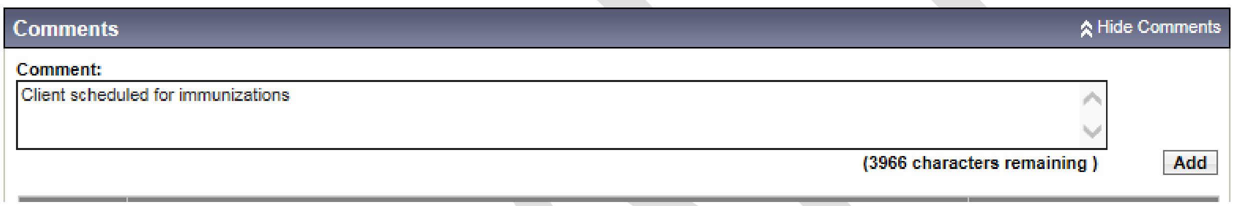
1. Click on the **Create Intervention** button



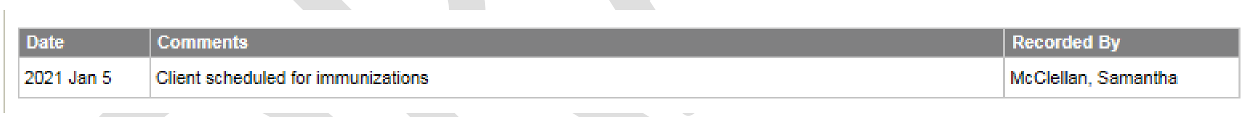
Fill your mandatory fields:

1. **Intervention Type**
2. **Intervention Sub Type**
3. **Disposition**- Completed
4. **Outcome**- select Do Not Use
5. **Start date**- will auto-populate and **End Date**- select date same as start
6. **Organization**- will auto-populate
7. **Location**- will auto-populate

Enter comment in comment field and click **Add**



Comment will appear in the comment box:



Date	Comments	Recorded By
2021 Jan 5	Client scheduled for immunizations	McClellan, Samantha

Click **Save** and follow above instructions for each intervention.

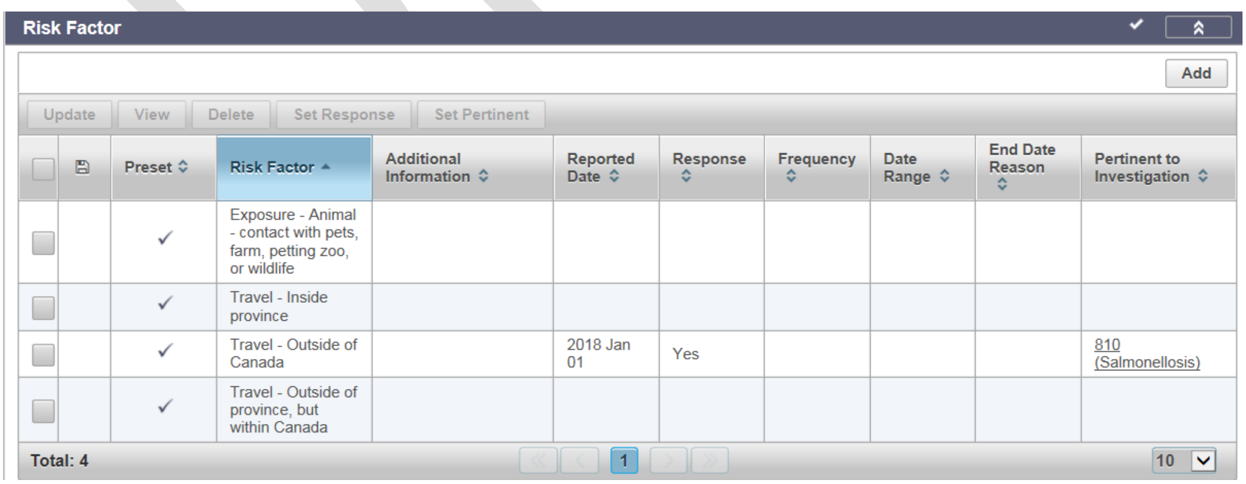
Ensure you take the intervention out of context

- Click the **Cancel** button towards the top of the screen

Documenting Risk Factors

Note- Risk Factors are documented against the Client be sure to have correct Investigation in context.

From the left-hand navigation, click on **Risk Factors**

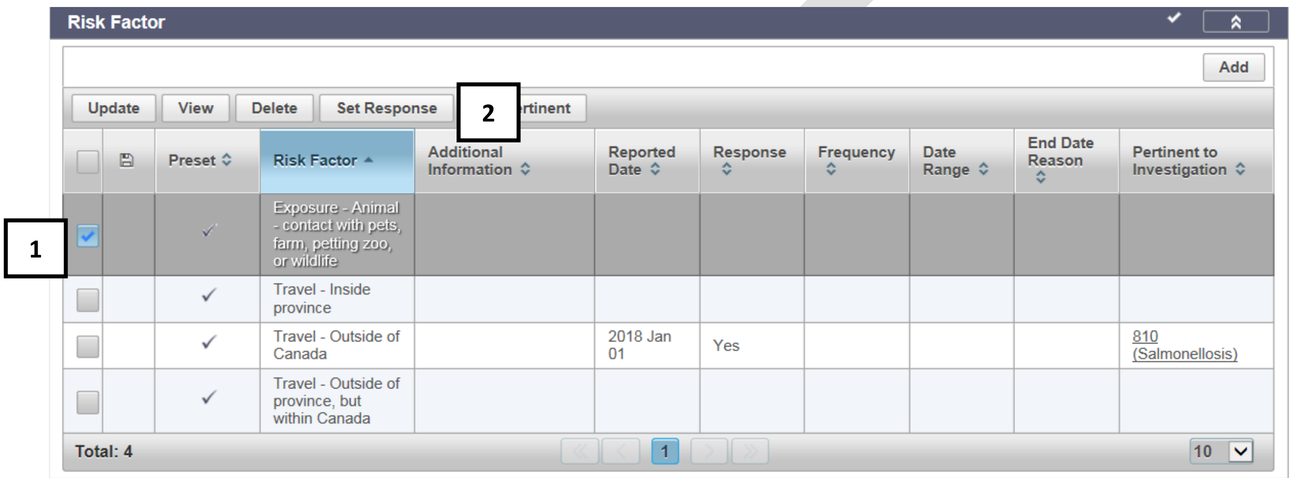


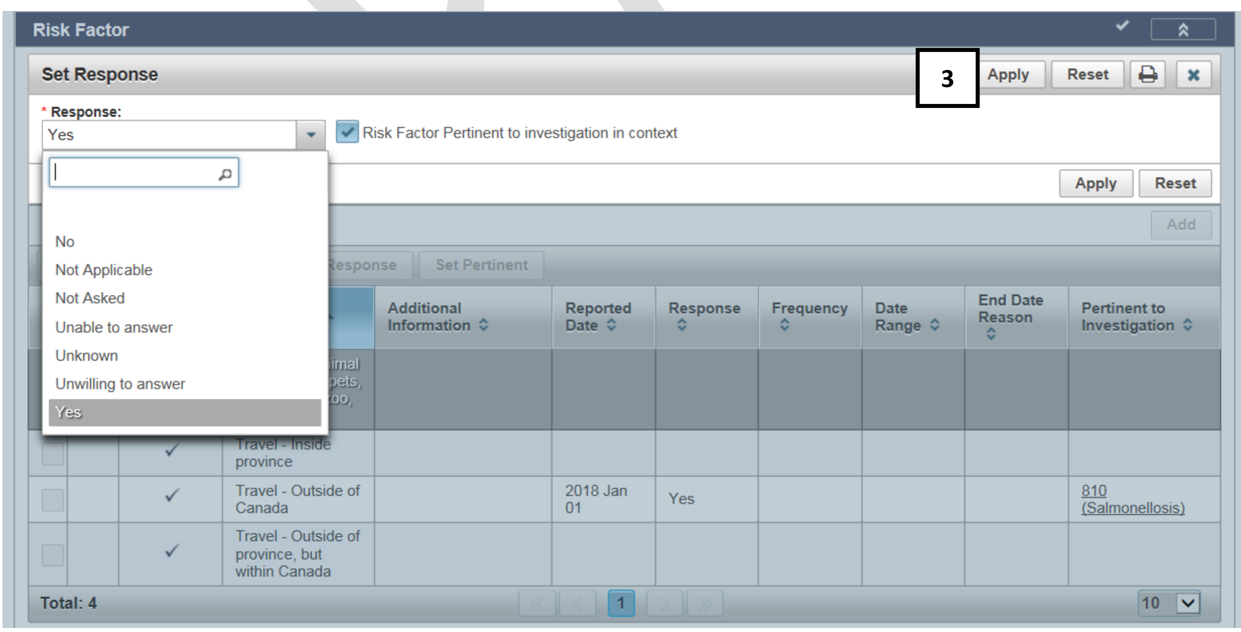
		Preset	Risk Factor	Additional Information	Reported Date	Response	Frequency	Date Range	End Date Reason	Pertinent to Investigation
		✓	Exposure - Animal - contact with pets, farm, petting zoo, or wildlife							
		✓	Travel - Inside province							
		✓	Travel - Outside of Canada		2018 Jan 01	Yes				810 (Salmonellosis)
		✓	Travel - Outside of province, but within Canada							

1. The risk factor table is populated with all presets defined for Rabies. Ensure all preset risk factors are showing by clicking the **Drop-down** in the right- hand corner and changing from 10 to “all”.

Note: All preset risk factors require a response pertinent to current investigation

For preset risk factors that do not contain a response Pertinent to another Investigation:





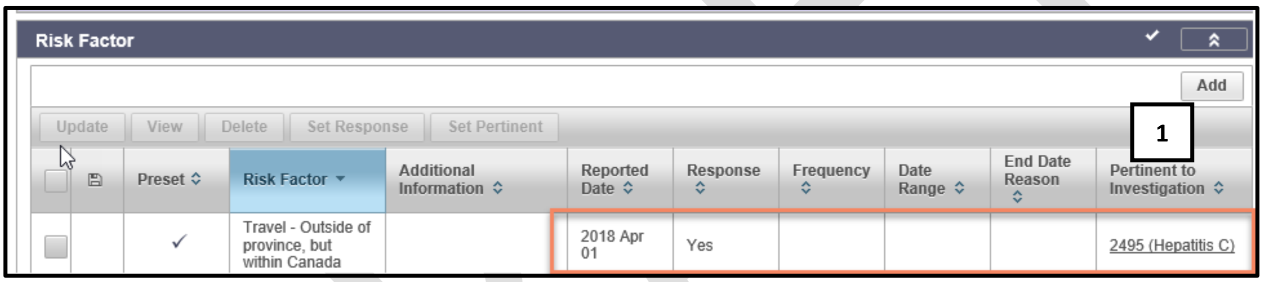
1. Select check box beside risk factors that are present (you may multi-select).
2. Click **Set Response** and select Yes
3. Click **Apply**

Repeat steps #1, #2 and #3 for Risk Factors that are not present

Documenting an Additional Risk Factor

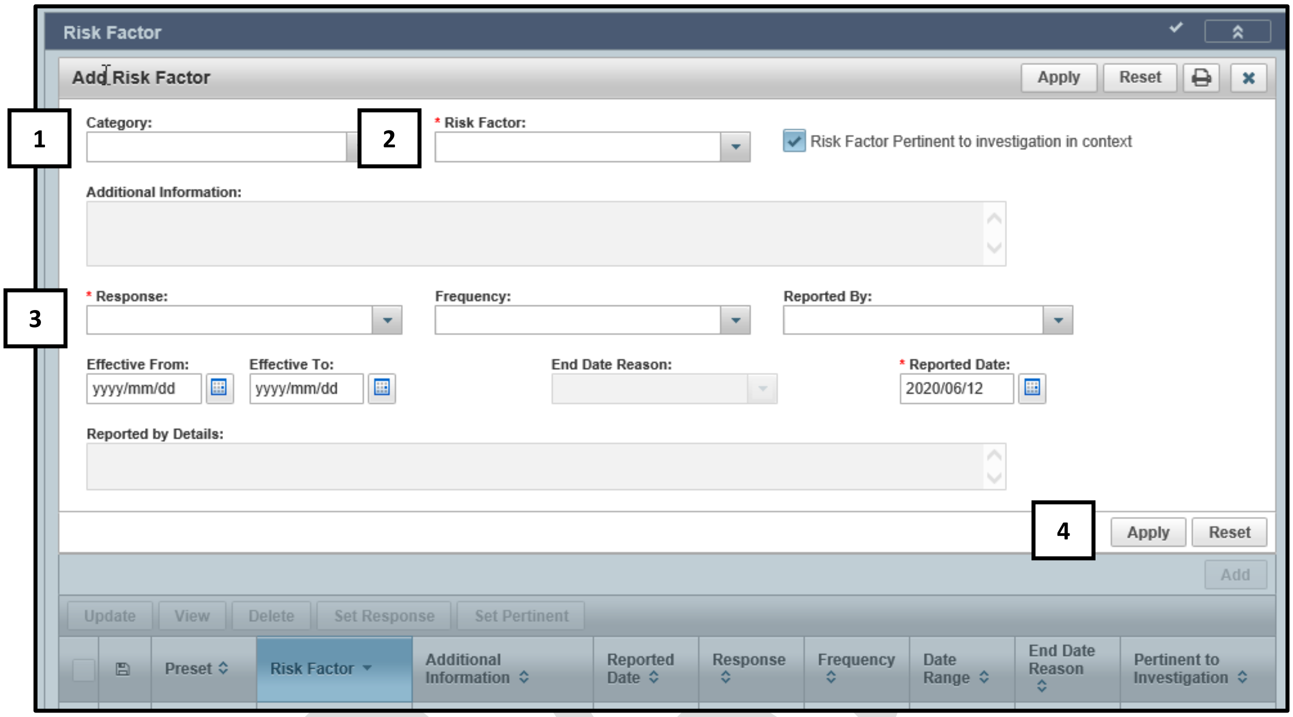
For a preset risk factors that contains a response Pertinent to another Investigation or to add a risk factor that is not a preset:

Do not update a preset Risk Factor that contains a response Pertinent to another Investigation. You will need to add the Risk Factor for the Lyme investigation.



1. Click the **Add** button

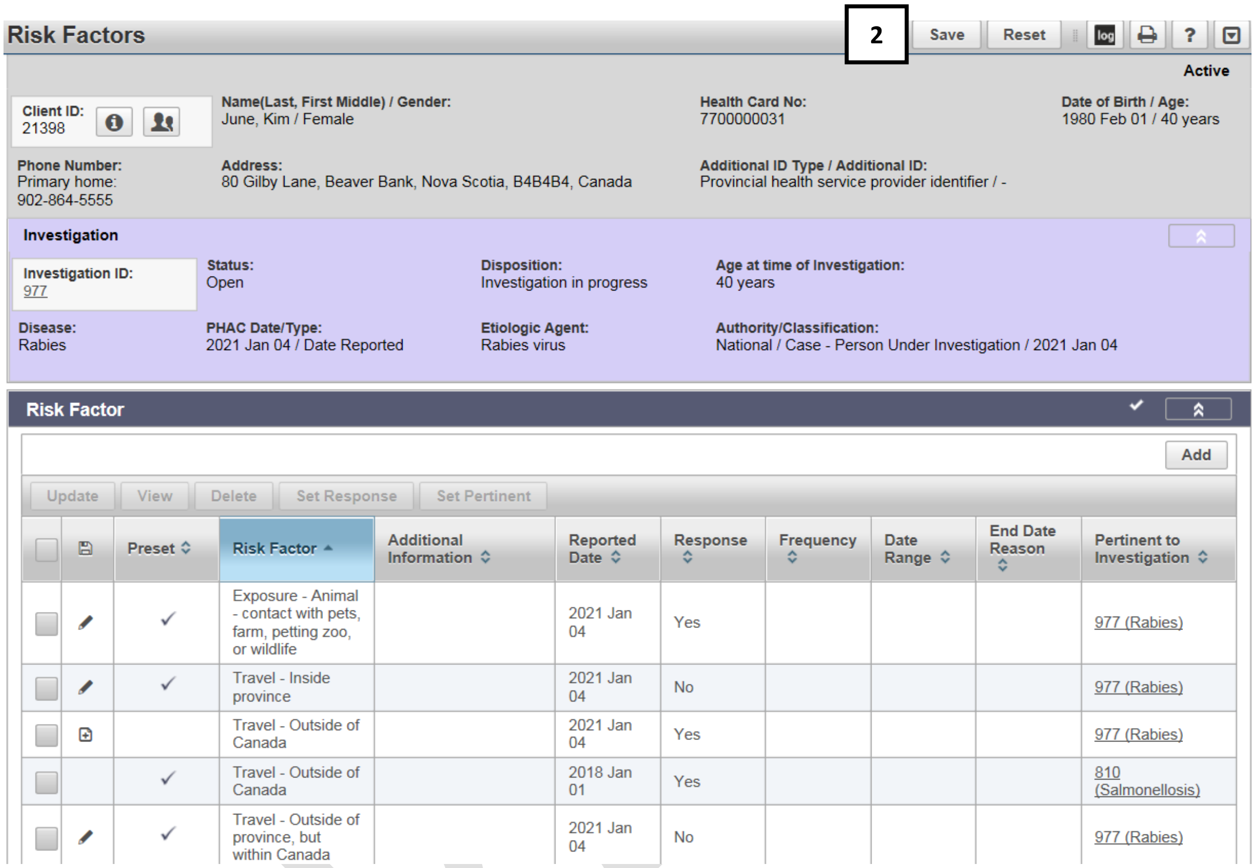
An area will open above the Risk Factor table. This is where you add a risk factor.



1. **Category** – select the category of the risk factor from the drop-down list.
2. **Risk Factor** – select the risk factor from the drop-down list
3. **Response** – select the response form the drop-down list

4. Click the **Apply** button, a duplicate risk factor pertinent to the Rabies Investigation will appear

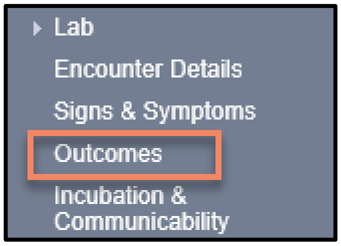
			Travel - Outside of Canada		2021 Jan 04	Yes				977 (Rabies)
		✓	Travel - Outside of Canada		2018 Jan 01	Yes				810 (Salmonellosis)



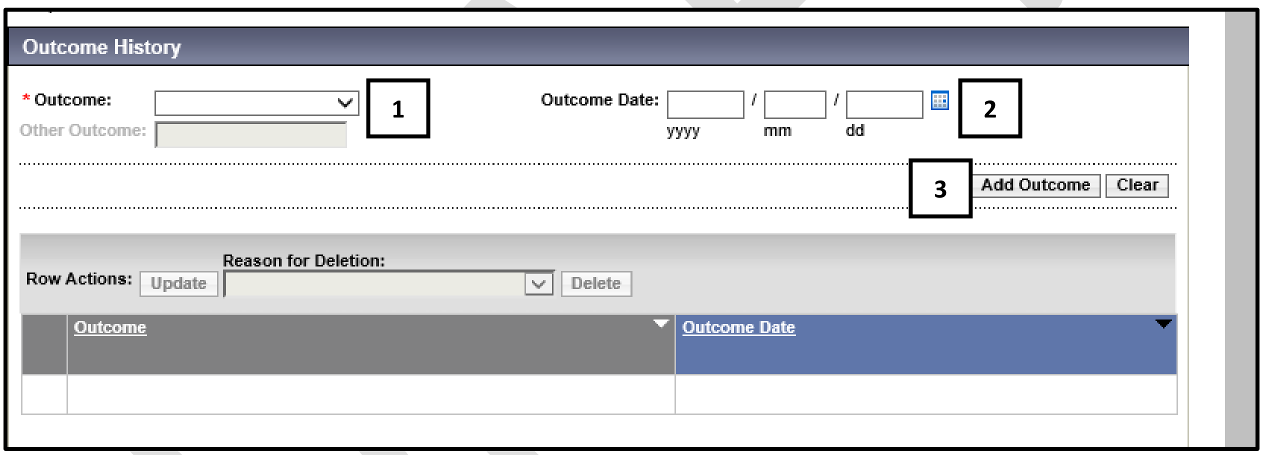
1. Ensure **ALL risk factors** have a response and
2. Click the **Save** button when done adding any additional risk factors.

Adding an Outcome

Note- Outcome must be added to <u>both Non-Human Subject and Client Investigation</u>

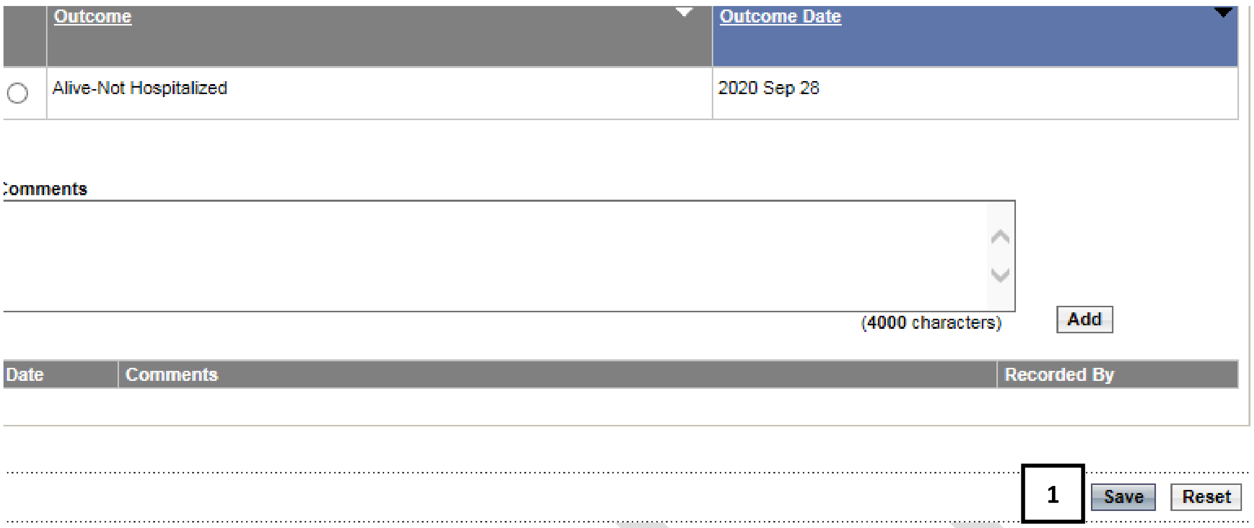


From the left-hand navigation bar, click on **Outcome**



Note: there can be multiple outcomes from throughout the investigation

1. **Outcome** - Select the outcome from the drop-down list, select the highest level of care that was required
2. **Outcome Date** - Enter the outcome date.
3. Click the **Add Outcome** button to add the outcome to the outcome table

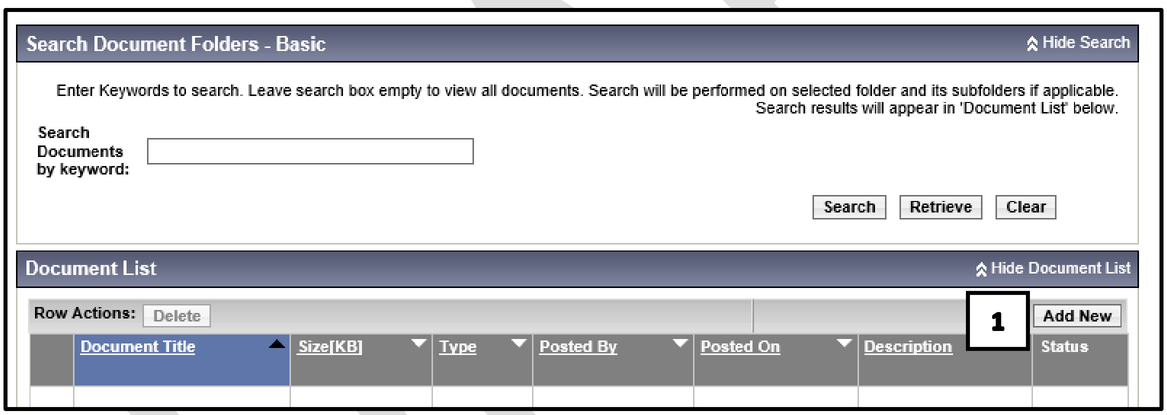


1. Click the **Save** button

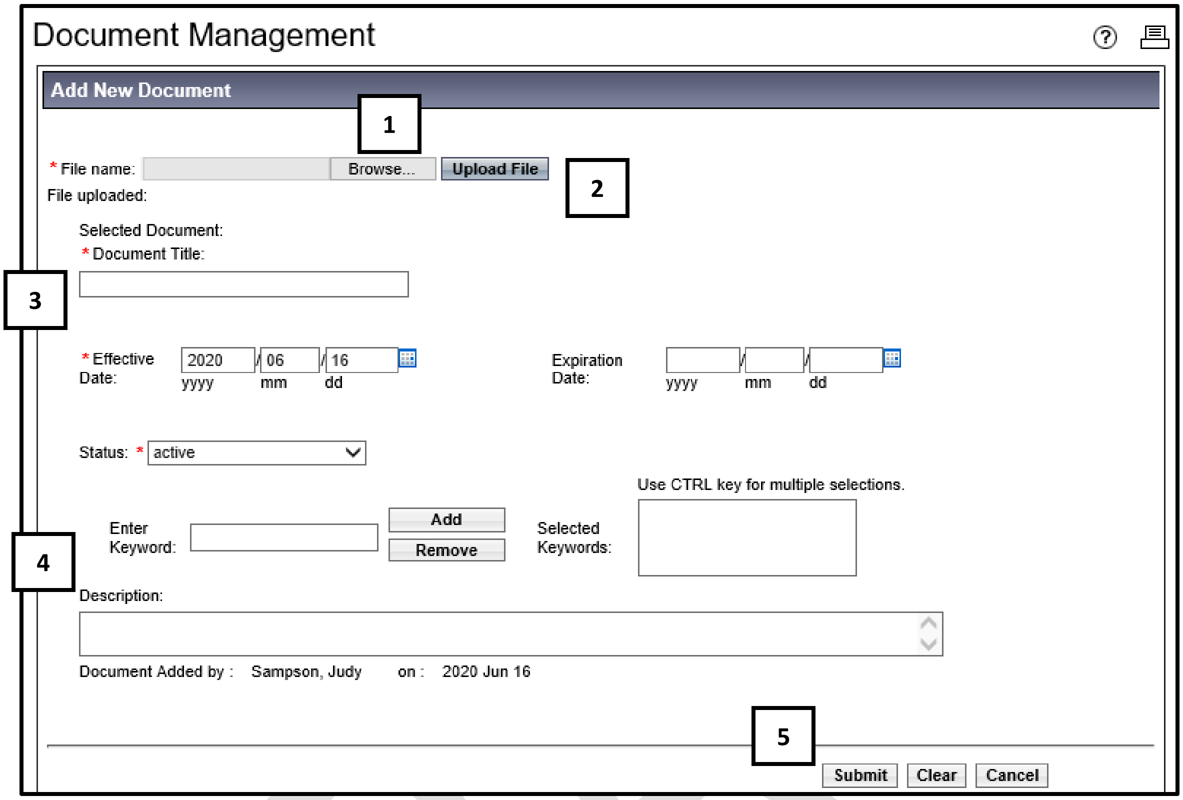
Uploading a Document to an Investigation

Note: Before you upload a document, ensure that an Encounter is not in the context banner. To take the encounter out of context, go to recent work and click on the investigation.

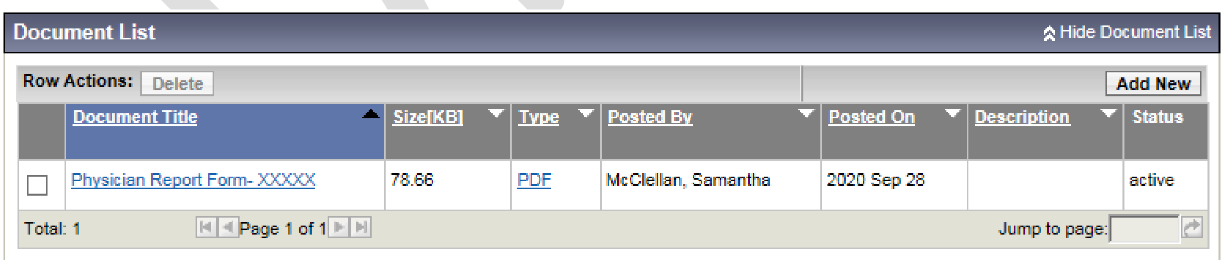
From the left-hand navigation, click on **Context Documents. Do not use User Documents.**



1. Click the **Add New** button

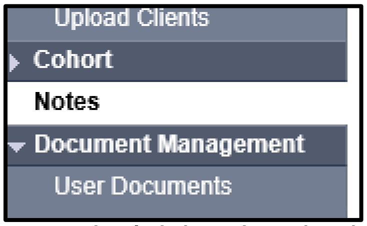


1. Browse for file- locate document and select it
2. Click the **Upload File** button. You will see that the file is uploaded
3. **Document Title** – enter the document title
4. **Description** – enter the document description
5. Click the **Submit** button

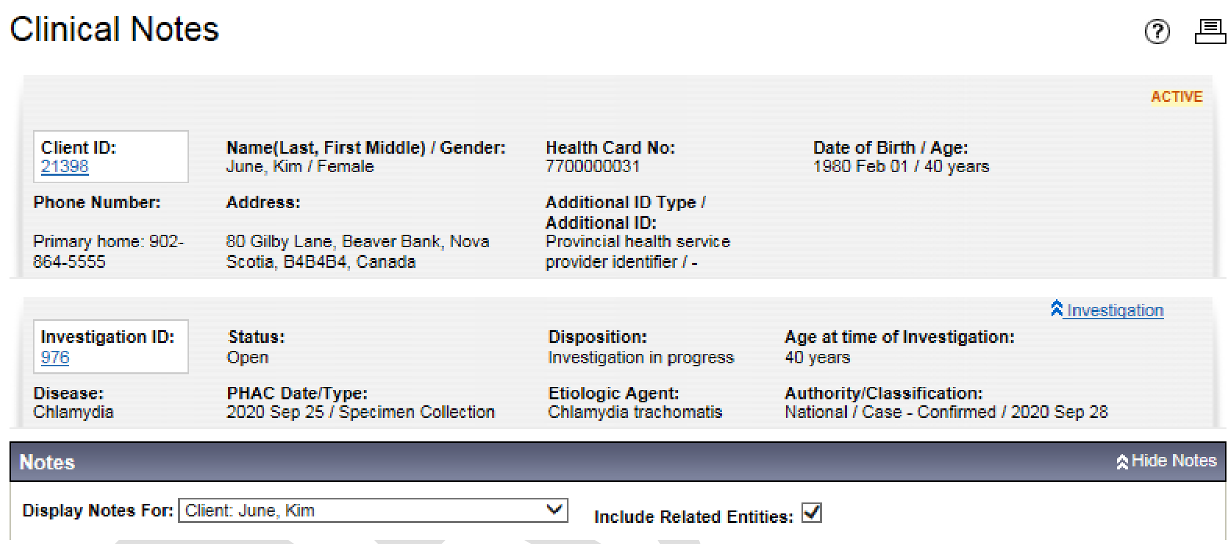


You can view the document by clicking on the hyperlinked name in the **Type** column

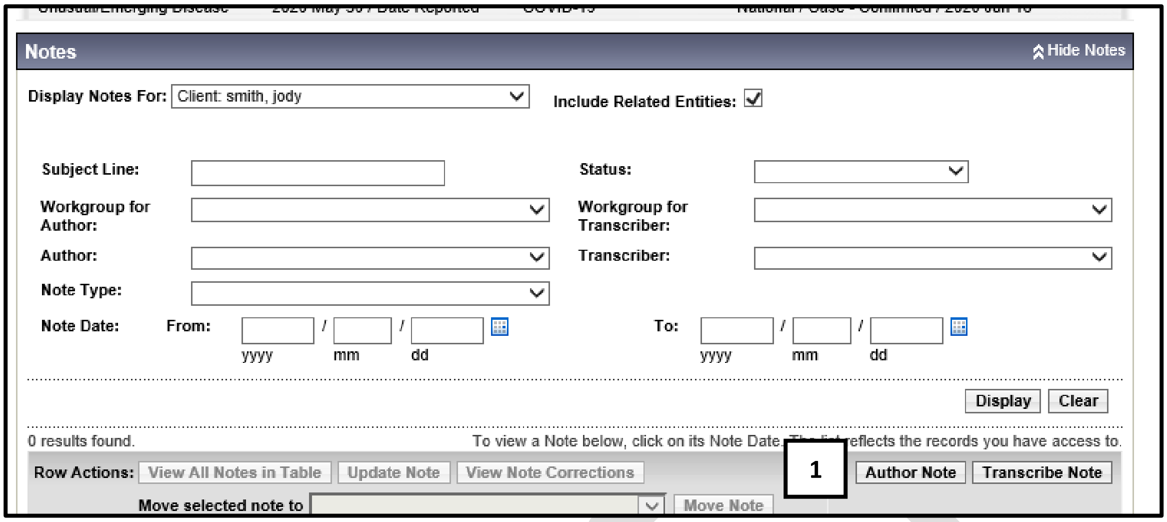
Adding a Clinical Note to an Investigation



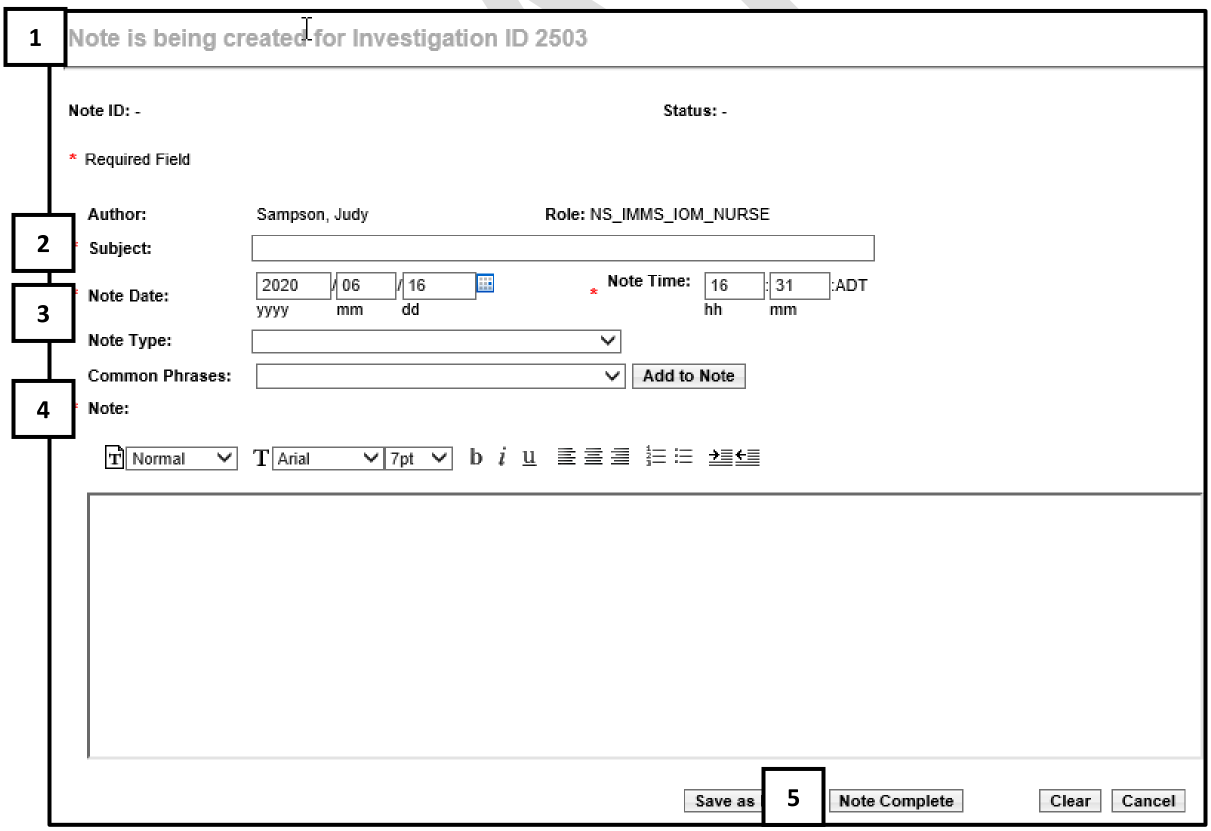
From the left-hand navigation, click on **Notes.**



Ensure your investigation is in context. Do not add the note if only the client is in context.



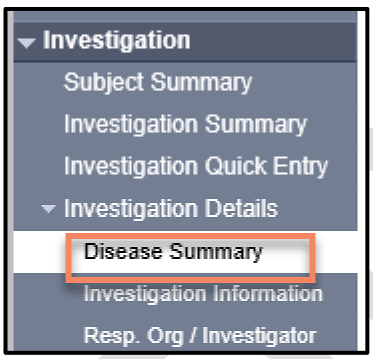
1. Click on **Author Note** button

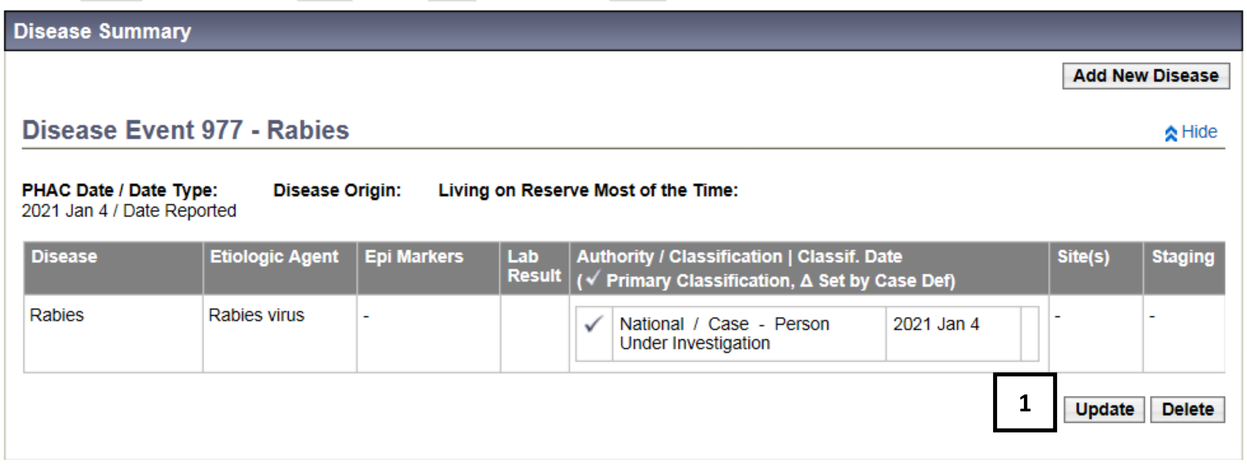


1. Ensure the note is being added for an investigation
2. **Subject** – enter the subject of the note
3. **Note Date and Time –** defaults to the current date and time. Ensure that you enter the date and time that you gathered the information for the note.
4. **Note** – enter the note details
5. Click the **Note Complete** button

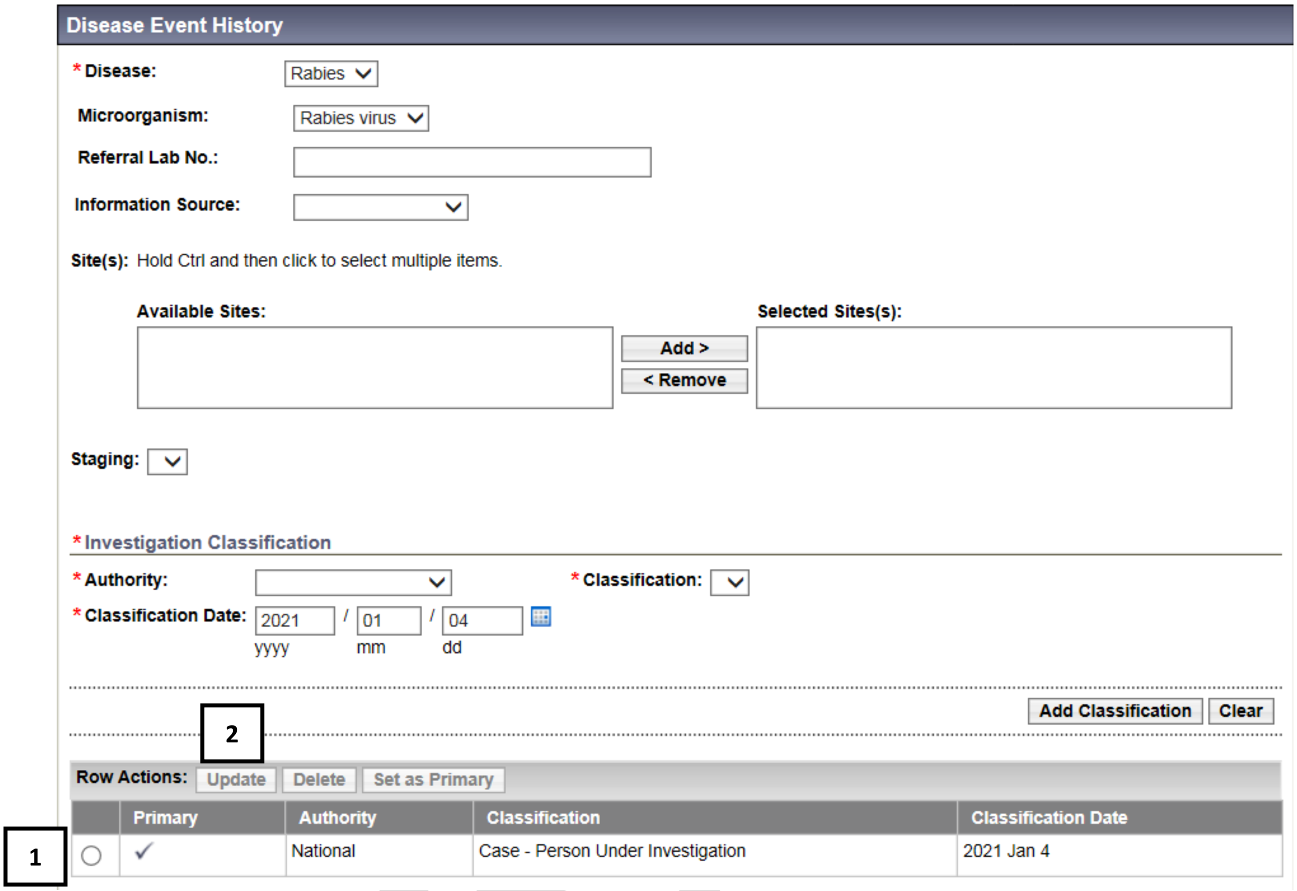
Changing the Investigation Classification

Note- Once the Rabies Investigation is complete i.e. Animal observation period is complete or immunization is complete, then the Investigation must be switched to case not a case.





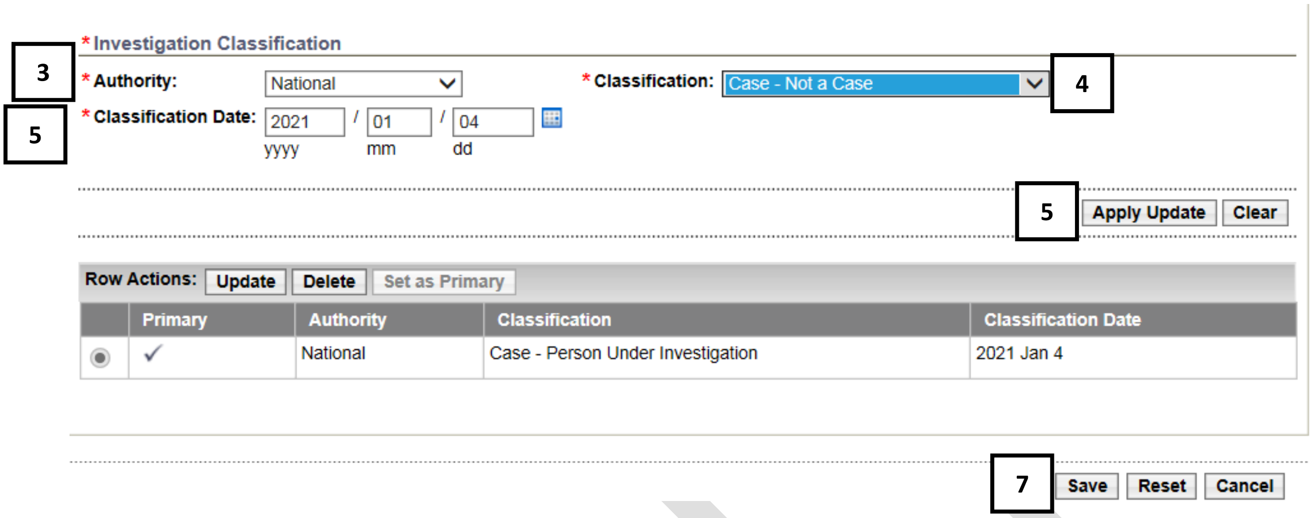
1. Click on the Update Button



Note:

- Do not add any information in the Disease Event Detail or the Disease Event History sections.
- Do not Add Classification in the Investigation Classification area.

1. Click on the **Radio** button for the current classification. This will activate the Row Action buttons.
2. Click on the **Update** button



The authority and classification information will now be populated in the Investigation Classification area.

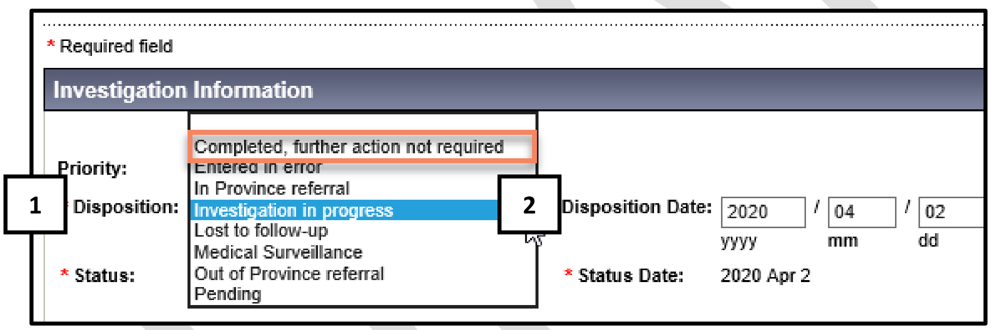
3. **Authority** – do not change
4. **Classification** - select the new Classification from the **Classification** drop-down list
5. **Classification Date -** populates with the previous classification date. Change to the actual classification date
6. Click the **Apply Update** button
7. Click the **Save** button (top and bottom right side of screen)

On the Disease Summary screen, you will see the history of the Authority/Classification

Update the Investigation Disposition and Close the Investigation

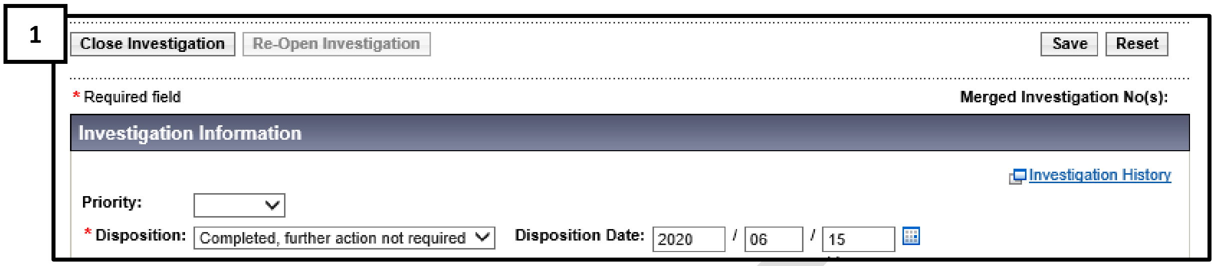
Note- Both Non-Human Subject and Client Investigations need to be updated.

From the left-hand navigation, click on **Investigation Information.**

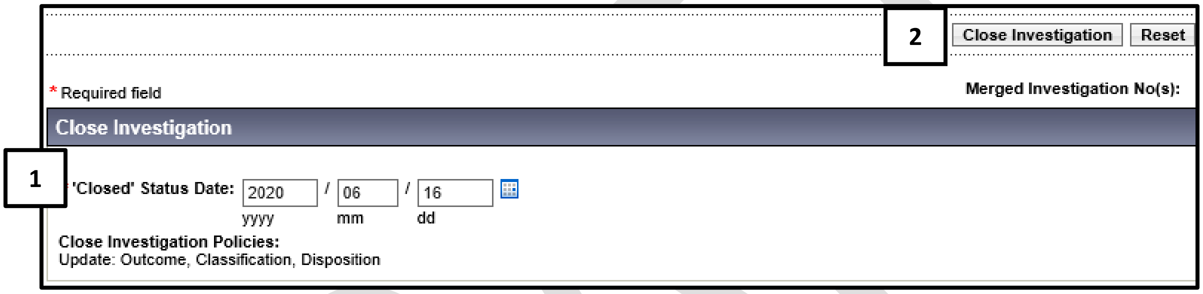


1. **Disposition** - Select appropriate response from the drop down
2. **Disposition Date –** defaults to the date of the previous disposition. Enter the close date.
3. Click the **Save** button

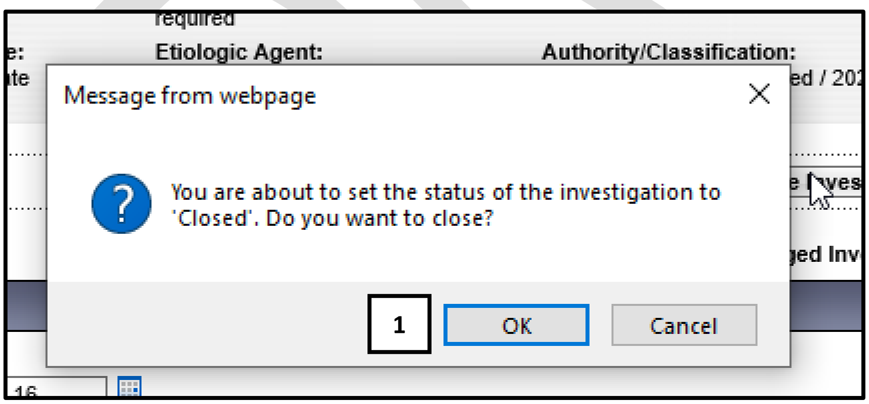
To Close the Investigation:



1. Click on the **Close Investigation** button



1. **Closed Status Date** – defaults to the current date. If the closed status date is different than the current date, enter the closed status date.
2. Click the **Close Investigation** button.

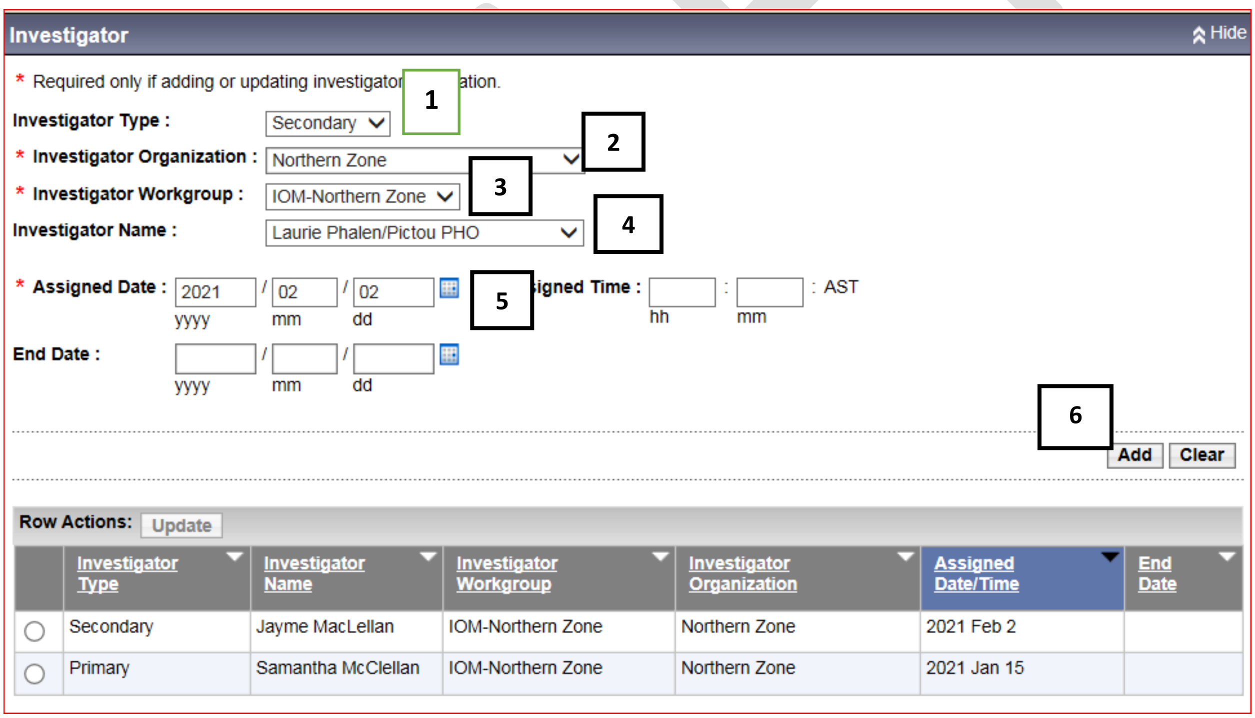


1. Click the **OK** button

Adding a Secondary Investigator

Navigate to investigation details and Resp.Org/Investigator in Left-Hand nav:

Scroll to bottom of page:



Enter the following information:

1. **Investigator Type**- Secondary
2. **Investigator Organization**- find and select the **Zone** that represents where you work.
3. **Investigator Workgroup**- IOM **the Zone** that represents where you work.
4. **Select investigator name-** your name
5. **Assigned date-** auto populates to current date and can be changed as needed
6. **Add**

New name will appear in the table below:

1. Click the Save Button

Row Actions: Update

	Investigator Type	Investigator Name	Investigator Workgroup	Investigator Organization	Assigned Date/Time	End Date
○	Secondary	Jayme MacLellan	IOM-Northern Zone	Northern Zone	2021 Feb 2	
○	Secondary	Laurie Phalen	IOM-Northern Zone	Northern Zone	2021 Feb 2	
○	Primary	Samantha McClellan	IOM-Northern Zone	Northern Zone	2021 Jan 15	

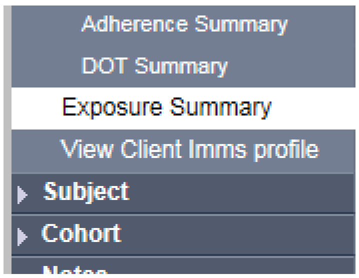
1

Save Reset

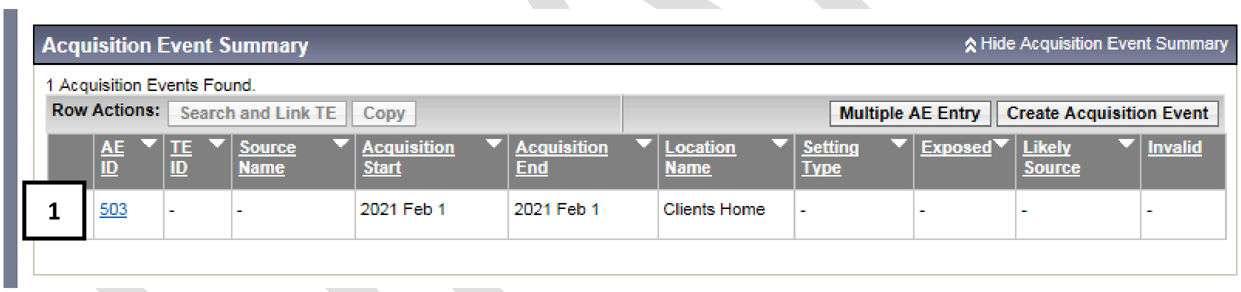
Non-Human Source Panorama Documentation

Adding a Non-Human Source to a Rabies Acquisition Event

Navigate to the Exposure Summary in the Left Hand Nav:

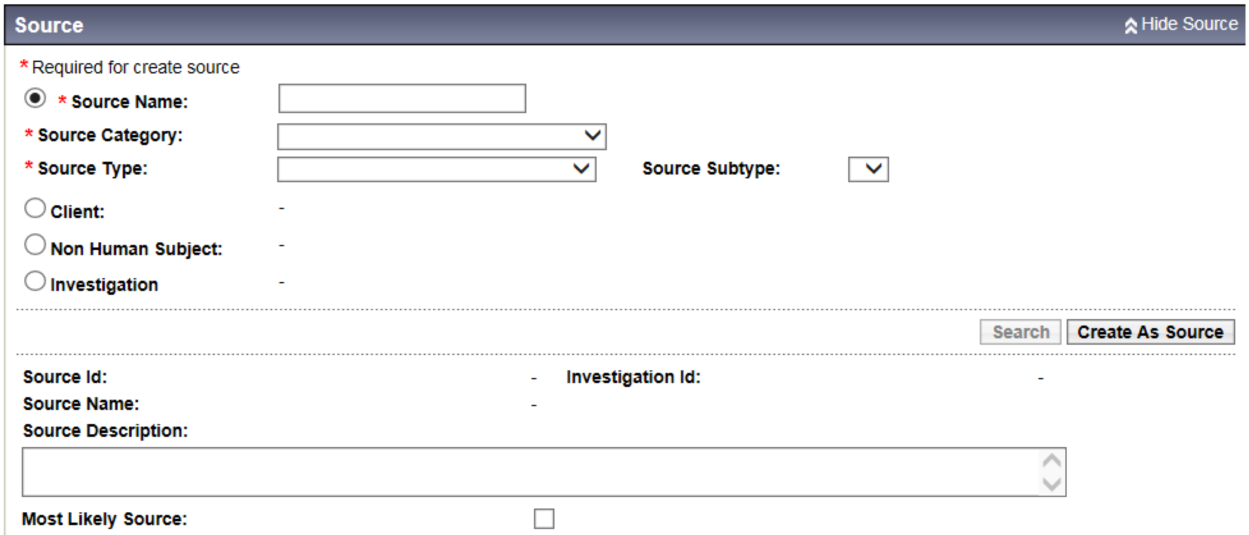


Navigate to the Acquisition Event for the exposure:



1. Click on the hyperlink

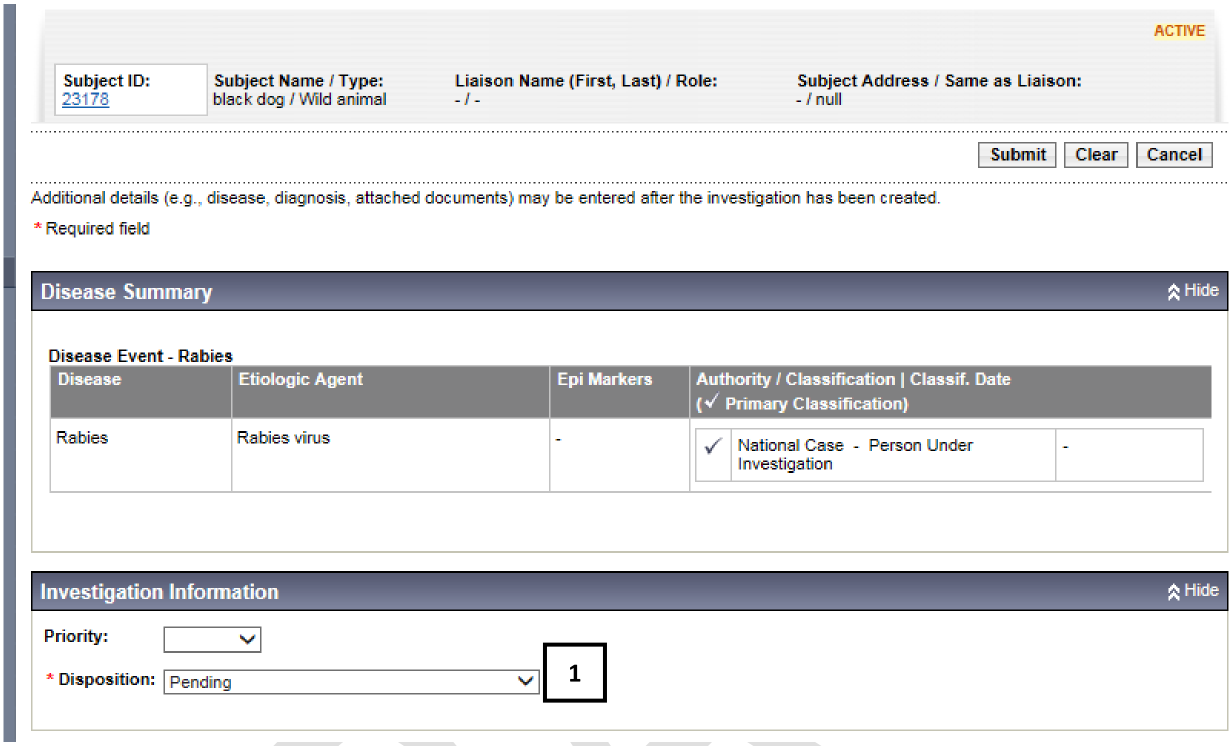
Scroll to source section and Show Source:



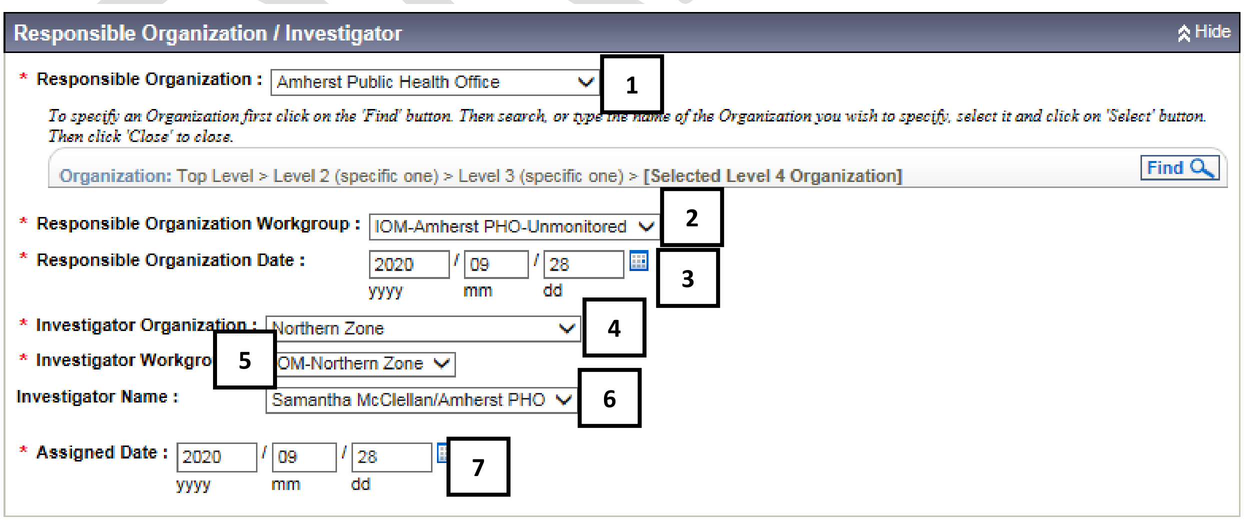
1. **Select** source name radio button- Add source name
2. **Source category**- Organism
3. **Source type**- Select appropriate type
4. **Source subtype**- Select appropriate subtype
5. **Click** create as source button

You will then be asked to create the Investigation for the source:

Create Rabies Investigation for Source:

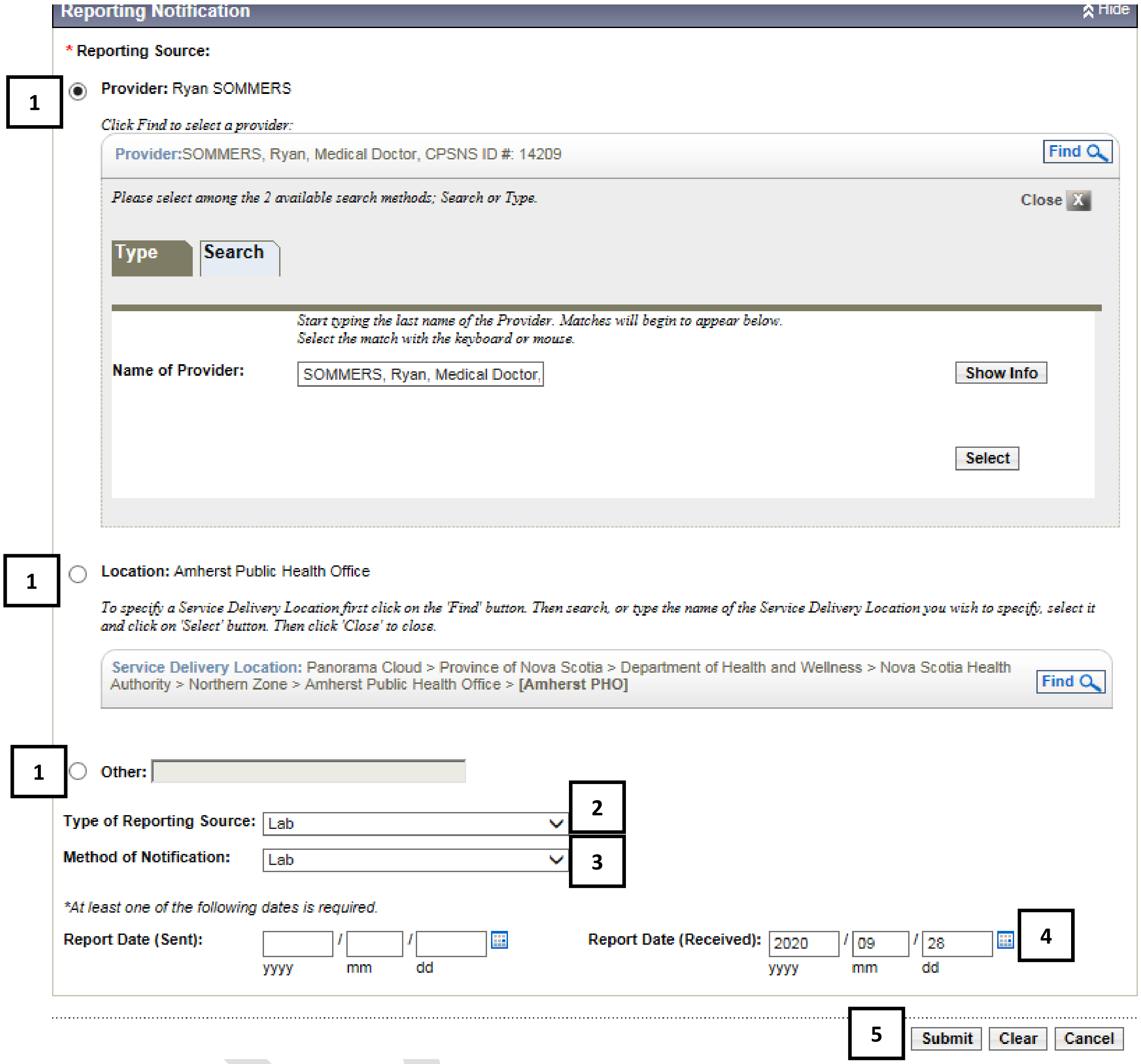


1. **Disposition**- In progress



Enter the following information:

1. **Responsible Organization-** find and select **your Public Health Office**
2. **Responsible Organization Workgroup**- select IOM- **Area where you work**- Unmonitored from drop-down list
3. **Responsible Organization date-** auto populates to current date and can be changed as needed
4. **Investigator Organization**- find and select the your **Zone**
5. **Investigator Workgroup**- IOM **your Zone**
6. **Select investigator name-** your name
7. **Assigned date-** auto populates to current date and can be changed as needed



Enter the following information:

6. **Reporting Source**-will depend on how you were notified of the case.
    - Select **Provider** radio button and search using the **Find** button for reporting HCP if a provider was the first to notify Public Health, ensure to click **Select**
    - Select **Location** radio button and search using the **Find** button for resulting lab if the lab was the first to notify Public Health, ensure to click **Select**
    - Select **Other** radio button and free text if that is the appropriate selection i.e. – DHW or source case etc. was the first to notify Public Health
7. **Type of Reporting Source** – select appropriate response from the drop-down list
8. **Method of Notification**- Select appropriate response from the drop-down list

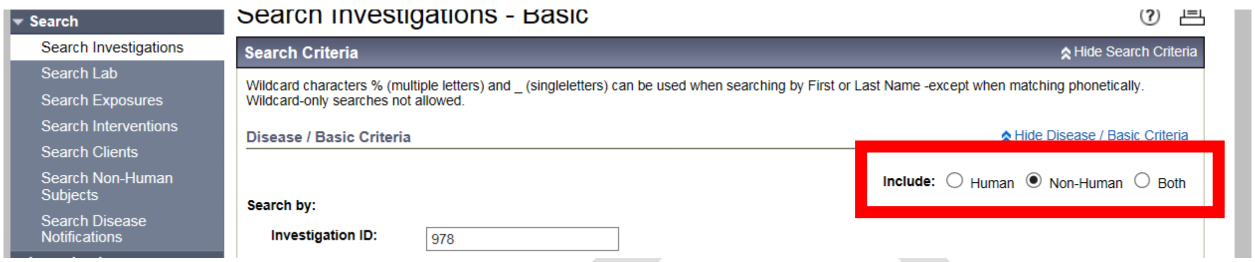
9. **Report Date (Received)** - auto populates to current date. Change the date to the received date if applicable.
10. **Click Submit**

Review your Acquisition Event source section and take note of Investigation ID for animal.

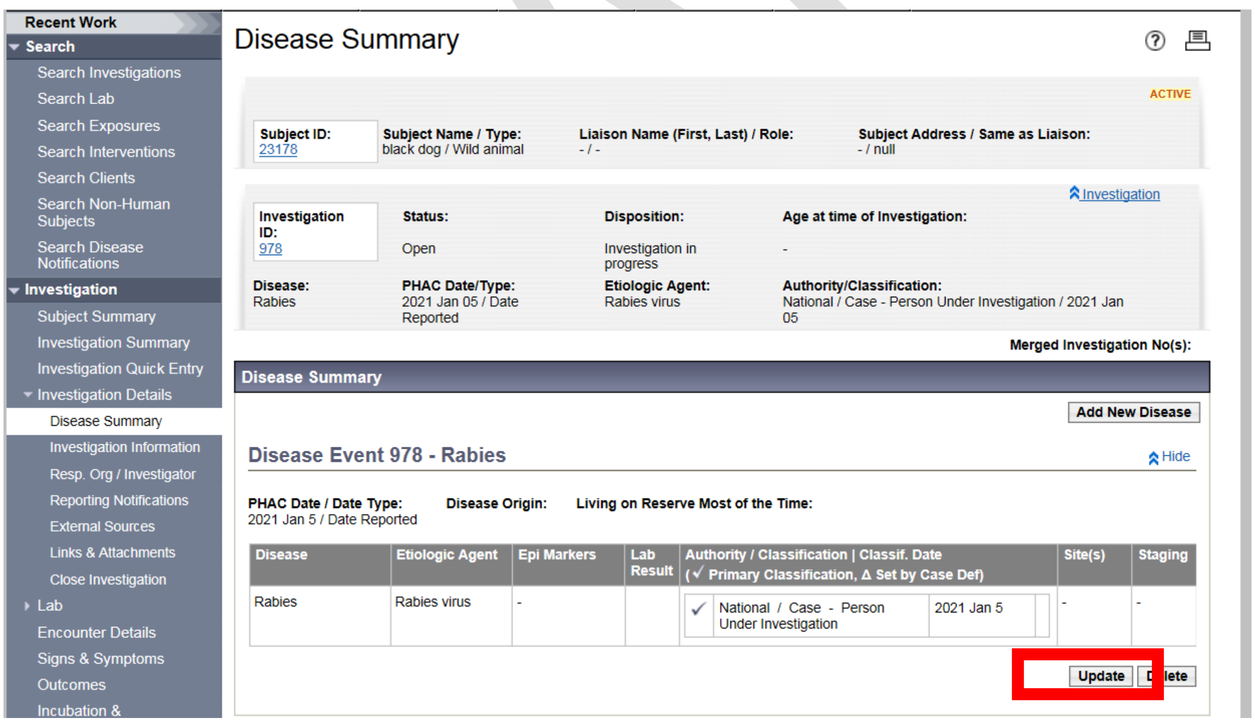
Save the Acquisition Event

Updating the Classification for the Animal's Investigation

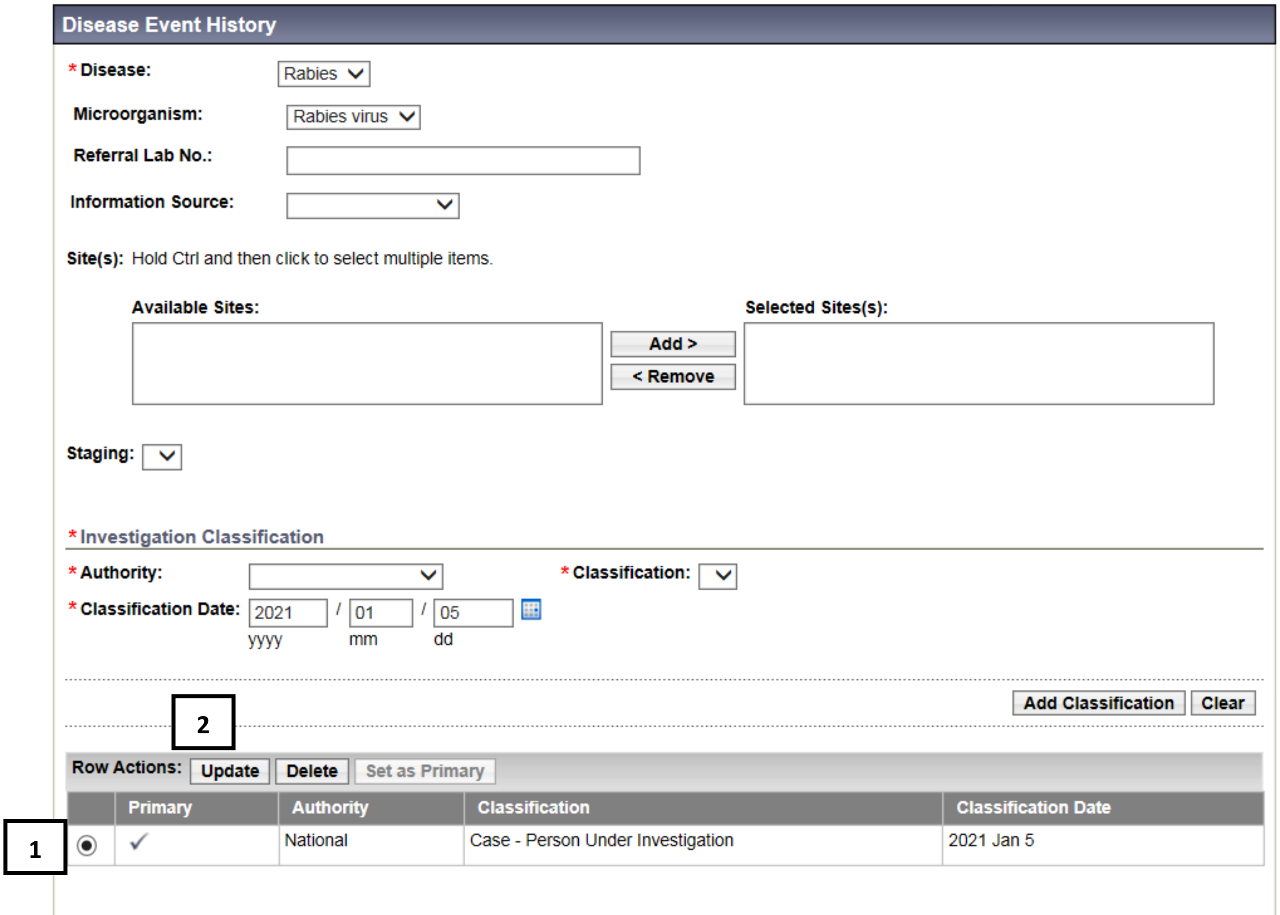
Search for the animal's investigation using the search investigation function, be sure to include non-human subjects:



Place the Animals Investigation and the Animal in context and navigate to the Disease Summary section in the Left Hand Nav:

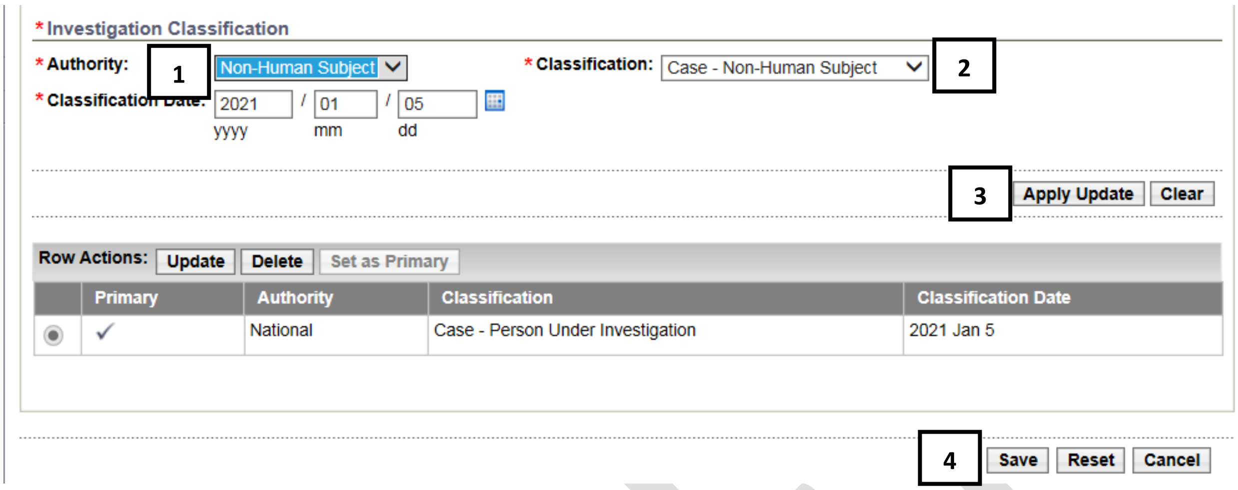


1. Select update



1. In Disease Event History Section select the radio button in front of the Classification
2. Select update

The area above will auto populate with classification information:



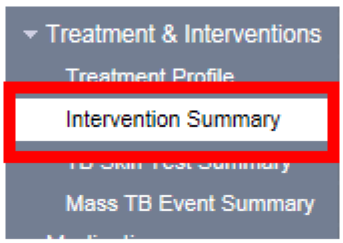
1. **Change Authority** to Non-Human Subject
2. **Change Classification** to Case- Non-Human Subject
3. **Select** Apply Update
4. **Select** save

Note the changes to Authority and Classification in the Investigation Banner:

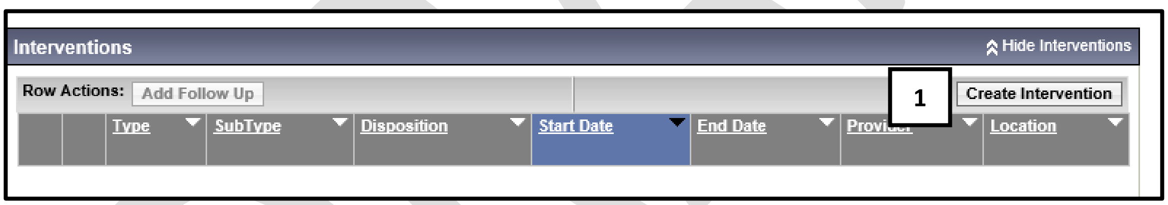
Entering Public Health Interventions for Non-Human Source

Note- all interventions against Non-Human Subjects must be charted against that investigation and all interventions against the Client must be charted against their investigation. Pease be sure to have <u>correct investigation</u> in context when documenting.

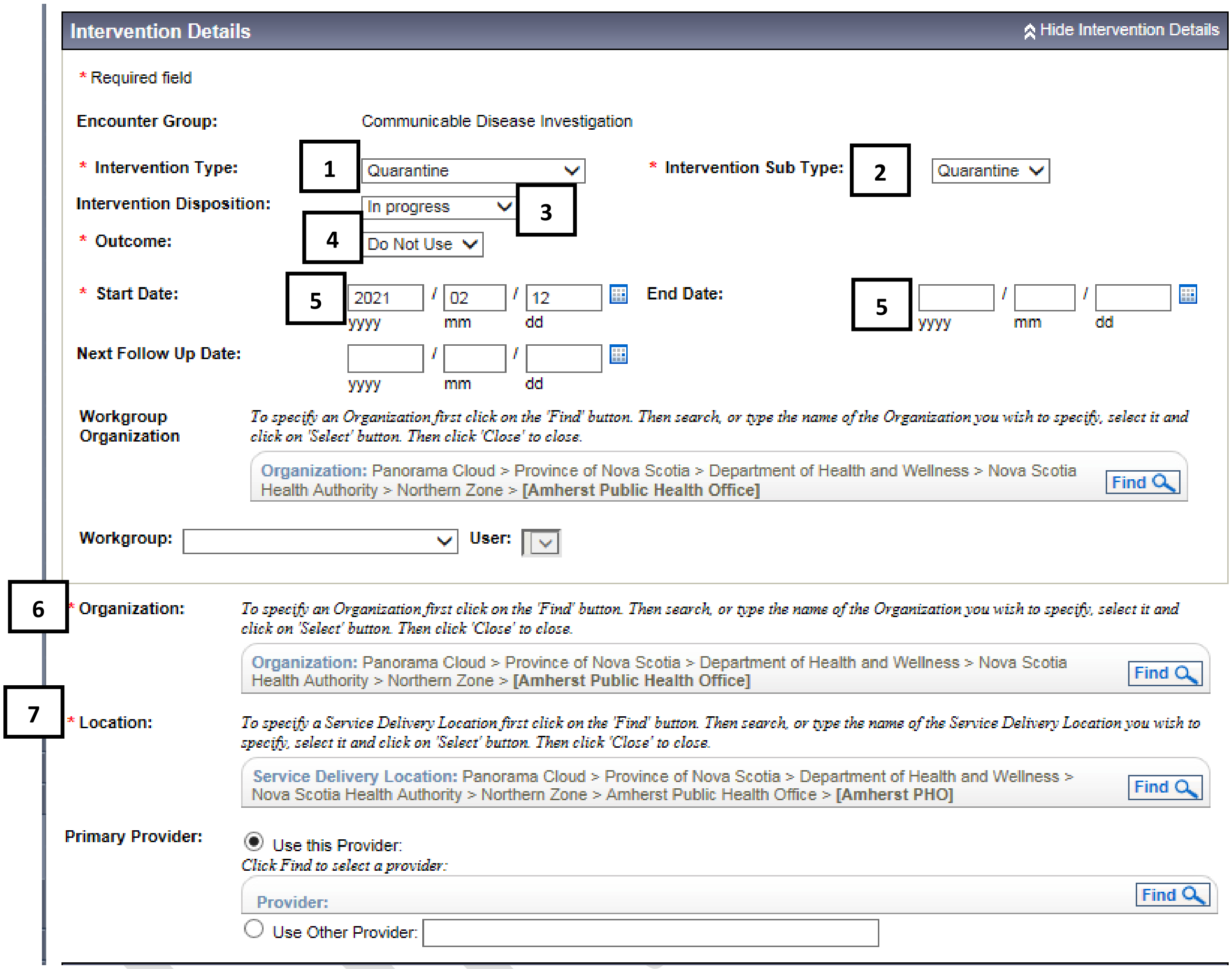
From the left-hand navigation, click on **Treatment and Interventions** and then **Intervention Summary:**



The Intervention Summary screen will display.



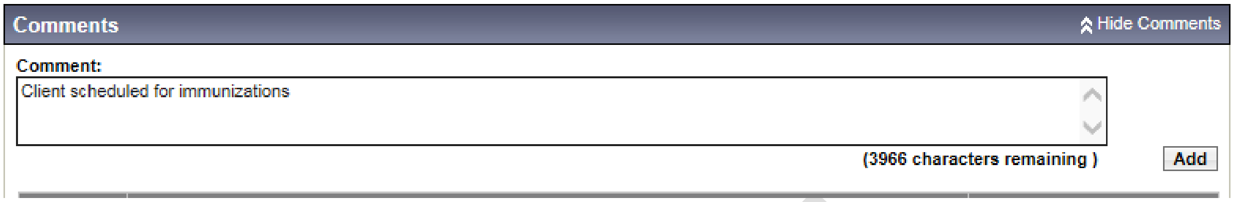
2. Click on the **Create Intervention** button



Fill your mandatory fields:

1. **Intervention Type-** could be quarantine, referral, notification for action
2. **Intervention Sub Type-** will need to be selected based on Type
3. **Disposition**- need to select the best descriptor of situation
4. **Outcome**- need to select Do Not Use
5. **Start date**- and **End Date**-
6. **Organization**- will auto-populate
7. **Location**- will auto-populate

Enter comment in comment field and click **Add**



Comment will appear in the comment box:

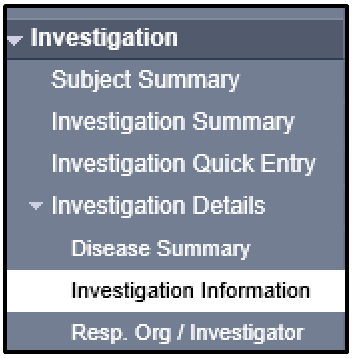
Click **Save** and follow above instructions for each intervention.

Ensure you take the intervention out of context

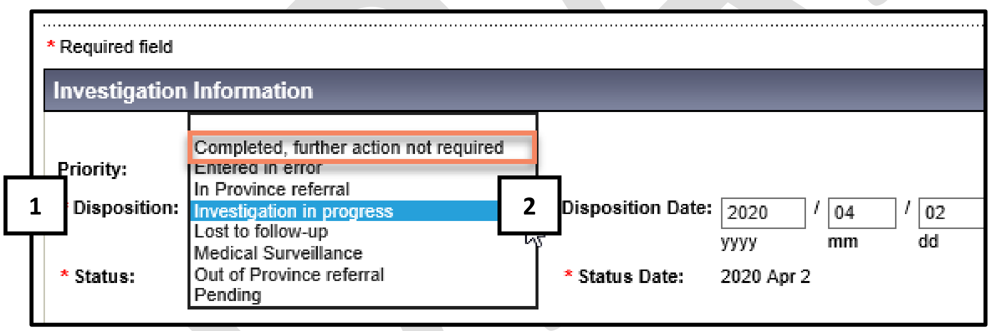
- Click the **Cancel** button towards the top of the screen

Update the Investigation Disposition and Close the Investigation for Non-Human Source

Note- Both Non-Human Subject and Client Investigations need to be updated.

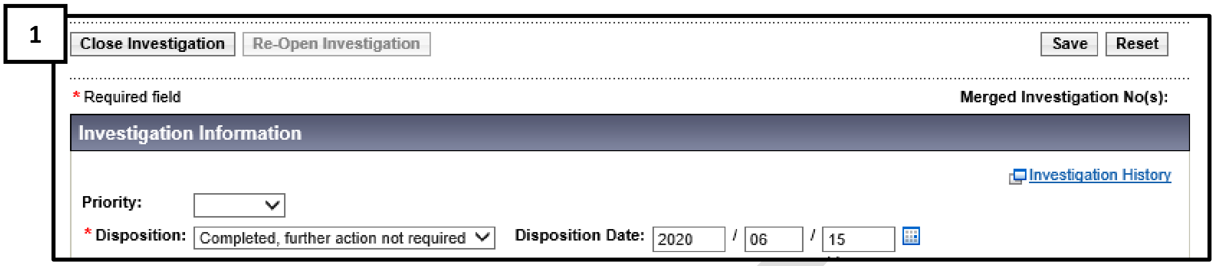


From the left-hand navigation, click on **Investigation Information.**

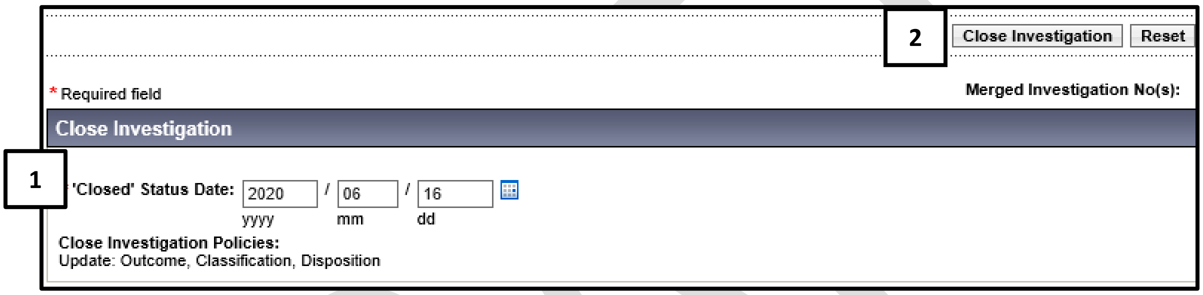


4. **Disposition** - Select appropriate response from the drop down
5. **Disposition Date –** defaults to the date of the previous disposition. Enter the close date.
6. Click the **Save** button

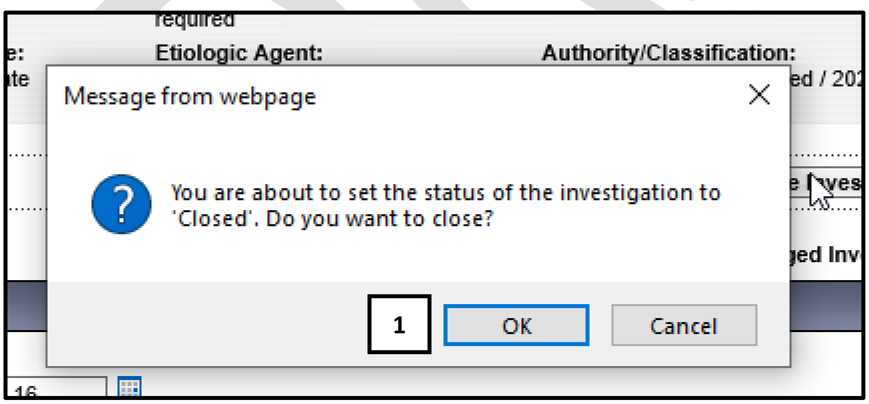
To Close the Investigation:



2. Click on the **Close Investigation** button



3. **Closed Status Date –** defaults to the current date. If the closed status date is different than the current date, enter the closed status date.
4. Click the **Close Investigation** button.



2. Click the **OK** button