ANEMIS
ANimal Emergency Management
Information System

Emergency Management Tool

INTERIM DRAFT

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1 Overview

The Animal Emergency Management Information System (ANEMIS) software is a record based computer program designed to store and retrieve information about disease control activities carried out at a local disease control centre (LDCC).

With the built in aggregation facilities, data from many LDCCs can be combined so that it can also be used by the State disease control headquarters (SDCHQ) to obtain a much wider overview of the situation.

The main purpose of the software is to maintain details of farms/premises involved in a disease outbreak and to provide rapid information on property details, livestock numbers, their health status, progress reports and details of the staff from the LDCC visiting the premises.

When a property requires attention of the LDCC, the details are entered into ANEMIS and a case number is allocated. Each time a property is visited, the details are entered into ANEMIS. If a property is declared IP (infectious premises) or DCP (dangerous contact premises), additional information can be recorded for the case.

Trace information can be recorded, and when required, a new case initiated.

At any time the system can be queried via the various reports available. The reports may be previewed on the screen or printed.

Data stored in ANEMIS can be written out in a format suitable for transferring to external systems.

2 Using This Manual

This manual covers all of the major features of ANEMIS. You will find using the software will be much easier if you have taken the time to read through this manual. On-line help is available in ANEMIS but should only be used as a reminder. It is much easier to get "the big picture" by reviewing this documentation.

You should familiarise yourself with what facilities the software provides, and the approach you should take in using it. With that, and a basic knowledge of how to operate the software, you should be productive using it.

3 ANEMIS for Windows

3.1 Introduction

The term ANEMIS is derived from the name "Animal Emergency Management Information System".

ANEMIS for Windows is designed to facilitate the management of an emergency animal disease outbreak at the Disease Control Centres and to provide summary and other information from Local

Disease Control Centres (LDCC) to State Disease Control Headquarters (SDCHQ) and National Disease Control Headquarters.

ANEMIS for Windows has three basic functions:
1. Provide for the collection, storage and retrieval of information required to manage an emergency animal disease outbreak at a Disease Control Centre.
2. Define information flow within the LDCC
3. Provide summary reports and other information to operational managers at Disease Control Centres.

The overall management of a disease outbreak is a combination of manual procedures and use of **ANEMIS for Windows** to process and provide information. **ANEMIS for Windows** should be seen as a tool to help the disease management staff make decisions on how to manage the outbreak.

ANEMIS for Windows maintains details about farms or premises including property details and livestock numbers, and their health status. Information is recorded about the progress of eradication on each premises including details of visits by staff from the Disease Control Centre.

Whenever a property requires the attention of the Disease Control Centre, the details are entered into **ANEMIS for Windows** and a case number is allocated. Each time the property is visited details are recorded in **ANEMIS for Windows**. If a premises is declared infected (IP) or Dangerous Contact (DCP) further information is recorded for the case.

When the Disease Control Centre receives information about the likely movement of the disease the information can be recorded as a Trace. If this information leads to a new case being required the details can be moved from the tracing module into the ANEMIS module.

There are numerous reports providing various views of the information recorded through **ANEMIS for Windows**. The data can also be written out in a format suitable for transferring to other systems or locations.

3.2 Operating Environment

ANEMIS for Windows has the following computer requirements:
- Windows 98, Windows ME, Windows 2000, Windows XP (Windows 2000 or Windows XP is the recommended operating system)
- For shared use of the data a Local Area Network (peer-peer or server-client) is required
- 10 MB of disk space for installation
- 64 MB RAM
- A printer must be set up within Windows in order to preview or print reports

3.3 Installation

If you received an installation CD containing **ANEMIS for Windows** then the Setup program should automatically start when you insert the CD into your computer. If it does not automatically start, or if you received the installation as a set of files, locate the Setup.EXE file and run it.

The Setup program allows you to choose which parts of **ANEMIS for Windows** you want to install - the Program Files and/or the Data Files. If you need to work stand-alone you will choose to install both the Program Files and the Data Files. If you need to use data that has been already setup on a network you will choose to install just the Program Files, and on the first run of **ANEMIS for Windows** you can specify the location of the data files.

The first screen of the Setup program provides an initial welcome:
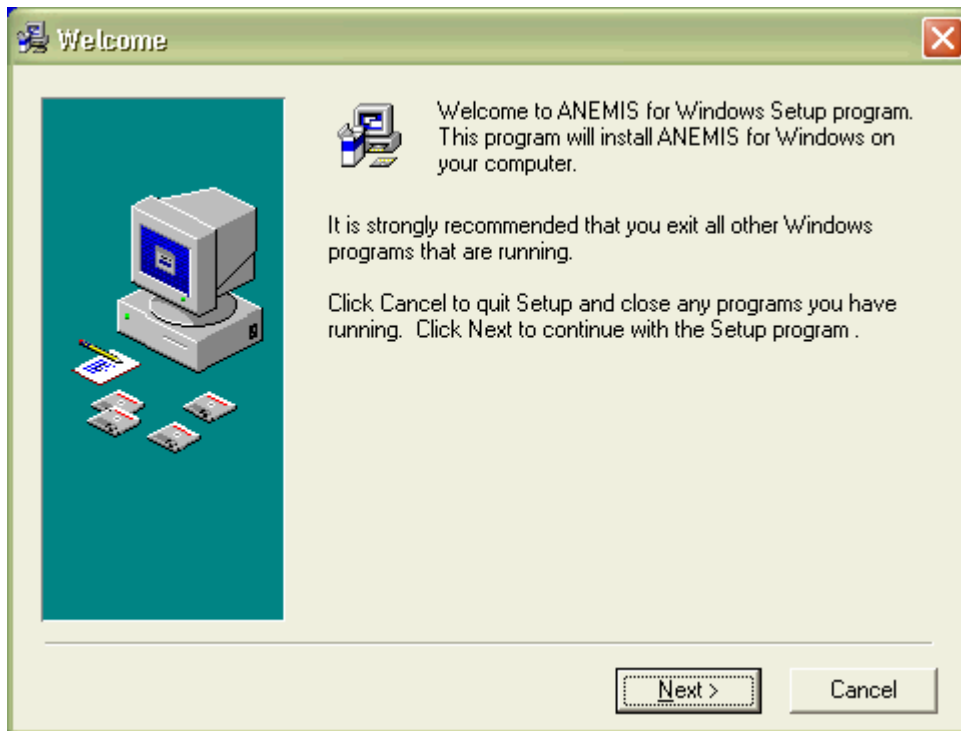
The second screen allows you to choose which components you want to install - the Program Files and/or the Data Files.
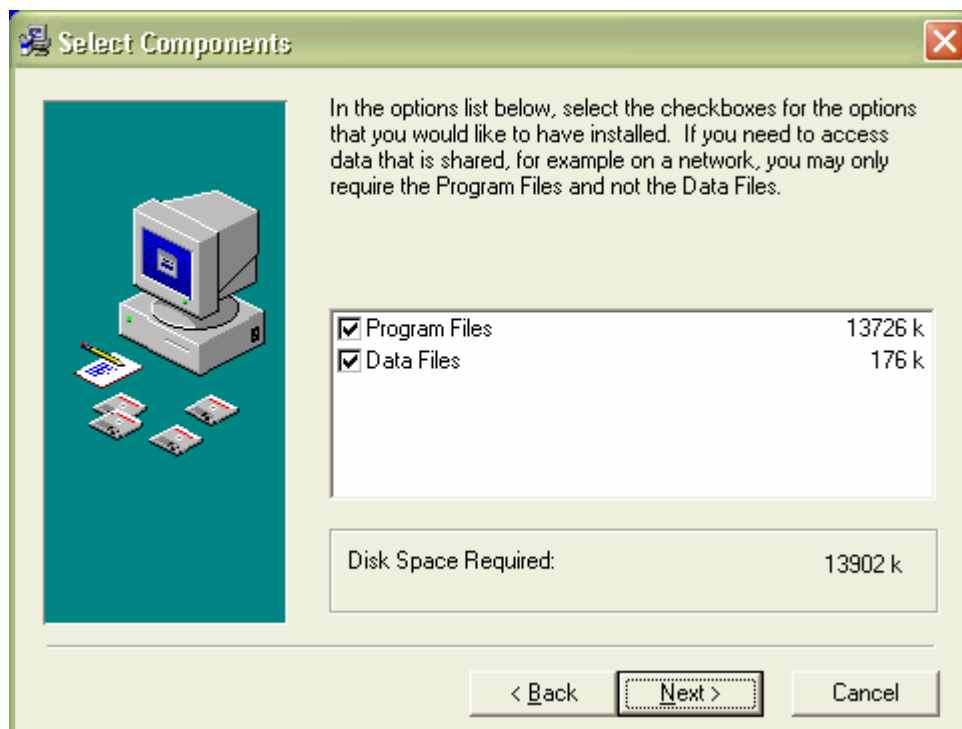
If you choose to install the Program Files you need to specify where the they should be installed:

The Program Files also need to be included on the Windows menu. The following screen lets you define the name of the Program Manager group, i.e. the name of the entry on the Programs section of the Windows menu.
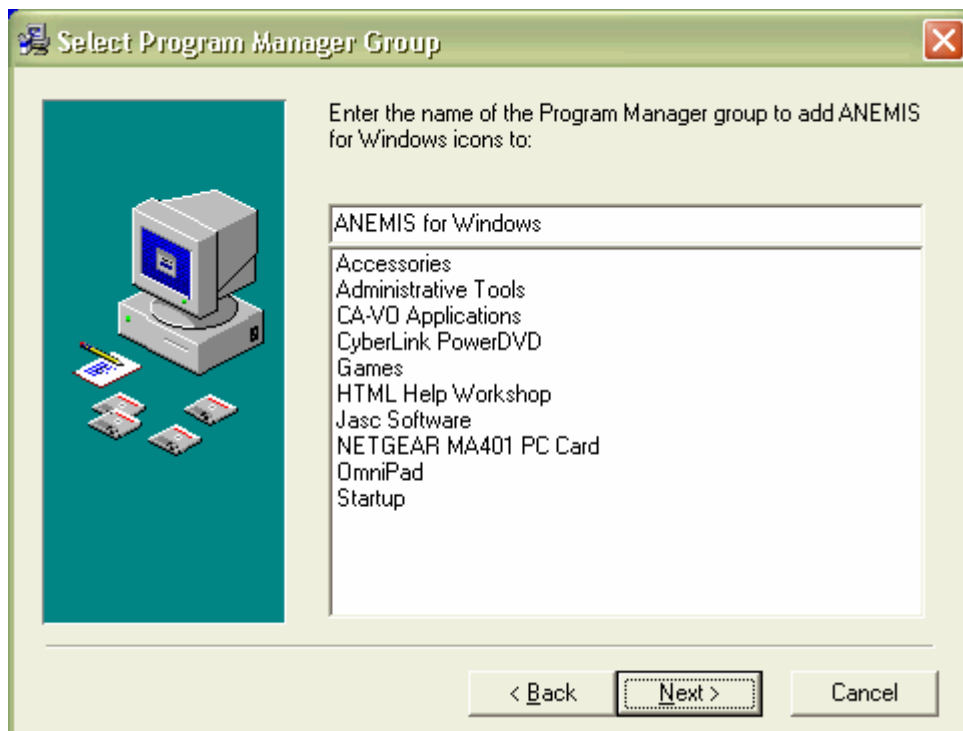
If you choose to install the Data Files you need to specify where they should be put, as shown on the following screen. Note that the ANEMISWIN.INI file will be updated to indicate the location of the data files. See the Technical Reference section if you find you need to manually change this location.

Once all the required information has been collected the Setup is ready to actually copy the files:

The progress of the installation is shown as the files are copied:
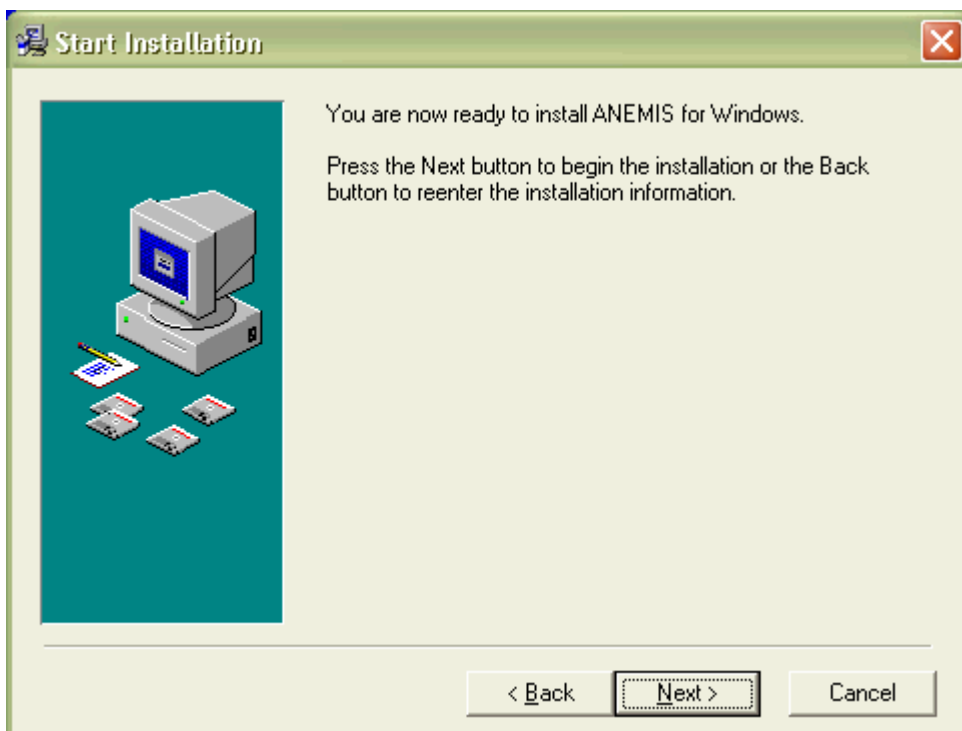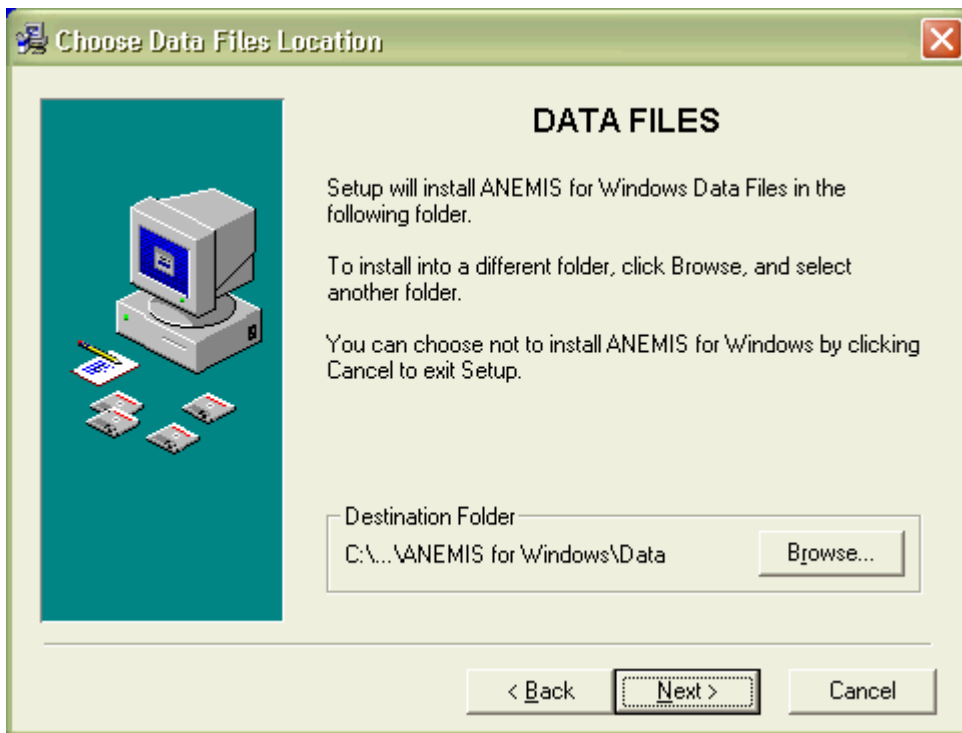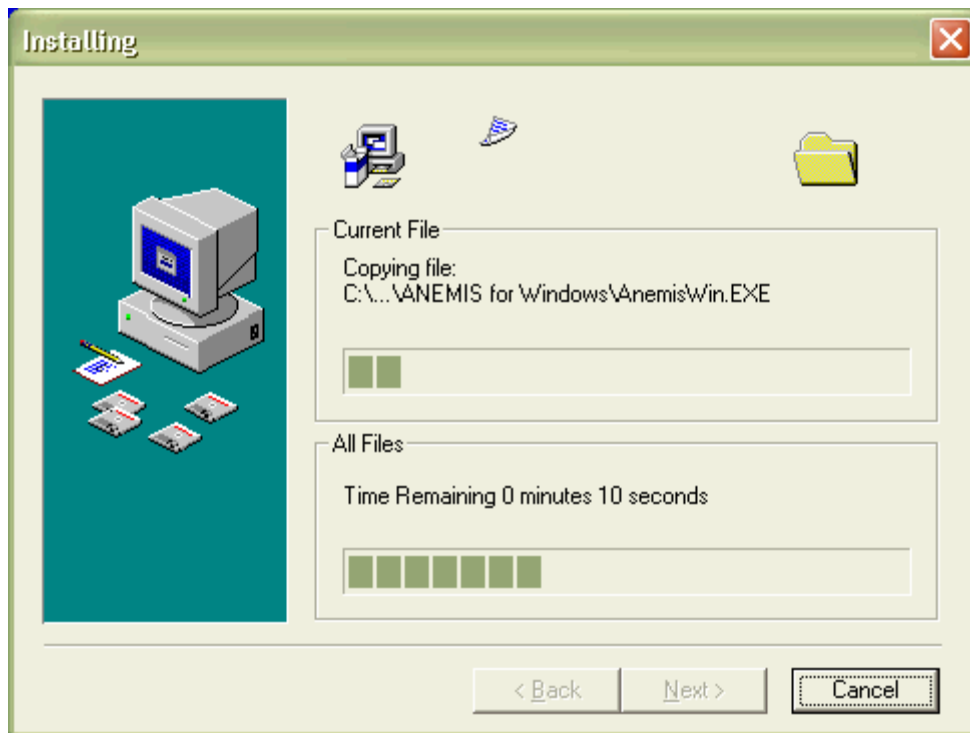
When the copying is complete a final screen is shown:
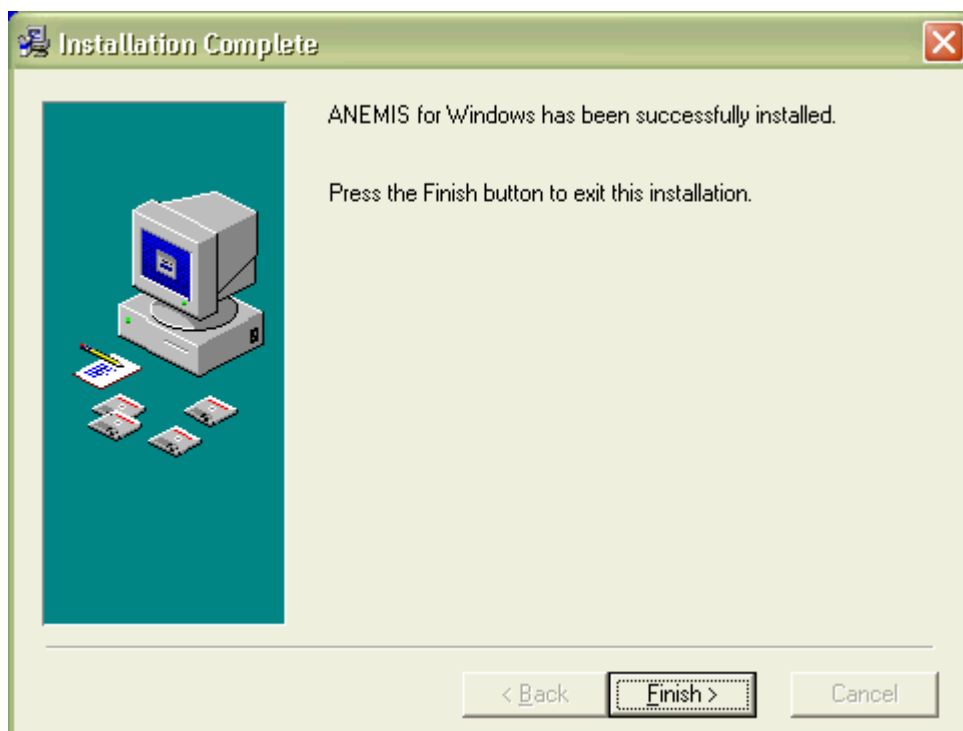
3.4   Configuration

When **ANEMIS for Windows** is run it checks to see if it has been properly configured. If there is any information that it needs to know in order to run it will ask for that information.

3.4.1 Data Location

The first thing **ANEMIS for Windows** requires is the location of the data files that will be used. If they cannot be found when the application is first run, a message will be shown:
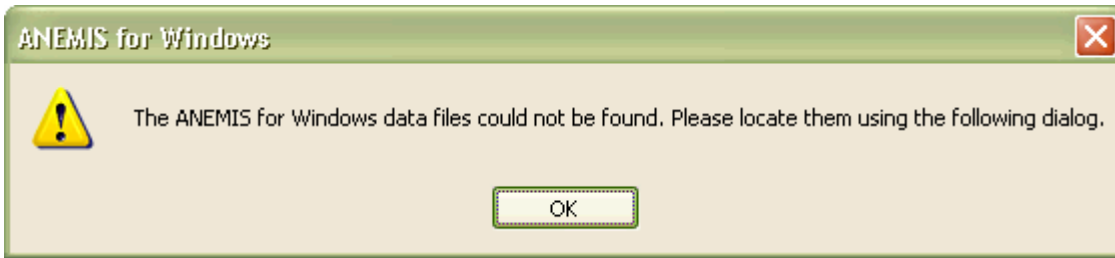
This window is then followed by a dialog which can be used to find the data. The data files may have been installed on to a local drive or may be on another computer on the network.

When the data files have been located **ANEMIS for Windows** will update the ANEMISWin.INI file so that the files can be found the next time the application is run. See the Technical Reference section for details of ANEMISWin.INI.

3.4.2 Report Location

ANEMIS for Windows also requires the location of the report files. If they cannot be found in the default location, a message will be shown:
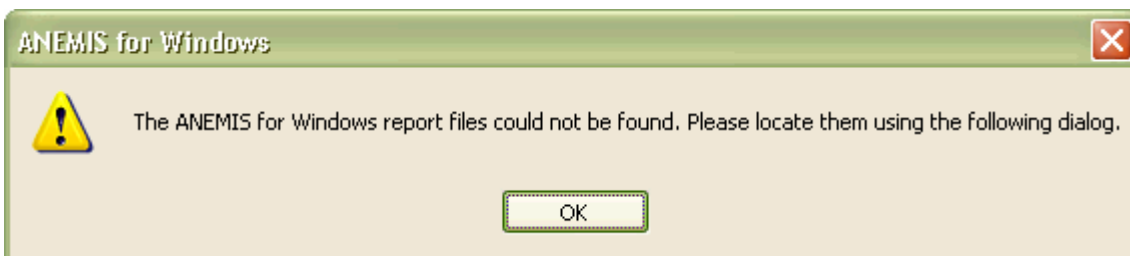
This window is then followed by a dialog which can be used to find the report files.
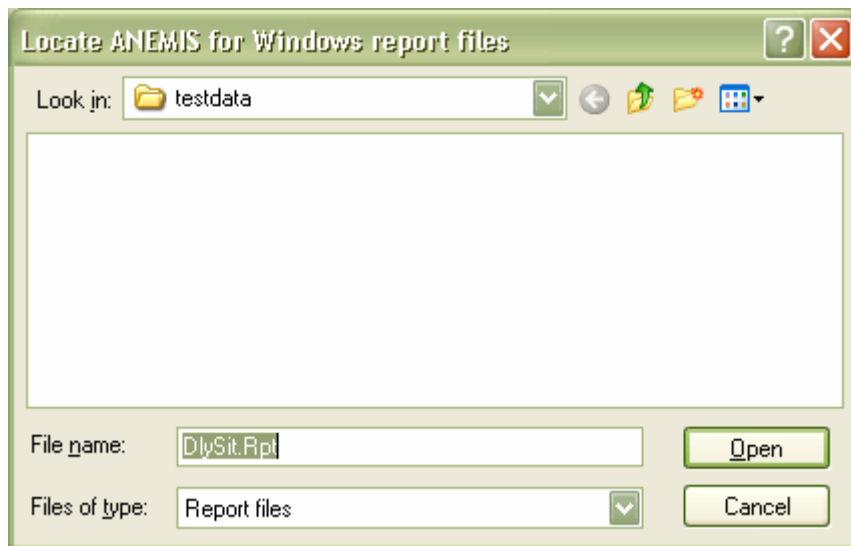
When the report files have been located **ANEMIS for Windows** will update the ANEMISWin.INI file so that the files can be found the next time the application is run. See the Technical Reference section for details of ANEMISWin.INI.

3.4.3   Operation

The **ANEMIS for Windows** data files are configured for one of two types of operation:
1.   Local Disease Control Centre (LDCC)
2.   State Disease Control Headquarters (SDCHQ)/Other

When configured for LDCC operation the application allows information to be recorded about the disease outbreak. When configured for SDCHQ/Other the data from LDCCs can be aggregated and reported, and no updates are allowed.

If the data files have not yet been configured for a particular operation then the first run of **ANEMIS for Windows** will show the following window so that the operation type can be selected:
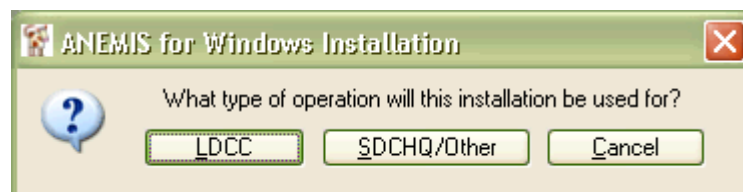
3.4.4   Configuration

Once the operation type is selected further details are required, as seen on the following screen. Every installation of **ANEMIS for Windows** must be given a name and a code. The name is typically the location - for an LDCC operation it will be the name of the area being managed. If this is a SDCHQ operation the text on the window will be adjusted accordingly to prompt for SDCHQ information - a code and a name are still required. The name is shown on the screens and the reports. Each LDCC that is in operation must have an unique code to aid in reporting when data is aggregated. The codes should be allocated centrally to prevent two LDCCs using the same code. The last piece of configuration information need is the type of outbreak to be managed. A list of outbreak types is supplied (and can be updated by Technical Support). The outbreak type determines what headings appear on the screens

and reports. For example, a Cloven Hooved outbreak will have headings of Cattle, Sheep, Pigs, Goats, Other. A poultry outbreak will have headings 0-8 Weeks, 9-21 Weeks, 21+ Weeks, H Eggs, C Eggs. These headings can also be updated by Technical Support.
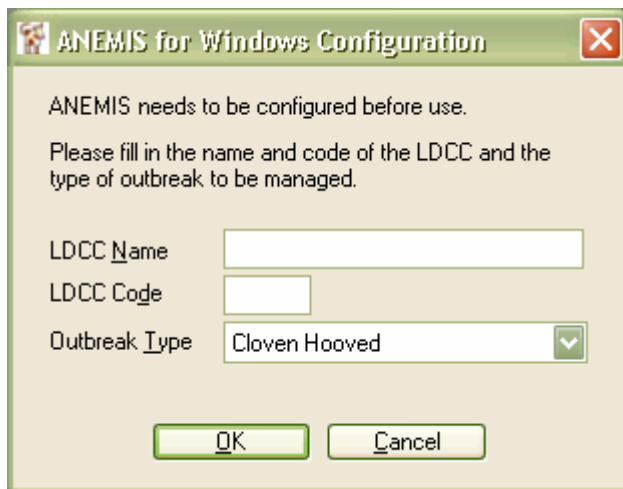
These configuration details are stored in SYSTEM.DBF. The allowed outbreak types are supplied in OUTBREAK.DBF . See Technical Reference for further information.

3.4.5   Disease Incubation

ANEMIS for Windows needs to know the disease incubation period to be able to calculate "Day Zero". Day Zero is used on the Visits window and is the earliest date that the disease agent entered the premises.

If the incubation period has not yet been set a window is displayed as shown below. There are a number of pre-defined diseases with the incubation period in days shown in brackets. If a suitable incubation period is not available it is possible to enter a value by selecting the custom option.
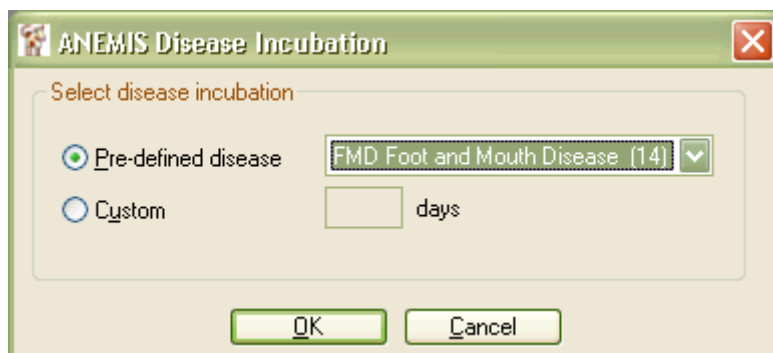
The incubation period is stored in ANEMISWin.INI. The pre-defined diseases are stored in DISEASE.DBF. See the Technical Reference for further information.

3.4.6   Initial Procedures

These steps should also be carried out for a newly installed copy of **ANEMIS for Windows**:
- New users should be set up in the user table, with appropriate access levels
- The default ANEMISW user should be deleted for security reasons
- Windows should be configured with at least one printer

3.5   Access

In order to use ANEMIS for Windows a user must have a User Id and password. When the system is first installed it contains a User Id of ANEMISW with the password AHA. The Log On screen looks as follows:
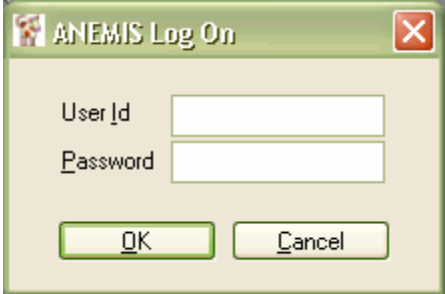
Of course the password will be masked when it is typed in. Every time a user enters or leaves the system a usage log is updated.

If the User Id and password are valid **ANEMIS for Windows** will open, ready for work to begin:
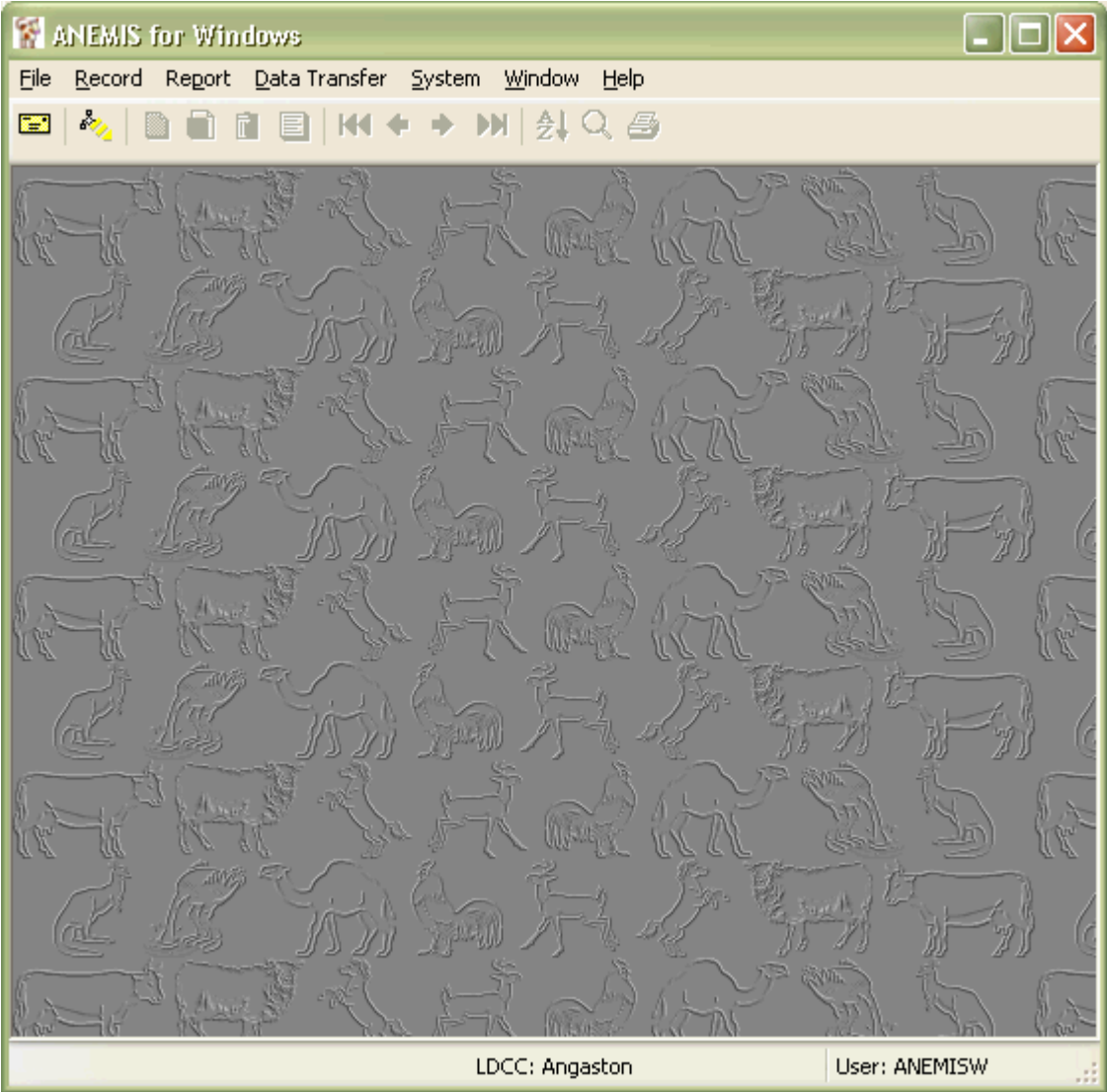
3.6   Basic Usage

3.6.1   General

The **ANEMIS for Windows** main window is made up of a number of parts. The menu appears at the top. Access to the data is through the File menu which contains options for Cases, Inspectors, Tracing Module, Tracing Categories, Contact Types, Priorities, Tracers, and Incubation Period. The Record menu provides options that relate to the currently selected entry in an open file. The Report menu contains all the ANEMIS and Tracing reports. Data can be copied into and out of the system using the various options on the Data Transfer menu. The system users and passwords are maintained through the System menu. The Window option allows the user to rearrange any open windows. The Help file and the About window, showing version information, can be viewed from the Help menu. Accelerator keys (e.g. Ctrl-F) are available for many functions in the system and are displayed alongside the menu option. They are also listed in the Technical Reference section.

The toolbar is located just below the menu. The first two buttons provide a quick way to open the cases and the tracing module. Then follow four buttons that allow the user to add, edit, delete and view the current record. The next four buttons provide navigation controls to move through the file. The next button changes the order in which the entries are shown. Clicking on the magnifying glass toolbar button will bring up a Find dialog to search through the file. The printer button will produce a report, if defined, for the current record. If you hold the mouse over the button for a short time a reminder tool tip will appear. A description of the action of the button also appears on the status bar at the bottom of the window.

The status bar also shows the name of the LDCC/SDCHQ and the User Id of the current user.
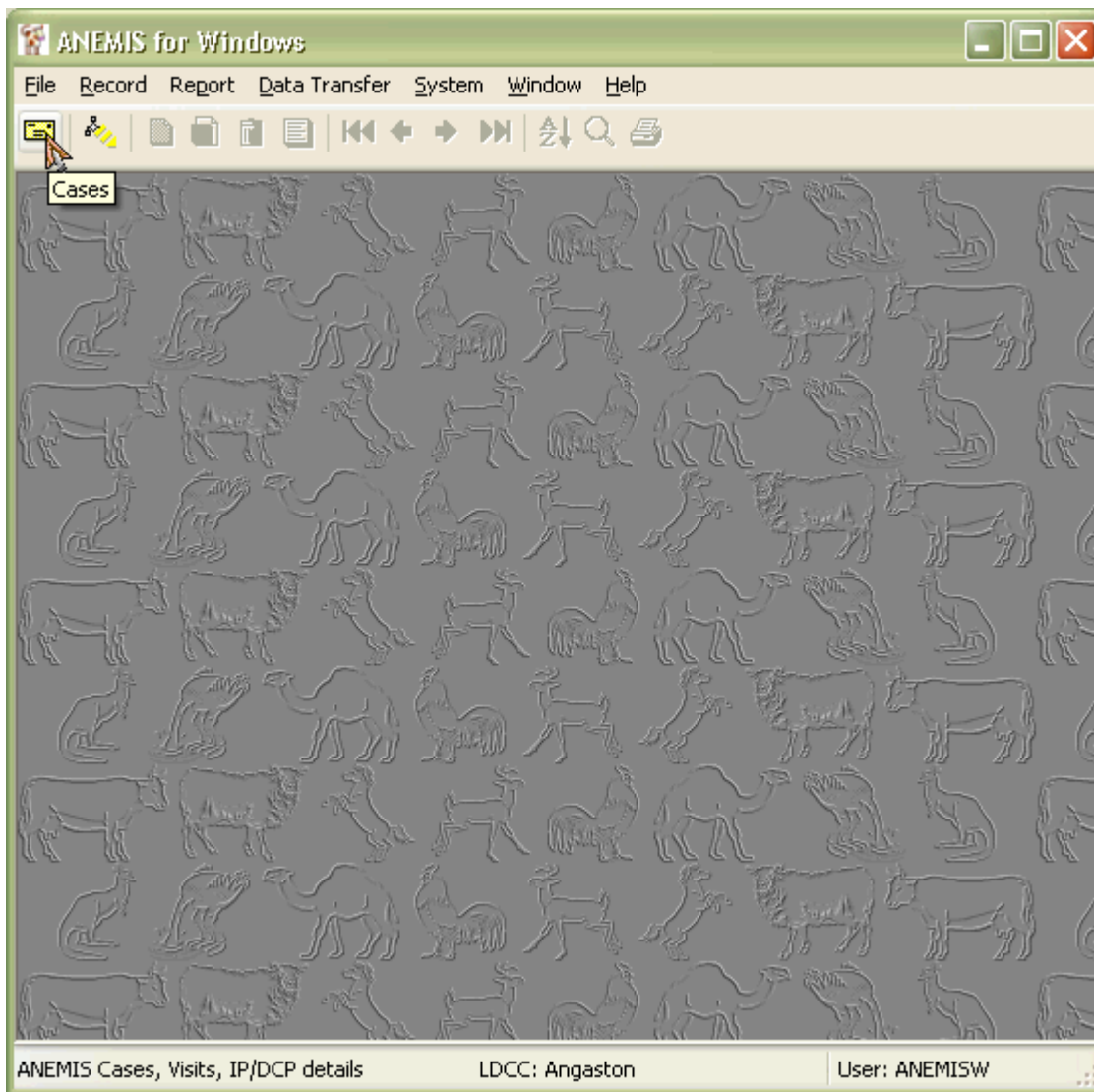
3.6.2 Files

Files are generally presented as a list of record entries. You can use the navigation toolbar buttons, menu options or scroll bar to move through the list. If the file allows you to change the order of the entries in the list then the status bar at the bottom of the window will show the active order. The selected record is shown by a coloured line in the grid. When the application is installed as SDCHQ/Other the LDCC code of the individual entries is also displayed.

3.6.3 Finding Entries

When the Find option is selected a new window will appear, as seen below:
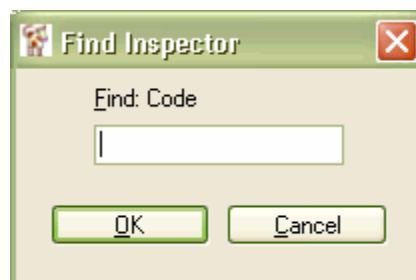
The caption of the window shows which file is being searched. Inside the window is text showing the search subject. The Find dialog will always act on the current order of the list of entries - if the list is in case number order the search will be based on case number, if the list is in owner order then the search will be based on owner.

The search is performed using whatever characters are typed in. If you just type the letter B and then click the OK button the Find will attempt to locate the first entry starting with "B".

Note that case numbers need to be entered with the leading zeroes for the search to be successful.

3.6.4 Exiting ANEMIS for Windows

ANEMIS for Windows should always be properly closed before the computer is turned off. If files are open when the computer is turned off the data could be damaged. If abnormal exiting of the program should occur selecting the Reindex menu option the next time the application is run <u>may</u> help correct any apparent data problem. However the best way to guard against loss of productivity is to follow rigorous backup strategy, with numerous copies of data taken at regular intervals.

4 ANEMIS

4.1 Overview

The ANEMIS section of the application concentrates on the collection and maintenance of information relating to cases. Each case documents the disease status of a premises and records the inspection and visit history. It also records when a premises is due to be revisited and progress of eradication procedures.

4.2 Cases

A case needs to be established in order to record details about a premises. Once this has been done visit information can be recorded. If the property is declared "infected" or "dangerous contact", details are stored against the Case number.

When the Case option is selected a screen like the following is displayed:
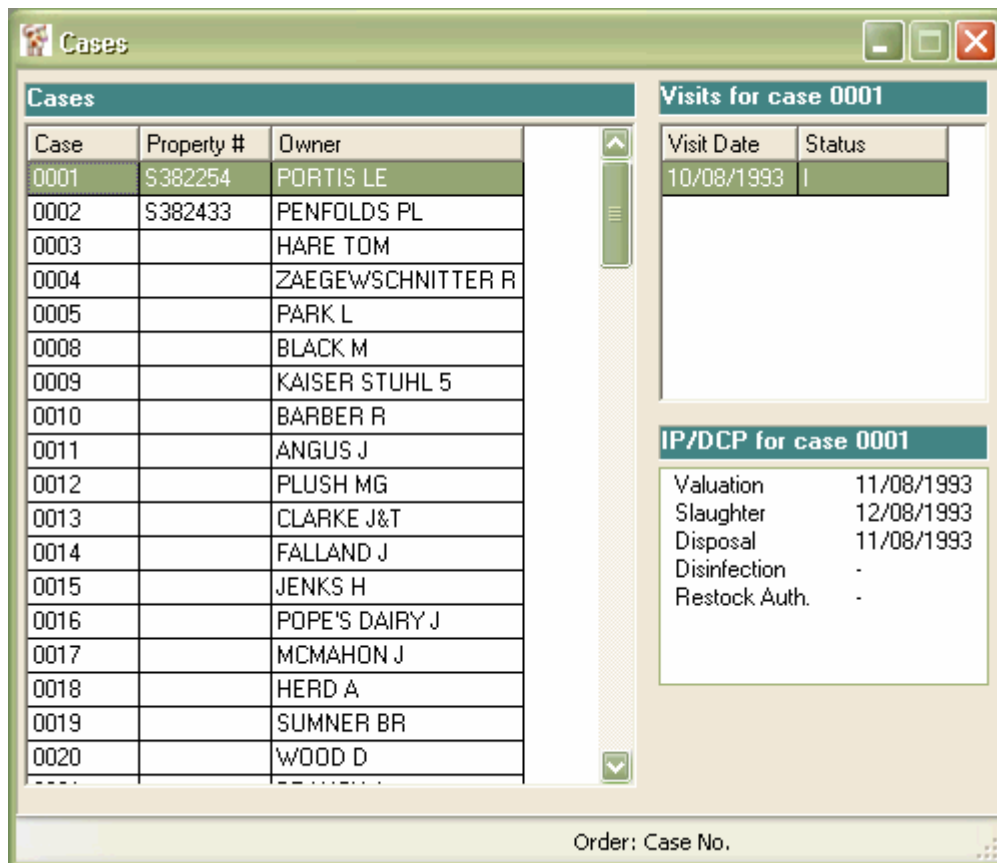
On the left is a list of cases. On the right of the window are two lists: the top one shows the visits to the currently selected premises in the case list, and the bottom list shows any related IP/DCP details.

As the highlight moves from one case to the next the visit and IP/DCP details are updated to show information relevant to the current case. For example, if case 0010 is highlighted on the left, the visits on the right are the visits for case 0010.

You can use the Tab key or the mouse to move the focus from case list to visit list to IP/DCP details and then back to case list.

You can perform actions on the lists. Available actions are listed on the menu under the Record option. Many of these actions have short-cut accelerator keys. You can also right click on any of the lists to bring up a context menu.

The Add option will prompt for a new entry to be added to the list. The Edit, Delete and View options act upon the currently highlighted entry.

The base details that are recorded for a case are the details that are relatively static - names, addresses and personal details, as shown in the next screen:

More volatile and specific information is recorded in the visit and IP/DCP details windows.

Case numbers are allocated automatically by the system. The number is allocated after the details have been entered and the OK button pressed. The new case will be highlighted in the list after it has been added and the case number will be displayed.

When adding or editing a case the town details cannot be left blank.

Deleting a case will also delete all visit and IP/DCP details for that case.

Each case can also be printed, either as an Inspection Form 1 or as a Case Detail report:

The Inspection Form 1 printout is presented as a standard Inspection Form 1 with some of the entries pre-filled with the details from the case.

The Case Detail report lists the basic case details, then information from the latest inspection and any IP/DCP details.

4.3   Visits

The Visit screen allows you to record the details collected when a property is inspected. Every time a premises is inspected a new Visit should be added, showing the current state of the premises. By adding a new visit the information recorded after previous inspections is retained for reference.

The visit screen is shown below:

A visit type is selected from Notification, Surveillance, Trace, Sentinel Animal or Other.

Available status options are DCP, IP, Negative, Restock, Unknown, Import, Suspect and Zero.

When the case status changes to DCP you will be prompted to fill in the number of animals to slaughter in each category, e.g. Cattle, Sheep, etc.

When the case status changes to Suspect, DCP or IP the system prompts you to produce a list of inspectors who have been involved in the case. This will help you check the movements of those inspectors.

To be able to set a status of IP or DCP you need to have the appropriate level of access to the system, as set up in your user profile.

Changing the status of the case from Import to Unknown will generate an Inspection Form 1. Cases imported through the Data Transfer, Import SDF option are automatically given a status of Import. Zero indicates that no susceptible stockexist on the premises.

4.4 IP/DCP Details

When a case is declared infected or dangerous contact the details relevant to that case can be recorded on the IP/DCP window:

4.5 Inspectors

When the Inspectors option is selected a list of all the currently recognised inspectors is displayed. Inspector details are made up of only a code and a full name. The code is used to identify the inspector during data entry and reporting. The inspector windows are shown below:
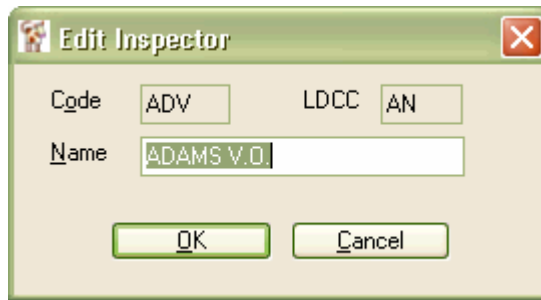
4.6 ANEMIS Reporting

There are five groups of ANEMIS reports. Each group contains a series of reports as seen below:

- **Situation Reports**
  - o Daily Situation, Inspection, Valuation, Slaughter, Disposal, Disinfection, Statistical Analysis

- **Schedules**
  - o Daily Inspection, Forecast Inspection, IP/DCP Completion

- **Lists**
  - o Case No., Owner, Property No., Status, Sector, Stock Numbers, Quarantine

- **History**
  - o Visits for a period, Case Inspection Detail, Visits by an Inspector, Inspectors of Cases

- **Blank**
  - o Blank inspection forms

The reports are discussed on the follow pages.

4.6.1 Situation Reports

Most of the Situation reports present data for a specific period. The report submission windows have a question "Is this the final report for the period?" as shown below. If it is the final report then information about the numbers produced on the report are recorded. Subsequent reports then compare the current situation with those figures recorded at the end of the last period.

Final reports for the period are usually daily, but may be more or less often as required. **It is strongly recommended that the main situation reports, i.e. Daily Situation, Inspection, Valuation, Slaughter, Disposal and Disinfection reports are generated at the end of each day and that each report is made a Final report for the period.**
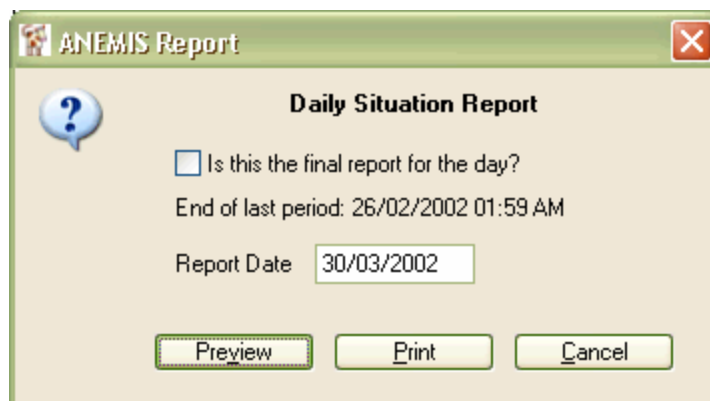
Situation reports may be run at any time. When the reports are not Final reports no figures will be remembered by the system.

Each of the main situation reports (i.e. other than Statistical Analysis) includes space for general comments to be written and space for a signature.

4.6.1.1 Daily Situation

This report is designed to be run each day and provides numbers of:
- premises declared infect or dangerous contact
- outbreaks
- cases still subject to restrictions
- animals slaughtered, by type (since last period and total)
- cases subject to surveillance
- animals subject to surveillance
- non IP/DCP cases in quarantine

4.6.1.2 Inspection

This report provides information on surveillance, notifications, tracings and other inspection visits, indicating whether these were initial or repeat visits and whether the animals/cases inspected were infected or negative. It also includes the number of scheduled inspections that were not conducted on the day of the report.

4.6.1.3 Valuation

This report provides information on the numbers and types of animals valued during the period covered by the report, the number of cases awaiting valuation and the number of valuations completed.

4.6.1.4 Slaughter

This report shows the number and types of animals slaughtered during the period of the report, the number of cases awaiting slaughter from the last report, the number of cases currently awaiting slaughter and the number of slaughters completed.

4.6.1.5 Disposal

This report shows the number and types of animals disposed during the period of the report, the number of cases awaiting disposal from the last report, the number of cases currently awaiting disposal and the number of disposals completed.

4.6.1.6 Disinfection

This report shows the number of cases awaiting disinfection from the last report, the number of cases currently awaiting disinfection and the number of cases where disinfection was completed.

4.6.1.7   Statistical Analysis

This report performs some statistical analysis of the ANEMIS data. It is made up of six parts:

Initial Visits: This shows the number of initial visits grouped by visit type for each day.

Total Inspections per Day: This shows the number of inspections, grouped by visit type for each day.

Animals in Daily Inspections: This shows the number of animals covered by inspections, grouped by visit type for each day.

Local Government Area: This part shows the number of cases in each local government area, and the percentage that each represents of the total number of cases.

Cases by Status: This shows how many cases exist for each status and the percentage that each represents of the total.

Cases by Herd/Flock Size: This shows the number of cases and stock that fall within pre-defined ranges.

4.6.2   Schedules

4.6.2.1   Daily Inspection

This option prints a schedule of all cases to be visited on a specified day. The list is prepared on the basis of revisit frequency and includes an option to print Inspection forms for these cases. It also includes cases that should have been visited earlier but were not.

4.6.2.2   Forecast Inspection

This option prints a schedule forecasting the number of cases to be visited over the next month. The schedule is calculated on the basis of revisit frequency.

4.6.2.3   IP/DCP Completion

This option lists all the IP/DCPs and the stage reached in each of the following processes:
• valuation
• slaughter
• disposal
• disinfection
• restocking authority

4.6.3   Lists

Case No.
This routine prints a list of all cases in the system by case number.

Owner
This routine prints a list of all cases in the system by owner's name.

Property No.

This routine prints a list of all cases in the system by property number.

Status

This routine prints a list of all cases that have a status matching that specified. You may request more than one status to report. A summary of the number of cases for each status is shown at the end of the report.

Sector

This routine prints a list of all cases that have a map sector matching that specified. You may request more than one sector to report.

Stock Numbers

This report prints a list of all cases and displays the numbers of each type of stock for each case.

Quarantine

This option lists all cases currently subject to quarantine.

Inspectors

This report lists the codes and names of the inspectors recorded in **ANEMIS for Windows**.

4.6.4 History

Visits for a Period

This report provides details of inspections carried out on each day within a nominated period.

Case Inspection Detail

This report displays details of the case then lists all the visits for that case.

Visits by an Inspector

This routine will list all the visits made by the nominated inspector. This report is typically run when an inspector is suspected of being contaminated and there is a risk of transmitting the infection. This report shows where and when the inspector visited premises.

Inspectors of Cases

This routine prints a list of all inspectors who have visited a specific case. This report is typically run when a premises has just been declared IP/DCP and there is a need to identify who has visited the property.
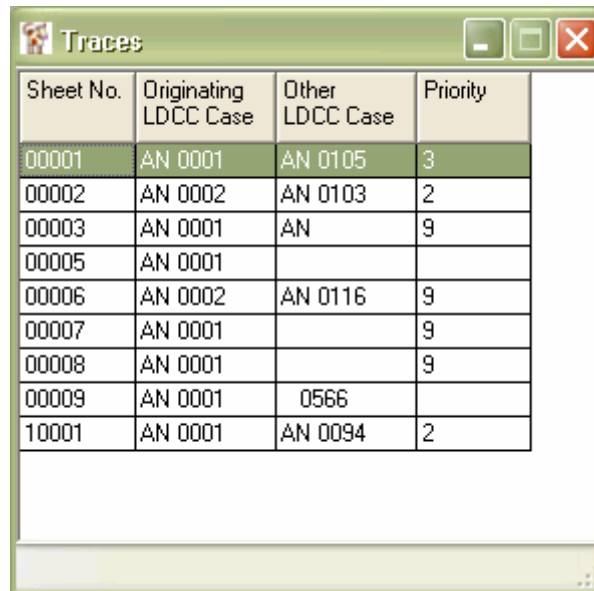
5 Tracing

5.1 Overview

The tracing section of the application deals with managing information that allows investigation of possible movements of disease agents.

5.2　　　Tracing Module

The tracing module provides the means to record relevant details about traces. When the option is first selected a list of all the currently recorded traces is shown in the window. A trace is the movement of an item from one point to another. The Tracing section in the Disease Control Centre establishes the existence or otherwise of suspected traces.

Sheet No.	Originating LDCC Case	Other LDCC Case	Priority
00001	AN 0001	AN 0105	3
00002	AN 0002	AN 0103	2
00003	AN 0001	AN	9
00005	AN 0001		
00006	AN 0002	AN 0116	9
00007	AN 0001		9
00008	AN 0001		9
00009	AN 0001	0566	
10001	AN 0001	AN 0094	2

The information recorded about a trace is shown below:

Trace sheet numbers are generated automatically by the system. If a trace has a link to another trace the other sheet number can be entered in the "Traced from Sheet No." field.

A combination of the category, the contact type and the duration of the contact will initially determine the priority of a trace. When the originating premises is entered, if it does not have a Day Zero recorded, the system will display a warning asking you to allocate a priority, and by default will set it to 9. If it does have a Day Zero the difference between it and the contact date will be calculated. The category, contact and number of days is then used to match against the priority table. If the number of days works out to be a negative, a priority of 9 will be allocated.

The priorities table is set up by an epidemiologist from the disease characteristics and its content will depend on the disease under consideration. If an appropriate entry exists in the table the trace's priority is set to the value found. This priority is only a suggested value and can be changed by the user.

The tracer field can be left blank or one can be selected from the tracer list. The allocation date is the date that a trace is allocated to the tracer by the tracing manager.
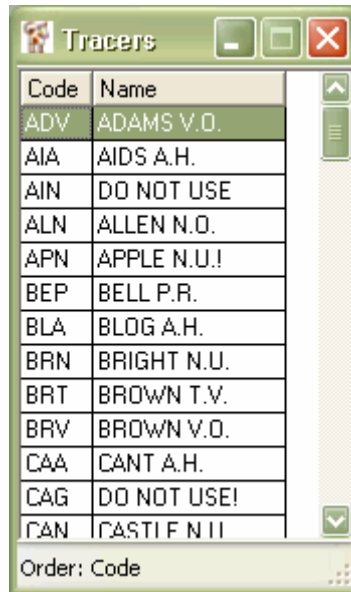
A trace is given a status of Complete, Incomplete, Abandoned, or referred to SDCHQ. Traces are referred by fax, electronic mail or other means (not by the application). Any traces referred to SDCHQ are not exported for aggregation since it is assumed that responsibility for the trace has already passed out of the LDCC.

A trace direction must be supplied, either Forward or Backward.

Details of a destination/origin property can be copied "To ANEMIS" where a new case will be set up. This new case will be allocated a new case number.
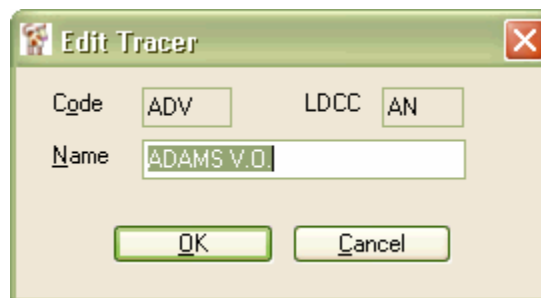
5.3   Tracers

When the Tracers option is selected a list of all the currently recognised tracers is displayed. Tracer details are made up of only a code and a full name. The code is used to identify the tracer during data entry and reporting. The tracer windows are shown below:

5.4   Trace Categories

The trace categories provide a means of grouping traces together. When a trace is entered into the system it is allocated one of the trace categories.
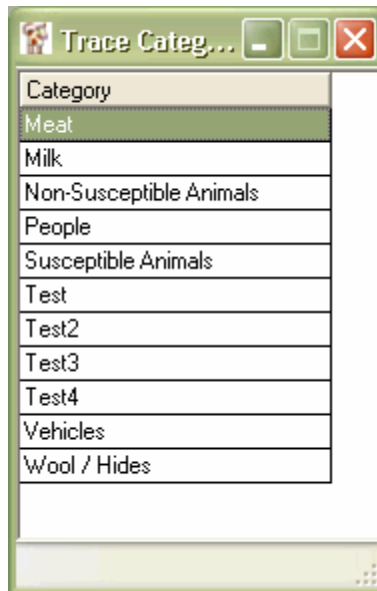
5.5　　Contact Types

The trace contact types provide another way to group traces. They describe the nature of the contact made with the disease agent.
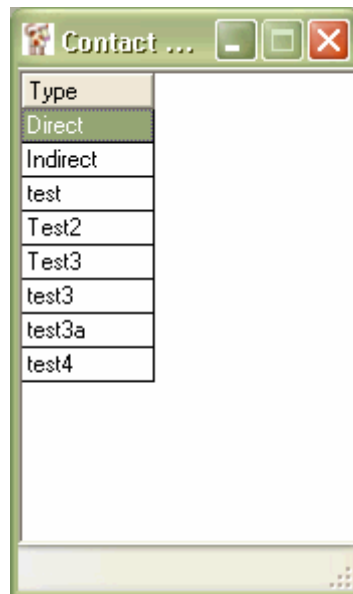
5.6　　Priorities

The trace priorities table is used to set up a standard set of priorities that will be allocated to traces as they are input. A trace's default priority is determined by the category, contact type, and time of contact. The time of contact is determined from the contact date and Day Zero. The contact date is the **earliest** contact date with the disease.

As an example, looking at the following screen, a trace that is entered that has a category of Milk and was in Direct contact five days after Day Zero would result in the trace being allocated a priority of 1.

If necessary the priority allocated can be changed by users with appropriate access levels.

Category	Contact Type	From Days	To Days	Priority
Meat	Indirect	0	9	1
Meat and Veg	Direct	0	10	
Milk	Direct	0	7	1
Milk	Direct	8	14	2
Milk	Indirect	0	14	3
Non-Susceptible Animals	Direct	0	7	2
Non-Susceptible Animals	Indirect	8	14	3
People	Direct	0	14	1
People	Direct	100	200	8
People	Indirect	0	14	2
Susceptible Animals	Direct	0	14	1
Susceptible Animals	Direct	15	21	4
Susceptible Animals	Indirect	0	7	2

5.7　　Trace Reporting

Status/Case
This report lists traces with a status matching that specified for one or all cases.

Priority
Only traces of the nominated priority are shown on this report.

Movement Date
This report lists traces that have a movement date within the date range specified.

Traces by Tracer
This report lists traces that a specified tracer was involved with.

Contact Type
This report lists traces according to the specified contact type, with a movement date within the nominated range, and of a particular priority.

Keyword
This report selects traces that have the nominated word in the trace description.

Tracers
This report lists the codes and names of the tracers.

6　　Data Transfer

6.1　　Backup

This option copies the **ANEMIS for Windows** data files to the nominated location. Frequent backups should be taken during a disease outbreak.

The backup files can be used to recover from a computer failure or be used to set up an identical copy of the **ANEMIS for Windows** data on another computer.

The backup process will prompt for a destination as shown below and then copy the files to the location.
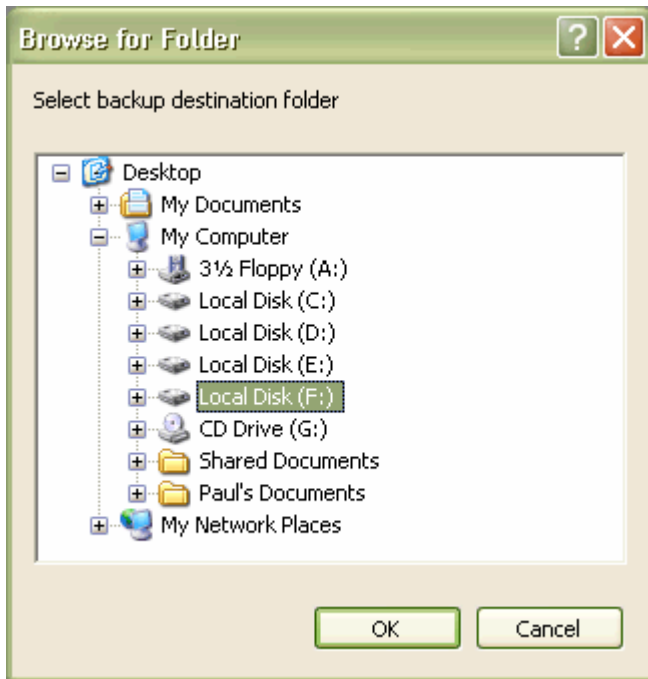
6.2   Restore

This option copies the **ANEMIS for Windows** data files from a backup into an existing installation. The restore will overwrite any existing data. Please ensure before you start a Restore that the existing data is no longer required.

The restore process will prompt for the location of the backup files as shown below and then copy the files into the current **ANEMIS for Windows** installation.
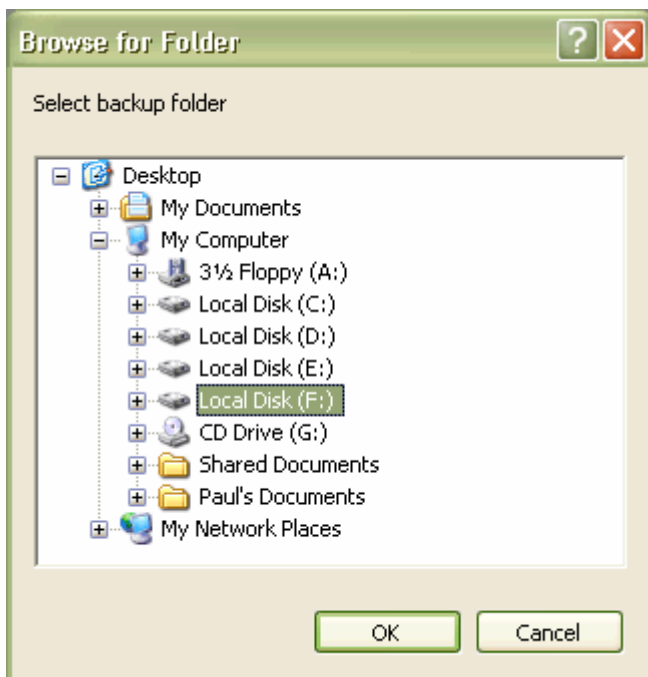
6.3 External Backup

This procedure allows a backup of **ANEMIS for Windows** data using backup device other than that provided directly by the application.

The process that is run when this option is selected is determined by the settings in the **ANEMISWin.INI** file.

Within the INI file there should be a section labelled "External Data Transfer". Under this heading there should be an entry for "Backup", e.g.:

[External Data Transfer]
Backup=backup.bat

In this example the batch file **BACKUP.BAT** will be run when the external option is selected.

6.4 External Restore

This procedure allows a restore of **ANEMIS for Windows** data using backup device other than that provided directly by the application.

The process that is run when this option is selected is determined by the settings in the **ANEMISWin.INI** file.

Within the INI file there should be a section labelled "External Data Transfer". Under this heading there should be an entry for "Restore", e.g.:

[External Data Transfer]
Restore=restore.bat

In this example the batch file **RESTORE.BAT** will be run when the external option is selected.

6.5 Export SDF

When the Export SDF option is selected the case related data is written out to file in System Data Format (SDF). The data can then be used by other applications that support SDF. This option prompts for a location to write the files:

The files written are:

File	Content
XCASE.TXT	Cases
XVISIT.TXT	Visits
XIP_DCP.TXT	IP/DCP details
XINSPECT.TXT	Inspectors
XSYSTEM.TXT	System setup information

The structure of these files is documented in the Technical Reference section.

6.6   Import SDF

Data can be imported into **ANEMIS for Windows** using the Import SDF option. The data should be an ASCII text file in System Data Format as described in the Technical Reference section, and should be called **IMPORT.TXT**. This file can contain property details.

The application will prompt for the location of the import file:
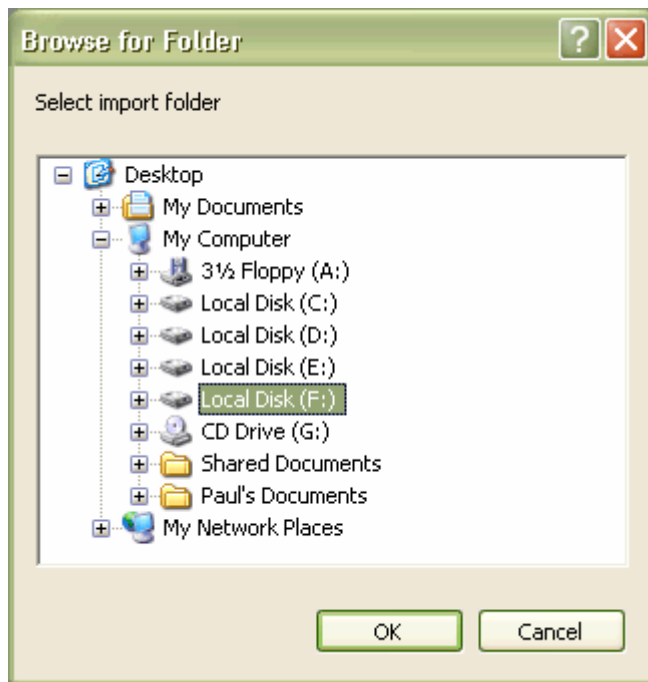
Once the IMPORT.TXT file has been located and opened the contents will be displayed:
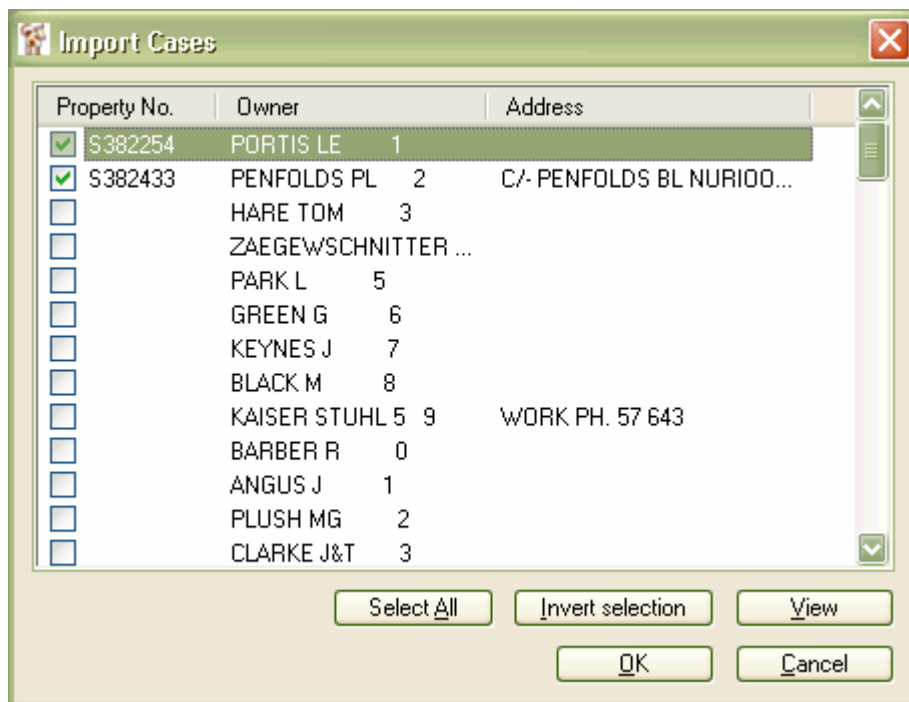
If you want a property copied into **ANEMIS for Windows** you need to select it so that the box on the left is checked. You can toggle the check mark by clicking on the box itself. You can use the Select All button to mark all the properties with a check mark. The invert selection button will change the list so that all that were checked are now unchecked and all that were unchecked are now checked. To have a closer look at any property details click on the View button.

When you are ready to bring the data into **ANEMIS for Windows** press the OK button. Each property will be allocated a case number.

6.7   Aggregation Export

Data obtained from other installations of **ANEMIS for Windows** can be combined using the Aggregation options.

Aggregation Export will copy the data into a format that can be read by the Aggregation Import option. It prompts for a location to write the data:
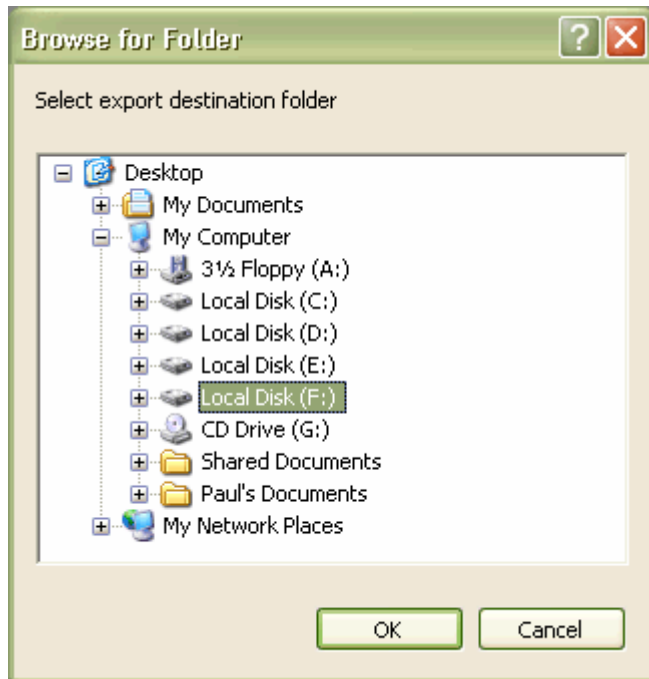
It results in files being written out as shown in the following table. The format of these files is documented in the Technical Reference section.

File	Content
ACASE.DBF	Cases
AVISIT.DBF	Visits
AIP_DCP.DBF	IP/DCP details
AINSPECT.DBF	Inspectors
ATRACE.DBF	Traces
ATRACER.DBF	Tracers
ASYSTEM.DBF	System setup information

Aggregation is designed for LDCCs to send their data to the SDCHQ. The LDCCs use Aggregation Export to write out files that are then forwarded (externally to the application) to the SDCHQ. The SDCHQ then combines the data from various LDCCs using the Aggregation Import option so that they can review and report the aggregated data.

Because of this any traces that are flagged as having already been referred to SDCHQ are not included in the Aggregation Export.

6.8   Aggregation Import

The Aggregation Import option can only by used by a system that has been set up as a SDCHQ/Other, not as a LDCC.

It is used to combine data from multiple LDCCs so that aggregated reporting can be performed. The data must be in the format produced by the Aggregation Export option.

When selected Aggregation Import will prompt for the location of the import files:
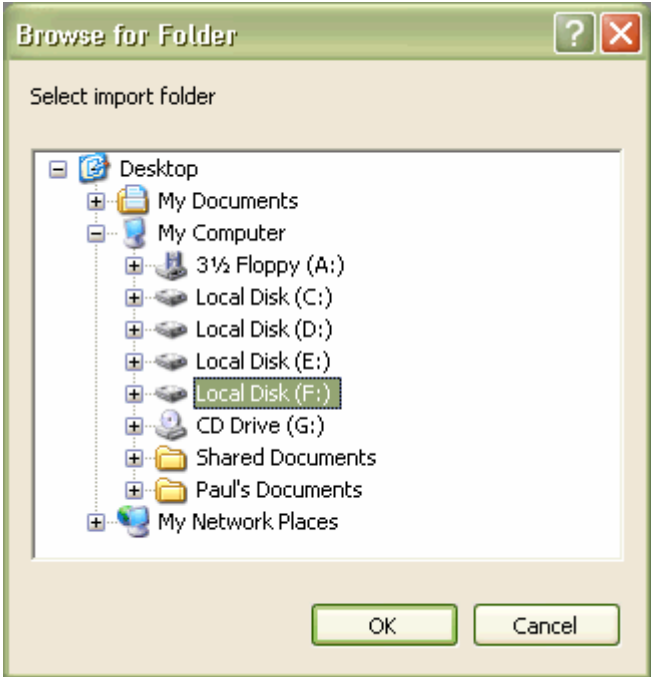
If the current system already has data for the LDCC that is being imported then that information will first be cleared prior to the new data being imported.

7   System Options

7.1   Users

The User table is used to control access to **ANEMIS for Windows** and determines what each individual can do once they are in the system.

The window to update the user details looks like this:

Each user must have a User Id and a password. These are used to control access to the system.

The function each user is able to perform is determined by their set up in the user table. The types of access are described below:

System: This can be either Allowed or Not Allowed. It determines if a user is able to perform system functions - data transfers, user maintenance, reindexing, change incubation period.

ANEMIS: This can be No Access, Read Only or Update. If the level is No Access then the user cannot open the case or inspector files. If the level is Read Only they can open the cases as inspectors but they cannot make any changes. If the level is Update the user can add, edit and delete entries in the case and inspector files.

Tracing: This can be No Access, Read Only or Update. If the level is No Access then the user cannot open any tracing related files: tracing module, priorities, categories, contact types, and tracers. If the level is Read Only then can open the tracing related files but they cannot make any changes. If the level is Update the user can add, edit and delete entries in the tracing related files.

IP/DCP: This can be Allowed or Not Allowed. It is only applicable when the user already has ANEMIS update access. It determines if the user is able to change the status of a case to IP/DCP.

Tracing to ANEMIS: This can be Allowed or Not Allowed. It determines if the user can create a new case in ANEMIS from the destination/origin trace details.

7.2   Change Password

Any user can change their own password via the Change Password option. The window requests the existing password before allowing the password to be changed.

Because the passwords cannot be seen when typed the new password is entered twice to make sure it is recorded correctly.
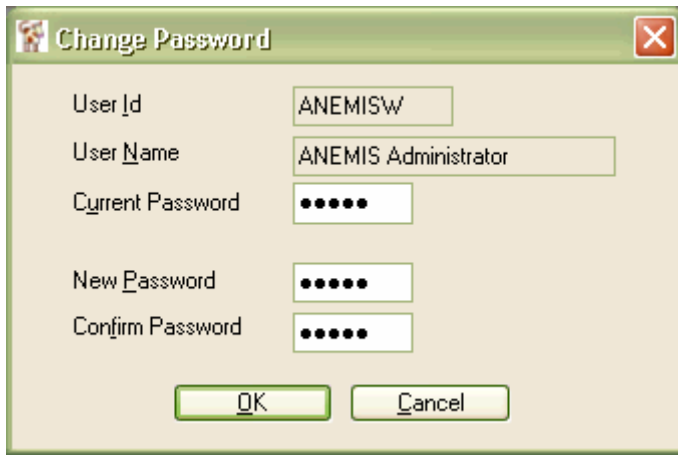
7.3 Reindex

The Reindex option instructs the application to rebuild the indexes that it uses to sequence and find data in the tables. Under normal operation this option is not required. It may need to be run if there have been machine problems, data appears out of sequence, or if the application has been terminated abnormally.

8 Technical Reference

8.1 Advanced Configuration

Registry Settings
The following registry key is used to store information for the application:

HKEY_CURRENT_USER\Software\ComputerAssociates\CA-Visual Objects Applications\ANEMIS for Windows

The values stored within this key are:

Name	Value
Maximised	0=main window not maximised
	1=main window maximised
Setting height	Desktop height when settings placed in registry
Setting width	Desktop width when settings placed in registry
Window height	Height of main window
Window width	Width of main window
Window X	X coordinate of left side of window
	(origin in bottom-left)
Window Y	Y coordinate of bottom side of window
	(origin in bottom-left)

ANEMISWin.INI

Section	Entry	Value
Directory	Data	Location of data, e.g. C:\ANEMIS\DATA or \\SERVER\C\ANEMIS\DATA
Directory	Security	Location of USER.DBF and USAGELOG.DBF. Defaults to data directory

Directory	Report	Location of report RPT files	
Disease	Incubation Period	Disease incubation period	
System	IPDCP Category Heading	Text that appears above the IP/DCP events, defaults to Animals	
System	IPDCP Category Captions	Names of the IP/DCP events. String of values separated by ":", e.g.: :To slaughter:Valued: Slaughtered:Disposed of:	
System	IPDCP Event Headings	Text that appears next to the IP/DCP dates. String of values separated by ":", e.g.: :Valuation:Slaughter:Disposal: Disinfection:Restock Auth.:	
System	IPDCP Category Length	Number of digits for the IP/DCP category fields stored in SYSTEM.DBF	
System	IPDCP Category Fields	Base part of field name in IP_DCP.DBF used to store stock numbers for each event. String of values separated by ":", e.g.: :SLCAT:VCAT:SEDCAT:DCAT:	
System	IPDCP Event Fields	Names of fields holding IP/DCP dates. String of values separated by ":", e.g.: :Valuation:Slaughter:Disposal: Disinfect:Restock:	
System	About Sound	1=Make sound when About window is displayed	
System	RDD	Replaceable Database Driver	
System	Title	Application title	
System	Show Data Dir	1=Show data directory on status bar	
System	Show Rpt Dir	1=Show report directory on status bar	
System	Refresh	Time in seconds - how often to refresh list data from disk	
System	Refresh beep	1=Make sound when refreshing	
System	Background	1=Show background image on main window	
System	Backup	Location of backup/restore	
System	Export	Location of export/import	
Statistics	Range	Stock ranges used in Statistical Analysis, e.g. { 0, 100, 500, 1000, 5000, 10000, 20000, 50000 }	
External Data Transfer	Backup	Process to run when External Backup menu option selected	
External Data Transfer	Restore	Process to run when External Restore menu option selected	

8.2   Data File Structures

ANEMIS for Windows uses data files that are Clipper/FoxPro compatible.

```
Cases
-------------------------------------
 Database File: CASE.DBF
-------------------------------------
 Field  FieldName  Type  Width  Decimals
------  ---------  ----  -----  --------
     1  LDCC       C     002    000       Local disease control centre code
     2  CASE_NO    C     004    000       System allocated case number
     3  PROP_NO    C     010    000       Property number
     4  OWNER      C     020    000       Property owner's name
     5  OWN_ADD1   C     015    000       Address of property (1)
```

```
    6    OWN_ADD2      C    015    000    Address of property (2)
    7    OWN_ADD3      C    015    000    Address of property (3)
    8    OWN_PHONE     C    015    000    Owner's phone number
    9    OWN_PCODE     C    004    000    Post code
   10    OWN_MPHONE    C    015    000    Mobile phone number
   11    FAX           C    015    000    Facsimile
   12    RADIO         C    015    000    Radio call sign
   13    MANAGER       C    020    000    Manager's name
   14    PREMMIS_1     C    015    000    Manager's address (1)
   15    PREMMIS_2     C    015    000    Manager's address (2)
   16    PREMMIS_3     C    015    000    Manager's address (3)
   17    PREM_PCODE    C    004    000    Manager's Post code
   18    PHONE         C    015    000    Manager's Phone number
   19    MPHONE        C    015    000    Manager's Mobile phone number
   20    PREMM_FAX     C    015    000    Manager's facsimile
   21    PREMM_RADI    C    015    000    Manager's radio call sign
   22    LG_REF        C    015    000    Local government reference
   23    MAP_NO        C    010    000    Map number
   24    MAP_REF       C    010    000    Map reference
   25    MAP_SEC       C    002    000    Map sector
-----------------------------------------
```

Disease
```
-----------------------------------------
 Database File: DISEASE.DBF
-----------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------  ---------  ----  -----  --------
    1    NAME          C    030    000    Disease name
    2    INCUBATE      N    003    000    Incubation period
-----------------------------------------
```

Inspectors
```
-----------------------------------------
 Database File: INSPECT.DBF
-----------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------  ---------  ----  -----  --------
    1    CODE          C    003    000    Inspector code
    2    NAME          C    015    000    Inspector name
    3    LDCC          C    002    000    Local disease control centre code
-----------------------------------------
```

IP/DCP Details
```
-----------------------------------------
 Database File: IP_DCP.DBF
-----------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------  ---------  ----  -----  --------
    1    LDCC          C    002    000    Local disease control centre code
    2    CASE_NO       C    004    000    System allocated case number
    3    SLCAT1        N    006    000    Number stock to slaughter (category 1)
    4    SLCAT2        N    006    000    Number stock to slaughter (category 2)
    5    SLCAT3        N    006    000    Number stock to slaughter (category 3)
    6    SLCAT4        N    006    000    Number stock to slaughter (category 4)
    7    SLCAT5        N    006    000    Number stock to slaughter (category 5)
    8    VALUATION     D    008    000    Valuation date
    9    SLAUGHTER     D    008    000    Slaughter date
   10    DISPOSAL      D    008    000    Disposal date
   11    DISINFECT     D    008    000    Disinfection date
   12    RESTOCK       D    008    000    Restock date
   13    VCAT1         N    006    000    Number stock valued (category 1)
   14    VCAT2         N    006    000    Number stock valued (category 2)
   15    VCAT3         N    006    000    Number stock valued (category 3)
   16    VCAT4         N    006    000    Number stock valued (category 4)
   17    VCAT5         N    006    000    Number stock valued (category 5)
   18    SEDCAT1       N    006    000    Number stock slaughtered (category 1)
   19    SEDCAT2       N    006    000    Number stock slaughtered (category 2)
   20    SEDCAT3       N    006    000    Number stock slaughtered (category 3)
   21    SEDCAT4       N    006    000    Number stock slaughtered (category 4)
   22    SEDCAT5       N    006    000    Number stock slaughtered (category 5)
```

```
  23    DCAT1        N    006     000    Number stock disposed (category 1)
  24    DCAT2        N    006     000    Number stock disposed (category 2)
  25    DCAT3        N    006     000    Number stock disposed (category 3)
  26    DCAT4        N    006     000    Number stock disposed (category 4)
  27    DCAT5        N    006     000    Number stock disposed (category 5)
-----------------------------------------
```

Outbreak Types

```
-----------------------------------------
 Database File: OUTBREAK.DBF
-----------------------------------------
 Field  FieldName   Type Width  Decimals
 ------ ---------   ---- -----  --------
   1    OUTBREAK     C    020     000    Outbreak type (Cloven Hooved/Poultry)
   2    STATHDG      C    010     000    Title on statistics report (e.g. herd/flock)
   3    CAT1         C    010     000    Heading of category 1 (e.g. Cattle)
   4    CAT2         C    010     000    Heading of category 2 (e.g. Sheep)
   5    CAT3         C    010     000    Heading of category 3 (e.g. Pigs)
   6    CAT4         C    010     000    Heading of category 4 (e.g. Goats)
   7    CAT5         C    010     000    Heading of category 5 (e.g. Other)
-----------------------------------------
```

System

```
---------------------------------------
 Database File: SYSTEM.DBF
---------------------------------------
 Field  FieldName   Type Width  Decimals
 ------ ---------   ---- -----  --------
   1    CASE_NO      C    004     000    Last allocated case number
   2    LDCCCODE     C    002     000    Local disease control centre code
   3    OUTTYPE      C    020     000    Outbreak type
   4    LDCCNAME     C    015     000    Name of LDCC
   5    SDCHQ        L    001     000    Is this a SDCHQ?
   6    TRACESHEET   C    005     000    Last allocated tracing sheet number
   7    STATHDG      C    010     000    Title on statistics report (e.g. herd/flock)
   8    CAT1         C    010     000    Heading of category 1 (e.g. Cattle)
   9    CAT2         C    010     000    Heading of category 2 (e.g. Sheep)
  10    CAT3         C    010     000    Heading of category 3 (e.g. Pigs)
  11    CAT4         C    010     000    Heading of category 4 (e.g. Goats)
  12    CAT5         C    010     000    Heading of category 5 (e.g. Other)
  13    DSR_CAT1     N    006     000    Daily situation report period total (cat 1)
  14    DSR_CAT2     N    006     000    Daily situation report period total (cat 2)
  15    DSR_CAT3     N    006     000    Daily situation report period total (cat 3)
  16    DSR_CAT4     N    006     000    Daily situation report period total (cat 4)
  17    DSR_CAT5     N    006     000    Daily situation report period total (cat 5)
  18    DSR_SDATE    D    008     000    Daily situation report period date
  19    DSR_STIME    C    010     000    Daily situation report period time
  20    VR_CAT1      N    006     000    Valuation report period total (cat 1)
  21    VR_CAT2      N    006     000    Valuation report period total (cat 2)
  22    VR_CAT3      N    006     000    Valuation report period total (cat 3)
  23    VR_CAT4      N    006     000    Valuation report period total (cat 4)
  24    VR_CAT5      N    006     000    Valuation report period total (cat 5)
  25    VR_SDATE     D    008     000    Valuation report period date
  26    VR_STIME     C    010     000    Valuation report period time
  27    VR_WAIT      N    006     000    Valuation report period total
  28    SR_CAT1      N    006     000    Slaughter report period total (cat 1)
  29    SR_CAT2      N    006     000    Slaughter report period total (cat 2)
  30    SR_CAT3      N    006     000    Slaughter report period total (cat 3)
  31    SR_CAT4      N    006     000    Slaughter report period total (cat 4)
  32    SR_CAT5      N    006     000    Slaughter report period total (cat 5)
  33    SR_SDATE     D    008     000    Slaughter report period date
  34    SR_STIME     C    010     000    Slaughter report period time
  35    SR_WAIT      N    006     000    Slaughter report period total
  36    DPR_CAT1     N    006     000    Disposal report period total (cat 1)
  37    DPR_CAT2     N    006     000    Disposal report period total (cat 2)
  38    DPR_CAT3     N    006     000    Disposal report period total (cat 3)
  39    DPR_CAT4     N    006     000    Disposal report period total (cat 4)
  40    DPR_CAT5     N    006     000    Disposal report period total (cat 5)
  41    DPR_SDATE    D    008     000    Disposal report period date
  42    DPR_STIME    C    010     000    Disposal report period time
  43    DPR_WAIT     N    006     000    Disposal report period total
  44    DNR_SDATE    D    008     000    Disinfection report period date
  45    DNR_STIME    C    010     000    Disinfection report period time
  46    DNR_WAIT     N    006     000    Disinfection report total
---------------------------------------
```

Trace Categories

```
------------------------------------------
 Database File: CATEGORY.DBF
------------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------ ---------  ----  -----  --------
    1   CODE        C    025    000        Category code
------------------------------------------
```

Trace Contact Types

```
------------------------------------------
 Database File: CONTYPE.DBF
------------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------ ---------  ----  -----  --------
    1   CODE        C    010    000        Contact Type code
------------------------------------------
```

Trace Priorities

```
------------------------------------------
 Database File: PRIORITY.DBF
------------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------ ---------  ----  -----  --------
    1   CATEGORY    C    025    000        Trace category
    2   CONTTYPE    C    010    000        Trace contact type
    3   START       N    003    000        Minimum number of days contact
    4   FINISH      N    003    000        Maximum number of days contact
    5   PRIORITY    C    001    000        Default priority when within range
------------------------------------------
```

Tracers

```
------------------------------------------
 Database File: TRACER.DBF
------------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------ ---------  ----  -----  --------
    1   CODE        C    003    000        Tracer code
    2   NAME        C    015    000        Tracer name
    3   LDCC        C    002    000        Local disease control centre code
------------------------------------------
```

Traces

```
------------------------------------------
 Database File: TRACE.DBF
------------------------------------------
 Field  FieldName  Type  Width  Decimals
 ------ ---------  ----  -----  --------
    1   SHEETNO     C    005    000        Tracing sheet number
    2   ORIGLDCC    C    002    000        Originating LDCC code
    3   ORIGCASE    C    004    000        Originating case number
    4   OTHLDCC     C    002    000        Destination/origin LDCC
    5   OTHCASE     C    004    000        Destination/origin case number
    6   FROMSHEET   C    005    000        Traced from sheet number
    7   DESCRIPT    C    050    000        Trace description
    8   CATEGORY    C    025    000        Trace category
    9   MOVE        D    008    000        Movement date
   10   CONTTYPE    C    010    000        Contact type
   11   CONTACT     D    008    000        Contact date
   12   PRIORITY    C    001    000        Priority
   13   ALLOCATED   D    008    000        Allocation date
   14   TRACER      C    003    000        Tracer
   15   STATUS      C    001    000        Status
   16   STATDATE    D    008    000        Status date
   17   DIRECTION   C    001    000        Trace direction
   18   ORIGOWN     C    020    000        Originating owner
   19   ORIGADD1    C    015    000        Originating address (1)
   20   ORIGADD2    C    015    000        Originating address (2)
   21   ORIGADD3    C    015    000        Originating address (3)
   22   ORIGPOST    C    004    000        Originating post code
   23   OTHOWN      C    020    000        Destination/origin owner
```

```
   24     OTHADD1      C     015      000     Destination/origin address (1)
   25     OTHADD2      C     015      000     Destination/origin address (2)
   26     OTHADD3      C     015      000     Destination/origin address (3)
   27     OTHPOST      C     004      000     Destination/origin post code
---------------------------------------
```

Usage log
```
---------------------------------------
 Database File: USAGELOG.DBF
---------------------------------------
 Field  FieldName   Type  Width  Decimals
------  ---------   ----  -----  --------
    1     USERID       C     008      000     User ID
    2     USERNAME     C     020      000     User Name
    3     DATEON       D     008      000     Date logged on to ANEMIS
    4     TIMEON       C     008      000     Time logged on to ANEMIS
    5     DATEOFF      D     008      000     Date logged off ANEMIS
    6     TIMEOFF      C     008      000     Time logged off ANEMIS
---------------------------------------
```

Users
```
---------------------------------------
 Database File: USER.DBF
---------------------------------------
 Field  FieldName   Type  Width  Decimals
------  ---------   ----  -----  --------
    1     USERID       C     008      000     User ID
    2     USERNAME     C     020      000     User Name
    3     PASSWORD     C     010      000     Password
    4     SYSALLOWED   C     001      000     System access
    5     ANEMIS       C     001      000     ANEMIS access
    6     TRACING      C     001      000     Tracing access
    7     IP_DCP       C     001      000     Allowed IP/DCP declaration
    8     TTANEMIS     C     001      000     Allowed Tracing to ANEMIS
---------------------------------------
```

Visits
```
---------------------------------------
 Database File: VISIT.DBF
---------------------------------------
 Field  FieldName   Type  Width  Decimals
------  ---------   ----  -----  --------
    1     LDCC         C     002      000     Local disease control centre code
    2     CASE_NO      C     004      000     System allocated case number
    3     VISIT_DATE   D     008      000     Date of visit
    4     REASON       C     045      000     Reason
    5     NEWSTATUS    C     001      000     Status
    6     QSTART       D     008      000     Quarantine start date
    7     QRELEASE     D     008      000     Quarantine release date
    8     REVISIT_FQ   N     005      001     Revisit frequency
    9     TOL1         N     006      000     Total stock category 1
   10     TOL2         N     006      000     Total stock category 2
   11     TOL3         N     006      000     Total stock category 3
   12     TOL4         N     006      000     Total stock category 4
   13     TOL5         N     006      000     Total stock category 5
   14     INS1         N     006      000     Stock inspected category 1
   15     INS2         N     006      000     Stock inspected category 2
   16     INS3         N     006      000     Stock inspected category 3
   17     INS4         N     006      000     Stock inspected category 4
   18     INS5         N     006      000     Stock inspected category 5
   19     DEAD1        N     006      000     Stock dead category 1
   20     DEAD2        N     006      000     Stock dead category 2
   21     DEAD3        N     006      000     Stock dead category 3
   22     DEAD4        N     006      000     Stock dead category 4
   23     DEAD5        N     006      000     Stock dead category 5
   24     COMMENT1     C     030      000     Comment category 1
   25     COMMENT2     C     030      000     Comment category 2
   26     COMMENT3     C     030      000     Comment category 3
   27     COMMENT4     C     030      000     Comment category 4
   28     COMMENT5     C     030      000     Comment category 5
   29     VISIT_TYPE   C     001      000     Type of visit
```

```
30      ICODE1      C    003    000     Inspector code
31      ICODE2      C    003    000     Inspector code
32      ICODE3      C    003    000     Inspector code
34      LESIONS1ST  D    008    000     First Lesions date
35      DAYZERO     D    008    000     Day Zero date
----------------------------------------
```

8.3 System Data Format (SDF)

A System Data Format (SDF) file is an ASCII text file with records and fields of fixed length. Each record is terminated by a carriage return-line feed pair of characters. Fields within records are formatted as follows:

Field Type	Format
Character	Padded with spaces to the required length
Dates	yyyymmdd
Logical (boolean)	T (true/yes) or F (false/no)
Numeric	Padded with leading spaces/zeroes

8.4 Import SDF Structure

The Import SDF option requires a file called IMPORT.TXT that is a SDF file. The structure of the records is based on the CASE.DBF file which is listed in the Data File Structures section.

8.5 Export SDF Structures

The Export SDF files are listed below. Each of the text files have a structure that is based on the corresponding DBF file. Refer to the Data File Structures section to see the individual record layouts.

SDF File	DBF File
XCASE.TXT	CASE.DBF
XINSPECT.TXT	INSPECT.DBF
XIP_DCP.TXT	IP_DCP.DBF
XSYSTEM.TXT	SYSTEM.DBF
XVISIT.TXT	VISIT.DBF

8.6 Accelerator Keys

Key	Action
Alt-F	File menu
Alt-R	Record menu
Alt-P	Report menu
Alt-D	Data Transfer menu
Alt-S	System menu
Alt-W	Window menu
Alt-H	Help menu
Ctrl-Alt-C	Case window
Ctrl-Alt-I	Inspectors window
Ctrl-Alt-T	Tracing module
Ctrl-Alt-R	Tracing categories window
Ctrl-Alt-O	Tracing contact types window

Ctrl-Alt-P	Tracing priorities window
Ctrl-Alt-A	Tracers window
Ctrl-Alt-N	Incubation period window
Ctrl-A	Add
Ctrl-E	Edit
Ctrl-D	Delete
Ctrl-V	View
Ctrl-O	Change list order
Ctrl-F	Find
F1	Help
Up	Previous entry in list
Down	Next entry in list
Ctrl-PgUp	Top of list
Ctrl-PgDn	Bottom of list
Escape	Close data entry window
Ctrl-F4	Close list window
Alt-F4	Exit application