

# **One Health Harmful Algal Bloom System (OHHABS) PDF Import Guidance**

Updated 07/14/2017



**Centers for Disease  
Control and Prevention**  
National Center for Emerging  
and Zoonotic Infectious Diseases

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This document was prepared by CDC OHHABS staff.

For general questions on reporting or the guidance document, email [NORSWater@cdc.gov](mailto:NORSWater@cdc.gov).

To access more information about OHHABS, visit the OHHABS public website at CDC's [OHHABS website](#).

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# 1. Introduction

This guidance document is a technical reference manual for local, state, and territorial public health professionals who will submit data to the [One Health Harmful Algal Bloom System \(OHHABS\)](#) via the OHHABS PDF Import feature. This feature has been designed to support more centralized reporting and reduce data entry for OHHABS users when data are received from multiple sources.

This guidance document describes how to create or modify an OHHABS report using fillable PDF forms available on the [OHHABS website](#):

- Environmental Form: Import the data to create a new report or replace data in an existing report.
- Human Case Form: Import data to create a new report, add a new case form, or replace an existing case form.
- Animal Case Form: Import data to create a new report, add a new case form, or replace an existing case form.

Who can use the OHHABS PDF Import feature?

- Read/Write users may create reports and modify reports that they have authored
- Agency Administrators may create reports and modify reports in their agency and any sub-agencies for which they have administrative rights.
- Reporting Site Administrators may create reports and modify any reports within their reporting site

While importing forms, keep the following in mind:

- Only one form can be uploaded at a time, but there is no limit to the number of times a form can be imported.
- Each form is required to include a State Report ID.
- Each case form is required to include a unique Case ID.
- When a form is uploaded, imported data will completely replace the form data already in OHHABS. The existing data will be deleted, including any files that have been attached.
- Finalized OHHABS reports cannot be edited using this feature. To import a form to a finalized report, you must first change the report status back to Active.
- If a case form is added to an existing report, the current report author will also be assigned the author of the new case form.

## 2. PDF import process

The OHHABS PDF Import is available to OHHABS users who can create OHHABS reports.

- Read/Write users may create reports and modify reports that they have authored
- Agency Administrators may create reports and modify reports in their agency and any sub-agencies for which they have administrative rights.
- Reporting Site Administrators may create reports and modify any reports within their reporting site

These users may import data directly into OHHABS using fillable PDF forms available on the [OHHABS website](#).

- Environmental Form: Import the data to create a new report or replace data in an existing report.
- Human Case Form: Import data to create a new report, add a new case form, or replace an existing case form. Animal Case Form:
- Import data to create a new report, add a new case form, or replace an existing case form.

### 2.1 Import a PDF form description

Begin the process by clicking on “Import PDF Form” on OHHABS from the landing page.

The screenshot shows the OHHABS landing page with a green header bar. Below it is a search section with fields for CDC ID, State Report ID, Reporting State, Date Created, Report Author, and Status. A table lists four reports with columns for CDC ID, State Report ID, Reporting State, Date Created, Report Author, and Status. To the right is an 'Actions' sidebar with buttons for Create New Report, Import PDF Form (which is highlighted with a red box), User Management, Data Download, and Download All Reports. The 'Import PDF Form' button is located in the 'Actions' sidebar under the 'Import PDF Form' section.

CDC ID	State Report ID	Reporting State	Date Created	Report Author	Status
177	AZRSAReport1	07/11/17	ArizonaRSA	Active Shared	
178	July11Testing1	07/11/17	ArizonaRSA	Active Shared	
179	July11Testing2	07/11/17	ArizonaRSA	Active Shared	
180	July11Testing3	07/11/17	ArizonaRSA	Active Shared	

## 2.2 Select a PDF form to import

Click the “Browse” button to search and for the OHHABS PDF form on your computer. If you need copies of the forms, refer to the [OHHABS website](#), or refer to the left-hand side of the screen for blank versions.

The screenshot shows the OHHABS system interface. At the top, a dark green header bar displays the title "OHHABS - One Health Harmful Algal Bloom System". Below this, a white navigation bar includes links for "PDF Import", "All Reports", and "Logout / Change Password". The main content area has a dark green header "Select a PDF Form". On the left, there is a form field labeled "Select a PDF Form to import:" with a "Browse..." button next to it, both enclosed in a red rectangular box. To the right, a light gray sidebar contains the heading "OHHABS PDF Import" and a descriptive text: "If you use OHHABS PDF forms, the import feature allows you to quickly import them." Below this is a link to "PDF Import Help" with a question mark icon. At the bottom of the sidebar, under "Fillable PDF Forms", is a bulleted list: "Environmental Form" (with a red document icon), "Human Case Form" (with a red document icon), and "Animal Case Form" (with a red document icon).

### 3. Adding and replacing forms

Forms can be added to either a new or existing report. If the State Report ID in the fillable form is already in OHHABS as an existing State Report ID, the form will be added to that report. If the State Report ID in the fillable form is not yet in OHHABS as an existing State Report ID, the form will be added to a new report.

#### 3.1 Add a form to a new report

OHHABS will scan the selected file to verify that it is the correct format and contains required fields, such as State Report ID, Case ID, single or group of animals, state of exposure, state of bloom, and date of bloom observation. If users do not fill out these required fields, they will not be able to move on to the next section of the form. Once the system has confirmed that required fields are present, the user will be asked to either import the form or cancel the import process. A message will appear to let the user know that a new report will be created. Similar to manually entering data into OHHABS, this process will enable users to create a new report using any of the three forms.

OHHABS - One Health Harmful Algal Bloom System

PDF Import

All Reports

Welcome, ArizonaRSA (Reporting Site Administrator)  
[Logout](#) [Change Password](#)

Import Animal Case

Import the selected animal case form?

Case ID: Import Test New

This will create a new report with State Report ID: Import Test New ID

Cancel Import

#### 3.2 Add a form to an existing report

If the form is being added to an existing report, a message will appear to let the user know that the form will be added to the report.

OHHABS - One Health Harmful Algal Bloom System

PDF Import

All Reports

Welcome, ArizonaRSA (Reporting Site Administrator)  
[Logout](#) [Change Password](#)

Import Animal Case

Import the selected animal case form?

Case ID: ArizonaAnimalHAB2

This form will be added to an existing report (State Report ID:ArizonaHAB)

Cancel Import

### 3.3 Replace an existing form

The OHHABS PDF Import may be used to edit existing data. If the user decides to replace the existing form with an updated form, all information in OHHABS for that form will be replaced, and all attachments will be deleted.

The screenshot shows a web-based application for managing environmental events. At the top, a green header bar displays the title "OHHABS - One Health Harmful Algal Bloom System". Below the header, the page navigation includes "PDF Import", "All Reports", and a user welcome message "Welcome, SChakravarthy (CDC System Administrator)" with links for "Logout" and "Change Password". The main content area has a dark green header titled "Replace Environmental Event". A warning message in a light gray box states: "⚠ All information currently in OHHABS for this environmental form will be deleted, including any files that have been attached to it." Below this, a red-bordered button labeled "Replace the existing environmental form?" is centered. Underneath the button, the text "State ReportID: Sprint29Test" is visible. At the bottom of the dialog, there are two buttons: "Cancel" and a blue "Replace" button, which is also red-bordered.

### 3.4 Importing a form into a finalized report

Users cannot import forms into a report that has been finalized. If a user attempts to import a form into a finalized report, a message will indicate that the report cannot be updated. An administrative user must set the report to Active before the form can be imported.

The screenshot shows a modal dialog box with a dark green header bar containing the text "Unable to Import". Inside the dialog, a red-bordered message box contains the text "✖ Unable to import the selected PDF form". Below this message, a smaller text note says: "The report status must be changed from "Finalized" to "Active" before it can be modified. (State Report ID:001)". At the bottom of the dialog is a single blue "OK" button.

## 4. Import a PDF form with and without field issues

If there are fields on the fillable form that are invalid or incorrect, OHHABS will provide users with a list of these fields. Users can either go back to the fillable form and fix it on the form itself, can download a list of the issues, save a copy and share it with other users and fix the fields later, or can choose to import the form anyway, which would result these fields being blank in OHHABS for users to manually enter the information.

### 4.1 Import a form with no field issues

If there are no fields on the fillable form that contain incorrect or invalid data (based on general data validation rules within OHHABS), the import process will be successful and the user will receive a message that the form was imported successfully. The user can either open the report, go back to All Reports or import another form at this point.

The screenshot shows a green header bar with the text "Import Completed". Below it is a white content area. In the center, there is a red-bordered box containing a green checkmark icon and the text "PDF Import finished". Below this box, a bulleted list says "• The environmental form has been imported. (ID: Sprint29Test) [Open](#)". At the bottom of the content area are two buttons: "Back to All Reports" and "Import another form".

### 4.2 Import a form with field issues

If there are any fields on the fillable form that contain incorrect or invalid data (based on general data validation rules within OHHABS), the import process will be paused and the user will receive a message summarizing the issues that have been identified. An option to download a list of the issues is available in the upper right-hand corner. The user may either cancel the import to correct the issues in the PDF form before importing the form, or may import the form, skipping the incorrect or invalid fields. Fields that are skipped will be blank in OHHABS and will need to be updated manually, with an exception to the state/jurisdiction field in the environmental form. If users do not fill out the state/jurisdiction field in the environmental form, then the state/jurisdiction will be auto-populated with the user's state/jurisdiction.

The screenshot shows a green header bar with the text "Issues Importing PDF". Below it is a white content area. A yellow warning icon with the text "The form that you selected contains data that cannot be imported. (State Report ID: Sprint29Test)" is displayed. In the top right corner of the content area, there is a red-bordered "Download Issues List" button with a file icon. Below the warning, there is a table with three columns: "Section", "Field Name", and "Issue". The table has two rows:

Section	Field Name	Issue
General>Dates	Date bloom observed	Date bloom was first observed, the date of notification or an option for no bloom date is required.
General>Geographic Description	State/Jurisdiction	The state/jurisdiction is missing and will be autopopulated with your state/jurisdiction

At the bottom of the content area, a message says "You may continue to import, but fields identified in the issues list will not be imported." Below this message are two buttons: "Cancel" and "Import, but skip these fields". The "Import, but skip these fields" button is also red-bordered.

Once the user decides to import the form, but skip the fields with issues, the import process will be successful and users will receive this message:

Import Completed

✓ PDF Import finished

- The environmental form has been imported. (ID: Sprint29Test) [Open](#)

[Back to All Reports](#) [Import another form](#)

#### 4.3 Open and view your form in OHHABS

Once the import process has been completed, the user will be able to open and see all of the information from the fillable form that has now been transferred into OHHABS.

Welcome, ArizonaRSA (Reporting Site Administrator)  
[Logout](#) [Change Password](#)

<b>Animal Case Summary:</b> Type: Cat Author: ArizonaRSA Date Created: 7/13/2017 Case Classification: Not Classified	<b>Report Summary:</b> State Report ID: Import Test New ID Status: Active Water Body:	CDC Report ID: 181 Author: ArizonaRSA Date Created: 7/13/2017	1  0  1
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**General** [Exposure Description](#) [Illness and Outcomes](#) [Clinical Testing](#) [Supplemental Info](#) [Author and Agency](#)

**Animal Description** [Dates](#) **Save**

What is the category of animal(s) being reported?

What type of animal(s) are you reporting?

Additional animal description (e.g. dog or cat breed, type of bird, amphibian, reptile, other, and other mammal)?

Does this illness report describe a single animal or a group of animals (i.e., fish kills, flocks, or herds)?  
 Single animal  Group of animals