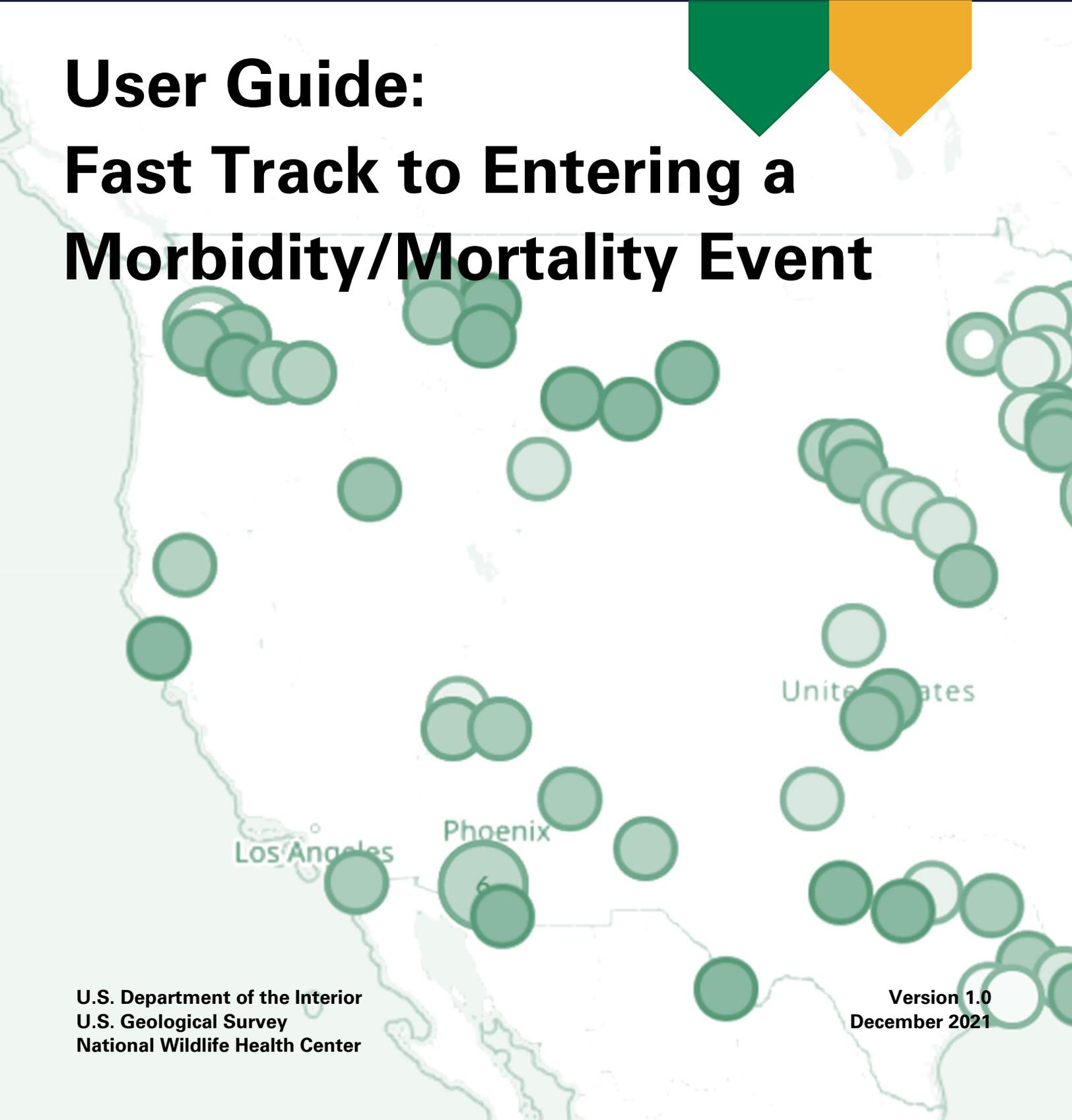




# User Guide: Fast Track to Entering a Morbidity/Mortality Event





# User Guide: Fast Track to Entering a Morbidity/Mortality Event

**A quick guide to entering a very basic event in one sitting.**

**Applies** to WHISPers Partner Users, Partner Managers, and Partner Administrators.

Adding events contributes to a better understanding of wildlife health within the natural resource management community. **THANK YOU for participating!**

**Tip:** For detailed step-by-step instructions see [WHISPers User Guides:](#)

➤ **“Creating a WHISPers Morbidity/Mortality Event”** and

➤ **“Updating/Completing a WHISPers Morbidity/Mortality Event”**.

**Tip:** Hover over the “?” next to a field name to see details about the field.

**Tip:** Need immediate diagnostic assistance or field response consultation? Please contact the USGS National Wildlife Health Center at 608-270-2480 or [NWHC-epi@usgs.gov](mailto:NWHC-epi@usgs.gov) or Honolulu Field Station at 808-792-9520 or [thierry\\_work@usgs.gov](mailto:thierry_work@usgs.gov).

= **Public Fields**- visible to anyone viewing a public event on WHISPers.

\* = **Required Fields**- data required to save the event.

Before entering a new event, log in and search WHISPers (e.g., by county) to see if the event has already been entered by another user. If an event exists and you have information to contribute, click “Request to Collaborate” at the top of the event details page. If the event hasn’t been entered, click “Create Event”.

## ➤ Enter general event information

Select: **Event Type** \* from dropdown

Review: **Event Visibility** \* Default is “Visible to Public”

**WHISPers Record Status** \* Default is “Incomplete”. Change to complete if you will not be returning to update this event.



**Contact Organization \*** Default is your organization. Add other participating organizations if needed.

## ➤ 1. Add one or more locations

Enter: **Location Start Date \***   
**Location End Date** (enter now if known, as it is required to "Complete" an event)

Review: **Country \*** Default is United States

Select: **State (or equivalent) \***   
**County (or equivalent) \***   
**Land Ownership \*** (Unknown is an option)

## ➤ 2. Add one or more species for each location

Select: **Species \***

**Tip:** "Known" numbers are exact minimum counts. "Estimated" numbers are best guess of the maximum counts. If both known and estimated numbers are entered, then estimated sick should include known sick and estimated dead should include known dead.

**Tip:** For "sick", if site is repeatedly visited, use number remaining sick/injured plus the number of animals that recovered from being sick/injured.

**Tip:** If you do not have data for a sick/dead field, leave it blank rather than entering zero.

Enter: **A number\*** in at least one of the following fields (can leave some blank).

**Known Dead**   
**Estimated Dead**   
**Known Sick** Include euthanized animals.  
**Estimated Sick** Include euthanized animals.

Review: **Captive \*** Default is "Wild and/or free-ranging"



- **3. (Optional) Add species diagnosis(es)** (can leave blank or select “Undetermined”)
- Select: **Species Diagnosis** 🌐 (most significant or most common)
- Review: **Species Diagnosis Suspect** 🌐 Default is checked, adding the word “suspect” to the diagnosis. Uncheck if not “suspect” and enter a laboratory.

If no diagnosis selected, you can skip rest of species diagnosis fields.

If a diagnosis is selected, select “Basis of Diagnosis” and “Significance of Diagnosis for Species” now if known, as these are required to “Complete” an event with a diagnosis.

Repeat as needed to add additional diagnosis(es).

- **4. Add a location comment \*** Must enter at least one word in at least one comment box among **History, Site Description, Environmental Factors, or Clinical Signs**.

Can skip “Contacts” and click “Review”.

- **5. Review** (if no errors, skip to “Event Diagnosis”)
- Return to appropriate section and enter missing information. Repeat as needed.

- **6. (Optional) Add event diagnosis** (defaults to “Pending” if nothing selected for an “Incomplete” event or “Undetermined” for a “Complete” event)
- Select: **Event Diagnosis(es)** 🌐 that represents the main overall reason(s) for the morbidity/mortality event across all locations.

*Tip:* If there is information that applies across all locations you can enter an “Event Comment” and select “Comment Type”, otherwise proceed to next section.

*Tip:* Can skip “Collaborator” and “Service Request” sections if not needed

- **7. (Optional) Service request** (default is “No services needed at this time”).
- Can check one of the following options and follow the instructions on screen.

“Request diagnostic and consultative services”

“Request consultative services ONLY”



If you expect to add more information to this event in the future, skip to “Save Event” in step 10. If you do not anticipate returning to update, continue to step 9.

## 8. Complete event (locks the event to further data entry)

Scroll to the top of the “Create Event” page.

Change: **WHISPers Record Status** \*  from “Incomplete” to “Complete”.

*Tip:* If more edits need to be made after the event was marked “Complete”, the Event Owner, Organization Partner Manager, and Partner Administrator can switch the setting back to “Incomplete”.

Scroll back down to the bottom of the “Create Event” page.

## 9. Save event



Click “**Save Event**” button on the lower left.

Resolve any errors listed in the pop up and save event again.

A pop-up box will appear with the WHISPers ID number when saved successfully.

*Tip:* Would you like to be notified when an event of interest has been added or updated on the site?

WHISPers has a built in “Notifications” feature available to users assigned Affiliate, Partner, Partner Manager, or Partner Administrator roles. Set notification search criteria on your user dashboard for any combination of species, diagnosis, event size, state, land ownership, or event identification number and WHISPers will automatically deliver updates to your inbox whenever events that meet your criteria are added or updated in the previous 24 hours. There is more information about this feature in the “[User Guide: Notifications](#)”.

*Tip:* Detailed WHISPers user guides, metadata, and more can be found on the [WHISPers information page](#)

*Tip:* If your question is not answered in a user guide or you require additional assistance, please contact the WHISPers Help Desk at [whispers@usgs.gov](mailto:whispers@usgs.gov).