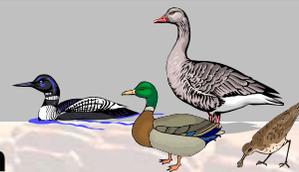


Wildlife Avian Influenza Program



Lab Submission Data Entry using Web Form

- **Help Desk Phone #** (877) 944-8457
- **URL** <https://cowebapps.aphis.usda.gov/vslabsub>
- **Assumptions** You know how to navigate in the web form, and have a login & password to the VS Lab Submission application.
- **Required fields** You must enter information into the fields next to red-colored text with asterisk (*).
- **Pop-up Blockers** To perform all tasks in the application, it is recommended that you temporarily turn off pop-up blocker in the web browser.

Action Items

[Create Lab Submission](#)
[Review Lab Submission](#)
[Generate Report](#)

This job aid provides field descriptions & process flows for the action items listed above. User permissions allow appropriate access.

These buttons [Home](#) | [Logout](#) | [Help](#) appear in the top-right corner on each lab submission form.

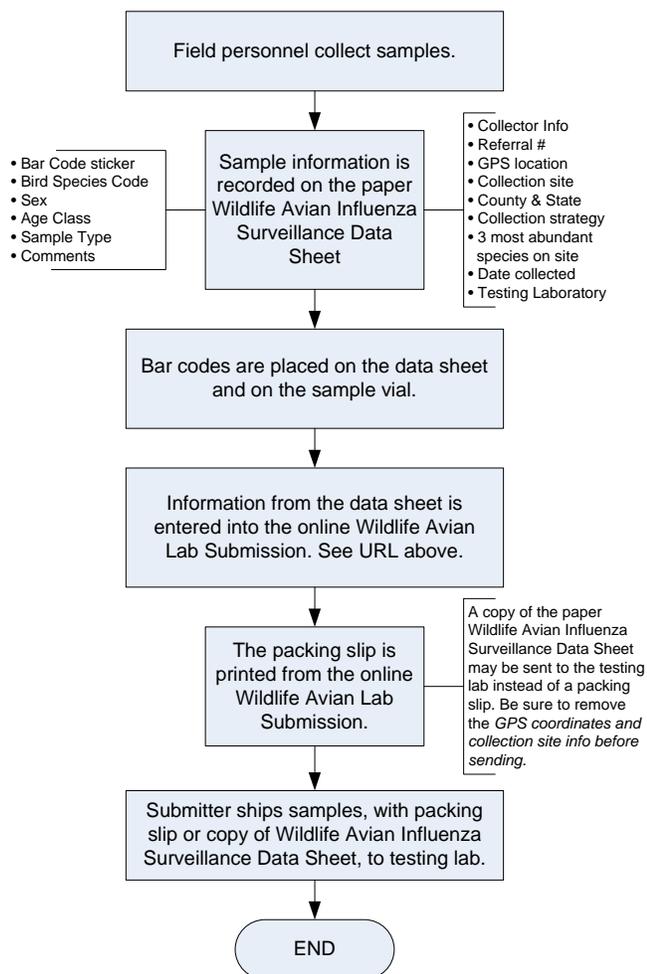
- **Home** takes you to the Welcome/Home screen.
- **Logout** takes you completely out of the VS Lab Submission application.
- **Help** provides links to relevant documents.

- **USE**  **NOT** 

Process Flow Diagram

The process flow below shows the sequence of events that take place in this process.

Note: All steps may be performed by the same individual, or by several people, depending on the circumstances.



Action #1 - Create Lab Submission



Click on **Create Lab Submission** in the Action Items menu on the Welcome/Home screen to start the lab submission process.

Note: If you start to create a Lab Submission record, and do not complete it, an incomplete copy is accessible from the Welcome/Home screen. Click on the Referral # to open it. Another way to access it is through the *Review Lab Submissions* action item on the Welcome/Home screen.

Attention: Throughout the document, **LS** is used to represent *Laboratory Submission*.

1 SUBMISSION INFORMATION

- **Program** - National Avian Health Program
- **Operation Type** - Wildlife Avian
- **Referral #** - Number that uniquely IDs a lab submission. Manually enter, using this format: State abbreviation, your initials, the date, letter to differentiate multiple submissions in a day.
Example: COSRV06212006B.
- **Collection Date** – Date sample was collected from subject. Default is current date. To change date:
 - Select date from calendar at end of field, or
 - Remove date and type T for today, or T-1 for yesterday, etc. then press tab or click outside the field, or
 - Manually enter the date using this format: mm/dd/yyyy.

[Create New Submission](#) Click, to continue.

2 COLLECTION INFORMATION

[Search](#) [To perform a person search](#)

Click on **Search** button, and enter your search criteria (e.g. first and/or last name; city, state, or zip code of residence—only “state” is mandatory). The symbol % is a wild card that means search for all instances in a field.

Click on **Search** button again. Select the appropriate person record from the search results list by clicking on their name. This action immediately auto-fills the Biologist’s First and Last Name fields on the lab submission (LS).

Create Lab Submission (continued)

Collection Information (continued)

My Collector History – Each time you complete a submission, the collector’s information is saved, and made available in the My Collector History drop-down menu. When you select a name, all Collector Information auto-fills the fields.

- **Biologist First/Last Name** – Name of wildlife biologist collecting the sample.
- **Agency** – Agency with which biologist is associated. Must select from menu if not auto-filled.
- **Phone #** - Add primary phone number, including area code, of biologist.
- **Testing Laboratory** – Select from menu the name of the lab, with city & state, that will perform the sample screening tests. Call ahead to notify lab that samples have been sent.
- **GPS Location: N** – GPS latitude (decimal degrees) of location where sample was collected in WGS 84. Click on  for more info.
- **GPS Location: W** - GPS longitude (decimal degrees, -180° max) of location where sample was collected in WGS 84 (automatically saves as a negative number). Click on  for more info.

Collection Strategy

| Strategy | Action | # of Bar Code Fields Available |
|---------------------------|--|--------------------------------|
| Live wild bird (released) | Collect sample from bird; release. | 1 |
| Hunter harvest | Collect sample from bird; return bird to hunter. | 1 |
| Agency Harvested | Collect sample from bird; dispose of bird. | 1 |
| Sentinel Species | Collect sample from monitored bird; release. | 2 |
| Morbidity/Mortality Event | Collect sample from sick or dead bird. | 2 |
| Environmental | Collect sample from fecal matter. | unlimited |

- **Collection Site** – A familiar name of the location where bird was collected. (i.e. Rolland Moore Park, Sam’s Trout Pond)
- **State/County** – State & County in which bird was collected.
- **3 Most Abundant Species on Site** – Select first, second, and third most observed species where bird was collected. Select from menu or if you start typing, the menu opens displaying the alpha codes with associated species names.
- **Comments** – Add relevant remarks, related to sample collection, that are not included in another field.

3 SUBJECT INFORMATION

General Subject Rules:

- Subject information is not necessary for *Environmental* samples.
- Multiple subjects are allowed in the same LS record; however, they must all be from the same location.

Subject Fields:

- **Bird Species** – Type of bird from which sample was collected. Select from menu or if you start typing, the menu opens displaying the alpha codes with associated species names (i.e. CAGO - Canada Goose). Click on  for more information.
- **Sex** – Gender of bird (male, female, unknown).
- **Age Class** – Bird’s stage of life. Choices are: Hatch Year, After Hatch Year, and Undetermined.
- **Subject (Animal) ID** - Characters or numbers used to identify a subject/bird. Required for Sentinel or Morbidity/Mortality birds.
- **Band #** – ID number on band (If band is available on bird).
- **Condition** – A condition is REQUIRED for Morbidity/Mortality Events and Sentinel Species, and is OPTIONAL for other collection strategies. Select from menu; Healthy, Morbid/Sick, or Dead.
- **Sample Bar Code** – Unique bar code that identifies a specific sample collected from a bird. Each sample must be identified with a unique bar code.
- **Sample Type** – Type of sample collected from bird. Select:
 - Cloacal or Tracheal Swab,
 - Oral + Cloacal,
 - Oropharyngeal, or
 - Fecal (for Environmental collection strategy).
 Click on  to remove a sample record.

Note: You can only enter one *sample* per bird unless the collection strategy of Morbidity/Mortality Event or Sentinel Species is selected; then one tracheal and one cloacal sample in separate tubes should be collected.

Add Another Sample Click, to add another sample to Sentinel Species or Morbidity/Mortality Event collection strategy subjects. Click on  for more information.

Save and Add Another Subject Click, to save the current subject record, and add another one. All fields retain information from the last record, except Subject ID and Sample Bar Code fields become blank (ready for you to input unique info). You can also change information. The message “*The subject was successfully saved!*” is displayed to let you know your data regarding the subject was saved.

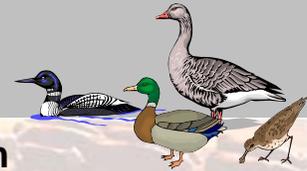
Save and Continue >> Click, to save the current subject record, and go to *Review Submission* screen.

Delete This Submission Click, to delete the entire LS record.

Note: The [Review Submission](#) screen displays the following:

- [Submission Information](#) (can edit Referral # & Collection Date)
- [Collection Information](#) (can edit)
- [Completed Subjects List](#) (can edit, add, or delete a subject)
- [Shipping Information](#) (can add & edit information)

Wildlife Avian Influenza Program



Lab Submission Data Entry using Web Form

Create Lab Submissions (continued)

4 COMPLETED SUBJECTS LIST

Note: If the Collection Strategy is Environmental, a [Completed Sample List](#) will be displayed instead of a [Completed Subjects List](#).

After you add the first subject record, a *Completed Subject List* is generated at bottom of form. All subsequent subject records are added to the list. You can select a record by clicking in the round radio button next to it. You then have the following options:

Edit Click, to modify existing information in a subject record.

Delete Click, to delete a subject record.

Add Subject Click, to add another subject record.

5 SHIPPING INFORMATION

- **Is the collector also the submitter?** **Yes**
Click in checkbox, if yes, and information auto-fills the fields.
- **Submitter Last/First Name** – Name of person sending samples.
- **Submitter Phone #** - Submitter's phone number with area code.
- **Date Samples Shipped to Testing Lab** – Default is current date; change if incorrect. Refer to Submission Info for date entry options.
- **Number of Samples Shipped** – Auto-filled field that indicates number of samples shipped to the testing laboratory.

Save Updates Click, to save LS modifications if applicable.

Save and Complete Submission Click, to submit the entire LS record.

The message "*The submission was successfully completed!*" is displayed to let you know that the LS record is now in the *Submitted to Lab* status.

WARNING: Once you mark a submission complete, the data is available for reporting & the assigned lab can enter test results.

- To edit the submission AFTER it has been completed, click:

Edit This Submission

Note: The submission LOCKS while you are editing the data; no one else can modify it while it is locked.

- To UNLOCK the submission when you are done editing, click:

Finished Editing Submission

6 PACKING SLIP

AFTER you click on *Save and Complete Submission*, click on:

Generate Packing Slip It allows you to view & print a packing slip. Once printed, the packing slip should be placed in the shipping container with the samples.

Note: Refer to the flow diagram on page 1 if you want to send a copy of the paper *Wildlife Avian Influenza Surveillance Data Sheet* instead of a packing slip.

Lab Submission Packing Slip Information

- Program name
- Lab name
- Submitted By name
- Referral #
- Collection Date
- Total # of Specimens
- Collected By name & address
- Remarks
- Specimens List with sample barcodes, species, and sample types.

Delete This Submission Click, to delete the entire LS record.

Back Click, to go to the Welcome/Home screen.

Action #2 – Review Lab Submission



Click on **Review Lab Submissions** in the Action Items menu on the Welcome/Home screen to access submissions to which you have permission to view or edit. This includes submissions in all status categories.

1 SEARCH CRITERIA

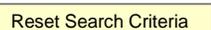
Click on **?** in Search Criteria heading to see detailed instructions for entering search criteria. Basically, the Program field and Operation Type field are the ONLY mandatory fields. Adding criteria in other fields is optional. The instructions address criteria in menu fields, text fields, and date fields.

- **Program** - Select National Avian Health Program from menu.
- **Operation Type** – Wildlife Avian is the default.
- **Referral #** - Default is wildcard % , which means search for all instances in a field. Follow instructions in the help message for text field data-entry if you want to enter criteria.
- **Specimen Bar Code** - Default is % (wild card). Type the last 4 or 5 digits of a bar code after the % to quickly find the specimen record.
- **Submission Status** - Can select a value from the menu 
 - **Incomplete:** A lab submission record is in process; it has not yet been submitted. Note: A list of Incomplete Lab Submissions is also displayed on the Welcome/Home page. You can select one of the incomplete submissions from that list also and view/edit it.
 - **Submitted to Lab:** A lab submission record has been submitted, and physical samples have been sent to a lab.
 - **Results Approved:** A lab submission record has been submitted, and physical samples have been sent to a lab, and the lab has tested the samples and added test results.

Review Lab Submission (continued)

- **Collection Date Between** - Default is blank. If you want to enter criteria, you can select dates from calendars at end of fields, or manually enter dates using mm/dd/yyyy format. You can search by start date, end date, or both.
- **Collection State** – If your state is not the default, you can select it by using the drop-down menu to select the state code (ex. CA for California).
- **Collected By (Last, First)** - Can enter name of person who collected sample. Follow help message  for text field data-entry instructions.
- **Collection Site Name** – Can enter name of collection site if you know it. Follow help message for text field data-entry instructions.

 Click, to see list of LS records that meet search criteria.

 Click, to remove your search criteria & display defaults; you can now add new search criteria.

 Click, to stop the search & go to Welcome/Home screen.

2 SEARCH RESULTS

After you click on the *Search* button, a list of LS records that meet your criteria is displayed. If you do not see the submission you are looking for, check to see if there is a  button at the top-right corner of the list. This indicates there are more submissions in the list. Click on it to see the continued list. You will now notice that a  button is also available to help you navigate back and forth between pages of the list.

You can change the sort direction of the list.

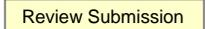
Click on a column heading (Referral#, Collection Date or State, Submission Status, Date Submitted) and click on an arrow  or .

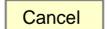
 - Records are sorted in ascending order (lower to higher).

 - Records are sorted in descending order (higher to lower).

Once you find the desired LS record:

- **Select the record** by clicking in the round radio-button  directly to the left of it.
- **Click on the appropriate button**, depending on what you want to accomplish.

 Click, to display the LS record.

 Click, to exit search environment and return to Main Menu.

If you clicked on *Review Submission*, other buttons become available depending on submission status.

INCOMPLETE STATUS buttons

- **Edit/Delete/Add Subject** – Click appropriate button to edit, delete or add a subject.
- **Save Updates** – Click, to save modifications to the LS record.
- **Save and Complete Submission** – Click, to save your data and submit the entire LS record.
- **Generate Packing Slip** – The packing slip is blank until you complete the submission.
- **Delete This Submission** – Click, to delete the entire LS record.
- **Back** – Click, to go to the Search Criteria/Search Results screen.

SUBMITTED TO LAB STATUS buttons

- **Edit this Submission** – Click, to modify the LS record.
- **Generate Packing Slip** – Click, to view/print the completed packing slip.
- **Back** – Click, to go to Search Criteria/Search Results screen.

TIME DELAY COMPLETE buttons

- **Edit this Submission** – Click, to modify the LS record.
- **Generate Packing Slip** – Click, to view/print the completed packing slip.
- **View Lab Results** – Click, to view test results.
- **Back** – Click, to go to Search Criteria/Search Results screen.

RESULTS APPROVED buttons

- **Edit this Submission** – Click, to modify the LS record.
- **Generate Packing Slip** – Click, to view/print the completed packing slip.
- **View Lab Results** – Click, to view test results.
- **Back** – Click, to go to Search Criteria/Search Results screen.

RESULTS MADE PUBLIC buttons

- **Edit this Submission** – Click, to modify the LS record.
- **Generate Packing Slip** – Click, to view/print the completed packing slip.
- **View Lab Results** – Click, to view test results.
- **Back** – Click, to go to Search Criteria/Search Results screen.

Action #3 – Generate Reports



Click on **Generate Reports** in the Action Items menu on the Welcome/Home screen to access National Avian Health Program reports.

- Select *National Avian Health Program* from the menu.
- Click on .

The following reports are available to those with the proper permission:

| Report Name | Description |
|---|---|
| Wildlife Services Custom Report | Allows a user to select which columns will appear on the report. The Specimen Bar Code # appears on the report by default. |
| Wildlife Services Sample Details Report | Lists details for samples given a collection date range. The user may also specify a species, test type, and result. |
| Wildlife Services Sample Summary | Summarizes number of samples by state and other criteria according to user input. Input dates are based on the date sample was collected. |
| Wildlife Services Spreadsheet Report | Outputs data in pipe delimited format, which can be imported into Excel for further analysis. Data includes all sample & test result information. |
| Wildlife Services Test Result Summary | Summarizes number of samples by state and other criteria according to user input. Input dates are based on the date sample was collected. The user may select a specific test type and test result. |