Veterinary Services Laboratory Submissions (VSLS) Module for

Chronic Wasting Disease

Creating Lab Submission Records Using VSLS Web Forms

General Information / Tips

- **VSLS URL** http://cowebapps.aphis.usda.gov/vslabsub
- **VS IT Help Desk Phone #** 1-877-944-8457
- **Assumptions** You have a login & password to the VSLS Module. You also know how to use a web browser program.
- **Required fields** On each VSLS web form, you must enter information into each data field marked with a red label and asterisk (*). *Example*: **Business Type***
- **Pop-up Blockers** Before logging into the VSLS Module, turn off/ disable your web browser's pop-up blocker feature.

These buttons Home | Blank Worksheet | Help | Logout appear in the top-right corner of each VSLS web form.

- **Home** takes you to the Welcome/Home screen.
- **Blank Worksheet** displays a list of paper forms that you can view and print out.
- **Help** provides links to relevant user documents and supporting information.
- **Logout** exits you completely out of the VSLS Module.

Click on a data field's ▾ to display a List of Values.

Click on a date field's calendar icon to display a pop-up calendar.

Welcome Screen

User Info

Sue Johnston

› Change Password

Action Items

› Create Lab Submission

› Review Lab Submissions

› Enter Lab Results

› Generate Reports

After logging into the VSLS Module, you first see the Welcome Screen. On it is a Navigation Box (see left). Your login profile determines which **Action Items** you will see in this box and be able to use.

Change Password – Use to change your login password for the VSLS Module.

Create Lab Submission – Use to start a new Lab Submission Record for your CWD specimens.

Review Lab Submissions – Use to do any of the tasks below:

- Open an incomplete Lab Submission Record in order to edit, finish, and electronically transmit it.
- View a Lab Submission Record that has already been electronically transmitted to a processing laboratory.
- View a Lab Submission Record that contains CWD test results that were reported by a processing laboratory.

Enter Lab Results – Used by a processing laboratory to enter CWD test results into a Lab Submission Record. *(Note: Procedures for this Action Item appear in a separate* ***Chronic Wasting Disease-Entering Test Results*** *job aid.)*

Generate Reports – Use to generate, view, save, and print CWD reports.

Action Item: Create Lab Submission

The **Create Lab Submission Action Item** consists of these tasks:

a) Completing the Create Lab Submission Form
b) Completing the Collection Information Form
c) Completing the Samples Form
d) Completing the Review Submission Form

⬇⬇ Completing the Create Lab Submission Form ⬇⬇

1 Under **Action Items**, click the **Create Lab Submission** option.

2 **Create Lab Submission Form**

Fill out the data fields on this form as instructed below:

- **Program** – Select the **CWD Surveillance Program** option.
- **Submission Purpose** – Reason why the animal samples were collected.
- **Other Sub. Purpose** – (Appears only if **Submission Purpose=Other**) – Manually enter an explanation for why the animal samples were collected (maximum of 45 characters).
- **Collection Type** – (Appears only if **Submission Purpose=Surveillance**) – Specific kind of collection done on the animal(s) being sampled.
- **Referral #** - Uniquely identifies a lab submission. Manually enter this value using this format: your State's two-letter abbreviation, two or three initials for your name, and the date (MMDDYYYY) on which the collection event was performed.
  Example: **COMTM07082007** (for "Colorado, MTM, July 8, 2007")
  Note: If you are doing more than one collection event on the same day, add a unique, one letter-suffix to each event's Referral #.
  Examples: **COMTM07082007A, COMTM007082007B, COMTM007082007C**
- **Collection Date –** Date on which the collection event was performed. The default is the current date. To change, use one of these methods:
  - ~ Click the pop-up calendar (calendar icon) icon to specify the date.
  - ~ Type "T" for today's date, "T-4" for 4 days before today, "T+2" for 2 days after today, etc. Then press the **Tab** key to display the date.
  - ~ Manually enter the date in this format: mm/dd/yyyy

Create Lab Submission (more)

3 Use one of these commands:

- [Create New Submission] Click, to open a new Collection Information Form.
- [Cancel] Click, to cancel this Lab Submission Record and to return to the Welcome Screen. Any data already entered will not be saved.

⬇⬇ Completing the Collection Information Form ⬇⬇

4 **Submission Information Block**

This block is view-only and is auto-filled with data that you entered earlier in the Create Lab Submission form.

5 **Premises Information Block**

Use ***Method 5A*** or ***Method 5B*** below to complete this block:

Method 5A*… Search for a Premises Record already stored in the GDB.*

a. Next to **Premises Information,** click on [Search].

b. A Premises Search form appears. In this form, you can enter one or more search values, using the methods described below:

In a Menu Data Field	Click on the down arrow (▾) to display this data field's List of Values. You must select from this list.
In an Ordinary Data Field	Manually type in a search value. You can use the **%** wildcard variable symbol to represent any letters/numbers within a search value that you are not sure about. *Example: You think a person's last name ends with* ***STON****.* *In the data field, you would type* **% STON**.
In a Date Field	Use the pop-up calendar (calendar icon) to specify a date.

c. After entering your search values, use one of these commands:

- [Search] Click, to execute the search. Now go to Step 5d below.
- [Cancel] Click, to cancel this search request.
- [Reset Fields] Click, to empty the fields in this search form.

d. The VSLS application uses your search values to retrieve a list of any matching Premises Records. If this Search Results list is longer than one screen, use View Next and View Previous to see other screens in it.

e. Check the radio button next to the Premises Record you want. Then click on Select. You then return to the Collection Information Form where the record is now displayed in this block.

f. Fill out any blank mandatory data fields in this block. (If desired, also complete any blank optional data fields.)

Method 5B*… Manually fill out each data field as described below.*
- **Premises ID** – Official identification # of the business where the collection event was performed.
- **Premises Name** – Name of this premises.
- **Address** – Primary address of this premises.
- **City** – City in which this premises is located.
- **State** – State in which this premises is located.
- **County** – County in which this premises is located.
- **Zip** – Zip code of this premises.
- **Business Type** – Primary occupation of the premises' owner.
- **Business Category** – Primary operation conducted on this premises. If you select **Other, specify**, you must manually enter an additional description in the blank field (maximum of 32 characters).
- **# in Herd** – Total number of animals in the sampled herd.
- **# in Herd Dead** – Total number of dead animals in the sampled herd.
- **# in Herd Affected** – Total number of animals in the sampled herd that are showing signs of illness/symptoms.

6 Animal Owner Information Block

Use ***Method 6A*** or ***Method 6B*** below to complete this block:

Method 6A*… Search for a Person Record already stored in the GDB.*

a. Next to **Animal Owner Information,** click on Search.

b. A Person Search form appears. In it, enter one or more search values.

c. After entering your search values, use one of these commands:

- Search Click, to execute the search. Now go directly to Step 6d below.
- Cancel Click, to cancel this search request.

d. The VSLS application uses your search values to retrieve a list of any matching Premises Records. If this Search Results list is longer than one screen, use View Next and View Previous to see other screens in it.

e. Check the radio button next to the Person Record you want. Then click on Select. You then return to the Collection Information Form where the record is now displayed in this block.

Method 6B*… Manually fill out each data field as described below.*
- **First Name** – First name of the owner of the sampled herd.
- **Last Name** – Last name of this owner.
- **Company Name** – Name of this person or his/her business.
- **Email** – Email address of this person/business.
- **Address 1** – Primary address of this person/business.
- **Address 2** – Additional address information of this person/business.
- **City** – City in which this person/business is located.
- **State** – State in which this person/business is located.
- **County** – State in which this person/business is located.
- **Zip** – Zip code of this person/business.
- **Phone** – Telephone number for this person/business.
- **Fax** – Fax machine number for this person/business.
- **Alt Phone** – Alternate telephone number for this person/business.

7 Collector Information Block

Use ***Method 6A***, ***Method 7B***, or ***Method 7C*** below to complete this block:

Method 6A*… Search for a Person Record already stored in the GDB.*
(See the instructions for ***Method 6A*** in Step 6 above.)

Method 7B*… Insert a check mark in the* ***Check if you are the Collector*** *box* ONLY IF you are the person who extracted the physical samples from the animals in the affected herd. This block then auto-fills with data from your own Person Record.

Method 7C*… Manually fill out each data field as described below.*
- **First Name** – First name of the person who collected the samples from the affected herd.
- **Last Name** – Last name of this person.
- **Company Name** – Name of this person or his/her business.
- **Email** – Email address of this person/business. (Or, if this person/business does not have an email address, insert a check mark in the **No Email** box.)
- **Address 1** – Primary address of this person/business.
- **Address 2** – Additional address information of this person/business.
- **City** – City in which this person/business is located.
- **State** – State in which this person/business is located.
- **County** – State in which this person/business is located.
- **Zip** – Zip code of this person/business.
- **Phone** – Telephone number for this person/business.
- **Fax** – Fax machine number for this person/business.
- **Alt Phone** – Alternate telephone number for this person/business.

8 Remarks Block

- Enter any supplementary information about the sampled herd, such as observations about the collection event, the housing/feeding conditions for the herd, etc.
- This is a text block in which you can enter up to 4000 characters.

9 Finishing the Collection Information Form

Use one of these commands:

- Save and Continue >> Click, to save your work on this form and then to open a new Samples Form.
- << Previous Screen Click, to stop working on this form and to return to the previous screen.
- Delete This Submission Click, to cancel this Lab Submission Record. Any data you entered in it will not be saved.

Completing the Samples Form

10 Submission Information Block

The fields in this block are auto-filled with the data you entered earlier.

11 Add Sample Information Block

Create a record for the first sampled animal, as instructed below.

Animal Details
- **Animal Sequence #** – Value that uniquely identifies a sampled animal.
- **Designation** – Status of the sampled animal.
- **Species** – Species of the sampled animal.
- **Other Species** – (Appears only if **Species=Other**) – Manually describe the sampled animal's species (maximum of 20 characters).
- **Gender** – Sex of the sampled animal.
- **Age –** Age of the sampled animal. Enter a numeric value, followed by **Years** or **Months**, followed by **Estimated** or **Recorded**.

Clinical Signs (Appears only if **Designation=Clinical**)

a. In the **Present?** column, check the **Yes** box next to at least one clinical sign that was observed in the sampled animal.

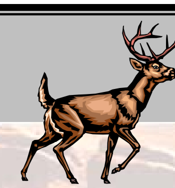
b. In the **Onset Date** column, specify the date when each **Yes** clinical sign was first observed in the animal. (To enter these dates, use any of the methods described back in Step 2.)

Animal ID Details
- **Animal ID Value –** The number or value that is imprinted on this animal's identification tag/method.
- **ID Type –** An identification tag/method used for this sampled animal.

To enter additional identification methods for the same animal, click on Add Another Animal ID. A new row appears with blank data fields in it.

Note: Every **Animal ID Value** and **Id Type** entered in this sub-block must apply to the same animal.

If needed, click on the trash can icon ( ) to delete any data in the same row. A pop-up message asks you to verify this deletion request.



Create Lab Submission (more)

Container / Specimen Details

- **Container ID –** A unique value that identifies the container or jar in which the specimen(s) were packed. This is usually the barcode number printed on the sticker that is attached to the container. You can either scan this barcode number using a barcode reader, or manually type the value into this data field.
- **Specimen Types –** The type of specimen(s) collected from this animal. Check the box(es) next to every type that was collected and packed in this particular container.

  Note 1: Select the **Brain-Not Obex** type only if the physical Obex specimen cannot be extracted from the animal and submitted for testing.

  Note 2: If you select the **Other Lymph Node-Body** type, you must also manually enter the location on the animal where this lymph node specimen was collected from.

To enter additional specimens for the same animal, click on [Add Another Container]. A new row appears with blank data fields in it.

Note 3: Every **Container ID** and **Specimen Type** entered in this sub-block must apply to the same animal.

If needed, click on the trash can icon ( ) to delete any data in the same row. A pop-up message asks you to verify this deletion request.

Remarks

- Enter any supplementary information about the sampled animal.
- This is a text block in which you can enter up to 4000 characters.

12 Finishing the Samples Form

After you complete the Sample Record for Animal #1, you have several actions to choose from:

- [Save and Add Another Sample] Click, to save the data you just entered for a single animal. You should then see this message at the top of the form: The sample was successfully added! .

  The Samples Form refreshes, with some data fields already filled in. In it, repeat Step 11 to create a new Sample Record for each additional animal.
- [Save and Continue >>] Click, to save the data you just entered and then go directly to a Review Submission Form that displays this Lab Submission Record.
- [Continue Without Saving >>] Click, to continue directly to the Review Submission Form that displays this Lab Submission Record. Any Sample Record data you just entered will not be saved to the Review Submission Form.
- [Delete This Submission] Click, to delete this Lab Submission Record entirely and to return to the Welcome Screen.

Completing the Review Submission Form

13 Submission Information Block

This block is auto-filled with data you entered earlier. If needed, edit any data fields (except **Program** and **Submission Status**). Refer back to Step 2 for explanations about these data fields.

14 Submission Created By Block

This block is auto-filled with data you entered earlier.

15 Collection Information Block

This block and its sub-blocks are auto-filled with data you entered earlier.

a. If desired, click on [Edit] to re-open the Collection Information Form.

Create Lab Submission (more)

b. In this form, you can make changes to the **Premises Information**, **Animal Owner Information**, **Collector Information**, and **Remarks** blocks.

c. After you have made all your changes, use one of these commands:

- [Save and Continue >>] Click, to save your work on this form. A new Samples Form then opens, which contains any current Samples Records. Go now to Step 16 below.
- [<< Previous Screen] Click, to stop working on this form and to return to the Review Submission form instead.
- [Delete This Submission] Click, to cancel this Lab Submission Record. Any data you entered in it will not be saved.

16 Sample List Block

Displays a list of one or more Sample Records that you have entered and saved as part of this Lab Submission Record.

If this list is longer than one screen, use [View Next] and [View Previous] to see other screens in it.

You can also change the sorting direction of this list. Click once on any column header that is underlined (Animal Seq #, Designation, Species, Gender, Age, Animal IDs, or Specimens). A clickable arrow then appears next to the header.

- An up arrow means the records in the list are currently sorted in ascending order (lower to higher).
- A down arrow means the records are currently sorted in descending order (higher to lower).

a. To modify any Sample Record shown in the list, click on its radio button. Then click on one of these buttons:

- [Edit] Click, to open a Samples Form whose **Sample Information Block** displays the Sample Record you selected.

  Make your changes to the Sample Record. Then click on [Save Updates] to save them, or on [Cancel Update] to cancel them. You return to the Samples Form.
- [Delete] Click, to immediately delete the selected Sample Record from both the Samples List and from this Lab Submission Record. A pop-up message appears, asking you to confirm this deletion command.
- [Add New Sample] Click, to open a new Samples Form. In it, the **Sample Information Block** is blank and ready for you to enter your data.

b. On the Samples Form, you can continue creating, modifying, and deleting Sample Records, using [Edit], [Delete], and [Copy] (which duplicates most of the values of a selected Sample Record within a new Samples Form – this saves you from typing the same information repeatedly).

c. After you have made all of your Sample Record edits, use one of these commands:

- [Save and Continue >>] Click, to save your data and return to the Review Submission Form that displays this Lab Submission Record.
- [Continue Without Saving >>] Click, to go directly to the Review Submission Form that displays this Lab Submission Record. Any Sample Record data you just entered will not be saved.
- [Delete This Submission] Click, to delete this Lab Submission Record entirely and to return to the Welcome Screen.

Create Lab Submission (more)

17 **Laboratory Information Block**

Manually fill out each data field as described below.

- **Disease to test for** – Auto-filled with the **CWD** option.
- **Testing Laboratory** – Laboratory assigned to process the physical specimens documented in this Lab Submission Record.
- **Test Requested** – Test to be done by the processing laboratory on the physical specimens documented in this Lab Submission Record. Default=**IHC** (for Immunohistochemistry). Leave this box checked.
- **Specimen Preservation** – Method used to pack/preserve the physical specimens inside their shipping boxes for delivery to the processing laboratory.

18 **Finishing the Lab Submission Record**

Use one of these commands:

- Save Updates Click, to save any recent changes to the Lab Submission Record displayed in the Review Submission Form. You then see this: **The submission updates were successfully saved!** .
- Save and Complete Submission Click, to save this entire Lab Submission Record and electronically transmit it to the designated processing laboratory. A pop-up message asks you to verify this command. You then see this message: **The submission was successfully completed!** .

  WARNING: Once you complete, save, and transmit a Lab Submission Record, its data becomes available for generating reports and for the assigned processing laboratory to enter test results into it.
- Delete This Submission Click, to delete this Lab Submission Record entirely. You then return to the Welcome Screen.
- << Previous Screen Click, to return to the Welcome Screen. This Lab Submission Record is now saved as an incomplete record.

Action Item: Review Lab Submissions

You can re-open an incomplete or submitted Lab Submission Record within a Review Submission Form in order to do any of several tasks.

1 On the Welcome Screen, click on **Review Submissions**. A Lab Submission Search-Review Submission Form appears.

2 Click on ? next to **Search Criteria** to see detailed instructions on how to enter search criteria into the different data field types on this form.

3 In the **Program** data field, select **CWD Surveillance Program**.

4 The other data fields on this form are optional.

- **Referral # –** Uniquely identifies a Lab Submission Record.
- **Star # –** Specimen Tracking and Reporting Number. This uniquely identifies a Lab Submission Record that was successfully submitted to a processing laboratory. A **Star #** uses this format: **EEGnnnnn** (where **EE**=the testing laboratory's code, **G**=the CWD program, and **nnnnn**=a system-generated sequential number.
- **Container ID –** A unique value that identifies the container or jar in which the specimen(s) were packed. This is usually the barcode number printed on the sticker that is attached to the container.
- **Submission Status –** Status of the Lab Submission Record:

Incomplete	A Lab Submission Record with this status has not yet been completed and electronically submitted to the laboratory that will test its physical specimens.
Submitted to Lab	A Lab Submission Record with this status has been completed and electronically submitted to its assigned laboratory. The physical specimens reported on this Lab Submission Record have also been shipped to the same laboratory.
Results Approved	A Lab Submission Record with this status has been completed and electronically submitted to its assigned laboratory. In turn, the laboratory has finished testing the physical specimens and has added the test results data to this Lab Submission Record.

Review Lab Submissions (more)

- **Collection Date Between –** Starting and ending dates during which the collection event was performed.
- **Collection State –** State where the collection event was performed.
- **Collected By (Last, First) –** Last and first names of the person who collected the specimens.
- **Collection Site Name –** Name of the premises/business where the collection event was performed.

5 Use one of these commands:

- Search Click, to display a list of all Lab Submission Records that match your search criteria. Now go directly to Step 6 below.
- Reset Search Criteria Click, to clear any search values (except **Program**) already entered on this form.
- Cancel Click, to cancel this search. You return to the Welcome Screen.

6 A **Search Results Block** appears with a list of all Lab Submission Records that match your search criteria.

If this list is longer than one screen, use View Next and View Previous to see other screens in it.

You can also change the Sort direction of this list. Click on any column header that is underlined (Referral #, Collection Date, Collection State, Submission Status, or Date Submitted). A clickable arrow then appears next to the header.

- An up arrow means the records are currently sorted in ascending order (lower to higher).
- A down arrow means the records are currently sorted in descending order (higher to lower).

7 Check the radio button next to the Lab Submission Record you want.

8 Use one of these commands:

- Review Submission Click, to open the selected Lab Submission Record. Now go directly to Step 9 below.
- Cancel Click, to exit this form. You return to the Welcome Screen.

9 A Review Submission Form appears that displays the Lab Submission Record you selected. The submission status of this record determines what you can do next.

- If **Submission Status=Incomplete**, you see these buttons:

  Edit Click, to edit the **Collection Information Block**.

  Edit Delete Check the radio button next to a sample; then click on one of these buttons to edit or delete it.

  Add New Sample Click this button to add a sample to the **Samples List Block**.

  Save Updates Click, to save your most recent changes to this form.

  Save and Complete Submission Click, to save this entire Lab Submission Record and electronically transmit it to the designated processing laboratory. A pop-up message asks you to verify this command. You then see this message: **The submission was successfully completed!** .

  WARNING: Once you complete, save, and transmit a Lab Submission Record, its data becomes available for generating reports and for the assigned processing laboratory to enter test results into it.

  Delete This Submission Click, to delete this Lab Submission Record.

  << Previous Screen Click, to return to the Lab Submission Search Form.

- If **Submission Status=Submitted to Lab**, you see these buttons:

  View Sample Information Check the radio button next to the Sample Record you want to see. Then click this button.

Review Lab Submissions (more)

Edit This Submission (If your login profile authorizes you to edit Lab Submission Records, this button will appear.) Click, to edit a Lab Submission Record that has already been completed and transmitted to a processing laboratory. This record will then LOCK, so that no one else can modify it while you are working in it. After you finish editing the record, you must UNLOCK it by clicking on Finished Editing Submission. *Important: Notify the processing laboratory about any changes you made to this Lab Submission Record.*

Generate Packing Slip Click, to display a printable Packing Slip. Use the web browser's **File > Print** menu command to execute your print request. You should print and pack one Packing Slip inside each shipment box of samples.

<< Previous Screen Click, to return to the Lab Submission Search Form.

- If **Submission Status=Results Approved**, you see these buttons:

View Sample Information Check the radio button next to the Sample Record you want to see. Then click this button.

Edit This Submission (If your login profile authorizes you to edit Lab Submission Records, this button will appear.) Click, to edit a Lab Submission Record that has already been completed and transmitted to a processing laboratory. This record will then LOCK, so that no one else can modify it while you are working in it. After you finish editing the record, you must UNLOCK it by clicking on Finished Editing Submission. *Important: Notify the processing laboratory about any changes you made to this Lab Submission Record.*

View Lab Results Click, to generate and view a CWD Lab Submission Details Report, which summarizes animal sample, specimen, and test result data for a specific Lab Submission Record This report is generated in PDF format and appears inside a new web browser window.

Generate Packing Slip Click, to display a printable Packing Slip. Use the web browser's **File > Print** menu command to execute your print request. You should print and pack one Packing Slip inside each shipment box of samples.

<< Previous Screen Click, to return to the Lab Submission Search Form.

Action Item: Generate Reports

1 On the Welcome Screen, select **Generate Reports**.

2 In the **Generate Report for Program** data field, select **CWD Surveillance Program**. Then click on Select Program .

3 A CWD Surveillance Program Screen appears listing the available reports that you can generate.

4 Under **Report Name**, click once on **CWD Lab Submission Details Report**. This report summarizes animal sample, specimen, and test result data for a specific Lab Submission Record.

5 Fill out the **Lab Submission Search – Run Report** Form with as many values as possible, according to the guidelines below.

- **Program** – Select **CWD Surveillance Program**.
- **Referral # -** Uniquely identifies a lab submission. Manually enter this value using this format: your State's two-letter abbreviation, two or three initials for your name, and the date (MMDDYYYY) on which the collection event was performed.

Generate Reports (more)

- **Star # –** Specimen Tracking and Reporting Number. This uniquely identifies a Lab Submission Record that was successfully submitted to a processing laboratory. A **Star #** uses this format: **EEGnnnnn** (where **EE**=the testing laboratory's code, **G**=the CWD program, and **nnnnn**=a system-generated sequential number.
- **Container ID –** A unique value that identifies the container or jar in which the specimen(s) were packed. This is usually the barcode number printed on the sticker that is attached to the container.
- **Submission Status** – Select **Results Approved**.
- **Collection Date Between** – Beginning and ending dates of the time period during which the collection event was performed on the affected herd.
- **Collection State** – State in which the samples were collected.
- **Collected By (Last, First)** – Name of the person who collected the samples from the affected herd
- **Collection Site Name** – Name of the premises where the collection event was performed on the affected herd.

6 Use one of the following commands:

- Search Click, to execute the search. Go now to Step 7 below.
- Reset Search Criteria Click, to empty the data fields on this form.
- Cancel Click, to cancel this search and return to the CWD Surveillance Program Screen.

7 The VSLS application uses your search values to retrieve a list of any matching Lab Submission Records.

Check the radio button next to the Lab Submission Record you want. Then click on Run Report .

8 A web browser window will open and display the report, formatted as a PDF file. If desired, use the web browser's **Print** or **Save As** commands to either print out a hardcopy or to save the report in an online location of your choosing.

When done, click on the ☒ in the browser window's top-right corner to close this window. You now see the Lab **Submission Search – Run Report** Form.