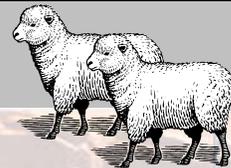




Scrapie Genotyping



Creating Lab Submission Records using VLS Web Forms

General Information/Tips

- **VLS URL** <http://cowebapps.aphis.usda.gov/vslabsub>
- **VS IT Help Desk Phone** # 1-877-944-8457
- **Assumptions** You have a login & password to the VLS Module. You also know how to use a web browser program.
- **Required fields** On each VLS web form, you must enter information into each data field marked with a red label and asterisk (*). Example: **Flock ID***
- **Pop-up Blockers** Before logging into the VLS 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 VLS web form.

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

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

Click on a date field's 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 VLS Module, you first see the Welcome Screen. On it is a Navigation Box (shown at 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 VLS Module.

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

Review Lab Submissions – Use to do any of these tasks:

- 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 Genotyping test results that were reported by a processing laboratory.

Enter Lab Results – Used by a processing laboratory to enter Genotyping test results into a Lab Submission Record. (Note: Procedures for this Action Item appear in a separate *Scrapie Genotyping-Entering Test Results Job Aid*.)

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

Action Item: Create Lab Submission

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

- Completing the Create Lab Submission Form
- Completing the Collection Information Form
- Completing the Samples Form
- 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 **Scrapie Eradication Program** option. This form then expands to display the following data fields.
- **Collection Type** – Select **Genotyping**.
- **Reason for Test** – Reason why the flock is being tested.
- **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 () 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

Note: If you specify a date that is 30 days prior to or after the current date, you will see a warning message. Or, if your date is 6 months prior to or after the current date, you will see an error message.

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 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 was auto-filled with data that you entered earlier in the Create Lab Submission Form.

5 **Collected By Block**

Use **Method 5A**, **Method 5B**, or **Method 5C** below to complete this block.

Method 5A... Search for a Person Record already stored in the GDB.

- Next to **Collected By**, click on [Search](#).
- A Person 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 () to specify a date.

- After entering your search values, click on [Search](#).
- The VLS application uses your search values to retrieve a list of any matching Person Records. If this list is longer than one screen, use [View Next](#) and [View Previous](#) to see other screens in it.

Create Lab Submission (more)

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

Or, if necessary, use the button to cancel your search request. You then return to the Collection Information Form.

Method 5B... Use the **My Collector's History** drop-down list to select the name and record of a collector that you have used before in previous Lab Submission Records.

Method 5C... Manually fill out each data field as described below.

- **Person ID** – Official identification # of the person who collected the sample(s).
- **First Name** – First name of this Collector.
- **Last Name** – Last name of this Collector.
- **Company Name** – Name of this Collector or his/her business.
- **Email** – Email address of this Collector/business.
- **Address 1** – Primary address of this Collector/business.
- **Address 2** – Additional address information of this Collector/business.
- **City** – City in which this Collector/business is located.
- **State** – State in which this Collector/business is located.
- **Zip** – Zip code of this Collector/business.
- **Phone** – Telephone number for this Collector/business.
- **Fax** – Fax machine number for this Collector/business.

6 Designated Scrapie Epidemiologist Block

Use **Method 5A**, **Method 6B**, or **Method 6C** below to complete this block.

Method 5A... Search for a Person Record already stored in the GDB. (See the instructions for **Method 5A** in Step 5 above.)

Method 6B... Use the **My DSE's History** drop-down list to select the name and record of a Designated Scrapie Epidemiologist (DSE) that you have used before in previous Lab Submission Records.

Method 6C... Manually fill out each data field as described below.

- **First Name** – First name of this sampled flock's DSE.
- **Last Name** – Last name of this sampled flock's DSE.
- **Company Name** – Name of this DSE or his/her business.
- **Email** – Email address of this DSE/business.
- **Address 1** – Primary address of this DSE/business.
- **Address 2** – Additional address information of this DSE/business.
- **City** – City in which this DSE/business is located.
- **State** – State in which this DSE/business is located.
- **Zip** – Zip code of this DSE/business.
- **Phone** – Telephone number for this DSE/business.
- **Fax** – Fax machine number for this DSE/business.

7 Flock Owner Block

Use **Method 7A** or **Method 7B** below to complete this block.

Method 7A... Search for a Flock Record already stored in the GDB.

- Next to **Flock Owner**, click on .
- A Flock ID 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 (<input type="button" value="v"/>) 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.

c. Use one of these commands:

- Click, to execute the search.
- Click, to cancel this search request.
- Click, to empty the fields in this search form.

Create Lab Submission (more)

d. A list of any Flock Records that match your search criteria appears.

e. Check the radio button next to the Flock Record you want. Click on . This record now appears in this block on the Collection Information Form.

Or, click on to cancel your search request.

Method 7B... Manually fill out each data field as described below.

- **Flock ID** – Unique identification value for the sampled flock.
Note: After you enter the Flock ID, VLSL will validate it. If VLSL cannot do so, you will see an error message above the form. (A validated Flock ID is required in order to save and transmit a Lab Submission Record.)
- **Flock State** – State in which the sampled flock is located.
- **First Name** – First name of the person who owns the flock that was tested during this collection event.
- **Last Name** – Last name of this flock owner.
- **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.
- **Zip** – Zip code of this person/business's location.
- **County** – County in which this person/business is located.
- **Email** – Email address of this person/business.
- **Phone** – Telephone number for this person/business.
- **Fax** – Fax machine number for this person/business.

8 Flock Information Block

- **Flock Status** – Description of the sampled flock's status.
- **Total # of Samples** – Number of samples being reported on and submitted with this Lab Submission Record.
- **# of Animals in Flock** – Number of animals in the sampled flock.
- **Tested All Eligible Animals:**

Yes	All animals in the flock whose ages met Scrapie program eligibility requirements were tested during this collection event.
No	Not all animals in the flock whose ages met Scrapie program eligibility requirements were tested during this collection event.

9 Contacts Block

- Click on to open a Submission Contact Information Form.
- Use **Method 5A** or **Method 9B** below to fill out the **Contact Info Block**.

Method 5A... Search for a Person Record already stored in the GDB. (See the instructions for **Method 5A** in Step 5 above.)

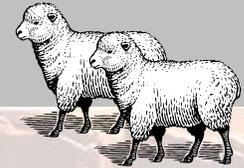
Method 9B... Manually fill out each data field as described below.

- **Contact Role** – Description of this person's role in relation to the sampled flock.
 - **First Name** – First name of this contact person.
 - **Last Name** – Last name of this contact person.
 - **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.
 - **Zip** – Zip code of this person/business's location.
 - **Phone** – Telephone number for this person/business.
 - **Fax** – Fax machine number for this person/business.
 - **Alt Phone** – Alternate telephone number for this person/business.
- Click on . Back on the Collection Information Form, this new record now appears in the **Contacts Block**.
 - If desired, use any of the following commands to modify the **Contacts Block**.

- Click, to create additional Contact Info Records.
- Click, to modify an existing Contact Info Record. (First check the radio button next to the record you want to edit. Then click this button.)
- Click, to remove a Contact Record from this Lab Submission Record.



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Scrapie Genotyping



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Create Lab Submission (more)

Create Lab Submission (more)

10 **Remarks Block**

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

11 **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.
- **Back to Review Submission** Click, to stop working on this form and to view 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.

↕↕ **Completing the Samples Form** ↕↕

12 **Submission Information Block**

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

13 **Sample Information Block**

Sample Details:

- **Species** – Species of the animal that was sampled.
- **Breed** – Breed of the sampled animal.
- **Face Color** – Color of the sampled animal’s face.
- **Sex** – Sex of the sampled animal.
- **Age** – Age of the sampled animal. Enter a numeric value, followed by **Years** or **Months**, followed by **Est(imated)** or **Rec(ordered)**.
- **Designation** – Reason why this particular animal was sampled.

Animal Details:

- Enter the following information for the first sampled animal.
 - **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** that you enter in this sub-block must apply to the same animal.

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

Specimen Details:

- Enter the following information for the first sampled animal.
 - **Specimen Barcode** – A unique value that identifies the collected specimen.
 - **Specimen Type** – The type of specimen collected from this animal.
- To enter additional identification methods for the same animal, click on **Add Another Specimen**. A new row appears with blank data fields in it.

Note: Every **Specimen Barcode** and **Specimen Type** that you enter in this sub-block must apply to the same animal.

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

14 **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 is now blank again. In it, repeat Step 13 above to create a new Sample Record for another animal.

- **Save and Continue >>** Click, to save the data you just entered and then go directly to the Review Submission Form.
- **Delete This Submission** Click, to delete this Lab Submission Record entirely and return to the Welcome Screen.

↕↕ **Completing the Review Submission Form** ↕↕

15 **Submission Information Block**

Manually edit some of the data fields, if allowed.

- **Program** – Auto-filled with the **Scrapie Eradication Program** option.
- **Collection/Test Type** – Auto-filled with the **Genotyping** option.
- **Submission Status** – Auto-filled with **Incomplete, Submitted to Lab, or Results Approved**.
- **Reason for Test** – Reason why the animal is being tested.
- **Referral #** – Uniquely identifies the current Lab Submission Record.
- **Collection Date** – Click on the pop-up calendar (📅) to edit the date on which the collection event was performed.

16 **Collection Information Block**

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

- If desired, click on **Edit** to re-open the Collection Information Form.
- In it, you can make changes to the **Collected By, Designated Scrapie Epidemiologist, Flock Owner, Flock Information, Contacts, and Remarks Blocks**.
- 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.
- **Back to Review Submission** Click, to stop working on this form and to view 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.

17 **Samples List Block**

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

- 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 then return to the Samples Form, whose **Sample Information Block** is now blank.
 - **Delete** Click, to immediately delete the selected Sample Record from both the Samples List and from this Lab Submission Record.

Create Lab Submission (more)

- **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 by using **Edit**, **Delete**, and **Copy**. (The **Copy** command duplicates most of the values of a selected Sample Record within a new Samples Form – this saves you from typing the same information repeatedly).

18 Payment & Laboratory Information Block

Manually fill out each data field as described below.

- **Test Requested** – Test to be done by the processing laboratory on all samples reported in this Lab Submission Record.
- **Payment Certification** – Payment method for reimbursing the processing laboratory that is testing the samples.
- **Laboratory** – The laboratory assigned to process these samples.
- **Lab Turn Around Time** – Length of time for the processing laboratory to test these samples.

19 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, after you have finalized all of the data in this Lab Submission Record and are ready to electronically transmit it to the processing laboratory.
Note: A pop-up message asks you to confirm this submission. After confirming, please allow a few seconds for the submission to be executed. You then see this message: **The submission was completed successfully!**
- **Delete This Submission** Click, to delete this Lab Submission Record entirely. You then return to the Welcome Screen.
- **Back** 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 edit, finish, and transmit the record.

- 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 **Scrapie Eradication Program**.
 - 4 In the **Collection Type** data field, select **Genotyping**.
 - 5 The other data fields on this form are optional.
- **Referral #** – Uniquely identifies a Lab Submission Record.
 - **Specimen Barcode** – A unique value that identifies the collected specimen.
 - **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.

6 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 7 below.
- **Reset Search Criteria** Click, to clear any search values (except **Program** and **Collection Type**) already entered on this form.
- **Cancel** Click, to cancel this search. You return to the Welcome Screen.

7 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 move from one screen to the next.
- You can also change the Sort direction of this list. Double-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).

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

9 Use one of these commands:

- **Review Submission** Click, to open the selected Lab Submission Record. Now go directly to Step 10 below.
- **Cancel** Click, to exit this form. You return to the Welcome Screen.

10 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** **Add New Sample** Click on one of these buttons to edit, delete, or 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!**

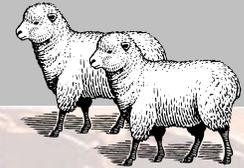
- **Delete This Submission** Click, to delete this entire Lab Submission Record.
- **Back** Click, to return to the Lab Submission Search Form.

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

- **View Sample Information** First check the radio button next to the Sample Record you want to see. Then click this button.
- **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.)
- **Back** Click, to return to the Lab Submission Search Form.



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Review Lab Submissions (more)

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

First check the radio button next to the Sample Record you want to see. Then click this button.

Click, to view the test results for the specimens in this Lab Submission Record.

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.)

Click, to return to the Lab Submission Search Form.

Generate Reports (more)

Output Options Sub-block

- **Summary Only** – Check this box to generate a report that only contains summary counts of the appropriate Sample Records. This report will not contain details such as specimen types, test names, and test results.
- **Output Type** – Format to use when generating the report. The choices are:

PDF	Portable Document Format	Use <i>Adobe Reader</i> to open this file.
EXCEL	Excel Spreadsheet Format	Use <i>Excel</i> to open/view it.
HTML	Hypertext Markup Language	Use a <i>web browser</i> to open/view it.
CSV	Comma-Separated Values Format... (a plain text file in which the values are separated by commas)	Use a <i>database or spreadsheet application</i> to open this file.

Action Item: Generate Reports

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

In the **Generate Report for Program** data field, select **Scrapie Eradication Program**. Then click on .

A Scrapie Eradication Program Screen appears that lists the available reports that you can generate.

Under **Report Name**, click once on the report you want to create. For Scrapie genotyping, the current choice is the *Scrapie Genotyping Custom Report*.

On the Scrapie Genotyping Custom Report Form, fill out the **Report Parameters Block** as instructed below.

Report Columns Sub-block

- Available Columns** – In the left list, click on the name of a column that you want to appear in the report. Then click on the arrow to transfer this column name to the right list.
- Repeat Step 5a above for each additional column to include in the report. You can select a maximum of 7 columns. (You can add an eighth column by specifying a **Sort by 1** value in Step 5d below.)
Note: If needed, use the arrow to move a column back to the left list.
- Group Header** – Heading to appear above all the report columns.
- Sort by 1** – Additional criterion that is used to sort the report data.

Required Fields Sub-block

- **NAHLN Testing Laboratory** – Select once to highlight the laboratory that processed your samples.
Note: To select multiple laboratories, hold down the CTRL key while highlighting each laboratory's name.
- **State** – State in which the samples were collected.
- **Collection Date (Start)** – Starting day of a date range in which the samples were collected.
- **Collection Date (End)** – Ending day of a date range in which your samples were collected.

Click on . The report is generated and displayed in a separate window onscreen.

If desired, use the web browser's **File > Print** menu command to save this report to a location of your choosing.

For some formats, a File Download message box may appear. Use one of the following commands:

- Click, to display the report onscreen.
- Click, to save the report to a location of your choosing.
- Click, to cancel the report generation.