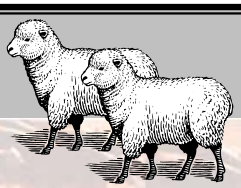
Scrapie Genotyping



Entering Laboratory Test Results using the VS Lab Submission Application

General Information/Tips

- **VS Lab Submission URL** http://cowebapps.aphis.usda.gov/vslabsub
- **Scrapie Help Desk Phone #** 1-877-944-8457
- **Assumptions** You have a login & password to the VS Lab Submission application. You also know how to use a web browser program.
- **Required fields** On each Lab Submission web form, you must enter information into each field marked with a red label and asterisk (*).
- **Pop-up Blockers** Before accessing the VS Lab Submission application, turn off the pop-up blocker feature in your web browser.

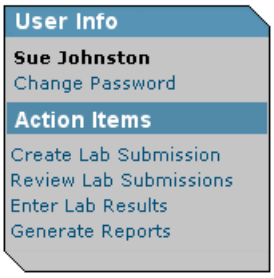
These buttons **Home | Logout | Help** appear in the top-right corner on each Lab Submission web form.

- **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/info.

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



- **Change Password** – Use to change your login password for the VS Lab Submissions application.
- **Create Lab Submission** – Use to start a new Lab Submission.
- **Review Lab Submissions** – Use to retrieve an existing Lab Submission. It can be incomplete or one that has already been submitted to a processing laboratory. If you retrieve an incomplete Lab Submission, you can add to or modify its contents and then submit it.
- **Enter Lab Results** – Used by a processing laboratory to enter Scrapie RSSS test results into a Lab Submission.
- **Generate Reports** – Use to view a list of the RSSS reports that you can generate.
- *Note*: Your login profile will determine which **Action Items** appear on the Welcome Screen for you to use.

Entering Laboratory Test Results

1 On the Welcome Screen under **Action Items**, click on the **Enter Lab Results** option.

2 A Lab Submission Search Form will appear. In the **Search Criteria Block**, fill out as many data fields as possible:

- **Program** – Select the **Scrapie Eradication Program** option.
- **Collection Type** – Select the **Genotyping** option.
- **Referral #** - Uniquely identifies a Lab Submission Record. Manually enter this value in the following format: your State's two-letter abbreviation, the initials for your name, and the date (MMDDYYYY) on which the collection event was performed.
  Example: **COMTM01152007** (for "Colorado, MTM, January 15, 2007")
- **Specimen Bar Code** – Enter a partial or complete bar code number associated with a single specimen. (Use the **%** symbol to replace any numbers you are not sure of.)
- **Submission Status** – Select the **Submitted to Lab** option.
- **Collection Date Between** – Click on the pop-up calendar ( ) next to each data field to specify the starting and ending dates during which the collection event was performed.
- **Collection State** – Select the state where the collection event was performed.
- **Collected By (Last, First)** – Enter the last and first name of the person who collected the specimens.
- **Collection Site Name** – Enter the name of the premises or business where the collection event was performed.

3 Click on one of these commands:

- Search Use to run the search, using the values you just entered. Jump now to Step 4 below.
- Reset Search Criteria Use to empty the data fields in the **Search Criteria Block**. Any default values will still be displayed.
- Cancel Use to cancel this Lab Submission search and to return to the Welcome Screen. Any data already entered will not be saved.

4 A **Search Results Block** will appear. If more than one matching record is found, a list will be displayed.

- Click on to learn how to sort the results by clicking on each column heading.
- If the list is longer than one screen, use the View Next and View Previous buttons to move within it.

Check the radio button next to the Lab Submission Record whose test results you want to enter. Then click on the Enter Lab Results button.

5 A Select User Lab Form will appear.
In the **Acting on behalf of lab** data field, select the name of your laboratory. Then click on the Select Lab button.

Entering Laboratory Test Results - continued

^ *When entering a telephone or fax machine number, include both the area code as well as the number itself.*

^^ *When entering a Zip Code, use either the 5-digit or 9-digit version.*

6 A Lab Test Results Form will appear.

Submission Information Block

This block will be auto-filled with information from the Lab Submission Record you retrieved back in Step 4 on Page 1.

Lab Information Block

This block will be auto-filled with information from the Lab Submission Record you retrieved back in Step 4 on Page 1.

Complete the following mandatory data field:

- **Date Specimens Received** – Click on the pop-up calendar ( ) to select the date on which your laboratory received the physical specimens reported in this Lab Submission Record.

Specimen List Block

- **Specimens to View** – This data field defaults to the first three specimen barcodes reported in this Lab Submission. You can change this default to a different set of specimen barcodes, if desired, by using the drop-down List of Values.
- Copy test results from the first specimen to the other specimens? – Check this box if all test results for all of the specimens displayed in this block are the same.

  You may also see a pop-up message offering to automatically assign Lab Accession numbers to the specimens.

Before entering test results for a specimen, make sure you check its box in the left column. You can do this individually or by using the feature.

- – Click in this box to check or uncheck all specimens in this block. Any commands you then select will apply to these checked specimens.
- **Specimen Bar Code** – Unique bar code that identifies a specific specimen.
- **Specimen Type** – Type of specimen collected and tested.
- **Lab Accession #** – Enter the unique identification number that your laboratory assigns to this specimen.
- **Test Type** – Use the drop-down List of Values to select the correct test performed on the specimen, or leave blank.
- **Test Result** – Use the drop-down List of Values to select the correct value. (If **Test Type**=blank, select the **Not Tested** option for this field.)
- **Date Tested** – Click on the pop-up calendar ( ) to select the date on which the specimen was tested by the lab. (If **Test Type**=blank, do not enter a date into this data field.)
- **Test Status** – This data field defaults to the **Pending** option. (After a test result has been entered and saved for a specimen, this value changes to **Completed**.)

In this block, you can add more tests to a specimen record:

a. Check the box next to the specimen you want to add more tests to.

b. Click on the Add Tests to Specimens button.

c. A pop-up message asks you to enter the number of additional tests for the checked specimen.

d. Enter the number of tests to add. Then click on Add Tests .

e. You return to the **Specimen List Block**. The row containing the checked specimen will now display the additional tests you specified.

f. Fill out the newly-added test results data fields, when ready to.

To empty all the data fields in the **Specimen List Block**, click on the. Clear Fields button.

7 **Finishing the Lab Test Results Form**

Use one of these commands:

- Save Lab Results Use to save any test results you have entered so far for any or all of the specimens in this Lab Submission. You should see this message: The submission lab results were successfully saved!
- Save and Mark Lab Results Complete Use this command only after you have entered all test results for all specimens in a Lab Submission. After you use this command, the Lab Submission can no longer be edited, and is saved and submitted to the GDB.

  A pop-up message will ask you to confirm this command. You should then see this message: The submission lab results were successfully completed!

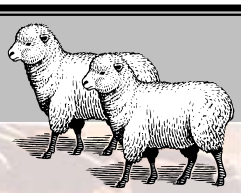
  A **Search Results Block** will appear that summarizes the data you just entered and submitted.
- << Previous Screen Use this command to return to the Select User Lab Form.

8 Click on << Previous Screen one or more times to return to the Lab Submission Search Form.

9 At this point, you can do any of several tasks:

- To open a different Lab Submission and enter its test results, repeat Step 2 through Step 7 .
- To create new Lab Submissions, review existing ones, or generate reports, click on the Home button.
- To exit the Lab Submission application, click on the Logout button.

Scrapie Genotyping



Entering Laboratory Test Results using the VS Lab Submission Application

Review Submission Form

1 Submission Information Block

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

You can edit the following two fields, if needed:

- **Referral # -** Uniquely identifies a lab submission. Manually enter this value in the following format: your State's two-letter abbreviation, the initials for your name, and the date (MMDDYYYY) on which the collection event was performed.
  Example: **COMTM01152007** (for "Colorado, MTM, January 15, 2007")
- **Collection Date –** Click on the pop-up calendar ( ) to specify the date on which the collection event was performed.

2 Submission Created By Block

The fields in this block will be auto-filled with the data entered by the person who created this Lab Submission Record.

3 Collection Information Block

This block and its sub-blocks will be auto-filled with the data you entered earlier.

Click on Edit to open this Lab Submission within a Collection Information Form.

When you have made all your changes, select one of the following buttons:

- Save and Continue >> Use to save the data you just entered and then to go directly to the Review Submission Form.
- Back to Review Submission Use to return to the Review Submission Form. Any changes you made to the Samples Form are not saved.
- Delete This Submission Use to delete this Lab Submission entirely and to return to the Welcome Screen.

4 Samples List Block

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

Click the radio button next to the Sample Record you want to change. Then click on one of these buttons:

- Edit Use to open an Edit Sample Information Form.
- After you make all your changes, click on Save Updates to save them, or on Cancel Update to cancel them. You then return to the Samples Form.
- Delete Use to immediately delete the selected Sample Record from both the Samples List and from this Lab Submission.
- Add New Sample Use to open a new **Add Sample Information # Block**. Note that the number in the title bar of this block has increased by one.

5 Payment & Laboratory Information Block

- **Conditions to test for:** Auto-filled with the **Scrapie** option**.**
- **Laboratory** – Laboratory that will test these samples.
- **Payment Certification** – Payment method to use for reimbursing the processing laboratory that is testing the samples.
- **Specimen Preservation** – Method used to preserve the samples you are shipping to the processing laboratory.
- **# of Formalin Boxes** – Number of boxes containing samples that have been packed/preserved using Formalin.
- **# of Other Boxes** – Number of boxes containing samples that have been packed/preserved using non-Formalin methods.

6 Finishing the Review Submission Form

Do one of the following actions:

- Complete This Submission Use after you have finalized all of the data in this Lab Submission and are ready to submit (email) it to the processing laboratory.
  Note: A pop-up message will ask you to confirm that you are ready to complete this submission. After you confirm, please allow a few seconds for the submission to be completed. You should then see this message: The submission was completed successfully!
- Delete This Submission Use to delete this Lab Submission entirely and to return to the Welcome Screen.
- Back Use to return to the Welcome Screen. This Lab Submission will be saved as an incomplete record. You can find and re-open this Lab Submission on the Welcome Screen.

7 Post-Lab Submission Tasks You Can Do

You can now do any of the following actions:

- View Sample Information Check the radio button next to the Sample Record you want to see. Then click this button. A Sample Information Form will appear that displays the full Sample Record. When ready, click on Back to return to the Review Submission Form.
- Generate Packing Slip Use to generate an electronic Packing Slip that you can print out and put inside the physical samples' shipping boxes. When you click this button, both a Print dialog box and a separate window containing a PDF-formatted Packing Slip will appear onscreen. Use the Print dialog box to request your printouts.
- Back Use to return to the Welcome Screen.
- Home Use to return to the Welcome Screen to start another task.
- View Lab Results Use to view this Lab Submission's test results that have been posted by the processing laboratory.
  Note: This button will appear on the Review Submission Form only after the laboratory has posted the test results.