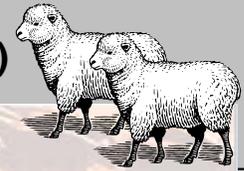




# Veterinary Services Laboratory Submissions (VSLS) Module for Regulatory Scrapie Slaughter Surveillance (RSSS)



## 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 in each data field marked with a red label and asterisk (\*). Example: **Referral #\***
- **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, to use a data field's List of Values.
- Click, to use a pop-up calendar.
- Click, to see help information about a specific data field/block on a VSLS form.

## 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 Scrapie RSSS 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 testing laboratory.
- View a Lab Submission Record that contains Scrapie RSSS test results that were reported by a testing laboratory.

**Enter Lab Results** – Used by a testing laboratory to enter RSSS test results into a Lab Submission Record.

(Note: Procedures for this Action Item appear in a separate job aid, *Regulatory Scrapie Slaughter Surveillance (RSSS) – Entering Laboratory Test Results.*)

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

### Action Item: Create Lab Submission

### Create Lab Submission (more)

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

3 Use one of these commands:

Click, to open a new Collection Information Form.

Click, to cancel this Lab Submission and to return to the Welcome Screen. Any data already entered will not be saved.

### ↕↕ Completing the Create Lab Submission Form ↕↕

1 Under **Action Items**, click on **Create Lab Submission**.

#### 2 Create Lab Submission Form

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

- **Program** – Select **Scrapie Eradication Program**. This form then expands to display the following data fields.
- **Collection Type** – Select **Regulatory Scrapie Slaughter Surveillance**.
- **Referral #** – Uniquely identifies a Lab Submission Record.  
*Format:* SSAAAMDDYYYY (where SS=a State's two-letter postal abbreviation, AAA=two or three initials of the submitter's name, and MDDYYYY=the date on which the physical animal specimens were collected).  
*Example:* COMTM07082007 ("Colorado, MTM, July 8, 2007")  
*Note:* If you do more than one collection event on the same day, add a unique, one letter-suffix to the **Referral #** for each event's Lab Submission Record.  
*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.
  - ~ 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.

### ↕↕ Completing the Collection Information Form ↕↕

#### 4 Submission Information Block

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

#### 5 Premises/RSSS Collection Site Information Block

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

**Method A...** Manually fill out each data field as described below:

- **Premises ID** – National or State identification for this premises.  
*Note:* If you enter an invalid ID, a warning message will appear when you try to save this form.
- **Prem Name** – Business or owner name associated with this premises.
- **Prem Type** – Description of the operation conducted on this premises.
- **Address 1** – Primary address of this premises.
- **Address 2** – Secondary address information for this premises.
- **City** – City in which this premises is located.
- **State** – State in which this premises is located.
- **Zip** – Zip code of this premises (5-digit or 9-digit version).

**Method B...** Search for a Premises Record currently stored in the GDB.

- Next to **Premises/RSSS Collection Site Information**, click .

## Create Lab Submission (more)

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

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

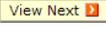
- c. After entering your search values, click on one of these commands:

 Click, to run the search. Go on to **Step 5d** below.

 Click, to cancel this search and to return to the Collection Information Form.

 Click, to erase any values/wildcards from this form.

- d. A **Search Results Block** appears, listing all of the GDB Premises Records that matched your search values.

*Note:* If this list is longer than one screen, use  and  to move up and down the list.

- e. Check the **Prem ID** hyperlink next to the Premises Record you want. You return to the **Premises/RSSS Collection Site Block**, which now displays this Premises Record.

### 6 Collector Information Block

- a. Use **Method B**, **Method C**, or **Method D** below to complete this block.

**Method B...** Search for a Person Record currently stored in the GDB. (This is done the same way as for a Premises Record – see **Method B** in **Step 5** above.)

**Method C...** If you are the Collector (the individual who extracted the physical samples from the sheep/goat) AND you have a valid TSE Number, check the box next to the  prompt. This block then auto-fills with data from your own GDB Person Record.

**Method D...** Manually fill out each data field as described below:

- **TSE Number** – A Transmissible Spongiform Encephalopathy (TSE) identification number assigned to this person.  
*Note:* This data field is case-insensitive.
- **First Name** – First name of the person collecting the samples.
- **Last Name** – Last name of the person collecting the samples.
- **Company Name** – Name of this person's business (if applicable).
- **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** – County in which this person/business is located.
- **Zip** – Zip code for this person/business.
- **Phone** – Telephone number for this person/business.
- **Fax** – Fax machine number for this person/business.
- **Alt Phone** – Another telephone number for this person/business.

- b. *Optional...* If you manually entered the Person Record (using **Method D** above), you can click the  button to verify the value shown in the **TSE Number** data field. If this data field contains:

- a valid TSE, you will see this message: 
- no number, contact the VS IT Help Desk.  
(See **General Information/Tips** on Page 1.)
- a number and an error message saying it is invalid, contact the VS IT Help Desk. (See **General Information/Tips** on Page 1.)

## Create Lab Submission (more)

### 7 Surveillance Information Block

If you specify **Species=Sheep**, complete the following data fields:

- **Number of Mature Sheep Slaughtered Today** – Total number of mature sheep (between 2 and 5 years of age) slaughtered today that had either official or unofficial IDs
- **Number of Mature Sheep Slaughtered w/ Official ID** – Total number of mature sheep (between 2 and 5 years of age) slaughtered today that had official IDs. In the second data field, specify whether this number is **Actual** or **Estimated**.
- **Number of Black and Mottled Sheep Slaughtered Today** – Total number of sheep slaughtered today that had black or mottled face coloring. In the second data field, specify **Actual** or **Estimated**.
- **Number Heads Sampled Today** – Total number of sheep heads that were sampled today.

If you specify **Species=Goats**, complete the following data fields:

- **Number of Goats Slaughtered Today** – Total number of goats slaughtered today.
- **Number of Mature Goats Slaughtered Today** – Total number of mature goats (between 2 and 5 years of age) slaughtered today that had either official or unofficial IDs.
- **Number of Mature Goats Slaughtered w/ Official ID** – Total number of mature goats (between 2 and 5 years of age) slaughtered today that had official IDs.
- **Number Heads Sampled Today** – Total number of goat heads that were sampled.

### 8 Remarks Block

Click the  or  button to expand/collapse this block.

- Enter any supplementary information about this submission.
- 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:

 Click, to save the data on this form and then open a new Samples Form. Now go directly to **Step 10** below.

 Click, to delete this Lab Submission entirely and return to the Welcome Screen.

## Completing the Samples Form

### 10 Submission Information Block

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

### 11 Add Sample Information Block

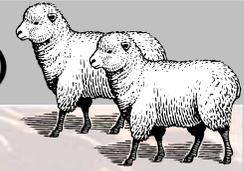
**Animal Details Sub-block:**

- **Sample ID** – Number assigned by the field personnel to uniquely identify an individual animal from whom specimens were collected. Multiple jars can have the same Sample ID, if the specimens in those jars were all taken from the same animal.
- **Designation** – Reason why this particular animal was sampled. Choose one of the values below:

<b>Clinical</b>	An animal which exhibits clinical signs of disease but, in the professional judgement of the Veterinarian, is unlikely to have Scrapie.
<b>Non Clinical</b>	An apparently healthy animal not showing any clinical signs of disease.
<b>Suspect</b>	A Central Nervous System (CNS) condemned animal, or any other animal which has CNS signs or other clinical signs that, in the professional judgement of the Veterinarian, are highly suspicious of Scrapie.



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**Regulatory Scrapie Slaughter Surveillance (RSSS)**



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**Create Lab Submission** (more)

*Note:* The **Designation** value you select is very important. You *cannot* combine **Suspect** Sample Records with **Clinical** and/or **Non Clinical** Sample Records in the same Lab Submission. The following are permitted:

- ~ A Lab Submission that contains only **Suspect** Sample Records.
- ~ A Lab Submission that contains only **Clinical** Sample Records.
- ~ A Lab Submission that contains only **Non Clinical** Sample Records.
- ~ A Lab Submission that contains a mix of **Clinical** and **Non Clinical** Sample Records.

- **Face Color** (sheep only) – Color of the sampled animal’s face.
- **Estimate % Black** (appears only if **Face Color=Mottled**) – Percentage of the sheep’s face that is colored black.
- **Goat Type** (goats only) – Purpose/products provided by the sampled goat. (*Note:* If you cannot determine the **Goat Type** because the samples came from a goat’s head that was already skinned, select **Unknown-Skinned Head**.)
- **Gender** – Gender of the sampled animal.
- **Age** – Age of the sampled animal. Specify a number, followed by **Years** or **Months**, followed by **Estimated** or **Recorded**.
- **Condemned?** – Select **Yes** if this animal was condemned during the collection event, or select **No** if it was not.
- **FSIS Condemnation Code** (appears only if **Condemned?=Yes**) – A Food Safety and Inspection Service (FSIS) code for the reason why the animal was condemned.

**Clinical Signs Sub-block:**

This sub-block appears only if this animal’s **Designation=Clinical** or **Designation=Suspect**.

- In this sub-block, check one or more signs that describe this animal.
- To display more choices, click on the **less specific Clinical Signs** link.

**Animal ID Details Sub-block:**

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

**Add Another Animal ID** Click, to display a new row containing blank

**Animal ID Value** and **ID Type** data fields.

*Note:* All **Animal ID Values** and **ID Types** entered in this sub-block must apply to the same animal.

Click, to delete any data in its row. A pop-up message will verify that you want to delete this information.

**Specimen Details Sub-block:**

- **Container ID** – A unique value that identifies the container or jar in which the specimen(s) were packed. This value is the barcode number printed on the sticker that is affixed to the container. You can enter this number by typing it manually or by using a barcode scanner/reader device to scan a barcode label.
- **Specimen Types** – Type(s) of specimens collected from this animal. By default, the appropriate specimen types have been selected for you. Uncheck any specimens that were not packed in the container.

**Add Another Container** Click, to display a new row containing **Container ID**

and **Specimen Types** data fields.

*Note:* All **Container IDs** and **Specimen Types** entered in this sub-block must apply to the same animal.

Click, to delete any data in its row. A pop-up message will verify that you want to delete this information.

**Create Lab Submission** (more)

**Remarks Sub-block:**

Click the or button to expand/collapse this sub-block.

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

After creating your first Sample Record, use one of these commands:

**Save and Add Another Sample** Click, to save the first Sample Record and to empty the Samples Form. You will see this: **The sample was successfully saved!** You can now create another Sample Record by repeating **Step 11** above.

**Save and Continue >>** Click, to save the data on this Samples Form. A Review Submission Form will now appear, containing all your data.

**Continue >>** Click, to open a Review Submission Form without saving any data currently displayed on the Samples Form.

**Delete This Submission** Click, to delete this Lab Submission entirely and to return to the Welcome Screen.

**12 Sample List Block**

After you create and save your first Sample Record, this block will appear on the Samples Form.

a. To modify a Sample Record in this block, click the round radio button next to it, then select one of these commands:

**Edit** Click, to open the selected Sample record within an **Edit Sample Information Block**. You can now edit this record.

**Copy** Click, to copy information from the selected Sample Record into a new **Sample Information Block**. You can now modify and complete this new record as needed.

**Delete** Click, to delete the selected Sample Record from both the Sample List and this Lab Submission. A pop-up message will verify this deletion. After you do so, you will see this message:

**The sample was successfully deleted!**

b. After you finish editing or copying a Sample Record, use one of these commands to close the **Edit Sample Information Block** and to return to the Samples Form:

**Save Updates** Click, to save the Sample Record you just edited.

**Cancel Update** Click, to cancel and leave unsaved any changes you just entered for a Sample Record.

c. To add another Sample Record, click **Save and Add Another Sample**. You will see this message: **The sample was successfully saved!**

The Samples Form is blank again. Create a new record in it for the next animal by repeating **Step 11** above.

**13 Finishing the Samples Form**

After you have entered all of your Sample Records, do the following:

a. Use one of these commands:

**Save and Continue >>** Click, to save the data you just entered. A Review Submission Form appears, displaying, your data.

**Continue >>** Click, to open a Review Submission Form. Any data that was in the **Sample Information Block** will not be saved.

**Delete This Submission** Click, to delete this Lab Submission Record entirely and return to the Welcome Screen.

b. Continue with **Step 14** below.

## Create Lab Submission (more)

### Completing the Review Submission Form

#### 14 Submission Information Block

- This block is auto-filled with data that you entered earlier.
- If necessary, edit the **Referral #** and **Collection Date** data fields (refer back to **Step 2** on Page 1).

#### 15 Submission Created By Block

This block is view-only and auto-filled with data from the login profile of the submitter (the individual who created this Lab Submission Record).

#### 16 Collection Information Block

To edit any data in this block, do the following:

- Next to **Collection Information**, click on **Edit**.
- The Collection Information Form appears. Make your changes. (See **Steps 6-8** above for help.)
- When finished, use one of these commands:
  - Save and Continue >>** Click, to save your changes. The Samples Form appears; make any changes to it (see **Steps 10-13** for help).
  - Back to Review Submission** Click, to return to the Review Submission Form. Any changes you made in this block are not saved.
  - Delete This Submission** Click, to delete this Lab Submission Record entirely and to return to the Welcome Screen.

#### 17 Sample List Block

This block lists any Samples Records you created earlier. To edit them, use the **Edit** **Delete** **Add New Sample** buttons.

#### 18 Payment & Laboratory Information Block

Fill out the data fields in this block, using the guidelines below:

- **Conditions to test for** – Auto-filled with the **Scrapie** option.
- **Laboratory** – The processing laboratory that will test these samples.
- **Payment Certification** – Payment method to use to reimburse 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.

#### 19 Finishing the Review Submission Form

At this point, you can do different actions by clicking on their buttons. All possible actions are listed below -- but you may see only some of them, depending on whether you are saving a Lab Submission for the first time or editing an existing Lab Submission.

- Save Updates** Click, to save any edits you made on the Review Submission Form.
  - Save and Complete Submission** Click, to complete the Lab Submission Record shown in this Review Submission Form and to transmit the record to the designated processing laboratory.
- A pop-up message asks you to verify this command.
  - After a brief wait, you see this message: **The submission was successfully completed!**
  - If this is the first time you saved the Lab Submission Record, a new **Star #** will appear at the top of the Review Submission Form. A **Star #** is a **Specimen Tracking And Reporting** Number that uniquely identifies a Lab Submission Record that was successfully transmitted to a testing laboratory.

## Create Lab Submission (more)

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

If you must edit this Lab Submission Record AFTER it has already been completed, do the following:

- Click on **Edit This Submission**.
- A message describes how the Lab Submission Record must be **LOCKED** while you are editing it. Locking the record prevents anyone else from using it at the same time you are. Click on **Continue with Edit**.
- When you have finished editing this record, you must **UNLOCK** it by clicking on **Finished Editing Submission**.
- Be sure to notify the processing laboratory** about the changes you made to this Lab Submission Record.

**Delete This Submission** Click, to delete this Lab Submission Record entirely and to return to the Welcome Screen.

**Back** Click, to return to the Welcome Screen. This Lab Submission will be saved as an incomplete record. (To work on this Lab Submission again, you can find it in the Incomplete Lab Submissions list that appears on the Welcome Screen.)

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

**View Lab Results** (Available only after the processing laboratory has entered its test data into this Lab Submission Record.) Click, to view this Lab Submission Record's specimen test results.

## Action Item: Review Lab Submissions

1 On the Welcome Screen, under **Action Items**, click on **Review Lab Submissions**.

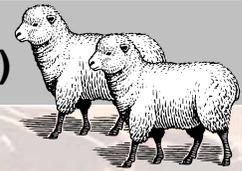
#### 2 Lab Submission Search-Review Submission Form

Use this form to retrieve and display the Lab Submission Record you want.

- In the **Search Criteria Block**, you must fill out these two data fields:
  - **Program** – Select **Scrapie Eradication Program**.
  - **Collection Type** – Select **Regulatory Scrapie Slaughter Surv**.
- In this block, all other data fields are optional. Use the guidelines below to complete them:
  - **Referral #** – Uniquely identifies a Lab Submission Record.  
*Format:* SSAAAMDDYYYY (where SS=a State's two-letter postal abbreviation, AAA=two or three initials of the submitter's name, and MMDDYYYY=the date on which the physical animal specimens were collected).  
*Example:* COMTM01152007 ("Colorado, MTM, January 15, 2007")
  - **Star #** – **Specimen Tracking And Reporting** Number, which uniquely identifies a Lab Submission Record that was successfully transmitted to a testing laboratory.  
*Format:* EECnnnnn (where EE=the testing laboratory's code, C=the RSSS disease surveillance 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 value is the barcode number printed on the sticker that is affixed to the container. You can enter this number by typing it manually or by using a barcode scanner/reader device to scan a barcode label.



# Veterinary Services Laboratory Submissions (VLS) Module for Regulatory Scrapie Slaughter Surveillance (RSSS)



## Creating Lab Submission Records using VLS Web Forms

### Review Lab Submissions (more)

- **Submission Status** – Status of the Lab Submission Record that you want to open and view/edit:

<b>Incomplete</b>	A Lab Submission Record with this status has not yet been completed and electronically submitted to the laboratory that will test its physical specimens.
<b>Submitted to Lab</b>	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.
<b>Results Approved</b>	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.

- **Collection Date Between** – 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.

c. Use one of these commands:

- **Search** Click, to execute the search.
- **Reset Search Criteria** Click, to empty the data fields in this search form (except **Program** and **Collection Type**).
- **Cancel** Click, to cancel this search request.

#### 3 Search Results Block

This block displays a list of all Lab Submission Records that match your search values. You can reorganize this list in several ways:

- If this list is longer than one screen, use **View Next** and **View Previous** to move up and down the list.
- To change the sorting direction of the list, click once on any underlined column header (**Referral #**, **# Animals Sampled**, **Collection Date**, **Collection State**, **Submission Status**, or **Date Submitted**). A clickable arrow appears next to it.
  - ▲ Records in the list are currently sorted in ascending order (lower to higher).
  - ▼ Records in the list are currently sorted in descending order (higher to lower).

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

b. Use one of these commands:

- **Review Submission** Click, to open the selected Lab Submission Record. Go directly to **Step 4** below.
- **Cancel** Click, to exit the **Search Results Block**. You will return to the Welcome Screen.

4 A Review Submission Form appears. (Note: In the **Submission Information Block**, you may see a **Star #**. This is a **Specimen Tracking And Reporting Number**, which uniquely identifies a Lab Submission Record that was successfully transmitted to a testing laboratory. This number's format is **EE R nnnnn** (where **EE**=the testing laboratory's code, **R**=the RSSS disease surveillance program, and **nnnnn**=a system-generated sequential number).

### Review Lab Submissions (more)

The buttons on the Review Submission Form will differ, depending on its submission status.

- If **Submission Status=Incomplete**, you will 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 complete the Lab Submission Record shown in this Review Submission Form and to transmit the record to the designated processing laboratory.
  - a. A pop-up message asks you to verify this command.
  - b. After a brief wait, you see this: **The submission was successfully completed!**

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

If you must edit this Lab Submission Record AFTER it has already been completed, do the following:

- i. Click on **Edit This Submission**.
- ii. A message describes how the Lab Submission Record must be LOCKED while you are editing it. Locking the record prevents anyone else from using it at the same time you are. Click on **Continue with Edit**.
- iii. When you have finished editing this record, you must UNLOCK it by clicking on **Finished Editing Submission**.
- iv. Be sure to notify the processing laboratory about the changes you made to this Lab Submission Record.

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

- **Back** Click, to return to the Lab Submission Search Form.

- If **Submission Status=Submitted to Lab**, you will 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** Click, to edit this Lab Submission.
- **Enter Lab Results** Click, to enter test results for specimens.
- **Generate Packing Slip** Click, to display a printable Packing Slip and to bring up your web browser's Print Dialog box. Use the Print dialog box 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.

- If **Submission Status=Results Approved**, you will 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** Click, to edit this Lab Submission.
- **View Lab Results** Click, to view the test results for the specimens in this Lab Submission.
- **Generate Packing Slip** Click, to display a printable Packing Slip and to bring up your web browser's Print Dialog box. Use the Print dialog box 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.

Action Item: **Generate Reports**

**Generate Reports** (more)

- 1 On the Welcome Screen, under **Action Items**, click on **Generate Reports**.
- 2 In the **Generate Report for Program** data field, select **Scrapie Eradication Program**. Then click  .
- 3 A Scrapie Eradication Program Form appears, listing the available reports that you can generate.
- 4 Under **Report Name**, click once on the report you want to create.
- 5 If you chose a report that:
  - applies to only one Lab Submission Record, a Lab Submission Search-Run Report Form appears. Go directly to **Step 6** below.
  - summarizes or compiles data for multiple Lab Submission records, you see two blocks onscreen: **Report Information** and **Report Parameters**. Go directly to **Step 7** below.
- 6 Run a report on a single Lab Submission by doing the following:
  - a. In the Lab Submission Search-Run Report Form, complete as many data fields as possible in the **Search Criteria Block**.
  - b. Click  .
  - c. A **Search Results Block** appears with a list of any records that match your search criteria. You can reorganize this list in several ways:
    - If this list is longer than one screen, use  and  to move up and down the list.
    - To change the sorting direction of the list, click once on any underlined column header (Referral #, # Animals Sampled, Collection Date, Collection State, Submission Status, or Date Submitted). A clickable arrow appears next to it.
      - Records in the list are currently sorted in ascending order (lower to higher).
      - Records in the list are currently sorted in descending order (higher to lower).
  - d. Check the radio button next to the Lab Submission you want.
  - e. Click  .
  - f. A PDF-formatted version of the report appears within a web browser window.
- 7 Run a report for multiple Lab Submissions by doing the following:
  - a. Fill out the **Report Parameters Block** as instructed below:
    - Required Fields Sub-block**
      - **NAHLN Testing Laboratory** – Select once to highlight the laboratory that processed your samples.
      - **Collection Date (Start)** – The first day of a date range during which your samples were collected.
      - **Collection Date (End)** – The last day of a date range during which your samples were collected.
    - Sort Options Sub-block**
      - **Sort by 1 – Optional** – Choose a sort value. This value will be sorted in the report alphabetically in descending order (A → Z).
      - **Sort by 2 – Optional** – Choose a sort value. This value will be sorted in the report alphabetically in descending order (A → Z).

**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** – Choose a file type for formatting your report:

<b>PDF</b>	Portable Document Format.
<b>EXCEL</b>	Excel spreadsheet format.
<b>HTML</b>	Internet web-page format.
<b>CSV</b>	Comma-Separated-Values format (in which the values are separated by commas).

- b. Click  .
- c. If you specified **Output Type=Excel** or **CSV**, a File Download message box appears. Use one of these commands:
  - Click, to display the formatted report onscreen.
  - Click, to store the report in a directory of your choosing.
- d. If you specified **Output Type=PDF** or **HTML**, the report appears within a web browser window.