How to Create an On-Line Coggins form in VSPS for Accredited Veterinarians
Go to the VSPS website: https://vspss.aphis.usda.gov/vspss/
Click on Log In
1. Click I agree

2. Enter eAuthentication user id and password
3. Taken to the VSPS home page
Click on Labs
Add Test Record

This module provides access to the functionality to create and track laboratory test records.
1. Enter information into the drop downs.
2. Click Create.
1. Green success message with test record #

2. Select if you want to create a new animal or an animal in your Business Profile or address book (for instructions on how to create an animal in your address book see Lesson 1 Getting Started in VSPS)

* Note by Defining a new animal for testing the animal information will not be reusable for future CVIs or test charts. If you will see this animal again it is best to add it to your business profile.
1. Click apply

2. Select or search for your animal if adding an animal from your address book.
1. Select your animal by placing a check next to the animal you want to use.
2. Click Continue.
3. That animal will be added to the bottom of the previous screen.
1. Enter the Specimen Tube #
2. Confirm the age of the animal
3. Enter the date sampled
4. Click Continue
1. Select if you want to process this request electronically by an on-line lab to make it an “official” document or if you want to enter the test results yourself. This option will print an unofficial watermark on your Coggins form.

2. For this example we select the electronic option.

3. Select Process Electronically
### Specimens

<table>
<thead>
<tr>
<th>Select</th>
<th>Action</th>
<th>Animal ID(s)</th>
<th>Specimen Tube #</th>
<th>Min Age</th>
<th>Max/Single Age</th>
<th>Date Sampled (mm/dd/yyyy)</th>
<th>Accession #</th>
<th>Lab Tech</th>
<th>Test Results</th>
<th>Test Type Used</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Breed Registration: 65455 34</td>
<td></td>
<td>11 MONTHS</td>
<td></td>
<td>02/01/2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### Results Processing

#### Electronic

Select this option if you have created a test record request that you want to electronically submit to an online laboratory for processing. To enable this option, you must select an online laboratory.

#### Paper

Select this option if you have a test record that will not be electronically sent to an online laboratory and the results will be entered by you. To enable this option, you must select a laboratory defined by VSPS or manually enter the laboratory that was responsible for the original testing.

Laboratory: CSU Veterinary Diagnostic Laboratory

[Type name of unlisted Lab]

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- [Process Electronically] - Void - Cancel - Show VS 10-11
1. After the Sample was received and tested at your lab, your lab will enter the results electronically in VSPS.

2. Go back to the labs module and click Find Test Record.

3. Search for the test record either by selecting quick find links (veterinarian is me, or created by me or using another search option ie test record # etc)

4. It is also recommended to enter Completed in the status so only completed records display.
1. Select View next to the test record you want to display the VS 10-11
2. Select Show VS 10-11
1. 10-11 Displays with "Official Copy" watermark.
• Thank you!
• For additional information Contact the VSPS help desk: 877-944-8457 and select option 3