

Classical Swine Fever

Job Aid for Diagnostic Laboratories

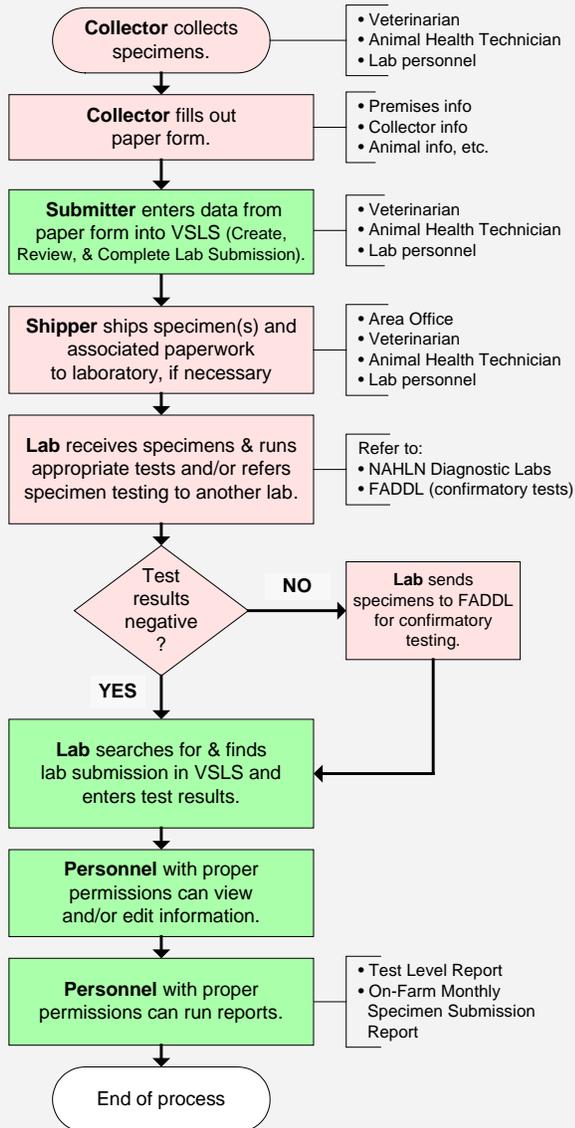
Data Submission into the Veterinary Services Laboratory Submission (VLS) Application



User Info
Lab Personnel
▶ Change Password
Action Items
▶ Create Lab Submission
▶ Review Lab Submissions
▶ Enter Lab Results

- **Help Desk Phone #** (877) 944-8457 Option 3, then Option 2
 - **URL** <http://cowebapps.aphis.usda.gov/vslabsub>
 - **Assumptions:** You have a user profile and role set up in the application.
 - **Pop-up Blockers:** Before logging into Veterinary Services Laboratory Submissions (VLS) module, turn off/disable your web browser's pop-up blocker function.
 - **Required fields:** You must enter information into the fields next to red-colored text with asterisk (*).
 - **Warning!** DO NOT use the browser Back button  while working in the VLS application. Doing so will kick you out. Instead, use the application Back button **Back**.
 - **Scope:** This job aid covers the steps laboratory personnel follow to create, find, access, and review the appropriate lab submission in VLS, and enter the lab test results.
-  Click, for more detailed information & instructions.

Process Flow

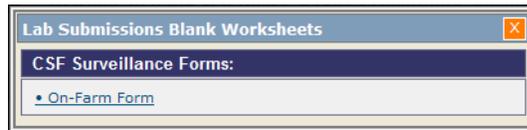


Section #1: Application Menu Bar

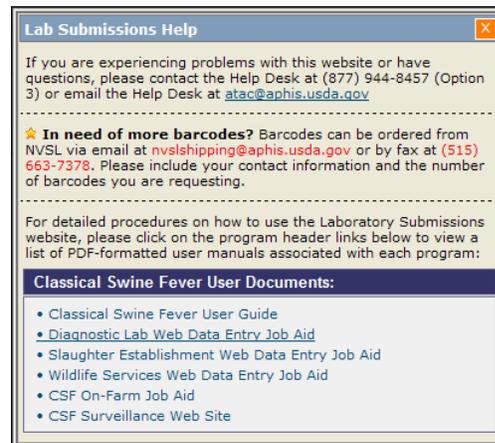
The menu bar is displayed on most pages in the application. It's handy if you need to quickly get back to the *Home* page, need a CSF surveillance *form*, need *help*, or just want to *log out* of the application.

MENU BAR > [Home](#) | [Blank Worksheet](#) | [Help](#) | [Logout](#)

- **Home** – Click, to go to the Home page where you'll find application user information, action item links (Create Lab Submission, Review Lab Submissions, and Enter Lab Results), and a list of incomplete lab submissions. Click on a referral # to access an incomplete lab submission.
- **Blank Worksheet** – Click, to access/print CSF surveillance forms.



- **Help** - Click, to obtain Help Desk contact information, barcode ordering information, and access to detailed CSF application user guides.



- **Logout** – Click, to exit the application and return to the login screen.

Section #2: Create Lab Submission

A SUBMISSION INFORMATION

Click on the *Create Lab Submission* link on the Home page and enter the Referral #, and Collection Date.

- **Program** - Classical Swine Fever (default)
- **Collector Type** - Diagnostic Lab (default)
- **Referral #** - Number that uniquely IDs a lab submission. Manually enter, using this format: State abbreviation, your initials, the date, letter to differentiate multiple submissions in a day. Example: COSRV10072010A
- **Collection Date** – Click on the calendar icon at the end of the field to select the date specimens were collected.

Create New Submission Click to proceed.

B COLLECTION INFORMATION

Change submitting and testing laboratories, if defaults are not correct, by clicking on the drop-down menu  at the end of the field.

C SUBJECT INFORMATION

Enter information into the required fields, at minimum.

- **Subject (Animal) ID** - Characters or numbers used to identify a subject or origin of subject. Can link multiple specimens to one subject.
- **Collection Date** – Default is current date. Can change if necessary.
- **Reason for Submission** – Select from menu (Abortions, CNS Signs, Septicemia, General Swine Submissions, etc).
- **Specimen Bar Code** – Code that uniquely IDs a specimen. Each specimen has its own bar code.
- **Specimen Type** – Select type from drop-down menu (Tonsil, Blood, Semen, etc.)
- **Sub. Lab Accession #** - Number used by submitting labs to link specimens to practitioners/farms in the event of a positive test result.

Add Another Specimen Click, to add another specimen if necessary.

- **Submitting Practitioner Info** – Name, address, & phone # of practitioner involved with process. Can manually enter or search for a practitioner.
- **Production Site Info** – Most recent location of animal before going to Diag. Lab. Must enter State in which animal was found.

Save and Add Another Subject Click, to save subject information just entered and add another subject with associated information.

Save and Continue Click, to save subject information just entered and proceed to the Review Submission screen.

Delete This Submission Click, to delete the entire submission and associated data.

Section #3: Review & Complete Lab Submission

A SUBMISSION INFORMATION

The following information is displayed in this section. **Program, Collector Type, Referral #, and Submission Status** (Incomplete, Submitted to Lab, and Results Approved)

Note: You cannot edit this information.

B COLLECTION INFORMATION

- **Submitting Laboratory** – Name of diagnostic lab that submitted the specimens, and the city & state in which the lab is located.
- **Testing Laboratory** - Name of diagnostic lab that is testing the specimens, and the city & state in which the lab is located.

Edit Click, to edit this information.

Update Collection Information Click, to save your edits.

Note: The *Subject Information* is also displayed when you click on the *Edit* button, allowing you to add more animal data. All of the buttons identified in Section #2C are available.

C SUBJECT LIST

The following table is displayed.

	Specimen Barcode Specimen Type	Collection Date	Submission Purpose	Subject ID
<input type="radio"/>	A20000369 Tonsil, Sub.Lab#: AN557	10/14/2010	General Swine Submission	Pig 1

Edit Click, to edit the info associated with the selected subject.

Save Updates Click, to save the edits.

Copy Click, to copy all information (except barcode) from the selected subject into the Subject Information section. This is a quick way to add new subjects that have similar values.

Delete or  Click, to delete elected subject from the record.

D SHIPPING INFORMATION

Check if you are the Submitter – Click in the box to add your name, address, email & phone number to the Submitter Information section.

Yes – Is the collector also the submitter? **NOT WORKING...**

- **Submitter Information** - The practitioner's information that was added previously auto-populates this section. Click in one of the boxes shown above if you want to replace it with another person's information. **Note:** You can also enter information manually into each field (name, address, email, and phone number).

- **Date Specimens Shipped to Testing Lab** – Select a date from the calendar icon at the end of the field. **Note:** Enter a date even if the tests will be performed at the “submitting” lab, and not shipped to a testing lab.

- **Number of Specimens Shipped** – The number of specimens that will be shipped/tested auto-populates here.

Save Updates Click, to save edits.

Save and Complete Submission Click, to save the data entered and mark the lab submission complete, if you feel it is accurate and correct. Once complete, the data is made available for reporting and the assigned testing lab can enter test results. Any data corrections at this point must be conveyed directly to the testing lab.

Delete This Submission Click, to delete the entire lab submission.

Back Click, to go to the *Home* page.

Classical Swine Fever

Job Aid for Diagnostic Laboratories

Data Submission into the Veterinary Services Laboratory Submission (VSLs) Application

Section #4: Search for Lab Submission

- Access the VSLs application using the URL shown on page 1.
- Login with your *User ID* and *Password*.
- Click, *Enter Lab Results*, under Action Items.
- A search screen is displayed; enter or select specific information to find the lab submission you are looking for.

A SEARCH CRITERIA

Note:

If you enter information into multiple search criteria fields, you are being very specific; that will produce a fairly short results list.

On the other hand, if you enter information into only one field, the results list will be much longer, causing you to hunt a little more for the correct lab submission.

Required fields

The *Program* field is the ONLY mandatory field. All other fields are optional.

Pull-down menu fields

If you want criteria in these fields, you must select one of the choices – you cannot manually enter information.

Fields with no pull-down menu

If you want to add specific information into these fields, you can manually enter it or use the calendar for dates.

- If you don't know specific information, you can leave the field blank or enter wildcard %.
- If you know partial information, you can use the wildcard before or after letters or numbers. Example: You know the bar code ends in the numbers 367; you can enter %367.

B SEARCH FIELDS

- **Program** - Classical Swine Fever Program (default).
- **Collector Type** – Select Diagnostic Lab.
- **Referral #** - The State abbreviation, initials of data entry person, and the current date (e.g. TXJCS09282010 for Texas, Jay Carl Stone, Sep28 2010).
- **Specimen Barcode (number)** – Barcode associated with a specimen.
- **Test Result Status** – Menu choices are Results Incomplete, Results Waiting Confirmation, and Results Approved.
- **Collection Date Between** – Select dates from the calendars, or manually enter dates (mm/dd/yyyy).
- **Collection State** – State in which the specimen was collected.
- **Practitioner (Last,First)** – Last & first name of person who collect the specimen.
- **Sub.Lab Accession #** - This number refers to a field on the Diagnostic Lab paper form. The number is used by submitting laboratories to link specimens/tissues to practitioners/farms in the event of a positive test result.

Search Click, to invoke the search, based on criteria entered.

Reset Search Criteria Click, to clear the search fields.

Cancel Click, to leave the *Lab Submission Search* screen and go to the *Home* page.

C SEARCH RESULTS

Search results are displayed in table format, as shown below.

Results 21 - 30 of 33 <<previous | Page 1 2 3 4 | next >>

	Referral # 	# Animals Sampled	Collection Date	Collection State	Submission Status	Date Submitted
<input type="radio"/>	COSRV10092009A	3	10/09/2009	CO	Submitted to Lab	10/19/2009
<input type="radio"/>	COTAB08252009A	3	08/25/2009	CO	Submitted to Lab	08/25/2009

 **Note:** The arrow identifies the column that is being sorted. A down arrow indicates it is sorted in descending order, and an up arrow indicates it is sorted in ascending order.

- Navigate the list by clicking on *previous*, *next*, or *the page number*.
- Sort the list by clicking on a column header. The first time you click, it sorts the current list of submissions (by that column) in ascending order; click again and it sorts in descending order.
- Select a lab submission by clicking in the round radio-button in the far-left column, next to the appropriate referral number. You may notice extra characters after the basic referral number. These are used to differentiate multiple submissions by the same person on the same day.

Section #5 – Enter Lab Test Results

After you select a lab submission:

Enter Lab Results

Click, to display the Lab Test Results screen (or you can simply click on the appropriate Referral # in the Search Results list to display the screen).

The Lab Test Results screen is divided into 3 sections: **Submission Information, Lab Information, and Specimen List.**

Submission Information:										
Program					Collector Type					Referral #
Classical Swine Fever Program					Diagnostic Laboratory Submission					COSRV10232009A
Lab Information:										
Laboratory Name: Colorado St Univ Vet Diag Lab					Total # of Specimens: 1					
					Date Specimens Received: <input style="width: 100px;" type="text"/> 1					
Specimen List:										
<input type="checkbox"/> Copy test results from the first specimen to the others? 3										
**	Specimen Bar Code	Specimen Tested	Sub. Lab Accession #	Test Type	Test Result	Test Interpretation	Date Tested	Test Status	Remarks	
<input type="checkbox"/>	A225588	Semen	coab222	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	Negative Get Test Interp.	<input style="width: 100px;" type="text"/>	Pending	<input style="width: 100px;" type="text"/>	

1. Enter or select the date specimens were received by the lab.
2. Select the *Test Type*.
3. Enter the *Test Result* value.

Copy test results from the first specimen to the others? Click, if all of the specimens tested resulted in the same value.

Get Test Interp.

Click, to obtain a suggested interpretation of the test result based on the test result value. You can manually select a test interpretation, if appropriate.

Note: An inconclusive or positive result on a surveillance test requires confirmatory testing by FADDL.

4. Select the *Date* (specimens were) *Tested* from the calendar.
5. *Test Status* defaults to *Pending*.
6. Select relevant *Remarks* – **DROP-DOWN MENU NOT WORKING... Can add info manually.**

Options:

- You can add more tests for a specimen

Add Tests to Specimens

Click, to add another test to the specimen selected in the list.

Enter the number of tests to add to the specimen, click Add Tests. Follow the steps above for each test.

- You can clear the fields, and re-enter information.

Clear Fields

Click, to clear the fields that can be edited.

Save Lab Results

Click, to save the test results.

The test status changes to *Completed*. You can still edit the information.

Save and Mark Lab Results Complete

Before clicking on this button, verify that you have accurately entered the test result data. Any rows that were NOT assigned a Test Result will automatically be set to "NotTested".

Click, to save the test results and mark the testing complete.

The test status changes to *Completed*.

You cannot edit the information now.

<< Previous Screen

Click, to return to the previous screen.

The following message appears when you save lab results:

