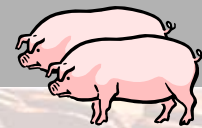




USDA-APHIS-Veterinary Services

Job Aid for Web Form Data Entry



Lab Submission for CSF – Diagnostic Laboratory

- **Help Desk Phone #** (970) 494-7302
- **URL** <https://cowebapps.aphis.usda.gov/vslabsub>
- **Assumptions** You know how to navigate in the web form, and have a login & password to the VS Lab Submission application.
- **Required fields** You must enter information into the fields next to red-colored text with asterisk (*).
- **Pop-up Blockers** In order to perform all tasks in application, turn off pop-up blocker in web browser.

General Information / Tips

These buttons [Home](#) | [Logout](#) | [Help](#) appear in the top-right corner on each lab submission form.

- **Home** takes you to the Welcome/Home screen.
- **Logout** takes you completely out of the VS Lab Submission module.
- **Help** provides links to relevant documents/info.
- **USE** [Back](#) , **NOT** [Back](#) while in application.

Create Lab Submission

1 SUBMISSION INFORMATION

- **Program** - Classical Swine Fever
- **Collector Type** - Diagnostic Lab
- **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: COSRV03152006A

2 [Click on](#) [Create New Submission](#)

3 COLLECTION INFORMATION

Change submitting & testing labs if defaults are not correct.

4 SUBJECT INFORMATION

- **Subject (Animal) ID** - Characters or numbers used to ID a subject or origin of subject. Can link multiple specimens to one subject.
- **Collection Date** – Default is current date. Refer to date entry options in next column.
- **Reason for Submission** – Select from menu.
- **Specimen Bar Code** – Code that uniquely IDs a specimen. Each specimen has its own bar code.
- **Specimen Type** – Default is Tonsil; select another type from drop-down menu if necessary.
- **Sub. Lab Accession #** - Number that uniquely IDs a box of specimens or one or more pigs (dead or alive). Diag.Lab assigns number.
- **Submitting Practitioner Info** – Name, address, & phone # of practitioner involved with process. Can manually enter or search.
- **Production Site Info** – Most recent location of hog before going to Diag. Lab. Must enter Prem ID and state, or zip and state.

5 [Click on](#) [Save Subject Information](#)

6 SUBJECT LIST

- [Edit](#) Use to modify existing subject record.
- [Copy](#) Use if you have several similar subject records to enter.
- [Delete](#) Use to remove a subject record.

7 [Click on](#) [Review Submission](#)

Review the lab submission record before submitting it. You can still edit, delete, or add subject records, or edit collection information.

8 SHIPPING INFORMATION

Enter submitter's name and date specimens were shipped to lab (Must be after collection date!)

9 [Click on](#) [Complete Submission](#)

Review Lab Submission

1 SEARCH CRITERIA

The Program field is the ONLY mandatory field. All other fields are optional. You can search on one field, or multiple fields, depending on how specific you want to be.

Drop-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 drop-down menu: If you want to add specific information into these fields, you can manually enter it or use calendars 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 with letters or numbers.
Example: You know the bar code ends in the numbers 367. You can enter %367.

2 SEARCH FIELDS

- **Program** - Classical Swine Fever (menu)
- **Collector Type** - Diagnostic Lab (menu)
- **Referral #**
- **Specimen Bar Code**
- **Submission Status** – Menu choices are Incomplete, Submitted to Lab, or Submitted with Results.
- **Collection Date Between** – You have several options for date entry:
 - Select dates from calendar.
 - Type T for today's date, T-4 for 4 days before today, etc . . . then press **Tab**.
 - Manually enter date mm/dd/yyyy.
- **Collection State** – Select from menu.
- **Practitioner**
- **Sub.Lab Accession #**

3 [Click on](#) [Search](#)

4 Select a Record to View/Edit

Your User ID determines which records you can view and edit. In general, if you're a Diag. Lab Official, you can access Diag. Lab submissions generated by individuals in the same lab.

If you're a NAHLN Testing Lab Official, you have access to all forms that were submitted to your lab. Click in round radio button next to appropriate record to select it.

5 [Click on](#) [Review Submission](#)

Note: You can also view/edit incomplete lab submission records by selecting them from the Incomplete Lab Submissions list on the Welcome/Home page.

Enter Lab Results

1 SEARCH FOR & SELECT RECORD

- **Program** - Classical Swine Fever
 - **Collector Type** - Diagnostic Lab
- Use the search techniques described under Review Lab Submission. Only records in *Submitted to Lab Status* can be edited to enter lab results.

2 [Click on](#) [Enter Lab Results](#)

3 TEST RESULTS FIELDS

The following fields require data input unless otherwise noted.

Field	Description
Test Result	<ul style="list-style-type: none"> • Not Tested (and will not be tested) ➔ Final Status • Negative ➔ Final Status • Inconclusive ➔ Sent to FADDL Status • Positive ➔ Sent to FADDL Status
Date Tested	Date on which the individual specimen was tested. Field remains blank if specimen was not tested.
Ct Value	Cycle threshold value (0 – 99.9) indicating result of PCR test. If value is less than 45 cycles, the specimen is considered positive. Field remains blank if specimen was not tested.
Test Status	Status of each specimen. Field is auto-populated based on the Test Result. There are two statuses. <ul style="list-style-type: none"> • Final • Sent to FADDL

Note: If results were the same for all specimens in the record, click in the box next to "Copy test results from the first specimen to the others?" and enter results for first specimen. The Test Result & Test Status fields for all specimens will auto-fill.

4 [Click on](#) [Save Lab Results](#)

When all specimen records are complete, you can complete submission.

5 [Click on](#) [Mark Lab Results Complete](#)