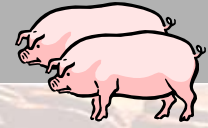




USDA-APHIS-Veterinary Services

Job Aid for Web Form Data Entry



Lab Submission for CSF – Slaughter Establishment

- **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

Review Lab Submission

1 SUBMISSION INFORMATION

- **Program** - Classical Swine Fever
- **Collector Type** - Slaughter Establishment
- **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

- The **Establishment Name** and **Testing Laboratory** fields are auto-filled based on your User ID. You can use the drop-down menu to change the information if necessary.
- **Collection Date** – Defaults to current date. Refer to date entry options in column to the right.
 [Click on this icon in the header if you want to hide info to simplify form.](#)

4 SUBJECT INFORMATION

- **Lot ID/Tattoo/Other** – Unique identifier for a group/herd of swine at a slaughter plant.
- **Reason for Submission:** Select Erysipelas, Septicemia, Other condemnation, or Randomly Selected.
- **Specimen Bar Code** – Code that uniquely IDs a specimen. Each specimen MUST have its own bar code.
- **Specimen Type** – Default is Tonsil; can select another type from the drop-down menu if necessary.
- **Production Site Info** – Location of hog before going to slaughter plant. Must enter Prem ID and state, or zip and state. Both Prem ID and zip must be valid for the state.

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

Note: You must save subject info for at least one subject before the Review Submission button is available for you to review subject information.

6 SUBJECT LIST

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

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 combine 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 field)
- **Collector Type** - Slaughter Establishment (menu field)
- **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/yy
- **Collection State** – select from menu.
- **Lot ID/Tattoo/ Other**

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 are a Slaughter Establishment Official, you can view submissions from anyone that belongs to the same slaughter establishment. 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.