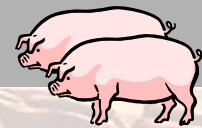# USDA-APHIS-Veterinary Services
Job Aid for Web Form Data Entry

Lab Submission for CSF – Wildlife Services

General Information / Tips

- **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.

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 -** Wildlife Services
- **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

- **Biologist's name and address** - Manually enter.
- **Testing Laboratory** - Select appropriate lab from pull-down menu.
- **County & State** - Manually enter collection site location.
- **Collection Date** - Select collection date from calendar or refer to date entry options listed in column to the right.
  - Click on this icon in the header if you want to hide info to simplify form.

4 SUBJECT INFORMATION

- **Subject (Animal) ID** – Unique identifier (characters or numbers) assigned to the subject by the biologist collecting the specimens.
- **Age Class -** Age group of animal. Select Juvenile (suckling pig), Sub-Adult (non-breeder), or Adult (breeder).
- **Sex** – Gender of animal from which specimen was collected.
- **Feral Pig** – Select appropriate type from pull-down menu.
- **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.
- **Collection Site GPS Location** – Use WGS84 Datum (Not required field).
- **Collection Site Location** – Select all locations that apply.
- **Collection Site Habitat** – Select all habitats that apply.

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]

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 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** – Wildlife Services (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/yyyy
- **Collection State** – Select from menu.
- **County** – County in which specimen was collected.

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 Wildlife Service Official, you can view submissions you have created, as well as submissions where the specimen collection occurred in a state in which you have permission to view the lab submission records. 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.