



Supporting the
land-based industries
for over a century



SAC LabPortal

User Guide



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1 Introduction

The SAC LabPortal provides customers with web-access to test results and reports, as well as allowing customers to see whether samples have been received by SAC to begin with.

The following sections detail how to use the web portal. For any further information please contact your local SAC Disease Surveillance Centre.

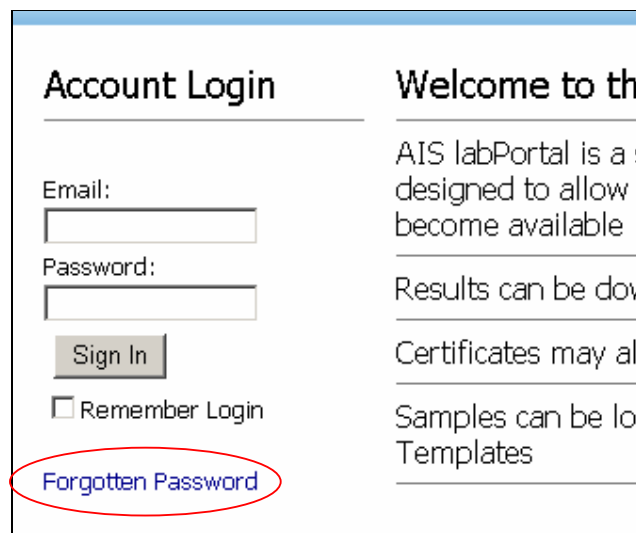
The web address for the system is:-

- <http://lims.sac.ac.uk>

2 Getting Started

To get started with the LabPortal, you need to supply an email address to SAC. This will be used as your username. Your local SAC office will then advise you when you are registered to use the system and you will need to perform the following:

- Go to the LabPortal (at <http://lims.sac.ac.uk>)
- Your username will be your office or personal email address.
- To obtain a password, just logon to the site and click on the blue "Forgotten Password" link (see below). Then type in your office or personal email address that you supplied SAC with. An email will then be sent to you containing your password.



Account Login	Welcome to the
Email: <input type="text"/>	AIS labPortal is a s...
Password: <input type="password"/>	designed to allow...
<input type="button" value="Sign In"/>	become available
<input type="checkbox"/> Remember Login	Results can be dow...
Forgotten Password	Certificates may als...
	Samples can be lo...
	Templates

3 Once logged in

The first page will show you three tabs that you can click on; Results, Documents and Options. To change the password that was sent to you to a password of your choosing, click on the 'Options' tab and type in a new password. Confirm the password and then click SAVE (see below).

Results Documents Options

Welcome al.gay@sac.co.uk!

Change Password

Current Password	<input type="text"/>
New Password	<input type="text"/>
Confirm Password	<input type="text"/>

Save

4 Results Tab

The results tab allows you to view the results of all client samples received from your practice. See below example. Note that this is a truncated screen shot. You can scroll to the right and obtain client details.

Advanced Search

| | | | |

| | Pages 1 of 1 | Rows 20 | | | Select Suite: All Dets

LPID	SampStatus	Date received	Date reported	Farm Sampled	Client Key
98385103	REPORTED	12/12/2007	12/12/2007		GAY002
98385102	APPROVED	12/12/2007			GAY002
98385101	REPORTED	12/12/2007	12/12/2007		GAY002
98385100	REPORTED	12/12/2007	12/12/2007		GAY002
98385098	APPROVED	11/12/2007			GAY002

Additional Testing Request

Please [email SAC](#) to request further testing for one of the above samples / submissions.

4.1 Information Displayed

The standard information shown for each sample, along with the results, is as follows:

- LPID - the Sample Identification Number
- Vet Name - the name of the vet practice which submitted the sample
- Vet - SAC's identifier for the vet (Vet)
- Species - the Species from which the sample was taken (Species),
- Client Name - the name of the vet's customer,
- Date Submitted - the date SAC received the sample
- Date Reported - the date an SAC vet reported on and approved the sample results
- Sub Ref - the submission to which the sample belongs (Sub Ref)
- Samp Status - the Sample Status which may have the following options

Options	Option Description
NEW	the sample is registered in the system but no analysis has been carried out
ACTIVE	indicates work is still in progress
COMPLETE	analysis has been completed

APPROVED	an SAC Vet has approved the results for the sample but a report has not yet been generated
REPORTED	an SAC Vet has approved the results for the sample and a report has been generated

- If you would like additional information shown, please contact your nearest SAC Disease Surveillance Centre.

Points to Note:

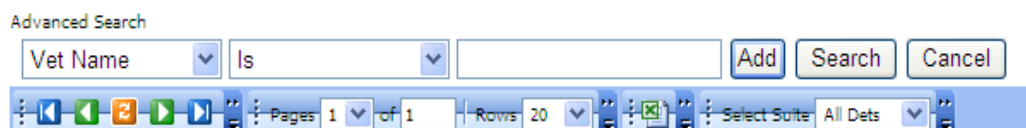
- A result highlighted in Red indicates that the result is outside the normal ranges for the given determination. If you hover over the result with the mouse you will see what the normal ranges are for that determination. For results within normal ranges, you can see the Normal Ranges by clicking on the LPID for the sample. This will take you to a 'Single Sample' screen which shows you further detail for the selected sample. (Refer to section 4.3).

4.2 To search for a specific sample

There are 2 ways to search for a specific sample:

1. Use the Search boxes at the top of the results table:

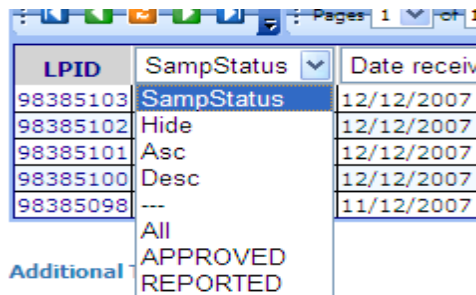
In these boxes you can select a criteria to search on, an operator, and a value if you have the information.



For example, if you select 'SampStatus' in the first box, then 'Is' in the second box, and type 'NEW' in the third, then hit the search button, you will be given all samples from your practice with a status of New.

2. Use the filters on each column in the table:

Located next to each column heading is an arrow that allows you to move to a particular entry in the column displayed. For example if you click on "client" you will be presented with a list of all clients that you can select from. Refer to the section titled 'Information Displayed'



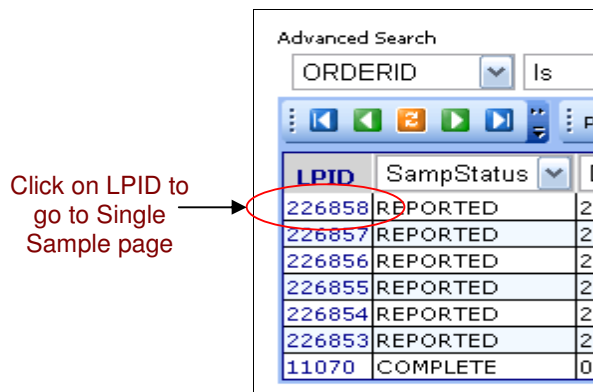
LPID	SampStatus	Date received
98385103	SampStatus	12/12/2007
98385102	Hide	12/12/2007
98385101	Asc	12/12/2007
98385100	Desc	12/12/2007
98385098	---	11/12/2007
Additional		
All		
APPROVED		
REPORTED		

Please email SAC to request further test

Please note that if you are using this searching mechanism, the drop down box for the filters will only display the first 50 options. As more results are being reported to the web it will become more efficient to use the Advanced Search mechanism as mentioned in point 1 above.

4.3 To see further information for a sample

If you wish to see further information for a particular sample on the Results tab, you can click on the LPID number. This will link you to another page which is called the 'Single Sample' page, and which gives you more detailed information on the sample you selected (see example below).



Click on LPID to go to Single Sample page

LPID	SampStatus	Date received
226858	REPORTED	20
226857	REPORTED	20
226856	REPORTED	20
226855	REPORTED	20
226854	REPORTED	20
226853	REPORTED	20
11070	COMPLETE	09

Results table

LPID	226858
SampStatus	REPORTED
Date reported	20/12/2007
Batch no	
Farm Sampled	
Client Key	GWATK001
Your reference	UK721273500263
Agent	
Det	Result
BVDAbO	< 0.000
bvdAbP	0
BVDAb	NEG

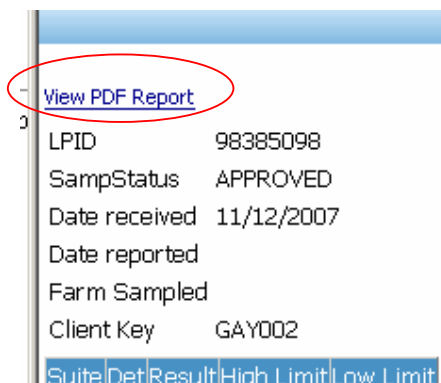
Example data on Single Sample Page

Note: If you wish to see the Vet Comments associated with a submission, you need to go to the PDF report.

4.4 To view PDF Reports.

There are two ways to view pdf versions of reports within labPortal:

1. When in the results page click on any "blue" Lab Portal ID number, and the Single Sample page for this sample will be shown. If there is a PDF Report associated with the sample, there will be a link at the top of this page which will open up the document.



Please note that PDF reports for submissions are associated with the first sample in a submission.

2. A PDF document can also be accessed by clicking on the "Documents" tab. The page will change and provide you with a list of all your report files. Although this list will be

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archived, we will certainly try and keep at least the last 3 months worth of reports on the system for you. The PDF document is a report as approved by the SAC vet and is exactly the same report layout that you would receive by email/post/fax.

4.5 To export results to excel.

A function of the LabPortal system is to allow a practice to obtain the raw results data in an excel format. This file can then be manipulated so it could be used in practice management software. Select a particular set of samples, and click on the EXCEL download button (as shown below). You will be presented with options to save the file in a particular location of your choice. The saved file can be opened using Microsoft Excel.

4.6 To request additional testing for a submission

If you would like to request additional testing for a submission you have already supplied to SAC, then please use the link shown at the bottom of the Results Screen.

68343392	Lamond Veterinary Gr	LAMOND01	FELINE	Love	0
68343391	Lamond Veterinary Gr	LAMOND01	CANINE	Thomson	0

Additional Testing Request

Please [email SAC](#) to request further testing for one of the above samples / submissions.

Please note that a request for additional testing must include the submission reference number, the name of the client the sample belongs to and the name of your practice.

4.7 To Logout of LabPortal.

Click the "log off" button on the top right of the screen.

5 Documents Tab

The documents tab displays a list of all your PDF reports currently in the system.

(Home) (Error) Results Documents Options People Settings (V2) Config Admin

Welcome amy.curran@sac.co.uk!

Reports

Page 1 of 4
 First Previous Next Last

	Title	Last Updated
	68343707_S010.PDF	12/05/2008
	68343633_S010.pdf	12/05/2008
	68343632_S010.pdf	12/05/2008
	68343631_S010.pdf	12/05/2008
	68343630_S010.pdf	12/05/2008
	68343560_S010.pdf	12/05/2008
	68343558_S020.PDF	12/05/2008
	68343558_S010.PDF	12/05/2008
	68343399_S010.pdf	12/05/2008
	68343304_S010.pdf	12/05/2008
	68343228_S01.pdf	12/05/2008
	68343224_S01.pdf	12/05/2008
	68343215_S01.pdf	12/05/2008
	68343121_S01.pdf	12/05/2008
	68343064_S01.pdf	12/05/2008
	68343053_S01.pdf	12/05/2008
	68343051_S01.pdf	12/05/2008
	68343050_S01.pdf	12/05/2008
	68343049_S01.pdf	12/05/2008
	68342970_S01.pdf	12/05/2008

Downloads

	Title	Last Updated
	Veterinary Services Price List	06/05/2008
	Capital Diagnostics Price List	06/05/2008
	Animal Health Meeting - Symington 12 June 2008	13/05/2008

At the bottom of the page there is also a 'Downloads' section. Here you will find documents relating to general SAC items, such as price lists and newsletters.



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6 FAQ

[I can't find my sample or submission on LabPortal. What should I do?](#)

The answer to this question depends on when you submitted your sample. If your sample was recently submitted to SAC, then it may not have been registered in SAC systems yet. Please check again in 1 or 2 hours and if your sample is still not in the system, contact your nearest SAC Disease Surveillance Centre.

[How do I know if SAC have received my sample?](#)

If your sample has been received at SAC, but work has not yet begun, it will be in the table found on the 'Results' tab, with a status of 'New'.

7 Additional information

- The LabPortal system is being refined and updated continually. If you have any suggestions or requirements for improvement please contact your local SAC Disease Surveillance Centre.