

'How To' Guide for Lab Services Portal



Supply Orders

Navigate to the 'Electronic Requisitions' Tab on the left-hand side menu on the portal.

Click on 'Supply Requests'

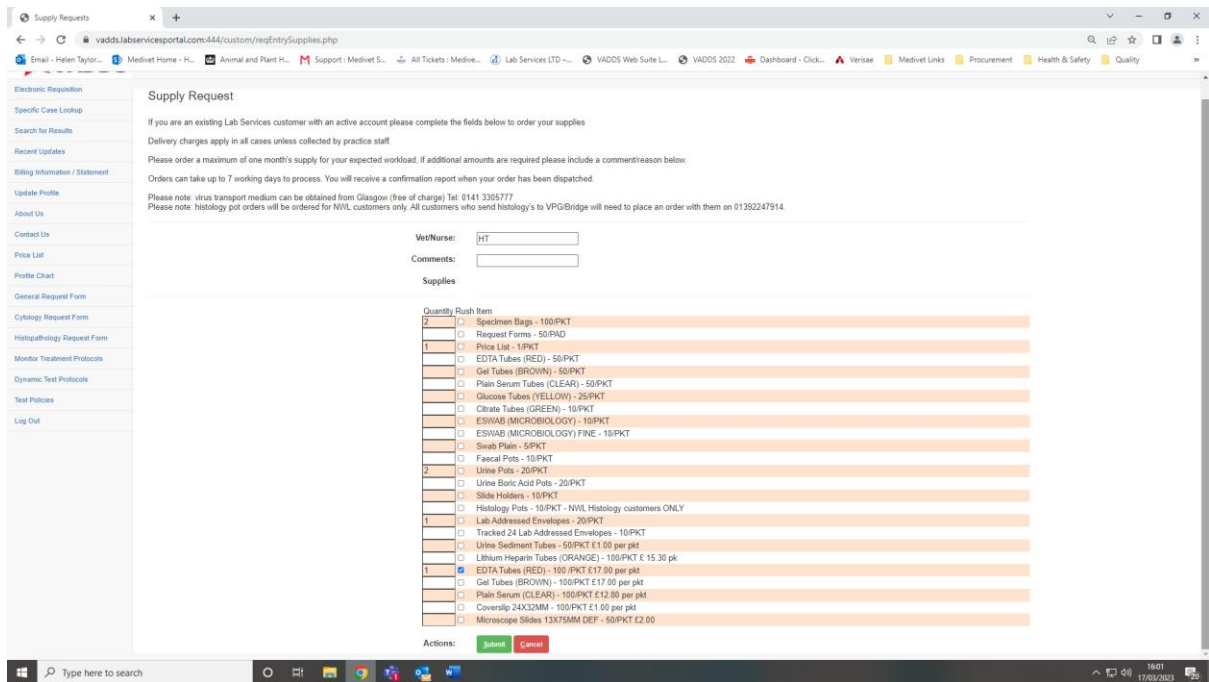
The screenshot shows a web browser window with the URL 'vadds.labservicesportal.com:444/menuReqEntry.php'. The page title is 'Lab Services'. On the left is a navigation menu with 'Electronic Requisition' selected. The main content area is titled 'Requisitions Screens' and contains a form for 'Supply Requests'. The form has a 'Selection' dropdown set to 'Supply Requests' and an 'Information' field. Below this are date pickers for 'From Date' and 'To Date', both set to '2023-03-17'. A 'Submit' button is visible. Below the date pickers are two tables: 'Templates' and 'Requisitions'. The 'Requisitions' table has columns for 'Req #', 'Date', 'Requisition #', 'Owner', 'Orders', 'Specimens', 'Edit', and 'Reprint/Cancel'. The 'Templates' table has columns for 'Req #', 'Template ID', 'Date', 'Requisition #', 'Owner', 'Orders', 'Specimens', 'Edit', and 'Reprint/Cancel'. Both tables show 'No Rows as of [17-03-2023 4:00 PM]'. The Windows taskbar is visible at the bottom.

Vet/Nurse – Enter in your initials.

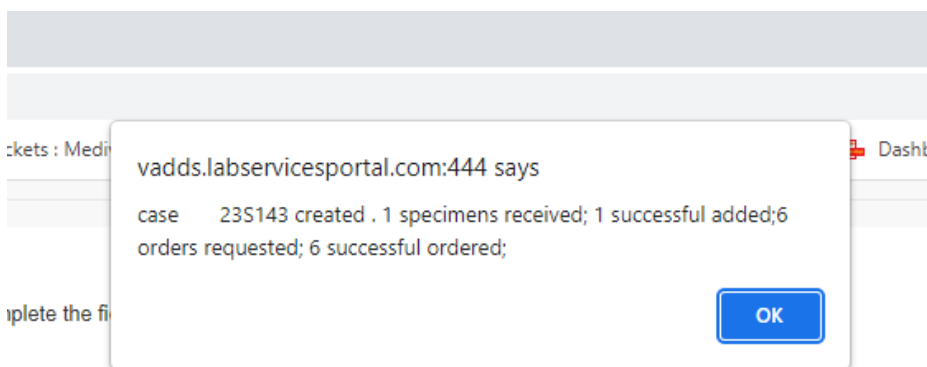
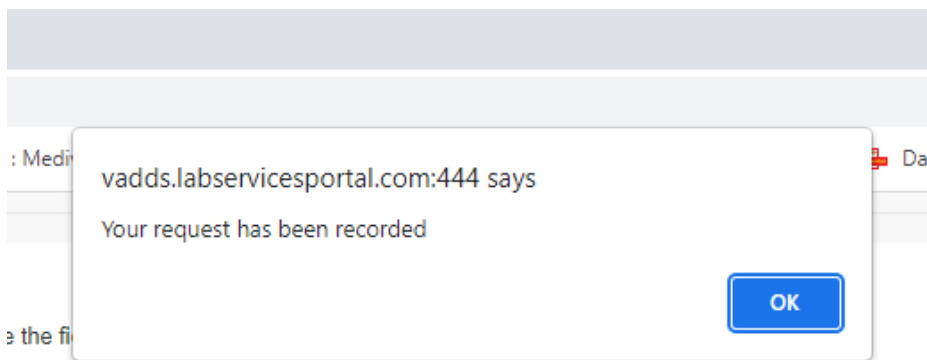
Comments – Please use this to notify us of any extra information or why the order may be more than a normal months' worth of stock.

Enter the **QTY** of each item you require and tick the '**rush**' box if the order is urgent.

Click the submit button to send the request.



You will see 2 pop ups to confirm submission, click OK on both. You will get a case number (23S143 in the example below) allocated to your supply order.



Additional amounts are required please include a comment/reason below.

Your supply order will then be processed by the Lab team and you will receive a report when the order has been posted.

Finding Reports

You can search for Reports in 2 screens on the portal – ‘Search for Results’ or ‘Recent Updates’

Navigate to ‘Search for Results’ if you are looking for specific Reports.

You can search by

Case Date – This is when the samples reached the laboratory

Owner – Owner name – The system will bring up partial matches here eg. Tay will bring up Taylor, Taymar etc...

Patient (Case) ID – Patient name - The system will bring up partial matches here also.

Click Submit

The screenshot shows a web browser window with the URL `vadds.labservicesportal.com:444/formCaseSearch.php`. The page features the VADDS logo and a navigation menu on the left with options: Electronic Requisition, Specific Case Lookup, Search for Results, Recent Updates, Billing Information / Statement, and Update Profile. The main search area is titled 'Lab Services' and contains the following fields: From Date (2023-03-12), To Date (2023-03-17), Owner, Patient (Case) ID, Specimen ID, Alternate Number, and Veterinarian. There are 'Submit' and 'Close' buttons at the bottom of the form.

OR

Navigate to ‘Recent Updates’ if you are looking for the latest report updates.

You can search by

How Recently Updated – Timeframe in which you would like to see updates from, Options from today to 4 weeks.

Owner – Owner name – The system will bring up partial matches here eg. Tay will bring up Taylor, Taymar etc...

Patient (Case) ID – Patient name - The system will bring up partial matches here also.

Click Submit

The screenshot shows a web browser window with the URL `vadds.labservicesportal.com:444/formNewResultsSearch.php`. The page features the VADDS logo and a navigation menu on the left with options: Electronic Requisition, Specific Case Lookup, Search for Results, Recent Updates, and Billing Information / Statement. The main search area contains the following fields: How Recently Updated (dropdown menu set to 'today'), Owner, Patient (Case) ID, and Veterinarian (dropdown menu). There is a 'Submit' button at the bottom of the form.

After clicking submit the system will display a table containing

Case# - Laboratory Reference Number – eg. 942154

Report – Click on the blue report and this will open a copy of the report

Report Status –

- Interim – Some results have been reported but some are still pending or to follow.
- Complete – The report is complete and no more results are pending or to follow.

Case Date – The date when the samples reached the laboratory

Last Update – This is when the report was last updated

Referring Clinic – Requesting Veterinary Practice

Owner – Owner name

Case ID – Patient name

Species – Species of Patient

You can utilise the Copy, Excel or PDF buttons to export this table to one or more of these formats.

The screenshot shows the VADDS Lab Services portal interface. At the top, there is a search form with fields for 'From Date' (2023-03-12), 'To Date' (2023-03-17), 'Owner', 'Patient (Case) ID', 'Specimen ID', 'Alternate Number', and 'Veterinarian'. Below the search form are 'Submit' and 'Close' buttons. The main content area displays a table of search results. The table has the following columns: Case #, Report, Report Status, Email, Case Date, Last Update, Referring Vet, Referring Clinic, Owner, Case ID, and Species. The table contains 25 rows of data. At the top right of the table, there are buttons for 'Copy', 'Excel', and 'PDF'. The browser's address bar shows the URL 'vadds.labservicesportal.com:444/formCaseSearch.php'. The browser's taskbar at the bottom shows the time as 16:11 on 17/03/2023.

Case #	Report	Report Status	Email	Case Date	Last Update	Referring Vet	Referring Clinic	Owner	Case ID	Species
235143	report	Intermediate		2023-03-17	2023-03-17 @ 16:05:25					Supplies
942154	report	Complete		2023-03-17	2023-03-17 @ 15:06:56				Mr. Nibbs	Feline
943096	report	Complete		2023-03-13	2023-03-15 @ 13:39:55				Rose	Canine
943128	report	Complete		2023-03-14	2023-03-16 @ 09:46:32				Chatcha	Feline
943129	report	Complete		2023-03-14	2023-03-16 @ 10:00:29				Toddy	Canine
943163	report	Complete		2023-03-15	2023-03-17 @ 10:15:53				Thandi	Canine
943164	report	Complete		2023-03-15	2023-03-17 @ 10:17:14				Pablo	Canine
943165	report	Complete		2023-03-15	2023-03-17 @ 10:17:58				Gala	Feline
943217	report	Intermediate		2023-03-17	2023-03-17 @ 15:51:00				Salvon	Feline
948558	report	Complete		2023-03-13	2023-03-15 @ 11:34:29				Smudge	Canine
948582	report	Complete		2023-03-14	2023-03-15 @ 16:41:19				Jasper	Canine
948583	report	Complete		2023-03-14	2023-03-17 @ 15:24:55				Leo	Canine
950116	report	Intermediate		2023-03-17	2023-03-17 @ 16:02:27				Gypsy	Feline
950117	report	Complete		2023-03-17	2023-03-17 @ 14:55:18				Milo	Canine
950118	report	Complete		2023-03-17	2023-03-17 @ 16:03:06				Gretel	Feline
950119	report	Complete		2023-03-17	2023-03-17 @ 16:04:04				Ruby	Canine
950120	report	Complete		2023-03-17	2023-03-17 @ 16:04:50				Zaney	Feline
950121	report	Intermediate		2023-03-17	2023-03-17 @ 16:02:00				Tessa	Feline
962497	report	Intermediate		2023-03-14	2023-03-17 @ 12:08:56				Bliss	Canine
962523	report	Complete		2023-03-15	2023-03-17 @ 13:04:09				Rudley	Canine

Has my sample arrived at the Lab?

If you would like to check if we have received your sample at the lab you can do this using either of the search functions in 'Search for Results' or 'Recent Updates'.

Search by the date range you expect us to have received your sample.

If the patient appears in the list, the sample has arrived with us.

This feature relies on our data entry having been completed and this process is happening throughout the day. Your sample may arrive at the lab at 5am but will only show up here when it has been data entered into the system (always the same day we receive the sample into the lab)

If you have any queries or concerns regarding whether a sample has arrived with us please don't hesitate to contact us – Our contact details are in the 'Contact Us' Tab.

Statements

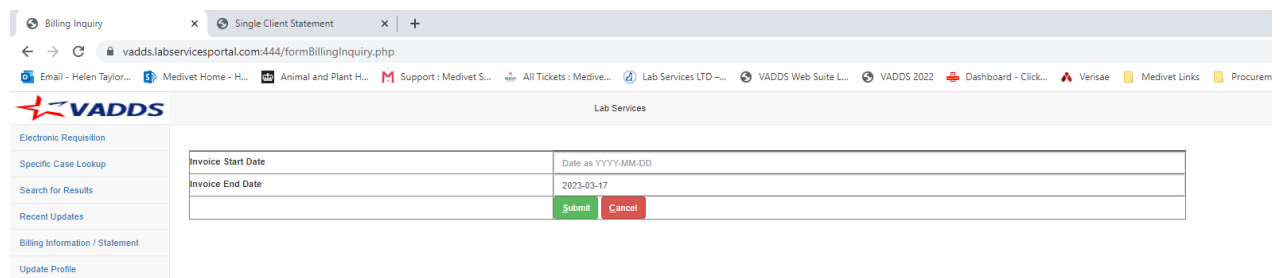
Billing statements are now available in the 'Billing Information / Statement' Tab.

The invoice Start and End dates are based on the dates that Lab Services has invoiced for testing. This is usually around the last day of the month.

So for example today is the 17/03/2023. If searching from the 01/02/2023 to the 17/03/2023 the statement will only contain February's completed samples as March will not have been invoiced yet.

Enter the relevant dates and hit submit and a PDF statement will be displayed.

If you have any queries or concerns regarding billing please don't hesitate to contact us – Our contact details are in the 'Contact Us' Tab.



The screenshot shows a web browser window with the URL vadds.labservicesportal.com:444/formBillingInquiry.php. The page title is 'Single Client Statement'. The VADDS logo is visible in the top left. A sidebar on the left contains navigation links: 'Electronic Requisition', 'Specific Case Lookup', 'Search for Results', 'Recent Updates', 'Billing Information / Statement', and 'Update Profile'. The main content area is a form with two rows of input fields. The first row is for 'Invoice Start Date' with a 'Date as YYYY-MM-DD' label and a text input field. The second row is for 'Invoice End Date' with a text input field containing '2023-03-17'. Below the input fields are two buttons: a green 'Submit' button and a red 'Cancel' button.

Other Tabs

Specific case Lookup – This can be used to search for reports using the Laboratory Reference Number eg. 965485

Update Profile – This can be used to update contact details for reports and invoices and to change your Lab Services Portal Password.

The other documents listed such as Request Forms and Our Price List can be accessed by clicking on the relevant tab, this will open a PDF of the relevant document.

IF YOU HAVE ANY QUESTIONS OR FEEDBACK REGARDING THIS DOCUMENT OR THE PORTAL, PLEASE DON'T HESITATE TO CONTACT US – lab@labservices.uk.com or call us 01923 252 800