VIEWING AND DOWNLOADING MANURE DATA REPORTS ON CVAS CLIENT PORTAL

*To provide access to results for our users, CVAS has a client portal that includes a **"Manure Data"** tab to provide access to PDF and Excel downloadable files of allManure Data reported to our clients.*
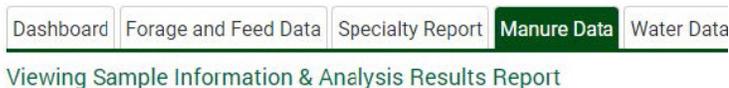
> **NOTES**
> - Status **'Completed'** will show you samples that have been completed and have results that are readily available.
> - Status **'Pending'** will allow you to view and track your sample through to completion.
> - Lab ID 'Batch' refers to the first 5 digits of the Lab ID
> - Lab ID 'Code' refers to the last 3 digits of the Lab ID

1. After logging into your CVAS client portal by using the Login link on the home page (www.foragelab.com) you will see a tab titled **"Manure Data"**.

| Dashboard | Forage and Feed Data | Specialty Report | Manure Data | Water Data | Global Data Summary | Sample Submission | Bulk Export |

Viewing Sample Information & Analysis Results Report

2. Once you have selected Manure Data and are looking at your samples, you have two status options; **Completed or Pending.** You may export results for Completed samples or view the status of your Pending samples.
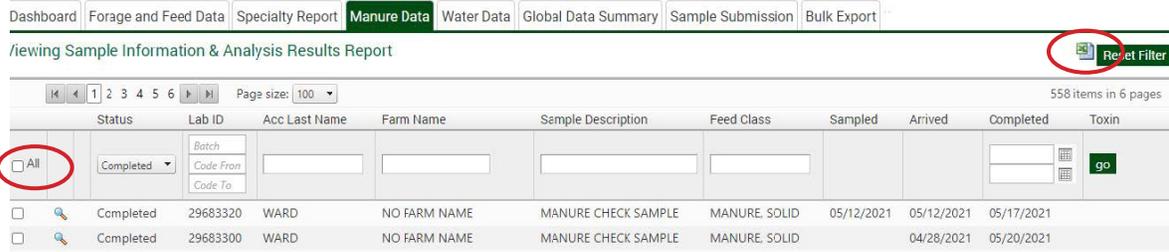
3. Drop down the 'status' menu to select your desired sample status.

4. When reviewing samples both Completed and Pending, you may narrow the search if you choose, by using fields such as Lab ID, account last name, farm name, sample description, feed class, and date completed. Search as desired, then click "Go" on the right-hand side. Export completed samples or view pending samples as desired.

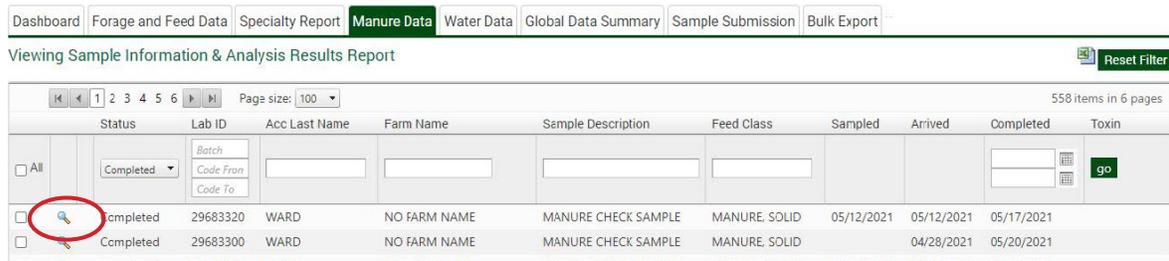- When exporting **Completed** reports, you have a few options:
  1. Select sample(s) by **selecting them separately** or by clicking **"select all",** and then downloading an **excel report** on the right hand side. This report will include all samples selected.

<p align="center">OR</p>

  2. You can select the **magnifying class** on the left side of each sample and separately download PDF's for each desired sample.

     * Please keep in mind, this process can only be done for one report at a time.

- When viewing **Pending** reports:
  1. You can track the progress of your pending samples. Sampled will tell you when you sampled and sent in your material. Arrived will let you know when we received the sample at the lab. As it continues through the process, completed will let you know the date that the results are available to be viewed and exported.
  2. Once available, you can also view an image of your sample with the submittal information, tagged with our internal scan code. You may do so via the magnifying glass to the left of the 'Pending' status.