



VIEWING AND DOWNLOADING FORAGE AND FEED DATA REPORTS ON CVAS CLIENT PORTAL

To provide access to results for our users, CVAS has a client portal to include a **“Forage and Feed Data”** tab that provides access to Excel downloadable files of all Manure Data reported to our clients.

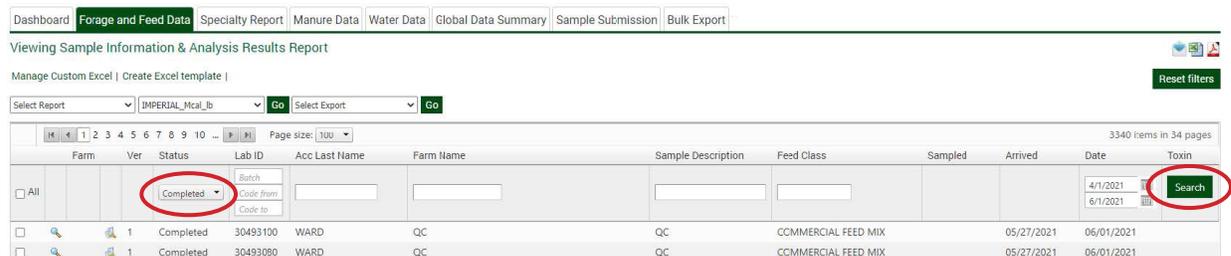
NOTES

- 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 **“Forage and Feed Data”**.



2. Once you have selected Forage and Feed Data and are looking at your samples, click the drop down menu towards the left to select the sample **‘Status’**. Select **‘Completed’**, and automatically all completed samples will begin to load.
3. When reviewing Completed samples, 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 range. Search as desired, then click **“Search”** on the right-hand side.



4. Once you have narrowed your search and are looking at your samples, you may now select your desired samples by selecting all, or selecting them separately by using the boxes on the left.

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

Viewing Sample Information & Analysis Results Report

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Select Report Select Export

Page size: 100 3340 items in 34 pages

Farm	Ver	Status	Lab ID	Acc Last Name	Farm Name	Sample Description	Feed Class	Sampled	Arrived	Date	Toxin
<input type="checkbox"/> All		Completed								4/1/2021 6/1/2021	<input type="button" value="Search"/>
<input type="checkbox"/>	1	Completed	30493100	WARD	QC	QC	CCMERCIAL FEED MIX	05/27/2021	06/01/2021		
<input type="checkbox"/>	1	Completed	30493080	WARD	QC	QC	CCMERCIAL FEED MIX	05/27/2021	06/01/2021		

- Now choose the **Report** you would like to generate for the samples chosen. Once you have chosen the report type from the top left, you may click 'Go' and your report will automatically generate. You may **download or print** the report and repeat steps 1-5 as needed.

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

Viewing Sample Information & Analysis Results Report

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Farm	Ver	Status	Lab ID	Acc Last Name	Farm Name	Sample Description	Feed Class	Sampled	Arrived	Date	Toxin
<input type="checkbox"/> All		Completed								4/1/2021 6/1/2021	<input type="button" value="Search"/>
<input type="checkbox"/>	1	Completed	30493100	WARD	QC	QC	CCMERCIAL FEED MIX	05/27/2021	06/01/2021		
<input type="checkbox"/>	1	Completed	30493080	WARD	QC	QC	CCMERCIAL FEED MIX	05/27/2021	06/01/2021		

- You can also select the **magnifying glass** on the left side of each sample to separately download PDF's for each desired sample.
* Please keep in mind, this process can only be done for one report at a time.

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Viewing Sample Information & Analysis Results Report

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Farm	Ver	Status	Lab ID	Acc Last Name	Farm Name	Sample Description	Feed Class	Sampled	Arrived	Date	Toxin
<input type="checkbox"/> All		Completed								4/1/2021 6/1/2021	<input type="button" value="Search"/>
<input type="checkbox"/>	1	Completed	30493100	WARD	QC	QC	CCMERCIAL FEED MIX	05/27/2021	06/01/2021		
<input type="checkbox"/>	1	Completed	30493080	WARD	QC	QC	CCMERCIAL FEED MIX	05/27/2021	06/01/2021		

If available, you can select the magnifying glass under '**Farm**' on the left side to separately download PDF's for each Farm Report.

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

- To review Pending samples**, once you have selected Forage and Feed Data and are looking at yoursamples, click the drop down menu towards the left to select the sample '**Status**'. Select '**Pending**', and automatically all pending samples will begin to load.
- When reviewing Pending samples, 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 range. Search as desired, then click "Search" on the right-hand side. You may also view and download the Farm Report by clicking the magnifying glass on the left under 'Farm'. Click the magnifying glass in the column to the right of 'Farm', to view the sample photo taken at the lab.