



## Viewing and Downloading Specialty Reports on CVAS Client Portal

To provide more complete access to results for our users, CVAS has updated our client portal to include a "Specialty Report" tab that provides access to PDF and CSV downloadable files of all specialty results 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

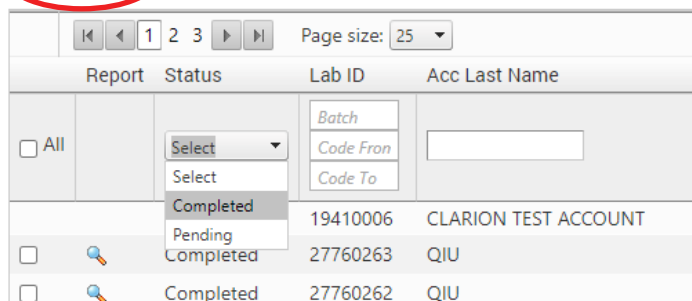
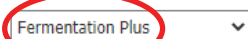
1. After logging into your CVAS client portal by using the Login link on the home page ([www.foragelab.com](http://www.foragelab.com)) you will see a tab titled "Specialty Report".



2. Once you have selected Specialty Report and are looking at your samples, click the drop down menu on the top left to select your desired report type. Select the report type you are looking for and your samples of that specialty report type will automatically load in the results section of the page.



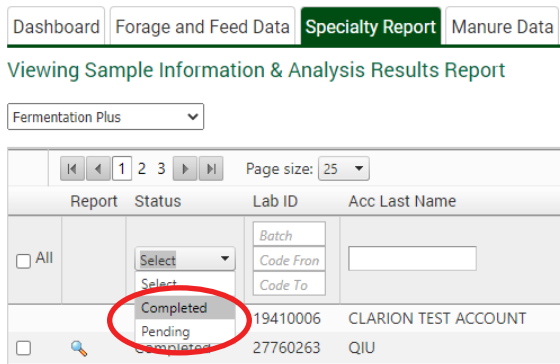
Viewing Sample Information & Analysis Results Report



Report	Status	Lab ID	Acc Last Name
<input type="checkbox"/> All	Select	Batch	
	Select	Code From	
	Completed	Code To	
<input type="checkbox"/>	Pending	19410006	CLARION TEST ACCOUNT
<input type="checkbox"/>	Completed	27760263	QIU
<input type="checkbox"/>	Completed	27760262	QIU

3. Now you have two status options; **Completed or Pending**. You may export results for Completed samples or view the status of your Pending samples.

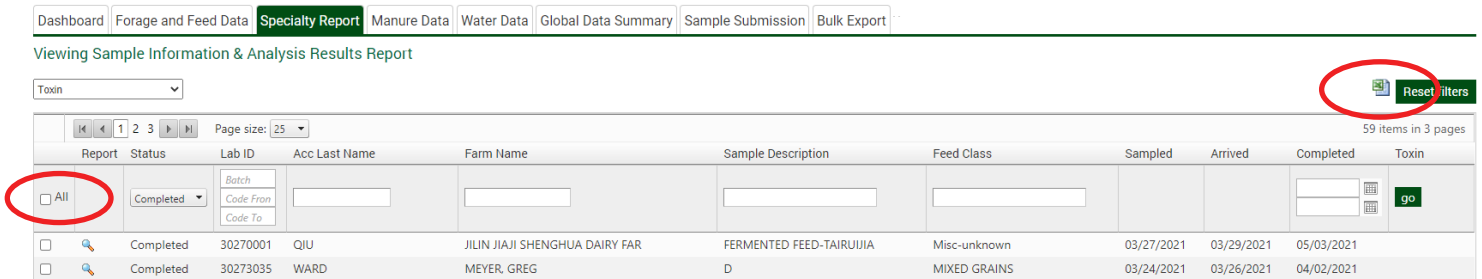
4. Drop down the 'status' menu to select Completed or Pending sample status.



5. 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;

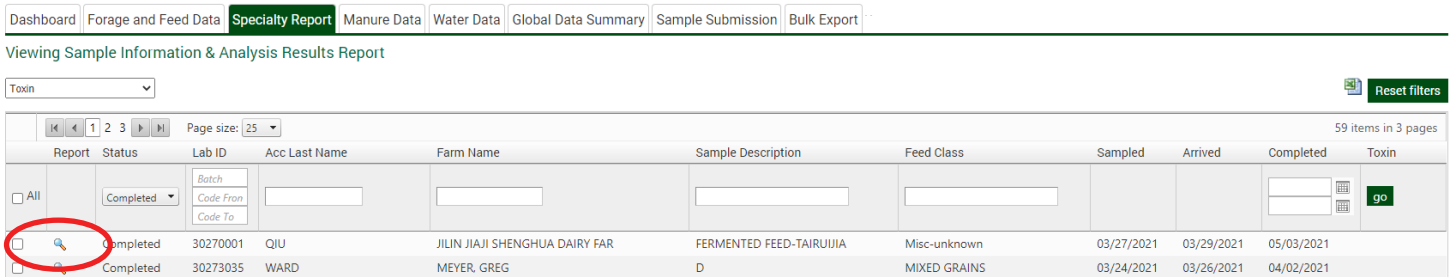
1. Select sample(s) by **selecting them separately** or by clicking "**select all**", and then downloading an **excel report** on the right hand side. This report will include all samples selected.



OR

2. You can select the **magnifying glass** 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.