



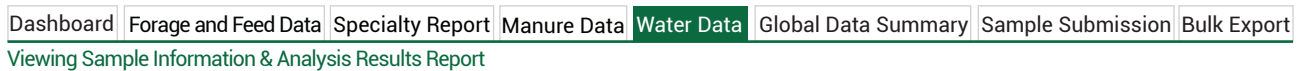
## Viewing and Downloading Water Data Reports on CVAS Client Portal

To provide access to results for our users, CVAS has a client portal to include a "Water Data" tab that provides access to PDF and Excel downloadable files of all Water Data reported to our clients.

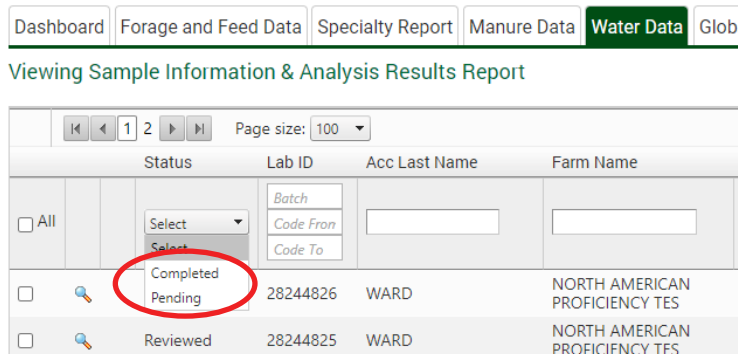
### NOTES:

- 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](http://www.foragelab.com)) you will see a tab titled "Water Data".



2. Once you have selected Water 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 Completed or Pending 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, 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.

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

Viewing Sample Information & Analysis Results Report  Reset Filter

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	Status	Lab ID	Acc Last Name	Farm Name	Sample Description	Feed Class	Sampled	Arrived	Completed	Toxin
<input type="checkbox"/> All	Completed	<input type="text" value="Batch"/> <input type="text" value="Code From"/> <input type="text" value="Code To"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/> <input type="text"/>	<input type="button" value="go"/>
<input type="checkbox"/>	Completed	30018231	WARD	GRENAAT CH DAIRY	BASIC WATER SAMPLE	WATER	03/01/2021	03/02/2021	03/08/2021	
<input type="checkbox"/>	Completed	29438194	CVAS	KAHRE FARMS	WATER	WATER	10/28/2020	10/29/2020		

OR

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.

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	Status	Lab ID	Acc Last Name	Farm Name	Sample Description	Feed Class	Sampled	Arrived	Completed	Toxin
<input type="checkbox"/> All	Completed	<input type="text" value="Batch"/> <input type="text" value="Code From"/> <input type="text" value="Code To"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/> <input type="text"/>	<input type="button" value="go"/>
<input type="checkbox"/>	Completed	30018231	WARD	GRENAAT CH DAIRY	BASIC WATER SAMPLE	WATER	03/01/2021	03/02/2021	03/08/2021	
<input type="checkbox"/>	Completed	29438194	CVAS	KAHRE FARMS	WATER	WATER	10/28/2020	10/29/2020		

- 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.

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

Viewing Sample Information & Analysis Results Report  Reset Filter

	Status	Lab ID	Acc Last Name	Farm Name	Sample Description	Feed Class	Sampled	Arrived	Completed	Toxin
<input type="checkbox"/> All	Pending	<input type="text" value="Batch"/> <input type="text" value="Code From"/> <input type="text" value="Code To"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/> <input type="text"/>	<input type="button" value="go"/>
	Pending	30433014	WARD	NORTH AMERICAN PROF TESTING	NAPT 2021 306	WATER	05/09/2021	05/11/2021		
	Pending	30433013	WARD	NORTH AMERICAN PROF TESTING	NAPT 2021 305	WATER	05/09/2021	05/11/2021		