Arkansas Livestock and Poultry Commission Veterinary Diagnostic Laboratory WebSuite

User Guide

WebSuite

Introduction

WebSuite will allow you to view and print completed test results and invoices online from the convenience of your home or office. You will also be able to confirm that we have received your samples.

You will be able to view your test results as soon as they have been completed and verified by our lab personnel. Only personnel at your clinic who enter the correct password will be able to access your test results.

System Requirements

You will need to use a PC with Windows 2000, XP or Vista and the Internet Explorer web browser (version 6.0 or above).

WebSuite access

You can access WebSuite by going to the following internet address:

http://arlpc.org/lab.asp

User Name and Password

Contact the lab office to obtain your User Name (which is your lab account number) and to select a password. You can change your password at any time by notifying our office. It is recommended that your password be a minimum of 8 characters and be a mixture of upper and lower case letters and numbers.

Your User Name:_____

Your Password:_____

Log In

Enter your User Name and Password. Then click the "Log In" button to go to the WebSuite **Search** page.

Search for Case(s)

You have several options when searching for a case.

Search by date. You must specify a **Start Date** and an **End Date,** which must be in the format (MM-DD-YYYY). The month, day, and year for these fields must be separated by a **dash**. Also entering the **Owner** and **Case ID (Animal ID)** is not mandatory, but entering this information may make searches faster, especially when searching a large date range.

Search by Case Number. The **Case Query** button allows you to find test results and invoice information if you know the **Case Number** (remember it must be entered in the format **XX-LXXXX**). After you've entered the Case Number, just click the **Search** button below the field.

Search for New Results. The **New Results** button will display test results that have been **verified** within the last 24 to 48 hours. This is a quick method of finding updated information without having to search through old cases (Test results are considered verified after they have been approved by a Case Coordinator.)

Access Test Results and Invoice

	5 items found, displaying 1 to 5							1
Case Query	**Case#**	**$ Date**	**Veterinarian**	**Clinic**	**Owner**	**Species**	**Last Updated**	**Case Coordinator**
New Results	10-LABTEST2	$ Jan 05 2010	ATC	ATC	ALPC	Feline	Wed Jan 06 2010	Clinical Pathology Tech
Search	10-LABTEST1	$ Jan 05 2010	ATC	ATC	ALPC	Equine	Wed Jan 06 2010	Clinical Pathology Tech
Lab Info	10-LABTEST	$ Jan 05 2010	ATC	ATC	ALPC	Canine	Wed Jan 06 2010	Clinical Pathology Tech
	10-LABTEST3	$ Jan 05 2010	ATC	ATC	ALPC	Bovine	Tue Jan 05 2010	Laboratory Technician
Log Out	10-LABTEST4	$ Jan 05 2010	ATC	ATC	ALPC	Avian	Tue Jan 05 2010	Clinical Pathology Tech
	5 items found, displaying 1 to 5							1
	New Search							

After performing a search, you will see results in the above table:

Case#: Clicking on the column header will allow you to sort results by Case# in ascending or descending order.

Note: The column header that determines the sort order of all the results in the table will be indicated by a red arrowhead.

$: Clicking on this icon next to its corresponding Case# will allow you to view and print the invoice associated with this case.

Veterinarian, Clinic, Owner, Species, Last Updated and Case Coordinator: Cases can all be sorted by these values.

Lab Information

The **Lab Info** button will display updated information about diseases, new tests, fees, and other details that will be pertinent for you to know.

Log Out

Clicking the **Log Out** button will allow you to exit WebSuite.