

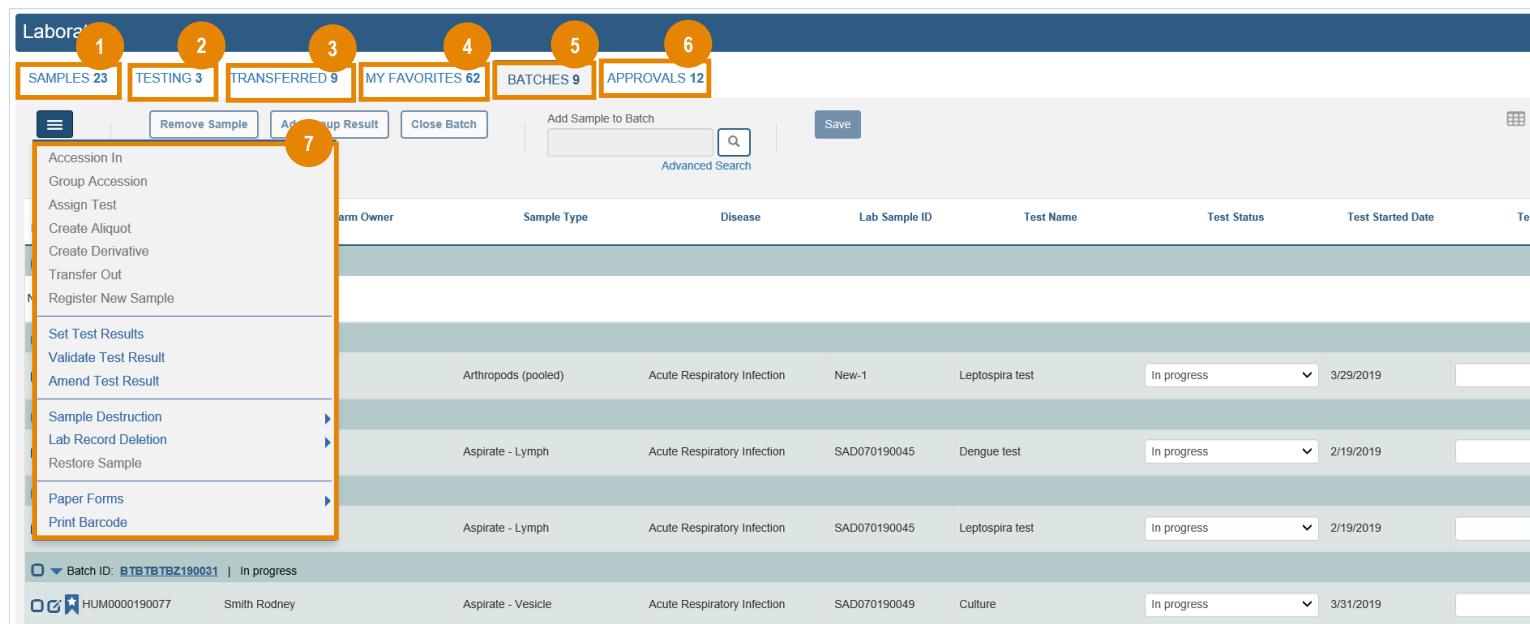
Navigate the BATCHES Tab

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An EIDSS user with the appropriate permissions can navigate the Laboratory module using the tabs and menu; buttons, links, and icons; columns; and other interface components. This quick guide presents information to navigate the BATCHES tab.

Laboratory Tabs and Menu

The tabs across the top of the interface (screen) allow easy navigation of the Laboratory module. A side menu is also available for quick access to commonly used functions.



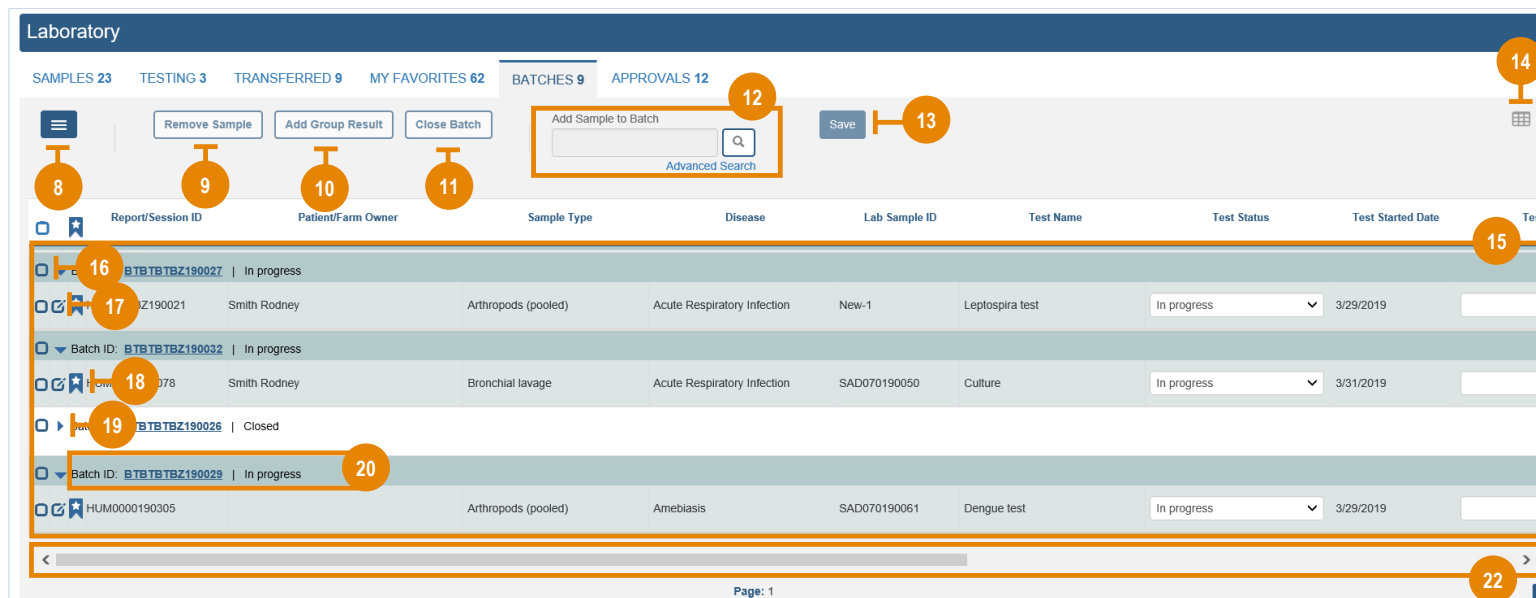
1. **SAMPLES** tab – enables accession of a sample or group of samples and assignment of a test to a sample
2. **TESTING** tab – enables assignment of a test to a sample and entry of results for an assigned test
3. **TRANSFERRED** tab – enables transfer of an accessioned sample
4. **MY FAVORITES** tab – enables selection of a sample as a “favorite” and its display on a user’s MY FAVORITES tab for easy access
5. **BATCHES** tab – enables addition of a group test result to all samples in a batch
6. **APPROVALS** tab – enables approval of test validation, test amendment, sample destruction, or record deletion
7. **Samples Menu** – provides links for easy access to various laboratory functions

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Buttons, Links, and Icons

The, buttons links, and icons within the BATCHES tab aid in a variety of functions related to batched samples.



8. **Samples Menu** icon – enables display of the Samples Menu
9. **Remove Sample** button – moves one or more samples with checked selection boxes to the TESTING tab
10. **Add Group Result** button – opens a drop-down menu that allows addition of the same test result to multiple samples
11. **Close Batch** button – enables changing a batch's status to closed
12. **Add Sample to Batch** function – enables searching and adding of samples to a selected batch
13. **Save** button – allows saving of modifications to laboratory data
14. **Grid** icon – provides access to the Column View Preferences window that enables customization of grid columns
15. **Grid** – displays all "In Progress" batches
16. **Selection** box – enables selection of one or more samples or batches
17. **Edit** icon – provides access to a window that enables revisions to sample/test details
18. **Star** icon – appears in blue once clicked and adds the sample to a user's MY FAVORITES
19. **Show/Hide** icon – expands or collapses the corresponding batch details
20. **Batch ID** and **Status** – are auto-populated when the batch is created
21. **Sample Status Comment** icon – displays any comments entered when the sample was accessioned (*pictured on page 3*)
22. **Scroll bar** – enables horizontal scrolling of the tab

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Columns

Each column within the BATCHES tab displays batch-specific information that allows users to quickly determine a batch's current status.

23	24	25	26	27	28	29	30	31	32	33	34	35	36
Report/Session ID	Patient/Farm Owner	Sample Type	Disease	Lab Sample ID	Test Name	Test Status	Test Started Date	Test Result	Result Date	Test Category	Accession Date	Functional Area	Sample Status
Batch ID: BTBTBTBZ190028 In progress													
No results were found.													
Batch ID: BTBTBTBZ190027 In progress													
HUMTBTBZ190021	Smith Rodney	Arthropods (pooled)	Acute Respiratory Infection	New-1	Leptospira test	In progress	3/29/2019					IT Department	21
Batch ID: BTBTBTBZ190025 In progress													
HUM0000190081	Smith Rodney	Aspirate - Lymph	Acute Respiratory Infection	SAD070190045	Dengue test	In progress	2/19/2019				2/18/2019 2:48:29 PM	CreateThisDepartment	Transferred out
Batch ID: BTBTBTBZ190030 In progress													
HUM0000190081	Smith Rodney	Aspirate - Lymph	Acute Respiratory Infection	SAD070190045	Leptospira test	In progress	2/19/2019				2/18/2019 2:48:29 PM	CreateThisDepartment	Transferred out

- 23. Report/Session ID** – is auto-populated for any sample entered in a veterinary or human disease report (Report ID) or an active surveillance or vector surveillance session (Session ID)
- 24. Patient/Farm Owner** – is auto-populated with the First and Last Name of the patient (for human sample) or farm owner (for animal sample)
- 25. Sample Type** – is auto-populated from the associated disease report/surveillance session
- 26. Disease** – is auto-populated from the associated disease report/surveillance session
- 27. Lab Sample ID** – is auto-populated with the ID assigned when the sample was accessioned
- 28. Test Name** – is auto-populated with the selection made in the Assign Test window
- 29. Test Status** – defaults to “In Progress” when a sample is moved to the BATCHES tab
- 30. Test Started Date** – is auto-populated with the date entered in the Create Batch window
- 31. Test Result** – is chosen from the Add Group Result drop-down menu or edited in the grid
- 32. Result Date** – is auto-populated with the date when the Test Result was entered
- 33. Test Category** – is auto-populated based on the chosen Test Name
- 34. Accession Date** – is auto-populated with the date and time the sample was accessioned
- 35. Functional Area** – is auto-populated with the Functional Area chosen on the SAMPLES tab
- 36. Sample Status** – is auto-populated with the status chosen when the sample was accessioned