EIDSS | Electronic Integrated Disease Surveillance System

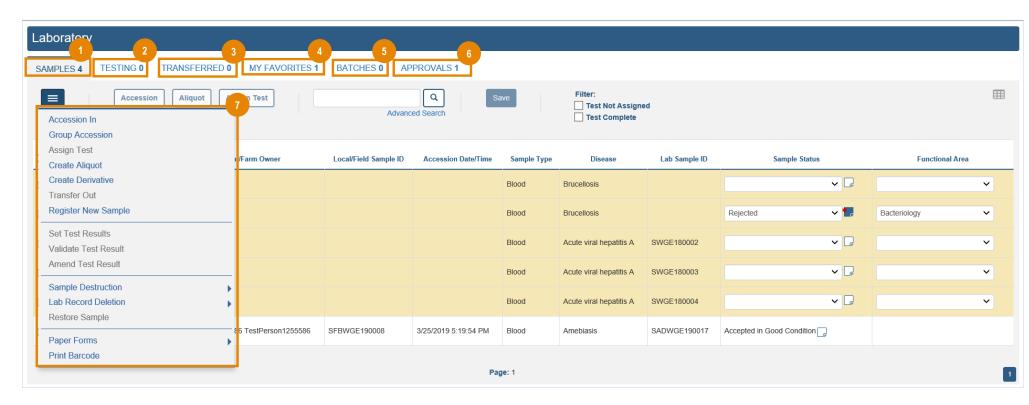# Navigate the SAMPLES Tab

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 SAMPLES 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
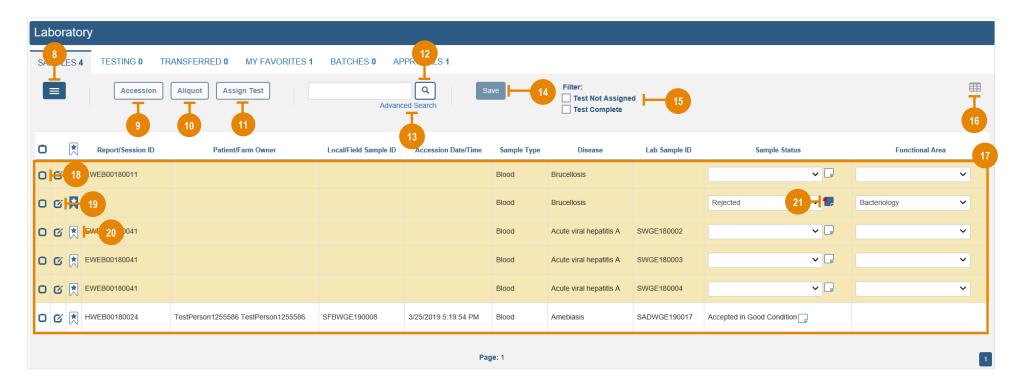
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Buttons, Links, and Icons

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

8. **Samples Menu** icon – enables display of the Samples Menu
9. **Accession** button – enables accession of a sample or group of samples
10. **Aliquot** button – provides access to a window that enables division of a sample into smaller portions
11. **Assign Test** button – provides access to a window that enables assignment of a test to a sample
12. **Search** icon – enables searching for laboratory-related information in the EIDSS database
13. **Advanced Search** link – provides access to a window that allows filtering of sample details
14. **Save** button – allows saving of modifications to laboratory data
15. **Filter** boxes – enable filtering of the samples displayed in the grid

16. **Grid** icon – provides access to the Column View Preferences window that enables customization of grid columns
17. **Grid** – displays unaccessioned samples (highlighted in yellow at the top) and accessioned samples without a test assigned, samples transferred with external results entered and saved, and samples with a validated test result
18. **Selection** box – enables selection of one or multiple samples
19. **Edit** icon – provides access to a window that enables revisions to sample/test details
20. **Star** icon – appears in blue once clicked and adds the sample to a user's MY FAVORITES
21. **Sample Status Comment** icon – becomes a mandatory field (requiring at least six characters) when "Accept in Poor Condition" or "Reject" appears as the Sample Status
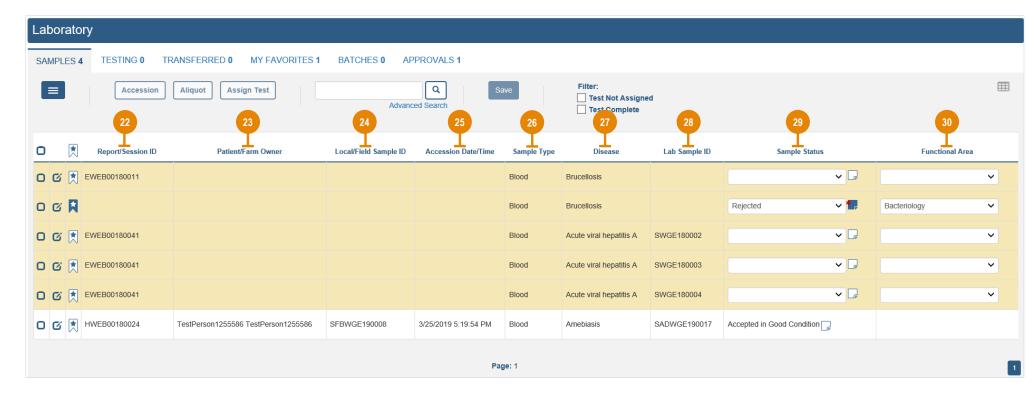
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Columns

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

22. **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)
23. **Patient/Farm Owner** – is auto-populated with the First and Last Name of the patient (for human sample) or farm owner (for animal sample)
24. **Local/Field Sample ID** – is auto-populated from the associated disease report/surveillance session
25. **Accession Date/Time** – is auto-populated with the current date/time once a sample is accessioned
26. **Sample Type** – is auto-populated from the associated disease report/surveillance session
27. **Disease** – is auto-populated from the associated disease report/surveillance session
28. **Lab Sample ID** – is assigned once a sample is accessioned
29. **Sample Status** – is chosen from a drop-down menu when accessioning a sample
30. **Functional Area** – is chosen from a drop-down menu, the options for which can be customized by the country