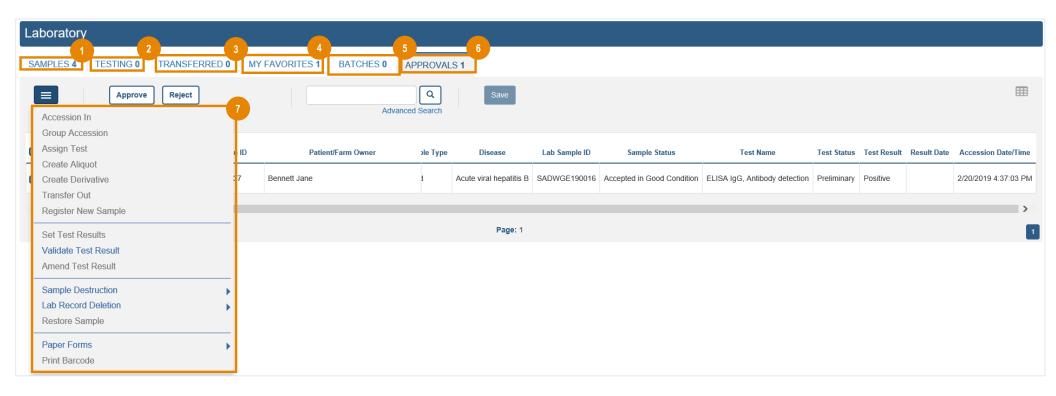# Navigate the APPROVALS Tab

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 APPROVALS 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
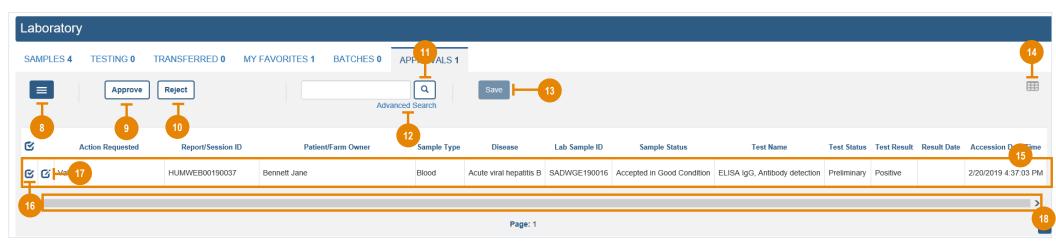
Navigate the APPROVALS Tab

Buttons, Links, and Icons

The, links, and icons within the APPROVALS tab aid in a variety of functions related to approving actions required for samples and tests.

8. **Samples Menu** icon – enables display of the Samples Menu
9. **Approve** button – approves the Action Requested and changes the Sample or Test Status for the selected samples
10. **Reject** button – does not approve the Action Requested and reverts the selected sample's status if applicable
11. **Search** icon – enables searching for laboratory-related information in the EIDSS database
12. **Advanced Search** link – provides access to a window that allows filtering of sample details
13. **Save** button – allows saving of approvals and rejections
14. **Grid** icon – provides access to the Column View Preferences window that enables customization of grid columns
15. **Grid** – displays all samples with an Action Requested
16. **Selection** box – enables selection of one or more samples
17. **Edit** icon – provides access to a window that enables revisions to sample/test details
18. **Scroll bar** – enables horizontal scrolling of the tab

Navigate the APPROVALS Tab

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

19. **Action Requested** – is auto-populated with the action requested by a lower-level user (e.g., Validation, Destruction, Deletion)
20. **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)
21. **Patient/Farm Owner** – is auto-populated with the First and Last Name of the patient (for human sample) or farm owner (for animal sample)
22. **Sample Type** – is auto-populated from the associated disease report/surveillance session
23. **Disease** – is auto-populated from the associated disease report/surveillance session
24. **Lab Sample ID** – is auto-populated with the ID assigned when the sample was accessioned
25. **Sample Status** – is auto-populated with the status chosen when the sample was accessioned
26. **Test Name** – is auto-populated with the selection made in the Assign Test window
27. **Test Status** – is auto-populated with the status chosen within the TESTING tab
28. **Test Result** – is auto-populated with the result chosen within the TESTING tab
29. **Result Date** – is auto-populated with the date the Test Result was entered and the current date once validated
30. **Accession Date/Time** – is auto-populated with the date and time the sample was accessioned