User Manual – ReceptionAnimal.

Content.

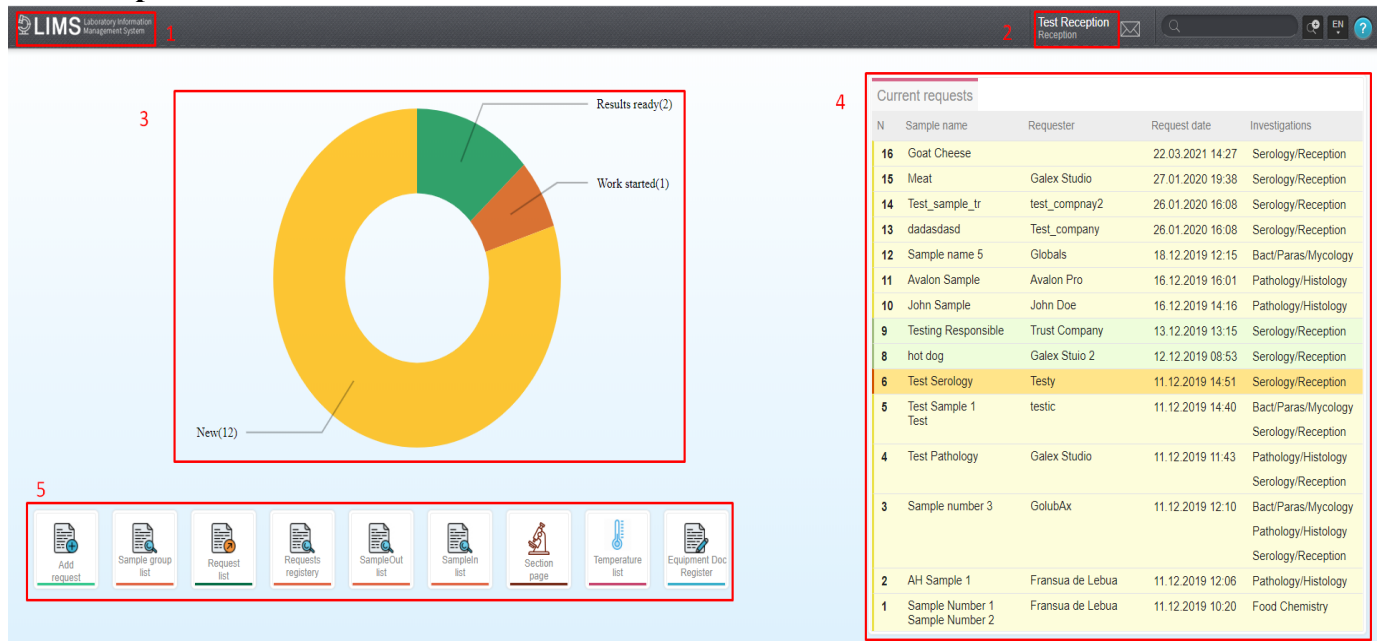## 1.Login page.

1. Field for entering a personal login.
2. Field for entering a password.
3. Login button.

2. Desktop.

1. To get to the main page of the "LIMS" system, click on the logo, which is located in the upper left corner (1).
2. By clicking on the name in the upper right corner, the user enters his personal account (2).
3. Under number (3) is a diagram that displays the number of requests in each status.
4. "Current requests" area - a list of all submitted requests (4).
5. Navigation (5) - this area consists of buttons that allow you to enter the pages available for this user.
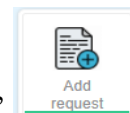
3. Personal account, password change.

In the "Personal data" area, the user has the option to change the password by doing the following:
1. Enter the current password;
2. Enter a new password;
3. Re-enter the new password (confirm the new password);
4. Click the "Save" button to save the changes.

5. Add a new request.

In order to add a new request, you must click on the icon "Add request"
A new window opens with fields that has to be completed.

Fill in the following fields:

Request

1. Request state - select the value from the list
2. Research scope - select the value from the list.

Payment

1. Payer – select the value from the list
2. Payment state – select the value from the list;
3. Payment mode – select the value from the list;
4. Calculated sum – enter the data;
5. Payment date, time – automatically filled in by the program;
6. Payed sum – enter value;
7. Payment details - – enter the data.

Sample details.

1. Rejected - check the box if necessary;
2. Species - enter value or select from the list;
3. Vaccination Status- enter value;
4. Disease - select the value from the list.

Individual / Company Name.

In order to open details Individual */ Company Name, you* need to click on **details.**

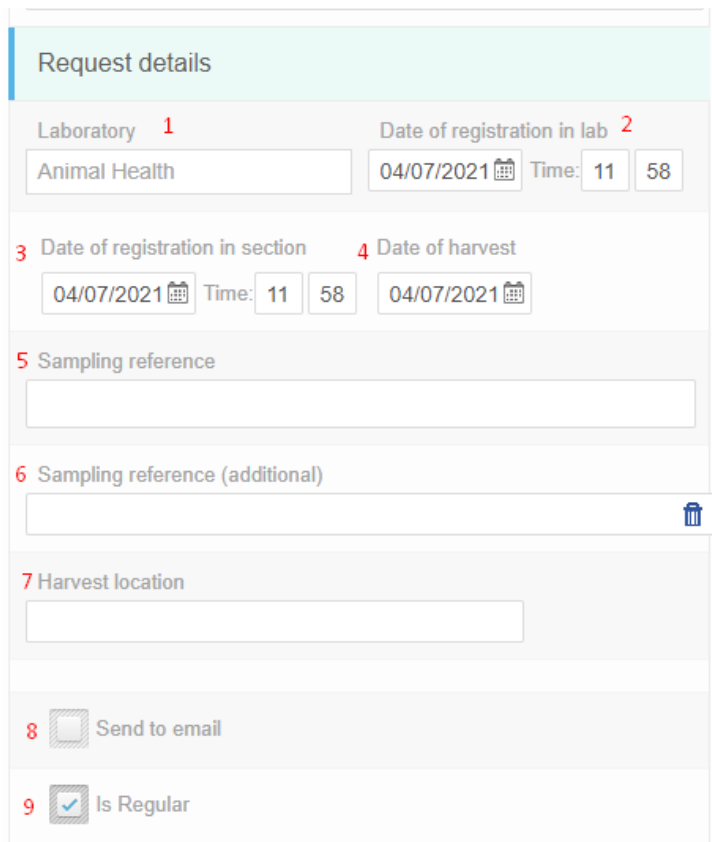We check the selected box in the opened area *Individual* or *Legal Entity.*

Then fill in the following fields:
1. Company name
2. Phone
3. ID
4. Municipality
5. Place
6. Street
7. Street number
8. Office
9. Fax
10. E-mail
11. Delivery responsible.

Request details.

1. Laboratory - the field is filled in by the system and cannot be changed;
2. Date of registration in lab and time - the field is filled in by the system but you can choose a different date;
3. Date of registration in section and time - the field is filled in by the system but you can choose a different date;
4. Date of harvest - the field is filled in by the system but you can choose a different date;
5. Sampling reference – autocomplete field
6. Sampling reference (additional) – text field
7. Harvest location – enter the value;
8. Send to email - put a tick if you need to add email;
9. Is Regular – by default is checked, uncheck if is irregular

After all the fields are filled in, click save

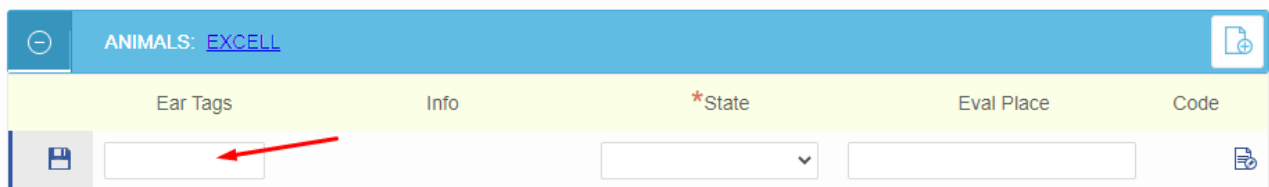An additional block appears - ANIMALS.

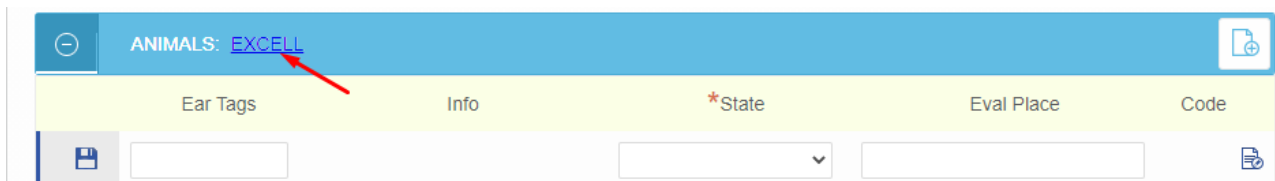In order to add an animal, you need to click on +

It can be filled in two ways:
1. In the expanded section, fill in the Ear Tags field with the number of the animal
   - If animal doesn't have Ear Tag type N/A

To save the animal State has to be chosen and after click on Icon -

2. Click on the EXCELL button, we get the opportunity to download the file from the desktop.

In the opened section, it is possible to edit the information (after which we press the save button

) and delete it by clicking on the basket   .