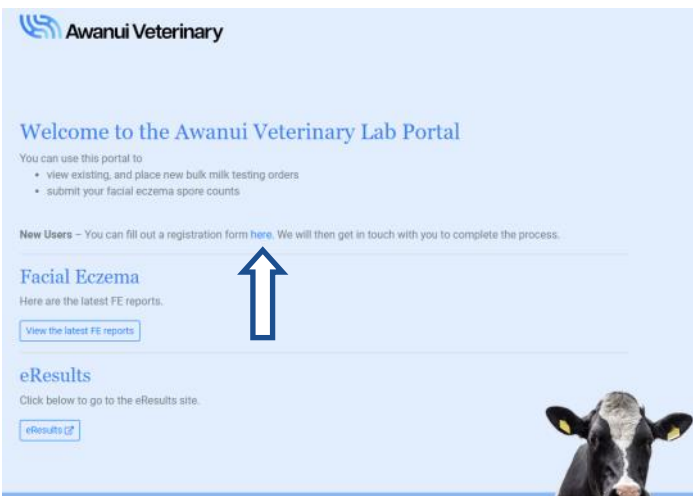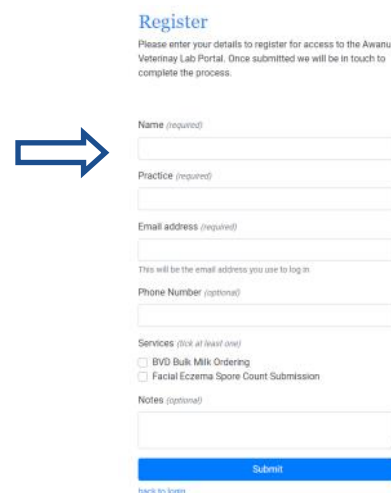# Facial eczema Lab-Portal

- accessing the portal

Use this portal to enter spore count data during the summer season (instead of emailing), view weekly reports received and keep track of historical data for your region.

To register with the portal

Each user account only has access to their specified clinic's spore counts.

- To register visit https://labportal.gribbles.co.nz

- Select **REGISTER** using the link on the welcome page or at the top right of the screen

- Fill in user and clinic details and submit

- Register requests will be approved by a Awanui Veterinary staff member who will assign your clinic access

- You will be notified by email when the account is ready to access.

Using the portal for the first time

Once you have received notification that your account is set-up:

- Go to https://labportal.gribbles.co.nz - we recommend you save this as a favourite/bookmark in your web browser.

- Enter your email address and click **LOGIN**.

- You will receive an email with a verification code. Simply click on the link in the email, or copy and paste the activation code into the code text box on the login page.
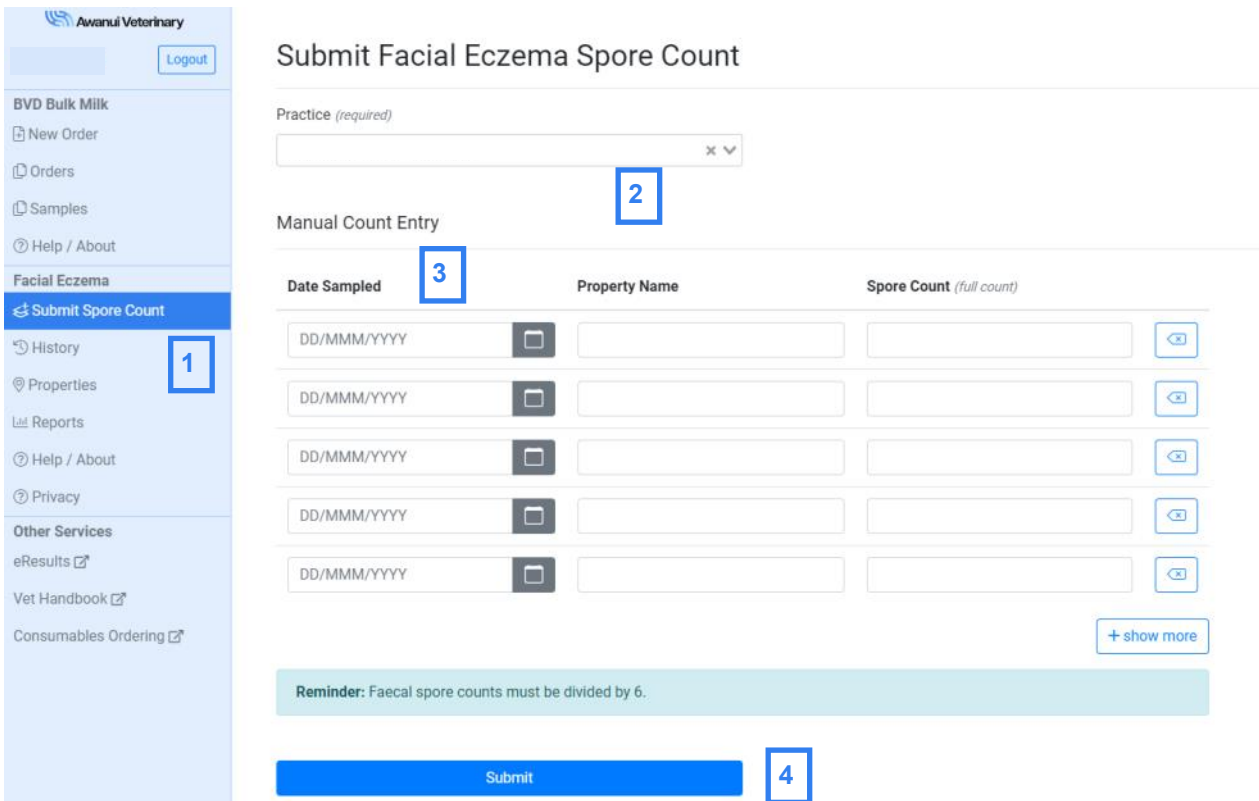
Please refer to our current price book for sample types, test turn-around times and pricing. If you have any questions or would like any further information, please contact your local Awanui Veterinary laboratory or Territory Manager.

www.awanuivets.co.nz I 0800 474 225

Awanui Veterinary

Facial eczema Lab-Portal

- entering spore counts

To enter spore count data

1. Click on SUBMIT SPORE COUNT on the left hand side menu.

2. Select your veterinary practice from the drop down list.

3. Under MANUAL COUNT ENTRY

   * Select the sample date.

   * Select the sample location or property name from the dropdown list—or start typing and your properties will be provided (these will be saved with your clinic details, so the same site can have data recorded against it throughout the season) - see following page to set up/add a new property/location.

   * Enter the spore count e.g. 20000 (epg) - do not include any commas, numeric characters only.

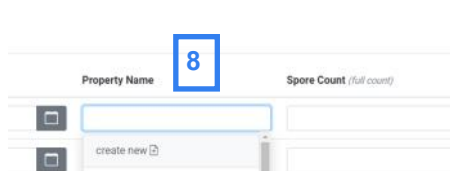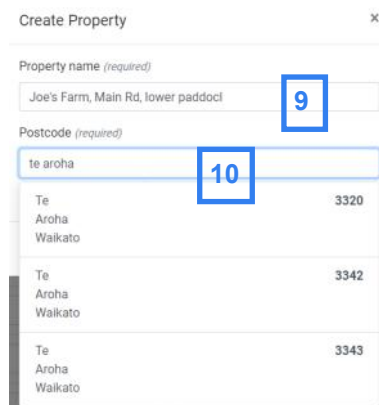   * Repeat above steps for all spore counts to be submitted.

4. Press SUBMIT.

5. If any details are missing the fields will be highlighted. All fields are compulsory.

6. Once results have been submitted, a SPORE COUNTS ACCEPTED message box will pop-up on your screen. Click OK to accept.

Facial eczema Lab-Portal
- adding properties & using CSV uploads

Adding a new property name/location to the list

7. Access the SUMBIT SPORE COUNT screen (see previous page from 1.)

8. To create a new location/property name, click in the box under PROPERTY NAME, and select +CREATE NEW

9. Write a suitable descriptor/address. *Note: The property name/ location enables you to reference the same property each week if you regularly take samples for spore counts from the same area.*

10. Add in the appropriate postcode for the address, or simply start typing town name (postcodes will be used in the future to produce a heat-map and other reporting features) or use the link provided to NZ Post's Address Finder website. Select OK.

11. This property will now be available in under PROPERTY NAME—simply start typing or select from list that appears.
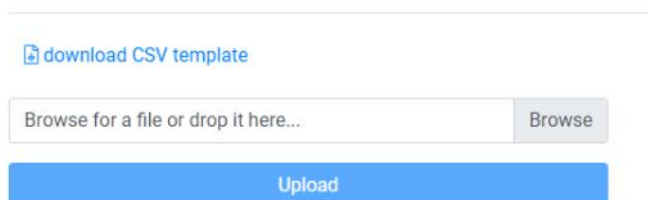
Uploading data using a CSV file

If you have multiple data points, it can also be uploaded using a CSV file.

* Simply download the template provided, complete details and use the BROWSE button to attach or drag and drop to upload.

* All data uploaded will need to be verified on-screen before finalising, including adding postcodes to the sampling location/properties.

Please refer to our current price book for sample types, test turn-around times and pricing. If you have any questions or would like any further information, please contact your local Awanui Veterinary laboratory or Territory Manager.

www.awanuivets.co.nz I 0800 474 225

Facial eczema Lab-Portal
- reviewing property details & reports

Updating property/ location details

 ∗ Select PROPERTIES from the left hand side menu

 ∗ Click on the edit icon for the property line you need to update

 ∗ Update description or postcode as required then SAVE.

Viewing reports

Weekly national trends as well as regional trend reports are both available.

1. Select REPORTS from the left hand side menu

 ∗ Scroll down the page to view the various reports

 ∗ Graphs are now semi-interactive—simply hover over data points to see more information (see right).

2. Scroll down to REGIONAL TRENDS and select your area of interest from the drop down menu

 ∗ Districts within each region can be selected or deselected using the check boxes depending on what data you would like to see on the regional graph

3. PREVIOUS REPORTS can also be found towards the bottom of the page. Selecting these will open up a PDF.

Saving images

Images of graphs can be saved for use in your clinic newsletters.

 ∗ Hover your mouse of the required graph and right click then choose SAVE IMAGE AS.

 ∗ Images will save as PNG files.

 ∗ Please credit Awanui Veterinary as the source of the graph when using.

To return to the main spore count page after viewing reports, click the ADD SPORE COUNT button top right, or use your browser's back arrow.

Historical spore counts

Previously entered spore counts submitted by your practice can be found under HISTORY in the left hand side menu.

Please refer to our current price book for sample types, test turn-around times and pricing. If you have any questions or would like any further information, please contact your local Awanui Veterinary laboratory or Territory Manager.

www.awanuivets.co.nz I 0800 474 225