INSTRUCTIONS FOR ACCESSING AND WORKING WITH VETVIEW RESULTS PORTAL

• New and existing clients can access the Results Portal by going to https://vetview2.vet.k-state.edu/LabPortal/ or by going to the Test Results section at www.ksvdlt.org.

• All passwords will have expired when you use the portal for the first time. If you are an existing client of KSVDL with on-line access, you will need to request a reset of your password by using the Forgot Password box as shown in the below screenshot. You will need to enter your existing username and registered email address in the highlighted box below.

After information has been submitted and forgot password button has been clicked, you will receive an email with information about your new password.
• You will then go back to the main login screen and use your username and the new password that was emailed to you to log into the system.

• Upon a successful login, you should be able to see your accession information and other details. However, we would ask that you first update your profile, by clicking on the profile link as shown.

• Then update your information (if it is not already filled) and change your password.
After you have changed their password and updated your profile, click on the below link to login again using your username and new password.

Upon a successful login, you can now enter into the portal and view the results/status of your accessions as shown in the screenshot below.

Some things to note on the below screenshot:
1) The column information in blue are links that you can click to view further information.
2) Links marked (eclipsed) in red under the Accession column are for viewing you accession case reports in PDF format.
3) Links marked (eclipsed) in red under the Invoices column are for viewing the invoice details for that particular accession.
4) You can use the textboxes to search for the following fields as highlighted in purple:
   - Accession No
   - Reference No
   - RDVM
   - Owner Name

You can also enter the received date range (Marked No 2), if you know when the accession arrived at KSVDL.
Once you enter the required information, click on the search box (marked No 3) to view the results based on that search filter.

- You can also search for patient related information by clicking on the Patients link as shown in the screenshot below.

- You can search the patient screen by entering any one of the following fields on the text box:
  - Patient Name/ID
  - Case No / Medical Record Number/ External Lab Reference No
  - Species
  - Breed

- After you have successfully accessed you results/case details, click on the logout button to exit out of the system.
• If you are a new client that needs to register for an account, you will need to fill in the Register box to request a new account. An email will be sent to KSVDL personnel indicating this new request.

Once the new information is received by KSVDL, it will be verified and upon successful verification; your account will be made active. Once this occurs you will receive an email with the link to the Results Portal letting you know your account is set-up is complete.