

Feed First Lab

User guide



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Reg. No. 2010/019857/07 • VAT No. 4290263815

www.feedfirst.co.za

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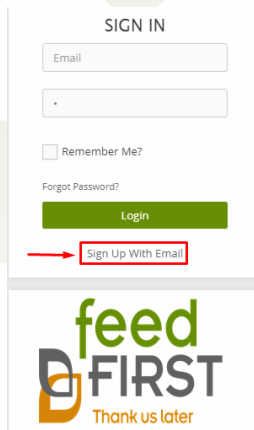
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Registering new user

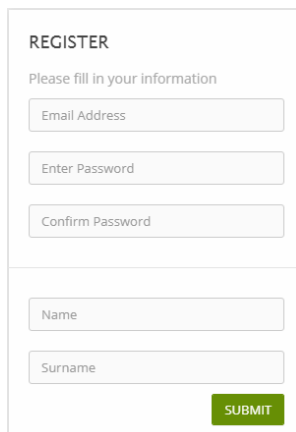
Sign up using email address.

1. Open web browser and the <https://lab.feedfirst.co.za> website
2. From the login screen, click 'Sign up with Email'



The screenshot shows the 'SIGN IN' page. It features an 'Email' input field, a password input field, a 'Remember Me?' checkbox, a 'Forgot Password?' link, a green 'Login' button, and a 'Sign Up With Email' link. A red arrow points to the 'Sign Up With Email' link.

3. Complete the Registration Form



The screenshot shows the 'REGISTER' page. It includes a heading 'REGISTER' and the instruction 'Please fill in your information'. The form contains input fields for 'Email Address', 'Enter Password', 'Confirm Password', 'Name', and 'Surname', followed by a green 'SUBMIT' button.

- a. Email Address: Please use a valid email address as your login name. This address will be used to receive password reset and other messages.
- b. Enter password and confirm: Passwords are case sensitive and requires at least 6 characters.
- c. Name and Surname
- d. Click Submit to finalize the registration process.



4. First Login

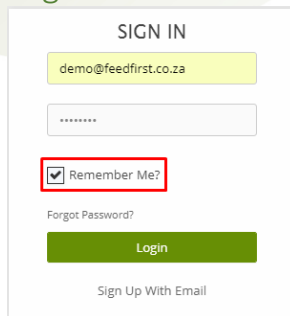


You will be logged into the Feed First website. The top right shows the logged in user.

Please note that you will not yet have access to any information. A Feed First administrator will need to authorize the registration request first.

User Management

Log in.



SIGN IN

demo@feedfirst.co.za

.....

Remember Me?

Forgot Password?

Login

Sign Up With Email

You will be required to login to access the website. Enter the email address used in registration as login name and enter the password you selected.

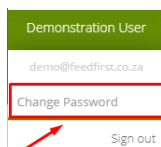
Please note that you can use the 'Remember Me?' setting to avoid having to login to the system each time you visit the website.

Change Password

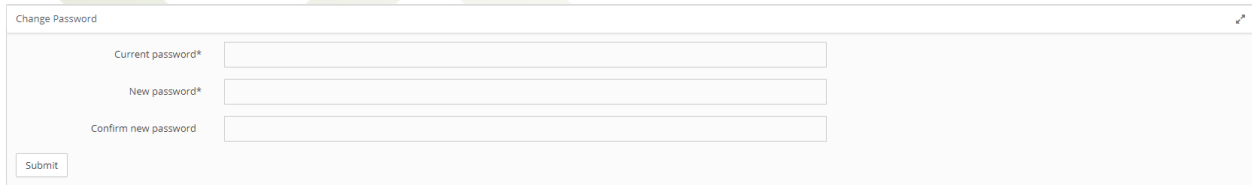
Once logged in to the system, you can change your password as required.



1. Click on the username at the top right corner of the screen.



2. Click on the Change Password option on the dropdown menu under the username.



Change Password

Current password*

New password*

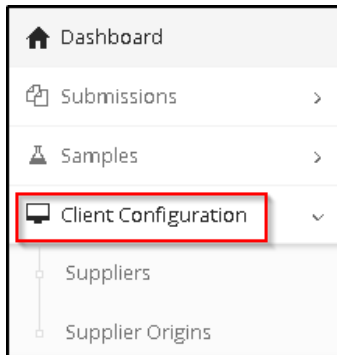
Confirm new password

3. Complete the 'Change Password' form. Please note that you will need your current password to complete the process.

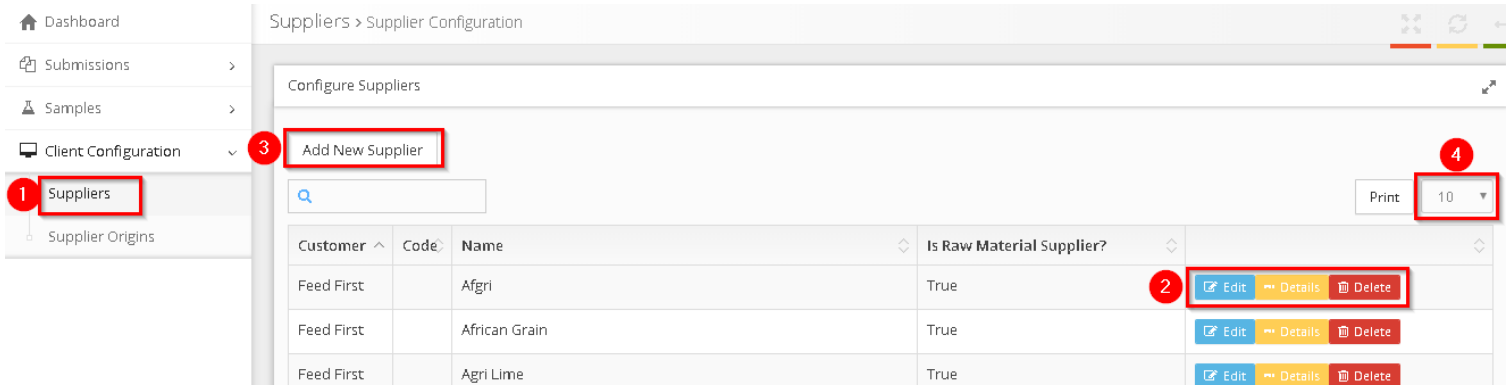
Updating the Supplier List

This is an important initial step to follow. As supplier information is a prerequisite when completing a sample submission, the purpose of updating the supplier list is to ensure that all company data is correct and that it is easy to select the desired supplier when completing a sample submission.

1. In the menu on the left-hand side, click on Client Configuration



2. In the left menu, click on Suppliers, then either choose to edit or delete the default suppliers list or add new suppliers to the list. At any time when new suppliers are being used, they can be added to this list. To make viewing the list of suppliers easier click on the Drop-Down number list in the right-hand corner to select the amount of information displayed on the page.



Suppliers > Supplier Configuration

Configure Suppliers

1 Suppliers

3 Add New Supplier

4 Print 10

Customer ^	Code	Name	Is Raw Material Supplier?	
Feed First	Afgri		True	2 <input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
Feed First	African Grain		True	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>
Feed First	Agri Lime		True	<input type="button" value="Edit"/> <input type="button" value="Details"/> <input type="button" value="Delete"/>



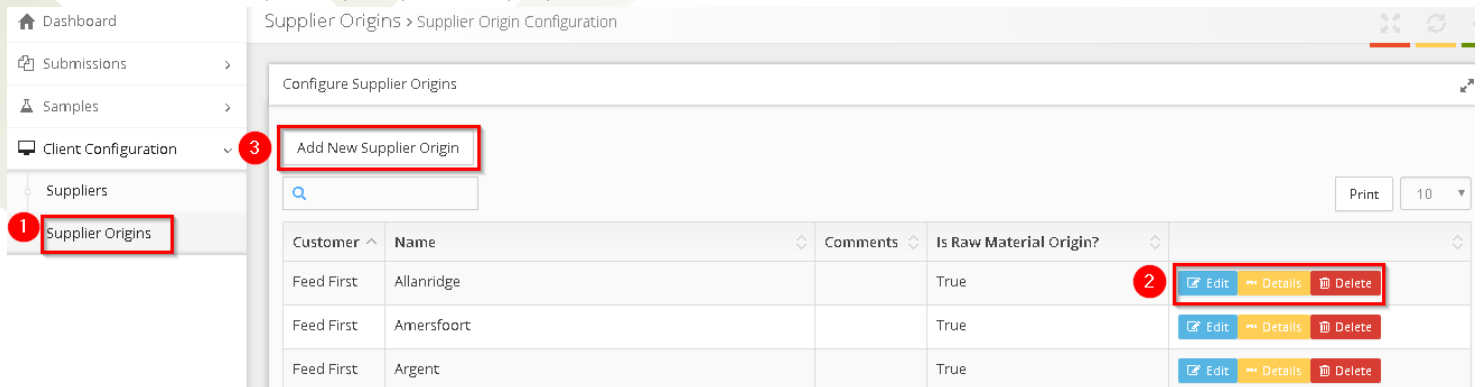
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- Follow the same steps for supplier origins. This will ensure data on product locality is recorded and kept for quality control purposes.



Supplier Origins > Supplier Origin Configuration

Configure Supplier Origins

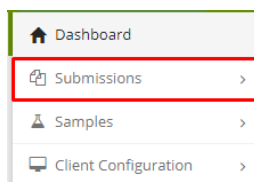
Add New Supplier Origin

Customer	Name	Comments	Is Raw Material Origin?	
Feed First	Allanridge		True	Edit Details Delete
Feed First	Amersfoort		True	Edit Details Delete
Feed First	Argent		True	Edit Details Delete

Submissions

Capturing new submission

- From the menu on the left panel, click 'Submissions'.



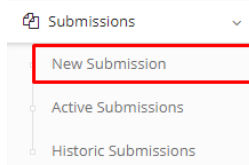
Dashboard

Submissions

Samples

Client Configuration

- From the submenu, click on 'New Submission'.



Submissions

New Submission

Active Submissions

Historic Submissions

- The new submission form will now be open.



Capture New Order

Customer: VVV

Purchase Order:

Document Date*: 2018/07/30

- The Customer field will default to your name and can only be changed if you are a lab administrator.



-
- b. Under purchase order, capture the purchase order acquired for this document. Please use a description reference number if no purchase order number is available.
 - c. Document date will default to today's date. Change the document date if you the submission refers to an older document.



4. Capturing Sample details will need to be repeated for each sample.

Sample Detail

Sample Date* 2018/08/01

Submit Date* 2018/08/01

Is Urgent?

Client Sample Id*

Sample Type Category* Specify Sample Category

Client Sample Description

Custom Supplier Origin?

Manufacturer Select Supplier

Origin/Farm Select Supplier Origin

Packages Select one or more package

Save and Add Sample Save and Close

[Back to List](#)

- Sample date will default to the selected document date. The date can be set if the sample was taken on a different date.
- Submit date will default to the selected document date.
- The sample can be marked as Urgent by selecting the 'Is Urgent?' check box. A message will appear to show the implication of an urgent sample. Press 'OK' to clear the message. The check box can be unchecked if the sample should not be urgent.

Sample Submission

Please note that an additional cost will be incurred for samples that are marked as urgent.

OK

- The Client Sample Id can be used as reference number for the sample and will be used as additional reference number for the sample.
- The Sample Type Category can be selected from the drop down. The category will determine the supplier and origin type and will populate the Sample Type Group drop down.

Specify Sample Category

- Specify Sample Category
- Poultry Feed
- Swine Feed
- Ruminants Feed
- Other Species Feed
- Raw Materials

- After selecting the Sample Type Category, the Sample Type Group dropdown will appear. The options for the Sample Type Group dropdown will depend on the category selected.

Sample Type Category* Raw Materials

Sample Type Group* Select Sample Type Group



- g. After selecting the Sample Type Group, the Sample Type dropdown will appear.

Sample Type Category*

Sample Type Group*

Sample Type*

- h. After selecting the Sample Type, the Sample Type Classification will appear. Please note the sample- category, group, type and classifications are mandatory.

Sample Type Category*

Sample Type Group*

Sample Type*

Sample Type Classification*

- i. Client Sample description can be used for any additional information on the sample. This field is optional.
- j. The Sample Supplier and Origin/Silo fields needs to be specified for all Raw Material samples. Predefined suppliers and origins can be configured by the Client Administrator. The Custom Supplier option can be used if the specific supplier and origin combination does not yet exist in the database.

Custom Supplier Origin?

Sample Supplier

Origin/Silo

- i. The following message will appear if you would like to use a Custom Supplier Origin. Press 'OK' to continue.

Sample Submission ×

To ensure data integrity, please only use custom supplier details for once off deliveries. Please ask your client administrator to add the supplier details if you intend to use it again in future.

- ii. The Custom Supplier and Origin can now be captured as required.

Custom Supplier Origin?

Sample Supplier

Sample Origin



- k. One or more packages can be added to the sample. Please refer to the Feed First price list for a list and description of packages.

Packages

- Start by capturing part of the test description to easily find a package.

KJ1 - Salinomycin
 KJ10 - Trimethoprim (Raw Material & Premix)
 KJ11 - Sulphadiazine (Raw Material & Premix)
 KJ12 - Sulphadimidine (Raw Material & Premix)
 KJ13 - Nicarbazine
 KJ14 - Olaquinox
 KJ15 - Robenidine

Packages

- Select item from the list, or press 'Enter' on the keyboard to select the topmost entry. The price per package will be displayed as well as the grand total for the sample.

Packages

KJ1 - Salinomycin
Total

- Click on the 'x' before the package name to remove it from the list.

- l. Click the 'Save And Close' button to confirm the sample or click 'Save and Add Sample' if you would like to add an additional sample to the submission.

5. The same process can be used to add additional samples to the submission. The grid at the bottom of the form will show the samples captured so far.

Feed First ID	Client Sample Id	Packages	Sample Type	Supplier	Origin	Status
		KK11 - Feedlot quality package (Limestone) * 10	Limestone			Received

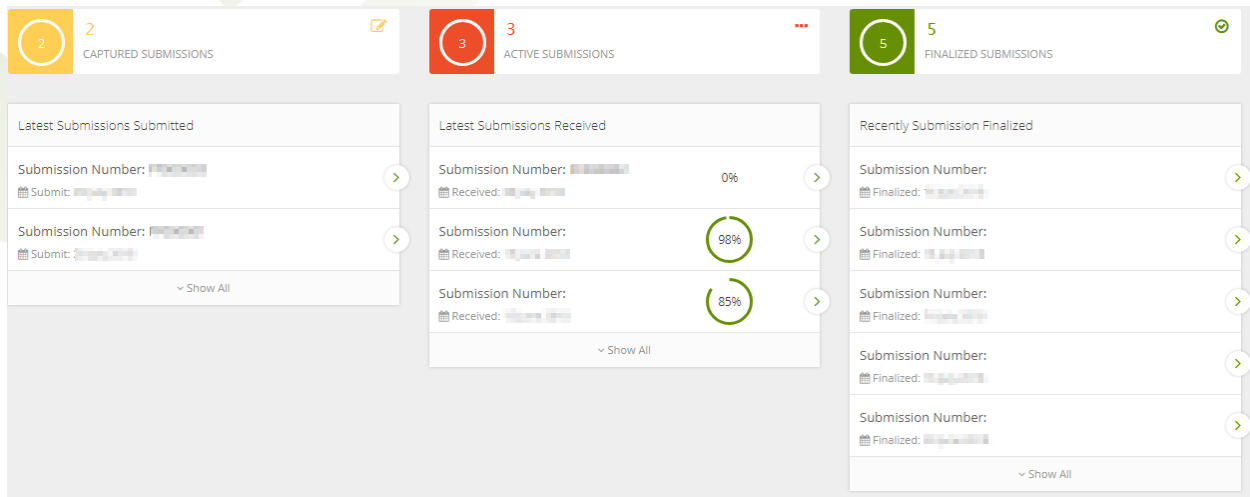
6. Using the 'Save And Close' button will result in a Submission Summary report to be printed. Please verify all information captured and include the report with the submission.



Accessing Results

Using the Dashboard

The dashboard shows an overview of active and recently finalized submissions and provide easy access to available results.

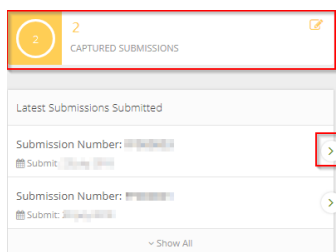


The dashboard is divided into three main sections:

- CAPTURED SUBMISSIONS (2):** Shows the latest submissions submitted. Each entry includes a submission number, a submit button, and a right-pointing arrow (>) for editing details.
- ACTIVE SUBMISSIONS (3):** Shows the latest submissions received. Each entry includes a submission number, a received status, a progress indicator (0%, 98%, 85%), and a right-pointing arrow (>) for editing details.
- FINALIZED SUBMISSIONS (5):** Shows recently finalized submissions. Each entry includes a submission number, a finalized status, and a right-pointing arrow (>) for editing details.

Each section has a 'Show All' link at the bottom.

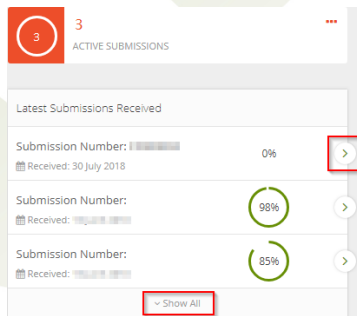
The 'Captured Submissions' shows submissions recently captured that have not yet been received by Feed First. The details of the submission can be edited by click on the '>' button next to the submission. Please note that only the five most recent submissions will be shown in the grid. Clicking on the 'Captured Submissions' header will navigate to the capturing of a new submission.



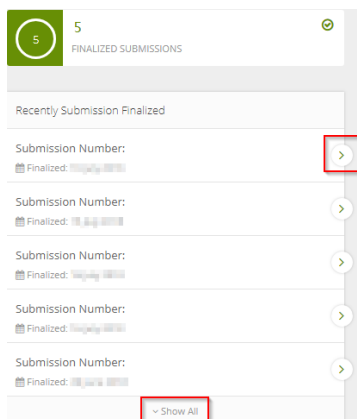
This close-up view shows the 'CAPTURED SUBMISSIONS' header with a red box around it. Below, the 'Latest Submissions Submitted' section is shown with a red box around the right-pointing arrow (>) next to a submission entry, indicating the edit function.



The 'Active Submissions' shows that five most recent submissions received at Feed First. The progress bar shows the overall progress of the submission in term of test results available. Clicking on the '>' will show the 'Partial Certificate of Analysis' Report for all available to date. Clicking on the 'Show All' option will direct to the Active Submission list.

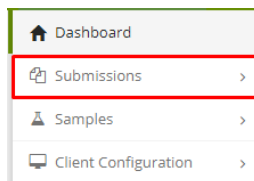


The 'Finalized Submissions' show all submissions that were recently finalized. Only the last five submissions will be shown in the grid. Clicking the '>' button will open the Certificate of Analysis report for the submission. Click on the 'Show All' option will direct to the Historic Submissions list.

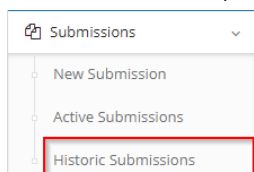


Printing Historic Certificate of Analysis

1. From the menu on the left panel, click 'Submissions'.



2. From the submenu, click on 'New Submission'.



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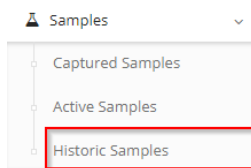
- Use the Search Edit box (1) to type a description of the submission you are searching for. Any of the columns can be used for the search, for example you can capture the purchase order or invoice number or capture a single lab number contained on the submission. Once the entry has been found, click on 'Report' to print the Certificate of Analysis Report, or click 'Export' to export the samples of the submission in Excel format (2).



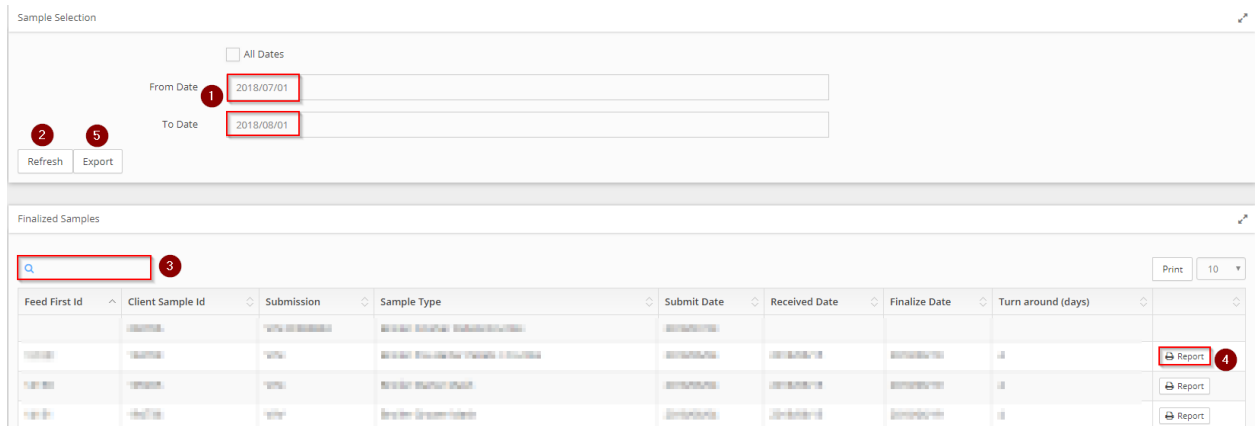
Export samples to Excel.

A list of samples can be exported to Excel to be used for further processing.

- From the menu on the left panel, click 'Samples'. From the submenu click on 'Historic Samples'



- To export or view historic samples, use the following steps:



- On the Historic Samples form, start by selecting the date range of samples to be exported or displayed (1). Alternatively, select the 'All dates' option to select all items in the database.
- Click the Refresh button (2) to display a list of Finalized Samples.
- Use the search option (3) to limit the items displayed in the list. Any of the columns can be used in the search.
- Click the report option to print the Certificate of Analysis for the single sample.



- e. Click the Export button (5) to export all the samples of the given date range to Excel for further manipulation and/or filtering.



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