



VIEWING AND DOWNLOADING WATER DATA REPORTS ON CVAS CLIENT PORTAL

To provide access to results for our users, CVAS has a client portal to include a **“Water Data”** tab that provides access to PDF and Excel downloadable files of all Water Data reported to our clients.

NOTES

- Status **‘Completed’** will show you samples that have been completed and have results that are readily available.
- Status **‘Pending’** will allow you to view and track your sample through to completion.
- Lab ID ‘Batch’ refers to the first 5 digits of the Lab ID
- Lab ID ‘Code’ refers to the last 3 digits of the Lab ID

1. After logging into your CVAS client portal by using the Login link on the home page (www.foragelab.com) you will see a tab titled **“Water Data”**.

Dashboard Forage and Feed Data Specialty Report Manure Data **Water Data** Global Data Summary Sample Submission Bulk Export
Viewing Sample Information & Analysis Results Report

2. Once you have selected Water Data and are looking at your samples, you have two status options; **Completed or Pending**. You may export results for Completed samples or view the status of your Pending samples.

Dashboard Forage and Feed Data Specialty Report Manure Data **Water Data** Glob
Viewing Sample Information & Analysis Results Report

3. Drop down the ‘status’ menu to select Completed or Pending sample status.

	Status	Lab ID	Acc Last Name	Farm Name
<input type="checkbox"/>	Select	Batch		
	Select	Code Fron		
		Code To		
<input type="checkbox"/>	Completed	28244826	WARD	NORTH AMERICAN PROFICIENCY TES
<input type="checkbox"/>	Pending	28244825	WARD	NORTH AMERICAN PROFICIENCY TES

4. When reviewing samples both Completed and Pending, you may narrow the search if you choose, by using fields such as Lab ID, account last name, farm name, sample description, and date completed. Search as desired, then click “Go” on the right-hand side. Export completed samples or view pending samples as desired.

