



BVD Bulk Milk Portal

... *accessing the portal*



Use this portal to view previous orders received by Gribbles Veterinary and to place new bulk milk testing orders directly online.

To register with the portal

Each user account only has access to their specified clinic's bulk milk orders.

- To register visit <https://labportal.gribbles.co.nz/>
- Select **REGISTER** at the top right of the screen

Register

Please enter your details to register for access to the Gribbles BVD Bulk Milk Portal. Once registered someone from Gribbles will be in touch to complete the process.

Name *(required)*

Practice *(required)*

Email address *(required)*

This will be the email address you use to log in

Phone Number *(optional)*

Notes *(optional)*

Submit

[back to login](#)

- Fill in user and clinic details and submit
- Register requests will be approved by a Gribbles 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 **VERIFY**.
- You will receive an email with a verification code. Copy and paste this code into the verification code box .
- This code will be saved for several months, so you can access the site on this device without requiring a passcode. If you would like to access your account from a different device then repeat the above steps.





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... creating a new order

- Click on **NEW ORDER** on the left hand side menu.
- Fill in the details
 - * Submitter name (requesting veterinarian)
 - * Select a dairy company
 - * Complete all the fields for identifying the supply farm correctly.
 - * “Copy clients” by selecting **+Copy To** (up to three extra vets can be copied on results)

Dairy Company, Supply Number and Owner name are compulsory fields to enable us to correctly identify a supply farm.

- Select a Package - choose a single collection or a package by clicking on the word “Select” for the appropriate package or single request.

Select Package

Once a package or single test has been selected, the price will appear at the bottom of the screen (and will be adjusted each time you add or subtract tests). This package price will be charged to your clinic at the time of the first scheduled sample collection. For single tests, you will be charged at the time scheduled for the testing.





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... creating a new order

- Depending on which option you selected above, more fields will appear with boxes for collection dates:
 - * Enter collection dates
 - * Add the submitter reference required for that collection (optional).
 - * Add extra tests required to a collection date by ticking the box in the **EXTRA TESTS** list.
 - * Tick that you have received permission from the farmer and click on **SUBMIT**.
 - * You will get a confirmation pop-up to confirm order submitted – click **OK**.
- You will now be able to see this order in the **SUBMITTED ORDERS** tab when you select **ORDERS** on the left hand side menu.

Enter Collection Dates

Collection 1

Collection Date

YYYY-MM-DD

Reference

Tests

- Bulk milk BVD PCR
- Bulk milk BVD Ab ELISA
- Herd Guardian package B fee

Extra Tests (additional charges will apply)

☐ Bulk milk liver fluke ☐ Ostertagia ELISA





BVD Bulk Milk Portal



... existing orders

Finding orders submitted

In accordance with security settings, you will only be able to view orders that are connected to your practice.

- Once you have added a new order electronically, it will show under the **SUBMITTED ORDER** tab.
- When the Gribbles Veterinary have processed a submitted order it will disappear from the Submitted Order page and appear under **IN PROGRESS ORDERS** tab.
- Once all collections are complete, the order will disappear from the In Progress Orders and appear under the **COMPLETED ORDERS** tab.

Order Submitted	First Collection	Owner	Dairy Company	Supply Number	Herd Guardian Package
24 May 2021 16:43	28 May 2021	Tester 1	Fonterra	abcd	Package 1
25 May 2021 10:51	07 Jun 2021	Bloggs	Fonterra	654789	Package 2

Viewing order details

In each of the order tabs the default view shows a summary of the order.

- To see more detail select the double-arrow on the right hand side of the order (circled below). This will expand the order to show the requested collection dates and requested tests, plus the status - pending, ordered, received, complete, etc.

Owner	Dairy Company	Supply Number	Herd Guardian Package	
Farmer Brown	Milky Cows	12345	Package 4	
Farmer Brown	Milky Cows	12345	Package 2	
<div><div>10 Oct 2019 Received case number: PN19T0041</div><div><div>Bulk milk BVD PCR</div><div>Herd Guardian package 2 fee</div></div><div>18 Oct 2019 Deleted</div><div><div>Bulk milk BVD PCR</div><div>Bulk milk BVD Ab ELISA</div></div><div>18 Sep 2019 Complete case number: PN19T0041</div><div><div>Bulk milk BVD PCR</div><div>Herd Guardian package 2 fee</div></div></div>				




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... *existing orders*

Editing or cancelling orders

Selecting the **Details** icon  will open a full screen with the order details. You will have the option to edit or cancel the order.

- To cancel an order: this can only be done if the order has the status SUBMITTED. If it is already being processed, you will receive a message to contact the laboratory.
- Editing options:
 - > Copy clients* - up to three extra vets can be copied on results
 - > Change the package selected* - new collection dates will also need to be selected.
 - > Add in single tests* - tick the extra requests for the appropriate collection date. Extra test fees will display in the estimated price field.
 - > Change the collection date for any part of the package that has not already been ORDERED, RECEIVED or COMPLETED.

**Can only be performed if the order status is SUBMITTED or PENDING, otherwise contact the laboratory.*

Sample status

In the SAMPLES section of the left-hand menu you can view all the samples ordered for your clients and their current status. The menu option is useful if you wish to give your farmers a “heads-up” that their herd will be tested in the upcoming days.

Simply click on FILTER and select the options required. Results can be filtered by “pending” or “ordered” status with or without setting date parameters.

Status Key

Pending	The sample has not yet been requested from the dairy company.
Ordered	The sample has been requested from the dairy company.
Received	The sample has been received from the dairy company, and has been assigned a Gribbles case number.
Complete	A report has been generated for the case.

