



#### **NationWide**

**LABORATORIES** 

## Online Customer Portal - Practical Guide

It's like one, two, three. Just as easy as can be.

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NationWide Laboratories is a trading business of National Veterinary Services Ltd. Spitfire House, Iron Place, Stoke-on-Trent, ST1 5FG. 1627 83



# What is NWL customer portal?



NWL customer portal is a software interface that will give you complete visibility into your interactions with our laboratories. It is an additional tool that will allow you to register online samples sent for testing, check their status and download the reports. The portal is designed to enable you to obtain the information you require quickly and efficiently. It does not replace any arrangements you have got in place, it is an additional tool.







Once the sample is registered, all you need to do is put your submission into a bio-hazard bag and place the printed pick list in with it. You can make amends to the details in your registration up until the moment when the sample changes status to 'Received'. You can then track the progress of your submission and download completed results. You can also search back over the last 24 months.





### Login screen



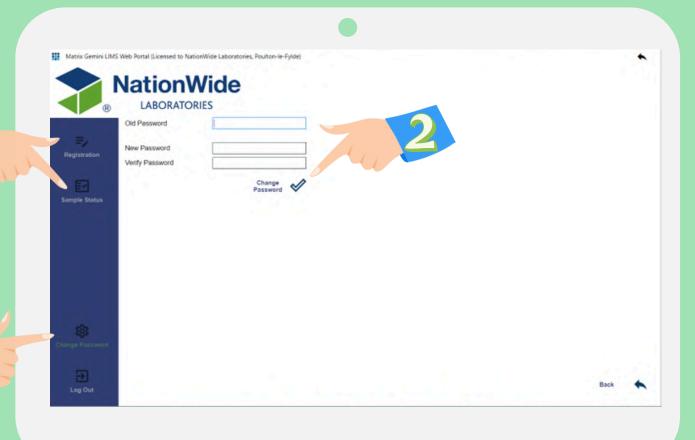
The login details will be sent over to you by NationWide
Laboratories. We advise you to change the password straight away. To access the login screen please click the link
<a href="https://portal.nwlabs.co.uk/">https://portal.nwlabs.co.uk/</a>



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### Change password

To change your password click on 'Change Password' on the left-hand side of the screen. To confirm change click on the Then go to 'Sample Status' screen.







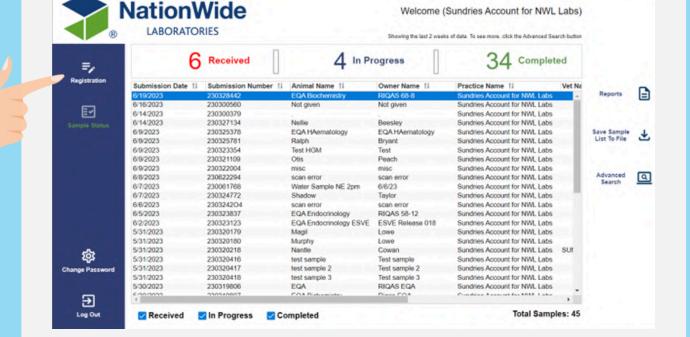


#### Sample status screen

Matrix Gemini LIMS Web Portal (Licensed to NationWide Laboratories, Poulton-le-Fylde)

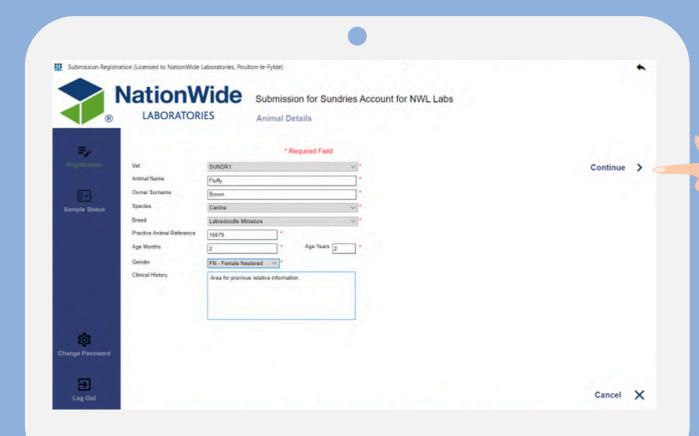
This does not replace your current reporting preference. The screen shows details for previous 2 weeks of all samples you submitted. From this screen you can select 'Registration' (top left).







### Sample registration screen



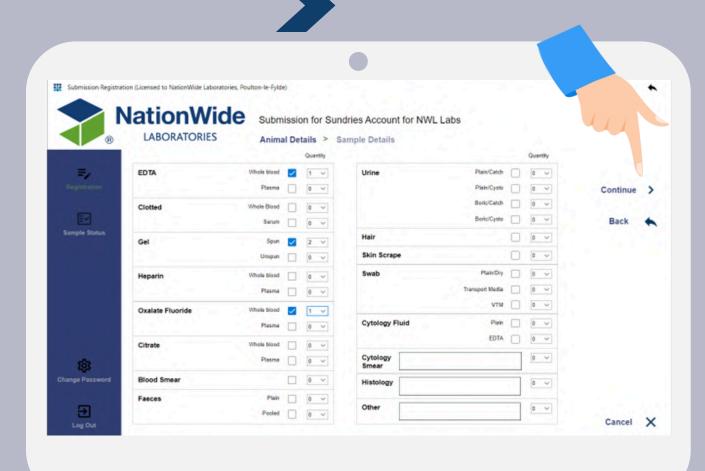
Click 'Add submission' and fill in all the required Animal Details. Then click 'Continue'.



#### Sample details screen

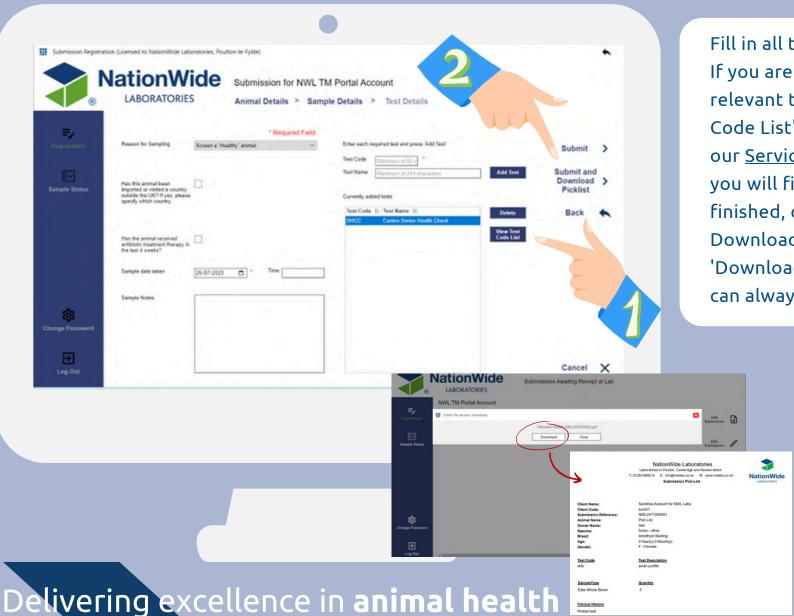
Once you've filled in the Animal Details and clicked 'Continue', you will be taken to 'Sample Details' screen where you are invited to list all the sample types and quantities you intend to submit. Click 'Continue' once completed. You can always get back to the previous screen by clicking 'Back'.







#### Test details screen



Fill in all the required information. If you are unsure about the relevant test code, click 'View Test Code List' and you will be taken to our Service List web page where you will find our brochure. Once finished, click 'Submit and Download Picklist' and press 'Download'. Remember that you can always go 'Back'.

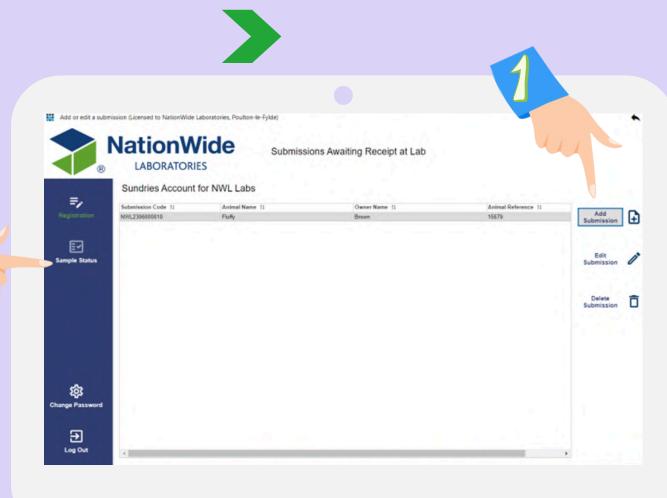
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#### Submissions dashboard

This dashboard will now show your patient's submission. You can add, edit or delete your submissions using this screen up until the status changes to 'Received' at the laboratory. You will be able to see that in the 'Sample Status' screen (on the left).





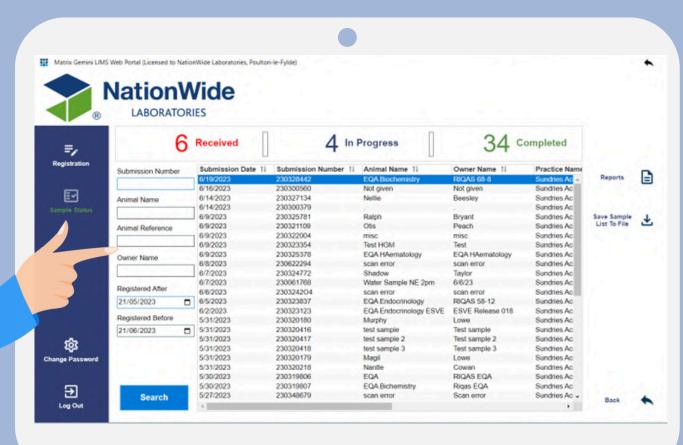




#### Advanced search



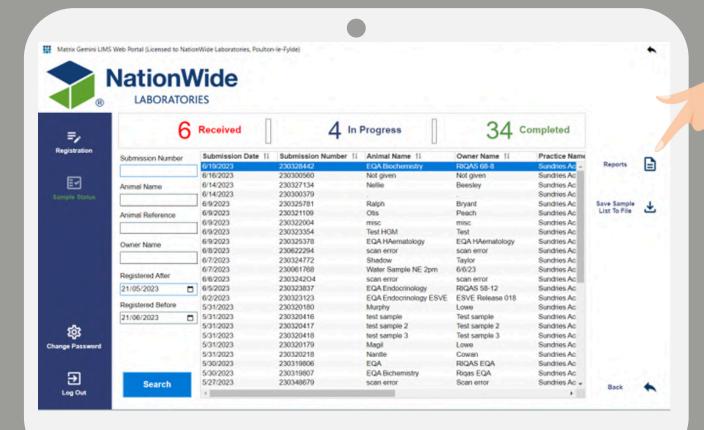
You can search over the last 24 months of test submissions. Advanced search area is located on the left-hand side of the screen. This dashboard shows the last month of submissions by default, but you can use NWL submission number, animal name/reference, owner name or selected dates. Once criteria are selected, click 'Search'.







#### Reports

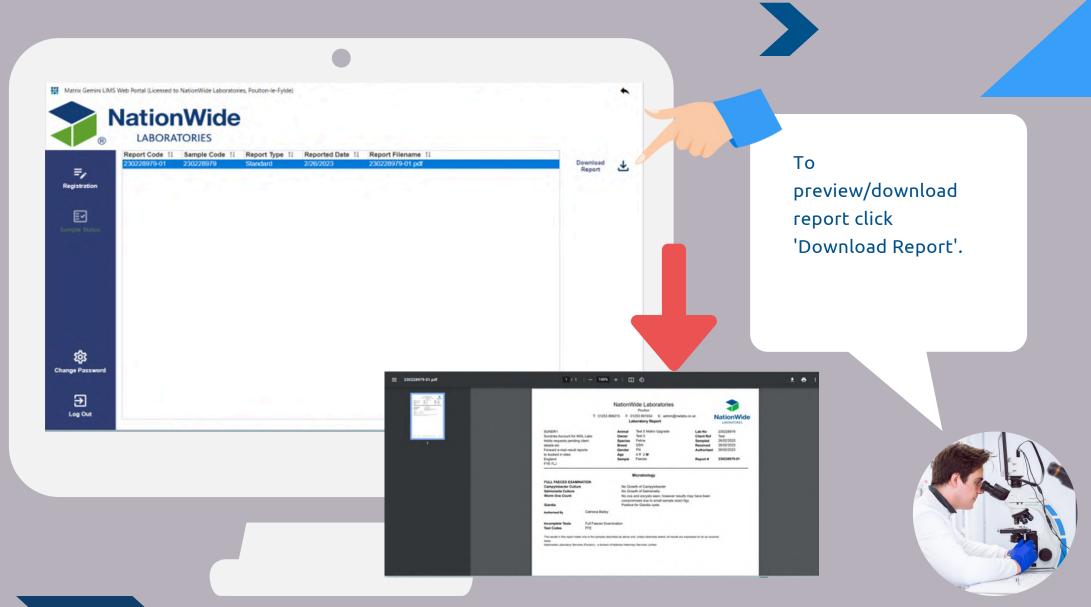


You can preview completed reports as well as download them by clicking 'Reports' on the right-hand side.



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#### Reports



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### We hope this guide was useful

Please feel free to call 01253 899215 or email Catriona Bailey CBailey@nwlabs.co.uk if you have any questions or need assistance

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