

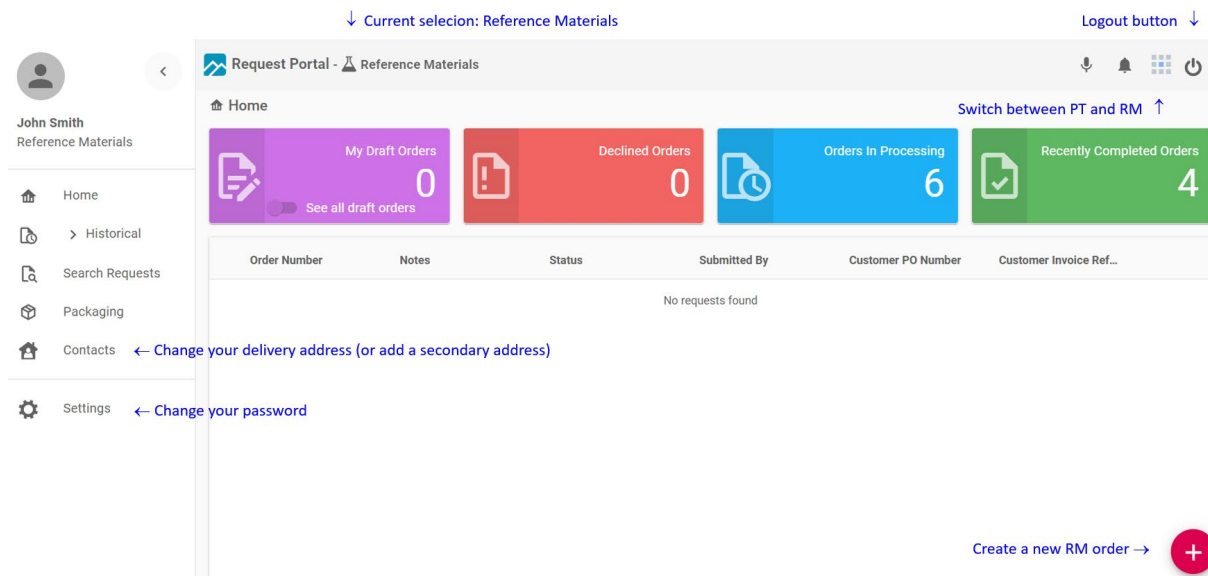
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# Swedish Food Agency's Web Portal for Proficiency Testing and Reference Materials – User Guide

## 1. Log in

- Go to: <https://laboratory.livsmedelsverket.se>
- Enter your username (your email address) and password.
- Click on **LOGIN**.
  - *With some web browsers, you may encounter problems at the login page. If this is the case, try another web browser. (Mozilla Firefox usually works well with the web portal.)*

The **Home** page will look like similar to this:



↓ Current selection: Reference Materials

Logout button ↓

Request Portal - Reference Materials

John Smith  
Reference Materials

Home

Historical

Search Requests

Packaging

Contacts ← Change your delivery address (or add a secondary address)

Settings ← Change your password

Switch between PT and RM ↑

My Draft Orders 0  
See all draft orders

Declined Orders 0


Orders in Processing 6

Recently Completed Orders 4


Order Number	Notes	Status	Submitted By	Customer PO Number	Customer Invoice Ref...
No requests found					

Create a new RM order → +

## 2. Log out

- Click on  in the top right corner of the page.
- Select **OK**.

## 3. Switch between Proficiency Testing and Reference Materials

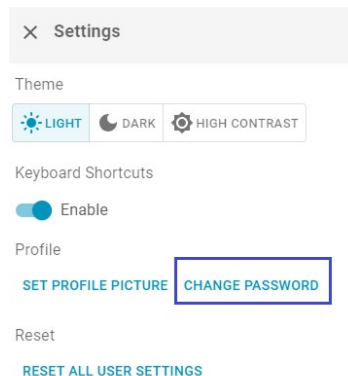
- Click on  in the top right corner of the page.
- Select if you want to administer **Proficiency Testing** or **Reference Materials**

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## 4. Change your password

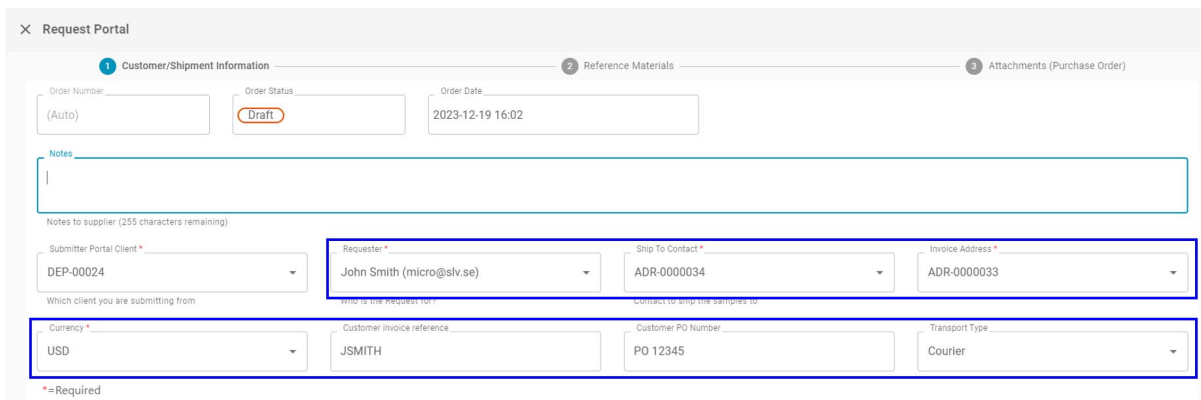
- Click on **Settings** in the menu on the left side of the home page.
- Click on **CHANGE PASSWORD**.
- Enter your old and new password.
- Confirm with **CHANGE PASSWORD**.



The screenshot shows the 'Settings' menu with options for Theme (LIGHT, DARK, HIGH CONTRAST), Keyboard Shortcuts (Enable), Profile (SET PROFILE PICTURE, CHANGE PASSWORD), and Reset (RESET ALL USER SETTINGS). The 'CHANGE PASSWORD' option is highlighted with a red box.

## 4. Order Reference Materials

- Select **Reference Materials** with  on the top right corner of the webpage.
- Click on  at the bottom right corner of the page to create a new order.
- Fill out the first page of the order (for most of the fields, you will only have one option to choose):



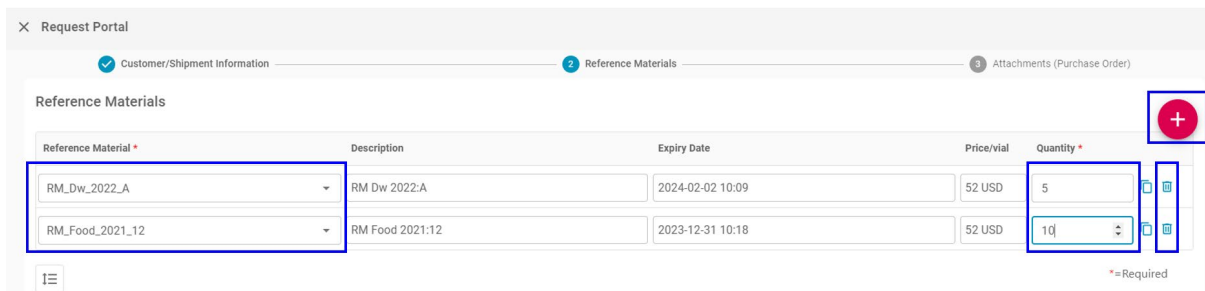
The screenshot shows the 'Request Portal' form with three tabs: Customer/Shipments Information, Reference Materials, and Attachments (Purchase Order). The 'Reference Materials' tab is active. The form contains several fields: Order Number (Auto), Order Status (Draft), Order Date (2023-12-19 16:02), Notes, Submitter Portal Client (DEP-00024), Requester (John Smith (micro@slv.se)), Ship To Contact (ADR-0000034), Invoice Address (ADR-0000033), Currency (USD), Customer Invoice Reference (JSMITH), Customer PO Number (PO 12345), and Transport Type (Courier). The 'Requester', 'Ship To Contact', 'Invoice Address', 'Currency', 'Customer Invoice Reference', 'Customer PO Number', and 'Transport Type' fields are highlighted with a red box.

- **Notes:** *Optional:* Enter comments about the order.
- **Submitter portal client:** This information is pre-filled and should not be changed.
- **Requester:** Choose who is placing the order.
- **Ship to contact:** Select the delivery address.
- **Invoice address:** Select the invoice recipient.
- **Currency:** Select your currency
- **Customer invoice reference:** Enter your invoice reference [The text entered here will appear on the invoice]
- **Customer PO number:** Enter your purchase order number [The text entered here will appear on the invoice]

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- **Transport type:** Select mode of transport (**Post** is only available for customers within Europe)
- Click **NEXT** to proceed with selecting which RM you want to order.
  - Alternatively, save with **SAVE AS DRAFT**.



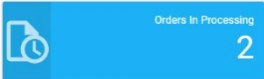

Reference Material *	Description	Expiry Date	Price/vial	Quantity *
RM_Dw_2022_A	RM Dw 2022:A	2024-02-02 10:09	52 USD	5
RM_Food_2021_12	RM Food 2021:12	2023-12-31 10:18	52 USD	10

\*=Required

- Click on  to add a row to your order.
- Select the desired **Reference Material** and enter the number of vials under **Quantity**.
- Add more rows with  until the order is complete.
  - You can also delete rows with the trash can. 
- Click **NEXT** to proceed with the order.
  - Alternatively, save with **SAVE AS DRAFT**.
- *Optional:* Upload a purchase order by clicking **SELECT FILES**.
- Click **SAVE & SUBMIT** to submit the order.
  - Alternatively, save with **SAVE AS DRAFT**.
- Click **YES** to confirm that the order should be submitted.

**IMPORTANT:** You will not receive an e-mail confirmation, but instead you can follow the status of the order directly on the web portal.

### 4.1. Check the status of RM orders

- Click on **Home** in the menu on the left.
- Click on **Orders in processing**. 
- Click on the blue eye  to the right of an order to see more information and status for the order.
  - If you have a tracking number for your shipment, it will be shown here.

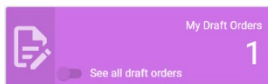
### 4.2. Continue with a draft order

- Click on **Home** in the menu on the left.

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- Click on **My Draft Orders**.

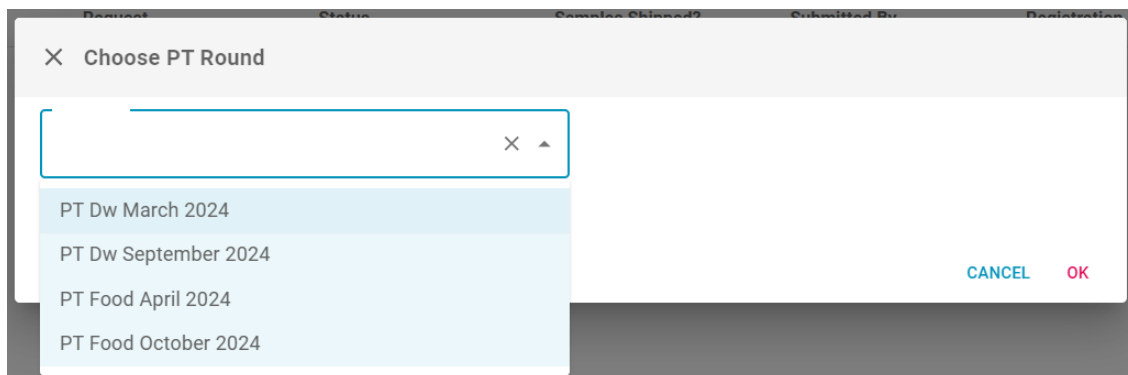


- Click on the blue pencil  to the right of an order to continue working on it.

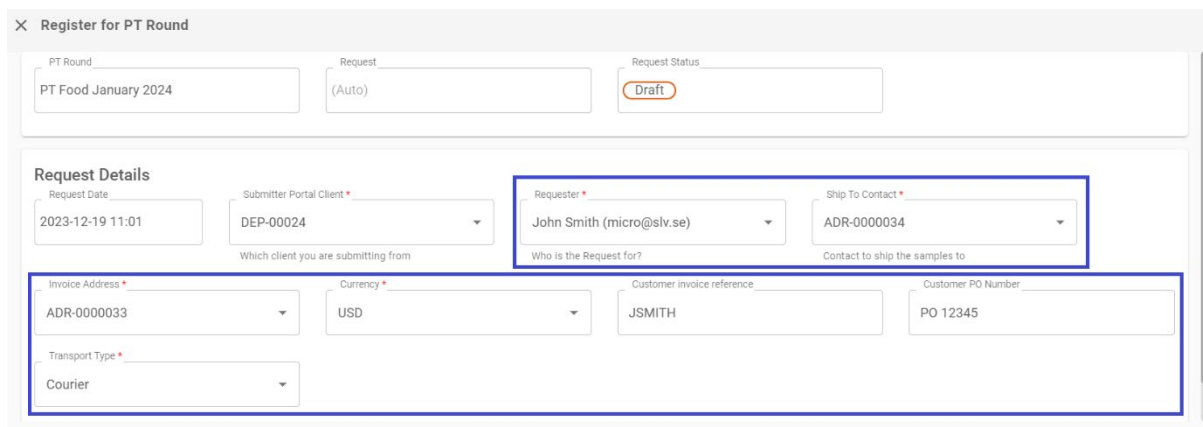
## 5. Register for Proficiency Testing

- Select **Proficiency Testing** with  in the top right corner of the page.
- Click on  at the bottom right corner of the page.
- Select the PT round you want to register for and click **OK**.

***You need to register for each individual PT Round separately!***



- In the same way as for an RM order, fill out the form (for most of the fields, you will only have one option to choose from):



CANCEL SAVE AS DRAFT SAVE & SUBMIT

- **Submitter portal client:** This information is pre-filled and should not be changed.
- **Requester:** Choose who is placing the registration.
- **Ship to contact:** Select the delivery address.

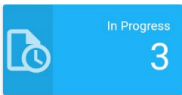

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- **Invoice address:** Select the invoice recipient.
- **Currency:** Select your currency.
- **Customer invoice reference:** Enter your invoice reference [The text entered here will appear on the invoice]
- **Customer PO number:** Enter your purchase order number [The text entered here will appear on the invoice]
- **Transport type:** Select mode of transport (**Post** is only available for customers within Europe)
- Click on **SAVE & SUBMIT** to submit your registration.
  - Alternatively, save with **SAVE AS DRAFT**
- Click **YES** to confirm that the registration should be submitted.

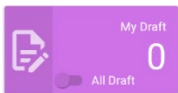

**Please note:** No e-mail confirmation of the registration is placed, but instead it is possible to follow the status of your PT participation directly on the web portal.

### 4.3. Check your active PT registrations

- Click on **Home** in the menu on the left.
- Click on **In Progress**. 
- Click on the blue eye  to the right of an order to see more information about the registration.
  - *If you have a tracking number for your shipment, it will be shown here.*

PT Round	Request	Status	Samples Shipped?	Submitted By	Registration Deadline	Reporting Deadline	
PT Food January 2024	R-231219-00002	Finished	Not Shipped	JS	2023-12-01 00:00	2023-12-01 00:00	 
PT Water April 2024	R-231206-00001	Finished	Shipped	JS	2023-12-06 09:16	2023-12-07 07:00	 




### 4.4. Continue with a draft registration

- Click on **Home**  in the menu on the left.
- Click **My Draft**.
- Click on the blue pencil  to continue working on the registration.

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## 6. Report results for Proficiency Testing

- Select **Proficiency Testing** with  at the top right corner of the page.
- Click on **Home** in the menu on the left.
- Click on **In Progress** 
- Click on the blue pencil in a box  to report method data and results.
- For each sample; click on the plus sign to the left of the sample to expand and show the analyses.
- Report your method data and results as in the picture below.

**IMPORTANT:** After filling out a few rows with results, the form will sometimes become “slow”. To counter this, save your results with **SAVE** at the top right of the page. Then continue with filling out your results.

[Save] to save your progress

Request Portal CANCEL SAVE&CLOSE SAVE

Samples Analysis Method data Qualitative results Quantitative results

Description Status Type

Sample A ← Reporting results for sample A Received

Analysis	Analysis Type	Method	Result (Pos/Neg)	Result (Numerical)	Unit
Aerobic microorganisms, 30 °C	Quantitative	* ISO 4833-2:2013 (PCA o...)	Results for method 1 →	* 4,235	log cfu/ml
Aerobic microorganisms, 30 °C	Quantitative	* Petrifilm™ AC (48 h)	Results for method 2 →	* 4,11	log cfu/ml
Enterobacteriaceae	Quantitative	* ISO 21528-2:2017 (VRBG)	← Zero result → [Cannot report < or >]	* 0	log cfu/ml
Enterobacteriaceae	Quantitative	* NMKL 144:2005 (VRBG)		* 0	log cfu/ml
Thermotol. Campylobacter - Quant.	Quantitative	* ISO 10272-2:2017		* 2,341	log cfu/ml
Thermotol. Campylobacter - Quant.	Quantitative	* NMKL 119:2007		* 2,012	log cfu/ml
L. monocytogenes - Quant.	Quantitative		← No result to report → [Leave empty]		log cfu/ml
L. monocytogenes - Quant.	Quantitative	* NMKL 136:2010		* 1,625	log cfu/ml
Thermotol. Campylobacter - Qual.	Qualitative	* ISO 10272-1:2017	* Positive		
Thermotol. Campylobacter - Qual.	Qualitative	* VIDAS® CAM	* Positive		

← Select "Positive" or "Negative" for qualitative analyses

- For each analysis, it is possible to report up to two different (2) results.
  - You could e.g. report one results from an ISO method and one result from an alternative method.
  - Only fill out both rows if you have two different results to report. If you only have results from one method, leave the other row empty.
- If you have no results to report for an analysis, leave the corresponding cells empty.
  - Do not report results like “-“ or “N/A”

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- For each reported result, select the method used in the drop-down menu.
  - If your method is not available, choose “Other”.
  - *Optional*: leave a comment in the field “Notes”.
- For **food analyses**; quantitative results can be reported with up to three decimal places.
  - E.g. 3.45 or 3,456
  - You can use either a comma (,) or a period (.) as the decimal sign.
- For **drinking water analyses**; quantitative results should be rounded to the nearest integer.
  - E.g. report “34” and not “34.5”.
- For both food and drinking water analyses, zero results should be reported as “0”.
  - Results “less than” , e.g. “<1” or “<100”, “>1” etc. cannot be reported.
- Make sure to click **SAVE** your results every now and then, since the web form will otherwise become “slow”.
- Repeat the reporting procedure for all three samples (A, B and C).
- When you are finished, click **SAVE&CLOSE**, then click **YES**.
  - Your results are now saved and submitted.
  - The results can be (re-)entered and saved as many times as you like, until the reporting deadline.

## 7. Edit or add information for a contact person, or an invoice address



On the web portal, you can edit or add a delivery address (see below).

However, if you want to edit or add a information for a contact person, or an invoice address, you need to contact us at [micro@slv.se](mailto:micro@slv.se).

## 8. Edit or add a delivery address

**IMPORTANT: Any changes you make to your contact address will be directly transferred to our customer database. They will not be manually inspected, and will be used “as is”. Therefore, please double-check the information carefully before submitting.**

Home / Contacts Add [another delivery address](#) ↓


Identifier	Address Type	Firstname	Lastname	Address1	City	State	Postalcode	Country	
+ ADR-0000034	Delivery Address	Dan	Smith	Main Street 123	New York	NY	US-12345	USA	 

[Edit this address](#) ↑


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### 8.1. Edit an alter an existing delivery address

- Click **Contacts** in the menu on the left side of the Home page.
- To the right of the address to be changed, click on the blue pencil. 
- Change the information and click **SAVE**.
  - Some fields are pre-filled, and cannot be changed.
  - The maximum length in each field is 80 characters (including spaces)

### 8.2. Add a new delivery address

- Click **Contacts** in the menu on the left side of the page.
- Click on the red button with the plus sign at the bottom right of the page to add  a new delivery address.
- Fill in your contact details (encircled in blue in the figure below).
  - Some fields are pre-filled, and cannot be changed.
  - The maximum length in each field is 80 characters (including spaces)
- When you are finished, click **SAVE**.

× Edit Contact

Customer *	Identifier ADR-0000034	Address Type Delivery Address
<small>How this contact will be recognized</small>		
Firstname Dan	Lastname Smith	
Address1 Main Street 123		
City New York	State NY	Postalcode US-12345
Country USA		
Phone +1 23456789	Email delivery@food-lab.us	

\*=Required