



## **AHVLA Briefing Note 05/14**

# **Online TB Test Submissions**

## **- Unavailability of Sam 13-16 June**

## **- Revised process for recording TB181 explanatory leaflets**

### **Purpose**

1. To inform OV's of :
  - a. The unavailability of the Sam IT system between 17:00 on Friday 13 June and 07:00 on Monday 16 June;
  - b. Revised Sam process for recording the provision of TB181 explanatory leaflets.

### **Sam downtime**

2. AHVLA will be undertaking a major update to the Sam IT system between 17:00 on Friday 13 June and 07:00 on Monday 16th June. As a result, Sam will be unavailable to system users during this period.
3. Users are reminded that it is possible to work offline during planned maintenance. Details of how to download working forms from Sam in *MS Excel* format, for updating and subsequent uploading back into the system, can be found in Section 10, Part 2 and Section 12 of the Sam Official Veterinarian Practice Guide and the online e-learning module.
4. Users are also reminded that service status updates can be found on the Sam Online TB test submission page of the AHVLA website.

## Revised process for recording TB181 explanatory leaflets

5. Following the upgrade, the Sam system will be aligned with the new process for providing TB181 explanatory leaflets, which have been in use since 6 April 2014.
6. The OV Sam User Guide (v7.4) has been updated to reflect this and OVs should now follow this revised process.
7. This requires that, from 16 June 2014, OVs should record their actions using the appropriate selections on the *Summary & Sign-Off Tab* and now refrain from detailing these in the *Comments* box. Further guidance is available in Section 17, Step 3 of the revised User Guide, available at: <http://ahvla.defra.gov.uk/official-vets/access-to-sam/sam-ov-training-and-guidance.htm>.

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