



Food Micro Labs offers our clients **online access to pdf versions of our reports** (COAs) on an online portal, including the ability to **split reports**, access **partial reports** and **download data** to a spreadsheet.

When you are looking on our portal, you have the following fields to narrow any search:

COA Contains = you need to know either the COA number or the day the sample was sent to the lab (MMDDYY). For example, if you submitted samples on 08/10, enter 081018 and any COA from that date will show up

PO Number Contains = any portion of the PO (when included on submittal)

Sample Description = enter any part of the info provided in the "description" field of your submittal (to note zeroes and the letter O sometimes cause problems)

Req/PO# = this is used for shelf life testing only

Test = you can enter a test name like "coliform"

Date Range = any range like last 30 days, up to 5 years

If you need help navigating the site, please let our client service team know at clientservices@foodmicrolabs.com.

[VISIT WWW.FOODMICROLABS.COM TO ACCESS DATA PORTAL](http://www.foodmicrolabs.com)

food microbiological
LABORATORIES, INC.

714-657-7527
clientservices@foodmicrolabs.com

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LOGIN

The screenshot shows the login page for Food Microbiological Laboratories, Inc. The logo is in the top left, and a 'Login' link is in the top right. A dark navigation bar contains a 'Home' button. Below the navigation bar, the text 'Log In' is displayed. A form box contains two input fields: 'User Name:' and 'Password:'. A 'Log In' button is located at the bottom right of the form box.

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[Login](#)

Home

Log In

User Name:

Password:

SELECT ACCOUNT AS NEEDED

The screenshot shows the user account selection page. The logo is in the top left. The top right corner displays 'FML Inc. SELECT', 'Welcome: Chelsea Fagundes', and links for 'Logout' and 'Update Account'. A dark navigation bar contains buttons for 'Home', 'COA', 'Results Download', and 'My Account'. A dropdown menu is open, showing 'Select Account' and a 'Cancel' link below it. The main content area displays 'Welcome' and 'Food Microbiological Laboratories'.

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FML Inc. [SELECT](#)
Welcome: Chelsea Fagundes
[Logout](#) [Update Account](#)

Home COA Results Download My Account

Select Account ▼

[Cancel](#)

Welcome

Food Microbiological Laboratories

VIEW AND PRINT COA REPORTS

PARTIAL AND/OR COMPLETED



Home

COA

Results Download

My Account

Orders for FML Inc.

COA Contains

PO Number Contains

Sample Description

Date Range: Days [30](#) [60](#) [90](#)

Created From:

To:

Req/PO#

Test

COA#	Order Date	Received	Type	Status	PO Number	Report
FMLI031820001	03/18/2020	03/18/2020	Routine	Assigned	N/A	COA
FMLI031720001	03/17/2020	03/17/2020	Routine	Assigned	N/A	COA
FMLI031620002	03/16/2020	03/16/2020	Routine	Assigned	N/A	COA
FMLI031620001	03/16/2020	03/16/2020	Routine	Assigned	N/A	COA

Date range can be manipulated to a specific date range or for last 30, 60, 90 days.

The COA # is the first 4 letters of the company name and the date of receipt in MMDDYY#### format, where the last 3 numbers indicate the project # starting with 001. Click here to see a list of what [samples](#) were assigned to each COA (SEE NEXT PAGE).







The status shows you whether the projects are still pending (aka assigned) or complete; COAs are automatically sent to email upon completion.

Clicking on these reports will give you any preliminary results available for the entire project.

VIEW AND PRINT SEPARATED COA REPORTS, SEE SAMPLE DESCRIPTIONS

On the samples page, you can see if individual samples are still in-test or have been completed.

COA#: FMLI031820001 Received Date#: 3/18/2020
Customer PO Number: N/A Order Type: Routine
Order Description:

Samples							
COA #	Sample Num	Received Date	Description	Completed Date	Sample Detail (2)	Sample Detail (1)	Report
FMLI031820001	FMLI20-00551	3/18/2020 10:02:00 PM	Sample #1				Sample COA 
FMLI031820001	FMLI20-00553	3/18/2020 10:02:00 PM	Sample #3				Sample COA 
FMLI031820001	FMLI20-00554	3/18/2020 10:02:00 PM	Sample #4				Sample COA 
FMLI031820001	FMLI20-00555	3/18/2020 10:02:00 PM	Sample #5				Sample COA 
FMLI031820001	FMLI20-00556	3/18/2020 10:02:00 PM	Sample #6	3/20/2020 12:59:00 PM			Sample COA 
FMLI031820001	FMLI20-00552	3/18/2020 10:02:00 PM	Sample #2	3/20/2020 6:48:00 PM			Sample COA 

On the samples page, you can click on the **sample number** to see any available results in a table format

On the samples page, you can click on the **sample COA** to see any available results on a COA. This is helpful if you need a separate report for a single sample.

DOWNLOAD DATA TO A SPREADSHEET



Home COA **Results Download** My Account

Export most recent 300 results to a spreadsheet

Archive Results for FML Inc.

Rows returned: 300 (Max)

Filter Options

Sample Num:	Contains	<input type="text"/>	(Text)
Description:	Contains	<input type="text"/>	(Text)
Sample Detail(1):	Contains	<input type="text"/>	(Text)
Sample Detail(2):	Contains	<input type="text"/>	(Text)
Test Name:	Contains	<input type="text"/>	(Text)
Param. Name:	Contains	<input type="text"/>	(Text)
Received date:	Null	-	Null (Date Range)
Unit Name:	Contains	<input type="text"/>	(Text)

Filter results based on date, description or test name

Rows Returned: TOP

CHANGE YOUR PASSWORD

IF YOU GET LOCKED OUT, REQUEST A PASSWORD RESET VIA CLIENTSERVICES@FOODMICROLABS.COM

The screenshot shows the website for Food Microbiological Laboratories, Inc. The logo at the top left features the text "food microbiological" in green and blue, with "LABORATORIES, INC." in blue below it, and "An ISO17025 Accredited Laboratory" in smaller blue text underneath. A navigation bar contains links for "Home", "COA", "Results Download", and "My Account". The "My Account" link is highlighted in blue. Below the navigation bar, the page title is "Update Account Security". A form box contains three input fields: "Your Current Password:", "New Password:", and "Confirm New Password:". Below these fields is a button labeled "Update Security".

QUESTIONS – CALL US AT 714-657-7527 OR EMAIL CLIENTSERVICES@FOODMICROLABS.COM FOR HELP