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, it 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)

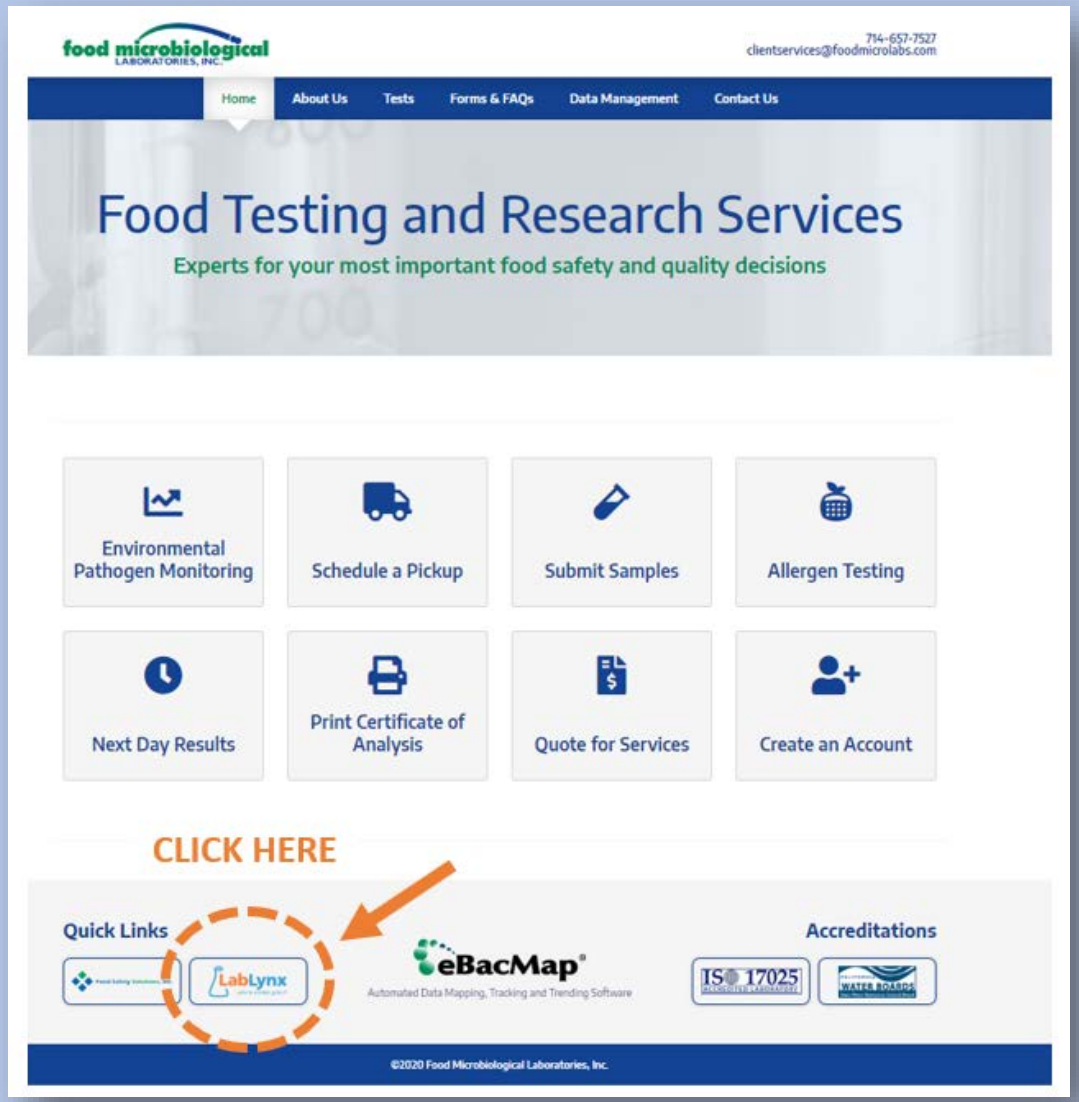
Req/PO# = this is used for shelf life testing only

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

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

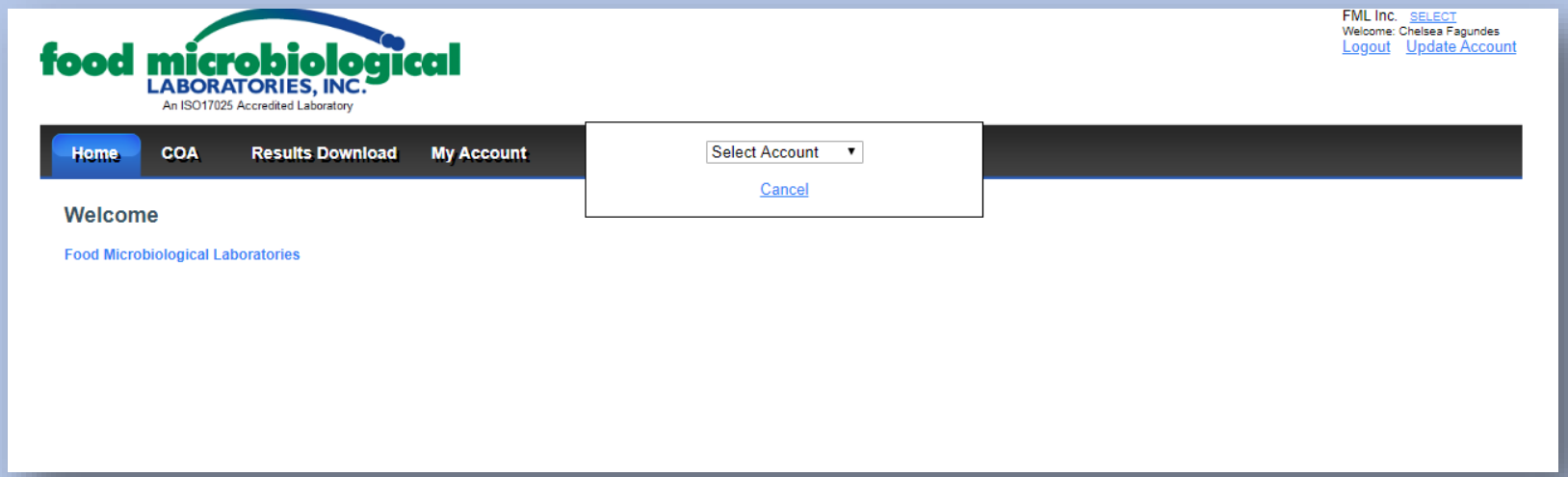
If you need help navigating the site, please let our client service team know at clientservices@foodmicrolabs.com.

VISIT WWW.FOODMICROLABS.COM TO ACCESS DATA PORTAL



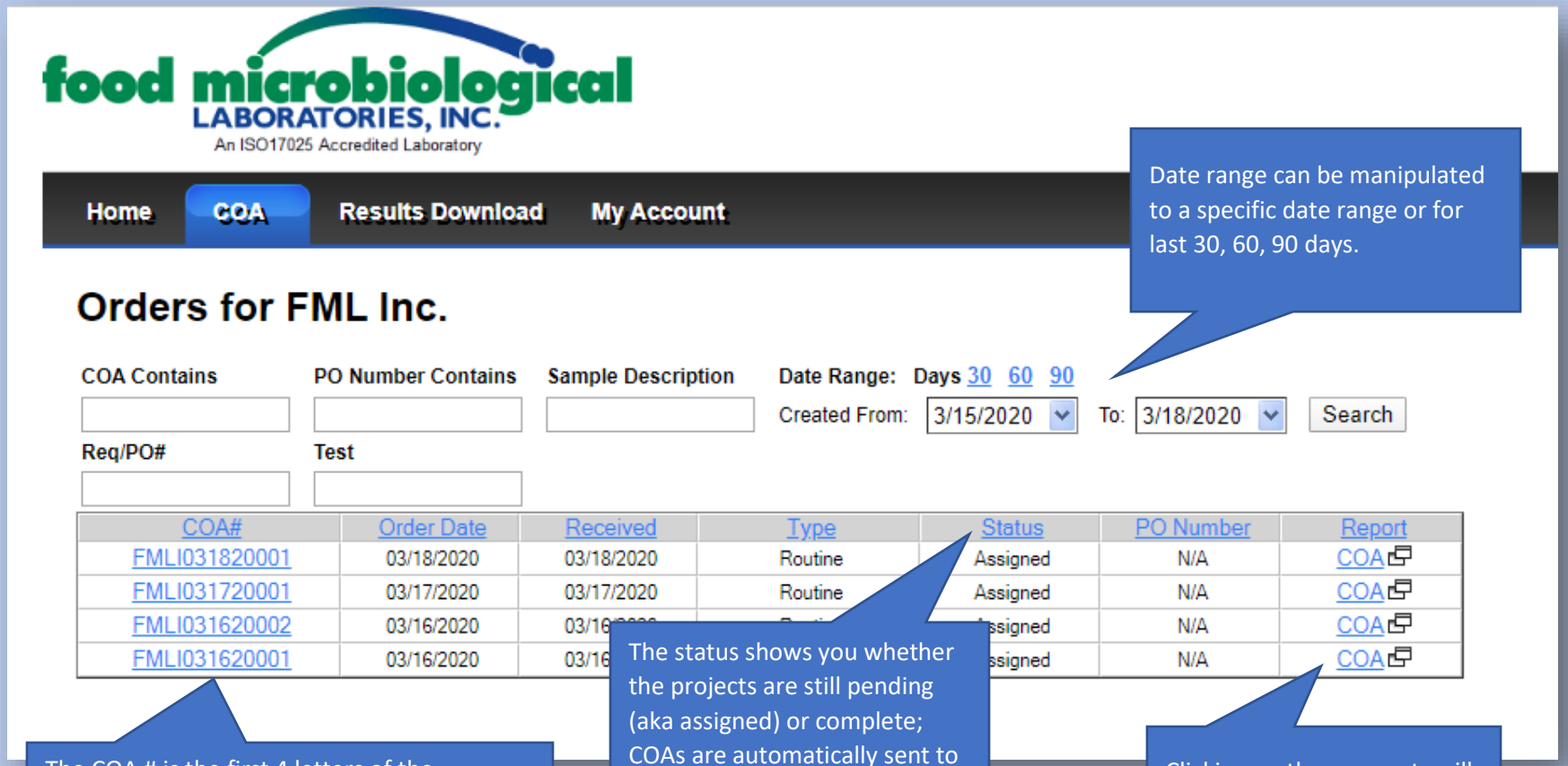
LOGIN

SELECT ACCOUNT AS NEEDED



VIEW AND PRINT COA REPORTS

PARTIAL AND/OR COMPLETED



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:

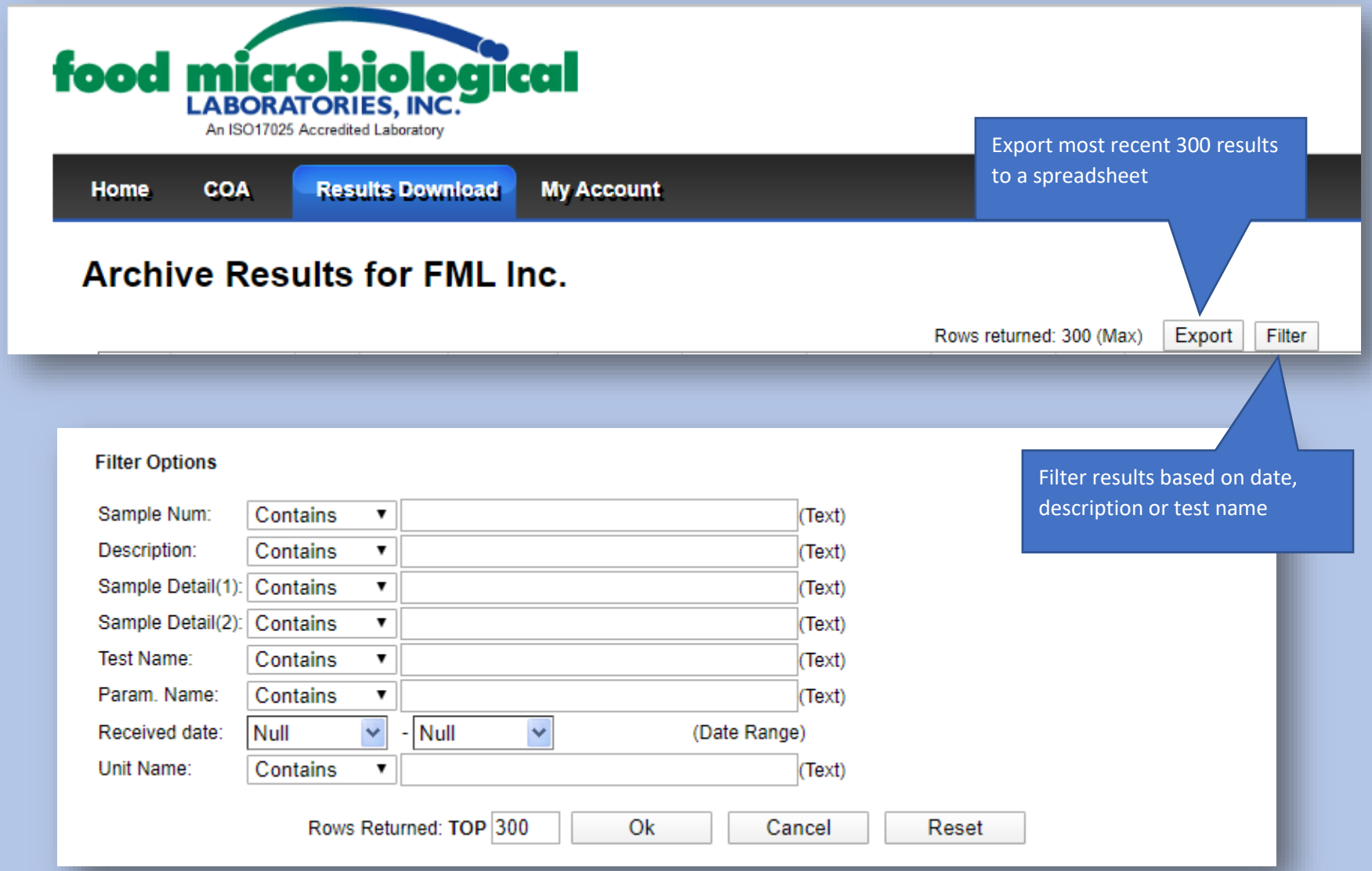
Samples

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

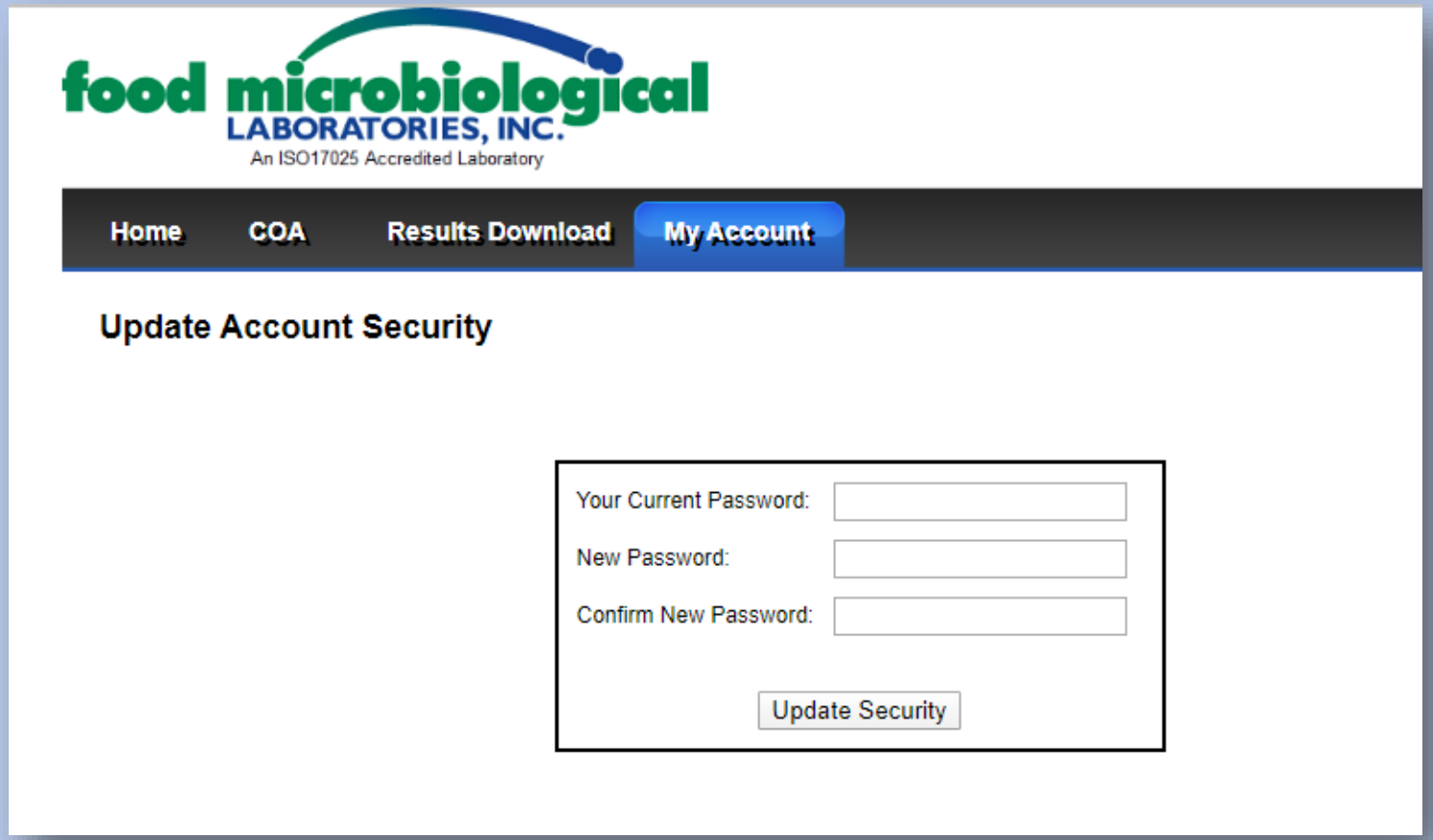
On the samples page, you can click on the **sample COA** to see any available results on a COA. This is helpful if you need a separate report for a single sample.

DOWNLOAD DATA TO A SPREADSHEET



CHANGE YOUR PASSWORD

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



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