Preclinical Services

Submit a Case

- Click here to start a new case submission.

Easy Service Category Selection

- Clinical Pathology submissions start under "Preclinical Research."

- Some preclinical NHP or biomarker services may appear under the "Health Monitoring" category. Please contact Client Support or your Account Manager with questions.
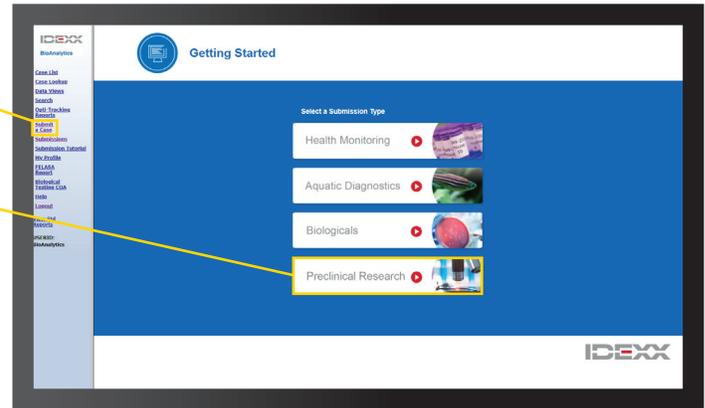
Copy and Paste or Manually Type Data

- Animal ID, species, and collection date are required fields.

- Add any other sample information you would like to see on the report.
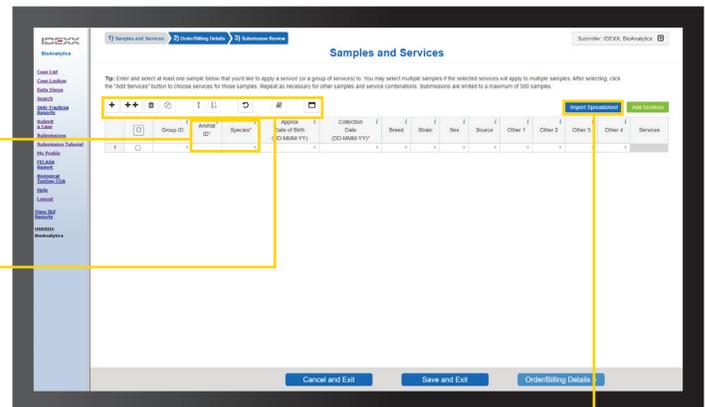
Tool Palette

- The _i_ link in the column headers provides additional glossary information

| Icon	Description	Icon	Description
➕	Add a single row	↓¹₉	Sequential number fill
➕➕	Add multiple rows	↺	Undo
🗑	Trash can / delete	📖	Dictionary
↕	Fill down a column	▭	Full Page View
📑	Duplicate a row		

Import Spreadsheet Data

- A blank spreadsheet template is available in the pop-out window once you click "Import Spreadsheet."

- Customize "Other" column headers.

- Upload data for a quick and easy submission.

IDEXX

Preclinical Services

Embedded Error Checking and Dictionary

- Our data dictionary reviews sample information against your past submission to help you maintain consistent nomenclature. If a new value is entered, the cell or column will be highlighted in yellow. A message will be displayed informing you that it is a new entry, so you can edit the entry or add it the new value to the dictionary.

- To add the dictionary, select the cells(s) or column(s), click the dictionary icon, and confirm by selecting "Add to Dictionary" on the pop-up window. Multiple cells or columns can be added together for ease.
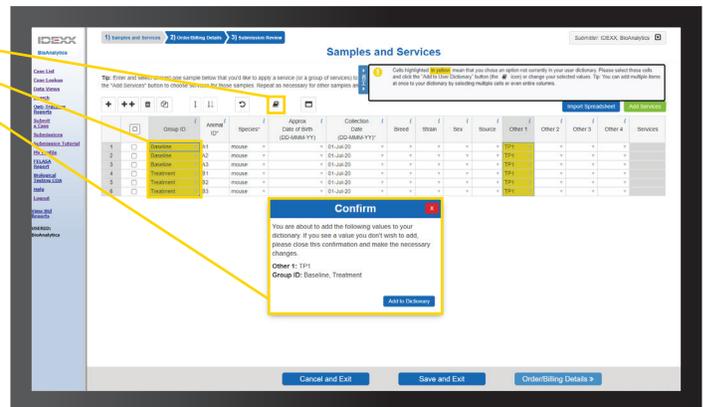
## Once all sample data is populated, select samples and click "Add Services"

- Select samples by checking the box in the left column. You can select individual samples, groups, or all depending on your needs.

- To select all samples, click the checkbox at the top of the column.
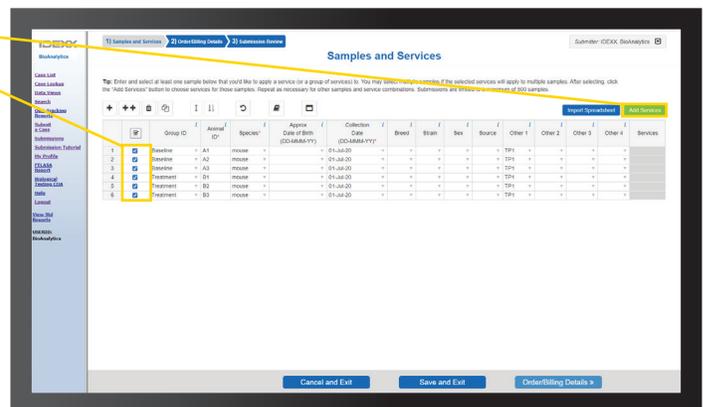
The service selection pop-out window allows you to search by code or browse the offering by department

- Check the box to choose your service and indicate sample type.

- Click "Add Selections."

- Multiple services can be added after clicking "Add Selections" by repeating the steps above.

- To add services to other samples, click "Close," select the samples needed and repeat.
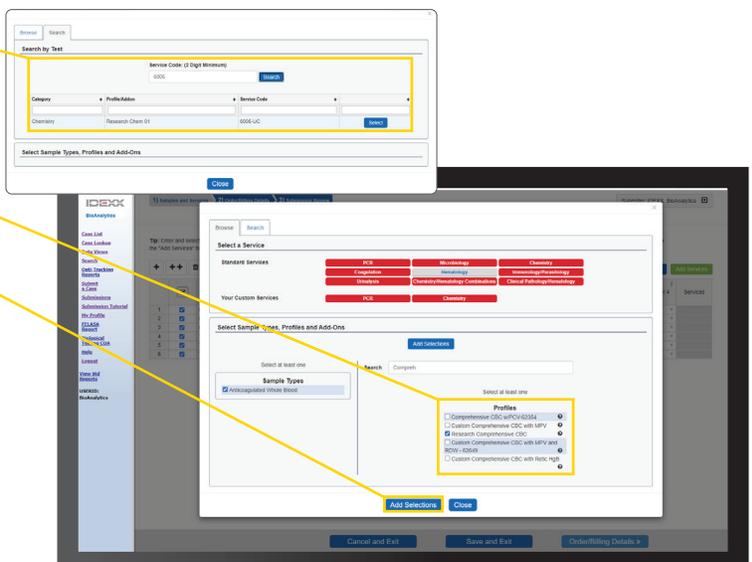
Hint: You can see what tests are included in a service or sample type information by clicking the ❓ next to a service.

IDEXX

Preclinical Services

IDEXX **BioAnalytics**

When you close the service selection screen, you will go back to the sample information grid

• The service category appears next to the samples.

• Once sample and service information are complete, proceed to "Order/Billing Details." Fill out submission and shipping details and provide any special instructions.

• Review the packing slip and submit. You will see a confirmation number when completed.

• Include a copy of the packing slip/submission confirmation with your samples to expedite intake and processing.
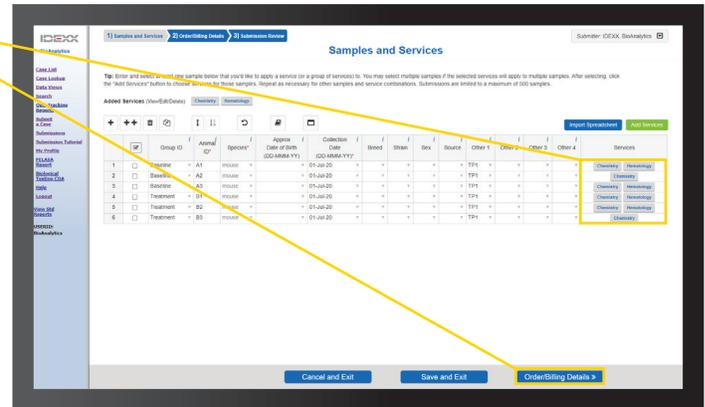
Click "Submissions" to see past submissions

• Any past submission can be cloned.

• Submissions can also be named to clearly identify them.

• This is where you'll find pending submission you started and saved.
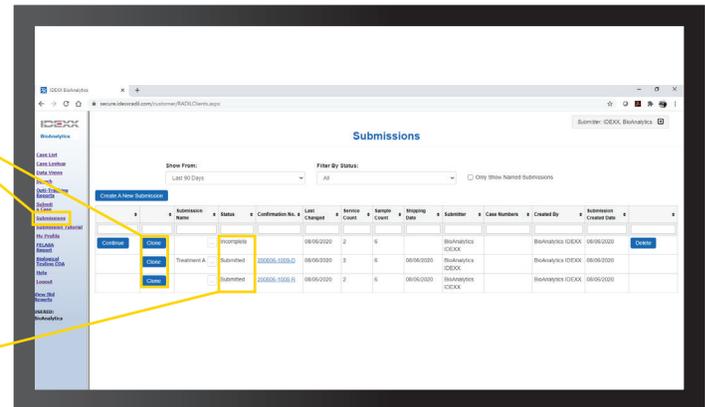
The Status column indicates when the submission has been received by the lab and when results are available

IDEXX