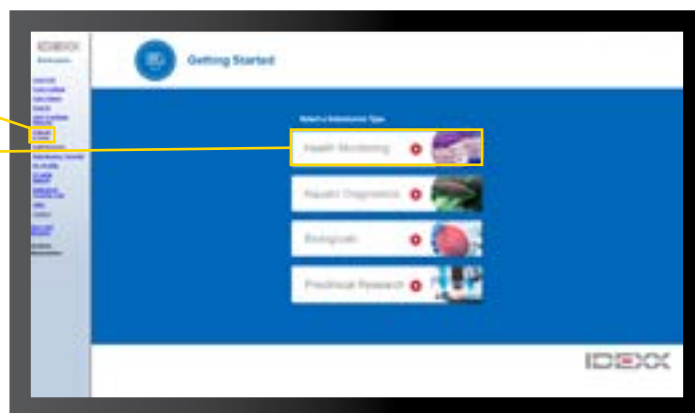IDEXX **BioAnalytics**

Animal Health Monitoring

Submit a Case
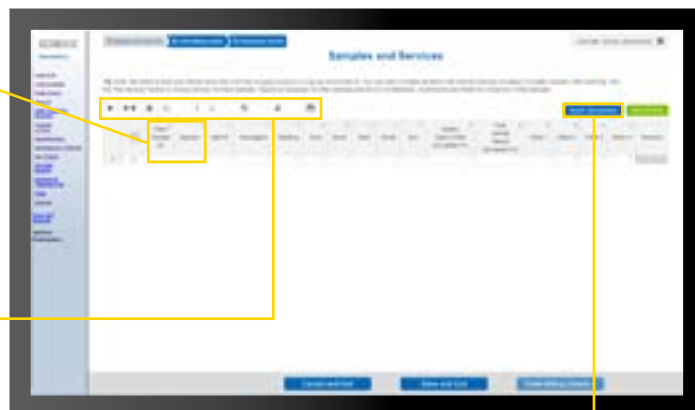- Click here to start a new case submission.

Easy Service Category Selection
- Choose the Submission Type needed to begin.

Copy and Paste or Manually Type Data
- Animal Health Monitoring: Client Sample ID and species are required fields.
- Biologics: Client Sample ID is required.
- 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

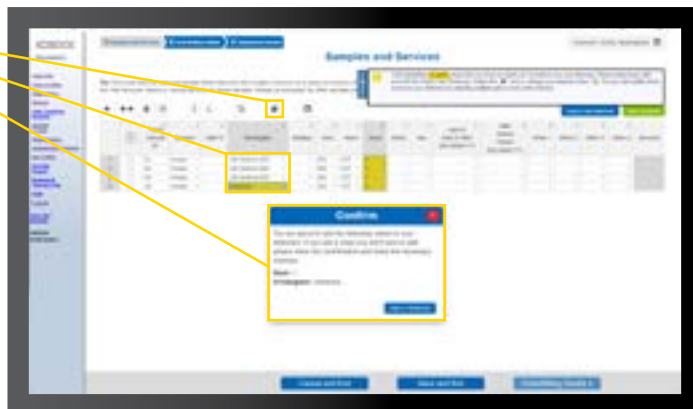| Icon	Description	Icon	Description
✚	Add a single row	↓19	Sequential number fill
✚✚	Add multiple rows	↺	Undo
🗑	Trash can / delete	📖	Dictionary
↕	Fill down a column	▭	Full Page View
🗐	Duplicate a row		

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.
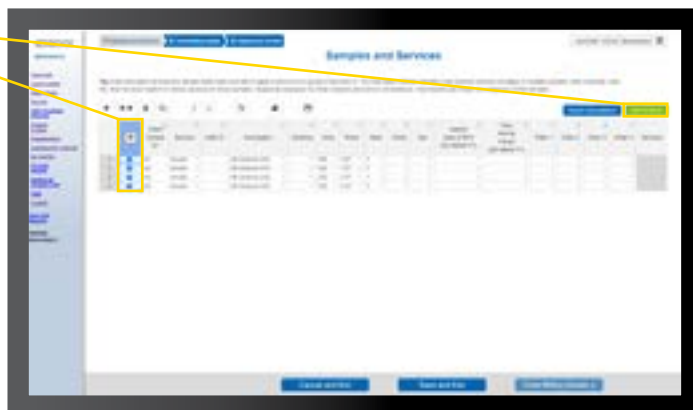
IDEXX

Animal Health Monitoring

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.
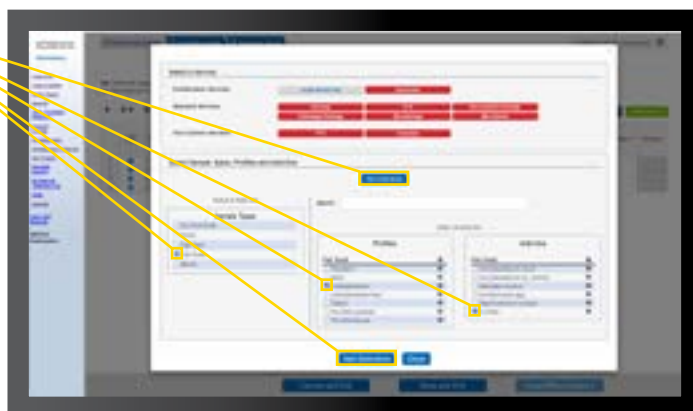

Once all sample data is populated, select samples and click "Add Services"

- 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.

Select the service type- your custom services will also be available for selection

- Check the boxes to indicate sample type, service and/or profile, and any needed add-ons.

- Click "Add Selections."

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

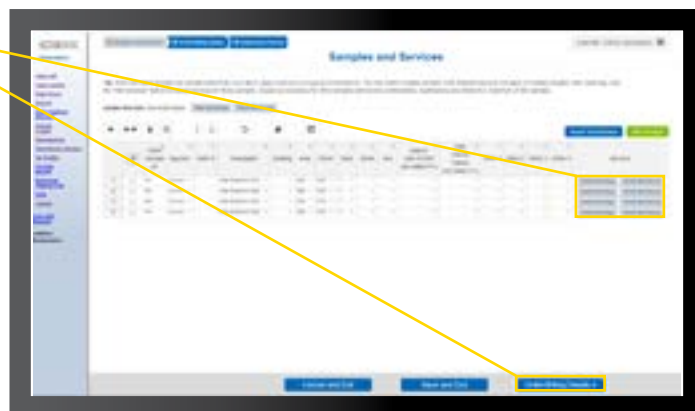- To add services to other samples, click "Close," select the samples needed and repeat.

Hint: You can see what tests are included in a service or profile or sample type information by clicking the ⑦ next to a service.

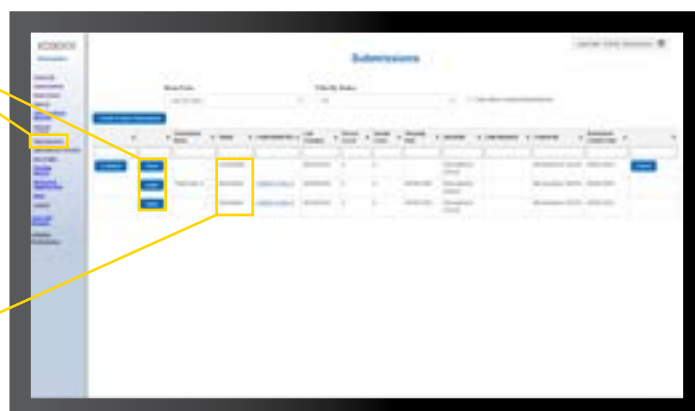**IDEXX**

Animal Health Monitoring

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 expediate 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